



# Drinking Water Inspections : What to Expect When You're Inspected/ Seasonal Start Up Procedure

Jennifer Crowe



Jennifer Crowe has worked for the Arizona Department of Environmental Quality's Safe Drinking Water Value Stream as an Inspection and Compliance Officer since September 2019. Prior to working with ADEQ, Jennifer worked as a third party consultant inspecting construction sites SWPs and working along side AmeriCorps conserving the environment. Jennifer earned her Bachelor's degree in Conservation Ecology and Biology from Arizona State University. She earned her operator certificate 2021.

- With the increase of winter visitors into Arizona this season, ADEQ wants you to be prepared for your customers.
- The best practices for preparing your drinking water and onsite waste water system will be discussed during this presentation.
- ADEQ is here to assist you if you have questions or concerns.

- The expectation from ADEQ is that your water system will be in compliance at the time of inspection.
- ADEQ provides you all the information needed to be in compliance. As a water system owner, you are responsible for protecting the health of your customers by maintaining your system in compliance at all times.

## Some Seasonal Start-Up Systems are:

- Summer Homes
- Camping sites
- RV parks
- Road side rest areas



- Inspect each source-
  - is your well sealed and intact?
  - Are there any breaches or openings allowing contamination in springs?
  - Are gaskets and screens intact?
  - Dusty or dirty equipment that has sat idle all summer can short out when started causing operational issues.



- Inspect any Storage or Pressure tanks of openings and checking all valves
- If your system is treating
  - Ensure that chemical feeds are function properly.
  - Ensure your system has new disinfectant.
  - If you have filters be sure to check and replace them.



- Flush the distribution system.
- Flush your tanks to ensure stagnant water is removed and all valves are working properly.
- Inspect pipes






- Flushing your system before testing: ADEQ suggest that you take one non-compliance total coliform sample before opening day.



- All Seasonal Start-Up needs to fill out this form to give to their Compliance Assistance Coordinators every year before they startup.
- Only have to send in the first page
- If not submitted can result in a violation.



**Revised Total Coliform Rule (RTCR)  
Seasonal Start-Up Procedures Certification Form  
System Remained Pressurized (Waiver); OR  
Seasonal Start-Up Procedures (Certification)**

Beginning April 1, 2016, seasonal non-community public water systems are required to meet the reporting requirements specified in 40 CFR § 141.861 (a)(5): **A seasonal system must certify, prior to serving water to the public, that it has complied with the State-approved start-up procedure.** Seasonal start-up procedures must be completed each year or season that the system is re-opening.

A system:

- May certify that it remained pressurized;
- Or
- Must perform a start-up procedure if it did not remain pressurized

**Certification that System Remained Pressurized or Has Completed the Start-up Procedure:**

PWS ID Number	AZ04-	PWS Name	
The PWS will open for the season on the following date:			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	System Remained Pressurized (Waiver): The system maintained and operated at a pressure of at least 20 psi through the off-season. Indicating "Yes", certifies that the PWS qualifies for a waiver from the start-up procedures based on keeping system pressure.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Seasonal Start-up Procedures (Certification): The system was depressurized, or, did not maintain a pressure of at least 20 psi through the off-season. Indicating "Yes", certifies that the PWS used and completed the checklist on page 2 (placed on file with the system records and available upon request), and completed all of the start-up procedures on page 3.	

**CERTIFICATION BY AUTHORIZED SIGNATORY:** "I certify under penalty of law I am the person authorized to fill out this form, the water system has been inspected and reviewed as indicated above either under my direction or supervision. The water system is ready to operate for the current operation season. I believe the information submitted is true, accurate, and complete."

Printed Name	Date	
Signature	Phone Number	
Title/Relation to PWS	Certified Operator Number (if applicable)	

**After completion of the start-up procedures, submit this page only, prior to the system's seasonal start-up date to the system's regulatory agency and copy ADEQ.**

Arizona Department of Environmental Quality, Drinking Water Monitoring and Protection Unit 1110 W. Washington St., Mail Code 5415 B-2 Phoenix, AZ 85007 <a href="mailto:RTCR@azdeq.gov">RTCR@azdeq.gov</a>	Maricopa County Environmental Services Department Safe Drinking Water Program 501 N. 44th Street, Suite 200 Phoenix, AZ 85008 Phone: 602-806-8935 Fax: 602-372-0866 <a href="mailto:sdwquestions@mail.maricopa.gov">sdwquestions@mail.maricopa.gov</a>	Pima County Department of Environmental Quality Drinking Water Program 33 N. Stone Ave., Suite 700 Tucson, AZ 85701 Phone: 520-724-7400 Fax: 520-838-7432
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A copy of all three pages of the completed form must be maintained on file by the PWS.

March 2019  
Page 1 of 3

# RTCR Start-Up Continued:

**ADEQ** Revised Total Coliform Rule (RTCR) Seasonal Start-up Procedures Checklist  
 Arizona Department of Environmental Quality  
 Use this checklist if the water system was depressurized, lost pressure, and/or was fully shutdown during the off-season.

PWS ID Number	PWS Name
Date Performed	Name and Title

Keep the checklist and Start-Up Procedures in the PWS's records.  
 Do not submit this page with the Seasonal Start-Up Certification Form.

	DESCRIPTION	DATE COMPLETED	CORRECTIVE ACTIONS AND NOTES
Inspection	<b>1. Wellhead cap</b> Secured, seals intact, no openings, 2-foot vent with vent screened.		
	<b>2. Well Slab Area</b> No cracks, area for 100 feet maintained clear of fuels, animal manure, fertilizers, etc.		
	<b>3. Well house or Pump house (if applicable)</b> Inside clean, well number posted outside, no clutter, good housing keeping, doors locked, any leaks repaired.		
	<b>4. Well enclosure or fencing (if applicable)</b> Fence/enclosure in good repair and locked.		
	<b>5. Treatment facilities (if applicable)</b> Verified: operational, proper chemical storage, maintained as approved, and test equipment operational.		
	<b>6. Storage Tank (if applicable)</b> Tank integrity good, no holes, hatch seal, hatch lock, vent and overflow screens ok, level gauge operational.		
	<b>7. Distribution piping, valves and service lines</b> Valves and blow-offs exercise, any leaks repaired.		
	<b>8. Dump Station Cross Connection Control</b> Testable backflow device(s) tested annually. See page 3.		
	<b>9. Sampling Locations</b> Clean, accessible, 12" above floor an up-to-date, approved written sampling plan.		
Disinfection	<b>10. System Shock Disinfected</b> See page 3 for dosing recommendations.		
	<b>11. System Flushed to between 1.0ppm and 0.2ppm.</b> See page 3 for dosing recommendations. <sup>1</sup>		<sup>1</sup> Note: Pool test kits are not allowed.
Monitor	<b>12. Startup Bacteria sample(s)</b> Collected from system after flushing, sent to lab, taken prior to beginning monthly bacteria testing. <sup>2</sup> Take as special purpose sample and return to regulatory agency with this form.		<sup>2</sup> Note: A compliance sample is required the first month you are open. See your Master Sampling Schedule.
Operator	<b>13. System has an Operator</b> System has a certified operator at proper grade and type, certified operator was notified of system startup.		
Report	<b>14. Start-up Certification Form (see Page 1)</b> Submit to AZDEQ after completion of start-up procedures.		

The ADEQ Groundwater Inspection Checklist may also be used and kept on file.

**ADEQ** Revised Total Coliform Rule (RTCR) Seasonal Start-up Procedures Checklist  
 Arizona Department of Environmental Quality  
 Use this checklist if the water system was depressurized, lost pressure, and/or was fully shutdown during the off-season.

When you sign and submit page 1 of the Seasonal Start-Up Procedures Certification Form, you are certifying that you have completed all of the start-up procedures, including:

- Flushed all pipes.
- Cleaned all water storage tanks (if applicable).
- Disinfected entire water system.
- Inspected the entire water system using the ADEQ required checklist (see prior page).
- Repaired water system (if applicable).
- Collected special purpose samples to test for bacteria and disinfectant residual and submitted with this form to your regulatory agency.

**Cross Connection Control and Dump Stations (A.A.C.R18-4-215)**

A testable backflow device should be installed at the waste dump station(s) to ensure no backflow can occur. Wherever these devices are installed they are to be tested annually as part of rule and regular start-up procedures. It may be advisable to protect the device from freezing and by installing a sediment filter ahead of the device.

Please be aware that reverse flush valves (e.g. Hydro-Flush, Flush King, RV Dual Flush) contain a valve mechanism incorporated into a PVC connector which allows fresh water under pressure to be connected to the wastewater holding tank for flushing and cleaning. Systems allowing the use of reverse flush valves must install a testable backflow device on the potable water supply line anywhere these devices may be used.

**Disinfection Dose for 50 ppm (mg/L) with Standard Bleach (8.25%) or 70% Chlorine Pellets**

Shock disinfection of the water system components is required as part of start-up procedures for systems which were either shut completely down, lost system pressure below 20 psi during the off-season, following any work on the system or positive bacteria detections. Follow the instructions in ADEQ Engineering Bulletin #8 (Section V.C., pg. 21), "Disinfection of Water Systems". The bleach can be mixed into five gallons of water to be poured down the well casing to deliver the solution to the water level. Allow proper mixing followed by 12 to 24 hours holding time for the disinfection to be effective. Disinfection doses should reach, but not exceed, 50 ppm depending on the conditions. **DO NOT** use pool bleach additives as these contain algaecides and are not certified for drinking water use. **DO NOT** use any laundry bleach with contains any additives like fragrances, whiteners, softeners, or other chemicals. Use liquid bleach as it mixes readily. Wells deeper than 200 ft. may require pellets in addition to bleach to improve dispersion deep into the well. Approximate doses for 50 ppm (8.5% bleach) are:

6-INCH DIAMETER DRILLED WELL		
Water Depth	Water Volume	8.5% Bleach Volume
70 ft.	100 gal	7.5 oz.
100 ft.	150 gal	11.25 oz.
150 ft.	220 gal	16.5 oz.
200 ft.	300 gal	22.5 oz. and/or 30 pellets

After 12 to 24 hours of contact time, chlorine should be flushed to waste via a blow-off or hydrant. Flush to waste until the free chlorine level is less than 1.0 mg/l free chlorine. When flushing, **DO NOT** dispose of the chlorinated water into a stream or pond as it will kill aquatic life. Be careful to use the proper dosage and dechlorination tablets or aeration should be used to decrease the chlorine in the flush water. Adjust bleach volumes up for 5% bleach and down for 11% bleach.

**FOLLOW-UP ACTION**

It is recommended that bacterial sample(s) be taken after the chlorine has been flushed from the system to ensure that the disinfection has been successful. Bacteria samples should not be taken until all chlorine has been flushed away. For special (non-regulatory) bacteria samples use sampling code 'S'.

For more information or questions contact:  
**Drinking Water Monitoring and Protection Unit**  
 602-771-6403

## Public Water Systems

- 15 service connections or
- Regularly serve an average of at least 25 individuals at least 60 days out of the year.



# Drinking Water System Layout



**EPDS** (Entry Point to the  
Distribution System)  
- formerly known as -  
**POE** (Point of Entry)

## Required equipment for a Drinking Water System:

- Well/ Source
- EPDS – Entry Point to the Distribution System
- Distribution System
  - Community - Residential
  - Businesses – Schools, Restaurants, Stores
  - Campground/Rest stop
  - Standpipe



# Frequency of Sanitary Surveys

**3  
Years**

Community water system  
(e.g. City water  
systems,...)

**5  
Years**

Non-transient  
non-community water  
system (e.g. schools,  
work places,..)

Transient non-  
community water  
system (e.g. gas  
stations,  
restaurants,...)



What is a sanitary Survey or an inspection?



3 Types Inspections:

- ADEQ File Review
- Unannounced Sanitary Survey
- Announced Sanitary Survey

## Inspector's Preparation

- Review the facility's history
- Contact the Facility
- Summarize the compliance consultation in an email.
- Provide the facility the tools to be in compliance







- We include the pre-inspection checklist for your water system to review to be in compliance at the time of inspection
- The system grading sheet
- The Inspection Report to review what we will be look at during the site visit
- Your systems old inspection report for you to review and make sure any deficiency has been correct.
- Virtual inspections- list of clear and concise photographs for inspection.

# Pre-inspection Checklist



## PRE-INSPECTION CHECKLIST FOR COMMUNITY WATER SYSTEMS

Your public water system is due for a sanitary survey. This is a routine inspection conducted every 3 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. Emergency Operations Plan A.A.C. R18-4-204(A)
- Yes  No 5. Maintenance Records
- Yes  No 6. Annual Backflow Prevention Assembly testing records A.A.C. R18-4-215
- Yes  No 7. Records of ADEQ approval (if necessary) for system components added in last 5 years
- Yes  No 8. Records of water quality analyses
- Yes  No 9. 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.



## PRE-INSPECTION CHECKLIST FOR COMMUNITY WATER SYSTEMS

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](#)
- [Emergency Operations Plan Template](#)
- [ADEQ Operation & Maintenance Manual Official Version](#)

### Don't get caught with a common violation

1. RTRC 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 develop an emergency operations plan
4. Failure to annually test backflow prevention assemblies & retain records
5. 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

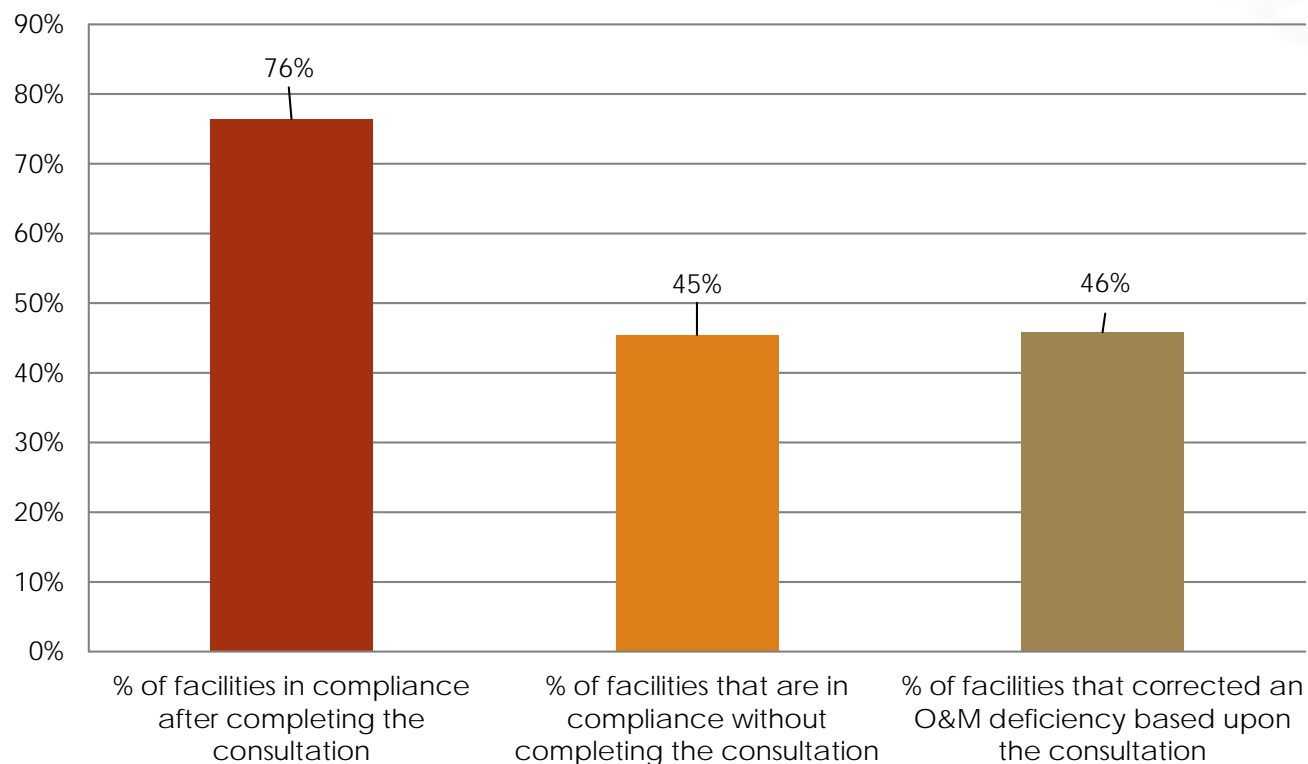


Hatch lacks a seal and a lock



Busted screen

## Compliance rates for PWS's that receive Compliance Consultations



- Have a knowledgeable person available
- Review monitoring history; accessible at

## [Safe Drinking Water Information System](#)

- Review any documents sent by ADEQ
- Review Checklist

## Day of Inspection:

- ❑ Notice of Inspection Rights
- ❑ Paperwork Review
  - Sampling plans
  - Records of analytical data
  - Maintenance logs
  - Other relevant documents
- ❑ Physical components/Walk through of facility



[ARS § 49-104 (B)(8)] Cites regulatory authority to perform inspection

Provides the facility with its rights during an inspection

# Inspection Rights Form



## ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY NOTICE OF INSPECTION RIGHTS

FACILITY INFORMATION	ADEQ INFORMATION
Facility Name (Customer):	Date/Time of Inspection:
Facility Location (Place):	County:
	Inspector:
Mailing Address:	Telephone:
	Accompanied by:
Responsible Party:	ADEQ Follow-up Contact:
On-Site Representative:	
Telephone:	
Title:	Title:
E-mail:	Telephone:

The ADEQ representative(s) identified above were present at the above address on the above listed date and time. Upon entry to the premises, the ADEQ representative(s) met with me, presented photo identification indicating that they are ADEQ employees and explained:

That the purpose of the inspection is to determine:

- Compliance with Title 49 of the Arizona Revised Statutes, Title 18 of the Arizona Administrative Code\* and/or:  
Arizona Revised Statutes: Title 49, Chapter 2, Article 9.  
Arizona Administrative Code: Title 18, Chapter 4 et seq, Article \_\_\_\_.  
Permit/Agreement Number: \_\_\_\_\_.
- Qualification for a license issued pursuant to:  
Arizona Revised Statutes: Title 49, Chapter 2, Article 9.  
Arizona Administrative Code: Title 18, Chapter 5, Article 1.
- That this inspection is conducted pursuant to the authority granted in Arizona Revised Statutes § 49-104(B)(8) and/or:  
Arizona Revised Statutes: § 41-1009, 49-203(B)(1).  
Arizona Administrative Code: R18-4-207.  
Permit/Agreement Number: \_\_\_\_\_.
- That the state shall not be barred by the statutes of limitations of actions, according to A.R.S. § 12-510, except as provided in A.R.S. § 12-529 concerning certain claims based on navigability of watercourses. According to 28 U.S.C. § 2462, the U.S. government must commence an action within 5 years after the date the claim first accrued.
- Possible applicability of Small Business Bill of Rights pursuant to Arizona Revised Statutes § 41-1001(21)

That the fee for this inspection is: \_\_\_\_\_

\*The Arizona Revised Statutes (A.R.S.) can be found on the internet: [www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp) while the Arizona Administrative Code (A.A.C.) can be found at [www.azsosaz.gov/public\\_services/Table\\_of\\_Contents.htm](http://www.azsosaz.gov/public_services/Table_of_Contents.htm)

While I have the right to refuse to sign this form, the ADEQ representatives may still proceed with the inspection

I have read this notice and discussed any questions or concerns with the ADEQ representatives and I have received the Small Business Bill of Rights.

Signature of Regulated Person or Authorized On-Site Representative \_\_\_\_\_ Date \_\_\_\_\_

The regulated person or authorized on-site representative refused to sign.

Name of Regulated Person or Authorized On-Site Representative \_\_\_\_\_ Title \_\_\_\_\_

The regulated person or an authorized on-site representative was not present at the facility.

Signature of ADEQ Representative Date \_\_\_\_\_

June 30, 2015 Edition

INSPECTION RIGHTS
<input type="checkbox"/> I understand that I can accompany the ADEQ representative(s) on the premises, except during confidential interviews.
<input type="checkbox"/> I understand that I have right . on request, to:
<ul style="list-style-type: none"> <li>➤ Copies of any original documents taken during the inspection, and that ADEQ will provide copies of those documents at ADEQ's expense;</li> <li>➤ A split of any samples taken during the inspection, if the split of the samples would not prohibit an analysis from being conducted or render an analysis inconclusive.</li> <li>➤ Copies of any analysis performed on samples taken during the inspection and that ADEQ will provide copies of this analysis at ADEQ's expense;</li> <li>➤ Copies of any documents to be relied on to determine compliance with licensure or regulatory requirements if the agency is otherwise permitted by law to do so.</li> </ul>
<input type="checkbox"/> I also understand that:
<ul style="list-style-type: none"> <li>➤ Each person who is interviewed by an ADEQ inspector during the inspection must be informed that:                             <ol style="list-style-type: none"> <li>(1) participation in an interview is voluntary, unless legally compelled to participate;</li> <li>(2) they have the right to have an attorney or other experts in their field present during the interview to represent or advise the regulated person;</li> <li>(3) the ADEQ inspector may not take any adverse action or treat less favorably or draw any inference as a result of the regulated person's decision to be represented by an attorney or advised by any other experts in their field;</li> <li>(4) statements made by the person may be included in the inspection report; and</li> <li>(5) they have the right to 24 hours to review and revise any written witness statement drafted by the ADEQ inspector on which the ADEQ inspector requests that person's signature.</li> </ol> </li> <li>➤ If the information and documents provided to the ADEQ inspector become a public record, trade secrets and proprietary and confidential information may be redacted, unless the information and documents are not confidential pursuant to statute.</li> <li>➤ Each person interviewed during the inspection must be informed that statements made by the person may be included in the inspection report.</li> <li>➤ Each person whose conversation is tape recorded during the inspection must be informed that the conversation is being tape recorded.</li> <li>➤ If an administrative order is issued or a permit decision is made based on the results of the inspection, I have the right to appeal that administrative order or permit decision. I understand that my administrative hearing rights are set forth in Arizona Revised Statutes § 41-1092 <i>et seq.</i> and my rights relating to an appeal of a final agency decision are found in Arizona Revised Statutes § 12-901 <i>et seq.</i></li> <li>➤ If I have any questions or concerns about this inspection, I may contact the person listed as the ADEQ Follow-up Contact on the front of this form, ADEQ's Ombudsman at (602) 771-4322 (toll free inside Arizona at (800) 234-5677, extension 771-4322), or the Arizona Ombudsman-Citizens' Aid office at (602) 277-7292 (toll free in (800) 872-2879);</li> <li>➤ If I have any questions concerning my rights to appeal an administrative order or permit decision, I may contact ADEQ's Office of Administrative Counsel at (602) 771-2212 (toll free inside Arizona at (800) 234-5677, extension 771-2212).</li> </ul>

June 30, 2015 Edition



## 1. Microbiological Sample Siting Plan

All public water systems

## 2. Lead and Copper Plan

Community water systems and  
Non-transient non-community water systems

## 3. Emergency Operations Plan

Only community water systems

## 4. Disinfection Byproducts Plan

Community water system or a non-transient non-community water system that:

- ❖ uses a primary or residual disinfectant other than ultraviolet light or
- ❖ delivers water that has been treated with a primary or residual disinfectant other than ultraviolet light.

- **Operations and Maintenance Records** - These include records of routine component operations and maintenance (pumping rates, well maintenance, treatment system maintenance, component repairs, etc.).
- **Monitoring records** - Monitoring records are required to be kept on site for a determined amount of time depending on the type of records. Generally records are required to be kept between 3-10 years.
- **Backflow Prevention** – Testable backflow prevention devices are required to be tested annually by a certified tester. PWSs are required to retain testing records for at least three years.

# Day of the Inspection

27



# Inspection Checklist- 8 Elements of a Sanitary Survey



ARIZONA DEPARTMENT  
OF  
ENVIRONMENTAL QUALITY



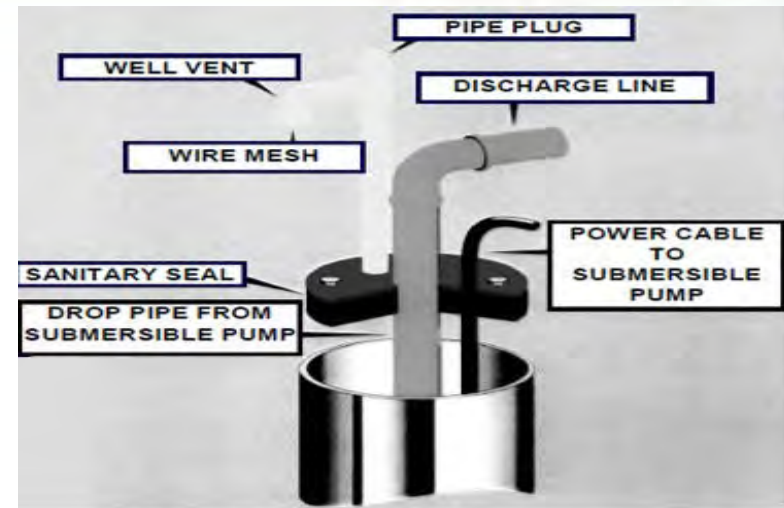
## Drinking Water System Field Inspection Report

<b>System Name:</b> Click here to enter text.	<b>PWS:</b> Click here to enter text.
<b>Physical Location:</b> Click here to enter text. <b>City, State, Zip:</b> Click here to enter text.	<b>Inspection No.:</b> Click here to enter text.
<b>County:</b> Choose an item.	<b>Arrival Date and Time:</b>
<b>Mailing Address:</b> Click here to enter text. <b>City, State, Zip:</b> Click here to enter text.	<b>Inspector(s):</b>
<b>Owner/Responsible Party:</b> <b>Address:</b> Click here to enter text. <b>Phone:</b> <b>Email:</b>	<b>Inspector Phone:</b> <b>Inspector Email:</b>
<b>Administrative Contact/Title:</b> <b>Address:</b> Click here to enter text. <b>Phone:</b> <b>Email:</b>	<b>Classification:</b> <b>System Grade:</b> <b>Service Connections:</b> <b>Population:</b> <b>Changes/Updates:</b> <input type="checkbox"/> Yes
<b>Operator/ID:</b> <b>Phone:</b> <b>Email:</b>	<b>Op. Cert. Grade/Expiration:</b> <b>Add/Remove/Update Operator:</b> <input type="checkbox"/> Yes
<b>Compliance Summary:</b> Certified Operator <input type="checkbox"/> Yes <input type="checkbox"/> No Physical Facilities <input type="checkbox"/> Yes <input type="checkbox"/> No Monitoring and Reporting <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Results of Inspection:</b> <input type="checkbox"/> No deficiencies were noted <u>during the course</u> of the inspection. No ADEQ action will result from this inspection. <input type="checkbox"/> Minor potential deficiencies were noted <u>during the course</u> of the inspection. Additional correspondence regarding this inspection may be forthcoming. <input type="checkbox"/> Significant potential deficiencies were noted <u>during the course</u> of the inspection. The noted deficiencies were: <input type="checkbox"/> Committed intentionally <input type="checkbox"/> Not correctable within a reasonable <u>period of time</u> as determined by the agency. <input type="checkbox"/> Evidence of a pattern of noncompliance. <input type="checkbox"/> A risk to any person, the public health, safety or welfare or the environment. Additional correspondence regarding this inspection may be forthcoming.	
<b>Inspection Report Issued:</b>	<b>Facility Initial:</b> <b>ADEQ Initial:</b>
<b>ADEQ Compliance Assistance Coordinator:</b>	

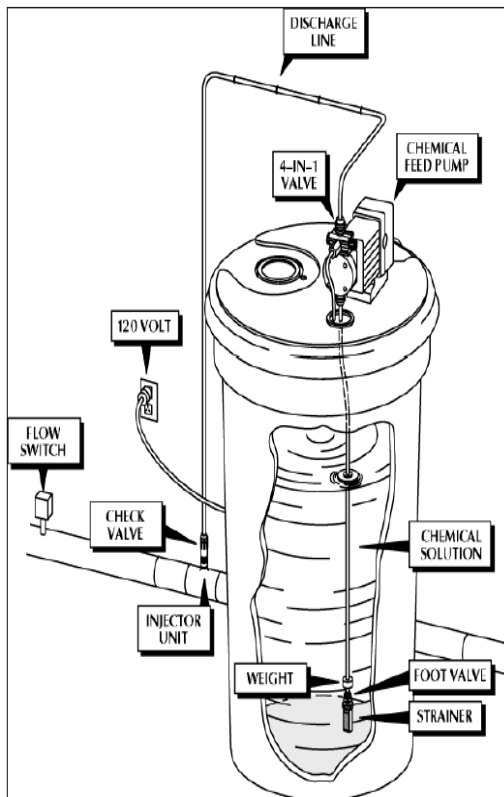
- Source
- Treatment
- Distribution system
- Finished Water Storage
- Pumps/Pump Facilities and Controls
- Monitoring/Reporting/Data Verification
- Monitoring/Reporting/Data Verification
- Operation Compliance with State Requirements

# Sources

A. SOURCES		Comments
1. Approved Source(s)? Quantity: Click here to enter text. (R18-5-507A)	Choose an item.	Click here to enter text.
2. Ground Water Under the Influence of Surface Water? (R18-4-212)	Choose an item.	Click here to enter text.
B. WELL REQUIREMENTS		Comments
1. Sampling Tap Installed Prior to Distribution? (R18-5-502)	Choose an item.	Click here to enter text.
2. Vent turns down and terminates 2 ft above the slab with #16 mesh screen? (R18-5-502)	Choose an item.	Click here to enter text.
3. No Unauthorized Access to Well? (R18-5-502)	Choose an item.	Click here to enter text.
4. Appropriate Drainage Away from Well? (R18-4-203)	Choose an item.	Click here to enter text.
5. Sanitary Seal and Slab? (R18-4-203)	Choose an item.	Click here to enter text.
C. WELL RECOMMENDATIONS:		Comments
1. State well number posted	Choose an item.	Click here to enter text.
2. Casing Extends 12" above slab	Choose an item.	Click here to enter text.

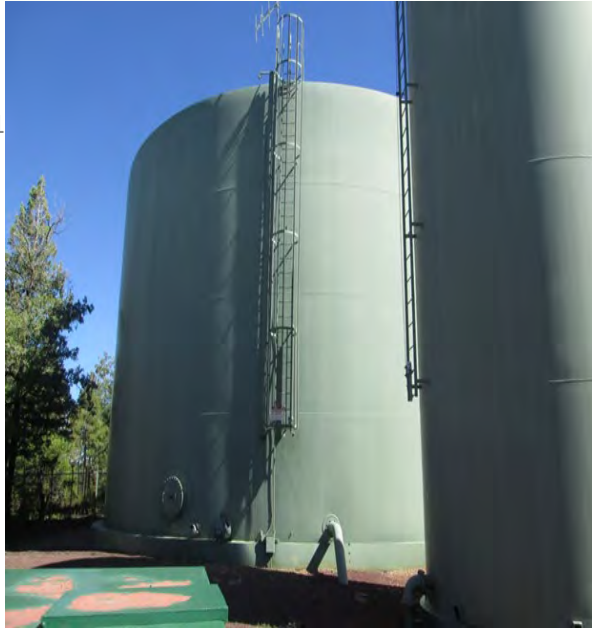


D. DISINFECTION REQUIREMENTS:	Comments	
<b>1. Disinfection Compound Container ANSI/NSF 60 Approved and Labelled</b> <i>(R18-4-213)</i>	Choose an item.	Click here to enter text.



# Treatment and Storage

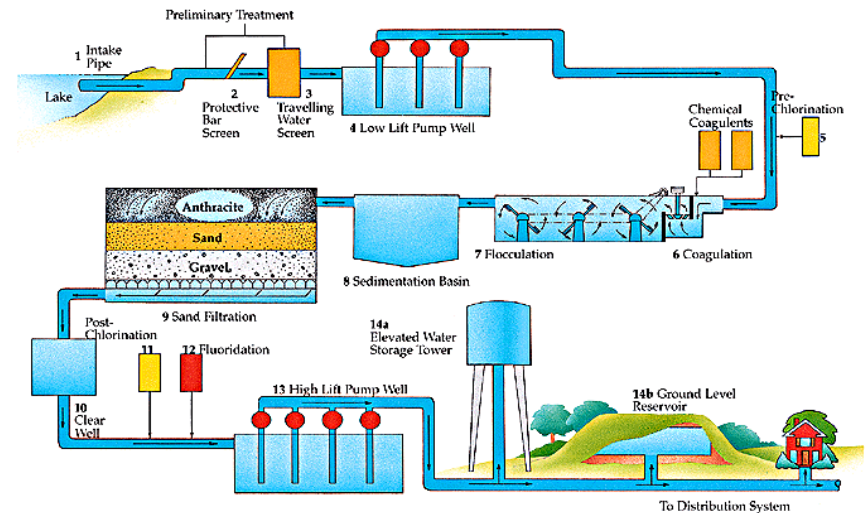
31



Nov 15, 2021 12:27:24 PM  
43955 West Padilla Road  
Maricopa  
Pinal County  
Arizona

E. TREATMENT REQUIREMENTS:		Comments
1. Treatment required?	Choose an item.	Click here to enter text.
2. Type of treatment? <i>(As, N, 4-log, radionuclides, blending POE, FOU, etc.)</i>		Click here to enter text.
3. Is the treatment operational and properly maintained?	Choose an item.	Click here to enter text.
4. Unauthorized bypass?	Choose an item.	Click here to enter text.
F. STORAGE REQUIREMENTS:		Comments
1. Drain is Air Gapped from Sanitary Sewer, Storm Drain, or Irrigation Conveyance <i>(R18-4-215)</i>	Choose an item.	Click here to enter text.
2. Vents Protected with #16 Non-Corrosible Mesh <i>(R18-5-502)</i>	Choose an item.	Click here to enter text.
3. Overflow Pipe Protected with #16 Non-Corrosible Mesh <i>(R18-5-502)</i>	Choose an item.	Click here to enter text.
4. Hatch has Gasket or Seal, and Locking Device <i>(R18-5-502)</i>	Choose an item.	Click here to enter text.
5. All Finished Water Storage has Water Tight Cover or Roof <i>(R18-4-122)</i>	Choose an item.	Click here to enter text.
6. Area Within 100 ft. of Tank Graded to Provide Drainage Away from Tank <i>(R18-4-203)</i>	Choose an item.	Click here to enter text.
G. STORAGE RECOMMENDATIONS:		Comments
1. Working Mechanical, Automatic Gauge, or Alarm	Choose an item.	Click here to enter text.

## WATER TREATMENT PLANT SURFACE WATER SUPPLY



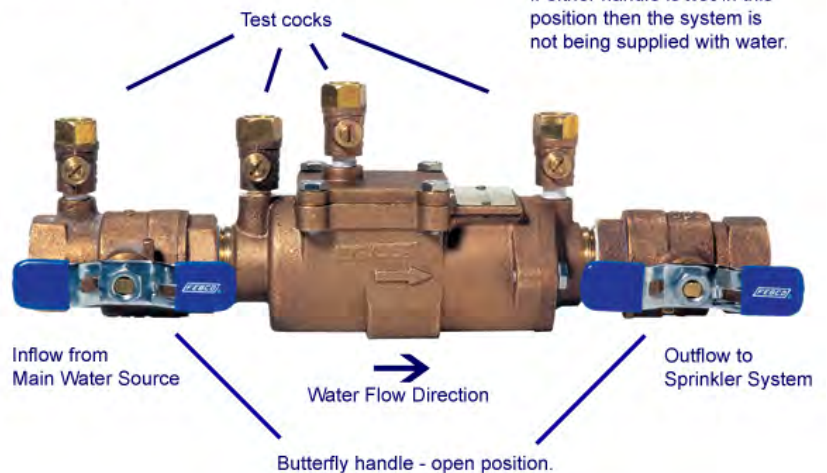
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H. PRESSURE TANK REQUIREMENTS:		Comments
1. Operational Pressure Gauge <i>(R18-4-203)</i>	Choose an item.	Click here to enter text.
2. Operational Pressure Relief Valve <i>(R18-4-203)</i>	Choose an item.	Click here to enter text.
I. PRESSURE TANK RECOMMENDATIONS:		Comments
1. Operational Water Level Gauge <i>(R18-4-203)</i>	Choose an item.	Click here to enter text.
J. DISTRIBUTION REQUIREMENTS:		Comments
1. System Pressure >20 PSI Throughout System <i>(R18-5-502.B)</i>	Choose an item.	Click here to enter text.
2. Cross Connection/Backflow Prevention <i>(R18-4-215)</i>	Choose an item.	Click here to enter text.
3. Separate Non-Potable System With Connections Labelled <i>(R18-5-502)</i>	Choose an item.	Click here to enter text.
K. GENERAL REQUIREMENTS:		Comments
1. Emergency Plan for Community System in Accessible Location <i>(R18-4-204)</i>	Choose an item.	Click here to enter text.
2. Microbiological Site Sampling Plan <i>(R18-4-105, 40CFR 141.21)</i>	Choose an item.	Click here to enter text.
3. Components Enclosed by Building or Security Fencing <i>(R18-5-502)</i>	Choose an item.	Click here to enter text.
4. Appropriate Operation and Maintenance <i>(R18-4-203)</i>	Choose an item.	Click here to enter text.

Page 4



Backflow Assembly Anatomy





# Approval to Construct and Approval of Construction

- A person shall not start to construct a new public water system, modify an existing facility, including an extension to an existing public water system, or make an alteration that will affect the treatment, capacity, water quality, flow, distribution, or operational performance of a public water system before receiving an Approval to Construct (ATC) from the Department. A new Public Water System (PWS) must also comply with the capacity development rules in Arizona Administrative Code (AAC) R18-4-601.



## APPROVAL TO CONSTRUCT DRINKING WATER FACILITIES INSTRUCTIONS

### INSTRUCTIONS

Please complete and sign an Approval to Construct (ATC) Application for Drinking Water Facilities to obtain authorization to construct a new public drinking water system, modify an existing facility, or make an alteration that will affect the treatment, capacity, water quality, flow, distribution, or operational performance in accordance with [Arizona Administrative Code \(AAC\) R18-5-505](#).

The application is interactive and allows you to hover over the [blue boxes](#) for detailed information about that section. Click on the [blue](#) URL link for external source of information.

### GENERAL APPLICATION PROCESS

- Submit an ATC application and the appropriate supplemental information and forms identified in the checklist below. Please see the [Delegated Agencies for Public Water System](#) document to determine where to submit your application (county, City, or ADEQ Regional Office).  
[http://static.azdeq.gov/er/dw\\_delegation\\_agencies.pdf](http://static.azdeq.gov/er/dw_delegation_agencies.pdf)

### APPLICATION CHECKLIST

	Document Description
<input type="checkbox"/>	<a href="#">Approval to Construct (ATC) Application</a>
<input type="checkbox"/>	<a href="#">Fee</a>
<input type="checkbox"/>	<a href="#">Site Plan</a>
<input type="checkbox"/>	<a href="#">Construction Quality Drawings and Plans</a>
<input type="checkbox"/>	<a href="#">Design Report</a>
<input type="checkbox"/>	<a href="#">Drinking Water Service Agreement (Check Box if applicable)</a> <a href="https://static.azdeq.gov/forms/water_service_agreement.pdf">https://static.azdeq.gov/forms/water_service_agreement.pdf</a>
<input type="checkbox"/>	<a href="#">New Source Analysis (Check Box if applicable)</a> <a href="http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf">http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf</a>

- ADEQ recommends a pre-application meeting prior to submitting your application. Email the Water Quality Division Drinking Water Engineering Review Unit at [WQD\\_DWSER@azdeq.gov](mailto:WQD_DWSER@azdeq.gov), a week in advance. To facilitate scheduling the meeting in a timely manner include "Pre Application Meeting" in the subject line. Please bring all final application components outlined in the checklist above.

- The following is a tabulation of fees for drinking water systems:

Fee Category (ACC R18-14-202 Table 1)	Fee <sup>a,b</sup>
Approval to Construct for a Public Water Distribution System:	
o 150 or fewer service connections	\$900
o 151 to 300 service connections	\$1,400
o 301 to 450 service connections	\$1,900
o 451 to 600 service connections	\$2,400
o 601 to 750 service connections	\$2,900
o Each additional 150 service connections	Add \$500



## APPROVAL OF CONSTRUCTION DRINKING WATER FACILITIES INSTRUCTIONS

### INSTRUCTIONS

Please complete and sign an Engineers Certificate of Completion (ECC) to obtain an Approval of Construction (AOC) for the drinking water facilities in accordance with Arizona Administrative Code (A.A.C.) R18-5-507 and R18-5-508.

The application is interactive and allows you to hover over the [blue boxes](#) for detailed information about that section. Click on the [blue](#) URL links for external source of information.

### GENERAL APPLICATION PROCESS

- Submit this ECC and appropriate supplemental information and forms as identified in the checklist below. Please see the [Delegated Agencies for Public Water System](#) document to determine where to submit your application (county, city, or ADEQ regional office).  
[http://static.azdeq.gov/er/dw\\_delegation\\_agencies.pdf](http://static.azdeq.gov/er/dw_delegation_agencies.pdf)

### APPLICATION CHECKLIST

	Document Description
<input type="checkbox"/>	<a href="#">Engineering Certification of Completion (ECC)</a>
<input type="checkbox"/>	<a href="#">As Built Plans</a>
<input type="checkbox"/>	<a href="#">Quality Control Testing Results and Calculation</a>
<input type="checkbox"/>	<a href="#">Operation and Maintenance Manual (Check box if applicable)</a>
<input type="checkbox"/>	<a href="#">New Source Analysis (Check box if applicable)</a> <a href="http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf">http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf</a>
<input type="checkbox"/>	<a href="#">Capacity Development Letter (Check box if applicable)</a>

- There are no fees associated with submitting an Approval of Construction Application.
- Satisfy any deficiency requests arising from the Department's post-construction review of the submitted information.
- Receive a Certificate "Approval of Construction" from the Department authorizing use of the drinking water facility.
- Collect initial monitoring samples according to the initial monitoring plan described in the design report and submit results to ADEQ. (Applicable for new treatment facilities and blending plans only).

### LICENSING TIME FRAMES

Licensing Time Frames are specified by Arizona Department of Environmental Quality in AAC R18-1-525, which limits the number of business days ADEQ can review your project without a penalty. They are:

License Type	Administrative Review	Substantive Review	Overall Time Frame
Approval of Construction – drinking water treatment facility, project or well.			

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5. All Necessary Components Made of ANSI/NSF 61 Approved Material <i>(R18-4-213)</i>	Choose an item.	Click here to enter text.
<b>L. OPERATOR REQUIREMENTS:</b>		<b>Comments</b>
1. Operator in Direct Charge Certified at Correct Grade <i>(R18-5-104 A.1)</i>	Choose an item.	Click here to enter text.
2. Onsite Operator for Grade 3 or 4 Facility <i>(R18-5-104.E)</i>	Choose an item.	Click here to enter text.
3. Relief Operator Certificate No Lower than 1 Grade Below System <i>(R18-5-104 A.5)</i>	Choose an item.	Click here to enter text.
4. Remote Operator <200 Road Miles from Facility <i>(R18-5-104 F.5)</i>	Choose an item.	Click here to enter text.
5. Remote Operator Visits Grade 1 and 2 Systems at Least Monthly <i>(R18-5-104 F.7)</i>	Choose an item.	Click here to enter text.
6. Written Instructions Provided by Remote Operator <i>(R18-5-104 F.3)</i>	Choose an item.	Click here to enter text.



# Certified Operator Monthly Inspection Form



**Certified Operator Monthly Inspection Form**  
 For use by Grade 1 or Grade 2 water treatment plants or distribution systems that produce and distribute groundwater

**1. General Public Water System (PWS) Information:**

PWS Name: \_\_\_\_\_ PWS ID Number: AZ04 - \_\_\_\_\_  
 PWS Type:  CWS  NTNCWS  TNCWS Population Served: \_\_\_\_\_  
 PWS Source Types:  Groundwater  Surface Water  GUDI  
 Purchased Ground Water  Purchased Surface Water  
 Certified Operator: \_\_\_\_\_ Operator ID: OP  
 Grade: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**2. Inspection**

Inspection Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
 Person Conducting Inspection: \_\_\_\_\_  
 Owner/Responsible Party: \_\_\_\_\_ Present at Inspection Y  N

Well Head	Yes	No	N/A	Comments
Well site has a security fence and gates are properly locked and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pump(s)/ Mechanical equipment(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage Tank(s): air vent, overflow pipe, hatch with gasket/seal and locking device, gauge or alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pressure Tank (s): pressure gauge, relief valve, water level gauge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Calibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sample Collection: schedules, locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**Certified Operator Monthly Inspection Form**  
 For use by Grade 1 or Grade 2 water treatment plants or distribution systems that produce and distribute groundwater

Paperwork/ Reporting requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Security: all components enclosed by building or fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that I am the person authorized to fill out this form and the information contained herein is true, accurate and complete to the best of my knowledge and belief.

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date form provided to owner or responsible party: \_\_\_\_\_

**3. Summary of observations, recommendations and corrective actions required:**

# Sampling Overview

Sampling EPDS(s) (quantity):						
Inventory Changes: <input type="checkbox"/> Yes						
Required	Sampling	Sampled By:	COMPLIANCE			Comments
			Y	N	N/A	
<input type="checkbox"/>	Turbidity	System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Coliform	System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Maximum Residual Disinfectant Level (MRDL)	System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Lead & Copper	System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Disinfection By Products	System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Nitrate	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Nitrite	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Asbestos	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Inorganic Compounds (IOC)	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Volatile Organic Compounds (VOC)	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Synthetic Organic Compounds (SOC)	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Arsenic	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Radio-chemicals	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Combined Uranium	<input type="checkbox"/> System <input type="checkbox"/> MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- PWSs are graded from 1-4 based upon a point system that assigns a predetermined number of points per system characteristics.
  - Pressure filter – 15 points
  - Blending – 5 points
  - Hypochlorite, liquid or solid – 2 points
- The grade corresponds with the level of system complexity, with Grade 1 being the most simple and Grade 4 being the most complex.
- All PWSs require an operator in direct charge who is certified at or above the grade of the facility.
  - Grade 3 and 4 PWSs require an on-site operator

# System Grade – Treatment

Plant Characteristics	Points	System
Population	1 per 5000	0
Max Design Capacity	1 per MGD up to 10	0
Groundwater Source	3	0
GUDI	5	0
Carbon Dioxide	2	0
pH Adjustment	3	0
Packed Tower Aeration	6	0
Air Stripping	6	0
Stability or Corrosion Control	3	0
Taste and Oder	8	0
Iron/Maganese Removal	8	0
Ion Exchange Softening	10	0
Chemical Precipitation Softening	15	0
Coagulant Addition	6	0
Flocculation	4	0
Sedimentation	4	0
Upflow Clarification	2	0
Fluoridation	5	0
Activated Alumina	6	0
Blending	5	0
Residual Waste Stream	5	0
Control Systems Technology	2	0
Biologically Active Filter	20	0
Granular Media Filter	15	0
Pressure Filter	15	0
Gravity Sand Filter	10	0
Membrane Filtration	15	0
Chlorine Gas	6	0
Hypochlorite Liquid	2	0
Hypochlorite Solid	2	0
Chloamine	9	0
Chlorine Dioxide	9	0
Ozone	12	0
Ultraviolet	3	0
<b>Point Total</b>		<b>0</b>

Grade	Point Range
Grade 1	1 to 25
Grade 2	26 to 50
Grade 3	51 to 70
Grade 4	More than 70

Treatment Grade

**Notes:**

For Population and Max. Design Capacity use 1 point for each whole or portion of the number given.

# System Grade – Distribution

System Characteristics	Points	System
Population	1 per 5000	0
Max Design Capacity	1 per MGD up to 10	0
Pressure Zones	5	0
Booster Stations	5	0
Storage Tanks	3	0
Blending	5	0
Fire Protection Systems/ Testable Backflow Prevention Assemblies*	5	0
Cathodic Protection	3	0
Control Systems Technology	2	0
Chlorine Gas	6	0
Hypochlorite Liquid	2	0
Hypochlorite Solid	2	0
Chloramine	9	0
Chlorine Dioxide	9	0
<b>Point Total:</b>		<b>0</b>

Grade	Point Range
Grade 1 (see below)	0
Grade 2	1 to 20
Grade 3	21 to 35
Grade 4	more than 35

Distribution Grade

No points are added for Grade 1 small systems that:

Yes	No	(All must be "Yes" for Grade 1 Distribution System, otherwise the system is a Grade 2 or higher)
		Only Distribute Groundwater
		Serve Fewer Than 500 persons
		Have no disinfection or disinfect by chlorine gas or hypochlorite only
		Do Not Store Water Or Store Water In Storage Tanks Only

Notes:

For Population and Max. Design Capacity use 1 point for each whole or portion of the number given.

\* The presence of one or both of these devices earns five points for the facility.



- Were you in compliance?





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- An inspection report is issued to the responsible party or on-site representative at the time of inspection
  - ADEQ reserves the right to issue an inspection report after an inspection but not exceed 30 business days.
  
- Report will identify whether:
  - ADEQ will take no further action or
  - Potential deficiencies were identified and further correspondence may be forthcoming

# Field Issued Notice of Opportunity to Correct

**ARIZONA DEPARTMENT  
OF  
ENVIRONMENTAL QUALITY**

Thomas S. Ruddy  
Director

**Facility ID#** \_\_\_\_\_

**Facility Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

\_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Inspection #** \_\_\_\_\_ **Case #** \_\_\_\_\_

**Follow-up ADEQ Contact Information**

**Inspector** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Email Address** \_\_\_\_\_ @AZDEQ.GOV

**Phone Number** \_\_\_\_\_

**NOTICE OF OPPORTUNITY TO CORRECT DEFICIENCIES**

The Arizona Department of Environmental Quality (ADEQ) has reason to believe that the above referenced facility has failed to meet a requirement of the Arizona Revised Statutes (A.R.S.), a rule within the Arizona Administrative Code (A.A.C.), or an applicable permit/license, as listed below.

The purpose of this Notice is to put a responsible party (such as a facility owner or operator) on notice of ADEQ action resulting from an ADEQ inspection as required by A.R.S. 541-1009(H), and to allow the facility an opportunity to correct these deficiencies without enforcement by ADEQ. Additionally, it provides opportunity to: (1) request a meeting with ADEQ and discuss the facts surrounding the violation, (2) demonstrate to ADEQ that no violations have occurred, or (3) document that the violations have been corrected.

#	CITATION	DESCRIPTION OF VIOLATION
1	<input type="checkbox"/> 40 CFR § 141.21(a)(1) / A.A.C. R18-4-105	Failure to collect total coliform samples according to a written site sampling plan that has been reviewed by ADEQ.
2	<input type="checkbox"/> 40 CFR § 141.152(b) / 40 CFR § 141.155(a) / A.A.C. R18-4-117	Failure of a community water system to mail or otherwise directly deliver a copy of its Consumer Confidence Report (CCR) to each customer by July 1, annually.
3	<input type="checkbox"/> 40 CFR § 141.155(c) / A.A.C. R18-4-117	Failure of a community water system to mail a certification to ADEQ, by October 1 <sup>st</sup> annually, that confirms its Consumer Confidence Report has been distributed to customers and that the information is correct and consistent with the compliance monitoring data previously submitted to ADEQ.
4	<input type="checkbox"/> A.A.C. R18-4-203	Failure of a water supplier to maintain and keep in proper operating condition all facilities used in production, treatment, and distribution of the water supply. At the time of inspection, ADEQ staff observed the following deficiencies: <ul style="list-style-type: none"> <li><input type="checkbox"/> Sanitary slab cracked and broken</li> <li><input type="checkbox"/> Well not enclosed or fenced</li> <li><input type="checkbox"/> Well vent not 2 feet above the slab and/or turned down</li> <li><input type="checkbox"/> Air vents not protected with #16 non-corrodible mesh screen</li> <li><input type="checkbox"/> Storage tank hatch has no gasket or seal</li> <li><input type="checkbox"/> No working mechanical, automatic gauge or alarm on storage tank</li> <li><input type="checkbox"/> Other operation and maintenance items - see compliance conditions</li> </ul>
5	<input type="checkbox"/> A.A.C. R18-5-104(A)(1)	Failure to ensure that the operator in direct responsible charge of the facility is certified for the class of the facility and at or above the grade of the facility (only if no MCL or missed monitoring violations).
6	<input type="checkbox"/> 40 CFR § 141.204(a) / A.A.C. R18-4-	Failure to provide Tier 3 public notice as soon as practical but no later than

Field Office:  
1550 N. Pinal Avenue, Phoenix, AZ 85008  
(602) 771-2500

Southwest Regional Office:  
200 W. Congress Street, Suite 311 • Tucson, AZ 85701  
(520) 622-2000

1550 N. Pinal Ave  
Phoenix, AZ 85008  
(602) 771-2500

	119	30 days after the system learns of the violation.
7	<input type="checkbox"/> A.A.C. R18-4-204(A)	Failure of a water supplier for a community water system to develop and keep an emergency operations plan in an easily accessible location.
8	<input type="checkbox"/> A.A.C. R18-4-213 (A)	Direct addition of a product to water during production or treatment that does not conform to ANSI/NSF Standard 60.
9	<input type="checkbox"/> A.A.C. R18-4-214(B)	Failure to ensure that materials or products that come into contact with hauled water conform to ANSI/NSF Standard 61
COMPLIANCE CONDITIONS		To Establish Compliance
Item #		Within # calendar days of the date of this Notice, please submit
Item #		Within # calendar days of the date of this Notice, please submit
Item #		Within # calendar days of the date of this Notice, please submit
Item #		Within # calendar days of the date of this Notice, please submit
<p>Once ADEQ has received the requested documentation, the case will be closed and a letter will be issued stating that the agency will take no further action as a result of this inspection.</p> <p><b>Statement of Consequences</b></p> <p>The time frames within this Notice for achieving and documenting compliance for the violations alleged are firm limits. Failure to achieve or document compliance within the time frames established in this Notice may result in ADEQ taking further enforcement actions as authorized by law.</p>		
Acknowledgment of Receipt		
ADEQ Representative: (Print Name)		
Signature:		Date:
On-Site Representative: (Print Name)		
Signature:		Date:

# Notice of Violation



Douglas A. Ducey  
Governor

**ARIZONA DEPARTMENT  
OF  
ENVIRONMENTAL QUALITY**



Misael Cebrenre  
Director

CERTIFIED MAIL  
Return Receipt Requested

April 19, 2019

PWS Owner  
Attention: Admin Contact  
Owner/Admin Address  
Phoenix, AZ 85007

Subject: PWS: AZ0407000  
PWS Address / PWS City, AZ 85007

Case ID# 041819

## NOTICE OF VIOLATION

The Arizona Department of Environmental Quality (ADEQ) has reason to believe that Board of Directors Lutheran as the owner/operator of Lutheran Community Church has violated a requirement of the Arizona Revised Statutes (A.R.S.), a rule within the Arizona Administrative Code (A.A.C.), or an applicable permit/license, administrative order or civil judgment. ADEQ discovered the violations alleged below during a file review completed on April 10, 2019.

### I. LEGAL AUTHORITY and NATURE OF ALLEGED VIOLATION(S)

1. **40 CFR § 141.853(a) / A.A.C. R18-4-126 - Revised Total Coliform Rule, General Monitoring Requirements for All Public Water Systems**  
Failure to develop a written sample siting plan that identifies sampling sites and a sample collection schedule that are representative of water throughout the distribution. These plans are subject to State review and revision. Systems must collect total coliform samples according to the written sample siting plan.  
To date, PWS has not submitted their Microbiological Sample Siting Plan to ADEQ for review.

### II. DOCUMENTING COMPLIANCE

1. Within 15 calendar days of receipt of this Notice, please submit documentation that the violation(s) never occurred, or a Revised Total Coliform Rule Microbiological Sample Siting Plan.

#### Main Office

1110 West Washington Street • Phoenix, AZ 85007  
602.717.1300

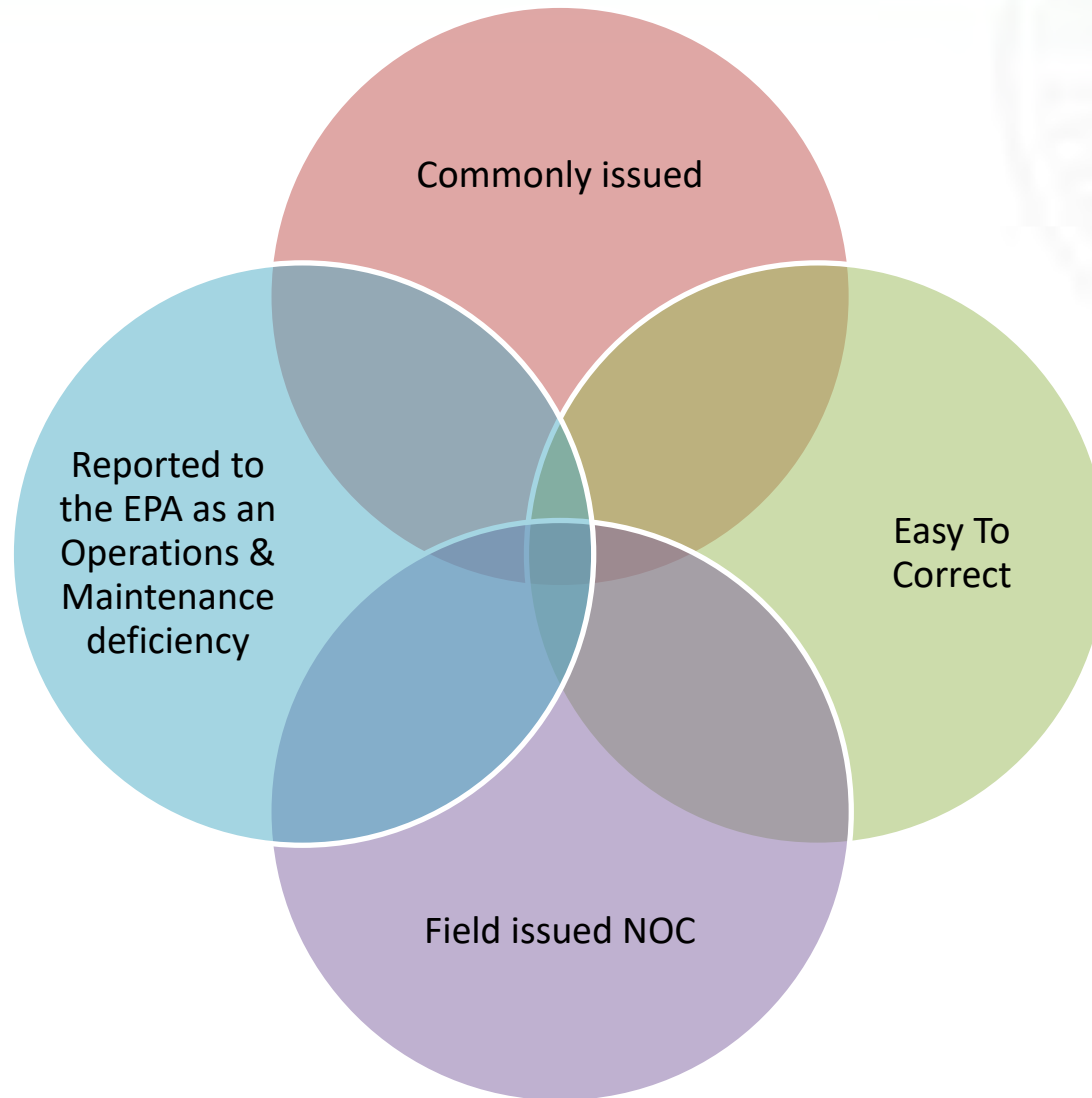
#### Southern Regional Office

300 West Camelback Street • Suite 418 • Tucson, AZ 85701  
(520) 624-8722

www.adeq.gov  
PWS42@adeq.gov

- Emergency Plan (EOP) for Community system
- Monitoring and Reporting Requirements not met
- Failure to obtain an Approval to Construct (ATC) / Approval of Construction (AOC)
- No record of testing of Backflow prevention devices

- Storage tank overflow pipe was not screened
- No Raw Water Sample tap
- Excess vegetation around storage tank
- No backflow records to review on site
- No gasket on Storage Tank

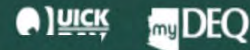


- ADEQ website is a great tool to stay in compliance.
  - Questions about Operator Certification
  - Templates for MSSP, DBP, EOP
  - Drinking water rules
  - Sampling guidelines
  - Operator Certification Templates
  - Engineering review



SEARCH  GO >

- HOME
- ABOUT
- PERMIT AND COMPLIANCE ASSISTANCE
- PROGRAMS
- ONLINE SERVICES
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Public Water System (PWS)

Safe Drinking Water

Surface Water Monitoring & Assessment

Surface Water Protection

Watershed Protection



## WATER QUALITY DIVISION

< RETURN TO WELCOME TO ADEQ

### Learn More About the Water Quality Programs

The Water Quality Division (WQD) protects and enhances public health and the environment by ensuring healthy drinking water is provided by public water systems

- Drinking Water >
- Groundwater Protection >
- Monitoring Assistance Program (MAP) >
- On-site Wastewater Treatment >

## Operator Certification

Revised on: June 23, 2021 - 12:24pm

ADEQ's Operator Certification Program establishes guidelines to ensure that only certified operators make decisions about process control or system integrity that affects public health. The program establishes minimum standards for certification and recertification of the operators of drinking water and wastewater systems.

### Who Is An Operator?

A certified operator is an individual who holds a current certificate issued by ADEQ in the field of water or wastewater treatment, water distribution, or wastewater collection. All water and wastewater facilities require an operator in direct charge who is certified for the class of the facility at or above the grade of the facility. Facility owners need to ensure that all current operators working in their facility are on file with ADEQ.

### Who Must Be Certified?

- Grade 3 & 4 facilities require an on-site operator.
- Grade 1 & 2 facilities require an on-site representative.
- Grade 1 distribution facilities, serving fewer than 100 people, do not need an on-site representative.

### How Do I Become A Certified Operator?

To become a certified operator, you will need to take the Operator Certification Examination. No work experience at a water or wastewater facility is required to complete an operator certification exam in Arizona.

### Examination Requirements

- To sit for a Grade 1 exam, you must have a high school diploma or GED.
- Operators must hold the lower-grade-level certificate for one full year (365 days

### ONLINE PORTAL

[Operator Certification Online Portal >](#)

[Frequently Asked Questions >](#)

### CONTACT

Program Coordinator  
602-771-0100  
[Email >](#)



< RETURN TO SOURCE WATER PROTECTION

## Requirements For A Public Water System (PWS)

Revised on: February 12, 2019 - 10:59am

### Engineering Review Of Public Water Systems

Prior to developing a new drinking water system or modifying an existing system (including the addition of new water sources), an applicant is required to apply for and receive an "Approval of Construction" from ADEQ before they can begin operating | [Learn More >](#)

### Capacity Development

New community and nontransient, noncommunity public water systems must provide an **Elementary Business Plan**, including supporting documentation for the capacity development evaluation. The Drinking Water Section issues Elementary Business Plan Approval to the applicant for presentation to the Engineering Review staff or, when applicable, to a delegated county or entity, for the review and approval of plans and specifications for the operation of the new public water system.

### Operator Certification

Only certified operators are allowed to make decisions about process control or system integrity of public water systems. ADEQ's Operator Certification Program establishes minimum standards and guidelines for certification and recertification of the operators of drinking water and wastewater systems | [Learn More >](#)

### Monitoring Assistance Program (MAP)

All public water systems (community and non-transient non-community excluding state or federally owned) serving less than 10,000 people are required to participate in the Monitoring Assistance Program | [Learn More >](#)

### SEE MORE

- [Hiring/Contracting Certified Water Operator >](#)
- [What is a Public Water System \(PWS\)? >](#)
- [Compliance Assistance >](#)
- [Operator Certification >](#)
- [Why Do I Need a Sanitary Survey? >](#)

### FORMS

- [Corrosion Control Systems < 50K People >](#)
- [Corrosion Control Systems > 50K People >](#)
- [Point-of-Use Application >](#)

### ADDITIONAL RESOURCES

- [Certified Operator Contract Template \(Word\) >](#)
- [Lead and Copper Sampling Guidance >](#)
- [Optimal Corrosion Control Guidance >](#)
- [Lead and Copper Public Education Non-Community Systems >](#)
- [Lead and Copper Public Education Community Systems >](#)

- [DELEGATED AUTHORITY](#)
- [Maricopa County Drinking Water Program >](#)
- [Pima County Department of Environmental Quality >](#)

- [FINANCIAL & TECHNICAL ASSISTANCE](#)
- [Drinking Water Association of Arizona](#)



[RETURN TO WHAT IS THE ENGINEERING REVIEW PROGRAM?](#)

## Drinking Water Engineering Review

The Drinking Water Engineering Review Program conducts a detailed technical review of public water system designs in Arizona prior to and after construction to ensure the systems are designed and built to standards that provide safe, potable water to customers as required under the Safe Drinking Water Act (SDWA).

### Drinking Water Systems Review

Public water system facilities comprise of waterlines, booster pumps, storage tanks, wells, and other structures and devices that treat, store and deliver drinking water to residential, commercial and industrial buildings. Prior to developing a new drinking water system or modifying an existing system (including the addition of new water sources), applicants must:

1. Apply for and receive an "Approval to Construct" Certificate from ADEQ before construction begins.
2. Apply for and receive an "Approval of Construction" before operating the facility.

Learn more about Approval to Construct, Approval of Construction and design standards | [Learn More >](#)

### Drinking Water Point-of-Use (POU)/Point-of-Entry (POE) Review

ADEQ safe drinking water rules allow public water systems to employ point-of-use (POU) or point-of-entry (POE) treatment devices as a means for compliance with drinking water maximum contaminant levels (MCL). Typically POU devices are designed to treat the water being used for drinking and cooking purposes and are installed at a single tap or kitchen sink. POE devices treat all the water coming into a home or building. Whereas, a centralized treatment system treats all of the water produced by the public water system. Since only 1 to 3 percent of water entering a home is used for direct consumption, a POU or POE compliance program can result in significant cost



#### CONTACT

[Engineering Review Email >](#)



#### SEE MORE

- [DW Engineering Review Overview >](#)
- [DW Facilities Review Application Information >](#)
- [Engineering Bulletin 8 >](#)
- [Engineering Bulletin 10 >](#)
- [Application Time Frames >](#)
- [DW Facilities Review Fees >](#)
- [DW Facilities Review FAQs >](#)
- [POE/POU Application Packet \(Zip\) >](#)
- [Point-of-Use DW Review Application Information >](#)
- [Point-of-Use Guidance \(PDF\) >](#)
- [Public Water System Overview >](#)
- [DW Delegated Agencies >](#)



#### FORMS

- [Approval to Construct Application >](#)
- [Approval of Construct Application >](#)
- [Water Service Agreement >](#)
- [New Source Approval >](#)
- [DWAR 19- Initial Monitoring >](#)
- [4-Log Removal of Viruses Application >](#)
- [Time Extension Request Form >](#)
- [Pre/Post-Exemption Checklist >](#)

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[RETURN TO SAFE DRINKING WATER](#)

## Drinking Water | Compliance Assistance

ADEQ provides various resources to help public water systems (PWSs) comply with drinking water rules, including:

- [Consumer Confidence Report | Learn More >](#)
- [Groundwater | Learn More >](#)
- [Stage 1 Disinfection Byproducts | Learn More >](#)
- [Stage 2 Disinfection Byproducts | Learn More >](#)
- [Inorganic Chemicals | Learn More >](#)
- [Lead and Copper | Learn More >](#)
- [Public Notification | Learn More >](#)
- [Radionuclides | Learn More >](#)
- [Revised Total Coliform | Learn More >](#)
- [Surface Water Treatment | Learn More >](#)
- [Synthetic Organic Chemicals | Learn More >](#)
- [Volatile Organic Chemicals | Learn More >](#)

### Current Drinking Water Rules

Arizona's drinking water rules are located in Title 18, Chapter 4, of the Arizona Administrative Code (18 AAC 4). ADEQ adopted the federal rules to maintain Arizona's primary enforcement authority of the Safe Drinking Water Act, pursuant to Arizona Revised Statutes (ARS) § 49-353(A)(2)(a).

The notice of final rulemaking is available on the Arizona Secretary of State website



**Monitoring/reporting violation letters will go paperless starting Jan. 1, 2022**

**Get quicker notifications! Confirm your email address: Contact Your ADEQ Coordinator >**



**New MRDL Reporting Form**

**for Water Systems that Use**

**Chlorine or Chloramine for Disinfection**

- During COVID-19 ADEQ is still performing sanitary surveys.
- We want to make sure Public Water Systems are providing safe drinking water to the public at all times.
- Please work with us to ensure public safety.

- Contact Jason Bobko for more information on the Inspections and Compliance Unit
- 602-771-4253
- [Bobko.Jason@azdeq.gov](mailto:Bobko.Jason@azdeq.gov)
  
- Jennifer Crowe
- Inspector/Compliance Officer
- 602-771-4259
- [Crowe.Jennifer@azdeq.gov](mailto:Crowe.Jennifer@azdeq.gov)