

Work Method Checklist

Water Sampling Work Method Check List Form #: A01.01

✓ If complete N/A If not applicable

The Supervisor IV ensures that:

1. ___ All required equipment and materials are coordinated, selected and acquired.
2. ___ All equipment is calibrated
3. ___ Calibration results are logged.
4. ___ All staff is wearing the safety equipment required before any work begins.
5. ___ Water quality testing is preformed in accordance with regulations.
6. ___ Hands are cleaned prior to sampling and testing.
7. ___ The valve is opened slowly to fill the watermain.
8. ___ Following water main filling the valve is opened completely.
9. ___ Aerator from tap removed.
10. ___ Tap disinfected.
11. ___ Watermain is flushed though hydrant or tap.
12. ___ Watermain is flushed until turbidity ≤ 1 ntu.
13. ___ Watermain is flushed until chlorine ≥ 0.7 mg/L
14. ___ Turbidity and chlorine test results are recorded.
15. ___ Take water samples for bacteriological testing with the sample jar.
16. ___ Site is inspected for cleanliness prior to leaving the site.
17. ___ Identification number must be put on the sample jar.
18. ___ Complete the Standard Distribution System Flushing And Sampling form.
19. ___ The water samples and form are delivered to the Water Treatment Plant.
20. ___ The Water Treatment Plant will test the water samples for bacteria.
21. ___ A plan of the closed valves is submitted to the Supervisor VI (Water Distribution).
22. ___ The bacteriological test results are forwarded to the required agencies.
23. ___ The bacteriological samples are retested if required.
24. ___ The bacteriological test results receive and relayed.
25. ___ The watermain is re-flushed and re-sampled if required.
26. ___ The water is circulated i.e. the second valve is opened.
27. ___ The required forms and documentation are completed.
28. ___ Forms and documentation are submitted at the end of the day the work is completed.

Signature: _____

Address:

Signature: _____