

Drinking Water System Categorization Questionnaire

The Drinking Water System forms have been developed for making submissions to the Ministry of the Environment (MOE) as specified by the provisions of Ontario Regulation 170/03. Under the provisions of Section 14, the MOE Director provides these forms for use by Drinking Water System owners and requires that these forms be given in the specified electronic format.

For your initial submission you are required to supply detail about your Drinking Water System (DWS). You may find it useful to print the form and use it to gather the required information before you begin.

Step 1	Save the Drinking Water System Categorization Questionnaire (PDF file / MS Word document) locally on your computer.
Step 2	Fill out the Drinking Water System Categorization Questionnaire .
Step 3	For a <u>new registration</u> to be complete, you must fill out and submit to the Ministry: <ul style="list-style-type: none"> • Drinking Water System Categorization Questionnaire (PIBS #5385e), • Drinking Water System Profile Information (PIBS #5386e), and • Laboratory Services Notification (PIBS #5387e).
Step 4	For an <u>update to a registration</u> , you must fill out and submit to the Ministry: <ul style="list-style-type: none"> • Drinking Water System Categorization Questionnaire (PIBS #5385e), if your category has changed, and • Drinking Water System Profile Information (PIBS #5386e), only if your profile information has changed.
Step 5	Save the information locally on your computer.
Step 6	Create an e mail message with the following subject line <ul style="list-style-type: none"> • For systems <u>without</u> a DWS #: <ul style="list-style-type: none"> New <DWS name>, <owner name>, PIBS #5385e, PIBS #5386e • For systems <u>with</u> DWS #: <ul style="list-style-type: none"> Update <DWS name>, <DWS #>, PIBS #5385e and PIBS #5386e (if applicable) <ul style="list-style-type: none"> – Where <DWS name> is the name of your Drinking Water System, – <owner name> is the name of the owner of your Drinking Water System, – <DWS #> is the Drinking Water System number, and – form # is the PIBS number assigned to the form on the Ministry web site for the Form you are submitting.
Step 7	Attach the following forms and send your email to " reg170_formsubmission.moe@ontario.ca ": <ul style="list-style-type: none"> • Drinking Water System Categorization Questionnaire (PIBS #5385e), and/or • Drinking Water System Profile Information (PIBS #5386e), to your email message. <p>Fax (416-235-6312) your Laboratory Services Notification (PIBS #5387e) to the Laboratory Services Branch.</p>

Please contact the Ministry's Drinking Water Help Line by calling 1-866-793-2588 during regular business hours if you require assistance in filling out or in submitting the forms.

(NOTE: The most current versions of the Ministry of the Environment forms are posted on the Ministry of the Environment's web site at www.ene.gov.on.ca)

Terms and Concepts

The following **Terms and Concepts** are provided to assist you when completing your registration information.

1. Private Residence is a dwelling place occupied for an extended period of time by the same person if:

- a) The residents have a reasonable expectation of privacy;
- b) Food preparation, personal hygiene and sleeping accommodations are not communal in nature, and;
- c) Any use of the dwelling place by a resident for a home occupation, trade, business, profession or craft is secondary to the use of the dwelling place as a residence and does not use more than 25 per cent of the indoor floor area.

2. Seasonal System means a Drinking Water System (DWS) that:

- a) Serves;
 - i. a development of more than 5 private residences, or
 - ii. a trailer park or campground that has more than 5 water service connections, and;
- b) Does not operate to supply water to a development, trailer park or campground referred to in clause (a) for at least 60 consecutive days in;
 - i. every calendar year, or
 - ii. every period that begins on April 1st in one year and ends on March 31st in the following year.

3. Designated Facility means:

- a) A children and youth care facility;
- b) A children's camp – a camp that is intended primarily for campers under 18 years of age and that is a class A camp or a class B camp within the meaning of Reg. 568 of the Revised Regulations of Ontario, 1990 (Recreational Camps) under the *Health Protection and Promotion Act*;
- c) A delivery agent care facility;
- d) A health care facility;
- e) A school or private school;
- f) A social care facility;
- g) A university, a college of applied arts and technology or an institution with authority to grant degrees.

4. Ground Water Under Direct Influence of Surface Water (GUDI)

The following are deemed GUDI:

- A DWS that obtains water from a well that is not a drilled well or obtains water from a well that does not have a watertight casing that extends to a depth of at least 6 metres below ground level;
- A DWS that obtains water from an infiltration gallery;
- A DWS that supplies water at the rate of 0.58 L/s or less and that obtains water from a well, any part of which is within 15 metres of surface water;
- A DWS that supplies water at the rate greater than 0.58 L/s and that obtains water from a overburden well, any part of which is within 100 metres of surface water;
- A DWS that supplies water at the rate greater than 0.58 L/s and that obtains water from a bedrock well, any part of which is within 500 metres of surface water;
- A DWS that exhibits evidence of contamination by surface water; or
- A DWS for which a report has been prepared by a professional engineer or professional hydrogeologist that concludes that the system's raw water supply is ground water under the direct influence of surface water.

5. Seven-day shutdown

Sampling and testing is not required during a period of seven or more consecutive days when:

- the drinking water system is not in operation,
- the drinking water system supplies water only to private residences that are occupied by the owner of the system, members of the family of the owner of the system, employees or agents of the owner of the system, or members of the families of employees or agents of the owner of the system.

The owner shall ensure that no drinking water is supplied to a user of water until samples have been taken and tested and the results of the tests have been received by the owner and the operating authority.

Drinking Water System Categorization Questionnaire

Collection of information on this form is done in accordance with the *Safe Drinking Water Act (SDWA), 2002* and its regulations. Information gathered herein, including personal information, is governed by the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and may be disclosed to other government agencies (including municipal health unit employees) pursuant to 'Section 42' of the FOIPPA for the consistent purpose of administering any Act or program that pertains to drinking water safety. For questions and concerns, please contact the Ministry of Environment at 1-866-793-2588.

O. Reg. 170/03 defines eight categories of Drinking Water Systems (DWS) and specifies the requirements to be met by each. This form enables you to determine the category of your Drinking Water System.

Please identify the type of submission you are making:

<input type="checkbox"/>	New Registration
<input type="checkbox"/>	Update Existing Registration

If you made a submission previously and received a Drinking Water System (DWS) number for your system, enter the DWS number below along with the DWS Name and the Owner's Name. Then you need only update the DWS category and DWS details that have changed since the earlier submission.

Date of Submission:	YYYY	MM	DD
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Name of the Drinking Water System (DWS):	
DWS Number <i>(If applicable):</i>	
DWS Owner Name <i>(Full Legal Name, if a Corporation):</i>	

Please answer the following questions **by placing an X in the appropriate box** and **follow the instruction beside it**. Once you are finished, you will know the category of your drinking water system.

Item	Question	Check <input checked="" type="checkbox"/>	Instruction
A	Does this DWS meet one of the following conditions: a) Owned by a municipality or by a municipality service board ¹ ; or b) Supplies or will supply water to a municipality under the terms of a contract between the municipality and the owner of the system.	Yes <input type="checkbox"/>	If 'Yes', Go to B
		No <input type="checkbox"/>	If 'No', Go to D
B	Does this DWS serve more than 100 private residences? (see Terms and Concepts 1)	Yes <input type="checkbox"/>	If 'Yes', this System is Large Municipal Residential (Please complete the <i>Drinking Water System Profile Information</i>)
		No <input type="checkbox"/>	If 'No', Go to C
C	Does this DWS serve more than 5 but less than 101 private residences?	Yes <input type="checkbox"/>	If 'Yes', this system is Small Municipal Residential (Please complete the <i>Drinking Water System Profile Information</i>)
		No <input type="checkbox"/>	If 'No', Go to H
D	Does this DWS serve more than 5 private residences or a trailer park or campground with more than 5 water service connections?	Yes <input type="checkbox"/>	If 'Yes', Go to E
		No <input type="checkbox"/>	If 'No', Go to F
E	Does this DWS operate seasonally? (see Terms and Concepts 2)	Yes <input type="checkbox"/>	If 'Yes', Go to L
		No <input type="checkbox"/>	If 'No', this system is Non-Municipal Year-Round Residential (Please complete the <i>Drinking Water System Profile Information</i>)
F	Does this DWS have a capacity of more than 2.9 litres/sec?	Yes <input type="checkbox"/>	If 'Yes', Go to the Calculation for Non-Municipal Drinking Water Systems
		No <input type="checkbox"/>	If 'No', Go to G
G	Does this DWS serve a Designated Facility? (see Terms and Concepts 3)	Yes <input type="checkbox"/>	If 'Yes', Go to M
		No <input type="checkbox"/>	If 'No', Go to X

¹ A Municipal Service Board or Corporation that is established under the *Municipal Act, 2001*

Item	Question	Check <input checked="" type="checkbox"/>	Instruction
H	Does this DWS have a capacity of more than 2.9 litres/sec?	Yes <input type="checkbox"/>	If 'Yes', Go to the Calculation for Municipal Drinking Water Systems
		No <input type="checkbox"/>	If 'No', Go to I
I	Does this DWS serve a Designated Facility? (see Terms and Concepts 3)	Yes <input type="checkbox"/>	If 'Yes', this system is Small Municipal Non-Residential (Please complete the <i>Drinking Water System Profile Information</i>)
		No <input type="checkbox"/>	If 'No', Go to X
J	Does this DWS serve a Designated Facility? (see Terms and Concepts 3)	Yes <input type="checkbox"/>	If 'Yes', this System is Large Non-Municipal Non-Residential (Please complete the <i>Drinking Water System Profile Information</i>)
		No <input type="checkbox"/>	If 'No', Go to X
K	Does this DWS serve a Designated Facility? (see Terms and Concepts 3)	Yes <input type="checkbox"/>	If 'Yes', this system is Large Municipal Non-Residential (Please complete the <i>Drinking Water System Profile Information</i>)
		No <input type="checkbox"/>	If 'No', Go to X
L	Does this DWS serve a Designated Facility? (see Terms and Concepts 3)	Yes <input type="checkbox"/>	If 'Yes', this system is Non-Municipal Seasonal Residential (Please complete the <i>Drinking Water System Profile Information</i>)
		No <input type="checkbox"/>	If 'No', Go to X
M	Does this DWS use electricity or serve any building or other structure that uses electricity?	Yes <input type="checkbox"/>	If 'Yes', this system is Small Non-Municipal Non-Residential (Please complete the <i>Drinking Water System Profile Information</i>)
		No <input type="checkbox"/>	If 'No', this system is exempt from requirements of O. Reg. 170/03 IF all the requirements of Section 8 of the Regulation are met, including the submission of this <i>Drinking Water System Categorization Questionnaire</i> along with Section A of the <i>Drinking Water System Profile Information</i> .
X	This system is exempt from the requirements of O. Reg. 170/03 but still may have legal requirements. Please contact the Public Information Centre (1-800-565-4923) for more information about any other Regulations or requirements that may apply to your DWS.		

Calculation for Municipal Systems

If this Drinking Water System has one or more distribution lines that supply water exclusively for the listed operations, then this calculation should be undertaken to determine if the impact of these operations would alter the category of the Drinking Water System.

Question	Check <input checked="" type="checkbox"/>	Instruction
Does your Drinking Water System have one or more distribution lines that supply water exclusively for either of the following operations: <input type="checkbox"/> Agricultural <input type="checkbox"/> Landscaping <input type="checkbox"/> Industrial or Manufacturing (including food manufacturing and processing) <input type="checkbox"/> Swimming pool <input type="checkbox"/> Skating rink construction <input type="checkbox"/> Maintenance	Yes <input type="checkbox"/>	If 'Yes', Complete the Calculation (A-B)
	No <input type="checkbox"/>	If 'No', Go to K

Calculation		
A = Maximum Rate the system can supply water in litres/sec		
B = The Sum of Average rates in litres/sec at which the Drinking Water System supplied water in the preceding calendar year to the distribution lines Or An estimated sum of the average rates (for the period January - December) in litres/sec		
Calculate A-B	Check <input checked="" type="checkbox"/>	Instruction
	<input type="checkbox"/>	If A-B is equal to or less than 2.9 litres/sec, Go to I
	<input type="checkbox"/>	If A-B is more than 2.9 litres/sec, Go to K

Calculation for Non-Municipal Systems

If this Drinking Water System has one or more distribution lines that supply water exclusively for the listed operations, then this calculation should be undertaken to determine if the impact of these operations would alter the category of the Drinking Water System.

Question	Check <input checked="" type="checkbox"/>	Instruction
Does your Drinking Water System have one or more distribution lines that supply water exclusively for either of the following operations: <input type="checkbox"/> Agricultural <input type="checkbox"/> Landscaping <input type="checkbox"/> Industrial or Manufacturing (including food manufacturing and processing) <input type="checkbox"/> Swimming pool <input type="checkbox"/> Skating rink construction <input type="checkbox"/> Maintenance	Yes <input type="checkbox"/>	If 'Yes', Complete the Calculation (A-B)
	No <input type="checkbox"/>	If 'No', Go to J

Calculation		
A = Maximum Rate the system can supply water in litres/sec		
B = The Sum of Average rates in litres/sec at which the Drinking Water System supplied water in the preceding calendar year to the distribution lines Or An estimated sum of the average rates (for the period January - December) in litres/sec		
Calculate A-B	Check <input checked="" type="checkbox"/>	Instruction
	<input type="checkbox"/>	If A-B is equal to or less than 2.9 litres/sec, Go to G
	<input type="checkbox"/>	If A-B is more than 2.9 litres/sec, Go to J