



FLORIDA DEPARTMENT OF Environmental Protection

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Requirements for Non-Transient Non-Community Public Drinking Water Systems

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1) Introduction

You are now responsible for a state-approved non-transient non-community (NTNC) public water system. This responsibility involves the following duties, as required by Florida Administrative Code (F.A.C.) Chapters 62-550, 62-555, 62-560, and 62-699. This document summarizes those requirements that apply to non-transient non-community water systems, but it is not intended to substitute for the above rules. 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 Drinking Water Section, 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://www.flrules.org/Default.asp>

The Florida Department of Environmental Protection website can be found at:

<https://floridadep.gov>

2) Operators

A non-transient non-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 Chapter 62-550. Chapter 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. [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

Rules 62-550.300 through 325, F.A.C., include maximum contaminant levels (MCLs) for water in public drinking water systems, and Rules 62-550.500 through 540, F.A.C., require

monitoring of these potential contaminants on a routine basis. Monthly bacteriological sampling is required from the wells and location(s) in the distribution system. For future chemical monitoring schedules, please refer to Chapter 62-550, F.A.C. 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. [Title 40 Code of Federal Regulations (CFR) §141.622(a)(1) as adopted in Rule 62-550.822, F.A.C.]

<https://floridadep.gov/water/source-drinking-water/content/drinking-water-forms-reporting-formats>

- B) *Written sampling plan for total coliform.* Under the Revised Total Coliform Rule (RTCR) (adopted in 62-550.830, F.A.C.,) 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, e.g., kitchen sink. Pressure tank or plant tap samples are not acceptable for determining compliance. Possible monitoring frequencies for ground water non-community public water systems serving 1,000 or fewer persons are quarterly, annually, or monthly. Systems serving 1,000 or fewer persons drawing from surface water or ground water under the influence of surface water shall monitor monthly. Public water systems serving more than 1,000 people shall sample as shown in the table below.

Population served	Minimum number of total coliform 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

Population served	Minimum number of total coliform samples per month
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

The Ground Water Rule (GWR) and the RTCR are interrelated. The Ground Water Rule (GWR) (adopted in 62-550.828, F.A.C.) applies to all public water systems that use ground water except PWSs that combine all their ground water with surface water or with ground water under the direct influence of surface water prior to treatment. Under the GWR, systems shall take one raw water sample monthly at each well and analyze for total coliforms (assessment source water monitoring). If a routine total coliform sample is positive for total coliforms, repeat total coliform sampling at additional distribution locations and triggered source water (well) sampling is required. Additional sampling, formal assessments of possible sanitary defects, and/or action to correct such defects may be required. GWSs may provide four-log virus treatment, and conduct compliance monitoring, in lieu of conducting triggered and assessment source water monitoring.

- C) *Asbestos-Free Certification or Asbestos Sampling Plan*, form 62-555.900(10).
- D) *Reduced Monitoring Application Questionnaire for Synthetic Organic Contaminants (SOCs)*, format 62-560.545(2). (If applicable, and if you wish to apply for reduced monitoring of the four quarter SOC requirement.)
- E) *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 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 persons 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 systems may qualify for reduced monitoring. If this system is eligible for reduced monitoring for lead and copper and/or water quality parameters, then the Department will notify the system. The reduced number of samples is reprinted below.

System size (number of persons 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

Rule 62-4.053, F.A.C., 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 3/1/2021 the annual operating license fee for non-transient, non-community public water systems shall be \$100. 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. Please refer to <http://www.floridahealth.gov/environmental-health/drinking-water/public-drinking-water-systems.html>.

7) Monthly operation reports

Paragraphs 62-550.730(1)(d) and 62-555.350(12)(b), F.A.C., require that Monthly Operation Reports be submitted to the Department within ten days after each month of operation. Forms supplied by the Department are to be used for tabulation of the operational data and must be signed by the certified water plant lead operator or other authorized representative, depending on the form, prior to submittal. Chapter 62-602, F.A.C., 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.)

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 MORs, together with any additional operation records required by the MORs, 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 MORs 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.

9) Abnormal occurrences and emergencies

The supplier of water must report any abnormal occurrences immediately as required by subsection 62-555.350(10), F.A.C. Suppliers of water shall notify the State Warning Point (SWP), the appropriate Department of Environmental Protection (DEP) District Office or ACHD, and water customers in accordance with the following procedures in the event of the following circumstances.

A) Suppliers of water shall telephone the State Warning Point (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). [62-555.350(12)]

All suppliers of water shall maintain operation and maintenance (O&M) 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. Alternatively, part or all of the plant O&M log may be maintained electronically upon written request by the supplier of water and written approval by the appropriate Department office. [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, including any preventive maintenance or repairs made or requested;
- E) Results of tests performed and samples taken, unless documented on a laboratory sheet; and
- F) Notation of any notification or reporting completed in accordance with subsection 62-602.650(3).

Please refer to subsection 62-602.650(5), F.A.C., for requirements concerning distribution system O&M logs.

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.

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. [62-555.350(2)]

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

It is recommended but not required that this public water system 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., and update and implement the plan as necessary thereafter. The utility can coordinate with their Local Emergency Planning Committee and their Florida Department of Law Enforcement Regional Security Task Force when developing their emergency plan and can 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. [62-555.320(14)]

17) 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)]

18) 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 email 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]

19) 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. [62-555.350(6)]