



Requirements for Seasonal Systems

WHO DOES THIS FACTSHEET APPLY TO?

Under the RTCR, a seasonal system is defined as a non-community water system that is not operated as a public water system (PWS) on a year-round basis and starts-up and shuts-down at the beginning and end of each operating season. Examples include campgrounds, fairgrounds, seasonal food service facilities, ski areas.

RTCR

What to Do?

COMPLETE START-UP PROCEDURES at the beginning of each opening season before you can deliver water to your customers.

NEW!



STEP 1: START-UP PROCEDURES

Start-up procedures help reduce the presence of harmful bacteria in water. Follow all the to-do items on the start-up procedures checklist to deliver safer drinking water.

Flush all pipes until the water is clear

Flushing the pipe lines in all areas of your water system helps remove build up and dirty water that has gathered during the off season. When you flush the lines, it can help the disinfectant in water work more effectively to kill bacteria and viruses that are present.

Clean all water storage tanks

Dirty, smelly water and other gunk can build up over time inside at the bottom and along the walls of the water tanks. Make sure you drain and clean the tanks before delivering water to your customers.

Disinfect

Kill harmful bacteria and viruses by adding a disinfectant or by making sure the disinfectant level is present in all areas of your water pipes. It is important you have the right amount of disinfectant in your water to kill harmful bacteria without causing other problems.

Check our website or call SD DWP to get more information about how to disinfect your water system.

DATE SEASONAL SYSTEM MUST ACT?

STARTING APRIL 1, 2016, all seasonal systems must complete the state required startup procedures before serving water to the public. Your water system must fill out the state certification form confirming completion of these start-up procedures.

Inspect and Repair

Have a qualified water system professional inspect and repair your water system before you deliver water to your customers. Some parts of your water system may have broken down or become worn out during the off season. This can create a situation where bacteria can enter the drinking water. You can find a list of state certified water system professionals to help with finding any defects at your water system at this website: [Website placeholder].

Collect Samples

After flushing, cleaning, disinfecting, and repairing your water system, remember to collect water samples and have them tested for the presence of bacteria. Also, sample and test to determine if the right amount of disinfectant residual is present to help provide safer drinking water. You should find out your sample results before delivering water to your customers.

Step 1 Start-up Procedures

Step 2 Simple steps

Step 3 Start-up procedure certification form

Step 4 A good reputation with your customers

Step 5 Shutdown Procedures

EXAMPLES:

CAMPGROUNDS



FAIRGROUNDS



SKI AREAS



STEP 2: EACH YEAR BEFORE DELIVERING WATER TO YOUR CUSTOMERS, FOLLOW THESE SIMPLE STEPS:

- Contact the SD DWP if you need help understanding or following the Start-Up Procedures. (See contact information below.)
- Complete the items in the Start-Up Procedures checklist. The checklist is available on our website at [[Website placeholder](#)] or call the state to get more information.
- Complete and return the Start-Up Procedures Certification Form.

STEP 3: START-UP PROCEDURE CERTIFICATION FORM

When you sign and return this form, you are certifying that you have completed all of the start-up procedures, including:

- Flushed all pipes.
- Cleaned all water storage tanks (if applicable).
- Disinfected entire water system.
- Inspected and repaired water system.
- Collected samples to test for bacteria and disinfectant residual.

STEP 4: MAINTAIN A GOOD REPUTATION WITH YOUR CUSTOMERS

Completing all start-up procedures helps to protect public health. It can also help you maintain a positive image about your water system and avoid additional paperwork.

If your water system forgets to complete all of the start-up procedures, you must notify your customers that your water system had a drinking water violation for failure to complete start-up procedures and tell them of any possible health risks.

Contact the state for information on the proper public notification procedures (including language you must use) and timing.

STEP 5: SHUTDOWN PROCEDURES

Similar to start-up procedures, completing shutdown procedures at the end of your business season will provide you with peace of mind to help minimize repairs to the water system when your water system opens up again next season. To determine appropriate shutdown procedures for your water system, contact your state. In general, you should:

- Inspect your entire system and look for problems and damage that need attention or repairs.
- Turn off the power to your water supply pump.
- If there is potential for your pressure tank or storage tank to freeze, drain it. If there is no potential for your tanks to freeze, you may choose to leave them full.
- Drain all of the water from your internal plumbing.
- Protect your distribution system by not leaving taps open in the off season.
- Turn the power off to all treatment systems.

South Dakota Drinking Water Program (DWP)

523 E Capitol

Pierre SD 57501

Phone: 605-773-3754

<http://denr.sd.gov/des/dw/campgrds.aspx>