

Submitting Public Water System Manuals to the Bureau of Safe Drinking Water (BSDW) Engineering Branch

The Manual of Operations and Maintenance (Manual of O&M), Emergency Response Plan (ERP), and/or Cross Connection Control Plan (CCCP) are considered water projects that must be submitted to the BSDW Engineering Branch or the appropriate District Board of Health for review. **If submitting to a District Board of Health, it is recommended to contact their office for directions as to how to submit your project.**

Please review the steps below on how to submit the referenced manuals and resubmittals electronically to the BSDW Engineering Branch.

Initial Submittals:

Contact the BSDW Project Coordinator via email at ndep-dw-eng@ndep.nv.gov and advise of a new water project. Provide the following information:

- Public Water System (PWS) Name;
- PWS ID Number (if an existing system);
- Project Name; and
- Application for Approval of a Water Project digitally signed by the administrative contact for the water system. The Application can be found on the BSDW website under [Engineering Reviews](#). Please note that for Water Projects only involving Public Water System Manuals (Manual of O&M, ERP, and/or CCCP), only the first two (2) pages of the Application need to be completed.

The Project Coordinator will reply to your email with a password-protected FTP link to upload the individual documents:

- Manual of Operations and Maintenance
- Emergency Response Plan
- Cross Connection Control
- As well as other documents referenced in the associated appendices

The Project Coordinator will let you know if there are any issues with the document or missing items. **Please note that if the submittal is incomplete or contains errors, the project will not move forward in the review queue.**

Once the submittal is 100% complete, the Project Coordinator will provide the PWS Administrative Contact of the BSDW-assigned plan review number. **Please be sure to include the plan review number in all correspondence with BSDW staff.**

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How will BSDW issue a comment letter?

If there are any comments on the project, the BSDW Project Coordinator will upload a comment letter to the FTP link. An email will be sent to the PWS Administrative Contact, PWS designated operator, and PUC (if applicable) to inform them that the comments are available on the FTP website.

Resubmittals:

Do not email resubmittal documents directly to the BSDW Review Engineer.

Upload resubmittal documents to the previously provided FTP link. Upload all revised documents in the same format as the initial submittal. Email the BSDW Project Coordinator at ndep-dw-eng@ndep.nv.gov advising that you have uploaded the documents. In the email, please provide the following information:

- PWS Name;
- PWS ID Number;
- BSDW Plan Review Number; and
- Project Name

Regardless of how minor the change to a document is, all revised documents must be complete and not contain any omitted plan sheets and/or pages.

How will BSDW issue a water project approval letter?

To be consistent with electronic review, BSDW will issue an electronic version of the approval letter via email.