

Helpful Tips for Avoiding Bacteriological Monitoring, Reporting & Quality Violations

1. Have on hand a copy of your approved Bacteriological Site Sampling Plan and follow the procedures specified in it. If you do not have this on hand, contact us.
2. It is the water system's responsibility to ensure that the laboratory sends us sample results by the **10th day of the month** following sampling. If we do not receive the sample result directly from the laboratory, we will assume that the samples were not collected. This will result in the issuance of a citation with public notification requirements to the water system.
3. You must sample during each compliance period. If you are required to sample once per month, we suggest you collect the sample early in the month. This will allow extra time in case the sample is not collected as scheduled. If you are required to sample once per quarter, we suggest you collect the sample in the first month of the quarter for the same reason.
4. If you are required to sample once per quarter, the quarters are as follows:
1st Quarter: January, February, March
2nd Quarter: April, May, June
3rd Quarter: July, August, September
4th Quarter: October, November, December
5. Samples must be properly labeled including system name & number, date & time collected, sample location, sample collector, chlorine residual and sample type (routine, repeat, raw or special). For sample type, be sure to label regularly scheduled samples as "routine" and all samples collected in response to a positive sample as "repeats". Samples collected from the source before treatment should be labeled as "raw". Samples collected for unusual purposes such as disinfection of a water main or complaint investigation should be labeled as "special".

In the Event of a Coliform-Positive (Bad) Sample

1. Arrange with your laboratory to call you in the event of a positive sample. Does the laboratory have the correct names and phone numbers to reach you? Do you have a back-up contact person in case you are out of town?
2. In the event of a positive sample, investigate immediately and collect a **set** (not just one) of repeat samples within 24 hours of being notified by the laboratory as specified in your Bacteriological Site Sampling Plan. **In addition**, if you have a well or wells as a water source, you also will need to collect a wellhead sample (prior to any treatment) and have it analyzed for *E. coli*. For Systems with well sources, **if you have not updated your Bacteriological Site Sampling Plan to reflect the Groundwater Rule requirement for wellhead sampling, contact this office**. Do not wait for the results of the repeat samples to begin investigating potential problems. Refer to or request Technical Document #33– Guidelines for Resolving Bacteriological Problems for information on your investigation.

3. **If you collect one routine sample per month or quarter, you must collect four repeat samples (plus a wellhead if you have a well as a water source).** If you collect more than one routine sample per month, you must collect three repeat samples. If you do not collect the full set of samples within 24 hours of being notified, your system will be in violation of the requirements and will receive an enforcement letter or citation requiring public notification. If there is a problem with collecting the full set within the 24 hours, contact us.
4. We suggest you contact us immediately in the event of any positive sample. Our names and phone numbers (day and evening) are listed on your Bacteriological (and Groundwater Rule) Site Sampling Plan. **You are required to contact us within 24 hours if you have more than one positive sample in a month or any sample has E. Coli or fecal coliform contamination.** We will review the situation with you to determine whether you need to issue a Boil Water Notice.
5. You are required to collect extra samples during the month following a positive sample to verify that the problem has been resolved. This is specified in your Bacteriological Site Sampling Plan. You must collect at least five samples during this following month.