

INSTRUCTIONS FOR COMPLETING

1. **PWS ID No.:** Enter the PWS ID assigned to your public water system.
2. **System Name:** Enter the System Name.
3. **Prepared date:** Enter the date that the final report is prepared.
4. **Prepared by:** Enter the name of the person completing the form.
5. **Title:** Enter title/position of individual preparing the form.
6. **Reporting Period Year:** Enter the year of the reporting period.
7. **Reporting Period Month:** Select the month of the reporting period.
8. **Report Due:** The due date of the report will appear.
9. **Distribution using free chlorine question:** If the distribution system maintains a free chlorine residual, indicate "Yes." Otherwise, indicate "No."
10. **Additional chlorine question:** If the system adds additional chlorine downstream of the point of entry into the distribution system, indicate "Yes." Otherwise, indicate "No."
11. **Day:** The day will automatically appear once the reporting period is entered above.
12. **ClO₂ Equipment in Use:** If chlorine dioxide was added to the water at any time of the day, indicate "Yes". Otherwise, indicate "No."
13. **Chlorine Dioxide (ClO₂) Point of Entry:** Enter the point of entry chlorine dioxide measurement. Please note, chlorine in ClO₂ has an oxidative state of 4.
14. **Previous Day over MCL:** This will indicate whether the previous day's samples were over 0.80 mg/L.
15. **Near 1st Customer Additional Samples Required:** This will indicate whether the 3 samples near the 1st customer are required.
16. **ClO₂ at 0 hours:** If required, collect this sample prior to 11:30 AM.
17. **ClO₂ at 6 hours:** If required, collect this sample 6 hours later than the sample collected in Step 16.
18. **ClO₂ at 12 hours:** If required, collect this sample 12 hours later than the sample collected in Step 16.
19. **Distribution System Additional Samples:** This will indicate whether the 3 samples throughout the distribution system are required.
20. **ClO₂ Near 1st Customer:** If required, collect a sample near the 1st customer. This can be the same sample as required in Step 16.
21. **ClO₂ Average Residence Time:** If required, collect a sample near the middle of the distribution system, or the location of average water age for the distribution system.
22. **ClO₂ Maximum Residence Time:** If required, collect a sample at the end of the distribution system, or the location of the oldest water age.
23. **Violation:** This column will indicate whether a potential violation has occurred.

Acute Violations = Please contact the DBP Rule Manager immediately for assistance.

Nonacute Violations = Please contact the DBP Rule Manager within forty eight (48) hours.