

**INSTRUCTIONS FOR COMPLETING THE ADDENDUM FOR INDIVIDUAL
FILTER TURBIDITY RESULTS MONTHLY OPERATING REPORT (MOR)
EPA FORM 5109-A (12/03)**

GENERAL

Each public water system that uses a surface water, in whole or in part, and provides water to a combined population of at least ten thousand shall continuously monitor the turbidity from each individual filter effluent. Each public water system required to conduct individual filter turbidity monitoring shall report monthly to the appropriate Ohio EPA district office that individual filter effluent turbidity monitoring has been conducted. These same public water systems shall record the results of each individual filter turbidity monitoring every fifteen minutes. The results of the recorded measurements shall be used to determine whether the public water system had an individual filter turbidity exceedance during the month. The water system shall also report on a monthly basis to the appropriate Ohio EPA district office, any individual filter turbidity exceedances and the status of all “actionable requirements.” The individual turbidity exceedances and actionable requirements are listed below.

INDIVIDUAL FILTER TURBIDITY PERFORMANCE STANDARDS	
Individual Filter Event	Action Required (Reporting items must be submitted on Form 5109A within 10 days of the following month.)
<p><u>EVENT A</u> Any individual filter that has a measured turbidity level of greater than 1.0 NTU in two consecutive measurements taken 15 minutes apart</p>	<ul style="list-style-type: none"> ☞ Report the filter number, the turbidity measurements, and the date(s) on which the exceedances occurred. ☞ Complete a filter profile within 7 days of the exceedance (if the system is not able to identify an obvious reason for the abnormal filter performance) ☞ Report that the filter profile has been produced or report the obvious reason for the exceedance.
<p><u>EVENT B</u> Any individual filter that has a measured turbidity level of greater than 0.5 NTU in two consecutive measurements taken 15 minutes apart at the end of the first four hours of continuous filter operation after the filter has been backwashed or otherwise taken offline</p>	<ul style="list-style-type: none"> ☞ Report the filter number, the turbidity measurements, and the date(s) on which the exceedances occurred. ☞ Complete a filter profile within 7 days of the exceedance (if the system is not able to identify an obvious reason for the abnormal filter performance) ☞ Report that the filter profile has been produced or report the obvious reason for the exceedance

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<p><u>EVENT C</u> Any individual filter that has a measured turbidity level of greater than 1.0 NTU in two consecutive measurements taken 15 minutes apart at any time in each of three consecutive months</p>	<ul style="list-style-type: none"> ☞ Report the filter number, the turbidity measurements, and the date(s) on which the exceedances occurred. ☞ Complete an individual filter self-assessment within 14 days of the exceedance. ☞ Report that the individual filter self-assessment was conducted.
<p><u>EVENT D</u> Any individual filter that has a measured turbidity level of greater than 2.0 NTU in two consecutive measurements taken 15 minutes apart at any time in each of two consecutive months</p>	<ul style="list-style-type: none"> ☞ Report the filter number, the turbidity measurements, and the date(s) on which the exceedances occurred. ☞ Arrange for the completion of a comprehensive performance evaluation (CPE) by the Ohio EPA or a third party no later than 30 days following the exceedance. Must contact the Ohio EPA before arranging a third party CPE. ☞ Have the CPE completed and submitted to the Ohio EPA no later than 90 days following the exceedance.

GUIDELINES

A completed EPA 5109-A form entitled "Addendum for Individual Filter Turbidity Results Monthly Operation Report", must be submitted each month. In addition to reporting that monitoring was conducted, the results of the required individual filter effluent turbidity monitoring that constitutes an exceedance are required to be entered on the EPA 5109-A form for the filter number and date(s) and time(s) of each respective exceedance. The status of all incomplete "actionable requirements" are also required to be reported on the EPA 5109-A form.

The completed EPA 5109-A form must be received by your local Ohio EPA District Office, Attention: Division of Drinking and Ground Waters, by the 10th day of the month following the month being reported, along with the completed EPA 5109 form.

1. PUBLIC WATER SYSTEM INFORMATION

- Print or type the name of the public water system (PWS) and the public water system identification (PWS-ID) number.
- Print or type the name of the source treatment unit (STU) and the source treatment unit identification (STU-ID) number.
- Enter the month and year being reported.
- Record whether or not the continuous filter monitoring and recording equipment (*for any filter*) was off-line during the month. **If yes**, then attach a separate sheet with a table including the the filter number(s), the date(s), duration of outage and individual filter grab sampling frequency.

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2. INDIVIDUAL FILTER EVENT INFORMATION

There are four individual filter events listed as A, B, C, and D on EPA Form 5109-A. For each of the four individual filter events listed, record whether or not any of the individual filters had an individual filter exceedance as described in A, B, C, and D. If any of the answers for A, B, C, or D are **Yes**, then complete the table on the reverse side of report as appropriate.

To fill out the table on the reverse side of the report, in the first column enter the number of the filter that had an exceedance followed by the event which was triggered (A, B, C, or D) in the second column. In the third column enter the dates of each turbidity exceedance and then enter the times of each turbidity exceedance in the fourth column. Finally, enter the turbidity measurements which triggered the event.

EXAMPLE:

Filter Number	Individual Filter Event (A, B, C, D)	Date	Time	Turbidity (NTU) Measurement(s)
5	A	2/5/02	5:00 am	1.2 NTU
			5:15 am	1.3 NTU
7	C	2/14/02	2:30 pm	1.1 NTU
			2:45 pm	1.1 NTU

Below the table, record whether or not an individual filter event (A, B, C or D) was reported on the 5109-A report which was submitted last month for any of the filters listed in the table. For the example above, the answer would be yes. EVENT C only occurs after exceeding a turbidity standard for three consecutive months. For Filter Number 7 to be recorded as EVENT C, Filter Number 7 would have been reported as having an EVENT A during the previous two months. In the third consecutive month of exceeding 1.0 NTU in two consecutive measurements taken 15 minutes apart, the EVENT A would change to EVENT C.

3. REQUIRED FOLLOW-UP ACTIONS

If a filter profile, individual filter self-assessment, or comprehensive performance evaluation is required, complete the appropriate questions listed below the table on the form.

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FILTER PROFILE:

- Record whether or not the required filter profile was completed within 7 days from the individual filter event. **If No**, provide a separate sheet with an explanation for why a profile was not completed.

INDIVIDUAL FILTER SELF-ASSESSMENT (IFSA):

- Record whether or not the required IFSA was completed within 14 days from the individual filter event.
- Record the completion date for the IFSA.

Please refer to the fact sheet for conducting Individual Filter Self-Assessments which can be downloaded from: www.epa.state.oh.us/ddagw/pubs.html#factsht

COMPREHENSIVE PERFORMANCE EVALUATION (CPE):

- Record the number of the filter that experienced the event that required a CPE to be completed.
- Record the date (*2nd consecutive month date*) of the event that required a CPE to be completed.
- Record the date your public water system contacted the Ohio EPA central office to arrange for an Ohio EPA conducted CPE or the dates third party CPE approval was requested from and granted by the Director.
- For third party CPE's, record the date your public water system submitted the final CPE report to the Ohio EPA District Office.
- Record whether or not the required CPE was arranged within 30 days of individual filter event (*2nd consecutive month date*).
- Record whether or not the required CPE report was submitted within 90 days of individual filter event (*2nd consecutive month date*).

Please refer to the fact sheet for conducting comprehensive performance evaluations which can be downloaded from:

www.epa.state.oh.us/ddagw/pubs.html#factsht

4. Turn to the front page and provide the Name of the Certified Operator, the Operator Certification Number, the signature of the responsible official, and the date the report was completed.
5. Return completed report to your district office no later than 10 days after the end of the month you are reporting.