

Florida Water Loss Program

Level 1 Water Audit Validation Session: How to Prepare

The Level 1 Water Audit Validation will be a ~2-hour teleconference with shared screen during which your Water Audit Team and a member of the FWLP team will discuss your water audit and the data that supports it.

To prepare for the session, you will need to **gather and provide to us** the following documents and data. Do the best you can! If you can't provide every item requested, please do what you are able and note any gaps in the data for us to discuss. You also have the option to schedule a pre-conference meeting with your assigned Water Audit Validator to go over any questions to ensure readiness for the validation session.

Documents to send to the FWLP Team:

Required documentation for Level 1 Validation:

- Completed **AWWA Free Water Audit Software Version 6** (Excel Spreadsheet)
- Volume from Own Sources** broken down by month and finished water supply meter
- Water Imported** broken down by month by meter
- Water Exported** broken down by month by meter
- Supply meter testing** and/or calibration documentation
- Authorized Consumption** broken down by month and use type (e.g. charge status, water type, customer class)

Supplemental documentation:

- System schematic** showing at least locations of Own Source, Import, and Export meters
- Customer Meter Inaccuracy** derivation
- Average Operating Pressure** derivation
- Customer Retail Unit Cost** derivation
- Variable Production Cost** derivation

How to send your documents:

Once you've gathered your supporting documentation, please proceed to the program website to upload your files: <https://www.floridawaterloss.org/archive-data-upload>.

When to send your documents:

Please provide us with your documents **at least 1 week before** your scheduled call.

As always, if you have any questions, please don't hesitate to reach out by emailing the Program Management Team at team@floridawaterloss.com, or visit www.floridawaterloss.org.