DUTIES AND RESPONSIBILITIES OF A PUBLIC WATER SYSTEM’S
CERTIFIED SMALL WATER SYSTEM OPERATOR

Public Water System (PWS) TYPE: Community and Non-Transient Non-Community Public Water Systems that serve less than 1000 persons and have no treatment

CATEGORY: Small Water System Operator

The Certified Small Water System Operator shall:

- be responsible for the day to day operation of the PWS
- ensure the delivery of safe water at all times by complying with the Public Health Code (PHC) of the State of CT
- maintain a consumer complaint log, including how complaints are resolved
- test, flush, clean and disinfect the water distribution system as needed per AWWA standards
- collect or oversee the collection of water samples as specified by the Department of Public Health (DPH)
- ensure that all samples are tested by a DPH certified lab
- ensure that all samples are delivered to certified labs as to allow sufficient time so that results are received by the DPH within the specified time frames
- notify proper agencies and the PWS’s owner regarding specific violations within specified time frames
- review all water quality analyses for completeness prior to submission to DPH
- report all violations to DPH and issue public notices when needed
- oversee and monitor all repairs performed on the public water system
- be responsible, where meters are required, for recording of the quantity and instantaneous flow, where feasible, of water being pumped from each source on a weekly basis as well as testing the water meters as per manufacturers recommendations
- advise the system owner on procedures regarding a preventive maintenance program and a source protection program
- be aware of all changes regarding drinking water regulations
- be available to accompany regulatory officials for on-site inspections when given adequate notice
- keep accurate records of water analyses, repairs, maintenance and correspondence in accordance with any time frames required by the PHC
- investigate water quality and quantity problems and take corrective measures as needed in a timely manner
- attend training programs and workshops to keep current on technical improvements

Effective Date: August 6, 2001