



## TCEQ REGULATORY GUIDANCE

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Small Business and Local Government Assistance  
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# Public Water System Activation and Inactivation

This guide aims to help you gather and supply documentation to activate or inactivate your public water system (PWS). Your system's activity status is based on the definition of a PWS as defined in [Title 30, Texas Administrative Code](#)<sup>1</sup> (30 TAC) 290.38(71).

Your system may be a connection of another PWS if it meets all the following criteria<sup>2</sup>:

- Receives all its water from another PWS.
- Is subject to plumbing restrictions and inspections by the water supplier.
- Consists only of distribution and storage facilities and does not have any production and treatment facilities.
- Does not sell water to people.
- Is not a passenger carrier for interstate commerce.

This guide lists general information we will ask for when activating or inactivating a PWS. We may request more depending on the situation and PWS characteristics. Tell us when the status of your water system changes<sup>3</sup> by emailing the requested documentation to [PWSINVEN@tceq.texas.gov](mailto:PWSINVEN@tceq.texas.gov).

To check the status of your change, call our main line to speak with a PWS Inventory staff member at (512) 239-4691. [Search Drinking Water Watch](#)<sup>4</sup> for your current status: **Active (A)**, **Inactive (I)**, or **Proposed (P)**.

If you supply drinking water to the public, you may also be a utility. Utilities must have a certificate of convenience and necessity as defined by the [Public Utility Commission](#).<sup>5</sup>

## Abbreviations

**30 TAC**—Title 30, Texas Administrative Code

**CWS**—community water system

**NTNC**—nontransient noncommunity water system

**PWS**—public water system

**TNC**—transient noncommunity water system

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1. [www.tceq.texas.gov/goto/view-30tac](http://www.tceq.texas.gov/goto/view-30tac)
  2. See 30 TAC 290.102(a)(1-5)
  3. See 30 TAC 290.39(m)
  4. [dww2.tceq.texas.gov/DWW/](http://dww2.tceq.texas.gov/DWW/)
  5. [www.tceq.texas.gov/goto/startutility](http://www.tceq.texas.gov/goto/startutility)

## PWS Activation

Register your water system with us to activate it, and we will assign it a PWS ID number. If your unregistered system already meets the definition of a PWS, we will assign an ID and activate it. **Once activated, it must meet all applicable PWS requirements.**

You need to get your water system approved through our Plan and Technical Review Section if you have not already. Visit our website for [more information on the Plan Review process](#)<sup>6</sup> or send an email to [PTRS@tceq.texas.gov](mailto:PTRS@tceq.texas.gov).

To **activate** your PWS, send the following information to [PWSINVEN@tceq.texas.gov](mailto:PWSINVEN@tceq.texas.gov):

- **PWS name, PWS ID, and location.** Include street address and county.
- **Owner and operator contact information.** Include full name(s), title(s), mailing address(es), phone number(s), and email address(es).
- **Source information.** Include:
  - number of sources
  - source type(s) (wells, surface water intakes, or interconnections with another PWS)
  - source location(s) (coordinates are best)
  - flexibility of the system under normal and emergency conditions
- **Treatment information.** Include what kind of treatment you apply to the water.
- **Other system facility information.** Include basic design information, storage tanks, pumps, etc.
- **Population and connections served.**

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6. [www.tceq.texas.gov/goto/pws-planreview](http://www.tceq.texas.gov/goto/pws-planreview)

## PWS Inactivation

**If your system no longer meets the definition of a PWS or has closed permanently,** gather the documents listed in Table 1 under “Routine Inactivation” and “Both Inactivation Conditions.”

**If your system consolidates with or is a connection of another PWS,** gather the documents listed in Table 1 under “Consolidation Inactivation” and “Both Inactivation Conditions.”

Send your documentation to [PWSINVEN@tceq.texas.gov](mailto:PWSINVEN@tceq.texas.gov), then we will:

- review the provided information
- ask for more information (if needed)
- confirm inactivation with your local [TCEQ regional office](#)<sup>7</sup>

The regional office may investigate your facility to confirm your PWS is inactive. Once approved, we will update our information and send you an official inactivation letter.

**If your PWS is active in Drinking Water Watch,** continue to follow all rules for active water systems until you receive notice of inactivation or consolidation by the Drinking Water Inventory and Protection team.

**Table 1: Requested Documentation for Inactivation**

Requested Documentation	Applicable System(s)
<b>Routine Inactivation</b>	
Photos showing your business closed permanently	TNC, NTNC
List of employees who currently work at the facility	NTNC
List of residents and associated connection count	Small C
Event calendar with estimated number of people in attendance	TNC, churches
Official documents from the city, county, or state showing they are taking over the property for construction, demolition, etc., and the property will not be used for its original purpose	All systems
Statement of facts saying the system no longer meets the definition of a PWS based on their population or connection count (if the above documentation is unavailable)	Small C, TNC, NTNC
<b>Both Inactivation Conditions</b>	
Well production reports	All systems
<b>Consolidation Inactivation</b>	
Photos showing original source(s) disconnected permanently from your potable water system	All systems
Proof of discontinued use of original source and connection to new water source (i.e. bill, service agreement, CSI, etc.)	All systems

7. [www.tceq.texas.gov/goto/regionsmap](http://www.tceq.texas.gov/goto/regionsmap)