## Untreated Rainwater Quality Assurance Program template

# WATER SUPPLY QUALITY ASSURANCE PROGRAM – UNTREATED RAINWATER

*This untreated rainwater template is intended for small private water supplies with simple rainwater collection*

*Complete this template to create your QAP, adding extra spaces if needed. The NSW Private Water Supplies Guidelines are available at* [*http://www.health.nsw.gov.au/environment/water/Pages/NSW-Private-Water-Supply-Guidelines.aspx*](http://www.health.nsw.gov.au/environment/water/Pages/NSW-Private-Water-Supply-Guidelines.aspx)

**Premises name:**

**Premises address:**

**Contact name:**

**Phone/mobile numbers:**

**Postal address:**

**Email address:**

**Consumer capacity:** *(maximum number of consumers per day)*

## Public Health Regulation checklist

Please complete the below table to make sure that the rest of your QAP addresses sections of the Public Health Regulation relevant to your water supply.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Tick box** | **If yes, fill out these sections of the QAP (ctrl+click to be taken to sections)** | **If no, please explain** |
| Do you carry out inspections and/or maintenance of your water supply? | Yes  No | * Keeping the roof and tank clean |  |
| Do you record your inspection and maintenance activities? | Yes  No | * Drinking water supply system inspection and maintenance record |  |
| Does your water supply have equipment (this could be pumps, filters, parts, chemicals or treatment systems)? | Yes  No | * Other actions to protect water quality |  |
| Do you have manufacturer instructions? | Yes  No | (Attach instructions to QAP) |  |
| Do you have signs? | Yes  No | * Information and safety for consumers * Water quality advice sign * Rainwater sign |  |
| Do you carry out any tests on your water (this could be checking UV is on, chlorine levels, any laboratory tests)? | Yes  No | * Other actions to protect water quality |  |
| Do you record your test results? | Yes  No | (attach laboratory reports to QAP) |  |
| Do you top up your water supply with carted water? | Yes  No | * Contact list (needs to be kept up to date) |  |
| Do you record any carter water delivery? | Yes  No | * Drinking water supply system records |  |
| Do you have plans in case of emergencies? | Yes  No | * Responding to problems with the water |  |
| Do you have emergency contacts? | Yes  No | * Contact list (needs to be kept up to date) |  |
| Do you record any problems or emergencies when/if they happen? | Yes  No | * Drinking water supply system inspection and maintenance record |  |

### Keeping the roof and tank clean

I carry out these tasks to keep the water clean: (*check the box* ***OR*** *change the words to describe what you do. How often these are done will depend on leaf litter, access by birds and animals, and rainfall)*

|  |  |
| --- | --- |
| Tasks | How often?  *(e.g. monthly, quarterly, after rain events, yearly etc.)* |
| Prune overhanging branches |  |
| Clean roof, gutters, spouting |  |
| Check integrity of gutter guard |  |
| Empty first flush diverter | *Recommended after every rain event* |
| Check access covers |  |
| Clear inlet screen/strainer of debris |  |
| Check integrity of inlet and outlet screens  (exclude access for animals and mosquitos) |  |
| Check integrity of tank  (to exclude contamination and access for animals and mosquitoes) |  |
| Check integrity of pipes to ensure no leaks |  |
| Clean or de-sludge tank |  |
| OTHER |  |
|  |  |
|  |  |
|  |  |

### Information and safety for consumers

I provide the following for customers/guests: (*check the box* ***OR*** *change the words to describe what you do)*

Consumers told rainwater is in use and **Rainwater** sign at premise *(see example at end)*

**Water quality advice** sign in each room and at water outlets in public areas *(see example at end)*

Kettle in each room or available from proprietor

Bottled water available from proprietor

OTHER

### Responding to problems with the water

If I suspect the water is contaminated or receive a complaint: *(check the box* ***OR*** *change the words to describe what you do)*

Check condition of tank, pipes and gutters

Remove any contamination (e.g. dead bird) and repair access point (e.g. hole in screen)

Warn consumers to boil all drinking water *(sign in each room and water outlets in public areas, or provide bottled water until problem is fixed)*

Talk to local council or Public Health Unit about actions

Consider dosing tank with chlorine (refer to *NSW Private Water Supply Guidelines*)

OTHER

### Other actions to protect water quality

To manage chemical risks to water quality: *(check the box* ***OR*** *change the words to describe what you do)*

Tanks, pipes and fittings are made of materials that will not contaminate water *(for example, food grade materials or marked with AS/NZS4020, AS2070, AS/NZS4766, ATS5200.026 or WaterMark stamp. Check with plumbing supplier if not sure)*

Replace or cover (paint) all lead on the roof (flashings, lead washers, etc.)

Consider testing water for lead after removing or covering lead sources

Advise consumers to “Flush taps used for drinking for two to three minutes first thing in the morning” *(water that has been standing can dissolve metals such as lead and copper from pipework)*

OTHER

### Contact list (needs to be kept up to date)

|  |  |  |
| --- | --- | --- |
| Contact | Name | Contact details |
| Public Health Unit | *For your local Public Health Unit refer to* [*http://www.health.nsw.gov.au/Infectious/pages/phus.aspx*](http://www.health.nsw.gov.au/Infectious/pages/phus.aspx) | 1300 066 055 |
| Local Council |  |  |
| Plumber |  |  |
| Tank Cleaner |  |  |
| Electrician |  |  |
| Plumbing supplies |  |  |
| Bottled water supplier |  |  |
| Water Carter |  |  |

Diagram of the water supply system

*(draw your own diagram* ***OR*** *fill in, add detail or cross out detail on this diagram)*

Tank is above ground

Tank is below ground



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### Drinking water supply system records

Record anything you do in relation to your water supply. This includes inspections, maintenance, water deliveries and problems (make extra pages as needed).

| Date | What happened? | Notes | Actions to be taken | Person Responsible |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Water quality advice sign (in each room and outlets in public areas)



### Rainwater sign (prominently displayed on the property so that consumers know rainwater is used)

