

**Ministry of
the Environment**

Drinking Water Management
Division

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**Ministère de
l'Environnement**

Division de la gestion de la qualité de
l'eau potable

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135, avenue St. Clair Ouest
Toronto (Ontario) M4V 1P5



May 4, 2012

To all operating authorities of municipal drinking water systems:

Re: Transition of Accreditation Bodies under the Municipal Drinking Water Licensing Program.

As we recently informed you, the ministry is in the process of transitioning to new accreditation bodies under the Municipal Drinking Water Licensing Program. I would like to thank you for your continued patience as the transition moves forward.

Effective July 1, 2012, the Canadian General Standards Board will no longer be designated as an accreditation body for operating authorities under the *Safe Drinking Water Act, 2002* (SDWA). The ministry is in the process of designating new accreditation bodies under the SDWA and expects that they will be on board shortly.

Once new accreditation bodies have been designated, the ministry will provide you with instructions on how to begin the transition to a new provider. You will also receive information about them so that you can select the organization that will provide you with accreditation services. Please note that you will be required to initiate the transfer of your accreditation before **June 22 2012** to minimize any disruption to your current accreditation. After you have entered into a contract with one of the new accreditation bodies, they will work with you to continue your accreditation from its current stage in the accreditation process.

Transitioning your accreditation to a new accreditation body **will not** affect the validity of the Municipal Drinking Water Licence or Drinking Water Works Permit for your system. Throughout the transition process, you are expected to maintain and update your Quality Management System and to proceed with internal audits and other date-driven events.

The ministry will be your point of contact during the transition. If you have any additional questions, please contact Paul Niewegowski, Deputy Chief Drinking Water Inspector/Director, Drinking Water Management Division at 416-314-1977 or paul.niewegowski@ontario.ca.

Regards,

A handwritten signature in black ink, appearing to read "John Stager", written over a white background.

John Stager
Chief Drinking Water Inspector/Assistant Deputy Minister
Drinking Water Management Division

cc: Owners of municipal drinking water systems
Vicki Ghadban, Director General, Services and Specialized Acquisitions Management,
Public Work and Government Services Canada
Begonia Lojk, Acting Director, Canadian General Standards Board

Questions & Answers for Operating Authorities
Transition from Canadian General Standards Board to New Accreditation Providers

Q	Will my accreditation be impacted by the transition? Will I have to start the accreditation process over?
A	<p>The ministry is actively working to ensure that the transition of the accreditation program is completed as quickly and as seamlessly as possible.</p> <p>Once new accreditation bodies have been designated, the ministry will provide you with instructions on how to begin the transition to a new provider. You will also receive information about them so that you can select the organization that will provide you with accreditation services. Please note that you will be required to initiate the transfer of your accreditation before June 22, 2012 to minimize any disruption to your current accreditation. After you have entered into a contract with one of the new accreditation bodies, they will work with you to continue your accreditation from its <u>current stage</u> in the accreditation process.</p>

Q	How will the transition process work? Will I be required to submit a copy of my operational plan and other documentation to a new accreditation body?
A	<p>The ministry will be working with the Canadian General Standards Board (CGSB) and the new accreditation bodies to ensure a smooth transfer of all records relating to your accreditation. Your selected provider will receive a copy of the information that CGSB currently has on file, including your operational plan and other records relating to your accreditation. All files will be transferred from CGSB on or before June 30, 2012.</p> <p>The accreditation body you have selected will review your records and send you an acknowledgement letter that:</p> <ul style="list-style-type: none">a. Indicates that the your current accreditation has been transferred to the selected accreditation body;b. Identifies a target date or estimated timeframe for the next stage in the accreditation cycle to be completed; andc. Indicates that you:<ul style="list-style-type: none">(i) Have an accreditation that is valid until the due date for the next stage in the accreditation cycle; or(ii) Have an accreditation that is valid until a specified future date, if the due date for the next stage in the accreditation cycle has passed or would occur before the selected accreditation body expects to be able to provide you with audit services; or(iii) Have an accreditation that is valid, subject to you completing work related to any in-process stage in the accreditation cycle that was not previously completed.

Q	The <i>Safe Drinking Water Act, 2002</i> (SDWA) requires that an accredited operating authority (OA) is in charge of a drinking water system at all times. Will this transition put my system out of compliance with the SDWA?
A	Transitioning your accreditation to a new accreditation body will not affect the validity of the Municipal Drinking Water Licence or Drinking Water Works Permit for your system. Once new accreditation bodies have been designated, the ministry will send you a letter that provides specific instructions and timelines to allow you to continue to be accredited by one of the newly designated bodies.

Q	Who will be monitoring my Quality Management System (QMS) during the transition?
A	During this transition period, you are expected to maintain and update your Quality Management System (QMS) and should proceed with internal audits and other date-driven events. The ministry will provide guidance on maintaining your QMS during the transition. When the transition is complete, your next audit will include a review of any work you have undertaken in relation to your QMS.

Q	Who do I contact if I have questions about my QMS, my current accreditation or this transition?
A	The ministry will be your point of contact during the transition. If you have any questions, please contact mdwlp@ontario.ca or Paul Nieweglowski, Deputy Chief Drinking Water Inspector/Director, Drinking Water Management Division at 416-314-1977 or paul.nieweglowski@ontario.ca .