



Small Water System Start-up Shut-down Self-Inspection Checklist

April 2016
DOH 331-312
Revised

This checklist will help you identify potential problems with your water system that may allow contamination to enter. If you check any item below "No," it means your system needs improvements. If you are unsure what improvement to make, call our regional office.

By completing this form, you document that you've checked the following components of your water system during start-up and shut-down for one year of operation. We recommend that you write in the date you complete each item and keep this record.

Attention Seasonal Systems: You may find this document helpful as you develop your set of start-up procedures to meet Revised Total Coliform Rule requirements. Every operating season, before serving water to the public, seasonal systems must certify that they completed a set of state-approved start-up procedures to ensure the system is ready to supply safe drinking water to its customers.

	Start-up _____		Shut-down _____	
	Check one	Date	Check one	Date
Well Source and Pumphouse				
Is the pumphouse locked and protected from trespassers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Is the well protected from tampering?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Are all chemicals (pesticides, gas, herbicides, paints, solvents, etc.) more than 100 feet away from the well?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
If there are any signs of animal activity, are they at least 100 feet away from the well?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
If you have a back-up generator, is the fuel and generator stored so any fuel leaks will be captured in a secondary (back-up) containment area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Is the well cap free of openings that would allow an insect to crawl into the well?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Is the well casing vent inverted and is the screen intact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Are rodents or insects being kept out of the well house and away from the well head? <i>Look for droppings, chewed papers, or nesting materials.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

	Start-up _____		Shut-down _____	
	Check one	Date	Check one	Date
Is the sample tap working properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Do you have a water meter for the well and is it working?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Meter Readings: Start-up: _____ on _____ (date) Shut-down: _____ on _____ (date)				
Are you recording water use on a routine basis when you are open?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
In the past year, have you verified your water meter is accurately measuring the water pumped by the system? <i>You can verify this by pumping into a bucket or barrel of known volume and comparing it to the meter readings.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Did you measure and record the static water level? Static water level: _____ on _____ (date) <i>Disinfect the probe prior to measuring the static water level.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Chlorination

Make sure the chlorinator is pumping chlorine at an adequate dose throughout distribution. Test the free chlorine residual at least twice on separate days and evaluate results. Make adjustments as needed.

Is the treatment working properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Is the chlorine residual test kit working and are the reagents fresh?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you replaced all of the chlorinator tubing within the last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you checked the chemical injection point and cleaned it?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you verified the chemical feed pump is working properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Did you buy new chlorine solution (bleach) and discard last year's supply?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Start-up: Do you have enough Chlorination Report forms for this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____		
Shut-down: Were all Chlorination Reports submitted to your Office of Drinking Water regional office for the operating season?			<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Other Treatment

Make sure the treatment unit is actually adding or removing the water quality parameter (for example, iron) in question.

You need to measure the parameter at least twice on separate days.

If you have specific questions about how to do this, contact the manufacturer or call your Office of Drinking Water regional engineer.

Pressure Tanks

- | | | |
|---|--|--|
| Can you ensure none of your pressure tanks are waterlogged? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Do the air/water level controls function properly? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Is there a pressure relief valve on each tank? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |

Storage Tanks

- | | | |
|--|--|--|
| Have you cleaned the inside of the tank within the last five years? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Is the tank overflow pipe screened and is the screen intact? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Is the access hatch locked? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Is the tank vent properly screened and is the screen fully intact? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Are birds or bats being kept out of the tank? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Are insects and spiders being kept out of the hatch area, especially on the inside of the lid? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Is the bottom of the tank free from sediment build-up? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Are the storage tank roof and sides structurally intact without holes and cracks? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Are the water level controls functioning properly? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Is the coating on the inside or outside of the tank in good condition? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |

	Start-up _____		Shut-down _____	
	Check one	Date	Check one	Date
When you walk the lines, can you ensure none of them is exposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you located each valve and shut down and re-opened each one to ensure they all work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you checked your system for leaks? <i>You can read the source meter when the system use should be zero, such at 2 a.m., to get an estimate of leaks.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Are you avoiding 'frost-free' hydrants for water service? <i>The weep hole in frost-free hydrants can allow potential contaminants to enter the system.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Are all outdoor hose bibs provided with vacuum breakers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you had all of your cross-connection control devices tested and did they pass?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
If you have an RV dump station, can you ensure the drinking water line can't reach the sewer pad?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Distribution Lines

When you walk the lines, can you ensure none of them is exposed?

Have you located each valve and shut down and re-opened each one to ensure they all work?

Have you checked your system for leaks?

You can read the source meter when the system use should be zero, such at 2 a.m., to get an estimate of leaks.

Are you avoiding 'frost-free' hydrants for water service?

The weep hole in frost-free hydrants can allow potential contaminants to enter the system.

Are all outdoor hose bibs provided with vacuum breakers?

Have you had all of your cross-connection control devices tested and did they pass?

If you have an RV dump station, can you ensure the drinking water line can't reach the sewer pad?

For more information

Call your Office of Drinking Water regional office:

Eastern Region: Spokane Valley 509-329-2100

Northwest Region: Kent 253-395-6750

Southwest Region: Tumwater 360-236-3030



For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).