Mississippi State Department of Health
Bureau of Public Water Supply
Capacity Development Rating Form Assessement Criteria
July 1, 2025 - June 30, 2026

Standard Form

	Technical	Question Value
T1	**Does the water system have any significant deficiencies?** This includes outstanding deficiencies from prior surveys as well as new ones cited during the current visit.	**7**
T2	**Was the water treatment process functioning properly?** Corrosion control plants: within - 0.5 of target pH (approximately 8.4, Langlier Index, or 7.2-7.8 if adding phosphate for corrosion AND minimum phosphate residual of 0.5 mg/L as P or 1.5 mg/L as PO4 (most test kits)), Iron removal plants: finished water Fe < 0.3 mg/l, Chlorine: Adequate at plant to provide residual throughout system, spot checked on system, Systems adjusting Fluoride: 0.7 - 1.3 mg/l with optimum dose at 0.7 mg/l.	4
T3	**Was needed water system equipment in place and functioning properly at the time of survey?** Adequate security: locked fence around wells/treatment plant/tank (6' or 5' + barbed wire at top), locked hatches on water storage tanks (operator verifies), Required equipment in place (i.e., phosphate and/or fluoride feeders on all wells if required), major components sized correctly if affects water quality or quantity, major components working at time of inspection unless provisions for repairs made. Must be noted on inspection report.	3
T4	**Were records available to the RE clearly showing that all water storage tanks have been inspected and cleaned or painted (if needed) within the past 5 years?** Maintenance and painting contracts, tank inspection reports, operator can inspect own tank if he/she writes a report and/or takes pictures, painted if needed.	3
T5	**Was the certified waterworks operator or his/her authorized rep present for survey?** Operator or representative must be present unless emergency; operator of record shouldn't miss two in a row.	3
T6	**Was PWS Operations record up to date and properly maintained?** Operations record: Cl_2 recorded as required, pH, Fe, Fluoride, and phosphate where applicable. Did logbook indicate the minimum required operator presence was performed based on system classification.	3
T7	**Was the water system properly maintained at the time of survey?** Grass cut, packing not leaking excessively, plant presentable, etc.	3
T8	**Does the system have adequate capabilty for testing the water quality of the system and could operator personnel perform all water quality tests required to properly operate this water system?** Must have appropriate test kits, fresh reagents, and able to perform tests (where applicable: chlorine, pH, iron, fluoride, phosphate). Regional engineer may perform tests to verify operator's results. Chlorine test must be performed by operator at all inspections. Color wheels not acceptable. Digital kits required for accuracy.	2
T9	**Does water system routinely track water loss and were acceptable records available for review?** Requires metered connections and master meter or annual pump test with run time. Must show calculating water loss at least quarterly.	3
T10	**Is the water system overloaded? Cannot exceed MSDH design capacity, consecutive systems overloaded if supplier overloaded or based on hydraulic calculations or pressure recording.** Cannot exceed MSDH design capacity, consecutive systems overloaded if supplier overloaded or based on hydraulic calculations or pressure recording.	3
T11	**Was there any indication that the water system is/has been experiencing low pressure in any part(s) of the distribution system?** Documented by hydraulics or pressure recording or verified by operator. Must be documented on inspection report	3
T12	**Are well pumping tests performed routinely?** Must have pump tests at least every two years on all wells that are greater than three (3) years old, OR pump tests every year on wells at systems with design capacity exceeding 80%	3
T13	**Does the water system have the ability to provide water during power outages?** Credit given for generators, can give credit for emergency tie-ins w/ system w/ generator if hydraulics work, credit given for right angle drive if motor attached during survey, may be required to operate during inspection. Credit given for generator on trailer if quick-connect, systems with elevated storage may share generator on trailer, must have prior agreement. Service logs may be checked at time of survey.	3
T14	**Does the water system have a usable backup source of water?** If with a neighboring system - a suitable agreement should be in place (Mutual aid)	3

T15	**For Groundwater systems – can the water system meet maximum daily demands with the largest producing source/treatment facility out of service? OR For Surface Water systems – Can the water system meet maximum daily demands based on 1 in 50-year drought calculations or the extreme drought of record?**	3
	Revealed by the calculated design capacity	
T16	**Does the system have a functioning control system for facility operations? (SCADA, Automatic Controls, etc.)**	2
	Controls for operation cannot be manual. Should allow for appropriate timing and flow pacing.	
	Total Technical Capacity	**51**

Managerial

M1	**Does the PWS maintain or can the system access, via the PWS Portal, all SDWA required records? (Physical records in logical and orderly manner?)**	3
	In one location, sample results, MSDH correspondence, copy of CCR report, etc.	
M2	**Have acceptable written policies and procedures for operating this water system been formally adopted and available for review?**	3
	Must have water users agreement (connection fees, late charges, deposits, wastewater requirements) and subdivision/line extension policy (written procedure requiring developer/system obtain MSDH approval before construction begins) and either By-laws or Job Description for Employees (employee handbook), plus at least two of the following: Emergency or contingency plan (chain of command, phone numbers, etc.), Flushing program (flushing schedule w/ records), Fire hydrant policy (maintenance schedule, flow tests, agreement w/ fire dept.), Updated distribution map (can be updated by operator), or SARA Tier II (report of hazardous chemicals, quantity, location provided to local and state fire, law and EOC's).	
M3	**Have all Board Members (in office more than 12 months) completed Board Member Training including the required training updates?**	3
	Must have certificate/copy available for review. This does not apply to Municipalities w/ population over 10k; As required under state stutue systems must provide proof of attendence of Advanced Board Member training.	
M4	**Does the Board meet monthly and were minutes of Board meetings available for review?**	2
	Allow quarterly meetings with full time manager. Manager must be appointed by the board and documentation of appointment provided.	
M5	**Has the water system had any SDWA violations since the last Capacity Assessment?**	**6**
	System and Regional Engineer's records	
M6	**Has the water system developed or is in the process of developing its asset management plan to support its long-range improvements plan and were these plans available for review during the survey?**	3
	Is the system maintaining and updating its asset management (AM) plan? Has progress on the AM plan been made from the previous year? From the AM plan, it there a ongoing long-range plan that the system is working from with progress of project in action.	
M7	**Does the water system have an effective cross connection program in compliance with MSDH regulations?**	2
	Shall include the following: Cross connection policy, records of backflow preventers installed on the system, current test results for each backflow preventer on system.	
M8	**Were copies of the MSDH approved sample site plans (RTCR, LCR, and DPB) available for review? Do results show site plans are being followed?**	3
	Copy of sampling site plans available and bacti results show plan is being followed. Do results show sites being alternated on a consistent basis.	
M9	**Does the system keep records or all customer complaints?**	2
	Can be kept in a log, spreadsheet or database.	
M10	**Does the system have an adequate backup plan for staffing to ensure that vital operational action are covered?**	2
	System should have agreements in place or a process to ensure operational coverage.	
M11	**Does the System have a up to date Security Vulnerability Analysis or Risk and Resilience Assessment in place and available for review?**	2
	Must be present the document for examination at the time of the survey/inspection.	
M12	**Does the System have a up to date Emergency Response Plan available for review at the time of inspection?**	2
	Must be present the document for examination at the time of the survey/inspection.	
	Total Managerial Capacity	**33**

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	Financial	
F1	**Has the water system raised water rates in the past 3 years?** Credit also allowed if revenue exceeds expenditures (excluding out of pocket for major improvements and depreciation) by 15% or fund depreciation for the past 3 yrs.	3
F2	**Has the water system performed a rate study within the past 5 years ?** Present study showing options and recommendations offered to the system to consider.	2
F3	**If the rate study was performed, did the system act upon its recommendations?** Must be in minutes showing adopted	2
F4	**Is the water system following an official cut-off policy?** Must be published (in minutes or on bills), must follow policy (cut off customers who by policy should be cut off)	3
F5	**Was a copy of system's adopted annual budget available for review and does financial accounting system clearly and accurately track receipts and expenditures?** Must provide copy of budget and balance sheet (income statement) for review.	2
F6	**Was the latest financial report/audit report available for review?** State Audit Report, standard audit report, or CPA reports acceptable.	2
F7	**Does the latest report show that receipts exceed expenditures? Excluding out of pocket for major improvements or for Municipal govts - Are the water and sewer fund accounts separate from other accounts?**	2
	Total Financial Capacity	**16**
	Grand Total for Assessment	**100**