Requirements for Small Systems on Monthly Monitoring

**WHO DOES THIS FACTSHEET APPLY TO?**

All public water systems (PWSs), regardless of source, that serve 1,000 people or fewer and collect at least one routine total coliform (TC) sample monthly.

**ATTENTION!**

All PWSs must comply with the RTCR requirements starting April 1, 2016.

## STEP 1: DEVELOP/UPDATE YOUR SAMPLE SITING PLAN*

Contact DOH - Hillsborough @ 813-307-8059.

- **DEVELOP A SAMPLE SITING PLAN AND HAVE IT READY FOR USE BY APRIL 1, 2016.** If you already have a sample siting plan for the Total Coliform Rule (TCR), update this plan to meet the requirements of the RTCR.
  - **LIST THE LOCATIONS WHERE YOU WILL TAKE YOUR SAMPLES (ROUTINE AND REPEAT):** Any repeat sampling location that is also used for GWR triggered source water monitoring must be included.
  - **INCLUDE YOUR ROUTINE COLLECTION SCHEDULE:** For example, “[PWS_ID] will collect one routine total coliform sample every first Monday of the calendar month.”
  - **UPDATE TO REFLECT CHANGES AT YOUR PWS:** The sample siting plan is a living document and should be updated to reflect changes at your PWS such as: major changes in population; a new or additional water source; infrastructure changes, such as a change in the distribution system (i.e. extended/abandoned lines) or pressure zones; or changes in disinfection or other treatment.

## STEP 2: COLLECT YOUR DRINKING WATER SAMPLES

Know your RTCR routine sampling requirements.

- **COLLECT AT LEAST ONE 100 ML routine distribution drinking water sample every calendar month.**
- **Collect at least one 100 ML** source water sample from each source every calendar month.
- **IMMEDIATELY SEND YOUR SAMPLE TO A STATE-CERTIFIED LAB** that performs total coliform drinking water analyses.
  - Remember the lab must begin analyzing the drinking water sample no later than the 30th hour from the collection time.
  - If necessary, ship the sample overnight and refrigerate or ice the sample using “blue” ice (cooled to about 4° to 10° C).

**NOTE**

* The sample siting plan is subject to review and revision by the Florida Department of Health - Hillsborough County.
STEP 3: CONDUCT ACTIONS REQUIRED AS A RESULT OF YOUR SAMPLING

Was your routine sample total coliform-positive (TC+)?

- **YES**
  - For each TC+ sample, do the following **TWO ACTIONS:**
    1. Make sure the lab tests each TC+ sample for *E. coli*; **AND**
    2. Within **24 hours** of being notified of the TC+ sample, take 3 repeat samples; ***
       See the RTCR Factsheet: **Repeat Monitoring Requirements for Small Systems.**

- **NO**
  - Continue with routine monitoring schedule, according to your sample siting plan.

Were any of the samples *E. coli* positive (EC+)?

- **NO**
  - If any repeat sample is TC+ (or TC is present):
    Call our office immediately and tell them you triggered an assessment. We will help you identify which type of assessment is required.
    See the RTCR Factsheet: **Level 1 & 2 Assessments and Corrective Actions.**

- **YES**
  - Contact Kathy Norman or Therese LaDouceur at 813-307-8059 for more information.

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**Call Kathy Norman or Therese LaDouceur @ 813-307-8059!** You have to perform a Level 2 Assessment if the PWS has any of the following occurrences:

- TC+ Routine and EC+ Repeat sample;
- EC+ Routine and TC+ Repeat sample;
- The PWS fails to take and analyze all 3 required repeat samples following an EC+ routine sample; or,
- The PWS fails to test for *E. coli* when any repeat sample is TC+.

Within **30 days** after you learned your PWS has triggered an assessment, a completed assessment form must be submitted to DOH - Hillsborough. See the RTCR Factsheet: **Level 1 & 2 Assessments and Corrective Actions.**

**NOTES**

- * If you are missing any routine or repeat sample, contact DOH - Hillsborough.
- ** Call DOH - Hillsborough on the same day you learn of the EC+ result, or by the end of the next business day and tell them you received an EC+ result.