

Agenda Item Title:

Adoption of Boil Water Notification (BWN) Standard Operating Procedure

Meeting Date:

April 15, 2025

Department:

Water and Sewer/Administration

Requested By:

Howard W. Brown, Jr., Interim Town Manager

Background:

The Town of Century, as a regulated community public water system, is required under Chapters 62-555 and 62-560 of the Florida Administrative Code to have in place a documented and compliant Boil Water Notification (BWN) Standard Operating Procedure (SOP). The SOP outlines clear procedures and responsibilities for issuing and rescinding precautionary Boil Water Notices, ensuring compliance with the Safe Drinking Water Act and safeguarding public health.

This SOP will guide coordination between the Town, its contracted water system operators, the Florida Department of Environmental Protection (DEP), and the Department of Health (DOH). It includes templates for notifications in both English and Spanish, sample collection requirements, customer notification protocols, and record retention standards.

Recommendation:

Staff recommends that the Town Council adopt the "Boil Water Notification Standard Operating Procedure" dated December 23, 2024, to formalize and standardize the Town's response to water system incidents requiring public notification.

Attachment:

- Boil Water Notification Standard Operating Procedure (Dated 12/23/2024)

Proposed Motion:

"I move to adopt the Town of Century Boil Water Notification Standard Operating Procedure dated December 23, 2024, as the official policy for issuance and rescission of precautionary boil water notices."