

Seasonal Systems

Is My Public Water System a “Seasonal System?”

The Revised Total Coliform Rule requires seasonal public water systems to perform a formal start-up procedure. To be considered a seasonal system, all 3 of the following must apply:

1. Non-community public water system
2. Stop serving water to the public during some part of the year
3. Depressurize at least part of the distribution system during part of the year



Below are questions to help you determine if your system is a seasonal public water system that is required to perform a seasonal start-up procedure.

Q: My business serves water to the public all year-round in the lodge, but I depressurize the lines to the campground during the winter. Is this a seasonal system?

A: Assuming the campground and lodge are one public water system and not multiple public water systems, you are not a seasonal public water system. Your water system is still serving water to the public on a year-round basis. If the campground and the lodge were separate water systems, the campground would be seasonal, and the lodge would not be. If you are not sure whether they are separate systems, contact your DNR or County inspector.

Q: My resort closes in October each year, but my wife and I live in one of the cabins year-round. We depressurize the lines to the rental cabins over the winter. Is our system a seasonal?

A: Yes. Your system meets all three of the criteria to be considered seasonal.

1. You have a non-community public water system.
2. You stop serving water to the public during part of the year.
3. You depressurize at least part of the distribution system during part of the year.

Q: Our ski chalet is only open during the winter months; however, we leave the water on all year round so our kids can have water when they camp out on the property in July. Is our system considered seasonal?

A: No. Your system only meets two of the criteria to be considered seasonal, because you do not depressurize the system during part of the year.

Q: My mobile home park is almost vacant during the winter, so we depressurize the parts of the park where nobody is staying during that time of year. Is it a seasonal system?

A: Most mobile home parks are considered community water systems. This depends on the ability to serve a "resident population" more than six months of the year. If your mobile home park is a community water system, it cannot be a seasonal public water system under the Revised Total Coliform Rule. Only non-community public water systems can be considered seasonal.

Q: **Our lodge is closed during the winter and we turn the electricity to the pump off, but we don't drain the lines. Is our distribution system still pressurized?**

A: No. Without the pump re-supplying pressure to the water system, the pressure in the water lines cannot be guaranteed for an extended period. Your public water system would be considered seasonal.

Q: **The hand pumps at our campground don't have a distribution system, so are they seasonal?**

A: Yes, they are seasonal systems. They are non-community public water systems that do not serve water to the public on a year-round basis. Hand pumps depressurize after each use.

Q: **My church only serves water to the public on the weekend. Is it a seasonal system?**

A: No. Seasonal system requirements do not apply to public water systems that operate intermittently but are open year-round.

What is Required if you have a Seasonal Public Water System?



Prior to or on the day your facility opens for the season

- Complete the Start-Up Procedures. [Click here](#) for directions.
- It is recommended the start-up is completed within 60 days prior to opening.

Within 10 days of the opening date

- Enter certification of completion data online. A link will be sent to you in an email.

OR

- Submit documentation to certify that start-up procedures were completed to your DNR or county representative.

Seasonal systems that do not receive an email or a mailing with start-up directions prior to the week you plan to open should contact your DNR or County representative for assistance.



Shut-Down Procedures:

Below are shut-down practices to consider to close water systems that are only used seasonally. These steps are not required but are good practices. Seasonal maintenance may prevent costly repairs and decrease the preparation needed to start-up the system the next year. Contact a contractor familiar with the water system equipment if you need assistance or have any questions on seasonal maintenance.



1. Inspect the water system
 - Identify any repairs needed during the off-season. The off-season is a good time to make changes.
 - If applicable, record the final meter reading (required for high capacity wells).
2. Shut down storage
 - Pressure tanks
 - If freezing is a concern, drain the pressure tank(s). Follow the manufacture's recommendations.
 - If your pressure tank(s) is protected from freezing and you choose not to drain the tank(s), chlorinate and flush the entire pressure tank(s) prior to starting-up the following season.
 - Storage tank (if applicable)
 - Drain the storage tank.
 - Inspect the tank for cracks, repair as needed.
 - Clean out sediment accumulated on the bottom of the tank.
 - Inspect the reservoir for openings that could allow vermin or other contaminants to enter, repair as needed.
 - Inspect vents and overflows, repair as needed.
3. Shut down the well
 - Turn off the power to the well pump.
 - Protect the well, system components, and pumphouse from freezing, flooding, and vermin. Perform necessary repairs.
4. Shut down treatment
 - Turn off the power to all treatment systems.
 - Properly dispose of expired media, disinfectants, and other chemicals. Follow the manufacture's recommendations.
 - If a specialized treatment device is used, contact a contractor familiar with the equipment to properly drain and shut down the device.
5. Protect the distribution system
 - Drain water from the plumbing.
 - Attaching a compressed air source to the highest point may be needed.
 - Turn off the water heater and drain.
 - Turn off and drain the furnace, toilets and any appliances.
 - Close all faucets and hose bibs. Remove and drain garden hoses. Winterize hose bibs and vacuum breakers, as needed.
 - Cap off/screen any openings to the plumbing to protect from vermin and other contaminants.
 - Exercise valves and ensure they're working, repair as needed. Close all valves after draining.
 - Never add automotive anti-freeze to your water system.

For more information regarding Transient Non-community Public Drinking Water, please visit our website <https://dnr.wisconsin.gov/topic/DrinkingWater/TNownerOperator.html> or contact the DNR Service Center Desk for assistance at (888) 936-7463