



Managing Small Public Water Systems: Introduction

Who should use this guide?

This guide is for any person involved in the management or operation of a small utility. This includes the following groups:

- utility board members
- utility owners
- system operators
- council members
- utility managers

How will this guide help?

This utility-management guide is not intended to be exhaustive but—used correctly—it will guide you in the right direction. It will help you, the owner or operator:

- understand the rules
- comply with the rules
- develop tools to plan for, manage, and operate a sustainable utility

This guide also contains worksheets and tables that you can keep in a file or binder and add to as things change at the utility.

Note: This publication is not a substitute for the actual rules. To obtain the most current, official copy of state rules, contact the Secretary of State's office at 512-305-9623. The rules are also available online at [info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=3&ti=30&pt=1](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=3&ti=30&pt=1).

How is this guide organized?

This guide is organized into five parts, each available as a separate document.

Part A. Asset Management

Part A includes worksheets and instructions to help you conduct an inventory of the water system's resources; prioritize repairs and replacements; plan for future needs; and develop a budget.

Part B. Source Assessment and Planning

Part B explains how to identify your utility's drinking-water source; follow best-management practices for sustaining your source; and identify options for alternative sources, if needed.

Part C. Operation and Maintenance

Part C provides worksheets that help you create your own operation and maintenance manual for your utility and maps out a program for scheduling and performing preventive and general maintenance.

Part D. Compliance

Part D describes the investigation and enforcement process; identifies the violations that can lead to fines and enforcement; presents enforcement scenarios for water systems; and provides tables that summarize the requirements for sampling, monitoring, and reporting.

Part E. Resources

Part E includes a listing of resources that may help you as you create and carry out your asset management plan and conduct everyday operations at your facility.

Where can I go for more help?

For one-on-one compliance assistance, contact the Small Business and Local Government Assistance (SBLGA) specialist in the TCEQ office for the region where you are located, or call the SBLGA hotline, 800-447-2827.

For financial, managerial, and technical assistance, contact the TCEQ's Water Supply Division at 512-239-3105.

How can I obtain TCEQ publications?

Publications produced by the TCEQ are available to order or download on the Web page at <www.tceq.texas.gov/publications>. Click on the first link, Catalog of Current Publications, and conduct a Current Titles Search.

To order copies of a publication, please contact the Publications Section at 512-239-0028, or by mail:

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For More Information

For confidential assistance with environmental compliance, contact the Small Business and Local Government Assistance Hotline at 800-447-2827, or visit <www.TexasEnviroHelp.org>.