

Using Microsoft Excel Reporting/Monitoring Forms

Excel forms are provided for several types of use:

- Excel forms can be printed from this website, filled in by hand and submitted by regular mail to:
Public Water Supply & Subdivisions Bureau, Public Water Supply Program,
Attention: J. Jose 1520 E. 6th Ave, P.O. Box 200901, Helena, MT 59620-0901
- Excel forms can be filled in electronically, saved electronically, printed and submitted by regular mail to the above address.
- Excel forms can be filled in electronically, saved electronically, and emailed as an attachment to: DEQChlorineReportsEmailId@mt.gov
- Excel forms are designed to make any necessary calculations automatically.

Special Instructions

When using the provided electronic services, public water systems must continue to comply with all record keeping requirements as set forth in the Administrative Rules of Montana (ARM).

17.38.234 TESTING AND SAMPLING RECORDS AND REPORTING REQUIREMENTS
(1) To ensure the safety of water delivered to the consumers, it is essential that there be a record of laboratory examinations of the water sufficient to show it is safe with respect to both bacteriological quality and other maximum contaminant levels. Suppliers of water shall maintain accurate and complete testing records at all water plants and for all water systems. Complete records must be made available to the department upon request.

(2) A supplier shall keep a daily record of the samples and control tests required in ARM 17.38.225, 17.38.227, 17.38.230, and 17.38.234(4). The records must be kept on report forms approved by the department and must be prepared in duplicate. Unless indicated otherwise in these rules, the original records must be forwarded to the department by the tenth day of the month following testing.

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