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)