# Operator Notice Form

|  |  |
| --- | --- |
| ****PWS ID:**** | Click or tap here to enter text. |
| ****PWS Name:**** | Click or tap here to enter text. |
| ****Effective Date for Operator Information:**** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Total Number of Operators: |  |

## List of Water Operators

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Operator | Phone Number | Full, Part-time, or Volunteer | License No. | Class of License |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |

## List of Operating Companies

|  |  |
| --- | --- |
| Name of Operating Company | Registration No. |
|  |  |
|  |  |
|  |  |

I certify under penalty of law that I have personally examined and verified the information contained herein is true, accurate, and complete to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** | **Printed Name and Title** | **Date** |

**If you have questions on how to fill out this form or about the inventory program, please contact us at 512-239-4691.**

## Instructions

This Operator Notice Form may be used by public water systems to meet the requirements of Title 30 Texas Administrative Code (30 TAC) §290.46(p)(2), relating to providing an annual list of water operators and/or operating companies used by a public water system to the TCEQ.

* Complete the PWS ID, PWS Name, and Effective Date for Operator Information at the top of the form.
* Type in the total number of water operators in the Total Number of Operators field.
* For water operators, complete all information requested under each column of the List of Water Operators table for each water operator the public water system uses.
* For operating companies, complete all information requested under each column of the List of Operating Companies table for each operating company the public water system uses.
* Add your signature, printed name and title, and date the bottom of the form.
* Submit the completed form via email to [PWSINVEN@tceq.texas.gov](mailto:PWSINVEN@tceq.texas.gov), via fax to (512) 239-6050, or mail to:

Drinking Water Inventory & Protection Team, MC-155

TCEQ

PO Box 13087

Austin, TX 78711-3087

## Additional Information

Public water systems must also develop and maintain specific records for part-time and volunteer operators to meet the requirements as described in 30 TAC §290.46(f)(3)(A)(vii) and (viii) as follows:

**Part-time Licensed Operators:** In addition to the information provided in this Operator Notice form, public water systems shall develop and maintain a daily record or a monthly summary of the work performed and the number of hours worked by each of the part-time operators.

**Full-time and Part-time Licensed Volunteer Operators:** In addition to the information provided in this Operator Notice form, public water systems that use a full-time or part-time licensed volunteer operator shall develop and maintain a record of each volunteer operator to indicate any time for which the volunteer is responsible for operating the public water system.