



Preparing for a Water System Survey

For water system operators

*Oregon Health Authority – Drinking Water Program
Administered by Hood River County Health Department,
Environmental Health Office*

OAR 333-061-0020(169): "Sanitary Survey (Water System Survey)" means an on-site review of the water source(s), facilities, equipment, operation, maintenance and monitoring compliance of a public water system to evaluate the adequacy of the water system, its sources and operations in the distribution of safe drinking water. The sanitary survey also identifies sources of contamination by using the results of source water assessments where available.

The water system operator should arrange to have the following items available during the visit:

For all systems:

- Keys and/or tools to open locks and doors to allow access all system components.
 - If brush has overtaken system components, arrange to have it removed ahead of the survey visit.
- Documents (*when applicable*):
 - A copy of the written coliform sampling plan.
 - A map of the distribution system.
 - Operation and maintenance manual, or any written procedures.
 - Emergency response plan.
 - Chemical dosage records if treatment is applied.
 - Chlorine residual monitoring records if the system is chlorinated.
 - Results of any tracer study to verify disinfection contact time, if applicable.
 - System component specifications (volume of reservoirs, pump capacity, etc.).
- Note paper & camera (*optional, however, highly recommended*).

In addition, for Community water systems:

- Cross connection control program plan, records, latest ASR, etc.
- Written protocols for 'non-DRC' operators, if applicable.

Survey Expectations:

Expect that the visit (water system survey) will require both field and office time. The duration of the visit will depend on the size and type of your water system.

All water system surveys are documented using standardized forms provided by the State of Oregon. The operator should expect to receive a copy of these forms along with a cover-letter that clearly explains all key observations and any required corrections (*if necessary*).