

How to Complete the New DLQOR and Submit It by E-mail

These are general instructions for completing the new automated [Disinfectant Level Quarterly Operating Report](#). This automated form ensures that your data enters our database immediately and exactly as you intended.

- To use this automated form, **you must have version 7.0 or later** of the [Adobe Acrobat Reader](#).
- The first time you open the DLQOR form, save it with your PWSID as the filename. By doing so, you will help us ensure that your form is processed correctly.

To complete and submit the new DLQOR:

1. Use the drop-down lists to select the **Quarter** and **Year** of the disinfectant level data you are reporting.
2. Enter the **Name of Your Public Water System**—*not the name of your utility*, but the name of the *public water system*.
3. Enter your **PWS ID**. This is a 7-digit code that begins with the 3-digit code (001 through 254) for your county. **If you do not enter the correct code, you will not receive proper credit for your reported data.**
4. Use the drop-down menu to select the **type of disinfectant** you are using:
 - **Chlorine (Free)**
 - **Chloramines (Total)**
 - **Both**, if you normally use chloramines and shocked with free chlorine any time during the quarter.
5. For each month of the quarter:
 - Select the button to indicate whether or not your system was active during the month. The default is set to **YES**.
 - Enter the **average** of all disinfectant residuals for the month.
 - Enter the **total number of residuals** that were collected for the month.
 - Enter the number of residual readings that were **below the minimum** for the month. The minimum residual required is 0.2 mg/L for a system using free chlorine or 0.5 mg/L for chloramines (total chlorine). (The percentage will be calculated for you automatically.)
 - Enter the number of readings for the month that had **no residual**. (The percentage will be calculated for you automatically.)
6. For the **Quarterly Summary**:
 - The **average of all disinfectant levels** for the quarter is calculated automatically. (You don't enter it.)
 - Enter the **lowest** residual reading for the quarter.
 - Enter the **highest** residual reading for the quarter (maximum residual allowed: 4.0 mg/L).

7. **Certify your data** as follows (if you have questions about whose name, title, etc., should be entered, read [our DLQOR guidance, RG-407](#)):

- **Check the box** that indicates that you are certifying the data in your report. **Your data will not be accepted if this box is not checked.**
- Enter your **name**.
- Enter your **title**.
- Enter your **phone number**. Dashes or brackets are not required. Enter only numbers.
- Enter your **operator's license number**—**not your Social Security Number**. If you don't remember your license number, look it up online at www5.tceq.state.tx.us/ocel/olwe/.
- Enter your **e-mail address**.

The data will be saved in the proper XML format automatically.

8. Follow these steps to actually submit your data by e-mail (**you must send this e-mail by the 10th day of the month following the end of the quarter**):
 - a. To start the process, click the **SUBMIT** button.
 - b. Your data will be checked for accuracy. If you receive one or more warnings, follow the instructions in them to correct all problems.
 - c. When the data check finds no problems, follow the instructions for submitting your data file. What happens at this point depends on the software you use for e-mail:
 - In Outlook and similar programs, your e-mail will automatically open a new message, fill in the "Send To" address, fill in the Subject, and attach the XML data file. *All you need to do is send the message.*
 - With Yahoo!, Gmail, and other online e-mail services, you must follow the instructions given to address the message to the correct address and attach the XML data file.
 - d. An automated response will let you know that we received your e-mail. Print two copies of this notice:
 - **Sign both copies.**
 - Keep one for your records.
 - Mail the other to us at this address:
TCEQ / PDW MC-155
Attn: DLQOR
PO Box 13087
Austin TX 78711-3087

If you submit your data by e-mail by the deadline, this paper copy does not have to reach us by the deadline.