

PROCEDURE TITLE		NEW CONSTRUCTION SIGN-OFF FORM			
PROCEDURE No.		MUN-DW-QMS-800F	REVIEW FREQUENCY		Annually
EFFECTIVE DATE	June 1, 2009	REVISION No.	2.10	REVISION DATE	January 15, 2026
APPROVAL BY	Manager of Development & Compliance				
APPLICABLE TO THE FOLLOWING DRINKING WATER SYSTEM(S):					
☒ St. Thomas Secondary		☒ St. Thomas Distribution		☒ Southwold Distribution	
				☒ Central Elgin Distribution	

GENERAL REQUIREMENTS

Contractors, their employees, subcontractors, agents and suppliers involved in construction projects on the drinking water systems operated by the City of St. Thomas Environmental and Infrastructure Services must work in accordance with the *Safe Drinking Water Act, 2002*, Municipal Drinking Water Licence(s) and Drinking Water Works Permit(s), as well as Drinking Water Quality Management System (DWQMS) requirements while on site.

OPERATION OF WATERWORKS EQUIPMENT

No contractor shall perform the duties of an "Operator" as defined by O. Reg.128/04 which states: "*Operator*" means a person who conducts operational checks of or who adjusts, tests or evaluates a process that controls the effectiveness or efficiency of a subsystem and includes a person who adjusts or directs the flow, pressure or quality of the water within the subsystem, if the person works in a distribution subsystem or a distribution and supply subsystem; Unless that person holds a valid operator's certificate and has sought and received written permission from the ORO.

PROTECTION OF WATER QUALITY

NSF Certification

All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.

Disinfection and Commissioning Activities

All parts of the drinking water system coming into contact with drinking water that are added, modified, replaced, extended shall be disinfected in accordance with, as appropriate for the circumstance:

- The Ontario Watermain Disinfection Procedure, dated August 1, 2020;
- AWWA C651 – Standard for Disinfection of Watermains
- AWWA C652 – Standard for Disinfection of Water-Storage Facilities.

All Commissioning Activities shall be conducted in accordance with a City-approved Commissioning Plan

Water Quality Concerns

Any situation that may be an indicator of diminished or diminishing drinking water quality observed **MUST** be reported immediately to the Supervisor of Water and Sewer.

ENVIRONMENTAL PROTECTION MEASURES

Releases of Chlorinated Water

Releases of drinking water or super-chlorinated water from commissioning activities must be dechlorinated in accordance with the requirements listed in the Drinking Water Works Permit and the AWWA Standard C655 – Field Dechlorination Standard.

Project Name: _____

Project Number: _____

Consultant Project Manager: _____

City Project Manager: _____

CONTRACTOR ACKNOWLEDGEMENT

In signing this form, I acknowledge that I have the authority on behalf of my company and am accepting corporate responsibility for ensuring that I and all employees from your company, including any subcontractors, agents, and suppliers that may have reason to work on construction projects that involve the drinking water systems operated by the City of St. Thomas Environmental and Infrastructure Services Department have reviewed and have an adequate understanding the requirements presented within the following documents:

- The City of St. Thomas DWQMS Policy,
- The City of St. Thomas Health and Safety Policy,
- The applicable Municipal Drinking Water Licence(s) and Drinking Water Works Permit, and
- The *Safe Drinking Water Act, 2002* and its associated regulations.

Further, I acknowledge that I have received all relevant procedures to the work being conducted and agree to ensure that all work is conducted in compliance with all applicable legislation and in accordance with industry best practice. Where there is uncertainty with any requirement, or a situation presents itself that needs to be reported to the City, I understand I am to contact the Supervisor of Water and Sewer or Manager of Water and Sewer.

Contractor Signature

Print Name

Company Name

Date

CC: Supervisor of Water and Sewer and Project Manager (if applicable)