

Is Your Water System Prepared for a KDHE Inspection?

I receive several calls every month due to cities and rural water districts receiving a letter from their district office of the Kansas Department of Health and Environment that an inspection is to be scheduled and certain items are required for the inspector for viewing. The Emergency Response Plan or sometimes referred as the Emergency Water Supply Plan is among the most common. This item is required for every public water supply in Kansas. Because the sanitary inspections occur every three years, the plans seem to become lost and forgotten about. In reality, the Emergency Water Supply Plan should be updated annually for any personnel or other major changes have occurred within the system.

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Concerning helping with Emergency Water Supply Plans, I carry a format on a thumb drive in my truck. I provide it for downloading on the city's or RWD's computer. It is important to have system personnel and their contact information as well as service providers listed in the plan. These key personnel and system

service contractors are an information asset. Some of those who should be included are the engineer, storage tank contractor, telemetry installer, chemical and parts suppliers, well and pump contractors, etc.

Another concern in preparing for the sanitary survey is to be sure to have system records available. Records that the KDHE will ask for include chlorine residual logs, bacteriological results with sample site plans, other lab results such as lead and copper sampling. Generally, these records need to be maintained for at least ten or more years. These records should be accessible to any inspector or other requestor. If the staff or others cannot locate these records without getting a "deer in the headlights" response, then that reflects poorly on the city or RWD. Yes, well logs, storage tank information and design specifications seem to never be available when someone asks for them. Those records are important to KRWA staff also when we are requested to troubleshoot a problem. Too often, someone locally having all that information stored in his or her head simply does not work out in the long run.

Facilities also need to be kept clean and organized. A dirty, junked-up well house or treatment plant is indicative of other problems. By comparison, would anyone patronize a restaurant that was not clean or where storage areas were unorganized? Operators need to check the reagents and keep them up to date. Also, if the colorimeter is operating poorly or looks to be on its last leg, then not obtaining a new unit is just plain irresponsible.



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Pre-inspection checklists for KDHE sanitary surveys – for both ground and surface water

Items for well water supply systems

- ✓ Current Bacteriological Sampling Site Plan
- ✓ Chlorine residual logs for the past three years
- ✓ Drought Contingency Plan
- ✓ Water Rationing Ordinances
- ✓ Water Conservation Plan
- ✓ Previous years water usage report as filed with the Division of Water Resources
- ✓ Cross-connection control ordinances/regulations and testing reports
- ✓ Map of the distribution system
- ✓ Written water line disinfection procedures
- ✓ Updated emergency water supply plan
- ✓ Stage 1 Disinfectants/Disinfection Byproducts Monitoring Plan and quarterly reports
- ✓ Copies of past Consumer Confidence Reports (previous three years)

Additional items for surface water supply system:

- ✓ Average, maximum, and minimum daily production in previous year
- ✓ Copies of any and all public notices within the last five years
- ✓ Individual filter effluent (IFE) and combined filter effluent (CFE) turbidity results
- ✓ Turbidity meter calibration records
- ✓ List of all certified and non-certified water operators
- ✓ Percentage of water from all sources (groundwater, surface water, GWUDI)
- ✓ Number, name, construction material, and storage capacity of water storage tanks
- ✓ List of finished water quality tests performed
- ✓ Define number of units and dimensions in the clarifier, sedimentation, and flocculator basins
- ✓ Average filtration rates and backwash rates
- ✓ Plant schematic

Keep in mind that it is the job of the operator to maintain the water system to ensure that it can provide a safe and reliable product. Operators and others need to understand the operation of the system and its requirements. It is task of the Kansas Department of Health and Environment inspector to ensure that parameters are being met. That is a very high responsibility in my opinion.

I think the listing of “pre-inspection checklists” from a previous article in *The Kansas Lifeline* is certainly appropriate for reprinting.

I appreciate the dedication and hard work that many operators of small towns and rural water districts give to their communities. I also know that many of these people are overwhelmed with responsibilities in trying to keep their systems operating, dealing with operational and maintenance issues, the daily locate requests, much less trying to make sure that they can locate all the necessary, prior reports. KRWA staff are very familiar with sanitary surveys; we are all available to help any system to be better prepared for

the next visit by inspectors. And then, hopefully, things will continue with those same standards.

Doug Guenther has worked as Technical Assistant for KRWA for 11 years. Doug worked for the City of Oakley in the Water and Electric Department for eight years. He has also worked several years for an industry supplier. He is a Class II Certified Water Operator.



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