

4. Compiling Summary Data

Summary data is compiled at the end of the reporting month after entering all daily operational and performance data for that month. The **P.1 Summary Data** worksheet includes the following tables:

- Treatment Plant Performance
- Distribution System
- Additional Reports and Worksheets
- Statistical Analysis of Turbidity Data
- Statistical Analysis of pH Data
- Summary Page Addendum; if violations occurred, and PN is required

The **P.1 Summary Data** worksheet automatically reports most of the summary data based on the data and information you entered on **P. 2** through **P.9**; however, you need to enter some data manually. To begin entering summary data, select the **P.1** worksheet tab. It is important that all cells on the **P.1 Summary Data** worksheet are completed, as specified in the following sections. If your **P.1** worksheet has missing data, a warning or error message may appear, and in some instances, you will not be able to print a report. Use the Circle Errors button to locate the missing entries on its source page. If data is missing, enter a value, as applicable. This will correct the missing entries on **P.1**.

If **P.1** of the MOR you submit to TCEQ has missing entries, it indicates you did not conduct the required tests. As such, you may incur a M/R violation and be required to notify your customers.

4.1 Treatment Plant Performance

The **Treatment Plant Performance** table is divided into three sections that summarizes the following data:

- turbidity
- microbial inactivation/CT
- disinfectant residuals leaving the plant

Turbidity

Figure 4.1 shows the section of the **Treatment Plant Performance** table that summarizes CFE turbidity data.

The **P.1 Summary** worksheet automatically reports most of the data in this section using information you entered on the other worksheets.

TREATMENT PLANT PERFORMANCE			
Total number of turbidity readings:	_____	Number of 4-hour periods when plant was off-line:	_____
Number of readings above 0.10 NTU:	_____	Number of 4-hour periods when plant was on-line but turbidity data was not collected:	_____
Number of readings above 0.3 NTU:	_____	Number of days when plant was on-line but individual filter turbidity data was not collected:	_____
Number of readings above 0.5 NTU:	_____	Number of days with readings above 1.0 NTU:	_____ (2)
Number of readings above 1.0 NTU:	_____	Number of days with readings above 5.0 NTU:	_____ (3)
Maximum allowable turbidity level:	_____		
Percentage of readings above this limit:	_____ % (1)		
Statistical Summary	Maximum turbidity reading: _____ NTU	Average turbidity value:	_____ NTU
	Minimum turbidity reading: _____ NTU	Standard deviation:	_____ NTU
	CFE 95 th percentile value: _____ NTU	IFE 95 th percentile:	_____ NTU

Figure 4.1. Filter Effluent Turbidity Summary Section

Total Number of Turbidity Readings CALC

The **P.1** worksheet for plants other than 2-Filter plants, automatically calculates and reports the total number of CFE turbidity readings based on data in the **NTU1** through **NTU6** columns on **P.2**. The **P.1** worksheet for 2-Filter plants performs a similar calculation using the information entered on **P.6-9** of that workbook.

Number of Readings Above NTU Triggers CALC

The **P.1** worksheet for plants other than 2-Filter plants, automatically calculates and reports the number of CFE turbidity readings above 0.10 NTU, above 0.3 NTU, above 0.5 NTU, and above 1.0 NTU based data from the **NTU1** through **NTU6** columns on **P.2**. The **P.1** worksheet for 2-Filter plants workbook performs a similar calculation using the information entered on **P.6-9** of that workbook.

Maximum Allowable Turbidity Level CALC

In most cases, the **P.1** worksheet automatically reports 0.3 NTU in the **Maximum Allowable Turbidity Level** cell. If the cell is empty, use the drop-down list and select the [maximum allowable turbidity level] for your plant. *Note:* We strongly encourage all PWSs to maintain turbidity as low as possible.

Percentage of Readings Above this Limit—Box (1) CALC

The **P.1** worksheet automatically reports the percentage of CFE turbidity above the maximum allowable turbidity level.

Box (1) is the first of several numbered boxes in the **Treatment Plant Performance** and **Distribution System** tables on **P.1**. The information in these boxes is related to one of the treatment technique violations or M/R violations that trigger a requirement to issue PN.

Number of 4-hour Periods when Plant was Offline CALC

If your system serves more than 500 persons, the **P.1** worksheet for plants other than 2-Filter plants, reports the number of 4-hr periods when the plant was offline. This is based on the number of Xs you entered in the **NTU1** through **NTU6** columns on **P.2**.

If your system serves 500 or fewer persons, the **P.1** worksheet for plants other than 2-Filter plants, reports the number of days when the plant was offline. This is based on

the number of days when the plant did not treat any water and a flow rate was 0.000 was entered in the **Raw Water Pumpage** column on **P.2**.

The **P.1** worksheet for 2-Filter plants uses the 15-min. CFE turbidity readings you entered on **P.6-9** of that workbook to determine when the plant was not operating.

Number of 4-hour Periods Plant was Online but Turbidity Data was Not Collected **CALC**

If your system serves more than 500 persons, the **P.1** for plants other than 2-Filter plants, calculates and reports the number of 4-hr periods when the plant was online, but you did not enter CFE turbidity data. The calculation is based the number of NDs you entered in the **NTU1** through **NTU6** columns on **P.2**.

If your system serves 500 or fewer persons, the **P.1** worksheet for plants other than 2-Filter plants, calculates and reports the number of days when the plant was online but you did not record a single CFE turbidity reading. The **P.1** worksheet for 2-Filter plants does a similar calculation for this entry but uses the 15-min. CFE turbidity readings that you entered on **P. 6-9**. *Note:* Systems serving 500 or fewer persons are required to collect and report CFE data at least once a day.

Number of Days When Plant was Online but Individual Filter Turbidity Data was Not Collected **CALC**

The **P.1** worksheet calculates and reports this information based on the number of days the plant was online, but you failed to report IFE turbidity data. In other words, the worksheet counts the number of days when you entered ND because you failed to record any of the required readings; as well as days when you entered MD because you only collected some of the required 15-min. readings. If your system serves 10,000 or more persons, the **P.1** worksheet counts the number of days with missing turbidity data in either the **Max** or **4 Hrs** columns on **P. 3**. If your system serves fewer than 10,000 persons, the **P.1** worksheet only counts the number of days with missing turbidity data in the **Max** columns.

If your plant has only one filter and you are using the workbook customized for 2-Filter plants, the worksheet will automatically report NA in this cell.

Note: Most of the data and information in the **Treatment Plant Performance** table is applicable to overall plant performance; however, this one piece of information is related to the monitoring of individual filters. You must measure the turbidity of the water from each filter every day that your plant treats raw water. If your plant has IFE turbidimeters, you must continuously monitor the turbidity of the filtered water from each individual filter and record the readings every 15 minutes. If your plant serves fewer than 10,000 people and has two filters but no IFE turbidimeters, you must collect at least one grab sample from each filter each day.

Number of Days with Readings Above NTUs-Boxes (2) and (3) CALC

For plants other than 2-Filter plants, **P.1** worksheet automatically calculates and reports the number of days when one or more CFE turbidity readings were above 1.0 NTU and 5.0 NTU, using the **NTU1** through **NTU6** columns on **P.2**. For 2-Filter plants, the **P.1** worksheet of workbook does a similar calculation for this entry based on the information entered on **P.6-9** of that workbook.

Microbial Inactivation and CT

Figure 4.2 shows the section of the **Treatment Plant Performance** table related to microbial inactivation and CT. The worksheet automatically reports all this data using the information you entered on the **P.4&5-Disinfection Data** worksheet.

36	Number of days with a low CT for no more than 4.0 consecutive hours:	<input type="text"/>	Average log inactivation for Giardia:	<input type="text"/>
37			Average log inactivation for viruses:	<input type="text"/>
38	Number of days with a low CT for more than 4.0 consecutive hours:	<input type="text"/> (4)	Number of days when profiling data was not collected:	<input type="text"/>
39			Number of days when CT data was not collected:	<input type="text"/>

Figure 4.2. Microbial Inactivation and CT Summary Section

Number of Days with a Low CT for Four Hours or Less CALC

A low CT occurs when a plant fails to meet the CT requirements because the inactivation ratio for *Giardia* or viruses falls below 1.00. The **P.1** worksheet automatically reports the total number of days when the total inactivation ratio in the **Inact. Ratio** column on **P.4&5** was less than 1.00, and the duration in the **Time** column was 4.0 hours or less.

Number of Days with a Low CT for Over Four Hours—Box (4) CALC

The **P.1** worksheet also reports the number of days when the total inactivation ratio in the **Inact. Ratio** column on **P.4&5** was less than 1.00 and the duration in the **Time** column was greater than 4.0 hours.

Note: If you did not report the length of time that the inactivation ratio fell below 1.00 on **P.4&5**, the workbooks assume the event lasted all day (i.e., 24 hours).

Average Log Inactivations for *Giardia* or Viruses CALC

The **P.1** worksheet automatically reports the average log inactivation for *Giardia* and viruses from the summary at the bottom of **P.5**.

Number of Days when Profiling Data was Not Collected CALC

The **P.1** worksheet automatically calculates and reports the number of days when the plant was online, but you failed to report the disinfection process data from all

disinfection zones. This calculation is based on the number of days with missing disinfection process data in the **C (mg/L)** column, the **Flow (MGD)** column, the **Temp (°C)** column, or the **pH** column on **P.4&5**. Lacking this data, the worksheet cannot calculate the *Giardia* and virus inactivations; or it determines the calculated values are not representative of the total log inactivations for all disinfection zones.

Note: Whenever water is being treated, you must collect and report at least one complete set of disinfection process data at the peak hourly flow rate from each disinfection zone defined in your CT Study approval letter.

Number of Days when CT Data was Not Collected CALC

The **P.1** worksheet automatically reports the number of days you failed to collect disinfection process data for a CT calculation, when the plant was online. This is based on the number of days with missing disinfection process data in the **C (mg/L)** column, the **Flow (MGD)** column, the **Temp (°C)** column, or the **pH** column on **P.4&5**. As a result, the **Inact. Ratio** column on **P.4&5** could not be calculated.

Disinfectant Residual Leaving the Plant

Figure 4.3 shows the section of the **Treatment Plant Performance** table for the disinfectant residuals leaving the plant. The **P. 1** worksheet automatically reports all this information based on prior information you entered.

41	Minimum disinfectant residual leaving the plant:	0.5 mg/L, measured as Total Chlorine
42	Number of days with a low residual	
43	for no more than 4.0 consecutive hours:	
44	Number of days with a low residual	
45	for more than 4.0 consecutive hours:	(5)
	Number of days when disinfectant residual leaving the plant was not properly monitored:	

Figure 4.3. Summary Section of Disinfectant Residuals Leaving the Plant

Minimum Disinfectant Residual Required Leaving the Plant

CALC

The **P.1** worksheet automatically reports this information based on data you entered in the **Disinfection Process Parameters** dialog box.

The worksheet also allows you to use the drop-down list to override the dialog-box selection. If needed, you can select the required minimum disinfectant residual leaving the plant. If your system adds free chlorine to the water before it enters distribution system, select [0.2]. If your system injects ammonia at the plant to form monochloramine before water enters the distribution system, select [0.5]. The worksheet uses the selected residual to indicate whether you should be testing for free chlorine or for total chlorine.

Number of Days with a Low Residual for No More than 4.0 Consecutive Hours **CALC**

The worksheet automatically reports this information based on data from **Lowest Residual** column and the **Time** column on the **Performance Data** table on **P.2**.

Number of Days with a Low Residual for More than 4.0 Consecutive Hours—Box (5) **CALC**

The **P.1** worksheet automatically reports this information using the data from the **Lowest Residual** column and the **Time** column on the **Performance Data** table on **P.2**.

If you do not report the length of time that the residual was below the minimum requirement, the workbooks assume that the event lasted all day (i.e., 24 hours).

Number of Days when Disinfectant Residual Leaving the Plant was Not Properly Monitored **CALC**

The **P.1** worksheet automatically reports the number of days that the plant pumped treated water to the distribution when the operator failed to properly monitor the disinfectant residual in water leaving the plant. This is based on the number of days you entered ND in the **Lowest Residual** column on **P.2**.

4.2 Distribution System

Figure 4.4 shows the **Distribution System** table on the **P.1** worksheet. This is the only place on the worksheet where distribution system information is required. The worksheet automatically reports some of the information, but most must be entered manually. There is an example at the end of the section demonstrating how to complete this table.

DISTRIBUTION SYSTEM			
48			
49	Minimum disinfectant residual required in distribution system:	0.5 mg/L, measured as Total Chlorine	
50	Total number of readings this month:		
51	Average disinfectant residual value:		Percentage of readings with a low residual this month: <input type="text"/> % (6A)
52	Number of readings with a low residual:		
53	Number of readings with no detectable residual:		Percentage of readings with a low residual last month: <input type="text"/> % (6B)

Figure 4.4. Distribution System Table

Minimum Disinfectant Residual Required in Distribution System **CALC**

The **P.1** worksheet automatically reports this information based on the information you entered when you customized your SWMOR workbook.

The worksheet allows you to use the drop-down list to override the dialog box selection. If your system uses free chlorine in the distribution system, select [0.2]. If

your system injects ammonia at any point before or within the distribution system to form monochloramine, select [0.5].

Total Number of Readings this Month

Enter the {total number of disinfectant residual sample readings} you collected at designated residual and bacteriological sampling sites in the distribution system during the month. If you did not collect any disinfectant residual readings in the distribution system during the month, enter {0}. If you performed tests, but failed to record the results, enter {ND}.

Note: You are required to measure the disinfectant residual in the distribution system at least once each day at one or more of the designated sites in your system's approved monitoring plan. You must also measure the disinfectant residual each time you collect a bacteriological sample at a site designated in your monitoring plan. When completing this section of the worksheet, you must include the disinfectant residual readings from all designated residual and bacterial sampling sites in your monitoring plan. Do not include any additional disinfectant readings from locations that are not designated in your monitoring plan.

Average Disinfectant Residual Value

Enter the {average disinfectant residual (in mg/L)} based on all the distribution readings you collected during the month at designated sampling sites. (See prior note.)

Calculate the average by adding all the distribution residual readings and dividing by the total number of readings in the month. If you recorded either 0 or ND in the **Total number of readings this month** cell above, enter {NA} or {ND} in this cell, respectively.

Number of Readings with a Low Residual

Enter the {number of readings} for the month that the distribution disinfectant residual was below the minimum required. Include only those readings collected at designated sites. If you recorded either 0 or ND in the **Total number of readings this month** cell above, enter {NA} or {ND} in this cell, respectively.

Note: The number of low readings cannot be greater than the number of readings for the month; and the number of low readings must be greater than, or equal to the number of readings with no detectable residual.

Number of Readings with No Detectable Residual

Enter the {number of readings} for the month when the distribution disinfectant residual was not detected. Include only those samples collected at designated sites. If you recorded either 0 or ND in the **Total number of readings this month** cell above, enter {NA} or {ND} in this cell, respectively.

Note: The number of readings with no residual cannot be greater than the total number of readings, or greater than the number of readings with a low residual.

Percentage of Readings with a Low Residual this Month—Box (6A) CALC

The worksheet automatically reports the percentage of readings in which the distribution residual was below the minimum requirement during the month.

Percentage of Readings with a Low Residual last Month—Box (6B)

Enter the {percentage of readings} during the month that the distribution residual was below the minimum requirement. You get this information from Box 6A of your previous month's report.

The **P.1** worksheet cannot report that you have complied with the distribution system disinfection requirements unless you complete Box 6B. If you do not complete this box, you will get an error message in the **Public Notices** table of the worksheet and may incur a M/R violation.

Distribution System Table Example

This example demonstrates how to complete the **Distribution System** table on **P.1**. The example chlorine residual data shown in Table 4.1 is from a hypothetical SWTP where ammonia is not used in the treatment process. During the month, the operators collected 31 chlorine residual readings as part of distribution residual monitoring; and 8 chlorine residual readings as part of bacteria monitoring. These 39 (31+8) samples were collected from designated sites on the plant's approved monitoring plan.

Note: The operators also collected 16 (12 +4) additional samples from non-designated sites (i.e., not on their monitoring plan) because they investigated some complaints during the reporting period.

Table 4.1. Example Chlorine Residual Data

Sample Type	Location	Number of readings	Total of all residual readings (mg/L)	Number below 0.2 mg/L	Number with no detectable residual
chlorine only	designated site	31	30.8	3	1
chlorine and coliform	designated site	8	12.9	0	0
chlorine only	not a designated site	12	3	5	2
chlorine and coliform	not a designated site	4	1.8	1	1

Using the information in table 4.1, you would follow the steps below to complete the **Distribution System** table:

1. Verify the minimum required residual is correct. Because the plant is not adding ammonia, either select [0.2] from the drop-down list or re-customize your MOR workbook to show Free Chlorine in the distribution system
2. Determine the total number of readings during the month. Do not include the 16 readings collected at sites not on the monitoring plan. The total number of readings for the month is 39 (31+8).
3. Determine the average residual in the samples collected at designated sites. The total residual in the 39 samples that count is 43.7 mg/L (30.8+12.9). The average result is 1.1 mg/L (43.7 divided by 39).
4. Separately count the number of readings that are below the minimum and non-detectable. There are 3 (3+0) samples below the minimum and one (1+0) with no detectable residual. Remember, the 16 samples collected at sites not on the monitoring plan do not count.
5. In Box 6B, enter the value shown in box 6A for the previous month.

4.3 Additional Reports and Worksheets

Figure 4.5 shows the section of **Additional Reports and Worksheets** table that specifies if you need to submit a **Summary Page Addendum** with your MOR; as well as what, if any, additional reports and worksheets to include.

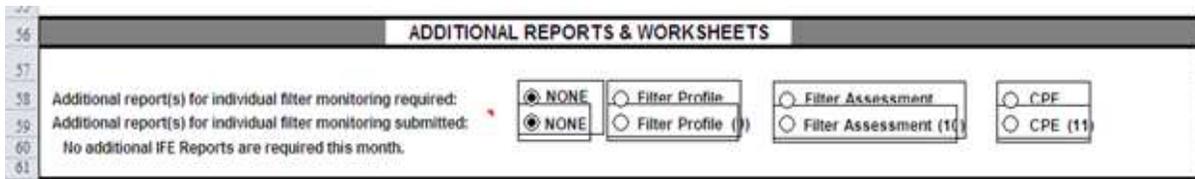


Figure 4.5. Additional Reports and Worksheet Table

The worksheet automatically reports if any treatment technique or M/R violations occurred during the reporting period. If there were violations during the month, this section displays the statement in bold, red letters: *The Summary Page Addendum (Public Notices) is required because there was at least one treatment technique or monitoring/reporting violation reported.*

If there were no violations during the month, this section of the worksheet displays the statement: *The Summary Page Addendum (Public Notices) is not required because there were no treatment technique or monitoring/reporting violations reported.*

Additional Report(s) for Individual Filter Monitoring Required CALC

The worksheet automatically reports whether your plant is required to conduct additional monitoring and complete an FPR, an FAR, or a CPE Request Form. This is

based on the IFE turbidity data entered on **P.3**. If None is indicated, your plant is not required to conduct additional monitoring or complete any of the additional reports.

Additional Report(s) for Individual Filter Monitoring Submitted

Select either [FPR], [FAR], or [CPE], as applicable if you are submitting additional reports with your MOR; otherwise, select [None].

If you select None, and your MOR indicates you are required to submit one of these reports, you may incur a M/R violation.

Note: The worksheet allows you to submit a special report even if not required. For example, if you are having problems with a specific filter, you can complete and submit an FAR and a proposed CAP before you have your third event with IFE turbidity readings over 1.0 NTU.

Statement for Individual Filter Reports CALC

The worksheet compares the additional filter reports you are required to submit with those you indicate you are submitting.

If you choose to submit a report without it being required, the worksheet automatically displays the statement: *No additional IFE Reports are required this month.*

If you do not indicate that you are submitting the additional reports required, the spreadsheet automatically displays the statement in bold, red letters: ***Additional IFE Reports are required this month.***

Statement for Report Waive Due to CAP CALC

The **P.1** worksheet uses the information you entered on the **P.3** worksheet to determine if your plant is exempt from one or more of the additional reports because you have an approved CAP. If you do not have an approved CAP, the worksheet will leave this line blank. However, if an approved CAP is the only reason that you are not required to submit additional reports, the spreadsheet will automatically display the statement in bold, red letters: ***One or more additional reports have been waived due to an approved corrective action plan.***

We do not require that you submit a copy of the CAP with your report. We do, however, check our records to verify that you currently have a valid CAP approved in writing, which is not expired, and covers all applicable filters requiring an additional report. If we cannot verify that you have a valid CAP, you will be required to submit a corrected MOR. You may also incur a M/R violation.

4.4 Statistical Analysis of Turbidity Data CALC

The **P.1** worksheet automatically calculates and reports the following summary statistics based on the turbidity data you entered throughout the month on the settled water, the IFE, and the CFE:

- maximum and minimum
- average value

- standard deviation
- 95th percentile

4.5 Statistical Analysis of pH Data CALC

The **P.1** worksheet also automatically calculates and reports the following summary statistics based on the pH data you entered throughout the month:

- maximums and minimum
- average value
- standard deviation
- 95th percentile

4.6 Summary Page Addendum (Violations and Public Notices)

The **P.1** worksheet automatically determines and reports if you have a treatment technique or an M/R violation. If so, you must complete a **Summary Page Addendum** to include with your MOR. If not, the **Summary Page Addendum** page is excluded when you print your MOR.

The **Summary Page Addendum** contains a **Public Notices** table with the following information:

- List and description of the possible violation type(s).
- Indication if a violation has occurred.
- Dates you notified us and your customers of the violation.
- Dates, or month and year of the violation.

Figure 4.6 shows the **Public Notices** table header row of the **Summary Page Addendum**. If the statement related to the **P. 1 Summary Page Addendum** in Section 4.3 indicates it is required, enter the required information in this table as described in the subsections below.

SURFACE WATER MONTHLY OPERATING REPORT						
FOR PUBLIC WATER SYSTEMS THAT ARE USING SURFACE WATER SOURCES OR GROUND WATER SOURCES UNDER THE INFLUENCE OF SURFACE WATER (cont.)						
Summary Page Addendum (Violations and Public Notices)						
75	PUBLIC WATER			PLANT NAME		
76	SYSTEM NAME: City of Bigge City			OR NUMBER: Old Plant		
77	PWS ID No.: 2540099			Month: March		Year: 2012
78	PUBLIC NOTICES					
79	VIOLATION TYPE	DESCRIPTION OF VIOLATION	VIOLATION OCCURRED?	NOTICE TO TCEQ * DATE OF NOTICE	NOTICE TO CUSTOMER * DATE OF NOTICE/PENDING	VIOLATION DATES
80						

Figure 4.6. Heading of Summary Page Addendum

Violation Types CALC

Violations are classified according to their risk to public health. The general types of violations that can occur at SWTPs are of two types - treatment technique violations (including acute and non-acute) and M/R violations. (See Chapter 11.)

Figure 4.7 shows the section of the **Summary Page Addendum** where you report treatment technique violations. Figure 4.8 shows the section of the **Summary Page Addendum** where you report M/R violations. Keep in mind, the violations shown in the following figures may be different in each of the three MOR workbooks.

PUBLIC NOTICES						
VIOLATION TYPE	DESCRIPTION OF VIOLATION	VIOLATION OCCURRED?	NOTICE TO TCEQ	NOTICE TO CUSTOMER *		VIOLATION DATES
			DATE OF NOTICE	DATE OF NOTICE PENDING		
TREATMENT TECHNIQUE	Were more than 5.0% of the turbidity readings above the acceptable level? - see (1) on the Summary Page					
	Were there any days with turbidity readings above 1.0 NTU? - see (2) on the Summary Page					
	Were there any days with turbidity readings above 5.0 NTU? - see (3) on the Summary Page					
	Were there any periods when the plant failed to meet the CT requirements for more than 4.0 consecutive hours? - see (4) on the Summary Page					
	Were there any periods when the residuals leaving the plant fell below the acceptable level for more than 4.0 consecutive hours? - see (5) on the Summary Page					
	Were more than 5.0% of the residuals in the distribution system below the acceptable level for two months in a row? - see (6A) and (6B) on the Summary Page					

Figure 4.7. Section of the Summary Page Addendum for Treatment Technique Violations

95	MONITORING & REPORTING	Were there any days when the plant failed to report all of the required Combined Filter Effluent (CFE) turbidity readings? - see the <i>Turbidity Data Page</i>					
96		Were there any days when the plant failed to report all the CT data needed to evaluate the level of microbial inactivation achieved? - see the <i>Disinfection Data Page</i>					
97		Were there any days when the plant failed to report the minimum disinfectant residual entering the distribution system? - see the <i>Turbidity Data Page</i>					
98		Did the system fail to collect enough samples in the distribution system to meet the minimum disinfectant monitoring requirements? - see (8) on the <i>Summary Page</i>					
99		Were there any days when the plant failed to report the maximum individual filter effluent (IFE) turbidity level produced by each filter? - see the <i>Filter Data Page</i>					
100		Were there any days when the plant failed to report the IFE turbidity level 4-hours after beginning a filter run? - see the <i>Filter Data Page</i>					
101		Did the plant fail to submit a Filter Profile Report if one was required? - see (9) on the <i>Summary page</i>					
102		Did the plant fail to submit a Filter Assessment Report if one was required? - see (10) on the <i>Summary Page</i>					
103		Did the plant fail to submit a Comprehensive Performance Evaluation Request if one was required? - see (11) on the <i>Summary Page</i>					
104		Did the plant fail to collect at least one Total Organic Carbon sample set? - see <i>TOCMOR Page</i>					
105	■ Treatment technique violation notices are due no later than the end of the next business day. Please include a copy if possible. * Copies of each Public Notice must accompany this report if they have already been issued.						

Figure 4.8. Section of the Summary Page Addendum for M/R Violations

Description of Violation

This column contains brief descriptions of the various treatment technique violations and M/R violations that can occur. It also tells where in a workbook you can find the data used to make the compliance determinations. In some cases, these references will direct you to one of the numbered items on the **P.1 Summary** worksheet. In other cases, the references will direct you to another worksheet.

Violation Occurred?

The **Summary Page Addendum** automatically reports if one or more violations occurred during the reporting period. If the violation occurred, Yes is reported next to the violation description. If the violation did not occur, No is reported next to the description.

Notice to TCEQ

You are required to notify us when a treatment technique or M/R occurs. The communication method you use, and the amount of time you have to contact us depends on the type and severity of the violation, and whether or not we have to take any action. See Chapter 11 for information on notifying us of violations.

If you sent an email or faxed us a completed Violation Report Form (TCEQ Form 10449), enter the {date} you sent it in the **Notice to TCEQ** column. If possible, include a copy of the email or the fax confirmation sheet with your MOR.

If you have not already sent us a separate notice, enter the date that you expect to mail your completed MOR.

Notice to Customers

In addition to notifying us, you are also required to notify your customers when a treatment technique or M/R violation occurs. Again, the communication method you must use, and the amount of time you have to issue the notice depends on the type and severity of the violation. See Chapter 11 for notifying your customers of violations.

The **Notice to Customer** column is subdivided into two additional columns, a **Date of Notice** column and a **Pending** column. If you have already issued your PN you must do both of the following:

- Enter the {date} you notified your customers in the **Date of Notice** column.
- Submit a sample copy of the exact PN language and the COD with your MOR.

If you have not yet issued a required PN, you must confirm that the notice is pending. If this is the case, select [Yes] from the drop-down list in the **Pending** column. If not, select [No].

If you select No in a **Pending** cell, the worksheet assumes that you have already issued the notice (because it is no longer pending). Therefore, you will not be able to print your report until you enter a date in the corresponding **Date of Notice** cell.

The **Summary Page Addendum** will allow you to select Yes in a **Pending** cell even if you have entered a date in the **Date of Notice** cell. Although this situation is relatively uncommon, we recognize that there may be times when you have notified your customers of some, but not all, of the violations that occurred during the reporting period. In that case, the date indicates when you issued the applicable notices and Yes indicates that some of the PNs are still pending.

Violation Dates

The **Summary Page Addendum** includes formulas which determine the dates when each violation occurred. To help you make sure your PNs are completed, we have programmed the **Addendum** to automatically record all violation dates or periods in the appropriate **Violation Dates** cell.

4.7 Printing, Signing, and Submitting Your MOR

After you complete the **P.1 Summary** worksheet, you must print, sign, date, and submit each page of your workbook. (See Chapter 10.)