New Mexico Environment Department
Drinking Water Bureau
Startup Checklist for Seasonal Systems
RTCR-Startup

CLEAR FORM

PWS ID#: **NM35** | **PWS Name**: | **City/Town**:

Operational Dates:Opening Date (mm/yyyy) April 2016 **Closing Date (mm/yyyy)** April 2016

INSTRUCTIONS:

*Please note that all start-up procedures for seasonal systems, including completion of this checklist, must be completed and submitted to NMED-DWB at a minimum of 10 days prior to providing water to the public.

All startup checklists and procedures must be completed by an appropriately certified New Mexico water operator.

If seasonal system fails to fully complete required start up procedures, a treatment technique violation will be issued and a **Level 2 assessment will be required to be completed.**

1. Source(s) – ALL OF THE FOLLOWING ARE REQUIRED TO BE COMPLETED

Inspect sources and verify the following. If any repairs are necessary, please complete the repairs and provide additional comments below:

☐ Yes ☐ No Well(s) / Springs completely sealed?
☐ Yes ☐ No Any openings that could allow in animals, insects, or stagnant water?
☐ Yes ☐ No Any changes to the source that could affect the water quality?
☐ Yes ☐ No Are any repairs necessary to the source?

Additional comments:

2. Storage/Pressure Tanks*

***If system does not have storage or pressure tanks, this section is not required to be completed.**

Inspect any tanks and verify the following (provide additional comments in the box below the questions):

☐ Yes ☐ No Does the water system operate any drinking water storage or pressure tanks?

☐ Yes ☐ No Are there any openings on the tanks that need to be sealed or screened?
☐ Yes ☐ No All vents or overflows screened and intact?

☐ Disinfect Storage Tank(s)

- Use a chlorine solution to inactivate any bacteria that may have accumulated while not being used.
- Disinfected water should be used to fill the storage tank until a chlorine residual of at least 4.0 mg/L is detected in the tank
- Once an adequate chlorine residual is present within the tank, disinfectant should be allowed to sit in the tank for a minimum of 24 hours
  - Chlorine Residual after 24 hours _____mg/L
- Flush disinfected water out of the tank and refill the tank with water chlorinated to your normal operating residual.
- Manage the flushed water to not cause harm to any nearby flora or fauna if residual is elevated.

☐ Collect a Special Total Coliform Sample that is representative of the tank contents and submit to lab for analysis

- (**Ensure that the sample is labeled as "Special" on chain of custody forms)**.
- If the special sample is positive for Total Coliform or E.coli bacteria, complete the disinfection procedure below and collect another special sample and submit for analysis.
- Repeat the disinfection process until the special sample is free of Total Coliform or E.coli bacteria.

Additional comments:

3. Distribution System

☐ Use unidirectional flushing of distribution system to get rid of stagnant water.
Approximate number of gallons flushed from the distribution system _____Gallons

☐ Any leaks in the distribution system must be repaired prior to providing water to the public

☐ Disinfect distribution system

- Use a chlorine solution to inactivate any bacteria that may have accumulated while not being used.
- Disinfectant should be flushed throughout the entire distribution system until a chlorine residual of at least 4.0 mg/L is detected throughout the system
    - Chlorine Residual at the beginning of the distribution system _____ mg/L
    - Chlorine Residual at the end of the distribution system _____ mg/L
- Once an adequate chlorine residual is present throughout the distribution system, disinfectant should be allowed to sit in the system for a minimum of 24 hours
    - Chlorine Residual after 24 hours _____mg/L
- Flush disinfected water out of the distribution system and fill the distribution system with water chlorinated to normal operating residual.
- Manage the flushed water to not cause harm to any nearby flora or fauna if residual is elevated.

☐ Collect at least one Special Total Coliform Sample representative of the distribution system water and submit to lab for analysis

- **Ensure that the sample is labeled as "Special" on chain of custody forms**
- If the special sample is positive for Total Coliform or E.coli bacteria, repeat the disinfection procedures and collect another special sample and submit for analysis.
- Repeat the disinfection process until the special sample is free of Total Coliform or E.coli bacteria.

Additional comments:

4. Final Certification

This checklist as well as all special start-up microbiological results must be submitted to NMED-DWB no later than 10 days prior to opening for the season.

All of the required actions must be completed and all special start-up samples must be free of Total Coliform and E.coli prior to opening.

If seasonal system fails to fully complete required start up procedures, a treatment technique violation will be issued and a Level 2 assessment will be required to be completed.

Certification: I certify that an inspection of my water system and applicable actions were taken prior to serving water to the public for the season.

I certify under penalty of law that I am the person authorized to fill out this form, and the information contained herein is true, accurate and complete to the best of my knowledge and belief.

Print Name:		Title:	
Operator Level		License #	
Signature:		Date:	
Phone #:		Email:	

Please return this form to the **NMED-DWB** regional office where the system is located no later than 10 days prior to opening for the season

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Submit to NMED Via Email

SAVE AND PRINT FORM

DWB USE ONLY: Date received: / / NMED-DWB Reviewer: