

The User Supervisor

MCWD USER SUPERVISOR TRAINING

Training Contents

- 1. Roles and Responsibilities**
2. Self-Monitoring
3. Notifications
4. Employee Training
5. General Record Keeping
6. Change of User Supervisor

Roles & Responsibilities



- Each User must designate a User Supervisor
 - Can be site's Owner or someone assigned
 - Must have authority to carry out all requirements MCWD may have
- Must be available to MCWD as needed.
 - Recommended the User supervisor be an employee who is permanently stationed at the site.
- The User Supervisor must complete a User Supervisor Certification Training

Roles & Responsibilities

- Be knowledgeable about recycled water regulations
- Protect public health and ensure safe use of recycled water by preventing cross-connections
- Conduct inspection of the on-site recycled water system and submit quarterly self-monitoring report to MCWD
 - Must be available for all cross-connection tests and inspection of the on-site recycled water system.
- Train personnel on the proper uses of recycled water
- Prepare all reports, inspections, recordkeeping, and payment of all fees required for the system establishment, operation, and maintenance
- Notify MCWD of any failures, violations, and emergencies that occur involving the recycled water

Training Contents

1. User Supervisor
2. **Operation & Maintenance**
3. Notifications
4. Employee Training
5. General Record Keeping
6. Change of User Supervisor

Operation & Maintenance

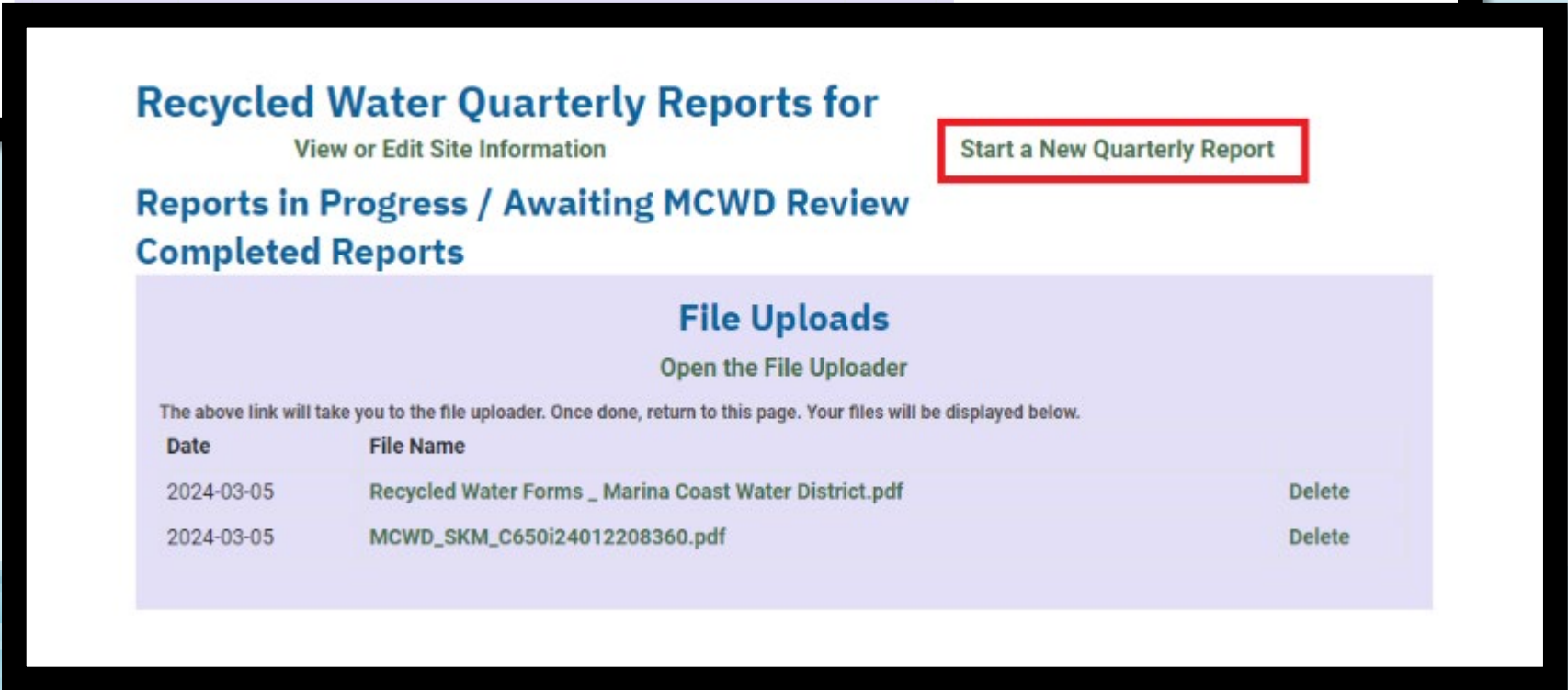
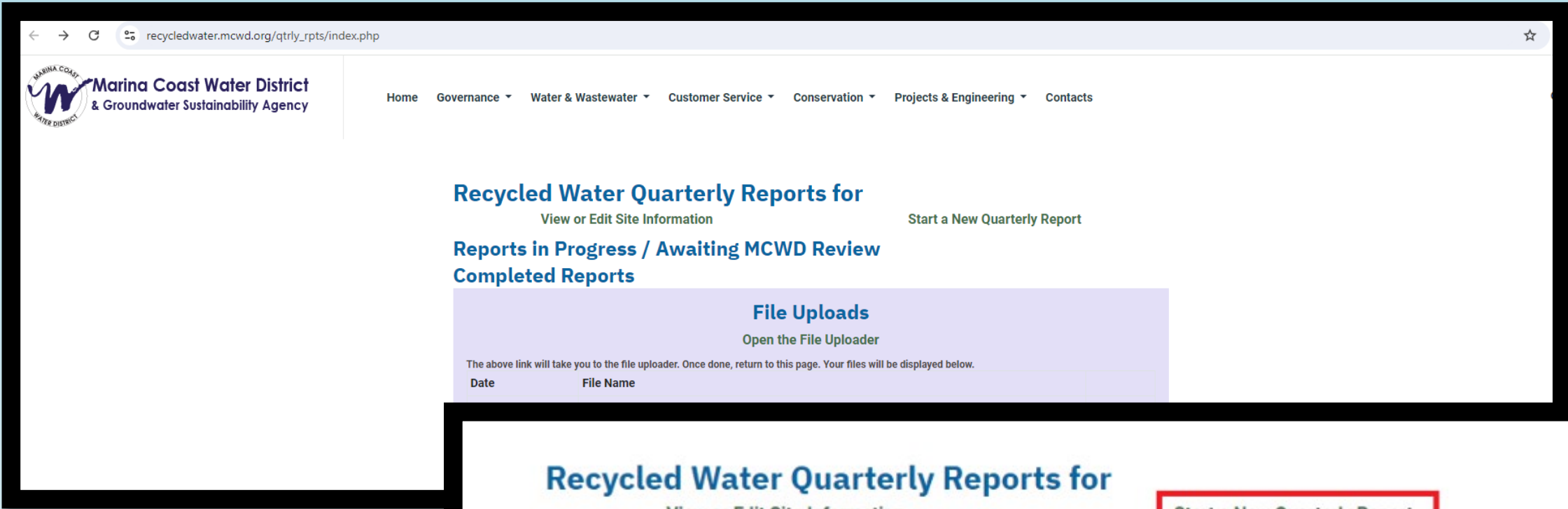
- Routinely inspect entire system
 - Repair broken valves, pipes, etc.
 - Adjust sprinklers for ponding, runoff, etc.
 - Eliminate any mosquito breeding
 - Prevent unauthorized discharge or contact
 - Replace damaged/missing signs, tags, stickers, etc.
- Obtain approval from MCWD for modifications
 - Record maintenance and modifications
- Ensure safe use and handling of water
 - Operating, maintaining, and preventing potential violations
 - Understanding backflow and cross-connection



Operation & Maintenance

- Perform quarterly self-monitoring of sites
 - These inspections must be documented
- Quarterly self-monitoring forms are available on the MCWD's website.
- Due on/before March 15th, June 15th, September 15th, and December 15th





Quarterly Recycled Water Self-monitoring Report

Site Information

Name or Description of Site:

Site APN:

Site Address:

Site Supervisor:

Supervisor Phone:

Supervisor Email:

For Internal Use Only

Date Received:

Received by:

Notes:

Inspection Date:

For Quarter:

Type of Inspection

- ☐ Standard Operations Inspection
☐ Off-season Inspection

A. Cross Connection Review

1. Have any changes been made to the recycled water system since the last cross-connection test and/or last quarterly monitoring report? ☐ Yes ☐ No

If yes, type a file description and use the file uploader to provide a marked-up drawing showing the changes.

Drawing Description:

2. Are there visible cross-connections to the water meter service?

☐ Yes ☐ No

If yes, use the file uploader to upload applicable photos.

3. Complete the Backflow Prevention Device Visual Hazard Assessment at the end of this form and submit it with the quarterly report if you have backflow devices identified within your permit.

B. Irrigation System Operations

1. Were any fertilizers applied this quarter?

☐ Yes

☐ No

If yes, please list the fertilizer names and application rates:

2. Are the Safety Datasheets for all fertilizers used on-site not maintained at the site?

☐ Yes

☐ No

If yes, describe the datasheets and use the file uploader to provide them.

Datasheets Description:

C. Monitoring Observations

1. Is recycled water escaping the use area through surface runoff or airborne spray?

☐ Yes

☐ No

If yes, note the affected area, estimated volume, and the cause of runoff or overspray (i.e. broken sprinkler head) and use the file uploader to upload photos if applicable:

2. Is there an odor that may be biofilm build-up observed at the site being irrigated with recycled water?

☐ Yes

☐ No

If yes, note affected area, apparent source, direction of travel, the characterization of the odor, and areas affected by the odor:

3. Is there evidence of recycled water ponding or mosquitos breeding within the irrigation area due to prolonged ponding?

☐ Yes

☐ No

If yes, note affected area and use the file uploader to upload photos if applicable:

4. Are warning signs, labels, tags, and markings identifying recycled water missing, illegible, or not visible?

☐ Yes

☐ No

If yes, note the type and location of any missing or illegible signs, labels, tags, and markings and use the file uploader to upload photos if applicable:

5. Is there evidence of leaks or breaks in the irrigation system piping or tubing?

☐ Yes

☐ No

If yes, describe evidence, note the type of piping and location of leak or break and use the file uploader to upload photos if applicable:

6. Is there evidence of plugged, broken, or otherwise faulty irrigation system components including drip irrigation system emitters or spray irrigation sprinklers?

☐ Yes

☐ No

If yes, describe the evidence and note the location of the broken or faulty equipment and use the file uploader to upload photos if applicable:

7. Is recycled water being sprayed directly on or escaping via runoff to restricted areas? This includes overspray onto people, dwellings, food handling facilities, eating areas, and drinking fountains.

☐ Yes

☐ No

If yes, note the affected areas and their locations and use the file uploader to upload photos if applicable:

D. Corrective Actions

Describe any corrective actions being taken to correct any problems noted above:

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Notifications

Contact MCWD if

- Violation has occurred
- Violation will occur
- Violation may have occurred

Minor Violations

- **Unlikely** to make someone immediately sick
- Immediately (24 hours) call MCWD
- Send in Notification of Violation form



Notifications

Major Violations

- **Likely** to make someone immediately sick
- includes
 - **Cross-connection** identified
 - **Illness suspected** to be related to recycled water
 - **Discharge** over 50,000 gallons
- Immediately call MCWD, State DDW, Regional Board, and County Health Department
- Written notification within 10 business days



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Personnel Training

- User Supervisor is responsible for ensuring all operations personnel are trained
 - Use and handle recycled water safely
 - Must have documentation
- MCWD website has tools to help you succeed



Personnel Training

- ALL Operations personnel must be aware of and understand the following:
 - Recycled water, although highly treated, is non-potable. **Recycled water shall never be used for direct human consumption.**
 - Working with recycled water is safe if common sense is used and appropriate regulations are followed.
 - Conditions such as ponding and runoff are not allowed.
 - Good personal hygiene must be followed (for example, washing hands after working with recycled water).
 - There is never to be a direct connection between the recycled water system and the potable water system.



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General Record Keeping

The User Supervisor is responsible for completing all required record keeping

- Staff training records
- Maintenance modification records (As-builts)
- Quarterly Monitoring
- Inspections
 - Even if nothing was found
- Test records
- Payment of fees

You are responsible to demonstrate compliance



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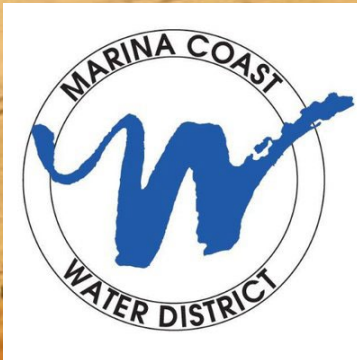
Change of User Supervisor

- There must **always** be a User Supervisor associated with a site
 - If necessary, the User will be designated User Supervisor in interim
 - No Supervisor = service termination
 - Have trained User Supervisor on standby
- The User shall have **thirty (30) days** to notify the MCWD of the name of the new Recycled Water User Supervisor as part of the certification training.



Please reach out to MCWD
Engineering Department if you have
any questions

Thanks for watching our training!



MCWD Recycled Water - Safe, sustainable,
drought-proof solutions protecting our
groundwater's future