

Pre-Sanitary Survey Checklist

For Vermont Public Water Systems

Administrative

___ Verify number of connections and current population

___ Review, resolve, and/or be aware of the status of any open compliance items

___ Review previous sanitary survey letter and address deficiencies

___ Operating permit readily displayed or available to display at the treatment plant

___ Source Protection Plan is current and updated (Public Community and Non-Transient Non-Community systems)

___ Groundwater withdrawal data is logged daily if disinfecting, monthly if not disinfecting

___ Daily bench tests are on file and testing is performed in accordance with permit

___ Calibration records are on file for water testing equipment (chlorine, turbidity, etc.)

___ Compliance Sampling reports on file

___ Calibration standards and lab reagents are not expired

Chemicals

___ Chemicals are handled and labeled properly and chemicals used are consistent with permitted treatment methods

___ Secondary containment for hazardous chemicals is present and in good working order

___ Chemical SDS forms are updated and readily accessible

Sampling and Record Keeping

___ Verify validity of ownership information – system name and info must match permits and secretary of state registration

___ Operating permit is current

___ Discharge permit is current (when applicable)

___ O&M manual is up-to-date and available during the survey

___ Operators are properly licensed and licenses are displayed or available at the treatment plant

___ If the property owner is a business, make sure they are Active – In Good Standing with Business Division and have current principals listed. This is important for accepting signatures on applications if needed.

Physical Security

___ Locks on all buildings, hatches, vaults, etc. are present and operable

___ Fences are in good condition

___ Locks on gates are present and operable

___ Staff know where to find keys or knowledgeable of codes for padlock to unlock secured facilities

Cybersecurity

___ Staff know basics of what to do in the event of or a suspected a cyberattack

___ Passwords in place to protect sensitive logins like email, SCADA, etc.

___ Passwords are stored off-site and not accessible to unauthorized people

___ Data is backed up and stored off-site

___ Third party cybersecurity evaluation has been performed (when applicable)

Storage Tanks

___ Storage tanks armed with alarm systems that provide immediate notification via remote call out or light and alarm where visible

___ Storage tanks show proper physical integrity, are not leaking, and no potential pathways for harmful substances to enter exist

___ Turnover of storage tanks and water age throughout the distribution system is appropriate to maintain disinfectant residual and not negatively impact water quality

___ Storage tank vents and overflows are properly configured in accordance with the VT Water Supply Rule

___ Storage tank vents are downward facing, overflows are screened and have at least 12 inches of separation between the terminus and ground and discharge onto a splash pad or other suitable receiving area

___ No leaks or cracks in storage tanks/clear wells

___ All water storage tanks are comprehensively inspected, inside and out, every 5 years, except for newly constructed,

newly painted (inside), or newly reconditioned tanks (inside and outside), which shall be inspected within 10 years of service and every 5 years thereafter.

___ The inspection, findings, and servicing documentation are retained in the water system's files for review upon request.

___ Storage tanks are cleaned as needed

___ Satisfactory sanitary condition of collection system equipment, infrastructure, and sources

___ 24-mesh screen present on all storage tank vent pipes and overflows

Wells

___ Vents on well caps are screened with 'very fine' mesh

___ Well cap bolts are in place and tightened securely

___ Integrity of well caps and seals are in good condition

___ Integrity of well conduit and casing is adequate

___ Material around well casing slopes to prevent ponding/pooling of water

___ Well casing extends 18 inches above grade at a minimum

___ Well is secure and protected from damage or vandalism, if needed

Pumps/Pump stations

___ Redundant pumps exist for pump stations

___ Backup power/generator exists for pump stations that provide pressure to a service connection

Treatment

___ Air gap or other acceptable cross-connection control in backwash lines for softeners, filters, etc.

___ Treatment units and analyzers are serviced according to set maintenance schedule at least at the frequency suggested by manufacturer

___ Treatment bypasses are properly air gapped

___ Coliform and other required testing records

___ Every source is individually metered

___ Proper cross connection control (air gap, vacuum breakers, etc.) are in place on mop/slop sinks, sample lines, etc.

Distribution

___ Flushing performed in accordance with O&M manual

___ Flushing records on file

___ Required Cl₂ residual testing performed and recorded in accordance with permit

___ Pressure throughout the entire distribution system maintained at 20 psi or higher under all conditions of flow

___ Presence of in-home booster pumps in the distribution system is known and allowable

___ Backflow protection is present where there is risk of non-potable cross connections

___ All hydrants in the distribution system provide adequate flow and pressure during all flow events

Maintenance

___ Backflow prevention devices are inspected annually and labeled as such

___ All water sources are accessible and will be visited during the survey

___ Seals on hatches are in good condition, water-tight, properly hinged, and locked

Emergency Response

___ Backup generators are in place (where applicable) and serviced at appropriate intervals

___ Redundant equipment is in place and functional (backwash pumps, recycle pumps, chemical pumps, etc.)

___ Redundant chemical feed pumps on site

___ Applicable emergency response planning is in place