



Public Water System Unusual Events Reporting Form

Introduction

This form should be completed by an authorized representative of a Public Water System (PWS) to report any unusual events to the Office of Drinking Water (ODW). The reporting of unusual events is required by the State of Delaware, *Regulations Governing Public Drinking Water Systems*:

4.1.6 Reporting of Chemical Overfeed Incidents or Unusual Events: It is the responsibility of the owner and/or the operator of a Public Water System to report to the Division within 24 hours, any incidents of chemical overfeed and/or unusual events.

4.1.6.1 Examples of unusual events include but are not limited to the following:

- *Loss of pressure*
- *Well pump failure*
- *Main break with loss of pressure*
- *Loss of disinfectant or other treatment failure*
- *Acts of vandalism*
- *Discovery of malicious intent*

Email:

Kevin.Cottman@delaware.gov

Fax: 302-741-8631

PWS name: _____ PWS ID# DE _____

UNUSUAL EVENTS

Describe in detail any unusual event including the loss of pressure, well pump failure, water main break with an associated loss of pressure, loss of disinfection or other treatment failure, acts of vandalism, or discovery of malicious intent.

In your description of the unusual event, list any steps that you are taking or plan to take to resolve the situation.

PWS name: _____ PWS ID# DE _____

ADDITIONAL COMMENTS OR INFORMATION ABOUT YOUR WATER SYSTEM

CERTIFICATION

I, the owner or authorized responsible party for the water facility named above, hereby certify that all statements provided above are true and accurate to the best of my knowledge.

Name (print clearly)

Title (print clearly)

Phone number

Email (print clearly)

Signature

Date

OFFICE USE ONLY

SDWIS updated: Y / N

Date received: _____

LCR manager notified: Y / N

Date processed: _____

PWSS schedules changed (if required): Y / N

Assigned to (EHS II) name: _____

Signature: _____