



## For Water System Operators: Preparing for a Water System Survey During COVID

A water system survey is an on-site review of sources, treatment facilities, and storage reservoirs, as well as office time to review important records.

### Safe water system survey practices during COVID

DWS requests that all water system staff observe the following practices during the water system survey:

- Prior to water system survey, water system staff involved in the survey are encouraged to self-screen for any COVID-19 symptoms. See [OHA COVID-19 fact sheet](#). The water system may reschedule the survey by email or phone for any reason.
- Hand washing is requested as needed before, during and after the water system survey. DWS encourages water system staff to use hand sanitizer after use of commonly touched surfaces such as doorknobs.
- DWS requests that water system staff practice physical distancing. Keep at least a 6-foot distance from others, do not shake hands, avoid sharing, and enter areas alone that do not permit 6-foot physical distancing from others.
- DWS staff will provide their own vehicles for viewing all water system facilities. If access to facilities requires use of 4-wheel drive or high clearance vehicle, please notify regulating agency as soon as possible.
- Face masks should always be worn in the presence of another person and inside buildings. For information about basic precautions and personal protective equipment (PPE), visit the Center for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>.
- DWS staff will inspect tight spaces alone such as well houses and small rooms where 6-foot physical distancing is not possible after discussing the facility with water system staff.
- DWS staff requests that, before the survey, the water system provide names of all water system staff who will be involved with the water system survey. This information is needed in case coronavirus case contact tracing becomes necessary.

## Water system survey document and photo preparation during COVID

To help minimize the close interactions typically experienced during a survey, DWS prefers the following documents be set aside for review during the survey in a safe, well ventilated space. If emailing non-sensitive documents is preferred, you can send the documents to your drinking water regulator prior to the survey:

### For all water systems:

1. Written coliform sampling plan\*
2. A map of the distribution system\*
3. Operation and Maintenance Manual, and other written procedures\*
4. Emergency Response Plan\*
5. Chemical dosage records if treatment is applied
6. Proof of [NSF Standard 60 certification](#) for each chemical added to drinking water
7. Chlorine residual monitoring records if the system is chlorinated
8. Results of any tracer study to verify disinfection contact time, if applicable.
9. Photos or other documents that provide enough detail to determine the current condition of storage reservoir features:
  - a. Access hatch in open and closed/locked positions,
  - b. Air vents that show all screening is secure with no gaps, and
  - c. Any other openings into the tank interior such as telemetry ports and cathodic protection.

### In addition, for Community water systems:

10. Cross-connection control program plan, records, latest Annual Summary Report.
11. Written protocols for under-certified operators, if applicable.

\*Documents sent electronically to government entities become public information. Documents containing sensitive information should **NOT** be sent electronically.

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For more information, contact OHA Drinking Water Services 971-673-0405,  
M-F, 8am-4:30pm or visit [www.healthoregon.org/dwp](http://www.healthoregon.org/dwp).