

9. Comprehensive Performance Evaluation Requests and mCPEs

SWTPs may need to submit a Comprehensive Performance Evaluation (CPE) Request and participate in a mandatory (mCPE) if there are extremely elevated turbidity readings in consecutive months. This is required when either of the following circumstances occur:

- IFE turbidity of a specific filter, or any combination of individual filters, exceeds 2.0 NTU during two consecutive 15-min. readings in any two consecutive months.
- **SWMOR2 workbook users only:** CFE turbidity levels exceeds 2.0 NTU during two consecutive 15-min. readings during two consecutive months.

This chapter applies to all workbook users. Contact a SWTR Coordinator immediately if you suspect a filter exceedance has triggered an mCPE. CPE Requests and mCPEs are subject to deadlines, and you may incur a violation if you fail to comply with the time requirements defined in this chapter.

Note: During the mCPE, we will review the design, operation, maintenance, and administration of your facility. The purpose is to identify factors limiting the facility's ability to produce high-quality drinking water. Once we complete the evaluation and prepare a report, we will develop a CAP specifying the improvements you must undertake and the compliance schedule.

9.1 CPEs

The CPE Request form (TCEQ Form 10278) is a Microsoft Excel spreadsheet with many features described in Chapter 1. If you are required to submit a CPE request and participate in an mCPE, download and save a blank form from [Filter Reports for Individual Filters](#).⁷

An example of a completed CPE Request form is included in Appendix E for reference. Once you open and save a blank copy of the CPE Request form, follow the guidance in this chapter to document the events prompting the Request and specify your date preferences for the mCPE.

⁷ www.tceq.texas.gov/drinkingwater/swmor/swmor/fpr

Each time there is a filter exceedance as defined in the previous section, you must submit a CPE Request as soon as possible after the exceedance occurs. The **P.1 Summary** page is programmed to automatically report when a CPE Request is required. To ensure you comply with deadlines, you should enter data into your MOR workbook daily. The workbook will then alert you at any time during the month when an exceedance triggers a CPE Request.

9.2 Plant Information

Enter the {PWS Name}, the {Plant Name or Number}, and the {PWS ID No.}. Make sure you enter this information exactly as you entered it in your MOR workbook.

9.3 Events that Prompted the CPE Request

This portion of the CPE Request form identifies the events that prompted you to request an mCPE and provides some background information on the steps you have taken already in response to poor filter performance.

Filter Number

If you are an SWMOR or SWMOR 2 workbook user, enter the number of the filter that produced the two consecutive 15-min. turbidity readings above 2.0 NTU, as it appears on **P.3** of your workbook. If you are an SWMOR-Alt user, enter {CFE}.

This filter number on this form may not correspond with the numbering system used at the plant. For this reason, we left enough space for you to add additional information. For example, if Filter No.6 corresponds to your Filter 3 West, the completed form might look like the entry shown in Figure 9.1.

FILTER NUMBER:	Filter No. 6 (our Filter No. 3-West)
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Figure 9.1. Filter number example on a CPE request

Date of Event

Enter the {date(s)} when each high turbidity event occurred.

FAR Prepared?

Using the drop-down list, select [Yes] or [No] if you have completed an FAR.

CAP Prepared?

Using the drop-down list, select [Yes] or [No], depending on whether or not you have an approved CAP.

9.4 Public Water System Preferences

This portion of the CPE Request Form provides the information we need to help us schedule the mCPE.

Preferred Dates for the CPE

This area of the form is used to identify the date(s) you would like us to conduct the mCPE. For your consideration, the following time requirements apply:

- If your plant serves 10,000 people or more, the mCPE must be conducted within 90 days of the second event that prompted the request.
- If your plant serves fewer than 10,000 people, the mCPE must be conducted within 120 days of the second event that prompted the request.

When considering preferred dates, keep in mind that key plant personnel must be available during the mCPE. These people include the plant superintendent, chief operator, each shift supervisor, and most of the operators.

Key administrative personnel must also be available during the mCPE. These people may include the public works director, utilities director, mayor, district president, owner, and financial officer. Whatever their titles, the people with responsibility for high level planning and decision making must be available.

If capital improvements are planned, the water system's engineer must be available during the CPE.

Contact Information

This section provides the information for the individuals we will contact when arranging the mCPE. Enter the following information for both the administrative and plant contacts:

- {Name}
- {Title}
- {Phone}
- {FAX}, if applicable
- {Mailing address}

Note: SWTP contacts are on file on the [DWW website](https://dww2.tceq.texas.gov/DWW/)⁸. You can update the information related to the points of contact by calling TCEQ at 512-239-4691 and asking for a member of the Inventory Group. You can also email PWSINVEN@tceq.texas.gov to request updates.

Administrative Contact

The administrative contact will usually be the mayor, chief administrator, utilities director or similar individual who can help us schedule administrative interviews and

⁸ <https://dww2.tceq.texas.gov/DWW/>

can make sure that all of the necessary financial and administrative information is compiled before our arrival.

Plant Contact

The plant contact will usually be the plant superintendent or similar individual who can make sure that the plant staff will be available for the mCPE and compile the plant schematics, the engineering plan and specifications, and the operational and maintenance records that we will require during the mCPE.

9.5 Printing, Signing, and Submitting the CPE Request

After the CPE Request is completed, you must immediately print, sign, and fax it to us at 512-239-6050. You must also include a copy when you mail your MOR to TCEQ.

Operator's Signature and Date

After printing the completed CPE Request form, the plant contact must sign and date each page. The signature must be handwritten, in ink. Stamped signatures or typewritten names are not acceptable.

The person who signs the CPE Request may not be the same person responsible for daily plant operations and signing the MOR.

Certificate No. and Class

Enter the {certificate number} and {class} of the person signing the CPE Request, if applicable.

Mandatory CPEs must be conducted within deadlines specified in Section 9.4; otherwise you may incur a violation. For this reason, it is imperative you FAX your CPE Request to us immediately upon signature. Do not wait until you send your MOR to submit your CPE Request the first time. We need as much time as possible to schedule the mCPE to ensure deadlines are met.