

# FACTSHEET: Revised Total Coliform Rule (RTCR)

## Requirements for Seasonal Systems

### WHO DOES THIS FACTSHEET APPLY TO?


**SEASONAL SYSTEMS** – A seasonal system is defined as a non-community water system that is not operated as a public water system (PWS) on a year-round basis and starts-up and shuts-down at the beginning and end of each operating season. Examples include campgrounds, fairgrounds, seasonal food service facilities, and RV Parks.

### ATTENTION!

Beginning April 1, 2016, seasonal non-community public water systems are required to meet the reporting requirements specified in 40 CFR § 141.861 (a)(5): ***A seasonal system must certify, prior to serving water to the public, that it has complied with the State-approved start-up procedure.*** A system:

- May certify that the system maintained and operated at a pressure of at least 20 psi through the off-season;
- OR
- Must perform a start-up procedure if it did not

### Step 1: Complete the Seasonal Start-up Procedures

 All seasonal PWS's must conduct ADEQ's start-up procedures before delivering drinking water to customers. Start-up procedures help reduce the presence of harmful bacteria in water. The ***Seasonal Start-Up Procedures Certification Form*** contains a checklist and is available at: <http://www.azdeq.gov/environ/water/dw/monitoringandreporting.html>

### Flush all pipes until the water is clear

Flushing the pipe lines in all areas of the PWS helps remove buildup and dirty water that has gathered during the off-season. Flushing the pipes helps the disinfectant work more effectively to kill bacteria and inactivate viruses.

### Clean all water storage tanks

Drain and clean the tanks before delivering water to the PWS's customers. Harmful sediments may build up over time inside and along the walls of the water tanks. It is recommended that the tank be inspected and cleaned regularly. For information about how to disinfect, see Engineering Bulletin 8:

<http://www.azdeq.gov/function/compliance/download/eb8.pdf>

### Disinfect the entire PWS

Kill harmful bacteria and inactivate viruses by adding a disinfectant or by making sure the adequate disinfectant residual is present in all areas of the PWS's water pipes. The system should be flushed thoroughly. Be sure to keep the highly chlorinated water away from surface water bodies such as lakes, streams, and ponds, as well as septic systems.

Remember, the PWS may not deliver water to any customers until proper disinfecting and flushing of the system is completed. For more information about how to disinfect, see Engineering Bulletin 8:

<http://www.azdeq.gov/function/compliance/download/eb8.pdf>. For more information about emergency disinfection:

<http://www.azdeq.gov/environ/water/dw/download/disinfec.pdf> or call the PWS's regulatory agency for assistance.

### Inspect the entire PWS using the ADEQ required checklist and repair system

Consider having a qualified water system professional inspect and repair the PWS before delivering any water to customers. Some parts of the PWS may have broken down or become worn out during the off season. This can create a situation where bacteria can enter the drinking water. Please visit this link for a list of state certified water system professionals to help with finding any defects at the system: <http://www.azdeq.gov/databases/opcertsearch.html> The database allows active operators to research the status of their certificates, including expiration dates, and to run queries on groups of operators, sorting them by type, grade and city.

### Collect samples to test for bacteria and disinfectant residual

Collect water samples and have them tested for the presence of bacteria and chlorine residuals at a state certified lab, after flushing, cleaning, disinfecting, and repairing the PWS. Also, sample and test to determine if the adequate amount of disinfectant residual is present to help provide safer drinking water. The PWS should find out the sample results before delivering water to any customers. For more information about disinfection and disinfectant residuals, see Engineering Bulletin 8: <http://www.azdeq.gov/function/compliance/download/eb8.pdf>

**Step 2: Complete the Seasonal Start-Up Procedures Certification Form PRIOR to delivering water to any customers.**

Contact the PWS's regulatory agency for assistance in understanding or following the Start-Up Procedures.

- **PERFORM** the items in the start-up procedures checklist, available on ADEQ's website.
- **COMPLETE** the *Seasonal Start-Up Procedures Certification Form*, available on ADEQ's website.
- **SUBMIT** *Seasonal Start-Up Procedures Certification Form* to the state.

**When the Seasonal Start-Up Procedures Certification Form is signed and submitted, the PWS is certifying that all of the start-up procedures have been completed, including:**

- Flushed all pipes.
- Cleaned all water storage tanks (if applicable).
- Disinfected the entire PWS.
- Inspected the entire PWS using the ADEQ required checklist.
- Repaired the PWS (if applicable).
- Collected samples to test for bacteria and disinfectant residual.

**Step 3: Maintain good water quality and a good reputation with the PWS's customers**

If the PWS does not complete all of the start-up procedures, the PWS must notify the customers of the drinking water violation for failure to complete start-up procedures and tell them of any possible health risks. Contact the PWS's regulatory agency for information on the proper public notification procedures (including language that must be used), and timing.

**Step 4: Complete the Seasonal Shutdown Procedures**

Similar to start-up procedures, completing shutdown procedures at the end of the PWS's business season will help the PWS minimize repairs to the PWS when the PWS opens up again next season. To determine appropriate shutdown procedures for the PWS, contact the PWS's regulatory agency. In general, the PWS should:

- Inspect the entire system and look for problems and damage that need attention or repairs.
- Turn off the power to the water supply pump and all treatment systems.
- If there is potential for the pressure tank or storage tank to freeze, drain it. If there is no potential for the tanks to freeze, the PWS may choose to leave them full.
- Drain all of the water from the PWS's internal plumbing.
- Protect the distribution system by not leaving taps open in the off season.

**What happens if the PWS fails to take the required actions?**

Systems can incur violations which require public notice for FAILURE TO:

- ❑ Complete the regulatory approved start-up procedure prior to serving water to the public. **This is a Treatment Technique Violation that requires a Tier 2 Public Notice (within 30 days).**
- ❑ Submit the *Seasonal Start-Up Procedures Certification Form* no later than 10 days PRIOR to serving water to the public. **This is a Reporting Violation that requires a Tier 3 Public Notice (within 365 days).**

**FOR ASSISTANCE, PLEASE CONTACT THE SYSTEM'S REGULATORY AGENCY:**  
**ADEQ 602-771-4572**  
**MCESD 602-506-6935**  
**PDEQ 520-724-7400**

**Revised Total Coliform Rule (RTCR)  
 Seasonal Start-Up Procedures Certification Form  
 System Remained Pressurized (Waiver); OR  
 Seasonal Start-Up Procedures (Certification)**

Beginning April 1, 2016, seasonal non-community public water systems are required to meet the reporting requirements specified in 40 CFR § 141.861 (a)(5). A seasonal system must certify, prior to serving water to the public, that it has complied with the State-approved start-up procedure.

A system:

- May certify that it remained pressurized, **OR**
- Must perform a start-up procedure if it did not remain pressurized

**Certification that System Remained Pressurized or Has Completed the Start-up Procedure:**

PWS ID Number	A294-	PWS Name	
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The PWS will open for the season on the following date:

Yes	No	System Remained Pressurized (Waiver): The system maintained and operated at a pressure of at least 20 psi through the off-season, indicating "Yes", certifies that the PWS qualifies for a waiver from the start-up procedures based on keeping system pressurized.
<input type="checkbox"/>	<input type="checkbox"/>	
Yes	No	PWS used and completed the checklist on page 2 (placed on file with the system records and available upon request), and completed all of the start-up procedures on page 3.
<input type="checkbox"/>	<input type="checkbox"/>	

**CERTIFICATION BY AUTHORIZED SIGNATORY:** "I certify under penalty of law I am the person authorized to fill out this form, the water system has been inspected and reviewed as indicated above either under my direction or supervision. The water system is in operation for the current operation season, I believe the information submitted is true, accurate, and complete."

Printed Name	Date
Signature	Phone Number
Title/Relation to PWS	Certified Operator Number (if applicable)

**After completion of the start-up procedures, submit this page only, no later than 10 days prior to the system's seasonal start-up date to the system's regulatory agency and copy ADEQ:**

Arizona Department of Environmental Quality Drinking Water Monitoring and Protection Unit 1110 W. Washington St., Mail Code 5415 B-2 Phoenix, AZ 85007 Phone: 602-771-4634 RTCR@adeq.gov	Maricopa County Environmental Services Department Safe Drinking Water Program 1001 N. Central Avenue, Suite 220 Phoenix, AZ 85004 Desk: 602-506-6935   Fax: 602-372-0666 adeqpedfsw@maricopa.gov
Arizona Department of Environmental Quality Southern Regional Office 400 W. Congress, Suite 430 Tucson, AZ 85701 Phone: 520-770-3126   Fax: 520-626-6745 RTCR@adeq.gov	Pinal County Department of Environmental Quality Drinking Water Program 30 N. Stone Ave., Suite 700 Tucson, AZ 85701 Phone: 520-734-7400   Fax: 520-636-7400

**A copy of all three pages of the completed form must be maintained on file by the PWS.**

November 2015  
 Page 1 of 3