



**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. Collecting samples monthly or quarterly question Indicate the US EPA approved distribution system monitoring frequency
10. If quarterly, which month is planned for samples question If on monthly, please select "N/A." Otherwise, select the appropriate month for the current quarter
11. Day: The day will automatically appear once the reporting period is entered above.
12. CIO2 Equipment in Use: If chlorine dioxide was added to the water at any time of the day, indicate "Yes". Otherwise, indicate "No."
13. Chlorite Point of Entry: Enter the point of entry chlorine dioxide measurement. Please note, chlorine in ClO<sub>2</sub> has an oxidative state of 3.
14. Previous Day over MCL: This will indicate whether the previous day's samples were over 1.0 mg/L.
15. Distribution System Additional Samples: This will indicate whether the 3 samples throughout the distribution system are required.
16. CIO2 Near 1st Customer: If required, collect a sample near the 1st customer.
17. CIO2 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.
18. CIO2 Maximum Residence Time: If required, collect a sample at the end of the distribution system, or the location of the oldest water age.
19. Potential MCL Violation: This column will indicate whether a potential violation has occurred.
20. Potential FTM Violation: This column will indicate whether a potential violation has occurred.