

Requirements for Seasonal Systems

WHO DOES THIS FACTSHEET APPLY TO?

SEASONAL SYSTEMS – A seasonal system is defined as a non-community water system that is not operated as a public water system (PWS) on a year-round basis and starts-up and shuts-down at the beginning and end of each operating season. Examples include campgrounds, fairgrounds, seasonal food service facilities, and ski areas.

RTCR

What to Do?

Step 1

Conduct start-up procedures

Step 2

Complete certification forms

Step 3

Maintain good water quality

Step 4

Complete shutdown procedures

Additional RTCR information available on the RTCR website:

- Requirements for Small Systems on Quarterly/ Annual Monitoring
- Montana Seasonal System Guidance Document and Checklist Form
- Repeat Monitoring Requirements for Small Systems
- RTCR Assessment and Corrective Action Guidance Document , Level 1 Assessment Form , Level 1 & Level 2 Assessments and Corrective Actions Factsheet

FOR ASSISTANCE, PLEASE CONTACT YOUR STATE:

RTCR WEBSITE:
[HTTP://DEQ.MT.GOV/WATER/PWSUB/PWS/RTCR](http://DEQ.MT.GOV/WATER/PWSUB/PWS/RTCR)

DEPT.: DEQ PWS PROGRAM

PHONE: (406)444-4400

EMAIL: DEQRTRLEVEL12@MT.GOV

ATTENTION!

STARTING APRIL 1, 2016, all seasonal systems must complete the DEQ required startup procedures before serving water to the public. Your water system must complete and submit the state certification form confirming completion of these start-up procedures. Failure to complete and submit the Start-up Procedure form is a Treatment Technique Violation.

STEP 1: CONDUCT START-UP PROCEDURES

NEW! You must conduct the DEQ start-up procedures before delivering drinking water to your customers. Start-up procedures help reduce the presence of harmful bacteria in water. The checklist is available on our website at [HTTP://DEQ.MT.GOV/WATER/PWSUB/PWS/RTCR](http://DEQ.MT.GOV/WATER/PWSUB/PWS/RTCR). Failure to complete and submit the Seasonal Start-up Form to DEQ is a Treatment Technique Violation.

Required Procedures:

Inspect and Repair

Consider having a qualified water system professional inspect and repair your water system before you deliver water to your customers. Some parts of your water system may have broken down or become worn out during the off season. This can create a situation where bacteria can enter the drinking water. All components of the system need to be inspected including the well, any treatment facility or filters, pressure tanks, storage tanks, and distribution system.

Flush all pipes until the water is clear

Flushing the pipe lines in all areas of your water system helps remove buildup and dirty water that has gathered during the off season. Flushing the pipes reduces the chance of having bacteria in your distribution system.

Collect Samples

Collect water samples and have them tested for the presence of bacteria at a Montana state certified lab after flushing, cleaning, and repairing your water system. You should find out your sample results before delivering water to your customers. If you disinfected the system, you must wait 72 hours after flushing the chlorine from the system before sampling for bacteria.

Recommended Procedures:

Clean all water storage tanks

Drain and clean the tanks before delivering water to your customers. Harmful sediments may build up over time inside and along the walls of the water tanks. It is recommended that the tank be inspected and cleaned regularly.

Disinfect

Kill harmful bacteria by adding a disinfectant or by making sure the adequate disinfectant residual is present in all areas of your water pipes. Your system should be flushed thoroughly. Be sure to keep the highly chlorinated water away from surface water bodies such as lakes, streams, and ponds, as well as septic systems. Call DEQ Field Services to get more information about how to disinfect your water system.

STEP 2: COMPLETE CERTIFICATION FORMS EACH YEAR BEFORE DELIVERING WATER TO YOUR CUSTOMERS

CONTACT DEQ if you need help understanding or following the Start-Up Procedures.

- **PERFORM** the items in the start-up procedures checklist. The checklist is available on our website at:
<http://deq.mt.gov/Water/PWSUB/pws/rtcr>

COMPLETE the Start-Up Procedures Checklist Form. The form is available on our website.

- **SUBMIT THE SIGNED** Start-Up Procedures Checklist Form to DEQ.

- **WHEN YOU SIGN AND SUBMIT** this form you are certifying that you have completed all of the startup procedures including:
 - Inspected water system.
 - Repaired water system (if applicable).
 - Flushed all pipes.
 - Collected sample(s) to test for bacteria.

Submit completed form to:

DEQ Public Water Supply Program

RTCR Rule Manager

PO Box 200901

Helena MT 59620

OR

FAX to: 406-444-1374

OR

A Scanned copy of the signed form may also be emailed to:

DEQRTCRLEVEL12@mt.gov

STEP 3: MAINTAIN GOOD WATER QUALITY AND A GOOD REPUTATION WITH YOUR CUSTOMERS

If your water system does not complete all of the start-up procedures, you must notify your customers that your water system had a drinking water violation for failure to complete start-up procedures and tell them of any possible health risks.

CONTACT DEQ for information on the proper public notification procedures (including language you must use), and timing.

STEP 4: RECOMMENDED COMPLETE SHUTDOWN PROCEDURES

Similar to start-up procedures, completing shutdown procedures at the end of your business season will help you minimize repairs to the water system when your water system opens up again next season. In general, you should:

- Inspect your entire system and look for problems and damage that need attention or repairs.
- Turn off the power to your water supply pump and all treatment systems.
- If there is potential for your pressure tank or storage tank to freeze, drain it. If there is no potential for your tanks to freeze, you may choose to leave them full.
- Drain all of the water from your internal plumbing.
- Protect your distribution system by not leaving taps open in the off season.