

SWTR Form Instructions

Open the excel workbook.

Take notice of the tabs on the bottom.

Start with the "Data Entry Form" by clicking on the tab at the bottom of the workbook.

Filling in the required info here will automatically insert it on the subsequent forms.

- Fill in the header information. You can either tab through or place your cursor and click on individual cells.
- Only the white cells can have data entered. The calculations are performed and then the grey cells will automatically be filled in. This information will be carried over to the "Form F5" tab.
- If your system has an additional baffling factor, enter the data by clicking on the "2nd Baffling Factor" tab at the bottom of the workbook.

The next tab labeled "Individual Filter" is next.

- Fill in the required data in the header; ie. Number of filters and phone number
- In the data table line 1 is for the first filter. Fill in the maximum turbidity for the month in the 1st column followed by the total number of turbidity measurements taken for the month in column A (which should be equal to at least one reading taken every 15 minutes during operation) and then column B with the total number of turbidity measurements less than or equal to the specified limit (which is dependent upon the type of treatment and should be equal to or at least not less than 95% of the readings for the month). Column C should be filled in with the number of turbidity measurements that exceeded the maximum turbidity limit of 5.0 NTU. In the last column, the %age is calculated automatically.
- Fill in the validation and calibration info at the bottom of the sheet.

The "Turbidity Entry Form" is next.

- For each day and for each 4 hour interval, enter the maximum combined filter effluent turbidity in the white column and the grey columns will be automatically filled in. If the treatment plant was not in operation, leave that 4 hour time period or day blank.

"Form F5" is the last form where data can be entered.

- By now, all of the grey cells should have the data entered on previous tabs carried over.
- For each day enter the number of hours that the system operated.
- In the 1st column under the RAW heading, enter the total amount of raw water treated in million gallons a day (MGD), so 100,000 gallons would be 0.1 MGD. Also record the raw water pH and turbidity (if you have the capability).
- The next columns are for type of chemicals used and the amounts in parts per million (ppm).
- Under the heading of Distribution System, columns 5D and 5C are for recording the lowest chlorine residual readings taken in the distribution system. 5D is for the number of readings taken for that day and column 5C is for recording the actual chlorine residual in mg/L. Column 6 is for recording the number of sites where **NO** chlorine residual was detected and no heterotrophic plate count (HPC) sample was taken. Ideally this column should be blank.
- The small box at the bottom of this form is for recording the date and the turbidity measurement of any sample that was greater than 5.0 NTU.

The following tabs are a graphical representation of the data input into this workbook and the CT tables used to determine the inactivation ratios.

There are additional instructions/explanations on the bottom of the "Form F5" tab or you can call Lisa Kaufman at 406-444-5313 or email Lkaufman@mt.gov.