DRINKING WATER PROGRAM
FY 2005 & FY 2006
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Guidance and Reporting Checklist-

February 2006

This Guidance and Reporting Checklist attempts to capture all of the tasks which make up a state's drinking water program. This includes all Primacy elements and other statutory requirements under the Safe Drinking Water Act, and those activities which could be funded with the DWSRF set-aside funds, Operator Certification Expense Reimbursement Grants (ERG) or the state Water Protection Coordination (Security) grants.

This Guidance attempts to capture activities for two years to assist those states wishing to develop two-year workplans and PWSS applications reflecting a two-year budget.

This Guidance links the various aspects of the drinking water program to EPA's Strategic Plan goals, objectives and subobjectives. Example Outputs and Outcomes have also be included, but states are encourage to identify as many Outputs and Outcomes under the various program components as possible.

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All reporting is considered to be via the semi-annual self-assessments, unless noted otherwise.

1. Focus Activities for FY '05-06

These are the activities which need special emphasis during the year due to their importance or due to a regulatory deadline. These are listed here to capture your attention. These activities should not reduce the focus placed on responding to acute health contaminants at all public water systems.

* Continuation of Emergency Preparedness/Increased Security Activities with both state staff and public water suppliers, including responding to threats and emergencies.
* New Rule Development and adoption or submission of extension requests. Implementation of new federal rules to the extent possible under state regulations and as per Extension or Early Implementation Agreements.
* State Specific Activities
* Continuation of Operator Certification Programs and Expense Reimbursement for training
* Continue to improve Quality Systems and documentation of these systems, including revisions to QMPs and/or QAPPs as necessary due to the adoption of new regulations.
* Continue to improve data quality in SDWIS

The reporting on these activities should be done in the corresponding section of the Checklists.

Description of Joint Evaluation Process

The joint evaluation process will include semi-annual progress reports by the state, including the elements of 40 CFR §§ 35.115 and 31.40-41. EPA will assist the state in the development of a reporting checklist tool, completing the status of any known items for the state. The state will further complete the reporting checklist tool and submit to PEA on a semi-annual basis. EPA will review and provide feedback on these progress reports as quickly as possible. EPA will meet with the state, typically planned for mid-year timeframe, to discuss progress under the grant, any obstacles or short comings and make recommendations to the state for corrective action. EPA will provide all findings in writing to the state and may require the submission of a corrective plan by the state. In the event that resources do not allow EPA to meet with the state, e-mail and telephone discussions will take place to complete this evaluation.

DRINKING WATER PROGRAM GUIDANCE AND REPORTING CHECKLIST

Goal 2: Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

Objective 1: Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

Subobjective 1: Water safe to drink

Task	Activity (Also notes statutory/regulatory citations)	Semi-Annual Progress Reporting and Additional Comments Outputs and Outcomes
2. Activities Required to Maintain Public Water System Supervision (PWSS) Program Primacy. See elements of 40 CFR §§142.10, 142.12, 142.14, 142.15, and 142.16. **Outcomes: Implementation of an effective drinking water program as described in the workplan, increasing the knowledge and awareness of water suppliers of drinking water regulations; improved public health protection; increased public awareness of drinking water quality; achievement of compliance with drinking water regulations; measureable progress toward achievement of all outputs.**		
2.1 Data Management **Outputs: ensuring accurate and complete data related to inventory, compliance and enforcement activities are provided to EPA in a timely manner, each quarter;**		
2.1.1	Participate in and follow-up to EPA **Data Verification Audit findings.** State will address major findings of the report and report to EPA on its activities to prevent future occurrences. [Next review is scheduled for July 2005.]	Data Verification Audit was conducted July 2005. To date, we have not received the "Final Data Verification Audit."

Task	Activity (Also notes statutory/regulatory citations)	Semi-Annual Progress Reporting and Additional Comments Outputs and Outcomes
2.1.2	Maintain a data base management system that accurately tracks the inventory (including routine updates of system information), tracks water quality monitoring information, and calculates monitoring and reporting (M/R) and maximum contaminant level (MCL) violations for all rule implementation priorities. §142.14(c)	West Virginia continues to improve the optimal use of SDWIS/State for inventory, water quality, and calculating M/R and MCL violation. This is an on-going project.
2.1.3	Report all violations and inventory updates for all systems, and for all rule implementation priorities, to the Safe Drinking Water Information System (SDWIS)/Federal system (FED). Also report any problems in reporting to SDWIS/FED on time. §142.15(a) & (b)	This is an on-going project.
2.1.4	SDWIS/FED reporting includes the following activities: a. Report all inventory updates with at least all of the mandatory reporting elements that determine grant eligibility. Refer to Appendix A of the Consolidated Summary of State Reporting Requirements for the Safe Drinking Water Information System (SDWIS) documentation, for the details on this reporting.	On-going through the use of SDWIS/State.

2.1.5	b. Report all M/R, MCL, Public Notification (PN), and treatment technique violations for all rules including M/R violations for unregulated contaminant monitoring. This activity includes tracking monitoring results, and recording violations for all community water systems (CWS), non-transient non-community water systems (NTNCWS), and transient non-community water systems (TNCWS).	West Virginia was not granted primacy for the unregulated contaminant monitoring rule. All UCMR reporting was submitted directly from the PWS to EPA. Remaining rules are reported to EPA via SDWI/State migration tool every quarter.
2.1.6	c. Report all formal enforcement actions and successfully link them to all appropriate violations. d. Report all variances and exemptions e. Report all milestone information required under the regulations. f. Report all required SWTR data (e.g., treatment codes for all surface water, purchased surface water, GUDI and purchased GUDI sources, seller's public water system identification (PWSID) number for purchased surface water and purchased GUDI sources, filtration reason codes, etc.)	c. On-going through the use of SDWIS/State. d. WV does not have primacy for variances and exemptions. e. On-going through the use of SDWIS/State. f. On-going through the use of SDWIS/State.
2.1.7	g. Report compliance achieved, identify and correct erroneous data, and submit deactivation data to SDWIS/FED for all applicable systems, especially Significant Non-compliers (SNCs).	This is an on-going project.
2.1.8	Plan for and make system programming changes to meet any changes to the reporting requirements that will be effective in FY 2005 or early FY 2006. (Appendix A of Document EPA-812-B-95-001 summarizes all of the current reporting requirements.) Specifically, plan for SDWIS Modernization, and new regulation reporting requirements in sufficient time to meet reporting deadlines of these new rules. Also see Implementation Guidances for each new rule for details on data management/data reporting requirements. §142.15	On-going.

2.1.9	Verify and ensure the accuracy of SDWIS/FED data when SDWIS printouts are made available to the State.	Error reports are addressed. Goal is to correct all errors before quarterly reports, if needed.
2.1.10	**LCR unaddressed violations** - Update data on PWSs that received a violation for monitoring or missed milestones and do not have a follow-up action reported for compliance achieved (i.e., SOX) that is linked to the violation. §142.16(c)(4)	Completed. Updates are made as new information comes in.
2.1.11	Report **Public Notice (PN) violations** on a routine basis where appropriate. §142.15(a)(1)	On-going thru data entry and reporting by district offices.
2.1.12	For **new rules,** (M/DBP, LCRMR, FBRR, IESWTR, Rads, Arsenic, and LT1) enter data into SDWIS. States not using SDWIS-State must develop the capability of reporting to SDWIS as per Extension/Implementation Agreements. For new rules which are in effect, but the state does not have Primacy, report information for EPA, Region III to make compliance determinations (see specific reporting needs in applicable Extension or Letter Agreements).	Using the latest version of SDWIS/State and anticipating a new version in 2006. SDWIS Web Release 1.
2.1.13	Provide adequate staff training in data management procedures for all rules to ensure proper review of data, compliance determinations, data handling and error corrections,	On-going.
2.2 Compliance and Enforcement including Implementation of all PWSS Program Activities required by 40 C.F.R. §§142.15 & 142.16. Activities are listed by general first and then by National Primary Drinking Water Regulation (NPDWR). Outputs: undertaking enforcement program with informal and formal actions; making compliance determinations consistent with federal regulations; developing and delivering training programs for staff and public water suppliers		

2.2.1	Complete Annual Compliance Report **by July 1st**, for previous calendar year. SDWA Section 1414(c)	Annual Compliance Report for 2004 completed and submitted by July 1, 2005. Expect to meet this for 2005 date by July 1, 2006.
2.2.2	Promote compliance with the regulations. Notifying all systems of regulatory requirements and responding to questions (this includes CWSs, NTNCWSs and TNCWSs), taking enforcement action against recalcitrant or noncompliant systems, providing technical assistance, and issuing waivers, variances and exemptions, where appropriate. **Give detailed comments <u>if possible</u> on what specific actions have been taken to promote compliance.**	1,200 calls for Compliance Officers and District Engineers regarding regulatory requirements, Capacity Development, administration assistance, public notice, and monitoring schedules. Violations = 1,150 Administrative Orders = 1 AO work process has been revamped to reduce errors and increase efficiency. Other tools used to obtain return to compliance. 32 Suspension of Food License letters
2.2 Compliance and Enforcement including Implementation of all PWSS Program Activities required by 40 C.F.R. §§142.15 & 142.16. Activities are listed by general first and then by National Primary Drinking Water Regulation (NPDWR).		
2.2.3	Maintain records of pertinent State decisions (e.g., filtration decisions, waiver determinations, public notification provisions). Report to system files all responses to M/R and MCL violations in accordance with escalation procedures as negotiated in the State Compliance Strategy. Report to system files all documentation of informal enforcement activities. §142.14	Records of tests, measurements, analysis, decisions, and determinations performed have been maintained for each Public Water System per 40CFR142.14.

2.2.4	Provide responses on SNC systems, on a quarterly basis using the standard format supplied with quarterly lists, to the SDWA Branch. Work with EPA SNC Coordinator to determine why problems are occurring and take steps to correct.	Three responses to quarterly SNC reports were provided; new tools have been/are being developed to address problem PWSs, including Food Permit Suspension Request and Liquor License Revocation Requests.
2.2.5 Government Performance and Results Act (GPRA) State Reporting Measures and Key PWSS Program Performance Indicators GPRA Measures: Reporting is met by reporting the required quarterly SDWIS compliance data or through other reporting already done under other initiatives such as the Source Water Matrix or Wellhead Protection Program reports. For information not already reported to EPA, **reporting frequency is semi-annual**. The following are the GPRA State Core Performance Measures and Associated Reporting Requirements:		
A	**EPA Region III PWSS Key Performance measures** - FY'04 will serve as the baseline for the FY'05-'06 time frame. See Table in PWSS Guidance, Appendix B.	Compliance with many of these measures is tracked in SDWIS. Further reporting is required for measures relating to source water protection and sanitary surveys.

2.2.6	**SWTR:** Implement the entire rule. Complete GUDI determinations for all CWS and all NCWS as per negotiated deadlines in Corrective Action Plan since regulatory GUDI determination deadlines have past: CWS - June 29, 1994; NCWS - June 29, 1999	___28____ filter evaluations completed, on all subpart H systems during this reporting period. Below are the systems GWUDI determinations as of December 31, 2005. For reporting purposes, we have established January 1, 2004, as a benchmark. Systems that became active or existing systems that added new sources after January 1, 2004, are separated and considered new. GWUDI Status Systems Active Prior to January 1, 2004: Community – 100% Classification – 0 Testing NTNC – 98% Classification – 3 Systems Currently Testing NC – 96% Classification – 18 Systems Currently Testing GWUDI Status Systems Active After January 1, 2004: Community – 1 new system testing; 4 systems testing new wells. NTNC – 7 new systems testing; 1 new systems testing new wells. NC – 10 new systems testing. Our goal is to achieve 100% testing and evaluations for all systems active before January 1, 2004, as soon as possible. Progress has been made toward this goal. New systems and sources have been and will continue to be contacted to complete testing at their earliest convenience.

2.2.7	**TCR:** Implement the entire rule for all system types. Implementation includes: enforcing routine and repeat monitoring, making compliance determinations, conducting sanitary surveys, and reviewing sample site plans. Enforce additional routine monitoring the month following a positive sample and PN requirements.	Outputs: **50** sampling site plans reviewed. **385** TCR violations issued **152** sanitary surveys completed
2.2.8	**Phase II and V Rule** for nitrates and nitrites: Implement the entire rule for all system types. Implementation includes: enforcing initial and follow up monitoring, making compliance determinations, and following up on violations	The Nitrate/Nitrite rules have been implemented in their entirety.
2.2.9	**Phase II and V Rule** for Chronic Contaminants: Implementation includes making compliance determinations for monitoring that has been conducted, enforcing follow-up monitoring where results are greater than the MCL, and follow-up on MCL violations. States are also encouraged to make development and implementation of waiver programs a priority implementation activity. Enforce follow-up monitoring requirements where results are less than the trigger level. Enforce initial monitoring, and enforce follow-up monitoring where results are between the trigger level and the MCL.	Rules governing chronic contaminant MCL level exceedances have been implemented in their entirety. Sampling schedules have been evaluated/revised to increase monitoring of MCL violations or decrease monitoring where values are consistently below trigger levels. **28** Tier 2 violations issued.
2.2.10	**Lead and Copper Rule (LCR)** including the **Minor Revisions** for all PWSs: Implement the entire rule for all systems. Enforce routine water quality parameter monitoring and additional lead and copper monitoring. Enforce public education for all systems. Report action level exceedances and milestone information to SDWIS.	Violations have been issued for LCR exceedances, and sample schedules evaluated/revised to more closely monitor problem PWSs. Public Notices have been issued with each LCR violation. The LCR action level exceedances are routinely reported in SDWIS.

2.2.11	**Stage I DBP:** Continue implementation of the Stage 1 DBP. Ensure that systems update their monitoring plan if they change any of their sampling locations or dates.	The District Office review/approve all sampling location/date change to the PWS monitoring plans.
2.2.12	**IESWTR:** Continue implementation of IESWTR. Provide a list of systems that have had a sanitary survey completed during the previous year and an annual evaluation of your state's program for conducting sanitary surveys (§142.15(c)(5)).	No surface systems serving over 10,000 population underwent a sanitary survey during this reporting period. Continuously evaluate sanitary survey procedures for improvement.
2.2.13	**Rads:** Implement the radionuclides rule. Work with PWS's, as needed, to ensure they are aware of their regulatory requirements. Work with the appropriate state agency to identify systems designated as "contaminated" or "vulnerable to contamination" by nuclear effluents and monitor accordingly.	Rad requirements have been identified and monitoring schedules generated/sent to PWS, based on historical data required by new Rad Rule. No systems have been identified as contaminated or vulnerable.
2.2.14	**Arsenic:** Implement the Arsenic rule. Work with PWS's, as needed, to ensure they are aware of their regulatory requirements.	The Arsenic Rule, effective 1/23/06, will be implemented. Arsenic sampling requirements have been separated out in the PWS monitoring schedule to heighten awareness.
2.2.15	**FBRR:** Review plant recycling information during sanitary surveys.	Recycling information is reviewed during each sanitary survey.
2.2.16	**LT1:** Inform the affected systems of their requirements under the rule and report any violations to SDWIS/FED.	Affected PWSs are required to submit turbidity readings on their Monthly Operating Reports, and violations are issued for noncompliance of filtration and M/R reporting requirements.

2.2.17	**All Other Currently Regulated Chemicals**: Take enforcement actions for all arsenic MCL and M/R violations. Enforce total trihalomethane monitoring and MCL violations. Enforce current radionuclide standards. Enforce monitoring for other contaminants. Enforce against systems with other MCL violations	Violations have been issued for all non-compliance of MCL and M/R requirements.
2.2.18	**PN Rule**: Include public notification requirements in compliance assistance and enforcement actions that are taken on MCL, treatment technique, and M/R violations following all aspects of **Revised PN Rule effective May 2002.**	PN Rule requirements and certification forms have been included with each MCL, treatment technique, and M/R violation per revised PN Rule.
2.2.19	Revise the **State Compliance Strategy** to reflect changes in the State and Federal regulations, including revised Penalty Authorities, any new or revised State MCLs, any new SNC definitions, State procedural or organizational changes, and State/U.S. EPA Enforcement Agreements. The revisions should also include updated timely and appropriate flow charts for TCR, total trihalomethane, Radionuclides, Phase 2 and 5, SWTR, Lead Ban, and LCR violations, the CCR rule, IESWTR and DDBP rule, LCRMR, Arsenic, FBRR, LT1, and other new rules when available. The charts should trace the State's response from identification of a violation through the State's most formal enforcement tools to final compliance. §142.11	Revision completed May 2003. Copy submitted to EPA in 2003. Need to update document to reflect new rules promulgated since that time.
2.2.20	Screen data submitted by public water systems for evidence of data falsification, and take follow-up enforcement action as appropriate.	Enforcement actions will be taken for data falsification

2.2.21	Certify that the responsible State agency (if not the drinking water program) continues to enforce the **Lead Ban**, through inspections and State enforcement actions. §142 **If possible, report on inspections and enforcement actions taken to enforce Lead Ban**	Not allowed to use lead solder in federal rule that was adopted by reference. Through the enforcement of the Lead & Copper rule, if have an exceedance of the lead level, then suspect use of illegal lead solder.
2.2.22	Maintain records of tests, measurements, analyses, decisions, and determinations performed on each PWS to determine compliance with application drinking water regulations; sanitary surveys, enforcement actions, vulnerability determinations, Public Notice, etc.; make records available to the Regional Administrator upon request. §142.14	All data results are entered into SDWIS. The data results, plus all pertinent compliance and enforcement records are stored in the records department for the specified length of time per 40CFR 142.14.
2.2.23	**Consumer Confidence Report:** Report on implementation of CCR Rule (§142.15, §142.16(f)) States with Primacy for the CCR rule must report violations and enforcement actions directly to SDWIS by 11/15. States without Primacy: Report in August CWSs that sent out CCRs and those that did not in an easy to read format, EPA will generate violations for SDWIS. Report similar data for the certifications.	On-going. Violations reported using FedRep. **531** Affected PWS **400** On-time submittals (75% approximate) **477** On-time + late submittals (90% approximate)
2.2.24	Consider this a place holder for the Office of Enforcement and Compliance (OECA) reporting measures. [As far as we know, there are no additional reporting requirements for the States. OECA primarily looks at SNCs, SNCs which have returned to compliance, and those SNCs which are exceptions. OECA Priorities include implementation and enforcement of microbial rules and Federal enforcement of new rules]	

2.3 Regulation Development and Authority

Adopt all rules on schedule as required by §142.12 and any Special Primacy requirements found at §142.16. States are strongly encouraged to adopt rules within the two years deadline to avoid a crunch in future years. Complete all primacy application packages as specified in any applicable memorandum of agreement or extension agreement. Report on any major implementation issues or problems. Apply for extension of time to adopt new regulations within two years of promulgation. Region III prefers **at least a 3 month lead time** to complete Extension Agreements by this deadline. Also see EPA Region III's Binders, mailed to each State as the Implementation Guidances become final (these contain the primacy revisions to specific rules and new primacy requirements to be added as per SDWA 1996).

NOTE: All rule effective dates, primacy revision package/extension request dues dates are included in Appendix A of the PWSS Guidance Document.

2.3.1	**Analytical Methods Rule Changes** Revise the State rules so that they are as stringent as the Federal analytical methods changes. §142.12	Completed
2.3.2	Maintain required statutory and regulatory authorities (those upon which primacy approval was based). Report on the status of any State reorganizations, and their effects on statutory or regulatory authorities, and on implementation. Report on any changes to statutory, regulatory or laboratory certification status of the State Primacy Agency. §142.12	Completed – No reorganizational changes have been made that would have an impact on statutory or regulatory authority.
2.3.3	Prepare for and adopt **Ground Water Rule (GWR)** Submit Primacy Revision Application or Extension Request to EPA by mid 2007 based on estimate of late 2005 final rule promulgation. §142.12 and §142.16	GWR is now anticipated to be promulgated August 2006. Primacy application cannot be submitted until 2008, at the earliest.
2.3.4	Prepare for **Radon Rule**. Identify systems which may have elevated levels and work with systems to reduce risk of exposure. §142.12	No activity for this reporting period.

2.3.5	Prepare for **new regulations** to be promulgated in 2006 and 2007 with State rule adoption due 2 years later: LT2/Stage 2 DBP, Conduct early implementation activities as per checklist for these 2 rules. §142.12 and §142.16	Have signed PA for two rules. Anticipate adoption of rules in early 2007 and submission of primacy application in late 2007. Have made plans for early implementation activities.
2.4 Surveillance and Technical Assistance		

2.4.1	Maintain an adequate sanitary survey program. Document deficiencies found in the surveys and follow-up to correct these deficiencies within the State's authority. Please provide the number of CWSs, NTNCWSs, and NCWSs which are scheduled for sanitary surveys in FYs 2006 and 2007 in the State's workplan and provide an update on the number of surveys completed. Please report on any key survey deficiencies or issues at SNC systems. §142.16	**Completed 4/1/05 – 12/31/05 (FY 06):** CWS = 99 NTNCWS = 16 TNCWS = 36 TOTAL = 152 **Projected 1/1/06 – 6/30/06 (FY 06):** CWS = 78 NTNCWS = 12 TNCWS = 12 TOTAL = 106 **Projected 7/1/06 – 12/31/06 (FY 07):** CWS = 130 NTNCWS = 32 TNCWS = 34 TOTAL = 196 Deficiencies observed during inspections are described in Sanitary Surveys and the systems are notified of requirement to respond to deficiencies within 45 days. Systems' responses are reviewed and tracked with follow-up contact for assurance of implementation plans.

2.4.2	Maintain adequate plan and specification review program to assure that design and construction of new and modified drinking water system facilities will be capable of complying with the drinking water regulations. Please provide an update on the number of reviews completed, or key problem areas in semi-annual self-assessment. §142.10	Plan Review/Permit issued: 300
2.4.3	Maintain the capability to respond to emergency circumstances and to ensure provision of potable drinking water under emergency circumstances. §142.10	No on-going emergency issues. Will utilize staff as necessary to respond to emergencies.

2.4.4	Maintain documentation for and implement a Quality Management System which includes an adequate laboratory certification program. Update the State Quality Management Plan for the PWSS Program. The State **PWSS Quality Management Plan (QMP)** documents the Standard Operating Procedures (SOP) and QA/QC requirements for the laboratory and the PWSS quality assurance systems. The QMP will include management and organization regarding QA, descriptions of technical tools of QA for all program functions including: laboratory certification and SOPs; PWS compliance, inventory and monitoring data; personnel qualifications and training, and other information. This plan is mandatory for all PWSS grant recipients and must be updated annually or as needed. Submit additional requested documentation for conditional approved plans to make QMPs approvable. 40 C.F.R. §30.54 and 31.45 and EPA Guidance–EPA QA/R-2	QMP was approved by EPA Headquarters – September 28, 2005.
2.4.5	Develop, implement and update documentation for **Quality Assurance Project Plans (QAPP)** for collection, transport and analysis of samples intended for developing information or data to be used for implementation of the PWSS Program. QAPPs are to follow EPA guidance on plan development. QAPPs are not necessary if State PWSS Program staff do not collect any samples in the implementation of the PWSS program. These plans must be updated as needed. 40 CFR §§30.54 and 31.45, EPA Guidance EPA QA/R-5. Review QAPPs of contractors.	QAPP was approved by EPA Headquarters – September 28, 2005.

2.4.6	Establish and maintain a state program for the certification of laboratories conducting analytical measurements of drinking water; assure availability to the state of laboratory facilities certified and capable of performing analytical measurements of all contaminants. State Lab should complete PT sample studies and repeating of any analysis that were unacceptable in make-up studies. §142.10(b)(3) & (4) To the extent possible, place listing of labs on website.	On-Going.

2.4.7	**Unregulated Contaminant Monitoring Rule (UCMR) -** Carry out responsibilities under the mutually agreed upon Partnership Agreement (PA). Specifically those activities occurring in FY2005 & 2006 - Provide sampling and reporting assistance to those water systems performing monitoring of List 1 and List 2 contaminants; - Ensure that each system's treatment plant location(s) as latitude and longitude is reported to SDWIS; (this is in addition to the street address) - Assist EPA in obtaining water system compliance through follow-up contact with those systems non-complying. EPA will provide a list of such systems. - Review monitoring data reported to SDWARS/UCMR. - Work with Community water systems to include UCMR data in CCRs	Completed for UCMR 1. Have begun planning for UCMR 2.
2.4.8	**Training**	
2.4.8.1	Leverage both PWSS and DWSRF grant set-aside funding to increase the amount of training made available to operators of public water systems. Training on regulations, treatment technologies (particularly small system treatment technologies) and public education should be stressed. Report on the type and numbers of training courses given.	West Virginia Rural Water Association (WVRWA) continues to offer various training classes for water operators through the 2% technical assistance. WVRWA provides these classes under contract to WVBPH and the classes are based on suggestions of "critical training needs" by the operators. WVRWA course range from Basic Math for Operators, Water [Chemistry 101, Disinfection, etc.] WVRWA offered 39 courses totaling 224 hours of continuing education hours.

2.4.8.2	Train State and local PWSS program staff on new and current regulations and water treatment technologies with a focus on small system treatment technology. EPA Region III will assist wherever possible.	EPA and/or ASDWA sponsored Web Cast training Various workshops available Groundwater Protection Council WV Water Conference Symposium MCET training in Morgantown AWOP training
2.5	**Program Management**	
2.5.1	Prepare preliminary FY 2006 and FY 2007 grant application(s) which addresses all applicable required grant elements, and submit all required grant forms and supporting documentation. 40 C.F.R. Part 31 & 35	This will be submitted in near future.
2.5.2	Prepare and submit a final FY 2006 and FY 2007 grant application which addresses all Region III comments on the preliminary draft plan, including all budget documentation and supporting information. 40 C.F.R. Part 31 & 35. Consider two-year applications.	This will be submitted in near future.

2.5.3	Prepare and submit a semi-annual self assessment which reports State progress in meeting State program plan commitments to the Region. Entails reporting on all activities as identified in the work plan including those performed by the recipient, by contractors and through interagency agreements. **Self assessment shall include:** a progress summary, justification for any outputs not submitted in accordance with the agreed upon schedule, and a discussion of anticipated program problems in the upcoming quarter(s). The first status report should contain a listing of each milestone (output) and their schedule completion dates. It is expected that this document will also serve as a reporting tool. 40 C.F.R. §31.40 and §142.15	Semi-annual progress report submitted to EPA. Annual report to be submitted after July 1, 2006.
2.5.4	As per Corrective Action Plan, continue efforts to hire and retain new staff; keep EPA informed of hiring status;	Please see the letter that has been provided along with the current organizational charts for the EED.
2.5.5	All changes to the approved workplan must be discussed with the EPA State Program Manager prior to making the change in order to determine if this is a significant program change requiring an amendment or other written documentation for the grant award. 40 CFR Part 31 & 35	Any significant proposed changes will be discussed with EPA State Program Manager.
2.5.6	Provide a Final Financial Status Report documenting FY 2004 and FY 2005 expenditures within 90 days of end of budget period. Program staff is strongly encouraged to work with state grants administrative staff to ensure that this occurs in a timely manner since it can effect carryover applications and awards. Report on steps taken to ensure this occurs. If State elects to apply for a two year budget and project period, FY 2005 FSR will be an interim submittal. 40 C.F.R. Part 31	There is constant communications with the accounting staff located within the Office of Environmental Health Services. If there are any problems, these can be addressed immediately.

2.5.7	Maintain records as per §142.14	Records of tests, measurements, analysis, decisions, and determinations performed have been maintained for each Public Water System per 40CFR142.14.
End of info for PWSS Workplan, although option items in #4 and #5 items could be listed as well for state to choose from and for tracking purposes.		

3 Activities Required to Receive Drinking Water State Revolving Loan Fund (DWSRF) Program Allocation

Note: Section 3 is included in this Generic Program Guidance for additional background information and to help describe the full breadth of the SDWA programs. If any state activity to meet requirements outlined here in Section 3 are funded under the DWSRF set-aside funds, they should NOT appear in the PWSS Program grant workplan. See additional National and Regional Guidance for more details on DWSRF applications/workplans.

The activities under Sections 3.0 General Provisions, 3.1 Capacity Development, and 3.2 Operator Certification are required to receive the entire DWSRF Program Allocation. The activities under Section 3.3 Source Water Protection, are not required to receive DWSRF funds. However, if the State wishes to adopt alternative monitoring requirements, the State must have an approved source water protection program, and the State can use DWSRF funds to conduct source water assessments.

Goal 2: Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

Objective 1: Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

Subobjective 1: Water safe to drink

3.0 General Provisions

This portion of the Checklist should be used to capture the 2%, 10% and 15% Set-aside funded activities only. The 4% Administrative set-aside and the loan portion of the program are handled by the MFAB at EPA Region 3 and as such, as not covered here unless specifically identified. A few reminders: State must (1) prepare a plan that identifies the intended uses of the amounts available to the DWSRF Program, annually, SDWA 1452(b)(1); (2) Develop and publish a list of prioritized projects in the State that are eligible for funding. The State should develop an overall priority list, as well as a list of projects to be funded in the coming year, SDWA 1452(b)(3)(B) and page 9-11 of the February 28, 1997 final DWSRF Guidance; (3) Review all Significant Non-compliers and list of chronic non-compliers before providing a loan, SDWA 1452(a)(3)(C); (4) Prepare and submit a report to U.S. EPA every 2 years on the State's activities in administering the DWSRF Program, including the findings of the most recent annual audits of the fund conducted by the State. SDWA 1452(g)(4), and page 45 of the February 28, 1997 final DWSRF Guidelines; and (5) provide semi-annual progress reports on Set-aside funded activities.

Outputs as noted below with each set-aside
Outcomes: Improved operational and/or financial efficiency; improved compliance with NPDWR for systems receiving technical assistance or improved operator performance; attainment of Primacy for new rules (for states using program funds for this purpose); improved data quality (for states using program funds for this purpose); reduced treatment expenses for water systems due to source water protection efforts; improved customer and stakeholder satisfaction; improved efficiency through consolidation or regionalization.

3.0.1	**2% set-aside funded activities**	Contract Continuing Education Hours (CEH) training for drinking water system operators.
		Educate the public on SDWA topics.
		Comply with federal and state grant reporting requirements for sub-recipients.
3.0.2	**10% set-aside funded activities**	OEHS collaborates with water systems to achieve full compliance with applicable federal and state regulatory requirements and standards, including new state rules.
		OEHS regulates and assists public water systems, including educating their customers, to provide water that meets the SDWA.
		Implement and enforce the Cross-Connection Control Program.
		Define SDWIS long-term strategies.
		Increase the use of the State Node (SDWIS/State Web Release 1) for sharing information with Federal, State, and local partners.
		OEHS will continue to provide certification and continuing education training courses in accordance with the Drinking Water System Operator Regulations.
		OEHS will prepare and communicate regulatory changes, best practices, and useful information to water treatment operators.
		OEHS will cooperate with AWWA in recognizing and promoting the achievements of water operators.
		Maintain the Safe Water Operator Certification System (SWOCS) database, integrated with certain parts of SDWIS to provide specific information on certified personnel involved in providing safe drinking water.
		Continue to validate operator exams to comply with US EPA requirements.
		Revise the existing protection zones developed in 1999-2000.
		OEHS will train surface water system operators to optimize their treatment plant performance.
3.0.3	**15% set-aside funded activities**	Conduct Capacity Development Assessments (CDA) of water systems to determine their financial, managerial, and technical capacities.
		Issue a water system assessment report.
		Monitor water system progress.

		Maintain a baseline assessment of all community and non-transient public water systems.
		Analyze baseline data and determine overall trends of community and non-transient public water systems.
		Comply with federal and state capacity development reporting requirements.
		Provide program information to the water system and agencies.
		Continue to develop and implement the source water protection program.
		Determine if water sources are groundwater under the direct influence (GWUDI) of surface water.
		Sponsor a symposium or workshop in West Virginia to exchange information and ideas related to source water protection.
		Continue collaborating with the Department of Environmental Protection's (DEP) Underground Injection Control (UIC) Program.
		Update and add additional Geological Information System (GIS) capabilities.

3.1 Capacity Development

Background Notes:

The State had until September 30, 1999 to obtain legal authority or other means to ensure that all new CWSs and new NTNCWSs that commence operation after October 1, 1999, demonstrate technical, managerial, and financial (TMF) capacity with respect to the NPDWRs. Twenty percent of a State's allotment would have been withheld beginning October 1, 1999 for FY'00 funds. In the fiscal years following a state's initial documentation of a fully functional program, a state must document that it is requiring a demonstration of technical, managerial, and financial capacity by every new CWS and every new NTNCWS to avoid withholding of 20% of its DWSRF allotment. 1452(a)(1)(G)(i) and 1420 (a), and page 15 of the February 28, 1997 DWSRF Guidelines.

The State had until August 6, 2000 to develop and begin implementing a strategy to assist existing PWSs in acquiring and maintaining technical, managerial, and financial capacity, otherwise 10% of the FY '01 DWSRF funds allocated to the State would have been withheld. In the fiscal years following a state's initial documentation of a fully functional program, a state must document that it is implementing its strategy to avoid withholding of 20% of its FY'03 DWSRF allotment and in each subsequent year. 1452(a)(1)(G)(i) and 1420 (c), and page 16 of the February 28, 1997 DWSRF Guidelines.

3.1.0 **Capacity Development Authority (New Systems)** SDWA Section 1420

The state's program will be evaluated annually as of October 1. The withholding occurs at the time of the DWSRF award for those FY funds. **Appendix D is a placeholder for new EPA Guidance expected Summer 2005**.

3.1.0.1	Annual Review and Reporting on New System Demonstration of TMF: A state must document that it is requiring a demonstration of technical, managerial, and financial capacity by every new CWS and every new NTNCWS. Documentation could consist of summary statistics regarding the number of new CWSs and NTNCWSs and the results of their required capacity demonstrations. Documentation should also address methods used to evaluate and verify program implementation. Each semi-annual progress report should include: • Number and list of approved new CWSs and NTNCWSs • Compliance status of new CWSs and NTNCWSs that commenced operation after October 1, 1999 See PWSS Guidance, Appendix D for a sample reporting format.	New systems are required to complete Form EW-100 Capacity Development Questionnaire (Addendum). After reviewing the completed form, we determine if the system has adequate capacity and the Permit to Construct is issued or denied accordingly. Two Permits to Construct were issued in April 2005 for applications filed previously (Rock Spring Church and Preschool and Morning Dove Estates). Two additional systems applied for permits during the reporting period. Metikki Coal's permit was issued in July 2005 and Springdale Farm Development's in November 2005. The compliance status of new CWSs and NTNCWSs was provided in the Capacity Development Program Annual report in November 2005.
3.1.1	**Capacity Development Strategy <u>(Existing Systems)</u>** 1452(a)(1)(G)(i) and 1420 (c), and page 16 of the February 28, 1997 DWSRF Guidelines. A state must document that it is implementing its strategy to avoid withholding of 20% of its DWSRF allotment in FY'03 and subsequent years. **Appendix D is a placeholder for new EPA Guidance expected Summer 2005**.	

3.1.1.1	Annual Review and Reporting for existing system implementation: **Each year, as a stand-alone submittal; as part of the semi-annual self assessment; or as part of the state's capitalization grant application**, the state must provide documentation showing the ongoing implementation of their capacity development strategy. Such documentation may consist of a concise narrative description of the major activities being conducted and planned for under the state's capacity development strategy.	The Annual Report was submitted to EPA in November 2005, documenting our ongoing existing system strategy implementation.
3.1.2	**Other Annual Review and Ongoing Reporting Requirements:**	
3.1.2.1	Submit, and periodically update, a list of CWSs and NTNCWSs that have a history of significant noncompliance (SNC) and, to the extent practicable, the reasons for their noncompliance. Failure to submit the list could result in the withholding of 20% of the state's DWSRF. (This activity repeats every three years) SDWA 1420(b)	Historical SNC listing will be provided by July 15, 2006
3.1.2.2	The State must submit a report to the Governor on the efficacy of the strategy and progress made toward improving the technical, managerial, and financial capacity of PWSs in the State. The report shall also be made available to the public. (This activity repeats every three years). See EPA Guidance provided on suggested content of this report	The Report to the Governor was completed and a copy provided to EPA in September 2005. The next report is due in September 2008.
3.2	**Operator Certification Programs**	
3.2.1	To avoid a 20% SRF withhold, States must continue to implement Programs that meet the baseline requirements of the Guidelines and provide Annual Program Reports as per EPA Guidance memo dated 10/15/2001.	Annual Report submitted to EPA in June 2005.

3.3	**Source Water Assessment and Protection** **<u>Background Notes:</u>** **Source water assessments are required of primacy States, if the State chooses to adopt alternative monitoring requirements under 1428(b). DWSRF funds can be set aside to administer or provide technical assistance through source water protection programs.**	
3.3.0	Implement State Source Water Assessment Program (SWAP) Plan, and **report** progress and relevant activities underway. Include copies of contract agreements, MOUs, etc. with other agencies and contractors as per DWSRF Grant Condition. Discuss any significant barriers to implementation with EPA as soon as possible. **The GPRA Goals are**: a) # and % of population and community water systems (or source water areas) that will achieve minimized risk to public health by substantial implementation, as determined by the state, of source water protection actions in a source water strategy.	See Appendix E – Source Water Protection Reporting Form, FY 2006 1. WVDHHR continues to complete SWAP/WHPP studies for new PWS systems within the state and continues to participate and build SWAP protection efforts by prioritizing efforts, program resources, education and outreach efforts in developing and implementing protection measures. 2. Implementation of a Wellhead protection grants program to protect existing groundwater sources in public drinking water. 3. WVDHHR continues to financially support the WVDEP UIC Class V program. Contract has been signed and work is proceeding. 4. WVDHHR continues to partner with the WVDEP Water Education Training Program to train public school teachers and students about drinking water. Vendors for constructing the groundwater models to be loaned out as part of this program have been selected. 5. Ground Water Methane Study – USGS contract has been completed. A fact sheet on this issue has been developed.

3.3.0	b) # and % of community water systems (or source water areas) that have a protection strategy in place. c) # and % of community water systems (or source water areas) that have implemented some aspect of a protection strategy. SDWA 1453(a)(3) & GPRA	6. 2005 Water Awareness Symposium – Participated with Source Water Potomac Partnership group to co-sponsor the Emerging Contaminant conference held in West Virginia in 2005. 7. Yield and Drawdown – USGS proposal is currently under review to develop guidance. 8. Revision to the SWAP/WHP database to track implemented and substantial implementation status for community systems. 9. The West Virginia Bureau for Public Health (WVBPH) website continues to provide information on the SWAP/WHP programs and guide municipalities, water suppliers, or other groups through developing a local SWAP program. Future projects include the development of a secure website that will provide the wellhead and source water areas, location of public supply wells, and potential contaminants sources for use by other utilities, state, emergency management, and federal agencies. 10. Continuation of the SWAP/WHP Memorandum of Understanding (MOU) that has been signed by a number of state ground water regulatory agencies, establishes a coordinated effort by all agencies to protect ground water in delineated SWAP/WHP areas. The MOU enhances the SWAP/WHP programs ability to protect ground water utilized by public water systems.

4. Recommended Activities (These are activities that do not affect PWSS Primacy or the receipt of Drinking Water State Revolving Loan Funds. However many could be funded under either program.)		
Goal 2: Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.		
Objective 1: Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.		
Subobjective 1: Water safe to drink		
4.0	Report system street address information and the latest sanitary survey information to SDWIS, including sanitary surveys at Federal facilities. Please also report owner type codes, so that Federal facilities can be identified, and service area category information codes, so that schools, mobile home parks, etc., can be identified. Please submit complete and accurate source information. (Refer to Federal Reporting Data System (FRDS)/SDWIS documentation for the details on this reporting.) Please provide complete treatment process and treatment objective codes so that source waters requiring treatment beyond conventional treatment to address source water quality problems can be identified in 305(b) water quality assessments, and the Index of Watershed Indicators. See SDWIS reporting Guidance	On-going as data is entered into SDWIS/State.
4.1	Enter informal enforcement actions to SDWIS to present a more complete picture of violation follow-up.	On-going.

4.2	Enter or correct latitude/longitude information to SDWIS for any remaining systems. Enter or correct the information on surface water systems first. Priorities for entering data for the remaining systems are groundwater CWSs next, then groundwater NTNCWSs, followed by TNCWSs. Coordinate, as appropriate, with the EPA data management staff to ensure that all needed data storage capabilities for source water protection efforts are accounted for in the modernized EPA STOrage and RETrieval system (STORET), EPA's data management program for ambient water quality. Also coordinate with State Clean Water Act and EPA staff to strengthen State georeferencing capabilities to better track monitoring information for mapping and GIS applications. GIS tools, including the Reach File 3 system that assigns unique location identifiers to the waters of the U.S., will be valuable in source water assessments.	LAT/LONG Data input into SDWIS is approximately 90% complete as of December 31, 2005. Anticipate 99% completion by June 30, 2006 (should include all current Active sources, exception would be new sources). West Virginia has shared our source water polygon data with the EPA for use by all federal agencies as the single source of data.
4.3	Develop and maintain a cross connection control program. §142	Our five district engineering offices continued promoting cross-connection and backflow prevention programs for all community water systems through their sanitary surveys. Through this effort, we make partially completed and prepared fill-in-the-blanks cross-connection and backflow prevention booklets available. More than thirty (30) booklets have been distributed to participating water systems. Also, more than 15 water systems have requested this information on their own. Cross-connection and backflow prevention tester classes are being offered at Cedar Lakes, WV.

4.4	Interact with other State programs, local governments, and other stakeholder groups that affect or are affected by the drinking water program (e.g., wellhead protection programs, watershed protection programs).	Continued partnership with the Potomac Drinking Water Source Protection Partnership. This partnership is composed of water utilities and the various governmental agencies responsible for drinking water protection in the Potomac River Basin. In May 2005, a SWAP/WHP stakeholder meeting was held to review the status of the SWAP/WHP programs. Representatives from various state, federal, local agencies/groups attended this meeting to provide insight concerning the programs. Continuation of the SWAP/WHP Memorandum of Understanding (MOU) that has been signed by a number of state ground water regulatory agencies, establishes a coordinated effort by all agencies to protect ground water in delineated SWAP/WHP areas. The MOU enhances the SWAP/WHP programs ability to protect ground water utilized by public water systems. Continuing to support the WVDEP Watershed Management Framework program by attending meetings and supplying requested data within the selected prioritized watershed areas within the state.
4.4.0	Plan for source water protection and source water assessment programs simultaneously. For example, use current information on the hydrology and hydrogeology of different regions of the State to determine the degree of detail appropriate for the source water assessments. These assessments are necessary to support the source water protection programs being considered. Protection programs will likely be necessary in order to provide local flexibility on monitoring relief, ground water disinfection, regulation of Class V underground injection control wells, and filtration.	On-going. Wellhead Protection Programs helps guide local drinking water protection efforts and awareness by helping to prioritize protection efforts and program resources. Assist in educational and outreach efforts in developing and implementing protection measures. Improve cooperation and coordination between state agencies and federal programs.

4.4.1	Participate in State implementation of the 305(b) guidelines for drinking water to elevate awareness of drinking water as a designated use within the 305(b) program, increase the percentage of waters assessed for drinking water use support, and enhance the accuracy and value of the assessments. Facilitate a working relationship between the State drinking water and clean water staff to provide the most accurate and representative assessment of source waters, based on available data which the State believes best reflects the quality of the resource. Adopt the Watershed approach. Work with State water quality standard staff to ensure that use designations under the Clean Water Act reflect the location of surface source water areas for drinking water intakes, and wellhead protection areas which may be influenced by surface water (i.e., induced infiltration of surface water into drinking water wells). Be sure upstream dischargers are aware of downstream drinking water intakes. Also, work cooperatively with State ambient monitoring staff, including the 305(b) staff, to ensure that duplication of monitoring efforts in source water assessment projects are not occurring, that existing data are recognized and used, and that any new data that are collected are appropriate. EPA Region III will assist in the use of STORET date as needed.	Staff of the BPH has developed a working relationship between the State's SDWA program, Environmental Quality Board (Effective July 1, 2005, the rulemaking authority regarding water quality standards was transferred from the Environmental Quality Board to the West Virginia Department of Environmental Protection) and the Clean Water Act (Watershed Management Framework) program to provide the most accurate and representative assessment of source waters, based on available data which the State believes reflects the quality of the resource. The BPH website continues to provide information on the SWAP/WHP programs and guide municipalities, water suppliers, and other groups through developing a local SWAP program. Future projects include the development of a secure website that will provide the wellhead and source water areas, location of public supply wells, and potential contaminant sources for use by other utilities, state, emergency management, and federal agencies. Participates with the USGS and WVDEP on the ambient groundwater mentoring program.
4.5	Coordinate with national, State, and local agencies to encourage identification and reporting of waterborne disease outbreaks associated with drinking water.	On-going.
4.6	Encourage systems to optimize their treatment plant performance beyond current requirements. (Participation in Partnership for Safe Water and/or Area Wide Optimization Program)	AWOP program underway. State's STATUS component completed and being updated annually. Representatives participate in regular EPA Region III meetings.

4.7	Perform public education responsibilities, such as responding to press inquiries, educating the general public, and conducting outreach.	On-going. WVDHHR partners with the WVDEP Water Training Program to train public school teachers and students about drinking water issues. Cooperating with other state and federal agency outreach events whenever possible. Participate at various meetings and conferences across the state to present information o the Source Water Protection Program.
4.8	Obtain Internet access to improve communications with other agencies, and outreach to the public. Develop computer communications with field offices.	Completed.
4.9	Track the following compliance assistance activities: small system assistance programs, workshops, onsite assistance, guidance on State regulations and other outreach materials, hot lines or other responses to inquiries from individuals, trade shows, and conferences. **Note:** The Office of Enforcement and Compliance Assistance at Headquarters is interested in State compliance assistance efforts. Please provide whatever information is easily available, or that does not require extensive time and resources to collect. (This type of information should also be included in the State's Annual Compliance Report, due each July 1 for the previous calendar year.)	1. Contract with WVRWA for HELP to provide continuing operator training/workshops. 2. WVDHHR personnel provide onsite assistance to water systems from five District offices and the central office. 3. Capacity Development personnel provide onsite assistance on the managerial, financial, and technical capacity of water systems. They also teach at public service commission, public service district and municipal seminars and the WVRWA conference. 4. WVDHHR provides compliance information on website including public water system regulations.

4.10	Water Conservation Guidelines: On August 6, 1998, EPA published a document entitled "Water Conservation Plan Guidelines." These voluntary guidelines will encourage conservation by water systems, particularly small systems, thereby extending the life of water treatment infrastructure and reducing costs. The guidelines do not contain any federal requirements; however, after August 6, 1999 states and Indian Tribes may require water systems to submit a water conservation plan consistent with EPA's guidelines as a condition of receiving a loan from a State Drinking Water Loan Fund.	Capacity development assessments encourage systems to control water loss through leak and/or inadequate metering. Systems looking to receive funding through state agencies via the State Infrastructure and Jobs Development Council are typically required to address high unaccountable water losses prior to their projects receiving funding for water treatment plant expansions or extensions.
4.11	Drought Contingency and Water Supply Assistance: Continue to monitor water systems affected by drought conditions to ensure an adequate supply of water. Assist water suppliers with obtaining alternate sources, handling any contamination associated with the drought, development of contingency plans and assisting with outreach efforts on water conservation.	On-going.
5.	**Additional State Activities funded with PWSS Grant monies: Include here any additional projects funded under the PWSS grant. You may also want to use this area to track equipment purchases, staff hiring, etc. or do so on a separate page.**	
Tasks	**Activities**	

6. Water Protection (Security) Coordination Grants
Separate Guidance is issued regarding these grants. This section of the checklist can be used to list the activities funded so that the Checklist can be used for reporting purposes.

Goal 2: Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

Objective 1: Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

Subobjective 1: Water safe to drink
Outcomes: improved protection of critical infrastructure; increase state preparedness, response, and recovery capabilities; increased state coordination, communication and information sharing capabilities; changes in management and operation of water systems based on training; increased awareness of water utilities, general public, local police and emergency responders, and others of the areas of concern form public water system perspective.

Tasks	Activities/Outputs
S&T Emergency Preparedness	Purchased and distributed an agency produced "Water System Security: Threat and Emergency Response Guide Manua"l to Community water systems.
	Delivered presentation on agency water system security initiatives to attendees at the WV Rural Water Association's (WVRWA) annual conference
	Presented security information to attendees of the WVRWA's annual conference at an agency booth in the exhibition hall.
	Developed software on six tablet PCs for district offices' use. Ordered additional seven tablet PCs for district utilization.
STAG – Emergency Communications	Ordered handheld PDAs for all district office personnel for rapid access to emergency contact information.
	Updated emergency water system contact information utilizing a summer intern.
	Provided cell phones and pagers to agency's emergency response employees.
	Preparing to purchase and distribute "Do Not Tamper" signs to water systems for posting at tanks, treatment plants, reservoirs, and pump stations.
	Preparing to activate the "WARN" rapid emergency communication systems for all public water systems.

7. Operator Certification Expense Reimbursement Grants (ERG)

Separate Guidance has been issued for these grants. Use this space on the Checklist to capture the funded activities and use this tool for reporting purposes. NOTE: Environmental Results provisions do not apply to these grants. These grants were awarded prior to EPA Order.

Goal 2: Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

Objective 1: Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

Subobjective 1: Water safe to drink

Tasks	Activities
ERG – Online Training	A contract has been signed with 360 Water, Inc. to provide online training for small system water operators to receive approved CEH hours. Additional contract with other vendors might be developed based on the success of this training.
ERG In-house Development	Reviewing Web CT as a web based platform. Developing a proposal for an outside vendor to develop in-house internet training programs.
ERG – Backflow Prevention Assembly Test(s)	Contract to allow for scheduled training has been signed with the Environmental Training Center. Training will allow operators who are already certified to meet continuing education requirements.