

RECORDS REQUIRED TO BE AVAILABLE AT TIME OF INSPECTION OF PUBLIC WATER SYSTEMS

(Transient, Non-community)

- Number of population served (by definition: at least 25 people at least 60 days out of the year).
- Number of meters (in each pressure plane).
- Number of individual connections - rental unit, lot, site or slip (in each pressure plane).
- “Monthly Reports of Water Works Operation” (actual usage log; also known as MOR - Monthly Operating Report) which includes:
 - Average weekly water usage for past 12 months and,
 - Maximum weekly water usage for past 12 months (date and amount).
- Copy of Bacteriological Sample Site Plan including map of system (same as Monitoring Plan).
- Twelve (12) latest months of bacteriological sample results.
- Distribution system map. Can combine with or duplicate Monitoring Plan; label all connections and system equipment.
- Equipment capacities, including:
 - Well/raw water pumps,
 - Service/filter/transfer pumps,
 - Ground storage,
 - Elevated/standpipe storage and height to overflow level, and
 - Pressure tanks.
- Annual tank inspection forms (1 yr = ground storage, pressure tank / 5 yr = interior of pr.tank)
- Completed Customer Service Inspection reports, as required in 290.46(j).
- Backflow Prevention Assembly and completed test report forms, if wastewater or hazard on site, as required in 290.44(h).
- Weekly chemical usage - verification of ANSI/NSF Standard 60 for chemical additives (including any bleach used and Calcium Hypochlorite [e.g. “HTH”] disinfectant) and Standard 61 for interior tank coatings, filter media, vertical turbine lubricating oil, etc.
- Documentation of TCEQ Plan Review approval for new wells, treatment facilities, storage tanks, etc. (Acknowledgement that you are operating an approved public water system.)
- Weekly distribution system chlorine residual monitoring records.
- Results of last Comprehensive Compliance Investigation and water system’s response.
- Plant Operating Manual, as required in 290.42(l).

Groundwater systems (wells) must also have:

- Well completion data, including:
 - Driller’s well log,
 - Cementing certificate, and
 - Copies of filed sanitary control easements.