

Requirements for Seasonal Systems

WHO DOES THIS FACTSHEET APPLY TO?

SEASONAL SYSTEMS – A seasonal system is defined as a non-community water system 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 campgrounds, fairgrounds, seasonal food service facilities, and ski areas.

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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



COMPLETE approved start-up procedure, **COLLECT** bacti samples and **SUBMIT** the state checklist certification. **RECEIVE** authorization to begin providing water to the public.



STEP 1: CONDUCT START-UP PROCEDURES

You must conduct your approved start-up procedures before delivering drinking water to your customers. Start-up procedures help reduce the presence of harmful bacteria in water. A template for developing your procedures is available on our website at <http://ndep.nv.gov/bsdw/forms.htm>.

Flush all pipes until the water is clear

Flushing the pipe lines in all areas of your water system helps remove buildup and dirty water that has gathered during the off season. Flushing the pipes helps disinfectant work more effectively to kill bacteria and inactivate viruses.

Clean all water storage tanks

Drain and clean tanks before delivering water to your customers. Harmful sediments may build up over time inside and along the walls of the water tanks. It is recommended that the tank be inspected and cleaned regularly. Contact the state for information about proper procedures for inspecting a tank.

Inspect and Repair

Consider having a qualified water system professional inspect and repair your water system before you deliver water to your customers. Some parts of your water system may have broken down or become worn out during the off season. This can create a situation where bacteria can enter the drinking water. You can find a list of state certified water system professionals to help with finding any defects at your water system at this website: http://ndep.nv.gov/bsdw/cert_home.htm.

Disinfect

Consider using disinfection to kill harmful bacteria and inactivate viruses whether you routinely add chlorine or not. If you have a chlorination system, make sure the adequate disinfectant residual is present in all areas of your water pipes. Your system should be flushed thoroughly following a start-up disinfection. Be sure to keep the highly chlorinated water away from surface water bodies such as lakes, streams, and ponds, as well as septic systems. Check our website <http://ndep.nv.gov/bsdw/forms.htm> or call the state to get more information about how to disinfect your water system.

Collect Samples

Collect water samples and have them tested for the presence of bacteria and chlorine residuals at a state certified lab, after completing your approved procedure. Send a copy of the results, along with your certified checklist to your Water System Regulator for approval. Check our website <http://ndep.nv.gov/bsdw/forms.htm> for the checklist. Remember, you may not deliver water to your customers until the approved start-up procedure of your system is completed and approval obtained from your Water System Regulator.

STEP 2: COLLECT SAMPLES AND COMPLETE CERTIFICATION FORMS EACH YEAR BEFORE DELIVERING WATER TO YOUR CUSTOMERS

CONTACT YOUR STATE if you need help understanding or following the Start-Up Procedures.

- **PERFORM** the items in the start-up procedures approved for your system. A general template is available on our website at www.NDEP.NV.GOV/BSDW/forms.
- **COLLECT** bacteria samples to confirm system integrity.
- **COMPLETE** and **SUBMIT** the Start-Up Checklist and sample analyses. The Checklist is available on our website at the address above.
- **RECEIVE** Approval to Operate from the state.

WHEN YOU SIGN AND SUBMIT this form, you are certifying that you have completed all of the start-up procedures required of your system, such as:

- Flushed all pipes.
- Cleaned all water storage tanks (if applicable).
- Disinfected entire water system (if applicable).
- Inspected water system.
- Repaired water system (if applicable).
- Collected samples to test for bacteria and disinfectant residual.

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Seasonal Water Systems Start-Up Checklist

This checklist will guide you through the process of reactivating/recharging your water system and help identify potential problems that may allow contamination to enter. If an item below is checked "No," it means improvements are needed. If you're unsure of what improvements to make, contact the Bureau of Safe Drinking Water (BSDW). Completion of this form will document that the following components of your water system were checked during start-up. Write the date that each item was completed and send this signed, dated, and certified checklist to BSDW. Retain a copy for your records and use during system shutdown.

Water System Name:	Water System Number:		
	Start-up	Shutdown	PWS Use Only
INSPECT SYSTEM			
Source			
Recent starting and ending meter readings on "0.0" if system does not have a meter reader.	YES/NO	YES/NO	Date
Pressure gauge reads zero when pump off.	<input type="checkbox"/>	<input type="checkbox"/>	
Screens intact?	<input type="checkbox"/>	<input type="checkbox"/>	
Seals intact?	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical connections?	<input type="checkbox"/>	<input type="checkbox"/>	
Other components inspected? List below:	<input type="checkbox"/>	<input type="checkbox"/>	
Use this box to explain repairs/corrections to items above.			
Storage			
Tank integrity and float valve, holes or leaks visible?	<input type="checkbox"/>	<input type="checkbox"/>	
Valves closed with 1/2" of margin closed?	<input type="checkbox"/>	<input type="checkbox"/>	
Over-flow area clear and not submerged?	<input type="checkbox"/>	<input type="checkbox"/>	
Hatch watertight and gasket intact?	<input type="checkbox"/>	<input type="checkbox"/>	
Other components inspected? List below:	<input type="checkbox"/>	<input type="checkbox"/>	
Use this box to explain repairs/corrections to items above.			

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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 and receive start-up approval from the state, you may not provide water to your customers.

CONTACT YOUR STATE 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. Many systems have found that a good shut-down procedure eases their workload when they reopen. In general, you should:

- Inspect your entire system and look for problems and damage that need attention or repairs.
- Turn off the power to your water supply pump and all treatment systems.
- If there is potential for your pressure tank or storage tank to freeze, drain it. If there is no potential for your tanks to freeze, you may choose to leave them full.
- Drain all of the water from your internal plumbing.
- Protect your distribution system by not leaving taps open in the off season.