Oklahoma Department of Environmental Quality RTCR-3
Water Quality Division, Public Water Supply Group
Revised Total Coliform Rule
Start-Up Procedure and Certification Form
for Seasonal Systems

PWS Name:	**PWS ID #:**
City/Town:	**Date:**
County:	

Section A – Instructions

Complete the start-up procedure and certification form at the beginning of each opening season before you deliver water to your customers. If you have questions, contact your PWS District Representative at 405-702-8100.

1. Follow the start-up procedure.
2. Complete the start-up checklist.
3. Complete the certification of start-up procedure.
4. Attach copies of coliform sample results to the Start-Up Procedure and Certification Form.
5. Return this Start-Up Procedure and Certification Form to Oklahoma Department of Environmental Quality before delivering water to customers.

Section B – Start-up Procedure

1. Inspect and repair
    a. Inspect and repair your water system before you deliver water to your customers. Some part of your water system may have broken down or become worn out during the off season.
2. Flush all pipes and drain storage tanks
    a. Flushing the pipes helps remove buildup and dirty water that gathered during the off season. Inspect drained storage tanks and clean all interior surfaces of the tanks if gunk or build up is visible.
3. Disinfect pipes and storage tanks
    a. Fill pipes and storage tanks with disinfected water and ensure the disinfected water is present in all areas of your water pipes. Allow this disinfected water to remain in the pipes for at least 24 hours. If you need to prepare disinfected water, techniques can be found in the **Appendix. How to Disinfect a Storage Tank or Water Well**.
    b. Flush the pipes again, especially if your water does not regularly contain a disinfectant.
4. Refill all pipes and storage tanks with new fresh water
5. Collect total coliform samples
    a. Collect at least one sample that is absent of coliforms (safe or negative) daily for two consecutive days. Label these samples as “special” samples on the laboratory chain of custody.

Section C – Start-up Checklist

Check if Completed

- ☐ Inspected all of the water system components and addressed any issues identified. Water system components include the water sources, treatment components, water pipes and storage tanks.
- ☐ Opened all hydrants and faucets and flushed the system.
- ☐ Drained storage tanks and inspected and addressed any issues identified.
- ☐ Disinfected the water system and left disinfected water in the pipes and storage tanks for at least 24 hours.
- ☐ Flushed the disinfected water from the system.
- ☐ Refilled pipes and storage tanks with new fresh water.
- ☐ Collected at least one sample that is absent of coliforms (safe or negative) daily for two consecutive days.

Section D – Certification of Start-Up Procedure

I hereby certify that each start-up procedure listed above was completed before water was delivered to my customers. Documentation of the two required start-up procedure sample results for coliform bacteria is attached.

Signature: _____ Date: _____

Print Name: _____ Cell #: _____

Title: _____ Email: _____

PWS ID Number: _____ PWS Name: _____

Section E – Return Completed Form to DEQ

Attach copies of coliform sample results to this form and submit this form to the following address before serving water to your customers.

Attn: Total Coliform Rule Coordinator
Oklahoma Department of Environmental Quality
Water Quality Division
P.O. Box 1677
Oklahoma City, OK 73101-1677

Appendix. How to Disinfect a Storage Tank or Water Well

Storage Tank

To disinfect a storage tank or other large volume of water, thoroughly mix unscented NSF-approved household bleach (5.25% chlorine) in the tank at the ratio of one (1) gallon of bleach for every 1,000 gallons of water (i.e., one quart for every 250 gallons of water). This will result in a chlorine concentration of 50 parts per million (ppm). If bleach with a higher percentage of chlorine is used, the chlorine concentration will be greater than 50 ppm.

Allow the 50 ppm or greater chlorine concentration solution to sit in the tank for at least 24 hours. The chlorine residual left in the tank after 24 hours must be 10 ppm or greater. If the chlorine residual is 10 ppm or greater, the tank must be drained and the chlorinated water must be disposed. Do not dispose of chlorinated water on vegetation or into surface water.

Chlorine test strips that can measure the strength of the chlorine solution in the tank will be needed. These chlorine test strips will confirm whether or not there is at least 50 ppm in the tank initially and 10 ppm after the chlorinated water has been sitting in the tank for 24 hours. Chlorine test strips can be purchased from various retail stores that sell water test kits and will need to measure up to at least a 50 ppm chlorine residual.

Well

Refer to DEQ's factsheet **Disinfection of Individual Water Wells** at https://www.deq.state.ok.us/factsheets/water/dsinfctwtr.pdf