



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
716 SICARD STREET SE SUITE 100
WASHINGTON NAVY YARD DC 20374-5140

CNICINST 5090.7
N4
2 Feb 2024

CNIC INSTRUCTION 5090.7

From: Commander, Navy Installations Command

Subj: NAVY DRINKING WATER PROGRAM MANAGEMENT ASHORE

Ref: (a) OPNAV M-5090.1
(b) U.S. Navy Drinking Water System Inventory
(c) U.S. Navy Drinking Water System Self-Assessment Checklist
(d) SECNAV M-5210.1
(e) BUMEDINST 6240.10D

1. Purpose. To establish criteria and requirements that Navy Installations within the United States (U.S.) and its Territories will implement to meet drinking water quality standards and perform proper operations and maintenance at regulated and non-regulated Navy drinking water systems. Commander, Navy Installations Command (CNIC), as the Navy Executive Agent (EA) for Drinking Water Ashore, directs adherence with reference (a), and the requirements outlined in this instruction, as the standards for Navy Installations to adopt and implement.

2. Scope and Applicability. This instruction applies to all Navy Installations within the U.S. and its Territories, including CNIC special areas, Navy Reserve Centers (NRC) and non-contiguous properties that are part of or assigned to an installation, and non-CNIC Facility Maintenance Unit Identification Code (MUIC) holders operating within an installation. An inventory list of all applicable Navy drinking water systems, per Region, is included in reference (b), located at <https://g2.cnic.navy.mil/tscnichq/N4/N45/Shared%20Documents/Forms/AllItems.aspx> and will be distributed via an annual tasker for the system self-assessment requirement described in paragraph 3c(3). This inventory will be updated annually.

3. Policy

a. All Navy regions and installations will comply with the requirements of this instruction, as applicable, for the overall management of drinking water delivery and to ensure drinking water quality meets reference (a) requirements at Navy installations within the U.S. and its Territories.

b. CNIC Headquarters (HQ) will act as the entity responsible for monitoring and ensuring compliance with this instruction.

c. All Navy regions and installations within the U.S. and its Territories will comply with the requirements of this instruction to:

(1) Establish a Region Drinking Water Committee (RDWC) and installation Drinking Water Committee (IDWC) to ensure a consistent quality of potable water is provided and to improve overall drinking water system management and stakeholder communication.

(2) Provide immediate and effective consultation, guidance, and notification to CNIC HQ, RDWC, and IDWC members of any drinking water issues with the potential to impact public health.

(3) Conduct self-assessments of all drinking water systems on an annual basis, due by 31 March each year, using the checklist in reference (c). Systems identified as high-risk, by CNIC HQ based on analysis of self-assessments may undergo formal Navy sanitary surveys led by CNIC HQ staff. Installation and region staff will participate in these surveys and will receive a notification from CNIC HQ of the planned sanitary survey at least three months in advance. Drinking water systems exempted from the self-assessment requirement will be evaluated on an annual basis by CNIC HQ.

(4) Regions report to CNIC HQ on the status of all drinking water systems via virtually-distributed briefs on a semi-annual basis. Briefs will include status of current Notices of Violation (NOVs), funding status, consent orders (e.g., Federal Facility Compliance Agreements (FFCA)), corrective action status, progress on closure of open sanitary survey findings, Environmental Management System (EMS) audit findings, public notifications and public education outreach, Consumer Confidence Reports (CCRs), and any other relevant drinking water issues and updates. Regions with high-risk systems will provide detailed briefs of system status and actions during individually scheduled meetings with CNIC HQ, in coordination with IDWCs.

(5) Installation and Region Environmental water program managers must complete the Air Force Institute of Technology (AFIT) Drinking Water Quality Management Course (WENZ 542) (https://www.afit.edu/CE/course_desc.cfm?p=WENV%20542). All new and existing personnel listed above are required to complete these trainings on a one-time basis within six months of filling one of the required positions listed above. In addition to these training requirements, it is recommended any installation or region water program stakeholder also participate in the Navy and Marine Corps Force Health Protection Command (NMCFHPC) Drinking Water Training Course which is offered in-person at various Navy installations at least four times each fiscal year. NMCFHPC circulates the training schedule with the applicable regions on an annual basis to coordinate course participation.

4. Responsibilities

a. CNIC will:

(1) Enforce and oversee implementation of this instruction, providing additional guidance and interpretation to Navy regions and installations, as needed.

2 Feb 2024

(2) Maintain and update this instruction as needed.

(3) Prepare reports as required by Deputy Assistant Secretary of the Navy for Environment and Mission Readiness (DASN E&MR) and Deputy Chief of Navy Operations for Fleet Readiness and Logistics (OPNAV N4) as required.

(4) Program and budget for implementation of this instruction.

(5) Perform management, policy, and oversight duties of the Navy Drinking Water Program to enable the Navy's mission and ensure protection of public health.

(6) Develop and issue an annual drinking water system self-assessment tasker by 1 November with a response deadline of 31 March to instruct installations to perform self-assessments of all drinking water systems to evaluate compliance with this instruction, reference (a) and all applicable Federal, State, and local drinking water regulations.

(7) Develop and issue an annual Navy drinking water system inventory update tasker to all regions, in coordination with Naval Facilities Engineering Command (NAVFAC) HQ, by 1 October with a response deadline of 30 November.

(8) Develop and issue a semi-annual tasker to instruct all regions to submit briefs summarizing the status of all drinking water systems as described in paragraph 3c(4).

(9) Identify high-risk water systems through evaluation of annual self-assessments.

(10) Identify resourcing for and execute Navy-led sanitary surveys, in coordination with NAVFAC and RDWCs, at identified high-risk water systems.

(11) Support individual meetings with RDWCs and IDWCs for in-depth briefs on identified high-risk systems as needed.

b. Region Commanders (REGCOM) will:

(1) Establish and Chair the RDWC (non-delegable) and conduct routine business to ensure program compliance, communication to stakeholders, and reporting to CNIC HQ. Each U.S. Navy Region will establish a Navy RDWC. Standing membership will include, at a minimum:

(a) Region Engineer (N4),

(b) Region Environmental (N45),

(c) NAVFAC Facilities Engineering Command Public Works (PW) (Utilities and Facilities Sustainment Representatives) and Environmental (EV) Directorates,

(d) Region Preventive Medicine Authority (PMA),

(e) Region Public Affairs Officer (PAO),

(f) Region Counsel, and

(g) Region Fleet and Family Readiness (N9)

(2) Meet with the RDWC members at least semi-annually to discuss drinking water quality matters, which may include, but is not limited to, any water quality issues or exceedances, operational issues, status of addressing current system findings, or resourcing needs, and document with official meeting minutes.

(3) RDWC, with lead action by Region N4 will:

(a) Implement and comply with this instruction with the support of Naval Facilities Engineering Systems Command (NAVFAC) Facility Engineering Command (FEC) PW and EV staff, Navy Bureau of Medicine and Surgery (BUMED), other Navy Commands, Echelons, and business lines as needed.

(b) Plan, program, and budget for requirements to comply with this instruction.

(c) Communicate routine, as well as critical drinking water matters (as described in paragraph 4b(2)(g) below) to CNIC HQ in a timely manner.

(d) Provide consultation on policy, technical, budgetary and other drinking water matters to the IDWC.

(e) Compile installation compliance data, as part of the annual Environmental Management Reviews (EMR) data call, for CNIC HQ to review and include in higher headquarters reporting as required.

(f) Review installation drinking water inventories and submit updates to CNIC HQ annually.

(g) Provide immediate (no later than 24 hours from discovery), effective consultation and guidance to IDWCs, and other stakeholders for matters that have the potential to threaten public health. This includes violations of primary drinking water standards; or matters with the potential to significantly impact the delivery of safe, fully compliant drinking water or other matters that negatively impact the military mission.

(h) Report and document compliance with this instruction and reference (a) and all applicable Federal, State, and local drinking water regulations through annual self-assessments of drinking water systems.

(i) Ensure compliance with the training requirements outlined in paragraph 3.c.(5).

(j) Track all open sanitary survey and EMS audit findings specific to drinking water and ensure installations are implementing required corrective action plans. All sanitary survey findings must be tracked, including approval and closure of findings, in installation-developed Plans of Action and Milestones (POAM), and EMS audit findings tracked in EMSWeb.

(k) Submit status briefs summarizing current NOVs, funding status, consent orders (e.g., Federal Facility Compliance Agreements (FFCA)), corrective action status, progress on closure of open sanitary survey findings, EMS audit findings, public notifications and public education outreach, CCRs, and any other relevant drinking water issues and updates to CNIC HQ virtually on a semi-annual basis.

(l) Ensure installation completion of annual Emergency Response Plan (ERP) table-top exercises and submit all After Action Reports (AAR) and Improvement Plans (IP) for each table-top exercise to CNIC HQ by the end of the fiscal year.

(m) Ensure all records created as a result of this instruction, including RDWC meeting minutes, are managed per paragraph 5 and reference (d) and retained in an accessible location for current and future personnel, and can be provided to CNIC HQ upon request.

c. Installation Community Officer will:

(1) Establish and Chair the IDWC (non-delegable) and conduct routine business to ensure program compliance, communication to stakeholders, and reporting to the RDWC and CNIC HQ. Each U.S. Navy installation will establish a Navy IDWC. Standing membership will include, at a minimum:

(a) Installation Public Works Officer,

(b) Installation Environmental Program Director,

(c) Installation Public Works Department Utilities and Facilities Sustainment Representatives,

(d) Installation Preventive Medicine Authority (PMA),

(e) Operator in Responsible Charge for Treatment and Distribution,

(f) Installation Public Affairs Officer, and

(g) Installation N9/Housing (if installation has PPV/MWR systems)

(2) Meet with all IDWC members on a quarterly basis to discuss drinking water quality matters and document with official meeting minutes. Other ad hoc members, in addition to those required above, may be included in IDWC meetings when needed.

(3) Conduct site walk-throughs of the installation drinking water infrastructure as part the installation zone inspection at least quarterly, in coordination with the PWO and discuss observations with the IDWC.

(4) Assign the installation PWO as the lead for the IDWC and overall responsible authority for the installation's drinking water program/systems.

(5) IDWC, with primary oversight responsibility by PWO, will:

(a) Implement and comply with this instruction with the support of NAVFAC FEC, BUMED, and other Navy Commands, MUIC holders, and business lines as needed.

(b) Program and budget for requirements to comply with this instruction and other Navy drinking water requirements. Execute and track execution of drinking water requirements to meet prescribed timelines.

(c) Communicate and report routine drinking water issues to the RDWC and critical drinking water matters, such as violations of primary drinking water standards or matters that may significantly impact public health or mission, to CNIC HQ via the RDWC.

(d) Ensure consistent and frequent communications between the IDWC and the non-Navy water purveyor for systems where the Navy is not the purveyor.

(e) Support the RDWC in developing semi-annual briefs summarizing current NOV's, funding status, consent orders (e.g., Federal Facility Compliance Agreements (FFCA)), corrective action status, progress on closure of open sanitary survey findings, EMS audit findings, public notifications and public education outreach, CCRs, and any other relevant drinking water issues.

(f) Determine when drinking water systems are out of compliance with any applicable Federal, State, and local drinking water standards and conduct any required public notification in consultation with CNIC HQ, the RDWC and the Navy Marine Corps Public Health Center (NMPHC).

(g) Submit end of fiscal year compliance data, as part of the annual EMR data call, to the RDWC for reporting to higher headquarters as needed.

(h) Provide annual updates to the installation drinking water inventory for Region review and submission to CNIC HQ.

(i) Conduct an annual table-top exercise of the installations' ERP in coordination with N3 and submit an AAR and IP upon completion to CNIC HQ via the RDWC. Installations are advised to use USEPA's Tabletop Exercise Tool for Drinking Water and Wastewater Utilities (TTX Tool) (<https://www.epa.gov/waterresiliencetraining/develop-and-conduct-water-resilience-tabletop-exercise-water-utilities>), which provides users with the resources to plan, conduct and evaluate tabletop exercises that focus on Water Sector-related incidents and challenges.

(j) Track all open sanitary survey and EMS audit findings specific to drinking water and implement corrective action plans in coordination with the RDWC. All sanitary survey findings must be documented, managed, and tracked in installation-developed POAM and EMS audit findings tracked in EMSWeb.

(k) Provide alternative drinking water supplies in consultation NMCFHPC when required as per reference (a).

(l) Upon discovering a violation of primary drinking water requirements, or of a drinking water issue that has the potential to threaten public health, IDWC members will notify the ICO immediately, and other key IDWC members including the PMA. The RDWC must also immediately be notified thereafter (no later than 24 hours from discovery), along with notifications to applicable Federal, State, and local regulators as required.

(m) Ensure compliance with the training requirements outlined in paragraph 3c(5).

(n) Evaluate compliance with this instruction, reference (a) and all applicable Federal, State, and local drinking water regulations by conducting annual self-assessments of all drinking water systems using the criteria outlined in reference (c), located at <https://g2.cnic.navy.mil/tscnichq/N4/N45/Shared%20Documents/Forms/AllItems.aspx>.

(o) Support individual meetings with the RDWC and CNIC N4/N45 regarding identified high-risk systems, as needed.

(p) Ensure all records created as a result of this instruction, including IDWC meeting minutes, are managed per paragraph 5 and reference (d) and retained in an accessible location for current and future personnel, and can be provided to CNIC HQ upon request.

d. NAVFAC FEC will:

(1) Provide all required Public Works, Utility, Facility, and Environmental technical SYSCOM support in order to ensure safe and fully compliant drinking water as per this instruction and reference (a).

(2) Coordinate Drinking Water actions with CNIC and BUMED technical staffs.

(3) Maintain and update the Navy drinking water system inventory (reference (b)) on an as required and in coordination with CNIC, including regulated and non-regulated systems.

e. BUMED. Provide public health drinking water support and consultation to CNIC HQ, REGCOMs, and ICOs as required by references (a) and (e).

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division (DRMD) portal page, at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N4) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40, Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if this instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



C. S. GRAY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/Directives/default.aspx>.