

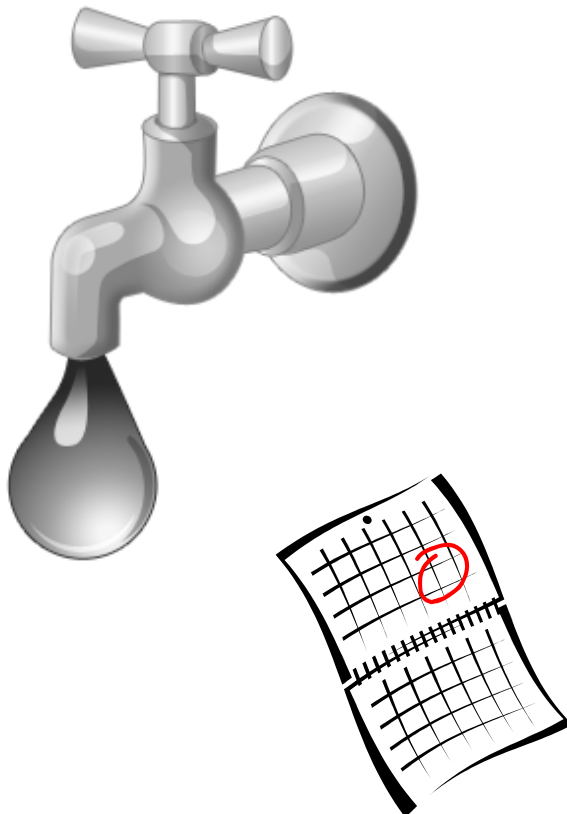


Seasonal Start-up Procedures

Owners and operators of seasonal public water systems are required to perform start-up procedures at the beginning of the operating season and prior to serving water to the public unless the system is exempt. This requirement begins April 1, 2016 as part of the Revised Total Coliform Rule (RTCR), which is incorporated in the Idaho Rules for Public Drinking Water Systems (IDAPA 58.01.08.552.08). This informational brochure is intended for seasonal systems that do not already have approved start-up procedures in place.

Seasonal Public Drinking Water System

Start-Up Procedures



A "seasonal public water system" is a noncommunity system that starts up and shuts down at the beginning and end of each operating season.

Examples include campgrounds, ski resorts, summer resorts, and restaurants only open during part of the year.

PROCEDURES

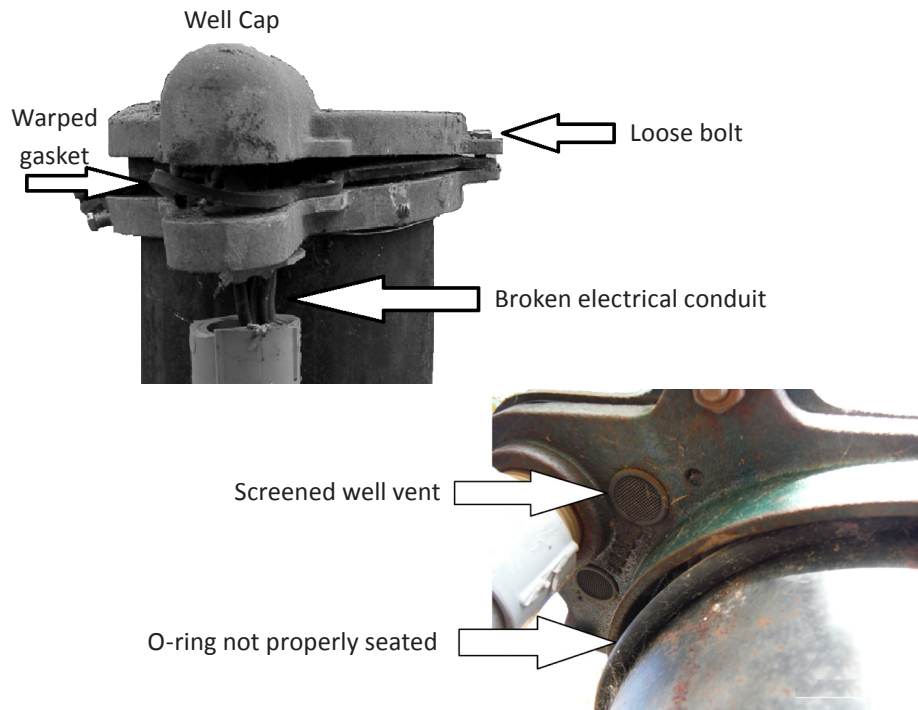
1. Complete all the steps described in this booklet prior to serving water to the public. For seasonal systems with previously approved start-up procedures, please use the pre-approved procedures and notify your local field office in writing they were completed.
2. Fill-out the checklist on page 7 and return it to your local field office within 30 days after opening for the season.

Step 1– Inspect Water System Components

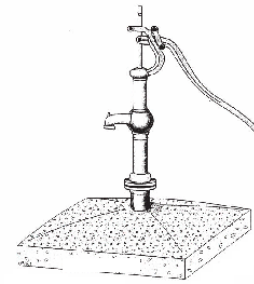
Inspect the well or spring box and any storage structures. Ensure components are in good repair and look for potential pathways for contamination. Ensure locks are secure, any valves are in working order and structures are intact. Verify that the spring collection system is working properly and not plugged.

Please note: All well cap components are not the same due to differences in well types and cap configurations. If the listed components are present in your well please ensure:

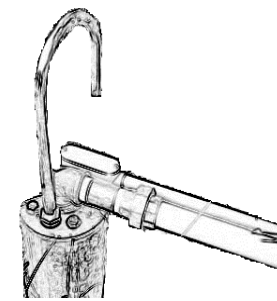
1. Well cap or spring box lid is snug-fitting on casing and not broken or cracked.
2. All well cap bolts are present and tight against the cap.
3. Vent screens or overflow screens (for springs) are not missing or damaged.
4. Electrical conduit is not broken or electrical wires exposed.
5. Gaskets and O-rings are in place and properly seated.



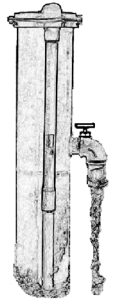
Some Common Well Types



Hand Pump



Top discharge well



Flowing Well

Step 2- Inspect Area Around the Well or Spring for Potential Sources of Contamination

Check for any potential contamination sources and correct immediately. Examples of potential sources of contamination include:

1. Ponded water around the well, spring box, storage or spring collection area due to newly formed depressions, flooding, rain, or snow melt. The land around structures should be graded to direct water away as much as possible.
2. Vegetation growing on or over structures such as the well or storage tank. This increases the risk of vermin and airborne bacteria entering the well. Remove the vegetation.
3. Areas of concentrated animal waste (especially during deep snow cover and long winters.)
4. Debris, animal waste, and other contamination sources on top of well, storage tanks or spring box covers.
5. Fencing that is in poor repair or is not intact.
6. For spring sources, inspect the diversion or collection area for debris. Remove debris if necessary. Ensure the overflow pipes are not obstructed with vegetation.

Step 3— Identify & Correct Potential Cross Connections

Cross Connections occur when your drinking water system is connected directly to another piping system that operates at a higher system pressure. Under certain situations, this allows for contaminated water to enter into the water system. Things like garden hoses, water softeners, ice machines, and soda machines can provide the opportunity for contaminated water to enter into the potable supply. Additional sources of potential contamination include non-potable piping systems equipped with pumping equipment such as irrigation wells interconnected with a potable system as well as steam or hot water boilers, or exchange heaters.

Cross connections can usually be prevented by the installation of a backflow preventer (available at most hardware stores). There are many types of backflow preventers. Eliminate any cross connections or install state-approved backflow preventers on faucets. For more information on cross connection control, see <http://www.deq.idaho.gov/water-quality/drinking-water/pws-tips-guidance/guidance-fact-sheets/>.



Backflow preventer for a hose bib

Step 4—Flush Your Water System

Remove aerators on the faucets in your system and allow water to run through all the faucets until you are confident fresh water is passing through the entire distribution system. It is common for water to be discolored at the beginning of the season. After flushing for a while this discoloration should go away.



Chlorination & Disinfection

If there is a chlorination system, ensure the feed pump is working properly. Verify NSF approved chlorine is being used and in sufficient supply.



There is no requirement to disinfect before serving water to the public. It may be advisable to disinfect particularly if repairs were made that may have introduced contamination into the distribution system. Please contact your field office for questions on disinfecting.

Do not take total coliform samples for at least 48 hours after disinfecting and flushing the distribution system.

Step 5—Take Total Coliform Samples

Take at least one total coliform sample and submit to a certified drinking water laboratory within 30 days prior to serving water to the public. Samples should be marked Special or Construction. If the sample results are positive for total coliform, contact your local field office.

Suggested Shutdown Procedures

Protecting the water supply begins with proper shut-down procedures at the end of each season. If the distribution system is drained, which may include blowing out the distribution system with pressurized air, be sure to re-connect any piping that was disconnected or place caps or plugs on any open water supply lines. This will prevent the entrance of vermin during non-use months.

Step 6—Start-up Checklist and Certification

Please complete this checklist and submit to your local field office within 30 days after opening for the season.

- 1) Inspected and maintained well or spring components.
 - Well cap or spring box lid is snug fitting on casing and not broken.
 - All well cap bolts are present and tight against the cap.
 - Vent or overflow screens are not missing, damaged, or obstructed.
 - Electrical conduit is not broken and electrical wires are not exposed.
 - Gaskets and O-rings are in place and properly seated.
- 2) Inspected and maintained area around the well or spring for potential sources of bacterial contamination.
- 3) Inspected and corrected potential cross connections.
- 4) Flushed distribution system until fresh water has run throughout system.
- 5) Total coliform sample(s) were submitted to a certified lab within 30 days prior to serving water to the public.

Water System Name: _____

Water System ID : _____ Date Completed: _____

Name (printed): _____

Signature: _____

Phone: _____ Date Opened: _____

E-mail: _____


Where to send it

Please either mail or e-mail this certification to your local field office.

As an alternative, if you are sending an unsigned copy, you may use email to let us know you have completed your seasonal start-up procedure. Send an email to your local regulating agency. Indicate the following in your email:

1. Your public water system name
2. Your public water system ID number (PWS ID)
3. The date you completed your start-up procedure
4. Who completed the start-up procedure
5. The date you opened for this year

You are done until next year. Thank you!



STATE OF IDAHO
DEPARTMENT OF
ENVIRONMENTAL QUALITY

WWW.DEQ.IDAHO.GOV

Field Office Use Only	
Date Received	
Date start-up TC samples received	
Date Reviewed	

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