



|  |                  |          |
|--|------------------|----------|
| TITLE                                    | POLICY NUMBER    |          |
| Well Water Testing                       | DCS 15-24        |          |
| RESPONSIBLE AREA                         | EFFECTIVE DATE   | REVISION |
| Office of Licensing and Regulation (OLR) | November 9, 2021 | 2        |

## **I. POLICY STATEMENT**

The Office of Licensing and Regulation (OLR) requires applicants or licensees whose water is from any source other than an approved public water supply to have that water tested and obtain a written water analysis report affirming that the water is within acceptable state and federal standards for safe drinking water.

## **II. APPLICABILITY**

This policy applies to all foster homes, group foster homes, child welfare agencies, and operating residential group care/shelter care facilities licensed under Arizona Administrative Code (A.A.C.) A.A.C. Title 21 Chapter 7, and Title 21, Chapter 6 and Chapter 8, OLR staff responsible for conducting Life Safety Inspections, reviewing applications, and licensing agency staff.

## **III. AUTHORITY**

- |                                |   |
|--------------------------------|---|
| <a href="#">A.R.S. § 8-503</a> | Powers and duties   |
| <a href="#">A.R.S. § 8-505</a> | Issuance of licenses; application; investigation; renewal   |
| <a href="#">A.R.S. § 8-509</a> | Licensing of foster homes; renewal of license; provisional license; exemption from licensure; immunization requirements |
| <a href="#">A.A.C. R21-7</a>   | Department of Child Safety-Child Welfare Agency Licensing   |

|                                  |   |
|----------------------------------|---|
| <a href="#">A.A.C. R18-4</a>     | Department of Environmental Quality – Safe Drinking Water |
| <a href="#">A.A.C. R21-6</a>     | Foster Home Licensing                                     |
| <a href="#">A.A.C. R21-8-111</a> | Water and Plumbing requirements                           |
| <a href="#">EPA 816-F-09-004</a> | National Primary Drinking Water Regulations               |

#### IV. DEFINITIONS

Applicant: A potential foster parent, licensed foster parent, adult household member, or employee or potential employee of a licensed facility.

Child Placing Agency: Any child welfare agency that places children in foster homes for temporary care or in prospective adoptive homes for adoption.

Child welfare agency: Any agency or institution maintained by a person, firm, corporation, association, or organization to receive children for care and maintenance or for 24-hour social, emotional, or educational supervised care, or have been adjudicated as a delinquent or dependent child.

Continuous source: An unabated flow of water.

Department or DCS: The Arizona Department of Child Safety

Facility: a living environment operated by a child welfare agency, where a child is in the care of an adult unrelated to the child. This includes a shelter care facility for a group of children that is intended to be short-term in nature and a residential group care facility for a group of children who are intended to be placed for longer periods of time.

Foster Home: A residence where a foster parent lives and includes a detached home, all structures, and the entire premises belonging to the home, including apartment, guest homes, garages, sheds, and motorhomes. "Foster home" is further defined in [A.R.S § 8-501](#).

Group Foster Home: A class of foster home as defined above in which the licensed foster parent is certified to provide care to more than five but not more than 10 foster children at a time. "Group foster home" is further defined in [A.R.S. § 8-501](#).

Initial/Reinstatement Life Safety Inspection: A Life Safety Inspection (LSI) that is in substantial compliance with the requirements of [A.A.C. Title 21, Chapter 8](#) and was completed for initial licensure or for a reinstatement application for licensure under [A.A.C. Title 21, Chapter 6](#) or A.A.C. Title 21, Chapter 7.

Inspection Date: The date an inspection was initiated by an OLR staff member assigned to perform the inspection. Re-inspections required by OLR or a contracted agency at a date later than the date the original inspection was initiated do not change the Inspection Date.

Licensee: The person or entity holding a child welfare agency license, or the individual or married couple approved by OLR to be licensed as a foster parent.

Licensing agency: An entity with which the Department contacts to recruit, train, support foster parents, and monitor a licensed foster home for compliance.

Office of Licensing and Regulation (OLR): The administration within DCS that is responsible for reviewing and evaluating applications for licensure; supervising and monitoring licensees; and completing all official licensing actions, including issuing, denying, amending, suspending, and revoking a license.

Renewal Inspection or Renewal LSI: A Life Safety Inspection that is in substantial compliance with the requirements of [A.A.C. Title 21, Chapter 8](#) and was completed for a renewal application for licensure under [A.A.C. Title 21, Chapter 6](#) or A.A.C. Title 21, Chapter 7.

## V. POLICY

- A. Applicants/licensees shall ensure that a continuous source of safe drinking water is available to a foster child. An applicant/licensee whose water is from any source (e.g. well or hauled water) other than an approved public water supply shall obtain a written water analysis report from a laboratory certified by the Arizona Department of Health Services (AZDHS). The report must be obtained during the initial licensing process, before each renewal, and when requested by the licensing authority (the testing date must be within 12 months from the date of the inspection in order to be valid for the application).
- B. The Department requires testing for potential contaminants, including but not

limited to:

1. lead;
2. arsenic;
3. total coliform bacteria;
4. nitrates; and
5. copper.

## **VI. PROCEDURES**

### **A. Required Water Analysis Report**

A water analysis report is required for licensure of a foster home or facility whose water is from a source other than an approved water supply.

1. The applicant/licensee is responsible for scheduling their water testing with a laboratory certified by AZDHS.
2. The applicant/licensee is responsible for all fees/cost for the water analysis and report from a laboratory certified by AZDHS.
3. The applicant/licensee shall furnish the written water analysis to the Life Safety Inspector or designee at the time of inspection.
4. For a foster home, the status and results of the applicant/licensee's water analysis report shall be noted in the Department's electronic database Life Safety Inspection screen. If the water analysis report is not available at the time of the OLR Life Safety inspection, the report shall be verified by OLR and the electronic database shall be updated.
5. For a facility, the child welfare agency shall submit the water analysis report to OLR via email at [cwl@azdcs.gov](mailto:cwl@azdcs.gov).

### **B. Reviewing the Water Analysis Reports**

1. Licensing Agency Reviews of Water Analysis Reports

The licensing agency staff shall verify that the home's water analysis report and the water source is acceptable to the state and federal standards for safe drinking water.

- a. Staff reviewing the water analysis report shall confirm that the lab facility is currently certified through the ADHS website (updated daily) at:  
<https://app.azdhs.gov/bfs/labs/elbis/drinkingwatertestinglabs/drinkingwatersearchcontentpage.aspx>.
- b. Staff reviewing the water analysis report shall document the findings from the report on the Facility/Home Visit Report - Supplemental to Notice of Inspection and Due Process (form [CSO-1132A](#)). A copy of the water analysis report shall be scanned by the licensing agency to the Department's electronic database located at:  
[https://azdcs.onbaseonline.com/azdcs/HTMLforms/AZDCS\\_IntakeForm.html](https://azdcs.onbaseonline.com/azdcs/HTMLforms/AZDCS_IntakeForm.html).

2. Child welfare agencies shall submit the water analysis report to OLR via email at [cwl@azdcs.gov](mailto:cwl@azdcs.gov).
3. The details of the water analysis results, along with information regarding potential health effects from long-term exposure above the Maximum Contaminant Level (MCL) based on Environmental Protection Agency, National Primary Drinking Water Regulations (publication [EPA 816-F-09-004](#)), shall be documented in the assessments by child welfare agencies. Licensing agencies shall document them in their home studies.

- C. Water that Does Not Meet EPA Standards

1. If the water analysis report determines that the water is outside EPA standards, the licensing agency shall work with the applicant/licensee to identify a plan of how the risk of "name of contaminate (arsenic, etc.)" will be lowered when the water is being used by the household, including children placed in the home facility. The plan shall include the following:
  - a. A list of contaminants that are higher than EPA limits;

- b. A description of any efforts made to remedy high contaminant levels; and
- c. A detailed plan to mitigate exposure when efforts to remedy high contaminant levels have failed that includes:
  - i. how the home will ensure there is a “continuous” source of drinking water;
  - ii. how much drinking water will be maintained in reserve (minimum recommendation of one gallon per day for each person for a period of two weeks) if using bottled water as the primary source of drinking water; and
  - iii. how they will obtain water for cooking.

NOTE: Click the link for the [CDC’s Guide to Water Treatment](#).

- 2. OLR shall document the plan in the child welfare agency assessment.
- 3. Licensing Agencies shall document the plan in the home study.
- 4. The Life Safety Inspections Unit Manager or designee shall review the documented plan and may:
  - a. approve the plan;
  - b. request additional information; and/or make additional suggestions for the plan; or
  - c. deny the plan.
- 5. The Life Safety Inspections Unit Manager or designee will document the decision.

## VII. FORMS INDEX

[Facility/Home Visit Report-Supplemental to Notice of Inspection and Due Process CSO-](#)

1132A

Facility/Home Visit Report-Supplemental to Notice of Inspection and Due Process CSO-1132A-S (Spanish)