

Requirements for Seasonal Waterworks

WHO DOES THIS FACTSHEET APPLY TO?

SEASONAL WATERWORKS – A seasonal waterworks is defined as a noncommunity waterworks that is not operated as a waterworks on a year-round basis and starts-up and shuts-down at the beginning and end of each operating season. Examples include campgrounds, fairgrounds, seasonal food service facilities, and certain resort areas.

RTCR

What to Do?

Step 1

Complete ODW-approved start-up procedures

Step 2

Complete ODW certification forms

Step 3

Maintain good water quality

Step 4

Complete shutdown procedures



Additional RTCR Factsheets:

- Requirements for Small Waterworks on Monthly Monitoring
- Requirements for Small Waterworks on Quarterly Monitoring
- Repeat Monitoring Requirements for Small Waterworks
- Level 1 & Level 2 Assessments and Corrective Actions

ATTENTION!

STARTING APRIL 1, 2016, all seasonal waterworks must complete the ODW-approved start-up procedures before serving water to the public. Your waterworks must complete and submit the ODW certification form confirming completion of these start-up procedures.

STEP 1: COMPLETE START-UP PROCEDURES

NEW! You must complete your ODW-approved start-up procedures before delivering potable water to your customers. Start-up procedures help reduce the presence of harmful bacteria in water. Refer to your ODW-approved start-up procedure.

Flush all pipes until the water is clear

Flushing the pipe lines in all areas of your waterworks helps remove buildup and dirty water that has gathered during the off season. Flushing the pipes helps the disinfectant work more effectively to kill bacteria and inactivate viruses.

Clean all water storage tanks

Drain and clean the tanks before delivering water to your customers. Harmful sediments may build up over time inside and along the interior walls of the water tanks. It is recommended that the tank be inspected and cleaned regularly. Contact the ODW field office for information and guidance about proper procedures/guidelines for inspecting a tank.

Disinfect

Kill harmful bacteria and viruses by following your ODW-approved disinfection procedure. Your waterworks should be flushed thoroughly. Be sure to keep the highly chlorinated water away from surface water bodies such as lakes, streams, and ponds, as well as septic systems. Remember, you may not deliver water to your customers until proper disinfecting and flushing of your waterworks is completed.

Inspect and Repair

Consider having a qualified waterworks professional inspect and, if needed, repair your waterworks before you deliver water to your customers. Some parts of your waterworks may have broken down or become worn out during the off season. This can create a situation where bacteria can enter the drinking water. If needed, procure the services of a waterworks professional (e.g., licensed operator/plumber) to help with finding and correcting any defects at your waterworks.

Collect Samples

Collect two special water samples at least 16 hours apart and have them tested for the presence/absence of total coliform bacteria at a State-certified lab after flushing, cleaning, disinfecting, and repairing your waterworks. The results must be total coliforms **absent**.

STEP 2: COMPLETE ODW CERTIFICATION FORMS EACH YEAR BEFORE DELIVERING WATER TO YOUR CUSTOMERS

CONTACT YOUR ODW FIELD OFFICE if you need help understanding or following the Start-Up Procedures.

- **PERFORM** the items in your ODW-approved Start-up Procedures checklist.
- **COMPLETE** the Start-Up Procedures Certification Form.
- **SUBMIT** Start-Up Procedures Certification Form to the ODW field office.

WHEN YOU SIGN AND SUBMIT this form, you are certifying that you have completed all of the start-up procedures, including:

- Flushed all pipes.
- Cleaned all water storage tanks (if applicable).
- Disinfected entire waterworks.
- Inspected waterworks.
- Repaired waterworks (if applicable).
- Collected two special samples to test for total coliform bacteria.
- Ensured an adequate disinfectant residual is present (if applicable).
- Provided a copy of the sample results with the signed form to ODW.

STEP 3: MAINTAIN GOOD WATER QUALITY AND A GOOD REPUTATION WITH YOUR CUSTOMERS

If your waterworks does not complete all of the start-up procedures, you must notify your customers that your waterworks had a drinking water violation for failure to complete start-up procedures and tell them of any possible health risks.

CONTACT YOUR ODW FIELD OFFICE for information on the proper public notification procedures (including language you must use), and timing.

STEP 4: COMPLETE SHUTDOWN PROCEDURES

Similar to start-up procedures, completing shutdown procedures at the end of your business season will help you minimize repairs to the waterworks when your waterworks opens up again next season. To determine appropriate shutdown procedures for your waterworks, contact your ODW field office. In general, you should:

- Inspect your entire waterworks and look for problems and damage that need attention or repairs.
- Turn off the power to your waterworks supply pump and all treatment systems.
- If there is potential for your pressure tank or storage tank to freeze, drain it. If there is no potential for your tanks to freeze, you may choose to leave them full.
- Drain all of the water from your internal plumbing.
- Protect your distribution system by not leaving taps open in the off season.