

Province of Newfoundland & Labrador Full Cost Accounting Assessment Tool

Questionnaire for Very Small Systems

General:		
1	Community Name	
2	Geographic Region (<i>Check one</i>)	Eastern (Clareville)
		Central (Gander)
		Central West (Corner Brook)
		North West (St. Anthony)
		South West (Port Aux Basques)
		Labrador Central (Happy Valley-Goose Bay)
		Labrador West (Wabush)
		Labrador (North)
3	Water Supply Name	
4	Date	

Community Data:		
1	What is the type of water supply? (<i>Check one</i>)	Groundwater (GW)
		Surface Water (SW)
2	What is the service population for the water system?	
3	What is the average daily flow/water use (include units)?	
4	What is the maximum day flow (include units)?	
5	What is the peak hour flow (include units)?	

*If flow data is not available, the FCAA tool can estimate flows based on population.

Description of Existing Water System:		
1	What is the disinfection system operated at the facility? (<i>Check all that apply</i>)	Sodium Hypochlorite (i.e. liquid chlorine)
		Chlorine Gas
		Onsite Sodium Hypochlorite Generation (i.e. mixed oxidants)
		Calcium Hypochlorite Generation (i.e. powder chlorine)
		UV Disinfection
2	Does the existing treatment process include pH adjustment? If so, which of the following chemicals is used? (<i>Check one</i>)	Soda Ash
		Lime
		Caustic Soda

Description of Existing Water System:			
3	Which of the following treatment processes are provided at the existing facility? <i>(Check all that apply)</i>		Arsenic Removal
			Membrane
			Conventional WTP
			Potable Water Dispensing Unit (PWDU)
4	Does the existing water distribution system include a chlorine booster stations? If so, how many are there?		
5	If so, what percentage of the distribution system receives water that has been boosted with chlorine?		
6	Does the existing water supply system include any of the following pumping systems? <i>(Check all that apply)</i>		Groundwater pumping
			Distribution system pressure booster pumping
			Low lift pumping (pumping from surface water source to treatment building)
			High lift pumping (pumping from the treatment building to the distribution system.
7	If distribution system pressure booster pumping is provided, what percentage of the distribution system is fed from the booster pumping station?		

Existing Expenditures:		
1	How much did the community spend on operation and maintenance (O&M) of the following categories during the most recent year? (see description of these categories on the last page)	
a	Source of Supply	
b	Pumping & Power	
c	Water Disinfection & Treatment	
d	Transmission & Distribution	
e	Administration	
2	If the individual costs above are not known, what was the annual budget for O&M of the water system for the most recent year?	

Existing Revenue:		
1	Do customers pay a water tax (<i>not combined with sewer</i>)? If so:	
a	What is the number of customers that pay a water tax?	
b	What is the annual water rate/water tax charged to each customer?	
c	What is the approximate percentage of the tax that funds the water operations?	
2	Do customers pay a sewer tax (<i>not combined with water</i>)? If so:	
a	What is the number of customers that pay sewer taxes?	
b	What is the annual sewer tax rate charged to each customer?	
b	What is the approximate percentage of the tax that funds the sewer operations?	
3	Do customers pay a <i>combined</i> water and sewer tax? If so:	
a	What is the number of customers that pay combined water and sewer taxes?	
b	What is the annual combined water and sewer tax rate charged to each customer?	
c	What is the approximate percentage of the tax that funds the water and sewer operations?	
4	Are industrial/commercial customers are charged a different rate? If so:	
a	What is the number of industrial/commercial customers charged at this rate?	
b	What is the rate charged to each industrial/commercial customer?	
5	Is there any other revenue generated from other sources? If so, how much?	

Description of categories:

Source of Supply:	<p>Items covered under this category relate to the maintenance of the surface watershed for surface water supplies and the recharge area for groundwater supplies.</p> <ul style="list-style-type: none"> • Wages and benefits • Maintenance of Source of Supply Surface Watersheds including Travel • Maintenance of Source of Supply Groundwater Recharge Areas including Travel • Wellhead maintenance, signage, gravel for roads, fencing and travel to undertake work. • Professional Services • Other
Power and Pumping:	<p>Items covered under this category relate to the operation and maintenance of all pumping equipment associated with the water system including supply pumps for surface water, supply/well pumps for groundwater and booster pumps to boost water pressure in the distribution network.</p> <ul style="list-style-type: none"> • Wages and Benefits • Maintenance of Pumps and Controls including Travel • Electricity • Fuel for Generators and Building Heat • Professional Services • Other
Water Treatment:	<p>Items covered under this category relate to the operation and maintenance of the water treatment equipment associated with water system including operation and maintenance of water treatment plants and chlorination systems.</p> <ul style="list-style-type: none"> • Wages and Benefits • Maintenance of Pump Station Structures including Travel • Electricity and Fuel • Chemicals • Maintenance of Treatment Plant Equipment • Maintenance of Pump Station Structures • Maintenance of Computer Controls and SCADA • Materials and Supplies • Sludge Handling and Disposal • Water Testing • Vehicle Expense Including Vehicles and Operating Costs • Professional Services • Other
Transmission and Distribution:	<p>Items covered under this category relate to the operation and maintenance of all the water transmission and distribution system including the operation and maintenance of reservoirs/storage tanks, customer services/laterals and fire hydrants (if installed).</p> <ul style="list-style-type: none"> • Wages and Benefits • Maintenance of Water Mains including Valves • Maintenance of Service Laterals to the Property Boundary • Maintenance of Water Reservoirs and Storage Tanks • Maintenance of Hydrants including Hydrant Valves • Cell Phones and Dedicated Communication Lines • Supplies/Materials/Tools and Equipment • Leak Detection • Vehicle Expense Including Vehicles and Operating Costs • Professional Services • Other
Administration and General:	<p>Items covered under this category relate the overall administration of the water system including customer service, billing, annual audits and the provision of insurance.</p> <ul style="list-style-type: none"> • Wages and Benefits • Administrative Office/Phones/Billing/Supplies • Allowance for Doubtful Accounts • Rents/Building Operation/Maintenance • Liability and Facility Insurance • Regulatory/Legal/Auditor • Professional Services • Other