ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT WATER DIVISION - WATER SUPPLY PROGRAM ADMINISTRATIVE CODE

CHAPTER 335-7-10 OPERATION, RECORD KEEPING, AND REPORTS

TABLE OF CONTENTS

335-7-10-.01 Applicability
335-7-10-.02 Certified Operator Requirements
335-7-10-.03 Water Quality Control Tests
335-7-10-.04 Disinfectant Residual Requirements
335-7-10-.05 Records
335-7-10-.06 Reports

335-7-10-.01 Applicability.

These regulations apply to all community and NTNC water systems and, where indicated, shall apply also to non-community systems.
Author: Joe Alan Power, Edgar K. Hughes, Dennis D. Harrison
Statutory Authority: Code of Ala. 1975, §§22-23-33, 22-23-49, 22-22A-5, 22-22A-6.
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335-7-10-.02 Certified Operator Requirements.

Community and NTNC water systems shall employ operators certified in accordance with ADEM Division 10 regulations to be responsible for system or plant operations.
Author: Joe Alan Power, Edgar K. Hughes
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335-7-10-.03 Water Quality Control Tests.

In addition to monthly microbiological monitoring and periodic chemical/radiological/TTHM/VOC monitoring, the following control tests shall be performed and recorded at the specified frequency:

(a) At surface water or ground water under the influence of surface water treatment plants serving community and NTNC systems, the following tests shall be performed and recorded during plant operation:

1. Disinfectant residual of the finished water every other hour. Also, those plants serving a population of 3,300 or greater must have continuous recording and indicating disinfectant residual equipment;

2. Carbon dioxide of the raw water once per shift;

3. Color, iron, manganese and total alkalinity of the raw and finished water daily;

4. Fluoride of the raw water weekly and of the finished water daily when the concentration is adjusted;

5. E. Coli and total coliform bacteria of the raw water source once per month or as required by the Department to evaluate quality of the raw source or treated water. Results must be reported as number of counts per 100 mL of sample;

6. pH of the raw and finished water each shift,

7. Turbidity:

(i) Raw water every other hour,

(ii) Each clarification unit every four hours, and

(iii) Filtered water from each filter every fifteen minutes or on a continuous basis if a recording turbidimeter is used, and

8. Other tests at the frequency required by the Department.

(b) At groundwater treatment facilities serving community and NTNC systems, the following tests shall be performed and recorded at least daily:

1. Free chlorine residual of the finished water representing each source or plant;

2. Fluoride of the finished water if the level is adjusted;

3. Iron of the raw and finished water, when the raw water concentration exceeds 0.3 mg/l;

4. Manganese of the raw and finished water, when the raw water concentration exceeds 0.05 mg/l;

5. pH of the finished water from each source or plant if a chemical is fed to adjust the pH or if the pH is below 7.0;

6. Turbidity of the raw water if directed by the Department or if the turbidity exceeds 5.0 NTU;

7. Other tests at the frequency determined necessary by the Department.

(c) Results of all water quality control tests shall be provided to the Department as specified in the Reports section of this chapter (ADEM Admin. Code 335-7-10-.06).

Author: Joe Alan Power, Edgar K. Hughes, Dennis D. Harrison
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335-7-10-.04 Disinfectant Residual Requirements.

All public water systems required to provide disinfection shall maintain a residual level to provide protection of the water throughout the distribution system. These systems must meet the following requirements;

(a) Departmental approval is necessary for use of any disinfectant other than chlorination.

(b) Systems, with Department approval, may increase residual disinfectant levels in the distribution system of chlorine or chloramines (but not chlorine dioxide) to a level and for a time necessary to protect public health, to address specific microbiological contamination problems caused by circumstances such as, but not limited to, distribution line breaks, storm

run-off events, source water contamination events, or cross-connection events.

(c) Systems must maintain a minimum disinfectant residual level established by the Department. The minimum disinfectant level in the distributions system shall be no less than 0.2mg/L for free chlorine or 0.5 mg/L for chloramines. Systems must also not exceed the maximum residual disinfection level at any time.

(d) Upon the determination that the disinfectant level in the service area distribution system falls below the established minimum or exceeds the maximum and is not corrected within four hours, a treatment technique violation has occurred requiring the following action:

1. The treatment process must be revised to correct the violation.

2. The Department must be notified by the end of the next business day.

3. The system must provide proper notification to customers affected in a newspaper of general circulation serving the area within 14 days of the occurrence or for NTNC systems, post notice in appropriate locations.

4. Should the disinfectant residual not be restored within 24 hours, microbiological samples must immediately be collected from representative locations within the area of insufficient disinfectant residual. Should these samples show system contamination an acute violation has resulted, requiring appropriate notification required under rule 335-7-2-.21.

(e) A maximum free residual of no more than 4.0 mg/L for chlorine or chloramines or 0.8 mg/L for chlorine dioxide shall be maintained at any point in the distribution system.

Author: Joe Alan Power, Edgar K. Hughes, Dennis D. Harrison
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335-7-10-.05 Records.

The following records shall be maintained by community and NTNC water systems:

(a) Operational records on which all required water quality control tests are recorded shall be maintained by the water system for review by the Department during sanitary surveys for no less than three years or until the next sanitary survey, whichever is longer.

(b) For systems utilizing surface water or ground water under the influence of surface water, daily log sheets shall be completed for each shift. These records shall be maintained for five years for inspection by the Department.

(c) Records of bacteriological or microbiological analyses made pursuant to this part shall be kept for not less than five years or as indicated elsewhere in these regulations. Records of chemical analyses made pursuant to this part shall be kept for not less than ten years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:

1. The date, place, and time of sampling, and the name of the person who collected the sample;

2. Identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample or other special purpose sample;

3. The date of analysis;

4. The laboratory and person responsible for performing analysis;

5. The analytical technique/method used; and

6. The analysis results.

(d) Each water system shall maintain a complaint file including the date, location, type of complaint and action taken. Records shall be maintained for no less than three years after a complaint is received.

(e) Records of action taken by the system to correct violations of primary drinking water regulations shall be kept for a period of not less than three years after the last action taken with respect to the particular violation involved.

(f) Copies of any written reports, summaries or communications relating to sanitary surveys of the system, annual inspection or other site visit conducted by the system itself, by a private consultant, or by any local, state or federal agency shall be kept for a period not less than ten years after completion of the event involved.

(g) Records concerning an exemption granted to the system shall be kept for a period ending not less than five years following the expiration of such exemption.

(h) Any records or reports pertaining to the quality of water or operation of the water supply system shall be furnished to the Department upon request and must be available for review by the public.

(i) Each system required to monitor for disinfection byproducts or disinfectant residuals is required to develop and implement a monitoring plan. The system must maintain the plan and make it available for inspection by the Department and the general public no later than December 31, 2000. Community and NTNC systems utilizing surface sources or groundwater under the direct influence of surface water must submit a copy of the monitoring plan to the Department no later December 31, 2000. The Department may also require the plan to be submitted by any other system. After review, the Department may require changes in any plan elements. The plan must include at least the specific locations, a map with the locations marked and schedules for collecting samples for any disinfection byproducts or disinfectants and how the system will calculate compliance with MCLs, MRDLs, and treatment techniques for those contaminants. Failure to monitor in accordance with an approved monitoring plan is a violation and public notification is required according to the provisions of rule 335-7-2-.21.

1. Beginning July 1, 2007, all community and NTNC systems utilizing surface water and ground water under the influence of surface water must maintain a copy of the system's current monitoring plan on file with the Department. Changes to the monitoring plan must be approved by the Department and a copy submitted to the Department before conducting monitoring under the revised plan. The monitoring plan must be modified to reflect changes in treatment, distribution system operations and layout (including new service areas), or other factors that may affect TTHM or HAA5 formation.

2. The Department may require the monitoring plan to be submitted by water systems other than community and NTNC systems utilizing surface water or ground water under the influence of surface water.

3. After review, the Department may require changes in any plan elements.

4. The plan must include, as a minimum, the sample locations, a map with the locations marked, the schedules for collecting samples for any disinfection byproducts or disinfectants, and how the system will calculate compliance with MCLs, MRDLs, and treatment techniques for those contaminants.

5. Beginning January 1, 2012, if a monitoring plan is changed, the sites with the lowest LRAA must be replaced with new locations that reflect the current distribution system locations with expected high TTHM or HAA5 levels.

6. Failure to monitor in accordance with an approved monitoring plan is a violation and public notification is required according to the provisions rule 335-7-2-.21.

(j) Systems that were required to perform disinfection profiling and/or disinfection benchmarking must keep results of the profile, including raw data and analysis, indefinitely.

(k) A record of the company name, telephone number, address and chemicals supplied must be maintained in a file at the treatment plant. All chemical manufacturers supplying chemicals to the treatment plant for the past two years shall be maintained on the list.

(l) Copies of all monitoring plans shall be kept for the same period of time as the records of monitoring results taken under the plan are required to be kept, except as specified elsewhere in these regulations.

(m) Systems must keep the results from each round of source water monitoring for cryptosporidium until the next round of source water monitoring is completed, but in no case shall records be kept for less than 3 years.

(n) Systems must keep any notification to the Department that they will not conduct source water monitoring due to meeting the requirements of rule 335-7-2-.17 (at least 5.5-1og treatment for Cryptosporidium) for three years.

(o) Systems must keep the results of treatment monitoring associated with microbial toolbox options in rule 335-7-6-.21 until the next sanitary survey or three years, whichever is longer.

(p) Systems must report to the Department in accordance with the following table for any microbial toolbox option used to comply with treatment requirements in rule 335-7-6-.21. Alternatively, the Department may approve a system to certify

operation within required parameters for treatment credit rather than reporting monthly operational data for toolbox options.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Watershed control program (WCP)	(i) Notice of intention to develop a ne continue an existing watershed control pr
	(ii) Watershed control plan

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
	(iii) Annual watershed control program report
	(iv) Watershed sanitary survey repo

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Alternative source/intake management	Verification that system has relocated intake or adopted the intake withdra procedure reflected in monitoring resu
Pre-sedimentation	Monthly verification of the followin (i) Continuous basin operation. (ii) Treatment of 100% of the flow (iii) Continuous addition of a coagul (iv) At least 0.5-log mean reduction of i turbidity or compliance with alternat Department-approved performance crite

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Two-stage lime softening	Monthly verification of the followin (i) Chemical addition and hardness precip occurred in two separate and sequenti softening stages prior to filtratio (ii) Both stages treated 100% of the plan
Bank filtration	(i) Initial demonstration of the followi Unconsolidated, predominantly sandy aqui Setback distance of at least 25 ft. (0. credit) or 50 ft. (1.0-log credit)

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
	(ii) If monthly average of daily max tur is greater than 1 NTU then system must result and submit an assessment of the

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Combined filter performance	Monthly verification of combined filter e (CFE) turbidity levels less than or equ 0.15 NTU in at least 95 percent of the CFE measurements taken each month.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Individual filter performance	Monthly verification of the following: Individual filter effluent (IFE) turbi levels less than or equal to 0.15 NTU i least 95 percent of samples each month i filter (ii) No individual filter greate 0.3 NTU in two consecutive readings 15 m apart.
Demonstration of performance	(i) Results from testing following a Depa approved protocol.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
	(ii) As required by the Department, mo verification of operation within conditi Department approval for demonstration performance credit.
Bag filters and cartridge filters	(i) Demonstration that the following cr are met: (A) Process meets the definition or cartridge filtration. (B) Removal eff established through challenge testing tha criteria in this subpart.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
	(ii) Monthly verification that 100% of flow was filtered.
Membrane filtration	(i) Results of verification testing demonstrating the following: (A) Remo efficiency established through challenge that meets criteria in this subpart. Integrity test method and parameters, in resolution, sensitivity, test frequency, limits, and associated baseline.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
	(ii) Monthly report summarizing the foll (A) All direct integrity tests above the limit; (B) If applicable, any turbidit alternative Department-approved indir integrity monitoring results triggering integrity testing and the corrective acti was taken.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Second stage filtration	Monthly verification that 100% of flow filtered through both stages and that stage was preceded by a coagulation s

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Slow sand filtration (as secondary filter)	Monthly verification that both a slow filter and a preceding separate stage filtration treated 100% of flow from sub sources.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Chlorine dioxide	Summary of CT values for each day as des in 335-7-6-.26.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
Ozone	Summary of CT values for each day as des in 335-7-6-.26.
UV	(i) Validation test results demonstra operating conditions that achieve requi dose.

Microbial Toolbox Reporting Requirements

Toolbox Option	Required Information
	(ii) Monthly report summarizing the perc of water entering the distribution syste was not treated by UV reactors operating validated conditions for the required d specified in 335-7-6-.26(4).

(q) A ground water system regulated under the ground water rule (GWR) in rule 335-7-5-.22 must maintain the following information in its records:

1. Documentation of corrective actions. Documentation shall be kept for a period of not less than ten years.

2. Documentation of notice to the public as required under rule 335-7-5-.22(6)(a)7. Documentation shall be kept for a period of not less than three years.

3. Records of decisions under rule 335-7-5-.22(5)(a)5.(ii) and records of invalidation of fecal indicator-positive ground water source samples under rule 335-7-5-.22(5)(d). Documentation shall be kept for a period of not less than five years.

4. For consecutive systems, documentation of notification to the wholesale system(s) of total-coliform positive samples that are not invalidated by the Department in implementing rule 335-7-2-.07. Documentation shall be kept for a period of not less than five years.

5. For systems, including wholesale systems, that are required to perform compliance monitoring under rule 335-7-5-.22(6)(b):

(i) Records of the Department-specified minimum disinfectant residual. Documentation shall be kept for a period of not less than ten years.

(ii) Records of the lowest daily residual disinfectant concentration and records of the date and duration of any failure to maintain the Department-prescribed minimum residual disinfectant concentration for a period of more than four hours. Documentation shall be kept for a period of not less than five years.

(iii) Records of Department-specified compliance requirements for membrane filtration and of parameters specified by the Department for Department-approved alternative treatment and records of the date and duration of any failure to meet the membrane operating, membrane integrity, or alternative treatment operating requirements for more than four hours. Documentation shall be kept for a period of not less than five years.

(r) All water systems that are required to complete a Source Water Assessment per chapter 335-7-15 shall maintain a copy of their current Source Water Assessment for review by the Department during sanitary surveys.

(s) All log sheets shall be filled out legibly using ink. Any correction made shall have a single line drawn through it, initialed by the operator, and the correct entry written near the incorrect entry.

(t) All water systems must meet the following recordkeeping requirements:

1. The system must maintain any assessment form required by rule 335-7-2-.22, regardless of who conducts the assessment, and documentation of corrective actions completed as a result of those assessments, or other available summary documentation of the sanitary defects and corrective actions for the Department to review. This record must be maintained by the system for a period not

less than five years after completion of the assessment or corrective action.

2. The system must maintain a record of any repeat samples taken that the Department granted an extension of the 24-hour period for collecting repeat samples in accordance with rule 335-7-2-.07(5)(a)

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335-7-10-.06 Reports.

(1) The monthly operating report shall be submitted to the Department no later than the tenth of the following month in a format approved by the Department. The report shall contain the results of all required water quality control tests specified in rule 335-7-10-.03 of this chapter, except where individual samples or longer averaging times are specified in this paragraph. The daily minimum disinfection levels shall be reported. When required by the Department, the following shall be provided:

(a) Maximum daily raw, clarified and individual filter effluent turbidity;

(b) The average of the carbon dioxide, color, iron, manganese, total alkalinity, pH and fluoride test results for each day;

(c) Water production records;

(d) Ground water level information;

(e) Filter operation records;

(f) Distribution pressure measurements; and,

(g) Water loss information.

(2) Records of chemical analyses shall be provided to the Department no later than the tenth of the month following the end

of the required monitoring period. As a minimum, these reports shall include the location, date and result of each sample collected during the monitoring period. When directed by the Department, the number of samples collected, the quarterly average, the annual average and whether the MCL was exceeded shall be reported.

(3) Systems that are required to meet enhanced coagulation shall also report the alternative criterion that the system is using and the percent TOC removal.

(4) The system shall notify the Department within 24 hours of any instance of filtered surface water exceeding 1.0 NTU or finished ground water turbidity exceeding 5.0 NTUs; the disinfectant residual in the system being less than 0.2 mg/l for free chlorine or 0.5 mg/L for chloramine; or a waterborne disease outbreak potential.

(5) Any records or reports pertaining to the quality of water or operation of the water supply system shall be furnished to the Department upon request and must be available for public review.

(6) The water system shall maintain a copy of each monthly operating report. The report must be signed by a certified operator. This copy shall be readily available for inspection by the Department.

(7) Any operational evaluation level that was exceeded must be reported within 10 days after the end of the quarter. In addition, the system must report the date, location and the calculated TTHM and HAA5 levels for each site that exceeded the operational evaluation level.

(8) Any surface water or ground water under the influence of surface water system that is seeking to qualify for or remain on reduced TTHM and HAA5 monitoring must report the following source water TOC information:

(a) The number of TOC samples taken each month during the last quarter including the date and result of each sample.

(b) The quarterly average of monthly samples taken during last quarter or the results of the quarterly sample.

(c) The running annual average (RAA) of quarterly averages from the past four quarters.

(d) Whether the RAA exceeded 4.0 mg/L.

(9) Each membrane filtration unit shall undergo a direct integrity test each day the unit is in operation. The results of the test shall be reported monthly to the Department.

(10) Any membrane filtration unit exceeding 0.15 NTU for two consecutive readings, 15 minutes apart, shall be removed from service and undergo direct integrity testing. Additionally, any membrane unit that fails a direct integrity test shall be removed from service.

(a) Any unit that fails a direct integrity test shall be removed from service, repaired and not returned to service until it passes two consecutive direct integrity tests.

(b) The Department shall be notified within 48 hours of any membrane unit that exceeds 0.15 NTU or fails a direct integrity test. This information must be reported on the system's monthly operational report along with the date and time of when the Department was notified.

(c) Any membrane unit that exceeds 0.15 NTU for 2 consecutive readings, but passes its direct integrity test shall not be returned to service until the unit is able to produce water with a turbidity of less than 0.15 NTU.

[**Note:** Paragraphs (9) and (10) above apply only to surface water and ground water under the influence of surface water systems. Compliance monitoring reporting for ground water systems is covered in paragraph (11) below.]

(11) Ground water systems must submit the following to the Department:

(a) A ground water system conducting compliance monitoring under rule 335-7-5-.22(6)(b) must notify the Department any time the system fails to meet any Department-specified requirements including, but not limited to, minimum residual disinfectant concentration, membrane operating criteria or membrane integrity, and alternative treatment operating criteria, if operation in accordance with the criteria or requirements is not restored within four hours. The ground water system must notify the Department as soon as possible, but in no case later than the end of the next business day.

(b) After completing any corrective action under rule 335-7-5-.22(6)(a), a ground water system must notify the Department within 30 days of completion of the corrective action.

(c) If a ground water system subject to the requirements of rule 335-7-5-.22(5)(a) does not conduct source water monitoring under rule 335-7-5-.22(5)(a)5.(ii), the system must provide documentation to the Department within 30 days of the total coliform positive sample that it met the Department criteria.

(12) Reports submitted in accordance with this rule shall meet the following requirements:

(a) Monthly operating reports required by paragraph (1) or records of chemical analysis required by paragraph (2) above, shall comply with the following:

(i) Water systems serving a population of 3,300 or greater shall submit the reports in an electronic format approved by the Department for all reports dated January 1, 2013 or later

(ii) Water systems serving a population of less than 3,300 shall submit the reports in an electronic format approved by the Department for all reports dated January 1, 2014 or later

(iii) A waiver can be granted by the Department if requested in advance.

(b) All other reports may be submitted in an electronic or paper format approved by the Department.

(13) All water systems must meet the following reporting requirements:

(a) *E. coli*:

(i) A system must notify the State by the end of the day when the system learns of an *E. coli* MCL violation as defined in rule 335-7-2-.07(1), unless the system learns of the violation after working hours of the Department and the Department does not have either an after-hours phone line or an alternative notification procedure, in which case the system must notify the Department before the end of the next business day, and notify the public in accordance with rule 335-7-2-.21.

(ii) A system must notify the Department by the end of the day when the system is notified of an *E. coli*-positive routine sample, unless the system is notified of the result after the working hours of the Department and the Department does not have either an after-hours phone line or an alternative notification procedure, in which case the system must notify the Department before the end of the next business day.

(b) A system that has violated the treatment technique for microbiological standards as defined in rule 335-7-2-.07(7) or 335-7-2-.22(4) must report the violation to the Department no later than the end of the next business day after it learns of the violation, and notify the public in accordance with rule 335-7-2-.21.

(c) A system required to conduct an assessment under the provisions of rule 335-7-2-.22 must submit the assessment report within 30 days. The system must notify the Department in accordance with rule 335-7-2-.22(3) when each scheduled corrective action is completed for corrections not completed by the time of submission of the assessment form.

(d) A system that has failed to comply with a coliform monitoring requirement found in rule 335-7-2-.07 must report the monitoring violation to the State within 10 days after the system discovers the violation, and notify the public in accordance rule 335-7-2-.21.

(e) A seasonal system must certify, prior to serving water to the public, that it has complied with the State-approved start-up procedure referenced in rule 335-7-2-.07(7).

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