

Public Pool Documents

Rural Environmental Health Alliance

Documents required Onsite

- Monthly Testing Logs (chemical & interlocking)
- Well water testing reports (private wells only)
- Death injury or illness reports
- Fecal incidents reports
- CDC fecal incident clean up procedures
- Current pool code (ATCP 76)
- SDS sheets for all chemicals on site
- Pool closed sign
- VGBA cover(s) receipt and information sheet
- Manufactures operating & maintenance manuals for all equipment.
- Lifeguard staffing plan
- Combined Chlorine Management Plan



Required Documents



All these documents shown are available on the DATCP website below.

- https://datcp.wi.gov/Pages/Programs_Services/WaterRecreation.aspx
- Public Swimming [Pool Documents](#)

Monthly Testing Logs

Attention: these are the new testing logs DATCP created.

REHA has also created logs that indicate requirements on the logs

These logs must be kept onsite for 2 years

Wisconsin Department of Agriculture, Trade and Consumer Protection
Division of Food and Recreational Safety
P.O. Box 8911, Madison, WI 53708-8911

NAME OF POOL OR WHIRLPOOL _____

Wis. Admin Code ch. ATCP 78.07

Operation Report for Pools and Whirlpools with Controllers

	Daily	Daily	Daily	Daily	Once per Week	Twice per Week	Once per Week if used	Monthly	Monthly	As Indicated	As Indicated	As Indicated	As Indicated	Initials
			Chlorine amine	5.5-6.5				Pump Safety* check(s) Completed (check box)	Safety Equipment** Check Completed (check box)	Backwashing completed when pressure indicates (check box)	Fecal incidents recorded; Death, Illness, Injury Reported as required (check box when completed)	Corrective Actions Taken or Comments- brief (use back of sheet if needed)		
			pH		Total Alkalinity (ppm)	Combined Chlorine (ppm)	Cyanuric Acid (ppm)							

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NAME OF POOL _____

Operation Report for Pools without Controllers

Date	Daily	2x Daily	2x Daily	Once per Week	Twice per Week	Once per Week if used	Monthly	Monthly	As Indicated
	Water Temp (F)	pH***	Free Chlorine or Bromine*** (ppm)	Total Alkalinity (ppm)	Combined Chlorine (ppm)	Cyanuric Acid (ppm)	Monthly Pump Safety* check(s) Completed (check box)	Monthly Safety Equipment** Check Completed (check box)	Backwash or

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NAME OF WHIRLPOOL _____

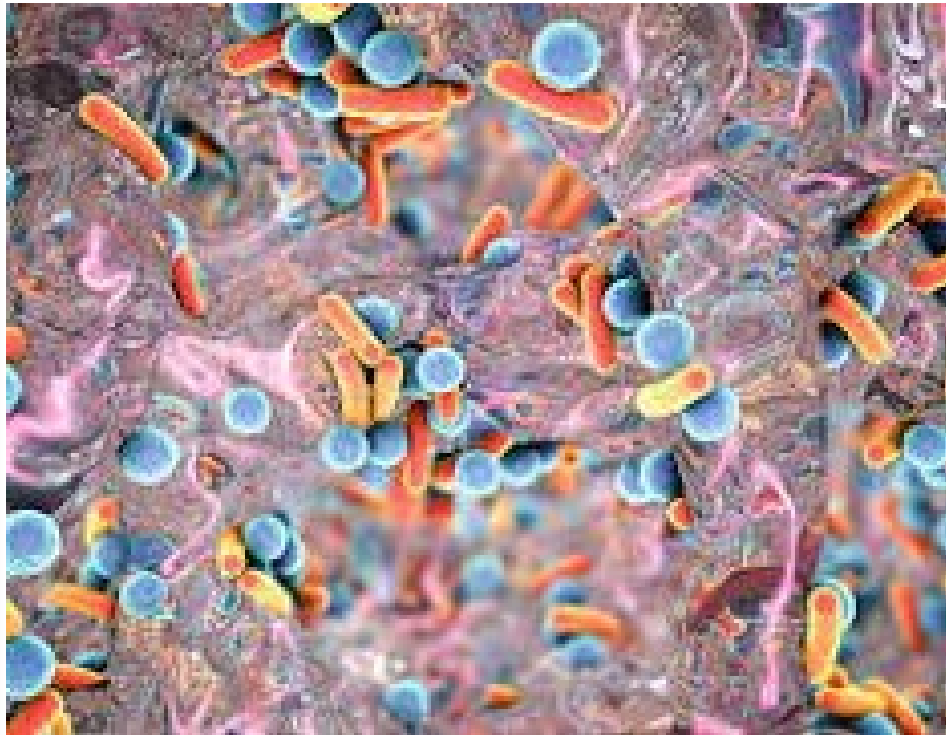
Operation Report for Whirlpools without Controllers

Date	Daily	As Daily	As Daily	Once per Week	Once per Week if used	Monthly	Monthly	As Indicated	As Indicated	As Indicated	As Indicated
	Water Temp (F)	pH***	Free Chlorine or Bromine*** (ppm)	Combined Chlorine (ppm)	Total Alkalinity (ppm)	Cyanuric Acid (ppm)	Monthly Pump Safety* check(s) Completed (check box)	Monthly Safety Equipment** Check Completed (check box)	Backwashing completed when pressure indicates (check box)	Fecal incidents recorded; Death, Illness, Injury Reported as required (check box)	Corrective Actions Taken or Comments-brief (use back of sheet if needed)

*Liquid chemical feed must stop when power is interrupted to recirculation system stops. Anti-entrapment device must be tested and working before pool is opened for use.

**Equipment includes first aid kit and biohazard kit.

Private Well Water Sampling



Is this your pool water?

- Private wells must be sampled a minimum of every 12 months by an accredited laboratory for bacteriological analysis.
- Pool must be closed due to a water sample that contains total *coliforms* pursuant to *ATCP 76.30 (1)(b)*.
- Testing sample results must be kept onsite for 2 years.

Death Injury or Illness Report

- Operator shall report incidents that require assistance from emergency personnel by telephone or fax to the department or agent by the end of the next working day following the incident.
- Report must be kept onsite for 7 years.
- New revised version: Aug. 2023

DFRS-BFRB-030.docx (rev. 08/2023)

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SWIMMING POOL AND WATER ATTRACTION DEATH, INJURY, AND ILLNESS REPORT

The operator shall report incidents resulting in death, or serious injury or illness that requires assistance from emergency personnel, by the end of the next working day following the incident by phone or fax to the department or agent. Failure to report information you provide may result in enforcement action under Wis. Stat. ch. 97 or Wis. Admin. Code ch. ATCP 76. Personally identifiable information you provide may be used for purposes other than that for which it was collected. (Wis. Stat. §15.04)

Wis. Admin. Code § ATCP 76.3

Please use one form for each injured party. The operator shall maintain a copy of this report for at least seven years.

Report only those injuries or illnesses that require assistance from emergency medical personnel.

PLEASE PRINT ALL INFORMATION. MAIL OR FAX REPORT TO THE ADDRESS LISTED AT THE TOP OF THE FORM.

ESTABLISHMENT NAME	CITY	LICENSE / ID NO.
ESTABLISHMENT STREET ADDRESS		
LEGAL LICENSEE NAME (Name of sole proprietor, partnership, LLC, LLP, or Inc.)	CONTACT PERSON	STATE ZIP
NAME / TYPE OF POOL OR WATER ATTRACTION	DATE OF BIRTH	AGE GENDER
INJURED PARTY INFORMATION		STATE ZIP
NAME OF INJURED PARTY	CITY	
INJURED PARTY ADDRESS		

Investigate

Fecal Incident Report

- Reports should be completed anytime there is a fecal incident in the pool basin
- Report must be kept onsite for 2 years.
- New revised version: July 2023

DFRS-BFRB-030.docx (rev. 07/2023)

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SWIMMING POOL AND WATER ATTRACTION FECAL, VOMIT, AND BLOOD INCIDENT RESPONSE REPORT

Wis. Admin. Code § ATCP 76.31

Completion of this form is recommended to meet recordkeeping requirements. Failure to keep accurate records is subject to compliance action under Wis. Stat. ch. 97 and Wis. Admin. Code ch. ATCP 76. Please use one form per incident. Operator shall maintain a copy of form for a minimum of two years and make available upon request. Personally identifiable information you provide may be used for purposes other than that for which it was collected. (Wis. Stat. §15.04 (1)(m)).

ATCP 76.31 Fecal accident, vomit, and blood response.

(1) When responding to a fecal accident, or to a vomit or blood incident, the operator shall refer to published Federal Centers for Disease Control and Prevention (CDC) recommendations for fecal incidents in aquatic venues.

Note: The CDC guidelines for responding to fecal incidents, and blood and vomit spills, may be viewed at:
<https://www.cdc.gov/healthywater/swimming/aquatics-professionals/fecalresponse.html>

(2) The operator shall document each fecal contamination as follows:

- a) Date and time of the incident (event).
- b) Free available chlorine and pH at the time of the event.
- c) Date, time, and free available chlorine and pH before re-opening the pool to the public.
- d) Whether the stool is formed or loose.
- e) Procedures followed in responding to the fecal contamination.
- f) Number of patrons in the pool.
- g) Length of time between the occurrence, detection, and resolution of the incident.

ESTABLISHMENT INFORMATION

Investigate

CDC Fecal Incident Procedures

- Instructions on proper chlorination levels and contact time to reduce and eliminate risk of disease outbreak from public pool after a fecal incident.
- CDC website:
<https://www.cdc.gov/healthywater/swimming/aquatics-professionals/fecalresponse.html>
- New revised version: June 2018



HEALTHY SWIMMING

Fecal Incident Response Recommendations for Aquatic Staff

What do you do when you find poop in the water?



Check for existing guidelines from your local or state regulatory agency before use. CDC recommendations do not replace existing state or local regulations or guidelines.

These recommendations are for responding to fecal incidents in chlorinated aquatic venues (for example, pools and water playgrounds).

Improper handling of chlorine-based disinfectants can cause injury. Follow proper occupational safety and health requirements when following these recommendations. For more pool chemical safety information, visit www.cdc.gov/healthywater/swimming/aquatics-professionals/preventing-pool-chemical-events.html.

CLOSURES: Fecal incidents are a concern and an inconvenience to both aquatic staff and patrons. Aquatic staff should carefully explain to patrons why the aquatic venue needs to be closed in response to a fecal incident. Explaining the reasons for closing the venue (for proper disinfection and protection of swimmer health) is likely to promote patron understanding and minimize their frustration. Closures allow chlorine to do its job—kill germs and help prevent recreational water illnesses (RWIs).

Hot tubs/spas, and some water playgrounds, can have much smaller amounts of water. In response to formed or diarrheal fecal incidents in small-volume venues, it might be more efficient to completely drain as much water as possible from the venue and associated plumbing; scrub and clean all accessible surfaces in contact with contaminated water; replace or clean filter media when appropriate, and refill with uncontaminated water from an approved source (for example, municipal water system).

 U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Released June 22, 2018 5294103A

Pool Code: ATCP 76

- **NEW POOL CODE** went into effect September 2023
- Have entire code printed and onsite

NEW

File inserted into Admin. Code 7-1-2023. May not be current beginning 1 month after insert date. For current adm. code see:
http://docs.legis.wisconsin.gov/code/admin_code
600-7 AGRICULTURE, TRADE AND CONSUMER PROTECTION **ATCP 76.02**

Chapter ATCP 76

SAFETY, MAINTENANCE, AND OPERATION OF PUBLIC POOLS AND WATER ATTRACTIONS

Subchapter I — Administration

ATCP 76.01 Authority and purpose.
ATCP 76.02 Scope.
ATCP 76.03 Definitions.
ATCP 76.04 Plans and specifications for pools.
ATCP 76.045 License holder qualifications.
ATCP 76.046 License holder responsibilities.
ATCP 76.05 License to operate a pool.
ATCP 76.06 Department fees.
ATCP 76.07 Enforcement.
ATCP 76.08 Suspension or revocation of license.
ATCP 76.09 Appeals of actions by the department.
ATCP 76.10 Appeals of actions by agent health departments.

Subchapter II — Standards for Pools

ATCP 76.105 Qualifications of an authorized representative conducting inspections.
ATCP 76.106 Inspections.

Subchapter III — Water Treatment Systems and Water Quality

ATCP 76.11 Recirculation system.
ATCP 76.12 Labeling, storing, mixing, and handling chemicals, including gaseous chlorine.
ATCP 76.13 Chemical feeders and filter aid equipment.
ATCP 76.14 Disinfectant or sanitizer feeding and residuals.
ATCP 76.15 Alternative or supplemental disinfection systems.
ATCP 76.16 Water quality.
ATCP 76.17 Water test kits.

ATCP 76.18 Water testing frequency.
ATCP 76.19 Water supply and temperature.

Subchapter IV — Staffing Pools

ATCP 76.20 Operator.
ATCP 76.21 Responsible supervisor.
ATCP 76.22 Lifeguards and attendants.
ATCP 76.23 Lifeguard and attendant placement and staffing requirements.
ATCP 76.24 Patron safety during pool maintenance.

Subchapter V — Operation and Management

ATCP 76.25 Maximum patron load.
ATCP 76.26 Rescue equipment.
ATCP 76.27 First aid supplies.
ATCP 76.28 Food and drink.
ATCP 76.29 Posting pool rules.
ATCP 76.30 Pool closing criteria.
ATCP 76.31 Fecal accident, vomit, and blood response.
ATCP 76.315 Waterborne outbreak investigations.
ATCP 76.32 Reports and records.
ATCP 76.33 Facility maintenance, repair, and sanitation.
ATCP 76.335 Dog swims.

Subchapter VI — Pool Construction and Design

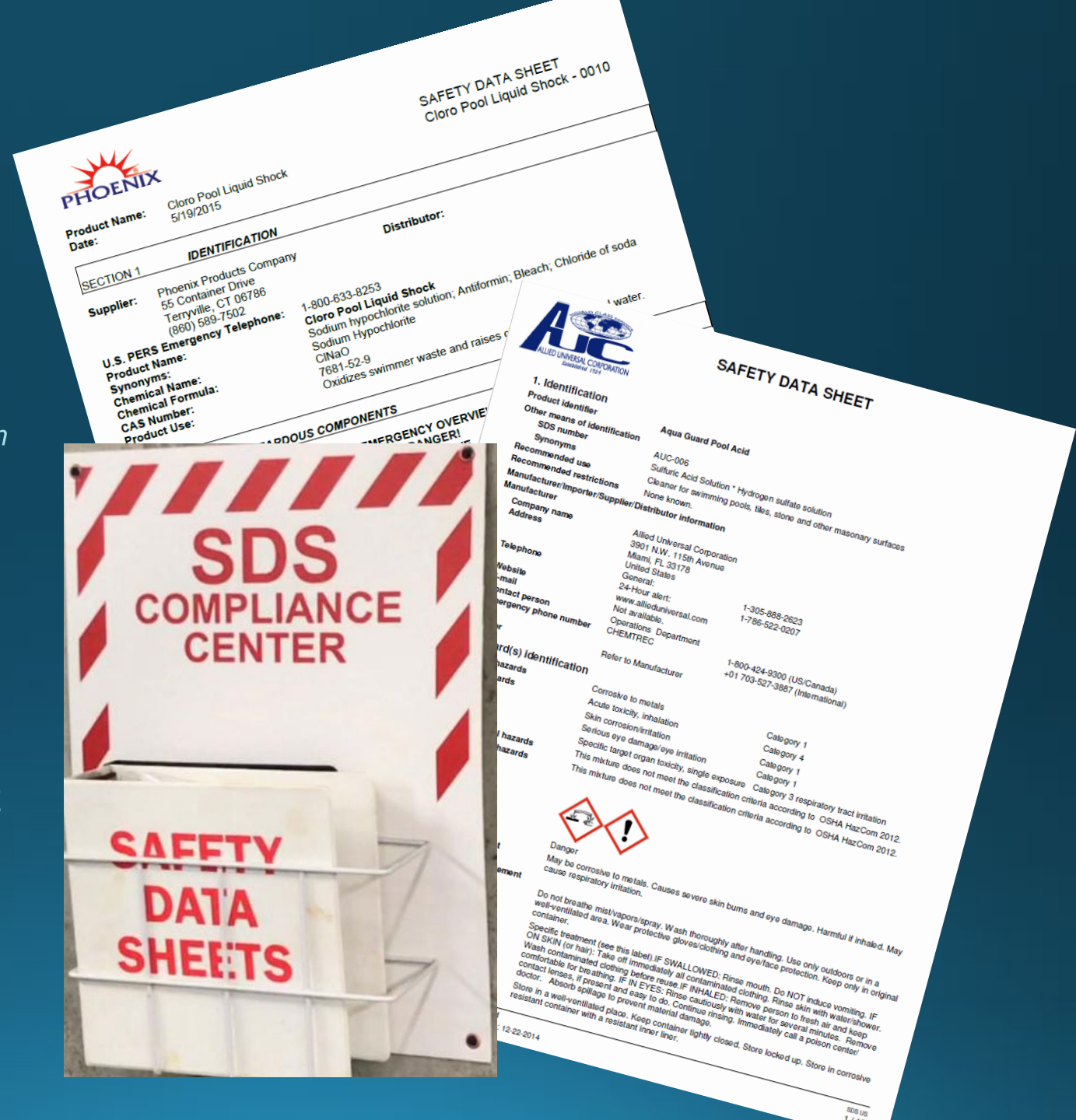
ATCP 76.34 Pool design.
ATCP 76.35 Waterslide and pool slide design.
ATCP 76.36 Water attraction, play features, and slide design.
ATCP 76.37 Maintenance, repair, and modifications of water attractions.
ATCP 76.38 Virginia Graeme Baker Act.

Note: Chapter H 72 as it existed on August 31, 1978 was repealed and a new chapter H 72 was created effective September 1, 1978. Chapter H 72 was renumbered

2. A local inspector shall review the request and forward it to the department with recommendations for approval or disapproval.

Safety Data Sheets (SDS)

- Each chemical or substance used at or in pool basin must have a SDS sheet for that product from the correct supplier. *(Even though the product is the same name, it may not have same chemical components)*
- Ask your supplier for these when ordering products.
- **IMPORTANT!!!!** Check that if you changed a product that you have a new SDS for that product by correct supplier/manufacture.



Pool Closed Sign

- A sign must be present onsite to be used when access to a pool or pool area cannot be restricted.
- Signage shall be in place indicating that the pool is closed, and the area shall be monitored to ensure the pool is not in use.
- This would include a pool area that contains more than one pool, but not all the pools are closed.



Virginia Graeme Baker Act (VGBA) Covers

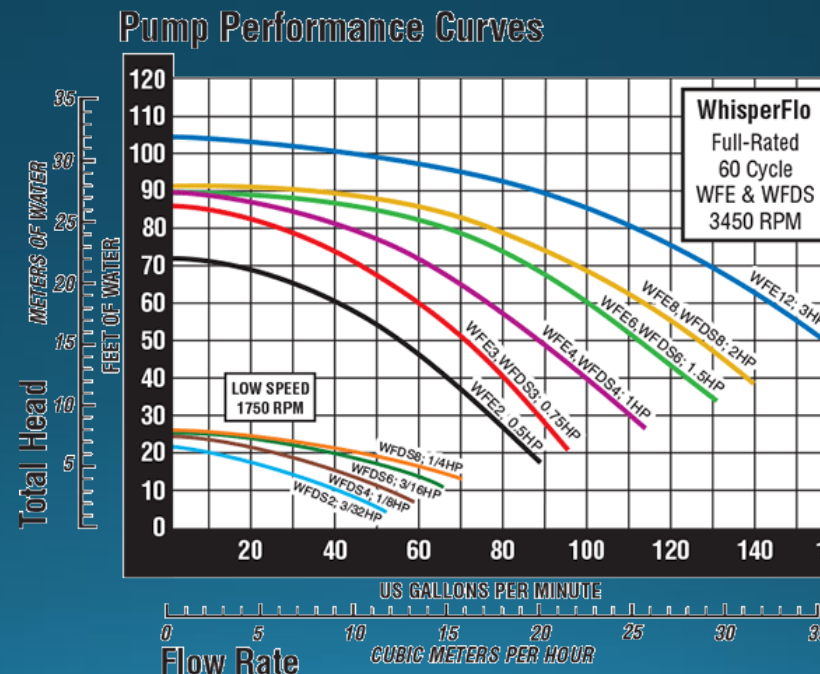
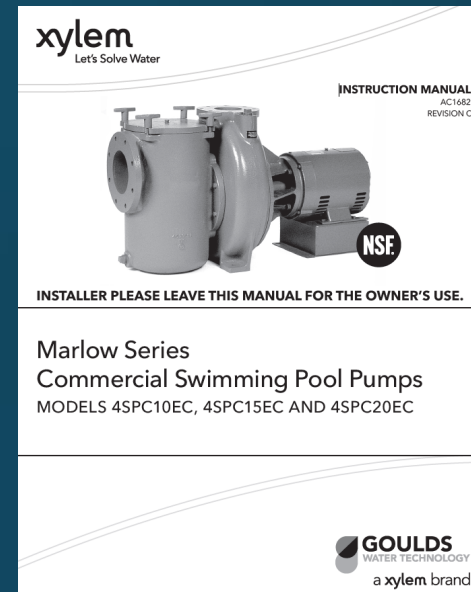
- Pools constructed after July 1, 2023, are required to keep a copy of the Wisconsin department of safety and professional services (DSPS) Virginia Graeme Baker Act (VGBA) plan approvals onsite.
- For all pool basins VGBA main drain and equalizer cover replacement receipts or similar documentation are required on site for review.
- VGBA replacement cover log is recommended to help meet recordkeeping requirements.

[illegible]

Manufactures Operating & Maintenance manuals

All of these are required to be onsite and accessible for review at anytime.

- Manufacturer's pump performance curve.
- Manual of operations for any secondary anti-entrapment device or system, as applicable. *Including testing logs of the system.*
- Manual of instruction on filter operation.
- Instructions for operation and maintenance of all equipment.
- Instructions and other pertinent information on pool operation and maintenance.



Lifeguard Staffing Plan

Must have a lifeguard and attendant staffing plan when the following occurs:

Check **ATCP76.23 TABLE B**

- Basin with a visual obstruction
- Basin with surface area greater than 2,000sq.ft.
- Whirlpool over 4 feet deep
- Leisure River
- Vortex pool
- Current pool or Wave Pool
- Vanishing Edge Pool
- Diving Board/Climbing Wall
- Slide (see details in table B)
- Activity Pool (pad walk, tethered floatable)
- Swim-up Bar
- Basin with Instructional Program
- Therapy Pool (see details in table B)

Lifeguards Identification:

- Clothing or equipment marked "lifeguard" or "guard"
- Rescue tube w/ harness
- A Whistle

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LIFEGUARD STAFFING PLAN

The owner or operator of a pool, including a whirlpool over four feet deep and a pool with a visual obstruction, and the owner or operator of a water attraction or water attraction complex, shall submit a written, proposed lifeguard and attendant staffing plan to the department or the department's agent for approval. The owner or operator shall keep a copy of the plan at the pool. Failure to maintain an approved plan is subject to enforcement action under Wis. Stat. ch. 97 and Wis. Admin. Code ch. ATCP 76. Personally identifiable information you provide may be used for purposes other than that for which it was collected. Wis. Stat. §15.04 (1)(m). Wis. Admin. Code § ATCP 76.22

ESTABLISHMENT INFORMATION		WI LICENSE NUMBER	PHONE
FACILITY / ESTABLISHMENT NAME	CITY		() -
FACILITY / ESTABLISHMENT STREET ADDRESS		STATE	ZIP
LEGAL LICENSEE NAME (Name of sole proprietor, partnership, LLC, LLP, or Inc.)	EMAIL ADDRESS	PHONE	STATE ZIP
LICENSEE ADDRESS STREET	CITY	PHONE	STATE ZIP
CONTACT PERSON		PHONE	STATE ZIP

PLAN MUST INCLUDE ALL OF THE FOLLOWING INFORMATION for each period of use for the pool. Include a separate diagram for each use of the pool. For example, if the pool is used only for competitions at some times and for lap swim and water aerobics at another time, prepare two diagrams - one for competitions and one for when it is used for lap swim and water aerobics.

SQUARE FOOTAGE OF POOL, WATER ATTRACTION, AND WATER ATTRACTION COMPLEX (as applicable) THAT IS OPEN: MAXIMUM: AVERAGE: AVERAGE AND MAXIMUM PATRON LOAD


Combined Chlorine Management Plan (Part 1)

Each basin must have a combined chlorine management plan

- Recommended action level for breakpoint chlorination is 0.4ppm combined chlorine.
- Be sure to factor in the error of your test kit.
 - Example, Taylor test kit has an error of +/- 0.2 ppm for combined chlorine. If your test result is 0.4 ppm, your results could be 0.2 ppm to 0.6 ppm.
 - Therefore, breakpoint chlorination should be done assuming the higher possible result (0.6ppm)

NEW

DFRS-BFRB-029 (06/2023)

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P.O. Box 8911, Madison, WI 53708-8911
Phone: 608-224-4720 Fax: 608-224-4710

☐

Completion of this form is voluntary.

Combined Chlorine Management Template Wis. Admin. Code § ATCP76.14 (5)(e)

Name and title of Person completing this combined chlorine management plan:	
Date prepared:	
Pool or water attraction name or description and license number:	
Pool location (outdoor, indoor, location in building):	
Action Level, ppm combined chlorine taking into account concentration of combined chlorine, as monochloramine, in source water. For example, if <u>source</u> water combined chlorine (monochloramine) is 1.0 ppm, this will affect your combined chlorine reading for your pool. If no <u>break-point</u> or hyperchlorination has been done at the pool and most of the water is fresh source water, such as with a whirlpool, that 1 ppm can be subtracted from the combined chlorine reading. It is recommended to use 0.4 ppm as an <u>Action Level</u> , and conduct breakpoint chlorination at this point. If, however, there are complaints or eye or respiratory irritation, a lower Action Level may be advisable.	
Volume of pool , gallons	
Range of volume of fresh source water added each day, gallons	
Source water combined chlorine if applicable (contact public water supply to find out if they add chemicals to create a residual of monochloramine in the source water):	
Description of showering requirements and how they are communicated to patrons: (signage, staff checking and reminding patrons)	

Combined Chlorine Management Plan Part 2


Template shown here is available for use.

If you choose to create your own the following is required:

- Combined chlorine action level
- Volume of pool basin
- Range of volume of fresh water added to pool each day
- Description of showering requirements and how communicated to patrons
- Document on record combined chlorine test results, date and times breakpoint chlorination was performed and any complications (eye or respiratory irritation).

NEW

DFRS-BFRB-029 (09/2023)

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Pool location (outdoor, indoor, location in building):	
Action Level, ppm combined chlorine taking into account concentration of combined chlorine, as monochloramine, in source water. For example, if <u>source</u> water combined chlorine (monochloramine) is 1.0 ppm, this will affect your combined chlorine reading for your pool. If no <u>break-point</u> or hyperchlorination has been done at the pool and most of the water is fresh source water, such as with a whirlpool, that 1 ppm can be subtracted from the combined chlorine reading. It is recommended to use 0.4 ppm as an Action <u>Level</u> , <u>and</u> conduct breakpoint chlorination at this point. If, however, there are complaints or eye or respiratory irritation, a lower Action Level may be advisable.	
Volume of pool , gallons	
Range of volume of fresh source water added each day, gallons	
Source water combined chlorine if applicable (contact public water supply to find out if they add chemicals to create a residual of monochloramine in the source water):	
Description of showering requirements and how they are communicated to patrons: (signage, staff checking and reminding patrons)	

No Breath Holding Sign

ATCP 76.29 (1)(f) Breath holding; prohibition.

Operator shall provide signage or otherwise communicate to patrons that activities involving prolonged breath holding are prohibited.

NEW

