

## Instructions for Completing the Water Supply Cross Connection Survey Annual Report

- A. General Information Enter the name of the water system, the Public Water System Identification Number and the County the system is located in.
- B. Alternate Survey Schedule If system is using an alternate survey schedule, enter date DNR approval was received. An alternate survey schedule is anything other than: 10 years or meter replacement for residential, 10 years or meter replacement for commercial similar to residential, 2 years for commercial, industrial and public authority.
- C. If system is providing Public Education and partial surveys in lieu of full residential surveys, date(s) of last public education mailing A residential cross connection program may include providing public education materials in lieu of surveys of the low hazard portions of residential facilities. Low hazard portions consist of normal kitchen and bathroom fixtures. If public education materials are provided, those materials shall be provided to the customer no less than every 3 years and with every cross connection survey. Enter the date or dates if multiple mailings are used to cover the entire service area.
- D. If system is providing Public Education and partial surveys in lieu of full commercial surveys, date(s) of last public education mailing A commercial cross connection program may include providing public education materials in lieu of surveys of the low hazard portions of commercial facilities that are similar to residential. Low hazard portions consist of normal kitchen and bathroom fixtures. If public education materials are provided, those materials shall be provided to the customer no less than every 3 years and with every cross connection survey. Enter the date or dates if multiple mailings are used to cover the entire service area.
- E. Service Category. Enter all service categories identified in your cross connection program. If you have service categories with different survey schedules, enter them on different lines. See the Instructions for Section F.
- F. Survey Frequency Enter the survey frequency (in years) for each category as identified in your cross connection program.

Residential Survey Unless otherwise authorized by the department, municipal water systems are to cause a survey to be conducted for every residential customer service a minimum of once every ten years, or on a schedule matching meter replacement. A system may use an alternative schedule for residential customers, if approved by the DNR, prior to implementation.

Industrial, Commercial and Public Authority Surveys Unless otherwise authorized by the department, a system's cross connection control program must require that a survey be conducted for every industrial, commercial and public authority service a minimum of once every two years, except that for commercial properties of similar or lesser risk to residential properties, the system may follow the same schedule as residential properties. A system may use an alternative schedule, if approved by the DNR, prior to implementation.

- G. Total Number of Customer Connections In Use Enter the total number of service connections in use to your system in each category. Do not include unused service connections where buildings have been torn down, or have been stubbed into properties for future use.
- H. Number of Surveys Completed During the Year Enter the total number of surveys that were completed in each category. Do not include follow-up surveys used to verify corrective actions were completed.
- I. Number of Surveyed Customers Non-Compliant at End of Year Enter the number of customers that remain in the process of completing corrective actions required in the original survey.
- J. Submittal Add the name and title of the person completing the form, date, make a copy for your records and mail it to your regional DNR Water Supply Engineer by **March 1st**.