

NOTES AND INSTRUCTIONS

A) ANSWER ALL THE QUESTIONS ON PAGES 1, 2, 3, & 4.

Answer all the questions on each page completely before proceeding to the next page. Click on the Link at the bottom of the page to "jump" to the corresponding page.

B) PROCEED TO PAGE 5 FOR YOUR QUARTERLY METER REPORT.

Check to make sure the Quarterly Meter Report is completely filled out. If data is missing, go back through pages 1, 2, 3, & 4 and make sure all questions have been answered.

C) SAVE THE SPREADSHEET AND E-MAIL IT TO THE KENTUCKY PUBLIC SERVICE COMMISSION

Click on the Link below to proceed to e-mail, attach this completed spreadsheet and hit send

[George W. Wakim, Water & Sewer Branch Manager](#)

D) PRINT OUT THE QUARTERLY METER REPORT FOR YOUR RECORDS

E) TABLE OF CONTENTS

Click on the Link below to proceed to that page

- [1 - GENERAL INFORMATION](#) Information pertaining to the utility and quarterly meter report.
- [2 - METER STATISTICS](#) Information pertaining to number of meters tested and in system.
- [3 - METER TESTING](#) Information pertaining to meter test results.
- [4 - METER & REFUND INFORMATION](#) Information pertaining to customers and refunds.
- [5 - QUARTERLY REPORT](#) Information summarized into the quarterly report for printing.

E) REGULATION 807 KAR 5:066 Section 16. Periodic Tests.

(1) Each utility shall test periodically all water meters so that no meter will remain in service without test for a period longer than specified in the following table:

SIZE OF METER (inches)	INTERVAL BETWEEN TEST YEARS
5/8	10
5/8 x 3/4	10
3/4	10
1	10
1 1/4	4
1 1/2	4
2	4
3	2
4 and larger	1

- A) What is the name of your utility? _____
- B) What is the street address of your utility? _____

- C) What city is your utility in? _____
- D) What is your zip code? _____
- E) What test year are you reporting on? _____
- F) What quarter are you reporting on (1, 2, 3, or 4)? _____

A) How many 5/8" meters are in your system? _____

B) How many meters are to be tested this year? _____

C) How many meters have been tested this year (including this quarter)? _____

RESIDENTIAL

D) How many metered residential customers are in your system? _____

E) How many non-metered residential customers are in your system? _____

COMMERCIAL

F) How many metered commercial customers are in your system? _____

G) How many non-metered commercial customers are in your system? _____

INDUSTRIAL

H) How many metered industrial customers are in your system? _____

I) How many non-metered industrial customers are in your system? _____

OTHER

J) How many metered customers are in your system other than those listed above? _____

K) How many non-metered customers are in your system other than those listed above? (includes fire hydrants) _____

LAST 5 YEARS

- A) How many meters in your system were last tested within the past 5 years?
(include new meters put into service) _____
- B) How many of those were tested this quarter?
(include new meters put into service) _____
- C) How many of those tested within $\pm 2\%$ error limit? _____
- D) How many of those tested more than 2% fast? _____
- E) How many of those tested more than 2% slow? _____
- F) How many of those tested were non-registering? _____

5 - 8 YEARS

- G) How many meters in your system were last tested 5 - 8 years ago? _____
- H) How many of those were tested this quarter? _____
- I) How many of those tested within $\pm 2\%$ error limit? _____
- J) How many of those tested more than 2% fast? _____
- K) How many of those tested more than 2% slow? _____
- L) How many of those tested were non-registering? _____

9 YEARS

- M) How many meters in your system were last tested 9 years ago? _____
- N) How many of those were tested this quarter? _____
- O) How many of those tested within $\pm 2\%$ error limit? _____
- P) How many of those tested more than 2% fast? _____
- Q) How many of those tested more than 2% slow? _____
- R) How many of those tested were non-registering? _____

10 YEARS

- S) How many meters in your system were last tested 10 years ago? _____
- T) How many of those were tested this quarter? _____
- U) How many of those tested within $\pm 2\%$ error limit? _____
- V) How many of those tested more than 2% fast? _____
- W) How many of those tested more than 2% slow? _____
- X) How many of those tested were non-registering? _____

10+ YEARS

- Y) How many meters in your system were last tested more than 10 years ago? _____
- Z) How many of those were tested this quarter? _____
- AA) How many of those tested within $\pm 2\%$ error limit? _____
- AB) How many of those tested more than 2% fast? _____
- AC) How many of those tested more than 2% slow? _____
- AD) How many of those tested were non-registering? _____

UNKNOWN

- AE) How many meters in your system were last tested more than 10 years ago? _____
- AF) How many of those were tested this quarter? _____
- AG) How many of those tested within $\pm 2\%$ error limit? _____
- AH) How many of those tested more than 2% fast? _____
- AI) How many of those tested more than 2% slow? _____

METER INFORMATION

- A-1) Do you have a periodic meter test program (Yes or No)? _____
- A-2) If No, list Sample Method Plan and Case Number. _____
- B) How many meters were removed from service and tested for this reporting quarter? _____
- C) How many new service connections (meters) were installed this reporting quarter? _____
- D) Who tests the meters? _____
- E) What does the utility do with meters that test more than 2% fast or 2% slow? _____
- F) How many meters were tested at the request of a customer? _____
- G) How many meters were tested at the request of the Commission? _____

FOR THIS REPORTING QUARTER

- H) What is the number of meters on which refunds were made? _____
- I) What is the total amount of refunds made? _____
- J) How many customers were billed for slow meters? _____
- K) What is the total amount billed on slow meters? _____
- L) How many customers were billed for non-registering meters? _____
- M) What is the total amount billed on non-registering meters? _____

INFORMATION IN THIS REPORT

- N) Who is responsible for the information concerning meter testing? _____
- O) What is the title of the individual named in above question? _____
- P) Who is responsible for the information concerning customers and refunds? _____
- Q) What is the title of the individual named in above question? _____
- R) What is the date of submittal for this report? _____

QUARTERLY METER REPORT
TO THE KENTUCKY PUBLIC SERVICE COMMISSION

GENERAL INFORMATION

NAME OF UTILITY _____	QUARTER _____
ADDRESS _____	TEST YEAR _____
CITY, STATE, ZIP _____	DATE SUBMITTED _____

METER STATISTICS

CUSTOMER TYPE	METERED	NON-METERED	TOTAL
RESIDENTIAL			
COMMERCIAL			
INDUSTRIAL			
OTHER			
TOTALS			

STATUS OF METER TEST PROGRAM	QUANTITY
METERS TO BE TESTED THIS YEAR	
METERS TESTED THIS YEAR (TO DATE)	
METERS STILL TO TEST THIS YEAR	

METER TESTING

YEARS SINCE METER WAS LAST TESTED	METER TEST RESULTS				METERS TESTED	METERS NOT TESTED
	WITHIN ±2%	> 2% FAST	> 2% SLOW	NR*		
NEW - 5 YEARS						
5 - 8 YEARS						
9 YEARS						
10 YEARS						
10+ YEARS						
UNKNOWN						
TOTALS						
PERCENT						

* Non-Registering

PERIODIC METER TEST PROGRAM	
CASE NUMBER and/or SAMPLE METHOD PLAN	
METERS REMOVED FROM SERVICE AND TESTED THIS QUARTER	
NEW SERVICE CONNECTIONS (METERS) INSTALLED THIS QUARTER	
TOTAL METERS TESTED THIS QUARTER	
UTILITY OR APPROVED AGENCY DOING METER TESTING	
METERS THAT TEST MORE THAN 2% FAST OR 2% SLOW	

CUSTOMER AND REFUND INFORMATION

NUMBER OF TESTS MADE AT CUSTOMER'S REQUEST	
NUMBER OF TESTS MADE AT COMMISSION'S REQUEST	
NUMBER OF METERS ON WHICH REFUNDS WERE MADE	
TOTAL AMOUNT OF REFUNDS MADE DURING THIS QUARTER	
NUMBER OF CUSTOMERS BILLED FOR SLOW METERS	
TOTAL AMOUNT BILLED ON SLOW METERS	
NUMBER OF CUSTOMERS BILLED FOR NON-REGISTERING METERS	
TOTAL AMOUNT BILLED ON NON-REGISTERING METERS	

METER TESTING INFORMATION APPROVED BY:

CUSTOMER & REFUND INFORMATION APPROVED BY:

SIGNED _____
 TITLE _____

SIGNED _____
 TITLE _____