Requirements for Small Systems on Quarterly

**Who Does this Factsheet Apply To?**

GROUND WATER PUBLIC WATER SYSTEMS (PWSs) that serve **1,000 OR FEWER PEOPLE** and collect at least one routine total coliform (TC) SAMPLE QUARTERLY.

**Additional RTCR Factsheets:**
- Requirements for Small Systems on Monthly Monitoring
- Repeat Monitoring Requirements for Small Systems
- Level 1 & Level 2 Assessments and Corrective Actions

**FOR ASSISTANCE, PLEASE CONTACT DOH - HILLSBOROUGH**

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**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 in use 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, the first Monday of every calendar quarter between Jan. 1 – March 31, April 1 – June 30, July 1 – Sept. 30, and Oct. 1 – Dec. 31;
  - **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 drinking water sample every quarter starting April 1, 2016.**
- **Collect at least one 100 ML source water sample every quarter starting April 1, 2016.**
- **Immediately send your sample to a State-Certified Lab** that performs total coliform drinking water analysis.
  - 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 revisions by DOH – Hillsborough.
STEP 3: CONDUCT ACTIONS REQUIRED AS A RESULT OF YOUR SAMPLING

For each TC+ routine sample, do the following THREE 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 RTCR Factsheet: Repeat Monitoring Requirements for Small Systems; AND

3. Take 3 additional routine samples the following month at your routine sample location(s). Collect at regular time intervals throughout the month or on a single day if taken from different sites. *

If any repeat or additional routine sample is TC+ (or present for TC), 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.

NOTE: You may have to comply with other requirements triggered by a TC+ sample (e.g., Public Notification, Record Keeping).

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 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 the DOH - Hillsborough. See the RTCR Factsheet: Level 1 & 2 Assessments and Corrective Actions.

NOTES
*If you are missing any routine, repeat, or additional routine samples, contact the DOH - Hillsborough.
**Call the 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.