

Texas Water Development Board Water Loss Audit Validation Documentation Request Checklist

The following backup documentation is required of the utility to send to the TWDB validators to prepare for the validation meeting. Documents must be sent prior to the validation to ensure a complete meeting. (Line #) indicates the line on the water loss audit associated with this information.

1. **System Schematic**
 - Labeled with boundary meters for water entering and exiting distribution system
 - Labeled with treatment facilities, water towers, underground & above-ground storage.
 - Labeled with isolation valves related to pressure planes (may be a separate map or schematic).
2. **Produced Water (if applicable)**
 - Monthly volumes by meter for the audit period (Line 13)
 - Documentation of accuracy testing and electronic calibration and/or method of calculation for Treated Purchased Water Meter Accuracy (Line 13a).
 - If no testing occurred, provide number, size, type, and manufacturer of production meters (including out-of-the-box accuracy range).
3. **Treated Water Purchased (if applicable)**
 - Monthly volumes by meter for the audit period (Line 14)
 - Documentation of accuracy testing and electronic calibration and/or method of calculation for Treated Purchased Water Meter Accuracy (Line 14a).
 - If no testing occurred, provide number, size, type, and manufacturer of production meters (including out-of-the-box accuracy range).
4. **Treated Wholesale Water Sales (if applicable)**
 - Monthly volumes by meter for the audit period (Line 15)
 - Documentation of accuracy testing and electronic calibration and/or method of calculation for Treated Wholesale Water Meter Accuracy (Line 15a).
 - If no testing occurred, provide number, size, type, and manufacturer of production meters (including out-of-the-box accuracy range).
5. **Billed Metered (Line 17)**
 - Monthly volumes by class or use-type for the audit period
6. **Billed Unmetered (Line 18)**
 - Monthly volumes by class or use-type for the audit period
7. **Unbilled Metered (Lines 19)**
 - Monthly volumes for the audit period (covering Unbilled Metered for metered flushing, own facilities, parks, firefighting, etc.).
8. **Customer Meter Accuracy (Line 23)**
 - Documentation of accuracy testing during the audit period or details of the number, size, type, and manufacturer of customer meters.
 - If no testing occurred, method of calculation for Average Customer Meter Accuracy (such as Manufacturer documentation of performance ratings)
9. **Reported Breaks and Leaks (Line 28)**
 - Documentation/ Method of Calculation of estimates for Reported Breaks and Leaks volume.
10. **Average Operating Pressure (Line 10)**
 - Method of calculation for Average Operating Pressure.
11. **Retail Price of Water (Line 40)**
 - Method of calculation and source for Retail Price of Water.
12. **Variable Production Cost of Water (Line 43)**
 - Method of calculation and source for Variable Production Cost of Water.

Thank you for gathering this information. We appreciate your cooperation and will contact you with any follow-up questions before the validation meeting.