

PUBLIC WATER SYSTEM RECORD RETENTION REQUIREMENTS

A water system owner is required to retain the following records and reports at the Water Plant OR at a conveniently accessible, secured location NEAR the Water Plant:

WATER SYSTEM PLANS-

- 1.) Bacteriological (Total Coliform) Monitoring Plan and Map
- 2.) Lead/Copper Monitoring Plan
- 3.) Disinfection By-Product (DBP) Monitoring Plan
- 4.) Cross Connection Control (CCC) Plan
- 5.) Emergency Response Plan
- 6.) Valve Maintenance Plan
- 7.) Flushing Plan (or list of all 'dead-end' water mains, if flushed quarterly)
- 8.) Operation and Maintenance Manual for all PWS equipment

Other Records to be on retained on-site-

ALL Permits including Water Plant Schematics

Distribution System Schematics (required if over 150 service connections or 350 population served.)

Official Correspondence and Enforcement Letters from Department (10 Years)

Waiver Applications/Approvals (Asbestos/SOC)

Inspection and Sanitary Survey Reports and Responses

Storage Tank Inspections-signed/sealed by professional engineer (10 years)

Water Plant and Distribution System Operational Logs (10 years)

Auxiliary Power Generator Exercise/Maintenance Logs (10 years)

Flushing and Valve Exercise Logs (10 years)

Calibration Logs for CL2 Field Kits and Lab Equipment (Daily check of CL2/Turbidity, IF 4 Log WTP).

Monthly Operation Reports (10 years)

Chemical Analyses Reports (10 years)

Lead and Copper Data/Reports (12 years)

Bacteriological Laboratory Reports (5 years)

Consumer Confidence Reports (3 years)

Florida Department of Health

in Volusia County • Environmental Health
1845 Holsonback Drive, Daytona Beach, FL 32117-5114
PHONE: 386-274-0717 • FAX: 386-274-0698

www.FloridasHealth.com

www.Volusiahealth.com

TWITTER:HealthyFLA

FACEBOOK:FLDepartmentofHealth

YOUTUBE: fldoh