

		West Virginia Department of Health and Human Resources			
		MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES			
Section	Drinking Water	Date	09/25/2009	Procedure #	DW-47
Subject	Sanitary Survey Procedures			Page	1 of 3

As part of the State primacy requirements under the Safe Drinking Water Act, WV must maintain a sanitary survey program. The purpose of this procedure is to establish minimum requirements for the sanitary survey program.

Components

The following eight (8) components must be evaluated at every water system, if such component exists.

1. Source
2. Treatment
3. Distribution System
4. Finished water storage
5. Pumps, pump facilities and controls
6. Monitoring and reporting and data verification
7. System management and operation
8. Operator compliance with state requirements.

Frequency

Sanitary surveys are to be conducted within three (3) years (1,095 calendar days) of the previous sanitary survey for any community system that is supplied by either: (a) surface water or (b) ground water which is under the direct influence of surface water. Sanitary surveys are to be conducted within five (5) years (1,825 calendar days) of the previous sanitary survey for all other public water systems (PWSs). Sanitary surveys will be conducted by the District Office (DO) staff of the Environmental Engineering Division (EED). All sanitary surveys are to be conducted on a schedule which complies with the above monitoring frequencies by December 31, 2014. Any totally new PWS must have the initial sanitary survey conducted within one (1) year (365 days) of being considered an active PWS.

Reduction in frequency

A reduction in frequency may be granted to a community system supplied by a surface water source or ground water under the direct influence of surface water source to no less frequently than every five (5) years if the EED determines that the system meets the minimum requirements for being considered to have "outstanding performance." Outstanding performance criteria will be evaluated during the sanitary survey and are as follows:

1. No violations of primary drinking water regulations since the last sanitary survey;
2. No waterborne disease outbreaks attributable to the water system since the last sanitary survey;
3. No significant deficiencies have been found in the current and the previous sanitary survey, or any intermediate inspections;
4. Finished water quality has consistently met the goals under the Partnership for Safe Water Program or the Office of Environmental Health Services' (OEHS)

performance standards under the Area Wide Optimization Program (AWOP), since the last sanitary survey;

5. Has consistently maintained an operating capacity at 70% or lower of the design flow capacity since the last sanitary survey; and,
6. A capacity development assessment has been completed and all of the recommendations have been attained and maintained since the last sanitary survey.

Upon a preliminary finding in the sanitary survey report that the system meets these requirements, the DO or Central Office (CO) staff will send a notification of such preliminary finding to the Special Projects Coordinator (SPC). The SPC will review the findings, and upon confirmation, the SPC will notify the system, in writing, of their designation as a PWS that has achieved outstanding performance.

If a system fails to meet any of the above criteria after it has been placed on reduced frequency, the reduced frequency variance will be rescinded. The DO or CO will notify the SPC, who will review the findings, and upon confirmation will notify the PWS, in writing, of the rescission. If the time has exceeded three (3) years from the date of the last sanitary survey upon the date of the rescission, a sanitary survey shall be scheduled by the DO within the next calendar quarter.

Significant Deficiencies

A significant deficiency is defined as any defect in a system's design components, operation, maintenance, or administration, as well as any failure or malfunction of any system component, that OEHS determines may cause an unacceptable public health risk; have the potential to cause the introduction of contamination into the drinking water; or may adversely affect the reliable delivery of safe drinking water to the public. When a significant deficiency is determined to exist at a PWS, the DO representative will provide the PWS with a written notice describing any significant deficiency within thirty (30) calendar days of discovery. A copy of the notice shall be retained electronically in such a manner that CO personnel may view the notice. The notices shall be retained for a minimum of twelve (12) years from the date of correction of the significant deficiency. The formal notice of the significant deficiency shall be in conformance with the attachment, if the system is not otherwise notified concurrently with the sanitary survey report.

Corrective Action Plans

The PWS is required to consult with the DO within thirty (30) days of receipt of the written notice of the significant deficiency to discuss corrective measures. The PWS will make the necessary modifications to correct the significant deficiency within one-hundred twenty days (120) from receipt of the written notice of the significant deficiency. Within one-hundred twenty (120) days from the written notice of significant deficiency, the DO will verify in writing to the PWS that the significant deficiency has been corrected, if applicable. If after consultation with the PWS, it is determined that the proposed corrective measures of the significant deficiency will go beyond one-hundred twenty (120) days after receipt of the DO's deficiency letter, the DO will provide written notification to the PWS to require their submission of a Corrective Action Plan (CAP). The DO will review and submit a copy of the approved CAP to the PWS within one-hundred twenty (120) days of the date the PWS received the initial significant deficiency notification. This may be via an approval letter of the CAP, or could be via a modified schedule of the CAP that was received by the DO. A copy of

the CAP shall be retained electronically in the CO for a minimum of twelve (12) years from the date the PWS was notified of its approval.

The DO will have the primary responsibility to enter the CAP information into the SDWIS/State Compliance Schedule Module, for tracking purposes. The Compliance Report will be run by the DO on a periodic basis for follow up on milestone dates produced in the compliance report. If circumstances dictate, based on workload and personnel status in the DO, this function may be performed at the CO at the direction of the DO Coordinator.

If during the follow up investigations it is evident that the CAP dates are not being met, the DO may modify the CAP when appropriate. Any modification needs to follow the above procedures. The modified CAP will replace the original CAP in the electronic format for sharing with the CO. The original CAP should be retained in the DO file for reference for a minimum of five (5) years after the modified CAP is placed into electronic format.

The PWS is required to notify the DO within thirty (30) days of completion for each deficiency noted in the CAP. The DO will confirm/not confirm that the deficiency has been corrected and submit a letter of their findings to the PWS. A copy of the letters shall be retained electronically in such a manner that CO personnel may view them. If the deficiency has been corrected, the information is entered into the SDWIS/State Compliance Schedule Module. If the deficiency has NOT been corrected, procedures for "notification of violation" shall be initiated by the DO. The letters are to be retained electronically for a minimum of twelve (12) years from the date of the letter.

Consumer Confidence Report

If an identified significant deficiency has not been corrected by December 31 of the year of notification, the significant deficiency shall be included in the community water system's Consumer Confidence Report (CCR). The CCR is required to include the nature of the significant deficiency, the date the significant deficiency was identified, the scheduled dates for corrective action, and progress to date. A progress report shall be included in subsequent CCR's until the CCR indicates the significant deficiency has been corrected.

Public Notices

If the significant deficiency is not corrected within one (1) year (365 calendar days) of the receipt of the notice of significant deficiency, the PWS is required to perform a public notice to their customers on the 366th day, that is to include: the nature of the significant deficiency; the date the significant deficiency was identified by the State; the CAP schedule; any interim measures that the DO requires; progress to date; and, interim measures completed, in addition to any other requirements listed in the public notice rule. The public notice is required to be repeated every year (365 calendar days) until the deficiency is corrected.

References:

[Guidance Manual for Conducting Sanitary Surveys of Public Water Systems: Surface Water and Ground Water Under the Direct Influence \(GWUDI\)](#)
[Sanitary Survey Guidance Manual for Ground Water Systems \(PDF\)](#)

History:

Attachment:

Formal notice of Significant Deficiency



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERV**

**Joe Manchin III
Governor**

**Patsy A. Hardy, FACHE, MSN, MBA
Cabinet Secretary**

Dear (PWS Representative) :

On this date, _____, the following significant deficiency was found at your public water system. Contact our office upon correction of the significant deficiency or not later than thirty (30) days, submit a proposed corrective action plan to our office for review and consultation.

Significant Deficiency No 1:

Corrective Action SD1:

Significant Deficiency No 2:

Corrective Action SD2:

(Include more bullets like the above, if needed.)

(PWS Representative Signature)

(PWS Representative Printed Name)

(OEHS Representative Signature)

(OEHS Representative Printed Name)

***District Office Address and Phone Number information
Should go down here!***