

CHECKLIST FOR NEW WELLS PERMITTED UNDER THE NHCRWA GRP

1. Well Owners must complete a customer information form within 30 days from receipt of GRP acceptance letter. The Well Customer Information Form is available on the NHCRWA website.
2. At least 14 days prior to installation of a flow meter, Well Owners shall submit a proposed flow meter submittal package for review and approval. Flow meter submittal package is to include manufacturer information and requirements including but not limited to flow meter type, model number, and manufacturer. Flow meter must be compatible with NHCRWA's Advanced Metering Infrastructure (AMI) system. Flow meter specifications are available on NHCRWA's website. NHCRWA's Program Manager will provide written approval or denial of proposed flow meter within five business days. Should an unapproved meter be installed, Well Owners will be required to purchase and install an approved meter or pay a surcharge per the Rate Order.
3. The following notifications are required to NHCRWAprogram@carollo.com:
 - a. At least 48 hours prior to well construction.
 - b. Upon completion of well construction.
 - c. At start up of the well.
4. Upon completion of well construction, NHCRWA will have an inspector confirm proper meter installation including required calibration documentation.
5. Well Owners will be responsible for self-reporting meter readings and usage into NHCRWA's Online Pumpage Reporting System (OPRS) and generating monthly bills through OPRS described in the NHCRWA Rate Order until the meter has been integrated into NHCRWA's automated billing system.
6. NHCRWA will coordinate the installation of the AMI system endpoint on the meter and will integrate it into NHCRWA's automated billing system. NHCRWA will notify the Well Owners once the meter has been integrated into the automated billing system.
7. Once a well has been integrated into the automated billing system and Well Owners have received notification from NHCRWA, Well Owners shall discontinue self-reporting through OPRS.
8. Well Owners are responsible for operating and maintaining the flow meter including the required calibration every two years as described in the Rate Order. Well Owners must provide proof of calibration to NHCRWA upon request.
9. In the event that the Well Owners need to repair or replace the approved flow meter, the Well Owners must contact NHCRWA's Program Manager to coordinate sustained metering and billing.
10. NHCRWA is responsible for operating and maintaining the AMI system endpoint and the communication system. In the event that an issue occurs with the AMI system endpoint, the Well Owners shall provide access to the well for NHCRWA and their contractor(s) to make repairs. Damage to any onsite NHCRWA equipment including the AMI system endpoint caused by Well Owners will be repaired by NHCRWA and/or their contractor(s). NHCRWA will bill the Well Owner for the cost of repairs to the NHCRWA AMI system due to damage by Well Owners.
11. NHCRWA and its representatives have the right to access the wells on the property and inspect and/or maintain the metering system at any reasonable time.
12. Well Owners are responsible for keeping accurate records, on a monthly basis, of the amount of groundwater withdrawn and the purpose of the withdrawals, and making such records available for inspection by NHCRWA representatives. Well Owners shall read the meter and record the meter reading and actual amount of pumpage each month in accordance with the Subsidence District rules and NHCRWA's Rate Order.
13. Communications with NHCRWA does not replace any required communication with HGSD by the Well Owner. Well Owners are responsible for communicating required information to HGSD.



14. In the event that the Well Owners decommission a well (i.e. plugged, capped, abandoned), the Well Owners must notify NHCRWA within 30 days.
15. In the event that the Well Owners' contact information changes, the Well Owners must notify NHCRWA within 30 days by contacting NHCRWA's Program Manager (NHCRWApogram@carollo.com).
16. Please direct all permit related questions and submittals to NHCRWA's Program Manager at NHCRWApogram@carollo.com.