



Updating Records

Keeping records up-to-date is very important when managing a Group B water system.

Clark County Public Health has records on each Group B water system in Clark County. These records include water testing results, contact information for the system, connection addresses, water system plans and recorded documents.

When system information changes, please notify our office so it becomes part of our records. This allows us to keep accurate records and the ability to contact the appropriate people.



Record Keeping

Maintaining complete water system records is very important. The types of information that typically should be maintained are:

- All water test results
- Annual monitoring permit
- Water system easements and agreements
- Protective well covenants
- Plans of the water system and distribution layouts
- Copy of the well log (may be obtained from CCPH)
- Flow test information
- Records of past repairs of both the equipment and well

Water User Contacts

Keeping an up-to-date contact information list for water system users can save time, especially in an emergency situation.

<u>Name</u>	<u>Phone Number</u>	<u>Site Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



For other formats
Clark County ADA Office, Voice (360) 397-2000
Relay (800) 833-6384, E-mail ADA@clark.wa.gov



CLARK COUNTY PUBLIC HEALTH
1601 East Fourth Plain Blvd.
PO Box 9825
Vancouver, WA 98666-8825
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GROUP B WATER SYSTEMS: *The Manager's Roles & Responsibilities*



CLARK COUNTY PUBLIC HEALTH



Manager's Responsibilities

The operation of a Group B Public Water System entails a lot of responsibility. Managers must attend to many details in order to ensure that the water system is well maintained and delivering a plentiful supply of safe water. For many system managers, this job is added to an already busy schedule.

Our role at Clark County Public Health (CCPH) is to provide helpful information and other necessary support services to help managers keep water systems running smoothly and in regulatory compliance.

This brochure covers four topics:

- Water Testing Requirements
- Contact Information
- Updating Records
- Record Keeping



Water Testing Requirements

Testing a Group B Water System is necessary not only to ensure safety and reliability, but also to indicate potential problems.

- A Coliform bacteria water test is required at least **once a year** (See brochure, "Coliform Sampling Guide: Simple Steps to test Your Water for Coliform Bacteria")
- A Nitrate water test is required at least **once every three years**.



Testing is necessary



Contact Information

Keeping a water system running smoothly may be as easy as knowing who to call, whether it's for ongoing maintenance of the system or to fix a problem. Listed below are some resources and contact information.

For Operating Requirements

Clark County Public Health
1601 E. Fourth Plain Blvd. • PO Box 9825
Vancouver, WA 98666
360-397-8428; fax 360-397-8084

For Equipment, Repairs & Treatment

Look under "water" in the yellow pages of the telephone directory

For Certified Laboratories

Look under "laboratories-analytical" in the yellow pages

Access the Department of Ecology's Web site for a list of certified labs:
www.ecy.wa.gov/apps/eap/acclabs/labquery.asp

For Well Problems & Well Drillers

Look under "well drillers" in the yellow pages of the telephone directory.

Access the Department of Ecology's Web site:
www.ecy.wa.gov/programs/wr/wells/wellhome.html
Click on Well Construction & Licensing System