[Water System Name]

# OPERATING RECORDS AND REPORTS POLICIES

[Water System Name] commits to conducting all testing and monitoring as required by DEQ. All key findings, results, and reports shall be retained and kept available for inspection by the DEQ and maintained for at least 10 years unless otherwise specified. The policies stated in this document are generated from the Oklahoma Administrative Code (OAC) 252:631-3-11.

# Immediate Notification to DEQ

[Water System Name] must report to the DEQ by the end of the next business day if any of the following occurs:

1. Waterborne disease outbreak;
2. Finished water turbidity exceeds 1 NTU;
3. Chlorine residual falls below 0.2 mg/l at the POE and whether the residual was restored to at least 0.2 mg/l within 4 hours;
4. Nitrate level exceeds 10 mg/l;
5. Verification of a positive Fecal Coliform or E. Coli sample; and
6. Exceedance of the Chlorine Dioxide MRDL.

[Water System Name] will maintain a record of these notification reports. For additional details regarding when and how notifications should occur, the EPA has a Public Notification Handbook that includes helpful information regarding public notification requirements as well as notification templates for each tier level of notification. <https://www.epa.gov/system/files/documents/2023-05/CWS_NTNC%20PN%20Handbook_508_March%202023.pdf>

# Records

Operator(s) must keep a daily record of the results of required process control tests and list the results of microbiological checks on the dates sampled. The records of all laboratory checks and control tests must indicate:

1. When the test was conducted
2. Where the test was conducted
3. By whom the tests were conducted

[Water System Name] will complete and submit the original of the DEQ-approved monthly operational report form to the DEQ with a copy to the appropriate local DEQ representative no later than the tenth day of the following month. Purchase water systems that are required to maintain a disinfection residual must maintain a monthly operational report for DEQ inspection*.*

# Water Treatment System Records

Since [Water System Name] is a water treatment facility, operators must keep:

1. a daily record of the operations performed in the treatment process.
2. observations, cost and occurrences related to the operation of the plant.
3. the control tests and laboratory checks as required by DEQ.

In addition, since [Water System Name] is a water treatment plant designed for turbidity and microbial removal, the following must be kept:

1. the number of filtered water turbidity samples taken during the month.
2. the number and percentage of turbidity samples that are less than or equal to the standards.
3. the date and value of any turbidity measurements that exceed 1 and 5 NTU. Where continuous monitoring is used, measurements must be recorded every 4 hours during plant operation.
4. the results of direct integrity testing and indirect integrity monitoring for membrane filtration.

# Groundwater Systems

Since [Water System Name] is a groundwater system, operators must keep a daily record of all well operations, in addition to the process control tests and laboratory checks required by DEQ for this ground water supply.

Questions related to this policy should be directed to the [Water System Name] board chair.

# Personnel Agreement

After reviewing this document, all employees of the system shall read the below statement, and if in agreeance, shall provide their signature to acknowledge this document and its contents.

*“I have reviewed the policies contained within this document and I sign below to signify that I agree with all that is contained. I, to the best of my ability, will carry out all policy components and requirements.”*

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| **Print Name** | **Signature Name** | **Position Title** | **Date** |
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