



SDWS Name:

Operators Name(s):	Year:
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Date	Weekly UV Check	Initials	Details

See flip-side of this sheet for instructions.

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 (e.g. many churches or restaurants). For a SDWS with UV for primary treatment and distribution with chlorine for secondary treatment (e.g. many trailer parks), use the advanced 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 or other operational checks required by your system.
- 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 Details column, record all maintenance, breakdowns, repairs, and water sampling which occurred.
- Keep all records for a minimum of five years. They 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	Weekly UV Check	Initials	Details
Jan 4	✓	CE	<ul style="list-style-type: none"> -changed 5 micron filter and UV bulb, cleaned sleeve and sensor - solenoid valve checked -disinfected system and flushed
Jan 11	✓	CE	
Jan 18	✓	CE	-took sample from kitchen sink and dropped at lab – result 0,0
Jan 25	✓	CE	
Feb 1	✓	CE	-solenoid valve checked
Feb 8	✓	CE	
Feb 15	✓	CE	-small leak on inlet side of UV; tightened fitting, OK now
Feb 22	✓	CE	
Mar 1	✓	CE	-solenoid valve checked
Mar 8	✓	CE	
Mar 15	*	CE	<ul style="list-style-type: none"> -UV intensity sensor LED is yellow -cleaned sensor with CLR – LED now green
Mar 22	✓	AE	
Mar 29	✓	AE	<ul style="list-style-type: none"> -snow is gone! -inspected well
Apr 5	✓	AE	-solenoid valve checked
Apr 12	✓	CE	-took sample from kitchen sink and dropped at lab – result 0,0