



Requirements for Small Systems on Monthly Monitoring

WHO DOES THIS REFERENCE GUIDE APPLY TO?

ALL PUBLIC WATER SYSTEMS (PWSs), REGARDLESS OF SOURCE, THAT SERVE 1,000 PEOPLE OR FEWER AND COLLECT AT LEAST ONE (1) ROUTINE TOTAL COLIFORM (TC) SAMPLE MONTHLY.

RTCR

What to Do?

Step 1

Develop/update your site sample plan.

Step 2

Collect your drinking water samples.

Step 3

Conduct required actions.



Additional RTCR Reference Guides:

- Requirements for Small Systems on Quarterly Monitoring
- Requirements for Seasonal Systems
- Repeat Monitoring Requirements for Small Systems
- Level 1 & Level 2 Assessments and Corrective Actions

FOR ASSISTANCE, PLEASE CONTACT:

IDEM - DRINKING WATER BRANCH

PHONE: (317) 234-7430

EMAIL: DWBMGR@IDEM.IN.GOV

ATTENTION!

All PWSs must comply with the RTCR requirements starting April 1, 2016.

STEP 1: DEVELOP/UPDATE YOUR SITE SAMPLE PLAN*

Contact your IDEM for assistance.

- **DEVELOP A SITE SAMPLE PLAN AND HAVE IT READY FOR USE BY APRIL 1, 2016.** If you already have a site sample plan for the Total Coliform Rule (TCR), update this plan to meet the requirements of the RTCR.
 - **LIST THE LOCATIONS WHERE YOU WILL TAKE YOUR SAMPLES (ROUTINE AND REPEAT):** These locations must be upstream and downstream from the original sample location. Systems that do not have upstream and downstream locations need to utilize the source sample location as your upstream sampling location. These samples will only be utilized if a routine sample is found to be positive.
 - **UPDATE TO REFLECT CHANGES AT YOUR PWS:** The site sample plan is a living document and should be updated to reflect changes at your PWS such as: major changes in population; a new or additional water source; infrastructure changes, such as a change in the distribution system (i.e. extended/abandoned lines) or pressure zones; or changes in disinfection or other treatment. Site Sample Plan must be available to be viewed on site.

STEP 2: COLLECT YOUR DRINKING WATER SAMPLES

Know your RTCR routine sampling requirements.

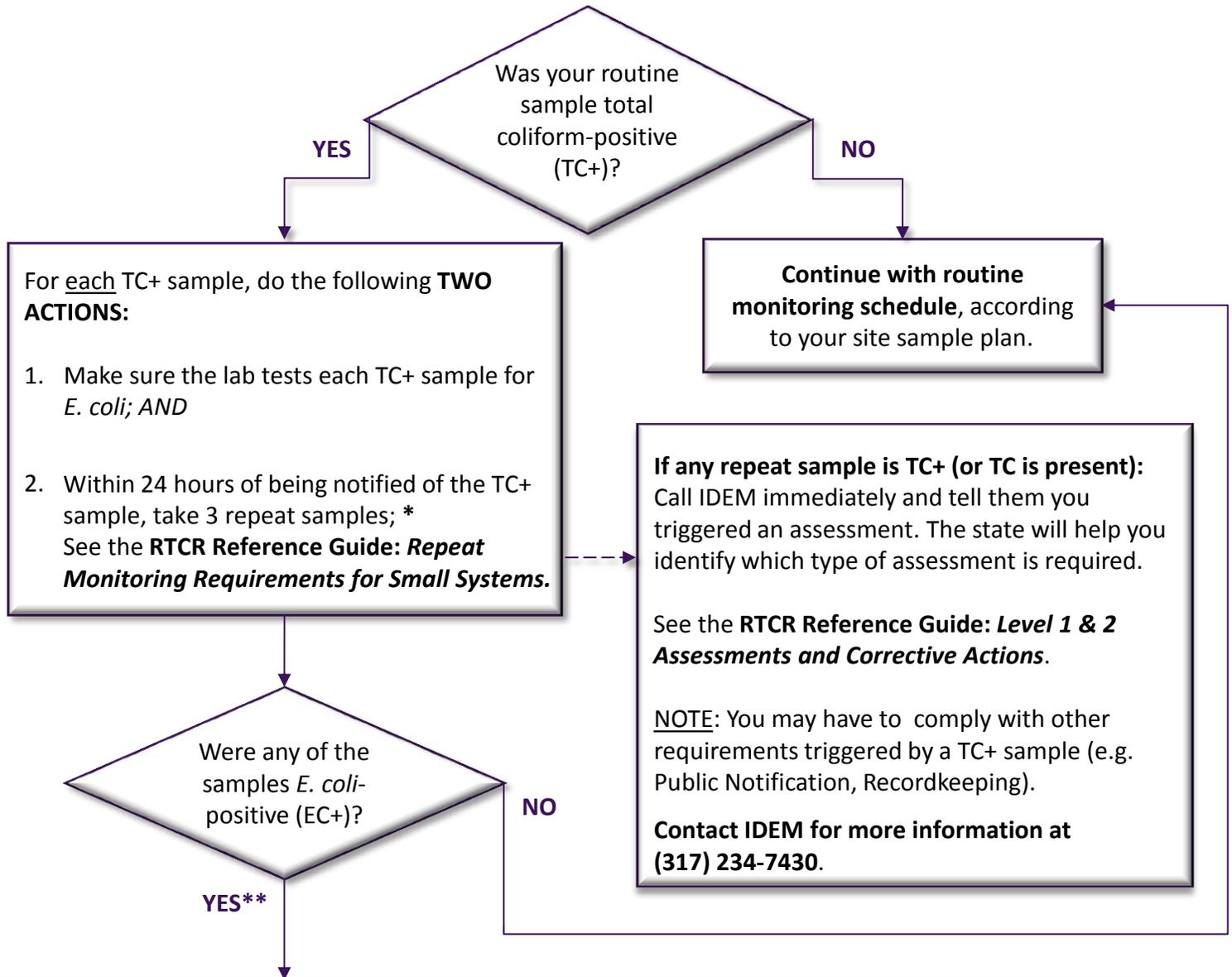
- **COLLECT AT LEAST ONE 100 ML** routine drinking water sample every calendar month.
- **IMMEDIATELY SEND YOUR SAMPLE TO A STATE-CERTIFIED LAB** that performs total coliform drinking water analyses.

The list of certified drinking water laboratories can be found at <http://www.in.gov/isdh/24859.htm>

NOTE

- * **The site sample plan is subject to review and revision by the Indiana Department of Environmental Management/Drinking Water Branch when submitted and/or during a Sanitary Survey.**

STEP 3: CONDUCT ACTIONS REQUIRED AS A RESULT OF YOUR SAMPLING



Call IDEM! You have to perform a Level 2 Assessment if the PWS has any of the following occurrences:

- TC+ Routine and EC+ Repeat sample;
- EC+ Routine and TC+ Repeat sample;
- The PWS fails to take and analyze all 3 required repeat samples following an EC+ routine sample; or,
- The PWS fails to test for *E. coli* when any repeat sample is TC+.

Within 30 days after you learned your PWS has triggered an assessment, a completed assessment form must be submitted to IDEM. Download the appropriate assessment form at <http://www.in.gov/idem/cleanwater/2494.htm>

See the **RTCR Reference Guide: Level 1 & 2 Assessments and Corrective Actions**.

NOTES

* If you are missing any routine or repeat sample, contact IDEM.

** Call IDEM DWB (317) 234-7430 on the same day you learn of the EC+ result, or by the end of the next business day or after hours emergency line (888) 233-7745 and tell them you received an EC+ result.