

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

CERTIFICATION OF A SEASONAL SYSTEM START-UP PROCEDURE FORM
Instructions

Background

The Revised Total Coliform Rule (RTCR) requires seasonal public water systems to complete a start-up procedure prior to serving water to the public at the beginning of each operating season. A seasonal system is defined as a non-community water system that is not operated as a public water system on a year-round basis and starts up at the beginning and shuts down by depressurizing and dewatering all or a portion of its distribution system at the end of each operating season.

The start-up procedure shall include, but not be limited to the following elements:

- Physical inspection of all sources of supply, pump houses, storage tanks, and completion of necessary repairs;
- Cleaning and disinfection of all storage facilities, including all chlorine contact chambers and storage tanks;
- Shock disinfection of all ground water sources and the distribution system;
- Flushing of the distribution system;
- Sampling and testing of the water for total coliform bacteria and nitrate and nitrite prior to serving the public. **All total coliform samples must be total coliform-negative, all nitrate sample results must be less than 10 mg/L, and all Nitrite sample results must be less than 1 mg/L.**

The Department of Public Health Drinking Water Section (DWS) has developed [RTCR Seasonal Start-Up Guidelines](http://portal.ct.gov/DPH/Drinking-Water/DWS/Revised-Total-Coliform-Rule-RTCR) to assist seasonal systems with the development of a start-up procedure that meets these requirements. The guidelines provide detailed information on the minimum elements that are required in a seasonal system's start-up procedure and on how to conduct an inspection of a seasonal water system. The guidelines are available on the DWS website at: <http://portal.ct.gov/DPH/Drinking-Water/DWS/Revised-Total-Coliform-Rule-RTCR>.

Reporting Requirements

After completing the start-up procedure at the beginning of each operating season, each seasonal system must submit a completed and signed Certification of a Seasonal System Start-up Procedure form to the DWS. The certification form is available at the DWS website listed above. **The system shall not serve water to the public until the start-up procedure has been completed and the certification has been filed with the Department.**

Instructions to Complete the Certification Form

Section 1: Public Water System Information

Public Water System ID: Provide the Public Water System (PWS) ID assigned to the system.

Public Water System Name: Provide the name of the PWS.

Primary Town/City: Provide the town/city where the PWS is located.

PWS Classification: Provide the classification of the PWS.

NTNC = Non-Transient Non-Community;

TNC = Transient Non-Community

Typical Annual Operating Period: Provide the typical annual seasonal opening and closing dates.

Section 2: Start-up Procedures Checklist

Start-Up Elements Completed

Check the box next to each applicable start-up element that was included and performed as part of the seasonal system's start-up procedure. If *Other* is checked, provide a brief summary of the activity completed.

Section 3: Required Water Sampling

Sampling and testing of the water prior to serving the public

As part of the start-up procedure, seasonal systems shall test the drinking water for total coliform bacteria, nitrate and nitrite at a minimum. **All total coliform samples must be total coliform-negative, all nitrate sample results must be less than 10 mg/L and all Nitrite sample results must be less than 1 mg/L.**

Check each box to confirm that sampling and testing was completed and provide the date of sampling for each analyte. Nitrate and nitrite sample results must be noted in the *Result* boxes.

The sample results may also be used to satisfy routine compliance monitoring requirements if the samples are collected from sampling points identified in the system's sampling plan during the appropriate monitoring periods. For this reason, the DWS recommends that testing for physical parameters also be completed during the start-up procedure. **All sample results recorded on the certification form must be reported to the Department electronically by the laboratory to be accepted for routine compliance monitoring requirements.**

Section 4: Seasonal Start-up Date

Date the water system began or will begin serving water to the public: Provide the date that the water system will begin to serve water to the public. The Start-Up Procedure must be complete and the Certification must be submitted to the DWS on or before this date.

Section 5: Legal Contact Information

This section contains the contact information for the person that owns or controls the seasonal system. This contact must be the current property owner and/or legal contact and will receive all correspondence related to the public water system. Failure to provide complete and accurate contact information may result in delays during review.

Section 6: Certification

Read the certification statement and provide a signature and date in the spaces provided. Signatures must be that of the property owner or legal contact for the water system.

The system shall not serve water to the public until the start-up procedures have been completed and the certification has been filed with the Department. Forms will be rejected and returned if any sections are incomplete and may result in the issuance violations if not corrected.

Please submit completed forms:

DWDCompliance@ct.gov

or

Department of Public Health
Drinking Water Section
410 Capitol Avenue, MS#12DWS
P.O. Box 340308
Hartford, CT 06134-0308