



ENVIRONMENTAL PROTECTION DIVISION

Richard E. Dunn, Director

Watershed Protection Branch

2 Martin Luther King, Jr. Drive
Suite 1152, East Tower
Atlanta, Georgia 30334
404-463-1511

August 17, 2020

MEMORANDUM

TO: Public Water Systems (as defined by 391-3-33-.02(12))

FROM: Wei Zeng, Water Supply Program Manager *Wei Zeng*

RE: Water Loss Control Program Guidance Template

In accordance with 391-3-33, Public Water Systems that regularly serve 3,300 or more individuals shall:

1. Conduct an annual water loss audits in accordance with American Water Works Association (AWWA) methodology;
2. Develop and conduct a water loss control program to investigate, assess, and implement efforts to improve water supply efficiency;
3. Establish individual goals to set measures of water supply efficiency and improve water supply efficiency; and
4. Make progress toward improving water supply efficiency.

In order to streamline the data submitted to meet these requirements, you may use the template forms attached. Note that regardless of format, a system's water loss control program should reflect the results of the applicable annual water loss audits. Namely, the program should address at least the 3 recommendations offered by the most recent annual water loss audit.

The attached template has designated locations to address these recommendations. You may transfer each of the water audit recommendations to the forms below and address your system's proposed actions to deal with those items. If your system has chosen not to address a certain recommendation, you may explain that choice in the space provided. You may also use the "Notes/Comments" section to provide context or further information about any proposed actions. If you have any goals addressing other priority areas, those items can be captured on additional copies of page 3 of the template.

Attachment

| Audit Recommendation Area #1: _____ | | |
|-------------------------------------|----------------------------|---------------------------|
| Performance Measure: | _____ | |
| Current Status: | _____ | |
| Goal: | _____ | |
| Proposed Actions | Anticipated Beginning Date | Projected Completion Date |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Notes / Comments: | | |

| Audit Recommendation Area #2: _____ | | |
|-------------------------------------|----------------------------|---------------------------|
| Performance Measure: | _____ | |
| Current Status: | _____ | |
| Goal: | _____ | |
| Proposed Actions | Anticipated Beginning Date | Projected Completion Date |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Notes / Comments: | | |

Audit Recommendation Area #3: _____

Performance Measure: _____
Current Status: _____
Goal: _____

| Proposed Actions | Anticipated Beginning Date | Projected Completion Date |
|------------------|----------------------------|---------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Notes / Comments:

Other Priority Area: _____

Performance Measure: _____
Current Status: _____
Goal: _____

| Proposed Actions | Anticipated Beginning Date | Projected Completion Date |
|------------------|----------------------------|---------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Notes / Comments:

Other Priority Area: _____

Performance Measure: _____
Current Status: _____
Goal: _____

| Proposed Actions | Anticipated Beginning Date | Projected Completion Date |
|-------------------------|-----------------------------------|----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Notes / Comments:

Priority Area: _____

Notes / Comments: