

Notes:

- This template is a guide only. Check with the requirements found in your Directive and O. Reg. 319/08.
- This template is intended for use at a SDWS with UV for primary treatment and chlorine for secondary treatment (e.g. many trailer parks). For a SDWS with UV only and no distribution (e.g. many churches or restaurants), use the basic template. Both are available for download and modification at <https://www.peterboroughpublichealth.ca/> (search for SDWS).

Instructions:

- Check your Directive for the operational checks and record keeping requirements which are specific to your SDWS. Every SDWS is unique. You may need to add column(s) for turbidity. Systems using chlorine for primary treatment and/or systems with large distribution systems may require multiple columns for recording chlorine residual (free available chlorine - FAC).
- In the UV Check column, a simple checkmark indicating that you have checked the operation of the UV is adequate unless the UV displays more information. See below.
- In the Daily FAC column record the free chlorine residual measurement as measured by your electronic colorimeter.
- In the Location of FAC Check column record the location of the FAC measurement. It is good practice to change the location of the measurement to ensure that the entire distribution system is monitored.
- In the Details column, record all maintenance, breakdowns, repairs, and water sampling which occurred.
- Keep all records for a minimum of five years. Records must be made available to a Public Health Inspector, upon request.
- See the next page for an example records sheet.

What do I check for on my UV?

Every model is different. Familiarize yourself with the owner's manual for your UV. Start with the obvious – is it plugged in, is it beeping, is it leaking water? Beyond that, it depends on the brand and model. Some display LEDs which should all be green, others display percentage UV output or UV intensity in mJ/cm².

What else do I record?

- All routine maintenance activities, e.g. filter changes, bulb changes, sleeve and sensor cleanings.
- Maintenance done to the UV as per the manufacturer's recommendations, e.g. bulb changes and calibration of the UV intensity sensor and flow sensor.
- Certificates of calibration for colorimeters and turbidimeters.
- Softener and media filter maintenance including re-bedding.
- Solenoid shut-off valve check (monthly is recommended).
- Warning alarms and what was done to correct the alarm.
- Breakdowns and repairs.
- Inspection of the well.
- Work done on the well such as pump repairs and disinfection.
- Inspection of the cistern (if present) – debris build-up, sealed, secure, etc.
- Cistern cleaning and disinfection.
- If hauled water is used – the date, volume, name of water hauler, chlorine residual at time of delivery.
- Water samples collected and submitted to the lab.

What other paperwork must I keep?

- Chain of Custody forms
- Certificates of Analysis (water test results)
- work orders from your service company
- receipts for parts, filters, etc.
- water well records
- your Directive and Inspection Report
- Notice of Adverse Test Results and Issue Resolution forms
- any orders issued by the health unit
- a copy of the regulation

Example log:

Date	UV Check	Daily FAC (mg/l)	Location of FAC Check	Initials	Details
May 10	✓	>2.20	end of lines	CE	-well inspected -filters changed, UV bulb changed, sleeve and sensor cleaned -solenoid check OK -distribution system disinfected and flushed -repaired leak behind trailer 47
May 17	✓	1.66 1.55	WR T-85	CE	-treated sample from pumphouse and distribution samples from washroom building and outside trailer 85 collected and submitted to lab
May 19	✓	1.50	T-50	CE	-Notice to Operate forms and sample results emailed to health unit
May 22	✓	1.41	WR	CE	-open for season!
May 23	✓	0.85	T-85	AE	
May 24	✓	0.77	T-60	CE	
May 25	✓	0.81	WR	CE	
May 26	✓	0.67	T-85	CE	
May 27	✓	0.69	T-50	CE	-thunderstorm – power off 6:00 pm - 6:30 pm -no significant pressure loss in distribution -system operating normally at 6:35 pm
May 28	✓	0.77	WR	CE	
May 29	✓	0.81	T-85	CE	
May 30	✓	0.88	T-60	CE	
May 31	✓	0.66	WR	AE	
June 1	✓	0.49	T-85	CE	
June 2	✓	0.15	T-50	CE	-cleaned chlorine injector, flushed distribution until end of lines reached 0.50-0.60mg/l
June 3	✓	0.67	WR	CE	
June 4	*	0.88	T-85	CE	-LED for UV sensor turned yellow -cleaned sensor eye – LED now green
June 5	✓	0.69	T-60	CE	
June 6	✓	0.77	WR	AE	
June 7	✓	0.80	T-85	CE	-distribution samples collected from washroom building and outside trailer 50 and submitted to lab
June 8	✓	0.55	T-50	CE	
June 9	✓	0.73	WR	AE	
June 10	✓	0.66	T-85	AE	-solenoid check OK