

COMMUNITY LIVING DURHAM NORTH

COMPLIANCE WITH THE SAFE DRINKING WATER ACT  
AND ITS REGULATIONS

Policy No: B-23 (Service Delivery)

Effective Date: May 31, 2010

Last Revision: February 26, 2018

Last Review: May 25, 2021

Rationale:

To ensure that safe drinking water is provided for people who receive support, for staff and for volunteers. Also, to comply with the Safe Drinking Water Act and the Drinking Water Systems Regulation O. Reg. 170/03 pertaining to locations that supply potable water.

Policy Statement:

The Association will comply with all legislation, regulated by the Ministries of Environment and Health, seeking to guarantee the safety of vulnerable people using water drawn from wells.

Senior staff will develop and keep current detailed procedures to ensure our compliance.

The following programs are registered under the Drinking Water Systems Regulation:

Janetville DWS Number	260068731
Mariposa DWS Number	260008476
Island Road DWS Number	260092001
Concession 13 DWS Number	260094172
Hwy 7A DWS Number	260095875
Lakeridge Road DWS Number	260095966

Approved by: Clare Suggitt  
For Board of Directors

Date: February 26, 2018

COMMUNITY LIVING DURHAM NORTH

COMPLIANCE WITH THE SAFE DRINKING WATER ACT  
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Procedure No: B-23-1  
**Water Testing**

Effective Date: July 3, 2009  
Last Revision: May 25, 2021  
Last Review:

- A member of the agency’s administrative or managerial team will serve as our compliance specialist with respect to service standard regulations in general, and well water regulations in particular.
- This designated staff (hereafter, Compliance Specialist) will ensure that the following schedule of equipment maintenance and water testing is conducted by a “trained person” or “certified operator,” as is required in the case of a *Small Non-Municipal Non-Residential Drinking Water System*, as defined under Reg. 170/03.
  - a. Raw and Treated Sample is taken monthly and tested for total coliforms and E. Coli.
  - b. Nitrates and Nitrites Sample is taken every three months.
  - c. Lead Sample is taken every year/36 months as determined through testing.
  - d. Inorganics and Organics, sodium and fluoride once every 60 months.
  - e. Maintenance Schedule for all treatment equipment is followed in accordance with the most recent Engineering Evaluation Report.
- The Compliance Specialist will ensure that a qualified external company draws the samples required in order to meet the above schedule of tests, and will maintain ongoing liaison with that company.
- The Compliance Specialist will ensure that all water samples get to the *York-Durham Regional Environmental Laboratory* for testing.
- The Compliance Specialist will ensure that all Water Analysis Reports are saved on e-file under the program site’s Compliance/Well Water file; i.e. Agency Wide / People Who Live at / Janetville (for example) / Compliance / Well Water. The original hard copies of test reports are maintained in the office of the Manager of Compliance. The “Documentation Due” function in the AIMS database is used to track compliance due dates.

Procedure No: B-23-2  
Annual Reports

Effective Date: May 31, 2010  
Last Revision: May 25, 2021  
Last Review:

- All small municipal non-residential systems subject to Reg. 170/03 must prepare an annual report each year. We are no longer required to submit the report, but it must be kept on file. The report must cover the period from April 1<sup>st</sup> to March 31<sup>st</sup> and it must be prepared by the following May 31<sup>st</sup>.
- The Compliance Specialist will prepare the annual report.
- The annual report must include:
  - a. a description of the drinking water system
  - b. a summary of any adverse test notices or observations of inadequately disinfected water being directed to system users
  - c. a summary of all tests and their results
  - d. a summary of any corrective actions undertaken
  - e. a description of any major expenses for the system.
- The Compliance Specialist will ensure that the annual report is also saved under Agency Wide / People Who Live at / Mariposa (for example) / Compliance / Well Water. The original hard copy of the annual report is maintained in the office of the Manager of Compliance.

Procedure No: B-23-3  
**Reporting Adverse Test Results**

Effective Date: May 31, 2010  
Last Revision: May 25, 2021  
Last Review:

- If the lab calls to report an adverse water test, take their name and contact information. You will need this information if required to make written reports. The lab will email *Section 1-Notice of Adverse Test Results* along with *Section 3 –Adverse Analytical Results*.
- The following is a list of actions that need to occur once the adverse water test is reported:
  - a. Immediately, notify the program site and program manager of adverse water conditions. Signs will need to be posted at all taps to inform people present in the home not to drink or use the water for consumption until further notice. Bottled water is available at each of these sites.
  - b. Immediately, phone and report Oral Notification to the Regional Environmental Health Department and Ministry of the Environment, Spills Action Centre (SAC).

You need to speak to a person, document their name and position on form *Section 2 (A) Written Notice of Drinking Water System (DWS) Owner*. The contact numbers are as follows:

Janetville and Mariposa Environmental Health Department – Port Hope Office  
1-905-885-9100

Island Road, Hwy 7A Environmental Health Department - Whitby Office  
Lakeridge Road and 1-888-777-9613  
Concession 13

For MOE there is only one contact number:

Ministry of the Environment, Spills Action Centre (SAC)  
1-800-268-6060

- c. Within 24 hours, fax Written Notification to Regional Environmental Health Department and Ministry of the Environment, Spills Action Centre (SAC). Prepare and fax *Section 2 (A) – Written Notice by Drinking Water System (DWS) Owner* form, ensuring you sign the form. Fax numbers are as follows:

Janetville and Mariposa Environmental Health Department – Port Hope Office  
Fax # 1-905-885-1947

Island Road, Hwy 7A Environmental Health Department - Whitby Office  
Lakeridge Road and Fax # 1-905-666-1887  
Concession 13

For all program sites, contact MOE at:

Ministry of the Environment, Spills Action Centre (SAC)  
Fax # 1-800-268-6061

- d. Within 24 hours submit the Serious Occurrence Initial Notification to the Ministry of Children Community and Social Services. Refer to Serious Occurrence protocol.
- e. Within 7 days fax *Section 2 (B) – Written Notice of Issue Resolution* to the Regional Environmental Health Department and Ministry of Environment, Spills Action Centre (SAC). Summarize the action(s) taken and the results achieved to the following agencies:

Janetville and Mariposa Environmental Health Department – Port Hope Office  
Fax # 1-905-885-1947

Island Road, Hwy 7A Environmental Health Department - Whitby Office  
Lakeridge Road and Fax # 1-905-666-1887  
Concession 13

For all program sites, contact MOE at:

Ministry of the Environment, Spills Action Centre (SAC)  
Fax # 1-800-268-6061

- f. Within 7 days, submit an update for the Serious Occurrence Follow-up Report to the Ministry of Children Community and Social Services. Refer to Serious Occurrence Protocol.

Approved by: Glenn Taylor  
CEO

Date: May 25, 2021