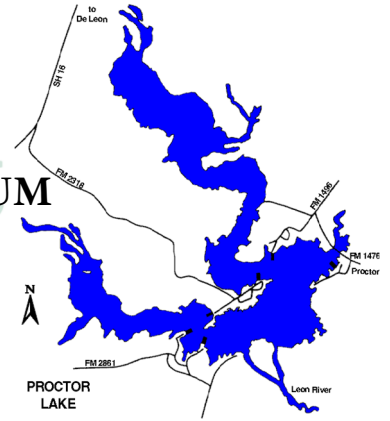


# Upper Leon River Municipal Water District

## MEMORANDUM



**TO: ALL**

**SUBJECT: DISINFECTANT CONVERSION**

**DATE: OCTOBER 6, 2023**

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**TO ALL:**

Upper Leon River MWD Proctor Water Treatment Plant is situated and prepared to perform a Disinfectant Conversion on the Finished Water pumped into the system. This two-step conversion will temporarily change the primary disinfectant from Chloramine to Free Chlorine for a period less than 30 days, before being converted back to Chloramine. This is a TCEQ-approved process which can provide benefits to Systems that achieve conversion. However, there are complications that can arise if Systems do not follow through with the steps necessary complete the conversion process.

**PROPOSED DATES:**     **October 12, 2023 – Step 1,** begin the conversion from chloramine to free chlorine  
                                  **November 2, 2023 – Step 2,** begin the conversion from free chlorine back to chloramine

**NOTICE TO TCEQ & STATE SAMPLING CONTRACTOR:** October 1, 2023 began the last quarter of 2023 for routine distribution sampling. Upper Leon River MWD has informed the TCEQ of our intent to perform a disinfectant conversion as well as the proposed schedule. It would be prudent to contact the TCEQ Regional office responsible for your system and the State sampling contractor to coordinate sampling. It is important to schedule distribution sampling dates after the conversion back to chloramine, to ensure that your quarterly samples are not influenced by the conversion process.

**NOTICE TO CUSTOMERS:** It is also important to notify your system's customers of the disinfectant conversion. This can impact customers with specific needs as to the condition of the water, from aquariums to various medical devices and processes. Notice to customers should be provided at the beginning of Step 1: conversion from chloramine to free chlorine and the beginning of Step 2: conversion from free chlorine back to chloramine.

**SYSTEM MAINTENANCE REQUIREMENTS:** Of the items mentioned, none are more important to the success and benefits of a disinfectant conversion than the maintenance required to completely turn the water over in your systems, both for Step 1 and Step 2.

- **Step 1:** the Proctor Water Treatment Plant will convert to using free chlorine only. Once the conversion process begins, additional monitoring will be required to know when the conversion moves completely through the Plant, transmission lines and ultimately to the District's customer meters. The District will utilize all available options to facilitate moving the free chlorine-converted water to your respective master meters as quickly as possible. When free chlorine is present at your master meter, each entity will need to pull the water completely through your system as quickly as possible, employing necessary methods to flush the chloramine water out and replace it with free chlorine water. This will be indicated by the absence of free ammonia in sample testing. Special attention should be given to dead-end mains, looped lines, areas of traditionally low disinfectant residuals, and other areas where maintaining a desired residual is problematic. This is a very important step that cannot be over-emphasized in an effective disinfectant conversion program and is necessary for the free chlorine to do its job. Flushing is needed until your entire systems are measuring only a free chlorine residual. The Proctor Water Treatment Plant will continue disinfecting with free chlorine for a minimum of two weeks, ideally three, if we can begin on the proposed start date of October 12, 2023.

- **Step 2:** You will be contacted before the actual start date of Step 2, which will be after all systems have had the opportunity to utilize free chlorine for its intended benefits. Once Step 2 begins, the District will convert from free chlorine back to chloramine disinfectant. It will, again, be necessary to flush your distribution lines of free-chlorine water and replace it with chloraminated water until a minimum 0.5 mg/L total chlorine residual is present at any point in your system. Tests indicating the presence of free ammonia will also confirm the conversion back to chloramine.

**WHAT IS NEEDED:** There is a short list of supplies needed, but they are essential. Disinfectant residual testing will change from testing total chlorine (for chloramines) to testing free chlorine which includes different sample packets. The District will have a number of free chlorine test packets at the plant available for no charge. There will be times during both steps of the conversion process that very low chlorine residual values will be measured. It is important to know what these readings indicate to ensure that the disinfectant conversion is being accomplished in all Systems in both steps.

Upper Leon River Municipal Water District is ready to answer any questions you may have before, during, and after this process, and we are willing to help each system in any way we can. As we are past the normal peak demands of Summer, it is to our advantage to move forward with the disinfectant conversion during this time of year.

As noted previously, this is a TCEQ-approved process, but it does not relieve us from their oversight with emphasis on returning to normal operations following the conversion. The accompanying document is made available by the TCEQ and can be shared with the public along with your customer notification.

Please contact us at your earliest convenience as we are prepared to move forward on Thursday, October 12, 2023. Contact any of the following District Personnel for additional information.

Carroll Abbey	Water & Wastewater Superintendent	o. 254-879-2228	c. 325-330-1068
Rick Taylor	Lab Manager	o. 254-879-2228	c. 254-842-4907
Matt Byrd	Assistant General Manager	o. 254-879-2258	c. 254-979-3172
Gary Lacy	General Manager	o. 254-879-2258	c. 325-330-1222

Kind Regards,

Upper Leon River MWD