



Instructions for Completing the WFI

331-621 • Updated 2/4/2022

When and How to Update your WFI

General Information

- ◆ **Do not** submit Water Facilities Inventory (WFI) updates on your Annual Fee Statement. You **must** submit updates on your current WFI form.
- ◆ You can download a copy of your current WFI at Sentry Internet, but it cannot be updated online at this time.

When to Update your WFI

- ◆ Purveyors and managers are responsible for downloading, updating, and returning their WFI **annually** and **within 30 days of any change of WFI information**.

Annual WFI Update Schedule

| Type of System | Reminder sent to Purveyors | Submit to DOH by |
|--|----------------------------|------------------|
| Group A—Community systems with more than 500 services and SMA owned systems | October | December 15 |
| Group A—Community systems with less than 500 services | January | March 15 |
| Group A—TNC and NTNC Systems | April | June 15 |
| Special Groups—State Parks, National Parks, Forest Services, etc. | July | September 15 |

How to Download a Copy of your Current WFI

1. [Go to the WFI page in Sentry Internet.](#)
2. Read the Disclaimer, select "I Accept," and then click "Submit."
3. Enter your Water System ID number in the "Water System ID" field, then click "Submit."
Note: You can download multiple WFIs by separating each PWS ID with a comma, but no extra spaces. (Example, "ab999,ac394,98765")
4. The WFI will display. You can print or download the WFI to be updated and returned.

How to Update your WFI

1. Review each field to ensure the information on the WFI is correct.
2. **To make corrections or update information**, use red ink or a red font. Cross out the outdated information on the WFI, then write or type the correct information right next to it.
3. If all the information is correct and there are no changes to make, mark box 35, "Update—No Change".
4. Add your Signature, Printed Name, Title, and the Date.

Required Contact Information for Owners and Primary Contacts:

This information is critical! Please ensure ALL contact information in fields 6, 7, 9, and 10 is accurate! This allows us to contact the right person during an emergency. Fields 6 and 9 are only for Primary Contact information. Fields 7 and 10 are only for legal Owner information.

Please include the following.

- ◆ Full name including middle initials—no nicknames or initials.
- ◆ Mailing address—if mailing address is a PO Box, street address is also required.
- ◆ Daytime, evening, and cell numbers.
- ◆ Email address.

Additional Online Assistance

- ◆ To access WFI program information, [visit our WFI website](#).

Transfer of Ownership

We require the owner who transfers ownership to a new purveyor to submit the following before DOH can process the transfer.

- ◆ Updated WFI, include water system Name and ID on each document submitted.
- ◆ Copy of newly recorded deed showing seller and current legal owner of the water system/property.
- ◆ New Owner's name and contact information.
- ◆ New Owners that are a Legal Entity (Inc., LLC, etc.) must also provide the name and contact information for the Legal Entity and two governing members. Feel free to use a separate piece of paper.

Return your Updated WFI

There are two options for returning your updated WFI.

1. Email: send PDF copy to wfi@doh.wa.gov.
2. Mail: send paper copy to Central Services WFI, PO Box 47822, Olympia, WA 98504-7822

Contact Us

If you have any questions or need assistance, contact us directly.

Central Services—WFI 360-236-3042

[Eastern Regional Office](#) 509-329-2100

[Southwest Regional Office](#) 360-236-3030

[Northwest Regional Office](#) 253-395-6750

References

[WAC 246-294-030](#)

[WAC 246-294-060](#)

[WAC 246-290-035](#)

[WAC 246-290-120\(6\)](#)

[WAC 246-290-480\(2\)](#)

Instructions for Completing the WFI

To make corrections or update information, use red ink or a red font. Cross out outdated information, then write or type correct information next to it.

| Field Number and Name | Instruction |
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| ADDRESSES AND PHONE NUMBERS | |
| 6. Primary contact name and mailing address | Enter contact person's name for the water system's day-to-day operations. We will send most DOH mailings to this person. |
| | <p>Enter only the mailing address in this part of the box. (Do not combine a PO Box with a street address.)</p> <p>Enter the Physical Delivery Address for the contact person if it is different from the normal mailing address. (We will use this address to ship sampling containers or other materials that cannot be delivered to a PO Box.) Example.</p> <p>Name and Mailing Address Ann Smith ATTN (optional) PO Box 3030 Anytown WA 98000</p> <p>Physical Delivery Address, if different from above ATTN (Optional) 1231 Main St Anytown WA 98000</p> |
| 7. Owner name and mailing address | Enter name of person or organization that is the water system's legal owner. Follow directions and example in field number 6 (above). If owner is an organization, there must be an individual listed as contact for the organization. |
| 9. 24-hour primary contact information | Enter phone number(s) and fax number, including area code (and extension, if applicable) for primary water system contact. Email address may be for the system or the primary contact. |
| 10. Owner contact information | Enter the phone number(s) and fax number including area code (and extension, if applicable) for water system owner. |
| CHECK BOXES | |
| 11. Satellite Management Agency (SMA) | If system is NOT owned or managed by an SMA, check "Not Applicable" and go to box 12. If system IS owned or managed by an SMA, check applicable box and enter name of the SMA. (SMA number is assigned by DOH.) |
| 12. Water system characteristics | <p>Mark ALL boxes that apply to your system. You may check more than one box for each service (e.g., a restaurant may be "Food Service" and "Commercial").</p> <p>Agricultural—Commercial crop irrigation/farming. Commercial/Business—Office and retail complexes, nurseries, golf courses.</p> |

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| | <p>Day Care—Child or adult care facilities (in home or stand-alone where the clients do not live 24 hrs. per day).</p> <p>Food Service/Food Permit—Restaurant, coffee shop, bakery, tavern, catering facility, deli, grocer, mini-mart.</p> <p>1,000 or more person event for two or more days per year—Major event that has a significant impact on your system like a fair, town festival, major concert.</p> <p>Hospital/Clinic—Medical/dental office or clinic, surgery center, emergency care facility.</p> <p>Industrial—Manufacturing, assembly facility, food processing facility.</p> <p>Licensed Residential Facility—Nursing home, adult boarding home, foster home.</p> <p>Lodging—Hotel, motel, inn, bed and breakfast, resort.</p> <p>Recreational/RV Park—Connections serving parks, beaches, ball fields, playgrounds, campgrounds, picnic areas, ski areas, transient recreational vehicle facilities.</p> <p>Residential—Units designed to house one or more family(ies), (e.g., single family houses, apartments, duplexes, and condominiums, mobile home park, etc.) regardless of how many days per year it is occupied.</p> <p>School—K-12 grades, community college, technical training facility, colleges.</p> <p>Temporary Farm Worker Housing/Labor Camp: Facility that provides temporary facilities for workers and their families. May or may not meet the criteria for DOH Temporary Worker Housing licensing.</p> <p>Other—If choosing “other,” please write a brief description in the blank provided (fire station, fraternal organization, grange).</p> |
| <p>13. Water system ownership</p> | <p>Mark only one type of organization that best describes water system owner.</p> <p>Association—A non-government water system owned by its consumers (sometimes referred to as members). It includes “mutual” water companies.</p> <p>City/Town—A city or town incorporated in accordance with the applicable RCW.</p> <p>County—A water system owned by county government such as a county park or public works maintenance facility.</p> <p>Federal—A water system owned by the federal government such as veterans hospital, national park, forest service facility.</p> <p>Investor—A privately owned water system where the water system is operated with the intent of making a profit. The owner may be regulated—or potentially regulated—by the Washington Utilities and Transportation Commission (WUTC).</p> <p>Private—A privately owned water system, not including associations, where the water system is not operated with the intent to make a profit. Examples: water systems serving mobile home parks, stores, industries, etc.</p> <p>Special District—A special purpose district created in accordance with the applicable RCW such as a water or sewer district, public utility district, school district, fire district, or port district.</p> |

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| | State —A water system owned by the state such as a state park, correctional facility, or department of transportation rest area or maintenance facility. |
| 14. Storage capacity | Enter total storage capacity (in gallons) available for distribution to users (if 1,000 gallons or greater). Do not include pressure tank(s) in total. |
| SOURCES | |
| 16. Source name | Enter your name for the source (i.e., Park Well). If source is purchased or an intertie, list system name providing water. Each well in a well field or spring in a spring field must be identified. Please provide well tag number if available. |
| 17. Intertie | Enter ID number of system providing purchased water or intertie. If you do not know the ID number, contact your DOH regional office. |
| 18. Source category | Mark the box that best describes this source. Each source can have only one code. Each well in a well field and spring in a spring field must be identified individually. |
| 19. Use | <p>Mark the box that best describes how this source is used.</p> <p>Permanent—A source used regularly each year for more than three consecutive months within a 12-month period. For systems that are in operation for three or less months, their sources shall also be considered permanent.</p> <p>Seasonal—A source used on a regular basis and does not meet the definition of either permanent or emergency source. Seasonal source could be used to supply peak demand.</p> <p>Emergency—A source approved by DOH for emergency use and is not used for routine or seasonal peak water demands.</p> |
| 20. Source metered | Mark this box if this source has a water meter installed. |

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| 21. Treatment | If this source is not treated, mark the "none" box, otherwise mark the box(es) for each type of treatment provided for this source. If a well in a well field or spring in a spring field has its own individual treatment, mark the appropriate box. If all the wells in a well field or springs in a spring field are treated together at one location, mark the appropriate box on the well or spring field line. Treatment for an intertie refers only to additional treatment by the receiving system. |
| 22. Depth to first open interval | For cased wells, enter depth to top of uppermost well screen or perforated casing; for wells completed in rock , enter depth to bottom of sealed casing; for dug wells, enter depth to first unsealed casing joint below well seal; and for well fields, enter depth of shallowest well. Round off to nearest whole number. |
| 23. Capacity | Enter actual current source capacity, in gallons per minute (gpm) available to enter distribution system under operating conditions. Example: if source is a well with a pump test of 100 gpm, but only has a 20 gpm pump installed, enter 20 gpm. |
| 24. Source location | Enter quarter/quarter designation, section number, township, and range location for each source. For Example, SE/SW, Sec.1, T18N, R3E. Source locations can be found on well logs, water right documents, or property descriptions. |
| CONNECTIONS | |
| 25-A. Full time single family residences | Enter number of single-family residences (including mobile homes) occupied any 180 days or more a year served by water system. If you enter a number in this field, enter a number in field 29 for corresponding population residing in these connections. A connection is considered active until physically disconnected from the water system. |
| 25-B. Part time single family residences | Enter number of single-family residences (including mobile homes) occupied less than 180 days a year served by water system. (These part-timers most likely inhabit vacation homes not used as a primary residence.) If you enter a number in this field, enter data in rows 30A and 30B for corresponding population residing in these connections. A connection is considered active until physically disconnected from the water system. |
| 26-A. Apartment buildings, condos, other multi-family buildings, barracks, dorms | Enter total number of apartment buildings, condo buildings, duplex buildings, barracks, and dormitory buildings etc., served by your water system. Enter the corresponding population use-days in rows #30B or #31A and #31B. |
| 26-B. Full time residential units | If the water system serves multi-family residential buildings, enter total number of residential units occupied any 180 days or more a year . If you enter a number in this field, enter a number in field 29 for corresponding population residing in these connections. |
| 26-C. Part time residential units | If the water system serves multi-family residential buildings, enter total number of individual dwelling units occupied less than 180 days a year . If you enter a number in this field, enter data in rows 30A and 30B for corresponding population residing in these connections. |

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| <p>27-A. Recreational services and/or transient accommodations</p> <p>Call your regional office if unsure whether your system is community or non-community.</p> | <p>COMMUNITY SYSTEMS: Leave this field empty. Include in field 27B actual number of RV parks, campgrounds, hotels, motels, etc. served.</p> | <p>NON-COMMUNITY SYSTEMS: Enter actual number of RV sites, campsites, spigots, etc., and hotel/motel/overnight units served by water system.</p> <p>Enter corresponding non-residential population and use days in rows 31A and 31B.</p> |
| <p>27-B. Institutional, commercial, or industrial Services</p> | <p>COMMUNITY SYSTEMS: Enter number of all service connections not used for residential purposes. Include RV parks, campgrounds, hotels, motels, etc. in commercial connection counts. If you enter a number in this field, enter corresponding non-resident population and use-days in rows 31A, 31B, 32A, and 32B.</p> | <p>NON-COMMUNITY SYSTEMS: Enter number of all service connections not used for residential purposes and not otherwise accounted for in field 27A. If you enter a number in this field, enter corresponding non-resident population and use-days in rows 31A, 31B, 32A, and 32B.</p> |
| <p>POPULATIONS</p> | | |
| <p>29. Full time residential population</p> | <p>Enter TOTAL number of residents served by water system for any 180 days or more per year.</p> | |
| <p>30-A. Part time residents per month</p> | <p>Enter TOTAL number of seasonal or weekend residents present each month. (These part-timers most likely inhabit vacation homes not used as a primary residence.)</p> | |
| <p>30-B. Part time resident use days per month</p> | <p>Enter how many days part-time residents are present each month.</p> | |
| <p>31-A. Temporary & transient users per month</p> | <p>Enter TOTAL number of temporary or transient users served by water system each month. This includes all visitors, attendees, travelers, campers, patients, or customers with access to establishments connected to water system. Visitors must be counted for every day they have access to water system. For example, an individual attending a weeklong camping session (i.e., seven days) must be counted seven times. 100 non-residential individuals attend a five-day seminar: multiply 100 x 5 = 500. Add the 500 to any other TNC population for that month.</p> | |
| <p>31-B. Temporary & transient use days per month</p> | <p>Enter TOTAL number of days per month this system is publicly accessible or available. If any business is open 30 days/month, enter 30 access days for the month.</p> | |
| <p>32-A. Regular non-residential users per month</p> | <p>Enter number of students, daycare children, and all employees served by the water system during each month, but DO NOT include full-time residents that live on the water system.</p> | |
| <p>32-B. Regular non-residential use days per month</p> | <p>Enter number of days per month that students, daycare children, and employees have access to water.</p> | |
| <p>SIGNATURE</p> | | |

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| 35. Reason for submitting WFI | Check appropriate box. If DOH requested you submit this WFI, please refer to instructions in letter. |
| 36. Certification | If your name and contact information is not entered in fields 6 to 10, also provide your telephone number, title or relationship to the water system under your printed name, and then sign and print your name and the date you sign the WFI. |



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.