

GENERAL		
Date:		
Task	Description	Performed by
General	Lead and copper sampling plan: (every 3 years) Last samples taken ____-____-____.	
	Volatile Organic Chemical sampling: (every 3 years) Last samples taken ____-____-____.	
	Synthetic Organic Chemical sampling: (every 3 years) Last samples taken ____-____-____.	
	Cross Connection report submitted to DHS-DWP.	
	Cross connection inspection. (in-house or contractor)	
	Back flow device testing.	
	Conduct disinfection by-products testing (if applicable)	
	Appointment with electrician to check panels, running amperage on load)	
	Review and update operation and maintenance manuals.	
	Replace batteries in all SCADA telemetry equipment.	
	Review Water System Master plan.	
	Budget inputs and submit upcoming projects.	
	Review and update system map, make copies.	
	Review list of all operating equipment.	
	Arrange schedule for divers to clean and inspect inside reservoirs. (____ years)	
	Public Notification – State Problem and corrective action. Send copy of the notification to the DHS-DWP.	

For complex tasks, outline a description of the steps involved to complete said tasks. (Use a separate page to develop an appendix of standard operating procedures)

Document all procedures that pertain to and are adequate to meet regulatory requirements.