



FLORIDA DEPARTMENT OF Environmental Protection

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Requirements for Community Public Drinking Water Systems

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1)

Introduction

You are now responsible for a state-approved Community public water system (CWS). This responsibility involves the following duties, as required by Florida Administrative Code (F.A.C.) Rules 62-699, 62-550, 62-555 and 62-560. This document summarizes those requirements that apply to community water systems, but it is not intended to substitute for Rules F.A.C. 62-550 and 62-555. Please note that other types of public drinking water systems have different requirements.

Any forms which are referenced below can be obtained from the Department of Environmental Protection Source and Drinking Water Program, M.S. 3520, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400, as well as from the following website: <https://floridadep.gov/water/source-drinking-water/content/drinking-water-forms-reporting-formats>

Any rules which are referenced below can be obtained from the following website: <https://floridadep.gov/ogc>

The Florida Department of Environmental Protection website can be found at:
<https://floridadep.gov>

2)

Operators

A community public water supply utility must employ an operator certified with an appropriate water plant operator license and water distribution system operator license for the plant(s) and distribution system to perform tests, maintain records and submit reports required by Florida Administrative Code Rule 62-550. F.A.C. 62-699 lists the number and length of site visits by the certified operator, as well as what level of certification is required based upon plant size and complexity. Suppliers of water shall employ licensed operation personnel in accordance with Chapter 62-602, which contains all requirements for certified operators. [F.A.C. Rule 62-555.350(8) and 62-699.310]

3)

Required levels of chlorine

Suppliers of water shall maintain a free chlorine residual between 0.2 milligram per liter (mg/L) and 4.0 mg/L, or a combined chlorine residual between 0.6 mg/L and 4.0 mg/L, or an equivalent chlorine dioxide residual, throughout their drinking water distribution system at all times.

If at any time the residual disinfectant concentration in any portion of a distribution system falls below the required minimum level, the supplier of water shall increase the disinfectant dose as necessary and flush said portion of the distribution system until the residual disinfectant concentration is restored to the required minimum level. [62-555.350(6)]

4) **Chemical and bacteriological monitoring schedules**

Florida Administrative Code Rule 62-550.300 through 335 sets maximum contaminant levels for water in public drinking water systems, and Rule 62-550.510-.540 requires monitoring of these potential contaminants on a routine basis. Monthly bacteriological sampling is required from the wells and a number of locations in the distribution system. For future chemical monitoring schedule, please refer to Chapter 62-550, Florida Administrative Code. Also, shortly after a new PWS is cleared for public use by the Department, the Department will issue a monitoring schedule.

5) **Chemical and bacteriological monitoring sampling plans**

Provide the following prior to conducting required sampling:

- A) *Stage 2 Disinfectants/Disinfection Byproducts Rule Monitoring Plan.* An example format is available at the website listed below. [40 CFR 141.622(a)(1)] <https://floridadep.gov/water/source-drinking-water/content/drinking-water-forms-reporting-formats>

- B) *Written sampling plan for total coliform.* Public water systems shall collect total coliform samples at sites that are representative of water throughout the distribution system and in accordance with a written sampling plan that addresses location, timing, frequency, and rotation period. Descriptions of sampling locations shall be specific, i.e., numbered street addresses or lot numbers. Pressure tank or plant tap samples are not acceptable for determining compliance. [62-550.518(1)] The number of required bacteriological samples is based upon the population of the system, and is reprinted below. Public water systems serving 1,000 or fewer customers must take 1 routine sample per monitoring period, as directed by 40 CFR 141.854-856.

POPULATION SERVED	MINIMUM NUMBER OF ROUTINE SAMPLES PER MONTH
1,001 to 2,500	2
2,501 to 3,300	3
3,301 to 4,100	4
4,101 to 4,900	5
4,901 to 5,800	6
5,801 to 6,700	7
6,701 to 7,600	8
7,601 to 8,500	9
8,501 to 12,900	10
12,901 to 17,200	15
17,201 to 21,500	20
21,501 to 25,000	25
25,001 to 33,000	30
33,001 to 41,000	40
41,001 to 50,000	50
50,001 to 59,000	60
59,001 to 70,000	70
70,001 to 83,000	80
83,001 to 96,000	90
96,001 to 130,000	100
130,001 to 220,000	120
220,001 to 320,000	150
320,001 to 450,000	180
450,001 to 600,000	210
600,001 to 780,000	240
780,001 to 970,000	270
970,001 to 1,230,00	300
1,230,001 to 1,520,000	330
1,520,001 to 1,850,000	360
1,850,001 to 2,270,000	390
2,270,001 to 3,020,000	420
3,020,001 to 3,960,000	450
3,960,001 or more	480

- C) *Asbestos-Free Certification or Asbestos Sampling Plan*, form 62-555.900(10).
- D) *Reduced Monitoring Application Questionnaire for Synthetic Organic Contaminants (SOCs)*, form 62-560.545(2). (If applicable, and if you wish to apply for reduced monitoring of the four quarter SOC requirement.)
- E) Submit a *Sampling Plan for Lead and Copper Tap Samples and Water Quality Parameters*, form 62-555.900(12). You need to submit the completed form for the Department's approval or comments as soon as possible. The number of samples for lead, copper and water quality parameters is based upon the

population of the system, and is reprinted below from 40 CFR 141.86(c) and 141.87(a)(2).

System size (number of people served)	Number of lead and copper sites	Number of sites for water quality parameters
>100,000	100	25
10,001 to 100,000	60	10
3,301 to 10,000	40	3
501 to 3,300	20	2
101 to 500	10	1
<= 100	5	1

Please note that these are the standard number of sample locations, and may be reduced based upon results submitted to the Department. If this system is eligible for reduced monitoring for lead, copper and water quality parameters, then the Department will notify the system. The reduced number of samples is reprinted below.

System size (number of people served)	Reduced number of lead and copper sites	Reduced number of sites for water quality parameters
>100,000	50	10
10,001 to 100,000	30	7
3,301 to 10,000	20	3
501 to 3,300	10	2
101 to 500	5	1
<= 100	5	1

6) Annual operating license fees

Florida Administrative Code rule 62-4.053 requires that an annual fee be paid to the Department of Environmental Protection or Approved County Health Department (ACHD), which is applicable for the period from July 1 to June 30 of the following year. The annual fee must be paid no later than 45 days after receipt of an operating license fee invoice from the Department. Non-payment or late payment of an annual operating license fee shall be grounds for enforcement action. While the fees can change in the future, as of 4/4/2019 the annual operating license fees for nonconsecutive community public water systems are based on the system’s permitted design capacity*, and are as follows:

Design Capacity	Fee
(a) 10 MGD and above	\$6,000
(b) 5 MGD up to 10 MGD	\$4,000

Design Capacity	Fee
(c) 1 MGD up to 5 MGD	\$2,000
(d) .33 MGD up to 1 MGD	\$1,000
(e) .05 MGD up to 0.33 MGD	\$500
(f) Less than 0.05 MGD	\$100

While the fees can change in the future, as of 10/19/15 the annual operating license fees for consecutive community public water systems are based on the system's population served* and are as follows:

Population Served	Fee
(a) 25-500	\$50
(b) 501-3,300	\$100
(c) 3,301-10,000	\$500
(d) 10,001-50,000	\$1,000
(e) 50,001-100,000	\$2,000
(f) greater than 100,000	\$4,000

* Please note water systems in Dade, Hillsborough, Lee, Palm Beach, Polk, Sarasota, and Volusia Counties may have additional annual operating license fees required by their local county health departments.

7) **Monthly operation reports**

Florida Administrative Code rules 62-550.730(1)(d) and 62-555.350(12)(b) require that Monthly Operation Reports be submitted to the Department within ten days after each month of operation. Forms supplied by this department are to be used for tabulation of the operational data and must be signed by the certified water plant lead operator prior to submittal. Florida Administrative Code Rule 62-602 also requires that an operation and maintenance log be maintained at the water plant, in a location accessible to 24-hour inspection and protected from weather damage, and current to the last operation and maintenance performed. The required forms are listed below.

- Form 62-555.900(2), "Monthly Operation Report for Subpart H Systems". (This applies to plants that draw water from surface waters such as lakes.)
- Form 62-555.900(3), "Monthly Operation Report for PWSs Treating Raw Ground Water or Purchased Finished Water". (This applies to any plant that draws water from the ground through a well and does not draw water from a surface water. This also applies to systems that purchase water from another system but they also treat the purchased water.)
- Form 62-555.900(4), "Monthly Operation Report for Consecutive Systems that Do Not Treat Water". (This applies to systems that only purchase water from another PWS without treating it.)
- Form 62-555.900(6), "Monthly Operation Report for Consecutive Systems that Receive Purchased Finished Water from a Subpart H System". (This applies to

systems that purchase water from another PWS that draws water from surface waters.)

- Form 62-555.900(11), “Monthly Operation Report for Summation of Finished-Water Production by CWSs that Have Multiple Treatment Plants”. (Systems with more than one treatment plant must submit this form in addition to the other appropriate Monthly Operation Reports.)

Additionally, PWSs that add fluoride to their water must use Form 62-555.900(5) “Monthly Operation Report for PWSs Fluoridating Water”. This report is to be sent to the Department of Health Bureau of Dental Health Office in Tallahassee as per the form’s instructions.

Suppliers of water must keep copies of monthly operation reports, together with any additional operation records required by the monthly operation reports, for at least ten years in accordance with subsection 62-550.720(5), F.A.C. [62-555.350(12)(b)]

Suppliers of water shall describe in the monthly operation reports all emergency or abnormal operating conditions and all maintenance or repair work that involves taking out of operation public water system components other than water service lines. [62-555.350(10)(e)]

Suppliers of water shall ensure that drinking water treatment chemicals conform to the standards referenced in paragraph 62-555.320(3)(a), F.A.C., and shall have their lead/chief water treatment plant operators certify in writing on the monthly operation reports that drinking water treatment chemicals conform to the standards referenced in paragraph 62-555.320(3)(a), F.A.C. Lead/chief water treatment plant operators may base their certifications upon evaluations conducted by the supplier of water or upon third-party or manufacturer certifications. [62-555.350(3)]

8) Extension of the distribution system and plant modifications

When an entity wishes to extend the distribution system piping, they must obtain from the Department either a permit or a letter exempting the project from permitting. The two types of permits are specific and general, which are applied for using the following forms:

62-555.900(1) “Application for a Specific Permit to Construct PWS Components”, and 62-555.900(7) “Notice of Intent to Use the General Permit for Construction of Water Main Extensions for PWSs”

General permits cannot be used for distribution systems in the following cases:

- construction of water mains conveying raw or partially treated drinking water;
- construction of drinking water treatment, pumping, or storage facilities or conflict manholes;
- construction of water mains in areas contaminated by low-molecular-weight petroleum products or organic solvents;

- construction of an interconnection between previously separate public water systems or construction of water mains that create a "new system" as described under subsection 62-555.525(1), F.A.C.; or
- construction of water mains that will remain dry following completion of construction.

A list of modifications to plants and distribution systems that do not require a permit are listed in 62-555.520(1), and some require notification given to the Department before the work is performed. Specific permits that have been issued can be modified in accordance with 62-555.536.

Most applications to modify an existing water treatment plant use the “Application for a Specific Permit to Construct PWS Components” referenced above. One exception is for small or medium sized PWSs, when a project only entails the addition of either Lead or Copper Corrosion Control equipment, or Iron or Manganese Sequestration equipment, which is covered by the application form 62-555.900(18) “Notice of Intent to Use the General Permit for Construction of Lead or Copper Corrosion Control, or Iron or Manganese Sequestration, Treatment Facilities for Small or Medium PWSs”. Processing fees for new plants or modifications to existing plants depend on the size and complexity of the design. Please see the fee schedule in F.A.C. 62-4 for these fees.

If a project changes ownership and there is an active permit which covers work that has yet to be completed, then the permit must be transferred using form 62-555.900(8) “Application for Transfer of a PWS Construction Permit”.

Work covered under an FDEP permit must be cleared for use by the Department before it can be placed into operation for public use. The form to request a clearance is 62-555.900(9) “Certification of Construction Completion and Request for Clearance to Place Permitted PWS Components into Operation”. There is no review fee for the processing of a clearance request.

When the total maximum-day quantity of finished water produced by all treatment plants connected to a water system, including water produced to meet any fire-flow demand but excluding water produced to meet any demand that the supplier of water documents to be highly unusual and nonrecurring, exceeds 75 percent of the total permitted maximum-day operating capacity of the plants, the supplier of water shall submit source/treatment/storage capacity analysis reports to the Department according to the schedule described in paragraphs (a) and (b) below; however, in no case shall it be necessary to submit more than one report annually. The reports shall be submitted to the appropriate Department of Environmental Protection District Office or ACHD.

9) Abnormal occurrences and emergencies

The supplier of water must report any abnormal occurrences immediately as required by Florida Administrative Code Rule 62-555.350(10). Suppliers of water shall notify the State Warning Point (SWP), the appropriate Department of Environmental Protection (DEP)

District Office or Approved County Health Department (ACHD), and water customers in accordance with the following procedures in the event of the following circumstances.

A) Suppliers of water shall telephone the SWP at 1-800-320-0519 immediately (i.e., within two hours) after discovery of any actual or suspected sabotage or security breach, or any suspicious incident, involving a public water system.

B) Suppliers of water shall telephone, and speak directly to a person at, the appropriate DEP District Office or ACHD as soon as possible, but never later than noon of the next business day, in the event of any of the following emergency or abnormal operating conditions:

- The occurrence of any abnormal color, odor, or taste in a public water system's raw or finished water;
- The failure of a public water system to comply with applicable disinfection requirements; or
- The breakdown of any water treatment or pumping facilities, or the break of any water main, in a public water system if the breakdown or break is expected to adversely affect finished-water quality, interrupt water service to 150 or more service connections or 350 or more people, interrupt water service to any one service connection for more than eight hours, or necessitate the issuance of a precautionary "boil water" notice in accordance with the Department of Health's "Guidelines for the Issuance of Precautionary Boil Water Notices" as adopted in Rule 62-555.335, F.A.C.

The State Warning Point referenced above is also to be used in the event of emergencies such as natural disasters. At that point the State Warning Point may contact the Emergency Operations Center (EOC) in the appropriate county to assist the public water system.

10) Public notification of planned maintenance or repair work

Suppliers of water shall notify affected water customers in writing or via telephone, newspaper, radio, or television by no later than the previous business day before taking public water system (PWS) components out of operation for planned maintenance or repair work if the work is expected to adversely affect finished-water quality or interrupt water service to any service connection. Additionally, suppliers of water shall telephone, and speak directly to a person at, the appropriate DEP District Office or ACHD by no later than the previous business day before taking PWS components out of operation for planned maintenance or repair work if the work is expected to adversely affect finished-water quality, interrupt water service to 150 or more service connections or 350 or more people, interrupt water service to any one service connection for more than eight hours, or necessitate the issuance of a precautionary "boil water" notice in accordance with the Department of Health's "Guidelines for the Issuance of Precautionary Boil Water Notices" as adopted in Rule 62-555.335, F.A.C. [62-555.350(10)]

11)

Boil water notices

In the event of microbiological contamination, zero (or negative) water pressure, interruption of service or flooding of wells, boil water notices must be issued to the affected customers. Boil water notices may also be required in the case of water main breaks and low water pressure. Suppliers of water shall issue precautionary "boil water" notices as required or recommended in the Department of Health's "Guidelines for the Issuance of Precautionary Boil Water Notices" as adopted in Rule 62-555.335, F.A.C. [62-555.350(10), (11)]

12)

Operation and maintenance logs

All suppliers of water shall maintain operation and maintenance logs at their drinking water treatment plants. The operation and maintenance logs shall contain the information listed in, and shall be maintained as described in, subsection 62-602.650(4), F.A.C. [62-555.350(12)]

All suppliers of water shall maintain operation and maintenance logs for each plant, on site in a location accessible to 24-hour inspection, protected from weather damage, and current to the last operation and maintenance performed. The logs shall be maintained in hard bound books with consecutive page numbering, and shall contain a minimum of the previous three months of data at all times. [62-602.650(4)] The logs shall contain:

- A) Identification of the plant;
- B) The signature and license number of the operator and the signature of the persons making any entries;
- C) Date and time in and out;
- D) Specific operation and maintenance activities and any repairs made;
- E) Results of tests performed and samples taken, unless documented on a laboratory sheet.
- F) Performance of preventive maintenance and repairs or requests for repair of the equipment.

Suppliers of water shall provide an operation and maintenance manual for each of their drinking water treatment plants and shall update the manual thereafter as necessary to reflect plant alterations and additions. The manual shall contain operation and control procedures, and preventive maintenance and repair procedures, for all plant equipment and shall be made available for reference at the plant or at a convenient location near the plant. Bound and indexed equipment manufacturer manuals shall be considered sufficient to meet the requirements of this subsection. [62-555.350(13)]

13)

Good operating condition

Suppliers of water shall keep all necessary public water system components in operation and shall maintain such components in good operating condition so the components function as intended. [62-555.350(2)]

Preventive maintenance on electrical or mechanical equipment (including exercising of auxiliary power sources, checking the calibration of finished-drinking-water meters at treatment plants, testing of air or pressure relief valves for hydropneumatic tanks, and exercising of isolation valves) shall be performed in accordance with the equipment manufacturer's recommendations or in accordance with a written preventive maintenance program established by the supplier of water; however, in no case shall auxiliary power sources be run under load less frequently than monthly.

Accumulated sludge and biogrowths shall be cleaned routinely (i.e., at least annually) from all treatment facilities that are in contact with raw, partially treated, or finished drinking water and that are not specifically designed to collect sludge or support a biogrowth; and blistering, chipped, or cracked coatings and linings on treatment or storage facilities in contact with raw, partially treated, or finished drinking water shall be rehabilitated or repaired.

Finished-drinking-water storage tanks, including conventional hydropneumatic tanks with an access manhole but excluding bladder- or diaphragm-type hydropneumatic tanks without an access manhole, shall be checked at least annually to ensure that hatches are closed and screens are in place; shall be cleaned at least once every five years to remove biogrowths, calcium or iron/manganese deposits, and sludge from inside the tanks; and shall be inspected for structural and coating integrity at least once every five years by personnel under the responsible charge of a professional engineer licensed in Florida.

Dead-end water mains conveying finished drinking water shall be flushed quarterly or in accordance with a written flushing program established by the supplier of water; additionally, dead-end or other water mains conveying finished water shall be flushed as necessary whenever legitimate water quality complaints are received.

14) Record of inspections, flushing and valve exercising

All suppliers of water shall keep records documenting that their finished-drinking-water storage tanks, including conventional hydropneumatic tanks with an access manhole but excluding bladder- or diaphragm-type hydropneumatic tanks without an access manhole, have been cleaned and inspected during the past five years in accordance with subsection 62-555.350(2), F.A.C. In addition, all suppliers of water shall keep records documenting that their isolation valves are being exercised, and their water mains conveying finished drinking water are being flushed, in accordance with subsection 62-555.350(2), F.A.C. [62-555.350(12)(c)]

15) Emergency preparedness/response plan

Suppliers of water who own or operate a community water system serving, or designed to serve, 350 or more persons or 150 or more service connections shall develop a written emergency preparedness/response plan in accordance with *Emergency Planning for Water Utilities*, AWWA Manual M19, as adopted in Rule 62-555.335, F.A.C., by no later than December 31, 2004, or within 12 months after initiating operation, and shall update and

implement the plan as necessary thereafter. Said suppliers of water shall coordinate with their Local Emergency Planning Committee and their Florida Department of Law Enforcement Regional Security Task Force when developing their emergency plan and shall include in their plan all of the information in items A through E below. [62-555.350(15)]

A) A communication chart as described in Chapter 5 of AWWA Manual M19.
B) Written agreements with other agencies, utilities, or response organizations.
C) A disaster-specific preparedness/response plan as described in Chapter 5 of AWWA Manual M19 for each of the following disasters: vandalism or sabotage; a drought; a hurricane; a structure fire; and if applicable, a flood, a forest or brush fire, and a hazardous material release. Each disaster-specific preparedness/response plan shall incorporate the results of a vulnerability assessment; shall include actions and procedures, and identify equipment, that can obviate or lessen the impact of such a disaster; and shall include plans and procedures that can be implemented, and identify equipment that can be utilized, in the event of such a disaster.

D) Details about how the water system meets the standby power requirements under subsection 62-555.320(14), F.A.C., and, if applicable, recommendations regarding the amount of fuel to maintain on site, and the amount of fuel to hold in reserve under contracts with fuel suppliers, for operation of auxiliary power sources.

E) If applicable, recommendations regarding the amount of drinking water treatment chemicals, including chemicals used for regeneration of ion-exchange resins or for onsite generation of disinfectants, to maintain in inventory at treatment plants.

16) Audio-visual alarm system for standby power

At each site where standby power is required an audio-visual alarm system that is activated in the event any power source fails must be provided. If the site is not staffed during all hours the standby-powered water system components are in operation, the alarm also shall be telemetered to a place staffed during all hours the standby-powered water system components are in operation, or shall trigger an automatic telephone dialing or paging device, to enable notification of an authorized representative of the supplier of water.

17) Cross-connection control program

Community water systems, and all public water systems that have service areas also served by reclaimed water systems regulated under Part III of Chapter 62-610, F.A.C., shall establish and implement a routine cross-connection control program to detect and control cross-connections and prevent backflow of contaminants into the water system that create or have the potential to create an imminent and substantial danger to public health. This program shall include a written plan that is developed using recommended practices of the American Water Works Association set forth in *Recommended Practice for Backflow Prevention and Cross-Connection Control*, AWWA Manual M14, 2nd Edition, 1990, as incorporated into Rule 62-555.330, F.A.C. [62-555.360(2)]

Upon discovery of a prohibited cross-connection, public water systems shall either eliminate the cross-connection by installation of an appropriate backflow prevention device

acceptable to the Department or shall discontinue service until the contaminant source is eliminated. [62-555.360(3)]

18) Consumer confidence reports

Community water systems are required to prepare and provide to their customers annual consumer confidence reports (CCRs) on the quality of the water delivered by the systems. CCRs shall be prepared and delivered to consumers and the Department no later than July 1 each year.

A "Certification of Delivery of Consumer Confidence Report" must be submitted to the Department each year by August 10. [62-550.824, F.A.C. and 40 CFR 141, Subpart O]

19) Well abandonment

No supplier of water shall alter or replace underground portions of, or abandon, any public water system well without first obtaining a permit from the appropriate water management district or delegated permitting authority if such a permit is required under Chapter 62-532, F.A.C. In addition, no supplier of water shall introduce a new source of water into any public water system; alter, or discontinue use of, any public water system components other than wells (but including well pumping equipment and appurtenances); or alter the type of chemicals being used to treat drinking water without first obtaining a construction permit or written approval from the Department if such a permit or such approval is required under subsection 62-555.520(1), F.A.C., or first submitting written notification to the Department if such notification is required under subsection 62-555.520(1), F.A.C. [62-555.350(9)]

20) Transfer of ownership

At least 30 days before the proposed sale, or legal transfer of ownership, of a public water system, the current owner of the system and the proposed owner of the system shall jointly notify the Department in writing of the proposed change in ownership of the system. The notification shall be submitted to the appropriate Department of Environmental Protection District Office or ACHD and shall include the following information: the public water system name and identification number; the name of the current owner of the system; the name of the proposed owner of the system and the name, title, mailing address, telephone number, fax number, and e-mail address of a designated responsible official of the proposed owner; and the proposed date for the change in ownership of the system. [62-555.365]

21) Map of the water distribution system

Suppliers of water who own or operate a community water system serving, or designed to serve, 350 or more persons or 150 or more service connections shall have, and thereafter maintain, an up-to-date map of their drinking water distribution system. Such a map shall show the location and size of water mains if known; the location of valves and fire hydrants; and the location of any pressure zone boundaries, pumping facilities, storage tanks, and interconnections with other public water systems. [62-555.350(14)]

22)

Maximum residence time grab sample

Each supplier of water serving less than 3,300 persons shall take at least one grab sample each day the supplier serves water to the public or at least two days per week, whichever is less, at a point in the water supplier's distribution system reflecting maximum residence time after disinfectant addition, shall measure the residual disinfectant concentration, and shall record the residual disinfectant concentration in the operation and maintenance logs and monthly operation reports.

Each supplier of water serving 3,300 or more persons shall take at least one grab sample each day the supplier serves water to the public or at least five days per week, whichever is less, at a point in the water supplier's distribution system reflecting maximum residence time after disinfectant addition, shall measure the residual disinfectant concentration, and shall record the residual disinfectant concentration in the operation and maintenance logs and monthly operation reports.