All plants must submit this report every year regardless of the Phase or award status of the plant. The report should be submitted by June 30 of each year and cover the plant performance for the one-year period ending May 31 (June 1-May 31). Phase III “Directors Award” and Phase IV “Excellence in Water Treatment Award” plant reports are reviewed by Partnership staff. Data from all reports are used to construct national trends that are included in the Partnership annual report to participating utilities.

To be a member in “good standing” with the Partnership for Safe Water plants must be in compliance with applicable regulations. Annual reports must include a statement confirming that the plant has not received a notice of violation since the last report.

Requirements for All Plants

☐ **Cover Letter:** A short note (see baseline report cover letter example) that identifies this as the “annual report” and identifies the contact person, telephone number, and e-mail address. Additional information may be included as communication to the Partnership.

☐ **Statement of Regulatory Compliance:** State that the treatment plant has not received a notice of violation since the last annual report. If the plant received a notice of violation, send a copy and explain the circumstances.

☐ **Performance Assessment Data Collection Spreadsheet** (copies of the computer files from the Partnership supplied software): Twelve months of raw (settled water data is optional but strongly encouraged since you will need this to complete your Phase III self-assessment report, one value per day is adequate for both raw and settled data) and finished (every four hour readings are preferred) for the time period June 1-May 31. Explain the source of your turbidity values (maximum readings, taken at specific times during the day, or other method). Filtered turbidity readings must be when the filter is producing drinking water (not during backwash, meter calibration, or during filter-to-waste). Computer files must be in EXCEL format. If Lotus or QuatroPro are used, the file must be saved as EXCEL prior to submitting the data.

Additional Requirements for “Directors Award” Plants

In addition to the items listed in ‘Requirements for All Plants’ above, Directors Award plants are required to submit the following:

☐ **Narrative Report:** Outline (minimum requirement example and preferred example are on the following pages) the activities undertaken or continuing at each treatment plant during the year and a schedule/action implementation plan for the coming year. The report must include a review of the plant performance compared to the previous year.

Directors Award Plants considering Phase IV “Excellence in Water Treatment” should use the Preferred Format below for annual reporting. This will document progress on optimization of performance limiting factors that is needed for Phase IV application.
Preferred Format Description

This report should consist of short narratives, which provide the status of ALL performance limiting factors (PLF’s) identified during the Phase III process. These include limiting factors, which were identified by the PEAC peer review committee AND by the water system itself. Discuss each PLF individually (see next paragraph for details). The PLF’s should be organized in priority order, starting with the most important first.

You may find it helpful to begin by addressing PLF’s, which were designated as “Areas for Improvement” during the Phase III process, followed by the items designated “Good Faith Effort”. If any progress has been made on “Areas of Strength” items, you may also want to include them too.

Discussion on EACH performance limiting factor should:

- **List the Performance Limiting Factor (PLF)** – one or two sentences are sufficient.
- **Briefly explain Prior Status** – PLF status at time of Phase III report submittal OR previous yearly narrative (whichever is most recent).
- **Provide a thorough update on the Current Status** – progress made within the past year. This section should contain the most detailed information. Be sure to include both the Activities Performed as well as Benefits Gained via implementing these activities (e.g. improved performance, greater understanding of plant operations). The Individuals Involved in the process should also be credited. *Note that only activities performed within the past year should be included. If no new activities have been performed, write “Same as previous year”*
- **Briefly explain Future Plans** – list future plans & activities for addressing the PLF and provide a time estimate for beginning and/or completing. An orderly progression should occur within the above three bulleted categories. More specifically, items that are in the Current Status section for this year (e.g. 2010) should appear in the Prior Status section for the next year (e.g. 2011). More importantly, some items from the Future Plans section for this year (e.g. 2000) should be implemented throughout the following year and appear in the next Current Status section (e.g. 2010). In this respect, your yearly short narrative can become extremely valuable in that it acts as a yardstick to measure progress completed and a tool to plan future activities. This is the ultimate intent of the Partnership program’s requirement that members provide this yearly report.

Additional Suggestions:
Narratives should include any progress made, which has improved/could potentially improve performance of the water system. If, within the past year, new PLF’s have been discovered, their status should also be included in the yearly narrative. This type of item should be listed as “New PLF”. Follow the previously discussed format - provide a separate section for each new PLF and address all of the above bulleted items. From year to year, follow the same outline format and update each existing PLF section. As necessary, expand the outline to include additional sections for new PLF’s. Ultimately, after dedicating significant time/effort, you will determine that a PLF has been sufficiently remedied and should no longer be classified as such. At that time, you should include a narrative, in the Current Status section, that provides your reasoning. As always, be sure to include yearly data AND explain any significant performance deviations throughout the past calendar year.
Additional Requirements for “Excellence in Water Treatment” Award Plants

- Performance Data Submittal and Interpretation: Provide a copy of the previous year performance data for comparison. A written interpretation report should examine plant performance trends and verify that optimized performance has been maintained. Explain any settled or finished water turbidity values that exceed Partnership goals and what steps you have taken to prevent these occurrences in the future. Please see the Phase IV Guidelines and Application Package located on the Partnership web site for further explanation. The report must include all of the data required in the original application but for the most recent 12-month reporting period.
Example Narrative Report (minimum acceptable)

Narrative Report
Midville Water Department
City Water Treatment Plant

This report is part of the requirements for renewal of Partnership for Safe Water Directors Award. Please note that our plant has not received any Notice of Violation for any drinking water maximum contaminant level (MCL) or treatment technique during the past year.

Activities to Improve Plant Operation June 1, 2009- May 31, 2010

The following items were addressed during the last year to address the performance limiting factors found in the Partnership for Safe Water self-assessment or are other items that have been identified that could improve plant performance.

- Phase II of the flood protection wall was completed. This $3.5 million dollar capital project will protect the plant to the 500-year flood elevation.
- Automation of filters 7-18. Filters 7-18 were declining rate filters with manual controls. As a result of this $550 K project the filters are now operated via set point and PLC control. Also, the backwash of these filters is PLC controlled to achieve uniformity of backwash. These improvements allow the type of constant control and monitoring that consistently produces superior quality water. This improvement was needed to address one of the performance limiting factors that was noted in our Phase III completion report.
- Enclosure of filters 31-36. Filters 31-36 were previously exposed to the elements as outdoor filters. This situation caused the surface wash to be turned off due to ice accumulation in the winter. This was noted as a performance limiting factor in our Phase III completion report.
- As a result of participation in an AWWARF Filter O&M Study, and the Partnership for Safe Water, individual filter performance was evaluated. The backwash rate was found to be deficient. Proper bed expansion is now being achieved and filter performance has improved. Individual filter performance was noted as a performance limiting factor in the Phase III completion report.
- Standard operating procedures were developed and implemented. More consistent operation has resulted.

Plant Optimization Activities Scheduled for Next Year

- Basin effluent valve rehabilitation. Electric PLC electric valves will ensure balanced flow distribution. This item was identified in our self-assessment but could not be accomplished until this year.
- Modification of the coagulant piping system. System improvements will provide the ability to add chemicals at many locations with very accurate dosage control. The need for this improvement was part of the self-assessment.
- Send supervisors to technical and regulatory training at local colleges.
- Implement all regulatory requirements of the IESWTR in plant goals.

Plant Performance Review
The current year performance spreadsheets indicate that the goals of the Partnership have not yet been fully achieved. The turbidity values included in the spreadsheets are taken from the combined plant filter effluent turbidity meter using our SCADA system at four-hour intervals (8am, 12noon, 4pm, 8pm, 12midnight, 4am). The annual 95 percentile value is 0.12 NTU. This is the same as last year’s result. On further inspection, you will note that the 95 percentile values for 9 months were below 0.1 NTU and the highest 95 percentile monthly value was 0.16 NTU in July. This corresponds to a time when unusually high plant production was encountered.

Our goal is to achieve 0.1 NTU or lower every month during the year. We are hopeful that the improvements noted above will allow us to achieve this goal. We are also committed to achieving 0.1 NTU from each filter.

Please accept this report and the enclosed (or attached) data for renewal of our Phase III Directors Award.

Contact me if you have any questions.

Sincerely,

J. Doe
Midville Water Department
Midville, KS 11111
555-555-5555
jdoe@midville.org