



PRE-INSPECTION CHECKLIST FOR NON-TRANSIENT NON-COMMUNITY WATER SYSTEMS

Your public water system is due for a sanitary survey. This is a routine inspection conducted every 5 years. Please complete the checklist and return it to the ADEQ inspector prior to the inspection.

PWS Name: _____ PWS ID Number: AZ04 - _____ Date: _____
Name and title of person completing form: _____

General Paperwork Review

Do you have the following documents on-site and available at the time of inspection?

- Yes No 1. Revised Total Coliform Rule Microbiological Sample Siting Plan (MSSP) A.A.C. R18-4-126
- Yes No 2. Lead & Copper Monitoring Plan A.A.C. R18-4-111
- Yes No 3. Stage 2 Disinfection Byproducts (DBP) monitoring plan (for facility which adds a primary or residual disinfectant other than UV light) A.A.C. R18-4-124
- Yes No 4. Maintenance Records
- Yes No 5. Annual Backflow Prevention Assembly testing records A.A.C. R18-4-215
- Yes No 6. Records of ADEQ approval (if necessary) for system components added in last 5 years
- Yes No 7. Records of water quality analyses
- Yes No 8. Records of turbidity and of continuous residual disinfectant concentration measurements (Surface water and GUDI* systems only)

*GUDI – Ground water under the direct influence of surface water

Physical Facilities A.A.C. R18-4-203

Perform a walk-through of your systems and verify that the following components are installed and in good condition.

- Yes No 1. Well slabs are intact and in good condition. Small cracks have been sealed.
- Yes No 2. Raw water sample taps are installed at all wells.
- Yes No 3. All wells have a turned down vent that terminates 2 ft. above the slab with a #16 non-corrodible mesh screen.
- Yes No 4. All openings into well casing(s) are sealed, including electrical conduits and holes.
- Yes No 5. Sample taps are installed at all Entry Points to the Distribution System (EPDS).
- Yes No 6. All chemicals used in the system conform to ANSI/NSF Standard 60.
- Yes No 7. All storage tank overflow pipes extend down to 12-24 inches above the ground surface and are protected with a securely fitting flapper gate or a #16 non-corrodible mesh screen.
- Yes No 8. Hatches on storage tanks are secured and gaskets are in good condition and fit tightly.
- Yes No 9. Vegetation is maintained and controlled around system facilities.
- Yes No 10. Area around storage tank(s) is graded to provide drainage away from tank/no sediment has accumulated around tank or foundation (see picture on next page).
- Yes No 11. All pressure tanks have a pressure gauge and a pressure relief valve.

If you have answered “No” to any of the above questions, list the corrective action(s) taken to address the situation(s). Use additional paper if needed.

If all deficiencies identified have not been addressed, provide a brief explanation why.

NOTE: ADEQ inspectors are not allowed to climb standpipes or elevated storage tanks. Please have recent photos of the hatches (opened to show gasket and closed to show cover) and a photo of the vent showing the height above tank roof and showing vent screen size. If you’ve had a tank inspection done, check the report for photos. Only climb a tank using proper safety gear.

Missing any forms, plans, or templates? Click on the links below



- [Lead and Copper Monitoring Plan](#)
- [Microbiological Sample Siting Plan for PWSs serving 1000 or fewer people](#)
- [Microbiological Sample Siting Plan for PWSs serving 1001 or more people](#)
- [ADEQ Operation & Maintenance Manual Official Version](#)

Don’t get caught with a common violation

1. RTCR Microbiological Sample Siting Plan violations
2. Area around storage tank not properly graded to allow water to flow away from the base of tank
3. Failure to annually test backflow prevention assemblies & retain records
4. Operations & Maintenance 



**Well’s sanitary seal
in bad condition**



Missing raw water sample tap



Cracked well slab



Broken air vent



**Excessive vegetation
around storage tank**



Buried Foundation



**Hatch lacks a seal
and a lock**



Busted screen