

UTAH DEPARTMENT *of*
ENVIRONMENTAL QUALITY
**DRINKING
WATER**

Sanitary Survey Policies and Protocols

Sanitary Survey Policies and Protocol

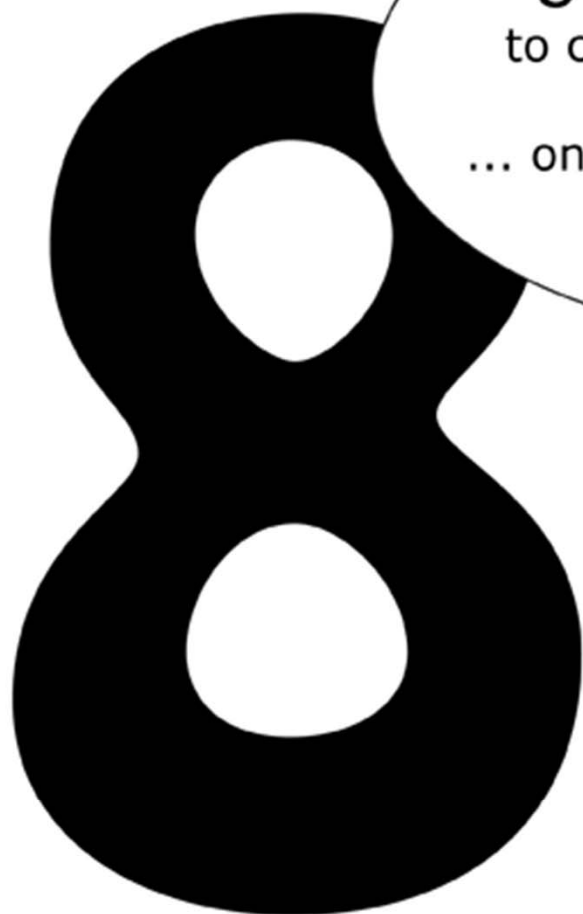
Sanitary Survey Steps

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

Survey Document Workflow

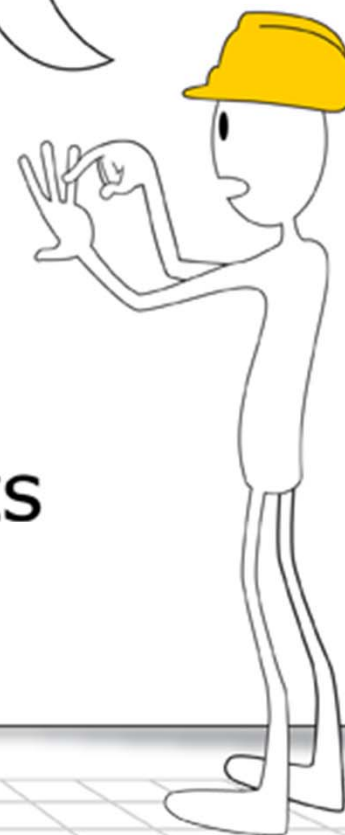
- Final Survey Documents
- Submittal Process





8 sanitary components
to check for each survey...
... one for each of my fingers!

Sanitary Survey Components



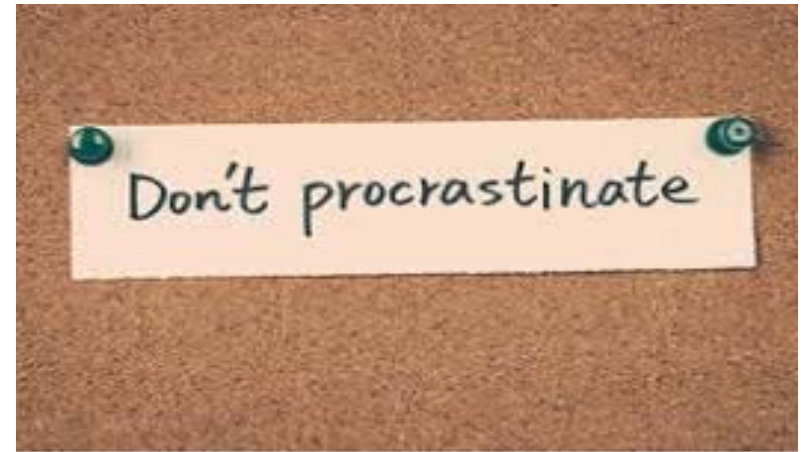
8 Elements of Sanitary Survey Program

- 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



© Can Stock Photo

Preparing for a Sanitary Survey

Review Water System Reports

Waterlink:

- ✓ IPS Report
- ✓ Inventory Report
- ✓ Bacteriological Summary
- ✓ Monitoring Schedule
- ✓ Operator Certification
- ✓ Survey Questions

} “System
Summary”



Contact Jennifer Yee:

- ✓ Engineering Exceptions
- ✓ Source Protection Plan
- ✓ Cross Connection Control Program

EZ Search:

- ✓ Past Sanitary Surveys

Waterlink System Summary Report



UTAH DEPARTMENT of
ENVIRONMENTAL QUALITY

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DRINKING
WATER

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SEARCH BY COUNTY/WATER SYSTEM

BEAVER COUNTY/BEAVER CITY WATER SYST... ▼

CREATE A CUSTOM REPORT

Custom Report Selection

WATER SYSTEM REPORTS

[Bacterial Summary](#), [Inventory](#), [IPS](#), [Water Monitoring](#)
[System Summary](#)

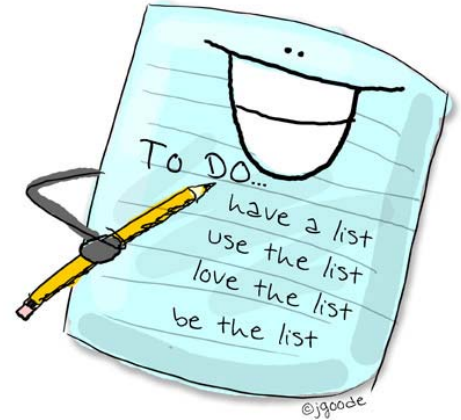
DEQ | Drinking Water

Public Water System Summary Report

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*



** Gas chlorination listed as sodium hypochlorite*



** Tank not listed in inventory*

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

PHYSICAL FACILITY POINTS

Code	Description	Severity	Points Effective	Details	
M001	CURRENT EMERGENCY RESPONSE PROGRAM	REC	-10	Hide Details (1)	
Facility	comments	Status	Determined Date	Point Not Effective	Point Assessed
			09/16/2008		-10
PS32	ELECTRICAL ROTATING EQUIP LACKS PROTECTIVE GUARDS - remove points - Guard added	MIN	2	Hide Details (1)	
Facility	comments	Status	Determined Date	Point Not Effective	Point Assessed
PF002 PS 2 FROG ROCK		Active	08/21/2017		2
S003	ELEVATION OF WELL CASING INADEQUATE	SIG	20	Hide Details (1)	

*Brief description of how deficiency was corrected

*Significant Deficiencies- photos are encouraged

Under DDW Links- Forms- “Deficiency Reporting Form”

E-mail : DDWIPS@Utah.gov

Print Form

Submit by Email

Utah Division of Drinking Water IPS Deficiency Correction Notice

Water System Name

Water System ID #UTAH

Instructions

Please use this form to report the correction of sanitary survey deficiencies identified on your IPS report. List the individual Facility ID (where applicable), deficiency code, how deficiency was corrected and the date of the correction below. You may attach a copy of your IPS report with the date of the correction noted on the report. Pictures of corrections or a brief description of the corrections are encouraged. Include the name of the facility and the correction date on any documentation you provide.

Facility ID	Deficiency Code	How deficiency was corrected	Date Corrected
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



Compliant
Deficient
Not Applicable

Pump to waste line discharges with a minimum of 12-inch clearance to flood rim
→ **SIG** | 20pts | SO | S009 | R309-515-6(12)(d)(ix)

Compliant
Deficient
Not Applicable

Pump to waste line downturned and equipped with #4 non-corrodible mesh screen
→ **SIG** | 5pts | SO | S010 | R309-515-6(12)(d)(ix)

Compliant
Deficient
Not Applicable

Pump to waste line discharges to receptacle with proper local authorization
→ **SIG** | 2pts | SO | S011 | R309-545-10(1)

Compliant
Deficient
Not Applicable

Means available to periodically measure water levels.
→ **MIN** | 1pts | SO | S015 | R309-515-6(12)(e)(i)

Compliant
Deficient
Not Applicable

Wellhead secured to protect quality water
SIG | 20pts | SO | S002 | R309-515-6(13)

Compliant
Deficient
Not Applicable

Well head or well house and equipment protected from flooding
MIN | 5pts | SO | S020 | R309-515-6-(13)(b)

Compliant
Deficient
Not Applicable

There are no unprotected cross-connections in well discharge piping.
SIG | 20pts | SO | S021 | R309-515-6(12)(d)(iii)

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**



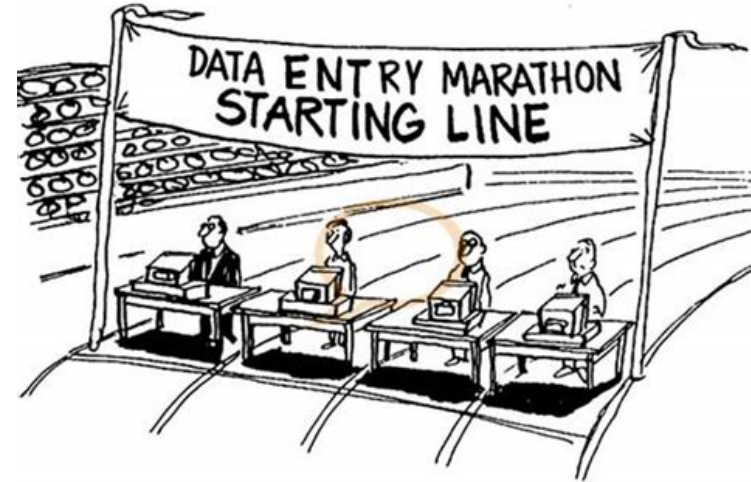
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Completing a Survey

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

Sanitary Survey Steps

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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!)

DDW Optional



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

Sanitary Surveys

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Questions?