

Drinking Water Tank Annual Inspection

*All NYC drinking water tanks require an annual inspection.
Inspection report must be submitted to Health Department by January 15.*

The 2023 annual inspection and water quality (bacteriological) sampling for your drinking water tank must be conducted between **January 1 and December 31, 2023**. The inspection report must be submitted by **January 15, 2024**. If you have not already done so, have a qualified water tank inspector conduct an annual inspection and submit an inspection report to the NYC Department of Health and Mental Hygiene (Health Department) as required by [Section 17-194 of the NYC Administrative Code](#).

If your building no longer has a drinking water tank, please inform the Health Department by emailing watertanks@health.nyc.gov or by reporting “zero water tanks” in the [Drinking Water Tank Inspection Reporting Site](#).

Important Reminders:

- **Submit Electronically:** The qualified drinking water tank inspector can access our [Drinking Water Tank Inspection Reporting site](#) by selecting “Water Tank Inspection Reporting.”
 - **Proper Drinking Water Tank Address (Premise):** Submit each inspection report at the address where the drinking water tank is physically located. That address is entered in the “Premise Report Details” under Step 1 (Premise and Contact Information) of submission. Do not enter the building's management office or owner address as the premise address.
 - **Building with More Than One Inspector:** If one premise address has multiple drinking water tanks serviced by different water tank inspectors, ensure that a report is submitted for each drinking water tank. Contact the Health Department via watertanks@health.nyc.gov if any of the water tank inspectors have submission issues.
- **Water Quality Testing:** Collect a bacteriological sample of **each** drinking water tank.
 - Do not collect one sample for multiple water tanks, **even** if piping is interconnected.
 - The water quality (bacteriological) test record for each drinking water tank must be a final analytical report issued by a laboratory certified by NYS Environmental Laboratory Approval Program (ELAP) for total coliform and *E. coli*.
- **Recordkeeping:** Both the water tank inspector and the property owner must keep a copy of documentation related to the inspection, including water quality test records, for at least five years from the date of inspection. These records shall be made available to the Health Department upon request within five business days.

For more information on inspection requirements and submission instructions, visit nyc.gov/health/watertanks.

Frequently Asked Questions: Water Tank Inspection Reporting (PDF)

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