

Pre-season Water Supply Start-up Checklist

If your public water system is open only part of the year, it is considered a seasonal system. Under the Revised Total Coliform Rule, you are required to complete the following steps and submit this form to our office **prior to serving water to the public** for the season. You will be in violation of the RTCR and subject to enforcement action if you serve water to the public before completing these start-up procedures and submitting this form to our office.

Submit to:
 Orange County Health Department
 124 Main Street - 3rd Floor
 Goshen, NY 10924

Fax (include cover sheet with # of pages indicated) – 845-291-4078
 or email at: pwstestresults@orangecountygov.com

PWS Name: _____

PWS ID number: _____

Today's Date: _____

Date water system opens to the public: _____

Estimated closure date for the season: _____

Unless otherwise noted as optional, all actions must be completed. If an action does not apply or you do not have a specified piece of equipment, mark "N/A":

Action	Completed?	Comments
<p>A. Inspect each source-</p> <ul style="list-style-type: none"> • Wells- Is each well sealed and intact? Are all required gaskets and screens undamaged and properly installed? Are all bolts present and tight? Are there any openings that could allow in animals, insects, stagnant or other water? • Intake(s) - Any repairs needed? <p>Complete any repairs prior to opening. If more time for repairs is needed, be sure to contact our office first.</p>		
<p>B. Does your system have any treatment? Ensure that chemical feeds are functioning properly, you have fresh NSF approved disinfectant, and conduct UV maintenance (if necessary).</p> <p>Complete any repairs prior to opening. If more time for repairs is needed, be sure to contact our office first.</p>		
<p>C. Inspect any storage or pressure tanks.</p> <ul style="list-style-type: none"> • Are there any openings or repairs needed? • Are vents and overflows intact and properly fitted with #24 mesh screen? • Are access penetrations gasketed and sealed? • Are all valves operational? <p>Complete any repairs prior to opening. If more time for repairs is needed, be sure to contact our office first.</p>		

Action	Completed?	Comments
<p>Does your system supply Chlorine disinfection?</p> <ul style="list-style-type: none"> • Yes, skip to step 12 • No, complete steps 1 through 11 <ol style="list-style-type: none"> 1. Run water until clear, using an outdoor faucet (with a hose attached) closest to the well, pressure tank or storage tank. 2. Flush all water lines on the system with water until the water appears to be free of particulates and discoloration, and the distribution system is completely filled. 3. Mix one quart of NSF/ANSI approved chlorine containing approximately 5% chlorine in 5 gallons of water in a large bucket or pail in the area of the well casing. 4. Turn off electrical power to the well pump. Carefully remove the well cap and set aside. 5. Place the hose connection to the outdoor faucet inside the well casing. Turn the electrical power back on to the well pump and turn the water on to run the well pump. 6. Carefully pour the water/chlorine solution down the open well casing. At the same time continue to run the water from the hose into the well casing. Mix second solution of chlorine and water and introduce this in to the well. 7. At each indoor and outdoor faucet (or hydrants), run the water until a chlorine odor is present, and then shut off each faucet. 8. Continue running the water into the well casing, allowing the water to recirculate. Use the hose to wash off the interior of the well casing. 9. After one hour of recirculation turn off the water to the hose, turn off the power supply to the well pump and remove the recirculation hose. 10. Mix one quart of NSF approved chlorine in 5 gallons of water and pour into well. Repeat this process with a second mixture. Disinfect the well cap and seal by rinsing with a chlorine solution. Replace well seal and cap. Allow well to stand idle for at least 8 hours. Avoid using the water. Evaluate the system for leaks and pressure loss. 11. If the pressure (20 psi minimum) and chlorine residual (2ppm minimum) are acceptable flush the distribution system again until the water is free of particulates, discoloration and chlorine odor using a garden hose and outdoor faucet. Discharge any water away from grass, shrubbery, septic systems and waterways. <p>For systems using Chlorine disinfection:</p> <ol style="list-style-type: none"> 12. Turn all taps (or flushing hydrants) on and flush until a free chlorine residual of 2.0 ppm is measured at all taps (or hydrants). Shut off taps and allow the water to remain undisturbed in the water lines for 24 hours. Evaluate system for leaks and pressure loss. If satisfactory, repeat flush again and confirm that a free chlorine residual of at least 0.2 ppm is measure at all taps. Shut off all taps and allow the water to remain for another 24 hours. 13. Confirm that a free chlorine residual of 0.2 ppm but less than 4.0 ppm is present. 		