

**A. How to Obtain Recycled Water Directly From the Districts
(Steps for Direct Users or Purveyors)**

Process	Applicable Recycled Water Program Document or Actions Required	Responsible Entity
<i>Step 1</i> – Consult with Districts and review Recycled Water Users Handbook	Districts’ Recycled Water Users Handbook	Direct User or Purveyor
<i>Step 2</i> – Identify your local health department	Contact Los Angeles County Department of Public Health (LACDPH); or for Cities of Vernon, Pasadena, Long Beach, contact the local health department.	Direct User or Purveyor
<i>Step 3</i> - Prepare draft plans and specifications	California Department of Public Health (CDPH) requirements in California Code of Regulations (CCR) Title 17 and 22 ¹ , Los Angeles County Department of Public Health (LACDPH) Guidelines or local health department requirements	Direct User or Purveyor
<i>Step 4</i> - Draft User Agreement or Amendment (if site is not covered under existing agreement)	Districts’ User Agreement	Districts / Direct User or Purveyor
<i>Step 5</i> - Approve User Agreement or Amendment	Present Agreement or Amendment to Districts’ Board and governing body of Direct User or Purveyor for approval.	Districts / Direct User or Purveyor
<i>Step 6</i> - Submit Application for recycled water use	Districts’ User Application Form	Direct User or Purveyor
<i>Step 7</i> - Identify distribution issues, verify allowed uses, estimate quantity of water and delivery schedule	Verification of information provided in the Application Form. Send conditional approval in writing with caveat that project commencement is contingent upon Direct User or Purveyor receiving all regulatory approvals.	Districts
<i>Step 8</i> – Complete California Environmental Quality Act (CEQA) Process	Make sure you have proper CEQA documentation for the site.	Direct User or Purveyor
<i>Step 9</i> – Consult with health agencies (<i>recommended</i>)	Describe project and show draft plans to CDPH and LACDPH or local health department.	Direct User or Purveyor

¹ Links to adopted regulations and be found at:
<http://www.cdph.ca.gov/healthinfo/environhealth/water/Pages/Waterrecycling.aspx>

Process	Applicable Recycled Water Program Document or Actions Required	Responsible Entity
<i>Step 10</i> – Finalize and submit plans and specifications	Plans and specifications submitted to LACDPH or local health department; LACDPH Cross-Connection Plan Approval Application and fee or applications/fees required by local health department.	Direct User or Purveyor
<i>Step 11</i> - Provide materials and/or training to User on proper operation of a recycled water system	Districts' Recycled Water Users Handbook to be provided by Districts; training to be provided by Districts and/or Purveyor (or another equivalent program can be substituted).	Districts or Purveyor
<i>Step 12</i> – Final plans and specifications	Obtain approval of final plans and specifications from LACDPH or local health department.	Direct User or Purveyor
<i>Step 13</i> – Prepare/Amend Engineering Report	CDPH <i>Guidelines for Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water</i> ² ; Direct User or Purveyor completes the Engineering Report; the Districts provide information related to treatment facilities; the report must be prepared and stamped by a professional engineer registered in California.	Direct User or Purveyor, and Districts
<i>Step 14</i> – Submit Engineering Report (including as-built drawings of the recycled water distribution system) to CDPH and Los Angeles Regional Water Quality Control Board (LARWQCB), with copy to Districts	Completed Engineering Report and copies of as-built drawings of recycled water distribution system.	Direct User or Purveyor
<i>Step 15</i> – If applicable, submit revised Engineering Report, with copy to Districts	Revisions/additional information may be requested by CDPH and/or LARWQCB.	Direct User or Purveyor
<i>Step 16</i> – Authorization of project under existing or new LARWQCB permit	Letter or permit	LARWQCB; possibly CDPH, LACDPH, and/or local health department

² <http://www.cdph.ca.gov/certlic/drinkingwater/Documents/Recharge/ERGUIDE2001.PDF>

Process	Applicable Recycled Water Program Document or Actions Required	Responsible Entity
<i>Step 17</i> – Notify Districts of Final Regulatory Approvals	Direct User or Purveyor sends copy of LARWQCB letter or permit to Districts and any other applicable CDPH, LACDPH or local health department documents.	Direct User or Purveyor
<i>Step 18</i> – Pre- and post-construction inspections	Contact LACDPH or local health department prior to construction to arrange for site inspections, initial cross-connection and backflow prevention device testing; LACDPH Guidelines and Recycled Water System Inspection Report or report required by local health department.	Direct User or Purveyor
<i>Step 19</i> – Approval of final construction	By LACDPH or local health department	Direct User or Purveyor
<i>Step 20</i> – Begin project implementation		Direct User or Purveyor
<i>Step 21</i> – Submit revised as-built drawings of recycled water distribution system if necessary	Must be provided to LACDPH or local health department and Districts if any modifications have been made to original drawings.	Direct User or Purveyor

B. How to Obtain Recycled Water From Your Water Purveyors (Steps for Users and Purveyors)

Process	Applicable Recycled Water Program Document or Actions Required	Responsible Entity
<i>Step 1</i> – Consult with Purveyor and review Recycled Water Users Handbook	Districts’ Recycled Water Users Handbook	User and Purveyor
<i>Step 2</i> – Identify your local health department	Contact Los Angeles County Department of Public Health (LACDPH); or for Cities of Vernon, Pasadena, Long Beach, contact the local health department.	User and Purveyor
<i>Step 3</i> – Prepare draft plans and specifications	California Department of Public Health (CDPH) requirements in California Code of Regulations (CCR) Title 17 and 22 ³ , Los Angeles County Department of Public Health (LACDPH) Guidelines or local health department requirements.	User or Purveyor
<i>Step 4</i> – Request for recycled water service	Use recycled water Purveyor’s application process.	User
<i>Step 5</i> – Draft User Agreement or amendment (if site is not covered under existing agreement)	Districts’ User Agreement or Amendment	Districts / Purveyor
<i>Step 6</i> – Approve User Agreement or Amendment	Present Agreement or Amendment to Districts’ Board and governing body of Purveyor for approval.	Districts / Purveyor
<i>Step 7</i> – Submit Application for recycled water use to Districts	Districts’ User Application Form	Purveyor
<i>Step 8</i> – Identify distribution issues, verify allowed uses, estimate quantity of water and delivery schedule	Verification of information provided in the Districts’ User Application Form. Send conditional approval in writing with caveat that project commencement is contingent upon Purveyor receiving all regulatory approvals.	Districts
<i>Step 9</i> – Draft contract or amendment or other legal control mechanism (if site is not covered under existing contract or control mechanism)	Contract, contract amendment, or control mechanism between Purveyor and User.	Purveyor and User

³ Links to adopted regulations and be found at:
<http://www.cdph.ca.gov/healthinfo/environhealth/water/Pages/Waterrecycling.aspx>

Process	Applicable Recycled Water Program Document or Actions Required	Responsible Entity
<i>Step 10</i> – Approve contract or amendment or other legal control mechanism (if site is not covered under existing contract or control mechanism)	Purveyor and User authorize contract, contract amendment, or control mechanism.	Purveyor and User
<i>Step 11</i> – Complete California Environmental Quality Act (CEQA) process	Make sure you have proper CEQA documentation for the site.	Purveyor
<i>Step 12</i> – Consult with health agencies (<i>recommended</i>)	Describe project and show draft plans to CDPH and LACDPH or local health department.	Purveyor
<i>Step 13</i> – Finalize and submit plans and specifications	Plans and specifications submitted to LACDPH or local health department; LACDPH Cross-Connection Plan Approval Application and fee or applications/fees required by local health department.	Purveyor
<i>Step 14</i> - Provide materials and/or training to User on proper operation of a recycled water system	Districts' Recycled Water Users Handbook and training to be provided by Purveyor (the Districts' training program or another equivalent program can be substituted).	Purveyor
<i>Step 15</i> – Final plans and specifications	Obtain approval of final plans and specifications from LACDPH or local health department.	Purveyor
<i>Step 16</i> – Prepare/Amend Engineering Report	CDPH <i>Guidelines for Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water</i> ⁴ ; Purveyor completes the Engineering Report; the Districts provide information related to treatment facilities; the report must be prepared and stamped by a professional engineer registered in California.	Purveyor and Districts
<i>Step 17</i> – Submit Engineering Report (including as-built drawings of the recycled water distribution system) to CDPH and Los Angeles Regional Water Quality Control Board (LARWQCB), with copy to the Districts	Completed Engineering Report and copies of as-built drawings of recycled water distribution system.	Purveyor

⁴ <http://www.cdph.ca.gov/certlic/drinkingwater/Documents/Recharge/ERGUIDE2001.PDF>

Process	Applicable Recycled Water Program Document or Actions Required	Responsible Entity
<i>Step 18</i> – If applicable, submit revised Engineering Report, with copy to Districts	Revisions/additional information may be requested by CDPH and/or LARWQCB.	Purveyor
<i>Step 19</i> – Authorization of project under existing or new LARWQCB permit	Letter or permit	LARWQCB; possibly CDPH, LACDPH, and/or local health department
<i>Step 20</i> – Notify Districts of Final Regulatory Approvals	Purveyor sends copy of LARWQCB letter or permit to Districts and any other applicable CDPH, LACDPH or local health department documents.	Purveyor
<i>Step 21</i> – Pre- and post-construction inspections	Contact LACDPH or local health department prior to construction to arrange for site inspections, initial cross-connection and backflow prevention device testing; LACDPH Guidelines and Recycled Water System Inspection Report or report required by local health department.	Purveyor
<i>Step 22</i> – Approval of final construction	By LACDPH or local health department	Purveyor
<i>Step 23</i> – Begin project implementation		Purveyor and User
<i>Step 24</i> – Submit revised as-built drawings of recycled water distribution system if necessary	Must be provided to LACDPH or local health department and Districts if any modifications have been made to original drawings.	Purveyor