



Mason Consolidated Schools EGLE Drinking Water Management Plan

The following is the Drinking Water Management Plan for Mason Consolidated Schools. The plan follows the Michigan Department of Environment, Great Lakes, and Energy (EGLE) guidance to schools for implementing a Drinking Water Management Plan. The goal for Mason Consolidated Schools plan is to ensure safe, clean, and accessible drinking water for students and staff.

This plan will be reviewed and updated every 5 years starting from 2025.

Roles and Responsibilities

The following staff members and third-party contractors will play a key role in the Mason Consolidated Drinking Water Management Plan.

Operations Department

Role/Responsibilities: Preventive Maintenance, Corrective Maintenance, Periodic Maintenance, and Emergency Maintenance. Complete the monthly inspections, change and order filters or other filtering items as needed, report when there are issues with water (color, smell, pressure) or the filtering of water, file all paperwork as required, and ensure that all water sources are used and checked monthly. Report all yellow or red alarms from bottle filler stations. Mandatory water flushes are required after each school break or if the building is down for 7 days or more.

Director of Operations:

Courtney Hammond - 734-848-9303

hammond@eriemason.k12.mi.us

Maintenance Staff:

Paul Tubbs - 419-277-9438

ptubbs@eriemason.k12.mi.us

Tiffany Gueli - 989-660-5950

gueli@eriemason.k12.mi.us

Administration

Role/Responsibility: To ensure that the operations department is completing all the required tasks and documentation for the Drinking Water Management Program. Ensure all designated personnel are trained in water management protocols.

Superintendent of Schools:

Kelli Tuller - 734-848-9304

ktuller@eriemason.k12.mi.us

Business Office Supervisor:

Nichole Wright - 734-848-9302

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Third Party Contractors

Role/Responsibilities: To ensure samples and testing are done per the Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirements and supply results and paperwork on a timely basis. A third-party service will do emergency maintenance and corrective maintenance that Mason Consolidated Schools Maintenance Department cannot complete. For all drinking water sources, they will be following all state of Michigan Clean Drinking Water Access Act rules and regulations.

Third Party Maintenance:

Monroe Plumbing and Heating - 734-241-4277, 734-205-1285, or 734-215-9537

Water Testing Company:

EGLE Laboratory Services - 517-335-8184 (Marlene Kane: kanem4@michigan.gov)

Water System Description

The following is the history and description of Mason Consolidated Schools source of water, age/condition, and locations of all water sources.

Source of Water

All Mason Consolidated School buildings are supplied water through the South County Water System. The contact number is 734-847-0579 or for **emergencies** 734-243-7070.

Age and Condition

The majority of the water supply lines/piping are original to the buildings. All water supply lines are in working order with no apparent issues to our current knowledge. See below for a listing of the year the school buildings were built and the type of pipes used.

High School (1961)

- Contains copper with soldering pipes and plastic tubing for water supply lines.
- City water feed for water source.

Middle School (1960)

- Contains copper with soldering pipes and plastic tubing for water supply lines.
- City water feed for water source.

North Elementary School (1954)

- Contains copper with soldering pipes and plastic tubing for water supply lines.
- City water feed for water source.

Locations of Water Supply Sources

A listing of all water supply sources is in the appendix along with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) inventory forms. They include but are not limited to all drinking fountains, bottle fillers, kitchen sink faucets, classroom faucets, lounge faucets, garage faucets, and outside hose spigots on campus for each building. The form also includes all filter or cartridge information.

These forms are completed and updated by the Operations Staff as needed.

Testing Protocols

All testing will be done by a state certified EGLE Drinking Water Program lab. Samples will be taken from each water source location and sent to the testing site on a minimum of a yearly basis. In addition, if a water source needs to be turned off for a period of 24 hours or longer, then samples need to be taken once the source is turned back on. Samples are to be collected in 250 ml wide mouth sample bottles and sent to the testing location within 14 days of when the sample was collected. Prevent water use for at least 8 hours prior to sample collections. This includes flushing toilets, handwashing, and kitchen use. All samples must be recorded, and the proper paperwork should accompany the sample to the lab. If issues are found or reported between yearly testing, a sample will be taken and tested at that time.

Laboratory test results will be reviewed and kept on record for a minimum of 10 years. The following actions will be taken upon review of the laboratory testing results:

Test results not detecting lead (0 mg/L or 0 ug/L):

- Record and file results
- Share upon request of a state official

Test results detecting lead 1-5 ppb (.001-.005 mg/L or 1-5 ug/L):

- Immediately check status of filters
- Replace filter/cartridge if status light is yellow or red
- Ensure the filter is properly installed
- Resample and retest

Test results detecting lead 5 ppb or more (+.005 mg/L or +5 ug/L):

- Immediately shut off or render the water outlet inoperable
- Clearly post a sign at or near an outlet stating it is inoperable due to high lead concentration. Maintain sign until risk has been eliminated
- Replace the filter/cartridge
- Resample and retest the filtered water
- Return the water source back to service if the test results indicate to do so
- A copy of the failed and corrected test results is to be sent to EGLE
- A remediation plan is to be made and reviewed by EGLE

EGLE Required Plans

Maintenance Plan

The operations staff will be responsible for inspecting, reviewing, and updating all water sources on the campus of Mason Consolidated Schools.

A monthly checklist will be completed each month by a member of the maintenance staff. The monthly checklist is to include but not be limited to the following items:

Faucet and Fountain Inspection:

- Run the water at each faucet and/or fountain location
- Ensure faucet and/or fountain are functioning properly
- Ensure there are no leaks in the faucet/fountain or the pipes
- Verify there is no decay, corrosion, or damage to faucet/fountain
- Ensure the water is clear and is without discoloration
- Verify the water doesn't have a bad odor or taste
- Verify the faucet and/or fountain has the proper water pressure
- Verify the drain is functioning properly and there is no standing water in sink basin
- Ensure there isn't any build up around faucet or bubbler
- Verify aerators and faucet screens are clean and free of debris or sediment
- Ensure the vent on all fountains is free and clear of dust and debris
- Ensure all fountains have shrouds and covers in place
- Ensure fountain push bars are functioning properly
- Verify bottle fillers are in good working order

Spigots Inspection:

- Run water at each spigot
- Ensure the spigot is functioning properly
- Ensure there are no leaks in the spigot or the pipes
- Verify there is no corrosion, decay, or damage to the spigot
- Ensure the water from the spigot is clear and without discoloration
- Verify the water doesn't have a bad odor or taste
- Verify the spigot has the proper water pressure
- Ensure there isn't any build up or signs of mold around the spigot

Equipment Inspection:

- Verify all backflow preventers are working properly
- Verify any ice makers in the building are working properly and there isn't any buildup, mold, or odors coming from the unit.
- Ensure there aren't any leaks in the water lines supplying the ice makers
- Check all kitchen equipment (steamers, dishwashers, etc..) with water supply lines, to ensure there are no leaks, corrosion, damage, or build up around the water lines
- Verify water heaters in buildings are functioning properly
- Ensure water heater tanks are free of rust, corrosion, decay, or damage
- Ensure water relief valves on water heaters are working properly (test)
- Verify piping to the water heaters is free of rust, corrosion, decay, or damage

Filter Change

Mason Consolidated Schools will change filters and cartridges at all drinking water sources at a minimum of every 6 months or per the manufacturer's recommendation. The Director of Operations and the maintenance department will be responsible for having all the required filters on hand. Each filter/cartridge is to be changed within a 24-hour period. If it is not, then a water sample test is to be done once the water is turned back on for the water source.

All mandatory paperwork for filter or cartridge changes will be filled out by the maintenance person doing the work. The filter/cartridge change directions and filter change mandatory paperwork are in the appendix section.

Record Keeping

The Director of Operations will be responsible for all records review and retention related to the Mason Consolidated Drinking Water Plan. The paperwork will be filed or held electronically in their office. The forms will be retained until the 5-year required plan revision is due. The paperwork can be disposed of once the review and revisions are complete.

Mason Consolidated Schools will submit **annually** a certification of compliance to EGLE. This certifies the school has complied with the requirements of this act. (Use the certification form from EGLE)

Emergency Response Plan

In the event of a water supply interruption, contamination, or emergency the following sources will be the contacts. Supply interruption contacts are the Erie Township Supervisor and South County Water Systems. Water contamination contacts are the Monroe County Health Department, EGLE Detroit Area Office, Erie Township Supervisor and South County Water Systems. Any drinking water emergency contacts are Monroe County Health Department, EGLE Detroit Area Office, Erie Township Supervisor and South County Water Systems.



Emergency or informative notifications to parents, staff, and students will be done through the Mason Consolidated Schools Infinite Campus Messenger System and on the school's website.

In the event alternative drinking water is needed, Mason Consolidated Schools will contract with a local potable water supplier to provide the correct amount of drinking water dispensers for the school campus.

Erie Township Supervisor - 734-848-5915 ext 1

Monroe County Health Department - 734-240-7800 or 734-240-7000

South County Water Systems - 734-243-7070 (emergencies) 734-847-0579

EGLE Detroit Office - 313-456-4700

Culligan Water (Ida) - 734-269-2067

Water Boy Systems (Ida) - 734-269-6130

State Soft Water (Temperance) - 810-207-6358

Communication

In the event of a water quality emergency, Mason Consolidated Schools will use their "all call" system (Infinite Campus) to notify parents, students, and staff. Mason Consolidated Schools will also notify EGLE and any other municipalities affected by the water quality emergency.

All non-emergency water quality issues and corrective actions will be posted on the Mason Consolidated Schools website. All corrective actions to the water quality will be posted on the Mason Consolidated Schools website. Any updates or changes to the Mason Consolidated Schools Drinking Water Plan will be posted on the Mason Consolidated Schools website.

Reviews and Updates

Mason Consolidated Schools Director of Operations will review all Drinking Water Plan paperwork as it is received. Any issues or concerns will be taken care of immediately. Mason Consolidated Schools will review the entire plan every 5 years and create a revised plan if needed.

Updates will be made to the Drinking Water Plan whenever there are changes in regulations, infrastructure, or school policies. The new plan will be reviewed and approved by the administration and/or the Michigan EGLE department.

State Laboratory

EGLE Laboratory Services - 3350 N MLK Blvd. Lansing, MI 48906 517-335-8184 Lab ID# 0001 (\$18 per sample)



Appendix

1. Fixture Inventory Consumptive
2. Fixture Inventory Non-Consumptive
3. Fixture Inventory Inoperable
4. Sampling Forms
5. Filter Change Process and Directions
6. Filter Replacement Form
7. Water Flushing Process and Directions

Appendix 5

Filter Changing Process and Directions

All filter or cartridge changes are to be made within a 6-month period or within the manufacturer's recommendation. Whether monthly or earlier, the change needs to be made in the following manner. Upon completion of any filter/cartridge change, a filter replacement form (see appendix 6) is to be completed.

Description of the Process

1. Turn Off the Water Supply: Locate and shut off the water supply to the filter system to avoid leaks or spills.
2. Release Pressure (if applicable): Open the faucet connected to the filter or press the release valve to reduce pressure in the system.
3. Remove the Old Filter: Unscrew the housing or detach the filter cartridge according to the manufacturer's instructions.
4. Clean the Housing (if applicable): Rinse the housing with warm, soapy water and disinfect if needed. Rinse thoroughly to avoid contamination.
5. Install the New Filter: Place the new filter in the housing or cartridge slot, ensuring it aligns correctly with the flow direction.
6. Reassemble and Tighten: Reattach the housing or secure the cartridge in place, being careful not to overtighten.
7. Turn On the Water Supply: Slowly restore the water flow and check for leaks.
8. Flush the New Filter: Run water through the system for 5–10 minutes (or as recommended) to clear out any debris or carbon dust from the new filter.
9. If the process isn't done in a 24-hour period, a water sample is to be taken and sent for testing.
10. The replacement of the filter is to be logged in on the filter replacement form (see appendix 6)

Appendix 7

Water Flushing Process and Directions

1. Preparation

- Review Building Plans: Understand the layout of the plumbing system, including all fixtures, water fountains, and service lines.
- Notify Occupants: Inform school staff and maintenance teams about the flushing schedule. Avoid student or staff presence during flushing to minimize disruptions.
- Gather Equipment: Have tools like wrenches, flow meters, testing kits, and thermometers ready.

2. Initial System Check

- Inspect Fixtures: Check for leaks, damage, or clogged fixtures.
- Turn Off Appliances: Disconnect ice makers, dishwashers, and other appliances to prevent sediment from entering.

3. Flush the System

Start at the Service Line:

- Open the main incoming water valve and let the water flow for at least 10–15 minutes to flush the main supply line.
- Use a high-flow outlet closest to the main valve for effective flushing.

Flush Cold-Water Lines:

- Begin at the fixtures farthest from the main valve.
- Open all cold water taps fully and let them run until the water is clear, and the temperature stabilizes (usually 5–10 minutes per tap).
- Include all fixtures such as sinks, water fountains, showers, and outdoor spigots.

Flush Hot Water Lines:

- Turn on the water heater and set it to normal operating temperature.
- Start at the fixture farthest from the water heater.
- Flush each hot water tap until the temperature stabilizes and the water is clear.

Flush Specialized Fixtures:

- Drinking Fountains: Run each fountain for 10–15 minutes or per manufacturer's recommendations.
- Ice Makers: Empty and dispose of the first few batches of ice after flushing the connected line.
- Filters: Replace or clean any filters (e.g., in water fountains or refrigerators).

4. Final Steps

- Inspect System: Check for leaks or irregularities.
- Restore Appliances: Reconnect and test appliances like dishwashers and ice makers.
- Document the Process: Record details such as fixture locations, flush duration, and any issues.
- Communicate Results: Inform school administrators and staff about the completion and results of the flushing process.