

Preparation Tips for a Smooth Water System Inspection

The State Water Resources Control Board – Division of Drinking Water – Field Operations Branch conducts periodic inspections of all regulated public water systems. These inspections include a review of all parts of your water system including all sources, treatment, pumping stations, and storage facilities. We will ask questions about the distribution system and your operational procedures, and to see some of your records. This is also an opportunity for you to ask us any questions or advice. Here are some tips to prepare for this inspection.

In general:

- You should have an accurate water system flow schematic. Water pipes and valves should be labeled with flow direction arrows and any important notes. Other pipes in the vicinity of water pipes should be labeled as to their content (ex: glycol, recycled, irrigation, sewer...etc.).

Look at the wellhead:

- The well should have a surface seal. If the surface seal is buried in dirt, expose the surface seal before the inspection.
- There should be a raw water sampling tap to collect wellhead samples before any treatment. The tap should be non-threaded and downturned.
- There should be a check valve on the line exiting the wellhead before any chemical addition.
- Each source must have a totalizing flow meter capturing production before *any* water use.

Check out your treatment facilities:

- Have all treatment chemical containers at the inspection, including the cartons they come in. If this is not possible, have paperwork showing the chemical name, brand, and manufacturing location.
- (If you have them) Check your alarms. They should all be working properly, and you should be able to demonstrate all alarms during the inspection.
- Have your hand-held monitoring equipment available. When was it last calibrated?

Look at the storage tank(s):

- Inspect the tank's vents. All tank vents need to be completely covered with fine mesh screen to prevent entry of insects, debris, and vermin. There should be no holes or gaps.
- Locate the tank's overflow pipe. All overflow pipes must be completely covered with fine mesh screen.
- Check that there are locks on the tank hatch cover and the ladder is secured from unwanted use. If the tank does not have a built-in ladder, have one available for the inspection.

Check your records:

- Do you have a copy of your bacteriological sampling plan? Is it up to date? Be prepared to describe to the inspector how you will follow the plan in the event of a positive bacteriological sample result.
- Do you have a copy of your emergency notification plan? Is it up to date? Be prepared to describe to the inspector how you will notify customers in the event of an emergency.
- Is all your source and distribution system chemical monitoring up to date?
- Operational logs and records should be available during the inspection. If you don't keep them on location, bring them with you for the inspector to review.
- Do you have an operations plan? Is it accurate and sufficient?
- If you have any cross-connection control devices (double check valve assemblies or reduced pressure principle assemblies), have they been tested within the last year? Have your records available.
- Do you have a complaint log? There should be a separate notebook or section in a binder to record customer complaints or comments about the water. Have this available for the inspector.