Start-up Tips for Seasonal Groundwater Systems: To-do List

Planning ahead for the season and preventive care can save you valuable time and inconvenience later on when your public is depending on water supplies.

- **Review your Emergency Response Plan** to make sure the contact information is still appropriate (the people named, phone numbers, procedures, etc.).
- **Review your coliform sampling schedule.** Mark your calendar for the day you intend to collect coliform samples in each monitoring period. Collecting samples early in the week allows you to respond to a positive sample before heading into the weekend and lab closures. Likewise, do not wait until just before a vacation to take one, leaving people who are less familiar to respond to a possible positive result in your absence.
- **Review the coliform sampling plan.** Review proper protocol for collecting coliform samples and the coliform sampling plan with back-up personnel. If a routine sample tests positive for total coliform, it may well be a back-up staff person responsible for conducting repeat sampling. Be sure all staff know where to drop off or mail the samples and your lab's schedule for accepting samples for analysis.
- **Collect other water quality tests** as needed, such as your annual nitrate sample from each source.
- **Test all backflow prevention devices** using a certified backflow assembly tester. Have repairs made if needed.
- **Open and shut each valve** in your system to ensure that all are operable.
- **For your treatment system:**
  - **Refine treatment operations.** Understand water flow rate, chemical feed rates, pressure differentials for cartridge filtration systems, and so on. Make sure the treatment system is removing, or adding, what it was designed for by measuring it.
  - **Calibrate all instruments.**
  - **Inventory supplies,** check for expired reagents or standards, and order what you need for the operating season.
  - **Check the area where filter backwash discharges** (if applicable) to ensure there is no blockage and water can drain freely. Make sure backwash water can't re-enter the water supply.