



# State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Mail Code 401-03

Division of Water Supply - Water Supply Operations Element

Bureau of Water System Engineering

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*Lt. Governor*

BOB MARTIN  
*Commissioner*

DATE

Contact Name  
Mailing Address

Dear Licensed Operators and Purveyors of Non-Community Water Systems:

The Division of Water Supply & Geoscience (Division) would like to remind you that the Ground Water Rule [40 CFR 141.400 et seq.] went into effect on December 1, 2009. In addition to source water monitoring requirements, the Ground Water Rule requires that all non-community ground water systems have a Sanitary Survey conducted by December 31, 2014 and every five years thereafter.

The Sanitary Survey will be conducted by your County Health Department and includes eight (8) specific elements required of your water system. The eight (8) specific elements that will be reviewed during your Sanitary Survey are outlined in the table below, as well as what steps you can take to ensure compliance for your water system. Failure to comply with any of the eight elements listed below constitutes a significant deficiency under the Ground Water Rule.

<b>Sanitary Survey Element</b>	<b>Tips to Help Ensure Compliance</b>
<p><b>1. Source:</b> A raw water sample tap is required for each groundwater source (i.e. well) prior to any treatment or at a state approved location [40 CFR 141. 400].</p>	<p>Have a sample tap installed by a licensed professional prior to any treatment and storage. If it is physically impossible to install a raw water tap prior to all storage, written documentation must be provided by a licensed professional.</p>
<p><b>2. Treatment:</b> All treatment units are required to be constructed and operated in accordance with the Administrative Authority approval [N.J.A.C. 7:10-12.4(a)].</p>	<p>Locate and keep records of administrative authority approvals for treatment units that have been installed for your public water supply. If you do NOT have an approval for your potable water treatment unit(s), please contact your County Health Agency as soon as possible and follow their procedures for obtaining the appropriate treatment approvals. For your County Health Agency contact information please go to: <a href="http://www.nj.gov/dep/enforcement/county.html">http://www.nj.gov/dep/enforcement/county.html</a></p>

<p><b>3. Distribution System:</b> The water system is required to provide a minimum pressure of 20psi through out the distribution system [N.J.A.C. 7:10-12.37(b)].</p>	<p>Keep records of occasions of water outages or low pressure in areas of the building(s) and how the problem was remedied. Check pressure gauge of storage tank(s) if any are installed and operating for the water system.</p>
<p><b>4. Finished Water:</b> Licensed Operators are required to have an Operations and Maintenance Manual that includes a finished water storage maintenance plan and/or finished water storage records [N.J.A.C. 7:10A 1.12].</p>	<p>This element is not applicable for transient non-community water systems</p> <p>An inspection schedule and records of inspections are to be kept as part of the Operations and Maintenance Manual. An Operation and Maintenance Manual template is available on the Division's website at:  <a href="http://www.state.nj.us/dep/watersupply/ops_plan_temp.doc">http://www.state.nj.us/dep/watersupply/ops_plan_temp.doc</a></p>
<p><b>5. Pumps/Pump Facilities and Controls:</b> All water systems are required to have NSF certified pumps [N.J.A.C. 7:10-8.2].</p>	<p>If the pump has been replaced since the date of the last inspection you must provide documentation that the pump installed is NSF certified. It is recommended that you contact the manufacturer of the pump to obtain the appropriate documentation (i.e. manufacturer's specifications).</p>
<p><b>6. Monitoring/ Reporting/Data Verification:</b> All public water systems are required to have a written sample siting plan under the Total Coliform Rule [40 CFR 141.21].</p>	<p>The Division has developed Guidance for Developing a Coliform Siting Plan, which can be found at:  <a href="http://www.state.nj.us/dep/watersupply/pdf/tcr_plan.pdf">http://www.state.nj.us/dep/watersupply/pdf/tcr_plan.pdf</a></p>
<p><b>7. Water System Management/Operation:</b> Licensed Operators are required to have readily available written detailed operation and maintenance procedures [N.J.A.C. 7:10A 1.12]</p>	<p>This element is not applicable for transient non-community water systems.</p> <p>An Operation and Maintenance Manual template is available on the Division's website at:  <a href="http://www.state.nj.us/dep/watersupply/ops_plan_temp.doc">http://www.state.nj.us/dep/watersupply/ops_plan_temp.doc</a></p>
<p><b>8. Operator Compliance with State Requirements:</b> Public water systems required to hire a licensed operator shall obtain the services of a licensee holding a license not more than one class lower than the classification required for the operation of the system to cover the system during the unavailability of the licensed operator [N.J.A.C. 7:10A-1.10(f)].</p>	<p>This element is not applicable for transient non-community water systems.</p> <p>Please note that if a T-1 operator is required for a water system a VSWS license is not acceptable for coverage during the unavailability of the T-1 operator.</p>

If the County Health Department identifies a significant deficiency for your water system, a Notice of Deficiency will be issued and you will have 30 days to consult with your County Health Department and 120 days to correct the deficiency. *PLEASE NOTE - a Significant Deficiency is NOT a violation unless you fail to correct the problem. If your water system does not correct the significant deficiency or enter into a State Approved Plan within the 120 days, your system will be in violation and subject to monetary penalties.*

In order to avoid the identification of a Significant Deficiency and the issuance of a Notice of Deficiency at your facility, please ensure that all of the above requested information is available at the time of your inspection. **Please note that the property owner is responsible for maintaining compliance of the water system.**

*Please note that all state and federally owned non-community water systems will be required to consult with the NJ DEP and the NJ DEP is their administrative authority.*

If you have any questions regarding this matter, please contact your County Health Agency or regional contact with the Water System Assistance & Security Section of the Bureau of Water System Engineering

Sincerely,

Karen Fell, Acting Assistant Director  
Water Supply Operations Element  
Division of Water Supply & Geoscience