



ADMINISTRATIVE PROCEDURES

SUBJECT: Flushing Internal Water Lines at Schools

Internal water lines at all schools must be flushed using the Routine Procedures as outlined in this administrative procedure. The flushing procedure must be completed in sequence. Flushing is to be the first scheduled task completed and must be done either weekly or daily. The Health & Safety Officer will notify the Supervisors of Building Services of the flushing frequency for each school. The frequency of flushing depends on factors such as age of the plumbing and lead test results in accordance with Regulation 243/07 under the Drinking Water Act.

Flushing must be completed prior to the arrival of children under the age of 18.

- For those schools that require daily flushing of the plumbing, the plumbing must be flushed each day that the school is open and each day that the school is hosting community use activities where children under the age of 18 are present.
- For those schools that require only weekly flushing of the plumbing, the plumbing must be flushed on the first day that the school is open in each week.

The school is open if the school's programs are held or the school's services are provided. (i.e. regular school days, summer school, school functions, extra curricular activities).

Responsibilities:

Custodial Staff:

- 1) Complete the flushing procedure as per this Administrative Procedure;
- 2) Obtain the most recent version of the *Flush Points* diagram for your school from your Supervisor of Building Services or from within the online Water Flushing logs form in eBase by clicking the "View Document" field;
- 3) Ensure that the *Flush Points* diagram accurately reflects the flushing that is required and notify your Supervisor of Building Services any time revisions are needed;
- 4) Ensure the online *Water Flushing Logs* match up with the *Flush Points diagram*. Notify your supervisor any time revisions/corrections are needed;
- 5) Document flushing of the water fixtures in the online Water Flushing logs module in eBase. Important note: in the event the online logging system cannot be accessed, logs must be documented on paper. Paper forms can be obtained from the Health & Safety Department through your area supervisor.

- 6) Immediately report to Supervisor of Building Services if you cannot complete the flushing procedure before school children under 18 years of age arrive in the building and/or if the online logs module cannot be accessed. Note: Co-located Child Care Operators, including Before & After School Programs, are responsible to perform the flushing for their areas of use, before the children in their programs arrive.
- 7) Flush logs must be maintained for a minimum of 6 years.
- 8) Replace any missing or illegible fixture identification stickers. Stickers can be obtained from your supervisor. Refer to Appendix "A" – Water Fixture Designations & Identification Stickers.
- 9) Flush fixtures that are bagged out of service pending water testing as instructed by your supervisor.

Principals:

- 1) Ensure custodial staff is conducting the flushing as required.
- 2) Maintain all information and records including water testing records and corrective actions records as provided by the Health & Safety Department and any communications made with the school community regarding lead test results. Although custodians maintain flushing logs online there may also be periods when logs are recorded on paper. The most recent 6 (six) years of logs must be maintained. Testing records are posted in the Board's staff web under "Health & Safety" in the individual school folders.
- 3) In addition to maintaining records for the 6 (six) most recent years, records for the most recent 2 (two) years of flushing and testing must be available for inspection by any member of the public during business hours, free of charge. If any member of the public (other than a Ministry of Environment inspector) requests copies of any of these records, the Principal must refer the person(s) to the Board's Public Relations Officer.
- 4) In a timely manner, make parents and guardians aware of all situations where a lead exceedance has been detected in the drinking water and how the exceedance will be/has been addressed.
- 5) At the beginning of each school year, share resources developed by the Ministry of Environment, Conservation and Parks, with parents and the broader school community.
- 6) Ensure community use permits are utilized for school sanctioned extracurricular activities. This is so that the plant department will be informed when waterline flushing is required on weekends and school breaks.

Manager of Facility Operations:

- 1) Ensure adequate training is provided to all classifications of custodians and that the training includes review of this administrative procedure; how to perform the flushing procedure and complete the online logs in conjunction with the *Flush Points* diagram; how to create a log; and how to print a logs report. Ensure contract custodians are also informed of the requirements.
- 2) Review annual audit findings summary as provided by the Health & Safety Officer and implement corrective actions if needed.

Supervisors of Building Services:

- 1) Ensure adequate training is provided to all classifications of custodians and that the training includes review of this administrative procedure; how to perform the flushing procedure and complete the online logs in conjunction with the *Flush Points* diagram; how to create a log; how to print a logs report. Ensure contract custodians are also informed of the requirements.
- 2) Inform custodians about whether they should perform the flushing procedure daily or weekly based on notice from the Health & Safety Officer; confirm Flush Points diagram and online logs are accurate.
- 3) Ensure *Flush Points* diagrams are kept up-to-date with facility changes that affect the location/number of flush points; ensure a Board plumber reviews changes whenever there may be a change to number/location of ends of line fixtures (i.e. 5-min. flushes);
- 4) Conduct formal audits each year to ensure requirements of this procedure are met; report findings to Health & Safety Officer at the end of each school year.

Supervisor of Maintenance & Coordinator of Sites and Design:

- 1) Notify Coordinator of Sites and Design (Fixture Inventory) and Health & Safety Officer, in a timely manner, each time a water fixture is removed/added/replaced so that the flushing diagrams and online logs can be updated.

Coordinator of Sites and Design (Fixture Inventory):

- 1) Update Fixture and Flush diagrams whenever a water fixture is removed/added/replaced and share the diagrams with the Health & Safety Officer.

Plant & Maintenance Help Desk Clerk:

- 1) Include the Health & Safety Officer for notification for work orders involving removal/replacement/addition of water fixtures and installation/replacement of NSF filters for reduction of lead in the water.

Health & Safety Officer:

- 1) Use information provided from Plant & Maintenance Department, to update water fixture assets and upload revised fixture and flush diagrams in eBase.
- 2) Provide Principals with records related to sampling and testing water and post the documents on the staff web in the schools' Health & Safety folders.
- 3) Provide Principals with resources developed by the Ministry of Environment, Conservation and Parks.
- 4) Annually review Building Services Supervisors' audits and provide summary of findings to Manager of Plant and Maintenance.
- 5) Review this procedure with the Joint Health & Safety Committees and provide updates when necessary.
- 6) When required, provide Supervisors of Maintenance with information about which schools must have the plumbing flushed daily, and which schools may have the plumbing flushed weekly.
- 7) Provide up to date list of schools that are on a daily flushing schedule to Chatham-Kent Lambton Administrative School Services (CLASS) so that community use permits will include the requirement for flushing as needed.

Routine Procedures:

Responsibility for flushing procedures: Custodial staff on duty the morning that the flushing is required:

Each step must be completed in sequence:

1. Review domestic water lines and determine all branches. (Refer to *Flush Points* diagram for the school). Turn on the cold water at the last tap on each branch or run of pipe in the plumbing system for a minimum of 5 minutes ensuring that the drop in temperature stabilizes. Additional flushing may be required (due to length of plumbing). As a general practice, continue to run the cold water tap in addition to the five minutes until the water reaches a constant temperature. (e.g. after 5 minutes of flushing place a finger into the water to determine if the water temperature has stabilized;
2. After step 1 has been completed, the cold water must be turned on for at least 10 seconds at every drinking fountain and every tap that is designated for drinking/consumption by children under 18 years of age.
3. The name, date and time of flushing must be recorded in the online *Water Flushing Log*.

Note: If a filter or other device that treats water is installed on or near the tap referred to in step 1 and it is practicable to bypass the filter or other device without removing it, the device must be bypassed during the period that the cold water is turned on; and if a tap or drinking water fountain Step 1 or 2 has an aerator, the aerator must not be removed.

Implementation Date: November 15, 2000

Revised: To comply with new Regulation 243-07, Amended by O. Reg. 510/07

Revised: December 2009 to address O. Reg. 243-7, Amended by O Reg. 417/09

Revised: September 2012, January 2013, October. 2019; Regulation Amendment 459/16.

Reference: Drinking Water Act, 2002 – O. Reg. 173/03 Schools, Private Schools
and Day Nurseries - Revoked as per O. Reg. 241-07

Appendix “A” – Water Fixture Designations and Identification Stickers

Individual school Fixture Plans identify drinking/consumption or non-drinking/consumption designation for each water fixture.

The following guidelines are used identify a water source designation for consumption:

- Drinking Fountains and bottle fill stations
- Taps in rooms for which food or beverages are prepared for consumption for children under the age of 18
- Kindergarten taps (except washroom taps)
- Staff kitchens

The following guidelines are used to identify a water source designated as not for consumption:

- Any washroom taps or fixtures
- Science lab taps or fixtures
- Classroom or shop fixtures (except for kindergarten rooms and classrooms used to prepare food or drink)
- Mechanical or custodian room taps or fixtures
- Emergency Eye wash stations
- Any exterior taps or fixtures

At elementary schools a logo is placed above each water fixture to indicate whether the water from the fixture is designated for drinking/consumption, or not for drinking/consumption. At secondary schools a logo is placed above each fixture that is designated for drinking/consumption and fixtures not designated for drinking/consumption are not marked.



Appendix “B” - “Flushing Your Plumbing” Ministry of Environment, Conservation and Parks Poster

FLUSHING YOUR PLUMBING

AT-A-GLANCE GUIDE FOR SCHOOLS, PRIVATE SCHOOLS AND CHILD CARE CENTRES

WHO SHOULD FLUSH THEIR PLUMBING?
All schools, private schools and child care centres

HOW OFTEN SHOULD PLUMBING BE FLUSHED?
How often you flush depends on several factors including:

- the age of the plumbing in the building
- lead test results from previous drinking water sampling
- the location and use of drinking water fixtures
- if there is an NSF certified filter installed on a drinking water fixture

DAILY — Flush daily if:

- any part of your plumbing was installed prior to 1990 and you have fewer than two consecutive years of lead test results
- or
- there has been an exceedance of the standard for lead in the past 24 months
- or
- your facility has been directed to flush daily

WEEKLY — Flush weekly if:

- any part of your plumbing was installed prior to 1990, you have at least two consecutive years of lead test results and there has been no exceedance of the standard for lead in the past 24 months
- or
- no plumbing was installed prior to 1990 and there has been no exceedance of the standard for lead in the past 24 months


NO FLUSHING


Applicable to all fixtures, except for “end of branch” taps. Flushing is not required for:


- fountains and taps where the most recent standing sample was at or below 1 µg/L, including with an NSF filter
- taps that do not provide drinking water or are not used to prepare food or drink for children under 18


HOW TO FLUSH YOUR PLUMBING

- SCHEDULE** a time to do your flushing so that it starts and ends before your facility opens for the day or week. If, for example, the facility has overnight programs or is a boarding school and there is no clear time when the facility opens for the day then simply complete the flushing as early as practical.


- FOR 5 MINUTES**, flush the plumbing by running the cold water tap at the end of each branch or run of pipe that serves drinking water taps and fountains or taps used to prepare food or drink for children under 18. All the 5 minute flushing must be complete before moving to the next step.


- FOR 10 SECONDS**, flush every drinking water fountain and any tap that provides drinking water or is used to prepare food or drink for children under 18.


- RECORD** the date, time and location of the completed flushing. Also record the name of the person who did the flushing or verified that any automatic flushing devices worked properly.



ADDITIONAL NOTES:

- The standard for lead can be found in Ontario Regulation 169/03 (Ontario Drinking Water Quality Standards).
- Do not remove the aerator when flushing.
- If, for a given day or week, a part of the building will not be used to provide services or hold programs for children under 18, then flushing is not required in that part of the building.

For more information about flushing and sampling for lead, visit www.ontario.ca/drinkingwater

Disclaimer: This is a guide only and should not be relied on for compliance purposes. To be clear about your specific legal requirements refer to the text of Ontario Regulation 243/07 (Schools, Private Schools and Child Care Centres) and the Safe Drinking Water Act, 2002. Schools, private schools and child care centres that operate their own drinking water systems are also regulated under Ontario Regulation 170/03 (Drinking Water Systems) and have additional legal requirements.

Effective July 2017

