

EPA Region 8 Seasonal Start-up Checklist

For Public Water Systems in Wyoming or on Tribal Lands in EPA Region 8

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.

Wyoming and EPA R8 Tribal water systems can submit this checklist to:

RTCR Manager
 8WP-SDA
 1595 Wynkoop Street
 Denver, CO 80202
 Or fax at: 1-877-876-9101 or email at: R8DWU@epa.gov

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". If you need more room to answer a question please use an additional sheet or reference the question number and add more information on page 3.

Action	Completed?	Comments
1) Inspect each source- <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? • Spring(s) - Are there any breaches or openings that could allow in contamination? Has deep rooted vegetation been removed? Is your spring area fenced or protected from stock or wildlife? • Intake(s) - Any repairs needed? Complete any repairs prior to opening. If more time for repairs is needed, be sure to contact our office first.		
2) Does your system have any treatment? Ensure that chemical feeds are functioning properly, you have fresh disinfectant, and conduct UV maintenance (if necessary). Complete any repairs prior to opening. If more time for repairs is needed, be sure to contact our office first.		
3) Inspect any storage or pressure tanks.		

<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>		
<p>4) Flush the distribution system <i>You must flush your system to rid your distribution system of stagnant water. We recommend disinfecting and flushing as it is more effective and will kill any bacteria that may have accumulated. Be sure to use chlorine solution approved for drinking water.</i></p> <p>a) <i>Recommended:</i> Add disinfectant at proper dosage. Fill the system then turn on faucets to get disinfected water throughout your entire distribution. Shut the water off and let sit 24 hours. Prevent anyone using this water during this time as it would contain high levels of disinfectant.</p> <p>b) Flush the stagnant or disinfected water out of the system. <i>Be sure to keep chlorinated water away from septic systems and surface water bodies such as lakes, streams and ponds.</i></p>		
<p>5) Flush out your tanks (if applicable). Ensure stagnant or disinfected water is removed and all valves are operational.</p>		
<p>6) Inspect your pipes (distribution system).</p> <ul style="list-style-type: none"> • Any leaks noted? Does the system hold pressure with all taps closed? <p>Complete any repairs prior to opening.</p>		
<p>7) When the above steps are completed, collect a bacteriological sample and mark it as “special” (not routine or repeat), and send to the lab for analysis. Be sure EPA gets a copy of these results as well. <i>This sample can serve as a double check to ensure your system is fully operational and ready for the season. Samples labeled as “special” do not count for compliance. Not collecting the “special” sample is considered not completing this form and may result in a violation.</i></p> <p><i>This sample does not count as your “routine” sample for the month. If you serve water to the public the same month you do your seasonal start-up you must collect both a “special” sample and a “routine” sample to meet compliance.</i></p>		
<p>8) Did your system have any TC+ sample results prior to closing for the season last year? If all repeats were not taken at that time, then collect the required number prior to opening for the season.</p>		

If you need further instruction on disinfection practices, you can consult Wyoming Association of Rural Water Systems at 307-436-8636 or if in Indian country, consult Barb Burkland (MT) at burkland.barbara@epa.gov or Andrea Griese (ND, SD) at griese.andrea@epa.gov or Mindy Mohr (CO, UT) at mohr.mindy@epa.gov. Any time you have a positive total coliform sample, be sure to refer to: <https://www.epa.gov/region8-waterops/emergencies-and-security-follow-unsafe->

total-coliform-rule-positive-sample for the required steps. If you have any other questions please contact Jamie Harris, the RTCR Rule Manager at Harris.Jamie@epa.gov or 303-312-6072.

Additional Comments:

Certification of Completion:

I hereby certify that each start-up procedure listed above was completed before water was delivered to my customers.

Name (Printed) _____

Signature _____ Date _____

Phone Number _____ Email _____