

## Division of Drinking Water Policy/Procedure

Title:	<b>Establishing New Group A Public Water Systems, Inactivating and Archiving Public Water Systems from the Drinking Water Database</b>	Number: N.03
References:		
Contact:	<b>Information Management Steering Committee - Peggy Johnson</b>	
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Approved:	(signed copy)	<i>Director, Division of Drinking Water</i>

Drinking water policies are written descriptions of the approach taken by the Program to implement a statute, regulation, court order, or other agency order, and may include the Program's current practice, procedure, or method of action based on that approach. Any generally applicable directives or criteria that provide the basis for imposing penalties or sanctions, or for granting or denying Program approvals, must either be in statute or established in a rule.

### **POLICY:**

The Department of Health (DOH) shall establish a process for establishing ID numbers for new Group A public water systems and inactivating and archiving Group A public water system records in its database. An ID number will be assigned to a public water system only after a Construction Completion Report is received at DOH for a new Group A public water system. To ensure data is maintained in an accessible manner, DOH staff shall follow the procedures for adding, inactivating and archiving public water system records.

### **PURPOSE STATEMENT/BACKGROUND:**

Establishing a uniform process for creating new public water systems in the Division's database will ensure statewide consistency. In the past, ID numbers were assigned to Group A water systems when plans were approved or when a Construction Completion Report was completed (the water system infrastructure was in place).

There has been confusion among staff regarding the difference between archiving (formerly called deleting) and inactivating a public water system (PWS). This policy provides definitions for archiving and inactivating and procedures for handling both situations. An example of a system to be archived is a system that never became active but was placed into the DOH database. An example of a system to be inactivated is a system that did exist, did provide potable water, and had water quality data in the Division's database but will no longer be active and will no longer provide potable water. A system that went out of business or a system that connects to a larger system would meet the inactivation criteria.

To avoid confusion, a statewide procedure for assigning new ID numbers, inactivating ID numbers, and archiving ID numbers has been created.

### **DEFINITIONS:**

**Addition** - Assignment of a new identification (ID) number to a newly approved and constructed public water system or to a newly discovered (existing) PWS that may or may not have been approved.

**Inactivation** - Removal of a PWS from the DOH list of active systems in the Division's database. All WFI, water quality and source information remain in the database for future reference. The water system and source information show an inactive status.

**Archive** - Removal of a PWS from the list of active systems in the Division's database. All information about this PWS ID is eliminated from the Division's data system.

### **PROCEDURE:**

The following procedures pertain to the current Drinking Water Database: Drinking Water Automated Information Network (DWAIN).

#### **Addition**

For Group A systems, DOH staff will assign a new PWS ID only upon receipt of a Construction Completion Report (meaning the water system infrastructure is in place) for systems that have completed the approval process.

A WFI must include an entry in all "Minimum Required" data fields (See Attachment A) prior to assigning an ID number. WFI staff shall ensure there is at least one source identified for each new public water system. WFI staff will attach the initial bacteriological and chemical sample results to the new WFI for data entry. (WFI staff will ensure information required to enter as compliance samples is included on the initial bacteriological and chemical analysis reports.)

Upon receipt of the Construction Completion Report, an ID number is assigned even though there may be no homes built on the system yet (no "active" residential connections). DWAIN will show the status of the public water system as "Pre-active" for these types of systems. DWAIN will then keep track of Active, Inactive, and Pre-active water systems. Until re-programming is complete, WFI staff shall use default values of 2 residential connections and 2 population when initially setting up a new record in DWAIN for community systems without active services. Non-community system defaults will be 1 non-residential connection and 2 population.

Each region shall track the completion of Water Facility Inventory (WFI) forms for new water systems after an ID number is assigned. Monthly or quarterly reports will be generated to assist staff in identifying which public water systems with ID numbers assigned during the period have been activated.

Sometimes, the "new" water system is really a newly discovered existing system. In this case, as much information will be completed on the WFI as possible (See Attachment A: Mandatory Data Fields for Completing New Group A WFI) and an ID number assigned. The WFI will be processed immediately and a letter sent identifying their regulatory responsibilities. WFI staff will make a notation in the third screen of PWSR in DWAIN when the system is added to the DOH database. The notation will state that an existing system was discovered, how it came to the attention of DOH, who discovered it, its approval status, the WFI staff initials, and date.

## **Inactivation**

To “Inactivate” a public water system, the system currently needs to be in the database in “Active” status. The water system served water at one time and there will probably be historical water quality data in the Drinking Water database. A PWS may be inactivated for the following reasons:

1. An entire system’s connections hook up to or merge with another water system (See Merge/Consolidation policy for details);
2. A business closes temporarily (but not seasonally) or closes permanently;
3. A system’s connections have decreased (only one or two connections remain) and system becomes deregulated (i.e., exempt farm, two-party well deregulation in certain counties); or
4. The water system is completely rebuilt with new source, distribution and services and there is a desire not to burden the new system (which has been issued a different PWS ID) with old, unrelated history.

DOH staff will inactivate a water system as follows:

1. All sources must be inactivated on SRCU screen;
2. Inactivation date must be entered on PWSU screen; and
3. PWSU third screen comment field must be completed.
4. Notify operating permit manager of ID number and inactive date.

At the time the ID number is inactivated, WFI staff will include on the third screen in PWSU a short description stating why the system is being inactivated, the inactivation date, the status of the source(s), the name of the staff person making the decision to inactivate, the initials of the person entering the information and date. A copy of the third screen of PWSU will be placed in the inactivated water system’s correspondence file.

## **Archive**

A water system that was previously assigned an ID number may be archived if the system never attained active status nor served water. This is the only type of water system that can be archived from the DOH records. It will not have any historical water quality data. If water quality data does exist then the system should not be archived; it should be inactivated. This will ensure the ID number will never be used again. A PWS may be archived for the following reasons:

1. The water system has another PWS ID number;
2. The water system was not built or if built never served water and never had water quality data; or
3. There was a data entry keypunch error with respect to ID number.

At the time the ID number is archived, WFI staff will include on the third screen in PWSR a short description stating why the system is being archived, the archive date, the initials of the staff person making the decision to archive and the transaction date.

## **Future Consideration**

Inactive, archived, or pre-active public water systems are not considered active public water systems. To avoid erroneous mailings and inaccurate reporting, these systems should not be included in any routine listings or printouts of water systems. Staff should have the ability to request special reports listing inactivated, archived, or pre-active systems in order to verify system status.

## Attachment A

### Minimum Required Data Fields for Obtaining a New Group A Public Water System ID Number

Completion of these data fields are required to obtain an ID number for a new Group A public water system.

County  
Group  
Type  
WRIA (for the System)  
Public Water System (PWS) Name \*  
PWS Mailing Address  
PWS Contact Name  
PWS Owner Name \*\*  
Owner Mailing Address  
Owner Number  
Phone Numbers  
Ownership Characteristic  
# of Residential Connections  
# of Residential population  
# of Non-residential connections  
# of Average daily population for non-residential connections  
Answer to NTNC Question  
DOH Source Number  
Seller's PWS ID (if source is purchased or an intertie)  
Source Effective Date  
Source Category  
Source Use  
Source Metered Question

\* WFI Staff check to see if public water system name already exists in their region. No two water systems should have the same name in a single region.

\*\* WFI Staff check to see if owner exists in database.