



# INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

*We Protect Hoosiers and Our Environment.*

100 N. Senate Avenue • Indianapolis, IN 46204  
(800) 451-6027 • (317) 232-8603 • [www.idem.IN.gov](http://www.idem.IN.gov)

Eric J. Holcomb  
Governor

Bruno Pigott  
Commissioner

Re: Actions for Reopening a Public Water Supply  
After a Long Shut Down  
**IN2180031 Muncie Alliance Church**

Below is a list of IDEM recommendations and requirements for a Public Water Supply system before reopening after being closed for a period of time due to the COVID-19 pandemic. Studies show that water will become stagnant after seven to nine days of standing still. *If you have any questions please contact your IDEM Field Inspector Carolyn Chappell at (317) 694-2397.*

### Recommended actions:

- Visually inspect system components to be sure all components are intact
- Flush building piping systems thoroughly
- Check if well and pump are operating correctly
- See if all valves, gauges and controls are working properly
- Ensure system is fully pressurized (at least 20 psi) and not leaking
- Make sure all treatment equipment is operating correctly (*if applicable*)
- Inspect/change inline filters, regenerate softeners, chlorine residual, etc. for any treatment that applies
- Make sure storage tanks are sealed, not leaking, and in working order
- Collect a special purpose total coliform sample from the farthest point in the distribution system. Submit the results of the sample to IDEM.
- Optionally chlorinate the well and distribution system

### Required action:

- **Collect a routine total coliform sample within seven (7) days of returning to normal operations. Submit the results to IDEM.**
- Your estimated reopen date is (not specified). Please notify the IDEM Compliance Section at [dwbmgr@idem.in.gov](mailto:dwbmgr@idem.in.gov) **if that date changes**, so we can adjust your requirements accordingly.

Sincerely,

Drinking Water Branch  
Office of Water Quality  
IDEM  
[DWBmgr@idem.in.gov](mailto:DWBmgr@idem.in.gov)

cc: Carolyn Chappell, Field Inspector



A State that Works



# Guidance for Flushing Public Water Systems

Office of Water Quality – Drinking Water Branch

(317) 232-8603 • (800) 451-6027

[www.idem.IN.gov](http://www.idem.IN.gov)

100 N. Senate Ave., Indianapolis, IN 46204

This document is designed to help public water systems prepare their systems for safe use once they reopen buildings that may have been temporarily closed or used less frequently due to the COVID-19 pandemic. It is imperative that operators adhere to the flushing instructions below to ensure their indoor plumbing is receiving fresh water and not stagnant water. The flushing instructions apply to:

- Community water systems such as municipal water supplies, subdivisions, or mobile home parks
- Non-transient non-community water systems such as schools, daycares or factories
- Transient water systems such as churches, restaurants/bars or campgrounds

## Issues Caused by Stagnant Water

When water is not used over an extended period, it will become stagnant. Stagnant or standing water can cause conditions that increase the risk for growth and spread of *Legionella* and other harmful biofilm-associated bacteria. When water is stagnant, hot water temperatures can decrease to the *Legionella* growth range (77–108°F, 25–42°C). Stagnant water can also lead to low or undetectable levels of disinfectants such as chlorine and could also cause corrosion issues. It is critical to ensure water systems are safe to use after a prolonged shutdown to minimize the risk of Legionnaires' and other diseases associated with stagnant water.

## How to Remove Stagnant Water

Since stagnant water is a potential health risk and can impact water quality, it is necessary to systematically flush the plumbing. In general, flushing involves opening taps and other fixtures and letting water run to remove any stagnant water within plumbing and fixtures. To protect the health and safety of consumers, IDEM recommends that you carefully read and adhere to the following instructions, which provide a systematic approach for conducting a complete flush.

NOTE: Some buildings have water treatment systems and those treatment devices need to be cleaned, flushed, and maintained as part of the start-up process. After flushing, water filters need to be replaced. If there is a point-of-entry water treatment system such as a water softener or filter, please refer to the instruction manual for information on how to replace the filter.

## Flushing Instructions

**Please complete these steps in the order set out below. Finish each step completely before moving on to the next step. During the initial flushing, it is a good idea to wear protective respiratory equipment. Discoloration and a lingering odor may occur during flushing; these issues are expected and are not a health issue.**

### 1. Flush ALL cold water taps for at least 5 minutes.

Begin the cold water flushing procedure. Open ALL cold-water fixtures and run them for at least 5 minutes. Shut the water off after 5 minutes. Flush each toilet at least one time. This step includes the water in your refrigerator water dispenser.

Flushing should begin at the water service entrance and proceed through the building to the end points of the plumbing system in the building(s). Depending on flow and pressure, you may need to increase the flushing time to ensure all stagnant water has been flushed.

## 2. Flush ALL hot water taps for 15 minutes.

Once the cold water lines have been flushed, begin the hot water flushing procedure. Open ALL hot water taps in your bathroom(s) including lavatory (sink) fixtures, hot water bath fixtures, and any other hot water fixtures such as kitchens, wet bars, etc. Run these hot water fixtures for at least 15 minutes. Shut the water off after 15 minutes. Depending on the size of the hot water tank, you may need to flush longer to ensure the water in the tank has drained and fresh water has refilled the tank. These steps should be effective at removing contaminants from the water heater. However, for information on draining and cleaning the water heater, please consult the manufacturer.

## 3. Flush ALL remaining appliances and faucets for 5 minutes.

Open any remaining fixtures such as hose bibs, external faucets, or fixtures not used for drinking for at least 5 minutes to finish the plumbing system flushing. Take additional steps to remove water from other appliances including:

- Ice Makers
- Dishwashers
- Washing Machines
- Humidifiers
- CPAP Machines
- Oral, Medical, or Health Care Devices
- Baby Formula
- Water Filters
- Water Softeners
- Filters (point of use and whole house)

Remove ice from the ice maker bin and discard 2 additional batches of ice. Run empty dishwasher and washing machine once on rinse cycle.

## 4. Perform periodic ongoing flushes.

Periodic flushing is important to maintain water quality. Full-building, periodic flushes proceed the same as the initial flush except water tanks do not need to be drained and hot water flushing times are the same as cold water flushing times.

If you have chlorinated water, it is a good idea to measure chlorine residual during periodic flushes.

**For additional COVID-19 response information that is more detailed, please visit:**

<https://engineering.purdue.edu/PlumbingSafety/project>

### Other Resources

- [Guidance for Building Water Systems](#) (Centers for Disease Control and Prevention)
- [Return to Service Guidance](#) (American Water Works Association)

# Muncie Alliance Church

5601 W Jackson St.  
Muncie, IN 47304  
765-282-6119  
info@munciealliance.org

08/06/2020

To: Ms. Jane Roberts, Drinking Water Branch – Mail Code 66-34  
Indiana Dept. of Environmental Management  
100 North Senate Ave, Room N1201  
Indianapolis, IN 46204-2251  
[jlrobert@idem.in.gov](mailto:jlrobert@idem.in.gov)

Ms. Roberts,

We were sent a notice of violation for the second quarter. As per the Governor's request our facility was closed from Mid-March until the 1<sup>st</sup> week of July because of the quarantine. We resumed operations and had our water system softener promptly serviced.

I didn't respond sooner because there was a two week period I wasn't available at the church because of a cancer surgery. I just received your violation notice upon my return this past Tuesday. I'm sorry I wasn't very well focused prior to my surgery.

I had a scheduled meeting with Carolyn Chappell on Wednesday and we passed the audit. I consulted with her and she recommended I notify you ASAP of our closure for the 2<sup>nd</sup> quarter.

I'm requesting the violation be removed from our records because of circumstances beyond our control, closure and quarantine.

I have posted the notice as per your request in your letter dated 07/20/2020

If you have any questions that I can help with I'll be available at: 765-744-9743

Thank you for your understanding in this matter.



Joe Trotti  
765-744-9743

**IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER  
REVISED TOTAL COLIFORM RULE  
MONITORING REQUIREMENTS NOT MET**

Our water system recently violated a drinking water standard. Although this is not an emergency, as our customers, you have a right to know what happened, what you should do, and what we are doing to correct this situation.

We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water standards meets EPA's health standards. During the **2nd Quarter 2020** we **did not complete all monitoring or testing** for Total Coliform, and therefore cannot be sure of the quality of our drinking water at that time.

**What should I do?**

There is nothing you need to do at this time.

**What does this mean?**

This is not an immediate risk. If it had been, you would have been notified immediately.

**What Happened? What is being done?** WE ARE REQUIRED TO TEST OUR DRINKING WATER ON A QUARTERLY BASIS. WE FAILED TO TAKE DRINKING WATER SAMPLES TO TEST FOR TOTAL COLIFORM DURING THE TIME SPECIFIED. IF WE MISS TWO (2) QUARTERS IN A ROLLING 12 MONTH PERIOD, WE WILL BE REQUIRED TO TEST OUR WATER MONTHLY.

We anticipate resolving the problem BY THE END OF THE NEXT QUARTER.

For more information, please contact the public water system:

Contact name Joe Trotti / Becky Merkel Phone number 765-282-6119

Please share this information with all other people who drinking this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by Muncie Alliance Church  
Public water system name

Public Water Supply ID# 2180031

Date Distributed 08/05/2020

**Certification for the State of Indiana (IDEM)**

PWSID# 2180031 PWS Name: Muncie Alliance Church

For Violation: RTCR Monitoring & Reporting (3A & 4B) Occurring in: 2Q2020

The public water system indicated above hereby affirms that the public notice has been provided to consumers in accordance with the delivery, content, and format requirements and deadline in 327 IAC 8-2.1-7

Name & Signature of System Representative:  Date: 08/05/2020