



# Preparing for Your Sanitary Survey

A Sanitary Survey has been scheduled for your water system.

Please complete the following tasks prior to the survey.

## Frequently Asked Questions

### Who should attend the survey?

For most systems, only the Operator-in-Charge needs to be at the survey. Additional operators and/or managers are also welcome to attend.

### How long will the survey take?

Surveys can be as short as a couple of hours for small groundwater systems or up to multiple days for large surface water systems.

### What typically happens during a survey?

Most surveys start out with an office meeting with operator(s) to review records and ask questions regarding monitoring, reporting, inspection reports, and management and operation of the water system. This is followed by an inspection of each of the well houses, treatment plants, towers, reservoirs and any other relevant facilities.

### What can I expect as a result of the sanitary survey?

Nearly every sanitary survey identifies some significant deficiencies or deficiencies. After the survey, you will receive a letter detailing these deficiencies along with dates by which each deficiency must be corrected. A response to the letter is required within 45 days of the letter date.

## Sanitary Survey Preparation Checklist

### Review previous Sanitary Survey.

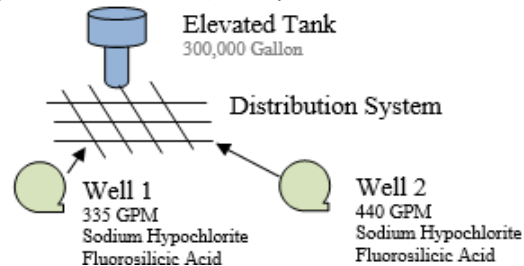
- Verify that all deficiencies have been corrected.
- Highlight or mark any information that requires updating.

### Review Approved Monitoring Site Plan

- Verify that all sites used for compliance monitoring are listed.
  - Should include the following: raw water, entry point, distribution system bacti and fluoride, lead/copper and disinfection by-product sites.
- Verify that any sites no longer used are inactivated/removed.

### Provide copies of the following documents (digital preferred).

- Private Well Abandonment Ordinance
- Cross-Connection Control Ordinance
- Cross-Connection Control Written Plan
- System map showing the following:
  - Size and location of all watermains
  - Locations of valves, hydrants, wells, storage facilities, pumping stations, interconnections and treatment plants
  - Overflow elevations of storage facilities
  - Delineation of pressure zones
- System Schematic (example below, hand drawn is fine)



### Have copies of the following available for viewing:

- Latest fire flow study/data
- Latest storage facility inspection reports
- Cross-Connection Inspection Forms
- Customer meter testing records
- Materials inventory information (public and private)
- Valve turning records
- Hydrant flushing and exercising records
- Auxiliary power operation logs

For more information about water system requirements, contact your local Department of Natural Resources' [Public Drinking Water staff](#).