



**COMMUNITY WATER SYSTEM
OWNER/OPERATOR RESPONSIBILITY DESIGNATION**

This form is intended to assist owners or administrators of community water systems in identifying and documenting the assignment of system operation and maintenance tasks. It will clarify the division of responsibilities. The system owner or administrator will remain the responsible party to ensure that all tasks are properly completed. Please complete the form and submit to the EGLE District Office.

Completing the Form

The first step in completing this form should be filling in the list of organizations and representatives on page 7 in the Acknowledgement and Signatures section. The system owner, operator in charge (OIC), and all other contractors providing services to the water system **must** be listed. The label for the parties other than the owner and OIC can be customized to make it easier to reference. Once the parties are listed in the table, the rest of the form can be completed. Each row of the sections below should be filled out with the person responsible for completing the task described. The label associated with that person should be written into the box provided. Once all rows are filled in, all parties should then review the form and sign where designated to acknowledge their responsibilities. Please keep in mind that this form is not intended to replace associated legal documents, such as service contracts. Further instructions are available on pages 8-9.

Personnel

System Name _____	Owner/Administrator _____
WSSN _____	Title _____
Population Served _____	Operator in Charge _____
Treatment Capacity (MGD) _____	OIC Certifications(s) _____
Distribution Classification _____	Other(s) (if applicable) _____
Treatment Classification* _____	_____
*See instructions page 8 for classification information	Organization(s) (if applicable) _____
	Representative(s) (if applicable) _____

	Responsible Party	Frequency
Notification to EGLE of change in OIC (Within 7 days of occurrence)	Owner	As-Needed
Notification to EGLE and supply of change in operator certification	OIC	As-Needed
Properly certified operator overseeing the system	Owner	Continuous
Evaluate system operations/operator responsibilities	Owner	Continuous

Education

	Responsible Party	Frequency
Operator maintains certifications and CEC requirements	OIC	Continuous
Meet education requirements necessary to maintain certification and technical proficiency	OIC	Continuous
Support operator’s efforts to maintain certification and technical proficiency	Owner	Continuous
Maintain an understanding of a water supply owner’s responsibilities	Owner	Continuous

Reporting and Recordkeeping

CCR Preparation and Submission

	Responsible Party	Frequency
Compile data		Annual
Prepare CCR		Annual
Distribute CCR to customers, local health department, and EGLE		Annual
Prepare and submit Certificate of Delivery to EGLE		Annual

Annual Pumpage Report

	Responsible Party	Frequency
Collect operational data (pumpage, pressure readings, etc.)		At Least Monthly
Compile data		Annual
Prepare report		Annual
Submit report to EGLE		Annual

Monthly Operation Reports

	Responsible Party	Frequency
Perform and record daily operational monitoring		Daily
Provide training and oversight to produce trustworthy collection and recording of daily operational monitoring	OIC	Continuous
Perform and record operational monitoring during OIC visits	OIC	Weekly
Prepare, sign, and submit MOR to EGLE	OIC	Monthly
Follow suggested practice for water works design, construction, and operation for Type I public water supplies		Continuous

Cross Connections

	Responsible Party	Frequency
Coordinate inspections and send mailings		Continuous
Conduct inspections		Continuous
Coordinate device testing and send mailings		Continuous
Conduct device testing		Continuous
Collect and store records regarding inspections and testing	Owner	Continuous
Prepare and submit cross connection annual report to EGLE		Annually

Water Sampling and Lab Reports

	Responsible Party	Frequency
Collection and submission of lab samples for analysis		According to Schedule
Submission of lab results to EGLE		Continuous
Retention of lab results in accordance with Safe Drinking Water Act requirements	Owner	Continuous
Prepare public notice documents		As-Needed
Distribute public notice documents		As-Needed

Lead and Copper Reporting

	Responsible Party	Frequency
Collection and submission of lab samples for analysis		According to Schedule
Compile data for reports		Various
Prepare reports		Various
Submit reports to EGLE		Various
Notify customers of lead and copper results		As-Needed

Sample Siting Plans

	Responsible Party	Frequency
Develop and prepare sample siting plans for all necessary parameters		As-Needed
Submit sample siting plans to EGLE		As-Needed
Establish and maintain a working knowledge of the sample siting plans including: sample locations, frequency, and triggered follow-up actions	Owner & OIC	Continuous

General Information

	Responsible Party	Frequency
Maintain accurate contact information in file with EGLE		Continuous
Maintain an accurate inventory of water supply related information with EGLE (Including population, service connection count, facility info)		Continuous

Planning

	Responsible Party	Frequency
Prepare Water Supply Operations Budget and review budget and rates annually		Continuous
Update Asset Management and Capital Improvement Plans and deliver to EGLE		Continuous
Update General Plan and Reliability Study and deliver to EGLE		Minimally every 5 years
Update Emergency Response Plan and deliver to EGLE		As-Needed
Develop/update SOP's and O&M manuals		As-Needed
Develop/update Standard Specifications and submit to EGLE for approval		As-Needed

Operations Oversight of Construction Projects, Flushing, and Other Distribution Projects

	Responsible Party	Frequency
Review treatment processes, operational data, and make decisions about chemical dosage	OIC	Continuous
Investigate water quality complaints		As-Needed

Regulation

	Responsible Party	Frequency
Prepare public notices		As-Needed
Distribute public notices		As-Needed
Conduct additional sampling when necessary and follow-up		As-Needed
Attend inspection and sanitary survey with EGLE	OIC	As-Needed
Obtain EGLE approval and notify EGLE of changes in ownership of the water supply	Owner	As-Needed
Authorize and submit permit applications to EGLE for water supply modifications	Owner	As-Needed
Ensure detectable chlorine residual is present at sampling points in distribution system		As-Needed

Maintenance

	Responsible Party	Frequency
Perform preventative routine maintenance including, but not limited to, treatment facilities, distribution systems, storage tanks, booster stations, pumps and pump stations.		Continuous
Oversee preventative routine maintenance including, but not limited to, treatment facilities, distribution systems, storage tanks, booster stations, pumps and pump stations.		Continuous
Coordinate or make repairs or replacement of infrastructure -Main breaks -Service lines -Wells -Well Housing piping, pumps, and tanks		As-Needed
Prepare and implement flushing schedule		As-Needed

Emergencies and Security

	Responsible Party	Frequency
Respond to emergencies in an appropriate amount of time (Available 24/7)		As-Needed
Arrange and coordinate emergency repairs		As-Needed
Work with EGLE and other relevant agencies to establish a course of action to return to normal operation during/following an emergency event		As-Needed
Prepare an after-action report describing the events, actions taken, and improvements for the future (within 90 days of event)		As-Needed
If a security issue arises (tank/wellhouse breach), notify EGLE and discuss follow-up actions		As-Needed
Update the system's emergency response plan as needed and submit to EGLE		As-Needed

Acknowledgement and Signatures

By signing below, I acknowledge that I have reviewed the tasks designated above and agree with the assignments as shown. This form is not intended to replace service contracts.

Label	Organization	Representative	Signature	Date
Owner	Water Supply XYZ	Owner		
OIC	Contractor ABC	OIC		
Non-Owner				
A	Property Management Company	Maintenance Person		
B	Cross Connection Contractor	Joe Backflow		
C				
D				
E				
F				

Instructions

Determining the Classification of a Water System

Distribution Classification

To determine a system’s distribution classification, the population served by the system must be known. Simply find the appropriate row in the table below that corresponds to the population served by the system and follow that row over to find the classification for the system.

Distribution Classification	
Population	Class
>20,000	S-1
4,000 to 20,000	S-2
1,000 to 4,000	S-3
<1,000	S-4
NTNC with no treatment or a CWS with no treatment and distribution system limited in extent	S-5

Example: A system serves 2,000 people. To determine the proper classification, we find the row that corresponds to the population served by the system. A population of 2,000 falls on the row containing “1,000 to 4,000” in the population column. Follow this row to where it intersects with the “Class” column and we see that the system should be classified as a S-3 system.

Treatment Classification

To determine a system’s treatment classification, both the population and treatment capacity are required. First, find the column in the table below that represents the type of treatment employed by the system. Limited treatment systems will be classified as “D” and a complete treatment system will be classified as “F.” Find the rows that correspond to the system’s population and treatment capacity. These may be on different rows. If different, follow the row that is closer to the top of the table and represents a higher classification (lower number). Where this row crosses the appropriate treatment column shows the treatment classification for the system.

Treatment Classification			
Population	Treatment Capacity	Limited Treatment Class	Complete Treatment Class
>20,000	>5 MGD	D-1	F-1
4,000 to 20,000	2 to 5 MGD	D-2	F-2
1,000 to 4,000	0.5 to 2 MGD	D-3	F-3
<1,000	<0.5 MGD	D-4	F-4
NC with Limited Treatment	Any	D-5	F-5

Example: A groundwater supply that feeds chlorine (limited treatment system) serves 2,000 people and has a treatment capacity of 3 MGD. To determine the proper classification, we first determine which “Class” column we need to reference. Since this is a limited treatment system, we will use the third column labeled “Limited Treatment Class.” Next, let’s find the rows we need. A population of 2,000 falls on the row containing “1,000to 4,000” in the population column. The treatment capacity was provided at 3 MGD. The capacity corresponds to the row containing “2 to 5 MGD” in the treatment capacity column. Since this row is closer to the top of the table, this is the one we use to determine the classification. When we find where the row containing “2 to 5 MGD” intersects with the “Limited Treatment Class” column, we see that the system should be classified as a D-2 system.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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This form and its contents are subject to the Freedom of Information Act and may be released to the public.