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CNICINST 5090.3
N4
15 Jan 2014

CNIC INSTRUCTION 5090.3

From: Commander, Navy Installations Command

Subj: NAVY OVERSEAS DRINKING WATER PROGRAM ASHORE

Ref: (a) 10 U.S.C.
(b) CNO WASHINGTON DC 181603Z Jun 08 (NOTAL)
(c) CNO Guidance for 2010 Executing the Maritime Strategy of Sep 2009
(d) OPNAV N4 Memo 5090 Ser N4/13U1360007 of 4 Feb 2013
(e) NAVIG Summary Report Overseas Potable Water Systems of Jan 2009
(f) SECNAV memo, Overseas Potable Water Systems, of 28 Jan 2008
(g) CNO memo, Overseas Potable Water Systems, of 1 Apr 2009
(h) CNICINST 5090.1
(i) CNICINST 5090.2
(j) OPNAVINST 5090.1C
(k) Inventory of Navy Overseas Drinking Water Systems
(l) DoD Instruction 4715.05 of 1 Nov 2013
(m) Navy Overseas Drinking Water Database Users Guide Nov 2012 NAVFAC Engineering and Expeditionary Warfare Center (EXWC)
(n) Navy Overseas Drinking Water Database WQOC Users Guide Feb 2013, NAVFAC EXWC
(o) NAVMED P-5010-5 (Rev. 6-2008), Manual of Naval Preventive Medicine, Chapter 5 Water Supply Ashore, Jun 2008

1. Purpose. To establish and implement criteria and requirements for the U.S. Navy Overseas Drinking Water (ODW) Program Ashore.

2. Background

a. This program will improve management of drinking water delivery and ensure quality of drinking water provided at Navy overseas installations. Under the authority designated in

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reference (a), as assigned in references (b) and (c) as the Navy Shore Integrator, and as the Navy Executive Agent (EA) for drinking water quality ashore worldwide as assigned in reference (d), Commander, Navy Installations Command (CNIC) establishes this program and requirements for all overseas Navy installations and facilities, including installation and facility Budget Submitting Offices (BSO) not under the administrative control of CNIC, that are operated by or under the control of the Installation Commanding Officer (CO).

b. In January 2009, the Naval Inspector General (NAVIG) published reference (e), which identified multiple concerns including the quality of drinking water at overseas Navy installations, drinking water system operation, maintenance, operator training, oversight, and existing standards. In response, the Secretary of the Navy (SECNAV) issued reference (f), which directed that Navy personnel at overseas installations receive the same quality of drinking water as they do in the United States (U.S.). The Chief of Naval Operations (CNO) reinforced the SECNAV directive through reference (g), further directing establishment of procedures and protocols to ensure overseas installations have drinking water meeting or exceeding U.S. standards.

c. This instruction provides criteria and requirements to establish and implement the Navy ODW Program and addresses concerns identified in reference (e) and subsequent NAVIG correspondence. It establishes procedures and protocols to ensure compliance with Secretary of the Navy (SECNAV) and Chief of Naval Operations (CNO) direction.

3. Policy

a. The following definitions are provided as clarification to the guidance in this document:

(1) "Bench Lab" - A small, limited-capability laboratory generally co-located with a water plant that is used to conduct water quality testing that supports real-time adjustments to operations. Typical bench lab testing parameters include pH, conductivity, alkalinity, chlorine, and turbidity.

(2) "Ceded" - Ceded property refers to land and improvements for which exclusive right of use (in accordance with applicable laws) is granted to the U.S. by international agreement.

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(3) "Compliance Order" - An order issued by the Chair of the Water Quality Oversight Council (WQOC) to an ICO in response to a violation of a Navy ODW compliance requirement. A WQOC compliance order requires the violator to prepare a compliance plan and to implement it according to a schedule set by the WQOC.

(4) "Executive Agent (EA)" - In this instruction refers to the Navy EA for Drinking Water Ashore (CNIC).

(5) "Exemption" - Permanent relief from a requirement, which must be obtained through an established process.

(6) "Fit for Human Consumption" - Drinking water that is fit for drinking, bathing, showering, cooking, dishwashing, and maintaining oral hygiene.

(7) "Installation property" - The primary land, or land interest, of an installation and other secondary properties that may not be contingent with the primary location but are considered to be part of the installation by the Installation CO.

(8) "Installation CO" - Denotes the Commander of a CNIC Installation, abbreviated as Installation CO. As used in this instruction, an Installation CO may also include the Officer in Charge (OIC) of an installation who reports to an Installation CO or Region Commander (REGCOM).

(9) "Instrumentality" - An agency or means through which the required functions of a larger, controlling agency or means are carried out.

(10) "Maximum Contaminant Limit (MCL)" - The maximum allowable concentration of a contaminant that is allowed to be present in drinking water by the applicable requirement.

(11) "Medical Surveillance Data (MSD)" - Water quality data from a sample taken by the Preventive Medicine Authority (PMA) in accordance with reference (o) Chapter 5, Appendix A.

(12) "Navy Lead Executive Command (LEC)" - The Commander specifically designated to execute the responsibilities for Navy Overseas Drinking Water Ashore Program.

(13) "Overseas Installation" - A U.S. Navy installation on the "CNIC Installations and Special Areas" list or an

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installation sponsored by a non-CNIC BSO that is outside of the United States and its territories. Overseas Installation does not include contingency locations, per reference (l).

(14) "Primacy" - Primary enforcement authority for interpretation and enforcement of Navy ODW policy.

(15) "Proficiency Testing (PT)" - Laboratories or analysts performing the same analysis and comparing results. The samples must be homogenous and stable, and the set of samples analyzed are appropriate to test and display similarities and differences in results.

(16) "Quality Assurance / Quality Control (QA/QC)" - Referring to procedures and criteria used by laboratories for testing of drinking water.

(17) "Regional N4" - Director of Facilities and Environmental Programs for a Navy Region.

(18) "Requirements Plan of Action and Milestones (POAM)" - A list of all Navy ODW requirements needed to obtain compliance with ODW program policies.

(19) "Waiver" - Temporary relief from requirement, which must be obtained through an established process.

(20) "WQOC Laboratory Authority" - A board of experts assembled to address laboratory quality issues.

b. This instruction establishes the Navy ODW Ashore Program, describes the responsibilities of CNIC as EA for drinking water quality matters within the program, and establishes program oversight to the WQOC. Navy regions with installations overseas and Navy installations overseas shall comply with this instruction and related instructions and guidance, including references (h), (i), (j), and on CNIC Gateway 2.0 (<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>). CNIC serves as the single point of contact for all matters related to drinking water systems providing water to Navy personnel. The WQOC serves as the entity responsible for management of Ashore Navy ODW Program compliance. These requirements do not supersede, replace or obviate other requirements already in place. Navy regions with installations overseas and overseas installations must continue to meet Department of Defense (DoD) Environmental requirements including the Overseas Environmental

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Baseline Guidance Document (OEBGD); country-specific Environmental Final Governing Standards (FGS); and other applicable requirements, such as international agreements, in-theater Commander directives, and DoD and service policies as applicable.

b. Applicability

(1) The Navy ODW Program and its requirements, including this instruction, apply to U.S. Navy installations and installation properties outside the U.S., its territories, and its possessions. These installations and their properties are also termed "Overseas Installations." These include installations under the command of Naval Sea Systems Command (NAVSEA) and the Bureau and Medicine and Surgery (BUMED). Overseas installations may be located on a variety of properties, which can include ceded, leased, government and non-government, and non-contiguous installation properties, or properties provided by other type of instrumentalities.

(2) The Navy ODW Program and its requirements, including this instruction, do not apply to overseas installations or facilities where the U.S. Navy does not control the instrumentality or operation that a criterion seeks to regulate regarding drinking water (e.g., Department of Defense Dependent Schools located off Navy property or not under the control of the Installation CO). Per reference (m), contingency locations and associated operations and deployments, including cases of hostilities; contingency operations in hazardous areas, peacekeeping missions; or relief operations, including U.S. forces operating as part of a multinational force not under full U.S. control (e.g., North Atlantic Treaty Organization (NATO) installations); are not included in the Navy ODW program.

c. Program Management and Oversight

(1) Management and oversight over the Navy ODW Ashore Program remains at CNIC Headquarters, as the Navy EA for Drinking Water Ashore. The Navy's Program is modeled on U.S. Environmental Protection Agency (EPA) national policy and state regulatory programs. (Primary enforcement authority or "primacy" rests with CNIC headquarters.) The Navy ODW Program must comply with Navy regulations and responsible personnel within the program must observe the chain of command. The program is organized to ensure oversight at multiple levels as follows:

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(a) CNIC is the Navy EA for Drinking Water Ashore and provides overall program authorities in accordance with reference (d).

(b) The Navy WQOC is the overall governing body and reports on a regular basis to the EA. The WQOC is permanently chaired by the CNIC N4, Director of Facilities and Environmental. Standing members include representatives from CNIC and Naval Facilities Engineering Command (NAVFAC) Headquarters (HQ) Environmental and Facilities/Public Works, BUMED HQ, Navy and Marine Corps Public Health Center, NAVFAC Atlantic and Pacific, and NAVFAC Engineering and Expeditionary Warfare Center. The WQOC convenes on a regular basis, determines overarching policies, and makes associated decisions and actions and reports to the Navy EA for overseas drinking water ashore.

(c) Each Navy region overseas or with overseas installations must establish Navy Region Water Quality Boards (RWQBs). The RWQB shall be chaired by the REGCOM (not a designee). Standing members are the Region N4 and N45, representatives from the Region N45/Environmental office, NAVFAC Facilities Engineering Command (FEC) Public Works Utilities, Navy Region Preventive Medicine Authority, Region Public Affairs Office, and Region Counsel. Other ad hoc members shall be added as needed. The RWQB oversees installation programs and ensures compliance and consistency but does not have program primacy. The RWQB reports to the WQOC for all drinking water matters.

(d) Overseas installation shall establish Installations Water Quality Boards (IWQBs). Standing members are the Public Works Officer, representatives from installation Public Works Environmental and Utilities, representative from local Preventive Medicine Authority, and the installation Public Affairs Office. Other ad hoc members shall be added as needed. The IWQB shall be chaired by the ICO, not a designee. The IWQB manages the installation drinking water program and reports to the RWQB for all drinking water matters.

(e) The Navy Operator Certification Authority (NOCA) Board is established to ensure that Navy ODW Program policies are sufficiently equivalent to U.S. requirements and that Navy overseas operators are complying with the policies. The NOCA Board is comprised of five members, of which one acts as

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Chairperson. Members are nominated by CNIC region N4s and are selected by a panel chaired by the WQOC Chair.

(f) The WQOC Laboratory Authority will ensure that overseas laboratory quality assurance requirements are sufficiently equivalent to U.S. requirements such that overseas installations are assured they are complying with the water quality requirements. The WQOC Laboratory Authority is comprised of five or more members from CNIC, NAVFAC, BUMED, and NAVSEA's Navy Laboratory Quality Assurance Office. Members are nominated by their respective Commands and are designated by the WQOC Chair.

(g) Reporting hierarchy: While the Navy chain of command remains applicable, IWQBs, RWQBs and the WQOC rely on reporting of critical information in a timely manner. The IWQB shall report routine as well as critical information to the RWQB. The RWQB shall report routine as well as critical information to the WQOC. The WQOC shall report routine as well as critical information to the EA. Conversely, the WQOC shall ensure effective, efficient communication to the RWQBs, and the RWQBs shall ensure effective, efficient communication to the IWQBs. The NOCA and Laboratory Authorities shall ensure frequent, effective reporting and communications to the WQOC Chair.

(2) Reporting. To evaluate compliance:

(a) Navy ODW data shall be reported in accordance with requirements in this and other program instructions via the Navy Environmental Portal, which includes the Navy ODW Database. Specific reporting requirements include the following, which shall commence at the first cycle immediately after publication of this instruction:

(1) CNIC Annual Drinking Water Report to the Vice Chief of Naval Operations (VCNO) (due each December to report on the previous Fiscal Year)

(2) Navy ODW Requirements (Plan of Action and Milestones (POAM)), shall provide a listing of all program requirements quarterly to the WQOC by the IWQB via the RWQB.

(3) Navy ODW Dashboard, which shall provide status for compliance with Fit for Human Consumption requirements; FGS or OEBGD requirements; and with CNIC ODW

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Program Instructions (references (h) and (i)) and shall be reported quarterly to the WQOC.

(b) Critical Program Information shall be reported promptly. Drinking water issues that require Public Notification are considered critical information and shall be reported in accordance with the Navy ODW Program Public Notification guidance and other applicable requirements. Issues that have the potential to threaten public health are also considered to be critical information and shall be reported immediately to the WQOC.

(c) Water Treatment and/or Distribution Facility Operating Records shall be reported. Operating logs and related operational data recorded for Navy water systems shall be made available for ad hoc reporting to the RWQB and WQOC by loading the data onto the Navy ODW Database in a timely manner in accordance with Part 6 of this instruction.

(3) Enforcement. Compliance with Navy ODW program requirements ensures Navy ODW systems are equally protective of public health as U.S. drinking water systems. The WQOC, as directed by CNIC, may take action to address issues that result from non-compliance with the Navy ODW program to include the issuance of compliance orders and recommendations to revoke operator certification or certificates to operate. Regular auditing of the Navy ODW system ensures key elements are routinely evaluated and timely identification of root cause is determined to prevent future occurrences.

(a) Navy installations overseas shall use auditing mechanisms such as internal and external Environmental Management System/Environmental Quality Assessments, Sanitary Surveys, Utilities Assessments, Water Master Plans, Water System Vulnerability Assessments, sampling/monitoring and operational data to ensure compliance with Navy requirements. Installations shall upload audit results to the Navy ODW Database.

(b) The WQOC shall apply auditing protocols to those systems identified as part of the Navy ODW program by reference (j), which identifies the key compliance requirements of the Navy ODW program.

(c) The WQOC shall review the analysis of compliance evaluation in the Navy ODW Database and, along with

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site visits and inspections, will determine if an installation drinking water program is out of compliance with Navy ODW requirements.

(d) The WQOC will determine non-compliance and may issue a compliance order through the chain of command to the RWQB for an installation in its area of responsibility (AOR).

(e) The compliance order shall include the reason or reasons for the order, the requirements or conditions that must be met to rescind the order, and request a POAM to address the non-compliance. The order will also include a timeframe to appeal the order in writing, not to exceed 30 days from the receipt of the order.

(f) Navy policy is to promptly correct non-compliance with applicable requirements. The WQOC must determine whether the compliance order POAM is appropriate and ensure the most immediate approach to mitigate the issue is achieved.

(4) Supplemental Policy and Guidance. To achieve program compliance with SECNAV and CNO direction, CNIC will issue supplemental policy and technical guidance and will address additional specific requirements as needed. With publication of this instruction, and as of the date of publication, CNIC incorporates the technical guidance listed below as permanent Navy Overseas Drinking Water Program policy, under this instruction number, maintained on the CNIC Gateway 2.0 (<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>). Additional policy and technical guidance may be developed and published in the future, to include:

(a) Determination of Fit for Human Consumption and Public Notification for the Navy ODW Program;

(b) Navy Overseas Sanitary Survey Execution Process;

(c) Drinking Water Treatment Chemical Standards for the Navy ODW Program;

(d) ODW Program Consumer Confidence Report Guidance;

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(e) Process for Issuing a Certificate to Operate for the Navy ODW Program;

(f) Laboratory Quality Assurance and Quality Control.

(1) All laboratories must demonstrate the ability to generate acceptable results in accordance with testing, quality assurance, and accreditation protocols as specified by the WQOC Laboratory Subgroup.

(2) All laboratories, including contractor and subcontractor laboratories, shall perform environmental testing according to a documented quality system, approved by the WQOC laboratory subgroup.

(5) Training. Training requirements ensure key Navy ODW Program Ashore personnel are qualified to perform their duties. The Navy ODW training program addresses general training and awareness, site specific training developed by the RWQB and operator training that supports operator certification.

(a) Prospective Installation COs and Executive Officers (XOs) shall receive Navy ODW Program training during the Senior Shore Leadership Course.

(b) Prospective overseas Public Works Officers (PWOs) shall complete Navy ODW Program training equivalent to Installation CO and XO training.

(c) Operators in Responsible Charge (ORCs) and Assistant Operators in Responsible Charge (AORCs) shall comply with training and certification requirements established in reference (i).

(d) Navy ODW Program training records shall be maintained for Installation COs/XOs by CNIC HQ. Training records for PWOs shall be recorded and maintained by Region Engineers for regions with overseas installations. Training records for ORCs/AORCs shall be maintained in accordance with reference (i).

(6) Waiver or Exemption of Requirements. Activities may seek waivers on a case-by-case basis from the Navy EA via the WQOC and the appropriate chain of command. The chain of command and WQOC shall evaluate the documented waiver request and

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provide a recommendation to the Navy EA. Activities may seek waivers to applicable environmental requirements, however a waiver or exemption will not be authorized by the Navy EA where compliance is deemed to be practicable. The waiver or exemption request must cite the specific requirement and provide justification. To justify approval of a waiver or exemption, the request must specify the proposed alternative solution, provide a POAM for implementation, identify any applicable cost impacts, and it must demonstrate no significant negative program impact as a result of the waiver or exemption.

4. Responsibilities

a. DoD Lead Environmental Component (LEC): Responsibilities of the LEC are promulgated in reference (1). The primary LEC responsibility related to the Navy ODW Program is the establishment and maintenance of the DoD country-specific Environmental FGS, which contain requirements for drinking water. The LEC is also responsible for adjudicating matters of FGS and related DoD policy applicability. The LEC shall ensure that they maintain their duties independent of compliance with the Navy ODW Program requirements and are aware that these requirements are Navy specific.

b. Deputy Chief of Naval Operations (Fleet Readiness and Logistics) is responsible for:

(1) Developing and maintaining overall Navy drinking water policy (reference (1)), to include overall policy for ODW.

(2) Assessing overseas drinking water resource requirements submitted by the BSOs.

(3) Communicating and reporting significant ODW issues, to include the Annual Drinking Water Quality Report to the Vice Chief of Naval Operations (VCNO), and the Assistant Secretary of the Navy Energy, Installations & Environment (ASN EI&E) as appropriate.

c. Navy EA for Drinking Water Ashore: The responsibilities of the Navy EA are promulgated in reference (d). The Navy EA for Drinking Water Ashore is responsible for:

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(1) Serving as the single point of contact on all matters related to overseas drinking water systems ashore.

(2) Providing water to Navy personnel, including personnel overseas and in the (U.S.).

(3) Providing an annual report to the VCNO, via Office of the Chief of Naval Operations (OPNAV N4), on the status of drinking water quality for the previous fiscal year, to include non-CNIC installations and BSOs.

d. CNIC and its Subordinate Commands are responsible for programming and budgeting for this instruction and all other CNIC instructions pertaining to the Navy ODW Program.

e. NAVFAC and its Subordinate Commands are responsible for complying with and executing this instruction and other applicable requirements of the Navy ODW Program in collaboration with CNIC and BUMED and their subordinate commands.

f. BUMED and its Subordinate Commands are responsible for serving in an advisory public health role to the IWQB and the RWQB, in accordance with reference (o). They shall provide prompt public health assessments in the event of an exceedance of the MCL.

g. Navy WQOC is responsible for:

(1) Developing and maintaining ODW policy, including technical guidance, as promulgated by the Navy EA for Drinking Water Ashore.

(2) Overseeing and assessing Navy ODW Program compliance, implementation, programming, and budgeting.

(3) Overseeing the NOCA and Laboratory Authority with the Chair of the NOCA Board reporting directly to the WQOC Chair.

(4) Providing consultation to overseas Navy regions and installations on policy, technical, and budgetary matters.

(5) Coordinating and reporting routine as well as critical Navy ODW Program matters, via the WQOC Chair, to the

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Navy EA for Drinking Water Ashore, and to OPNAV N4 as appropriate via the Navy EA.

(6) Conducting routine business of the WQOC Executive Board and the WQOC Staff, ensuring program business is communicated to all stakeholders, establishing business rules as necessary, and ensuring appropriate staffing of the WQOC.

(7) Establishing an enforcement protocol which defines the Navy ODW auditing program.

(8) Developing the Annual Drinking Water Quality Report for VCNO as defined in reference (d) and providing to OPNAV N4.

h. NOCA Board is responsible for carrying out duties as defined in reference (i).

i. WQOC Laboratory Authority is responsible for:

(1) Defining criteria for overseas laboratories to meet as an accredited laboratory and establishing laboratory QA/QC policy and guidance.

(2) Defining minimum criteria for installation laboratory bench labs.

(3) Analyzing laboratory reports and sampling analysis conducted at installations and biannual proficiency testing results submitted by approved labs.

(4) Providing technical support to the WQOC on water quality sampling and testing issues.

j. Region Commanders are responsible for:

(1) Establishing and operating RWQBs under their Chairmanship.

(2) Disseminating this instruction to RWQB members and IWQBs in their AOR.

(3) Overseeing region and installation implementation of this instruction and other applicable requirements of the program.

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(4) Programming and budgeting for requirements to comply with this instruction and other applicable requirements of the Navy ODW Program.

(5) Communicating routine as well as critical drinking water matters to the WQOC in a timely manner.

(6) Providing consultation on policy, technical, budgetary, and other ODW Program matters to the IWQBs.

(7) Compiling installation compliance data for the WQOC to review and include in the Annual Drinking Water Quality Report to VCNO.

(8) Submitting the Regional Requirements POAM and Compliance Dashboard to the WQOC on a quarterly basis.

k. Installation COs of overseas installations are responsible for:

(1) Establishing and operating IWQBs under their Chairmanship.

(2) Disseminating this instruction to IWQB members.

(3) Overseeing implementation and compliance with this instruction and other applicable Navy ODW Program requirements.

(4) Programming and budgeting for requirements to comply with this instruction and other applicable requirements of the program.

(5) Completing minimum ODW training as directed by CNIC.

(6) Communicating and reporting routine drinking water issues to the RWQB and significant drinking water issues to the WQOC via the RWQB.

(7) Determining when drinking water systems are no longer Fit for Human Consumption and conducting Public Notification in consultation with the WQOC and the RWQB.

(8) Submitting end of year compliance data to the RWQB for inclusion into the Annual Drinking Water Quality Report to VCNO.

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(9) Submitting quarterly updates into the installation Requirements POAM and Compliance Dashboard.

(10) Providing alternative drinking water supplies when needed.

5. Actions

a. DoD Environmental LEC shall, in accordance with reference (l):

(1) Establish and maintain DoD Environmental Final Governing Standards for their respective areas of responsibility where applicable.

(2) Provide consultation for and adjudicate issues of applicability and other policy matters, including waivers and technical guidance for FGS and OEBGD requirements for drinking water.

b. Deputy Chief of Naval Operations (Fleet Readiness and Logistics) shall, in accordance with reference (k):

(1) Develop and maintain overall Navy drinking water policy, to include overall policy for ODW.

(2) Assess ODW resource requirements submitted by the BSOs.

(3) Communicate and report significant ODW issues, to include the Annual Drinking Water Quality Report to VCNO, and the Assistant Secretary of the Navy (EI&E) as appropriate.

c. CNIC shall:

(1) Carry out the duties of the Navy EA for Drinking Water Ashore in accordance with reference (d).

(2) Perform management and oversight duties of the Navy Overseas Drinking Water Program, in collaboration with NAVFAC and BUMED, to enable the Navy mission and ensure protection of public health as related to drinking water at overseas installations.

(3) Provide an Annual Report on the status of ODW to the VCNO in accordance with reference (d).

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(4) Evaluate compliance with this instruction through external auditing beginning one year from the date of publication.

d. NAVFAC and its Subordinate Commands shall:

(1) As the utility operator and provider, support CNIC by providing safe, fully compliant drinking water.

(2) Manage operation, maintenance, repair, monitoring, reporting, and related aspects of the overseas drinking water program.

(a) Region Facility Engineering Commands (FEC) shall:

1. Provide technical and managerial expertise to staff and support the RWQB.

2. Assign the Region N45/Environmental Business Line Coordinator (BLC) as the lead point of contact for the RWQB (may be delegated to the Region Environmental Drinking Water Program Manager).

3. Ensure coordination of drinking water program issues with Region Medical authorities.

(b) Installation Public Works Offices shall:

1. Provide technical and managerial expertise to staff and support the IWQB.

2. Assign the Installation Environmental Program Director (IEPD) as the lead point of contact for the IWQB (may be delegated to the Installation Environmental Drinking Water Program Manager).

3. Ensure coordination of drinking water program issues with installation medical authorities.

4. PWOs shall complete minimum overseas drinking water training requirements prior to assuming command.

(3) Maintain drinking water information systems.

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e. BUMED and its Subordinate Commands shall (in accordance with reference (o)):

(1) Designate representatives to serve as technical advisors on public health matters to the WQOC and RWQB.

(2) Ensure the installation hospital COs designate in writing a local Preventive Medicine Authority to participate on the IWQB as public health advisor to the Installation CO and make timely decisions on all public health issues related to drinking water.

f. Navy WQOC shall:

(1) Identify and develop additional policy and technical guidance as required to ensure Navy ODW complies with references (f) and (g).

(2) Conduct regular WQOC Executive Board and Staff meetings to carry out Navy ODW Program business and to provide regular reporting to the Navy EA on the status of program development, implementation, and compliance.

(3) Conduct quarterly meetings or conference calls to include Navy regions overseas or with overseas installations to report on status of program development, implementation, and compliance.

(4) Develop an Annual Report on ODW Quality and submit to VCNO via the Navy EA and OPNAV N4.

(5) Conduct routine reviews of IWQB and RWQB reporting, to include reviews of the quarterly "Dashboard" submittal, the quarterly submittal of the "Requirements POAM," and reviews of external and internal environmental compliance audits, and report to the Navy EA for Drinking Water.

(6) Provide immediate, effective consultation and guidance to RWQBs and other stakeholders for matters that have the potential to threaten public health, including violations of primary drinking water requirement MCLs, found in reference (h), or matters with the potential to negatively impact the delivery of safe, fully compliant drinking water.

g. NOCA shall:

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(1) Establish minimum requirements of education, experience, and knowledge for each level of certification for water treatment and distribution facility operators.

(2) Verify water treatment and distribution systems' classification levels.

(3) Establish/verify levels of certification for water treatment and distribution facility operators based on the classification of water treatment and distribution facilities.

(4) Serve as a non-voting member of the WQOC.

(5) Participate in NOCA meetings.

h. The WQOC Laboratory Authority shall:

(1) Serve as technical support to the WQOC on drinking water laboratory QA/QC process matters.

(2) Track updates and revisions to the DoD Quality Systems Manual for Environmental Laboratories to develop implementation guidance as appropriate.

(3) Track updates to the National Environmental Proficiency Testing Program Institute Drinking Water Field of Proficiency Testing protocol and disseminate updated PT requirements as appropriate.

i. REGCOMs shall:

(1) Establish a RWQB under the Chairmanship (non-delegable) and conduct routine business to ensure program compliance, communication to stakeholders, and reporting to leadership.

(2) Disseminate this instruction to the RWQB Staff and to IWQBs in the Navy region.

(3) Oversee compliance, implementation, and reporting of Navy ODW Program requirements for the Region.

(4) Provide immediate (no later than 24 hours from discovery), effective consultation and guidance to IWQBs and other stakeholders for matters that have the potential to

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threaten public health, including violations of primary drinking water requirements/MCLs or matters with the potential to significantly impact in a negative manner the delivery of safe, fully compliant water or to negatively impact the Navy mission. Inform the WQOC immediately (no later than 24 hours from discovery) and provide updates on the situation.

j. Overseas Installation COs shall:

(1) Establish an Installation Water Quality Board under the Chairmanship of the Installation COs (non-delegable) and conduct routine business to ensure program compliance, communication to stakeholders, and reporting to leadership.

(2) Disseminate this instruction and other Navy ODW Program requirements to the IWQB Staff and other stakeholders as appropriate.

(3) Oversee compliance, implementation, and reporting of Navy ODW Program requirements for the installation.

(4) Program and budget for requirements necessary to comply with this instruction and other Navy ODW Program requirements. Execute and track execution of drinking water requirements to meet prescribed timelines.

(5) Complete minimum ODW training requirements as directed by CNIC and the Navy region. Ensure operator personnel are properly trained and certified and IWQB staff are properly trained and qualified.

(6) Upon discovering a violation of primary drinking water requirement MCLs, or of a drinking water issue that has the potential to threaten public health, IWQB members shall notify the installation CO immediately and other key IWQB members and the RWQB immediately thereafter (no later than 24 hours from discovery to notify the RWQB). Convene the IWQB to determine the proper response to the violation, to include Public Notification and determination of Fit for Human Consumption in accordance with CNIC technical guidance.

(7) Conduct routine site inspections of the installation drinking water infrastructure and report results to the IWQB staff.

(8) Issue an Annual Consumer Confidence Report (CCR) in accordance with CNIC technical guidance. Annual CCRs are due by July 1 for the previous calendar year.

6. Records Management

a. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1 and uploaded to the Navy ODW Database, located at: <https://emsweb.cnic.navy.mil/Common/CustomContent/33>.

b. ODW Database users shall comply with protocols found in reference (m). ODW Database users with WQOC access that manage data at the WQOC level shall comply with protocols found in reference (p).


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Vice Admiral, U.S. Navy

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