



Start-up Procedure Checklist for Seasonal Water Systems

Submission of this checklist is **not** required. Instead, submit the required "Seasonal Start-up Notification Form" on line.

Instructions:

1. A water system may use its own start-up procedures that have been approved by the Division.
2. If applicable, use this checklist to document your start-up procedures. Retain a copy in your records.
3. Only grey fields are mandatory steps. Use other fields as needed.

Water System Name: _____

Number: _____

1. Inspect Drinking Water Facilities	date here	initial here
▶ Wells		(✓ or N/A)
Well house secure and clear of debris and hazardous materials		
Wellhead casing intact and structurally sound		
Well cap/sanitary seal intact and watertight – no cracks or openings		
Vent clear, downturned, and #14 mesh screen intact		
Electrical conduit/cable intact and securely attached		
Controls intact and functional		
Well pump operational		
Pump-to-waste line clear and # 4 mesh screen intact		
Pump discharge line intact		
Meter, valves, and gauges intact and functional		
▶ Springs		(✓ or N/A)
Fencing intact		
Diversion channel/berm intact		
Soil cover sufficient – graded for drainage		
Liner intact and not exposed or damaged		
Deep-rooted vegetation absent		
Spring box intact (no unsealed opening)		
Roots, dirt, and debris absent from interior of spring box		
Access hatch intact and locked		
Access hatch gasket intact		
Vent clear, downturned, and #14 mesh screen intact (with #4 protective screen if vent >6")		
Overflow 12" to 24" above ground surface and #4 mesh screen intact		
Drain min. 12" above ground surface (with #4 mesh screen if combined with overflow)		
Flow measuring device intact and functional		
▶ Treatment		(✓ or N/A)
Treatment house secure and clear of debris and hazardous materials		
Treatment units intact and functional		
Tanks clean and watertight		
Piping intact and connections secure		
Electrical conduit/cable intact and securely attached		
Pumps and appurtenances intact and functional		
Controls intact and functional		
Meter, valves, and gauges intact and functional		



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▶ Chlorinator	(✓ or N/A)
Chlorination house secure and clear of debris and hazardous materials	
Heating, lighting, and ventilation functional	
Chlorination equipment intact and functional	
Tanks clean and watertight	
Electrical conduit/cable intact and securely attached	
Piping and tubing intact and secure	
Pumps intact and functional	
Controls intact and functional	
Meter, valves and gauges intact and functional	
Injectors secure and functional	
▶ Water Storage Tanks	(✓ or N/A)
Tank watertight and exterior intact – no cracks or openings	
Tank interior clean – no damage, rust, peeling, dirt, or debris	
Access hatch intact and locked	
Access hatch gasket intact	
Vent clear, downturned, and #14 mesh screen intact (with #4 protective screen if vent >6")	
Overflow 12" to 24" above ground surface and #4 mesh screen intact	
Drain min. 12" above ground surface (with #4 mesh screen if combined with overflow)	
▶ Distribution Lines	(✓ or N/A)
Water lines unexposed with adequate cover	
Water lines intact with no obvious breaks or damage	
Valves intact and functional	
Air relief valve - vent downturned and #14 mesh screen intact	
Below ground chambers clean and drain freely	
Back-flow devices intact, tested (within 10 days of startup recommended), and functional	
Cross connection risks identified and eliminated	
Service connections intact and functional	
Hydrants intact and functional	
▶ Pumps	(✓ or N/A)
Pump house secure and clear of debris and hazardous materials	
Below ground chambers protected from flooding	
Electrical conduit/cable intact and securely attached	
Pumps and appurtenances intact and functional	
Controls intact and functional	
Meter, valves, and gauges intact and functional	
▶ Pressure Tanks	(✓ or N/A)
Pressure tank house secure and clear of debris and hazardous materials	
Below ground chambers protected from flooding	
Pressure tanks intact and able to be pressurized	
Pressure relief valve is functional	
Pumps and appurtenances intact and functional	
Controls intact and functional	
Meter, valves, and gauges intact and functional	



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2. Correct Sanitary Defects Discovered during Inspection	date here	initial here
3. Drain and Flush Water System (Pressure Test Recommended)	date here	initial here
Drain water from tanks and distribution lines		
Activate source and fill tanks with clean water		
Flush tanks and distribution lines until clean water flows; flush section by section if necessary		
Flush building lines and service connections until clean water flows		
Close hydrants and faucets, fill tanks and distribution lines with water		
Turn off flow of water to the system and record water system pressure		
After one hour, record water system pressure again		
(leak repair recommended if pressure loss is more than 15%)		
4. Disinfect and Flush System (Recommended)	date here	initial here
Fill system with water containing at least 10 ppm of chlorine		
Fill tanks and distribution system with chlorinated water		
Let chlorinated water stand in system for 24 hours (10 ppm residual after 24 hrs recommended)		
Flush chlorinated water from tanks and distribution lines		
(do not release highly chlorinated water to surface water or service connections)		
Alternatively, follow AWWA disinfection standards for disinfection		
5. Refill System with Drinking Water	date here	initial here
6. Collect Investigative Total Coliform Sample from Distribution Site	date here	initial here
(Collect Sample from Sources if Required)		
If sample is coliform negative, system may be put into service		
If sample is coliform positive, repeat flushing, disinfection & sampling until coliform negative		
7. Complete Online Seasonal Start-up Form and Submit to DDW	date here	initial here
8. Put Water System into Operation	date here	initial here
9. Prepare for Drinking Water Compliance Sampling (Recommended)	date here	initial here
Check "WaterLink Online Reports" for current compliance sampling requirements:		
<i>http://www.deq.utah.gov/ProgramsServices/services/pwsreports/index.htm</i>		
Order sample bottles from certified lab		
Collect annual nitrate sample (at the beginning of operating season recommended)		
Review and update coliform sample site plan (keep a copy on file)		

Name:

Date: