



COMMONWEALTH of VIRGINIA

Karen Shelton, MD.
State Health Commissioner

DEPARTMENT OF HEALTH

OFFICE OF DRINKING WATER

Richmond Field Office

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Chief Operating Officer

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System Sanitary Survey Report

June 9, 2025

****Transmitted Via Email – No Paper Copy to Follow****

To: Nicole Washington
Mineral, Town Of
P. O. Box 316
Mineral, VA, 23117

SUBJECT: Louisa County
Waterworks: Mineral, Town Of
PWSID: VA2109525

Survey Date: May 22, 2025

Next Survey Due By: May 22, 2028

Present at Survey:

Name	Organization
Lyndsey McCauley	Office Of Drinking Water
Lydia Belser	Office Of Drinking Water
Toby Bryant	Office of Drinking Water
Hunter Martin	Town of Mineral
Nicole Washington	Town of Mineral

Reviewer: Toby Bryant

As a result of the sanitary survey noted above, the Office of Drinking Water offers the following comments. Should you have questions or desire to discuss our findings, please contact us at (804) 965-4038 or lyndsey.mccauley@vdh.virginia.gov.

ACCOLADES:

We would like to offer the following accolades to recognize exceptional performance at your waterworks:

SIGNIFICANT DEFICIENCIES:

There were no significant deficiencies at the time of this inspection.

MINOR DEFICIENCIES:

The Virginia Waterworks Regulations require your waterworks to complete the following actions. Failure to complete these actions by the specified dates may result in a Notice of Alleged Violation.

Section	Recommendations
Distribution System	The Cross Connection Control Program is currently from 1977. A new CCCP is required in order to include new connections added to the system and/or new backflow prevention devices applied. A template has been attached at your convenience. – Photo Number: None
60,000 Gallon Elevated Tank	A section of the insulation along the pump box looks to have been damaged. Our office acknowledges that a new tank inspection company is in the process of being hired. They may wish to complete this work, however, the piece of insulation needs to be replaced no later than November 1, 2025. – Photo Number: 1

RECOMMENDATIONS:

The following recommendations do not rise to the level of a violation of the Virginia Waterworks Regulations but are items identified during the sanitary survey.

Section	Recommendations
Management And Operation	During our inspection, we discussed the Emergency Management Plan that is currently in process. Please send this plan to our office as soon as possible and continue to update this plan as needed. – Photo Number: None

Please review the attached summary of required sampling and visit our web site at <http://www.vdh.virginia.gov/ODW/>. There you will find helpful information on water sampling and testing, operator licensing and training, consumer education, project funding and **many other topics, as well as, links to other key websites and Virginia's *Waterworks Regulations*.**

Survey By:



Lyndsey R. McCauley
Environmental Specialist Sr. - PWS

Attachment: Completed Field Checklist

ec:

Warren Hunter Martin,
VDH-ODW-Central Office
Louisa County Health Department
Louisa County Administrator

Attachments:

Photo #1:



J. DEMAND AND PRODUCTION Town of Mineral

# Connection	340
# Population	478
Permitted Capacity, gpd	120,000

	LCWA Connection		
Pump output, gpm	NA		
Permit capacity, gpd	93,600		
Date	meter reading		
5/22/2025	117,747,100		
1/1/2025	110,369,700		
Days in operation	141		
Total Production, gal	7,377,400		
Avg. daily production, gpd	52,322		
Pumping Avg, hrs/day	NA		

		Previous	Percent	% Permit
Combined production, gpd	Current	Inspection	Change	Capacity
GPD	52,322	N/A	N/A	44%
GPD/Conn	154			
GPD/Pop	109			

	Enter data from Permit/EDS
	Enter data from field observation
	Calculated value for report

**Information given by compliance supervisor

Public Water System Site Visit

PWS ID: VA2109525 PWS Name: MINERAL, TOWN OF

Source Type: SWP System Type: C Population: 435 Local Name:

County: LOUISA City: Last Sanitary Survey Date: 5/22/2025
COUNTY

Service Area Characteristic Code	Name	Service Connections	Name	Count
R	RESIDENTIAL AREA	Commercial	Unknown	340

Points of Contact

Name (Job Title)	POC Type	Address	Phone	Email
MARTIN, WARREN HUNTER	DO	286 Belleview Ave.		whmh2o1@hotmail.com
WASHINGTON, NICOLE TOWN MANAGER	AC OW	P. O. Box 316	540-894-5100	nwashington@townofmineral.net

Active Water System Facilities

Active WS Facilities Type Name	WS Facility ID	Active Sample Point Name
LCWA CONNECTION	CC001	
DISTRIBUTION SYSTEM	DS001	LCR13,LCR16,LCR15,LCR10,LCR09,LCR08,LCR07,LCR06,LCR02,LCR01,LCR12,LCR03,LCR05,LCR14,DBP01,DBP02,LCR11,TCR01
EP WELL 5	EP001	
EP EMERGENCY SPRINGS	EP002	
EP WELL 4	EP003	EP003
EMERGENCY SPRING	SP010	
60,000 GALLON ELEVATED TANK	ST001	
SPRING DISINFECTION	TP002	
WELL 5 CHLORINE, PH AND PO4	TP004	
WELL 4 CHLORINE, PH AND PO4	TP011	
WELL 4	WL003	RW003
WELL 5 (ABANDONED)	WL004	

Compliance Schedules

Schedule Closed Date	Schedule Effective Date	Schedule Id	Schedule Status Code	Schedule Status Date	Schedule Type
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	1/1/2025 12:00:00 AM	29	F	1/1/2025 12:00:00 AM	CCR
1/1/0001 12:00:00 AM	1/1/2025 12:00:00 AM	29	F	1/1/2025 12:00:00 AM	CCR
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	5/19/2025 12:00:00 AM	30	F	1/1/0001 12:00:00 AM	FOLL
1/1/0001 12:00:00 AM	1/1/2025 12:00:00 AM	29	F	1/1/2025 12:00:00 AM	CCR
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	12/14/2024 12:00:00 AM	27	F	12/14/2024 12:00:00 AM	LCRR
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP

Compliance Schedule Activities					
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
5/5/1977 12:00:00 AM		5/5/1977 12:00:00 AM	VAPLAN CROSS-CONN. APPROVED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
10/26/2009 12:00:00 AM		10/26/2009 12:00:00 AM	Z-NOUSE BSSR/TSWMP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM		7/1/2025 12:00:00 AM	CCR DISTRIBUTION	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM		10/1/2025 12:00:00 AM	CCR RECEIVE CERTIFICATION	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM

Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	The Town will complete construction for required modifications or additions to the water system as recommended in the PER	1/1/2028 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
7/26/1993 12:00:00 AM		7/26/1993 12:00:00 AM	VAPLAN LCR SAMPLE SITE REPORT	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
3/31/2025 12:00:00 AM	<p>Asked FD/DE for info 4/1/25. Emailed town manager 4/2/25. Emailed FD/Jarret again 4/7/25. Gave Jarrett a template for them to sign when he speaks to her next week.</p> <p>The Town will provide signed certification that water line extensions, water system expansions, or other waterworks modifications that may increase waterworks demand will be paused until additional source water capacity can be provided. The signed certification will be submitted</p>	3/31/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	4/8/2025 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	Provide response to after action memo from BWA during week of May 11, 2025. JR 5.19.25	6/19/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM		7/1/2025 12:00:00 AM	CCR COPY RECEIVED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM

Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
9/16/2004 12:00:00 AM		9/16/2004 12:00:00 AM	Z-NOUSE ST1 MONITORING PLAN APPROVED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
4/1/1988 12:00:00 AM		4/1/1988 12:00:00 AM	Z-NOUSE LEAD NOTICE DATE	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
9/9/2013 12:00:00 AM		9/9/2013 12:00:00 AM	VAPLAN ST2 MONITORING PLAN APPROVED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
3/7/2025 12:00:00 AM	Signed CAP should be returned	3/7/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	Quarterly Progress report for CAP	1/10/2026 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	Quarterly Progress report	10/10/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
3/15/2007 12:00:00 AM		3/15/2007 12:00:00 AM	Z-NOUSE 40/30 CERT ISSUED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/7/2020 12:00:00 AM	Well #5 removed as raw source	1/1/0001 12:00:00 AM	VAPLAN RTCR BSSP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	If the PER recommendations include construction, The Town will obtain a construction permit for the required construction	1/1/2027 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM		7/1/2025 12:00:00 AM	CERTIFY LEAD SL NOTIFICATION	7/1/2025 12:00:00 AM	1/1/0001 12:00:00 AM

Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	The Town will hire a Professional Engineer, licensed in the Commonwealth of Virginia, to develop a Preliminary Engineering Report (PER) to evaluate alternatives to establish adequate source water capacity for the waterworks. The Town will submit the PER to RFO	1/1/2026 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
3/7/2025 12:00:00 AM	Quarterly Progress report for CAP	4/10/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM

Treatment Processes

Active Treatment Plant Name	Objective Name	Process Name	Process Number
WELL 5 CHLORINE, PH AND PO4	PHOSPHATE	INHIBITOR, ORTHOPHOSPHATE	445
WELL 4 CHLORINE, PH AND PO4	PHOSPHATE	INHIBITOR, ORTHOPHOSPHATE	445
WELL 4 CHLORINE, PH AND PO4	SODA ASH	PH ADJUSTMENT, POST	741
WELL 5 CHLORINE, PH AND PO4	PH ADJUSTMENT	PH ADJUSTMENT, POST	741
WELL 4 CHLORINE, PH AND PO4	CHLORINATOR	HYPOCHLORINATION, PRE	423
SPRING DISINFECTION	CHLORINATOR	HYPOCHLORINATION, PRE	423
WELL 5 CHLORINE, PH AND PO4	CHLORINATOR	HYPOCHLORINATION, PRE	423

TCR And Non-TCR Monitoring Schedules

Routine Schedule Analyte or Group	WSF Name	Frequency	Begin Date
COLIFORM (TCR)	Distribution System	1 RT per MN	1/1/2016
PBCU	DISTRIBUTION SYSTEM	5 RT per 3Y	1/1/2016
TTHM/HAA5	DISTRIBUTION SYSTEM	1 RT per YR	1/1/2025

Water Facility Monthly Testing

Monthly Analyte	WSF Name	Count Per Day	Level Type	Level	Unit Of Measure	Begin Date
CHLORINE	DISTRIBUTION SYSTEM	0	MAX	4.00	MG/L	1/1/2019

TCR Positives in Last 24 Months

There is no TCR Positives data.

Violations in Last Five Years

Facility	Violation Type	Analyte Name	Violation Begin Date	Violation End Date
	CCR REPORT	CONSUMER CONFIDENCE RULE	7/1/2024	7/26/2024

Unresolved Deficiencies

There is no Unresolved Deficiencies data.

Sanitary Survey Report

Distribution

DISTRIBUTION SYSTEM

1	Is the CCCP maintained by an individual designated in responsible charge of the CCCP by the owner?	✓
3	Does the waterworks have adequate and up to date records of all cross connections , all required annual testing of installed backflow prevention devices, and records of assessments of all connections? CCCP is currently from 1977. A new CCCP is required to include new connections etc. No records could be found at time of inspection due to staff turnover etc.	MIN Deficiency
4	Are CCCP records retained for 10 years?	MIN Deficiency
5	CCCP evaluated every 5 years and updated if necessary to meet the requirements of section 600 of the regs	MIN Deficiency
6	Is the vault drain/sump pump functioning? (is there evidence of standing water?)	✓
7	If the meter is a consecutive connection, Is there an operable sample tap?	✓
8	Are operators able to safely enter the vault for inspection, maintenance and repairs? (adequate ladder, confined space equipment and training if applicable)	✓
9	Is access to the vault / chamber locked or otherwise secured?	✓
10	Is there bypass piping and isolation valves available for meter maintenance? Isolation valves are exercised every 6 to 8 months per operator.	✓
11	Are there operable pressure gauges present? (for PRV or altitude valve) Based on previous inspection.	✓
12	Are air and vacuum relief valves routinely checked to ensure that ports are properly installed to prevent against cross connections? (not subject to flooding, downward facing, and screened)	✓
13	Is the meter in the vault operational? (recommend recording meter reading in comments) Meter reading: 117747100	✓
14	Are individual service meters provided for all connections?	✓

15	Is a service meter calibration and replacement program in effect? Replacement and calibration is completed as needed.	✓
16	Is a flushing program in place? (unidirectional preferred) Flushing in place as needed.	✓
17	Is an isolation valve exercising program in place?	✓
18	No evidence of less than 20 psi at service connections or other pressure problems?	✓
19	Does the waterworks follow ODW guidelines for disinfection, sampling, and Boil Water Advisories following a main repair (see ODW Field Manual)? Currently developing SOP's and Emergency management plan to address these concerns. Based on boil water advisory issued last week, they are following all ODW guidelines.	✓
20	Are water audits (water loss/leakage calculation) routinely performed? Created a new system last year called "Top 10 Consumers" that focuses on finding leaks in the distribution system. The town also has a contract with VRWA that focuses on this new system.	✓
21	Was the average leakage (real losses) over the past 12 months less than or equal to 30%? Only one massive leak which was found on the costumer side. Reported to LCWA.	✓
22	Are fire flow tests routinely performed and communicated to the waterworks? Town maintains the fire hydrants and calls in contractors to help. In the process of replacing some of the older hydrants due to not being able to get parts etc.	✓
24	Are plans, sketches, or maps with valve & master meter locations available?	✓
25	Inspected records of repairs, flushing, hydrant testing, and water audits, and confirmed that they are addequate and maintained (kept) for at least 5 years? Currently in the process of trying to make copies digital has there is currently a mix.	✓
26	CCCP plan document date or approval date is 2022 or more recent? (in compliance with 2021 regs) Discussed the need to update. Will send template with letter.	MIN Deficiency

Finished Water Storage

60,000 GALLON ELEVATED TANK

1	Is the access ladder locked from unauthorized access?	✓
2	Has the waterworks provided documentation to verify the vent is properly shielded and screened with #24 mesh?	✓
3	Has the waterworks provided documentation that the entrance hatch is locked and a shoebox style or otherwise protected from the entrance of water?	✓

4	<p>Are pictures of the tank interior provided? Are there indications of problems? (Floating debris, deteriorated lining, corrosion evident, excess sediment, etc.)</p> <p>Town is in the process of changing tank survey companies from USG to Southern Corrosion Control. Pictures are to be provided once work to the tank is completed.</p>	REC Deficiency
5	<p>Does the tank have a functioning drain with a protected outlet?</p>	✓
6	<p>Does the tank have an overflow affixed with a screen adequate to prevent entry of pests or a duckbill, and an air gap with a splash pad/sanitary drain?</p>	✓
7	<p>Is the sidewall access and all other access locked/bolted?</p>	✓
8	<p>Is access to the storage tank facility fenced and locked, or located within a greater secure area? (fence and lock in good condition)</p>	✓
9	<p>Are all other tank openings curbed, sleeved, watertight and freeze protected?</p>	✓
10	<p>Does the waterworks have an effective routine tank inspection and preventative maintenance program in place?</p> <p>In the process of changing to new company. New company will be scheduled for tank maintenance on a more frequent basis.</p>	✓
11	<p>Does the waterworks have an adequate strategy to monitor and maintain tank water quality? (preventing issues due to stratification, water age, nitrification, etc.)</p>	✓
12	<p>Is the tank mixer/aerator functioning adequately?</p>	✓
13	<p>Is tank level control adequate? (pressure maintained, high/low alarms if needed, level recorded)</p> <p>Tank levels are shown using a control box that displays levels at the meter vault, well house, and tank itself. During inspection tank was 30% full as plant had start at 6 AM that morning.</p>	✓
14	<p>Are operators familiar with tank levels necessary to maintain 20 psi, 1/2 day storage, and provide target fire flow for target duration?</p>	✓
15	<p>Is adequate corrosion control in place? (exterior coating in good condition, cathodic protection operable, ringwall seal intact)</p> <p>Tank had paint repair last year and will be undergoing a new wash out and paint repair this upcoming year under Southern Corrosion.</p>	✓
16	<p>Is operator safety adequately provided? (ladder safety system in good condition, operators trained and adequately equipped, no other hazards)</p>	✓
17	<p>Is access to the storage tank maintained? (lot mowed/kept up, road maintained)</p>	✓
18	<p>Is surface water diverted from the tank?</p>	✓

- 28 **No other issues with tank or associated appurtenances**
There is a piece of insulation that needs to be replaced on the pump box. See photographs.

No Severity

MR Data Verification

1	BSSP appropriate for the population served, sample sites used, and extent of the distribution system	✓
2	Does the waterworks correctly rotate sites, use all approved sites, and not use unapproved sites? (verify collection addresses are from approved sites since the last inspection)	✓
5	Does the DDBP Monitoring Plan include the correct number of samples, frequency, and appropriate sample locations where maximum DBP formation is expected?	✓
6	Does the LCR Plan include the correct number of samples, frequency, and appropriate sample locations based on the Tiered criteria?	✓
7	Does the MOR confirm continuous Optimized Corrosion Control Treatment (OCCT) in accordance with the Operation Permit Conditions?	✓
8	Have all MORs been submitted in the last 12 months?	✓
9	Are all required operational treatment parameter monitoring and other information reported? Treatment is normally added to MOR, however, it is offline at this time.	✓
19	Can the operator/sampler identify the correct sample locations and do they have access to approved monitoring plans (raw, entry point, process control, WQPs, DBPs, total coliform, lead and copper?)	✓
21	Does the operator/sampler otherwise demonstrate sufficient knowledge of sampling requirements?	✓
23	Review of SDWIS, MOR, field samples, and daily log water quality sampling results free of evidence of potential sampler error, potential data falsification, or other data problems?	✓
43	Public Notices and Certification Forms submitted and are up to date in SDWIS	✓
4	Does the waterworks have written procedures for notifying groundwater wholesalers of total coliform positive results?	Not Applicable
14	Chlorine monitoring - Is an approved method used to analyze the chlorine grab samples? (methods using test strips or a color wheel are not approved)	Not Applicable

Management and Operation

1	<p>Are the waterworks facilities and appurtenances in good operating condition? (source, treatment, and distribution facilities without defect) (triennial assessment - mandatory question)</p> <p>Well 4 is currently offline. Only connection is through LCWA which was supposed to be an emergency/supplemental connection. CAPDEV has given funding to help rehab well.</p>	✓
2	<p>Does the system meet Waterworks Regulations design and construction standards? (unpermitted construction or modification) (triennial assessment - mandatory question)</p>	✓
3	<p>Does the waterworks meet all established National Primary Drinking Water Standards, and has taken action to prevent recurrence of past violations? (triennial assessment - mandatory question)</p>	✓
4	<p>Did the owner issue Public Notice if required?</p>	✓
5	<p>Has the waterworks either not received significant deficiencies, or completed timely correction of all significant deficiencies? (triennial assessment - mandatory question)</p> <p>Currently under a corrective action plan (CAP) to address issues surrounding wells and water capacity issues.</p>	✓
6	<p>Did the waterworks address recommendations from recent sanitary surveys? (triennial assessment - mandatory question)</p>	✓
7	<p>Free of complaints since the last inspection? (explain or summarize any complaints reported to ODW or the waterworks in the comments)</p> <p>No complaints in terms of water quality. Complaints about on going issues with surrounding water capacity.</p>	✓
8	<p>Does the waterworks have a written policy for responding to customer complaints? (triennial assessment - mandatory question)</p>	✓
9	<p>Does the waterworks have an emergency response plan that has been tested and is routinely updated?</p> <p>Currently in the process of creating.</p>	REC Deficiency
10	<p>Does the Emergency Response Plan include background information with a system description and diagram (including facility addresses), and is it up to date?</p>	REC Deficiency
11	<p>Does the Emergency Response Plan include hazard analysis (recommend that analysis is performed with locality emergency manager) that addresses adverse weather events?</p>	REC Deficiency
12	<p>Does the Emergency Response Plan include an emergency contact list including all critical emergency contacts (recommend including all contacts from the Waterworks Emergency Response Plan Template available on the ODW website)?</p>	No Severity
13	<p>Does the Emergency Response Plan include action plans to address all risks identified in the hazards analysis? (recommend using EPA hazards specific checklists)?</p>	REC Deficiency

14	Does the Emergency Response Plan include a Continuity of Operations plan, specifically roles and responsibilities?	REC Deficiency
15	Does the Emergency Response Plan include advisory (BWA, etc.) templates and procedures for non-english speaking populations?	REC Deficiency
16	Is the Emergency Management Plan for Extended Power Outage current? In the process of trying to update. SOP's have been made, however, the officially plan is not yet completed.	MIN Deficiency
17	Waterworks is aware of VA WARN (if not, inform the waterworks that this network can aid waterworks in response to emergencies, see vawarn.org)	REC Deficiency
19	Are all plans and reports up to date and implemented (eg. BSSP, LCR Plan, CCCP, CCR, Sampling, etc.)? (triennial assessment - mandatory question)	✓
20	Does the waterworks have sufficient licensed operator coverage for sick leave and vacation? (triennial assessment - mandatory question)	MIN Deficiency
21	No problems with personnel turnover	✓
22	Are there records of an active ongoing staff training program? (staff should review the Asset Management Plan to evaluate)	✓
23	Have all operators attended a technical training seminar or conference at least once per year, over the past 3 years? (triennial assessment - mandatory question)	✓
24	Did operators appear to be adequately trained for their roles?	✓
25	Is there an active safety program?	✓
26	Clear lines of communication established with managers, plant and system operators?	✓
27	Is the system's management generally responsive to operator requests for training, equipment, or other needs?	✓
28	Does the waterworks have records demonstrating that preventative maintenance tasks are scheduled and performed?	REC Deficiency
29	Does the waterworks have a written Asset Management Plan? (triennial assessment - mandatory question)	REC Deficiency
31	Does the waterworks have a written Capital Improvement Plan? (triennial assessment - mandatory question)	REC Deficiency

32	Is a reserve fund established to cover necessary replacements or Capital Improvements? (triennial assessment - mandatory question)	✓
34	Does the waterworks have at least 45 days cash on-hand to cover expenses? (triennial assessment - mandatory question)	✓
35	Is the waterworks budget independent from subsidization by general funds, sewer funds or other funding sources? (triennial assessment - mandatory question)	✓
36	Have the waterworks' rates been adjusted in the past three years? (triennial assessment - mandatory question)	✓
37	Does the waterworks have a WBOP that is up to date and implemented?	MIN Deficiency
38	Are all service connections equipped with operational meters and is there a water accountability program in place? (triennial assessment - mandatory question)	✓
39	Did the waterworks consistently operate within 80% of its permitted capacity? (not exceeded for 3 consecutive months) (triennial assessment - mandatory question) Calculated usage from Jan 1, 2025 to May 2025. Average water usage around 52,322 GPD. Within their operation permit capacity, however need to keep a close eye on usage considering the usage does not include summer/warmer months.	✓
40	Has the waterworks operated within their Operation Permit capacity since the last inspection? (if not, explain in comments) Permit capacity is set to Well No. 4 and LCWA connection. The connection is a supplement to Well No. 4 which is the main source. However, Well No.4 has been turned offline and the LCWA connection is being fed as the main source. No new connections can be added to the system at this time due to the limitation of capacity. A Corrective Action Plan has been created with timelines going all the way to 2028. The connection to LCWA is sufficient in providing water to the town at this time but is not to be a permanent solution.	MIN Deficiency
43	Records retained in accordance with the Retention and Disposition Schedule of the Library of Virginia, General Schedule No. 7 for public utility records of county and municipal governments CCCCP documents are to updated etc.	MIN Deficiency
46	No other management and operations issues noted during the survey.	✓
18	Waterworks is a member of VA WARN	Not Applicable
30	Have all item in the Asset Management Plan been completed by the specified deadlines? (staff should review the Asset Management Plan to evaluate)	Not Applicable

33	Have all item in Capital Improvements Plan been completed by the specified deadlines? (staff should review the Capital Improvements Plan to evaluate) Currently working to competed CAP.	Not Applicable
44	Has the waterworks implemented Operational Technology (OT), such as SCADA, industrial controls systems (ICS), building management systems, fire control systems, and physical access control systems? (If yes, update SDWIS OT indicator to reflect)	Not Applicable
45	Does the waterworks routinely perform cybersecurity assessments and address gaps identified?	Not Applicable

Operator Compliance

1	Does the designated operator have an unexpired Virginia DPOR waterworks operator license of at least the same class as the waterworks? Warren Hunter Martin, Class 1 Waterworks Operator License Number: 1955003275 Exp. Date: 02/28/27	✓
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Other

1	Enter into comment field the number of hours spent (number only) on this survey, including preparation, travel, time on site, and report writing. 6 hours	✓
2	Is the waterworks Operation Permit up-to-date? (if no, describe changes needed in comments)	✓
3	Is the Waterworks Description Sheet up-to-date? (if no, describe changes needed in comments)	✓
4	Is SDWIS inventory data current? (update while in the field if possible, or note changes needed in comments to update upon returning to the office) Updated SDWIS to reflect change in population and inactivation of Well No. 4 for the time being.	✓
5	SDWIS data review - No unaddressed exceedances (PMCL, SMCL, AL, OEL, etc.) If an exceedance was not indicated by a SDWIS compliance report, log in the SDWIS issue log at Y:\13-Manuals\09-Data Management Manual\SDWIS	✓
6	SDWIS Data Review - Sample schedule types, frequencies, and number of samples correct	✓
7	SDWIS Violation & Enforcement Action data current?	✓
8	No other safety issues or concerns noted during the inspection	✓

CHEMICAL TEST RESULTS:

	PH	Cl (Free)	Cl (Total)	Alk	Hard	Turb	F	Fc	Mn	Al	P	Color	Temp
Raw													
Primary													
Applied													
Finished													

FINISHED WATER STABILITY:

	PH	Alkalinity	Ca Hardness	TDS/Conductivity	Chlorides	Sulfates
Treated Sample						
Tap Sample						

Results: The water is _____ mg/l (scale forming or corrosive)

CT CALCULATIONS:

	UNIT NAME	RESIDUAL TYPE	DESINFECTANT RESIDUAL	DETENTION TIME (T10)	CT calc	pH	CT 99.9	CT calc % CT 99.9
CT1	Primary Rapid Mix							
CT2	Primary Floc							
CT3	Primary Settling							
CT4	Recarbonation Basin							
CT5	2nd Rapid Mix							
CT6	2nd Floc							
CT7	2nd Settling							
CT8	2nd Recarbonation							
CT9	Filters							
CT10	ClearWell							
CT other								
CT credit								0.83
TOTAL								

Basic Inventory Comments

Parties Present/Point Of Contact Comments

Site Visit Observation Comments

[illegible]

Site Visit Observation Comments

This image shows a full page of white paper with horizontal gray ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other content on the page.