

**Checklist: Distribution (DIST)**



*The Drinking Water Safety Act*  
Self Assessment or Qualified Person  
Checklist

Sustainable Development

Revised: September 18, 2018

**Section 1: Owner Information**

Owner Water System

Operator Water System

Owner Mailing Address

Town/ City  Province  Postal Code

Email  Phone/ Cell

**Section 2: Water System Information**

Public Water System (PWS)  PWS Code # (i.e. 123.00)

Semi-Public Water System (SPWS)  SPWS Code # (i.e. 1000.00)

Operating License #  Seasonal?  Yes  No  N/A

**Section 3: Assessor Information** *(please fill this out even if Self Assessment)*

Name

Company

Email  Phone/ Cell

**Section 4: Certification**

The information contained in this report is complete and accurate to the best of my knowledge.

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Signature of Owner or Owner's Representative

Date

Personal information is collected under the authority of *The Drinking Water Safety Act* and its pursuant regulations, and is used to issue permits and licenses, and for enforcement purposes. Information collected is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access & Privacy Coordinator, 200 Saulteaux Crescent, Box 85, Winnipeg MB, R3J 3W3.

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**Section 5: System Supplying Treated Water**

Provide the water system code # of the system supplying the treated water.

Public Water System (PWS)  PWS Code # (i.e. 123.00)

Semi-Public Water System (SPWS)  SPWS Code # (i.e. 1000.00)

Attachments

**Section 6: Suggestions or Recommendations for Improvements** *(please don't leave blank)*

**Checklist: Distribution (DIST)**

**Section 7: DIST System - Description**

Type of Water System Connections:  Hospital/ Health Care Centre  Apartments/ Condos  
 Year-round Residential  Restaurant/ Food Establish.  Day Care Facility  
 Seasonal Cottages  School  Rec./ Community Centre  
 RV Hook-ups  Personal Care Home  Other:  
 Open Campsites/ Standpipes  Seniors Manor/ Apartments

Average # People Served per Day

Peak # People Served per Day

# Building or Service Connections (include standpipes)

**WATER USE:** PROVIDE UNITS! (volume water/ time) i.e. Liters, cubic meters, US or Imperial gallons.

Average Day Demand   
 Metered  Estimated

Peak/ Max Day Demand   
 Metered  Estimated

Peak Hourly Flow   
 Metered  Estimated

**Don't just write "gallons".**  
1 US gallon = 3.785 L  
1 Imp gallon = 4.546 L

Note:  
This is not the same information sent to the Groundwater section for the Manitoba Government for annual water usage.

Additional comments:

**Checklist: Distribution (DIST)**

**Section 8: DIST System - General Information**

Is your system currently under a drinking water advisory?  Yes  No  N/A

If yes, what type of advisory? (i.e. Boil Water, Water Quality - Arsenic). Type:

If yes, when was it issued? Date:

If the system is under an advisory, are water users notified and public areas posted with the advisory notice?  Yes  No  N/A

Are all water system components adequately protected from vandalism?  Yes  No  N/A

Does the system experience frequent water outages due to equipment failures or water supply capacity issues?  Yes  No  N/A

Is the water system equipped with flow meters to monitor total water use for the system as a whole?  Yes  No  N/A

System able to meet peak water demands with adequate at-tap pressures?  Yes  No  N/A

Does the system receive frequent or repeated complaints from water users about water quality?  Yes  No  N/A

Was the system designed by a Professional Engineer?  Yes  No  N/A

Was the system approved by the Office of Drinking Water?  Yes  No  N/A

Owner/ operator aware of the need to obtain approval (i.e. permit) before significant alterations to the system? This includes watermain extensions.  Yes  No  N/A

Any changes, upgrades, or expansions to the system since the last assessment?  Yes  No  N/A

If yes, explain:

What is the average age (years) of the following components of the system?

Distribution

At inspection time, were all water system components in good working order?  Yes  No  N/A

If no, explain:

Additional comments:

## Checklist: Distribution (DIST)

### Section 9: DIST System - Distribution System (not intended for a building plumbing system)

Are there up-to-date maps of the distribution system indicating locations of:  
service connections, valves, flush-outs, hydrants, etc...  Yes  No  N/A

What types of watermain materials exist in the distribution system? Check all that apply.

- PVC (polyvinyl chloride)  AC (asbestos cement)  iron - cast  
 HDPE (high-density polyethylene)  other  iron - ductile

Are watermains adequately sized?  
(i.e. 50 mm (2 inch) if no fire protection, 150 mm (6 inch) if fire protection)  Yes  No  N/A

Are watermains adequate pressure rating?  
(i.e. minimum 100 psi or 690 kPa)  Yes  No  N/A

Is adequate at-tap pressure of 30-to-60 psi (200-to-400 kPa) maintained  
in the distribution system at all times?  Yes  No  N/A

Does the system have a watermain replacement or renewal strategy?  Yes  No  N/A

Are a set of standards available for new construction?;  
reference to Manitoba Water Services Board (MWSB) or  
City of Winnipeg standard construction specifications or similar,  
to ensure proper materials and construction procedures are followed?  Yes  No  N/A

Have minimum design and construction standards been established for  
new service connections?  Yes  No  N/A

Is all new construction inspected to meet these requirements?  Yes  No  N/A

Are all new watermains, service lines, and related equipment CSA or NSF  
certified for use in potable water systems?  Yes  No  N/A

Are all new watermains and water lines disinfected as per AWWA, MWSB,  
or City of Winnipeg disinfection standards including  
confirmatory bacterial testing before placed into service?  Yes  No  N/A

If piped sewer is present, is there at least 3 m (10 feet) horizontal distance  
separation between watermains and sewer mains, where they run parallel?  Yes  No  N/A

If watermains are closer than 3 m (10 feet) from sewer mains  
are the watermains vertically above the sewer mains?  Yes  No  N/A

If yes, do the watermains have a vertical distance separation at least  
0.45 m (18 inches)?  Yes  No  N/A

If watermains cross: sewer mains, raw or other non-potable water lines,  
oil or gas pipelines, etc... is the watermain above at least 0.45 m (18 inches)?  Yes  No  N/A

Are watermains protected from damage by being buried with at least  
2.4 m (8 feet) cover for year-round systems or 0.45 m (18 inches) for seasonal?  Yes  No  N/A

Has the distribution system had any issues with frozen service lines?  Yes  No  N/A

Are "bleeder" lines or valves used to prevent frozen service lines?  
(These are used in some northern communities.)  Yes  No  N/A

**Checklist: Distribution (DIST)**

**Section 9: DIST System - Distribution System (not intended for a building plumbing system)**

Are water service connections metered?  Yes  No  N/A

some connections

Are water losses kept under 15% to reduce water production requirements?  Yes  No  N/A

don't know

What is the estimated % of water loss for this water system? %   don't know

Are dead ends supplied with hydrants or flush-outs?  Yes  No  N/A

Are valves and hydrants regularly inspected and exercised?  Yes  No  N/A

Are there adequate number of valves, hydrants, and flush-outs to isolate and flush the system? Drain the system if seasonal.  Yes  No  N/A

Are watermains and distribution lines flushed at least annually?  Yes  No  N/A

Flushing frequency:

Are there any known lead service lines present in the system?  Yes  No  N/A

don't know

If found, has a strategy been developed to remove lead service lines?  Yes  No  N/A

Is there a cross connection and backflow prevention program?  Yes  No  N/A

Are connections where there is potential for backflow of hazardous materials protected by backflow prevention assembly or air gap? (i.e. potential locations include agricultural operations, wastewater treatment plants, etc.)  Yes  No  N/A

Are connections from heat exchangers prohibited from being connected to the water supply? (i.e. prohibited from returning water to the potable water line)  Yes  No  N/A

Is there equipment within the distribution system with a high water table or potential to be flooded?  Yes  No  N/A

Includes: manholes with potable water equipment, underground meter/ valve pits

Are all manholes with potable water equipment or underground meter/ valve pits or similar installations, watertight and free from non-potable water intrusion?  Yes  No  N/A

Are air relief valves within the distribution system located aboveground?  Yes  No  N/A

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**Section 9: DIST System - Distribution System (not intended for a building plumbing system)**

Are there periodic changes in treated water quality in the distribution system?  Yes  No  N/A

Do the distribution system bacterial records suggest it is well operated and well maintained?  Yes  No  N/A

Do the distribution system chlorine residual records suggest it is well operated and well maintained?  Yes  No  N/A

Do the records suggest any specific water quality issues?  Yes  No  N/A

If yes, please explain:

What is the average age (years) of the distribution system?

Distribution

What is the general condition of the distribution system?  Good  
 Fair - nearing end of useful life  
 Poor - replacement required

Additional comments:

**Checklist: Distribution (DIST)**

**Section 10: DIST System - Operation and Maintenance (O&M)**

- Is the water system checked on a daily basis when it is operating?  Yes  No  N/A
- Has the water distribution system been classified under the operator certification program?  Yes  No  N/A
- water distribution system:  small system  1  2  3  4
- Have any operators been classified under the operator certification program?  Yes  No  N/A
- Is there a back-up operator for the water system?  Yes  No  N/A
- How many hours per day does the operator spend on the water system?
- Is there an up-to-date emergency contact list?  Yes  No  N/A
- Is there a list of critical water users (i.e. hospitals, personal care homes, schools) to be contacted during an emergency?  Yes  No  N/A
- Is there a procedure for emergency notification of water users if there is a supply interruption or water quality issue or an advisory?  Yes  No  N/A
- Is there a plan for obtaining water on an emergency basis?  Yes  No  N/A
- If the system is operated on a seasonal basis, are Office of Drinking Water procedures followed for start-up and shut-down of the water system?  Yes  No  N/A
- Have written procedures been developed for key activities such as: watermain repairs, flushing, etc?  Yes  No  N/A
- Is there an up-to-date water system drawing available?  Yes  No  N/A
- Is there a maintenance log for recording preventive maintenance, repairs, etc?  Yes  No  N/A
- Are water system records kept for a minimum of 2 years?  Yes  No  N/A
- Are instruments regularly calibrated, in particular, water testing equipment to ensure reliable test results?  Yes  No  N/A
- Are extra bacterial sample bottles kept on-hand for emergency purposes?  Yes  No  N/A
- Is the system in compliance with the sampling parameters and frequency listed in the Operating Licence?  Yes  No  N/A

Additional comments: