

## Instructions for Daily Fluoridation Report (Excel format)

This report is designed for the Microsoft Excel user. Data may be entered directly into the fields provided. For each Yes/No question, an “X” may be entered into the field.

### Notes:

- 1.) The user must select the “Type of fluoride chemical used” (Section II, No. 1) by entering an “X” in the box adjacent to the chemical used. The fluoride ion dosage will not calculate if the user fails to select a chemical.
- 2.) If the user selects more than one chemical, the fluoride ion dosage will be calculated based on the first chemical selected.
- 3.) If the user selects an incorrect chemical, the fluoride ion dosage will be incorrectly calculated.
- 4.) The percent purity of the fluoride chemicals must be accurately entered for the fluoride ion dosage to be calculated. For sodium fluoride use 98%. For sodium silico-fluoride ( $\text{Na}_2\text{SiF}_6$ ) use 98-99 %. For hydrofluosilicic acid ( $\text{H}_2\text{SiF}_6$ ) use 23 – 30 %, as required by your delivered chemical strength.
- 5.) The dosage values in the 5<sup>th</sup> column under “Calculated Fluoride Ion Dosage (ppm)” and as calculated in the field labeled “**If you use a saturator:** calculate monthly Fluoride Ion Dosage” are adjusted by a value of **+0.1 ppm** to account for an average natural fluoride concentration in our source waters.
- 6.) If no water (zero gallons of treated water) is pumped during any day, the fields for that day must be left blank as shown in the examples on the 25<sup>th</sup> of the month.

*MassDEP and Mass DPH hereby acknowledge Mr. Lawrence E. Guilmartin of H<sub>2</sub>O Software of Groton for voluntarily contributing this reporting form for the convenience of Massachusetts' public water systems.*