

# Preparing a GROUNDWATER PROTECTION PLAN

*By including everything described in this outline, with details, your GPP will be in compliance with 401 KAR 5:037.*

## Section A. GENERAL INFORMATION

1. Name, Address and Location of Facility or Project
2. Name and contact information of Person Developing GPP
3. Name(s) and contact information Person(s) Responsible for Implementing GPP and authorized representative
4. Brief Description of Project or Facility

## Section B. ACTIVITIES THAT HAVE THE POTENTIAL TO POLLUTE GROUNDWATER

- List all the activities that are conducted at your facility that require a GPP.
- Include details.

## Section C. PRACTICES SELECTED TO PROTECT GROUNDWATER FROM POLLUTION

- For each activity listed in Section B, briefly describe the practice (Best Management Plan) that will be used to protect groundwater.
- Include details.
- If any of your activities listed in Section B are regulated under another program, you may incorporate them by reference.

## Section D. IMPLEMENTATION SCHEDULE

- The GPP must be implemented immediately.
- If all protective practices are being implemented already, state so. If protective equipment or devices must be ordered or built, list what is to be done and prospective date by which the protective practice will be completed.

## Section E. EMPLOYEE TRAINING

- Briefly describe topics to be covered in training the employees about groundwater protection practices.
- State the frequency of training sessions; be specific.
- State what the training includes, who is giving the training, and who received the training.
- Create and attach an employee training roster. Include spaces for the date of the training, a space for the person conducting the training, and spaces for the names of employees in attendance.

## Section F. INSPECTION SCHEDULE

- State the frequency of the inspections and what is to be inspected.
- Create and attach an inspection checklist, and save all inspections. Include spaces for the name of the inspector, the date of the inspection, and the items to be inspected. This documents that you are following your GPP.

## Section G. CERTIFICATION STATEMENT

I, \_\_\_\_\_, certify that this Groundwater Protection Plan complies with the requirements of 401 KAR 5:037. I have read the terms of the plan and will implement its provisions.

Signature

Date

## Section H. RECORD RETENTION REQUIREMENT

- Specify how public requests for viewing your GPP will be handled.
- Retain the GPP and all compliance records for 6 years.
- State that copies of the GPP and other records shall be transferred to the buyer if the property is sold.

\*Remember to review your entire GPP every 3 years and revise your plan at any time changes occur.

## Review of Groundwater Protection Plans (GPPs)

### Field Review by Kentucky Division of Water

State inspectors may periodically conduct a field review to make sure you have a complete and acceptable GPP located where it can be of use.

### Formal Review by Kentucky Division of Water

If you wish, you may submit your GPP to the Groundwater Section in Frankfort. If your GPP is technically complete and acceptable as protective of the groundwater for the activities described at your site or project, you will receive a letter to that effect.

If the GPP you submit is not acceptable, you will receive information describing what it needs to make it acceptable, and then you may make the corrections and resubmit it if desired.

Note that the submittal of your GPP for review and approval is optional unless required by:

- a Department for Environmental Protection Inspector or program,
- the GPP Program, or
- an Agreed Order.

The outline shown on the reverse side is the MINIMUM information that a Groundwater Protection Plan must include to be considered complete and within regulation.

Any GPP not containing this minimum information is considered incomplete and is in violation of 401 KAR 5:037.

***We can help!***

**To ask questions, or submit your GPP, call the Division of Water at 502 564-3410 and ask for the GPP Program Coordinator or mail a hardcopy to the address below.**

Groundwater Protection Plan Program  
Watershed Management Branch  
Division of Water  
300 Sower Boulevard, Third Floor  
Frankfort, KY 40601



**Keyword: "KY GPP"**