**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.

**Start-Up Assistance for Seasonal Systems**

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


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/alpa/i-thru-z/seasonal-cert.pdf](http://www.mass.gov/eea/docs/dep/water/drinking/alpa/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.

**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.

For more information, visit MassDEP’s website at: [http://www.mass.gov/eea/agencies/massdep/water/drinking/water-systems-ops.html#39](http://www.mass.gov/eea/agencies/massdep/water/drinking/water-systems-ops.html#39)

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