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| **Distribution System *E. coli* Response Checklist** |
| **Background Information** | **Yes** | **No** | **N/A** | **To Do List** |
| We inform staff members about activities within the distribution system that could affect water quality. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We document all water main breaks, construction & repair activities, and low pressure and outage incidents. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We can easily access and review documentation on water main breaks, construction & repair activities, and low pressure and outage incidents. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Our Cross-Connection Control Program is up-to-date. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We test all cross-connection control devices annually as required, with easy access to the proper documentation. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We routinely inspect all treatment facilities for proper operation. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We identified one or more qualified individuals who are able to conduct a Level 2 assessment of our water system. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have procedures in place for disinfecting and flushing the water system if it becomes necessary. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We can activate an emergency intertie with an adjacent water system in an emergency. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have a map of our service area boundaries. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have consumers who may not have access to bottled or boiled water. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| There is a sufficient supply of bottled water immediately available to our customers who are unable to boil their water. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have identified the contact person at each day care, school, medical facility, food service, and other customers who may have difficulty responding to a Health Advisory. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have messages prepared and translated into different languages to ensure our consumers will understand them. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have the capacity to print and distribute the required number of notices in a short time period. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| **Policy Direction** | **Yes** | **No** | **N/A** | **To Do List** |
| We have discussed the issue of *E. coli*-present sample results with our policy makers. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| If we find *E. coli* in a routine distribution sample, the policy makers want to wait until repeat test results are available before issuing advice to water system customers. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| **(Cont.)** |

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| **Distribution System *E. coli* Response Checklist** |
| **Potential Public Notice Delivery Methods** | **Yes** | **No** | **N/A** | **To Do List** |
| It is feasible to deliver a notice going door-to-door. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have a list of all of our customers’ addresses. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have a list of customer telephone numbers or access to a Reverse 9-1-1 system. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have a list of customer email addresses. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We encourage our customers to remain in contact with us using social media. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We have an active website we can quickly update to include important messages. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Our customers drive by a single location where we could post an advisory and expect everyone to see it. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| We need a news release to supplement our public notification process.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

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| **Distribution System *E. coli* Response Plan** |
| **If we have *E. coli* in our distribution system we will immediately:**1. Call DOH.
2. Collect repeat and triggered source samples per Part D. Collect additional investigative samples as necessary.
3.
4.
5.
6.
7. Discuss with DOH whether to issue a Health Advisory based on the findings of steps 3-6.
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**System Map**