



## **Guidelines for Opening and Closing Seasonal Public Well Water Supply Systems**

### **Opening a well water supply system to the public**

1. Inspect your well and water distribution system (plumbing) for any damage that may have occurred over the winter. Check the well casing and well cap for damage. Look for damaged or disconnected water lines and repair to return your system to good working condition.
2. Make sure that any water treatment cartridges or membrane filters are removed from their housings prior to filling the system with water and disinfecting.
3. Fill the system with water; verify water pressure and integrity of the water distribution system.
4. Flush out the system thoroughly. Run water through all faucets and other outlets.
5. Disinfect the entire water system: well(s), storage tanks, filter housing, and plumbing—including all outlets.
6. Following disinfection, thoroughly flush the system until no chlorine can be detected in the water. Use a field test kit to confirm that you have flushed all chlorine from the system.
7. Install new filter cartridges and membranes.
8. After disinfection has been completed and all chlorine removed, a water test should be performed for “total coliform bacteria.”

### **Make sure the water supply is free of coliform bacteria before providing to the public**

\*Anoka County licensed food and lodging establishments must contact the Environmental Services Department at 763-422-7063 to schedule an inspection and water test before opening and serving the public from a seasonal water system (NOTE: the Minnesota Department of Health monitors the seasonal water supply systems that are not licensed by Anoka County. For more information call the MDH Drinking Water Protection Program at 651-201-4700.

## **Guidelines for Opening and Closing Seasonal Public Well Water Supply Systems (continued)**

### **Closing a well water supply system at the end of the season**

1. Shut off the power to the well pump.
2. Shut off the power to any water heaters(s) and drain the remaining water (preferably to the ground, outside, so you don't overload the septic system). Make sure all lines, tanks and treatment devices are completely drained (following manufacturer's instructions). Ideally, a water softener can be stored in a heated space to prevent freezing/damage to the resin.
3. To improve draining, locate an outlet at the lowest point in the system and drain from that point. But be sure to open all the other faucets/taps at the same time to allow air to replace the water being removed. Also, be certain that any in-line valves are open to allow flow through the system. Flush toilets to empty the tank (mop out remaining water). If you are not confident in using gravity to completely drain your lines - including any buried pipe - compressed air can be used to push out any remaining water. Bladder and diaphragm pressure tanks will self-drain with the rest of the system. Older-style tanks in which air and water share the same space should be drained using the drain plug on the tank.
4. Drain and, if necessary, store any non-submersible pumps (such as jet-pumps). Avoid using antifreeze in the drinking water system. Instead, the system should be thoroughly drained. Components and equipment that can't be thoroughly drained should be removed and stored in a heated area. Do not add antifreeze to your well which is typically below the frost-line and not vulnerable to freezing. RV antifreeze (propylene glycol based antifreeze) may be used to protect waste water lines and fixtures, such as drain traps, toilet traps, and toilet tanks.
5. Cap or tape up any open pipes to prevent insects, rodents or debris from entering the water system during the winter.