[PWS System Name]

Operation and Maintenance Plan (OMP)

Water System Information

Keep this basic information readily available for when you need it for emergency responders, repair people, and the news media.

System information

Public Water System identification number	NM35		
Street Address			
Phone Number			
Population served and service connections	Population	Connections	
System owner (the owner should be listed as a person's name)			
Name, title, and phone number of person responsible for maintaining and implementing the emergency plan	Name	Title	Phone Cell: Office:
O&M Prepared by:			
O&M Reviewed by:			
Date Completed			

O&M PLAN TABLE OF CONTENTS

Please note water systems are asked to fill out all the questions in **BOLD**. If it does not pertain to your system, please remove. Please add as much detail as possible and add additional pages if needed.

System Overview and Designations

System Name:

Mission Statement:

Example: The overall goal of our water system is to provide safe potable drinking water that meets or exceeds all State and Federal drinking water regulations. We strive to maintain our water system to meet the needs of our customers and keep the system functioning properly. The plan provides a framework that can be used to better understand all the system components and ensure the system is functioning properly. This operation & maintenance plan is used as a working reference for the overall operation and maintenance of the water system and as a training tool for new hires. The manual contains system contact information, a description of system facilities, maintenance schedules, work sheets, record keeping forms, safety and emergency procedures, and a sampling plan that ensures the quality of our drinking water.

Entity Type as Stated on the Articles of Incorporation:

Example: Authority, Mutual Domestic Water Association, Home Owners Association, Coop, Private, Other

The water system is run by:

Example: City Council, Water Board, Private

The governing body meets:

Water System Designation:

Community Non-Transient Non-Community Transient Non-Community (Circle One)

Community systems regularly serve at least 25 people year-round
Non-Transient Non-Community systems serve at least 25 of the same people at least 6 months per year
Transient Non-Community systems serve a constantly changing population of at least 25 people at least 6 months per year. Additional information can be found at http://water.epa.gov/infrastructure/drinkingwater/pws/factoids.cfm.

Federal Source: Groundwater Surface Water (Circle One)

Groundwater Under the Direct Influence (GWUDI)

Groundwater

- subsurface water occupying the zone of saturation, from which springs and wells are fed
- a ground water source includes all water obtained from drilled wells or springs
- groundwater is from an approved sand and gravel aquifer

Groundwater Under Direct Influence of Surface Water (GWUDI)

- any water beneath the surface of the ground with significant occurrence of insects or other microorganisms, algae, or large-diameter pathogens such as *Giardia lamblia* or *Cryptosporidium*, or
- significant and relatively rapid shifts in water characteristics such as turbidity, temperature, conductivity, or pH which closely correlate to climatological or surface water conditions
- direct influence must be determined for individual sources in accordance with criteria established by the State and may be based on site-specific measurements of water quality and/or documentation of well construction characteristics and geology with field evaluation

Surface Water

- all water which is open to the atmosphere, subject to surface runoff and characterized by extreme variability in quantity and quality

Active Water Sources:

Inactive Water Sources:

Do you buy or sell water to another entity:

If yes please describe which system(s) and the annual quantity

Appendix A: Water Purchase Agreements

System Operator and Contact Information

The following individuals are members of the public water system's governance and staff. Each person has key responsibilities which contribute to the water system's goal of providing clean, potable drinking water to customers. The following is a list of all system contacts and their job duties and responsibilities:

Required Level of Certification Needed to Operate the System:

Number of Operators:

Lead Operator:
Operator Number and Certification:
Job Duties or Operator Contract:
Phone:
E-Mail:

Operator:
Operator Number and Certification:
Job Duties or Operator Contract:
Phone:
E-Mail:

List Governing Members

Title:
Responsibilities:
Name:
Term Ends:
Phone:

Title:
Responsibilities:
Name:
Term Ends:
Phone:

Title:
Responsibilities:
Name:
Term Ends:
Phone:

Title:
Responsibilities:
Name:
Term Ends:
Phone:

*Board responsibilities should be pulled from the water system by-laws or governing documents.

Our training and continuing education policy is as follows:

*System operators training credits are required annually.
*Board members are required to have 12 credit hours within the first two years of serving on the board.

Regulatory Agencies

New Mexico Environment Department Drinking Water Bureau

New Mexico Environment Department Drinking Water Bureau is the regulatory agency for the State of New Mexico. The Drinking Water Bureau was delegated primacy over the Safe Drinking Water Act in 1978 from the United States Environmental Protection

Agency. This delegation gives the NMED-DWB the authority to enforce the National and State drinking water regulations.

Drinking Water Compliance Officer:
Mailing Address:
City, State, Zip:
Office:
Mobile:
Toll Free: 1 (877) 654-8720
Email Address:

Drinking Water Consumer Confidence Report Rule Administrator:
Mailing Address:
City, State, Zip:
Office:
Mobile:
E-Mail Address: NMENV.CCR@state.nm.us

Drinking Water Revised Total Coliform Rule Administrator:
Mailing Address:
City, State, Zip:
Office:
Mobile:
E-Mail Address: NMENV.RTCR@state.nm.us

Drinking Water Stage 2 Disinfection By-Product Rule Administrator:
Mailing Address:
City, State, Zip:
Office:
Mobile:
E-Mail Address: NMENV.DBP@state.nm.us

Drinking Water Lead and Copper Rule Administrator:
Mailing Address:
City, State, Zip:
Office:
Mobile:
E-Mail Address: lcr.manager@state.nm.us

Drinking Water Bureau https://www.env.nm.gov/drinking_water/
Drinking Water Watch https://dww.water.net.env.nm.gov/NMDWW/
NM Drinking Water Regulations https://www.env.nm.gov/drinking_water/laws-and-regs/

Other Permits (NPDES, GWQB, SWQB):

New Mexico Office of the State Engineer

The New Mexico Office of the State Engineers has authority over the supervision, measurement, appropriation, distribution of all surface and groundwater in New Mexico, including streams and rivers that cross state boundaries. Water systems must report the amount of water produced to ensure they meet their permit requirements.

Name:
District Office:
Mailing Address:
City, State, Zip:
Office:
E-Mail Address:

Monthly Meter Readings Submitted to:

Total Water Rights: _____acre/ft/year

Office of the State Engineer https://www.ose.state.nm.us/
Office of the State Engineer Meter Reading
https://www.ose.state.nm.us/Meter/index.php

Appendix B: Water Rights Permit

New Mexico Tax and Revenue Department

Water system must pay gross receipts tax and a water conservation fee based on the amount of water produced.

Water conservation fee payments are paid: Monthly Quarterly Semi-Annually Annually

Gross receipts tax is paid: Monthly Quarterly Semi-Annually Annually

New Mexico Tax and Revenue Department
http://www.tax.newmexico.gov/Default.aspx

System Description

Water System Overview:

Please include how it is conveyed, treatment, disinfection, storage, distribution features

Example: Water is supplied to the system by three (3) 300 GPM @ 65 PSI well pumps pumping from 6 inch casings 600 feet deep with 20 feet long 6 inch screens. The pumps are automatically started and stopped by level control on an elevated 150,000 gallons storage tank. The elevation of the tank maintains 42 to 50 PSI on the distribution system. The well water is disinfected with gaseous chlorine prior to leaving each well site. The distribution system consists of 6, 4, 3, and 2-inch PVC pipe and fittings; sampling, isolation, back flow prevention, and flush valves; and fire hydrants. There are five entry points and provisions for line isolation and flushing have been installed. In the event of an electrical power outage, a 50 HP diesel driven generator at each well site will provide the power necessary to keep the total system running. We can supply water to the <adjacent water system name> via a 6-inch tie-in. The tie-in valve is normally closed, and a check valve prevents backflow into our system. Fire protection for the city is also provided.

Population Served:

Number of Connections

Active:

Inactive:

Flow demands

July:

December:

Has the System Completed a Water Audit:

Year(s) Completed:

System Operations and Maintenance

Detail Each Water Source:

Source #1 Name and Type:

Transmission:

Treatment:

Disinfection:

Back Up Generator:

Source #2 Name and Type:

Transmission:

Treatment:

Disinfection:

Back Up Generator:

Distribution System Components

- ☐ **Storage Facilities:**
  *Include inspection schedule, cleaning, and repair protocols
- ☐ **Water Age Determination Procedure:**
- ☐ **Corrosion Control Procedure:**
- ☐ **Pressure Tank:**
- ☐ **Pump House:**
- ☐ **Type of Pipes, Valves, and Meters:**
- ☐ **Hydrants:**
- ☐ **New Service Connection Procedure:**
- ☐ **Flushing Schedule:**
- ☐ **Valve Exercise Program:**
- ☐ **Water Pressure:**
- ☐ **Cross Connection Control:**
- ☐ **Backflow Prevention Policy:**

SCADA:

Cybersecurity Policy:

Fire Protection:

Back-Up Generator:

Must Update Table Below:

Table 1 Routine Operation and Maintenance Tasks https://www.epa.gov/dwcapacity/distribution-resources-small-drinking-water-systems		
Frequency	Task	Benefits
Continuously	Maintain the operating pressure range of distribution system	❖ Reduces the risk of backflow contamination. ❖ Helps your system provide better service to customers. ❖ Reduces damage to infrastructure due to excess pressure. ❖ Provides adequate fire flow.
Daily	Track unaccounted for water	❖ Can reduce pumping and treatment costs. ❖ Helps identify leaks, breaks, stolen water, and inaccurate meters.
Daily	Inspect storage tanks	❖ Detects vandalism. ❖ Ensures that access hatches are locked.
Monthly	Test for presence of excess biofilms	❖ Indicates a presence of inadequate chlorine residual, possible high disinfection byproduct levels, and water stagnation.
Monthly	Monitor water quality (e.g., pH, temperature)	❖ Provides information on potential contamination of raw and finished water. ❖ Helps determine effectiveness of treatment. ❖ Helps assure the compatibility of the water with the materials.
Annually	Inspect valves Exercise valves	❖ Improves reliability. ❖ Familiarizes crews with valve location. ❖ Identifies inoperable valves. ❖ Locates obstructed valve boxes. ❖ Ensures isolation of distribution system sections when necessary.

Table 1 Routine Operation and Maintenance Tasks https://www.epa.gov/dwcapacity/distribution-resources-small-drinking-water-systems		
Frequency	Task	Benefits
Annually	Inspect storage tanks	❖ Identifies defects. ❖ Ensures that vents, overflows, and drains are screened.
Annually	Flush pipelines Inspect flush hydrants	❖ Removes aged water from the pipeline. ❖ Reduces buildup of biofilms and sediments. ❖ Restores disinfectant residual. ❖ Ensures that hydrants and valves are operable and that no water losses occur. ❖ Ensures that hydrants and valves are not susceptible to tampering.
Annually	Monitor for corrosion	❖ Identifies the need to modify treatment or conduct flushing.
Annually	Update distribution system maps	❖ Provides an accurate record of the location of facilities to expedite actions required during an emergency response
Triennially	Clean storage tanks	❖ Improves protection against sources of contamination.
When indicated	Rehabilitate storage tanks	❖ Extends the useful life of the equipment.
Manufacturer's recommendation	Check for normal wear	❖ Can extend the useful life of infrastructure components. ❖ Helps avoid unnecessary replacement or operational costs.
When repairs are made	Log water line repairs	❖ Identify areas where failure may occur

Testing, Recordkeeping, and Reporting

Routine samples from our distribution system are collected and analyzed according to our Distribution Site Sampling Plan (DSSP)

System samples are collected by:
Phone:
E-Mail:

Name of Drinking Water Sampler:
Address:
Phone:
E-Mail:

Monthly Operating Reports (Surface Water/GUDI) Drinking Water Contact:
Address:
Phone:
E-mail:

Meter Testing and Calibration (master, service, others):

Calibration of Field and Lab Instrumentation:

Disinfectant Residual Monitoring and Reporting:

Special samples identification and protocol

New installations or repair samples:

Secondary contaminants:

Process control samples:

Following is a list of records and reports that we keep on file for regulatory and operational purposes. (minimum time is in parentheses):

1. Monthly total coliform sample results (5 years)
2. Chemical sample results; sampling frequency may vary based on DWB requirements (10 years)
3. Lead and Copper Sample Results (12 years)
4. Variances (5 years after the expiration of the variance)
5. Monthly Operating Reports (5 years)

6. Quarterly Chlorine Residual Reports (5 years)
7. Operation & Maintenance Logs, Repair Logs (3 years)
8. Sanitary Surveys (10 years)
9. Consumer Confidence Reports (10 years)
10. Operator Certifications
11. All correspondence with New Mexico Environment Department Drinking Water Bureau (10 years)

Spare Parts, Supplies, and Chemicals

List of Critical Spare Parts Available:

Asset:
Company Name:
Address:
Phone:
Website:

Asset:
Company Name:
Address:
Phone:
Website:

Testing Equipment and Supplies:

Company Name:
Address:
Phone:
Website:

List of Chemicals and Supplies:

Company Name:
Address:
Phone:
Website:

3rd Party Maintenance Contracts:

Safety

Safety is our number one priority for all employees. All employees are required to follow safe work practices coming to, during and leaving work. We expect our employees to wear proper Personal Protective Equipment for the job they are assigned, follow all system and manufacturer safety procedures when working with chemicals and equipment, and follow all OSHA requirements. Specifically, our practices and procedures include:

Personal Protective Equipment:

Chemical Safety and MSDS Safety Sheet:

Confined Spaces:

Operating Motor Vehicles:

First Aid:

NM 811 Member:

Trenching:

Lock Out/Tag Out:

Planning and Protection

Emergency Response Plan Approval Date:

Emergency Response Plan was last Updated on:

Have you completed a Risk and Resiliency Assessment:

Date submitted to EPA to certify the Risk and Resiliency Assessment:

Are you a Member of NM WARN Program:

New Mexico Warn https://nmrwa.org/nmwarn/

Do You Have a Source Water Protection Plan:

*NMED staff is available to assist with a source water protection plan for no cost

Source Water Protection Plan was Last Updated on:

Source Water Protection Program https://www.env.nm.gov/drinking_water/source-water-protection/*