New Systems

OHA Drinking Water Services
Survey Training Webinar
October 18, 2018
New Systems

• How to get a PWS ID number
• How to get the system set up in data online
• Plan review
How to get a PWS ID number

• Email compliance.dw@state.or.us
• Include the following:
  – System type (C, NTNC, TNC)
  – System name
  – Regulating agency (County or Ag)
  – County served
  – Plan review status
  – Contact name and address
• This triggers a letter
Re: New Water System
BLM SANDY RIDGE TRAILHEAD - OR4195585

Dear Dan Davis,

Your water system, named BLM SANDY RIDGE TRAILHEAD, has been added to the Oregon Drinking Water Services (DWS) inventory of Public Water Systems (PWS) as a Non-Transient Non-Community (NTNC) water system. Your Public Water System ID number is OR4195585. Please use this ID number in all communications involving your water system.

Please be sure that both the water system name and water system number are on any water quality reports or correspondence. Water quality testing results may be submitted one of the following three ways:

- Fax the reports to (971) 673-0694
  For faxed data, please include a cover sheet with the # of pages including the cover, your name, and your phone number.

- Email the reports to: dwp.dmce@state.or.us

- Mail the reports to: Water Quality Reports
  P.O. Box 14350
  Portland, OR 97293-0350
You may submit general correspondence to:

Drinking Water Services  
PO Box 14450  
Portland, OR 97293-0450

For more information about Drinking Water Services, visit www.healthoregon.org/dwp. You can find information about your water system's sample results, monitoring schedules, and contact information by clicking the Data Online blue box at the top of the page. Search Data Online by either your water system name or ID number.

This letter is informative only and does not constitute plan review approval. Please contact the Plan Review Assistant at 971-673-0408 for status of plans currently in plan review.

Please be advised that most water systems undergo a water system survey every three to five years. There is a fee for the survey. In addition, all public water systems are required to have a written coliform sampling plan, operation and maintenance manual and emergency response plan.

Please direct any further questions to your regulating agency of Clackamas Co. Environment Health Services at 503-655-8384.

Sincerely,
Great, so it’ll get added to the inventory, right?

• Kinda, but nope
• Requesting a PWS ID won’t make it show up on Data Online 😞
• We’d still need a few more things about:
  – Water system information
  – Source
  – Entry structure
Inventory update forms

Inventory Updates

The information on this page is designed for and intended for use by Drinking Water Services County and Department of Agriculture partners who have specialized training and are registered as environmental health specialists. If you have questions regarding this material please contact Drinking Water Services at (971) 673-0408.

- Treatment Codes
  - Water system classification for operator certification requirements:
    Water treatment plants and distribution systems at community and non-transient non-community public water systems are classified based on the size and complexity of the water system facility according to OAR-333-061-0220. Classification of a water system or water system facility determines the level of certification required for operators in direct responsible charge of a water system or water system facility as prescribed by OAR 333-061-0226. Use either of the following worksheets to classify a water system:
- [PDF](#) or [Excel](#)

The following documents are password protected:

- Chemical and Bacteriological Monitoring Schedule Change Form: [fillable MS Word](#) or [printable PDF](#)
- Entry Structure Diagram:
  - Refer to the treatment code list (above) when filling out this form.
- [Entry Structure Diagram](#) (includes drawing grid)
- [Entry Structure Form](#) and [Drawing Grid](#)
- Source Information: [fillable MS Word](#) or [printable PDF](#)
- [Water System Information](#)
- [Waiver request and associated procedure](#) to reduce monitoring from annual to once every three years after a VOC contaminant was detected.
Water System Information Page

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**Water System Information**

**Drinking Water Services**

**System:** Smith Water System

**Contact with:** Bill Smith

**Phone:** (541) 555-1212

**Staff member:** Jeff Freund

- State
- County
- Dept. of Agriculture
- Other

**Date:** 10.16.18

**Change system name:**

**New name**

**Change system statistics:**

- **Type:**
  - Community (C)
  - Non-transient non-community (P)
  - Transient non-community (N)
  - State regulated (S)

- **Population:** 40
- **Population Type:**
  - Residential
  - Non-Transient
  - Transient

- **Connections:** 16
- **Service Chars:**
- **Ownership:**

- **County:**

- **Size, Etc.:**

- **Season:**
  - All year
  - Seasonal
  - Begins: mm/dd
  - Ends: mm/dd

**Coliform Sampling**

- **Period:** Monthly, Quarterly
- **Samples Required:**

**Certification**

- WT
- WD
- FE?

**License**

- Not lic.
- DHS
- Ag.

**Responsible Agency**

- State
- County
- Dept. of Ag

**Contact change:**

- Also Owner
- Also Operator
- Also Direct Responsible Charge (DRC)

**Name:**

**Title:**

**Mailing Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email Address:**
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Source Info
OHA Drinking Water Program

System: Smith Water System
Source Name: Well #1
Contact with: Bill Smith
Staff Member: Jeff Freund

Entry ID: A
Source ID: A A
County: Deschutes
Agency: County
Date: [Blank]

New Source: [X]
Pre '81: [Blank]
Plan Review Approved: [Blank]
Needs Plan Review: [X]
Modify Source: [Blank]
Abandon/Disconnect Source: [Blank]

New Source Info
Availability: [X] Permanent
Entry Point: [X] System has single source
Structure: [X] Source on EP by itself
Other (please fill our EP diagram): [Blank]
Capacity: [Blank] gal.
Year Installed: [Blank]

Groundwater Info
Source Type: [X] Well
Source Type: [Blank] Spring
Water Resource: Well ID: [123456]
Depth to 1st Wtr Bearing Zn: [Blank] ft
Additional WBZs: [Yes] [No] [Unknown]
Static Water Lvl: [Blank] ft
Source Elevation: [Blank] ft
Casing Seal: [Yes] [No] [Unknown]
Seal Depth: [Blank] ft
Screen Type: [Screened] [Perforated] [None]
WHPA delineated: [Yes] [No]
CFR: [Blank]
Num. Method: [Blank]
Analytical/HM: [Blank]
Other: [Blank]
Entry Structure Form

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  - [Entry Structure Form](#) and [Drawing Grid](#)
- Source Information: [fillable MS Word](#) -or- [printable PDF](#)
- [Water System Information](#)
- [Waiver request](#) and associated [procedure](#) to reduce monitoring from annual to once every three years after a VOC contaminant was detected.
### Schematic drawing MUST be included on a separate sheet. See "Diagram Entry Points" form.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Source Type</th>
<th>Availability</th>
<th>Treatment Codes</th>
<th>Designated Sample Point (if different from EP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>EP for Well #1</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Sources**

(IDs for sources on an EP start with the EP ID: BC for 3rd source on EP B)

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Well #1 - unapproved</td>
</tr>
</tbody>
</table>
Entry Structure Diagram

Filtration Treatment Required: No
Last Survey Date: Jun 06, 2014 - Outstanding Performer

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Facility Name - Well Logs</th>
<th>Activity Status</th>
<th>Availability</th>
<th>Source Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP-A</td>
<td>EP FOR WELL #1</td>
<td>A</td>
<td></td>
<td>GW</td>
</tr>
<tr>
<td>SRC-AA</td>
<td>WELL #1 - DESC1805</td>
<td>A</td>
<td>Permanent</td>
<td>GW</td>
</tr>
<tr>
<td>EP-B</td>
<td>EP FOR WELLS #2 &amp; #5</td>
<td>A</td>
<td></td>
<td>GW</td>
</tr>
<tr>
<td>SRC-BA</td>
<td>WELL #2 - DESC914</td>
<td>A</td>
<td>Permanent</td>
<td>GW</td>
</tr>
<tr>
<td>SRC-BB</td>
<td>WELL #5 - L112240</td>
<td>A</td>
<td>Permanent</td>
<td>GW</td>
</tr>
</tbody>
</table>

DRINKING WATER SERVICES
Public Health Division
And while you’re sending us forms

- If the system is in use, it’s probably a good idea to add a schedule form for chems/bacti
Chemical and Bacteriological Schedule Form

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  - Entry Structure Form and Drawing Grid
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- Water System Information
- Waiver request and associated procedure to reduce monitoring from annual to once every three years after a VOC contaminant was detected.
### Chemical & Bacteriological Monitoring Schedule Change Form

**OHA Drinking Water Services**

<table>
<thead>
<tr>
<th>System</th>
<th>PWS ID# 41</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact with</td>
<td>Phone ()</td>
<td>Agency:</td>
</tr>
<tr>
<td>Staff Member</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**System Type:**
- [ ] Community (C)
- [ ] Non-Transient Non Community (NTNC)
- [ ] Transient Non-Community (NC)
- [ ] State Regulated (NP)

Check if New System or Sample Pt: [ ]

For new systems, include all necessary chemicals and sampling points.

**Entry Point ID** (In SDWIS Entry Pt ID “A” will appear as Facility ID “EP-A”; Entry Pt ID “B” will appear as “EP-B” etc.)

<table>
<thead>
<tr>
<th>Sample Point ID</th>
<th>Code/Chemical/Analyte</th>
<th>Schedule Reduction</th>
<th>Schedule Increase</th>
<th>End Date (Leave blank unless closing a previous schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Entry Pt ID or SRC Sampling Point ID)</td>
<td>See reverse for complete list of chemical groups and analyte codes</td>
<td>Frequency</td>
<td>Begin Date</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Once</td>
<td>Monthly</td>
<td>Quarterly</td>
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</table>

**Distribution Sampling Point ID** (In SDWIS Distrib. Sampling Point “A” will be identified as: Facility ID “DIST-A”)

(DBP Sample Points must include peak month that sampling is required in and sample location)

<table>
<thead>
<tr>
<th>DBP 2</th>
<th>TTTHM</th>
<th>HAAS5</th>
<th>IDSE</th>
<th>LC</th>
<th>ASBD</th>
<th>OR</th>
<th>TCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIP PT</td>
<td>DIST-A or IDSE-01 2DBP-01, etc.</td>
<td>Sample Site ID or Street Address (Enter for DBPs only. This address will be used to tie sample results to the site)</td>
<td># Samples Required</td>
<td>Monthly</td>
<td>Quarterly</td>
<td>Semi Annual</td>
<td>Yearly</td>
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</tbody>
</table>
Standard chem schedules

Monitoring Resources

- Chemical Monitoring Schedules for Community and Non-Transient Non-Community groundwater systems
- Standard Monitoring Framework
- Alerts: What to Do With Chemical Detections
- Arsenic Testing and Follow-up at TNC and State-Regulated Water Systems
- Emergency Groundwater Source Monitoring Requirements

Lead and Copper Rule:
- Lead or Copper Exceedance Procedure
- Plumbing Replacement Program Procedure
- Lead and Copper Tap Sample Invalidation Procedure

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# Chemical Monitoring Intervals for Community & NTNC Groundwater Systems

<table>
<thead>
<tr>
<th>Chemical Sampling Requirements¹</th>
<th>Initial</th>
<th>Routine</th>
<th>Possible Reduction</th>
<th>Possible Increase Due to Detection²</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entry Point Sampling</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nitrate</td>
<td>Every year</td>
<td></td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Nitrite³</td>
<td>Every 3 years</td>
<td>Every 9 years</td>
<td>Every 9 years⁻⁴</td>
<td></td>
</tr>
<tr>
<td>Inorganics (Incl. Arsenic)</td>
<td>Every 3 years</td>
<td></td>
<td></td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

¹ Chemical Sampling Requirements may vary based on water quality and regulatory requirements.
² Possible Increase Due to Detection may be necessary to maintain water quality and compliance with regulatory standards.
³ Nitrite sampling is recommended for monitoring nitrite levels in groundwater systems.
⁴ Inorganics sampling is conducted every 3 years, with a possible reduction to every 9 years, depending on detection levels.
## Setting coliform schedules

<table>
<thead>
<tr>
<th>Community systems</th>
<th>Monthly samples based on population*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Transient, Transient, State-Regulated Systems</td>
<td><strong>Groundwater population served</strong></td>
</tr>
<tr>
<td>≤1000 1 per quarter</td>
<td>&gt;1000 Monthly based on population*</td>
</tr>
<tr>
<td>Non-Community systems operating seasonally</td>
<td>Monthly samples based on population*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Population</th>
<th>Samples per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1,000</td>
<td>1</td>
</tr>
<tr>
<td>1,001 to 2,500</td>
<td>2</td>
</tr>
<tr>
<td>2,501 to 3,300</td>
<td>3</td>
</tr>
<tr>
<td>etc.</td>
<td>See rules or call DWS</td>
</tr>
</tbody>
</table>
Yeah, but I’m going to do a survey soon

• Great! You’ll cover all that by using the survey forms
• But let’s briefly talk about “soon”
  – How far out are you scheduling the survey?
  – You have 45 days to issue a letter/forms after the survey
  – If they’re using the system, inventory forms may be the way to go
But doesn’t plan review cover this?

- Yep
- But using the plan review process to set up inventory items should be used for new infrastructure *not* new systems
  - New well vs
  - New system
- Remind systems that they should submit all their items under the plan review process
  - They should include tanks, treatment, waterlines
  - Except waterlines if on one property
Since we’re talking plan review…

• Pre-81 and plan review
  – Neighborhood with 16 homes from the 1970s served by a well drilled in 1970
  – Well drilled in 1970 serving a large home that is being converted to a B&B
Neighborhood with 16 homes (1970s)

(b) Facilities at public water systems must comply with the construction standards in place at the time the facility was constructed or installed for use at a public water system. A public water system shall not be required to undertake alterations to existing facilities, unless the standard is listed as a significant deficiency as prescribed in OAR 333-061-0076(4) or if MCLs are being exceeded.

- Warn them about the black dot items

Source Deficiencies:

- Sanitary seal and casing not watertight
- Does not meet setbacks from hazards
- Wellhead not protected from flooding
- No raw water sample tap
- No treated sample tap (if applicable)
- No screen on existing well vent
House with 1970s well, converted to B&B

(c) Non-public water systems that are converted to public water systems shall be modified as necessary to conform to the requirements of this rule.
In summary

• Request a PWS ID from DMCE using the compliance email address
• Either conduct a survey soon or use the inventory update forms to set up the system on Data Online
• Plan review is required for new systems; some systems will escape this requirement
Questions?

Carrie Gentry
Drinking Water Services
Carrie.L.Gentry@state.or.us
(971) 673-0191