



Checklist for Drinking Water Systems

Small drinking water systems carry a much higher burden to maintain assets and compliance with the Safe Drinking Water Act. This is due not only to their smaller user base, but often the shortage of financial, managerial and/or technical resources to ensure the continued and reliable delivery of safe water to all customers. In Idaho, 90 percent of the drinking water systems serve fewer than 500 people (Idaho Fiscal Year 2014 Annual Report on Capacity Development, IDEQ, September 12, 2014).

Assessment completed by:

Today's Date:

City Name and Water System ID:

	Points	My System
MANAGERIAL CAPACITY		
Ordinance adopted with Water System Rules	10	
Future Capital Needs or Strategic Plan	5	
Emergency Plan	5	
Secure and accessible water system and billing records	5	
Source water or wellhead protection plan	5	
Regular communication with customers	5	
Subtotal	35	
FINANCIAL CAPACITY		
Formal water system budget	10	
Water rate or fee structure meets expenses	10	
Capital reserve fund	5	
Asset inventory	10	
Subtotal	35	
TECHNICAL CAPACITY		
Adequate source water capacity	10	
Certified Operator (All, 100%)	5	
Operations & Maintenance Manual	5	
As-Built Plans/Distribution Map	5	
Water meters/water loss accounting	5	
Subtotal	30	
CAPACITY TOTAL	100	
Outstanding Violations/Obligations (subtract from subtotal)		
Significant system or service deficiencies, per deficiency	(10)	
Maximum Contaminant Levels, per violation	(10)	
Monitoring and reporting, per violation	(5)	
Public Notice (CCR, other PN), per violation	(5)	
NON-COMPLIANCE SUBTOTAL	(30)	
OVERALL CAPACITY RATING		
Recommended Minimum Capacity Rating = 85		
Systems below this rating would likely benefit from a prepared business plan and/or attend training in addition to addressing all outstanding violations to re-establish adequate capacity.		