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# Pre-Visit Checklist

## Water Loss Audit

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### Overview

A water loss audit is more than the sum of water sold versus water produced. AWWA's water loss auditing software provides a complete picture of how much water is being lost to leaks, metering inaccuracies, theft, data handling errors, and other factors related to potential water loss issues. This allows systems to make more informed decisions on what measure to take and where to spend resources to fix the root problem.

Prior to your scheduled meeting with DEQ, gather the following data and information all for the same, continuous 12 month period (fiscal or annual) to perform a comprehensive audit.

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### Checklist

**Total Water  
Supplied  
MG/Yr**

- Master meter records for a 12 month period (preferably most recent)
- Include applicable - volume produced, volume imported, and volume exported

**Total Water  
Consumed  
MG/Yr**

- Customer meter records for same 12 month period as above (total water supplied MG/Yr)
- Include customers: billed metered (most customers), billed unmetered (flat rate customers), and unbilled metered (usually civic institutions)

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### System Data

- Total length of mains (miles)
- Number of service connections (active and inactive)
- Average operating pressure (psi)

### Cost Data

- Rate structure cost summary
- Variable production cost - cost of power and chemicals used in same 12 month period as above
- Total annual cost - salaries, vehicle, power, chemicals, etc., used in same 12 month period as above

### Policies & Procedures

- Meter reading and calibration - frequency, error adjustments (if any), and documentation availability
- Billing - frequency, internal review practices, external review practices
- Meter testing and replacement - trigger event(s), frequency, meter accuracy confirmation procedures

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## Questions or Concerns

If you don't have all of this information, don't panic - a water audit can be completed with estimates or best guesses. But keep in mind that the audit results will be more accurate when based more on actual data, than estimates.

DEQ looks forward to meeting with you and providing technical assistance for your system. If you have any questions between now and our meeting- please do not hesitate to reach out to our Capacity Development section.

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