



# Emergency Response Plan (ERP) Compliance Checklist

## Instructions

Complete and return this form to your MassDEP Regional Office. If you need help completing the form, contact the Massachusetts Coalition for Small Systems Assistance at 508/893-7979, or Drinking Water Program staff in your Regional Office:

**Central Region:** 8 New Bond Street, Worcester, Massachusetts 01606, tel. 508-792-7650

**Southeast Region:** 20 Riverside Drive, Lakeville, MA 02347, tel. 508-946-2700

**Northeast Region:** 205B Lowell St., Wilmington, MA 01887, tel. 978-694-3200

**Western Region:** 436 Dwight Street, Springfield, MA 01103, tel. 413-784-1100

## A. System Information

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



_____		_____
PWS Name		Date
_____		_____
PWS ID #		City /Town
PWS Type: <input type="checkbox"/> COM <input type="checkbox"/> NTNC <input type="checkbox"/> TNC		
_____		
Mailing Address		
_____	_____	_____
Phone	FAX	E-mail

## B. Certification

I submit this Compliance Checklist in accordance with 310 CMR 22.04(5) and I certify under penalty of law that I am the person authorized to fill out this form and the information contained herein is true, accurate, and complete to the best of my knowledge and belief.

_____	_____
Print Name of Responsible Party	Title
_____	_____
Signature	Date

## C. Regulatory Checklist

Complete the following checklist and attach a copy of it to your ERP. Additionally, you must submit a copy of the Compliance Checklist to your MassDEP Regional Office. Do not leave any items on this checklist blank.

### I. General:

- Does the ERP comply with 310 CMR 22.04(13) and the Massachusetts Guidelines and Policies for Public Water Systems, Chapter 12 – Emergency Response Planning Requirements including Appendix O – Handbook for Water Supply Emergencies?
 

Yes     No
- Is the ERP in an easily accessible location?
 

Yes     No



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### C. Regulatory Checklist (cont.)

3. If your PWS is a TNC or NTNC, do you plan to shut down in the event of an emergency? (If yes, you do not need to complete Sections II and III. If no, you must complete Sections II and III)

Yes     No

**NOTE:** Check with your local Board of Health to determine if this is an acceptable plan and sign and return this form to your Regional Office.

- II. The ERP shall include detailed steps that the PWS will implement to ensure the continuation of service in the event of a potential or actual emergency, including but not limited to:

- |  |           |           |
|--|-----------|-----------|
| 1. Loss of water supply from a source (drought, contamination, etc.)   | _____     | _____     |
|  | Page      | Paragraph |
| 2. Loss of water supply due to major component failure   | _____     | _____     |
|  | Page      | Paragraph |
| 3. Damage to power supply equipment or loss of power   | _____     | _____     |
|  | Page      | Paragraph |
| 4. Contamination of water in the distribution system from backflow or other causes   | _____     | _____     |
|  | Page      | Paragraph |
| 5. Collapse of a reservoir, reservoir roof, or pump house structure  | N/A _____ | _____     |
|  | Page      | Paragraph |
| 6. Break in a transmission or distribution line that could result in a loss of service to customers for more than four hours   | _____     | _____     |
|  | Page      | Paragraph |
| 7. Potential or imminent threat of chemical or microbiological contamination of the water supply over limits specified by the Department's Office of Research and Standards as set forth in the Standards and Guidelines for Contaminants in Massachusetts Drinking Waters | _____     | _____     |
|  | Page      | Paragraph |
| 8. Potential or imminent threat of an overfeed of an approved drinking water treatment chemical into the system  | N/A _____ | _____     |
|  | Page      | Paragraph |
| 9. An act of vandalism or sabotage that has the potential to impact or impacts water quality or the quantity of water available to the system  | _____     | _____     |
|  | Page      | Paragraph |
| 10. A shortage or lack of resources that could affect the operations of the system, such as:   |           |           |
| a. Staffing shortage   | _____     | _____     |
|  | Page      | Paragraph |
| b. Receipt of notice from a power utility of lengthy power outages   | _____     | _____     |
|  | Page      | Paragraph |
| c. Imminent depletion of treatment chemical inventory  | N/A _____ | _____     |
|  | Page      | Paragraph |
| 11. Any other failure of part or all of the water supply system due to equipment failure, human acts (deliberate or accidental) or natural or human made disasters   | _____     | _____     |
|  | Page      | Paragraph |



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### C. Regulatory Checklist (cont.)

- III. The ERP shall include a description of the procedures, structures and equipment used to respond to potential or actual emergencies, including but not limited to:
1. Identification of alternate sources of water supply for use during an emergency and procedures for bringing such sources on-line Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  2. Procedures for notifying the Department and other regulatory agencies, the news media, and consumers of the emergency and actions, if any, consumers should take during the emergency, including the use of personal protective equipment, if necessary, and water use guidelines or restrictions Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  3. Procedures for communication, including a clear outline of the lines of communication among system personnel and between the water supplier, local, state and federal officials and the public Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  4. Procedures for testing and maintaining all facility communications and alarm systems as necessary to ensure their proper operation N/A \_\_\_\_\_ Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  5. Procedures for disinfecting and testing the distribution system after an emergency Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  6. Identification of critical system components that must remain in service or be returned to service quickly Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  7. An inventory of equipment needs and availability, including the location of existing emergency equipment, generators and spill response materials, identification of additional emergency response needs, and procedures for obtaining additional services and equipment, including critical spare parts Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  8. Procedures for implementing any interconnections with other public water systems and any other arrangements in effect with neighboring communities or other public water supplies N/A \_\_\_\_\_ Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  9. A description of the duties and responsibilities of key personnel who will be involved in emergency response actions, and a procedure for contacting and scheduling staff Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  10. A plan for annually training staff and local partners in emergency response procedures to ensure that they are familiar with all emergency procedures, equipment and systems Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  11. Any other matter identified by the Department in Massachusetts Drinking Water Guidelines and Policies for Public Water Supplies, Chapter 12 – Emergency Response Planning Requirements including Appendix O – Handbook for Water Supply Emergencies Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  12. Description of emergency operation of all system components including pumps, generators, chemical feed systems, storage tanks, alarms, valves, and interconnections Page \_\_\_\_\_ Paragraph \_\_\_\_\_
  13. Procedures for flushing the system, including the recommended sequence of opening hydrants or a unidirectional flushing plan Page \_\_\_\_\_ Paragraph \_\_\_\_\_



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### C. Regulatory Checklist (cont.)

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|--|------|-----------|
| 14. Safety procedures, including the use of personal protection equipment, and security procedures, including securing a building  | Page | Paragraph |
| 15. Sampling and monitoring procedures during and after an emergency   | Page | Paragraph |
| 16. Location of basic system information such as distribution system maps, treatment plant plans, schematic of treatment processes, and water chemistry information that reflects normal system operations | Page | Paragraph |