



<b>Title:</b> <b>Group B Water System Name Changes</b>	Page 1 of 1
Number:    [Administrative] Policy DW-05	Effective Date: April 13, 2020
Applies To: All Group B Water Systems	Supersedes:    N/A
Approved:   Eric Evans, Assistant Division Director	Next Review:   As Needed

**A. Purpose**

The purpose of this policy is to establish the process for renaming Group B Public Water Systems.

**B. Policy Statement**

The Kitsap Public Health District oversees and regulates Group B Water Systems. Those Group B Water Systems have historical names that are changed by the system owners from time to time for various reasons.

**C. Implementing Procedures**

**1. Group B Name Change Requirements for Group B Water Systems:**

- a. Group B Water System Name Changes shall be completed in coordination with the Water System User’s Agreement, which describes system ownership and management conditions.
- b. Group B Water Systems that do not have a Water System User’s Agreement in place may not change their water system name.
- c. Group B Water System contact shall either submit the name change request in writing to the Health District, or email the request to [ossdw@kitsappublichealth.org](mailto:ossdw@kitsappublichealth.org)
- d. Upon receipt of a name change request, the Health District will:
  - i. Verify the request is valid and the name is not already in use for another water system in the county.
  - ii. Update the Drinking Water database.
  - iii. Enter a note in the Drinking Water database and the water system file, indicating approval of the name change and a separate note indicating the old name of the system.
  - iv. Update the Water Facilities Inventory, scan a copy to file, and send it to: [wfi.swro@doh.wa.gov](mailto:wfi.swro@doh.wa.gov)

**D. Policy Review History**

Initial Approval        04/14/2020



