Division of Environmental Health
Drinking Water Program

Emergency Preparedness Compliance Certification

Instructions

This form pertains to the following Public Water Systems (PWS):
-- All Community Water Systems (CWS)
-- All Non-transient Non-community Water Systems (NTNC)
-- Transient Water Systems (TNC) serving greater than or equal to 1,000 persons

Complete and return this form to DEC by the date indicated in the section required for your system, either "Complete VA & ERP," or "Complete Priority Measures."

I. System Information

PWS Name _____ PWS Type _____

PWS ID# _____ City/Town _____

Mailing Address _____

Telephone _____ Fax _____ Email _____

II. Certification

I submit this Compliance Checklist in accordance with 18 AAC 80.055. I certify under penalty of law that I am the person authorized to fill out this form and the information contained herein is true, accurate, and complete to the best of my knowledge and belief.

Owner, *Signature* _____ Date/Time _____

Owner, *Print Name* _____

III. Regulatory Checklist

Identify which category your PWS falls within, and then proceed to complete ***ONLY*** the indicated section.

Does your System serve 1,000 persons or greater?

YES

Is your System a CWS or NTNC?

YES

Complete VA & ERP
Proceed to the Section "Complete Full VA & ERP" (pg. 2-4)

NO

Complete Priority Measures
Skip to the Section "Complete Priority Measures" (pg. 5-6)

NO

Is your System a CWS or NTNC?

YES

Complete Priority Measures
Skip to the Section "Complete Priority Measures" (pg. 5-6)

NO

TNC systems serving less than 1,000 persons are **NOT** required to comply with the regulation associated with this form.

Division of Environmental Health
Drinking Water Program

Emergency Preparedness Compliance Certification

III. Regulatory Checklist, *Continued*

Complete VA & ERP

Instructions: Complete the following checklist and attach a copy of it to your Emergency Response Plan (ERP); do not leave any items blank. Do not complete the checklist entitled "Priority Measures Plan" (pg. 5-6).
* * * Complete and return this form to DEC by February 20, 2014 * * *

1. Security Vulnerability Assessment (VA)

A VA shall include an evaluation of the vulnerability of the water system to a range of emergencies, including intentional acts and natural hazards. At a minimum, a VA shall consider potential risks to:
(a) pipes and constructed conveyances;
(b) physical barriers;
(c) water collection, pretreatment, treatment, storage, and distribution facilities, including fire hydrants;
(d) electronic, computer, and other automated systems;
(e) the use, storage, or handling of various chemicals;
(f) the operation and maintenance of the water system; and
(g) the resiliency and ability of the water system to ensure continuity of operations in the event of a disruption caused by an emergency.

Has a VA, as described above, been completed for your system? ☐ **Yes** **Date Completed** ☐

☐ **No**

2. Emergency Response Plan (ERP)

An ERP shall shall describe the system's immediate response to emergencies, its plans to return to regular service as soon as possible after an emergency, and how drinking water from an alternate water supply will be made available to a system's customers during an emergency.

a) Does the ERP incorporate the findings of the VA?

☐ **Yes** ☐ **No**

b) At a minimum, does the ERP include the following information?

I. A **record of system-specific information** critical to safe operation of the system; this information must be stored in a form that will remain accessible in the event of power loss.

☐ **Yes** Page: ☐

Provision for loss or inoperability of equipment, including

Identification of critical system components; and

☐ **Yes** Page: ☐

Division of Environmental Health
Drinking Water Program

Emergency Preparedness Compliance Certification

III. Regulatory Checklist, *Continued*

Complete VA & ERP, *Continued*

An inventory of equipment needs and availability in an emergency, including
-- The location of existing emergency equipment, generators, and spill response materials,
-- Identification of additional emergency equipment needs, and
-- Procedures for obtaining additional services and equipment, including critical spare parts.

☐ **Yes** Page: ☐

II. **A description of the duties and responsibilities of key water system personnel in emergencies**, including an established chain of command which designates authority and takes into account the possible absence of any given individual.

☐ **Yes** Page: ☐

III. **An outline of communication pathways** among system personnel and between system personnel and non-system personnel who might be expected to respond to an emergency, including the locations of up-to-date emergency contact lists.

IV. **Identification of alternate drinking water supplies** sufficient to meet the needs of the water system's individual customers during an emergency, including

A plan to provide an alternate water supply for durations ranging from days to months; and

☐ **Yes** Page: ☐

Procedures for obtaining, testing if needed, treating if needed, and distributing water from each identified alternate water supply.

☐ **Yes** Page: ☐

*Provide a brief description of **short-term** alternate water supply* ☐

*Provide a brief description of **long-term** alternate water supply* ☐

V. A plan for responding to complete or partial power loss.

☐ **Yes** Page: ☐

Division of Environmental Health
Drinking Water Program

Emergency Preparedness Compliance Certification

III. Regulatory Checklist, *Continued*

Complete VA & ERP, *Continued*

VI. **Provisions for emergency sampling and testing** for the presence of chemical or microbiological contaminants in the water, including

Identification and location of emergency sampling and testing supplies; and

☐ **Yes** Page: ☐

Procedures for testing and sampling.

☐ **Yes** Page: ☐

VII. A **plan for annually training staff** in, and practicing, all components of the emergency response plan

☐ **Yes** Page: ☐

Division of Environmental Health
Drinking Water Program

Emergency Preparedness Compliance Certification

III. Regulatory Checklist, *Continued*

Complete Priority Measures

Instructions: Complete the following checklist and attach a copy of it to your Priority Measures Plan; do not leave any items blank. Do not complete the above checklist entitled "VA & ERP" (pg. 2-4).

* * * Complete and return this form to DEC by August 20, 2013 * * *

1. Priority Measures Plan

The Priority Measures plan consists of some, but not all of the requirements of an Emergency Response Plan; it is an incomplete Emergency Response Plan.

a) At a minimum, does the Priority Measures Plan include the following information?

I. **A description of the duties and responsibilities of key water system personnel in emergencies**, including an established chain of command which designates authority and takes into account the possible absence of any given individual.

☐ **Yes** Page: ☐

II. **An outline of communication pathways** among system personnel and between system personnel and non-system personnel who might be expected to respond to an emergency, including the locations of up-to-date emergency contact lists.

☐ **Yes** Page: ☐

III. **Identification of alternate drinking water supplies** * sufficient to meet the needs of the water system's individual customers during an emergency, including

A plan to provide an alternate water supply for durations ranging from days to months; and

☐ **Yes** Page: ☐

Procedures for obtaining, testing if needed, treating if needed, and distributing water from each identified alternate water supply.

☐ **Yes** Page: ☐

*Provide a brief description of **short-term** alternate water supply.* ☐

*Provide a brief description of **long-term** alternate water supply.* ☐

* *Transient non-community* systems may elect to shut down in the event of an emergency, and as such, do not need to designate an alternate water supply.

Division of Environmental Health
Drinking Water Program

Emergency Preparedness Compliance Checklist

Complete Priority Measures, *Continued*

IV. A **plan for responding to complete or partial power loss**.

☐ **Yes** Page: ☐

V. A **plan for annually training staff** in, and practicing, all components of the priority measures plan

☐ **Yes** Page: ☐