

TCEQ RECORDS REQUIRED TO BE AVAILABLE AT THE TIME OF A PUBLIC WATER SYSTEM INVESTIGATION

This document is designed as a general guidance for Public Water Systems of all types of sizes. Some records may or may not be applicable for your specific system.

A. Groundwater Systems

1. General Information (Responsible Official, Physical Location and Mailing Address)
2. Connections and Population - 290.38(15)
 - Number of retail meters
 - Number of master meters (apartments & mobile homes)
 - Number of equivalent living units (individual apartment units & mobile homes)
 - Population served
3. Pressure Planes (if >1, determine the total number of connections & meters for each plane)– 290.45(a)(1)
4. Purchase water contact(s)/letter/memorandum of understanding (must specify maximum purchase rate) – 290.45(f)(1-7)
5. Wholesale contract(s) /letter/memorandum of understanding (must specify maximum purchase rate) – 290.45(e)(1-2)
6. List of Certified Operators (including Water Operators, Backflow Prevention Assembly Testers, Customer Service Inspectors, Plumbing Inspectors or Water Supply Protection Specialist endorsement, if appropriate) – 290.46(e), 290.46(p)(2), and form located in 290.47(g)
7. Monthly Reports of Water Works Operation, including: - 290.46(f)(3)(E)(i)
 - Records of amount of water utilize usage for past 12 months – 290.46(f)(3)(A)(ii)
 - Maximum day water usage for past 12 months (date and amount)
8. Amount and type of chemicals used – 290.46(f)(3)(A)(i)
9. Flushing Log – 290.46(l) and 290.46(f)(3)(A)(iv)
10. Copy of Chemical and Bacteriological Monitoring Plan– 290.121 and 290.46(f)(3)(E)(ix)
11. Distribution system map – 290.46(n)(2)
12. Bacteriological sample results (Past 12 months) – 290.46(f)(3)(D)(i)
13. Public notices issued for the last 3 years – 290.46(f)(3)(B)(ii)
14. Ground Water Rule compliance records (including 4-Log Removal and Triggered source monitoring records) – 290.46(f)(3)(D)(iv), 290.46(f)(3)(E)(viii and x)
15. Equipment capacities – 290.45(b-f)
 - Well pumps
 - Service/filter/transfer pumps
 - Ground storage
 - Elevated storage and height of tank overflow
 - Pressure tanks
16. Annual tank inspection forms -290.46(m)(1) and 290.46(f)(3)(D)(ii)
17. Well completion data, including: - 290.46(n)(3)
 - Driller's well log
 - Cementing certificate
 - Sanitary control easement or ordinance – 290.41(c)(1)(F)
18. Plugging reports for abandoned wells – 290.46(u)
19. ANSI/NSF Standard 60 certification for direct additives (which could be provided in MSDS) or in (<http://www.nsf.org/Certified/PwsChemicals/>) and Standard 61 for indirect additives (<http://www.nsf.org/Certified/PwsComponents/>) – 290.42(j)

20. Verification of adopted Plumbing Code, Ordinance or Service Agreement (with enforceable provisions for cross connections or unacceptable plumbing practices) – 290.46(i)
21. “Customer Service Inspection” forms (if new connections were added since the last inspection or if other conditions which required CSIs occurred) – 290.46(f)(3)(E)(iv) and 290.46(j)
22. “Backflow Prevention Assembly Test and Maintenance Report” forms (if potential hazards exist, i.e. connections to wastewater treatment plant, cattle troughs, irrigation using fertilizers, rainwater harvesting, etc.) – 290.44 (h) and 290.44(h)(1)(B)(ii)
23. Documentation of TCEQ Plan Review approval for new wells, treatment facilities, and storage tanks (if any major new system components were added since last inspection) - 290.39(h, i and j)
24. As-built engineering plans and maps – 290.46(n)
25. Chlorine residual monitoring records and Disinfectant Level Quarterly Operating Reports – 290.46(f)(3)(B)(iii) and 290.110(e)(4)
26. Plant Operations (O&M) manual – 290.42(l)
27. Drought Contingency Plan (retail public water suppliers) – 288.20
28. Complaint records – 290.46(f)(3)(A)(iii)
29. Results of chemical analyses - 290.46(f)(3)(E)(ii)
30. Well meter calibration records (once every three years) – 290.46(s)(1)
31. Manual disinfectant residual analyzer calibration verification records– 290.46(s)(2)(C)(i)
32. Consumer Confidence Reports (Community Water Systems) – 290.271 & 290.46(f)(3)(D)(vii)
33. Exception(s) /Alternative capacity requirement(s) (including any records required for exception(s)) – 290.39(l) and 290.45(g)
34. Emergency Power/Alternate Source (for generator(s) provide maintenance records)– 290.45(b)(1)(D)(v), 290.45(b)(2)(H) or 290.45(e)(3)
35. Superior/Approved System Recognition – 290.47(a)

If system is located in Harris or Fort Bend County

36. Emergency Preparedness Plan - 290.39(o)
37. Implementation of EPP - 290.45(h)(1)(A-H)

B. Surface Water System

1. All of the above (if applicable)
2. Surface Water Monthly Operating Reports (past 12 months) (including TOC and CLO2 MORS) – 290.46(f)(3)(E)(i)
3. Raw water pumping capacities - 290.45(b-f)
4. Sedimentation/clarification basin and filter dimensions – 290.42(d)(10)
5. Risk Management Plan (Gas chlorine/ammonia evacuation plan) – 290.42(k)(2)
6. Copy of all current CT studies – 290.111(d)(2)(B)
7. Calibration records for lab equipment (online and bench-top): pH meters - 290.46(s)(2)(A), turbidimeters - 290.46(s)(2)(B), chlorine analyzers - 290.46(s)(2)(C), UV disinfectant analyzers - 290.46(s)(2)(D), direct integrity testing equipment - 290.46(s)(2)(E).
8. Calibration records for raw water, treated water, backwash, & recycle flow meters, and rate of flow control meter – 290.46(s)(1)
9. Laboratory Information (lab approval form (290.119(a), standards up-to-date, computer for records (290.42(d)(16), analytical methods and requirements (290.119(b) and 290.111(d)(4), equipment 290.42(d)(15)(C))
10. Lab Data Verification (you may be asked to run some or all daily tests and perform a filter backwash)