|  | Massachusetts Department of Environmental Protection ERP-CKLIST  Bureau of Water Resources – Drinking Water Program  Emergency Response Plan (ERP) Compliance Checklist | | | | | |
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|  | Instructions | | | | | |
|  | Complete and return this form to MassDEP Drinking Water Program (DWP) at [program.director-dwp@mass.gov](mailto:program.director-dwp@mass.gov). Subject: ERP Compliance Checklist. MassDEP DWP regulations require all public water systems (PWS) to develop an Emergency Response Plan (ERP) [see 310 CMR 22.04(13) and 310 CMR 22.03(13)]. For security reasons, unless specifically requested, MassDEP DWP does not require PWSs to submit their actual ERPs to MassDEP, but the PWS must demonstrate proof of ERP compliance by submitting an **ERP compliance checklist** when the ERP is originally developed, significantly changed, or when specifically requested by MassDEP. E.g., newly approved/registered PWS are required to prepare an ERP and provide an ERP checklist to MassDEP as part of their new system approval process. | | | | | |
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|  | 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.    **Remember:** Unless specifically requested, DWP does not require PWS to send their actual ERP to DWP but to document compliance with the ERP, the PWS must submit this ERP checklist when requested.  The ERP must be made available to DWP for review during the water system’s sanitary survey or as requested.  For Assistance contact DWP at [program.director-dwp@mass.gov](mailto:program.director-dwp@mass.gov). Subject: ERP Compliance Checklist Assistance  Please refer to Appendix O, Handbook for Water Supply Emergencies <https://www.mass.gov/media/1455721/download> | PWS Name | | | Date | | |
|  | PWS ID # | | | City /Town | | |
|  | PWS Type:  COM  NTNC  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: | | | | | |
|  | 1. Does the ERP comply with 310 CMR 22.04(13) and follow 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 | | | | | |
|  | 2. 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) | | | | | |
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|  | 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, resources, and actions 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. a) 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 |
|  | b) Cyberattacks (cyber incidents impacting business enterprise, process control, and communications systems | | | N/A | 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 |
|  | 1. Imminent depletion of treatment chemical inventory and other critical supplies (e.g., supply chain issues) | | | N/A | Page | Paragraph |
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|  | **C. Regulatory Checklist (cont.)** | | | | | |
|  | 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 |
|  | 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 | | | |  |  |
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|  | 1. 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 |
|  | 1. Procedures for communicating with consumers to ensure that consumers with limited English proficiency (LEP) are notified in a language they understand. Procedures should also include who should be alerted and specific languages as well as who is responsible for making notifications for your system | | | | Page | Paragraph |
|  |  | | | | Page | Paragraph |
|  |  | | | | Page | Paragraph |
|  | 3. Procedures for testing and maintaining all facility communications and alarm systems as necessary to ensure their proper operation | | |  |  |  |
|  |  | | | N/A | Page | Paragraph |
|  | 4. Procedures for disinfecting and testing the distribution system after an emergency in order to return it to service | | | | Page | Paragraph |
|  | 5. Identification of critical system components that must remain in service or be returned to service quickly | | | | Page | Paragraph |
|  | 6. 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 | | | |  |  |
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|  | 1. Procedure for implementing bulk water use, including a list of licensed bulk water suppliers | | | N/A | 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 | | | |  |  |
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|  | **C. Regulatory Checklist (cont.)** | | | | | |
|  | 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. Early detection strategies that can aid in the detection of malevolent acts or natural hazards (intrusion sensors, perimeter fencing, personnel drills, and cybersecurity training, including cyber incident response) | | | |  |  |
|  |  | | | | Page | Paragraph |
|  | 1. Description of emergency operation of all system components including pumps, generators, chemical feed systems, storage tanks, alarms, valves, and interconnections and any electronic computer, network, or other automated systems | | | |  |  |
|  |  | | | | Page | Paragraph |
|  | 1. Procedures for flushing the system, including the recommended sequence of opening hydrants or a unidirectional flushing plan | | | | Page | Paragraph |
|  | 1. Safety procedures, including the use of personal protection equipment, and security procedures, including securing a building | | | | Page | Paragraph |
|  | 1. Sampling and monitoring procedures during and after an emergency (Including procedures for post-aerial mosquito spray water sample collection and transportation for systems with reservoirs; also plans for staff designation and training on sampling procedures) | | | | Page | Paragraph |
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|  | 1. 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 | | | |  |  |
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|  | 1. 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 |
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