

# Preparing for your Drinking Water Sanitary Survey (Tribal)

|                        |              |              |  |
|------------------------|--------------|--------------|--|
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Your public water system is due for a sanitary survey this year. Completing the checklist below prior to the sanitary survey may prevent significant deficiencies from being identified during the survey.

## General Information

### **Who should attend your sanitary survey?**

At least one system representative who is an operator, owner, or administrative contact. Please prepare for questions about general operations, management, security, and specific technical questions.

### **Sanitary survey scheduling?**

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

### **How long will the sanitary survey take?**

The sanitary survey can take from an hour to multiple days, depending on the complexity of the water system.

## Preparation Checklist

### **Records**

- Prior sanitary survey report – ensure all deficiencies have been addressed
- System population and number of service connections
- Water use records (flow rates/volume distributed)
- Applicable monitoring plans
  - Revised Total Coliform Rule & Lead/Copper Rule sampling plans w/maps
  - Disinfection byproducts monitoring plan
- Most recent tank cleaning/inspection reports
- Water treatment chemical information (product, dosage)
- Other paperwork as applicable based on system type (for example, O&M plan for point of use systems, SWTR records for the past 3 years for surface water and ground water under the direct influence of surface water systems)
- List of operators, certification levels and expiration dates (if applicable)
- Copies of well statements of completion (if applicable)
- Disinfection profile and benchmark (for surface water and ground water under the direct influence of surface water systems)
- Cross-connection info – identification of high hazard connections and type of backflow prevention used at those connections
- Operation and maintenance plan
- Emergency Procedure Plan – if you need to develop an Emergency Procedure Plan, templates can be found at: <https://www.epa.gov/region8-waterops/reporting-forms-drinking-water-systems-wyoming-and-tribal-lands-epa-region-8#epp>

### **General Field Checklist**

- Ensure all facilities can be accessed
- If facilities in your system are owned by other entities or private property needs to be crossed to access facilities, ensure that access is arranged, and any required permission is granted prior to the sanitary survey
- Facilities are safe for inspection
- Facilities are operational
- Facilities are clean

### **Wells**

- Area around well is not graded to allow pooling of water
- Well has a gasket that is not broken or degraded
  - If gasket is not visible, be prepared with a recent (within 1-year) photo of the gasket, or appropriate tools to remove the well cap to view the gasket
- Well does not have any unprotected holes or openings
- Well vent (if well is equipped with a vent) is screened with #24-mesh

**Cybersecurity? New rules? Rule revisions?**

While a cybersecurity evaluation is not currently required for sanitary surveys, your surveyor can provide information on cybersecurity resources, new rules, and rule revisions if you are interested in learning more.

**Tank cleaning reports?**

Systems are required to provide the most recent tank cleaning or inspection reports to the surveyor.

**Storage Tanks**

- Location of overflows and drains are known
- Overflow is fitted with #24-mesh, properly sealed flapper (with any size screen behind it), or duckbill valve
- All hatches equipped with a gasket around the entire hatch perimeter
- All hatches are equipped with a locking device or in a secured area
- All vents have #24-mesh screen and terminate 24-inches above the roof (for downturned vents) or 8-inches above the roof (for shrouded vents on non-buried tanks)
- No leaks present
- Tanks have been inspected and cleaned (if necessary) within the last 10 years
  - If not, you may proactively inspect the tanks prior to the survey to avoid receiving a significant deficiency. Please ensure that you have documentation of the most recent tank inspection available for review

**Other Items**

- Keys to all gates, well houses/pump houses, tanks, storage tank hatches, booster stations, master meter vaults and buildings, etc.
- Chlorine analyzer (if applicable)
- Manhole hooks and bolt cutter/new locks if keys cannot be found or locks are stuck
- Other tools as needed to access system facilities

To avoid an “unknown integrity” significant deficiency:

Surveyors are not required to climb above ground or elevated storage tanks. Please check with your surveyor prior to the site visit to determine if you will need to arrange to have system staff or contractors climb your storage tanks to allow for inspection of rooftop components. If your surveyor will not be climbing storage tanks, please have recent (within 1-year) photos of rooftop components available during the survey for review. These photos must include hatch height, hatch gasket (entire perimeter of the hatch), vent height, and vent screening (with a measurement reference in the screen photo).

The surveyor will evaluate the following:

| Element                                      | Description  |
|--|--|
| Water source(s)                              | Evaluate water sources to ensure proper source protection  |
| Treatment facilities                         | Evaluate treatment processes, facilities, components, and techniques   |
| Distribution system                          | Evaluate the reliability and safety of the distribution system   |
| Finished water storage                       | Evaluate the reliability and integrity of finished water storage tanks   |
| Pumps and pump facilities                    | Evaluate operation and maintenance of water system pumps and pumping facilities  |
| Monitoring, reporting, and data verification | Review paperwork, monitoring plans, and regulatory compliance  |
| System management and operation              | Review paperwork and plans to demonstrate that adequate maintenance is performed, and system operational needs are being met |
| Operator compliance                          | Review operator status to ensure operator certifications are current and at the appropriate levels                           |

**EPA Region 8 Drinking Water Websites**

Drinking Water Online: <https://www.epa.gov/region8-waterops/>

Drinking Water Watch: <https://sdwisdww.epa.gov/DWWR8WY/>