



## Additional Requirements for Seasonal Systems

### WHO DOES THIS FACTSHEET APPLY TO?

**SEASONAL SYSTEMS** – A seasonal system is defined as a non-community water system that is not operated as a public water system (PWS) throughout the year. Additional requirements apply to seasonal systems that do not pressurize their water system year-round, and start-up and shut-down at the beginning and end of each operating season. Examples include campgrounds, fairgrounds, seasonal food service facilities, and ski areas.

#### RTCR

#### What to Do?

##### Step 1

Conduct start-up procedures.

##### Step 2

Complete certification forms.

##### Step 3

Maintain good water quality.

##### Step 4

Complete shutdown procedures.

**FOR ASSISTANCE, PLEASE CONTACT THE PROPER ALASKA DRINKING WATER OFFICE:**

#### ANCHORAGE

PHONE:

(907) 269-7623 OR  
(866) 956-7656 TOLL-FREE OUTSIDE OF ANCHORAGE

#### FAIRBANKS

PHONE:

(907) 451-2108 OR  
(800) 770-2137 TOLL-FREE OUTSIDE OF FAIRBANKS

#### SOLDOTNA

PHONE:

(907) 262-5210

#### WASILLA

PHONE:

(907) 376-1850

#### ATTENTION!

**STARTING APRIL 1, 2016**, all seasonal systems must complete the state required startup procedures before serving water to the public. Your water system must complete and submit the Drinking Water Program certification form confirming completion of these start-up procedures.

**NEW!**

#### STEP 1: CONDUCT START-UP PROCEDURES

You must conduct the Drinking Water Program start-up procedures before delivering drinking water to your customers. Start-up procedures help reduce the presence of harmful bacteria in water. The checklist is available on our website listed below.

#### Flush all pipes until the water is clear

Flushing the pipe lines in all areas of your water system helps remove buildup and dirty water that has gathered during the off season. Flushing the pipes helps the disinfectant work more effectively to kill bacteria and inactivate viruses.

#### Clean all water storage tanks

Drain and clean the tanks before providing water to your customers. Harmful sediments may build up over time inside and along the walls of water tanks. It is recommended that the tank be inspected and cleaned regularly. Contact the Drinking Water Program for information about proper procedures for inspecting a tank.

#### Disinfect

Kill harmful bacteria and inactivate viruses by adding a disinfectant or by making sure adequate disinfectant residual is present in all areas of your water pipes. Your system should be flushed thoroughly. Be sure to keep the highly chlorinated water away from surface water bodies such as lakes, streams, and ponds, as well as septic systems. Remember, you may not provide water to your customers until proper disinfecting and flushing of your system is completed. Check our website, listed below, or call the Drinking Water Program to get more information about how to disinfect your water system.

#### Inspect and Repair

Consider having a qualified water system professional inspect and repair your water system before you provide water to your customers. Some parts of your water system may have broken down or become worn out during the off season. This can create a situation where bacteria can enter the drinking water.

#### Collect Samples

Collect water samples and have them tested for the presence of bacteria and chlorine residuals at a state certified lab, after flushing, cleaning, disinfecting, and repairing your water system. You must have a clean coliform sample before providing water to your customers. Also, if the system is required to maintain a disinfectant residual, sample and test to determine that an adequate amount is present. Check our website or call the Drinking Water Program to get more information about disinfectant residual levels.

**FOR MORE INFORMATION, VISIT OUR WEBSITE AT:** <http://dec.alaska.gov/eh/dw/RTCR.htm>

## STEP 2: COMPLETE CERTIFICATION FORMS EACH YEAR BEFORE DELIVERING WATER TO YOUR CUSTOMERS

**CONTACT THE DRINKING WATER PROGRAM** if you need help understanding or following the Start-Up Procedures.

- **PERFORM** the items in the Seasonal Start-up Inspection Form.  
The checklist is available on our website at: <http://dec.alaska.gov/eh/dw/RTCR.htm>
- **COLLECT** the required coliform sample before serving water to the public.
- **COMPLETE** the Seasonal Start-Up Inspection Form.
- **SUBMIT** Start-Up Procedures Certification Form to the Drinking Water Program.

**WHEN YOU SIGN AND SUBMIT** this form, you are certifying that you have completed all of the start-up procedures, including:

- Flushed all pipes.
- Cleaned all water storage tanks (if system has storage tanks).
- Disinfected entire water system.
- Inspected water system.
- Repaired water system (if applicable).
- Collected samples to test for bacteria, and if applicable, disinfectant residual. System must be free of bacteria before you can serve water to the public.

## STEP 3: MAINTAIN GOOD WATER QUALITY AND A GOOD REPUTATION WITH YOUR CUSTOMERS

If your water system does not complete all of the start-up procedures, you must notify your customers that your water system had a drinking water violation for failure to complete start-up procedures and tell them of any possible health risks.

**CONTACT THE DRINKING WATER PROGRAM** for information on the proper public notification procedures (including language you must use), and timing.

## STEP 4: COMPLETE RECOMMENDED SHUTDOWN PROCEDURES

Similar to start-up procedures, completing shutdown procedures at the end of your business season will help you minimize repairs to the water system when your water system opens up again the following season. To determine appropriate shutdown procedures for your water system, contact the Drinking Water Program. In general, you should:

- Inspect your entire system and look for problems and damage that need attention or repairs.
- Turn off the power to your water supply pump and all treatment systems.
- If there is potential for your pressure tank or storage tank to freeze, drain it. If there is no potential for your tanks to freeze, you may choose to leave them full.
- Drain all of the water from your internal plumbing.
- Protect your distribution system by not leaving taps open in the off season.