

**Guidelines for Public Water Systems**

<https://www.mass.gov/info-details/guidelines-for-public-water-systems>

**Chapter 11 Capacity Development and Standard Operation Procedures**

<https://www.mass.gov/doc/guidelines-for-public-water-systems-chapter-11-capacity-development-0/download>

This guidance is designed to provide public waters systems (PWS) with methodologies to establish and maintain the “technical, managerial, and financial capacity” to sustain operations as required by the Federal Safe Drinking Water Act (SDWA). In accordance with MGL Chapter 111 Section 160,

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section160>

MassDEP may require certain systems in noncompliance to follow particular aspects of this guidance in order to achieve or return to compliance. Not all parts of Chapter 11 are applicable to all systems.

**11.3.1 Operational Policy**

Management should define the operation and maintenance of the PWS; for example, Policy Describing the Flushing Program Required by the PWS. If a board oversees the PWS, one board member should be designated as the link between the board and the certified operator in charge of the PWS. The certified operator should file monthly written reports with the board or its designee. The monthly reports should include at a minimum, water quality test results, maintenance performed, and recommendations for improvements.

Manuals for every piece of equipment should be kept in a central location in a bound book or file. Log books should be kept of all repairs and maintenance. There should be a policy that sets the maximum amount of money that the operator may spend without obtaining the board's permission.

**Adoption of This Policy**

This Leino Park Water District (LPWD) Maintenance Plan was developed as a result of a deficiency, identified in the Summary of Findings for a February 28, 2025 Sanitary Survey. LPWD received the Summary of Findings on July 11, 2025, developed, and submitted this plan along with the Water Supplier Response and Certification Form on July 27, 2025. This plan was presented to the Leino Park Water District Board of Commissioners at their meeting on August 13th for review and approval. It was unanimously approved to adapt this policy effective immediately.

The primary Water System Operator is responsible for ensuring that maintenance is done according to the schedule in this plan, documenting all maintenance activity on the following sheets, and reporting such activity to the Board. All expenses in excess of \$100.00 must be pre-approved by the Board.

The Board may make changes to this plan, including the schedule, by majority vote.

## Operational Maintenance Schedule

### Flushing

Flushing shall be done on all four hydrants and three blowoffs at least once a year. After each flushing, the date and amount of time and water flushed for each hydrant and blowoff shall be entered on the Flushing Sheet. That sheet shall be presented to the Leino Park Water District Board of Commissioners at their next meeting. If flushing is not able to be done on any hydrant or blowoff, that too shall be indicated on the Flushing Sheet and brought up for discussion at the next Board meeting. Typically flushing is done several times per year but may or may not involve all hydrants and blowoffs.

### Hydrants

Hydrants shall be operated at least once a year, typically as part of flushing activity. This does not include the gate valve between the hydrant and the main. The date of operation for each hydrant shall be entered on the Hydrants Sheet and presented to the Leino Park Water District Board of Commissioners at their next meeting. If it is found that the hydrant is inoperable, that shall be indicated on the Hydrants Sheet and brought up for discussion as a priority at the next Board meeting. A food grade lubricant shall be used as needed on hydrant caps. Ruber gaskets should be inspected and replaced if necessary.

### Valves

All gate valves shall be operated at least every two years. This includes gate valves used to isolate hydrants for maintenance. The date of valve exercise shall be entered on the Valves Sheet, along with any notes, and presented to the Leino Park Water District Board of Commissioners at their next meeting. If a valve is found to be inoperable, that shall be indicated on the Valves Sheet and brought up for discussion as a priority at the next Board meeting. It has been found that heat from a large blow torch will help to loosen covers that otherwise appear hopelessly stuck.

### Curb Stops

The existance or nonexistence of each curb stop should be verified and marked on the Curb Stop Sheet within the first two years of this maintenance plan. The Board shall be notified of any missing or inaccessible curb stops as they are identified. The District has no plans to exercise curb stops as part of normal maintenance. Curb stops will be utilized as needed on a case by case basis. If a curb stop is exercised, the date and any notes shall be entered on the Curb Stop Sheet and presented to the Board at their next meeting.