**Water System Information Worksheet**

**PURPOSE**

Partners, government agencies, or other audiences may not know much about their water systems. This sheet can be used as a quick reference for those involved in an advisory by providing background information, basic water system information, and facts about the advisory. Sharing this document with everyone involved will help keep information consistent.

**DIRECTIONS**

Complete this sheet with specific information about the water system. Provide it to consecutive, wholesale, and neighboring water systems involved in an advisory. Place the completed form in your water system’s emergency response plans and standard operating procedures. Also be sure to provide it to local public health departments, local government agencies, and community partners.

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[Water System] Background Information

Number of service connections: Number of people affected by this incident: Source water [surface water, groundwater, name of reservoir or river, etc.]:

Population served:

Type of disinfection [free chlorine, chloramine]:

Boundaries of service area [describe and use map if available]:

Consecutive, wholesale, and neighboring water systems (if applicable):

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| --- | --- | --- | --- | --- | --- | --- |
| **Agency Contacts Name, Title** | **Address, City, State, ZIP** | **Office Phone** | **24/7 contact** | **Cell Phone** | **E-mail** | **Notes** |
| Water System Contact |  |  |  |  |  |  |
| Water System Public Information Officer/ Communication |  |  |  |  |  |  |
| Primacy Agency Contact |  |  |  |  |  |  |