Important Updates on Inventory – Common Issues

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Overview

- What are Inventory Updates?
- Common Issues in Requests
- Helpful Information

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What are Inventory-Related Updates?

If there are changes to the water system that need to be updated, please send the updates to:

PWSINVEN@tceq.texas.gov

Check the Texas Drinking Water Watch (DWW) website for what is listed on your water system:

https://dww2.tceq.texas.gov/DWW/

Point of Contact (POC) Change

Ownership Change

PWS Facilities

Population and Connections

Activity Status

Merges and Consolidations

PWS System Type

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Public Water System (PWS) Definition:

- **Public Water System:** *30 Texas Administrative Code (TAC), Chapter 290, Subchapter D, Rule 290.38(71)*

- "A system for the provision to the public of water for human consumption through pipes or other constructed conveyances, which includes all uses described under the definition for drinking water. Such a system must have at least 15 service connections or serve at least 25 individuals at least 60 days out of the year."

❖Please see the Rule for COMPLETE definition of a PWS

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Public Water System Types:

- **<u>Community (C)</u>** *30 TAC, Chapter 290, Subchapter D, Rule 290.38(15)*

    A public water system (PWS) which has a potential to serve at least 15 residential service connections on a year-round basis or serves at least 25 residents on a year-round basis

- **<u>Transient Non-Community (TNC)</u>** *30 TAC, Chapter 290, Subchapter D, Rule 290.38(84)*

    A PWS that is not a community water system and serves at least 25 persons and/or 15 connections at least 60 days out of the year

Public Water System Types (cont.):

- **Non-Transient / Non-Community (NTNC)** *30 TAC, Chapter 290, Subchapter D, Rule 290.38(58)*

  A public water system that is not a community water system and regularly serves at least 25 of the same persons and/or 15 connections at least 6 months out of the year

  The water system type is determined based on the population and connections served. If you have questions, please send an email to PWSINVEN@tceq.texas.gov

Population and Connections

- How many people are served by the water system?

- How many total connections are served?

- "*Determining Connections and Populations Served for Public Water Systems*" document: https://www.tceq.texas.gov/downloads/drinking-water/population-connetion-guidance.pdf

- Population and connection counts are updated during the Comprehensive Compliance Investigations (CCI) conducted through the regional offices or by request through Inventory.

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Points of Contacts

- AC – Administrative Contact
- PWS – Public Water System (PWS) Contact
- EC – Emergency Contact
- ECS – Secondary Emergency Contact
- FC – Financial Contact
- OW - Owner

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Administrative Contact

Generally, the Mayor, President, Owner or the highest ranking official

- Cannot be the:
  - Lessee
  - Operator
  - Operating Company

- Contact Information Required:
  - Highest-ranking official's business address:
    - Physical (include suite # if applicable)
    - PO Box
    - Confirmed with USPS: https://tools.usps.com/zip-code-lookup.htm?byaddress
  - Also include:
    - Phone Numbers Business and Mobile/Cell
    - Email address

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AC Request Update

For changes/updates contact:

- PWSINVEN@tceq.texas.gov

- 512-239-4691

Required Documents (if they are <u>not</u> the highest ranking official):

- Official letter signed by the highest-ranking official designating:
  - General Manger
  - Plant supervisor, etc.

Public Water System (PWS) Contact

- May be:
  - Operator
  - Public Works Director / Water Supervisor
  - Plant Manager / Supervisor
  - General Manager
- Required Information:
  - Mailing Address
  - Phone numbers: Business, Mobile/Cell
  - Email address

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Emergency Contacts (EC and ECS)

- Kept for Homeland Security in case of an emergency (BWN, weather events, etc.)

- Can now submit Emergency Contact Update Forms through online form: https://www.tceq.texas.gov/drinkingwater/homeland_security/pws_emcu

- Required Information: Contact Name, Mailing Address, Phone Number(s), and Email Address.

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Financial Contact (FC)

The person to whom the system's yearly Public Health Service (PHS) fee invoice is mailed

- Required Contact Information:
  - Mailing address
  - Phone numbers
    - Business
    - Mobile/Cell
  - Email address

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Common issues for POC Updates

Not enough contact information for the update

Not stating who needs to be removed and who is replacing them

No phone number(s) / mailing address

No job title for new POC

No AC Designation Letter

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Ownership Change

Ownership of the water system is based on the ownership of the property where the water system is located.

A Core Data Form (CDF) is required for a change of ownership:

https://www.tceq.texas.gov/permitting/central_registry/guidance.html

Additional documents may be needed to complete a change of ownership:

- Warranty Deed / Bill of Sale
- Sales/Transfer/Merger (STM) through the Public Utility Commission – if there is a utility also associated to the PWS

Common Issues for Ownership Change Request

Missing Warranty Deed

Missing Date of Ownership Change

No contact information for New Owner / new POCs

No Core Data Form

No STM document if utility associated

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PWS Facility Codes (from DWW)

- S – surface water intake (ex. S1234567A)

- G – ground water well (ex. G1234567B)

- P – purchase water source (ex. P1234567C)

- PF – pump facility

- TP – treatment plant

- ST – storage tank

- EP – entry point (ex. EP001)

- DS – distribution system

- NP – Non-Piped (ex. NP0001)

Types of Facility Requests

- Activation or Inactivation:
  - Sources
  - Entry Points
  - Treatment Plants
  - Storage Tanks
  - Service Pumps

- Site Location Address Update
- Capacity Updates
- Missing Facility
- Change of Treatment

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Common Issues for Facility Updates

If well has been plugged, no plugging report included	If needing to inactivate facility, no documentation	Plan Review Letter reference number
Capacities of tanks / pumps	If new source, treatment plant / entry point info missing	If new well, no well ID

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19

Activations / Inactivations

Activation:

- System meets the definition of a PWS and is subject to regulation; must maintain compliance

Inactivation:

- System no longer meets the definition of a PWS or is a retail customer of another PWS

Activations: What is Required to Update the Status?

- How many people are being served by the water system? Customers, employees, residents?
- How many <u>total</u> connections are at the water system? Includes active and potential connections

- Are the facilities active and in use?
- Are the POCs and OW correct as listed on DWW?
- Is the System Type correct, based on population and connections?

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Inactivations: What is Required to Update Status?

- Why is the system no longer a PWS?
- Proof of business closure (TNC / NTNC systems)
- Population / connection count fall under definition of a PWS (all)
- Now a customer of another water system (all)

- Plugging report
- Utility bill
- Photographs of disconnection from water system
- Other documentation can vary

Merged or Consolidated Systems

- **Merge**:
  - Two systems combine into one larger PWS (all or some of the facilities <u>will</u> continue to be used)

- **Consolidation**:
  - One system becomes a *retail* customer or connection of another PWS (facilities will <u>not </u>continued to be in use)

In either case, one PWS will be inactivated

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Merge / Consolidation Eligibility:

- Must get water from approved PWS
- Cannot have treatment or source of its own (unless the other system will continue to use those facilities)
- Cannot re-sell water
- Must be subject to plumbing restrictions and inspections from providing PWS

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Activity Status Change

- Notify TCEQ of the activity status changes
- Send requests to:
  - Mail: Water Supply Division, MC 155, PO Box 13087, Austin, TX 78711-3087
  - Email: PWSINVEN@tceq.texas.gov
  - Fax: 512-239-6672
  - Your area's TCEQ Region office: https://www.tceq.texas.gov/agency/directory/region/reglist.html

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Common Issues for Status Updates

Not enough information to activate the water system

Missing documentation for inactivation, merges, or consolidations

Does not state why they are no longer a PWS

If trying to contact for documentation, no response

Does not contact Inventory, tells another group

Submitting Request to PWSINVEN

- Please provide as much information as possible:
  - PWS ID and PWS Name
  - Nature of your request / reason for request
  - Important dates
  - Supporting Documentation

If general questions for staff, please indicate questions in email

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Update Request

- **Submit to:**

  - Drinking Water Inventory & Protection Team
    - PWSINVEN@tceq.texas.gov
      - (512) 239-4691

Helpful Links:

Drinking Water Watch: https://dww2.tceq.texas.gov/DWW/

Instructions for Drinking Water Watch: https://www.tceq.texas.gov/drinkingwater/instructions-for-texas-drinking-water-watch

Core Data Form: https://www.tceq.texas.gov/permitting/central_registry/guidance.html

Central Registry: https://www15.tceq.texas.gov/crpub/

TWDB Water Service Boundary Viewer: https://www2.twdb.texas.gov/apps/waterserviceboundaries

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Questions

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