



New Jersey Department of Environmental Protection: Division of Water Supply & Geoscience

Total Coliform Sample Siting Plan

Instructions for Completing Non-Community Seasonal Water System Template

The Division of Water Supply and Geoscience (Division) has developed the Total Coliform Sample Siting Plan Templates to assist non-community systems in developing an adequate sampling plan under the Revised Total Coliform Rule. Below are general instructions and notes to properly complete the sample siting plan template for seasonal water systems. *For a more detailed guidance on developing a Total Coliform Sample Siting Plan, refer to the Division's Guidance for Developing a Coliform Sample Siting Plan.*

Note that a seasonal system is defined as a non-community water system not operated as a public water system on a year-round basis and starts up and shuts down at the beginning and end of each operating season or a non-community water system that depressurizes a portion of the distribution system for a period of time or seasonally, is required to detail the start-up sampling location and timeframe for collection. If you are unsure if your water system meets the definition of a seasonal water system under the Revised Total Coliform Rule, contact your County Health Department for assistance.

1. Complete the General Water System Information section.
 - The number of service connections equals the number of buildings served
 - For seasonal systems, the season start and end dates can be generalized, such as "memorial day weekend"
 - Facility IDs (a.k.a. Water State Facility Codes) for Wells and Treatment Facilities are located on Drinking Water under the Facilities tab. [https://www9.state.nj.us/DEP_WaterWatch_public/index.jsp].
 - A system is considered to have certified 4-log treatment of viruses only if it has received a Ground Water Rule 4-log Virus Inactivation Certification letter from the State
 - Finished Water Tanks are those that are filled with water that is intended to be introduced into the distribution system for consumption without further treatment.
 - Raw water tanks are those that are filled with water prior to being treated by all treatment processes
2. Complete the Routine Samples section
 - serving $\leq 1,000$ persons are required to collect 1 sample per month
 - serving $> 1,000$ persons are required to collect the minimum # of samples identified in 40 CFR 141.857(b)
3. Complete the Routine and Repeat Sampling Site and Sampling Schedule Section
 - Refer to Appendix A of the Division's Guidance for Developing a Coliform Sample Siting Plan for proper site selection and sampling frequency at each site.
 - Zone area is only applicable for systems serving multiple buildings or units (i.e. strip mall). Refer to Appendix A of the Division's Guidance for Developing a Coliform Sample Siting Plan regarding this recommendation for labeling zone areas of the distribution system.
 - Specific repeat sampling location sites must be identified within the plan (i.e. room 28 kitchen sink)
4. Complete the Triggered Source Water Monitoring section
 - If the system has certified 4-log treatment of viruses for all potable supply wells, check the box and proceed to section 6.
 - Each potable well is required to have a source tap location
 - Sample Site Description is to assist in the sample collector identifying the proper tap to sample from (i.e. first tap to the left of pressure tank). *It is strongly recommended that the source water tap be properly tagged or labeled on site.*



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5. Complete the Seasonal Start-Up Sampling Site and Sampling Schedule section
 - If the system depressurizes all or a portion of the distribution system, the sampling site shall be within the area that was depressurized
 - The start-up sample is required to be collected no more than 30 days prior to serving water to the public
 - If the start-up sample is collected during the same calendar month as when the system begins serving water to the public, then the start-up sample can be used as a dual purpose sample to meet compliance for the start-up requirement and as the routine compliance sample for that month.
 - Detail any additional start-up procedures (i.e. visual inspections of system components, flushing, etc.) that the system conducts prior to serving water to the public each season.
6. Complete the Elective Source Water Monitoring section
 - If the system does not conduct elective source water monitoring, defined as additional source water samples collected to gauge operational quality from the ground water source(s) as part of normal operating procedure, check the box and proceed to section 7.
7. Complete the Sample Collection section
 - If water system personnel collect the total coliform samples, any questions regarding proper sample container prep and transport, sample collection, and/or disinfectant residual testing can be directed to the Office of Quality Assurance [<http://www.state.nj.us/dep/oqa/>]
8. Complete the Action Plans section
 - A set of requirements is already set for each action plan type; however, the system can add additional, system specific, action items to these plans.
 - If a specific action plan doesn't apply to your system, check the box next to the action plan title. Any action plan without a checkbox option is required.
 - Refer to the Division's Guidance for Developing a Coliform Sample Siting Plan for further details as to what constitutes an E.coli MCL violation, treatment technique trigger, treatment technique violation, and monitoring violations.
9. Complete the Additional Contact Information section
10. Complete the Distribution Map section
 - A distribution map is required to be included as part of the sampling plan.
 - All checkbox items that are a component of your water system shall be identified on the map.
11. Complete the Sampling Plan Author and Date section
 - A box of the author and date shall be completed every time a significant update is made to the sampling plan. *Do not delete the previous author information and date; just add additional boxes with the updated information.*

If you have any questions regarding how to properly complete the Total Coliform Sample Siting Plan, contact your county health department or the Division at 609-292-7219 for assistance.