

RTCR monitoring and reporting compliance checklist for Public Water Systems serving more than 1000 people that have collected less than 40 samples (total of Routine and Repeat samples) in the month.

Please note: If the PWS is subject to the Ground Water Rule (GWR), this guidance document does not cover any of the GWR requirements. Please contact the ADEQ rule specialist, or visit the GWR webpage at http://www.azdeq.gov/environ/water/dw/gw_rule.html for further information.

- These tables provide a checklist of actions that systems must take if they have a violation or certain events occurred (for example, a total coliform-positive sample, an *E. coli*-positive sample or an assessment trigger) during their monitoring period.
- Systems must take appropriate actions to protect public health in a timely manner, for example, notify the regulatory agency, issue public notification, conduct an assessment, monitor at a more frequent rate, etc.
- **Go through the entire checklist**, excluding the items that are not applicable.

PWS Name			
PWS ID		RTCR Monitoring Period (MM/YY)	

A. Do you have a total coliform-positive ROUTINE sample?	Yes	No
If you answered yes, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> • Notify your regulatory agency. 		
<ul style="list-style-type: none"> • Provide a copy of the Microbiological Sample Siting Plan (MSSP) to your regulatory agency if the MSSP has not been submitted previously. 		
<ul style="list-style-type: none"> • For each ROUTINE positive sample, take a set of 3 repeat samples within 24 hours of being notified of your result, and send these samples to the lab immediately. Refer to the MSSP for sampling locations. 		
<ul style="list-style-type: none"> • Make sure the lab tests the total coliform-positive ROUTINE sample for the presence of <i>E. coli</i>. 		
If you answered no, continue with your ROUTINE monitoring.		

B. Do you have an <i>E. coli</i> -positive ROUTINE sample?	Yes	No
If you answered yes, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> • Notify your regulatory agency by the end of the business day (5 pm) when you learn of the positive result, or by the end of the next business day if you learn of the positive result after the agency office is closed and the agency has no after-hours notification system. 		

C. Do you have a total coliform-positive REPEAT sample? See Section E, for triggering the Level 1 Assessment.	Yes	No
If you answered yes, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> • Make sure the lab tests the total coliform-positive REPEAT sample for the presence of <i>E. coli</i>. 		

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D. Do you have an <i>E. coli</i> MCL violation? If yes, indicate what caused the violation, below.	Yes	No
<ul style="list-style-type: none"> An <i>E. coli</i>-positive repeat sample following a total coliform-positive routine sample. 		
<ul style="list-style-type: none"> A total coliform positive repeat sample following an <i>E. coli</i>-positive routine sample. 		
<ul style="list-style-type: none"> Failure to collect all required repeat samples following an <i>E. coli</i>-positive routine sample. 		
<ul style="list-style-type: none"> Failure to test for <i>E. coli</i> when any of the repeat samples is total coliform-positive. 		
If you answered yes to any of the items in “D” above, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> Notify your regulatory agency by the end of the business day (5 pm) when you learn of the <i>E. coli</i> MCL violation, or by the end of the next business day if you learn of the MCL violation after the agency office is closed and the agency has no after-hours notification system. 		
<ul style="list-style-type: none"> Notify the public by issuing a Tier 1 public notice (PN) (Boil Water Advisory) as soon as practical but no later than 24 hours after learning of the <i>E. coli</i> MCL violation. 		
<ul style="list-style-type: none"> Within 10 days of issuing the public notice (PN), provide a copy and the Certificate of Public Notice Distribution to the regulatory agency and copy ADEQ. 		
<ul style="list-style-type: none"> Make sure a Level 2 Assessment is conducted. See Item F. 		

E. Did you trigger a Level 1 Assessment? If yes, indicate what caused the trigger, below.	Yes	No
<ul style="list-style-type: none"> Two or more total coliform-positive samples in the same sampling period (include results of both routine and repeat samples). 		
<ul style="list-style-type: none"> Failure to take every required repeat sample after any single routine total coliform-positive sample. 		
If you answered yes to any of the items in “E” above, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> Have the owner or operator perform a Level 1 assessment. 		
<ul style="list-style-type: none"> After the Level 1 assessment has been conducted, correct all sanitary defects found and submit the Level 1 Assessment form to your regulatory agency within 30 days of learning of the trigger. 		

F. Did you trigger a Level 2 Assessment? If yes, indicate what caused the trigger, below.	Yes	No
<ul style="list-style-type: none"> An <i>E. coli</i> MCL violation (See Section D., above). 		

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<ul style="list-style-type: none"> A second Level 1 trigger within a rolling 12-month period. 		
If you answered yes to any of the items in “F” above, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> Check with your regulatory agency to determine who can conduct a Level 2 Assessment. 		
<ul style="list-style-type: none"> After the Level 2 Assessment has been conducted, correct all sanitary defects found and submit the Level 2 Assessment form to your regulatory agency within 30 days of learning of the trigger. 		

G. Do you have a treatment technique violation? If yes, indicate what caused the violation, below.	Yes	No
<ul style="list-style-type: none"> Failure to conduct a required assessment within the required time period. 		
<ul style="list-style-type: none"> Failure to perform corrective actions within the required timeframe. 		
<ul style="list-style-type: none"> Seasonal system: Failure to complete a primacy agency-approved start-up procedure. 		
If you answered yes to any of the items in “G” above, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> Report the violation to your regulatory agency no later than the end of the next business day after you learn of the violation. 		
<ul style="list-style-type: none"> Notify the public by issuing a Tier 2 public notice as soon as practical but no later than 30 days after learning of the violation. 		
<ul style="list-style-type: none"> Within 10 days of issuing the public notice (PN), provide a copy and the Certificate of Public Notice Distribution to the regulatory agency and copy ADEQ. 		

H. Do you have a monitoring violation? If yes, indicate what caused the violation(s), below.	Yes	No
<ul style="list-style-type: none"> Failure to take all required routine and additional routine samples. 		
<ul style="list-style-type: none"> <i>E. coli</i> not analyzed following a total coliform-positive routine sample. 		
If you answered yes to any of the items in “H” above, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> Report the violation to your regulatory agency within 10 days of learning the violation. 		
<ul style="list-style-type: none"> Notify the public by issuing a Tier 3 public notice within a year of learning of the violation. 		
<ul style="list-style-type: none"> Within 10 days of issuing the public notice (PN), provide a copy and the Certificate of Public Notice Distribution to the regulatory agency and copy ADEQ. <i>Community water systems may utilize the Consumer Confidence Report to issue the PN, if the system meets the requirements in rule.</i> 		

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I. Do you have a reporting violation? If yes, indicate what caused the violation(s), below.	Yes	No
<ul style="list-style-type: none"> Failure to submit the monitoring report within 10 days of the end of the monitoring period after system properly conducts monitoring. 		
<ul style="list-style-type: none"> Failure to submit the assessment form within required timeframe after system properly conducts an assessment. 		
<ul style="list-style-type: none"> Failure to notify your regulatory agency of an <i>E. coli</i>-positive sample within the required timeframe. 		
<ul style="list-style-type: none"> Failure of a seasonal system to certify to the regulatory agency that they have completed the start-up procedure at least 10 days before serving water to the public. 		
If you answered yes to any of the items in "I" above, take the following action(s):	Check when completed	
<ul style="list-style-type: none"> Notify the public by issuing a Tier 3 public notice within a year of learning of the violation. 		
<ul style="list-style-type: none"> Within 10 days of issuing the public notice (PN), provide a copy and the Certificate of Public Notice Distribution to the regulatory agency and copy ADEQ. <i>Community water systems may utilize the Consumer Confidence Report to issue the PN, if the system meet the requirements in rule.</i> 		

For assistance, please contact your regulatory agency or ADEQ Rule Specialist:

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