

# PAPERWORK INSTRUCTIONS

## Required paperwork and schedule for compliance with the Surface Water Treatment Rules.

### DAILY

- \* Measure and record turbidity and chlorine residual readings on the *Monthly Disinfection/Turbidity Report (MDTR)* form. The remaining columns on the MDTR form are not required for compliance but provide valuable operational information.
- \* If you are not serving guests on a particular day and choose not to take readings, note this on the form. (It is recommended that you take readings when not serving guests.)

### FIRST DAY OF EACH MONTH

- \* Send in the previous month's *Monthly Disinfection/Turbidity Report (MDTR)* form to the Minnesota Department of Health (MDH) using the postage-paid envelope provided.
- \* **Be sure to sign and date the MDTR form.** Form must be received in our office **by the tenth day of the following month.**
- \* Keep a copy of the *MDTR* form for your records.

### ONCE A MONTH ON MONDAY, TUESDAY, OR WEDNESDAY

- \* Collect monthly coliform bacteria sample.
- \* Send the water sample with the **completed Laboratory Form** to the appropriate lab, using the box and mailing label provided.

### ON THE DAY COLIFORM BACTERIA SAMPLE IS TAKEN

- \* Record the distribution chlorine residual on the *MDTR* form on the day you collect your water sample, noting the sample location.
- \* You are required to submit one water sample per month when your facility is operational, even if you are operational only one day of the month.

### WHEN CLOSED FOR AN EXTENDED PERIOD OF TIME

- \* Notify MDH of the dates you will be open or closed.

**NOTE: YOU MUST SEND MDH A MONTHLY DISINFECTION/TURBIDITY REPORT FORM AND COLIFORM BACTERIA SAMPLE FOR EACH MONTH YOU ARE OPEN A MINIMUM OF ONE DAY.**