

Compliance Notebook for Transient Noncommunity Public Water Systems

PWS Name _____

Address _____

PWS ID # _____

Contact Name _____

Contact Information _____

The template for this notebook was prepared by Program Support and
Environmental Assistance Division
Texas Commission on Environmental Quality
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Introduction

How should my public water system use this notebook?

This compliance notebook is for owners and operators of transient, noncommunity public water systems providing drinking water from groundwater or purchased treated water sources. It is not intended for systems that treat surface water or groundwater under the direct influence of surface water.

Use this notebook as a template to organize your system's recordkeeping and demonstrate compliance with requirements. Included in each section or tab are log sheets and links to applicable forms. These are only suggested templates to assist your water system in compiling required information. Replace any blanks with records from your system.

There are also references to the regulations and applicable guidance documents on technical requirements. The information in this document may be subject to change with policy and rule changes.

Where can I find more information about public water systems?

- Request records from the TCEQ by contacting the **Central Records Section** at (512) 239-2900 or <cfrreq@tceq.texas.gov>.
- Search for **TCEQ required forms** by using a keyword, form number, or subject at: <www.tceq.texas.gov/search_forms.html>.
- Search for analytical results, schedules, certain violations, information on drinking water quality, and public water system compliance with state and federal regulations at **Texas Drinking Water Watch**: <www.tceq.texas.gov/drinkingwater/instructions-for-texas-drinking-water-watch>
- *You're a Public Water System...Now What?* (TCEQ publication RG-496) **Guidance for complying with PWS rules and regulations**: <www.tceq.texas.gov/assets/public/comm_exec/pubs/rg/rg-496.pdf>
- *Managing Small Public Water Systems* (TCEQ publication RG-501) **Technical guidance for owners and operators of small public water systems**: <www.tceq.texas.gov/assistance/water/managing-small-public-water-systems-rg-501>

In general, records to document compliance must be maintained for various timeframes that are specified in the rules. Please check the recordkeeping section of this notebook for specific requirements.

Applicable rules may be found in the following subchapters of Title 30 of the Texas Administrative Code (TAC) Chapter 290:

- Chapter 290 Subchapter D - Rules and Regulations for Public Water Systems
- Chapter 290 Subchapter F - Drinking Water Standards Governing Drinking Water Quality and Reporting Requirements for Public Water Systems

This document is a general guide to laws and regulations about public water systems and is an aid in minimizing potential health risks. It does not replace those laws and regulations, which take precedence over any information contained here.

In addition to the laws and TCEQ rules, local governments and other state and federal agencies may have rules that apply. The owner or operator is responsible for ensuring compliance with all applicable laws and regulations.

If you have questions or need more information about public water system requirements, please refer to the Small Business and Local Government Assistance webpage at: <www.texasenvirohelp.org> or call the SBLGA hotline at 1-800-447-2827.

Rule Citations

Rule citations are from Title 30 TAC Chapter 290, unless otherwise stated. The TAC is available online at: www.tceq.texas.gov/goto/view-30tac.

Applicable Rules:

Definitions

- 290.38
- 290.103

General Provisions

- 290.39

Water Sources

- 290.41

Water Treatment

- 290.42

Water Storage

- 290.43

Water Distribution

- 290.44

Minimum Water Systems Capacity Requirements

- 290.45

Appendix (example forms and guidelines: assessment of cross-connection hazards, Boil Water Notices, and more)

- 290.47

Minimum Acceptable Operating Practices for Public Water Systems (Includes Recordkeeping)

- 290.46

Inorganic Contaminants

- 290.106

Microbial Contaminants

- 290.109

Disinfectant Residuals

- 290.110

Monitoring Plans

- 290.121

Public Notification

- 290.122

Definitions

§290.38(15) Community water system--A public water system which has a potential to serve at least 15 residential service connections on a year-round basis or serves at least 25 residents on a year-round basis.

§290.38(36) Human consumption--Uses by humans in which water can be ingested into or absorbed by the human body. Examples of these uses include, but are not limited to drinking, cooking, brushing teeth, bathing, washing hands, washing dishes, and preparing foods.

§290.38(58) Nontransient, noncommunity water system--A public water system that is not a community water system and regularly serves at least 25 of the same persons at least six months out of the year.

§290.38(71) Public water system--A system for the provision to the public of water for human consumption through pipes or other constructed conveyances, which includes all uses described under the definition for drinking water. Such a system must have at least 15 service connections or serve at least 25 individuals at least 60 days out of the year.

This term includes: any collection, treatment, storage, and distribution facilities under the control of the operator of such system and used primarily in connection with such system, and any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system.

Two or more systems with each having a potential to serve less than 15 connections or less than 25 individuals but owned by the same person, firm, or corporation and located on adjacent land will be considered a public water system when the total potential service connections in the combined systems are 15 or greater or if the total number of individuals served by the combined systems total 25 or greater at least 60 days out of the year.

Without excluding other meanings of the terms "individual" or "served," an individual is deemed to be served by a water system if he lives in, uses as his place of employment, or works in a place to which drinking water is supplied from the system.

§290.38(84) Transient, noncommunity water system--A public water system that is not a community water system and serves at least 25 persons at least 60 days out of the year, yet by its characteristics, does not meet the definition of a nontransient, noncommunity water system.

System Information Section

Including:

- Emergency contact information
- Responsible official contact information
- Accredited laboratory contact information
- List of licensed backflow prevention assembly testers (if applicable)
- System capacities
- Connection and population served

Instructions:

Keep this information up-to-date with personnel and system information. For updates to points of contact, facilities, and activity send an email to PWSINVEN@tceq.texas.gov. To update your information in Drinking Water Watch, do so at: www.tceq.texas.gov/goto/dww.

Samples for microbial contaminants must be analyzed by a National Environmental Laboratory Accreditation Program (NELAP) laboratory accredited by the TCEQ for microbial analysis in the drinking water matrix. Find a list of accredited laboratories:

www.tceq.texas.gov/assets/public/compliance/compliance_support/qa/txnelap_lab_list.pdf.

Transient noncommunity systems that receive compensation for water or serve other residential or industrial connection may be subject to additional requirements that are outside the scope of this document. For questions, please call the TCEQ Small Business and Local Government Assistance Hotline at 800-447-2827.

Attachments:

1. *System Information Log (Blank)*

System Information

REVISION DATE:

PWS NAME		PWS ID	
----------	--	--------	--

Responsible Official

NAME		TITLE	
PHONE		ALT PHONE	
MAILING ADDRESS			

Emergency Contact

Same as Responsible official? YES NO

NAME		TITLE	
PHONE		ALT PHONE	

Accredited Laboratory

NAME			
PHONE		FAX	
MAILING ADDRESS			

Backflow Prevention Assembly Tester Information

NAME			
PHONE		LICENSE NO.	

System Capacities (in gallons or gallons per minute)

WELL(S)		PRESSURE TANK(S)	
GROUND STORAGE TANK		SERVICE PUMPS	

Number of Connections & population

Refer to 30 TAC §290.38 for definitions of "Connection" (§290.38(16)) and "Population" (§290.38(71))

CONNECTIONS		POPULATION	
-------------	--	------------	--

Daily Monitoring Records

Systems Serving 750 People or 250 Connections or More

Volume of water treated and distributed

- Keep on file for at least 2 years.

Chemical usage

- Keep on file for at least 2 years.

Disinfectant residual

- Keep on file for at least 3 years.
 - The residual disinfectant concentration in the water within the distribution system must be at least 0.2 mg/L free chlorine or 0.5 mg/L chloramine (measured as total chlorine) throughout the distribution system.

Attachments:

1. *Water Use Log (Blank)*
2. *Chemical Use Log (Blank)*

Direct Weblink:

1. [MRDL Daily Calculation Worksheet](#)

Weekly Monitoring Requirements (once every 7 days)

Systems Serving Fewer Than 750 People or 250 Connections

Volume of water treated and distributed (weekly)

- Keep on file for at least 2 years.

Chemical usage (weekly)

- Keep on file for at least 2 years.

Disinfectant residual in the distribution system (once every seven days)

- Keep on file for at least 3 years.
 - The residual disinfectant concentration in the water within the distribution system must be at least 0.2 mg/L free chlorine or 0.5 mg/L chloramine (measured as total chlorine) throughout the distribution system.

Attachments:

1. *Water Use Log (Blank)*
2. *Chemical Use Log (Blank)*

Direct Weblink:

1. [MRDL Daily Calculation Worksheet](#)



Chemical Use Log

If you have questions on how to complete this log or about the Public Water Supply (PWS) program, please contact Small Business and Local Government Assistance at its hotline, 800-447-2827, or online at www.texasenvirohelp.org.

Facility Information

PWS ID	Year
PWS Name	Month

Instructions

- On a daily or weekly basis, record the amount of chemical(s) used.
- Keep this log on file for **at least two years**.

Log of Chemical Usage:

Date	Name of Chemical	Amount of Chemical Used

Monthly Monitoring or Operational Record Requirements

All Transient Noncommunity Systems

Coliform sampling results

- The minimum number of routine distribution coliform samples is based on the maximum population served on any given day during the month. For example, if you serve between 1 to 1,000 people, you must take a minimum of 1 sample. If you serve between 1,001 to 2,500 people, you must take a minimum of 2 samples.
- Contact your laboratory to obtain the Microbial Reporting Form (MRF) and coliform sample bottles. For a list of accredited laboratories, visit the webpage below:

www.tceq.texas.gov/assets/public/compliance/compliance_support/qa/txnelap_lab_list.pdf.

- For instructions on completing the MRF, visit the webpage below:

www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/tcr/Complete%20the%20Microbial%20Reporting%20Form.pdf.

- Keep on file for at least 5 years.

Dates of dead-end main flushing (if applicable)

- Where applicable, dead-end mains must be flushed at monthly intervals, or as needed if water quality complaints are received from customers, or if disinfectant residuals fall below the minimum levels.
- Keep on file for at least 2 years.

Attachments:

1. *Flushing Log (Blank)*

Placeholder:

1. *Coliform Sampling Results*

[COLIFORM SAMPLING RESULTS]



Dead-End Main Flushing Log

If you have questions on how to complete this log or about the Public Water Supply (PWS) program, please contact Small Business and Local Government Assistance at its hotline, 800-447-2827, or online at www.texasenvirohelp.org.

Facility Information

PWS ID	Year
PWS Name	

Instructions

- This log may be used to document compliance with the record-keeping requirements for dates of dead-end main flushing events.
- This log can be used to record monthly flushing events for multiple locations or multiple flushing events for a single location.
- Keep this log on file for **at least two years**.

Dates of Flushing Events:

Location: _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Date												
Time												
Volume												

Location: _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Date												
Time												
Volume												

Quarterly Record Requirements

All Transient Noncommunity Systems

Disinfectant residual analyzers verification

- The accuracy of manual disinfectant residual analyzers must be verified at least once every 90 days using chlorine solutions of known concentrations.
- Keep on file for at least 3 years.

Disinfectant Level Quarterly Operating Report (DLQOR)

- Transient noncommunity systems do not need to submit their DLQORs to TCEQ. However, they must retain a copy and make it available upon request by the executive director.
- To obtain a copy of the DLQOR, visit the webpage below:

<www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/dlqor/dlqorform_2017.pdf>.

- For instructions on completing the DLQOR, visit the webpage below:

<www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/dlqor/dlqor_how_to.pdf>.

- Keep on file for at least 3 years.

Attachments:

1. *90-Day Disinfectant Residual Analyzers Verification Log (Blank)*



90-Day Record of Disinfectant Residual Analyzer Verification

If you have questions on how to complete this log or about the Public Water Supply (PWS) program, please contact Small Business and Local Government Assistance at its hotline, 800-447-2827, or online at www.texasenvirohelp.org

Facility Information

PWS ID	Year
PWS Name	

Instructions

- This log may be used to document calibration checks of the chemical disinfectant residual analyzers at least once every 90 days.
- Any significant variance should be investigated and corrected and, if necessary, the instrument must be recalibrated.
- Keep this form on file for **at least three years**.

Disinfectant Residual Analyzer Data:

Important System Information	Your Data
Analyzer Manufacturer:	
Analyzer Model:	
Analyzer Serial Number:	

Log of Analyzer Verifications:

Date:				Inspector's Initials:	
Standard	Known Concentration (mg/L)	Allowable Range (see manufacturer's certificate)	Measured Concentration (mg/L)	Status	Comments
Blank				Pass / Fail	
Std 1				Pass / Fail	
Std 2				Pass / Fail	
Std 3				Pass / Fail	

Date:				Inspector's Initials:	
Standard	Known Concentration (mg/L)	Allowable Range (see manufacturer's certificate)	Measured Concentration (mg/L)	Status	Comments
Blank				Pass / Fail	
Std 1				Pass / Fail	
Std 2				Pass / Fail	
Std 3				Pass / Fail	

Annual Record Requirements

All Transient Noncommunity Systems

Tank inspections

- Each of the system's ground, elevated, and pressure tanks must be inspected annually by water system personnel or a contracted inspection service.
 - Ground and elevated storage tank inspections must determine that the vents are in place and properly screened, the roof hatches closed and locked, flap valves and gasketing provide adequate protection against insects, rodents, and other vermin, the interior and exterior coating systems are continuing to provide adequate protection to all metal surfaces, and the tank remains in a watertight condition.
 - Pressure tank inspections must determine that the pressure release device and pressure gauge are working properly, the air-water ratio is being maintained at the proper level, the exterior coating systems are continuing to provide adequate protection to all metal surfaces, and the tank remains in watertight condition. Pressure tanks provided with an inspection port must have the interior surface inspected every five years.
- To obtain a copy of an example potable water storage tank inspection form, visit the webpage below:

www.tceq.texas.gov/assets/public/assistance/sblga/tankinspectform.pdf.

- Keep on file for at least 5 years.

Operator Notice (if applicable)

- On an annual basis, provide a list of water works operators and operating companies associated with the system. Submit this notice to the Texas Commission on Environmental Quality (TCEQ), Water Supply Division, MC-155, P.O. Box 13087, Austin, Texas 78711-3087 using the TCEQ operator notice form. Upon request, you must also provide the form to the executive director during on-site inspections. For a copy of the form, visit the webpage below:

www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/tcr/Operator%20Notice%20Form.pdf.

Direct Weblinks:

1. [Tank Inspection Form](#)
2. [Operator Notice Form](#)

Every 3 Years Update Records

All Transient Noncommunity Systems

Well meter calibration

- Well meters must be calibrated at least once every three years.
- Keep on file for at least 3 years.

Placeholder:

- 1. Well Meter Calibration Records*

[WELL METER CALIBRATION RECORDS]

Chemical Analysis Results

Examples include:

Inorganic contaminants

- Nitrate
- Nitrite

Keep on file for at least 10 years.

The TCEQ will pay for most chemical sample collection through a contractor and the system will be responsible for paying for the lab analysis.

For instructions on how to find your sample schedules, go to “sample schedules” at www.tceq.texas.gov/drinkingwater/instructions-for-texas-drinking-water-watch.

Placeholder:

1. *Chemical Analysis Results*

[CHEMICAL ANALYSIS REPORTS]

Public Notice

Public notices will be required for some violations in certain situations. Below are several examples:

- Boil water notices.
- Monitoring violation notices.
- Reporting violation notices.
- Maximum contaminant level violation notices.

Boil water notices must be instituted by the public water system in the following situations:

- Low distribution pressure (below 20 pounds per square inch (psi)).
- Water outages.
- Microbiological samples that contain Escherichia coli (E. coli).
- Failure to maintain adequate disinfectant residuals.
- Other conditions which indicate that the potability of the drinking water supply has been compromised.

Keep all public notice records for at least 10 years.

Public Notice templates and Certificate of Delivery forms can be found online at: www.tceq.texas.gov/drinkingwater/public_notice.html.

Placeholder:

1. *Public Notices*

[PUBLIC NOTICES]

Maintenance

The maintenance and housekeeping practices used by a public water system must ensure the good working condition and general appearance of the system's facilities and equipment.

- Maintenance records for water system equipment and facilities.
- Dates storage tanks and other facilities were cleaned.
- Keep on file for at least 2 years.

Attachments:

1. *Facility Cleaning Log (Blank)*



Facilities Cleaning Log

If you have questions on how to complete this log or about the Public Water Supply (PWS) program, please contact Small Business and Local Government Assistance at its hotline, 800-447-2827, or online at www.texasenvirohelp.org.

Facility Information

PWS ID	Year
PWS Name	

Instructions

- This log may be used to document dates when water system facilities were cleaned.
- Keep this form on file for **at least two years**.

Dates Water System Facilities were Cleaned:

Date	Facility Description	Comments

Distribution Map

Distribution map

- An accurate and up-to-date map of the distribution system must be available that shows valves and mains that can easily be located during emergencies.
- Keep on file permanently.
- Update as necessary.
- A copy should be included with the system's Sample Siting Plan.

Placeholder:

1. Distribution Map

[DISTRIBUTION MAP]

Plant Operations Manual

A thorough plant operations manual must be compiled and kept up-to-date for operator review and reference. This manual should provide sufficient details for operators on routine maintenance and repair procedures; protocols to be utilized in the event of a natural or man-made catastrophe; and telephone numbers of water system personnel, system officials, and local/state/federal agencies to be contacted in the event of an emergency.

- Include manufacturer's manuals for all equipment, if available.
- Keep on file permanently.
- Update as necessary.

Placeholder:

1. *Plant Operations Manual*

[PLANT OPERATIONS MANUAL]

Monitoring Plan

Monitoring Plan

- All public water systems must maintain an up-to-date chemical and microbiological monitoring plan.
- The monitoring plan must identify all sampling locations, describe the sampling frequency, and specify the analytical procedures and laboratories that the public water system will use for compliance.
- A Monitoring Plan template can be found online at:
<www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/Monitoring%20Plan%20Template.pdf>.

Sample Siting Plan

- Public water systems must collect distribution coliform samples at locations specified in the public water system's Sample Siting Plan included in the public water system's monitoring plan.
- The Sample Siting Plan must identify routine and repeat microbial (coliform) sampling sites and a sample collection schedule that are representative of water throughout the distribution system.
- The Sample Siting Plan must include a distribution system map or series of maps which identifies distribution system valves and mains. The distribution system map must also include the location of all routine microbial sample sites, water main sizes, entry point source locations, water storage facilities, and any pressure plane boundaries.
- A Sample Siting Plan template can be found online at:
<www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/tcr/RTCR-Sample-Siting-Plan.pdf>.

Nitrification Action Plan (if applicable)

Nitrification Action Plans are required for systems that use chloramines (chlorine and ammonia) as a disinfectant or purchase water that is chloraminated.

- Keep all records on file permanently.
- Nitrification Action Plan (NAP) guidance and template can be found at the following webpage:

<www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/NAP_Guidance.pdf>.

- Update as necessary.

Placeholder:

1. *Monitoring Plan*
2. *Sample Siting Plan*
3. *Nitrification Action Plan*

[MONITORING PLAN]

[SAMPLE SITING PLAN]

[NITRIFICATION ACTION PLAN]

Plans and Specifications

- All public water systems must submit plans and specifications to TCEQ prior to construction for review and approval. The plans and specifications must be prepared under the direction of a professional engineer (P.E.) licensed in Texas.
- In addition, public water systems must submit plans and specifications for any significant changes; for example: drilling a new well or installing a new ground storage tank.
- Forms and checklists for submitting plans and specifications can be found at <www.tceq.texas.gov/drinkingwater/udpubs.html>.
- Send plans and specifications to the Plan Review Team, Plan and Technical Review Section, Water Supply Division, MD-159, Texas Commission on Environmental Quality, P.O. Box 13087, Austin, Texas 78711-3087.

Requesting an Exception to Rule

- Requests for exception to rule will be considered on an individual basis. The PWS must demonstrate that the exception will not compromise the public health or result in a degradation of service or water quality.
- Send exception requests (Form TCEQ-20659) with supporting documentation to: Technical Review and Oversight Team, Plan and Technical Review Section, Water Supply Division, MC-159, Texas Commission on Environmental Quality, P.O. Box 13087, Austin, Texas 78711-3087.

Well Completion Data

Before placing a well into service, a PWS must provide well completion data to TCEQ for review and approval.

- Well driller's log
- Cementing certificate
- 36-hour pump test
- Well material characterization
- Microbiological test results
- Chemical analysis
- Recorded deed(s)
- Sanitary control easement(s)
- USGS 7.5-minute topographic quadrangle map
- Well location map
- Plugging reports for any abandoned wells
- Keep all records on file permanently

Placeholders:

1. *Plan Approval Letters*
2. *Exception to Rule Approval Letters*
3. *Well Completion Data*

[PLAN APPROVAL LETTERS]

[EXCEPTION TO RULE APPROVAL LETTERS]

[WELL COMPLETION DATA]

NSF Certifications

American National Standards Institute (ANSI) National Sanitation Foundation (NSF) International Standard 60 and 61 approval of chemicals and drinking water components.

- All chemicals and any additional or replacement process media used in treatment of water supplied by public water systems must conform to ANSI/NSF Standard 60 for Drinking Water Treatment Chemicals and ANSI/NSF Standard 61 for Drinking Water System Components.
- You can find more information at the following webpages:
<<http://info.nsf.org/Certified/PwsChemicals/>>, and
<<http://info.nsf.org/Certified/PwsComponents/index.asp?standard=061>>.
- Keep on file for as long as the chemical is used at the system.

Placeholder:

1. *ANSI-NSF Standard 60 & 61 Certifications*

[ANSI-NSF STANDARD 60 & 61 CERTIFICATIONS]

Backflow Prevention Assembly

Backflow Prevention Assembly

- A licensed backflow prevention assembly tester must test all required backflow prevention assemblies upon installation.
- Backflow prevention assemblies which are installed to provide protection against health hazards must be tested annually by a licensed backflow prevention assembly tester. A Backflow Prevention Assembly Test and Maintenance Report can be found under **Technical Guidance** at: www.tceq.texas.gov/drinkingwater/cross-connection#guidance.
- You can locate a licensed backflow prevention assembly tester at: www2.tceq.texas.gov/lic_dpa/index.cfm?fuseaction=licall.searchgp
- Keep on file for at least 3 years.

Placeholder:

1. *Backflow Prevention Assembly Test and Maintenance Report Form*

[Backflow Prevention Assembly Test and Maintenance Report Forms]

Purchase Water Contract(s)

Purchase water contracts are required if your system purchases treated water from another public water system to meet all or part of the production, storage, service pump, or pressure maintenance capacity requirements.

- Keep on file permanently.

Placeholder:

1. Purchase Water Contract

[PURCHASE WATER CONTRACTS]

Notices of Violation and Corrective Actions Taken

Copies of any notices of violation issued by TCEQ and corrective actions taken.

- Keep on file for at least 3 years.

Placeholder:

- 1. Notices of Violation and Corrective Actions*

[NOTICE OF VIOLATION AND CORRECTIVE ACTIONS]

Sanitary Surveys

Any written reports, summaries, or communications relating to sanitary surveys of a system. These investigations are also referred to as comprehensive compliance investigations (CCIs).

- Keep on file for at least 10 years.

Placeholder:

- 1. Sanitary Survey Compliance Records*

[SANITARY SURVEY COMPLIANCE RECORDS]

Groundwater Rule Compliance Records

Groundwater systems must collect raw coliform samples if a distribution coliform-positive occurs and the system has not been approved for 4-log treatment of viruses. In addition, you must notify your water wholesaler of the positive sample within 24 hours if you purchase treated groundwater from another public water system. If significant deficiencies are identified during a sanitary survey, corrective action will be required.

- Documentation of compliance with state approved corrective action plan and schedules are required to be completed by groundwater systems that must take corrective actions.
- Notification to wholesale system(s) of a distribution coliform-positive sample for consecutive systems using groundwater.
- Records of the lowest daily residual disinfectant concentration and records of the date and duration of any failure to maintain minimum specified disinfectant residual approved by the executive director for a period of more than four hours for groundwater systems providing 4-log treatment.
- Keep on file for at least 5 years.

Placeholder:

1. *Groundwater Rule Compliance Records*

[GROUNDWATER RULE COMPLIANCE RECORDS]

Revised Total Coliform Rule

Public water systems may be required to conduct assessments of their system if they receive multiple total coliform-positive samples or a combination of E. coli and total coliform-positive samples in the distribution system. The purpose of the assessment is to identify sanitary defects and require corrective action. The goal is to eliminate pathways for microbial contamination to enter the distribution system.

- Assessment forms and documentation of corrective actions should be completed, or documentation of corrective actions required but not yet completed as a result of those assessments.
- Keep on file for at least 5 years.

Placeholder:

1. *RTCR Assessment Forms and Corrective Action*

[ASSESSMENT FORMS AND CORRECTIVE ACTION]

Seasonal Public Water Supply

Start-up procedures and certification for seasonal public water systems.

- Before serving water to the public, every seasonal public water system (such as a summer camp) must conduct the state-approved start-up procedures, complete all necessary repairs to the system, collect microbial sample(s), certify completion of the state-approved start-up procedures, and submit the certification to TCEQ.
- TCEQ's state-approved start-up procedures and certification can be found online at:
<www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/tcr/seasonalstartup.pdf>.
- Keep on file for at least 5 years after it's no longer in effect.

Placeholder:

1. *Start-Up Procedure and Certification*

[START-UP PROCEDURE AND CERTIFICATION]

Emergency Preparedness Plan (EPP)

Emergency Preparedness Plan (Harris County and Fort Bend Counties only)

- Any new system in Harris County and Fort Bend County that is also an affected utility must have an approved EPP before serving water to customers. An existing water system needs to submit an EPP within 90 days of being notified that it is an affected utility.
 - TCEQ rules define an affected utility as a retail public utility, exempt utility, or provider or conveyor of potable or raw water service that services more than one customer (30 TAC 290.38(1)).
- Emergency Preparedness Plans may be sent to Drinking Water Special Functions Section, MC-155, Texas Commission on Environmental Quality, P.O. Box 13087, Austin, Texas, 78711-3087.
- An EPP template can be found under Reporting Requirements for Public Water Systems at the webpage below:
<www.tceq.texas.gov/drinkingwater/index_reporting>.
- Additional information on EPPs can be found at:
<www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/EPP_FAQ.pdf>.
- Keep on file permanently.

Placeholder:

1. Emergency Preparedness Plan

[EMERGENCY PREPAREDNESS PLAN]

Complaints

Date, location, and nature of water quality, pressure, or outage complaints received by the system and results of any subsequent investigation

- Keep all complaints on file for at least 2 years.

Attachments:

1. *Complaint Log (Blank)*



Complaint Log

If you have questions on how to complete this log or about the Public Water Supply (PWS) program, please contact Small Business and Local Government Assistance at its hotline, 800-447-2827, or online at www.texasenvirohelp.org.

Facility Information

PWS ID	Year
PWS Name	

Instructions

- This log may be used to document the date, location, and nature of water quality, pressure, or outage complaints received by the system and the results of any subsequent investigation.
- Keep this log on file for **at least two years**.

Date	Location	Nature of Complaint	Results of Investigation

