DOCUMENT TYPE	■ Administrative Directive		☐ Operating Procedure	
	☐ Guideline		☐ Standard	
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APPLIES TO	Facilities Development & Operations			
SUBJECT	**Water Quality Assurance**			
RESPONSIBLE ADMINISTRATOR	Sr. Director Energy, Utilities & Sustainability			

Purpose

This administrative directive establishes and communicates a Water Quality Assurance Plan for San José State University (SJSU) following its declassification as a Public Water System. This directive outlines the practices SJSU will implement to maintain safe drinking water in its distribution system in compliance with the Regional Water Quality Control Board's directives.

Procedure

The Facilities Management Utilities sub-department is responsible for implementation of the Water Quality Assurance Plan with support from EH&S. The following procedures will be followed:

1. Utilities will maintain Hose Timers currently installed
   Hose timers have been installed at various locations within the distribution system to draw fresh water into distant laterals. These hose timers will be maintained.

2. Water Quality Testing
   SJSU purchases all of its potable water from San Jose Water company that maintains a weekly water quality testing program to ensure safe and sanitary drinking water is delivered to SJSU. San Jose Water published annual water quality reports that can be accessed on their website.

   On campus potable water distribution water quality will be tested four times a year at locations historically tested (ex. Simpkins Center, Student Union, Central Plant, etc). A third-party vendor will perform the testing including effective chain of custody measures. Each sample will be tested for:
   - Chlorine residual
   - E. coli coliforms
   - Total coliforms

   Testing will occur during low water turnover periods on the following schedule:
   - The second Monday in July
   - The third Monday in August (prior to student move-ins)
   - Mid-January (end of winter break)
   - End of spring break (usually early April)

3. Response to Positive Samples
   If any water quality sample returns a positive result, the following actions will be taken:
   - The 3rd party lab will retest with the same quality assurance measure both the positive site and upstream and downstream locations.
   - Utilities staff will flush the lines with fresh water.
   - Utilities and 3rd party lab will continue retesting until samples return negative results.

4. Monthly Chlorine Residual Testing
   Monthly tests for chlorine residuals will be conducted at random locations by in-house staff, utilizing the water sampling preventive maintenance task already set up in TMA.

5. Cross-Connection Surveys
   Periodic cross-connection surveys will be performed at dual-plumbed buildings to ensure compliance and safety.

SJSU will actively monitor its water distribution system to ensure the delivery of safe water to the campus community. Flushing campaigns will be implemented as necessary to drive fresh chlorinated water into lines that may stagnate during periods of low use. Through these practices, SJSU aims to maintain the integrity of its water distribution system and ensure all campus members' drinking water safety.

ASSOCIATED FORMS	
Name of the Form	

REFERENCE DOCUMENTS	
Document Title	

VERSION HISTORY		
Version	*Approved By*	*Revision Date*
(1) Original		N/A

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