Chapter 1: Information and Records

This chapter will help you organize basic system information and maintain it in one central location. Keeping important system documents together creates a water system history and compliance record you can refer to during your sanitary survey, or anytime you need to communicate about your water system.

**![MC900230505[1]]()**

**CHAPTER TOPICS**

This chapter addresses your:

* Water Facilities Inventory (WFI) Form
* Annual Operating Permit
* Facilities Map
* Other Documents

Each section offers a purpose statement, background on the requirement, and instructions. Most sections contain links to more information or resources.

1.1 Water Facilities Inventory Form

**Purpose**

To document current information on the *Water Facilities Inventory (WFI) Form*.

**Background**

DOH sends a WFI form, and instructions for completing it, to all Group A water systems each year. The WFI form provides contact information, including current names, addresses, and telephone numbers of system owners and emergency contact persons.

The WFI form also contains information about your system’s source of supply, water treatment, type and number of connections, and population served. When you receive your WFI, review it, make necessary changes, and return a copy to your [DOH regional office](http://www.doh.wa.gov/ehp/dw/Staff_Lists/dwnames.htm). We will update our data system to reflect your changes and send a new copy to you.

All water systems must notify us within 30 days of changes to the system name, category, ownership or management responsibility, or adding source or storage facilities (WAC 246-290-480(2)(e)).

**How to complete this section**

Follow the steps below.

**Step 1**  **Confirm that your current WFI has accurate information.** If a change to your system affects your WFI information, make the necessary changes and send the updated WFI form to your [DOH regional office](http://www.doh.wa.gov/ehp/dw/Staff_Lists/dwnames.htm).

**Step 2**  **Attach a copy of your current (or corrected) WFI**. Consider keeping copies of previous WFI forms in this section to create a historical record.

How to review your current WFI form

* *Visit us online to* [*download your WFI*](https://fortress.wa.gov/doh/eh/portal/odw/si/Disclaimer.aspx?Page=/portal/odw/si/downloadsreports.aspx)
* *Scroll down. Click “I accept” and then “Submit.”*
* *Click “Water Facilities Inventory Report (WFI)”*
* *Type your 5-digit water system ID number, scroll down and click “Submit”*
* *Review your WFI*
* *If you have changes, print it, write in the corrections and mail it to your* [*DOH regional office*](http://www.doh.wa.gov/ehp/dw/Staff_Lists/dwnames.htm).

1.2 Annual Operating Permit

**Purpose**

To document the system’s compliance status by including a copy of the most current operating permit.

**Background**

All Group A water systems must obtain an annual operating permit from DOH. Your operating permit has a designated color (green, yellow, red, or blue) that signifies your system’s compliance status. The permit color may change if the compliance status of your system changes. Refer to your operating permit for specific information about your water system.

You can find more information on operating permits in these publications:

[***Operating Permits for Drinking Water Systems***](http://www.doh.wa.gov/Portals/1/Documents/Pubs/331-168.pdf) (331-168)

[***Operating Permit Program Plan Adequacy Table***](http://www.doh.wa.gov/portals/1/Documents/pubs/331-257.pdf) (331-257)

**How to complete this section**

Follow the steps below to complete Table 1-2.

**Step 1** **Attach a copy of your current operating permit.** Contact your [DOH regional office](http://www.doh.wa.gov/ehp/dw/Staff_Lists/dwnames.htm) if you don’t have your permit. Consider keeping your past operating permits in this section to create a historical compliance record.

**Step 2** **Identify the color of your current operating permit**. If your permit is red, yellow, or blue, identify the condition(s) on the permit. Next, list the corrective action you plan to take and a target completion date. If you are unclear what corrective action you need to take, your [DOH regional office](http://www.doh.wa.gov/ehp/dw/Staff_Lists/dwnames.htm)can help.

**Step 3** Transfer the corrective action you list below to your list of future activities (Section 5.1). If there is a cost, transfer the cost into your list of future system expenses (Section 4.3).

Table 1-2
Annual Operating Permit

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Permit Color**  | **Permit Condition(s)***If your permit is red, yellow, or blue, list the conditions for returning to substantial compliance.*  | **Corrective Action***List the actions you intend to take to return your system to substantial compliance* | **Target Completion Date**  |
|       |       |       |       |
|       |       |       |

1.3 Facilities Map

**Purpose**

To document the location of critical system facilities.

**Background**

A map showing the location of your system facilities will help you or your contract service providers conduct operational activities, such as making repairs or taking samples.

**How to complete this section**

Follow the steps below to create a water system facilities map.

### **Step 1 Get a copy of your system map.** Your final engineering documents or “as-built drawings” should have a system map. If you don’t have as-built drawings, simply draw your system’s general layout on a sheet of paper.

**Step 2 Identify the location of the facilities listed below on your map.** It is likely that your system does not have all of these facilities.

* + Sources (well name, DOH source #)
	+ Storage facilities (name and capacities)
	+ Treatment facilities (capacities)
	+ Pressure zones
	+ Booster pumps (name and capacities)
	+ Fire hydrants
	+ Distribution lines (include type of material and diameter of pipe)
	+ Valves (pressure reducing, isolation, air relief, or blow off)
	+ Sampling points (source and distribution)

### **Step 3 Attach a copy of the map.**

**Municipal Water Law.** **Some nontransient noncommunity water systems are “municipal water suppliers.”** Municipal water suppliers may expand the place-of-use boundary in their water right(s) to match their service area in a DOH-approved planning document. For information about this benefit, see our Municipal Water Law webpage at <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/MunicipalWaterLaw.aspx>

1.4 Other System Documents

**Purpose**

To store historical or other important system documents in one central location.

**Background**

Use this section as a “catch-all” for other correspondence and important water system documents. Water system owners **must** maintain some water quality and other records for a specified amount of time. See our [***Records retention reminder***](http://www.doh.wa.gov/portals/1/Documents/pubs/331-431.pdf) **(331-431)** for guidance. You can decide whether to maintain the records in your SWMSP, but you should know what to keep and how long to keep it.

**Note:** Some local permits and business licenses require an approved public water supply to operate the primary business. Common examples are local food permits or liquor licenses. If your business operates under such a permit or license, the documents you keep in this section will help you talk with permitting authorities (including DOH) about your system’s compliance and approval status.

**How to complete this section**

Attach copies of your system records. Here are some recommendations.

* System approval letters from DOH or local health jurisdiction.
* Return to compliance documentation from DOH.
* Sanitary survey correspondence and survey follow-up report.
* Contract with a certified operator or satellite management agency.
* Public notice documents and certification forms.
* Well logs (well log information is on Ecology’s website at <http://apps.ecy.wa.gov/welllog/>).