

Water Quality Parameter Daily Operations Log Instructions

Licensed Aquatic Venues



Licensed aquatic venues are required to record the results of all daily water quality analyses, water clarity observations, routine maintenance, corrective actions, and closures on water quality parameter logs. Use these logs to document your readings. Please note different types of aquatic venues have different requirements. Ensure you are using the appropriate log before documenting your results. *Closure of the aquatic venue is required* when water quality readings are not within the ranges specified in the table below or if water clarity does not meet standards. Providing false information may result in revocation of the license to operate the pool, hot tub, spa, or therapy pool.

Enter Aquatic Venue Licensing Information

At the top of the appropriate log, enter the aquatic venue facility and licensing information. Enter the licensing number beginning SWM#. Check your license paperwork issued yearly from Rhode Island Department of Health (RIDOH) to find the licensing number.

Perform Required Analyses, Observations, and Maintenance and Enter into the Log

Take readings before opening and every four hours for automated chlorine feed systems and every two hours for all other systems while open. Record the date, time, and results of all readings in the log sheet provided. Use the below table as a reference and indicate whether the result is within the acceptable range – enter a “Y” for yes or “N” for no. Indicate whether the main drain is visible.

Required Water Quality Parameters for Free Chlorine, Combined Chlorine, and pH							
Free Chlorine Residual Range without Stabilizer* (ppm)		Free Chlorine Residual Range with Stabilizer* (ppm)		Combined Chlorine Residual Range (ppm)		pH Level Range	
Minimum allowed:	1.0 ppm/2.0 ppm**	Minimum allowed:	2.0 ppm	Minimum allowed:	0 ppm	Minimum allowed:	7.2
Maximum allowed:	10.0 ppm	Maximum allowed:	10.0 ppm	Maximum allowed:	0.2 ppm	Maximum allowed:	7.8

*The use of a stabilizer is prohibited in indoor facilities and hot tubs, spas, and therapy pools.

**Minimum allowed for hot tubs, spas, and therapy pools is 2.0 ppm.

What to Do If a Reading Is Out of Range or the Main Drain is Not Visible

Closure of the aquatic venue is required when water quality readings are not within the required ranges or if water quality does not meet the standards. Note the closure and the corrective actions taken in the log on the same row as the water quality issue. Once water quality readings are back within the required ranges and water clarity meets the standards, the aquatic venue may reopen to bathers. See below for an example of how to indicate a closure and reopening in a pool without stabilizer. Closures must be documented in these logs. You do not need to separately notify RIDOH of closures. **See [Licensing Aquatic Venues \(216-RICR-50-05-4\) \(the Regulations\) Sections 4.3.9\(C\)\(2\)-\(3\), 4.6.2\(A\), 4.6.2\(C\), and 4.6.2\(D\)](#).**

Example

Date	Time	Free Chlorine Residual (ppm)		Combined Chlorine Residual (ppm)		pH Level		Is the main drain visible? Y/N	Initials	Notes/Corrective Actions
		Required range: 1.0 – 10.0 ppm	In range? Y/N	Required range: 0 – 0.2 ppm	In range? Y/N	Required range: 7.2 – 7.8	In range? Y/N			Note any closures and reopenings here.
6/19	9:38	4.0	Y	0.1	Y	7.1	N	Y	AM	Closed pool, added soda ash
6/19	10:05	4.0	Y	0.1	Y	7.2	Y	Y	AM	pH results in range, reopened pool

Indicate Required Cleanings for Hot Tubs, Spas, and Therapy Pools

Use the table at the bottom of the *Hot Tubs, Spas, and Therapy Pools* log to note down the day and time that a scheduled cleaning has been performed. Hot tubs, spas, and therapeutic pools must be drained, cleaned, and scrubbed and have water replaced on a routine schedule. Use either the water replacement interval (in days) calculated below or once every 30 days as the schedule, whichever is more frequent.

Calculate the replacement interval by dividing the spa volume (in gallons) by three (3) and then dividing by the average number of users per day. **See the Regulations Section 4.6.1(D)**.

$$\frac{\text{spa volume (gallons)}}{3} \div \text{average number of users per day} = \text{replacement interval (days)}$$

Take Required Samples and Close the Aquatic Venue If Needed

Collect all required Heterotrophic Plate Count (HPC) samples and submit results to RIDOH. If the HPC sample exceeds 200 CFU, corrective actions must be taken immediately or the aquatic venue must be immediately closed. **See the Regulations Sections 4.6.3 and 4.3.9(C)**.

Sign Each Log Sheet and Keep on File for at Least One Year

A responsible party must sign each log sheet when it has been completed. The logs must be available to the RIDOH at the time of an inspection. Logs must be submitted to RIDOH electronically within 24 hours if requested and kept on file for at least one year. **See the Regulations Section 4.6.2(D)**.

Questions? Contact the Center for Drinking Water Quality by calling 401-222-6867 or emailing DOH.RIDWQ@health.ri.gov.

Water Quality Parameter Daily Operations Log

Public Swimming Pools & Wading Pools – Stabilizer



Facility Name: _____

Month and year: _____

License Number: SWM # _____

Facility Manager: _____

Facility Type: Swimming pool with stabilizer Wading pool with stabilizer

Note: The use of a stabilizer is prohibited for indoor facilities and hot tubs, spas, floatation tanks, and therapy pools.

While open, take readings **every four hours** for automated chlorine feed systems and **every two hours** for all other systems.

Date	Time	Free Chlorine Residual (ppm)		Combined Chlorine Residual (ppm)		pH Level		Is the main drain visible? Y/N	Initials	Notes/Corrective Actions
		Required range: 2.0 – 10.0 ppm	In range? Y/N	Required range: 0 – 0.2 ppm	In range? Y/N	Required range: 7.2 – 7.8	In range? Y/N			Note any closures and reopenings here.

Water Quality Parameter Daily Operations Log

Public Hot Tubs, Spas, and Therapy Pools



Facility Name: _____

Month and year: _____

License Number: SWM # _____

Facility Manager: _____

Facility Type: Hot tub Spa Therapy pool Flotation tank

Note: The use of a stabilizer is prohibited for indoor facilities and hot tubs, spas, flotation tanks, and therapy pools.

While open, take readings **every four hours** for automated chlorine feed systems and **every two hours** for all other systems.

Date	Time	Free Chlorine Residual (ppm)		Combined Chlorine Residual (ppm)		pH Level		Is the main drain visible? Y/N	Temp	Initials	Corrective Actions
		Required range: 2.0 – 10.0 ppm	In range? Y/N	Required range: 0 – 0.2 ppm	In range? Y/N	Required range: 7.2 – 7.8	In range? Y/N		Max 104° F		Note any closures and reopenings here.

Public Hot Tubs, Spas, and Therapy Pools

Date	Time	Free Chlorine Residual (ppm)		Combined Chlorine Residual (ppm)		pH Level		Is the main drain visible? Y/N	Temp	Initials	Corrective Actions
		Required range: 2.0 – 10.0 ppm	In range? Y/N	Required range: 0 – 0.2 ppm	In range? Y/N	Required range: 7.2 – 7.8	In range? Y/N		Max 104° F		Note any closures and reopenings here.

While open, take readings **every four hours** for automated chlorine feed systems and **every two hours** for all other systems.

Date	Time	Scheduled cleaning performed? (at least once every 30 days) Y/N	Initials	Notes/Corrective Actions

Owner signature _____ hereby certifying that this information is true and correct. Date: _____