



# RTCR Sample Plan Checklist for Water Systems

NJDEP, Bureau of Safe Drinking Water

## RTCR Sample Siting Plan Checklist for Water Systems

Are you ready to submit your sample siting plan (sample plan) for review? Use the checklist below to make sure you have everything for a successful sample plan review.

### Who should prepare your Sample Plan?

- licensed operator
- engineering staff
- maintenance staff, etc.

Check out **NJDEP Drinking Water Watch** online under <http://www.nj.gov/dep/watersupply/waterwatch>

A map gives a visual representation of how equally distributed your samples are.

Guidance documents are also online at [www.nj.gov/dep/watersupply/dws-sampreg.html](http://www.nj.gov/dep/watersupply/dws-sampreg.html)

### Non-community systems:

There are additional sample plan templates available at the link above.

RTCR Sample Plans are required to be maintained on-site and available for review.

### General Water System Information

- Does the sample plan contain system contact information for the licensed operator? The system owner? The certified laboratory? Including email addresses?
- Does the sample plan contain the water system population information?

### Water System Information

- Does the sample plan list the system's inventory, e.g. water sources, treatment plants, storage tanks, etc. along with routine and repeat total coliform sample points (with identification numbers)?

### Distribution Map

- Does the sample plan include a distribution map showing routine total coliform sample sites and the system's inventory clearly labeled?

### Sampling Sites

- Does the sample plan state the required number of routine sample sites?  
Does the sample plan state a justification for each routine sample site selected?
- Does the sample plan specify if the location is a customer's premise or a designated sampling station?
- Does the sample plan have repeat sample locations listed?
- Does the sample plan include a schedule for sample collection at regular time intervals throughout the month if the population is above 4,900 persons?

### Sample Collection and Analysis

- Does the sample plan identify who collects the samples? Is there a procedure established on how samples are collected and transported?
- Does the sample plan contain an established procedure for testing disinfectant residuals at the same time and location of the total coliform sample collection?

### Action Plans

- Does the sample plan contain established procedures for taking required actions when a routine or repeat sample tests positive for total coliform and/or E. coli?
- Does the sample plan identify sampling locations for Ground Water Rule triggered water samples and repeat source water samples?

Have there been any recent changes in general contacts, licensed operators, or other staffing?

If yes, fill out the General Contacts Update Form found at

<http://www.nj.gov/dep/watersupply/doc/wsys-contact-update.docx>

**Do you need assistance with completing your RTCR sample plan?  
Contact the NJDEP Bureau of Safe Drinking Water at 609-292-5550.**