

Boil Water Notice (BWN) Checklist

This checklist is designed to help Non-Community Public Water System (PWS) owners and operators comply with boil water notice (BWN) requirements found in Chapters 62-555 and 62-560, Florida Administrative Code (FAC), and the Department of Health Guidelines for the Issuance of Precautionary BWNs.

It is the water system owner's responsibility to provide public notification to its affected consumers.

If your facility remains open to the public when it has a power outage or drinking water system malfunction that results in zero pressure in your plumbing; you must:

- Notify the customers that a boil water notice (BWN) is in effect and tap water is NOT available for consumption (62-560.410(1)(a), (c), & (d), FAC):
 - **Post notices in conspicuous places at accessible water and piped-water-mixed beverage outlets within your establishment.**
- Contact your drinking water regulatory agency (DEP District Office or ACHD) no later than noon the next business day (62-555.350(10)(b) FAC).

Regulatory Agency Name: _____

Phone Number: _____

Contact Person: _____

- Also notify your local County Health Department (CHD) if your regulatory agency is the DEP District Office (62-555.335(18), FAC). CHD phone list: <http://www.floridahealth.gov/programs-and-services/county-health-departments/find-a-county-health-department/index.html>
- If you prepare or process food, your regulatory food agency must also be notified of the BWN.
- Complete corrective actions to the water system, restore pressure and disinfectant residual, perform plumbing flushing, dispose of ice made during the BWN.
- Unless otherwise directed by your regulatory agency, collect bacteriological samples (62-555.340(2), (3), FAC) as follows:
 - For a non-community public water system, two (2) water samples collected at locations where water is available for consumption (taps or fixtures).
 - Collect samples in a sanitary manner, then transport on ice to a DOH certified laboratory for analysis within 30 hours of collection.
- One (1) day's test of satisfactory samples is required for a pressure loss BWN (62-555.340(2)(a)(b), FAC), unless a water main break occurred, then two (2) days of tests are required.
- Send a copy of lab test results to your regulatory agency; DEP or the ACHD (62-555.340(2)(c), FAC), or have the lab send it.
- Regulatory agency approval must be received to rescind the BWN (62-555.340(5) FAC).
- If this is a regulated food establishment, and continues to process food, you must also follow the instructions in **Industry Bulletin for Florida's Food Industry, Boil Water Notice Guidelines**. Accessible via <http://www.floridahealth.gov/environmental-health/drinking-water/2019-hurricane-letter-food-bulletin-bwn-guidelines.pdf>