Bureau of Drinking Water and Groundwater

WISCONSIN DEPT. OF NATURAL RESOURCES

Response Required

Within 10 days of opening to the public

Seasonal Public Drinking Water System

Start-Up Procedure

IMPORTANT:

Failure to complete this procedure before serving water to the public will result in monthly water sampling requirements for bacteria.

Why am I getting this?

Owners/operators of seasonal public water systems must perform a yearly "Seasonal Start-Up Procedure" to be in compliance with the Federal Safe Drinking Water Act. If you are receiving this booklet, your facility has been identified as a **seasonal public water system**. If you believe this information is incorrect, please contact your DNR Water Supply Specialist.

A "**seasonal public water system**" starts up and shuts down at the beginning and end of each operating season, and depressurizes at least part of the water system at some point during the year.

Examples include: Ski chalets, summer resorts, camp grounds, and restaurants that are only open during part of the year.

What do I have to do?

1. Complete all the steps described in this booklet **before** serving water to the public.
2. Return completed checklist within 10 days of opening to the public.

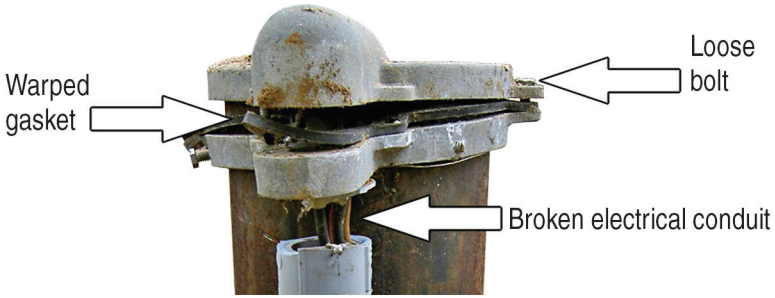
Failure to complete this start-up procedure before serving water to the public will result in a violation, and increase your water sampling requirements for bacteria to monthly. Failure to report completion of the procedure within 10 days of opening to the public will result in a violation.

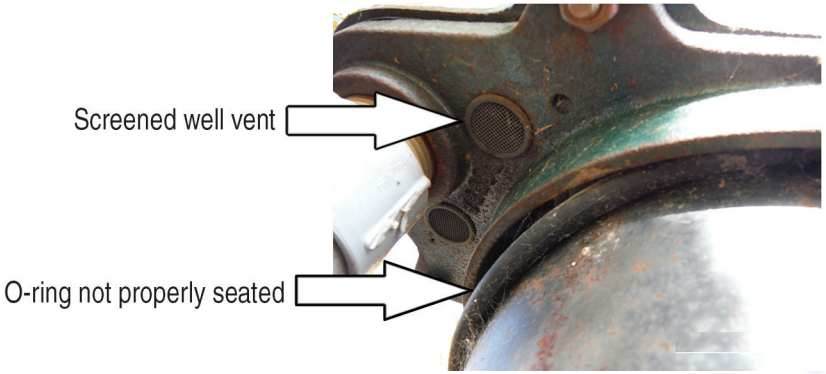
Step 1 – Maintain Well Components

Inspect your well for any potential problems which may increase the possibility of bacteria entering your drinking water system.

Please note: All well cap components are not the same due to differences in well types and cap configurations. If the listed components are present in your well please insure the following:

1. Well cap is snug fitting on casing and not broken.
2. All well cap bolts are present and tight against the cap.
3. Vent screens are not missing or damaged.
4. Electrical conduit is not broken or electrical wires exposed.
5. Gasket and O-ring are in place and properly seated.



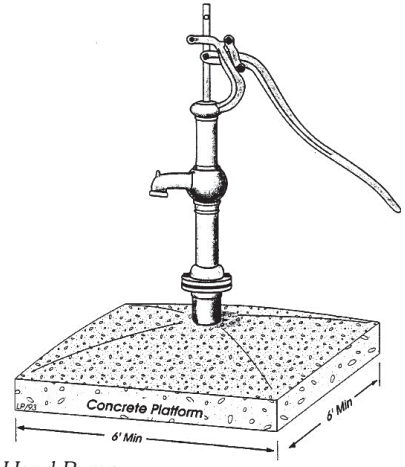


Step 2 – Inspect Land Around the Well for Potential Sources of Bacterial Contamination

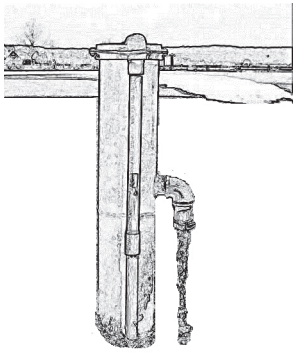
Check for any potential contamination sources and correct immediately. Examples include:

1. Ponded water around the well due to newly formed depressions, flooding, rain or snow melt. The land around the well should be graded to direct water away.
2. Vegetation growing on or over the well. This increases the risk of vermin and air borne bacteria entering the well. Remove the vegetation.
3. Areas of concentrated pet and animal waste (especially during deep snow cover and long winters.) Remove immediately.
4. Debris, animal waste, and other contamination sources within a structure placed over the well. Remove contamination immediately.

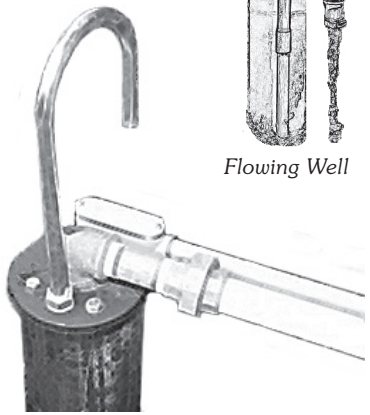
Other Common Well Types



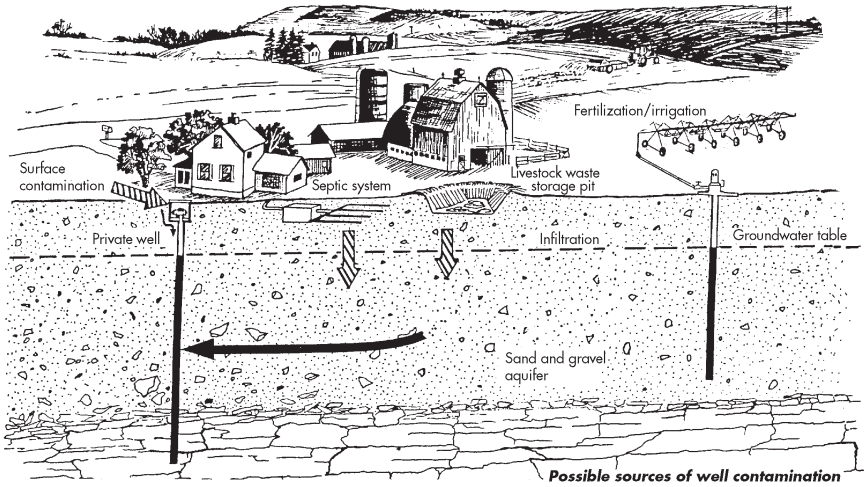
Hand Pump



Flowing Well



Top discharge well



Possible sources of well contamination

Step 3 – Identify and Correct Potential Cross Connections

Cross Connections occur when your drinking water system is connected directly to another piping system that operates at a higher system pressure. Under certain situations, this allows for contaminated water to backflow into your water system. Things like garden hoses, water softeners, ice machines, and soda machines can provide the opportunity for contaminated water to be sucked into the potable supply. This can usually be prevented by the installation of a backflow preventer (available at most hardware stores). Eliminate any cross connections or install state approved backflow preventers on faucets.

Additional causes of backflow include: non-potable piping systems equipped with pumping equipment such as irrigation wells interconnected with a potable system, steam or hot water boilers, or exchange heaters.

Backflow preventer

Step 4 – Flush Your Water System

After your well has been turned on, remove aerators on the faucets in your system, and allow water to run through all the faucets until you are confident fresh water is passing through the entire distribution system. It is common for water to be discolored at the beginning of the season. After flushing for a while this discoloration should go away.

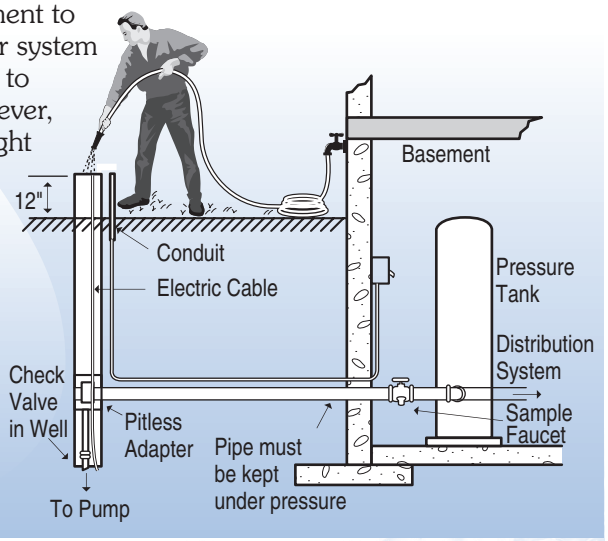
Suggested Shutdown Procedure at the End of the Season

Protection of your water supply begins with proper shut down and draining at the end of the season. Once your water supply system is drained and/or blown-out with pressurized air, you should either re-connect any piping removed or disconnected or place caps or plugs on open water supply lines to prevent the entrance of vermin during non-use months. This includes openings on a shallow well or jet pump.

Optional Step – Chlorination

There is no requirement to chlorinate your water system before serving water to the public. It is, however, a precaution you might want to consider.

Information on the proper steps for chlorinating your well can be found at the following link: http://dnr.wi.gov/files/PDF/pubs/DG/DG0003.pdf



Step 5 – Start-Up Checklist

If you received the link to this brochure via an email from your DNR or County Drinking Water Representative, the best way to certify completion of your start-up procedure is to follow the email certification procedure described on page 8.

If you would prefer to send in a paper certification, you may do so by completing page 7 and mailing it to your DNR or County Drinking Water Representative.

The procedure and checklist must be completed before serving water to the public. Return the completed checklist and certification no later than 10 days after you open to the public.

☐ 1. Maintained well components

- Well cap is snug fitting on casing and not broken.
- All well cap bolts are present and tight against the cap.
- Vent screens are not missing or damaged.
- Electrical conduit is not broken or electrical wires exposed.
- Gasket and O-ring are in place and properly seated

☐ 2. Inspected land around well for potential sources of bacterial contamination and removed/corrected sources found.

☐ 3. Corrected potential cross connections found in water system.

☐ 4. Flushed distribution system until confident fresh well water has run throughout system.

I certify that I have completed this start-up procedure.

Water System Name: _____

Water System (PWS) ID: _____

Name (printed): _____

Date procedure completed: _____

*Signature: _____ Date: _____

Phone: _____

Email: _____

Date you opened and began serving water to the public this year: _____

**Must be signed, dated, and returned no later than 10 days after the opening date.*

Cut Here

Let us know when you're done!

To certify that you have completed your start-up procedure, please respond to the email you got from us. Indicate the following in your email:

1. Your public water system name
2. Your public water system ID number (PWS ID)
3. The date you completed your start-up procedure
4. Who completed the start-up procedure
5. The date you opened this year and begin serving water to the public.

You are done until next year. Thanks!

Drinking Water & Groundwater Program

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