



New Jersey Department of Environmental Protection: Division of Water Supply & Geoscience

Total Coliform Sample Siting Plan

Instructions for Completing Non-Community Water System on Quarterly Monitoring Template

The Division of Water Supply and Geoscience (Division) has developed the Total Coliform Sample Siting Plan Templates to assist non-community systems in developing an adequate sampling plan under the Revised Total Coliform Rule. Below are general instructions and notes to properly complete the sample siting plan template for non-seasonal non-community water systems on quarterly monitoring. *For a more detailed guidance on developing a Total Coliform Sample Siting Plan, refer to the Division's Guidance for Developing a Coliform Sample Siting Plan.*

1. Complete the General Water System Information section.
 - The number of service connections equals the number of buildings served
 - Facility IDs (a.k.a. Water State Facility Codes) for Wells and Treatment Facilities are located on Drinking Water under the Facilities tab. [https://www9.state.nj.us/DEP_WaterWatch_public/index.jsp]
 - A system is considered to have certified 4-log treatment of viruses only if it has received a Ground Water Rule 4-log Virus Inactivation Certification letter from the State
 - Finished Water Tanks are those that are filled with water that is intended to be introduced into the distribution system for consumption without further treatment.
 - Raw water tanks are those that are filled with water prior to being treated by all treatment processes
2. Complete the Routine Samples section
3. Complete the Routine and Repeat Sampling Site and Sampling Schedule Section
 - A minimum of 3 routine sites are required to be identified. If the routine site is only to be utilized the month following a total coliform positive result then state "during month following TC+" in the sampling schedule column.
 - Refer to Appendix A of the Division's Guidance for Developing a Coliform Sample Siting Plan for proper site selection and sampling frequency at each site.
 - Zone area is only applicable for systems serving multiple buildings or units (i.e. strip mall). Refer to Appendix A of the Division's Guidance for Developing a Coliform Sample Siting Plan regarding this recommendation for labeling zone areas of the distribution system.
 - Specific repeat sampling location sites must be identified within the plan (i.e. room 28 kitchen sink)
 - Identify which routine sample site(s) will be used for increased monitoring, if triggered, and write in the sample site(s) that will be sampled for each calendar month.
4. Complete the Triggered Source Water Monitoring section
 - If the system has certified 4-log treatment of viruses for all potable supply wells, check the box and proceed to section 5.
 - Each potable well is required to have a source tap location
 - Sample Site Description is to assist in the sample collector identifying the proper tap to sample from (i.e. first tap to the left of pressure tank). *It is strongly recommended that the source water tap be properly tagged or labeled on site.*



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5. Complete the Elective Source Water Monitoring section
 - If the system does not conduct elective source water monitoring, defined as additional source water samples collected to gauge operational quality from the ground water source(s) as part of normal operating procedure, check the box and proceed to section 6.
6. Complete the Sample Collection section
 - If water system personnel collect the total coliform samples, any questions regarding proper sample container prep and transport, sample collection, and/or disinfectant residual testing can be directed to the Office of Quality Assurance [<http://www.state.nj.us/dep/oqa/>]
7. Complete the Action Plans section
 - A set of requirements is already set for each action plan type; however, the system can add additional, system specific, action items to these plans.
 - If a specific action plan doesn't apply to your system, check the box next to the action plan title. Any action plan without a checkbox option is required.
 - Refer to the Division's Guidance for Developing a Coliform Sample Siting Plan for further details as to what constitutes an E.coli MCL violation, treatment technique trigger, treatment technique violation, and monitoring violations.
8. Complete the Additional Contact Information section
9. Complete the Distribution Map section
 - A distribution map is required to be included as part of the sampling plan.
 - All checkbox items that are a component of your water system shall be identified on the map.
10. Complete the Sampling Plan Author and Date section
 - A box of the author and date shall be completed every time a significant update is made to the sampling plan. *Do not delete the previous author information and date; just add additional boxes with the updated information.*

If you have any questions regarding how to properly complete the Total Coliform Sample Siting Plan, contact your county health department or the Division at 609-292-7219 for assistance.