Sanitary Survey
Policies and Protocols
Sanitary Survey Policies and Protocol

Sanitary Survey Steps

- Survey Assignments
- Preparing for a Survey
- Conducting a Survey
- Completing a Survey

Survey Document Workflow

- Final Survey Documents
- Submittal Process
8 sanitary components to check for each survey...

... one for each of my fingers!
8 Elements of Sanitary Survey Program

1. Source
2. Treatment
3. Distribution
4. Storage
5. Pumps
6. Monitoring and Reporting
7. Maintenance and Operation
8. Operator Certification
Survey Assignments

- Trading Surveys
- Complete and Submit by end of calendar year
- Progress Status Reports: June, Sept., Nov.
- Seasonal System Follow Up - August
- Surveys not completed by end of November - Possible Reassignments
Preparing for a Sanitary Survey

Review Water System Reports

**Waterlink:**
- IPS Report
- Inventory Report
- Bacteriological Summary
- Monitoring Schedule
- Operator Certification
- Survey Questions

Contact Jennifer Yee:
- Engineering Exceptions
- Source Protection Plan
- Cross Connection Control Program

**EZ Search:**
- Past Sanitary Surveys

“System Summary”
Preparing for a Survey

Contact System and Schedule Survey

- Review/Verify Inventory Report

- Discuss Survey Process with Water System:
  - Inspection of Facilities AND
  - Review Records
    - Bacteriological Sample Site Plan
    - Cross Connection Control Plan- 5 Elements
    - Source Protection Plans
    - Emergency Response Plan

- Send Survey Questions and System Summary

- Notify LHD and DEs- 2 weeks prior to survey
Undocumented Facilities

*New Source

* Tank not listed in inventory

* Gas chlorination listed as sodium hypochlorite
Undocumented Facilities

Verify Inventory Report Prior to Survey

• Gather Facility Information:
  
  Capacity, period of operation, etc.
  
  “Required Information for SDWIS” handout

• Contact SDWIS Administrator – Dallin Frank
  
  - Facility Added to SDWIS – “in use not approved”
  
  - Surveyor Refresh Sanitary Survey

• Mark Deficiency for unapproved source or facility

• Dallin/Permitting Section/Jennifer Yee coordinate to verify if Deficiency Points will be assessed
Undocumented Facilities
Discovered During a Survey

- Survey all facilities present within the water system
- Bring Master Survey Question List- Waterlink
- After Survey, Contact SDWIS Administrator- Dallin Frank
  Refresh Sanitary Survey for new facility to appear
- Mark Deficiency for unapproved source or facility
- Dallin/Permitting Section/Jennifer Yee will coordinate to determine if Deficiency Points will be assessed
Deficiencies for Undocumented Facilities

Management and Operation Section

SOURCES

29. No undocumented sources are physically connected to drinking water system
   Significant-200 points

MODIFICATIONS TO EXISTING FACILITIES

31. Recent modifications have gone through DDW review
   Significant-50 points

OTHER FACILITIES (tanks, pumps stations, etc.)

32. There are no undocumented facilities
   Significant-50 points
Conducting a Sanitary Survey

1. Review Water System Reports

2. Review Water System Records
   - Cross Connection Control Program
   - Source Protection Plan
   - Emergency Response Plan
   - Bacteriological Sample Site Plan

3. Inspect All Facilities

4. Exit Interview

5. Make Corrections to IPS Report
IPS Report Corrections

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Severity</th>
<th>Points Effective</th>
<th>Details</th>
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<tbody>
<tr>
<td>M001</td>
<td>CURRENT EMERGENCY RESPONSE PROGRAM</td>
<td>REC</td>
<td>-10</td>
<td>Hide Details (1)</td>
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<tr>
<td></td>
<td>Facility comments Status Determined Date</td>
<td></td>
<td>Point Not Effective</td>
<td>Point Assessed</td>
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<tr>
<td></td>
<td>09/16/2003</td>
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<td>-10</td>
<td></td>
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<tr>
<td>PS32</td>
<td>ELECTRICAL ROTATING EQUIP LACKS PROTECTIVE GUARDS</td>
<td>MIN 2</td>
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<td></td>
<td>Facility comments Status Determined Date</td>
<td></td>
<td>Point Not Effective</td>
<td>Point Assessed</td>
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<tr>
<td></td>
<td>PF002 PS 2 FROG ROCK Active 08/21/2017</td>
<td></td>
<td>2</td>
<td></td>
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<tr>
<td>S003</td>
<td>ELEVATION OF WELL CASING INADEQUATE</td>
<td>SIG 20</td>
<td>Hide Details (1)</td>
<td></td>
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</tbody>
</table>

*Brief description of how deficiency was corrected

*Significant Deficiencies- photos are encouraged
Under DDW Links- Forms- “Deficiency Reporting Form”
E-mail : DDWIPS@Utah.gov
Documenting Deficiencies

How to Label a Photo:

1. System #
2. Facility ID
3. Deficiency Code:
4. Brief Summary explaining deficiency

Example:
System 22137
WS001
SS13
No lock on spring box
Conducting a Sanitary Survey

Exit Interview

 ✓ Review All Deficiencies

 ✓ Identify **Significant Deficiencies**
   - Survey Questions list Severity Type

 ✓ Make corrections on IPS report

 ✓ Provide guidance to deficiencies if possible

 ✓ Refer WS to appropriate DDW staff member if necessary
<table>
<thead>
<tr>
<th>Compliance Level</th>
<th>Description</th>
<th>Code Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliant</td>
<td>Pump to waste line discharges with a minimum of 12-inch clearance to flood rim.</td>
<td>SIG</td>
</tr>
<tr>
<td>Deficient</td>
<td>Pump to waste line downturned and equipped with #4 non-corrodible mesh screen.</td>
<td>SIG</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Pump to waste line discharges to receptacle with proper local authorization.</td>
<td>SIG</td>
</tr>
<tr>
<td>Compliant</td>
<td>Means available to periodically measure water levels.</td>
<td>MIN</td>
</tr>
<tr>
<td>Deficient</td>
<td>Wellhead secured to protect quality water.</td>
<td>SIG</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Well head or well house and equipment protected from flooding.</td>
<td>MIN</td>
</tr>
<tr>
<td>Compliant</td>
<td>There are no unprotected cross-connections in well discharge piping.</td>
<td>SIG</td>
</tr>
</tbody>
</table>
Conducting a Sanitary Survey

Significant Deficiencies

Discuss Groundwater Rule Timeline:

1. Surveyor gives written notification within 30 days
2. WS consults with DDW within 30 days of notification
3. WS corrects deficiencies OR enters into a Corrective Action Plan within 120 days
4. Failure to meet this deadline: treatment technique violation (35 pts.) EPA notification
Conducting a Sanitary Survey

Unable to Inspect Facilities

- Personal Safety
  If YOU do not feel safe- do not inspect!

- Unable to locate facility component

- Unable to Access
  Snow, road condition, locked entrance

- Get information if possible

- Mark Deficiencies - WS work with DDW to Resolve
Completing a Survey

Enter Survey Information in Waterlink

Helpful Tips:

• Answer each question

• Deficiencies and N/A- add comments

• Validate Survey- shows unanswered questions

• Process Deficiency Corrections BEFORE Finalizing

• Print Deficiency Report and Review BEFORE Locking

• Mailed and Locked- No More Access!!

  Does not actually mail your survey!!
Survey Policies and Protocol

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Survey Document Workflow

• Final Survey Documents
• Submittal Process
Survey Workflow

Final Survey Documents

- Cover Letter
- Deficiency Report
- Survey Questions
- Capacity Calc. Spreadsheet
- Corrected IPS Report
- Other pertinent information
  (Photos for Deficiencies are Encouraged!)
Submittal Process

For DDW submittal, E-mail to:

1. DDWIPS@utah.gov
2. DDWReports@utah.gov

Subject: Completed Survey for System#XXXX

- **Send Survey Documents to** Water System and DDW
- **Survey Documents due within 30 days of survey**
Processing Surveys

IPS Rule Manager- Jennifer Yee

- Review survey for completeness
- Make IPS corrections
- Add new deficiencies
- Forwards Survey Documents to Archivist

Archivist- Shauna Heuser

- Uploads survey files into edocs
Contacts

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Questions?