



SEASONAL SYSTEM SHUTDOWN PROCEDURE GUIDE

Previous experience with seasonal systems has shown that depressurizing and dewatering during the seasonal closeout has the potential to introduce contamination. Although there is no regulatory requirement for a shutdown procedure, this guide is intended to provide operators with basic guidance to the shutdown process. A proper shutdown will help avoid future water quality issues and prevent delays in next season's startup. Plan the shutdown process well in advance to avoid any last minute delays.

Inspect the System

- Walk the system from the source to distribution to check for signs that repairs need to be made prior to shutdown
- Take note of any leaks, damage or worn parts and repair or replace as necessary to be ready for next season's startup

Depressurize the System

- Check to ensure all hoses are disconnected from hose bibs
- Exercise all valves to ensure they work properly
- Turn off power to all pumps and treatment
- Drain all the water from the internal plumbing
 - For a gravity system, open an outlet at the highest and lowest plumbing point
 - If using compressed air, ensure you are using an oilless air compressor
- Ensure all appliances connected to the system (hot water heaters, furnaces, ice machines, refrigerators, etc.) with the potential to freeze are drained
- Cap off or screen any openings into your plumbing system and close all valves to prevent contamination in the off season
- Add an environmentally safe antifreeze to sink and shower traps as well as toilet bowls to prevent freezing and keep sewer gases from entering buildings
- Never use automotive or RV antifreeze in a water system as they could contaminate the system with bacteria or chemicals

Perform a Final System Inventory

- Check that all chemicals and media have not expired. If expired, dispose according to manufacturer's instructions
- Check that all your compliance paperwork and sampling (coliforms, nitrates, etc.) is complete and has been submitted for the season

If you are planning expansion or modifications to your system for the next season, please contact the Drinking Water Engineering staff prior to beginning any work to check if you need to go through engineering plan review.

If you have any questions or concerns, contact Drinking Water Program staff at your local office:

Anchorage (907) 269-7623 or (866) 956-7656
Soldotna (907) 262-5210

Fairbanks (907) 451-2108 or (800) 770-2137
Wasilla (907) 376-1850