

Instructions for Completing the Violation Report

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Whenever a public water system violates a treatment technique, Maximum Contaminant Level, and Maximum Residual Disinfectant Level regulation, it must report the violation to the Texas Commission on Environmental Quality (TCEQ). The Violation Report form was designed to help public water systems report these violations. The form was designed for use by operators at surface water treatment plants and plants that are treating groundwater under the direct influence of surface water. However, operators at other public water systems may also use the form to report violations to the TCEQ.

Please be aware that this form **may not** be used to report violations to the general public. When you notify your customers, you must issue the public notice in a manner that complies with the TCEQ's Public Notification regulations. The form is simply a means of letting the TCEQ know that you believe a violation has occurred and to let us know how we can reach you to discuss the problem.

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.

Plant Name or Number

If your water system has more than one treatment plant, enter the name of the treatment plant where the violation occurred. You do not have to complete this blank if your water system has only one treatment plant.

Type of Violation(s)

Briefly describe the type of violation that you are reporting. For example, if you are reporting a daily violation that occurred because the free chlorine residual leaving the plant dropped below 0.2 mg/L, you can report the violation as a **daily violation, low plant residual** or provide some similarly descriptive summary.

Date and Time that the Violation was Detected

Enter the date and the time that the violation began. If you cannot determine when the problem began, then you should report the date and time that you first noticed the violation. For example, if your on-line chlorine residual analyzer and recorder indicate that the violation began at 4:00 p.m., on April 30, 2002, then you should record this date and time since that is when the violation was detected by your instrumentation. On the other hand, if you are using a bench-top analyzer to measure your chlorine residual, you should enter the time that you collected the sample that contained the low residual since you will not be able to know how much

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earlier the actual event began occurring.

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Duration of the Violation (if known)

Record how long the violation existed before you corrected the problem. When calculating the duration of the event, the event begins when the reading falls below the acceptable level and concludes when the reading reaches the acceptable level. For example, if the noon treated water turbidity reading was 0.23 NTU, the 4 p.m. reading was 1.15 NTU, the 8 p.m. reading was 1.07 NTU, and the midnight reading was 0.85 NTU, then the duration of the “daily, high turbidity” event was 8.0 hours (4 p.m. to midnight).

A plant may increase the monitoring frequency to more accurately determine the duration of an event. For example, if you collect additional turbidity samples on the treated water every 15 or 30 minutes after getting a high reading, you may report the duration of the event in $\frac{1}{4}$ -hour or $\frac{1}{2}$ -hour increments. Therefore, an event lasting only 15 minutes will be reported as 0.25 hour, and one lasting 2 hours 45 minutes will be reported as 2.75 hours. For example, if the 4 p.m. treated water turbidity reading was 1.15 NTU, the 8 p.m. reading was 1.07 NTU, and a 9:15 p.m. reading was 1.04 NTU, then the duration of the event was 5.25 hours (4 p.m. to 9:15 p.m.).

You may fax us the violation report before the violation is completely resolved. If you do, just enter **UNKNOWN** in the duration box.

Corrective Action Taken

Include a brief description of the actions that you took (or have taken so far) to correct the problem.

Reported By

The violation can be reported by any of the public water system’s certified operators. The operator that is filing the report must enter their name and operator’s license number. Although we prefer the report to be signed, we will accept a printed or typed name on this form. **You must enter your name so that we can reach you to confirm the reported violation. If you do not, the report is incomplete and we may reject it.**

Date

Enter the date that you reported the violation to us.

Telephone Number

Enter the telephone number where we can contact you. Please include the area code. **You must enter a telephone number where we can reach you to confirm the reported violation. If you do not, the report is incomplete and we may reject it.**

Fax Number

Enter the fax number where we can contact you. Please include the area code. If you

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do not have a fax machine where we can fax information to you, please enter **NONE** in this box so we know not to fax additional information to the machine that sent the report.