

Division of Drinking Water Policy/Procedure

Title:	Establishing New Group B Public Water Systems in the Drinking Water database, Inactivating and Archiving Group B Public Water Systems from the Drinking Water Database	Number: [N.06]
References:		
Contact:	Information Management Steering Committee	
Effective Date:	October 27, 1999	
Supersedes:	N/A	
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 institute a process for establishing ID numbers for new Group B public water systems (PWS's), and inactivating and archiving Group B PWS records in its database.

DOH will assign an ID number to a new Group B PWS only after the Group B workbook has been completed and approved, and any required supporting documentation has been approved, and a Water Facilities Inventory (WFI) has been submitted with it's supporting documentation noted on page 3.

DOH needs to assign an ID number if an existing Group B is found even though it has no approval. A WFI should be submitted for an existing unapproved system as soon as it has been discovered. DOH needs the system inventoried whether approved or not, in order to track water quality.

PURPOSE STATEMENT/BACKGROUND:

Establishing a uniform process for creating new PWS in the Division's database will ensure statewide consistency, as well as ensure the availability of accurate data.

There has been confusion among staff regarding the difference between archiving (formerly called deleting) and inactivating a 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 DOH 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 another system would also 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.

Some Local Health Jurisdictions (LHJ's) want an ID number issued to a new Group B water system when the system's plans are approved and some want the ID number issued after a construction completion report is submitted. Either way, after the LHJ has completed the Group B workbook and approved plans, DOH will assign an ID number for the new system upon receipt from the LHJ of a WFI and all the necessary supporting documentation.

DEFINITIONS:

Addition - Assignment of a new identification (ID) number to a newly approved and constructed PWS 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 will remain in the database for future reference. The water system and source information will show an inactive status with an inactive date.

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 and is not retrievable.

Pre-Active – A new water system that has been assigned an ID number and inventoried in the DOH database. The system has received an approval letter, and a WFI has been completed for the system, etc. The system does not yet have the number of active services connected that require regulating the water system as an active Group B water system (2–14 active connections). Currently, the system is placed into the DOH database with a placeholder value, as there is no programming in the existing database for the category "Pre-Active" (see page 4 for more details).

PROCEDURE:

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

Addition

For Group B systems, there are two methods by which systems are approved and then added to the database:

1. The LHJ has primary responsibility to review and approve jurisdictional Group B water systems through the Group B workbook process. Each Joint Plan of Operation (JPO) requires that upon approving a new jurisdictional Group B system or placing an existing system into one of the approval categories, the LHJ shall at a minimum provide DOH with certain documentation (for those LHJ's without JPO's, DOH still expects to get the same documentation).
2. If DOH has primary responsibility to review and approve Group B water systems through the workbook process then DOH is responsible for providing supporting documentation for both new and existing systems. DOH will also issue an approval letter for the Group B system.

DOCUMENTATION REQUIRED IN ORDER TO ADD A GROUP B TO THE DATABASE:

Regardless of which approval method is utilized, DOH staff will assign a new PWS ID number only upon receipt of the following supporting documents:

- Approval letter (see examples attached) that includes the name of the system, maximum number of connections approved to be served, and the county where the water system is located
- Completed water facility inventory (WFI)¹
- Satisfactory coliform bacteria analysis lab report (not more than 12 months old)
- Satisfactory inorganic chemical analysis lab report for new systems and other water quality information as is applicable.
- Well site inspection report form if required by JPO.

DOH does not want any other paperwork submitted.

DOH staff will not process the WFI nor assign an ID number until all of the above information is received from the LHJ. If the above information isn't given to DOH initially, DOH will ask for the required data before assigning the new ID number.

¹ 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 that 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 (ID#, source number, etc.) required for entering as compliance samples is included on the initial bacteriological and chemical analysis reports.

DOH shall issue an identification number and notify the Group B system and LHJ of the ID number within 30 days of receiving a complete submittal from the LHJ.

DOH will assign an ID number even though there may be no “Active” connections built on the system yet. When re-programming of our database occurs, the database will show the status of the public water system as “Pre-active” for these types of systems. The database will then keep track of Active, Inactive, and Pre-active water systems. Until re-programming is complete, WFI staff shall use default values of two (2) residential connections and two (2) population when initially setting up a new record in DWAIN for Group B residential service water systems without active services yet. DOH will use non-community system defaults of one (1) non-residential connection and the total number of the non-residential population that will be served by the Group B. DOH will use the most accurate information possible to set up the system in the Pre-active category but will use placeholders if necessary.

Each region shall track the completion of WFI forms for new water systems after an ID number is assigned. When re-programming occurs, the Division’s data system will generate monthly or quarterly reports to assist staff in identifying which public water systems with ID numbers assigned during the period have been activated. The data system will also generate yearly reports to assist staff in identifying systems in the Pre-active category that need to be moved to the Active category.

Sometimes, the “new” water system is a recently discovered existing system. In this case, staff who discover the system will complete as much information on the WFI as possible (See Attachment A: Minimum Required Data Fields For Obtaining a New Group B PWS ID Number) and DOH will assign an ID number and process the WFI immediately. 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 [N.07] when finalized, 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.

LHJ staff will provide DOH with a short explanation written on the WFI stating the reason for the inactivation request. 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.

At the time the ID number is inactivated, WFI staff will include a notation on the third screen in PWSU. The notation should state 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, and 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 only if DOH has a Group B correspondence file for the system.

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.

Attachment A

Minimum Required Data Fields For Obtaining a New Group B Public Water System (PWS) ID Number

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

County

Group

WRIA (for the System - look at well log)

Public Water System (PWS) Name *

PWS Mailing Address

PWS Contact Name

PWS Owner Name **

Owner Mailing Address

Owner Number (DOH WFI staff review & assign the existing number if the owner already exists in our data system or asks for Data Entry staff to assign a new number)

Phone Numbers (day number at minimum, evening number would be nice)

Ownership Characteristic

Of Residential Connections

Of Residential population

Of Non-residential connections

Of Average daily population for non-residential connections

DOH Source Number (DOH Staff assign)

Seller's PWS ID (if source is purchased or an intertie, DOH staff need to verify)

Source Effective Date (Database entry date by DOH Staff. This field is not on WFI but is required for data system).

Source Category

Source Use

* WFI Staff checks to see if the public water system name already exists in their region. No two water systems should have the same name in a single region. A PWS can have the same name with #1, 2, 3, etc. or A, B, C, etc., only if owned by the same owner.

** WFI Staff checks to see if owner exists in database.