STEP 1: UPDATE YOUR SAMPLE SITING PLAN*

Contact the Safe Drinking Water Branch (SDWB) for assistance.

• DEVELOP A SAMPLE SITING PLAN AND HAVE IT READY FOR USE BY APRIL 1, 2016. If you already have a sample siting 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):
    GWR triggered source water sample points should also be listed.

  − INCLUDE YOUR ROUTINE COLLECTION SCHEDULE: For example, “The system will alternate collecting samples between all sample points.”

  − UPDATE TO REFLECT CHANGES AT YOUR PWS: The sample siting 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.

STEP 2: COLLECT YOUR DRINKING WATER SAMPLES

Know your RTCR routine sampling requirements.

• COLLECT YOUR APPROPRIATE NUMBER OF routine drinking water sample every calendar month.

• IMMEDIATELY SEND YOUR SAMPLE TO A STATE-CERTIFIED LAB that performs total coliform drinking water analyses.

  − Remember the lab must begin analyzing the drinking water sample no later than the 30th hour from the collection time.

  − Ice the sample using “blue” ice (cooled to about 4° to 10° C) and double-bag. Wet ice may be used if the sample is not shipped, but the sample bottle must be double-bagged.

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

WHO DOES THIS FACT SHEET APPLY TO?
ALL PUBLIC WATER SYSTEMS (PWSs), REGARDLESS OF SOURCE.
STEP 3: CONDUCT ACTIONS REQUIRED AS A RESULT OF YOUR SAMPLING

Was your routine sample total coliform-positive (TC+)?

YES

Continue with routine monitoring schedule, according to your sample siting plan.

NO

For each TC+ sample, do the following ACTIONS:

1. Make sure the lab tests each TC+ sample for *E. coli*; AND
2. Within 24 hours of being notified of the TC+ sample, take 3 repeat samples; *
3. Systems using a Ground Water source must also collect a Triggered Source Water sample for each source in use at the time of the TC+.

Were any of the samples *E. coli*-positive (EC+)?

YES

Call the SDWB! 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 the SDWB. The assessment must be completed by a state-approved party. Contact the SDWB to determine the appropriate assessor for your system.

If any repeat sample is TC+ (or TC is present):
Call the SDWB immediately and tell them you triggered an assessment. The branch will help you identify which type of assessment is required.

See the RTCR Fact Sheet: Level 1 & 2 Assessments and Corrective Actions.

NOTE: You may have to comply with other requirements triggered by a TC+ sample (e.g. Public Notification, Recordkeeping).

Contact the SDWB for more information.

NO

NOTE:
* If you miss any routine or repeat sample, contact the SDWB.
Call the SDWB on the same day you learn of a TC+ or EC+ result.

For more information, visit our website at: [http://health.hawaii.gov/sdwb/revised-total-coliform-rule/](http://health.hawaii.gov/sdwb/revised-total-coliform-rule/)

March 2016