

		<b>Ballantrae/Musselman's Lake and Stouffville Water Distribution Systems Operational Plan</b>			Page: 1 of 4
		<b>QMS-APP-05-01: Document Control Table</b>			<b>Revised: December 16, 2019</b>
Document	Location of Master	Location of Controlled Copies	Authorized Approver	Notes	
<b>2009-154-RE - Record Retention By-Law</b>	<a href="https://whitchurch.civicweb.net/filepro/documents">https://whitchurch.civicweb.net/ filepro/documents</a>	https://whitchurch.civicweb.net/filepro/do cuments	Mayor & Council		
<b>2017-084-FI - Procurement By-Law</b>	<a href="https://whitchurch.civicweb.net/filepro/documents">https://whitchurch.civicweb.net/ filepro/documents</a>	None	Mayor & Council		
<b>2018-055-WS - Water Distribuion System By- Law</b>	<a href="https://whitchurch.civicweb.net/filepro/documents/121953?preview=124757">https://whitchurch.civicweb.net/filepro/doc uments/121953?preview=124757</a>	None	Mayor & Council		
<b>2019-123-FI 2020 Fees &amp; Charges By-Law</b>	<a href="https://whitchurch.civicweb.net/filepro/documents">https://whitchurch.civicweb.net/ filepro/documents</a>	None	Mayor & Council		
<b>Annual Capital and Operating Budgets</b>	<a href="http://www.townofws.ca/en/town-hall/budgets-and-forecasts.aspx">http://www.townofws.ca/en/town- hall/budgets-and-forecasts.aspx</a>	None	Mayor & Council		
<b>As-Built Drawings</b>	GIS	WS-Maps - http://gis/	Water/Wastewater Supervisor		
<b>Emergency Procedure 01 - Boil Water Advisory</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Emergency Procedures	Operations Centre - Waterworks room	Manager of Operations		
<b>Emergency Procedure 02 - Drinking Water Advisory</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Emergency Procedures	Operations Centre - Waterworks room	Manager of Operations		
<b>Emergency Response Guide for Drinking Water Systems (Annex 'J' of the Town Emergency Response Plan)</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Emergency Procedures	Operations Centre - Waterworks room	Manager of Operations		
<b>Employee Training Records &amp; Licenses</b>	S:\HUMAN RESOURCES - HH12 Training and Development	N/A	Manager of Operations		
<b>Obtaining Director's Direction to Use Non- Certified Operators in the Event of Strike</b>	<a href="https://www.ontario.ca/page/obtaining-directors-direction-use-non-certified-operators-event-strike">https://www.ontario.ca/page/obtaining- directors-direction-use-non-certified- operators-event-strike</a>	None	MECP		
<b>Operational Plan</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works		
<b>Pressure Reducing Valve Information</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162\PRV Information	None	Manager of Operations		
<b>Public Works Equipment Inventory</b>	S:\VEHICLES AND EQUIPMENT - \VV01 Fleet Management\ Inventory	None	Manager of Operations		

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<b>Public Works Procedure – C.U.P.E. Personnel Coverage</b>	S:\ADMINISTRATION - A/A09 Policies and Procedures	None	Manager of Operations	
<b>QMS-APP-01-01 - QMS Activity Schedule</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-03-01 - Owner Commitment &amp; Endorsement</b>	<a href="https://whitchurch.civicweb.net/filepro/documents">https://whitchurch.civicweb.net/filepro/documents</a>	Town Website, Operations Centre - Waterworks room	Mayor & Council	
<b>QMS-APP-03-01 - Top Management Commitment &amp; Endorsement</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	C.A.O., Director of Public Works	
<b>QMS-APP-04-01 - Notice of Appointment QMS Representative</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	C.A.O., Director of Public Works	
<b>QMS-APP-05-01 - Document Control Table</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-05-02 - Records Control Table</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-06-01 - B-ML Subject System Description</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-06-02 - Stouffville Subject System Description</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-08-01 - Risk Assessment Outcomes</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-09-01 - QMS Organizational Structure</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-09-02 - Roles Responsibilities and Authorities</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-11-01 - Duties of ORO and OIC</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-13-01 - Essential Supplies and Services</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	
<b>QMS-APP-16-01 - Annual Sampling Schedule</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Operational Plan	Town Website, Operations Centre - Waterworks room	Director of Public Works	

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<b>QMS-SOP-05-01 Log Book and Record Keeping</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-06-01 Approval for Alteration to the DWS</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-11-01 After Hours Response to Calls</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-13-01 Selection of Approved Products and Materials</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-15-01 Unscheduled Repairs</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-15-02 Supply of Bulk Water</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-15-03 Watermain Flushing</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-15-04 Hydrant Inspections</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-15-05 Valve Inspections</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-15-06 Water and Sewer Connections</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-16-01 Collection and Handling of Drinking Water Samples</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-16-02 Adverse Water Quality Reporting</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-16-03 Resident Complaint Investigations</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-18-01 Contamination of the Drinking Water System</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	

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<b>QMS-SOP-18-03 Cross Connections</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>QMS-SOP-18-04 Pressure Reducing Valve Failure</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\ Procedures\ Standard Operating Procedures	Operations Centre - Waterworks room	Manager of Operations	
<b>Safe Drinking Water Act, 2002 and applicable Regulations</b>	<a href="https://www.ontario.ca/laws/statute/02s32">https://www.ontario.ca/laws/statute/02s32</a>	None	Province of Ontario	
<b>Town Administrative Procedure AP15 – Performance Review</b>	<a href="http://10.1.10.176/townofws/wp-content/uploads/2014/08/AP15-PerformanceReviewPolicy.pdf">http://10.1.10.176/townofws/wp-content/uploads/2014/08/AP15-PerformanceReviewPolicy.pdf</a>	None	C.A.O.	
<b>Town of Whitchurch-Stouffville Standard Guidelines and Drawings</b>	<a href="https://whitchurch.civicweb.net/filepro/documents/132158">https://whitchurch.civicweb.net/filepro/documents/132158</a>	None	Planning & Development Services	
<b>Water/Wastewater Maps</b>	GIS	WS-Maps - <a href="http://gis/">http://gis/</a>	Water/Wastewater Supervisor	
<b>What to expect when an environmental officer inspects your facility</b>	<a href="https://www.ontario.ca/page/what-expect-when-environmental-officer-inspects-your-facility">https://www.ontario.ca/page/what-expect-when-environmental-officer-inspects-your-facility</a>	None	MECP	
<b>York Region Sodium in Drinking Water</b>	<a href="https://www.york.ca/wps/wcm/connect/yorkpublic/c1a9866f-1ddf-4b70-a271-733f190ea2e2/Safe+Water-+Sodium+in+Drinking+Water+Fact+Sheet.pdf?MOD=AJPERES&amp;CVID=mul9FHw">https://www.york.ca/wps/wcm/connect/yorkpublic/c1a9866f-1ddf-4b70-a271-733f190ea2e2/Safe+Water-+Sodium+in+Drinking+Water+Fact+Sheet.pdf?MOD=AJPERES&amp;CVID=mul9FHw</a>	None	York Region Health Connection	
<b>York-Durham Environmental Laboratory PC-10 - Sample Containers, Preservatives, Holding Times &amp; Storage Conditions</b>	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Water Sampling Program\Laboratory Information	None	York-Durham Environmental Laboratory	