



For Water System Operators: Preparing for a Water System Survey

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.

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 water 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, testing records, and 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.

For more information, visit www.healthoregon.org/dws.
You can also call Drinking Water Services at 971-673-0405 or email
Info.DrinkingWater@odhsosha.oregon.gov.