

RECOMMENDED WELL & WATER SYSTEM OVERSIGHT RESPONSIBILITIES
Adapted from Recommendations from EPA and other Federal and State Resources for SMSA

WELL & WATER SYSTEM OVERSIGHT DUTIES

1. Schedule, monitor, and oversee all maintenance and repairs for all common wells and water lines.
2. Provide written annual reports on all well inspections, maintenance and repairs for SMSA records.
3. Schedule and oversee water testing on a schedule approved by the Association and provide written reports to SMSA and well owners on results.
4. Oversee and maintain an inventory of tools, equipment, materials and supplies needed to maintain the common wells and water system.
 - a. UV light bulbs (to ensure uninterrupted water supply)
 - b. Chlorine Tablets (For use after repairs, etc.)
5. Prepare a financial plan each year for projected expenses for ongoing testing, maintenance and repairs of wells and water lines.
6. Maintain a list of names and contact information of all individuals providing service on wells and water system.
7. Document for each well: location, connections, depth, tests and maintenance activity, results and recommendations.
8. Conduct additional inspections and tests for common wells that require special monitoring.
9. After major well repairs, cleanse the system and have the water tested for bacteria.

ANNUAL INSPECTIONS AND TESTS

1. Perform a flow test, checking water level before & after pumping.
2. Check pump performance: amp load, grounding, line voltage, pressure tank & pressure switch contact, general water quality (odor, cloudiness, etc.).
3. Check equipment sanitation.
4. Test for coliform & nitrates, iron, manganese sulfides, which can cause plumbing problems.
5. Check well cover or cap (secure & well sealed).
6. Maintain slope of the ground away from wells for proper drainage.
7. Ensure top of well at least 1 ft. above ground.
8. Ensure a "clean" zone of 50 ft. from well (chemicals, septic, livestock, etc.).
9. Check well casing for cracks, missing grout, etc.
10. Maintain & deliver concise, clear, written report explaining results, recommendations & lab test results for SMSA records with copies sent to homeowners.

OTHER DUTIES

1. Perform a water test if any part of a well system is replaced or repaired.
2. Apply chlorine tablets as required on a scheduled basis.
3. Check & replace UV lights on a scheduled basis.
 - a. CLASS A (most effective & will include automatic shutoff when it weakens) vs CLASS B (not recommended) UV LIGHTS
 - b. Bulb will lose its intensity before it burns out, so should be scheduled appropriately.
 - c. Iron water may need to be treated BEFORE it reaches the UV light.
4. Check sediment build-up that may render UV lights ineffective.
5. Maintain locks on all well systems.
6. Maintain and deliver a written record of all well activities for SMSA and homeowners' records.

**While this may seem like a time consuming and rigorous plan, but in reality it is not. This is something everyone should be doing who has a well and once it is established, it should not require a great deal of time.*

A simple log is recommended and provided by several organizations to help well owners easily maintain these well records. SEE SAMPLE AT...

<http://www.sundancemtssouth.org/documents/wellmaintenancelog.pdf>