INSTRUCTIONS FOR COMPLETING THE TEXAS OPTIMIZATION PROGRAM MONTHLY OPERATING REPORT [TOPMOR]

SEDIMENTATION BASINS/CLARIFIERS

Notes:
1) Plants must collect turbidity samples at least once each day from the effluent of each sedimentation basin/clarifier. These samples must be collected when the basin is operating. The plant may collect settled water turbidity data more frequently than once each day, e.g., once each shift or once every 4 hours. However, the sampling should occur at the same rate throughout the month and at regular intervals when the basin is operating.
2) Plants that have both primary and secondary clarification basins must report the data collected at the end of the secondary clarification basin only.
3) When counting the number of turbidity readings above 2.0 NTU and the number above 5.0 NTU, only count the readings that were above 2.05 NTU and 5.05 NTU, respectively.

FILTERS

TURBIDITY DATA SUMMARY

Notes:
1) Plants must collect turbidity samples at least once every fifteen minutes from the effluent of each filter using a continuous on-line turbidity monitor.
2) Include only the data collected when the filter was on-line, i.e., discharging to the clearwell. Do not include data collected when the filter was idle or otherwise out of service or when it was operating in a filter-to-waste mode.
3) When counting the number of turbidity readings above 0.10 NTU, only count the number of readings that were 0.105 NTU or higher.
4) When counting the number above 0.1 NTU, 0.3 NTU, and 0.5 NTU, only count the number of readings that were 0.15 NTU or higher, 0.35 NTU or higher, 0.55 NTU or higher, respectively.
4) Round the maximum and minimum turbidity readings to the nearest 0.01 NTU.

FILTER RUN PROFILE

Notes:
1) Plants must generate a filter run profile using a continuous on-line turbidity monitor for each filter that was used during the month.
2) The plant must record the data using a strip chart, circular chart, computer, or other device capable of producing a "hard copy" of the results.
3) Data collected during the first 30 minutes of the filter run must be recorded at one-minute intervals and data collected during the rest of the run must be collected at 15-minute intervals. Plants may decrease the sampling interval, i.e., increase the sampling frequency.
4) The plant should have a standard operating procedure stating how it selects the filter runs that will be used for the profile. For example, plants that continuously record data at one-minute intervals may select random filter runs during the month or may choose to consistently report the data from the run with the worst spike or the longest recovery time. Plants that must use a separate turbidimeter to produce the profile may need to use a different approach; for example, the first complete filter run of the month for Filter No. 1, the first complete filter run after the 20th of the month for filter No. 6, etc.
5) Only consider the data collected when the filter was on-line. (See item 2 in the Turbidity Data section.)
6) Please round the turbidity reading to the nearest 0.01 NTU.

Date For each filter, enter the date that the plant began the filter run profile.

Maximum Spike after Backwash For each filter, enter the maximum turbidity level recorded during the first four hours of filter operation.

15 Min. Post Backwash For each filter, enter the turbidity level recorded exactly 15 minutes after the filter is returned to service following a backwash cycle.

30 Min. Post Backwash For each filter, enter the turbidity level recorded exactly 30 minutes after the filter is returned to service following a backwash cycle.

Maximum NTU During Filter Run Excluding the data collected during the first 30 minutes of the filter run, enter the maximum turbidity level recorded during the entire filter cycle.