

## General Pool Rules and Reminders

The Benzie-Leelanau District Health Department (BLDHD) would like to highlight some important aspects to everyday swimming pool responsibilities. As the swimming pool operator, you have many tasks that are required each day. There are three main obligations of a public swimming pool operator that are required by law.

1. Quarterly collection and submission of water samples for bacteriologic analysis. (Rule 95)
2. Submission of operational report to the BLDHD at the end of each month. (Rule 99)
3. Qualified personnel are readily available within 15 minutes, if needed. (Rule 97)

Collection of quarterly water samples for bacteria is critical as an indicator that the pool operation and maintenance are keeping bacteria levels in check. If results are unacceptable, re-sampling is required. According to the Michigan Swimming Pool rules, swimming pool water must be submitted for testing each quarter for bacterial analysis. Sample bottles should not be expired and proper sampling techniques followed. Failure to collect and report the water results to the health department will result in the swimming pool closure until acceptable water samples are received. BLDHD will close swimming pools and spas 15 days after each quarter, if the samples are not collected.

Local water testing facilities:

- Great Lakes Water Quality Laboratory (Lake Ann)
- SOS Analytical (West Traverse City)
- Grand Traverse Analytical (Traverse City)

Operational reports are required to be submitted to the health department at the end of each month that the swimming pool or spa is in operation. An operation report can be found below (page 5) along with a guidance document (page 6) to walk you through how to fill it out. Failure to submit the operational reports to the health department can result in the closure of the swimming pool or spa.

If you have any questions relating to the responsibilities and requirements that need to be completed, please contact us. You can call us at 231-256-0216 or email us at [ndow@bldhd.org](mailto:ndow@bldhd.org).

## Swimming Pool First Aid Kit Requirements

Swimming pool and spa facilities are required (Rule 65) to have proper first aid items and a fully stocked first aid kit, that are accessible, if an accident occurs. Below outlines what first aid items are required:

### Long spine board:

- A minimum of three (3) ties, runners, and head immobilizer

### First Aid Kit:

- Four (4) units adhesive bandages (1" X 3")
- Two (2) units 2" bandage compress
- One (1) unit 3" bandage compress
- One (1) unit 4" bandage compress
- Two (2) units of absorbent gauze pad (3" X 3")
- One (1) unit of gauze compress (18" X 36")
- Two (2) units of large gauze compress (24" X 72")
- Two (2) units of 4" roller bandages
- Two (2) units of triangle bandages
- One (1) unit of scissors
- One (1) unit of tweezers
- Two (2) units of instant ice packs
- Two (2) units of latex disposable gloves
- One (1) unit of adhesive plastic tape

### Blood Spill Kit:

- Minimum contents are one pair, medical-grade latex gloves and antimicrobial hand wipes.

### Pools other than Wading or Spa Pool must have:

- One piece, twelve (12) foot long rescue pole with blunt end or a shepherd's crook.
- A 1/4" diameter throwing rope as long as 1 1/2 times the maximum pool width, or 50' long (whichever is less) with one end attached to an 18" diameter ring buoy or rescue bag. If lifeguards are required, also must provide:
- Current lifeguard and CPR credentials
- A megaphone or public address system
- One (1) whistle per lifeguard
- One (1) rescue tube per lifeguard
- One (1) resuscitation mask per lifeguard

### Multiple pools in same enclosure:

- May use one set of safety equipment.

All swimming pool safety equipment must be available in the enclosure area. A swimming pool owner shall provide an emergency phone in the enclosure. A sign must also be posted that indicates emergency response phone numbers and the swimming pool's name and address.

## Common Reasons Swimming Pools are Closed

Common reasons why a swimming pool is closed:

- A mechanical failure in which the pool cannot maintain safe levels of sanitizer or ensure proper turnover time in filtration. Examples of these are sanitizer pump failure and pool circulation pump failure.
- No sanitizer residual detected in the pool. The pool must be closed to evaluate the reason for the lack of sanitizer. Any broken equipment must be repaired; the pool must be shocked and reopened only when sanitizer levels are normalized. Hand feeding of sanitizer is not permitted.
- No working emergency phone. The pool must remain closed until the phone is in proper working order. Cell phones must be pre-approved by BLDHD.
- No lifeguard on duty, if required. The pool must remain closed until a credentialed lifeguard is on duty.
- A break or gap in the main drain cover causing an entrapment risk. The pool must remain closed until the drain cover is replaced.
- Lack of a qualified pool operator. The pool must remain closed if an operator is not readily available.
- A positive coliform test will result in an automatic closure of the swimming pool or spa. The facility shall ensure that the pool or spa chemicals are within normal limits and then have the pool or spa retested. If the results come back “absent” for total coliform, then the facility can reopen the pool or spa with prior approval of BLDHD. A positive E. coli result will result in an automatic closure of the swimming pool or spa. The pool or spa must be closed and shocked or drained, scrubbed and refilled (for a wade pool or spa). Ensure that all chemicals are within normal limits and then have the pool or spa retested. The pool or spa can reopen when BLDHD receives an “absent” coliform and E. coli test.
- Contamination event. The pool must be closed immediately and the facility's Contingency Plan, for this type of event, must be followed.
- Enclosure issue where safety is a concern. The pool enclosure must be maintained so that unintended passage under, over, or through the enclosure is prevented. The pool must remain closed until the condition is repaired.

If a closure order is issued by BLDHD, the pool must remain closed until approved to reopen by BLDHD.

### Minimum Swimming Pool Sanitizer Levels

The table below indicates the acceptable disinfectant residuals for chlorine or bromine. The water must be tested before the swimming pool is opened for the day and at least twice more during the day. The water for testing should be from the pool itself rather than the recirculation system. The required minimum disinfectant residuals, in milligrams per liter (mg/L) or parts per million (ppm), depend on the pH of the water and are:

Disinfectant	Type of Residual	pH	
		7.2 to 7.5	>7.5 to 8.0
Bromine	Bromine	2.0	2.0
Chlorine	Free available chlorine	1.0	2.0
Chlorinated cyanurate*	Free available chlorine	2.0*	4.0
*At 20 to 40 parts per million (ppm) cyanuric acid (cya). For higher levels of cya, add 0.5 mg/l for each additional 20 ppm cya, or fraction of 20 ppm above 40 ppm.			

### Important safety note:

According to rule 57 in the Michigan Pool Code A swimming pool owner shall connect an electrically operated chemical feeder to an electrical outlet energized only when the filtration pump is operating.

## Emergency Phone Rules

According to Rule 65 of the Michigan Public Swimming Pool Rules, a swimming pool owner must provide a telephone or other suitable means of communication for emergencies. The phone must be provided in the same enclosure as the pool and/or spa or in another location if approved in writing by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) or your local health department. If another location is approved, the owner of the pool shall post a sign within the enclosure indicating the location of the emergency phone. A sign shall be posted at the telephone showing the phone numbers for emergency response agencies and the name and address of the pool(s).

Some pools may choose to use emergency phones that are not landline based and are cellular in nature. This type of phone must meet the following requirements:

- It must be tethered/secured to remain in the pool enclosure.
- The address of the facility must be posted next to the phone.
- Instructions must be provided for dialing emergency response agencies.
- A wired power source or back-up battery source must be provided.
- A clear connection to emergency personnel must be available.

If you have any questions regarding your emergency phone, please contact the Benzie-Leelanau District Health Department at 231-256-0216.



**PUBLIC SWIMMING POOL MONTHLY OPERATION REPORT**

*Issued under authority of Part 125 of the Public Health Code, 1978 PA 368, as amended, and its Administrative Rules (ACT 368)*

**Within ten (10) days after the end of the month, mail a copy of this completed form to the local health department.**

Pool Establishment Name	SP Number (e.g., 99-9999-01)	Month and Year Covered by This Report
Street Address	Municipality	County

Pool Usage				Cleaning			Water Treatment							Water Conditions										
Date	No. of Hours	No. of People		Pool Bottom	Deck	Bathhouse	Water Added (inches)	Filters		Flow Rate (gpm)		Chemical Addition		Disinfectant Residuals ☐ Chlorine    ☐ Bromine						pH	Cyanuric Acid (mg/L or ppm)	Water Clarity (Main Drains Clearly Visible)	Temps	
		Maximum	Total					No. Hours Operated	Wash	Minimum	Maximum	Disinfectant (lbs. or Gals.)	(Lbs. or Gals.)	Time	mg/L or ppm	Time	mg/L or ppm	Time	mg/L or ppm				Water	Air
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
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Bacteriologic Analysis					
Date	Residual mg/L	pH	No. of People	Standard Plate Count	Coliform Index
26	27	28	29	30	31

REMARKS:

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This report is submitted in compliance with 1978 PA 368, as amended, and is true to the best of my knowledge.

Signature

Date

# INSTRUCTIONS FOR USING PUBLIC SWIMMING POOL MONTHLY OPERATION REPORTS

Rule 99 requires that swimming pool operational data and information about rescues, submersions, and accidents given medical attention be recorded daily by the pool operator on a report form furnished by or acceptable to the department. The owner shall submit a completed operation report to the local health department within ten (10) days after the end of each month in which the swimming pool was in operation. Failure to complete this form is a violation of 1978 PA 368, as amended (Act 368), and is subject to the penalties as outlined in Act 368.

## COLUMN NUMBER

### POOL USAGE

- 2 Record the number of hours the pool is open for use.  
 3 Record the maximum number of people using the pool at one time. Include both those in the water and on the deck.  
 4 Record the total number of swimmers at the pool during the day.

### CLEANING

- 5 Check this column when the pool bottom is vacuumed or otherwise cleaned.  
 6-7 Check these columns when the respective areas are cleaned.

### WATER TREATMENT

- 8 Record the depth of water added to the pool in inches or gallons. If the water is added automatically and cannot be measured, write "automatic" in the column.  
 9 Record the number of hours the water is recirculated, filtered, and disinfected. Rule 96 requires 24-hours per day operation.  
 10 Check this column when the filters are cleaned. Multiple filters should be cleaned the same day.  
 11-12 Record the flow meter readings, in gallons per minute.  
 13 Record the total amount of disinfectant (chlorine or bromine) added to the feeding equipment. Indicate if the measurement is pounds of dry chemical or gallons of liquid. Rule 96 requires the disinfectant to be applied continuously.  
 14 If an additional chemical is used, record the amount added. Indicate the chemical name or type and whether the measurement is pounds or gallons.

### WATER CONDITIONS

- 15-20 Indicate whether the disinfectant residuals are chlorine or bromine. Record the time and the reading each time the residual is tested. The water should be tested before the swimming pool is opened for the day and at least twice more during the day. The water for testing should be from the pool itself rather than the recirculation system. The required minimum disinfectant residuals, in milligrams per liter (mg/L) or parts per million (ppm), depend on the pH of the water and are:

Disinfectant	Type of Residual	pH	
		7.2 to 7.5	>7.5 to 8.0
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- 21 Test and record the pH of the swimming pool water daily.  
 22 If cyanuric acid or a chlorinated cyanurate is used, test and record the cyanuric acid level of the pool water at least weekly. A concentration of 20 mg/L is considered necessary for the stabilization of chlorine. Concentrations above 40 mg/l are not advantageous, and above 80 mg/l concentrations are prohibited as they cause cloudy water.  
 23 Indicate whether the water is clear (OK) or cloudy (No) as determined by viewing the main drains from the far end of the pool.  
 24-25 Record the water and air temperatures, in degrees Fahrenheit. The water temperature may be higher than 86°F but must not exceed 104°F. If more than 86°F, a sign shall be posted indicating the maximum water temperature, appropriate health warnings, and prohibiting pool use by young children. The air temperature generally should be 3°F to 5°F higher than the water temperature.

### BACTERIOLOGIC ANALYSIS

Rule 95 requires that water samples be collected for bacteriological analysis at a frequency established by the local health department or EGLE but sets a minimum frequency of at least one sample per quarter. The swimming pool owner or operator is responsible for the collections and analysis of the samples.

- 26 Record the date the sample is collected.  
 27 Test and record the chlorine or bromine residual when the sample is collected.  
 28 Test and record the pH of the pool water when the sample is collected.  
 29 Record the number of people in the pool when the sample is collected. Collect samples while people are in the pool and preferably during periods of peak pool usage.  
 30 Record the standard plate count, as determined by the laboratory analysis.  
 31 Record the coliform index, as determined by the laboratory analysis.

Rule 95(2) states: "The presence of organisms of the coliform group or a standard plate count of more than 200 bacteria per milliliter, or both, is unacceptable water quality."

### REMARKS

Record any unusual situation, such as an equipment failure, draining of the pool, or an accident requiring first aid or medical attention.