

Where to send it

Please mail this certification to your state or county inspector using the attached envelope.

If you would prefer to use email to let us know you have completed your seasonal start-up procedure, you may do so. Just send an email to your state or county inspector. Indicate the following in your email:

- 1) Your public water system name
- 2) Your public water system ID number (PWS ID)
- 3) The date you completed your start-up procedure
- 4) Who completed the start-up procedure
- 5) The date you opened for business this year

You are done until next year. Thanks!

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services and functions under an

Affirmative Action Plan. If you have any questions, please write to:

Equal Opportunity Office,

Department of the Interior, Washington, D.C. 20240.

This publication is available in alternative format (large print, Braille, audiotape, etc.) upon request.

Please call (608) 266-0821 for more information.



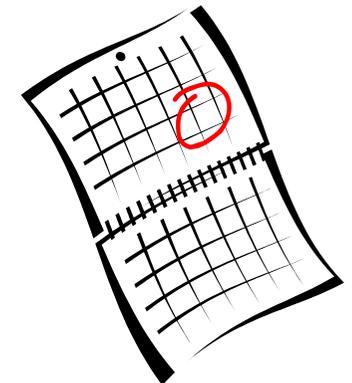
PUB-DG-079 2015



Bureau of Drinking Water and Groundwater

Response Required

Seasonal Public Drinking Water System Start-Up Procedure



IMPORTANT: Failure to complete procedure will result in increased water sampling requirements

Why am I getting This?

Starting in 2016, owners/operators of seasonal public water systems have to perform a “Seasonal Start-Up Procedure” to be in compliance with the Federal Safe Drinking Water Act. If you are receiving this booklet, your facility has been identified as a **seasonal public water system**. If you feel this information is incorrect, please contact your DNR Water Supply Specialist.

A “**seasonal public water system**” starts up and shuts down at the beginning and end of each operating season, and depressurizes at least part of the water system at some point during the year.

Examples include: Ski chalets, summer resorts, camp grounds, and restaurants that are only open during part of the year.

What do I have to do?

1. Complete the start-up procedure described in this booklet **prior** to serving water to the public.
2. Fill-out the checklist on page 7 and mail it to the address on the included envelope.

Failure to complete this start-up procedure will result in a violation, and increase your water sampling requirements.

Step 5— Start-Up Checklist

This checklist and certification must be completed and sent to the address on the enclosed envelope. The optional email certification is discussed on the next page.

1) Maintained well components

- Well cap is snug fitting on casing and not broken.
- All well cap bolts are present and tight against the cap.
- Vent screens are not missing or damaged.
- Electrical conduit is not broken or electrical wires exposed.
- Gasket and O-ring are in place and properly seated

2) Inspected land around well for potential sources of bacterial contamination.

3) Corrected potential cross connections in water system.

4) Flushed distribution system until confident fresh well water has run throughout system.

I certify that I have completed this start-up procedure.

Water System Name: _____

Water System ID : _____

Name (printed): _____ Date Completed: _____

Signature: _____

Phone: _____ Email: _____

Date you open this year: _____



Cut Here

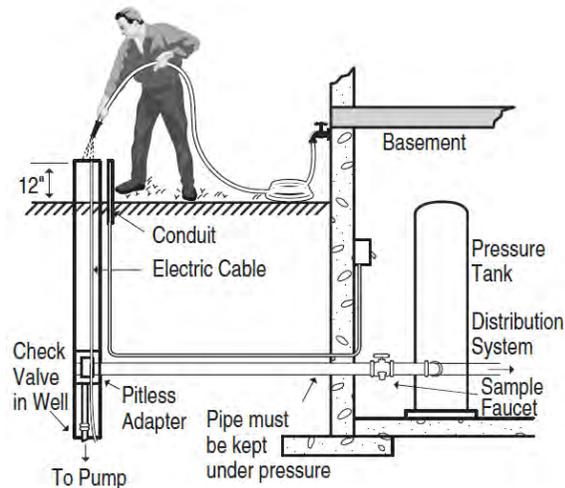
Step 4—Flush Your Water System

After your well has been turned on, remove any aerators on the faucets in your system, and allow water to run through these faucets until you are confident fresh water has passed through the entire distribution system. It is common for water to be discolored at the beginning of the season. After flushing for a while this discoloration should go away.



Optional Step—Chlorination

There is no requirement to chlorinate your water system before serving water to the public. It is, however, a precaution you should consider.



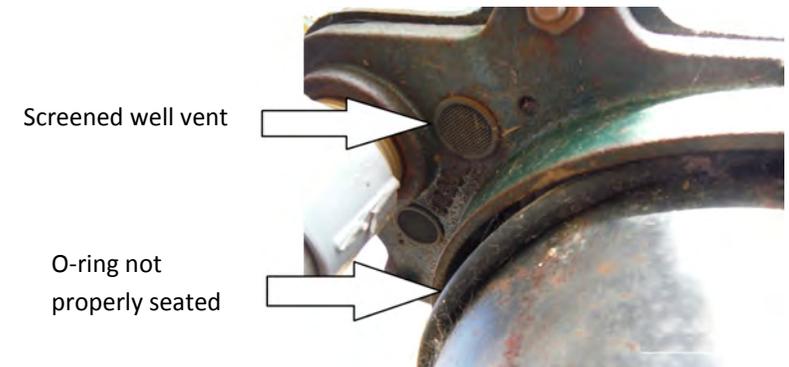
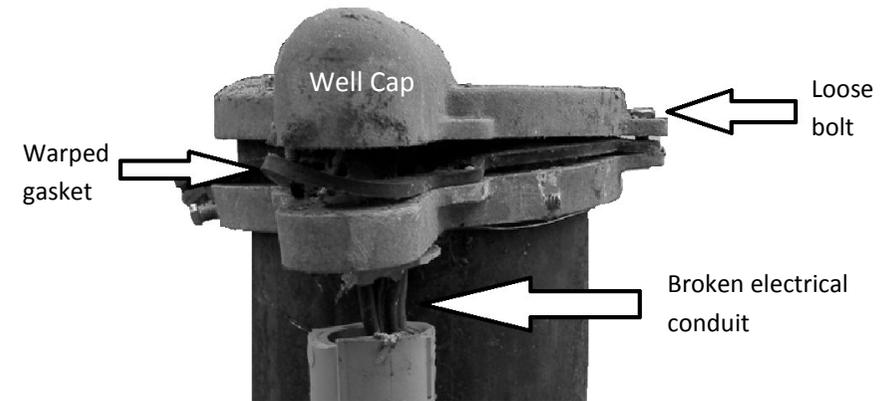
Information on the proper steps for chlorinating your well can be found at the following link: - <http://dnr.wi.gov/files/PDF/pubs/DG/DG0003.pdf>

Step 1— Maintain Well Components

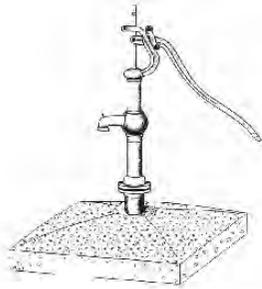
Inspect your well for any potential problems which may increase the possibility of bacteria entering your drinking water system.

Please note: All well cap components are not the same due to differences in well types and cap configurations. If the listed components are present in your well please insure the following:

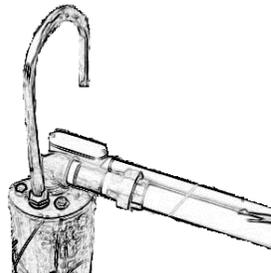
1. Well cap is snug fitting on casing and not broken.
2. All well cap bolts are present and tight against the cap.
3. Vent screens are not missing or damaged.
4. Electrical conduit is not broken or electrical wires exposed.
5. Gasket and O-ring are in place and properly seated.



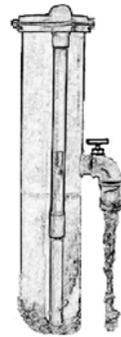
Other Common Well Types



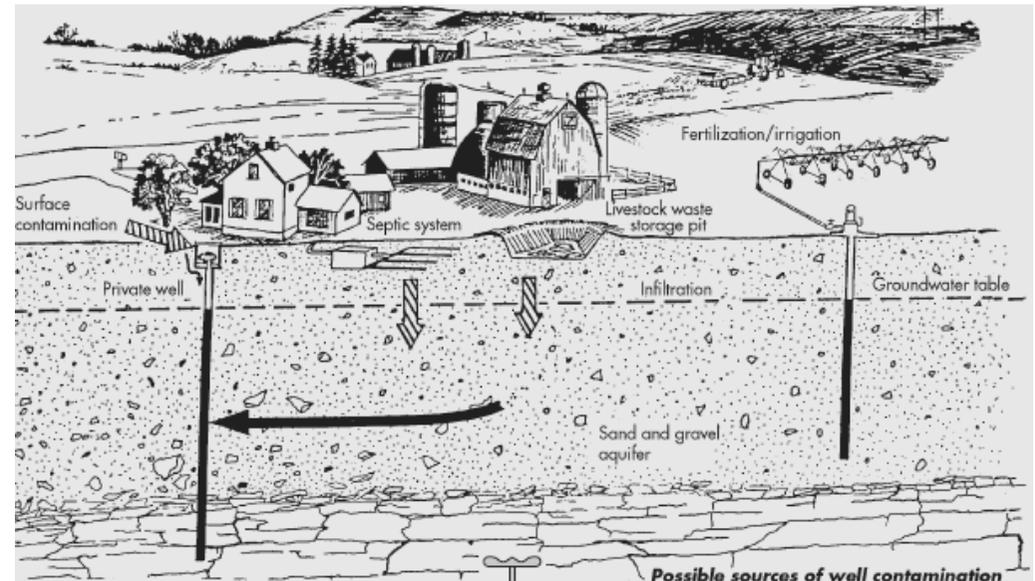
Hand Pump



Top discharge well



Flowing Well



Step 2- Inspect Land Around Well for Potential Sources of Bacterial Contamination

Review property for any potential contamination sources. These sources should be corrected immediately. Examples include:

1. Ponded water around well due to, newly formed depressions, flooding, rain or snow melt events which increase risk for the ponded water to seep down into well water.
2. Vegetation growing up on or over well which increases risks of vermin and air borne bacteria entering the well. Vegetation needs to be removed.
3. Areas of concentrated pet/animal waste in one small area (especially during deep snow cover and long winters.)

Step 3– Identify & Correct Potential Cross Connections

Cross Connections occur when your drinking water system is connected directly to another piping system or process that operates at a higher system pressure, which under certain situations, allows for contaminated water to backflow into your water system. Common things like garden hoses, water softeners, ice machines, & soda machines can provide the opportunity for non-potable water to get sucked into the potable supply. This can usually be prevented by the installation of a backflow preventer (available at most hardware stores). If found, eliminate cross connection or install state approved backflow preventer on faucets.



Backflow Preventer

Additional causes of back pressure backflow include: non-potable piping systems equipped with pumping equipment such as irrigation wells interconnected with a potable system, steam or hot water boilers, or exchange heaters.