



Instructions – Public Drinking Water Violation Report

Whenever a public water system violates a treatment technique, Maximum Contaminant Level, or a 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.

This form may not be used to report violations to the general public.

Public Water System Name

Enter the name of your public water system.

PWS ID No.

Enter the water system's seven-digit PWS ID number which can be found on Drinking Water Watch, <https://dww2.tceq.texas.gov/DWW/>

Treatment Plant Name or Number

Enter the treatment plant information where the violation occurred. If your PWS has only one treatment plant, this field can be left blank.

Reported By

The violation can be reported by any of the public water system's certified operators. The operator filing out the report must enter their name and operator's license number. If no name is provided, the report is considered **incomplete** and may be rejected.

Date

Enter the date that violation was reported to us.

Telephone Number

Enter the telephone number where we can contact you. Please include the area code. If we are unable to reach you, the report will be considered **incomplete** and may be rejected.



Type of Violation(s)

Briefly describe the type of violation, such as turbidity above 5.0 NTU, turbidity between 1.0 NTU and 5.0 NTU, turbidity above 0.3 NTU, low CT value, low residual leaving the plant, low distribution system residual, failed to achieve Crypto credit required, etc

For all turbidity violations, please indicate if the turbidity is combined filter effluent (CFE) or individual filter effluent (IFE).

Date/Time that Violation was Detected

Provide date and time that violation was detected.

Duration of the Violation (if known)

Record how long the violation existed before it was corrected. Record the event as beginning when the reading fell below the acceptable level and then concluding when the reading reached the acceptable level.

For example, if the noon treated water turbidity reading was 0.23 NTU, the 4pm reading was 1.15 NTU, the 8pm 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 (4pm to midnight).

Also, a PWS 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 to 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. There 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 pm treated water turbidity reading was 1.15 NTU, the 8pm reading was 1.07 NTU, and a 9:15pm reading was 1.04 NTU, then the duration of the event was 5.25 hours (4pm to 9:15pm).

Indicate **unknown** if duration is not known.

Corrective Action Taken

Provide a brief description of the actions taken to correct the issued and include dates.