

Unclassified



Drinking Water Quality Assurance Rules Reporting

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Te Whakatauākī a Taumata Arowai

Ko te wai ahau, ko ahau te wai.
He whakaaturanga tātou nō te wai.
Ko te ora te wai ko te ora o te
tangata.
He taonga te wai me tiaki.
Ko wai tātou.
Ko wai tātou.

I am water, water is me.
We are reflections of our water.
The health of the water is the health of
the people.
Water is a treasure that must be
protected.
We are water.
Water is us.



What we will cover

1. Introduction
2. A quick summary
3. Rules reporting frequently asked questions
4. Questions / Pātai:
 - Use the webinar chat function for general questions on reporting
 - Email questions and feedback to info@taumataarowai.govt.nz

This webinar will be recorded and made available on our website

Introduction

About this webinar

Our aim

- Provide updates on the Rules reporting based on feedback and questions we have received.

Who is this webinar for?

- People who are reporting on the Rules (or providing support to them).

Basic understanding of requirements

- Compliance with [the Rules](#).
- Mechanisms of reporting: Excel vs. Application Programming Interface (API).
- [Drinking Water Quality Assurance Rules – Guidance for Reporting \(2023\)](#).

About this webinar

This session will not cover

- Discussion on how a rule specifically applies to your supply/supplies.
- What to report for your supply/supplies.

More information

- Refer to the guidance on our website:
taumataarowai.govt.nz/for-water-suppliers/monitoring-water-quality

Send feedback and questions to:
info@taumataarowai.govt.nz



A quick summary

Who reports what?

Rule Module/s	Assurance Rule Reporting Required	Monitoring Rules Reporting Required
VSC (Very Small Communities)	No	No
WC (Water Carrier Services)	No	Not applicable
TDWS (Temporary Drinking Water Supplies)	No	No
VP (Varying Population)	Not applicable	No
G, S1, T1, D1 (Level 1 Modules)	No	Yes: <ul style="list-style-type: none"> • Biannual reporting (Rule G1) • Annual reporting (Rule G4)
G, S2, T2, D2 (Level 2 Modules)	Yes, annually (Rule G5) Note: All applicable assurance rules for a supply using G, S2, T2, and D2 rule modules.	Yes: <ul style="list-style-type: none"> • Quarterly Reporting (Rule G2) • Annual reporting (Rule G4)
G, S3, T3, D3 (Level 3 Modules)	Yes, annually (Rule G5) Note: All applicable assurance rules for a supply using G, S3, T3, and D3 rule modules	Yes: <ul style="list-style-type: none"> • Monthly Reporting (Rule G3) • Annual Reporting (Rule G4)

Timeframe and use of the data

Annual reports

- Due within 40 working days of the end of each calendar year – **28 February 2024**
- Any issues? Contact the regulatory team based in your region

Use of the data by Taumata Arowai

- Draw information from Hinekōrako for our reports
- Inform our understanding of drinking water safety and risk
- Help prioritise our regulatory activities

Water suppliers are responsible for ensuring data submitted to Taumata Arowai is correct, as well as any other information in Hinekōrako

Why has there been an update?

- **Some rules are complex**
- **Some rules have required clarifications**
- **Automated quality checks**
 - Enables better data
 - Enables efficiency
- **Automated compliance checks**
 - Enables efficient analysis of data
 - Enables reliable, efficient report generation
 - Reduces human error in reporting



Rules summary list

ID	Rule	Mode	Rule Num	Level	Parameter	Type	Log	Compliance	Reporting	Report	Tin	Sampling	Duration	Determinand	Unit	Chet	Sample	Re	Report	Sq	Minimum	Rule	Applies
1	G1	G	G1	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
2	G2	G	G2	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
3	G3	G	G3	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
4	G4	G	G4	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
5	G5	G	G5	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
6	G6	G	G6	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
7	G7	G	G7	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
8	G8	G	G8	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
9	G9	G	G9	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
10	G10	G	G10	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
11	G11	G	G11	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
12	G12	G	G12	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
13	G13	G	G13	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1
14	G14	G	G14	0	Assurance	N/A	Annually	Annually	40	Workin	N/A	N/A	0	0	1	1	1	1	1	1	1	1	1

Parameter and determinand list

ID	Title	Type	Value	Unit	AV	FA	Value	Units	Description	Notes	Source	Link
1	L1-determinand	cc	0.004	mg/L	Maximum acceptable	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	Maximum acceptable MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html
2	L1-determinand	cc	0.004	mg/L	Maximum acceptable	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	Maximum acceptable MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html
3	L1-determinand	cc	0.004	mg/L	Maximum acceptable	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	Maximum acceptable MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html
4	L1-determinand	cc	0.004	mg/L	Maximum acceptable	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	Maximum acceptable MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html
5	L1-determinand	cc	0.004	mg/L	Maximum acceptable	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	Maximum acceptable MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html
6	L1-determinand	cc	0.004	mg/L	Maximum acceptable	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	Maximum acceptable MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html
7	L1-determinand	cc	0.004	mg/L	Maximum acceptable	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	Maximum acceptable MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html
8	L1-determinand	cc	0.004	mg/L	Maximum acceptable	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	Maximum acceptable MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	MSR 2022	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html	https://www.legislation.govt.nz/regulation/public/2022/01/08/1.1046966.html

Reporting template (and API)

Section 1: Supplier/Report Details		Section 3: Samples	
External Reporting ID	report_id 1_AHA300 (Optional, your own tracking id for this report)	Report ID	See worksheet 'Samples'
Reporting Period Start	1/1/2023 (Required, the start date of the reporting period)	Complies With Rule	TRUE
Reporting Period End	3/31/2023 (Required, the end date of the reporting period)	Non-Compliant Periods	FALSE
Supply ID	AHA300 (Required, create separate reports for different supplies)	Notes	0 Plain text notes
Date Submitted	4/12/2023 (Required, the date you are submitting this report)	Notes	1 Plain text notes
Name	Your name (Required, person submitting this report)		
Email	me@example.com (Required, email of person submitting this report)		

For water suppliers

Rule clarifications

These tables help to clarify some of the interpretations in the Drinking Water Quality Assurance Rules.

The [Drinking Water Quality Assurance Rules](#) were published on 25 July 2022. When we next update the Rules, we will include any required amendments and clarify interpretations in the guidance we are developing.

Table of contents

Treatment Rules for all levels

Level 1 Rules

What do I report on?

- Many rules have multiple sampling and/or assurance requirements.
 - Example: Rule Number T1.8 has three main requirements
 - Each of these requirements is split into their own Reporting Rule ID
 - T1.8-ecol – *E. coli* sampling compliance
 - T1.8-coli – Total coliform sampling compliance
 - T1.8-turb – Turbidity sampling compliance


T1.8	Water leaving the treatment plant must be monitored for the determinands and at the frequencies set out in Table 10.
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Table 10. T1 Treatment plant monitoring determinands.

Determinands	Sampling frequency
<i>E. coli</i> ¹⁸	Every 3 months
Total coliforms	Every 3 months
Turbidity	Every 3 months

See our Rule clarifications:
taumataarowai.govt.nz/rule-clarifications

How to report: Excel Reporting Template

1		Drinking Water Quality Assurance Rules Reporting			
2	Reporting Template Version:	1			
3	The Drinking Water Quality Assurance Rules Reporting Guidelines can be downloaded from Hinekōrako				
4	Section 1: Supplier/Report Details		Section 3: Samples		
5	External Reporting ID		(Optional, your own tracking id for this report)	See worksheet "Samples"	
6	Reporting Period Start		(Required, the start date of the reporting period)		
7	Reporting Period End		(Required, the end date of the reporting period)		
8	Supply ID		(Required, create separate reports for different supplies)		
9	Date Submitted		(Required, the date you are submitting this report)		
10	Name		(Required, person submitting this report)		
11	Email		(Required, email of person submitting this report)		
12	Section 2: Rule Reports				
13	Rule ID	Supply Component ID	Complies With Rule	Non Compliant Periods	Notes
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

At the bottom of the Excel window, the 'Reports' tab is circled in red, and the 'Samples' tab is visible next to it.

Other ways to report (via API)

- Infrastructure Data:
www.lutra.com/blog/hinekorako-reporting-page
- WaterOutlook
wateroutlook.com/files/TaumataArowaiExport.pdf
- Others?



For details regarding the pilot, training webinars, API specification, or for any other queries please contact info@taumataarowai.govt.nz.

Report via API

Suppliers who use monitoring and assurance software may be able to automatically report to Taumata Arowai via a web-based API (Application Programming Interface), using an API Key. Instructions for reporting via API are available for:

- [Infrastructure Data](#)
- [WaterOutlook](#)

If you use different software which you would like to report from, please contact info@taumataarowai.govt.nz.

[Click to generate API Key](#)

Warning: Generating a new key will invalidate the existing key (if any). You need to copy the generated key immediately. Once you navigate away from this page, you will not be able to retrieve it again, and will only be able to generate a new key.

Report via Excel File

You can report to Taumata Arowai in accordance with the Drinking Water Quality Assurance Rules by filling out this [Excel Template](#).

The Excel template can be uploaded below.

[Report via Excel File](#)

Reporting Log

ID	Date Submitted ▼	Supply	Source System	Report Author	Submitted By	Message	Status Reason
ROS-00001100	08/03/2023 12:12	PIV03			Vignesh Makkada		Processing
ROS-00001099	08/03/2023 11:56	PIV03	API	Mark Homenuke	Vignesh Makkada		Submitted Successfully
ROS-00001098	08/03/2023 11:08	PIV03	API	Mark Homenuke	Vignesh Makkada		Submitted Successfully
ROS-00001092	08/03/2023 09:30	PIV03	API	Mark Homenuke	Vignesh Makkada		Submitted Successfully
ROS-00001091	08/03/2023 09:19	PIV03	API	Mark Homenuke	Vignesh Makkada		Submitted

Why the Rule Summary List is your new best friend

AutoSave On DWQAR-summary_list Unclassified - Saved Gabriela Campos Balzat

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	ID	Rule Mo	Rule Nur	Level	Paramet	Type	Log	Complia	Reportir	Report T	Samplin	Duration	Determi	Unit Che	Sample	Report S	Minimur	Rule App	es		
2	G1	G	G1	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,T1,D1			
3	G2	G	G2	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S2,T2,D2			
4	G3	G	G3	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S3,T3,D3			
5	G4	G	G4	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,S2,S3,T1,T2,T3,D1,D2,D3			
6	G5	G	G5	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S2,T2,D2,S3,T3,D3			
7	G6	G	G6	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,S2,S3,T1,T2,T3,D1,D2,D3,WC,TDWS			
8	G7	G	G7	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,S2,S3,T1,T2,T3,D1,D2,D3,WC,TDWS			
9	G8	G	G8	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,S2,S3,T1,T2,T3,D1,D2,D3,WC,TDWS			
10	G9	G	G9	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,S2,S3,T1,T2,T3,D1,D2,D3,WC,TDWS			
11	G10	G	G10	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,S2,S3,T1,T2,T3,D1,D2,D3,WC,TDWS			
12	G11	G	G11	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,S2,S3,T1,T2,T3,D1,D2,D3,WC,TDWS			
13	G12	G	G12	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	1		S1,S2,S3,T1,T2,T3,D1,D2,D3,WC,TDWS			
14	G13	G	G13	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	0		T1,T2,T3			
15	G14	G	G14	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	0		T3,D3			
16	G15	G	G15	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	0		D2,D3			
17	G16	G	G16	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	0		D2,D3			
18	G17	G	G17	0		Assurance	N/A	Annually	Annually	40 Workin	N/A	N/A	0	0	1	0		T3,D3			
19	VSC.1-ecol	VSC	VSC.1	0	ecol	Monitorin	N/A	Annually	Not Repor	N/A	Every 6 M	At least 5 f	1	1		1		VSC			
20	VSC.1-coli	VSC	VSC.1	0	coli	Monitorin	N/A	Annually	Not Repor	N/A	Every 6 M	At least 5 f	1	1		1		VSC			
21	VSC.2	VSC	VSC.2	0		Assurance	N/A	Annually	Not Repor	N/A	N/A	N/A	0	0		1		VSC			
22	VSC.3	VSC	VSC.3	0		Assurance	N/A	Annually	Not Repor	N/A	N/A	N/A	0	0		1		VSC			
23	S1.1-ecol	S1	S1.1	1	ecol	Monitorin	N/A	N/A	Annually	40 Workin	Every 3 M	N/A	1	1	2	0		S1			
24	S1.1-coli	S1	S1.1	1	coli	Monitorin	N/A	N/A	Annually	40 Workin	Every 3 M	N/A	1	1	2	0		S1			
25	S1.1-arse	S1	S1.1	1	arse	Monitorin	N/A	N/A	Annually	40 Workin	Every 3 Ye	N/A	1	1	2	0		S1			
26	S1.1-boro	S1	S1.1	1	boro	Monitorin	N/A	N/A	Annually	40 Workin	Every 3 Ye	N/A	1	1	2	0		S1			

Frequently Asked Questions

Excel reporting templates

There are two Excel templates for reporting (DWQAR Assurance Rules Template and DWQAR Reporting Template). Which one should I use?

- Monitoring Rules reports (monthly, quarterly, six-monthly, annually): DWQAR Reporting Template
- Assurance Rules reports (annually): Either

The only differences between these templates are the title and the tab to report on samples. No samples are reported for assurance rules.

Use the 'DWQAR Assurance Rules Template' only if you want to submit a separate annual report to report on assurance rules.



Continuous monitoring

When do I need to supply data or data points related to online instruments to Taumata Arowai?

- T2, S3, T3, D3: If continuous monitoring is required as the only option: no data or data points should be provided.

Table 19. T3 Requirements for Drinking Water Disinfected with Chlorine

Parameters that need to be continuously monitored and where they need to be monitored:	<i>Parameters: FAC</i> <i>Where it needs to be monitored: Water at a point after the prescribed disinfection contact time has elapsed.</i>
	<i>Parameters: pH</i>

Continuous monitoring

When do I need to supply data or data points to Taumata Arowai?

- T1, S2, T2, S3: When grab samples are expected (i.e., a “sample frequency” is provided), if continuous monitoring is used instead, randomised data points must be provided to replace the grab samples. Include these in the “samples” tab.
- No cherry-picking. Be conservative with your sample selection.
- G rules related to continuous monitoring apply.

Table 14. T2 Treated Water Monitoring Requirements

Determinands/Parameters	Sampling Frequency	Duration Between Samples ²⁴	Compliance Period
Turbidity (water leaving the treatment plant)	2 per Week	At least 2 Days	1 Month
UVI or UV dose (at the reactor)	2 per Week ²⁵	At least 2 Days	1 Month
Flow ²⁶ (at the reactor)	2 per Week	At least 2 Days	1 Month
FAC (in water leaving the treatment plant)	2 per Week	At least 2 Days	1 Month

Continuous monitoring

When do I need to supply data or data points to Taumata Arowai?

- Where continuous monitoring is officially allowed as an option to grab samples (only two situations in the Rules):
 - UVI or UV dose (T2) – Submit randomised data points in the “samples” tab.
 - FAC online instruments installed at distribution zones (D3) – No data/data points expected.

Table 14. T2 Treated Water Monitoring Requirements

Determinands/Parameters	Sampling Frequency	Duration Between Samples ²⁴	Compliance Period
Turbidity (water leaving the treatment plant)	2 per Week	At least 2 Days	1 Month
UVI or UV dose (at the reactor)	2 per Week ²⁵	At least 2 Days	1 Month

²⁵ May be monitored continuously.

General reporting

Can I report on rules more frequently?

- G1-G5 specify the timeframes for reporting. These should be followed as much as possible.
- Do not include in the annual report monitoring rules that are reported monthly, quarterly, or six-monthly as specified by the G rules (and vice versa).

Can I correct my report, and how does that work?

- Yes, though reporting should be done with due diligence. When we view/use data, we will look at the most recently reported data over the reporting period.
- If you want to update a report, you only need to resubmit the report on the relevant reporting rule ID(s) you want to update. If the reporting rule ID has samples associated with it, then these samples need to be resubmitted as well.
- We maintain a record of all your submissions.

General reporting

Can you change my report (e.g., a non-compliance to compliance) if I tell you what needs to be corrected?

- No, it is the supplier's responsibility to correct their reporting using the Excel template or via API.

Can I report on rules other than those rules stipulated by G1-G5 (e.g. Level 1 assurance rules, Varying Population rules, Water Carrier Supplies rules, etc)?

- Yes, but it is not required.



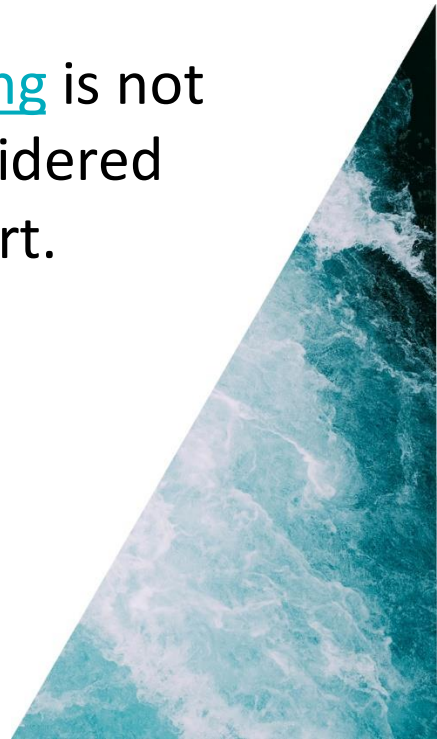
General reporting

Should I submit one report for each supply component?

- We recommend you submit one report per water supply, rather than one report per supply component.

Why should I pay attention to the guidance?

- While the [Drinking Water Quality Assurance Rules - Guidance for Reporting](#) is not a substitute for legal or technical advice for your specific supply, it is considered general technical guidance and sets out what we expect suppliers to report.



General reporting

Do I need to report on G Rules for each supply component?

- Remember to use the DWQAR Summary List (Excel).
- G1 to G12: Leave the “supply component ID” field blank.
- G13 to G17: Reported against each applicable “supply component ID”.

How do I report on Rules that do not apply to my supply?

- Do not include them in your report.
- Examples:
 - S2: If roof water is not a water source in your supply, do not include the rules related to roof water.
 - T3: If you do not use your UV equipment for bacterial disinfection, do not include T3.15 to T3.21 in your report.

Sample reporting

Can I record the standard method which was used to test a sample?

- Yes, this can be entered in the notes field in the sample reports.

For sample reports, what units can I report in?

- Acceptable units are given in the Parameter/Determinand list.
- Note: Nitrate and nitrite have two commonly used units and these can be reported in mg/L as N or mg/L as NO₃ (or NO₂). These units are not equivalent, so it is important to specify which one is being used.



Sample reporting

Do I report FAC grab samples against D3.19 and D3.20?

- Report FAC grab samples under D3.20 only.
- This is wrong in the DWQAR Summary List and will be updated (D3.19).



Compliance

If my sample exceeds a MAV, do I report that I failed the Rule Report?

- Not necessarily. There is no rule which requires a sample to be less than the MAV.
- The requirement not to exceed MAVs is in the Water Services Act. When you become aware of an exceedance, notify us through our portal Hinekōrako.
- You may report the sample as not complying (FALSE) if it exceeds the MAV. There is an example in the guidance.



Compliance

What are the compliance periods for S rules and how do I report on compliance with the source water rules and their samples?

- Compliance periods can be viewed easily from the DWQAR Summary List for each reporting rule ID. Most source water rules do not have compliance periods.
- When a rule has no compliance period, enter “0” for the “non-compliant periods” field, even if the rule is reported as non-compliant (false).
- Samples for source water cannot be non-compliant with a MAV, as this water is not yet considered drinking water. For source water samples, the “complies with rule” may be always marked as TRUE.

Compliance

When a week is split across two months, how should I report on rules with monthly compliance periods that require weekly sampling?

- We suggest you apply weeks that are split between months, to the month before or the following month.
- Be consistent with your choice from report to report.
- In the future, we will eliminate the weekly requirements and align the sampling requirements with the compliance period (e.g., monthly).
- You can expect to have to sample a similar number of samples (e.g., rather than twice weekly, the requirement would be 8 per month).

Compliance

I became compliant with a rule in the middle of the compliance period. Can I report compliance for that period?

- No. Examples:
 - Storage Management Plan prepared and implemented in the middle of the calendar year (D3.12).
 - Source water online instruments (S3.6) installed in the middle of the calendar year – no compliance period (N/A) but reported annually.
 - Filters installed in the middle of the calendar year (T2.3).



Changes in population

How do I report if the number of people in my supply increases/decreases leading to a change in the classification of the supply?

- Changes to rules due to population increases/decreases, may be made on 1 January.
- Alternatively, submit:
 - Two annual reports.
 - If the change happened in the middle of the period covered by a monthly, quarterly, or six-monthly report, also submit two reports for this period.
- The start and end date of each report should reflect the changes.

Deactivated/New Supply Components

How do I report on a supply component that has been deactivated or created in Hinekōrako (e.g. a bore that has been decommissioned in the middle of the reporting period, a new treatment that was installed, etc.)?

- Both active and inactive supply component IDs can be entered in the template.
- Using inactive supply component IDs may return an error but it will be corrected.
- Supply components should only be deactivated when there is a major change (e.g., water sources that are frequently used should not be deactivated).
- Report taking into account the period the supply component was/has been active (i.e., similar to changes in population).



Compliance

One of my treatment processes which has compliance requirements was only operated for one hour out of the whole month, do I have to report on it?

- Yes, but assess compliance based on the time that the process was in operation.



Compliance

Are we expected to perform monthly UVI sensor checks on UV reactors which are not in operation?

- There is no specific requirement in the Rules to undertake a sensor check in this case.
- However, you must operate and maintain your UV reactors according to manufacturer specifications. This may include performing a UV sensor check prior to bringing a reactor back online if it is not in use for a long period of time.
- If the UV unit is in operation at any time throughout the month, then a UVI sensor check must be undertaken for compliance.

Questions/Pātai?

- Use the webinar chat function for general questions on reporting
- Email specific questions and feedback through to info@taumataarowai.govt.nz