Requirements for Seasonal Systems

**WHO DOES THIS FACTSHEET APPLY TO?**

SEASONAL SYSTEMS – A seasonal system is defined as a non-community water system (either non-transient or transient) that is not operated as a public water system (PWS) on a year-round basis and starts up and shuts down at the beginning and end of each operating season. Examples include summer camps and campgrounds.

### RTCR
**What to Do?**

**Step 1**
Conduct start-up procedures

**Step 2**
Complete certification forms

**Step 3**
Maintain good water quality

**Step 4**
Complete shutdown procedures

### ATTENTION!
**STARTING APRIL 1, 2016:** Before serving water to the public, all seasonal systems must complete the DEQ required start-up procedures and complete and submit the DEQ certification form confirming completion of these procedures. Start preparing your water system at least one month before you plan to open.

### Step 1: Conduct Start-Up Procedures
These procedures are to help reduce the risk of microbial contamination in the water.

**Inspect and Repair**
Inspect all components of your water system (sources such as a well, treatment, tanks, pumps, pipes) and repair parts of the system that may have broken down or become worn out during the off-season. Consider having a qualified water system professional help you do this. (Area around well must be clean and free from any potential source of contamination. Well cap must be tightly sealed and vent screened.)

**Clean all water storage tanks**
Drain and clean tanks at the beginning of each operating season.

**Flush all pipes until the water is clear**
Open hydrants and/or faucets and flush all areas of your water system to help remove buildup or stagnant water that may have developed during the off-season.

**Disinfect**
Add chlorine (a disinfectant) to the water, and open hydrants and/or faucets until water containing an adequate residual is delivered to all parts of your water system (including tanks). Close the hydrants and/or faucets. After 24 hours, flush the highly chlorinated water from your system thoroughly using fresh water from your source. Be sure to keep the highly chlorinated water away from surface water bodies such as lakes, streams, and ponds, as well as septic systems.

**Collect Samples**
After completing the steps listed above, collect two bacteriological water samples from the distribution system, at least twenty-four hours apart. Label these samples as “special” samples and have them tested for the presence of bacteria at a DEQ certified lab. Samples collected must be absent of total coliform bacteria before the system delivers water to customers. If samples have coliform bacteria present, repeat the disinfection procedure.
If your system is required to continuously maintain a chlorine residual, sample and test to ensure that an adequate amount of residual is present before delivering water to customers.

**DEQ Site Visit**
Contact your local DEQ office to schedule a site visit to your water system.
**Step 2: Complete Certification Forms Each Year Before Delivering Water to Your Customers**

**Contact DEQ** if you need help understanding or following the Start-Up Procedures.

- **Perform** the start-up procedures listed in Step 1.
- **Complete** the Start-Up Procedures Certification Form.
- **Submit** Start-Up Procedures Certification Form to DEQ.

**When you sign and submit this form, you are certifying that you have completed all of the start-up procedures, including:**

- Inspected water system.
- Repaired water system (if applicable).
- Cleaned all water storage tanks (if applicable).
- Flushed all pipes.
- Disinfected entire water system.
- Collected samples that were absent of total coliform bacteria.
- Tested samples that were in compliance with minimum chlorine residual requirements (if applicable).

**Step 3: Maintain Good Water Quality and a Good Reputation with Your Customers**

If your water system does not complete all of the start-up procedures, you must notify your customers that your water system had a drinking water violation for failure to complete start-up procedures and tell them of any possible health risks.

**Contact DEQ** for information on the proper public notification procedures (including language you must use), and timing.

**Step 4: Complete Shutdown Procedures**

Similar to start-up procedures, completing shutdown procedures at the end of your business season will help you minimize repairs to the water system when your water system opens up again next season. To determine appropriate shutdown procedures for your water system, contact DEQ. In general, you should:

- Inspect your entire system and look for problems and damage that need attention or repairs.
- If there is potential for your water system to freeze, drain it. If there is no potential for freezing, you may choose to leave water in your system.
- Protect your distribution system by not leaving taps open in the off-season.

**Visit DEQ’s Website Below or Call to Obtain the Start-Up Procedures Certification Form or Obtain More Information for Items Including the Following:**

- How to disinfect your water system – disinfectant residuals – location of your local DEQ Office

For more information, visit our website at [http://www.deq.state.ok.us/wqdnew/pws/colliformrule](http://www.deq.state.ok.us/wqdnew/pws/colliformrule)