

Operational Guideline for Manitoba Water Suppliers

**Seasonal Water Systems
Start-up and Shutdown Procedures**

PURPOSE

This guideline has been established to ensure that public and semi-public drinking water suppliers throughout the Province of Manitoba meet their regulatory requirements as they start-up and shutdown their seasonal water systems.

Operating Licence

Water systems operating seasonally or with areas within their water system that operate on a seasonal basis have a clause in their operating licence which requires water suppliers to follow the Seasonal Water system Start-up and Shutdown procedure and to notify the Regional Drinking Water Officer of their operational dates.

Pre-Season Start-up Procedures

To ensure a trouble-free start-up to your operating season, all businesses open to the public must post Seasonal Maintenance Notices if opening the business to the public before the water system has completed the following procedures:

1) One week prior to starting-up your water system for the season, you are required to contact the Office of Drinking Water of your start-up date. This can be accomplished by completing the on-line form at [Seasonal Water System on-line form](#).

If for some reason your start-up is delayed, contact your Regional Drinking Water Officer or resubmit the on-line form with the new start-up date.

2) A copy of the Seasonal Maintenance Notice is available below or from your Regional Drinking Water Officer. Seasonal Maintenance Notices must be placed in areas where the public has access to the water.

3) After starting up your water supply as described in **Prior to Collecting Samples**, submit one set of start-up water samples to the laboratory for bacteriological analysis. Results of these tests indicate that your start-up procedures were effective.

Contact your Regional Drinking Water Officer if your first set of water samples following the start-up of your water supply are positive for bacteria.

4) In the first week of operating your water supply, submit your first set of routine bacteriological samples to the laboratory.

Seasonal Maintenance Notices can be removed after test results from your first set of routine bacteriological samples are negative for bacteria and contain adequate disinfection residuals where appropriate. This confirms your water is safe to drink. Contact your Regional Drinking Water Officer if you have questions.

5) Operate the system according to the terms and conditions identified in your Operating Licence. Water samples collected for bacteriological analysis must be collected throughout the operating season at the frequency specified in your Operating Licence.

Prior to Collecting Samples

The following best practices should be considered prior to collecting your first set of bacteriological samples:

- review the terms and conditions of your Operating Licence
- order bacteriological sampling supplies from an accredited laboratory
- order fresh chlorine and reagents as needed
- test raw well water; if positive for bacteria, shock the well when disinfecting piping system. Instructions for disinfecting your well can be found at: [Fact Sheets](#)

In addition to the above best practices: For semi-public water systems that use individual wells servicing a single building only: flush the building to ensure fresh water is at each available tap before [collecting bacteriological samples](#).

For semi-public water systems that use hailed water servicing a single building only: clean and disinfect the cistern using the Drinking Water and Your Health fact sheet [Water Storage Tanks \(Cisterns\)](#) ensuring the building is flushed with

chlorinated water following disinfection. Collect samples after the cistern and building have been flushed with new hauled water.

For public and semi-public water systems with a distribution system:

- install any equipment that was removed during your shutdown procedure last fall
- inspect all components of your water system, including the distribution system
- exercise all valves to ensure they are in good working order
- disinfect the entire piping system; water plant/pump house, water storage tanks, pressure tanks, filter housing and distribution system

Water Advisories

For water systems opening under a Water Advisory previously issued by the Medical Officer of Health, please ensure appropriate signage is in place at all areas where the public has access to water and provide copies of the Notice to all water users prior to start-up as applicable.

Regional Drinking Water Officers send out Water Advisory Reminder Letters and Notices each spring. Contact your Regional Drinking Water Officer if you haven't received your Water Advisory reminder letter and notice.

Shutdown Procedures

At the end of each operating season, the following procedures must be followed:

1) One week prior to closing your water supply for the season, you are required to contact the Office of Drinking Water and provide the shutdown date. This can be accomplished by completing the on-line form at [Seasonal Water System on-line form](#).

If for any reason your closing date is delayed, contact your Regional Drinking Water Officer or resubmit the on-line form with the new closing date.

The following best practices should be considered prior to closing for the season:

- drain or take other precautionary measures to prevent pumps, pressure tanks, holding tanks, hot water tanks etc. from freezing
- prepare other treatment equipment for storage as per manufacturer/supplier instructions
- dispose of unused chlorine
- drain the distribution system, hydrants, etc.
- once system is drained, close all standpipes, spigots and taps to prevent insects or rodents from entering the system.

Reopening due to warm weather

Some seasonal water systems may want to reopen their business should warm weather follow after shutting down the water supply. If reopening your water system, contact your Regional Drinking Water Officer. You are expected to follow start-up procedures, or provide bottled water for all consumptive purposes.

Other Considerations

- Any chemicals used in the water system must meet NSF 60 standards, **including antifreeze**
- Clean and calibrate field test equipment in the off season
- If water system upgrades are being planned for the next operating season, inform your Regional Drinking Water Officer about the details. [A Permit to Construct or Alter](#) may be required prior to the work being initiated. If works are completed without approval, you run the risk of having to modify the installation or face enforcement action..

Office of Drinking Water

Regional [Drinking Water Officers](#) are available for operational and monitoring advice and to provide technical assistance.

After hours, please call the Environmental Emergency Response line at 204-944-4888 and ask for the on-call drinking water officer

For more information related to Manitoba's drinking water and how it is regulated, visit: www.manitoba.ca/drinkingwater

WATER SYSTEM SEASONAL MAINTAINANCE NOTICE

WATER SYSTEM SEASONAL MAINTENANCE IS IN PROGRESS

The water supply is currently undertaking water system seasonal start-up procedures.

Until seasonal maintenance is completed:

- **DO NOT USE THE TAP WATER.**
- The Water is not safe for consumption.
- The Water may be super chlorinated as part of the seasonal start-up.
- The water system Owner/Operator may be able to identify an alternate safe water supply.

You will be notified once the water is safe for use.