

Preparing for Your Drinking Water Sanitary Survey

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A Sanitary Survey has been scheduled at your public water system

Complete the checklist below PRIOR to the sanitary survey to aid in preventing significant deficiencies from being identified at your system

Sanitary Survey Preparation Checklist

Who should attend your sanitary survey?

- Operator(s)
- Owner
- Administrative contact

Please prepare for questions about general operations, management, security and specific technical questions.

Sanitary Survey Scheduling

Surveys are required every 3 to 5 years. If your system is scheduled for a sanitary survey then a surveyor will contact your facility to schedule.

How long will the sanitary survey take?

The sanitary survey can take from several hours to days depending on the complexity of the water system (e.g., a small ground water system versus a large surface water plant/system).

Records Checklist— have these records available for the surveyor

- Review previous sanitary survey reports and be prepared to discuss findings and resolution of deficiencies
- System population, number of service connections (commercial and residential)
- Water use records (plant output in gal/day—design, summer ave. winter ave. and max)
- List of all new facilities put on-line since last survey (e.g., tanks, wells, pumping stations)
- Monitoring Plans, updated with all recent system modifications
 - Bacteriological Sample Siting Plan and Lead/Copper Sampling Plan with maps
 - Stage 2 DBP Monitoring Plan and EPA approval letter
- Latest storage tank cleaning/inspection report (and date of last tank cleaning for all tanks)
- Water treatment chemical info: manufacturer, product name, location chemical(s) added, max dose used in past 12 months
- Other paperwork depending on system type (e.g., water hauling records, consecutive system agreement)
- List of all certified operators, levels of certification, and expiration dates OR contract operator agreement
- Copies of well logs/statement of well completions (if ground water system)
- Disinfection profile and benchmark for surface water and ground water under the direct influence of surface water (SW/GWUDI) systems
- Cross-Connection info (identification of high hazard connections: hospitals, medical/dental facilities, labs, mortuaries, large taxidermies, chemical suppliers/processing facilities, petroleum plants, food processing facilities, wastewater treatment plants, water fill points/loading stations, piers and docks, car washes, dry cleaners, and any service connection with an unapproved auxiliary water supply)
- Operation and Maintenance Plan (Recommended)
- Emergency Response Plan (Required) - if you need to develop an Emergency Response Plan, a template can be found at:
<http://www2.epa.gov/region8-waterops/reporting-forms-and-instructions-reporting-forms>

Field Checklist— check these items PRIOR to sanitary survey

- Are all facilities accessible (e.g., keys to buildings available, gates accessible)?
- If there are facilities in your system owned by other entities (e.g., wholesale system, right-of-way access) arrange access/entry in advance of the sanitary survey.
- Are all facilities safe for inspection attendees (e.g., no exposed wiring, no un-covered pits)?
- Are all facilities operational (e.g., chemical feed pump working)?
- Are all facilities clean (e.g., chemicals/spare equipment stored properly)?

Sanitary Survey Preparation Checklist Continued

Wells (if applicable)

- Is the area around the well(s) graded so water will drain away?
- Do all of the wells have a sanitary seal (all bolts present/electrical conduit intact)?
- If the well(s) has a vent, is it screened with #24-mesh corrosion-resistant screen?

Storage Tanks

- Ensure you can locate the overflow and drain line discharge points.
- Are all tank overflows fitted with a #24-mesh corrosion resistant screen or properly sealed flapper or duckbill valve? If the overflow is fitted with a flapper or duckbill valve is there a screen of any size placed inside the valve?
- Do all tank hatches have a rubber gasket?
- Do all tank hatches have a locking device?
- Buried/partially buried/ground level tanks: Does the vent have a #24-mesh non corrodible screen?
- Are there any leaks?

NOTE: Surveyors are not allowed to climb standpipes or elevated storage tanks. If possible, please have recent photos of the hatches (opened to show gasket and closed to show cover) and a photo of the vent showing height above tank roof and also showing vent screen size). If you've had a tank inspection done, check the report for photos. Only climb a tank using proper safety gear.

Other items to have available:

- Keys to all gates, well houses/pumphouses, tanks, storage tank hatch covers, booster stations, master meter vaults
- Chlorine analyzer
- Manhole cover bar and bolt cutter/new locks if keys cannot be found
- Safety equipment (e.g., gloves, boots, eye, head, ear protection, safety harness if operator is going to climb tank)
- Paper and pencil/pen for notes

The surveyor will evaluate the following:

Element	Description
1. Water source(s)	Evaluate water supply sources to ensure proper source protection
2. Treatment facilities	Evaluate treatment processes (e.g., chemical addition, filtration), facilities, components, and techniques
3. Distribution system	Evaluate the reliability and safety of the system for distributing water
4. Finished water storage	Evaluate the reliability and integrity/safety of finished water storage
5. Pumps and pump facilities	Identify proper operation and maintenance of water system pumps and pumping facilities
6. Monitoring, reporting, and data verification	Review paperwork and plans to demonstrate compliance with National Primary Drinking Water Regulations (NPDWRs)
7. System management and operation	Review paperwork and plans to demonstrate that maintenance and operations can maintain compliance (e.g., cross connection control, emergency plan, operations and maintenance plan)
8. Operator compliance	Review operator status to ensure the operator's certification is current and at the appropriate levels for treatment AND distribution

EPA Drinking Water Websites

Drinking Water Online - <http://www2.epa.gov/region8-waterops/>

Public Drinking Water Watch — <https://sdwizr8.epa.gov/Region8DWWPUB>

Drinking Water Watch - Password Needed (Contact EPA for Password if needed)