

ORIGINAL



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ARIZONA CORPORATION COMMISSION



Arizona Corporation Commission  
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RECEIVED

FINANCING APPLICATION

Sulger Water #2  
UTILITY NAME

W-02355A - 090275  
DOCKET NO(S)

You must complete ALL items in the application according to the instructions provided. If you have any questions regarding the application please call (602) 542-4251 for Staff assistance.

IN ORDER TO PROCESS YOUR APPLICATION  
PLEASE FORWARD THE ORIGINAL  
AND THIRTEEN COPIES OF THE  
APPLICATION PLUS  
THREE PACKETS OF THE SUPPORTING  
DOCUMENTATION TO:  
  
ARIZONA CORPORATION COMMISSION  
DOCKET CONTROL CENTER  
1200 WEST WASHINGTON STREET  
PHOENIX, ARIZONA 85007

Valerie Betts -PO Box 51584 -Phoenix AZ 85076

Valerie Betts is the authorized contact person for Sulger Water Co. #2. At the above mailing address please address any communications there or to [Sulgerwater2@gmail.com](mailto:Sulgerwater2@gmail.com)

Loan(s) application(s) are and will be primarily with WIFA – Actual loan terms are not know at this time.

Sulger Water Co. #2 intends for its repayment obligations to be through a secured grant through WIFA with WIFA's interest being secured in all or portions of its real property including its water plant and operating system which are yet to be determined by WIFA. Current application on file with WIFA.

Information showing gross proceeds, issuance expenses and net proceeds from the issuance and sale will be determined with assistance by WIFA.

Enclosed page showing CURRENT and FUTURE NEEDS shows financial usage of funds to be acquired.

Item 6 – a. Valerie Betts (president Heart Cab Corp)

b. in the public interest as to provide a safe operating system and to improve and provide upgrades that meet and or exceeds necessary standards.

c. accepting debt with WIFA guidance to improve entire system.

d. have no personal gain financially – have not drawn any monies from Heart Cab Corp. or Sulger Water Co. #2 at any time in the past - including future forecast as company has a pending permanent rate increase hearing and has been and is currently operating in the negative. Decisions will not be impaired from my position as this does not generate any type of income for myself. No granted approval of monies will be used to pay for operating expenses. Financial Application is only sought at this time for the company's ability to provide a safe and reliable water utility service which is intended to be in compliance will all applicable law and regulations, including the rules and regulations of the ADEQ.

Item 7 – there is no company or person(s) that has this type of relationship – all dealings will be “at arms length” – WIFA is the only intended consulting that will be asked for advice.

Item 8 – please refer to all enclosed documents from NCS Consulting Services (sent by WIFA) for evaluation of system.

Please refer to enclosed ADEQ system evaluation.

Please refer to pending rate case application.

Item 9 – no pending sale – does not apply

Item 10 – Enclosed notice accompanied July billing invoices.

Published notice in local newspaper will be executed 7/28/2010 in the Sierra Vista Daily Herald.

## CURRENT AND FUTURE NEEDS

UPDATE ON NCS Narasimham Consulting Services Inc. report and findings – NCS was sent by WIFA to evaluate Sulger Water Co. #2 system for operations and maintenance in July of 2009.

Found in this application is a section titled FUTURE NEEDS for Sulger Water Co. #2 which was a part of NCS, July 2009 evaluation - Listed below is an internal evaluation of Sulger Water Co. #2 list of CURRENT AND FUTURE NEEDS in order of priority for the systems operation and safety.

1. Flow meters and check valves are recommended at both well sites – approximate cost is \$400.00 per site approximate total \$ 800.00
2. Air compressor purchased and installed on pressure tank approximate total \$ 1,500.00
3. Interior of the hydroneumatic tank painted, moved and site glass installed to bring into operational standards on Well #1 – 1,000 gallon pressure tank approximate total \$ 3,000.00
4. Well #1 currently operates manually, due to lack of storage tank and pressure pump (water is pumped directly into 4" main distribution line) Needs a 50,000 gallon storage tank, probes, pressure pump including installation – this is only an approximate total that were verbal non committed information on speculated dollars to complete approximate total \$100,000.00
5. Well site 1 and 2 both are in need of fencing – 6' high – 75' x 75' double gates and one single gate at each location. approximate total \$10,000.00
6. Two concrete slabs for tanks – each 10' x 20', 2500 # concrete, 5" thick with #4 rebar round edges approximate total \$ 4,500.00
7. ABC asphalt base rock and gravel road entry to well sites – approximately 900' of road coverage requiring 100 yards approximate total \$ 9,000.00

This approximate grand total of \$128,800 does exceed NSA projected \$110,000.00 and again Sulger Water Co. #2 loan application with WIFA for \$115,000.00.

Sulger Water Co. #2 will be taking guidance from WIFA in every aspect of loan assistance, but is currently requesting \$128,800 approval plus engineering fees.

Further updates are that both wells have 5 horse power pumps.

Micro Biology site for water testing can be installed where a prior customer put in their own well and has a meter in place that is no longer required to serve that lot.

Land easement issues are resolved and there is no longer a need to relocate storage and booster pump from site 2 over to site 1.

Realizing that these approximate total are well over \$115,000.00 on original application are due to new management once limited ability of acquiring information and obtaining operational information.

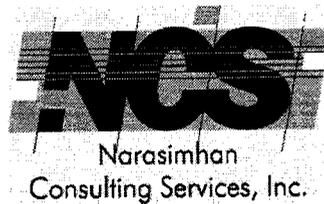
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**SULGER WATER COMPANY # 2  
PWS 04-02-120**

**OPERATIONS AND MAINTENANCE PACKAGE**

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**July 2009**



3660 N. 3<sup>rd</sup> Street  
Phoenix, AZ 85012  
(602) 629-0206

### **Future Needs**

Based on this system assessment, the following improvements are recommended:

- There are two wells connected to the system. Each well should be equipped with a flow meter and check valve. It is recommended that a pressure gauge be connected to the wellhead piping.
- An air compressor should be installed on the pressure tank.
- Well #2 should be equipped with a new fence, entrance gate and informational signage.
- Well #1 should be equipped with a new fence, entrance gate and informational signage. Land and easement issues should be resolved.
- The storage tank and booster pump at Well 2 should be relocated to the Well 1 site. A backup booster pump should be installed at this time.
- The interior of the hydroneumatic tank should be painted with an National Science Foundation approved coating.
- Develop a Preliminary Engineering Report (PER) using a Water Infrastructure and Finance Authority (WIFA) technical assistance grant. This PER can subsequently be used for local grant funding.

These improvements are estimated to cost \$110,000 plus engineering fees.

### **Capacity Development Assessment**

Based on the site visits, interviews and review of documents, the Sulger Water Company #2 water system marginally meets water capacity development criteria for financial, technical, operational and management. The standard ADEQ checklists and forms are attached to this report. Including above future needs, the system needs also include financial, safety, and water system operations and management training. These training activities can potentially be sponsored by the ADEQ Capacity Development Program.

**SULGER WATER COMPANY # 2  
PWS 04-02-120**

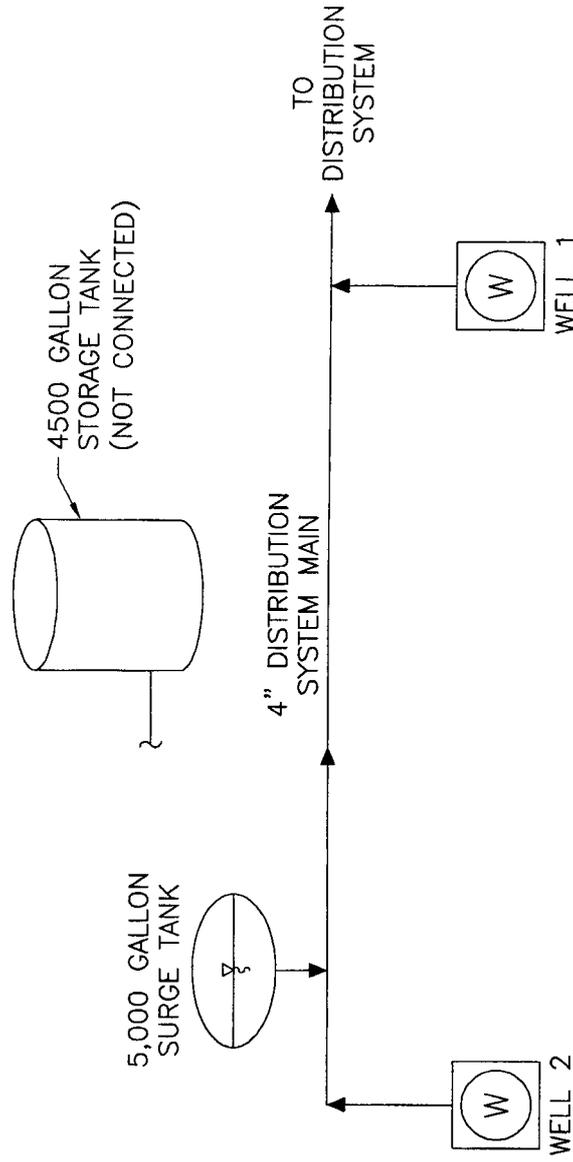
**WATER SYSTEM DESCRIPTION**

**1.0 DESCRIPTION**

Sulger Water Company # 2 (SWC2) is located north of Sierra Vista near the junction of Arizona Routes 82 and 90 in southeast Cochise County, Arizona. It is classified as a Community Water System. The Public Water System ID is 04-02-120. SWC2 serves a population of 50 with 17 service connections.

Presently, groundwater pumped by the two wells is the only source of water for the system. Along with the two wells, the system also has a 4,500 gallon steel storage tank (not presently connected to the system) and a 5,000 gallon pressure tank, as shown in the Figure 1. The distribution system contains approximately 2.5 miles of 2-inch and 4-inch lines in a rural area. There are two points of entry (POE) to the distribution system and the overall system pressure varies between 50 to 55 psi.

Well 1 (DWR # 55-809117) is equipped with a 5 horsepower (hp) and 35 gallons per minute (gpm) submersible pump (Figure 2). Well 2 (DWR # 55-809118) is equipped with a 10 hp and 75 gpm submersible pump (Figure 3). A 5,000 gallon hydropneumatic tank and a 4,500 gallon storage tank are located at the Well 2 site (Figure 4). A new pressure tank is under construction and will be installed at Well 2 site (Figure 5). At present, the disinfection is not practiced at the water system.



**FIGURE 1**

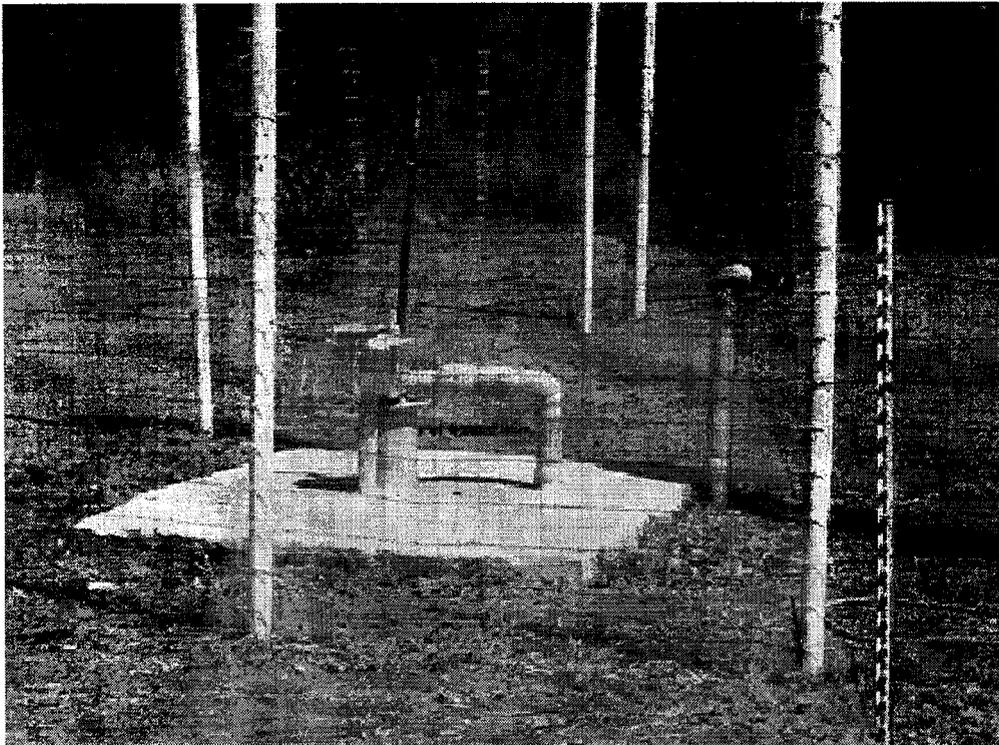
**SULGER WATER COMPANY 2 WATER SYSTEM SCHEMATIC**

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY WATER SYSTEM EVALUATIONS

Narasimhan Consulting Services, Inc.



**Figure 2 - Well 1 Wellhead**



**Figure 3 - Well 2 Wellhead**

**SULGER WATER COMPANY #2  
ADEQ SYSTEM EVALUATION  
WATER SYSTEM ASSESSMENT NARRATIVE REPORT**

Under the Capacity Development Program established by the Arizona Department of Environmental Quality (ADEQ), a site visit was conducted by Narasimhan Consulting Services, Inc. (NCS) on March 12, 2009 to perform the overall water system evaluation of the Sulger Water Company #2 (SWC2). This evaluation includes a review of financial, technical, operational, regulatory, security and management issues, and a review of the physical infrastructure. The standard ADEQ checklist and review forms were completed and are attached with this report. This evaluation also identifies existing and future water system needs and summarizes the key findings of this assessment.

Site Visited On: March 12, 2009

NCS Representative: Ramesh Narasimhan, Ashish Agrawal

Water System Representative: Tim Sulger

Water System Operator: Charles Sumner (Certification # 04760, Grade 2D, 2T, 3C, 2W)

#### **Existing Facilities**

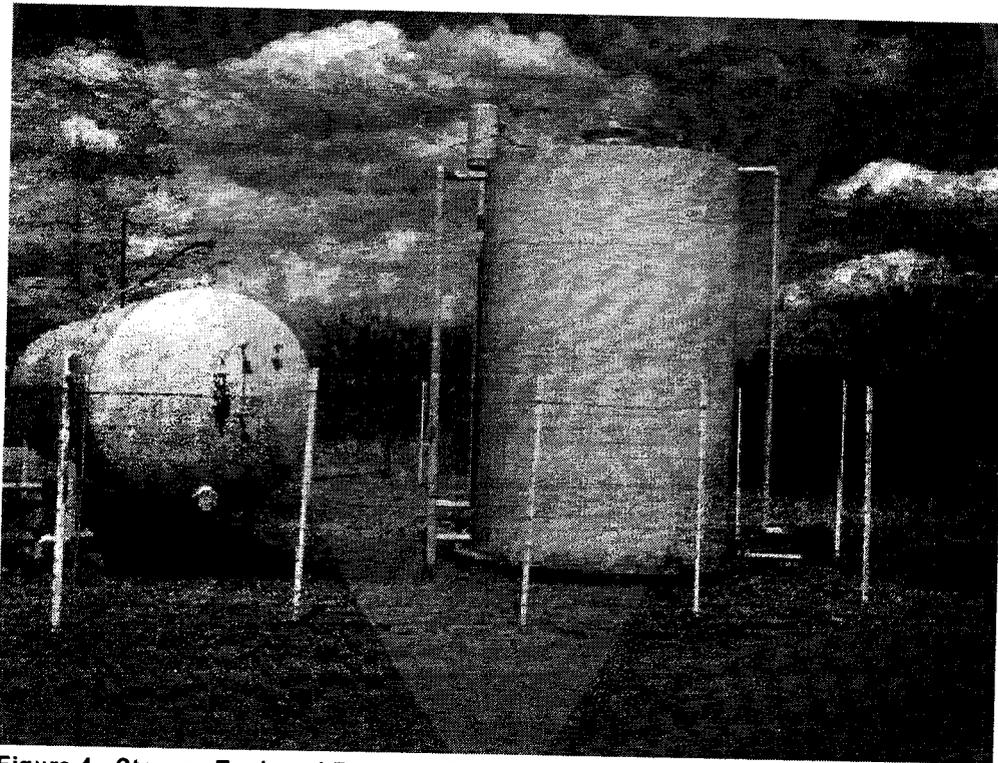
SWC2 is located north of Sierra Vista near the junction of Arizona Routes 82 and 90 in southeast Cochise County, Arizona. It is classified as a Community Water System. The Public Water System ID is 04-02-120. SWC2 serves a population of 49 with 19 service connections. The system is under the jurisdiction of the Arizona Corporation Commission. The service area is Section 6, Township 20 South, Range 20 East G&SRB&M.

The system contains two wells, one 4,500 gallon steel storage tank (not connected), and a 5,000 gallon pressure tank. The distribution system contains approximately 2.5 miles of 2-inch and 4-inch lines in a rural area. There are two points of entry (POE) to the distribution system and the overall system pressure is between 50 to 55 psi.

Well 1, ADWR well registration number 55-809117, is presently disconnected from the distribution system while undergoing a rehabilitation. The 2007 Static Water Level (SWL) was estimated at 168 feet below grade surface (bgs). It is equipped with a 5 horsepower (hp), 35 gallons per minute (gpm) submersible pump. The pump is set at 240 feet bgs.

Well 2, ADWR registration number 55-809118, serves the distribution system at this time. It is equipped with a 10 hp, 75 gpm submersible pump. There is a single booster pump, chlorination facilities, a 5,000 gallon hydropneumatic tank and a 4,500 gallon storage tank on site. The air compressor is not attached to the pressure tank.

A sanitary survey of this system was conducted on February 8, 2007 and no deficiencies were found. There are no maximum contaminant level (MCL) violations.



**Figure 4 - Storage Tank and Pressure Tank**



**Figure 5 - New Pressure Tank**



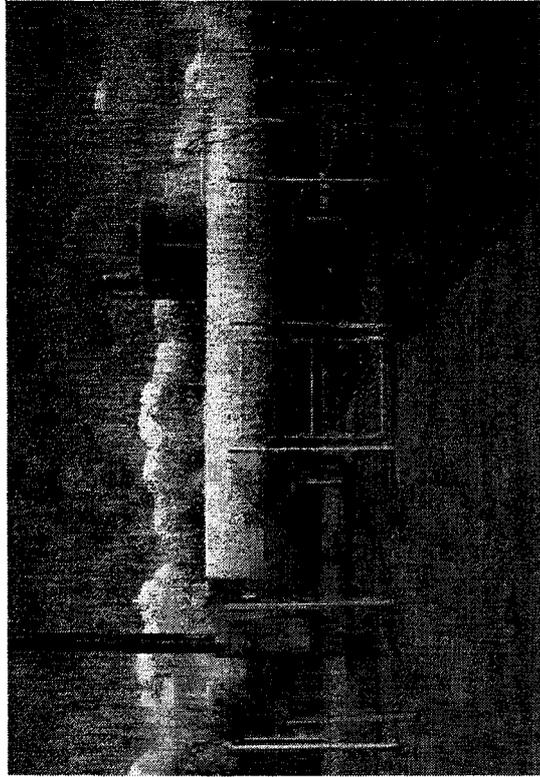
Picture 6 - Well 2 Overall Site



Picture 8 - Electrical Panel at Well 2



Picture 5 - New Pressure Tank (To Be Installed at Well 2)



Picture 7 - Well 2 Site Fencing

**SULGER WATER COMPANY # 2  
PWS 04-02-120**

**MICROBIOLOGICAL SITE SAMPLING PLAN**

**1.0 SYSTEM CHARACTERISTICS**

The Sulger Water Company #2 (SWC2) is located north of Sierra Vista near the junction of Arizona Routes 82 and 90 in southeast Cochise County, Arizona and serves a population of 49 people with 19 service connections.

Presently, groundwater pumped by the two wells is the only source of water for the system. Along with the two wells, the system also has a 4,500 gallon steel storage tank (not presently connected to the system) and a 5,000 gallon pressure tank. The distribution system contains approximately 2.5 miles of 2-inch and 4-inch lines in a rural area. There are two points of entry (POE) to the distribution system and the overall system pressure varies between 50 to 55 psi.

There is no dedicated station for microbiological sampling in the distribution system. Microbiological samples are usually collected at the well site, although this is not the best location for sampling. The following sections discuss the critical factors that determine sampling location and the specific sampling site plan for SWC2.

**2.0 SAMPLING SITE CRITERIA**

The sampling plan has been constructed using the criteria outlined in the Guidance Manual of the AWWA Research Foundation Report 2676, *Sample Collection Procedures and Locations for Bacterial Compliance Monitoring* (AwwaRF 2003). This manual provides for the evaluation of a series of critical factors that affect bacteriological water quality within the distribution system. These include variation in demand, variation in disinfectant residual levels, multiple pressure zones, presence of system storage, variation in pipe material and age, multiple source influences, various land uses, presence of dead ends, presence of sensitive populations, and variation in population density.

The Guidance Manual suggests that the sectors should be developed based on political boundaries, physical boundaries and homogeneous populations. The materials of construction and age of the pipelines should also be investigated and used, where appropriate, for sector delineation. The sector size is determined by a combination of all these factors and not just by population. The Manual suggests that the service area of a water system be divided into a single sector.

Sampling points are determined by selecting locations that will measure the quality of the water being distributed. The locations of the sample points are determined by pipeline flow, critical factors and population density. Each sampling point must be safe from external contamination, easily accessible and sample water that is representative of the water delivered to the population served in the area.

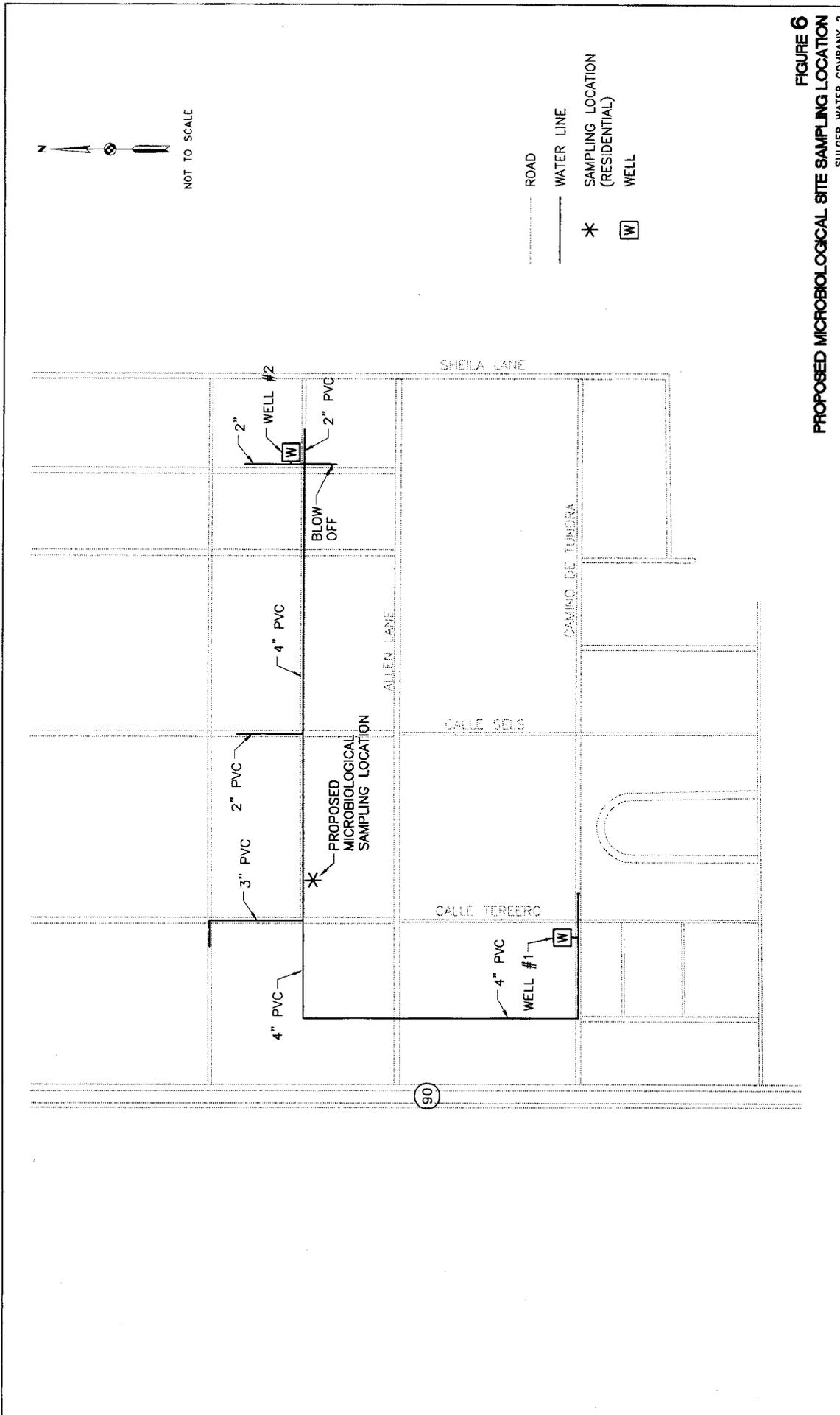
### 3.0 CRITICAL FACTOR IDENTIFICATION AND SAMPLING PLAN

To provide a bacteriological sampling program representative of water in the distribution system, the number of sampling sites should correlate to the number of critical factors present in the system. This conforms to intent of the Total Coliform Rule (TCR), which require that samples be representative of water in the distribution system.

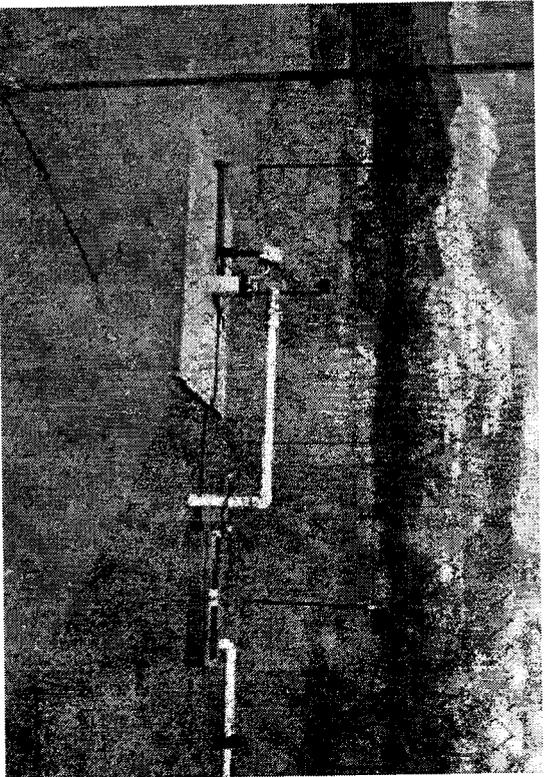
The various critical factors associated with SWC2 water system are Well 1 and 2, a 4,500 gallon storage tank, a 5,000 gallon pressure tank, and the distribution system. Ideally, there should be a sampling site for each critical factor, however, the SWC2 water system is quite small. Therefore, even after having several critical factors, it is determined that the one microbial sampling will be enough for the entire system. Figure 6 shows the location of the sampling point. It is located near Lot 2 and 3.

In the event of a total coliform detection in a monthly sample, repeat samples are required. According to AAC R-18-4-105 Subpart C-141.21.b, a water system that collects one routine sample per month must collect at least four repeat samples for each total coliform-positive routine sample found. The four repeat samples must be collected as follows:

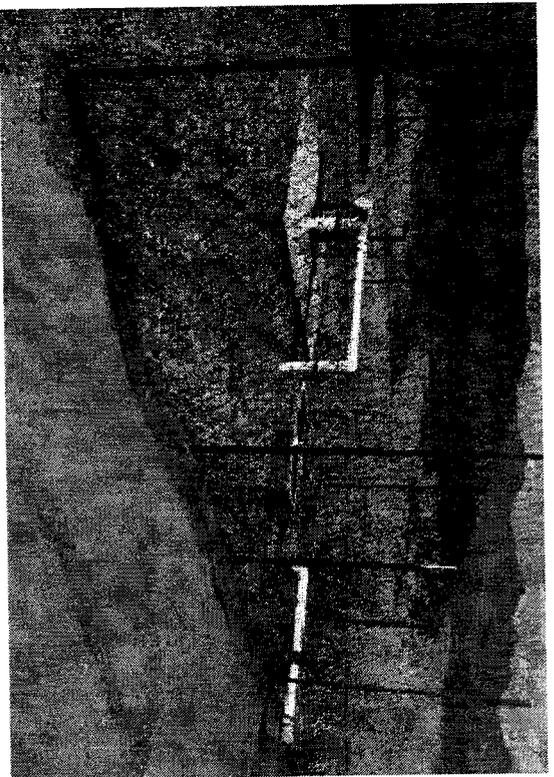
- One repeat sample from the tap where the total coliform-positive routine sample was collected.
- One repeat sample from a tap located within five service connections upstream of the sampling site where the total coliform-positive routine sample was collected.
- One repeat sample from a tap located within five service connections downstream of the sampling site where the total coliform-positive routine sample was collected.
- The fourth repeat sample may be collected from the sampling site in the distribution system.



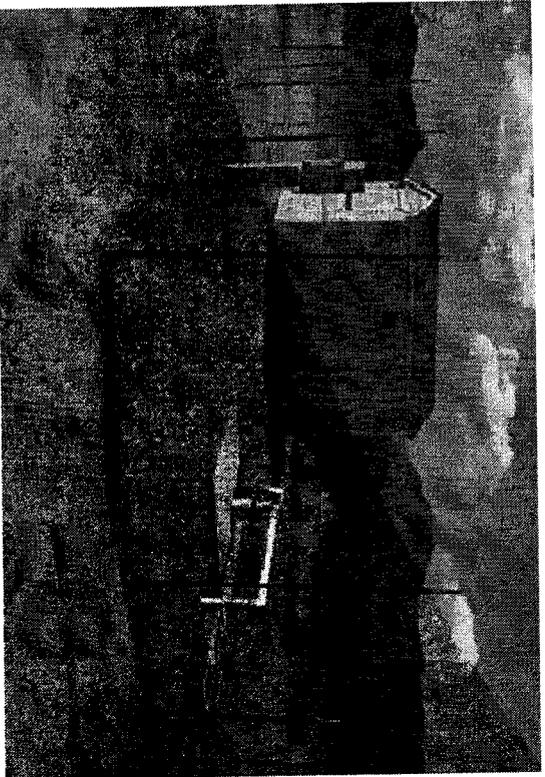
**FIGURE 6**  
**PROPOSED MICROBIOLOGICAL SITE SAMPLING LOCATION**  
 SULGER WATER COMPANY 2  
 Narasimhan Consulting Services, Inc.



Picture 1: Well 1 Header Piping



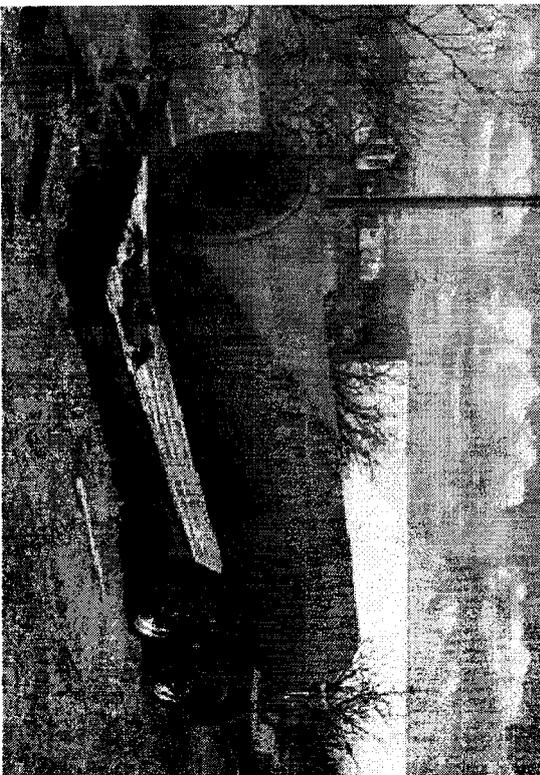
Picture 2 - Well 1 Pumpout



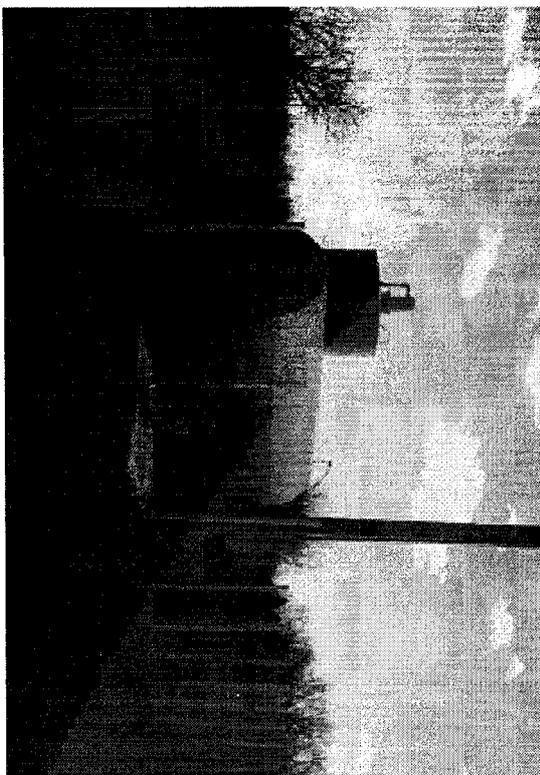
Picture 3 - Well 1 Overall Site and Fencing



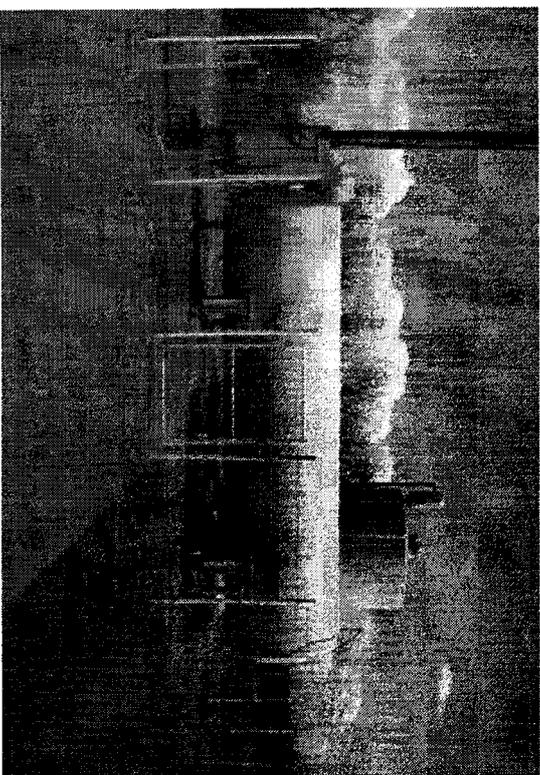
Picture 4 - New Pressure Tank (To Be Installed at Well 2)



Picture 5 - New Pressure Tank (To Be Installed at Well 2)



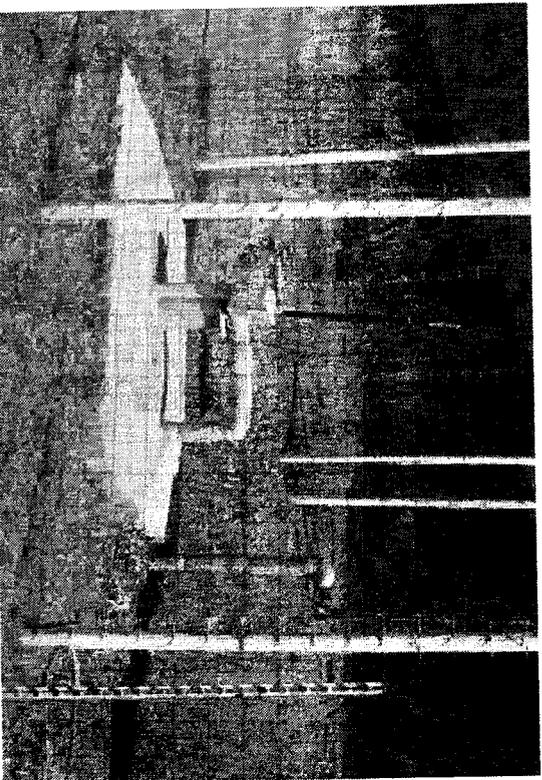
Picture 6 - Well 2 Overall Site



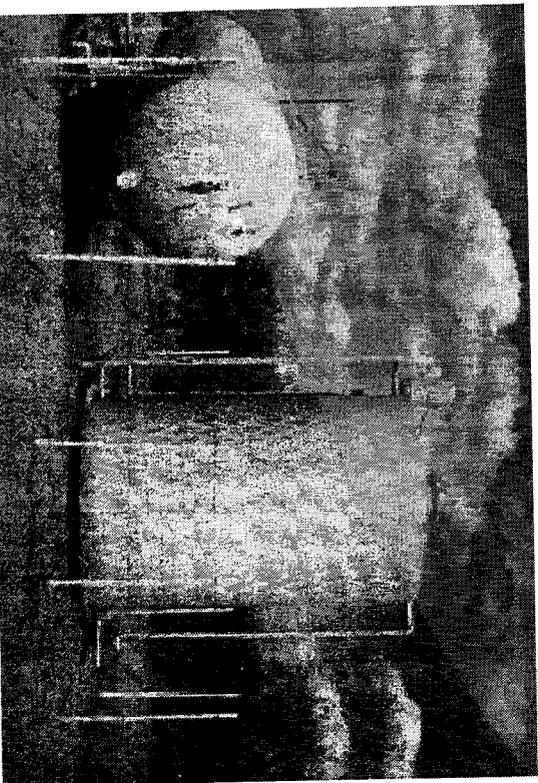
Picture 7 - Well 2 Site Fencing



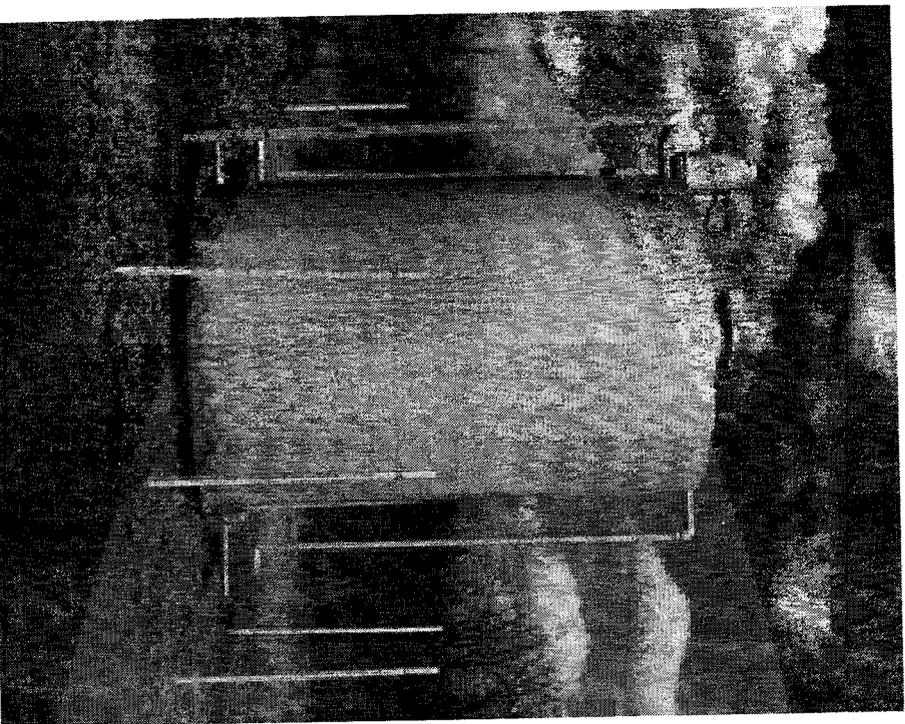
Picture 8 - Electrical Panel at Well 2



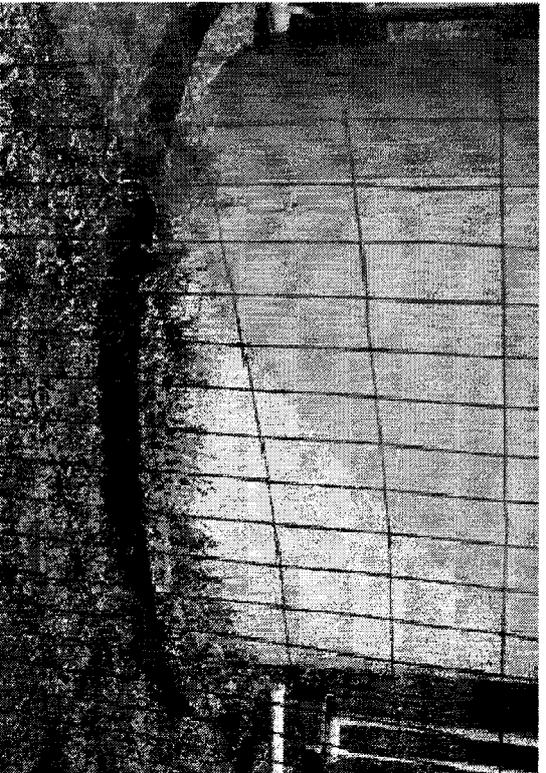
Picture 9 - Well 2 Header Piping



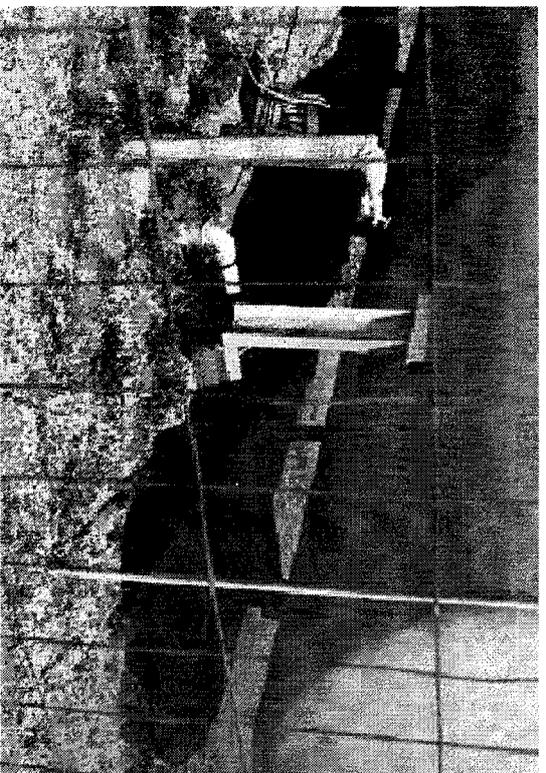
Picture 10 - Well 2: 5,000 Gallon Pressure Tank and 4,500 Gallon Storage Tank



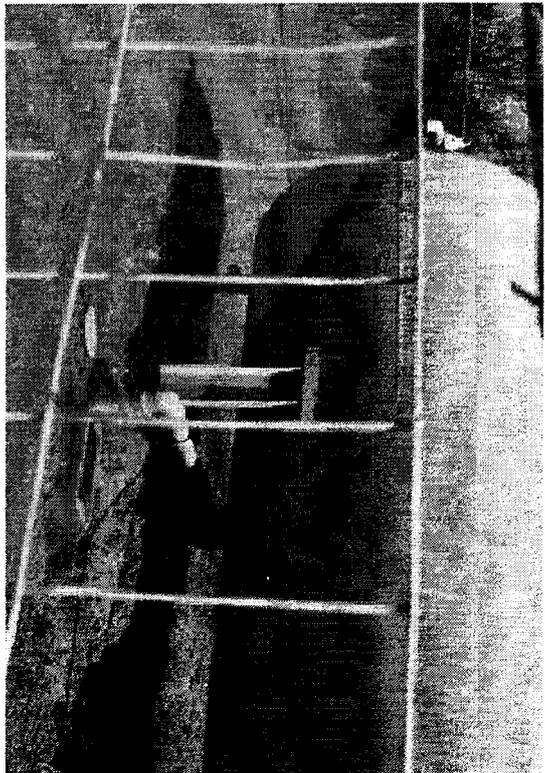
Picture 11 - Well 2: 4,500 Gallon Storage Tank



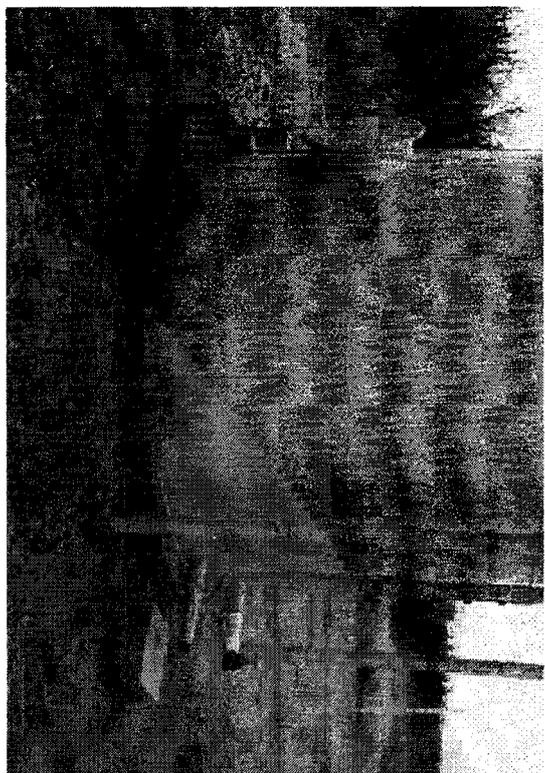
Picture 12 - Ring Wall of Storage Tank



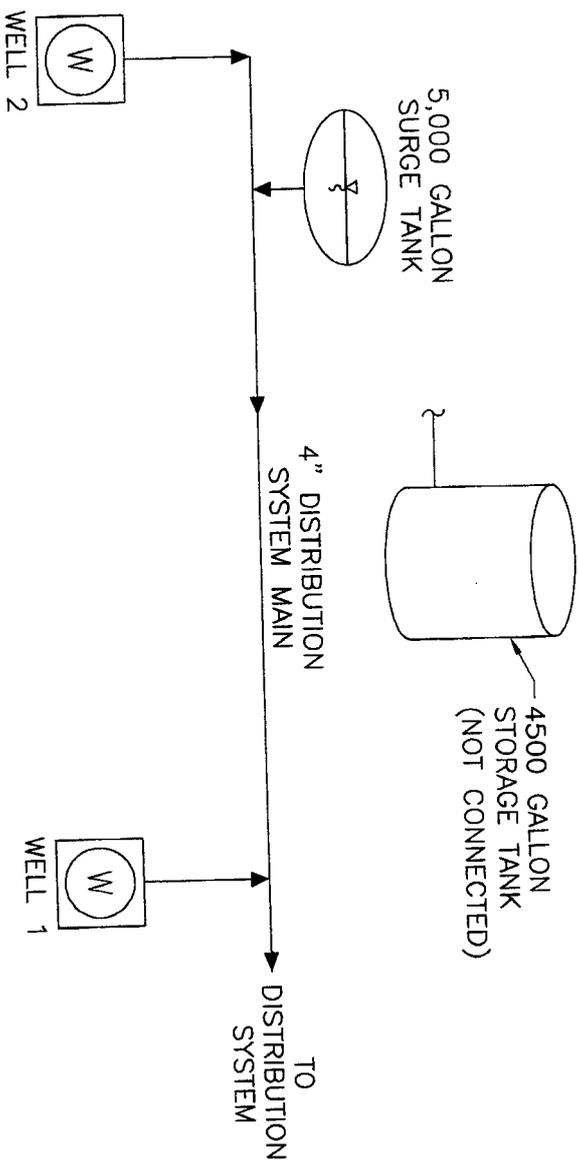
Picture 13 - Well 2 Pressure Tank Support



Picture 14 - Well 2 Pressure Tank Support



Picture 15 - Well 2 Storage Tank Overflow



**FIGURE 1**  
**SULGER WATER COMPANY 2 WATER SYSTEM SCHEMATIC**  
ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY WATER SYSTEM EVALUATIONS

Narasimhan Consulting Services, Inc.

ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

DATE: 03/12/09

System PWSID Number	04-02-120	
System Name	Sulger Water Company #2	
Facility Classification	<b>D</b>	<b>T</b>
Facility Grade	<b>1</b>	
Service Connections	19	
Population Served	49	

**Contact Person:**

Tim Sulger

**Phone Number:**

Home: 520-456-9349  
Cell : 520-234-7447

**Fax Number:**

NA

**Email:**

NA

**Mailing Address of Water System**

Sulger Water Company #2  
C/o: Heart Cab Co.  
2611 N. Calle Seis  
Huachuca, AZ 85616

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

## PART I. WATER SYSTEM INFORMATION

GENERAL			
What is your primary source of water?	(G)	S	GWUDI
PURCHASED WATER			
Do you purchase water?	YES	(NO)	N/A
Do you have a contract to purchase water?	YES	(NO)	N/A
Do you keep records on the amount of water that you purchase?	YES	NO	(N/A)
Can you purchase an adequate supply during periods of drought?	YES	NO	(N/A)
Do you have an alternative source of supply?	(YES)	NO	N/A
Do you know the long-term plans of your supplier?	YES	NO	(N/A)
WATER QUANTITY			
Are water rights sufficient and secured?	(YES)	NO	N/A
Is the quantity of water available from your water source adequate for the next five years?	(YES)	NO	N/A
Do you know the safe, reliable yield of your source(s)?	(YES)	NO	N/A
Do you know how much water you pump on average per day?	(YES)	NO	N/A
<b>Enter the amount: 4785 gallons per day</b>			
Do you know your source capacity (including purchased water) in gallons per day (gpd)?	YES	NO	(N/A)
<b>Enter the amount: 100 gpm</b>			
Is your source capacity greater than your peak daily demand?	(YES)	NO	N/A
Were you able to provide adequate volumes of water during any recent droughts?	(YES)	NO	N/A
Do you have a water conservation plan?	(YES)	NO	N/A
<b>Describe:</b>			
Does your system calculate and control water loss?	YES	(NO)	N/A
Do you have a 10-year growth projection of your service area, customer base, and water demands which is consistent with local land use plans?	YES	NO	(N/A)

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>WATER QUALITY</b>			
Has your system had a violation of the National Primary Drinking Water Regulations in the last year?	YES	<input type="radio"/> NO	N/A
If yes, do you have a plan to ensure compliance?	YES	NO	<input type="radio"/> N/A
<b>Describe:</b>			
<b>WATERSHED AND POTENTIAL CONTAMINATION</b>			
Do you have a source water protection plan?	YES	<input type="radio"/> NO	N/A
Do you have a SWAP report showing your sources of supply and all existing and potential sources of contamination?	YES	<input type="radio"/> NO	N/A
<b>Are the areas that affect your source water free from:</b>			
Discharges from human wastewater treatment facilities?	<input checked="" type="radio"/> YES	NO	N/A
Agricultural feedlot waste treatment facilities?	<input checked="" type="radio"/> YES	NO	N/A
Golf courses?	<input checked="" type="radio"/> YES	NO	N/A
Corporate or institutional campuses?	<input checked="" type="radio"/> YES	NO	N/A
Intensively landscaped residential developments?	<input checked="" type="radio"/> YES	NO	N/A
Industrial, commercial, or agricultural chemicals?	<input checked="" type="radio"/> YES	NO	N/A
<b>What are the likely contaminants that may affect your system?</b>			

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

## PART II. TECHNICAL CAPACITY

OPERATIONS AND MAINTENANCE			
<b>What was the date of your system's last sanitary survey?</b>	08/14/07		
Have you corrected the deficiencies, if any, noted on your last sanitary survey?	YES	NO	(N/A)
Does the system have an <b>operations and maintenance plan</b> to address site-specific component replacement or repair protocols based on manufacturer's recommendations or engineer's specifications?	YES	(NO)	LAST UPDATE:
Does the system have an <b>emergency operation plan</b> that has task-specific steps to perform in case of an emergency?	YES	(NO)	LAST UPDATE:
Does the documentation include a site-specific <b>vulnerability assessment</b> ?	YES	(NO)	LAST UPDATE:
Does your system have a certified operator?	(YES)	NO	Name(s): Charles Sumner Jr
Is the operator certified with the correct classification?	(YES)	NO	Classification(s): Distribution & Treatment
Is the operator certified with the correct grade?	(YES)	NO	Grade(s): 2D, 2T
Does your operator attend continuing education training sessions?	(YES)	NO	N/A
Do you know who to contact for information on regulatory requirements and drinking water standards?	(YES)	NO	N/A
Are you aware of, and do you understand, the provisions for obtaining waivers from monitoring requirements?	YES	NO	(N/A)
Does your water system obtain any regular or occasional technical assistance from outside sources, such as the State, your engineer, other utilities, or organizations dedicated to providing technical assistance?	(YES)	NO	N/A
Are you aware of all the technical and financial assistance programs that are available to you?	(YES)	NO	N/A

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>TREATMENT, STORAGE, AND DISTRIBUTION</b>			
Do you treat your water?	YES	NO	(N/A)
<b>For what contaminants do you treat?</b>			
<b>What type of technology is used for treatment?</b>			
Do you regularly inspect and maintain your treatment facilities such as chemical feed pumps, filters, chlorination equipment, meters, testing equipment, etc.	(YES)	NO	N/A
Are your treatment facilities manned whenever they are operating?	YES	(NO)	N/A
If no, are the plants automated with appropriate alarms and shut-off valves?	YES	(NO)	N/A
Do you keep records of your treatment plant operations including flows, chemicals added, dose rates, time of operation, and water quality performance tests?	YES	NO	(N/A)
Do you have a schedule for maintenance, repair, and rehabilitation of all your facilities?	(YES)	NO	N/A
Are the storage tanks inspected at least every 3 years by a qualified contractor for evidence of corrosion or pitting or structural weakness?	YES	(NO)	N/A
Have you assessed whether your storage tank meets all current requirements?	YES	(NO)	N/A
Do you have a routine leak detection and repair program?	(YES)	NO	N/A
Does your system have accurate maps of the distribution system?	(YES)	NO	N/A
Is your service area clearly defined?	(YES)	NO	N/A
Are all customers metered?	(YES)	NO	N/A
Can you maintain adequate pressure in the distribution system under all conditions of flow?	(YES)	NO	N/A

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>CHLORINATION FACILITIES</b>			
Does the facility chlorinate?	YES	(NO)	N/A
<b>If yes, indicate which type.</b>	<b>NaOCl - liquid</b>	<b>CaOCl - solid</b>	<b>Cl<sub>2</sub> gas</b>
Does the facility have a chlorine injection nozzle?	YES	NO	(N/A)
Is there a standby chlorinator?	YES	NO	(N/A)
Is the required chlorinator installed?	YES	NO	(N/A)
Is there adequate chlorine residual?	YES	NO	(N/A)
Is the facility chlorinating as required?	YES	NO	(N/A)
Is the chlorine feed tank empty?	YES	NO	(N/A)
Is the equipment properly installed?	YES	NO	(N/A)
Is the equipment operating properly?	YES	NO	(N/A)
Is the dosing cylinder empty?	YES	NO	(N/A)
Is the line plugged?	YES	NO	(N/A)
Is the room properly vented?	YES	NO	(N/A)
Is the chlorinator subject to freezing?	YES	NO	(N/A)
Is there an inspection window?	YES	NO	(N/A)
Is ammonia available for leak detection?	YES	NO	(N/A)
Is SCBA equipment mounted outside of the Cl room?	YES	NO	(N/A)
Is the room fan switch on the outside?	YES	NO	(N/A)
Is there a 'free chlorine residual' daily log?	YES	NO	(N/A)
Is a chlorine test kit available?	YES	NO	(N/A)
Does the contact time exceed 30 minutes?	YES	NO	(N/A)
Is the chlorine compound approved for use?	YES	NO	(N/A)

## ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>STORAGE TANKS (or reservoir)</b>			
Does the facility have a storage tank?	YES	(NO)	N/A
Is the storage volume sufficient?	YES	NO	(N/A)
Does the storage tank need repair?	YES	NO	(N/A)
Does the storage tank leak?	YES	NO	(N/A)
Has the tank deteriorated beyond repair?	YES	NO	(N/A)
Is an overflow pipe installed?	YES	NO	(N/A)
Is the overflow pipe properly screened?	YES	NO	(N/A)
Is there a splash block below the overflow pipe?	YES	NO	(N/A)
Is the hatched sealed?	YES	NO	(N/A)
Is the hatch curb inadequate or missing?	YES	NO	(N/A)
Is the hatch secure?	YES	NO	(N/A)
Is the tank vent adequately installed?	YES	NO	(N/A)
Is the vent screened?	YES	NO	(N/A)
Does the tank have a drain valve?	YES	NO	(N/A)
Is there a visual water level indicator?	YES	NO	(N/A)
Is the water level target operative?	YES	NO	(N/A)
Are there openings around the target cable?	YES	NO	(N/A)
Is there a tank bedding ring?	YES	NO	(N/A)
Is the tank bedding damaged?	YES	NO	(N/A)
Are there any holes in the roof?	YES	NO	(N/A)

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>PRESSURE TANK</b>			
Is there a pressure gauge?	<input checked="" type="radio"/> YES	NO	N/A
Is there a bottom drain valve?	<input checked="" type="radio"/> YES	NO	N/A
Is there a water level sight glass?	YES	<input checked="" type="radio"/> NO	N/A
Do the booster glands leak?	YES	<input checked="" type="radio"/> NO	N/A
Is there a blowoff valve for excess air?	<input checked="" type="radio"/> YES	NO	N/A
Is there excess air?	YES	<input checked="" type="radio"/> NO	N/A
Is there a means for adding air?	YES	<input checked="" type="radio"/> NO	N/A
Is there a safety relief valve?	<input checked="" type="radio"/> YES	NO	N/A
Does the system have more than one booster pump?	<input checked="" type="radio"/> YES	NO	N/A
If so, are the pumps set to operate lead / lag?	<input checked="" type="radio"/> YES	NO	N/A
Are replacement pumps on hand or easily obtainable?	<input checked="" type="radio"/> YES	NO	N/A
<b>How often do the pumps cycle on and off during peak demand? Hourly</b>			
<b>How much does the system pressure drop during peak demand? 5-10 psi</b>			
<b>DISTRIBUTION SYSTEM</b>			
Are the mains at least 3-feet deep?	<input checked="" type="radio"/> YES	NO	N/A
Do cross-connections exist?	<input checked="" type="radio"/> YES	NO	N/A
Are there leaks in the distribution system?	YES	<input checked="" type="radio"/> NO	N/A
Is there adequate system pressure?	<input checked="" type="radio"/> YES	NO	N/A
Are the facilities subject to freezing?	YES	<input checked="" type="radio"/> NO	N/A
Is the pipe material approved?	<input checked="" type="radio"/> YES	NO	N/A
Is the water main too close to the sewer main?	YES	NO	<input checked="" type="radio"/> N/A
Are there enough valves to isolate distribution lines to minimize the impact of water outages?	YES	NO	<input checked="" type="radio"/> N/A
Are system mainlines typically looped?	YES	NO	<input checked="" type="radio"/> N/A
If no, are there plans to do so and when?	YES	NO	When:
Is the system designed to provide fire flow?	YES	<input checked="" type="radio"/> NO	N/A
If yes, are there sufficient fire hydrants? How many?	YES	NO	<input checked="" type="radio"/> N/A
Are fire hydrants flushed at least once per year?	YES	NO	<input checked="" type="radio"/> N/A
Are flush valves or fire hydrants located at the end of branched lines?	YES	NO	<input checked="" type="radio"/> N/A
Are system mainlines properly sized?	<input checked="" type="radio"/> YES	NO	Size:

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>WELL</b>			
Is the water supply near or in a flood zone?	YES	<input type="radio"/> NO	N/A
Does the site need general clean-up?	YES	<input type="radio"/> NO	N/A
Is the site properly fenced?	YES	<input type="radio"/> NO	N/A
Is the well building damaged?	YES	NO	<input type="radio"/> N/A
Is the well building secure?	YES	NO	<input type="radio"/> N/A
Is the security fence damaged?	YES	<input type="radio"/> NO	<input type="radio"/> N/A
Is the security fence locked?	<input checked="" type="radio"/> YES	NO	N/A
Is the state well number posted?	<input checked="" type="radio"/> YES	NO	N/A
Is the well site properly graded?	<input checked="" type="radio"/> YES	NO	N/A
Is the slab adequate?	<input checked="" type="radio"/> YES	NO	N/A
Is the well casing annulus sealed?	<input checked="" type="radio"/> YES	NO	N/A
Is the well seal / repair adequate?	<input checked="" type="radio"/> YES	NO	N/A
Are there any direct openings into the well?	YES	<input type="radio"/> NO	N/A
Is the casing at least 12-inches above the slab?	YES	NO	<input type="radio"/> N/A
Is the lubricant proper for a lower turbine pump bearing?	YES	NO	<input type="radio"/> N/A
Is a well vent installed?	<input checked="" type="radio"/> YES	NO	N/A
Is the well vent installed properly?	<input checked="" type="radio"/> YES	NO	N/A
Is the well vent properly screened?	<input checked="" type="radio"/> YES	NO	N/A
Is the vacuum relief valve installed? (turbine pumps only)	YES	NO	<input type="radio"/> N/A
Is the vacuum relief valve screened? (turbine pumps only)	YES	NO	<input type="radio"/> N/A
Is the vacuum relief valve leaking? (turbine pumps only)	YES	NO	<input type="radio"/> N/A
Is the required check valve on the pipe properly installed?	YES	<input type="radio"/> NO	N/A
Is the check valve defective?	YES	NO	<input type="radio"/> N/A
Is the sampling tap properly installed?	<input checked="" type="radio"/> YES	NO	N/A
Is the well less than 50 feet from a sewer?	YES	<input type="radio"/> NO	N/A
Is the well less than 100 feet from a septic tank?	YES	<input type="radio"/> NO	N/A
Is the well less than 100 feet from an APP discharge?	YES	<input type="radio"/> NO	N/A
Is the well less than 100 feet from a UST?	YES	<input type="radio"/> NO	N/A
Is the well less than 100 feet from a hazardous waste facility?	YES	<input type="radio"/> NO	N/A
Has a Source Water Assessment Plan been completed?	YES	<input type="radio"/> NO	Date:
Has a wellhead protection plan been initiated or completed?	YES	<input type="radio"/> NO	Start:      End:

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>SPRINGS AND SURFACE WATER SOURCES</b>			
Does the spring box or surface water source provide adequate flow during all seasons?	YES	NO	(N/A)
If not, is there an alternate supply available?	YES	NO	(N/A)
Is the spring box properly constructed?	YES	NO	(N/A)
Does the spring box need to be repaired or replaced?	YES	NO	(N/A)
Is the spring box secure?	YES	NO	(N/A)
Are the reconstruction plans for the spring box approved?	YES	NO	(N/A)
Is there an overflow pipe?	YES	NO	(N/A)
Is there an overflow pipe screen?	YES	NO	(N/A)
Is the spring or treatment facility in a flood plain zone?	YES	NO	(N/A)
Is there a water supply enclosure?	YES	NO	(N/A)
Is the required filtration / disinfection provided?	YES	NO	(N/A)
Is the surface water treatment sufficient?	YES	NO	(N/A)
Are there contaminants near the surface water source?	YES	NO	(N/A)
<b>TURBIDITY</b>			
Does the system have continuous turbidity sampling?	YES	NO	(N/A)
Is the required turbidity sampling being performed?	YES	NO	(N/A)
<b>Influent turbidity range:</b>			
<b>Effluent turbidity range:</b>			
Is the influent turbidity subject to rapid fluctuations?	YES	NO	(N/A)
Is there a 4-hour sample?	YES	NO	(N/A)
Is there a turbidity log book?	YES	NO	(N/A)
Are turbidity standards kept on-site?	YES	NO	(N/A)
<b>If no, please explain:</b>			
Are the turbidity standards less than 3 years old?	YES	NO	(N/A)
<b>COAGULATION</b>			
Is there coagulant feed equipment?	YES	NO	(N/A)
Is the coagulant feed equipment operable?	YES	NO	(N/A)
Is there polymer feed equipment?	YES	NO	(N/A)
Is the polymer feed equipment operable?	YES	NO	(N/A)
Are the mechanical mixers operable?	YES	NO	(N/A)
Is there adequate coagulant mixing time?	YES	NO	(N/A)
Is the chemical storage and handling adequate?	YES	NO	(N/A)
Is the chemical application safe?	YES	NO	(N/A)

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

FLOCCULATION			
Are the mechanical mixers adequate?	YES	NO	(N/A)
Are the mechanical mixers operable?	YES	NO	(N/A)
Is the floc visible?	YES	NO	(N/A)
Is a daily jar test performed?	YES	NO	(N/A)
SEDIMENTATION			
Is the sludge removal equipment operable?	YES	NO	(N/A)
Are the weirs short circuiting or not level?	YES	NO	(N/A)
Is there excess sludge on the bottom of the clarifier?	YES	NO	(N/A)
FILTRATION			
<b>Maximum filtration rate (gpsfpm):</b>			
<b>Filter on-off cycling/day:</b>			
Is filtration by mixed media?	YES	NO	(N/A)
<b>Depth of filter media (inches):</b>			
<b>Time since visual check of media (months):</b>			
<b>Time since media was exchanged (months):</b>			
Is media NSF approved?	YES	NO	(N/A)
Is the filter media depth sufficient?	YES	NO	(N/A)
Is the lagoon decant properly handled?	YES	NO	(N/A)
Is there excessive vegetation at lagoon water line?	YES	NO	(N/A)
Is the lagoon berm eroding or inadequate?	YES	NO	(N/A)
Is there less than 3 feet of freeboard on the lagoon?	YES	NO	(N/A)
FILTER BACKWASH			
Is there capability for filter backwash?	YES	NO	(N/A)
<b>What is the backwash flow rate (gpm or gpsfpm):</b>			
Is the backwash water supply adequate (>200 gal/sf)?	YES	NO	(N/A)
Is the filter backwashed with potable water?	YES	NO	(N/A)
Is there a direct cross-connection between potable and backwash water?	YES	NO	(N/A)
Is the backwash discharged with the proper NPDES permit?	YES	NO	(N/A)
Filter to waste after backwash?	YES	NO	(N/A)
Filter to waste after startup?	YES	NO	(N/A)
Is the backwash based on run time?	YES	NO	(N/A)
Is the backwash based on pressure differential?	YES	NO	(N/A)
Is the backwash based on reaching 0.5 NTU?	YES	NO	(N/A)

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

## PART III. MANAGERIAL CAPACITY

<b>MANAGEMENT</b>			
Do you have written job descriptions for all positions so that employees know their responsibilities?	YES	NO	<input type="radio"/> N/A
Do you have written personnel policies?	YES	NO	<input type="radio"/> N/A
Does your system maintain a staffing and organizational chart that indicates reporting relationships of system personnel?	YES	NO	<input type="radio"/> N/A
Does your system periodically review its safety programs?	YES	NO	<input type="radio"/> N/A
Is the individual in charge of the system clearly defined?	<input checked="" type="radio"/> YES	NO	N/A
Does the individual in charge of system operation have other responsibilities unrelated to the water system?	<input checked="" type="radio"/> YES	NO	N/A
<b>If yes, how much time is dedicated to these other responsibilities? 50</b>			
<b>Systems that contract for system operation or management.</b> Do you have a valid (signed) contract that specifies the contractor's duties and responsibilities related to your system?	<input checked="" type="radio"/> YES	NO	N/A
Are sufficient records kept?	<input checked="" type="radio"/> YES	NO	N/A
Is routine maintenance performed?	<input checked="" type="radio"/> YES	NO	N/A
Is the system frequently out-of-operation?	YES	<input checked="" type="radio"/> NO	N/A
Is the water supply frequently depleted?	YES	<input checked="" type="radio"/> NO	N/A
Are user complaints being received?	YES	<input checked="" type="radio"/> NO	N/A
Did the system begin construction without an Approval to Construct (ATC)?	YES	<input checked="" type="radio"/> NO	N/A
Is the system operating without an Approval of Construction (AOC)?	YES	<input checked="" type="radio"/> NO	N/A
Does the system have the required 'as-built' drawings?	<input checked="" type="radio"/> YES	NO	N/A
Does construction conform to the approved plans?	<input checked="" type="radio"/> YES	NO	N/A
Is the O & M manual available?	YES	NO	<input type="radio"/> N/A
Are there any contaminants near the water supply source?	YES	<input checked="" type="radio"/> NO	N/A
Does the system have a microbiological site sampling plan?	<input checked="" type="radio"/> YES	NO	N/A
Is the BPA program implemented?	YES	NO	<input type="radio"/> N/A
Is the BPA program adequate?	YES	NO	<input type="radio"/> N/A
Is the emergency operations plan available?	<input checked="" type="radio"/> YES	NO	N/A
Is the emergency operations plan adequate?	<input checked="" type="radio"/> YES	NO	N/A

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>OWNERSHIP AND GOVERNANCE</b>			
<b>Please indicate your governance structure (type of ownership i.e., elected board, council, appointed, sole ownership, etc.)</b>			
Is the system a 'for profit' or a 'not-for-profit' entity?	<input checked="" type="radio"/> for profit	not-for-profit	
<b>Under what statute was this system formed? Under jurisdiction of A.C.C.</b>			
Does the governing body meet on a regular basis?	<input checked="" type="radio"/> YES	NO	N/A
Is an annual budget prepared and reviewed at board or council meetings?	<input checked="" type="radio"/> YES	NO	N/A
If applicable, are by-laws, resolutions, and/or ordinances up-to-date?	<input checked="" type="radio"/> YES	NO	N/A
Do you have a copy of the State documents (charter, Certificate of Public Necessity, license, or permit) that allows you to operate as a public water system?	<input checked="" type="radio"/> YES	NO	N/A
Are there any special conditions or limitations on your permit to operate as a public water system?	YES	<input checked="" type="radio"/> NO	N/A
<b>If yes, please describe.</b>			
<b>Systems that use, but do not own, land or facilities that are essential to water system operation:</b> Is there a valid long-term contract (i.e., lease) between your water system and the owner of the land or facilities essential to the operation of your system?	<input checked="" type="radio"/> YES	NO	N/A
<b>Systems that have a single owner:</b> Does the system have a contingency plan for continuing operation if the owner becomes incapable of carrying out his/her responsibilities?	<input checked="" type="radio"/> YES	NO	N/A
Do you have a plan that describes how your system will respond to emergencies that affect water quality?	<input checked="" type="radio"/> YES	NO	N/A
Do you have a list of phone numbers of those to call in case of an emergency (such as plumbers, engineers, health officials, etc.)?	<input checked="" type="radio"/> YES	NO	N/A
Do you have any emergency contract agreements under which your system operates (e.g., emergency water interconnections and alternative sources)?	YES	NO	<input checked="" type="radio"/> N/A

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>TRAINING AND EXPERIENCE</b>			
Do you know where to obtain ongoing training for system managers?	<input checked="" type="radio"/> YES	NO	N/A
Does your system manager have experience or training in utility management?	YES	<input checked="" type="radio"/> NO	N/A
Does your system manager have experience or training in drinking water regulations?	YES	<input checked="" type="radio"/> NO	N/A
Does your system manager have experience or training in resource management (I.e., personnel, budget, facilities)?	YES	<input checked="" type="radio"/> NO	N/A
<b>CUSTOMER RELATIONS</b>			
Do you prepare an annual consumer confidence report for your customers on the status of your water system and water quality?	<input checked="" type="radio"/> YES	NO	N/A
Does your system strive for quality service and to be responsive to customer needs?	<input checked="" type="radio"/> YES	NO	N/A
Do you give notice to your customers on proposed policy, rates, and other significant changes?	YES	NO	<input checked="" type="radio"/> N/A
Do you provide notice to customers of planned water outages or other actions which could disrupt their supply?	<input checked="" type="radio"/> YES	NO	N/A
Did you submit your consumer confidence report to ALL you customers? By the due date?	<input checked="" type="radio"/> YES	NO	N/A
<b>RULES OR POLICIES</b>			
Have you established rules or policies that define the conditions for receiving water service?	<input checked="" type="radio"/> YES	NO	N/A
Have you established rules or policies defining customer responsibilities?	<input checked="" type="radio"/> YES	NO	N/A
Have you established rules or policies defining the management of the system (setting rates, payments, meters, cross-connection control)?	<input checked="" type="radio"/> YES	NO	N/A

ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

PART IV. FINANCIAL CAPACITY

<b>REVENUE SUFFICIENCY AND CREDIT WORTHINESS</b>			
Do your system's revenues cover expenses?	<input checked="" type="radio"/> YES	NO	N/A
<b>Does your rate structure produce income to cover:</b>			
Current expenses	<input checked="" type="radio"/> YES	NO	N/A
Replacement Costs	YES	<input checked="" type="radio"/> NO	N/A
Reserves	YES	<input checked="" type="radio"/> NO	N/A
Does your system have the ability to repay existing debt?	YES	NO	<input checked="" type="radio"/> N/A
Does your system have specific rate and billing procedures for customers?	<input checked="" type="radio"/> YES	NO	N/A
Does your system prepare an annual budget?	<input checked="" type="radio"/> YES	NO	N/A
For this fiscal year, are you on target with budgeted income and expenses?	<input checked="" type="radio"/> YES	NO	N/A
Have you assessed the remaining life of your facility and developed a schedule for its replacement?	<input checked="" type="radio"/> YES	NO	N/A
Does your system prepare a capital budget, or have a reserve account?	YES	<input checked="" type="radio"/> NO	N/A
Does your system have an emergency budget?	<input checked="" type="radio"/> YES	NO	N/A
<b>FISCAL CONTROLS</b>			
Does your system have a long-range financial plan?	<input checked="" type="radio"/> YES	NO	N/A
Do you review your rate structure annually?	<input checked="" type="radio"/> YES	NO	N/A
<b>Do you use any of the following fiscal controls:</b>			
Monthly financial statements	YES	<input checked="" type="radio"/> NO	N/A
Monthly review of financial statements by board, council, or owner	YES	NO	<input checked="" type="radio"/> N/A
Annual audit	YES	<input checked="" type="radio"/> NO	N/A
Written financial policies	YES	<input checked="" type="radio"/> NO	N/A
Rate structure reviewed annually	<input checked="" type="radio"/> YES	NO	N/A
Other:	YES	NO	N/A
Are all contractual obligations being met?	<input checked="" type="radio"/> YES	NO	N/A

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

## PART V. WATER SYSTEM SECURITY

<b>STRUCTURES</b>			
Are all structures always locked and the alarms set?	YES	NO	(N/A)
Are "Authorized Personnel Only" signs posted at entrance to ALL facilities?	YES	(NO)	N/A
Are important telephone numbers posted on outside of each building and/or on inside of fence, readily visible for emergency use by the public?	(YES)	NO	N/A
Is each active well and /or surface intake area inspected at least once per day on an irregular schedule?	(YES)	NO	N/A
Is watershed adequately patrolled?	(YES)	NO	N/A
Are all facilities regularly and thoroughly inspected, including those portions not readily visible?	(YES)	NO	N/A
Where possible, is every access to water (outside clarifier, clearwell, reservoir, manhole, etc.) locked and/or fenced?	(YES)	NO	N/A
Is protection provided (i.e., with concrete barriers) to prevent a speeding vehicle (including along facility driveway) from hitting plant or other facilities?	(YES)	NO	N/A
Are all outside stored chemicals protected from vandalism and accidents?	YES	NO	(N/A)
Are all existing emergency interconnections to other water supply sources functional and exercised on a regular basis?	YES	NO	(N/A)
Are all treatment plants, storage tanks, pump stations, and other remotely-located facilities connected to a main control station via telemetering, SCADA, or equivalent?	YES	NO	(N/A)
Is a backup or exterior connection for electrical power supply provided?	(YES)	NO	N/A
Are fire/smoke alarms provided within all structures?	YES	(NO)	N/A
Is a finished water chlorine residual low-level alarm provided?	YES	(NO)	N/A
Is each employee issued a personal safety devise or PASS alarm? The devise is a wireless body button which can be activated in the event of an emergency. Connected to an alarm company, the dispatcher can speak to the employee and/or dispatch emergency personal. The alarm can also be set to activate if the employee stops moving for a set amount of time (i.e., in case of a fall or incident where the employee cannot activate the alarm).	YES	(NO)	N/A
Are all buildings (including walls, roof, windows, etc.) constructed to commercial grade standards?	(YES)	NO	N/A

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>KEYS</b>			
Are distribution and number of keys known and controlled?	(YES)	NO	N/A
Are all keys labeled as "DO NOT DUPLICATE"?	YES	(NO)	N/A
Are local police departments provided with access keys?	YES	(NO)	N/A
Are keys always removed from all unattended equipment and locks?	(YES)	NO	N/A
<b>FENCING</b>			
Are entire perimeters of treatment plant property, storage tank, and wellhead adequately fenced and gate(s) kept locked?	YES	(NO)	N/A
Is all fencing at least 10' high, with inward-facing barbed wire on top, including on entrance gate(s)?	YES	(NO)	N/A
Is all fencing, including gate(s), secure to ground to prevent access under fence?	YES	(NO)	N/A
Is fence at least 6' higher than any structure or landscaping located directly outside of fence which may provide climbing access over fence?	YES	(NO)	N/A
Is fence at least 6' away from any structure or landscaping located directly outside of fence which may provide climbing access over fence?	YES	(NO)	N/A
<b>LIGHTING</b>			
Is entire perimeter of treatment plant illuminated with street-type lighting fixtures?	YES	NO	(N/A)
Is entire perimeter of treatment plant illuminated such that all shadows and dark areas are eliminated?	YES	NO	(N/A)
Is lighting mounted at an approximate second story level?	YES	NO	(N/A)
Are exterior light bulbs of commercial grade and break resistant?	YES	NO	(N/A)
Is lighting provided in parking lots, treatment bays, and other areas with limited staffing?	YES	NO	(N/A)

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>ENTRANCE DOORS</b>			
<b>Are all:</b>			
Built of commercial grade with metal frame construction?	YES	NO	(N/A)
Outside hinges hidden/protected from vandalism?	YES	NO	(N/A)
Fitted tightly and free from mail slot and excessive air gaps, including at floor/threshold?	YES	NO	(N/A)
Provided with commercial grade, one-sided lock?	YES	NO	(N/A)
Provided with push ("panic") bar release on inside of door?	YES	NO	(N/A)
Visitor entrances provided with a doorbell?	YES	NO	(N/A)
Doors and locks in good condition?	YES	NO	(N/A)
Electronically controlled so that each employee must use swipe card and/or enter a pin number To enter the plant? A computer should store the date, time, and employee who entered the plant. Pin numbers should be changed periodically.	YES	NO	(N/A)
<b>WINDOWS</b>			
Are all the windows (including on doors) covered with metal security mesh?	YES	NO	(N/A)
In case broken or opened, are all windows wired to loud audible alarm and to automatic telephone dialer or central station alarm?	YES	NO	(N/A)
<b>ELECTRONIC SURVEILLANCE</b>			
Is entire perimeter of treatment plant equipped with infrared motion sensors in area between building and fence?	YES	(NO)	N/A
Are infrared motion sensors electronically connected to automatic telephone dialer or central station alarm company?	YES	(NO)	N/A
Is a video system provided to monitor property perimeter, which are either always on or activated by connection to infrared motion sensors?	YES	(NO)	N/A
Is a video system provided to monitor all vital parts of the plant, including the main entrance and control room and recorded on a slow speed security VCR (tapes not reused/recycled for predetermined time)?	YES	NO	(N/A)

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>FORMS</b>			
Are emergency telephone numbers (including ambulance, police, FBI, spill response) current and prominently displayed at each telephone?	<input checked="" type="radio"/> YES	NO	N/A
Are MSDS and chemical response information present for all stored chemicals?	YES	NO	<input checked="" type="radio"/> N/A
<b>WRITTEN PLANS</b>			
Is a chain of command and emergency call list established, updated annually, and prominently displayed (should include 24/7 telephone numbers for system superintendent and chief municipal officer)?	<input checked="" type="radio"/> YES	NO	N/A
Does a written security program plan, which employees are frequently trained in and which is reevaluated periodically, exist?	YES	<input checked="" type="radio"/> NO	N/A
Are all employees, including Customer Service staff, trained on how to handle a threat? Written response procedures should be provided and practice drills should be exercised frequently.	YES	<input checked="" type="radio"/> NO	N/A
Are detection, response, and notification issues discussed with public health officials and a protocol established?	<input checked="" type="radio"/> YES	NO	N/A
<b>Is your water system Emergency Operation Plan:</b>			
Completed and prominently posted at water treatment plant?	YES	NO	<input checked="" type="radio"/> N/A
Complete with current information (name, address, telephone and fax number, and email address of ADEQ and local health department)?	<input checked="" type="radio"/> YES	NO	N/A
Is an emergency number posted at unmanned facilities in the event an employee or visitor arrives and finds the lock on the entrance gate broken?	<input checked="" type="radio"/> YES	NO	N/A
Is a County or State telephone number included for after hours contact?	<input checked="" type="radio"/> YES	NO	N/A

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>PROCEDURES</b>			
Can operational procedure times be varied so as not to reveal working patterns?	YES	NO	(N/A)
Is a daily log used and initialed by last person who leaves the plant to verify that all (specific) doors and windows are locked, appliances are off, nightlights are on, and that entrance door is locked and alarm on?	YES	NO	(N/A)
Is all mail opened off-site, at a non-water-related facility?	(YES)	NO	N/A
Are all employees fully aware of the importance of reporting to the ADEQ any unusual entry point or distribution system monitoring result (such as chlorine residual), unusual customer complaint on water quality, or illness among the utilities' customers that may be associated with the water? A log of all such events should be maintained.	(YES)	NO	N/A
Is access to computer networks and control systems controlled, and passwords changed frequently?	YES	NO	(N/A)
Is cross training provided between operators and guards?	YES	NO	(N/A)
Are MOU's with other agencies, particularly in regard to emergency response, reviewed and updated periodically?	YES	NO	(N/A)
Are security measures discussed with all contractors/subcontractors prior to them working on site?	YES	NO	(N/A)
<b>LAW ENFORCEMENT AGENCIES</b>			
Are police departments (daytime and nighttime coverage) familiar with system facilities; do they conduct routine patrols of facilities; and, are protocols established for reporting and responding to threats and other emergencies? Protocols should be updated annually.	(YES)	NO	N/A
Is staff aware to immediately report to the police and FBI any criminal threat, security breach, attack, suspicious behavior, etc. on the water utilities?	(YES)	NO	N/A
Are copies of operational procedures and system call list (noted in item 2. c.1) provided to police departments and emergency management personnel?	(YES)	NO	N/A
Was a system facilities security survey conducted by the police department?	YES	(NO)	N/A

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

<b>EMPLOYEES</b>			
Does each employee display a personal sealed photo ID at all times?	YES	NO	(N/A)
Are background security checks conducted on employees prior to hiring, and periodically thereafter?	YES	NO	(N/A)
Upon employee termination, are passcodes changed, and keys, IDs and access cards returned? Final paychecks should be held until all items are turned in.	YES	NO	(N/A)
<b>NON-EMPLOYEE ACCESS</b>			
Is a policy established for employees to limit/question/scrutinize any visitor, contractor, or stranger in facilities? In the event that an unscheduled visitor or stranger arrives after normal business hours the employee should use an intercom for initial contact. No one should be admitted unless they have the proper credentials and clearance.	YES	NO	(N/A)
Are all chemical and other supply deliverers required to show proper identification and to sign-in? Are chemicals assayed prior to allowing on site?	YES	NO	(N/A)
Do employees observe delivery personnel during deliveries and until after they leave the system property?	YES	NO	(N/A)
<b>NEIGHBORS</b>			
Are important facility telephone numbers given to neighbors of all system facilities?	(YES)	NO	N/A
Is an informal "Neighborhood Watch" program established around each system facility?	(YES)	NO	N/A
Is character of all neighbors considered/evaluated?	YES	NO	(N/A)
<b>SUPPLEMENTAL INFORMATION</b>			
Were all system facilities (treatment plants, wellheads, meter pits, pump stations, reservoirs, storage tanks, etc.) considered during completion of this form?	(YES)	NO	N/A
Are separate forms being prepared for other system components?	YES	NO	(N/A)

# ARIZONA SYSTEM EVALUATION FOR REGULATED PUBLIC WATER SYSTEMS

## EVALUATION SUMMARY AND RECOMMENDATIONS (MANDATORY)

**Classify this public water system by checking one of the following definitions:**

**1** Good

"Good" condition means that the public water system is free of any major capacity problems. The technical, managerial, and financial elements need only minor (if any) improvements, and there are no major compliance issues or deficiencies. A "good" public water system may require some technical assistance to be considered as a mentor for other systems.

**2** Adequate

"Adequate" condition means that the public water system probably has some capacity problems, but is still in safe operating condition. The technical, managerial, and/or financial capacity elements may need improvement possibly to be performed by a professional in order to be classified as "Good". The type of problems for public water systems in this category may vary widely. Even after significant technical assistance this public water system may not qualify as "Good".

**3** Needs improvement

"Needs improvement" condition means that the public water system may have significant capacity problems and may be in questionable operating condition. The public water system may have problems that cannot be readily fixed such as a damaged infrastructure or an insufficient water source. A public water system with more than one major deficiency or MCL violation should be considered "needs improvement" because of potential public health problems and should be evaluated in more detail to determine its need.

**On a separate piece of paper, briefly describe the technical, managerial, and financial condition of this public water system. Include specific recommendations for improvement.**