

**MORGAN COUNTY HEALTH DEPARTMENT**

137 War Memorial Drive  
Berkeley Springs, WV 25411  
304-258-1513, extension 106  
304-258-9057, fax  
[melissa.a.mccumbee@wv.gov](mailto:melissa.a.mccumbee@wv.gov)

**APPLICATION PROCEDURE**

**Request for Water Analysis (Form SW-253)**

or

**Request for Home Loan Evaluation of Well and/or Sewage System (Form SG-55)**

- A. State Labs only test for items of health concern; coliform and E. coli.
- B. Water samples are collected by a Sanitarian on Monday, Tuesday, & Wednesday mornings between 9:00 a.m. and 12:00 noon. Please make arrangements for someone to be present at this time. Once application and payment is received a Sanitarian will contact you to schedule the appointment.
- C. **If the first lab test indicates the presence of coliforms** the chlorination process described on the reverse of page must be completed before doing a second lab test. The purpose of the chlorination process is to remove the contamination. Once the chlorine is no longer present in the system we look for evidence of recontamination. Continued presence of coliforms will indicate continuing infiltration from surface water.

**Sewage System Evaluation Procedure (Form SG-55)**

- A. **After** the sewage disposal system has been evaluated the septic tank may be pumped.
- B. Septic tanks that have been in use for five or more years and which have not been pumped out within the last three years are to be pumped and their physical condition checked after the sewage disposal system evaluation has been conducted.

*\*Prior to making an appointment the application must be completed and submitted, with payment (cash &/or check made payable to the Morgan County Health Department). If you are having a septic evaluation(form SG-55) the fee is 50.00. If you are having a water analysis (form SW-253)the fee is 88.00. Home loan evaluations (both services, form SG-55) the fee is 138.00. Any questions please contact the Morgan County Health Dept. 304-258-1513 x106*

## **IF THE FIRST LAB TEST INDICATES THE PRESENCE OF COLIFORMS**

### **Chlorination Process for Contaminated Wells**

1. Combine mixture of 1 gallon household chlorine bleach and 4 gallons of water in large container or bucket. Remove well cap and pour mixture into well. Replace well cap.
2. Bypass water softener and any in-line filters. Turn on faucets, including outside faucets and run until you smell chlorine. Be sure to run the chlorinated water through the ENTIRE network of pipes to disinfect the system. Then turn off the water. Allow chlorinated water to remain in system for 12 hours.
3. After 12 hours run water until no chlorine smell is detected. When the smell of chlorine is absent test the water for the presence of chlorine as follows:
  - Draw small amount of water (approximately 1") in a clear glass container.
  - Empty contents of one "Chlorine Total-DPD", powder packet obtained from the Morgan County Health Department, into water.
  - Check for the presence of a "pink" tint. If this tint exists, chlorine is still present. Water must be clear. If chlorine is still present, continue running water through lines and retest. Please remember this test must show an absence of chlorine.
4. **When chlorine is no longer present then complete the application for retest and submit payment to Morgan County Health Department. The paperwork will be turned over to the Sanitarian and you will be contacted to set up your appointment. Please contact our office with any questions @ 304-258-1513 extension 106 (Clerk), 107 (Sanitarian)**

*PLEASE REFERENCE WVDHHR, MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES, PROCEDURE # H-12: GUIDELINES FOR EVALUATING & APPROVING WATER SUPPLY AND SEWAGE DISPOSAL FOR HOME LOAN APPLICATIONS WHICH IS AVAILABLE UPON REQUEST.*