

**Office of Drinking Water**  
**Checklist Assessments: Appendix**  
**Calculations for Hydraulic Retention Time and Effective Contact Time**

|  |                            |  |
|--|----------------------------|--|
| Conversions:   |                            |  |
| 1 litre = 0.22 imperial gallons  | 1 litre = 0.264 US gallons | 1 litre = 0.001 m <sup>3</sup>                 |
| 1 imperial gallon = 4.546 litres   | 1 US gallon = 3.785 litres | 1 cubic metre (m <sup>3</sup> ) = 1,000 litres |
| Peak hourly flow should be based on meter data. If there is no meter data:<br>peak day / 24 hours = average hour on peak day<br>Peak Hour Factor (PHF) = 4.0<br>average hour on peak day x Peak Hour Factor (PHF) = peak hourly flow |                            |  |
| hydraulic retention time = storage tank volume / (peak hourly flow)  |                            |  |

**Part 1: Calculations for Hydraulic Retention Time – Atmospheric Tanks**

Example 1 (metric with low float level at 50%):

- peak hourly flow = 45 L/min
- 1,000 US gallons tank
- 1,000 US gallons x 3.785 L/US gallon = 3,785 litres
- 3,785 L x 0.50 = 1,892.5 L
- 1,892.5 L divided 45 L/min = 42 minutes

Example 2 (metric with low float level at 70%):

- Same process as above but x 0.70

Example 3 (US gallons with low float level at 50%):

- peak hourly flow = 15 USGPM
- 1,000 US gallons tank
- 1,000 US gallons x 0.50 = 500 US gallons
- 500 US gallons divided 15 USGM = 33 minutes



**Note: hydraulic retention time is not the same as effective contact time.** To determine effective contact time, short-circuiting in the tank(s) must be considered using a baffle factor (BF).

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**Part 2: Calculations for Hydraulic Retention Time – Pressurized Tanks**

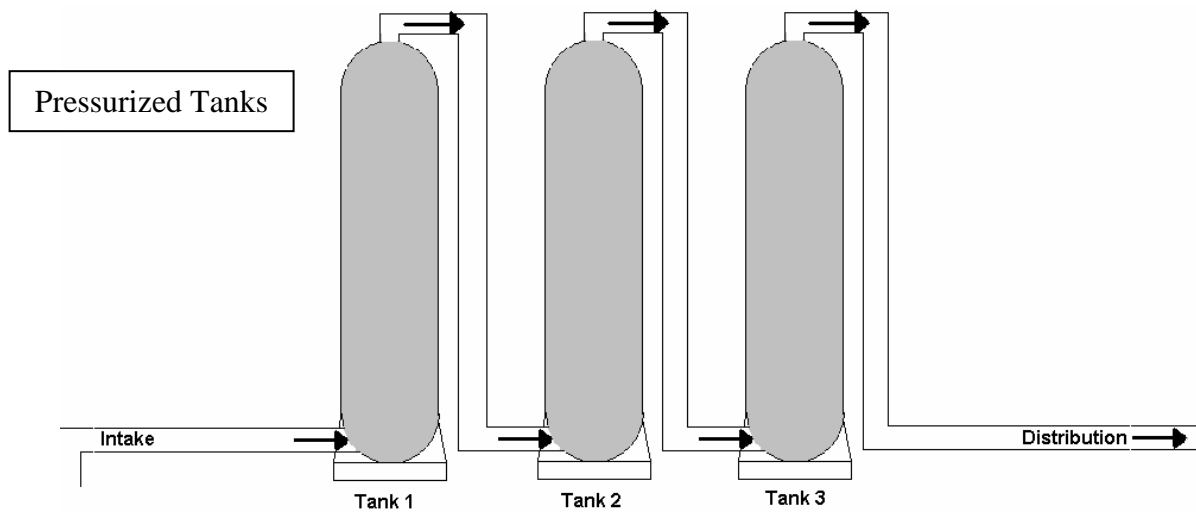
Pressurized (pressure) tanks would follow the same process except the operating tank volume is NOT reduced by a percentage (%) full because the pressure keeps it full all the time during operation.



**Part 3: Calculations for Effective Contact Time, with Baffle Factor  
 Pressurized Tanks, Atmospheric Tanks, and Multiple Tanks in Series**

Baffle factors can be found from the Office of Drinking Water (ODW) document titled:  
 “Filtration and Disinfection Log Reduction Credits” – Table 1: Baffling Factors for Water Storage Systems

A single tank is only eligible for a baffle factor (BF) of 0.1. Two tanks in series has a BF = 0.2, and three tanks in series has a BF = 0.3, etc. The maximum for un-baffled tanks in series is BF = 0.5



**# minutes of effective contact time = (total storage x baffle factor (BF)) / peak hourly flow**  
**OR**  
**total storage required = peak hourly flow x 20 minutes / baffle factor (BF)**

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**TO FIND EFFECTIVE CONTACT TIME:**

Example 4 (3 pressurized tanks in series with baffle factor (BF) = 0.3):

- peak hourly flow = 45 L/min
- 360 US gallons tanks (total)
- 360 US gallons x 3.785 L/US gallon = 1,362.6 L
- 1,362.6 L x BF = 408.8 L total effective volume
- 408.8 L divided 45 L/min = 9 minutes effective contact time

**TO FIND VOLUME OF STORAGE REQUIRED  
TO MEET 20 MINUTES EFFECTIVE CONTACT TIME:**

Example 5:

- peak hourly flow = 45 L/min
- 20 minutes effective contact time
- (45 L/min x 20 minutes effective contact time) / baffle factor (BF) =
- assuming BF = 0.3
- 3,000 L volume of storage required
- Therefore, 3 tanks each 1,000 L would be required.



**# minutes of effective contact time = (total storage x % full x baffle factor (BF)) / peak hourly flow**  
**OR**

**total storage required = peak hourly flow x 20 minutes / baffle factor (BF)**

Atmospheric tanks in series would use the same method as above except the percentage (%) full of each storage tank would have to be applied.