



Iowa DNR Public Water System Security Inspection Check List

System Name: _____
 County: _____
 Completed by: _____
 PWSID#: _____
 Date: _____

System Component Covered:

- Water Treatment Plant
- Wastewater Treatment Plant
- Distribution System
- Collection System
- Full System
- Other _____

	Yes	No	N/A	Comments
1. Structures:				
a. Are all structures always locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are alarms set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are "Authorized Personnel Only" signs posted at entrance to all facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Are important telephone numbers posted on outside of each building and/or on inside of fence, readily visible for emergency use by the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Is each well and/or surface intake area physically inspected at least once per day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Is watershed adequately patrolled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Are all facilities regularly and thoroughly inspected, including those portions not readily visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Where possible, is every access to water (outside clarifier, clearwell, reservoir, manhole, etc.) locked or fenced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Is protection provided (i.e., with concrete barriers) to prevent a speeding vehicle (Is the facility driveway similarly protected) from hitting plant or other facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Are all chemicals stored outside protected from vandalism and accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Are all existing emergency interconnections to other water supply sources functional and exercised on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l. Are all treatment plants, storage tanks, pump stations and other remotely located facilities connected to a main control station via telemetering, SCADA, or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m. Is a backup or exterior connection for electrical power supply provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n. Is an electronic power outage alarm sent to a 24-hr. dispatch center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o. Are fire/ smoke alarms provided at all structures and sent to a 24 hr. staffed center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p. Is a finished water chlorine residual low-level alarm provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
q. Is each employee issued a personal safety device or PASS alarm? The device is wireless body button that can be activated in the event of an emergency. Connected to an alarm company, the dispatcher can speak to their employee and/or dispatch emergency personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
r. Are all buildings (including walls, roof, windows, etc.) constructed to commercial grade standards? (not residential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
s. Are all solar panel, roof vents, and other potential roof openings covered with bars or other materials to limit access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

t. Keys:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Are distribution and number of keys known and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Are all keys labeled as "Do Not Duplicate"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Are local police departments provided with access keys, or given numbers, page out or cell, to reach employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Are keys always removed from all unattended equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
u. Fencing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Are entire perimeters of treatment plant property, physical walls, storage tank, and wellhead adequately fenced and gate(s) kept locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Is all fencing 10 ft. high, with inward-facing barbed wire on top, including on entrance gate(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Is all fencing, including gates(s), secure to ground to prevent access under gate(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Is fence at least 4' higher than any structure or landscaping located directly outside of fence which may provide climbing access over fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Is fence at least 6' away from any structure or landscaping located directly outside of fence which may provide climbing access over fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) Are all openings under fences secured from entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7) Is all landscaping placed in a manner as not to hide structures or treatment processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8) Are all culverts, storm sewers, and drainage pipes secured with security bars to restrict access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v. Lighting:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Is entire perimeter of treatment plant property illuminated with street- type lighting fixtures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Is entire perimeter of treatment plant illuminated so that all shadows and dark areas are eliminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Is lighting mounted at approximately a second story level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Are exterior light bulbs of commercial grade and break resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Is lighting provided in parking lots, treatment bays, and other areas with limited staffing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
w. Entrance doors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Built of commercial grade with metal frame fire rated construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Outside hinges hidden/protected from vandalism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Fitted tightly and free from mail slot and excessive air gaps, including at floor/threshold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Provided with push ("panic") bar release on inside of door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Visitor entrances provided with a doorbell?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) Doors and locks in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7) Electronically controlled so that each employee must use swipe card and enter a P.I.N. number to enter the plant? A computer should store the date, time, and employee who metered the plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
x. Windows:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Are all windows (including on Doors covered with metal security mesh?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) In case broken or opened, are all widows wired to loud audible alarm and to automatic telephone dialer or central station alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

y. Electronic surveillance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Is entire perimeter of treatment plant installed with infrared motion sensors in area between building and fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Are infrared motion sensors electrically connected to automatic telephone dialer or central station alarm company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Is a video system provided to monitor property perimeter, which are either always on or activated by connection to infrared motion sensors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Is a video system provided to monitor all vital parts of the plant, including the main entrance and control room and recorded on a slow speed security VCR (tapes not reused, nor recycled for predetermined time)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Security Forms:				
a. Are emergency telephone numbers (including ambulance, police, fire, haz-mat, FBI, spill response) current and prominently displayed at each telephone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are MSDS and chemical response information present for all stored chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Written Plans:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Is a chain of command and emergency call list established, updated annually and prominently displayed (must include 24/7 telephone numbers for system superintendent and chief municipal officer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Does a written security program plan exist, are employees frequently trained in the plan, and is the plan re-evaluated periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Is a plan in place to notify customers, after the state department of health determines a positive on the sample?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Are all employees, including Customer Service staff, trained and checklists provided on how to handle a threat if called in? Practice drills should be exercised frequently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Are detection, response, and notification issues discussed with public health officials and a protocol established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Reporting the Emergency:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Do you have the numbers to report emergencies to the state DNR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Do you have a checklist to gather information from the caller on threats, bomb threats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Do you have caller I.D.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Procedures:				
a. Can operational procedure times be varied so as not to reveal working patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is a daily log used and initialed by the last person who leaves the plant to verify that all (specific) doors and windows are locked, are appliances shut down, nightlights are on, and that entrance door is locked and alarm on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Is all mail opened off-site, at a non-water-related facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Are all employees fully aware of the importance of reporting to the DNR any unusual entry point or distribution system monitoring result (such as chlorine residual), unusual customer complaint on water quality, or illness among the utility customers that may be associated with the water? An event log should be maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

e. Is access controlled to computer networks and control systems, and passwords changed frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. law enforcement agencies:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Are police departments (both daytime and nighttime coverage's) familiar with system facilities; do they conduct routine patrol of facilities and, are protocols established for reporting and responding to threats and other emergencies (and updated annually)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are staffs aware, that they are to immediately report to the police and FBI any criminal threat, security breach, suspicious behavior, or attack on their water utilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are copies of operational procedures, including contacts and current telephone numbers, provided to police departments and emergency management personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was a system facilities security survey conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Are employees uniformed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Does each employee display their sealed photo ID at all times? (are employees uniformed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Are background security checks conducted on employees at hiring and periodically thereafter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Upon employee termination, are pass codes changed, keys, access cards returned, and is counseling available for the disgruntled employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Non-employee access:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Is a visitor and contractor access policy established for employees to limit/question/scrutinize stranger(s) in facilities? In the event that an unscheduled visitor or stranger arrives after normal business hours the employee should use the intercom for initial contact. No one should be admitted unless they have the proper credentials and clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Are all chemical and other supply deliverers required to show proper identification and sign-in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Do system personnel observe delivery personnel during delivery and until delivery personnel leave property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Neighbors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1) Are important facility telephone numbers given to neighbors of all system facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Is an informal "neighborhood watch" program established around each system facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Is character of all neighbors considered/evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Cyber/ SCADA Systems:				
a. Are systems put in place as firewalls to protect outsider's from gaining access to phone line transmission sites to the SCADA program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is dish signals protected from outside sources dialing in on the frequencies used on your system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Do you have a link to another system, such as PC Anywhere or any comparable system that allows maintenance from outside service providers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Are you able to disconnect the communication line from service providers when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Have you trained staffs on running the system in hand operation? Was the system designed to operate in hand mode,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

as well as in the programmed automatic mode?				
f. Do you have back up computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Do you have web site information that if put into the wrong viewer, could disrupt any of your operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Other:				
a. Were all system facilities (treatment plants, wellheads, meter pits, pump stations, reservoirs, storage tanks, etc.) considered during completion of this form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are separate forms being prepared for other system components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are maps, as built drawings, records, O&M's, SOP's, financial records, and checklist in secure places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Are vehicles secured, and properly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Do you have your Vulnerability Assessments complete and sent to EPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Do you have your VA Certification sent to EPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Do you have your Emergency response plan complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Is your Vulnerability Assessment Plan part of your Emergency Response plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Is your Emergency Response Plan Certification sent to EPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Are your plans accessible to all employees that would have need in case of an event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Does your emergency plan include plans for; source protection, sampling, monitoring, emergency, contingency, repair, replacement, and contamination assessments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l. Are parts inventories adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m. Are all tower vents and air vents screened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n. Are you able to increase chlorine in the system if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o. Does your system have a written cross connection control plan, including inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p. Does your system have procedures on hydrant authorization and usage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This form is not to be considered a complete or comprehensive evaluation, **and is not meant to serve all sized water systems.**

Population of System: _____

Administrated by: Water Board _____ **Governmental** _____