



**Transient Non-Community Water Systems
Operator Duties**

1. Conduct visual inspections of the system's source, source water protection area, storage facilities, and chemical addition systems at an appropriate frequency. To determine the appropriate frequency, consider the system's design, location, vulnerability, operations and maintenance manual, and other relevant factors.
2. Understand all aspects of the system's treatment and distribution network.
3. Review the sample monitoring schedule and locations quarterly.
4. Oversee all required water quality monitoring.
5. Ensure that all samples are delivered to a certified laboratory and test results are submitted to the Water Supply Division in a timely manner.
6. Inspect the system within 24 hours of any positive fecal coliform result, positive total coliform repeat sample result, or water system failure that may threaten public health.
7. Notify the system owner of any situation that may threaten public health or any violation of the Water Supply Rule.
8. Ensure the accuracy of water meters and other flow measuring devices, if applicable.
9. Measure and record the types and amounts of any chemical additions.
10. Operate and maintain chemical feed and all treatment systems.
11. Operate and maintain the system in accordance with the Operation & Maintenance Manual (O&M manuals are recommended, but not required, for TNCs).
12. Oversee source water protection.
13. Keep complete and accurate water system records.
14. Comply with all reporting requirements, including submitting water quality test results, a monthly report (if applicable), and an annual report to the Water Supply Division in a timely manner.
15. Develop and maintain an accurate site plan showing the water source and distribution system.
16. Respond to consumer complaints promptly.
17. Keep abreast of changes in the drinking water regulations and safety regulations.
18. Fulfill operator certification and certification renewal requirements.

19. Attend all inspections as requested by state personnel.
20. Comply with all applicable state and federal statutes, rules and orders governing water system regulation.
21. Conduct all duties with reasonable care and judgment for the protection of public health, public safety, and the environment.

This (fact sheet/form/application) and related environmental information are available electronically via the internet. For information visit us through the Vermont Homepage at <http://www.vermont.gov> or visit VT WSD directly at <http://www.vermontdrinkingwater.org>

Water Supply Division
103 South Main Street
Waterbury, VT 05671-0403
Toll free 1-800-823-6500
Out of State 1-802-241-3400
Fax 1-802-241-3284