

The Weekly Pool/Spa Operation Report was conceived in 2005 but has been recently revised to clarify certain information and to simplify the confusing format of the section for recording test results. This form is required to be completed by the public swimming pool operator to record specific information about pool operation and water quality parameters. To avoid the need for multiple report forms this one is designed to meet the requirements in the rules AND the needs of the operator for information required to properly operate the pool.

These directions should help those seeking to properly and correctly complete the various sections of the attached Weekly Pool/Spa Operation Report:

1. The facility address and type

Weekly Pool / Spa Operation and Injury Report

Week Beginning: _____

Name of Facility		Type <input type="checkbox"/> Outdoor <input type="checkbox"/> Indoor <input type="checkbox"/> Pool <input type="checkbox"/> Dive well <input type="checkbox"/> Wading pool <input type="checkbox"/> Spa <input type="checkbox"/> Special Use Pool	Special Feature <input type="checkbox"/> Flume slide <input type="checkbox"/> Kiddee slide <input type="checkbox"/> Rec. slide <input type="checkbox"/> Rain drop <input type="checkbox"/> Speed slide <input type="checkbox"/> Wet deck <input type="checkbox"/> Drop slide Other _____	Design -see data sheet/approved plans Pool/ Spa Surface Area (sf)
Address: Number & Street				Required Turnover Rate (gpm)
City	County			Max Allowable Flow (gpm)

The first ten spaces request basic information about facility identification, the time period, the type of aquatic facility, and basic design information

2. a. Water Quality Parameters

Op = Operator initials			Disinfectant: <input type="checkbox"/> Chlorine <input type="checkbox"/> Bromine Secondary Disinfection: _____	
Op	TC	TBr	TC = Total Chlorine	TBr = Total Bromine, only, is tested since bromamines are an effective disinfectant
am	-FC		--FC = Free Chlorine	
pm			CC = Combined Chlorine	
pH				

The heading for this section first provides a template to explain how the test results are entered into different fields on the report.

- This section first asks for the primary disinfectant used and of any secondary reagents. For example: knowing a pool uses Bromine will explain why only the Total Bromine reading is tested and recorded. Knowing a pool uses Potassium Monopersulfate to superchlorinate will prompt the use a modified test kit to properly measure DPD readings.

b. Water Quality Tests

Sunday date:	Op	TC / TBr	Op	TC / TBr	Op	TC / TBr	Op	TC / TBr	Op	TC / TBr
		JFK	2.0							
	10 am	FC								
	pm	--								
	pH	CC								
	7.4	1.5								

The **first** column in this section asks for the date that applies for the day of the week. The **second** and **third** columns, combined, are broken into blocks of six spaces used to record the results from **one** test; there are **six** such blocks for each day of the week.

- The **first space**, second column, asks for the initials of the operator performing tests.
- The **second space**, second column, asks for the time of the test
- The **third space**, second column, asks for the pH reading
- The **first space**, third column, asks for the Total Chlorine (TC) or Total Bromine (TBr) reading.
- The **second space**, third column, asks for the Free Chlorine (FC) reading **only**.
- The **third space**, third column, asks for the Combined Chlorine (CC) reading **only**.

NOTE: T

he fields in the third column are arranged vertically as an equation: the rules require results for the Total Chlorine and Free Available Chlorine (FC) to determine the Combined Chlorine (CC). Although the rules do not provide a value current literature suggests that a

combined chlorine level of .2 ppm or higher indicates incomplete oxidation of organic matter in the pool, which can affect the disinfection process and water quality balance.

NOTE: 2(b)(1-6) represent the water quality parameters for ONE of the required daily tests. Most pools will do four tests each day starting when the pool first opens. If an auto-controller is used only one test is required every 24 hours. If pool operator chooses to perform hourly tests they can complete the first six spaces and then use a second Weekly Pool/Spa Operation Report to record six additional tests for a total of twelve.

3. Chemical usage and adjustments

a.

Cyanuric Acid (ppm) -weekly Total	Alkalinity (ppm) -weekly Total	Dissolved Solids	Water Temp ° F	Water Clarity	Potassium Monopersulfate	ORP	Super Chlorination	Acid / pH	Flow meter (gpm)	Pressure/Vacuum gauge (psi)	Filter backwash	Pool Drained	Air Temp ° F	Weather	Bather Load		
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This section of 18 vertical spaces asks about the type and amount of chemicals used daily to control water quality and of other operational issues such as bather load. Not all of these items are required in the rules but are important for the operator to monitor overall water quality. There are two spaces the operator can use to record additional information.

This completes the first page.

4. Page Two-the backside of the report

- The Table in the first column represents refresher information about basic pool calculations;
- The Table in the second column represents refresher information about basic water chemistry and proportions for controlling common water quality parameters;
- The next Table asks for information pertaining to ANY incidents at the pool involving Fecal/Blood/or Vomitus. This is REQUIRED information to document incidents and to provide information to investigate a suspected outbreak.
- The next Table asks for information pertaining to ANY accidents at the pool. This too is REQUIRED information to document incidents and to help with investigations.
- The final section is for the operator to record anything worthwhile. It could be the weather, to address an equipment malfunction causing the pool to close, or it could make mention of a nuisance complaint investigation by the health district.

If there are any questions about this report form please contact the swimming pool program at: 614.466.1390.

Weekly Pool / Spa Operation and Injury Report

Weak Beginning: _____

Name of Facility _____
 Address: Number & Street _____
 City _____ County _____

Type
 Outdoor
 Pool
 Wading pool
 Special Use Pool
 Indoor
 Dive well
 Spa
 Special Feature
 Flume slide
 Rec. slide
 Speed slide
 Drop slide
 Kiddie slide
 Rain drop
 Wet deck
 Other: _____

Design-see data sheet/approved plans
 Pool/ Spa Surface Area (sf) _____
 Required Turnover Rate (gpm) _____
 Max Allowable Flow (gpm) _____

First reading at opening, see rules 3701-31-06(A), 07(A)(2), and 07(B)(5)
 Op = Operator initials
 Disinfectant: Chlorine Bromine
 Secondary Disinfection: _____
 TC = Total Chlorine
 FC = Free Chlorine
 CC = Combined Chlorine
 TBr = Total Bromine, only, is tested since bromamines are an effective disinfectant

Day	Op		Op		Op		Op		Op		Op		Op		Cyanuric Acid (ppm) -weekly	Total Alkalinity (ppm) -weekly	Total Dissolved Solids	Water Temp ° F	Water Clarity	Potassium Monopersulfate	ORP	Super Chlorination	Acid / pH	Flow meter (gpm)	Pressure/Vacuum gauge (psi)	Filter backwash	Pool Drained	Air Temp ° F	Weather	Bather Load		
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm																		
Sunday	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC
	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	
	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	
Monday	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC
	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	
	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	
Tuesday	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC
	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	
	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	
Wednesday	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC
	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	
	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	
Thursday	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC
	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	
	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	
Friday	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC
	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	
	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	
Saturday	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC	Op	TC	FC	CC
	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	pH	am	FC	CC	
	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	pH	pm	FC	CC	

