

		Ballantrae/Musselman's Lake and Stouffville Water Distribution Systems Operational Plan			Revised: December 31, 2019	
QMS-APP-05-02: Record Control Table						
Type of Record	Form Location	Completed Record Location	Minimum Retention Time	Disposal Method	Notes	
Drinking Water System Certificate of Classification	MECP	S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Drinking Water System Information\Ballantrae-Musselman Lake Distribution System - 260006737 or S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162	15 years	Shred		
Drinking Water System Profile Information	MECP Website	S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Drinking Water System Information\Ballantrae-Musselman Lake Distribution System - 260006737\DWS Profile Updates or S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162\DWS Profile Updates	15 years	Shred		
Drinking Water Works Permit	MECP	S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Drinking Water System Information\Ballantrae-Musselman Lake Distribution System - 260006737 or S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162	15 years	Shred		
Management Review Minutes	S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Management Review\by year)	S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Management Review\by year)	5 years	Recycle		
Manufacturer's Equipment Calibration Records	Manufacturer of Equipment	S:\ENVIRONMENTAL SERVICES - EVE08 Water Works\Waterworks Equipment\Equipment Calibration	15 years	Recycle	Paper calibration records submitted prior to 2017 are kept in the E08 – Waterworks – Calibration Of Waterworks Testing Equipment folder.	

Type of Record	Form Location	Completed Record Location	Minimum Retention Time	Disposal Method	Notes
MECP Drinking-Water Systems Annual Reports	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\MOECC Reporting	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\MECP Reporting and Town Website	15 years	Recycle	Presented to Council by end of March, combined with Summary Report
MECP Drinking-Water Systems Summary Reports	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\MOECC Reporting	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\MECP Reporting and Town Website	15 years	Recycle	Presented to Council by end of March, combined with Annual Report
Municipal Drinking Water Licence	MECP	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Ballantrae-Musselman Lake Distribution System - 260006737 or S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162	15 years	Shred	
Public Works Staff Training Records	S:\HUMAN RESOURCES - HH12 Training and Development\Staff Training Records	S:\HUMAN RESOURCES - HH12 Training and Development\Staff Training Records	Indefinitely	N/A	
QMS-FRM-01-01 - Bulk Water Account Application	https://townofws.formbuilder.ca/Custom-Service-Forms/Town-of-Whitchurch-Stouffville-Bulk-Water-App	Town's computer network	15 years	Delete	Customer Service will revise this form as required
QMS-FRM-06-01 - Curb Box Location Record	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Information and Instructions\Curb Box Locates and Operations Centre Waterworks Room	Indefinitely	N/A	
QMS-FRM-06-04 - Internal Checklist for DWWP	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – QMS – MDWL/DWWP (by water distribution system)	Indefinitely	N/A	
QMS-FRM-06-08 - Hydrant Meter Permit Application	https://townofws.formbuilder.ca/Public-Works/Request-for-Hydrant-Permit	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	

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QMS-FRM-06-09 - Hydrant Meter Record	https://townofws.formbuild.ca/Public-Works/Hydrant-Meter-Form	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-06-10 - Hydrant Flow Test	https://townofws.formbuild.ca/Public-Works/Request-for-Hydrant-Flow-Test	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-06-11 - Residential Flow Test	https://townofws.formbuild.ca/Public-Works/Residential-Flow-Test	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-06-12 - Restoration Request	https://townofws.formbuild.ca/Public-Works/Restoration-Request	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-06-13 - New Build Request for Water Meters	https://townofws.formbuild.ca/Public-Works/Water-Meter-Installation-Request	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-06-14 - Water Meter Repair Form	https://townofws.formbuild.ca/Public-Works/Water-Meter-Repair-Form	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-06-15 - Water Tap Form	https://townofws.formbuild.ca/Public-Works/Water-Tap	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-10-02 - On The Job Practical Training Record	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\HUMAN RESOURCES - H\H12 Training and Development\Courses\by year\by course name)	10 years	N/A	

Type of Record	Form Location	Completed Record Location	Minimum Retention Time	Disposal Method	Notes
QMS-FRM-10-03 - Public Works Staff Training Matrix	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	10 years	N/A	
QMS-FRM-13-01 - Essential Supplier Checklist	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 - QMS Activities (by year)	5 years	Shred	
QMS-FRM-14-01 - Inspection for Subdivision and Capital Works Acceptance - VA & VC Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\DEVELOPMENT AND PLANNING - D\D12 Plan of Subdivisions\ (by subdivision name)	5 years	Recycle	
QMS-FRM-14-02 - Inspection for Subdivision and Capital Works Acceptance - Hydrant Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\DEVELOPMENT AND PLANNING - D\D12 Plan of Subdivisions\ (by subdivision name)	5 years	Recycle	
QMS-FRM-14-03 - Inspection for Subdivision and Capital Works Acceptance - Water Service Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\DEVELOPMENT AND PLANNING - D\D12 Plan of Subdivisions\ (by subdivision name)	5 years	Recycle	
QMS-FRM-15-01a - Stouffville Valve Inspection Area 1	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01b - Stouffville Valve Inspection Area 2	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01c - Stouffville Valve Inspection Area 3	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01d - Stouffville Valve Inspection Area 4	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01e - B/ML Valve Inspection Area 1	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01f - B/ML Valve Inspection Area 2	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	

Type of Record	Form Location	Completed Record Location	Minimum Retention Time	Disposal Method	Notes
QMS-FRM-15-01g - B/ML Valve Inspection Area 3	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01h - B/ML Valve Inspection Area 4	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01i - Stouffville Annual Valve Chamber Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01j - B/ML Annual Valve Chamber Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-01q - Stouffville Zone Control Valve Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Watermain Valves And Inspections (by year)	5 years	Shred	
QMS-FRM-15-02a - B/ML Annual Inspection and Flushing	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Flushing Results – Annual – (by year)	5 years	Shred	
QMS-FRM-15-02b - Stouffville Annual Inspection and Flushing	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Flushing Results – Annual – (by year)	5 years	Shred	
QMS-FRM-15-02e - B/ML Winter Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Flushing Results – “Spot” – Weekly/Monthly – (by year)	5 years	Shred	
QMS-FRM-15-02f - Stouffville Winter Inspection	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Flushing Results – “Spot” – Weekly/Monthly – (by year)	5 years	Shred	
QMS-FRM-15-02g - B/ML Monthly Flushing (Summer)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Flushing Results – “Spot” – Weekly/Monthly – (by year)	5 years	Shred	
QMS-FRM-15-02h - B/ML Monthly Flushing (Winter)	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Flushing Results – “Spot” – Weekly/Monthly – (by year)	5 years	Shred	

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QMS-FRM-15-02i - Stouffville Monthly Flushing	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Flushing Results – “Spot” – Weekly/Monthly – (by year)	5 years	Shred	
QMS-FRM-15-03 - Water Shutdown Notification Information	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Watermains – (by year) Watermain Shutdown Notification Forms	5 years	Shred	
QMS-FRM-15-04 - Water Turn Off/On Request	https://townofws.formbuilder.ca/Public-Works/Request-to-Have-Water-Shut-Off	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-15-05 - Water Service Shutdown Information	https://townofws.formbuilder.ca/Public-Works/WaterService	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	5 years	N/A	
QMS-FRM-15-06 - Water Service Repair	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Watermains – (by year) Watermain Shutdown Notification Forms	5 years	Shred	
QMS-FRM-16-01 - Chlorine Residual Results	https://townofws.formbuilder.ca/Public-Works/Chlorine-Residual	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	15 years	N/A	
QMS-FRM-16-02 - System Pressure Monitoring	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre, E08 – Watermains – Fire Flow/Pressure Testing Information	5 years	Shred	
QMS-FRM-16-03 - Adverse Notification from Lab	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Operations Centre - E08 – Adverse Water Sample Reports – (by year)	2-15 years	Shred	Retention dependant on type of adverse. Refer to O. Reg. 170/03
QMS-FRM-17-01 - Monthly Calibration	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Equipment\Equipment Manuals	6 yrs	Recycle	
QMS-FRM-21-01 - QMS Continual Improvement	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	Indefinitely	N/A	
QMS-FRM-21-02 - After Action Review	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\After Action Review\by year)	5 years	Shred	

Type of Record	Form Location	Completed Record Location	Minimum Retention Time	Disposal Method	Notes
Water Sampling Analysis Reports	York-Durham Laboratory	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Water Sampling Program\Water Sampling Analysis Reports\2019	15 Years	Recycle	
York-Durham Laboratory CALA Accreditation Certificate	Canadian Association for Laboratory Accreditation Inc.	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Water Sampling Program\Laboratory Information	5 years	Shred	
York-Durham Laboratory Certificate of Drinking Water Testing License	MECP	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Water Sampling Program\Laboratory Information	5 years	Shred	