

ACTION: Final

AMENDED
Appendix
3745-81-51

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Start-up Procedure Requirements for Seasonal Public Water Systems

Instructions: Beginning April 1, 2016, seasonal noncommunity public water systems are required to complete the start-up requirements specified by Ohio Administrative Code (OAC) rule 3745-81-51. Those requirements are listed in this appendix. Prior to serving water to the public each season, complete the following:

1. All seasonal systems must complete and keep a copy of the Seasonal ~~Public Water System Start-up Requirements and Checklist~~ on site for at least 5 years.
2. Complete an annual start-up certification and submit the form to the appropriate Ohio EPA District Office.

Most of the requirements listed below apply to all seasonal systems. Each applicable element shall be completed.

The director shall provide an appropriate Seasonal ~~Public Water System Start-up Requirements and Checklist~~ form and annual start-up certification form to each seasonal system.

1. Pre-Inspection Activities.
 - 1.1 Review Ohio EPA Sampling Schedule. Update Sample Siting Plan as necessary.
 - 1.2 Make arrangements for sample analysis by a certified laboratory.
 - 1.3 Establish an account for electronic reporting with Ohio EPA if the system is required to submit monthly operating reports.
2. Initial Inspection.
 - 2.1 Well and pumphouse.
 - 2.1.1 Well cap is tight and secure.
 - 2.1.2 Pump house, if present, is locked and secure.
 - 2.1.3 Well casing is structurally sound.
 - 2.1.4 The well vent is turned downward and the screen is intact.
 - 2.1.5 Chemicals (e.g., pesticides, fuels, solvents) are stored outside of isolation radius or at least 100 feet from the well.
 - 2.1.6 Backup generator and fuel are stored to capture any leaks in a secondary (backup) containment area.
 - 2.1.7 The sample tap does not leak and flows freely when opened.
 - 2.2 Storage tanks.
 - 2.2.1 Tanks were visually inspected for corrosion and physical damage.
 - 2.2.2 The water level controls are functioning properly.
 - 2.2.3 The access hatches are locked and the hatch areas and lids are protected from insects.
 - 2.2.4 The tank overflow pipes are screened, the screens are intact and the discharge is at least 12 inches above grade.

- 2.2.5 The tank vents are turned downward and properly screened.
 - 2.2.6 Necessary repairs were completed.
 - 2.3 Pressure tanks.
 - 2.3.1 Tanks were visually inspected for corrosion and physical damage.
 - 2.3.2 All valves, gauges and controls are functioning properly.
 - 2.3.3 Necessary repairs were completed.
 - 2.4 Distribution lines and valves.
 - 2.4.1 All accessible lines and equipment were visually inspected for signs of damage or corrosion.
 - 2.4.2 All valves were opened and closed.
 - 2.4.3 All outdoor hose bibs have vacuum breakers.
 - 2.4.4 All yard hydrants are of an acceptable design and do not have weep holes.
 - 2.4.5 All backflow prevention devices have had thorough inspections and operational tests performed by a certified Ohio Department of Commerce tester within the past 12 months.
 - 2.4.6 All RV dump stations have an approved backflow prevention device provided in accordance with Ohio Department of Health regulations.
 - 2.4.7 Necessary repairs were completed.
 - 2.5 Treatment systems.
 - 2.5.1 All components have been visually inspected for damage.
 - 2.5.2 Chemical injection points have been cleaned.
 - 2.5.3 Associated pumps and valves are working properly.
 - 2.5.4 Necessary NSF-approved chemicals are on-site and not expired.
 - 2.5.5 Necessary repairs were completed.
- 3. Activate and pressurize.
 - 3.1 Well pumps operate properly.
 - 3.2 System is fully pressurized.
 - 3.3 System is not leaking.
 - 3.4 Chlorinator and any other treatment systems are operating properly.
- 4. Disinfect and flush.
 - 4.1 Fresh chlorine was added and pumped throughout all tanks and distribution lines with sufficient concentration and retention time to disinfect the system. 10 mg/L free chlorine held in lines overnight is recommended. Additional guidance may be found in the ~~Seasonal Public Water System Start-up Requirements and Checklist~~.
 - 4.2 Entire system was flushed. Non-chlorinating systems must remove free chlorine to nondetectable level. Chlorinated water that is being flushed from the system must be dechlorinated prior to discharge. The chlorinated water must not be discharged into any water body, wetland or drainage ditch.
- 5. Collect total coliform (TC) samples.
 - 5.1 Check chlorine levels before sampling.

- 5.1.1 In nonchlorinated systems (do not have continuous chlorine treatment) – chlorine is nondetectable.
- 5.1.2 In chlorinated systems (do provide continuous chlorination treatment) – chlorine is at least 0.2 mg/L free chlorine or 1.0 mg/L total chlorine and less than 4.0 mg/L total chlorine.
- 5.2 Collect special purpose total coliform samples.
 - 5.2.1 Collect at least one special purpose sample at the service connection considered to be most susceptible to contamination for total coliform analysis. The service connection farthest from the entry point is often the appropriate location. If the special purpose sample is TC-negative, you may proceed to Step 6. If the special purpose sample is TC-positive, the disinfection and flushing procedure must be repeated. Following thorough flushing, at least two **consecutive** special purpose samples collected at least 24 hours apart must be TC-negative prior to proceeding to Step 6.
- 6. Complete Annual Start-up Certification Form.
 - 6.1 Submit the completed Annual Start-up Certification Form to the appropriate Ohio EPA District Office a ~~minimum of five days before serving water to the public in~~ **on or before the first day of the operating season** accordance with OAC rule
 - 6.2 3745-81-55.
Keep a copy of the completed Seasonal ~~Public Water System Start-up Requirements and Checklist~~ with your water system records and have it available for review by Ohio EPA.