

**INSTRUCTIONS FOR THE
MICROSOFT EXCEL
WORKBOOK VERSION OF
THE WASTEWATER
MONTHLY OPERATING
REPORT (MOR)**

INTRODUCTION

Kentucky Pollutant Discharge Elimination System (KPDES) permits issued to Publicly-Owned Treatment Works (POTWs) include the following requirement.

Monthly Operating Reports (MORs)

“In addition to the monitoring of effluent as specified by the permit, the permittee shall conduct process control monitoring on a daily basis. Process control monitoring is that monitoring performed by the operators of the wastewater treatment plant to determine if the wastewater system is operating at its optimum efficiency. This monitoring includes but is not limited to influent and effluent quality and quantity monitoring, chemical usage, sludge monitoring including volume produced, wasted, and disposed, and monitoring of internal units such as aeration basins and oxidation ditches.”

To assist the wastewater treatment plant operator in complying with this condition the Division of Water has developed an electronic MOR using Microsoft Excel. It is a fully editable and expandable workbook composed of 14 individual worksheets. The workbook may be used for a single or multiple years of MORs depending on the preference of the permittee. Its use is optional; however any substitute must meet the information requirements of the permit and be in a legible format.

PLANT INFORMATION WORKSHEET

This worksheet includes basic treatment plant information such as plant design and peak flows, the number of residential, commercial and industrial connections and their waste strengths, the wastewater treatment plant and collection system operator names and certification numbers and the plant telephone number. It also includes KPDES permit information such as permit number, parameters monitored and associated limits and the receiving water. To add rows to any of the tables simply copy a preceding roll and paste at the end of the table.

MOR MASTER WORKSHEET

This worksheet is the master copy used to produce the 12 monthly worksheets provide in this workbook. It is formatted for the daily recording of process monitoring information, solids handling, weather data, weather data and any remarks regarding the operation. It also provides for the recording of operational costs and labor. If the permittee chooses to record multiple years of MOR data in a single workbook, this worksheet may be copied and pasted into additional worksheets.

ADDING MORE COLUMNS FOR ADDITIONAL TREATMENT UNITS

In some cases the wastewater treatment plant may have more than one aeration basin and additional columns are needed to record the operational data. The permittee may add additional columns to the end of the MOR MASTER WORKSHEET by highlighting cells V2-Z36 then selecting the copy command. These new columns can then be pasted into the workbook as many times as appropriate being with cell BA2.

ADDING MORE MONTHLY WORKSHEETS

To add one or more MONTHLY WORKSHEETS begin by adding additional blank worksheets by left clicking on the tab next to the December worksheet. Once a sufficient number of tabs have been added click on the uppermost left-hand cell of the MOR MASTER WORKSHEET to select all cells then select copy. Move to each of the blank worksheets and select paste. This process can be used to create additional PLANT INFORMATION WORKSHEETS if desired. A maximum of 256 worksheets can be created in one workbook.

FREEZING THE DATE COLUMN AND HEADERS

To keep the date and the headers within the field of view place the cursor in cell B6 select the first option under Freeze Panes on the View Tab at the top of the page.

RENAMING WORKSHEETS

To rename a worksheet place the cursor on the tab then right click, select rename and type the new name of the tab.