


Public Water System Service Disruption Reporting

<http://www.epa.ohio.gov/ddagw/pws/disruptionreporting.aspx>



Screen 1 – Reporter’s contact information. If reporter is the primary contact for the incident, select “Yes” and the screen2 page will be by-passed.

The primary contact is the person that the agency will be contacting for follow-up.




PWS Service Disruption Report

Ohio Environmental Protection Agency

Reporters Info Public Water Supply Information Incident Information Notifications Review and Submit

Contact Information

Screen 1 ▼

Name: 

Water system or company name: * Water System, Fire department...etc

Phone number: *

Email address:


Are you the primary contact for this incident? *

Yes No

Restart Exit Next

Screen 2 – Primary contact’s information. If the reporter is not the primary contact for the incident complete this page with their contact information.

The primary contact is the person that the agency will be contacting for follow-up.




Ohio Environmental Protection Agency

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Primary Contact

Screen 2 ▼

Name 

Company *

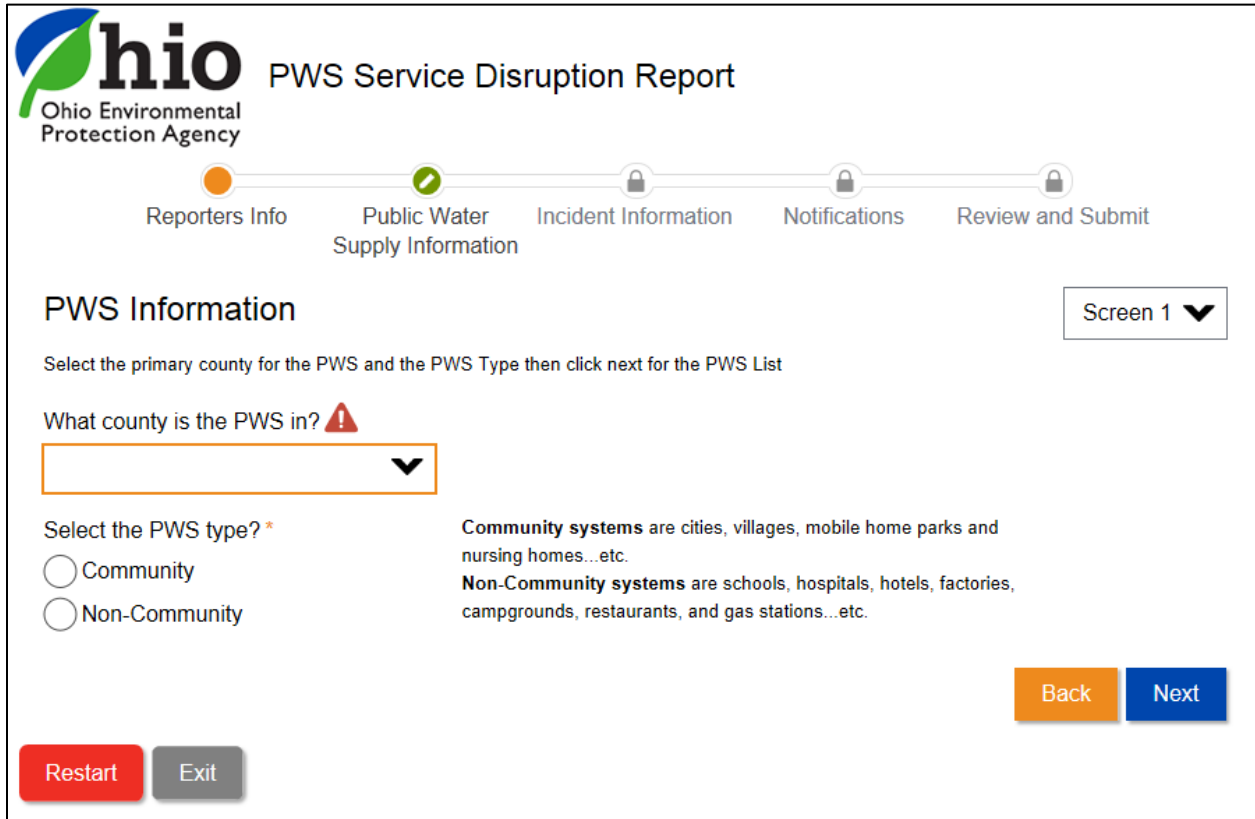
Phone *

Email *

Restart Exit Back Next

Screen 3 – This is used to narrow the list of Public Water Systems (PWS) to select from.

- Select the primary county for the PWS from the dropdown list.
- Select whether the system is a Community water system or a Non-Community water system.
 - Community water system – Cities, villages, mobile home parks, nursing homes...etc.
 - Non-Community water system – Schools, hospitals, hotels, factories, campgrounds, restaurants, gas stations...etc.



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PWS Information

Screen 1 ▼

Select the primary county for the PWS and the PWS Type then click next for the PWS List

What county is the PWS in? ⚠

Select the PWS type? *

Community

Non-Community

Community systems are cities, villages, mobile home parks and nursing homes...etc.

Non-Community systems are schools, hospitals, hotels, factories, campgrounds, restaurants, and gas stations...etc.

Restart Exit Back Next

Screen 4 - Select the Public Water System (PWS) – Note this is an example of Community systems in Fulton County



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Public Water System

Screen 2 ▼

Select Only One

- ARCHBOLD VILLAGE
- DELTA VILLAGE
- FAYETTE VILLAGE
- LYONS VILLAGE
- NORTHEAST WATER SYSTEM
- SWANCREEK WATER DISTRICT 1
- SWANCREEK WATER DISTRICT 2
- SWANTON MEADOWS
- SWANTON VILLAGE
- WAUSEON CITY

[Back](#) [Next](#)

Screen 5 – This is the where the details of the incident are entered.
The Incident Type is a dropdown list containing the following choices:

- Line breaks that affect the routine delivery or treatment of water
- Short term power failure
- Extended power failure
- Pump or motor failure
- Loss of water from a well or other water source
- Contamination of source water including, but not limited to, releases of oil and hazardous substances
- Exceedances of a maximum contaminant level (MCL) or an action level (ALE)
- Violation of a treatment technique
- Other: Describe the situation

Date and time the incident occurred

Describe the incident, where it occurred and what caused it, if known.

Ohio Environmental Protection Agency PWS Service Disruption Report

Reporters Info Public Water Supply Information **Incident Information** Notifications Review and Submit

Incident Description

Screen 1 ▼

Select the incident type? ⚠

What is the Date and Time the incident occurred? *


Briefly describe the incident and where it occurred? *

What caused the incident?

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Restart Exit

Screen 6 – Provide information regarding number of customers impacted, including whether a satellite water system may be impacted and if alternative or bottled water is being provided.




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Reporters Info Public Water Supply Information **Incident Information** Notifications Review and Submit

Incident Impacts

Screen 2 ▼

Estimated number of customers being impacted? 

Is bottled or alternative water being provided? *

Yes No

A Satellite PWS is a consecutive water system receiving water from the primary PWS

Are any satellite water systems effected? *


Yes No

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[Restart](#) [Exit](#)

Screen 6 continued – If a satellite water system is affected, enter the name of the system and contact information if known. As many satellite systems may be added as needed.

Note: If greater than 100 people or greater than 10% of the water system population is impacted the incident is a “Priority” incident and must be called into Ohio EPA at the phone number displayed in red once the incident is submitted.



PWS Service Disruption Report

Reporters Info Public Water Supply Information **Incident Information** Notifications Review and Submit

Incident Impacts Screen 2 ▼

Estimated number of customers being impacted? *

Is bottled or alternative water being provided? *

Yes No

A Satellite PWS is a consecutive water system receiving water form the primary PWS

Are any satellite water systems effected? *

Yes No

Did you notify the satellite system(s)? *

Yes No

Name of the satellite water system:	System contact name:	System phone number:	Add Additional Satellite PWS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Screen 7 – Indicate whether an critical users are being impacted. Critical users include hospitals, nursing homes, dialysis centers, homebound individuals and any other critical users. These are identified in the contingency plan.

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Reporters Info Public Water Supply Information **Incident Information** Notifications Review and Submit

Critical Users Screen 3 ▼

Are critical users being impacted? *

Yes No

eg. hospitals, nursing homes, dialysis centers, homebound individuals, any other critical user identified in your contingency plan

Back Next

Restart Exit

Screen 7 continued – If critical users are impacted, identify the group or groups that are impacted. As many critical user groups may be added as needed.

Note: If critical users are impacted the incident is a “Priority” incident and must be called into Ohio EPA at the phone number displayed in red once the incident is submitted.

The screenshot shows the 'PWS Service Disruption Report' form from the Ohio Environmental Protection Agency. At the top left is the Ohio EPA logo. The title 'PWS Service Disruption Report' is centered. Below the title is a progress bar with five steps: 'Reporters Info', 'Public Water Supply Information', 'Incident Information', 'Notifications', and 'Review and Submit'. The 'Incident Information' step is currently active, indicated by a green checkmark. Below the progress bar, the section is titled 'Critical Users'. There is a dropdown menu set to 'Screen 3'. A question asks 'Are critical users being impacted?' with radio buttons for 'Yes' (selected) and 'No'. A red banner below this question states: 'You must call and report this incident to Ohio EPA Northwest District Office at 419-352-8461'. To the right of this banner is a green button labeled 'Add another sensitive Population'. Below the banner is a text input field with the label 'Who are the critical users?' and a warning icon. Below the input field is a note: 'eg. hospitals, nursing homes, dialysis centers, homebound individuals, any other critical user identified in your contingency plan'. Another question asks 'Do you plan to immediately start providing alternative/bottled water to critical users?' with radio buttons for 'Yes' and 'No'. At the bottom right are 'Back' and 'Next' buttons. At the bottom left are 'Restart' and 'Exit' buttons.

Ohio Environmental Protection Agency PWS Service Disruption Report

Reporters Info Public Water Supply Information **Incident Information** Notifications Review and Submit

Critical Users

Screen 3 ▼

Are critical users being impacted? *

Yes No

You must call and report this incident to Ohio EPA Northwest District Office at 419-352-8461

Add another sensitive Population

Who are the critical users? ⚠

|

eg. hospitals, nursing homes, dialysis centers, homebound individuals, any other critical user identified in your contingency plan


Do you plan to immediately start providing alternative/bottled water to critical users? *

Yes No

Back Next

Restart Exit

Screen 8 – Estimate the time it will take to complete repairs and restore service.



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Ohio Environmental Protection Agency

Reporters Info Public Water Supply Information **Incident Information** Notifications Review and Submit

Incident Actions

Screen 4 ▼

How long will it take to complete the repairs and restore normal service? ⚠

Is a boil advisory being issued? *

Yes No

Are samples being collected at completion of the repairs? *


Yes No

Is the contingency plan being followed? *

Yes No

Restart Exit Back Next

Screen 8 continued – indicate whether the contingency plan is being followed and if not, provide an explanation.




PWS Service Disruption Report

Reporters Info Public Water Supply Information **Incident Information** Notifications Review and Submit

Incident Actions

Screen 4 ▼

How long will it take to complete the repairs and restore normal service? 

Is a boil advisory being issued? *

Yes No

Are samples being collected at completion of the repairs? *

Yes No

Is the contingency plan being followed? *

Yes No


Describe why the contingency plan is not being followed? *

Screen 9 – Indicate whether the health department was notified, and if so identify the department. Additional departments may be added.

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Reporters Info Public Water Supply Information Incident Information **Notifications** Review and Submit

Health Department Screen 1 ▼

Was the health department notified? 

Yes No

Back Next

Restart Exit

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Reporters Info Public Water Supply Information Incident Information **Notifications** Review and Submit

Health Department Screen 1 ▼

Was the health department notified? *

Yes No

Health department:	Contact name:	Phone number:	Email address:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Additional Health Department Contacts ✕

Back Next

Restart Exit

Screen 10 – Indicate whether the local emergency management authority was notified, and if so identify the authority contacted. Additional EMA’s may be added.

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Local EMA Screen 2 ▼

Was the local Emergency Management Authority notified?

Yes No

Back Next

Restart Exit

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Local EMA Screen 2 ▼

Was the local Emergency Management Authority notified? *

Yes No

Local EMA:	Contact name:	Phone number:	Email address:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Back Next

Restart Exit


Add Additional EMA Contact

Screen 11 – Indicate whether the media was notified or present, and if so identify the media outlet. Additional media outlets may be added.

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Media Contact Screen 3 ▾

Was the media contacted? 

Yes No

Back Next

Restart Exit

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Reporters Info Public Water Supply Information Incident Information Notifications Review and Submit

Media Contact Screen 3 ▾

Was the media contacted? *

Yes No

Media outlet name:	Contact name:	Phone number:	Email address:	Add Additional Media Outlet
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕

Back Next

Restart Exit

Screen 12 – Indicate whether any additional contacts were made, and if so identify them. Additional contacts may be added as needed.

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Reporters Info Public Water Supply Information Incident Information **Notifications** Review and Submit

Additional Contacts Screen 4 ▼

Were any additional contacts notified? ⚠

Yes No

Back Next

Restart Exit

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Reporters Info Public Water Supply Information Incident Information **Notifications** Review and Submit

Additional Contacts Screen 4 ▼

Were any additional contacts notified? *

Yes No


Contact's name:	Contact's company:	Phone number:	Email address:	Add another contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Back Next

Restart Exit

Screen 13 – Review the basic information to be reported. Go back and correct anything that needs updated. Select submit to report the incident. Please note that if there is RED text indicating that the incident must be called in, complete and submit this application and then call the number indicated to report this as a priority incident.

Note: this incident has not been reported until the “Submit” button is selected and the confirmation screen is displayed.



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Interview Complete

Screen 1 ▼

This is a priority PWS incident. [SHOW DETAILS](#)

Review the information you are reporting and if correct select the submit button. A PWS disruption incident will be created. A complete copy of this report may be downloaded from the link at the bottom of this page. A copy of this report will be sent to Ohio EPA staff for follow-up.

OH2600111 - WAUSEON CITY
Incident Type: Line breaks that affect the routine delivery or treatment of water

09/26/2017 04:30
Incident Description: Main and Broad Streets. Water everywhere.
Incident Cause: Construction accident

You must call and report this incident to Ohio EPA Northwest District Office at 419-352-8461

Reported by: Brian Tarver
Columbus Water
(614) 728-1740
brian.tarver@epa.ohio.gov

Primary Contact: Tyler Liston
Columbus Water
(614) 644-2752
tyler.liston@epa.ohio.gov

[Click here to generate a form for your records](#)

[Back](#) [Submit](#)

Screen 14 – Submission confirmation. The incident report may be downloaded and saved or printed for your records.

The screenshot displays the Ohio Environmental Protection Agency (Ohio EPA) logo on the left, featuring a stylized green leaf and the text "Ohio Environmental Protection Agency". To the right of the logo is the title "PWS Service Disruption Report". Below the title is a horizontal progress bar with five steps: "Reporters Info", "Public Water Supply Information", "Incident Information", "Notifications", and "Review and Submit". The "Review and Submit" step is highlighted with a green checkmark, indicating it is the current step. Below the progress bar, the word "Confirmation" is displayed in a large font. To the right of "Confirmation" is a button labeled "Screen 2" with a downward arrow. Below "Confirmation" is the text "Submission Complete", "Submitted on 09/26/2017 08:21", and "Reference Number: 170926-000000". Below this text is a purple link that says "Click here to generate a form for your records". At the bottom left are two buttons: "Restart" (red) and "Exit" (grey). At the bottom right is an orange button labeled "Back".

Ohio EPA PWS Service Disruption Report

Reporters Info Public Water Supply Information Incident Information Notifications Review and Submit

Confirmation

Screen 2 ▼

Submission Complete
Submitted on 09/26/2017 08:21
Reference Number: 170926-000000

[Click here to generate a form for your records](#)

Restart Exit Back