### 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/wsyst-contact-update.docx](http://www.nj.gov/dep/watersupply/doc/wsyst-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.**