

PART V
REPORTING AND RECORDKEEPING

§ 501 PURPOSE

The purpose of this part is to define the reporting and recordkeeping requirements for all public water system owners/operators.

§ 502 REPORTING REQUIREMENTS

- A. Except where a shorter period is specified in this part, the public water system owner or operator shall report to the Director the results of any test measurement or analysis required by these regulations within:
1. The first ten days following the month in which the result is received, or
 2. The first ten days following the end of the required sampling period as stipulated by the Director, whichever of these is shorter.
- B. Except where a different reporting period is specified in this part, the public water system owner or operator must report to the Director within 48 hours the failure to comply with NNPDWR (including failure to comply with sampling requirements) set forth in these regulations;
- C. The public water system owner or operator is not required to report analytical results to the Director in cases where an approved EPA laboratory reports the results directly to the Director.
- D. The public water system, within 10 days of completing the public notification requirements under Part VI (Public Notification) of these regulations for the initial public notice and any repeat notices, must submit to the PWSSP a certification that it has fully complied with the public notification regulations. The water system must include with this certification a representative copy of each type of notice distributed, published, posted, or made available to the persons served by the system and to the media.
- E. The public water system owner or operator shall submit to the Director within the time stated in the request copies of any records required to be maintained under § 503 or copies of any documents which the Director is entitled to inspect pursuant to the authority of §§ 2541 and 2542 of the NNSDWA.

§ 503 RECORD MAINTENANCE

Any public water system owner or operator subject to these regulations shall retain on its premises or at a convenient location near its premises the following records for the following periods:

- A. Records of microbiological analyses and turbidity analyses made pursuant to this part shall be kept for not less than 5 years. Records of chemical analyses made pursuant to these regulations shall be kept for not less than 10 years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:
1. The date, place, Navajo Nation well identification number, and time of sampling, and the name of the person who collected the sample;
 2. Identification of the sample as to whether it was a routine distribution system sample, check sample, raw or processed water sample or other special purpose sample;
 3. Date of analysis;
 4. Laboratory and person responsible for performing analysis;
 5. The analytical technique/method used; and
 6. The results of the analysis.
- B. Records of action taken by the system to correct violations of these regulations shall be kept for a period not less than 3 years after the last action taken with respect to the particular violation involved.
- C. Copies of any written reports, summaries or communications relating to sanitary surveys of the

system conducted by the system itself, by a private consultant, or by any Tribal, state or federal agency, shall be kept for a period not less than 10 years after completion of the sanitary survey involved.

- D. Records concerning a variance or exemption granted to the system shall be kept for a period ending not less than 5 years following the expiration of such variance or exemption.
- E. Copies of public notices issued pursuant to Part VI and certifications made to the NNEPA-PWSSP pursuant to § 502 must be kept for three years after issuance.
- F. Copies of the consumer confidence reports submitted by water systems must be kept at the PWSSP office for a period of one year.
 - 1. Copies of the certifications that consumer confidence reports were submitted to the consumers must be retained at the PWSSP office for a period of five years.
- G. Copies of monitoring plans developed pursuant to these regulations shall be kept for the same period of time as the records of analyses taken under the plan are required to be kept under subsection (A) of this section, except as specified elsewhere in these regulations.