



# Seasonal System Start-up Procedures Checklist and Certification Form

## What Are Seasonal Public Water Systems?

A seasonal public water system (PWS) is a non-community water system that does not operate as a PWS on a year-round basis and instead starts up and shuts down at the beginning and end of each operating season. *Examples of seasonal PWSs include, but are not limited to campgrounds, youth camps, state parks, some restaurants, inns, and motels.*

## State Approved Start-Up Procedures and Certification Instructions:

The month **prior** to the beginning of each operating season, and before serving water to the public, every seasonal PWS must:

- Conduct the state-approved start-up procedures;
- Complete all necessary repairs to system;
- Collect “special” microbial sample(s);
- Certify completion of the state-approved start-up procedures;
- Submit the certification of state-approved start-up procedures with a copy of the “special” microbial sample results to TCEQ; and
- Retain a copy of the completed state-approved start-up procedures and certification form on-site at the PWS for inspection purposes.

For questions concerning state-approved start-up procedures, visit the [RTCR](#) webpage, contact the RTCR Program at (512) 239-4691 or at [TCRDATA@tceq.texas.gov](mailto:TCRDATA@tceq.texas.gov).

## Start-Up Procedures Certification

<b>Public Water System Name:</b>	<b>Public Water System ID:</b>

<b>Additional Comments (i.e., required repairs, other actions):</b>

**Certification of Completion:** *“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.”*

<b>Certified by:</b>		<b>Title:</b>	
<b>Phone Number:</b>		<b>Email:</b>	
<b>Signature:</b>		<b>Date:</b>	

The signed certification form for state-approved start-up procedures shall be submitted to the TCEQ Drinking Water Standards Section: by **email** at: [TCRDATA@tceq.texas.gov](mailto:TCRDATA@tceq.texas.gov), by **fax** at: (512) 239-3666, or by **mail** at: Texas Commission on Environmental Quality, Attention: Drinking Water Assessment Team, P.O. Box 13087 (MC-155), Austin, Texas 78711-3087

## Start-Up Procedures Checklist

Seasonal PWSs must inspect their system and certify that the following actions have been completed the month prior to the beginning of each seasonal operating period, **before serving water to the public**. If “no” is the applicable answer to any of the questions in sections 1 - 4 below, the issue must be corrected.

<b>Section 1: Sources</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is all source water equipment intact and properly functioning?			
2. Are all security equipment and source protection measures in place?			
<b>Section 2: Water Storage and Tanks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are all tank openings, surface coatings, and mechanical parts intact?			
2. Are all vents and overflows screened and intact?			
<b>Section 3: Production and Distribution System</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is all pressurization equipment operational?			
2. Are all distribution lines intact and properly functioning?			
3. Is the system maintaining a pressure of 35 psi or higher throughout the distribution system?			
4. Was all stagnant water flushed from tanks and distribution system lines?			
<b>Section 4: Treatment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is all treatment and disinfection equipment operational?			
2. Are the measured disinfectant residual concentrations at least 0.2 mg/L for free chlorine or at least 0.5 mg/L for total chlorine (chloramines)?			
<b>Section 5: Repairs</b>	<b>Yes</b>	<b>No</b>	
1. Were any repairs necessary to meet start-up requirement standards as listed above?			
<b>Section 6: Microbial Monitoring</b>	<b>Yes</b>	<b>N/A</b>	
1. Collected at least one coliform (bacteriological) sample marked as “special” from one of the designated routine sample sites as identified in the system’s Sample Siting Plan and submitted to an accredited lab for analysis.			
2. If the “special” sample tests positive for total coliform, then check for and correct any potential contamination sources or issues and conduct any necessary distribution system flushing activities. Continue to collect one “special” sample until a sample tests negative for coliform bacteria.			
3. Once a “special” sample is coliform-negative, then submit the result(s) and this document with the attached Start-up Procedures Certification form to the TCEQ at the address referenced on the Start-up Procedures Certification page.			