

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

[Division of Inspections: PSC.Water.Notice@ky.gov](mailto:PSC.Water.Notice@ky.gov)

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