



# Monthly Operating Report (MOR)

## Drinking Water Surface Water Treatment Rule

•The MOR is a form completed by public water systems (PWS) to communicate filtration and disinfection data for a specified month. For each PWS, we create facility specific MOR forms. If there are any questions please [contact us](#).

- Complete and submit form every month.
- Facility specific form: [wgcdcompliance.com/mors](http://wgcdcompliance.com/mors).
- Submit online: [wgcdcompliance.com/login](http://wgcdcompliance.com/login).
- Guidance: [colorado.gov/cdphe/swtr](http://colorado.gov/cdphe/swtr).
  - Log inactivation calculation explanation.
  - Baffling factor guidance.

- Public water system (PWS).
- Monthly operating report (MOR).
- Monitoring and Reporting Violation (M&R).
- Treatment Technique Violation (TT).
- Gallons per minute (gpm).
- Gallons (gal).
- Degrees Celsius (deg C).
- Milligrams per liter (mg/L).
- Continuous (C).
- No Sample (NS).
- Plant Offline (PO).
- Not Applicable (N/A).

# MOR Summary Sheet

- **Public Water System Information:**

- Most information pre-populated. Complete the following:

- Month and Year

- Contact Person, Email, Phone, and Comments

- Save as In-Progress (xlsm): When MOR sheet is in progress, from the drop-down menu, choose "Save as In-Progress (xlsm)". This is the working version with the compliance calculations macros. When MOR is complete and ready to be submitted to us, change the drop-down menu selection to "Save as Final State (xlsx)". This will create an additional file with the .xlsx format (without macros) to be submitted electronically to us.

- **Turbidity Combined Filter Effluent (CFE):**

- Nothing to complete. All information generated from data sheet.

- **Microbial Treatment:**

- Nothing to complete. All information generated from data sheet.

- **Entry Point Residual (if applicable):**

- If not applicable then section removed from facility specific MOR.

- Enter the number of samples taken.

- Answer if the residual dropped below 0.2 mg/L for more than for hours (yes/no).

- **Turbidity Individual Filter Effluent (IFE) (if applicable):**

- If not applicable then section removed from facility specific MOR.

- Answer the 7 questions

- If the answer to question 4, 5, 6, or 7 is Yes then please visit [wgcdcompliance.com/forms](http://wgcdcompliance.com/forms) and complete/submit the IFE report form.

# MOR Data Sheet

## •General

- Accepted Values: Numeric  $\geq 0$ , NS (No Sample), and PO (Plant Offline). Blanks automatically converted to NS.
- When plant is offline for the entire day place PO in all 6 time periods only.
- C (Continuous) is allowed for Disinfection time periods only. If used, the Lowest Daily Residual Sample Column must be completed.

## •Turbidity Combined Filter Effluent (CFE) Data Sheet

Enter sample for each time period.

If multiple results in a single time period then enter the highest result for the time period.

Enter the highest individual daily turbidity sample.

If left blank the highest time period result will be used.

## Disinfection or Log Inactivation Data Sheet

### Type 1 - Microbial Treatment - Disinfection

On same sheet as CFE.

Enter sample for each time period.

If multiple results in a single period then enter the lowest result for the time period.

Enter the lowest individual daily disinfection residual.

If left blank the lowest time period sample will be used.

If monitoring continuously then enter "C" in the time periods and enter the lowest individual daily residual.

### Type 2 - Microbial Treatment - Log Inactivation

Enter samples for each time period for:

Flow (gpm), Volume (gal), pH, Temperature (deg C), and Residual.

Enter the lowest individual daily ratio.

If left blank the lowest time period ratio will be used.