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1.0 Purpose/Objective/Plan

To document a procedure for adequate sampling, testing and monitoring for process control and to ensure the water quality standards as set out in O.Reg 169 are met under the most challenging conditions. The Operational plan shall document:

- a) A sampling, testing and monitoring procedure for process control and finished drinking water quality including requirements for sampling, testing and monitoring at the conditions most challenging to the subject system.
- b) A description of any relevant sampling, testing and monitoring activities that take place upstream of the subject system, and
- c) A procedure that describes how sampling, testing and monitoring results are recorded and shared between the Operating Authority and the Owner, where applicable.

The Operating Authority shall implement and conform to the procedures.

2.0 Procedure

- 2.1 The Operating Authority has developed and will maintain a sampling program ensuring sampling requirements listed in O.Reg. 170 are met and summarized in "Element 16: OP-E16-1 Table S" listed under "Regulatory Sampling". Immediately following any amendments to regulatory requirements or circumstances dictating additional sampling, the QMS Rep will update Element 16: OP-E16-1 Table "S", if necessary, and communicate changes to the appropriate personnel.
- 2.2 All samples are to be tested using accredited labs, or suitably licensed or trained operators.
- 2.3 Static well level measurements are to be performed as specified in the relevant Permit to Take Water, and summarized in Element 16: OP-E16-1 Table "S", recorded on the monthly data sheet and stored on site until month end when the records will be stored at the Veolia Water Office.
- 2.4 A summary of sampling and testing results are documented in the Annual Operations Report. A copy of the report is provided to The Owner for their review and is available on the Municipal Website. All regulatory sampling will be directly e-mailed to the Director of Public works from the accredited lab as the

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results come in. On a monthly basis the Operating Authority will compile data on the test results and submit a summary to the Owner.

2.5 All lab results will be stored electronically on the Owners Server as well as by hardcopy at the Veolia Water Office in the appropriate site specific binder.

3.0 Associated Documents

QMS Overview

Element 2: OP-E2-1 Policy Statement

Monthly Data Sheets

Element 16: OP-E16-1 Table S

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Revision History

New Revision	Date of Revision	Summary of Changes	Revised by
7	July 30, 2026	Changed all "appendix" to reflect new names of documents. Changed "3.0 Appendices" to "3.0 Associated Documents" Added revision history.	Chloë Godfrey