

## Example Letter — Advanced Notice of FPPE Schedule

DEP Regional Office

717-772-xxxx

FAX-717-772-xxxx

Water Supply Operator Name  
ABC Water Authority  
10 Winding Road  
Anytown, PA

Re: Filter Plant Performance Evaluation  
ABC Water Authority  
PWSID #  
Township, County

Dear \_\_\_\_\_:

The Department of Environmental Protection (DEP) has chosen the ABC Water Treatment Plant to undergo a Filter Plant Performance Evaluation (FPPE) on \_\_\_\_\_, 2004, as part of a routine evaluation cycle. Through FPPEs, DEP has been able to assist water systems in optimizing their water treatment plants since 1988. Recently, DEP staff from the \_\_\_\_\_ District Office contacted you concerning the FPPE. Included in this letter is additional information about the FPPE program and a description of the activities that will take place during the FPPE. Please read this letter carefully as there may have been changes since the previous FPPE.

Upon arrival at the filter plant, DEP staff will set up equipment, including a turbidimeter, two particle counters, and raw and filtered water microscopic particulate analysis samples. This equipment will require a tap, preferably three quarter inch hose thread, on the piping from the raw water before chemical treatment. We also need a similar tap on the individual filter effluent lines leaving the filters so that we can obtain samples from the individual filter rather than the clearwell. Sometime during the day, we will ask you or your staff to backwash the filter where equipment is connected, so its best to pick one that is ready for a normal wash.

Following the equipment set-up, we will ask plant staff to take the evaluation team on an extensive tour of the facilities. During the tour, the evaluation team will spend a considerable amount of time reviewing operational practices, each treatment process, chemical pretreatment adjustments, backwash procedures and more. We may review monitoring records, including any laboratory sheets, plant log sheets, and any drawings and specifications for the treatment plant. We are especially interested in daily turbidity values of the raw water, settled water (top of filters) and filter effluent turbidities. It is our experience that the information we need is readily available from existing reports. We usually work with the information available and do not request that plant staff prepare additional summaries of the information.

Operator Name  
ABC Water Authority

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Date, 2003

The evaluation team will consist of three people: Sanitarian from the \_\_\_\_\_ District Office, Engineer from the \_\_\_\_\_ Office, and myself. The size of this team is larger than normal DEP surveys because of the extent of the evaluation and the specific expertise needed. This team approach has been helpful to operators at over 1,000 FPPEs that DEP has performed to date.

Over the years, filter plant operators have become increasingly aware of the need to protect consumers from waterborne pathogens by optimizing *each* major unit process (multiple barriers) in the plant. These processes – chemical treatment, flocculation, sedimentation, filtration and disinfection – all receive focused attention, not just finished water turbidity and chlorine levels. Many of these operators now recognize that consistent turbidity levels of 1 NTU or less from the sedimentation process and 0.1 NTU or less from each filter, even when the raw water quality is variable, means they are optimizing performance of their filter plants. Accordingly, the chances of microbial breakthrough into the finished water are now much lower than in past years.

We realize that these goals are more stringent than current requirements of the Pennsylvania Safe Drinking Water Regulations. The FPPE objective is to optimize water treatment plant performance in order to minimize the chances of a waterborne disease outbreak caused by *Giardia*, *Cryptosporidium* or other organisms. Furthermore, obtaining a good rating in the FPPE program will place the water system in a better position to meet more stringent turbidity requirements in the future. For example, regulatory changes have recently reduced the finished water turbidity performance level from 0.5 NTU to 0.3 NTU.

Thank you for arranging your schedule to assist us in evaluating the ABC Water Treatment Plant. We believe that you will find the results of this evaluation valuable in maintaining compliance with present and future drinking water regulations as well as optimizing the plant for the removal of disease causing organisms. Please call me at (717) 772-xxxx if you wish to discuss additional details of the FPPE.

Sincerely,

FPPE field staff person  
Water Treatment Plant Specialist  
Water Supply Management Program