

## Operational Guideline for Manitoba Water Suppliers

### Seasonal Water Systems Start-up and Shutdown Procedures

#### PURPOSE

This guideline has been established to ensure that public and semi-public drinking water suppliers throughout the Province of Manitoba meet their seasonal regulatory requirements as they start up and shut down their seasonal water systems.

#### Operating Licence

Water systems operating seasonally or have areas within their water system that operate on a seasonal basis have terms in their operating licence which require water suppliers to follow the Start-up/Shut-down Protocol and to notify the regional drinking water officer at least one week prior to opening and closing the water supply.

#### Pre-Season Start-up Procedures

To ensure a trouble-free start-up to your operating season, the following procedures should be followed:

- contact your [Regional Drinking Water Officer](#) one week prior to your planned opening date
- review the terms and conditions of your [Operating Licence](#)
- order bacteriological sampling supplies from an [accredited laboratory](#)
- order fresh chlorine
- install any equipment removed during your shut-down procedure last fall
- inspect all components of your water system, including the distribution system
- exercise all valves to ensure they are in good working order
- test raw well water; if positive for bacteria, shock the well when disinfecting piping system.
- disinfect the entire piping system; water storage tanks, pressure tanks, filter housing and distribution system
- If disinfecting well, instructions for disinfecting your well can be found at: [Fact Sheets](#)
- two sets of satisfactory bacteriological sample results (taken 24 hrs apart) must be received prior to allowing public access to your water

- if any of the opening bacteriological test results are unsatisfactory, contact your regional drinking water officer

#### Maintenance Advisories

Should there be unexpected start-up delays due to late spring thaw and water suppliers are waiting for the results of their second set of bacteriological tests, the water supplier can open the water system to the public providing the first set were negative for bacteria and there is appropriate signage indicating the water supply is still under maintenance. Contact your regional drinking water officer for a copy of the Maintenance Advisory Notice.

#### Boil Water Advisories

For systems opening under a long term Boil Water Advisory previously issued by the Medical Officer of Health, please ensure appropriate signage is in place at all areas where the public has access to water and provide copies of the notice to all water users prior to start up.

Regional drinking water officers send out Boil Water Advisory Reminder Letters and Notices each spring. Contact your regional drinking water officer if you haven't received your Notice.

#### Operating Season

Operate the system according to the terms and conditions identified in your Operating Licence.

#### Shut-down Procedures

At the end of the operating season the following procedures should be followed:

- contact your [Regional Drinking Water Officer](#) one week prior to your planned closing date
- record flow meter reading
- drain or take other precautionary measures to prevent pumps, pressure tanks, holding tanks, hot water tanks etc. from freezing
- prepare other treatment equipment for storage as per manufacturer/supplier instructions
- dispose of unused chlorine
- drain the distribution system, hydrants, etc
- once system is drained, close all standpipes, spigots and taps to prevent insects or rodents from entering the system

### **Reopening due to warm weather**

Some seasonal water systems may want to reopen their business should warm weather follow after shutting down the water supply.

If the warm weather is expected to last for an extended period of time, water suppliers are expected to follow start up procedures, or provide bottled water for all consumptive purposes.

Where the water is available at public locations and water suppliers are using bottle water, Maintenance Advisory Notices must be posted advising water users not to consume the water.

Water suppliers must contact their regional drinking water officers or Public Health Inspectors if they are planning to open without following start-up procedures.

### **Other Considerations**

- **Do Not Use** antifreeze or other chemicals to winterize your pumps, pipes, standpipes or hydrants
- clean and calibrate test equipment
- If water system upgrades are being planned for the next operating season, inform your regional Drinking Water Officer about the details. [A Permit to Construct or Alter](#) may be required prior to the work being initiated. If works are completed without approval, you run the risk of having to remove or modify the installation or face enforcement action.

### **Office of Drinking Water**

Regional [Drinking Water Officers](#) are available for operational and monitoring advice and to provide technical assistance.

After hours, please call the Environmental Emergency Response line at 204-944-4888 and ask for the on-call drinking water officer

For more information related to Manitoba's drinking water and how it is regulated, visit:  
[www.manitoba.ca/drinkingwater](http://www.manitoba.ca/drinkingwater)