Start Your Water System Work Plan

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A short starting guide for New York drinking water and wastewater teams.

Identify the system and the responsible people

Use the first working session to establish what you operate, the legal owner, the relevant system or permit identifier and the person coordinating this work. Locate the public water system record or SPDES permit, the current assessment and plans, and the contact register. Record document versions and owners. An unanswered question stays visible until the appropriate person resolves it.

Choose the track from documented facts

Drinking water, wastewater and other utility duties have different coverage tests. Record population, service connections and design flow in their correct units. Use the requirement register to make a supported applicability decision, retaining the decision maker and date. If a fact is missing, mark the decision unresolved rather than excluding the duty. Keep PSC, DFS and private information reviews separate from the water tracks.

Leave the first hour with a useful work plan

Assign a coordinator, select the water track, identify the nearest duties and name the people who can provide the first records. Enter each missing record or decision beside its requirement identifier. Separate a legal deadline or event trigger from the team's proposed completion date. The first session should produce owners and next actions, even when the evidence is not yet complete.

Begin with existing records and authorized demonstrations. Technical testing, configuration changes and connections to operating systems require the plant's permission, an agreed method and the responsible operational personnel. Keep plant diagrams, credentials and detailed weaknesses in the organization's approved evidence store. Use the initial consultation request to describe the service and help needed, then arrange a suitable transfer method for sensitive material.

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Locate the Records Before You Set the Scope

Service and legal owner: Record drinking water, wastewater or both, the legal owner and the operational responsibility. A municipal label does not decide every regulatory track.

System or permit identifier: Use the public water system identifier for drinking water and the SPDES permit for wastewater. Retain the source record and its date.

Drinking water population: Record the population measure used by the cited duty. Keep the number of people separate from customer accounts and service connections. Mark an unknown value unresolved.

Combined wholesale and retail population: Where a duty uses this measure, record its documented basis separately. Do not replace it with retail accounts or assume a missing wholesale population is zero.

Wastewater facility and flow: Record whether the facility is a publicly owned treatment works and its permitted design flow in million gallons per day. Retain the permit or other supporting record.

Coordinator and accountable official: Name the person organizing the evidence and the official who owns decisions or filings. Record an alternate where the response process requires one.

Current plans and assessments: Locate the current assessment, emergency response plan, cybersecurity incident response plan and contact register as relevant. Record versions, owners and missing records.

Applicability decisions still needed: Record the missing fact, its requirement identifier, who can resolve it and the next action. A pending decision remains visible in the work plan and leadership brief.

Your Next Record

Open the editable workbook. Record your applicability basis, assign a person and a target date, then retain the evidence reference. Use the guide for role specific instructions and the duty reference for the exact authority.

https://evestigate.com/resources/ny-water-cybersecurity-toolkit/

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