

## DRBC ANNUAL WATER AUDIT FAQs

This list of Frequently Asked Questions (FAQs) and responses has been developed to provide background to the DRBC's water audit program and to assist water purveyors in completing the water audit. For a more detailed explanation of the water audit methodology and use of the AWWA Free Water Audit Software © please see the information on DRBC's website regarding [Water System Audits and Water Loss Control](#)

Question	Answer
<b>Why is DRBC requiring a water audit?</b>	The DRBC has a well-established and effective water conservation program, including a requirement for owners of water supply systems serving the public to ensure accountability in the management of water resources. The water audit is a means of assessing accountability as it evaluates how effectively water moves from the source to the customer and is used to identify areas of water loss. For more information on the DRBC, visit our <a href="#">homepage</a> .
<b>How was this regulation developed?</b>	The DRBC and its Water Management Advisory Committee (WMAC) held several meetings to discuss and understand issues related to water loss. The committee recommended the use of the American Water Works Association (AWWA) Water Audit Methodology and its use was approved by DRBC Commissioners in 2009 (Resolution 2009-1). The WMAC is comprised of a broad membership of 20 stakeholders, including representatives from each of the four basin-states.
<b>Who is required to submit a water audit to DRBC?</b>	The Water Audit requirement applies to all public water suppliers within the Delaware River Basin who have been issued approvals by the DRBC to withdraw and use in excess of an average of 100,000 gallons per day (gpd) of water during any 30-day period.
<b>Why is DRBC requiring the IWA/AWWA methodology?</b>	AWWA's Water Loss Control Committee advocated use of the International Water Association (IWA/AWWA) Water Audit Method in its 2003 Committee Report "Applying Worldwide Best Management Practices in Water Loss Control," published in the Journal AWWA. DRBC is requiring the use of an industry-standard methodology that is effective because it features sound, consistent definitions for the major forms of water consumption and loss encountered in drinking water utilities.
<b>Will DRBC be providing their own Water Audit reporting form?</b>	No, the DRBC has not developed a separate reporting form for the water audit. DRBC is requesting that the audit requirement is fulfilled by completion of the AWWA Water Audit Software © (AWWA software). The AWWA software is in Microsoft Excel format and provides a proven and consistent format for water audit reporting. Use of the AWWA software will help DRBC efficiently process the audit data.
<b>Where can I find the AWWA Water Audit Software ©?</b>	Go to the American Water Works Association Water Loss Control web page at: <a href="http://www.awwa.org/resources-tools/water-knowledge/water-loss-control.aspx">http://www.awwa.org/resources-tools/water-knowledge/water-loss-control.aspx</a> You will need to log in to access the software (either as an AWWA member or by creating a free registration). A direct link to the software is also available here:
<a href="http://www.awwa.org/Portals/0/files/resources/water%20knowledge/water%20loss%20control/WaterAudit.xls">http://www.awwa.org/Portals/0/files/resources/water%20knowledge/water%20loss%20control/WaterAudit.xls</a>	

Question	Answer
<p><b>Why does the audit require financial information?</b></p>	<p>DRBC is applying an industry-approved audit methodology that requires the input of a limited amount of financial information. The information is important to enable a cost to be placed on the different types of water losses encountered within a system in order to assess their financial impact to the water utility. This demonstrates that the system operator has input the basic information necessary to develop a cost/benefit analysis in order to encourage and focus water loss control efforts.</p>
<p><b>How do I submit my completed DRBC Water Audit?</b></p>	<p>Completed Water Audit reports shall be sent by email to the DRBC, as a <u>Microsoft Excel</u> workbook attachment, not as a ".pdf" file. The DRBC Water Audit is based on a calendar year and will be due on March 31 of the following year. Please email completed audits to <a href="mailto:water.audit@drbc.nj.gov">water.audit@drbc.nj.gov</a> including your Docket or Permit number in the email subject line.</p>
<p><b>My docket includes several distribution systems. Does each system need to have a separate audit?</b></p>	<p>Each system requires a separate audit; a contiguous service area defines a "system."</p>
<p><b>My system has multiple sources, but only one of which is in the Delaware River Basin. Is a DRBC water audit necessary?</b></p>	<p>Yes. If you have been issued a DRBC Docket for a public water supply system meeting the above noted volume threshold, an audit must be completed.</p>
<p><b>My system does not have service (customer) meters? How do I complete the audit?</b></p>	<p>Section 2.50 of the Commission's Water Code requires service level metering for all public water suppliers in the Delaware River Basin. Some small systems (e.g., mobile home parks) may not be metered, or may be on a schedule of service meter implementation. Until the majority of customers within a system are metered, a water audit is not required. However, annually you should still submit a statement summarizing the status of customer metering for your system to <a href="mailto:water.audit@drbc.nj.gov">water.audit@drbc.nj.gov</a> in accordance with the reporting schedule for the water audit defined above.</p>
<p><b>Will there be a training event on the use of the AWWA Water Audit and Water Loss Control practices?</b></p>	<p>DRBC has not planned any additional training sessions. Information regarding the DRBC Water Audit workshop held in April 2011 can be found at: <a href="http://www.state.nj.us/drbc/programs/supply/audits/workshop.html">http://www.state.nj.us/drbc/programs/supply/audits/workshop.html</a> Information about the AWWA Water Audit can be found at: <a href="http://www.awwa.org/resources-tools/water-knowledge/water-loss-control.aspx">http://www.awwa.org/resources-tools/water-knowledge/water-loss-control.aspx</a>.</p>
<p><b>Who else uses the AWWA Water Audit methodology?</b></p>	<p>Several states are currently using the AWWA Water Audit methodology and Software, or have plans to do so in the near future. Within the Delaware River Basin, the Pennsylvania Public Utilities Commission (PAPUC) conducted a pilot program using the exact same AWWA water audit format and software. In November 2011, the PUC issued an executive order to continue the use of that format on an annual basis to better track water loss.</p>

Question	Answer
<p><b>In addition to completing the DRBC water audit, do I still have to report to my State agency?</b></p>	<p>Yes. Completion of the DRBC report <i>is in addition to</i> any reporting required by states' regulatory programs. In the future, DRBC member states may adopt the AWWA water audit reporting format. At such time, DRBC may reconsider its reporting requirements to avoid duplication. DRBC has also been working with the Pennsylvania PUC through a pilot program using the exact same AWWA water audit format. In November 2011, the PUC voted to continue the use of that format on an annual basis to better track water loss.</p>
<p><b>Are there any grants available for installing water meters and other infrastructure improvements?</b></p>	<p>All DRBC docketed supply systems are required to have meters. Your State's Drinking Water State Revolving Fund (DWSRF) and Clean Water State Revolving Fund (CWSRF) programs may be sources of financial assistance. Project eligibility and available funding varies according to the priorities, policies, and laws of each State. States develop annual Intended Use Plans (IUPs) that describe how they will use funds in the SRF programs. Each State administers its SRF program separately, so the first step is to get the projects or activities included in a State's IUP. Potential assistance recipients should contact their State DWSRF or CWSRF representative.</p>

**Tips for Using the AWWA Software:**

- 1) After downloading the software from the AWWA website please save a copy to your computer or network.
- 2) Please remember to fill in your contact details (including your docket or permit number) on the "Instructions" worksheet.
- 3) Please ensure that volumetric data are entered in the correct units of ***Million Gallons per Year***. For example, a system that withdraws approximately 1 million gallons of water per day (365 MG/Yr) from its own sources would enter the data as follows:

**All volumes to be entered as: MILLION GALLONS (US) PER YEAR**

<< Enter grading in column 'E'

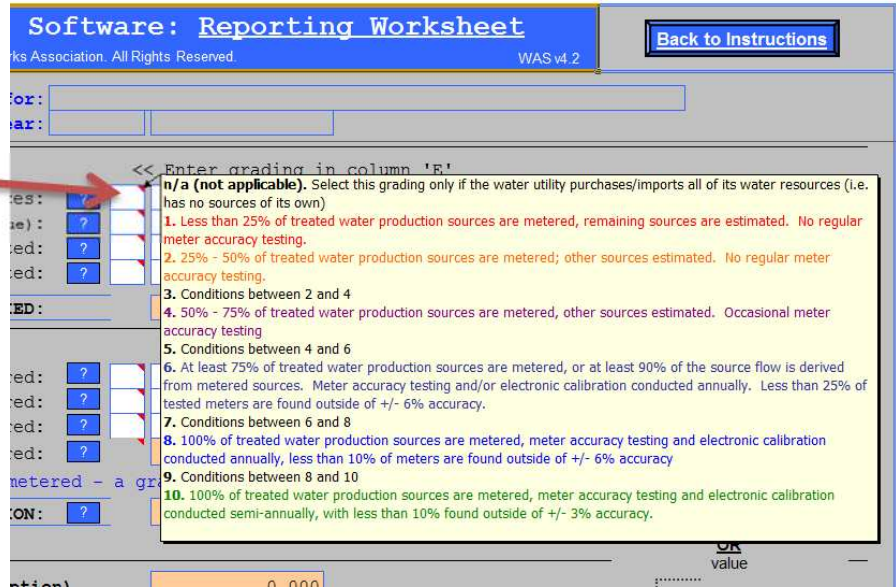
Volume from own sources:  Million gallons (US)/yr (MG/Yr)

- 4) Please remember to add a data grading to ALL the audit inputs. Once completed, a ***water audit data validity score*** is generated towards the bottom of the Reporting Worksheet. Detailed instructions for completing the data grading can be found on the next page

**NOTE:** Please ensure a water audit data validity score is generated before you submit your audit. DRBC will return audits for completion if they are submitted without a data validity score.

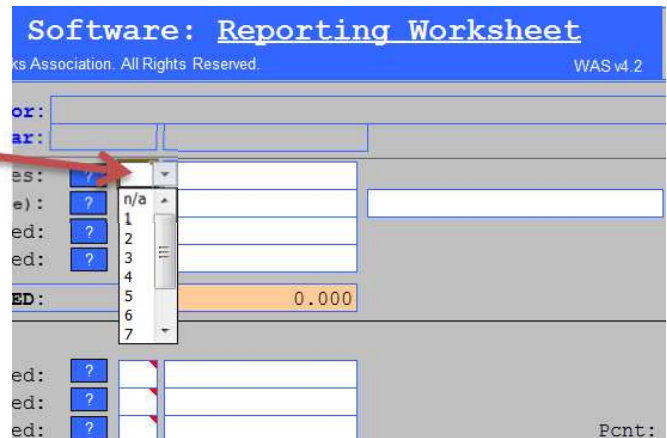
## Instructions for completing data grading in the AWWA Free Water Audit Software v4.2.

Hover the mouse on the white cell to review the data grading choices shown in the yellow pop-up box



Click the cell and then click the down arrow to select the number from the drop-down list that represents your grade

Repeat for all input cells



Once ALL required data grading is complete, a score will be generated towards the bottom of the Reporting Worksheet

