



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 8

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Denver, CO 80202-1129
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www.epa.gov/region08

2019 DEC 17 PM 1:46

DEC 17 2019

EPA REGION VIII
HEARING CLERK

Ref: 8ENF-W-SD

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Bryan Pownall and Michael Willis
Bryan's Place
P.O. Box 75
Rozet, Wyoming 82727

Re: Administrative Order issued to Bryan Pownall and Michael Willis regarding Bryan's Place Public Water System, PWS ID # WY5601477, Docket No. **SDWA-08-2020-0011**

Dear Mr. Pownall and Mr. Willis:

Enclosed is an Administrative Order (Order) issued by the United States Environmental Protection Agency under the authority of section 1414(g) of the Safe Drinking Water Act, 42 U.S.C. § 300g-3(g). Among other things, the Order alleges that you, as owners and/or operators of the Bryan's Place Public Water System (System), have violated the National Primary Drinking Water Regulation (Drinking Water Regulation) at 40 C.F.R. part 141. The EPA is issuing this Order because our previous compliance assurance efforts have not been effective in returning the System to compliance with the Safe Drinking Water Act.

The Order is effective upon the date received. Please review the Order and within 10 business days provide the EPA with any pertinent information you believe the EPA may not have (e.g., any monitoring that may have been done but not submitted, any updates to the number of service connections and/or individuals served). If the EPA does not hear from the you, the EPA will assume this information is correct.

If you comply with the Order, the EPA may close the Order without further action. Failure to comply with the Order may lead to civil administrative penalties and/or a federal court injunction ordering compliance.

The Small Business Regulatory Enforcement and Fairness Act (SBREFA) may apply to this situation. Enclosed is a small business information sheet, outlining compliance assistance resources available to small businesses and small governments, in case these are relevant. SBREFA does not eliminate the responsibility to comply with the Order or the Drinking Water Regulation. Also enclosed are several templates and fact sheets to assist you in addressing the outstanding violations.

If you have any questions or to request an informal conference with the EPA, please contact Christina Carballal via email at Carballal-Broome.Christina@epa.gov, or by phone at (800) 227-8917, extension 6046, or (303) 312- 6046. Any questions from the Agency's attorney should be directed to Mia Bearley, Senior Assistant Regional Counsel, via email at Bearley.Mia@epa.gov or by phone at (800) 227-8917, extension 6554, or (303) 312-6554.

We urge your prompt attention to this matter.

Sincerely,



Colleen Rathbone, Chief
Water Enforcement Branch
Enforcement and Compliance Assurance Division

cc: WY DEQ/DOH (via email)
Bryan and Judy Pownall, Owners
Campbell County Commissioners
Melissa Haniewicz, EPA Regional Hearing Clerk
Jon Cecil, Assistant Manager WDA, Consumer Health Services
Rebecca Dow, Inspector WDA

Enclosures

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 8

2019 DEC 17 PM 1:46

IN THE MATTER OF)
)
Bryan Pownall and Michael Willis, Owners)
Respondents)
)
Bryan's Place Public Water System)
PWS ID #WY5601477)
_____)

Docket No. ~~SDWA-08-2020-0011~~ VIII
ADMINISTRATIVE ORDER FRK

1. This Order is issued under the authority vested in the Administrator of the United States Environmental Protection Agency (EPA) by section 1414(g) of the Safe Drinking Water Act (Act), 42 U.S.C. § 300g-3(g), as properly delegated to the undersigned official.
2. Bryan Pownall and Michael Willis (Respondents) are individuals who own and operate the Bryan's Place Public Water System (System), which provides piped water to the public in Campbell County, Wyoming for human consumption.
3. The System is supplied by a groundwater source accessed via one well. There is no treatment. The System is operated year-round.
4. The System has approximately six service connections and regularly serves an average of approximately 26 individuals daily for at least six months out of the year. Therefore, the System is a "public water system" as defined in section 1401(4) of the Act, 42 U.S.C. § 300f(4), and 40 C.F.R. § 141.2. The System is also a "transient, non-community" water system as defined in 40 C.F.R. § 141.2.
5. Respondents are subject to the Act and 40 C.F.R. part 141 (Drinking Water Regulation). The Drinking Water Regulation is an "applicable requirement" as defined in section 1414(i) of the Act, 42 U.S.C. § 300g-3(i).
6. The Drinking Water Regulation includes monitoring requirements. The EPA has sent Respondents annual notifications of the specific monitoring requirements that apply to the System.

VIOLATIONS

7. Respondents are required to complete corrective actions identified in a Level 2 Assessment. 40 C.F.R. § 141.859. A routine bacteriological sample and a triggered source water sample collected from the System's well on July 15, 2019, were analyzed as positive for total coliform and *E. Coli*. A Level 2 Assessment was triggered on July 19, 2019, and conducted on July 20, 2019, by an EPA contractor. As of the filing date of this Order, the Respondent has not provided evidence of completion that reflect the following corrective actions identified on the Level 2 Assessment:

- Fit the well head with a functioning sanitary seal and well cap that is tightly bolted and does not allow contamination to enter the well because the integrity of the current sanitary seal on well casing was determined to be defective and not water tight by October 25, 2019 (sanitary defects 6.1 and 6.2);

- A raw water sample tap must be installed so that water samples can be collected directly from the water source to determine the quality of the groundwater supply because the current raw water sample tap is inadequate as a sample bottle cannot be placed directly under the flow to determine the quality of the groundwater supply by October 25, 2019 (sanitary defect 6.28);
- All operators will receive appropriate training in sampling procedure by September 23, 2019 (sanitary defect 2.1); and
- The System will procure and install vacuum breaker devices on two hydrants by September 23, 2019 (sanitary defect 3.12). A complete Sample Siting Plan was due September 23, 2019.

8. Respondents are required to conduct triggered source monitoring within 24 hours of being notified that a regular, routine total coliform monitoring sample is positive for total coliform. 40 C.F.R. § 141.402. The System has not notified the EPA that its water is treated to meet at least a 4-log, 99.99% removal of viruses. Respondents must sample each groundwater source, and have it analyzed for a fecal indicator (e.g. *E. coli*). 40 C.F.R. § 141.402. Respondents failed to monitor the System's source for a fecal indicator within 24 hours after a sample taken on June 5, 2019, was analyzed as total coliform positive and therefore violated this requirement.

9. Respondents were required to develop a written total coliform sample siting plan (SSP) that identifies sampling sites and a sample collection schedule that is representative of water throughout the distribution system by March 31, 2016, and submit it to the EPA for review. 40 C.F.R. § 141.853(a)(1). An April 4, 2018, notice of violation letter reminded the System that the EPA had requested the System submit an SSP to the EPA by March 27, 2018. Respondents have failed to submit a SSP to the EPA and therefore violated this requirement.

10. Respondents are required to conduct a Level 1 assessment and submit it to the EPA within 30 days of learning of the treatment technique trigger, if the System has more than one positive total coliform sample result within the same month or fails to take three total coliform repeat samples within 24 hours following a routine total coliform positive result. 40 C.F.R. § 141.859. Respondents failed to conduct a Level 1 assessment following multiple positive total coliform sample results in the month of June 2019, and therefore violated this requirement.

11. Respondents are required to notify the public of certain violations of the Drinking Water Regulation. 40 C.F.R. §§ 141.201-141.211. Respondents failed to notify the public of the violations cited in paragraphs 7, 8 and 10, above and therefore violated this requirement.

12. Respondents are required to report any failure to comply with any Drinking Water Regulation to the EPA within 48 hours (except where the Drinking Water Regulation specifies a different time period). 40 C.F.R. § 141.31(b). Respondents failed to report the violations cited in paragraph 8 above, to the EPA and therefore violated this requirement.

13. Respondents are required to report to the EPA any failure to comply with the coliform monitoring requirement within 10 days after discovering the violation. 40 C.F.R. § 141.861(a). Respondents failed to report the violations cited in paragraph 7, and 10 above, to the EPA and, therefore, violated this requirement.

ORDER

Respondents are ordered to perform the following actions upon Respondents' receipt of this Order (unless a different deadline is specified below):

14. Within 30 days of the receipt of this Order, Respondents shall complete all required corrective actions as specified in the August 5, 2019, Revised Total Coliform Rule, Level 2 Assessment Required Corrective Actions letter. Specifically, Respondents shall provide sufficient evidence to the EPA including photographs, that the following corrective actions have been completed:

- Fit the well head with a functioning sanitary seal and well cap that is tightly bolted and does not allow contamination to enter the well;
- An adequate smooth-nosed sample tap has been installed to allow sampling from the well to determine the quality of the groundwater supply;
- All operators have received appropriate training in sampling procedures;
- Backflow prevention devices have been installed on the two yard hydrants.

15. Respondents shall collect at least one water sample from its groundwater source, and have it analyzed for a fecal indicator (e.g. *E. coli*). If the sample is positive, Respondents shall notify the EPA immediately for appropriate assistance in meeting the requirement of 40 C.F.R. § 141.402(g) to provide public notice within 24 hours as required by 40 C.F.R. § 141.202. Thereafter, Respondents shall comply with all source water monitoring and related requirements in 40 C.F.R. § 141.402. When reporting any triggered source water sample result, Respondents shall specify that it is a triggered source water sample. Respondents shall report monitoring results to the EPA within the first 10 days following the month in which the result is received. 40 C.F.R. § 141.31(a).

16. Within 7 days of receipt of this Order, Respondents shall develop a new written total coliform SSP including a map and submit it to the EPA for review. The plan must include a map and identify sampling sites (both routine and repeat) and a sample collection schedule that is representative of water throughout the distribution system, as required by 40 C.F.R. § 141.853(a)(1). A template can be found at <https://www.epa.gov/region8-waterops/revised-total-coliform-rule-sample-siting-plan>.

17. For any future violation of the Drinking Water Regulation for which this Order does not specify a reporting period, Respondents shall report the violation to the EPA within 48 hours of the violation occurring, as required by 40 C.F.R. § 141.31(b). However, if the Drinking Water Regulation specifies a different time period for reporting the particular violation, Respondents shall report the violation to the EPA within that different period.

18. Within 30 days after receipt of this Order, Respondents shall notify the public of the violations cited in paragraphs 7, 8, and 10 above. Templates and instructions are available at: <https://www.epa.gov/region8-waterops/reporting-forms-and-instructions-reporting-forms%23new#pn> Thereafter, following any future violation of the Drinking Water Regulation, Respondents shall comply with any applicable public notice provisions of 40 C.F.R. part 141, subpart Q. Within 10 days after providing public notice, Respondents shall submit a copy of the notice and certification to the EPA.

19. If the population served by the System at least 60 days of the year falls below 25 individuals, Respondents shall notify the EPA in writing within 10 days by submitting a completed basic information form. The form is available at:

<https://www.epa.gov/region8-waterops/reporting-forms-and-instructions-reporting-forms#new>.

20. If Respondents (a) lease or sell the System to another person or entity, or (b) contract with or hire any other person or entity to operate the System, Respondents shall, within ten days, provide a copy of this Order to the lessee, purchaser, or contractor and notify the EPA in writing of the change. In either of these circumstances, Respondents shall remain obligated to comply with this Order.

21. Respondents shall send all reporting and notifications required by this Order to the EPA at:

Email: R8DWU@epa.gov, and carballal-broome.christina@epa.gov

GENERAL PROVISIONS

22. This Order shall be binding on Respondents, their heirs, and any person (e.g., employee, contractor, or other agent) acting in concert with Respondents.

23. This Order shall not constitute a waiver, suspension, or modification of any requirement of the Act or the Drinking Water Regulation. Issuance of this Order is not an election by the EPA to forgo any civil or criminal action.

24. Violation of any part of this Order, the Act, or the Drinking Water Regulation may subject Respondents to a civil penalty of up to \$57,317 (as adjusted for inflation) per day of violation, a court injunction ordering compliance, or both. 42 U.S.C. § 300g-3; 40 C.F.R. part 19; 84 Fed. Reg. at 2059 (February 6, 2019).

25. Respondents may seek federal judicial review of this Order pursuant to section 1448(a) of the Act, 42 U.S.C. § 300j-7(a).

Issued: December 17, 2019.



Colleen Rathbone, Chief
Water Enforcement Branch
Enforcement and Compliance Assurance Division

U.S. EPA Small Business Resources Information Sheet

The United States Environmental Protection Agency provides an array of resources to help small businesses understand and comply with federal and state environmental laws. In addition to helping small businesses understand their environmental obligations and improve compliance, these resources will also help such businesses find cost-effective ways to comply through pollution prevention techniques and innovative technologies.

Office of Small and Disadvantaged Business Utilization (OSDBU)

www.epa.gov/aboutepa/about-office-small-and-disadvantaged-business-utilization-osdbu

EPA's OSDBU advocates and advances business, regulatory, and environmental compliance concerns of small and socio-economically disadvantaged businesses.

EPA's Asbestos Small Business Ombudsman (ASBO)

www.epa.gov/resources-small-businesses/asbestos-small-business-ombudsman or 1-800-368-5888

The EPA ASBO serves as a conduit for small businesses to access EPA and facilitates communications between the small business community and the Agency.

Small Business Environmental Assistance Program

<https://nationalsbeap.org>

This program provides a "one-stop shop" for small businesses and assistance providers seeking information on a wide range of environmental topics and state-specific environmental compliance assistance resources.

EPA's Compliance Assistance Homepage

www.epa.gov/compliance

This page is a gateway to industry and statute-specific environmental resources, from extensive web-based information to hotlines and compliance assistance specialists.

Compliance Assistance Centers

www.complianceassistance.net

EPA sponsored Compliance Assistance Centers provide information targeted to industries with many small businesses. They were developed in partnership with industry, universities and other federal and state agencies.

Agriculture

www.epa.gov/agriculture

Automotive Recycling

www.ecarcenter.org

Automotive Service and Repair

www.ccar-greenlink.org or 1-888-GRN-LINK

Chemical Manufacturing

www.chemalliance.org

Construction

www.cicacenter.org

Education

www.campuserc.org

Food Processing

www.fpeac.org

Healthcare

www.hercenter.org

Local Government

www.lgean.org

Surface Finishing

<http://www.sterc.org>

Paints and Coatings

www.paintcenter.org

Printing

www.pneac.org

Ports

www.portcompliance.org

Transportation

www.tercenter.org

U.S. Border Compliance and Import/Export Issues

www.bordercenter.org

EPA Hotlines and Clearinghouses

www.epa.gov/home/epa-hotlines

EPA sponsors many free hotlines and clearinghouses that provide convenient assistance regarding environmental requirements. Examples include:

Clean Air Technology Center (CATC) Info-line

www.epa.gov/catc or 1-919-541-0800

Superfund, TRI, EPCRA, RMP, and Oil Information Center

1-800-424-9346

EPA Imported Vehicles and Engines Public Helpline

www.epa.gov/otaq/imports or 1-734-214-4100

National Pesticide Information Center

www.npic.orst.edu or 1-800-858-7378

National Response Center Hotline to report oil and hazardous substance spills - <http://nrc.uscg.mil> or 1-800-424-8802

Pollution Prevention Information Clearinghouse (PPIC) -

www.epa.gov/p2/pollution-prevention-resources#ppic or 1-202-566-0799

Safe Drinking Water Hotline -

www.epa.gov/ground-water-and-drinking-water/safe-drinking-water-hotline or 1-800-426-4791

Toxic Substances Control Act (TSCA) Hotline

tsc hotline@epa.gov or 1-202-554-1404

Small Entity Compliance Guides

<https://www.epa.gov/reg-flex/small-entity-compliance-guides>

EPA publishes a Small Entity Compliance Guide (SECG) for every rule for which the Agency has prepared a final regulatory flexibility analysis, in accordance with Section 604 of the Regulatory Flexibility Act (RFA).

Regional Small Business Liaisons

www.epa.gov/resources-small-businesses/epa-regional-office-small-business-liaisons

The U.S. Environmental Protection Agency (EPA) Regional Small Business Liaison (RSBL) is the primary regional contact and often the expert on small business assistance, advocacy, and outreach. The RSBL is the regional voice for the EPA Asbestos and Small Business Ombudsman (ASBO).

State Resource Locators

www.envcap.org/statetools

The Locators provide state-specific contacts, regulations and resources covering the major environmental laws.

State Small Business Environmental Assistance Programs (SBEAPs)

<https://nationalsbeap.org/states/list>

State SBEAPs help small businesses and assistance providers understand environmental requirements and sustainable business practices through workshops, trainings and site visits.

EPA's Tribal Portal

www.epa.gov/tribalportal

The Portal helps users locate tribal-related information within EPA and other federal agencies.

EPA Compliance Incentives

EPA provides incentives for environmental compliance. By participating in compliance assistance programs or voluntarily disclosing and promptly correcting violations before an enforcement action has been initiated, businesses may be eligible for penalty waivers or reductions. EPA has two such policies that may apply to small businesses:

EPA's Small Business Compliance Policy

www.epa.gov/enforcement/small-businesses-and-enforcement

EPA's Audit Policy

www.epa.gov/compliance/epas-audit-policy

Commenting on Federal Enforcement Actions and Compliance Activities

The Small Business Regulatory Enforcement Fairness Act (SBREFA) established a SBREFA Ombudsman and 10 Regional Fairness Boards to receive comments from small businesses about federal agency enforcement actions. If you believe that you fall within the Small Business Administration's definition of a small business (based on your North American Industry Classification System designation, number of employees or annual receipts, as defined at 13 C.F.R. 121.201; in most cases, this means a business with 500 or fewer employees), and wish to comment on federal enforcement and compliance activities, call the SBREFA Ombudsman's toll-free number at 1-888-REG-FAIR (1-888-734-3247).

Every small business that is the subject of an enforcement or compliance action is entitled to comment on the Agency's actions without fear of retaliation. EPA employees are prohibited from using enforcement or any other means of retaliation against any member of the regulated community in response to comments made under SBREFA.

Your Duty to Comply

If you receive compliance assistance or submit a comment to the SBREFA Ombudsman or Regional Fairness Boards, you still have the duty to comply with the law, including providing timely responses to EPA information requests, administrative or civil complaints, other enforcement actions or communications. The assistance information and comment processes do not give you any new rights or defenses in any enforcement action. These processes also do not affect EPA's obligation to protect public health or the environment under any of the environmental statutes it enforces, including the right to take emergency remedial or emergency response actions when appropriate. Those decisions will be based on the facts in each situation. The SBREFA Ombudsman and Fairness Boards do not participate in resolving EPA's enforcement actions. Also, remember that to preserve your rights, you need to comply with all rules governing the enforcement process.

EPA is disseminating this information to you without making a determination that your business or organization is a small business as defined by Section 222 of the Small Business Regulatory Enforcement Fairness Act or related provisions.



EPA Region 8 Drinking Water Unit - Tips for WY and Tribal Systems How to Stay in Compliance with Monitoring Requirements

Check your Monitoring Schedule

- Monitoring and Reporting Requirements (Schedules) are emailed to you in February of each year. This schedule notes all contaminants your water system must monitor for, along with the required number of samples, sampling point location(s), frequency and timeframe.
- For more detailed info on your Monitoring Schedule, please refer to “*What You Need to Do Next with Monitoring Requirements*” which can be found at: <https://www.epa.gov/region8-waterops/quick-guide-drinking-water-monitoring-requirements-wyoming-and-tribal-lands-epa>
- Suggestions: Post your Monitoring Schedule on your bulletin board. Note when you must sample on your desk or wall calendar. Use a scheduler on your computer (like Outlook) to identify sampling dates and set reminders.
- If you misplace your Monitoring Schedule, a copy can be found on Drinking Water Watch (DWW) or call EPA for a replacement copy.
- **Work with your Certified Lab** - Once you receive your Monitoring Schedule, share it with your lab(s).
- Schedule what bottles you will need for the sampling required for the year and ask for extra Total Coliform Rule (TCR) sample bottles just in case you have a total coliform (TC) positive and need to take repeats or source samples for the Ground Water Rule. It saves time!
- Check to see if your lab will copy EPA when they email you your results. This will save you a step! But ultimately, you are responsible for making sure that EPA receives your sample results.
- **Check your email for messages from EPA.** Every month EPA sends out a reminder to the administrative contact (and others who request to be opted-in) of what chemical (including radiological) samples remain to be collected for the monitoring period.
- Use DWW to print out your chemical sample collection form for the pending requirements. It will contain information to help your lab understand what to test your samples for.

When to Sample and When to Report Results to EPA - ALWAYS sample as early in the month or monitoring period as you can – on a Monday if possible! This way, if a sample is lost or exceeds a holding time, you will still have time to collect another sample before the weekend or end of the month. This is a super easy way to avoid a violation.

- If the lab is not copying EPA on your sample results, send them in to EPA as soon as you receive them. This way you can avoid getting a violation for Failure to Monitor. **Tip:** TCR results are due by the 10th of the month following the month you sampled. For all other samples, send results to EPA as soon as you receive them from the lab.
- Samples results can be emailed to: r8dwu@epa.gov or faxed to: 1-877-876-9101

Where to Sample – Take your samples according to your Monitoring Schedule during the correct time period and at the correct location(s). Some samples must be collected at the entry point while others must be collected in the distribution system. Use your approved sampling/monitoring plans for distribution system samples!

Surface Water Treatment Rule – For compliance guidance, please refer to the EPA Region 8 SWTR Fact Sheet located at: <https://www.epa.gov/region8-waterops/swtr-fact-sheet-epa-region-8-may-2018>

Total Coliform Rule

- Anytime you have a *E. coli* (EC+) sample **you must call EPA IMMEDIATELY at 1-800-227-8917** and ask to speak with the RTCR Manager. Then take repeat TCR samples, as well as Ground Water Rule source sample(s) (if applicable).
- If you have a TC Positive but an E. Coli Negative, follow the 5 steps outlined in “*Follow-up to an Unsafe/Total Coliform Positive Sample Tech Tip*”, which can be found at: <https://www.epa.gov/region8-waterops/addressing-total-coliform-positive-or-ecoli-positive-sample-results-epa-region-8>
- Avoid sampling at new faucets or newly repaired faucets, leaky faucets, outdoor faucets or those faucets connected to softeners, hot water heaters, or pressure tanks; setting down the bottle lid or exposing the inside of the lid or bottle to anything other than the sample water (do not rinse or remove powder); and rushing your sample collection. The TCR samples must be taken at specified locations throughout the distribution system as designated by your sampling plans.

Disinfection Byproducts Rule (DBPR)

- Sample according to your approved monitoring plan – you can also find what month(s) you are required to monitor and locations on your Monitoring Schedule.
- Submit your sample results and your LRAA forms (applicable to quarterly sampling) as a package as soon as you receive the results from your lab.
- Complete and submit the TTHM HAA5 OEL Calculator, which can be found on Drinking Water Online at: <https://www.epa.gov/region8-waterops/reporting-forms-drinking-water-systems-wyoming-and-tribal-lands-epa-region-8#dbpr2> , together with your compliance reports if the TTHM or HAA5 MCL is exceeded during any quarter.

Nitrates – This is an acute contaminant. If your nitrate sample result is over 10 mg/L you must take a confirmation sample within 24 hours and call EPA IMMEDIATELY at 303-312-6791.

Lead and Copper Rule

- Be sure to check your Monitoring Schedule, as lead and copper samples must be collected during certain months. Also, be sure to follow your lead and copper sample siting plan when collecting samples. You must collect samples from approved locations. If you don't have to sample this year, your Monitoring Schedule will tell you that.
- **Always** collect a first-draw sample from a tap where the water has been standing in the pipes for at least 6 hours. Avoid sample locations that have been vacant for weeks or months. The goal is to sample at homes and taps in these homes that are routinely used. Always follow your monitoring plan.

Other Rules - Check your sample results as soon as you receive them from the lab. If you see any sample has exceeded an MCL or *E. coli* positive, contact EPA immediately.

Drinking Water Online - This is where you can find the link to DWW and general info, including: emergencies, what to do if you lose pressure in your system, sanitary survey info, certified lab info, sampling and treatment techniques, reporting forms and instructions, rules and guidance and much more: Be sure to check this very helpful website: <https://www.epa.gov/region8-waterops>

Drinking Water Watch - This online system allows you view data we maintain about your water system(s). The information includes the following:

- size and type of population served
- contact information
- water system facilities, such as wells, intakes, treatment plant, storage tanks, and distribution
- treatment used
- monitoring schedules
- sampling results reported to EPA
- violations
- plus, even more...

The Public Access Version of DWW (DWWPUB) allows anyone who is interested to view much of the available information for each regulated Public Water System (PWS) in Wyoming and within EPA R8 Tribal Lands, without the need to register or remember passwords. The Public Access Version of DWW can be found at:

<https://sdwizr8.epa.gov/Region8DWWPUB/default.jsp>

Emergencies (After Hours) - If you need to report an emergency (flooding or loss of your water source, contamination in your drinking water, loss of pressure in the distribution system, or anything else that could require immediate public notice), after hours call the Region 8 Emergency Hotline at 303-293-1788. Inform the operator that you are a drinking water system in EPA Region 8.

Revised Total Coliform Rule (RTCR) Failure to Perform a Level 2 Assessment Triggered by an *E. coli* MCL Violation or the Related Corrective Actions – Template 2-22

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

[Water System Name] Failed to Correct a Problem Discovered During an Assessment of the Water System after Testing Positive for *E. coli*

During recent monitoring, our water system tested positive for *E. coli*. *E. coli* are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Human pathogens in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a greater health risk for infants, young children, the elderly, and people with severely compromised immune systems. We violated the standard for *E. coli*, indicating the need to look for potential problems in water treatment or distribution.

When this occurs, we are required to conduct a detailed assessment to identify problems and to correct any problems that are found.* [Describe the TT violation, using the mandatory language of **We failed to conduct the required assessment** by [Enter date the assessment was due] and/or **We failed to correct all identified sanitary defects that were found during the assessment(s)** by [Enter date correction was due]]

As our customers, you have a right to know what happened and what we are doing to correct this situation. You were notified of the *E. coli* in our water on [enter date when Tier 1 public notice of the MCL violation that triggered the assessment was provided] and on [enter date] that no additional contamination has been identified and that you do not need to boil your water or take other corrective actions. Although our recent sampling has indicated coliform bacteria are absent, we are still required to assess the system and correct any defects found.

What should I do?

- You still do not need to boil your water or take corrective actions. However, if you have specific health concerns, consult your doctor.
- If you have a severely compromised immune system, are pregnant, or are elderly, you may be at increased risk and should seek advice from your healthcare provider about drinking this water. You should also seek advice from your healthcare provider about using the water if you have an infant. General guidelines on ways to lessen the risk of infection by bacteria and other disease-causing organisms are available from EPA's Safe Drinking Water Hotline at 1-800-426-4791.

What does this mean?

This is not an emergency. If it had been you would have been notified within 24 hours.

Failure to identify and correct system defects has the potential to cause distribution system contamination. Inadequately treated or inadequately protected water may contain disease-causing organisms. These organisms can cause symptoms such as diarrhea, nausea, cramps, and associated headaches.

What is being done?

[Describe corrective action including when you expect to return to compliance or resolve the situation].

For more information, please contact [name of contact] at [phone number] or [mailing address].

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by [water system name]. State Water System ID#: _____.

Date distributed: _____.

PUBLIC NOTICE

Date of Release: _____ PWS Number: _____

FAILURE TO MONITOR VIOLATION GROUND WATER RULE (GWR)

To All _____ Water Users
(Name of water system/business)

We are required to monitor the well (drinking water source) for a fecal indicator like *E. coli* bacteria within 24 hours when there is a total coliform bacteria positive sample result in the distribution system. We had a total coliform positive sample result on _____, we did not take a fecal indicator source sample and, therefore, cannot be sure of the quality of our drinking water during that time.

The table below lists the failure to monitor violations we received for total coliform monitoring during the last year. (Please check the ones that apply to your system.)

Monitoring Period (Month/Year)	Failure to Monitor	When Samples Should Have Been Taken	When Samples Were (or Will Be) Taken

What happened? What is being done?

If you have any questions, please contact _____ at _____.
(Water system contact person) (Phone)

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

Optional: If applicable, you may also include the statement that "Subsequent water samples have been analyzed as safe."

You may use the above notice sample _____ or write your own, but the text in italics must be included in any notification.

PWS Operator/Responsible Party:

Since most monitoring violations are included in Tier 3, you must provide public notice to persons served within one year after you learn of the violation. Multiple monitoring violations can be serious, and your primacy agency may have more stringent requirements. Check with your primacy agency to make sure you meet its requirements.

Community Systems must use one of the following methods:

- hand or direct delivery
- mail, as a separate notice or included with the bill

Non-Community Systems must use one of the following methods:

- posting in conspicuous locations
- hand delivery
- mail

In addition, both community and non-community systems must use another method reasonably calculated to reach others if they would not be reached by the first method. Such methods could include newspapers, e-mail, or delivery to community organizations. If you post the notice, it must remain posted until the violation is resolved, but in no case less than seven (7) days, even if the violation is resolved. If the violation has been resolved, you must post the notice for at least one week. If you mail, post, or hand deliver, print your notice on letterhead, if available.

The notice on the reverse is appropriate for distribution after each violation or collectively at the end of the calendar year. If you choose to wait until the end of the year to give notice, the enclosed form can be issued or it can be inserted into your CCR as long as public notification requirements are met.

After issuing the notice, make sure to send your primacy agency a copy of each type of notice and a certification that you have met all the public notice requirements within ten days after issuing the notice.

Send the copy of your notice and dates posted to:

GWR MANAGER
US EPA REGION 8
PUBLIC WATER SYSTEM PROGRAM - 8WD-SDA
1595 WYNKOOP ST.
DENVER CO 80202

Or you can fax a copy to: Attn: GWR Manager at **877-876-9101**.

If you have questions about your GWR FTM violation call 1-800-227-8917 and ask to speak with the GWR Manager.

Certification of Public Notification

I, _____, **certify that the attached public notification was issued**
(PWS Operator/Responsible Party)

from _____ to _____
(Date) (Date)

The attached notice was issued by _____
(Method of delivery)

Signature _____ Date _____

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Failed to Perform Activities Required

[Water System Name]

to Address Coliform Bacteria Contamination of the Water System

During recent routine monitoring, our water system tested positive for total coliforms. **Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful, waterborne pathogens may be present or that a potential pathway exists through which contamination may enter the drinking water distribution system. We found coliforms indicating the need to look for potential problems in water treatment or distribution.*

*When this occurs, we are required to conduct assessments to identify problems and to correct any problems that are found.**

[Describe the TT violation, using the mandatory language of **We failed to conduct the required assessment** by [Enter date the assessment was due] and/or **We failed to correct all identified sanitary defects that were found during the assessment(s)** by [Enter date correction was due].]

As our customers, you have a right to know what happened and what we are doing to correct this situation.

What should I do?

- You do not need to boil your water or take other corrective actions. However, if you have specific health concerns, consult your doctor.
- If you have a severely compromised immune system, are pregnant, or are elderly, you may be at increased risk and should seek advice from your healthcare provider about drinking this water. You should also seek advice from your healthcare provider about using the water if you have an infant. General guidelines on ways to lessen the risk of infection by bacteria and other disease-causing organisms are available from EPA's Safe Drinking Water Hotline at 1-800-426-4791.

What does this mean?

Since total coliform bacteria are generally not harmful themselves, this is not an emergency. If it had been you would have been notified within 24 hours.

Failure to identify and correct the defects has the potential to cause continued distribution system contamination. Inadequately treated or inadequately protected water may contain disease-causing organisms. These organisms can cause symptoms such as diarrhea, nausea, cramps, and associated headaches.

What is being done?

[Describe corrective action including when your water system expects to return to compliance or resolve the violation].

For more information, please contact _____ at _____ or _____.
[name of contact] [phone number] [mailing address]

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by _____ State Water System ID#: _____.
[water system name]

Date distributed: _____.

ATTENTION: PWS OPERATOR/RESPONSIBLE PARTY

TT violations related to any Level 1 assessment or to a Level 2 assessment that is *not* triggered by an *E. coli* MCL violation require similar Tier 2 public notice. TT violations for Level 2 assessments that are triggered by *E. coli* MCL violations require different mandatory health effects language and are addressed in Template 2-22.

You must provide public notice to persons served as soon as practical but no later than 30 days after you learn of the violation [40 CFR 141.203(b)]. You must issue a repeat notice every three months for as long as the violation persists. Check with your state to make sure you meet all its requirements.

Community water systems (CWSs) must use one of the following methods to deliver the notice to consumers [40 CFR 141.203(c)]:

- Hand or direct delivery
- Mail, as a separate notice or included with the bill (if delivered within 30 days of the violation)
- Another method approved in writing by the state

Non-community water systems (NCWSs) must use one of the following methods to deliver the notice to consumers [40 CFR 141.203(c)]:

- Posting in conspicuous locations
- Hand delivery
- Mail
- Another method approved in writing by the state

In addition, both CWSs and NCWSs must use another method reasonably calculated to reach others if they would not be reached by the first method [40 CFR 141.203(c)]. Such methods could include newspapers, e-mail, or delivery to community organizations. If you mail, post, or hand deliver, EPA recommends printing your notice on your system's letterhead, if available.

The notice on the reverse is appropriate for mailing, posting, or hand delivery. If you modify this notice, you must still include all required public notice elements from 40 CFR 141.205(a) and leave the mandatory language unchanged (see below). All posted notices must remain in place for as long as the violation or situation persists but in no case for less than seven days, even if the violation or situation is resolved.

Mandatory Language

Mandatory language on health effects (from Appendix B to 40 CFR 141 Subpart Q) must be included as written and is presented in this notice in italics with an asterisk on each end.

Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful, waterborne pathogens may be present or that a potential pathway exists through which contamination may enter the drinking water distribution system. We found coliforms indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessments to identify problems and to correct any problems that are found.

You are also required to include one or both of the following statements, also presented in this notice in italics with an asterisk on each end, as appropriate for the violation:

We failed to conduct the required assessment.

We failed to correct all identified sanitary defects that were found during the assessment that we conducted.

You must also include standard language to encourage the distribution of the public notice to all persons served, where applicable [40 CFR 141.205(d)]. This language is also provided below and presented in this notice in italics with an asterisk on each end.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

Corrective Action

The specific cause(s) of total coliforms in the distribution system that triggered the assessment will likely differ from system to system. Your notice must describe the corrective action(s) you are taking [40 CFR 141.205(a)(7)] to address the TT violation and when you expect to return to compliance or resolve the situation [40 CFR 141.205(a)(8)]. You can use one or more of the following statements, if appropriate, or develop your own text.

- We have begun to correct the sanitary defect(s) identified during an assessment of our water system by taking the following corrective actions: [Describe corrective actions].
- To ensure that our water system is protected against contamination, we are working with the state to implement the following corrective actions: [Describe corrective actions].

- We completed the required assessment and identified the cause of the sanitary defect to be addressed [describe the issue or problem found, for example, damage to the storage tank, a missing vent screen, etc.] We are currently correcting the problem on a schedule approved by [State Department of Public Health].

After Issuing the Notice

Make sure to send a copy of each type of notice and a certification (**see section below**) that you have met all the public notification requirements to your state within 10 days after the original or any repeat notice(s) [40 CFR 141.31(d)].

It is a good idea to inform your consumers when the violation has been resolved. See Template 1-6 of the Revised Public Notification Handbook (2nd Revision of Document: EPA 816-R-09-013, March 2010) and Template NC-7 of the Public Notification Handbook for Transient Non-community Water Systems, EPA 816-R-09-009, March 2010 for a "problem corrected" notice template.

Send the copy of your notice and certification to:

Email: R8DWU@epa.gov

Fax: 1(877) 876-9101

Mail: Refer to the address at the top of your letter. Use Mail Code 8WP-SDA on the envelope.

If you have questions about your Revised Total Coliform Rule violation, please call Jamie Harris, the RTCR Manager at 1-303-312-6072.

CERTIFICATION OF PUBLIC NOTIFICATION

I _____ certify that the attached public notice was issued from
(PWS Operator/Responsible Party)

_____ to _____. The notice attached was issued by
(Date) (Date)

_____ for the RTCR Violation that occurred on _____.
(Method of delivery – by hand, mail, etc) (Date)

Signature _____ Date _____

Public Water System Name: _____ PWS ID Number: _____

EPA Region 8 Revised Total Coliform Rule

Sample Siting Plan Instructions

Why do I need to develop a Revised Total Coliform Rule (RTCR) Sample Siting Plan?

The purpose of this plan is to specify where in the distribution system Routine and Repeat bacteriological samples will be collected to ensure they are representative of the water quality in your system. The original Sample Siting Plan must be kept on-site for use by sampling personnel. Beginning April 1, 2016, under the RTCR, every water system will be required to collect bacteriological samples monthly.

The RTCR requires every public water system to develop an RTCR Sample Siting Plan prior to April 1, 2016. These plans are subject to review and revision by EPA. You must include the following elements in your plan:

1. A list of sampling locations: (See blank sample plan **chart** and example Addendum C.)
 - You will need to indicate the sites for Routine and Repeat bacteriological monitoring in your distribution system; and
 - Any source water sampling sites if subject to the Ground Water Rule.

2. A map of the distribution system showing locations of your Routine and Repeat sample sites and your source water, as described in the Sample Siting Plan. You can use a diagram, distribution system map, aerial photo, etc. Clearly indicate if there are multiple distribution systems and if those distribution systems are connected to each other. Note: You cannot use the schematic that indicates your nitrate sampling point. (See sample plan map examples Addendum B.)

Where to submit your plan:

Send a copy of your RTCR sample siting plan via mail, e-mail, or fax to:

EPA Region 8
Drinking Water Program 8WD-SDA
1595 Wynkoop Street
Denver, CO 80202
Attn: RTCR Rule Manager
Fax: (877) 876-9101
Email: R8DWU@epa.gov

How to choose a laboratory:

Not all laboratories have been approved and certified to analyze for all the required drinking water contaminants. You must send your samples to a laboratory that is certified for the specific samples that you are submitting. For a list of certified labs, visit the EPA Region 8 website: <https://www.epa.gov/region8-waterops/general-sampling-information> and click the certified lab link.

Requirements

selecting sample sites and rotation:

layout of your distribution system and choose RTCR sample sites that will represent each area of the distribution system if sampling basis throughout an entire year or open season. Be sure to take into account non-permanent sources (seasonal or interim). Within each separate distribution system for each month you are serving water to the public. If you serve more than 4,901 people (samples per month) you cannot collect all the samples on the same day. They must be collected at regular intervals throughout the year. [1.853(a)(2)].

Sting Plan may need to be updated periodically to account for system changes (such as population changes, new housing or commercial, new sources, change in operating season, change in treatment, etc). The plan should be reviewed annually and must be available to incorporate any changes. Submit any revisions to the EPA regional office as soon as they occur.

Monitoring Requirement

Monitoring requirements specified in your monitoring and reporting requirements, most systems will be placed on the monitoring schedule seen in Attachment A of this document.

Charts in Addendum B as examples for formatting the Sample Sting Plan. The following must be included in the plan (a blank chart):
Routine sampling location(s);
Repeat sampling locations (only used if your Routine sample is TC+);
Ground Water Rule (GWR) source sample location(s) for systems using groundwater sources. (Triggered GWR source sample(s) are required if your Routine sample result is TC+. You must sample every groundwater source in use at the time of the TC+ Routine sample.)

Monitoring

Under 1.1, 2016, under the RTCR, systems must collect no fewer than **three** Repeat samples for each TC+ Routine sample. This requirement applies to all systems.

Repeat samples need to be taken within 24 hours of notification of a TC+ Routine sample. If you cannot make this timeframe, you must contact EPA Region 8 within 24 hours to request an extension;

Repeat sample is required to be taken from the same tap as the original TC+ sample;

Repeat sample must be taken at a tap within five service connections upstream of the original TC+ Routine sample, and one must be taken at a tap within five service connections downstream of the original TC+ Routine sample.

of your Routine sample locations. Can you take proper Repeat samples based on your current choices of Routine sampling locations? Will need to reevaluate your Routine sites and choose another location. If you do not have a distribution system (i.e., have a

upstream and downstream locations may not exist. In this case, you must collect multiple samples at the original location to count as Repeat samples.

Follow this same format of choosing representative Routine and Repeat sample locations (as shown in Addendum B) but expand as necessary if your system is required to take more than one sample per month (see Example #2). Seasonal systems only have to sample during their operating season (see Example #2).

Submitting Samples to the Laboratory:

- In order for EPA to confirm the locations of your samples and the types of samples (Routine, Repeat or Special), EPA encourages you to submit additional details about the sampling locations of your RTCR samples to the lab. Along with the lab's chain of custody form, you can use the "Source Water Sampling-Triggered Source Monitoring Sample Collection and Reporting Form" found on the EPA Region 8 website at: <https://www.epa.gov/region8-waterops/revised-total-coliform-rule-lab-sampling-form>

E. coli Testing and E. coli MCL Compliance Determination

Any TC+ sample result must automatically be analyzed for *E. coli* (EC) by your lab. Any EC+ Repeat sample or any TC+ Repeat sample following an EC+ Routine sample constitutes an *E. coli* MCL violation. All *E. coli* MCL violations are situations that require you to contact EPA Region 8 immediately and distribute public notice including a boil water order to your customers.

Groundwater source sampling:

Triggered Source Water Monitoring Requirement

Your system will need to conduct triggered source water sampling if you use a groundwater source and have a TC+ Routine sample result. Review your Monitoring and Reporting Requirements sheet to verify if source water monitoring is necessary under these conditions. If you need to conduct this monitoring, keep the following in mind:

- Within 24-hours of notification that a *Routine* RTCR distribution system sample is TC+, you must collect a raw water sample from each groundwater source that was in use at that time for every Routine TC+ sample (e.g., if you have three Routine TC+ samples, you will need to collect three source samples from *each* groundwater source). This sample must be analyzed for *E. coli*.
- You are encouraged to report this data to the lab using the "Source Water Sampling-Triggered Source Monitoring Sample Collection and Reporting Form" found on our website at:
<https://www.epa.gov/region8-waterops/wyoming-and-tribal-triggered-groundwater-source-sampling-form>
- If you need further assistance on the Ground Water Rule and the required steps after a Routine TC+ sample, please consult:
<https://www.epa.gov/region8-waterops/epa-region-8-drinking-water-unit-tech-tips-follow-unsafetotal-coliform-positive>

If the system received EPA Region 8 approval to use a sampling site that represents more than one groundwater source, please indicate that on the sample collection and monitoring form mentioned above that is submitted with your samples.

ions on how to properly label your RTCR and GWR samples please see the “RTCR and GWR Sample Labeling Instructions” f website: <https://www.epa.gov/region8-watertops/rtrc-and-gwr-sample-labeling-instructions>

Disinfectant (chlorine) residual monitoring:

fect, your system may need to conduct residual disinfectant monitoring in the distribution system for the Disinfection By-Product surface Water Treatment Rule. Review your Monitoring and Reporting Requirements sheet to verify if disinfectant monitoring i If you need to conduct this monitoring, keep the following in mind:

residual disinfectant must be measured at the same time and the same location as each total coliform bacteria sample. Measurements must be conducted in the field by a certified operator (or under the direction of the certified operator). Individual disinfectant measurements must be written on each total coliform sample slip when it is submitted to the laboratory. your laboratory to forward this information to EPA along with the sample results.

on the disinfectant used in the distribution system, ensure you are measuring the proper disinfectant residual: If chlorine is used, the disinfectant residual must be measured as free, total, or combined chlorine. If chloramines are used, the disinfectant residual must be measured as total chlorine.

Addendum A: Required number of monthly Routine samples under the Revised Total Coliform Rule

Sampling requirements for all water systems*:

Population served/day	Routine Samples/Month	Population served/day	Routine Samples/Month
25-1,000	1	8501-12900	10
1001-2500	2	12901-17200	15
2501-3300	3	17201-21500	20
3301-4100	4	21501-25000	25
4101-4900	5	25001-33000	30
4901-5800	6	33001-41000	40
5801-6700	7	41001-50000	50
6701-7600	8	50001-59000	60
7601-8500	9	59001-70000	70

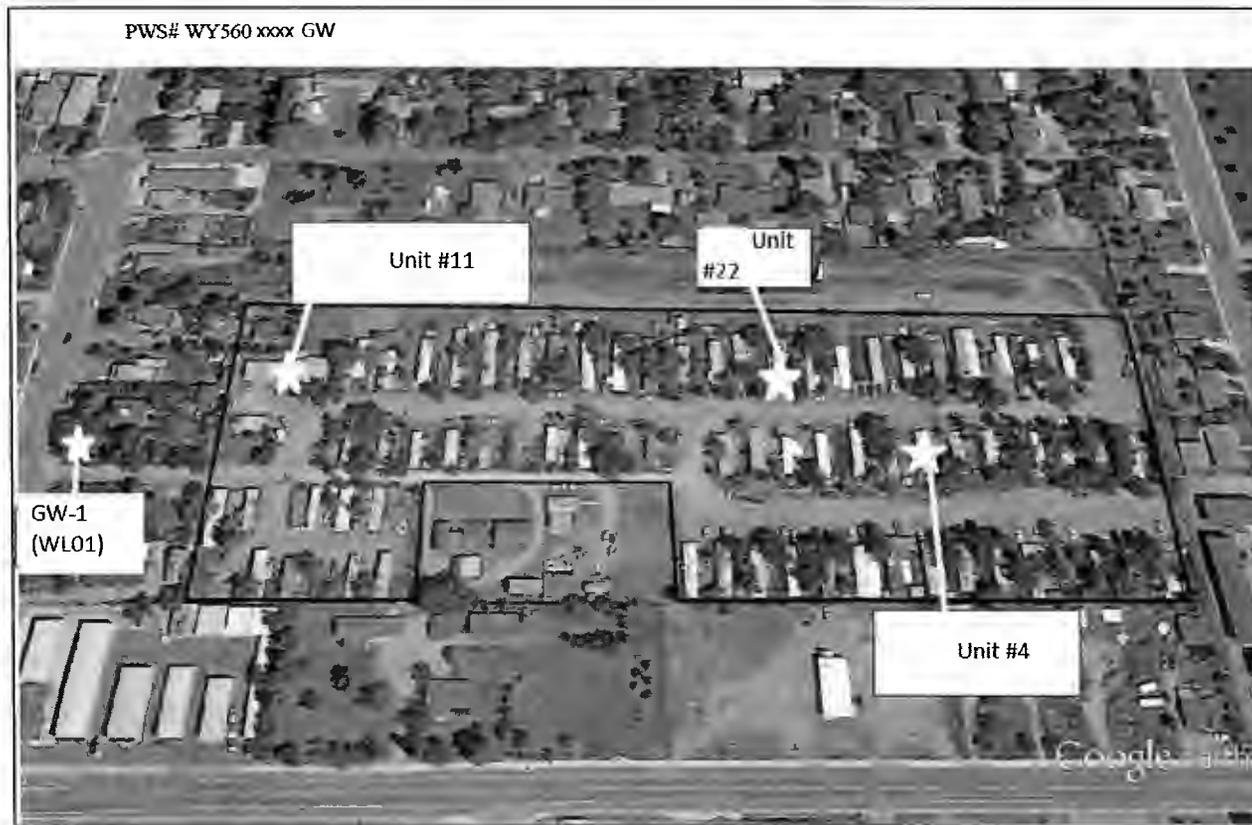
* The number of required samples may be dependent on individual wells and distribution systems under your PWS ID. For instance, if you serve 500 people per day but you have two wells that each serve completely different distribution systems you will be required to monitoring each distribution system each month.

B: Examples of RTCR Sample Siting Plans

: Chart - Single Source/Single Distribution (Population ≤ 1000; 1 sample/month)

EPA Water System	PWSID: WY5600xxx	__1_ (#) Sample(s)/month
Routine Sample Location	Repeat Sample Location	GW-R sample location (any sources running at the time of a routine TC+)
Unit #11 (DIST)	1) (Same as routine location)	GW -1 (WL01)
(within 5 taps upstream)	2) Unit #14 (DIST)	
(within 5 taps downstream)	3) Unit #8 (DIST)	
Unit # 22 (DIST)	1) (Same as routine location)	GW -1 (WL01)
(within 5 taps upstream)	2) Unit # 26 (DIST)	
(within 5 taps downstream)	3) Unit # 17 (DIST)	
Unit # 4 (DIST)	1) (Same as routine location)	GW -1 (WL01)
(within 5 taps upstream)	2) Unit # 9 (DIST)	
(within 5 taps downstream)	3) Unit # 1 (DIST)	
Unit #11 (DIST)	1) (Same as routine location)	GW -1 (WL01)
(within 5 taps upstream)	2) Unit #14 (DIST)	
(within 5 taps downstream)	3) Unit #8 (DIST)	
Unit # 22 (DIST)	1) (Same as routine location)	GW -1 (WL01)
(within 5 taps upstream)	2) Unit # 26 (DIST)	
(within 5 taps downstream)	3) Unit # 17 (DIST)	
Unit # 4 (DIST)	1) (Same as routine location)	GW -1 (WL01)
(within 5 taps upstream)	2) Unit # 9 (DIST)	
(within 5 taps downstream)	3) Unit # 1 (DIST)	

Example #1: Map for a Single Source/Single Distribution PWS (Population ≤ 1000; 1 sample/month)



Example 2: Chart - Multiple Sources/Multiple Distribution (Population ≤ 1000; 2 samples/month)

PWS Name: EPA Water System		PWSID: WY5600xxx	<u> 2 </u> (#) Sample(s)/month
Month	Routine Sample Location	Repeat Sample Location	GWR sample location (any sources running at the time of a routine TC+)
Girls Camp Distribution System			
January	CLOSED	1) (Same as routine location)	
	(within 5 taps upstream)		
	(within 5 taps downstream)		
February	CLOSED	1) (Same as routine location)	
	(within 5 taps upstream)		
	(within 5 taps downstream)		

	CLOSED (within 5 taps upstream)	1) (Same as routine location)	
	(within 5 taps downstream)		
	CLOSED - Seasonal Startup (within 5 taps upstream)	1) (Same as routine location)	Will complete Seasonal Startup Checklist in April
	(within 5 taps downstream)		
	Juniper Cabin (DIST) (within 5 taps upstream)	1) (Same as routine location)	
	Cedar Cabin (DIST) (within 5 taps downstream)	2) Cedar Cabin (DIST)	GW -1 (WL01)
	Lodgepole Cabin (DIST) (within 5 taps upstream)	3) Lodgepole Cabin (DIST)	
	Cedar Cabin (DIST) (within 5 taps downstream)	2) Cedar Cabin (DIST)	
	Juniper Cabin (DIST) (within 5 taps upstream)	3) Juniper (DIST)	GW -1 (WL01)
	Cedar Cabin (DIST) (within 5 taps upstream)	1) (Same as routine location)	
	Juniper Cabin (DIST) (within 5 taps downstream)	2) Juniper Cabin (DIST)	
	Juniper Cabin (DIST) (within 5 taps downstream)	3) Lodgepole Cabin (DIST)	GW -1 (WL01)
	CLOSED (within 5 taps upstream)	1) (Same as routine location)	
	CLOSED (within 5 taps downstream)	3) Lodgepole Cabin (DIST)	
	CLOSED (within 5 taps upstream)	1) (Same as routine location)	
	CLOSED (within 5 taps downstream)	1) (Same as routine location)	
	CLOSED (within 5 taps upstream)	1) (Same as routine location)	
	CLOSED (within 5 taps downstream)	1) (Same as routine location)	
	CLOSED (within 5 taps upstream)	1) (Same as routine location)	
	CLOSED (within 5 taps downstream)	1) (Same as routine location)	
o Distribution System			
	CLOSED	1) (Same as routine location)	

	(within 5 taps upstream)		
	(within 5 taps downstream)		
February	CLOSED	1) (Same as routine location)	
	(within 5 taps upstream)		
	(within 5 taps downstream)		
March	CLOSED	1) (Same as routine location)	
	(within 5 taps upstream)		
	(within 5 taps downstream)		
April	CLOSED - Seasonal Startup	1) (Same as routine location)	Will complete Seasonal Startup Checklist in April
	(within 5 taps upstream)		
	(within 5 taps downstream)		
May	Main Fountain (DIST)	1) (Same as routine location)	GW - 2 (WL02)
	(within 5 taps upstream)	2) Infirmery (DIST)	
	(within 5 taps downstream)	3) Craft Shop (DIST)	
June	Craft Shop (DIST)	1) (Same as routine location)	GW - 2 (WL02)
	(within 5 taps upstream)	2) Main Fountain (DIST)	
	(within 5 taps downstream)	3) Infirmery (DIST)	
July	Infirmery (DIST)	1) (Same as routine location)	GW - 2 (WL02)
	(within 5 taps upstream)	2) Craft Shop (DIST)	
	(within 5 taps downstream)	3) Main Fountain (DIST)	
August	Main Fountain (DIST)	1) (Same as routine location)	GW - 2 (WL02)
	(within 5 taps upstream)	2) Infirmery (DIST)	
	(within 5 taps downstream)	3) Craft Shop (DIST)	
September	CLOSED	1) (Same as routine location)	
	(within 5 taps upstream)		
	(within 5 taps downstream)		

: Map for a system with Multiple Sources/Multiple Distributions PWS (Population ≤ 1000 ; 2 samples/month)



Addendum C: Example form. Expand the following table as necessary. Feel free to detach and use this example form:

	<u>PWS NAME:</u>	<u>PWS ID #:</u>	
(sample/mo=__)	<u>Routine sample location</u>	<u>Repeat sample locations</u>	<u>GWR sample location (any sources in use at the time of a routine TC+)</u>
January	1)	1) (same as routine location)	
		2)	
		3)	
February	1)	1) (same as routine location)	
		2)	
		3)	
March	1)	1) (same as routine location)	
		2)	
		3)	
April	1)	1) (same as routine location)	
		2)	
		3)	
May	1)	1) (same as routine location)	
		2)	
		3)	
June	1)	1) (same as routine location)	
		2)	

		3)	
	1)	1) (same as routine location)	
		2)	
		3)	
	1)	1) (same as routine location)	
		2)	
		3)	
	1)	1) (same as routine location)	
		2)	
		3)	
	1)	1) (same as routine location)	
		2)	
		3)	
	1)	1) (same as routine location)	
		2)	
		3)	