

Instructions for Completing the Monthly Operating Report for Public Water Systems using Groundwater and Purchased Water Sources

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The Texas Commission on Environmental Quality (TCEQ) requires public water systems to compile and maintain a variety of records. The Groundwater/Purchased Water Monthly Operating Report (GW-PWMOR) was designed for systems that use groundwater sources or purchase treated water from another public water system. The requirement for collecting this data is in Title 30, Texas Administrative Code, Subchapter D, Section 290.46(f). These instructions were revised in July 2006.

IMPORTANT!

A column is provided on the GW-PWMOR so that systems that have surface water treatment plants (in addition to their groundwater and purchased water sources) can record the amount of treated surface water they produce each day. However, it is important to remember that these systems must also submit a Surface Water Monthly Operational Report (SWMOR) each month.

Please be aware that the GW-PWMOR form does not provide enough space for you to record all of the information that your system must collect and maintain to comply with TCEQ rules. The GW-PWMOR simply provides a convenient way for your system to summarize the water production data and distribution residual data that it collects each month. Currently, the TCEQ does not require systems to submit their GW-PWMOR each month except on a case-by-case basis. However, the TCEQ may require you to submit your GW-PWMOR for the previous 36 months if you request an Alternative Capacity Requirement for your system.

Furthermore, the form does contain some information that must be submitted to the TCEQ beginning January 1, 2004 so the reporting requirements may soon change.

CHANGE!

All public water systems that have to do a GW-PWMOR were required to start recording disinfectant residual information on the Disinfectant Level Quarterly Operating Report (DLQOR) starting January 1, 2004. Therefore, the portion of the GW-PWMOR form where systems used to record disinfectant levels has been deleted.

This document provides some basic guidance on how to properly complete the form.

Public Water System Name

Enter the name of your public water system.

PWS ID No.

Enter your water system's seven-digit PWS ID number.

Report for the Month of

Enter the month and year when you collected the data.

Number of Active Service Connections this Month

Enter the number of active service connections that were served by the system during the month. When determining how many connections were actually served, you should consider information such as the number of bills that were sent, the number of meters that were read, the number of occupied apartments, and the number of connections where no meter exists but water is used.

WATER PRODUCTION

In this portion of the form, you will enter the amount of water that you produced each day. You should try to take your readings once every day at about the same time of the day. If you miss a day, you will need to divide the volume of water that you produced by the number of days between readings. If you do not use water from one or more of the sources shown on the form, you may leave the spaces blank or enter a value of “ 0 ”.

Pumpage to storage and distribution X 1000 gals

The production data recorded on the GW-PWMOR should be entered in units of 1000 gallons.

For example:

If you produced this much water during the day:	Then you should enter this value on the GW-PWMOR
500 gallons	0.5
3,500 gallons	3.5
59,000 gallons	59.0
1.89 MG	1,890
1,567,800 gallons	1,567.8

Basically, you will need to divide your actually daily production value by 1000 to get the number you should enter on the form. That means that every 100 gallons that you produce is entered as a 0.1 on the form, every 1,000 gallons is entered as a 1.0, and so on.

From Wells Directly to Distr.

Record how many thousands of gallons of water your wells discharged directly to the distribution system during the day. Include any water that is produced by a well that discharges directly into a standpipe or elevated storage tank. If you have more than one well that discharges directly to the distribution system, you should enter the total amount of water produced by these wells during that day.

From Wells to Storage Tanks

Record how many thousands of gallons of water your wells discharged to a ground storage tank (or pump station) during the day. Include any water produced by a well if that water had to be repressurized by service pumps before it entered the distribution system. If you have more than one well that discharges to a storage tank or pump station, you should enter the total amount of water produced by all of those wells during that day.

Purchased Water Directly to Distr.

Record how many thousands of gallons of treated water that your water wholesaler sent directly into your distribution system from his pump station or transmission line. Include any purchased water discharges directly into a standpipe or elevated storage tank. If you have more than one

wholesale connection that discharges directly to the distribution system, you should enter the total amount of water purchased through all of those connections during the day.

Purchased Water into Storage

Record how many thousands of gallons of treated water that your water wholesaler delivered to a ground storage tank (or pump station) during the day. Include any purchased water that your system had to repressurize with service pumps before it entered your distribution system. If you have more than one wholesale connection that discharges to a storage tank or pump station, you should enter the total amount of water purchased through all of those connections during the day.

From SWTP or GWUDI Plant

If your system has a surface water treatment plant (SWTP) or a plant that treats groundwater that is under the direct influence (GWUDI) of surface water, record how many thousands of gallons of treated water that this plant produced during the day. If you have more than one of these plants, you should enter the total amount of water produced by those facilities during that day.

Total Daily Production

If you are using the Excel spreadsheet version of the form, the program will automatically fill in this box each day. However, if you are filling the form out by hand, you will need to add all of the daily values that you have entered and put the result in this box.

Total

At the end of each month, you will need to record the total amount of water produced from each of the six columns that we have just described. If you are using the Excel spreadsheet version of the form, the program will automatically update the result in this box as you fill in the form.

Avg

At the end of each month (after you have calculated each of the six **Totals**), you will need to divide the total amount of water by the number of days in the month . . . even if you did not use the source every day. If you are using the Excel spreadsheet version of the form, the program will automatically calculate this value.

Note:

The Excel spreadsheet assumes that there are 28 days in the month if you have not entered any data in the rows for the last three days (the rows for the 29th, 30th, and 31st) of the month. Similarly, if there is no data on the last two days of the month, the spreadsheet assumes that there are only 29 days in the month, and so on. However, if you enter any data in the last day of the month, the spreadsheet will assume that the month has 31 days.

Max

At the end of each month, you will need to look down each of the six production columns and record the maximum daily reading in the corresponding **Max** box. If you are using the Excel spreadsheet version of the form, the program will automatically calculate this value.

Max

At the end of each month, you will need to look down each of the six production columns and record the minimum daily reading in the corresponding **Min** box. If you are using the Excel spreadsheet version of the form, the program will automatically calculate this value.

DISTRIBUTION RESIDUALS-DELETED IN THIS REVISION

The portion of the GW-PWMOR related to the disinfection level in the distribution system has been deleted from the GW-PWMOR and is now on the Disinfectant Level Quarterly Operating Report.

IMPORTANT!

Public water systems now record distribution disinfectant residuals on the Disinfectant Level Quarterly Operating Report or DLQOR (TCEQ form number 20067). TCEQ provides a guidance manual explaining how to fill that form out: Regulatory Guidance 407-Disinfection Level Reporting for Public Water Systems (RG-407). You can obtain a copy of the form and guidance by emailing TCEQ's Publications Section on the web at www.tceq.state.tx.us/comm_exec/forms_pubs/, by email at PUBORDER@tceq.state.tx.us, or by calling 512/239-0028.

Any additional information you wish to provide

We have provided a few lines for you to explain any unusual results that are contained on the form. For example, if you had to produce an unusually large amount of water one day because of a severe line break or a major fire, you should probably let us know so that we can consider that information when we evaluate your production, storage, and pressure maintenance facilities. The TCEQ frequently excludes these unusual events when evaluating the capacity requirements for your system. If you need more space than is available, you should attach another piece of paper to the form before you file it in your records or submit it to the TCEQ.

Operator's signature

Once the GW-PWMOR has been filled in, a certified operator must sign and date the form with a pen or a permanent marker to certify that the information in the report is complete and correct.

Certificate No. and Class

The operator that signs the form must provide his certificate and the current grade of his certificate.

What are Alternative Capacity Requirements?

Alternative Capacity Requirements are site-specific production, treatment, storage and pressure maintenance requirements that are based on the unique water usage patterns of a single public water system rather than on the standard requirements that apply to most of the water systems in Texas.