

REPORTING, PUBLIC NOTIFICATION, AND RECORDKEEPING

Reporting Requirements

Prompt reporting saves money. The primacy agency (usually the State or county health department) or the EPA can impose large fines on any public water system that fails to meet reporting requirements.

- Managers of every USDA Forest Service public water system must report to the primacy agency the results of all required tests or analysis within 10 days following the end of the monitoring period (CFR 141.31).
- Managers of every USDA Forest Service public water system must report to the primacy agency within 24 hours the failure to comply with any national primary drinking water regulation, including failure to monitor.
- Managers of every USDA Forest Service seasonally operated public water system must inform the primacy agency when the system is closed for the season. A system that does not report closing will be liable for failure to monitor.
- Managers of every USDA Forest Service water system must report to the forest engineer, the USDA Forest Service regional environmental engineer, and the primacy agency any waterborne disease outbreak at a federally owned water system.

Public Notification

Public notification is required for any violation of the national primary drinking water act. Recreational water systems can post the notification at entry stations, on bulletin boards in prominent locations, or on hydrants (figure 89). USDA Forest Service offices may notify employees by hand delivery and by posting

the notice in a prominent location. Notification templates are included in appendix A.



Figure 89—Post public notification in a prominent location in recreation areas.

Notification must be posted or delivered within 72 hours for any violation that poses an acute health risk, nitrate or nitrite, fecal coliform, or a waterborne disease outbreak.

Notification must be posted or delivered within 14 days for all other violations. Notices must remain posted as long as the violation exists.

Recordkeeping

Recordkeeping is an important part of maintaining a water system.

Every USDA Forest Service water system must have a permanent case folder. This case folder will be started by the engineer and maintained by the water system operator and/or engineer.

- FSM 7413.9. Requires that permanent case folders be established and maintained for each inventoried potable water system at forest supervisor or district ranger offices. Regional offices shall specify case folder requirements.
- Interim directive FSM 7420-2004-1 specifies what information is required to be kept in the permanent case folder and the organization of the information.

Every USDA Forest Service water system must be entered in the USDA Forest Service Data Base (INFRA) for upward reporting requirements. The data must be kept up to date.

For every USDA Forest Service public water system, maintain at the site or at the district office (CFR 141.33):

- Bacteriological tests for 5 years.
- Chemical analysis for at least 10 years.
- Records of violation and corrective action for 3 years.
- Sanitary surveys for 10 years.
- Records of variances or exemptions for 5 years following the expiration of the variance or exemption.
- Any other information required by the primacy agency.

Checklist

☐ Where is the permanent case folder?

☐ Is the permanent case folder up to date?

☐ Who is the regional environmental engineer or water/wastewater engineer?

☐ Is the system entered into INFRA?

☐ Is the INFRA data current and complete?

☐ Where are the system operation files?

☐ Are the system operation files current and complete?
