



# TENANT DIRECTIVE

**BWI:** 500.1  
**DATE:** April 5, 2016  
**DISTRIBUTION:** B

**TITLE: PROPER USE OF MARYLAND AVIATION ADMINISTRATION (MAA)  
COMMON USE POTABLE WATER CABINETS**

## **I. References**

- A. Code of Maryland Regulations (COMAR) 11.03.01.07G.
- B. Code of Federal Regulations (CFR) Title 21, Food & Drug Administration (FDA) Sections 1250.82, 1240.80 and 1240.83.
- C. COMAR 26.04.01, Quality of Drinking Water in Maryland
- D. This directive supersedes BWI Tenant Directive 500.1 dated August 6, 1986.

## **II. Directive Statement**

- A. This directive provides procedures for the operation of BWI Marshall's common use potable watering points/cabinets that are specifically designated as aircraft potable water sources. These points are available to commercial aircraft operators or authorized ground handlers, provided the usage is for the sole purpose of providing potable water to aircraft. Watering points are inspected periodically by public health officials and are regulated under federal law, including the Safe Drinking Water Act (SDWA).

## **III. General Policy**

- A. All servicing area piping systems, hydrants, taps, faucets, hoses and other appurtenances necessary for the delivery of drinking or culinary water to a conveyance shall be designed, constructed, maintained and operated in such a manner as to prevent the introduction, transmission or spread of communicable disease.

- B. The use of potable water cabinets (PWCs) is restricted to carts, containers or other vessels designed expressly for the transport of potable drinking water. Utilization of the cabinets for sanitary purposes including the washing, cleaning or filling of sanitary lavatory carts is prohibited.
- C. Installation of additional connectors, adapters or other attachments to the fill hose, nozzle or any other portion of the water supply line is prohibited.
- D. Utilizing the potable water cabinet for the purpose of storing any item, material or supply is prohibited.

#### **IV. Procedures**

- A. Specific procedures for the operation of the water points are posted inside the doors of the water cabinet at the water point (See Attachment #1). Users are requested to follow these procedures to preclude damage to the system and/or contamination of the water. The doors should be kept closed and locked when the system is not in use to prevent the accumulation of dirt inside the cabinet or the freezing of pipes and backflow prevention devices during cold weather.
- B. Chlorine is a chemical used to ensure water quality is maintained from the water source to the point of consumption. Sufficient free chlorine residual ensures that there is enough disinfectant to effectively destroy organisms and bacteria, which may have entered the drinking water distribution system. Therefore, it is important to make sure there is enough chlorine to efficiently disinfect even at the far ends of the distribution system. The MAA utilizes Maryland Department of the Environment (MDE) certified drinking water samplers to collect water samples from potable water cabinets on a semi-annual basis. The MAA completes sampling and laboratory analysis to ensure water quality remains in accordance with COMAR 26.04.01 and FDA regulations. MDE certified water sampler personnel will sample and conduct field-testing for free chlorine residual and collect total coliform samples for laboratory report analysis (Colilert laboratory analysis) at eight MAA operated PWCs located at BWI Marshall.

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John A. Stewart  
Director  
Office of Airport Operations

Attachments:

- Attachment 1 – Potable Water Cabinet Use Procedures
- Attachment 2 – MAA Potable Water Cabinet Locations
- Attachment 3 – MAA Potable Water Cabinet Photographs

## Potable Water Cabinet Use Procedures

1. Turn on interior light as needed.
2. Be sure inlet valve at the hose reel is open.
3. Remove nozzle drag cushion and cap.
4. Open nozzle valve and flush potable water cabinet hose line for one minute. Replace drag cushion and cap.
5. Unwind the required length of hose, using care to avoid hose entanglement or twisting the hose. NOTE: Avoid obstacles such as carts, vehicles or any objects that may damage the hose and nozzle.
6. Remove the aircraft potable water tank fill coupling dust cap.
7. Connect potable water hose after removing drag cushion and cap, and fill the aircraft potable water tank as needed.
8. When aircraft tank is filled to desired capacity, shut nozzle valve (“Off” position), remove coupling from aircraft fill coupling, and replace drag cushion and cap.
9. Rewind hose and wrap as evenly as possible around hose reel, avoid twisting and kinks.
10. While rewinding, be certain to avoid hose entanglement and twisting as well as obstacles such as carts, vehicles and any object that may damage the hose and nozzle.
11. When hose is rewound, check that the drag cushion and cap are in place on the nozzle end and that the nozzle valve is in the “Off” position.
12. Shut the water inlet valve at the hose reel.
13. During periods of cold weather and when the potential for freezing exists, verify the cabinet heater is “On” and operational.
14. Turn off cabinet light if found in “On” position.
15. Close the cabinet doors and securely engage the door latch.
16. Report deficiencies to the cabinet or associated components to your Supervisor.

## MAA Potable Water Cabinet Locations



