

The Water Loss TAP

Wave 4 Teleconference Validation Session:

How to Prepare

Wave 4 is upon us and it is time to prepare for your validation call! Thanks for your participation throughout the Water Loss TAP. The format of the Wave 4 will be similar to Wave 2: A 2-hour teleconference validation session during which your Water Audit Team and the Water Loss TAP Team discuss your water audit and the supporting data. **Having the required supporting documentation noted below is extremely important!**

Documents to send to the Water Loss TAP Team:

REQUIRED documentation for Level 1 Validation – must have to conduct the call:

- ☐ Complete **AWWA Free Water Audit Software** (Excel Spreadsheet)
Audit Year can be CY or FY. Final determination is pending from DWR regarding FY period.
- ☐ **Volume from Own Sources** volumes by month by finished water supply meter
- ☐ **Water Imported** volumes by month by import connection
- ☐ **Water Exported** volumes by month by export connection
- ☐ **Supply Meter Testing** and/or calibration documentation if conducted
- ☐ **Metered Consumption** volumes by month and rate code (e.g. charge status, water type, customer class)

SUPPLEMENTAL documentation – not required but helpful for the call:

(derivation = calculations or assumptions behind the input)

- ☐ **Customer Meter Inaccuracy** derivation
- ☐ **Average Operating Pressure** derivation
- ☐ **Customer Retail Unit Cost** derivation
- ☐ **Variable Production Cost** derivation
- ☐ **System schematic** showing locations of Own Source, Import, and Export meters

How to send your documents:

For supporting documents, digital files are preferred. Additionally, **Excel spreadsheets**, text files, or other delineated file formats are preferred over portable document format (PDF) documents for tabular data.

Documents can be uploaded at <http://californiawaterloss.org/document-upload> - just select your utility name from the drop-down menu then follow the link.

When to send your documents:

Please upload your documents **at least 2 weeks before** your call.

As always, if you have any questions, please don't hesitate to reach out by emailing the Water Loss TAP Team at waterlosscontrolcollaborative@gmail.com, or visit <http://californiawaterloss.org>.