

# Disinfectant Residual, Water Use, and Chemical Use Log Instructions

## Why should I use this log?

Use this log to track your system's water use, chemical use, and disinfectant residual readings and keep them organized.

## How do I use it?

Record sampling dates and your:

- Sampling location(s)<sup>1</sup>
- Well flow meter readings<sup>2</sup>
- Disinfectant residual readings
- Amount of water and chemical(s) used

## When do I use it?

If your system can potentially serve:

- **at least** 750 people or 250 connections, record **daily**.
- **fewer than** 750 people or 250 connections, record **every 7 days**.

## Do I send it to TCEQ?

No, you do not need to send this to TCEQ. Keep it with your records for inspections.

## How long should I keep it?

Keep completed logs in your records for **at least three years**.

## What if I need help?

If you have questions about how to fill out the log or the public water system program, please contact Small Business and Local Government Assistance by phone at 800-447-2827, or by email at [TexasEnviroHelp@tceq.texas.gov](mailto:TexasEnviroHelp@tceq.texas.gov).

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1. Rotate sampling locations throughout the distribution system.  
2. Include the unit of measurement given by your well flow meter so you can convert water usage to gallons.



