MOR compliance: Improving common problems

Enter the report date as the relevant monitoring period for the data as MM/YYYY, not the current month (if submitting in March, the monitoring period would be February).

Always enter the PWSID as KY followed by the 7 digit ID number KY1234567.

Water producers enter plant ID as A, B, C, etc. If only one plant enter A.

This report must be received by the Division of Water and applicable field office no later than 10 days after the end of the month.
Free chlorine must be reported for all disinfectants except chloramine. For chloramine report total chlorine.

Enter at least one chlorine sample everyday. Reporting multiple daily samples will ensure full coverage and help avoid instances of missing data. Skipping a day will result in a violation.

For months with less than 31 days, write NA.

If your system uses chloramines enter Y. Otherwise enter N.

Ensure the summary numbers are complete and accurate.

Community: Total days of distribution must equal the number of days in the month.
Non-Community: Total days system was open and serving water to the public.
MOR Compliance

Transfer MOR page 7 data to distribution summary

Compliance is primarily determined based on the summary pages. It is imperative that the summary pages are complete and accurate.

Ensure that the data corresponds between distribution chlorine residuals and the summary page.

If using excel, cells will auto-populate from preceding data pages, except Y/N questions.
Distribution Summary

All systems must complete the distribution summary. Once all data is complete and accurate, sign and date.

Enter water transactions using the appropriate PWSID (KY, TN, WV, or OH followed by the 7 digit ID number KY1234567) NOT the system name.

Enter the total gallons as 1,234,567 NOT 1.23 M.G.

Ensure the summary data is complete and accurate, as previously described.
MOR compliance: Improving common problems

- Do Not Handwrite
  - Illegible
  - Error prone

- Use Microsoft Excel
  - Calculations are completed automatically
  - Errors easily identified and corrected

- Computer access is available to everyone
  - Administrative offices
  - Public Libraries

- Create redundancy in training
  - Valuable experience and knowledge is lost if a system fails to train replacements before staff leave
  - Ensure multiple individuals are trained to complete compliance obligations
  - If responsible party is absent, retires, or unexpectedly leaves, there should always be another individual trained and readily available to complete required duties
MOR Compliance: Final reminders

- Review all data before signing and dating the MOR

- Your signature acknowledges that all data within the MOR is true, accurate, and complete

- The MOR must arrive to the DOW within 10 days after the monitoring period

- Mail certified to guarantee delivery. A failure to submit violation will not be rescinded unless the water system has proof of delivery (certified mail receipt)

- Mail to:
  Division of Water
  Drinking Water Branch 3rd Floor
  300 Sower Blvd
  Frankfort, KY 40601
  Attn: MOR DWB

- If any errors are found after submitting to the state, notify the compliance officer immediately and send a correction