



# Requirements for Seasonal Systems

## WHO DOES THIS FACTSHEET APPLY TO?

**SEASONAL SYSTEMS** – Non-community water systems that start-up and shut-down the distribution system at the beginning and end of each operating season. Examples include campgrounds, fairgrounds, seasonal food service facilities, and ski areas.

### ATTENTION!

**STARTING APRIL 1, 2016**, before serving water to the public, and EVERY YEAR thereafter, all seasonal systems must complete MassDEP required start-up procedures, then complete and submit the MassDEP certification form confirming completion of these start-up procedures.

## STEP 1: CONDUCT START-UP PROCEDURES

Your water system must conduct the following MassDEP approved start-up procedures before delivering drinking water to consumers.

- ✓ **Notify your Certified Operator that you are starting up for the season**
- ✓ **Inspect all seasonal components including source(s), treatment components, distribution lines, and storage tanks**  
Have a qualified water system professional inspect and repair your water system before you place the system back into service.
- ✓ **Activate Sources and flush the entire distribution system until the water is clear**
- ✓ **Disinfect and flush atmospheric storage tanks**  
It is recommended that the tank be inspected and cleaned regularly.
- ✓ **Reinstall meters, and test and install backflow prevention devices**  
If meters or backflow prevention devices were removed during seasonal shut-down.
- ✓ **Disinfect**  
Systems that have permanent disinfection should start-up chlorination equipment, and allow chlorinated water to sit in the distribution system for at least 24 hours prior to flushing and sampling. *Disinfection prior to opening is not required for systems without permanent disinfection, but is strongly recommended.*
- ✓ **Collect Samples**  
Collect water samples in accordance with your coliform sampling plan. Include any additional or special samples representing the re-activated portions of the system. If disinfecting, measure chlorine residuals prior to collecting bacteria samples. (Systems that do not routinely disinfect should have no detectable residual prior to collecting bacteria samples) Have the samples tested for the presence of coliform bacteria at a Massachusetts-certified lab.

FOR ASSISTANCE, PLEASE  
CONTACT MASSDEP  
DRINKING WATER PROGRAM  
AT:

CERO: 508-792-7650

NERO: 978-694-3200

SERO: 508-946-2700

WERO: 413-784-1100

BOSTON: 617-292-5770

PROGRAM.DIRECTOR-DWP@STATE.MA.US

## START-UP ASSISTANCE FOR SEASONAL SYSTEMS

A comprehensive list of recommended list of start-up activities is available on the MassDEP website at:

<http://www.mass.gov/eea/docs/dep/water/drinking/alpha/i-thru-z/seasonal-checklist.pdf>

Contact your MassDEP Regional Office Drinking Water Program if you need help understanding or following the Start-Up Procedures.

## STEP 2: NOTIFY MASSDEP AND CERTIFY START-UP PROCEDURES

Once clean sample results have been obtained, submit start-up certification to MassDEP with bacteria sample results and notify MassDEP Drinking Water Program of your planned opening date no less than seven days prior to serving water to the public. The certification form can be found at <http://www.mass.gov/eea/docs/dep/water/drinking/alpha/i-thru-z/seasonal-cert.pdf>. Placing the system back into service is not permitted until the seasonal start-up procedure certification and clean bacteria results have been received by MassDEP.

Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Drinking Water Program

**Seasonal Start-up Procedure and Certification**  
for Non-Community Public Water Systems

City/Town: \_\_\_\_\_  
PWS Name: \_\_\_\_\_  
PWSID#: \_\_\_\_\_  
Date PWS will open for season: \_\_\_\_\_

**Instructions**  
A non-community water system that is not operated as a public water system on a year-round basis and starts up and shuts down at the beginning and end of each operating season must follow this state-approved start-up procedure prior to placing all or any part of the system back into service.

To comply with the start-up requirement the PWS must complete the state-approved start-up procedure listed below prior to serving water to the public each season. Once the start-up procedure is complete, indicate all start-up activities performed on the checklist below and submit a copy of this completed certification form to the PWS's MassDEP Drinking Water Program regional office.

Items listed below in bold are the minimum MassDEP-required start-up activities for all systems. Items not bolded are recommended where applicable. NOTE: Placing the system back into service is not permitted until this seasonal start-up procedure certification and clean bacteria results have been received by MassDEP. Failure to perform the minimum start-up activities and/or failure to submit this certification to MassDEP prior to serving water to the public is a treatment technique violation and is subject to enforcement.

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

**A. Start-up Activities**

- Notified primary and/or contact operator of date PWS will begin serving water to the public.
- Inspected all water system components including: sources(s), treatment components, distribution lines and storage tanks. Addressed any issues found during this inspection.
- Activated source(s) and opened hydrant(s) and/or all faucets to flush water through entire distribution system. Date: \_\_\_\_\_
- Collected coliform samples which were taken in accordance with the coliform sampling plan on file, including any additional special samples representing the re-activated portions of the system. \* Date collected: \_\_\_\_\_ Number of Samples Taken: \_\_\_\_\_
- \*Coliform samples taken prior to serving water to the public are considered special purpose samples and do not count toward monthly compliance monitoring, which must still be conducted after the PWS starts serving water to the public. If there is no routine site or the sampling plan representing the re-activated portion of the system, ensure additional special samples are collected at start-up representing the re-activated asset(s).
- Installed chlorination equipment and ensured that it is operational (if chlorinated system).
- Chlorinated the water system and left chlorinated water in the distribution system for at least 24 hours. Flushed the water system to cold and highly chlorinated water. Non-chlorinated systems must remove chlorine to non-detectable levels prior to any coliform sample collection.
- Sanitized atmospheric storage tanks(s) and thoroughly flushed.
- Re-installed water meter(s) (if removed during shut-down of system).
- Re-installed all backflow preventers including hose bib vacuum breakers on all threaded taps throughout the distribution system (if removed during shut-down of system). Tested all testable backflow preventers.

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PWSID#: \_\_\_\_\_  
Date PWS will open for season: \_\_\_\_\_

**B. Start-up Summary**  
List sources (include source ID if a DVG) and portions of the PWS that were returned to service and summarize any additional start-up activities:

**C. PWS Certification**  
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: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please return this form to your MassDEP Drinking Water Program regional office listed below:

<b>Western Region, Southfield</b> 215 College Street Southfield, MA 01503 Main Phone: 617-744-1102	<b>Central Region, Worcester</b> 8 State Street Worcester, Massachusetts 01609 Main Phone: 508-750-7022
<b>Northeast Region, Woburn/Andover</b> 200 Middle Street Woburn, Massachusetts 01887 Main Phone: 978-658-0202	<b>Southeast Region, Lawrence and Essex Co.</b> 25 Middle Street Lawrence, MA 01840 Main Telephone: 978-681-2700

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**WHEN YOU SIGN AND SUBMIT THE SEASONAL START-UP PROCEDURE AND CERTIFICATION, you are certifying that you have completed all of MassDEP's required start-up procedures**

## VIOLATIONS OF START-UP REQUIREMENTS

Failing to perform the required start-up procedures or failing to send in the certification prior to start-up will result in enforcement and will require public notification to your customers that your water system had a drinking water violation. Contact your MassDEP regional office Drinking Water Program for information on proper public notification procedures, language, and timing.

## EXEMPTIONS FROM START-UP REQUIREMENTS

Systems that remain fully pressurized may apply to MassDEP Drinking Water Program for an exemption from the certification requirement. Contact your MassDEP office Drinking Water Program for more information.

## RECOMMENDED 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, as well as to reduce the risk of water quality problems arising 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.
- See the DWP Seasonal System Shutdown Procedure Guide at

<http://www.mass.gov/eea/docs/dep/water/drinking/alpha/i-thru-z/seasonalsdproc.pdf>