**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. For systems serving more than 5800 persons you may submit a Standard Operating Procedure (SOP) for repeat monitoring, i.e. within 5 service connections upstream and downstream.
  - **Include your routine collection schedule:** For example, which days samples are taken, and rotation each 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; changes in the distribution system (i.e. extended/abandoned lines), new buildings; or changes in disinfection or other treatment.

<table>
<thead>
<tr>
<th>Population Served</th>
<th>Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,001 to 2,500</td>
<td>2</td>
</tr>
<tr>
<td>2,501 to 3,300</td>
<td>3</td>
</tr>
<tr>
<td>3,301 to 4,100</td>
<td>4</td>
</tr>
<tr>
<td>4,101 to 4,900</td>
<td>5</td>
</tr>
<tr>
<td>4,901 to 5,800</td>
<td>6</td>
</tr>
<tr>
<td>5,801 to 6,700</td>
<td>7</td>
</tr>
<tr>
<td>25,001 to 33,000</td>
<td>30</td>
</tr>
</tbody>
</table>

**Step 2: Collect Your Drinking Water Samples**

Know your RTCR routine sampling requirements.

- **Collect at least one 100 ml routine distribution drinking water samples every calendar month based on the chart on the left.**
- **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).

**ATTENTION!**

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

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

**NAME:** Kathy Norman  
**Phone:** 813-307-8059 Ext. 5938

**NAME:** Therese LaDoucuer  
**Phone:** 813-307-8059 Ext. 5934

**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

Were any of 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.

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.

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

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

YES**

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

NO

YES**

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.