

W03.1 – Monitor Chemical and Biological Water Quality

On-going Data Report (for annual tracking)

WELL Building Standard™ version 2 (WELL v2™), Q1 2021 addenda



HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create an **ongoing data report** for annual WELL v2 tracking of this Feature. Note that ongoing data reports are submitted to WELL Online per the scheduled listed in part requirements and are not submitted for initial certification.

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This document and similar tools are intended to assist projects in their pursuit of WELL v2 but use of this document and/or similar tools are in no way a guarantee of achievement of any rating or designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation.

Note: The below document is based on the Q1 2021 addenda of the WELL Building Standard™ version 2 (WELL v2™). Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.

FEATURE PART REQUIREMENTS:

The following requirements are met:

- a. *The following water parameters are sampled at intervals of no less than once per year:*
 1. *Turbidity.*
 2. *pH.*
 3. *Residual (free) chlorine.*
 4. *Total coliforms, only if residual chlorine is below detection limits.*
 5. *Any other water parameter found at 80% or above its threshold listed in W02 Part 1, as stated in the Final WELL Report or in subsequent annual sampling. Testing occurs only at the locations where parameters were found to be at 80% or above its threshold and testing takes place at least annually until the sample is below 80% of the threshold.*
- b. *The number and location of sampling points for on-going monitoring complies with the requirements outlined in the Performance Verification Guidebook.*
- c. *The water quality results are submitted annually through the WELL digital platform.*

WELL Core Guidance:

Meet these requirements in non-leased spaces.



The below sample documentation is intended to provide guidance in creating an on-going Data Report. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

Example On-going Data Report for Feature W03.1

The following tables are completed annually by the facilities team led by [name, title] and uploaded to the WELL Online digital platform. They are also posted in the company's internal shared drive, in the [folder name] folder. The number and general location of sampling points was determined by the [WELL Performance Verification Guidebook](#). Each parameter is tested at least once per year, typically in [month].

Measures with values below equipment's detection limits are shown as 'ND' (non detected). In these cases, detection limits are stated in the 'Notes'.

The project is an [X] square foot [X]-story office with open and private offices, lobby, four bathrooms, pantry, and breakroom. Guideline values have been added to allow staff to understand if results of testing indicate a need for further action.

YEAR 1 MEASUREMENTS - [DATE]

Turbidity (3 sample points, 3 samples taken at each location)					
Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: 04/03/21	Sample 1: 0.56 Sample 2: 0.58 Sample 3: 0.61	Ex: <=1	NTU	
Ex: Mens bathroom faucet Room 113	Ex: 04/03/21	Sample 1: 0.62 Sample 2: 0.60 Sample 3: 0.64	Ex: <=1	NTU	
Ex: Womens bathroom faucet Room 214	Ex: 04/03/21	Sample 1: 0.54 Sample 2: 0.58 Sample 3: 0.62	Ex: <=1	NTU	

*Guideline values are taken from WELL v2 W01 - Water Quality Indicators

pH (3 sample points, 1 sample taken at each location)					
Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: 04/03/21	Ex: 7.2	6.5-8.5	pH	
Ex: Mens bathroom faucet Rm113	Ex: 04/03/21	Ex: 7.3	6.5-8.5	pH	
Ex: Womens bathroom faucet Rm214	Ex: 04/03/21	Ex: 7.0	6.5-8.5	pH	

*Guideline values are referential only and based on water treatment equipment manufacturer recommendations. If values are outside of the range, it is recommended to consult with a water specialist to determine the possible cause of the pH variation and adjust the system accordingly.

Residual (Free) Chlorine (3 sample points, 3 samples taken at each location)					
Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: 04/03/21	Sample 1: 0.9 Sample 2: 0.8 Sample 3: 0.9	Ex: 0.2-2.0	mg/L	
Ex: Mens bathroom faucet Rm113	Ex: 04/03/21	Sample 1: 0.7 Sample 2: 0.8 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	
Ex: Womens bathroom faucet Rm214	Ex: 04/03/21	Sample 1: 0.8 Sample 2: 0.9 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	

*Guideline values are taken from guidance from the national health organization the [US CDC on Free Chlorine Testing](#) (the team selected this guideline to follow).

Total Coliforms (3 sample points, 1 sample taken per location if required)

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed because residual (free) chlorine was detected.
Ex: Mens bathroom faucet Rm113	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.
Ex: Womens bathroom faucet Rm214	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.

*Guideline values are taken from WELL v2 [W01 Fundamental Water Quality](#).

The following parameters are measured because they were found at 80% < test result < 100% of the threshold listed in W02 Part 1, as stated in the Final WELL Report or in subsequent annual sampling. Tests are only required to happen at the locations where parameters were found at those levels and only need to be tested until results fall below 80% of the threshold. *[Note, these are examples from an example project.]*

Copper - Final WELL Report Results: 1.9 mg/L

Testing location(s): men's bathroom faucet Rm 113 and women's bathroom faucet Rm 214

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: Mens bathroom faucet Rm113	Ex: 04/03/21	Ex: 1.3	Ex: 2	mg/L	Test results are less than 80% of feature threshold, so testing for copper will not be included as part of next year's testing.
Ex: Womens bathroom faucet Rm214	Ex: 04/03/21	Ex: 1.1	Ex: 2	mg/L	Test results are less than 80% of feature threshold, so testing for copper will not be included as part of next year's testing.

*Guideline values are taken from WELL v2 [W02 Drinking Water Quality](#).

Total Trihalomethanes (TTHM) - Final WELL Report Results: 0.07 mg/L

Testing location(s): 2nd floor pantry drinking water faucet and women's bathroom faucet Rm 214

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: 04/03/21	Ex: 0.08	Ex: 0.08	mg/L	Test results are at 100% of the WELL threshold. The facilities team will look into what is causing these levels of TTHM to see if there is a way to reduce the levels. The project will continue to test for TTHM next year.
Ex: Womens bathroom faucet Rm214	Ex: 04/03/21	Ex: 0.07	Ex: 0.08	mg/L	Test results are over 80% of WELL threshold. The facilities team will look into what is causing these levels of TTHM to see if there is a way to reduce the levels. The project will continue to test for TTHM next year.

*Guideline values are taken from WELL v2 [W02 Drinking Water Quality](#).

YEAR 2 MEASUREMENTS - [DATE]
Turbidity (3 sample points, 3 samples taken at each location)

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: 04/01/22	Sample 1: 0.49 Sample 2: 0.51 Sample 3: 0.48	Ex: <=1	NTU	
Ex: Mens bathroom faucet Rm113	Ex: 04/01/22	Sample 1: 0.63 Sample 2: 0.61 Sample 3: 0.62	Ex: <=1	NTU	
Ex: Womens bathroom faucet Rm214	Ex: 04/01/22	Sample 1: 0.56 Sample 2: 0.55 Sample 3: 0.55	Ex: <=1	NTU	

*Guideline values are taken from WELL v2 W01 - Water Quality Indicators

pH (3 sample points, 1 sample taken at each location)

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet		Ex: 7.1	6.5-8.5	pH	
Ex: Mens bathroom faucet Rm113		Ex: 7.2	6.5-8.5	pH	
Ex: Womens bathroom faucet Rm214		Ex: 7.0	6.5-8.5	pH	

*Guideline values are referential only and based on off of water treatment equipment manufacturer recommendations. Values outside of this range may adversely affect the treatment system and even cause pipe corrosion. If values are outside of the range it is recommended to consult with a water specialist, the facilities team will perform an analysis to determine the possible cause of the pH variation and adjust the system accordingly.

Residual (Free) Chlorine (3 sample points, 3 samples taken at each location)

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet		Sample 1: 0.7 Sample 2: 0.9 Sample 3: 0.9	Ex: 0.2-2.0	mg/L	
Ex: Mens bathroom faucet Rm113		Sample 1: 0.8 Sample 2: 0.9 Sample 3: 0.7	Ex: 0.2-2.0	mg/L	
Ex: Womens bathroom faucet Rm214		Sample 1: 0.7 Sample 2: 0.8 Sample 3: 0.7	Ex: 0.2-2.0	mg/L	

*Guideline values are taken from guidance from the national health organization the US CDC on Free Chlorine Testing (the team selected this guideline to follow).

Total Coliforms (3 sample points, 1 sample taken per location if required)					
Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed because residual (free) chlorine was detected.
Ex: Mens bathroom faucet Rm113	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.
Ex: Womens bathroom faucet Rm214	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.

*Guideline values are taken from WELL v2 W01 Fundamental Water Quality.

The following parameters are measured because they were found at 80% < test result < 100% of the threshold listed in W02 Part 1, as stated in the Final WELL Report or in subsequent annual sampling. Tests are only required to happen at the locations where parameters were found at those levels and only need to be tested until results fall below 80% of the threshold. *[Note, these are examples from an example project.]*

Total Trihalomethanes (TTHM) - Final WELL Report Results: 0.07 mg/L Testing location(s): 2nd floor pantry drinking water faucet and women's bathroom faucet Rm 214					
Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: April 3, 2021	Ex: 0.03	Ex: 0.08	mg/L	Test results are less than 80% of feature threshold, so testing for TTHM will not be included as part of next year's testing.
Ex: Womens bathroom faucet Rm214	Ex: April 3, 2021	Ex: 0.02	Ex: 0.08	mg/L	Test results are less than 80% of feature threshold, so testing for TTHM will not be included as part of next year's testing.

*Guideline values are taken from WELL v2 W02 Drinking Water Quality.

YEAR 3 MEASUREMENTS - [DATE]

Turbidity (3 sample points, 3 samples taken at each location)					
Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet		Sample 1: 0.42 Sample 2: 0.45 Sample 3: 0.43	Ex: <=1	NTU	
Ex: Mens bathroom faucet Rm113		Sample 1: 0.47 Sample 2: 0.45 Sample 3: 0.46	Ex: <=1	NTU	
Ex: Womens bathroom faucet Rm214		Sample 1: 0.49 Sample 2: 0.48 Sample 3: 0.46	Ex: <=1	NTU	

*Guideline values are taken from WELL v2 W01 - Water Quality Indicators

pH (3 sample points, 1 sample taken at each location)					
Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet		Ex: 7.1	6.5-8.5	pH	
Ex: Mens bathroom faucet Rm113		Ex: 7.2	6.5-8.5	pH	
Ex: Womens bathroom faucet Rm214		Ex: 7.0	6.5-8.5	pH	

*Guideline values are referential only and based on/off of water treatment equipment manufacturer recommendations. Values outside of this range may adversely affect the treatment system and even cause pipe corrosion. If values are outside of the range it is recommended to consult with a water specialist, the facilities team will perform an analysis to determine the possible cause of the pH variation and adjust the system accordingly..

Residual (Free) Chlorine (3 sample points, 3 samples taken at each location)					
Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet		Sample 1: 0.7 Sample 2: 0.6 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	
Ex: Mens bathroom faucet Rm113		Sample 1: 0.6 Sample 2: 0.8 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	
Ex: Womens bathroom faucet Rm214		Sample 1: 0.7 Sample 2: 0.6 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	

*Guideline values are taken from guidance from the national health organization the [US CDC on Free Chlorine Testing](#) (the team selected this guideline to follow).

Total Coliforms (3 sample points, 1 sample taken per location if required)					
Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed because residual (free) chlorine was detected.
Ex: Mens bathroom faucet Rm113	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.
Ex: Womens bathroom faucet Rm214	Ex: NA	Ex: NA	Ex: ND	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.

*Guideline values are taken from WELL v2 [W01 Fundamental Water Quality](#).

The following parameters are measured because they were found at 80% < test result < 100% of the threshold listed in W02 Part 1, as stated in the Final WELL Report or in subsequent annual sampling. Tests are only required to happen at the locations where parameters were found at those levels and only need to be tested until results fall below 80% of the threshold. *[Note, these are examples from an example project.]*

There are no parameters that continue to measure over 80% of the WELL thresholds.

TIPS FOR MULTIPLE LOCATIONS

- For organizations participating in WELL Portfolio or the multiple projects pathway, ongoing data reports must be submitted for each project pursuing this feature part; they are not considered shareable.