



WATER PROTECTION PROGRAM – FINANCIAL ASSISTANCE CENTER
**COMMUNITY TECHNICAL, MANAGERIAL, AND FINANCIAL
 CHECKLIST FOR EXISTING WATER SYSTEMS**

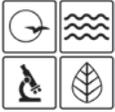
SYSTEM NAME:		PWS ID# MO:
Provided √ TECHNICAL CAPACITY DEMONSTRATION		
1		Confirm the properly certified operator and back-up operator(s) have been hired or an agreement signed.
2		Confirm the system has an updated distribution map.
3		Provide a copy of the existing equipment's anticipated repair/replacement schedule and an inventory of the major assets.
MANAGERIAL CAPACITY DEMONSTRATION		
4		Provide a statement confirming that the written rate structure and service fees are publicly displayed.
5		Provide an updated list showing position titles, names and telephone number of individuals who provide drinking water functions, including elected officials.
6		Provide a statement confirming the name, title, telephone number and office hours of the customer complaint person(s) are publicly displayed, along with the customer complaint procedure.
7		Provide a copy of the operational management plan.
8		Provide a copy of the emergency operation plan completed in accordance with 10 CSR 60-12.010.
FINANCIAL CAPACITY DEMONSTRATION		
9		Provided in the Due Diligence Questionnaire.
I certify that the checklist and all supporting documentation provided is accurate and complete to the best of my knowledge.		
SIGNATURE OF OWNER OR OFFICIAL CUSTODIAN		DATE
PRINT NAME OF OWNER OR OFFICIAL CUSTODIAN	TITLE	TELEPHONE NUMBER WITH AREA CODE

MO 780-2936 (02/21)

Please sign and return this form and all supporting documentation to:

Missouri Department of Natural Resources
 Water Protection Program
 Financial Assistance Center
 1101 Riverside Drive
 Jefferson City, MO 65101

Please contact the Financial Assistance Center if the water system needs examples of any of the documents required for the TMF Checklist.



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Technical Capacity Demonstration:

1. Provide the operator(s) and back-up operator(s) drinking water certification(s) proving the necessary certification(s) for the treatment and/or distribution level of the water system. If the water system and operator have a signed agreement to provide services, please provide the agreement.
2. Provide a distribution map of the water system showing at a minimum the size and location of all waterlines, hydrants, storage facilities and water sources.
3. The repair/replacement schedule should include scheduled maintenance/upgrades for meters, hydrants, lines, pumps, storage tanks, wells, intakes and/or treatment equipment (filters, softening, etc.). An asset inventory plan should include the major assets of the water system, such as wells, treatment facilities, pumps, storage facilities, etc. The plan should include when the asset was installed, age, condition, remaining life and replacement date.

Managerial Capacity Demonstration:

4. Location/posting of water system rates.
5. An organization chart listing of all the individuals who provide drinking water needs. This should include each individual's name, title and phone number.
6. Location/posting of the person who handles customer complaint information. Provide the customer complaint procedure (steps taken when handling a complaint regarding the water system) and any other documentation pertaining to customer complaints.
7. An operational management plan consists of detailed instructions on how to run the system and troubleshoot common problems. This plan should include a schedule of maintenance and equipment repair and replacement, as well as how such work shall be performed. The plan should cover staff responsibilities, how and when they are changed, and all other issues concerning management of the water system. The plan should also include the location, schedules and procedures for collecting samples required for bacteriological testing, as well as a line flushing program. Any chemicals to be added to the public water system should have detailed instructions on the amount to be fed into the system and procedures for recording how often the residuals of the chemical are to be sampled and where the results of the sampling are to be recorded.
8. A supplier of water to a water system shall develop and implement a plan for assuring, to the extent practicable, continuous water service under emergency conditions. The plan must include at a minimum:
 - a. Designation of a coordinator and key personnel to be on call under emergency conditions.
 - b. Designation of personnel authorized to expend funds under emergency conditions.
 - c. A list of quarterly-updated home and office telephone numbers of the coordinator, key operational personnel and state and local assistance sources.
 - d. A list of alternative water systems that could be available if the basic system were incapacitated. Evaluation and assessment of alternate water systems shall take into account accessibility for tank trucks (to include municipal, private and other sources) capacity of filling facilities and location of alternative facilities.
 - e. An inventory of equipment available under emergency conditions.
 - f. Written emergency procedures, including those for tank truck disinfection and protection, installation of emergency chlorinators or the disinfection of trucked water.

Financial Capacity Demonstration:

9. This information will be provided in the Due Diligence Questionnaire.