

**567—42.5(455B) Record maintenance.**

**42.5(1) Record maintenance requirements.** Any owner or operator of a public water system subject to the provisions of this rule shall retain on its premises or at a convenient location near its premises the following records:

*a. Analytical records.*

(1) Actual laboratory reports shall be kept, or data may be transferred to tabular summaries, provided that the following information is included:

1. The date, place, 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 process water sample or other special purpose sample;
3. Date of analysis;
4. Laboratory and person responsible for performing analysis;
5. The analytical technique or method used; and
6. The results of the analysis.

(2) Record retention for specific analytes.

1. Microbiological and turbidity: Records of microbiological analyses and turbidity analyses made pursuant to 567—Chapters 41 and 43 shall be kept for not less than five years.

2. Chemical: radionuclide, inorganic compounds, organic compounds. Records of chemical analyses made pursuant to 567—Chapter 41 shall be kept for not less than ten years. Additional lead and copper requirements are listed in 42.5(1)“b.”

*b. Lead and copper record-keeping requirements.* A system subject to the requirements of 42.4(2) shall retain on its premises original records of all data and analyses, reports, surveys, public education, letters, evaluations, schedules, and any other information required by 567—41.4(455B) and 567—Chapter 43. Each water system shall retain the records required by this subrule for 12 years.

*c. Records of action (violation correction).* Records of action taken by the system to correct violations of primary drinking water regulations (including administrative orders) shall be kept for not less than five years after the last action taken with respect to the particular violation involved.

*d. Reports and correspondence relating to sanitary surveys.* 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 local, state or federal agency, shall be kept for a period of not less than ten years after completion of the sanitary survey involved.

*e. Operation or construction permits.* Records concerning an operation or a construction permit issued pursuant to 567—Chapter 43 to the system shall be kept for a period ending not less than ten years after the system achieves compliance with the maximum contaminant level, treatment technique, action level, or health advisory, or after the system in question completes the associated construction project.

*f. Public notification.* Records of public notification, including the Consumer Confidence Report, public notification examples, and public notice certifications, must be kept for at least five years.

*g. Self-monitoring requirement records.* The monthly records of operation must be completed as described in 42.4(3)“a”(2) and maintained at the facility for inspection by the department for a period of at least five years. All data generated at the facility to comply with the self-monitoring requirements must be retained for a period of at least five years, and must be maintained at the facility for inspection by the department. The data shall be in a form that allows easy retrieval and interpretation. Examples of data that must be retained include, but are not limited to, recorder charts, logbooks, bench sheets, SCADA records, and electronic files.

*h. Monitoring plans.* Copies of monitoring plans developed pursuant to 567—Chapters 41, 42, and 43 shall be kept for the same period of time as the records of analyses taken under the plans are required to be kept, unless otherwise specified.

*i. Groundwater rule.* Additional record-keeping requirements for the groundwater rule are listed in 567—paragraph 41.7(6)“b.”

*j. Level 1 and 2 assessment forms and corrective action.* These record-keeping requirements pertain to the coliform bacteria requirements in 567—subrule 41.2(1).

(1) The system must maintain any assessment form, regardless of who conducts the assessment, and documentation of corrective actions completed as a result of those assessments, or other available summary documentation of the sanitary defects and corrective actions taken under 567—paragraph 41.2(1) “m” for department review. This record must be maintained by the system for a period not less than five years after completion of the assessment or corrective action.

(2) The system must maintain a record of any repeat sample taken that meets department criteria for an extension of the 24-hour period for collecting repeat samples as provided for under 567—paragraph 41.2(1) “j.”

**42.5(2)** Reserved.

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