

---

## Data Needs for Water Loss Auditing

Preparing for a water loss audit takes a little bit of prep work. Before meeting with DEQ, you will want to gather the following data and information:

- Master Meter Reads for a 12 month period, including any master meters for bulk purchase or bulk sale of water, whether this is to another water system or an industrial or commercial user. Have data available in monthly totals, as well as a yearly total.
- Customer Meter Records with monthly totals and a yearly total for the same 12 month period
- List of all unbilled customers, both metered (with meter readings) and unmetered (with estimates of usage for each)
- Rate structure
- Total Annual Cost of Operating Water System (all costs, including salaries, vehicles, power, chemicals, etc.) for the 12 month period being analyzed.
- Power and chemical costs for the 12 month period being analyzed.
- Total Length of Water Mains
- Average Operating Pressure
- Total Number of Active and Inactive Customers (total number metered and unmetered)
- Number of leaks on monthly and annual basis
- Age of each master meter and date of last calibration of master meters
- Average age of customer meters
- Any policies or procedures that are used to verify the accuracy of customer meters and/or replace meters
- Description of normal practices related to flushing for water operations or fire hydrant flushing by the fire department.

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 data than estimates.

If you have any questions, please contact:

**Lisa Stewart**

Capacity Development Section Manager  
Water Quality Division  
(405) 702-8270

DW- 242a  
Capacity Development Checklist  
Revised 7/14/2023  
File 1 Clip 1