Missouri Department of Natural Resources

Public Water System Record - Form #1 Application Instructions for Form 780-1231

Water Protection Program fact sheet   11/2012

Purpose
This form is used to record basic descriptive information about a public water system.

New Water System
*   To be provided by regional office staff at the time a new water system is identified.

*   Most of the information is required for new systems.

*   Information about other government agencies involved, seasonal operation and operating permit are only required when applicable.

Existing Water System
*   To be provided when new construction, treatment modifications, or operational changes occur.

*   Only the transaction type (upper right corner), public water system ID # and the specific items to be changed are required. Everything else should be left blank.

Note: For all source information (category, type, percent type), the information provided must match the other source information and inventory form #3 (MO 780-1233). If any of this information changes, a new form #3 must be completed.

Directions
For the purpose of this form:

*   "Required" means data must be supplied for that field.

*   "Optional" means data is not necessarily required for that field unless the information changed or is new.

Front Side of Form
Status
*   "New PWS" should be selected when a new water system is being identified for the first time.

*   "Reactivate PWS" should be selected when a system has been deactivated and is once again becoming a regulated system.

*   "Change PWS" should be selected when a system's information changes; this includes, but is not limited to, the system's name, activity status, system type, seasonal dates, or any information on the back of the form.

*   "Proposed PWS" is for placing a new facility into the inventory system while it is still in the permitting stage.

PWS ID#
Identify the public water supply ID# for the water system. Leave this field blank for a new system.

PWS Name
Identify the official name of the water system or company.

County
List the primary county in which the water system is located.

PWS Website
List the system's website (if applicable).

Dates and Certification
Required for all new systems or for deactivating a system. Indicates whether the water system is being activated or deactivated and corresponding action date.

Season Begin/End
Required for noncommunity systems and systems operating seasonally.

- Enter the first day and month of operation and the last day and month of operation.

- If dates are not given, a default of Jan 31-Dec. 31 will be used.

- If default is used, the system will be considered a year-round provider and it will be subject to all the monitoring requirements of a year-round supply.

- If a system is open for even one day during a given month, the system is required to monitor for that month.

Date System Began
Required for all new systems. The month, day and year a water system started operation.

Operating Permit
If a water system has a permit to dispense, then the date the permit was issued is required. If no permit, provide system with application for permit and leave this field blank.

Treatment and Distribution Certification Levels
Required for all new systems. Use to designate the minimum level of certification required for the chief operator of a water system. Use "X" when certification is not required.

Ownership Type
Required for all new systems. Use to identify whether the facility is government-owned or privately owned.

Percent Source Type
Required for all new systems. Percent of water from one or more source types must total 100 percent. Best estimate if unknown.

Facility Type
Required for all new systems. At least one service area type must be given. If more than one service area type is given, one type must be identified as the primary type.

Note: The service area code should match the facility type code and ownership type.

PWS Type
Required for all new systems. Identifies a system as either a community (i.e. permanent residential community), nontransient noncommunity (i.e. nonresidential facility regularly serving at least 25 of the same people over six months per year), or transient noncommunity (i.e. serving a transient population).

Source Category
Required for all new systems. Classifies a water system as primary (having its own source), secondary (purchasing all of its water from another water system), or both (having its own source and purchasing water from another system).

Average Daily Consumption, or ADC, Within Own System
Required for community systems and optional for noncommunity systems. The average daily amount of water used by a water system within its own immediate system (not to include secondary customers). If the average daily consumption changes, the maximum daily consumption must also be updated.

Maximum Daily Consumption, or MDC, Within Own System
Required for community systems and optional for noncommunity systems. The maximum daily amount of water used by the water system within its own immediate system (not to include secondary customers). If the maximum daily consumption changes, the average daily consumption must also be updated.

MDC - Secondary Customers
The maximum daily amount of water the water system provides to its secondary customers.

ADC - Secondary Customers
The average daily amount of water the water system provides to its secondary customers.

Service Connections
Required for all new systems. Record the number of connections (i.e. houses, trailers, meters, etc.) served by the water system (not to include secondary customers).

Retail Population Served
Required for all new systems.
Average daily population served by the water system (not to include secondary customers).

Other Government Agency
If a facility is owned or regulated by another government agency, that agency must be identified.

Service Area
Required for all new systems. Classifies the water system as a city, water district, subdivision, industry, school, hotel, etc.

Total Design Capacity
The water system's capacity for providing water.

Average Daily Production
The water system's average daily production for all sources.

Emergency Production
The water system's capacity for providing water in an emergency.

Total Finished Storage
The water system's amount of water storage.

Source Type
Required for all new systems. Use to identify one major (M) source type. Additional (A) source types can also be indicated.

Address
Required for all new systems. This is the system address. List the location address and telephone number for the water system. Do not use a post office box number; this must be a street number, rural route, etc.

Completed By
Required - name of the regional office staff person completing the form.

Date
Required - date the form is completed.

Back Side of Form
PWS ID#
Identify the PWS ID# for the water system. Leave this field blank for a new system.

Geographic Area(s) Served Section
This section is used to identify the area covered by the water system. A geographic area is defined as the county the facility lies within, and the name of the community or area served by the water system. In the case of a water district serving three towns, the county and the three geographic areas must be identified. A minimum of one county and one geographic area is required for all new systems.

County - Required for all new systems. Indicate the 3-digit FIPS code for the county where the facility or its major service area is located.

City/Area Served - Required for all new systems. List the name of the city, subdivision, school, etc. In many cases, the name will be the same as the official water system's name. This is the place to list the names of the communities served by a water district or a private water company.

Bacteriological Lab ID No. - (Optional) The identification number for the laboratory that will analyze a system's monthly bacteriological samples.

• If a facility chooses to use the services of a private certified lab, write the name of the lab in this space; the department will check the ID No. and certification of the lab.

• If a lab is not listed, the department will assign a state health lab based on the facility's location.

Site Sampling Point(s) Section
Required for all new systems. Each facility must have at least one point identified where the monthly bacteriological samples will be collected.

• Use this form to add new site sampling points to existing facilities as well as new facilities.

• The site sampling points identify the locations where routine samples are collected.

• If repeat samples are necessary, they will be tied to the appropriate routine sample point using upstream, downstream and original tags.

• Repeat sample sites do not need individual IDs.

> **Sample Location ID** - Required for all new systems. Provide ID for existing sample locations (i.e., to deactivate). For new sample locations, enter "NEW" or "99999".
>
> **Sample Location** - Required for all new systems.
>
> • Give a description of the location where the monthly bacteriological samples are to be collected (e.g., street address, kitchen faucet, etc.)
>
> • If a facility chooses to use a residence as a sample location point, a street address (i.e., 204 Example St.) should be given rather than the resident's name. This will eliminate the need for updating that location should the resident change.
>
> • A sample location point can never be deleted from the system or assigned a new sample location ID. Should a facility change the location where they take their samples, a new sample location point and sample location ID need to be designated for that new sample location.
>
> **Status** - Mark if the sample location is new (activate) or should be deactivated
>
> **Notes** - (Optional) Use this box to give any special or additional information including changes to required sampling (i.e., changes in the number of required TCR samples per month).

Edit Checks

Facility Code	Facility Type	PWS Type	Ownership Type
01	City	C	2, 4
02	Water District	C	4
03	Subdivision	C	2
04	Mobile Home Park	C	2
06	Institution	C	1, 2, 3, 4
07	Miscellaneous	C	1, 2, 3, 4
10	Federal Facility	NC/NTNC	1
11	Corps of Engineers	NC/NTNC	1
12	State Park	NC/NTNC	1, 3
13	Highway Rest Area	NC	3
14	Dept of Conservation Area/ Other State Facility	NC/NTNC	3
15	Other State Facility	NC/NTNC	3
16	Local Gov't Facility/School	NC/NTNC	4
17	School	NC/NTNC	1, 2, 3, 4
18	Large Business and Industry	NTNC	2
19	Motel/Hotel/Resort	NC/NTNC	2
20	Recreational Facility	NC/NTNC	2
21	Restaurant	NC/NTNC	2
22	Airport	NC/NTNC	2
23	Marina	NC/NTNC	2
24	Campground	NC	2
25	Subdivision	NTNC	2
26	Mobile Home Park	NTNC	2
27	Church	NC	2
28	Other	NC/NTNC	2
29	Convenience Store/ Service Station	NC	2
30	Condominium	NC/NTNC	2

Ownership Type

Code	Type
1	Federal Government
2	Private
3	State Government
4	Local Government

Public Water System Facility Types

Code	**Type (Community Facility)**
01	City
02	Water District
03	Subdivision
04	Mobile Home Park
06	Institution
07	Miscellaneous

Code	**Type (Noncommunity Facility)**
10	Federal Facility
11	Corps of Engineers
12	State Park
13	Highway Rest Area
14	Dept of Conservation Area/Other State Facility
15	Other State Facility
16	Local Government Facility/School
17	School
18	Large Business and Industry Motel/Hotel/Resort
19	Motel/Hotel/Resort
20	Recreational Facility
21	Restaurant
22	Airport
23	Marina
24	Campground
25	Subdivision
26	Mobile Home Park
27	Church
28	Other
29	Convenience Store/Service Station
30	Condominium

Service Area Classifications

Code	Description	Comment
RA	Residential Area	Residential
MH	Mobile Home Park	Residential
OR	Other Residential Area	Residential
CM	Condominium	Residential
HA	Homeowners Association	Residential
MP	Mobile Home Park, Principle Residence	Residential
MU	Municipality	Residential
SI	Sanitary Improvement District	Residential
SU	Subdivision	Residential
WD	Water District	Residential
SC	School	Semi-residential
IN	Institution	Semi-residential
MF	Medical Facility	Semi-residential
IA	Industrial/Agricultural	Semi-residential
DC	Day Care Center	Semi-residential
ON	Other Semi-residential Area	Semi-residential
PA	Recreation Area	Transient
SS	Service Station	Transient
SK	Summer Camp	Transient
RS	Restaurant	Transient
HR	Highway Rest Area	Transient
HM	Hotel/Motel	Transient
OT	Other Transient Area	Transient
AP	Airport	Transient
CG	Campground	Transient
CH	Church	Transient
CS	Convenience Store/Service Station	Transient|
MA	Marina	Transient
RF	Retail Employees	Transient
SR	Secondary Residences	Transient
WB	Water Bottler	Other
DI	Dispenser	Other
IC	Interstate Carrier	Other
WH	Wholesaler (Sells Water)	Other
OA	Other Area	Other

Codes For Other Government Agencies
Code   Agency

1   Department of Conservation
2   Department of Elementary and Secondary Education
3   Highway and Transportation Department
4   Department of Corrections
5   Department of Health
6   Division of Aging
7   Division of Family Services
8   Department of Mental Health
9   DNR - State Parks
10   Public Service Commission
11   National Park Service
12   Army Corps of Engineers
13   U. S. Forest Service
14   Department of Defense
15   Other

Fips County Codes

Code	County	Code	County	Code	County
001	Adair	079	Grundy	157	Perry
003	Andrew	082	Harrison	159	Pettis
005	Atchison	083	Henry	161	Phelps
007	Audrain	085	Hickory	163	Pike
009	Barry	087	Holt	165	Platte
011	Barton	089	Howard	167	Polk
013	Bates	091	Howell	169	Pulaski
015	Benton	093	Iron	171	Putnam
017	Bollinger	095	Jackson	173	Ralls
019	Boone	097	Jasper	175	Randolph
021	Buchanan	099	Jefferson	177	Ray
023	Butler	101	Johnson	179	Reynolds
025	Caldwell	103	Knox	181	Ripley
027	Callaway	105	Laclede	183	St Charles
029	Camden	107	Lafayette	185	St Clair
031	Cape Girardeau	109	Lawrence	187	St Francois
033	Carroll	111	Lewis	189	St Louis
035	Carter	113	Lincoln	193	Ste Genevieve
037	Cass	115	Linn	195	Saline
039	Cedar	117	Livingston	197	Schuyler
041	Chariton	119	McDonald	199	Scotland
043	Christian	121	Macon	201	Scott
045	Clark	123	Madison	203	Shannon
047	Clay	125	Maries	205	Shelby
049	Clinton	127	Marion	207	Stoddard
051	Cole	129	Mercer	209	Stone
053	Cooper	131	Miller	211	Sullivan
055	Crawford	133	Mississippi	213	Taney
057	Dade	135	Moniteau	215	Texas
059	Dallas	137	Monroe	217	Vernon
061	Daviess	139	Montgomery	219	Warren
063	De Kalb	141	Morgan	221	Washington
065	Dent	143	New Madrid	223	Wayne
067	Douglas	145	Newton	225	Webster
069	Dunklin	147	Nodaway	227	Worth
071	Franklin	149	Oregon	229	Wright
073	Gasconade	151	Osage	510	St Louis City
075	Gentry	153	Ozark		
077	Greene	155	Pemiscot		

For More Information

Water Protection Program
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