



## APA PROGRAM SERIES COMPLIANCE ACTIONS CHECKLIST

<i>Completed this year (include date)</i>	<i>Completed in past (include date if possible)</i>	<i>Action Item</i>	<i>Required/ Recommended</i>
<b>Program Set up</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Appoint Aquifer Protection Area Agency and local Agent.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Ensure at least 1 member of Agency or Agency staff takes DEEP Aquifer Protection Area training per Sec. 22a-354o(c).	Required
<input type="checkbox"/>	<input type="checkbox"/>	Delineate Level A APA boundary and adopt into zoning map.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Adopt fee schedule.	Recommended
<input type="checkbox"/>	<input type="checkbox"/>	Adopt updated 2010 model regulations. Submit to DEEP.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Create Aquifer Protection Agency webpage. Include Agency member information, membership terms, meeting dates, APA municipal regulations, registration application, APA map, and municipal APA Agent contact information. Include a link to DEEP's APA webpage for additional resources.	Recommended
<b>Registrations</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Inventory regulated activities and street addresses in Aquifer Protection Area. Conduct drive by visits to locations with potentially regulated activities, as necessary.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Send letters with registrations/registration renewal applications to property and business owners.	Recommended
<input type="checkbox"/>	<input type="checkbox"/>	Accept and review registration applications through APA Agency. Ensure a copy of the application is sent to DEEP, DPH and water company.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Conduct site visits to ensure compliance with best management practices, during registration review.	Recommended
<input type="checkbox"/>	<input type="checkbox"/>	Issue APA registration/renewal certificates for approved regulated activities for a 5-year period via the APA Agency.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Submit updated registration list to DEEP, at least once a year.	Recommended
<b>Program Maintenance</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Conduct site inspections at registered locations or sites of concern. Per agency decisions, proceed with enforcement actions as necessary.	Recommended
<input type="checkbox"/>	<input type="checkbox"/>	Review upcoming registration expirations (every 5 years) and send out renewal reminders.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Conduct registration transfers as necessary and applicable when business owners change in a registered site.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Prohibit new regulated activities at unregistered sites in Aquifer Protection Areas.	Required
<input type="checkbox"/>	<input type="checkbox"/>	Update website regularly with Agency meeting schedule, meeting minutes, and member information.	Recommended
<input type="checkbox"/>	<input type="checkbox"/>	Confirm annually that at least one agency member or agency staff has taken the DEEP APA training.	Required