

	Ballantrae/Musselman's Lake and Stouffville Water Distribution Systems	QMS-APP-05-02
	Operational Plan Quality Management System	Page 1 of 8
	Appendix Title: Records Control Table	Revision: 2 January 16, 2017

Type of Record	Form Location	Completed Record Location (Folder Name)	Minimum Retention Time	Disposal Method	Notes
Record Requirements					NR=Not Required
Accreditation Audit Report	Accreditation Body	<ul style="list-style-type: none"> Operations Centre - S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Audits\Accreditation Audit\by year) 	10 yrs	Shred	
Annual Summary Report	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Reporting\by year)	<ul style="list-style-type: none"> E08 – Waterworks – Water Summary Reports (by year) Municipal Website 	15 yrs	Recycle	<ul style="list-style-type: none"> Presented to Council by end of March Combined with Drinking-Water Systems MOE Annual Reports
Drinking-Water Systems MOE Annual Reports	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Reporting	<ul style="list-style-type: none"> Operations Centre E08 – Waterworks – Water Summary Reports (by year) Municipal Website 	15 yrs	Recycle	<ul style="list-style-type: none"> Presented to Council with Annual Summary Report
Equipment Calibration Records	Manufacturer of Equipment	<ul style="list-style-type: none"> Operations Centre Water/ Wastewater Manual E08 – Waterworks – Calibration Reports (by year) Testing Equipment S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Equipment\Equipment Manuals 	6 yrs	Recycle	<ul style="list-style-type: none"> Previous calibration records to 2017 are kept in the E08 – Waterworks – Calibration Of Waterworks Testing Equipment folder.

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Internal Audit Report	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Audits\Internal Audits(by year)	<ul style="list-style-type: none"> Operations Centre E08 - QMS-Internal Audits (by year) 	10 yrs	Shred	
Water Quality Sampling	York-Durham Regional Laboratory	<ul style="list-style-type: none"> S:\ENVIRONMENTAL SERVICES - E\E14 Water Sampling\Water Sampling Analysis Reports\by year) • Municipal Office Archives 	6 yrs	Shred	<ul style="list-style-type: none"> Reports prior to 2012 are kept in the Water Sampling Program binders (by year). Starting January 1, 2012 the digital files are kept on the computer network only
Notification of Adverse Test Results and Other Problems and Notice of Issue Resolution of Drinking Water Systems	MOE Website - Search for form PIBS 4444	<ul style="list-style-type: none"> Operations Centre E14 – Adverse Water Sample Reports (by year) 	2-15 yrs	Shred	<ul style="list-style-type: none"> Retention dependent on type of adverse. Refer to O. Reg. 170/03 Samples in: <ul style="list-style-type: none"> Emergency Procedure #01 – Contamination of the Drinking Water System Emergency Procedure #02 – Boil Water Advisory Emergency Procedure #03 – Drinking Water Advisory
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QMS-FRM-16-01 - Chlorine Residual Results	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre Waterworks Room 	6 yrs	Shred	
QMS-FRM-16-02 - W/M Inventory and Well Information	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre Office (Water Sampling Analysis Reports (year)) binder Waterworks Storage Room (copy) 	6 yrs	Shred	
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QMS-FRM-15-01- Valves (Inspections)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 – Watermains – Watermain Valves And Inspections (by year) 	5 yrs	Shred	<ul style="list-style-type: none"> QMS-FRM-15-01a – Annual VA Inspection QMS-FRM-15-01b – Annual Valve Chamber (VC) Inspection Program QMS-FRM-15-01c – Valve Field Collection
QMS-FRM-15-01 - Valves (Inventory)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\QMS-Form 005 - Valves.xlsx 	5 yrs	Shred	<ul style="list-style-type: none"> QMS-FRM-15-01g - Ballantrae/Musselman's Lake Valve Inventory QMS-FRM-15-01h - Stouffville Valve Inventory
QMS-FRM-15-01 - Valves (Location Record)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre Office Waterworks Room 	Indefinitely	NR	<ul style="list-style-type: none"> QMS-FRM-15-01d – Valve Location Record
QMS-FRM-15-02 - Hydrants	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre <p>Previous to 2012 E08 – Watermains – Flushing “spot” Results – (by year) E08 – Watermains – Flushing Results - Semi-Annual – (by year)</p> <p>After 2012 E08 – Flushing Results – “Spot” – Weekly/Monthly – (by year) E08 – Flushing Results – Semi-Annual – (by year)</p>	5 yrs	Shred	<ul style="list-style-type: none"> QMS-FRM-15-02f -Stouffville Spring Semi-Annual Zone 1 QMS-FRM-15-02g - Stouffville Spring Semi-Annual Zone 2 QMS-FRM-15-02h –Stouffville Spring Semi-Annual Zone 3 QMS-FRM-15-02i – Ballantrae/Musselman's Lake Spring Semi-Annual QMS-FRM-15-02j - Stouffville Zone Control Semi-Annual QMS-FRM-15-02l - Ballantrae/Musselman's Lake Monthly QMS-FRM-15-02m - Weekly Spot QMS-FRM-15-02n – Stouffville Fall Semi-Annual Zone 1 QMS-FRM-15-02o – Stouffville Fall Semi-Annual Zone 2 QMS-FRM-15-02p – Stouffville Fall Semi-Annual Zone 3 QMS-FRM-15-02q – Ballantrae/Musselman's Lake Fall Semi-Annual

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QMS-FRM-15-02 - Hydrants (Inventory)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\QMS-Form 006 - Hydrants.xlsx 	5 yrs	Recycle	<ul style="list-style-type: none"> QMS-FRM-15-02d Hydrants: B/ML Inventory QMS-FRM-15-02e Hydrants: Stouffville Inventory
QMS-FRM-15-02 - Hydrants (Inventory -Field Collection Form - Stouffville & Ballantrae/ Musselman's Lake Water Distribution Systems)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> None 	NR	NR	<ul style="list-style-type: none"> QMS-FRM-15-02c Hydrant Inventory - Field Collection Form. This form is used for field data collection. The information is added to the master inventory then the form is disposed of.
QMS-FRM-15-02 - Hydrants (Inspections)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 – Hydrants – Hydrant Inspection Sheets- Stouffville & Ball/Muss Lake (by year) 	5 yrs	Recycle	<ul style="list-style-type: none"> QMS-FRM-15-02a Hydrants: Hydrant Inspection – B/ML QMS-FRM-15-02b Hydrants: Hydrant Inspection – Stouffville QMS-FRM-15-02r Hydrants: Winter String Check – Stouffville QMS-FRM-15-02s Hydrants: Winter String Check – B/ML
QMS-FRM-15-02 - Hydrants (Markers)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 – Hydrants – Hydrant Markers 	5 yrs	Recycle	<ul style="list-style-type: none"> QMS-FRM-15-02t Hydrants Markers – B/ML QMS-FRM-15-02u Hydrants Markers – Stouffville
QMS-FRM-15-02 – Monthly Pressure Inspection – Stouffville WDS Zone 3	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 – Watermains – Fire Flow/Pressure Testing Information 	5 yrs	Recycle	<ul style="list-style-type: none"> QMS-FRM-15-02v Monthly Pressure Inspection – Stouffville WDS Zone 3
QMS-FRM-14-01 Inspection for Subdivision and Capital Works Acceptance Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre D12 – (Subdivision Name) 	5 yrs	Shred	<ul style="list-style-type: none"> QMS-FRM-14-0a - Valve Box and Valve Chamber Inspections Checklist QMS-FRM-14-01b - Hydrant Inspections QMS-FRM-14-01c - Curb Box Inspections
QMS-FRM-06-01 - Curb Box Location	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Information and Instructions\Curb Box Locates Operations Centre 	Indefinitely	NR	

Type of Record	Form Location	Completed Record Location (Folder Name)	Minimum Retention Time	Disposal Method	Notes
		<ul style="list-style-type: none"> Waterworks Room 			
QMS-FRM-15-03 - Watermain Shutdown Notification Information	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 – Watermains – (by year) Watermain Shutdown Notification Forms (Completed) 	5 yrs	Shred	<ul style="list-style-type: none"> For watermain breaks, water service repairs, hydrant repairs & valve repairs
QMS-FRM-17-01 - Calibration Forms	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre Water/Wastewater Supervisors Office 	5 yrs	Recycle	<ul style="list-style-type: none"> QMS-FRM-17-01a - Weekly Calibration Test for HACH Pocket Colorimeter II QMS-FRM-17-01b - Calibration Test for HACH HQ11d pH Meters
QMS-FRM-20-01- Management Review Results	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 - QMS-Management Review (year) 	5 yrs	Recycle	
QMS-FRM-19-01 - Internal Audit Protocol	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 - QMS-Internal Audits (by year) 	10 yrs	Shred	
QMS-FRM-19-02 - Internal Audit Corrective Action Request	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 - QMS-Internal Audits (by year) 	10 yrs	Shred	
QMS-FRM-5-01 - QMS Document Change Request	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 - QMS-Document Change Requests (by year) 	6 yrs	Recycle	
QMS-FRM-13-01 - Essential Supplier Checklist	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 - QMS-Supplier Awareness (by year) 	5 yrs	Shred	Obsolete as of January 2015

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QMS-FRM-06-02 – W/M Inventory and Well Information	S:\ENVIRONMENTAL SERVICES – E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre <ul style="list-style-type: none"> Water/Wastewater Manual (Copy of Form 16e – Inventory Summary only) S:\ENVIRONMENTAL SERVICES – E\E08 Water Works\QMS Forms\QMS-Form 16 – WM Inventory and Well Information.xlsx 	5 yrs	Recycle	<ul style="list-style-type: none"> QMS-FRM-6-01a – Ballantrae/Musselman's Lake Inventory QMS-FRM-6-01b – Stouffville Inventory QMS-FRM-6-01c – Highway 48 Inventory QMS-FRM-6-01d – Well Information QMS-FRM-6-01e – Inventory Summary
QMS-FRM-16-03 – Adverse Water Sample Notification From The Laboratory	S:\ENVIRONMENTAL SERVICES – E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> E – – Adverse Water Sample Reports – (by year) 	2-15 yrs	Shred	<ul style="list-style-type: none"> Retention dependant on type of adverse. Refer to O. Reg. 170/03 Copy of QMS Form #017 in Emergency Procedure #01 – Contamination of the Drinking Water System
QMS-FRM-10-01 – Public Works Staff Training	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Original with Operator S:\HUMAN RESOURCES - HH12 Training and Development\Operator Licenses\by name) 	5 yrs	Recycle	<ul style="list-style-type: none"> QMS-FRM- 10-01a PW Training QMS-FRM-10-01b PW Training Record
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QMS-FRM-16-04 - Water Sampling Station Locations	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	•	5 yrs	Shred	<ul style="list-style-type: none"> Form 20a – Stouffville Form 20b – Ballantrae/Musselman's Lake Obsolete – now in Standard Operating Procedure QMS-SOP-16-01 - Collection and Handling of Drinking Water Samples
QMS-FRM-6-03 - List of Dead End Watermains	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre <ul style="list-style-type: none"> Water/Wastewater Manual Waterworks Storage Room 	5 yrs	Recycle	<ul style="list-style-type: none"> Stouffville Ballantrae/Musselman's Lake

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QMS-FRM-13-01 - Essential Supplier Checklist	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 - QMS-Supplier Awareness (by year) 	5 yrs	Recycle	
QMS-FRM-10-02 - On The Job Practical Training Record	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre Training binder S:\HUMAN RESOURCES - HH12 Training and Development\Courses\ (by year) 	5 yrs	Recycle	
QMS-FRM-6-04 – Internal Checklist – (to accompany MOECC Form 1)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 – QMS – MDWL/DWWP (by water distribution system) 	N/A	N/A	<ul style="list-style-type: none"> Internal checklist to accompany an amendment to a DWWP “Record of Watermains Authorized as a Future Alteration”
QMS- FRM-6-05 – DWWP Amendments	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms 	N/A	N/A	
QMS-FRM-6-06 – Water System Map Book Updates	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre E08 – QMS – QMS Activities (by year) 	5 yrs	Recycle	<ul style="list-style-type: none"> Ballantrae/Musselman’s Lake, Stouffville, Highway 48 and Gormley
		<ul style="list-style-type: none"> 			<ul style="list-style-type: none">
Sample Submission Chain of Custody Form Y-D Lab Non Regulated Y-D Lab O’Reg. 170	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	<ul style="list-style-type: none"> Operations Centre Waterworks Room (current year) Office (previous two years) Archive (older than two years) 	6 yrs	Shred	<ul style="list-style-type: none"> Weekly Sampling, New Watermain Sampling, Lead Sampling, THM, Microbiological, etc.
Service Request	Service Request Manager (SRM) – Town Computer Server	<ul style="list-style-type: none"> Service Request Manager (SRM) – Town Computer Server 	5 yrs	Delete	<ul style="list-style-type: none">

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Water Service Connections	Town of Whitchurch-Stouffville Water and Sewer Permit Application Land Manager	<ul style="list-style-type: none"> • Operations Centre • E08 – Waterworks – Water & Sewer Connections – (by year) 	5 yrs	Shred	Previous calibration records to 2017 are kept in the E08 – Waterworks – Water & Sewer Connections – (by year).

Document Change History

Revision Number	Date	Change	Revision Made By:
2	January 16, 2017	Document Update	Russ C