

## *Drinking Water Tank Annual Inspection*

*Submit your 2024 Inspection Report by January 15, 2025*

All drinking water tanks must be inspected and tested for bacteriological water quality annually between January 1 and December 31. **For 2024, the inspection report must be submitted by a qualified water tank inspector by January 15, 2025** as required by [Section 17-194 of the NYC Administrative Code](#).

If your building no longer has a drinking water tank, report this to the NYC Department of Health and Mental Hygiene (NYC Health Department) by emailing [watertanks@health.nyc.gov](mailto:watertanks@health.nyc.gov) or by submitting “zero water tanks” in the [Drinking Water Tank Inspection Reporting Site](#).

### *Annual Inspection Requirements*

- **Submit the Annual Inspection Report Electronically:**
  - a. The drinking water tank inspector must navigate to the [Drinking Water Tank Inspection Reporting Site](#) and select “Water Tank Inspection Reporting.”
    - For Step 1 (Premise and Contact Information), enter the drinking water tank location in the “Premise Report Details”. Do not enter the management office or owner address.
    - Complete the remaining sections, including credentials, and click “Submit”.
    - You will receive an emailed receipt with a Water Tank Inspection (WTI) number. File the receipt in your water tank records as proof of upload.
  - b. For more than one drinking water tank inspector at the building, each inspector must submit a separate report with their credentials and receive a separate WTI number. Contact [watertanks@health.nyc.gov](mailto:watertanks@health.nyc.gov) for instructions on submissions.
- **Water Quality Testing:**
  - a. Collect a bacteriological sample and water quality parameters (chlorine residual, temperature, and pH) for each drinking water tank.
    - For more than one drinking water tank, collect a sample from each tank even if piping is interconnected.
    - For tanks with multiple compartments, select one sampling location that represents the entire water tank system.
  - b. Submit the water sample for bacteriological water quality testing (total coliform and *E. coli*) at a laboratory certified by NYS Environmental Laboratory Approval Program (ELAP).
  - c. File the final laboratory analytical report in your water tank records.
- **Recordkeeping:** Both the drinking water tank inspector and the property owner must keep a copy of water tank records for at least five years from the date of inspection. The records must be made available to the NYC Health Department upon request within five business days.

For more information on inspection requirements and submission instructions, visit [nyc.gov/health/watertanks](https://nyc.gov/health/watertanks).

**Frequently Asked Questions: Water Tank Inspection Reporting** (PDF)

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