

Public Water System Self-Assessment

For Other-Than-Municipal Community &
Nontransient Noncommunity Water Systems



√ You are not required to return this self-assessment to the DNR. It is *for your own benefit* to help you review and focus on several important, basic components of operating your public water system. We encourage you to complete this assessment to verify that your water system is prepared to meet its present and future obligations as a capable and viable public water system.

√ We hope that some of these questions will be thought provoking. When answering the “yes/no/not sure” questions, be honest with yourself. If you don’t know, maybe now is the time to do a little research. As you go through the questions, ask yourself: *“Is there anything to worry about here? Is there anything that could surprise us and cost a lot of money?”* Helpful information follows each question.

√ Please keep this assessment with your water system records. A technical assistance provider may be contacting you over the coming year and can review your assessment with you. It provides a great way to make your water system the best it can be!



Technical Issues

Yes ___ No ___ Not Sure ___ **Has your system had a violation of the Safe Drinking Water Act (SDWA) requirements in the last year?**

All public water systems must meet the requirements of the SDWA and other such standards set by the State of Wisconsin. Violations of the SDWA are serious and should be corrected immediately. Most violations are for missed monitoring and sampling. While these violations are not as serious as exceeding a contaminant level, they should be promptly corrected. Steps should be taken to insure this type of incident is prevented in the future.

Yes ___ No ___ Not Sure ___ **If applicable, have you corrected any deficiencies noted on your last DNR inspection/sanitary survey?**

Inspections and sanitary surveys are essential to assuring safe drinking water on a continuing basis. They are a way to detect construction, maintenance, and operational deficiencies before an unsafe water condition occurs. Any deficiencies identified during an inspection or sanitary survey should be corrected as quickly as possible.

Yes ___ No ___ Not Sure ___ **Do you have a certified operator for your system?**

Starting no later than February 2001, all other-than-municipal and nontransient noncommunity water systems will be required to have a certified operator. This requirement is part of the 1996 Amendments to the SDWA. The newly revised Wisconsin Administrative Code Subchapter NR 114.30 states that all other-than-municipal and nontransient noncommunity systems must have a designated “operator-in-charge.” To be an operator-in-charge that person must be certified by the state of Wisconsin. People will need to submit an application and successfully pass an examination to qualify for certification. Each certified water system operator will also need to renew his or her certificate every 3 years.



Managerial Issues

Yes ___ No ___ Not Sure ___ **Is the person in charge clearly defined?**

You should be aware of your responsibilities as an owner or operator of a public water system. The person in charge of the water system should be clearly defined for users. If more than one person is employed, up-to-date personnel policies and communication processes should be developed and used.

Yes ___ No ___ Not Sure ___ **Are your water system documents and records stored in an organized manner?**

You are required under Wisconsin Administrative Code NR 809 to keep records of bacteriological analyses for at least 5 years and other sampling data, schedules, and reports for at least 12 years. Reports or summaries regarding sanitary surveys must be kept for at least 12 years. Proper records are required for the successful operation of a public water system. Many businesses pay too little attention to record keeping at the outset, and have no idea of the status of their water system until they are in trouble.



Financial Issues

Yes ___ No ___ Not Sure ___ **Do you have a long-range financial plan/budget?**

Yes ___ No ___ Not Sure ___ **Are you following it?**

Budgeting enough money is an important part of owning and operating a public water system. The purpose of long-range financial plans is to make sure that expected (and unexpected) expenditures do not exceed available resources. Funds need to be budgeted to adequately support operation and maintenance of your public water system. Funds need to be budgeted for current and future expenses such as equipment purchases, monitoring, training, electricity, and other day-to-day expenses.

Yes ___ No ___ Not Sure ___ **Do you have and review monthly financial statements?**

Financial statements or reports provide essential information about your business' operations. The goal of financial reporting is to provide information that is useful in making business and economic decisions, including decisions, which may affect your public water system. One of the primary objectives of financial statement analysis is identifying major changes in trends, amounts, and relationships...and investigating the reasons for those changes.

⇒ If you had difficulty answering any question or answered "no" to any of these questions, we encourage you to contact your regional DNR drinking water staff person. We recommend that you set up a strategy to resolve all issues that could not be answered positively.

For additional information, please contact:
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