

# Instructions for Completing the DLQOR (TCEQ-20067)

The following are updated instructions for completing the [Disinfectant Level Quarterly Operating Report \(DLQOR\)](#). Check <http://www.tceq.state.tx.us/goto/dlqor> for the latest information.

**PLEASE NOTE THERE IS NO LONGER A SUBMIT BY E-MAIL OPTION ON THE AUTOMATED FORM.**

After completing the report, simply print and sign two copies. Keep one for your system records and mail the other to TCEQ. You must submit a hard copy of the report with an original signature by mail for your system to receive credit. TCEQ does not accept fax or e-mail copies of the DLQOR.

NOTE: To use the automated DLQOR.pdf form, you should use the latest version of [Adobe Acrobat Reader](#). (<http://get.adobe.com/reader>)

**Completing the DLQOR.pdf form:**

1. Use the drop-down lists to select the **Quarter** and **Year** of the disinfectant level data you are reporting.
2. Enter the **Name of Your Public Water System**—*not the name of your utility*, but the name of the *public water system*.
3. Enter your **PWS ID**. This is a 7-digit code that begins with the 3-digit code (001 through 254) for your county. **If you do not enter the correct code, you will not receive proper credit for your reported data.**
4. Use the drop-down menu to select the type of disinfectant you are using:
  - **Chlorine** (Free)
  - **Chloramines** (Total)
  - **Both**, if you normally use chloramines and shocked with free chlorine any time during the quarter.
5. **For each month of the quarter:**
  - Select the button to indicate whether or not your system was active during the month. The default is set to **YES**.
  - Enter the **average** of all disinfectant residuals for the month.
  - Enter the **total number of residuals** that were collected for the month.
  - Enter the number of residual readings that were **below the minimum** for the month. The minimum residual required is 0.2 mg/L for a system using free chlorine or 0.5 mg/L for chloramines (total chlorine). (The percentage will be calculated for you automatically.)
  - Enter the number of readings for the month that had **no residual**. (The percentage will be calculated for you automatically.)

**6. For the Quarterly Summary:**

- The **average of all disinfectant levels** for the quarter is calculated automatically. (You don't need to enter it.)
- Enter the **lowest** residual reading for the quarter. (If you had one or more samples with NO residual enter 0.0 mg/L)
- Enter the **highest** residual reading for the quarter.

**7. Certify your data as follows (if you have questions about whose name, title, etc., should be entered, read our DLQOR guidance, RG-407):**

- **Check the box** that indicates that you are certifying the data in your report.
- Enter your **name**.
- Enter your **title**.
- Enter your **phone number**. Dashes or brackets are not required. Enter only numbers.
- Enter your **operator's license number—not your Social Security Number**. If you don't remember your license number, look it up online at [www5.tceq.state.tx.us/lic\\_dpa/](http://www5.tceq.state.tx.us/lic_dpa/).
- Enter your e-mail address. (optional)

**8. Print and sign two copies of the report:**

- Keep one for your records.
- Mail the other to TCEQ.

**9. Mail the DL QOR to TCEQ:**

If you are sending the DLQOR via **Certified Mail** use the following address:

**TCEQ / PDW MC-155  
Attn: DLQOR  
12100 Park 35 Circle, Bldg. F  
Austin, TX 78753-1808**

If you are sending the DLQOR via normal **First Class** Mail service use this address:

**TCEQ / PDW MC-155  
Attn: DLQOR  
PO Box 13087  
Austin, TX 78711-3087**

**DO NOT FAX OR E-MAIL THE REPORT TO TCEQ.**

**TABLE: DEADLINES FOR DLQOR SUBMISSION**

| Quarter 1             | Quarter 2            | Quarter 3               | Quarter 4               |
|-----------------------|----------------------|-------------------------|-------------------------|
| Jan, Feb, Mar         | Apr, May, Jun        | Jul, Aug, Sep           | Oct, Nov, Dec           |
| Report Due April 10th | Report Due July 10th | Report Due October 10th | Report Due January 10th |