



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
Drinking Water and Environmental Health Division

**Start-Up Certification for
Seasonal Noncommunity Public Water Supply**

Issued under authority of the Safe Drinking Water Act, 1976 PA 399, as amended, MCL 325.1001 *et seq.*, and its Administrative Rules (Act 399). Failure to submit certification is a violation of Act 399 and may subject the water supply to enforcement actions.

Completed form must be submitted to the local health department (LHD) **PRIOR TO PROVIDING WATER FOR PUBLIC USE**. All of the steps ***must*** be completed and deficiencies corrected prior to opening (keep a copy of the completed form for your records).

Supply Name: _____ Water Supply Serial Number (WSSN): _____
Anticipated Opening Date to the Public: _____ Anticipated Closing Date: _____

START-UP PROCEDURES

Pre-Opening Tasks Completed	Document Findings on Page 2
1. Evaluated the Wellhead and Surroundings ☐ YES	☐
2. Evaluated the Water System ☐ YES	☐
3. Evaluated the System for Cross Connections ☐ YES	☐
4. Evaluated Backflow (BF) Preventers (replaced if necessary) ☐ YES	☐
5. Testable BF Preventer Assemblies Tested (Certified Tester Required) ☐ YES or ☐ N/A	☐
6. Flushed the Supply ☐ YES	☐
7. Disinfected the Depressurized Portion of the System ☐ YES If disinfected at the wellhead, provide Michigan registered well drilling contractor name: _____	☐
8. Two (2) Pre-Opening Bacteriological Samples Minimum of 24 Hours Apart ☐ YES Dates: _____ and _____	☐

CERTIFICATION

9. I certify that I have completed the tasks listed above in accordance with the START-UP PROCEDURES FOR SEASONAL NONCOMMUNITY PUBLIC WATER SUPPLIES for system-specific LHD-approved procedure(s). The information on this certification is complete, accurate, and true to the best of my knowledge. Any deficiencies observed were corrected and findings have been provided on Page 2.

Name (Please Print): _____ Title: _____
Signature: _____ Date: _____
Telephone: _____ Fax: _____ E-mail: _____

Local Health Department Use Only

Certification Reviewed By: _____ Date Reviewed: _____
Comments: _____ Approved: ☐ YES ☐ NO

START-UP PROCEDURE DOCUMENTATION

Describe any findings during start-up procedures:

People with disabilities may request this material in an alternate format by emailing EGLE-Accessibility@Michigan.gov or calling 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.



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*These procedures must be completed **PRIOR TO PROVIDING WATER FOR PUBLIC USE.***

INSTRUCTIONS

Seasonally operated noncommunity water supplies must ensure the water is safe to drink before opening for the season. Follow the steps in the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Start-Up Procedures before serving water to the public. The local health department (LHD) may require additional steps specific to a water supply system. Start-up procedures may be completed by the water supply owner or someone qualified to work on water supply systems, such as a Michigan registered water well contractor, licensed plumber, or a water supply certified operator. Detailed information on each step is provided in the [Seasonal Public Groundwater Supply Handbook](https://Michigan.gov/EGLE/-/Media/Project/Websites/EGLE/Documents/Programs/DWEHD/Noncommunity-Water-Supply/Seasonal-Public-Groundwater-Supply-Handbook.pdf) (Michigan.gov/EGLE/-/Media/Project/Websites/EGLE/Documents/Programs/DWEHD/Noncommunity-Water-Supply/Seasonal-Public-Groundwater-Supply-Handbook.pdf).

1. Evaluate the Wellhead and Surroundings

Inspect the well for signs of damage – exposed wire, broken/loose cap, missing vent screen, or damage to the casing. Clear overgrown vegetation from around the well casing. Remove chemicals, fuel, or other potential sources of contamination from the well area.

2. Evaluate the Water System

Check the pressure tank and supply lines for leaks/damage. Check electrical lines for damage. Clear the area around the raw water sample tap. Remove unnecessary items from well house/well equipment room. Drain stagnant water from the pressure tank. Verify that filters and treatment devices are clean and operating properly. Eliminate dead-end piping.

3. Evaluate the System for Cross Connections

Verify that backflow preventers are on hose bibs, dump station towers, mop sinks, toilets, and ice machines.

4. Visually Inspect All Air Gaps and Backflow Preventers

Make sure air gaps are appropriate. Look for leaks at backflow preventer devices and assemblies; replace if necessary.

5. Test Backflow Preventer Assemblies

Assemblies must be tested at the appropriate frequency or no less than once every three (3) years by a certified tester.

6. Flush the Supply

Flush the well and distribution system until the water runs clear. The longer the flushing time, the better. Avoid the septic system area.

7. Disinfect the Depressurized Portion of the System

Disinfect the portion of the distribution system that was depressurized. A water supply owner may disinfect the distribution system using an approved positive displacement chlorinator or by pouring chlorine into a plumbing port in the well house or room. Only a Michigan registered well contractor can disinfect the well. Flush the system following disinfection until free of chlorine.

8. Collect Two (2) Pre-Opening Bacteriological Samples 24 Hours Apart

Collect pre-opening sample from the distribution system, as identified in the sample siting plan, and collect another sample at least 24 hours later. These samples do not count toward routine monitoring requirements. If both sample results are non-detect for total coliform, continue to the next step. **If a sample is positive for coliform or *E. coli* bacteria, contact your LHD for further instructions. Do not open your water system to the public.**

9. Certify and Submit Start-Up Certification Form to LHD

Complete and sign the *Start-Up Certification for Seasonal Noncommunity Public Water Supply* form and submit it to the LHD with the two (2) consecutive non-detect bacteriological sample results before opening to the public.

ADDITIONAL INFORMATION

The *Start-Up Certification for Seasonal Noncommunity Public Water Supply* form is available from the LHD and electronically from the [EGLE's Noncommunity Water Supply](https://www.michigan.gov/EGLE/About/Organization/Drinking-Water-and-Environmental-Health/Noncommunity-Water-Supply) webpage (Michigan.gov/EGLE/About/Organization/Drinking-Water-and-Environmental-Health/Noncommunity-Water-Supply).

The [Seasonal Public Groundwater Supply Handbook](https://www.michigan.gov/EGLE/-/Media/Project/Websites/EGLE/Documents/Programs/DWEHD/Noncommunity-Water-Supply/Seasonal-Public-Groundwater-Supply-Handbook.pdf) (Michigan.gov/EGLE/-/Media/Project/Websites/EGLE/Documents/Programs/DWEHD/Noncommunity-Water-Supply/Seasonal-Public-Groundwater-Supply-Handbook.pdf) is also available electronically on the EGLE website.

Hand Pump Wells

Hand pumps are not pressurized and are typically available for use year-round. If the hand pump is used seasonally, complete the start-up procedures and submit the start-up certification form to the LHD. Disinfection of seasonal hand pump wells is not required as part of a start-up procedure unless work was performed on the well.

Repairs/Service Work

Only a registered water well drilling contractor may chemically treat public water wells. Registered or licensed individuals may be required by law to perform work on the distribution system. Be sure to forward the details of specific work completed on the well or system to the LHD.

Pre-Opening (Special Purpose) Samples

Obtain non-detect results from two (2) consecutive pre-opening special purpose bacteriological samples according to the sample siting plan. This ensures the start-up procedures have eliminated potential contamination before servicing water to the public. If coliform is detected, the water supply can correct the problem before opening and avoid triggering increased monitoring.

Sample Bottles, Forms, and Reporting

Water supplies that use EGLE's Drinking Water Laboratory (Lab) may call 517-335-8184 to order bottles. The Lab automatically notifies the LHD with the results if the laboratory water analysis form is completed accurately. Circle "9-Other" for "Sampling Purpose" on the laboratory water analysis form for the two (2), 24-hour-apart pre-opening samples.

Write the Water Supply Serial Number(s) on each water sample form. Deliver/send the bottle(s) to the Lab to ensure the sample(s) can be processed within 30 hours of collection; otherwise, the result will be invalidated, and the sample(s) must be recollected and analyzed.

Private laboratories may be used, provided they are certified by EGLE for drinking water analysis. Laboratory certification lists for total coliform, inorganic and organic contaminants, and lead/copper are available from the EGLE's [Laboratory Services](https://www.michigan.gov/EGLE/About/Organization/Remediation-and-Redevelopment/Laboratory) website (Michigan.gov/EGLE/About/Organization/Remediation-and-Redevelopment/Laboratory). Be aware that most private laboratories do not report the results electronically to EGLE; therefore, it is the owner's responsibility to submit all analytical results to the LHD.

Questions regarding Seasonal Start-Up Procedures should be directed to your LHD. To locate your Local Health Department please visit the following link: [Local Health Department Maps](https://www.michigan.gov/MDHHS/Inside-MDHHS/County-Offices/LHD) (Michigan.gov/MDHHS/Inside-MDHHS/County-Offices/LHD).