For Water System Operators: Preparing for a Water System Survey

A water system survey is an on-site review of sources, treatment facilities, and reservoirs, as well as office time to review the following records:

For all water systems:

1. Written coliform sampling plan.
2. A map of the distribution system.
3. Operation and Maintenance Manual, and other written procedures.
4. Emergency Response Plan.
5. Chemical dosage records if treatment is applied.
6. Proof of NSF Standard 60 certification for each chemical added to the drinking water.
7. Chlorine residual monitoring records if the system is chlorinated.
8. Results of any tracer study to verify disinfection contact time, if applicable.
9. Photos or other documents that provide enough detail to determine the current condition of storage reservoir features:
    a. Access hatch in open and closed/locked positions,
    b. Air vents that show all screening is secure with no gaps, and
    c. Any other openings into the tank interior such as telemetry ports and cathodic protection.

In addition, for Community water systems:

10. Cross-connection control program plan, records, latest Annual Summary Report, etc.
11. Written protocols for under-certified operators, if applicable.

Note: Reviewing the previous water system survey is advised. Contact your drinking water regulator to request a copy of the previous survey.

For more information, call the OHA Drinking Water Services at (971) 673-0405 (M-F, 8am-5pm PT) or visit www.healthoregon.org/dwp

Date: 5/2016