DRINKING WATER PROGRAM
SFY 2010
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Guidance and Reporting Checklist

August 2010

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

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A. New Rule Adoption and Primacy Application Deadline Dates for States
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All reporting is considered to be via the semi-annual self-assessments, unless noted otherwise.

New Focus Activities for SFY **2011**

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. Security integration and efforts related to the 10 features of an active and effective security program are also high priorities.
- 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 using appropriate tools (e.g., SDWIS reports, grant reports, other updates, etc.).

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 recommends using grant work plans as the template for reporting.** 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.

Consistent with the need to be accountable for grant funds, state should identify outputs and outcomes from grant and grant related activities.

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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 health 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.

Workplan Component/Program: PWSS **Work years:** 2010-11

EPA Contacts: Wanda F. Johnson, SPM/PO
Anthony Meadows, Team Leader

State Contact: Walter Ivey, EED Director

PRC: 2010B03E

2.
Activities Required to Maintain PWSS Primacy See elements of §§142.10, 142.12, 142.14, 142.15, and 142.16

Outcomes: Implementation of an effective drinking water program as described in the work plan, 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; measurable progress toward achievement of all outputs.

Task 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;

Task 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/plans to prevent future occurrences.

Outputs/Progress to Date [Relationship between discrepancies from most recent DV Report (February 2006) with current Action Plan (March 2006) to address those discrepancies.]

- A "program review" was conducted in July 2008, formerly known as a Data Verification Audit.
- A draft report was received and jointly reviewed with EPA Region 3 and comments submitted during this reporting period.
- WVBPH has reviewed the final report and implemented recommendations, where practical.

Outcomes/Benefits (Lessons learned, if any) [Discuss any proactive measures to avoid reoccurrence of discrepancies.]

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Future Plans [Next review is scheduled for **2011.**]

- Next review is scheduled for 2011.

Task 2.1.2

Maintain a database 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 levels (MCL) violations for all rule implementation priorities. §142.14(c)

Outputs/Progress to Date

- The Office of Environmental Health Services (OEHS) updates the system inventory information, as the public water systems (PWS) make the changes and provides the information to our district offices (DO).
- SDWIS/State Web Release 2 (SSWR2) was recently installed in August of 2009, and is used to enter/track/review water quality monitoring (bacteriological, radiological, and chemical) data, determine PWS monitoring/reporting compliance, track monitoring schedules, and assist in generating regulatory correspondence.
- SSWR2 is also used to run appropriate violation reports.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- We continue to evaluate our procedures to receive and process monitoring/sampling information.
- OEHS works with a SDWIS contractor to assist with any SDWIS problems.

Task 2.1.3

Report quarterly (within 45 days of the end of the quarter) all violations and inventory updates for all systems, and for all rule implementation priorities, to the Safe Drinking Water Information System (SDWIS)/Operational Data System (ODS). Also report any problems in reporting to SDWIS/ODS on time. §142.15(a) & (b)

Outputs/Progress to Date

- The current procedure is to run SDWIS FedRep beginning about 30 days after the end of each calendar quarter, review the FedRep error report and make modifications in SSWR2 to correct the errors. This process is repeated until 45 days after the end of the quarter. Near the 45th day, the completed reports (Inventory, Actions, and Samples) are electronically uploaded to the EPA CDX internet site.
- No problems in timely reporting to SDWIS/ODS during this reporting period.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS plans to continue this procedure for the foreseeable future.

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Task 2.1.4

SDWIS/ODS reporting includes the following activities. Particular emphasis should be placed on continuing efforts to improve data quality and reporting in the areas of Nitrate monitoring and reporting (M/R) and MCL violations; Lead and Copper Rule M/R violations; Total Coliform Rule violations and reporting of all enforcement actions.

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.

Outputs/Progress to Date

- Inventory information is entered by DO staff, who are the individuals that primarily discover inventory changes for OEHS. OEHS is currently using SSWR2. Mandatory reporting elements must be entered or an error message is shown to the person entering the data, in most instances.
- When FedRep is used prior to upload to SDWIS/ODS, a completeness and error report may indicate missing data elements. As a result of this process, all mandatory reporting elements for inventory updates are being reported.

Outcomes/Benefits (Lessons learned, if any)

- SSWR2, in conjunction with FedRep, are excellent tools to use to avoid missing mandatory data elements that determine grant eligibility.

Future Plans

- OEHS will continue to input inventory updates either directly into SDWIS/State or via migration of data through a contractor developed tablet PC field tool that works with SDWIS/State.
- Summer interns will contact community water systems and school systems to verify inventory data and emergency contact information and will be added to SSWR2.

Task 2.1.4

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).

Outputs/Progress to Date

- OEHS enters PWS test results and public notification (PN) receipts into SSWR2 as data is received
- No sooner than 10 days after the end of the applicable compliance period, OEHS personnel generates a pre-compliance violation list (which includes M/R, MCL, PN, and TT potential violations) from the data that has been entered into SSWR2. Designated personnel double check the data, and validate or reject the preliminary violation. A notice of violation (NOV) letter and, if applicable, appropriate PN templates are mailed to the PWS. The violations are reported to SDWIS/ODS on a calendar quarter basis.
- Unregulated monitoring requirements are directly implemented by EPA; the state role is coordination only.
- Compliance Officers are using a work calendar and Violation summary spreadsheet to process the violations on a timely schedule.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

- OEHS plans to continue with this process for the foreseeable future.

Task 2.1.4

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.).

g. Report compliance achieved, identify and correct erroneous data, and submit deactivation data to SDWIS/ODS for all applicable systems, especially Significant Non-compliers (SNCs).

Outputs/Progress to Date

- When a formal enforcement action is levied against a PWS, a copy of the enforcement document is sent to appropriate OEHS personnel and Federal EPA, if necessary. The enforcement actions are then linked to the violation in SSWR2.
- No exemptions or variances were in effect during this reporting period.
- Milestone information is reported via the quarterly uploads from SSWR2 to EPA/ODS in the Actions module.
- All Surface Water Treatment Rule (SWTR) data is reported via the quarterly uploads from SSWR2 to EPA/ODS in the Inventory module.
- Any PWS that returns to compliance is assigned the appropriate enforcement code in SSWR2. Erroneous data that are found are corrected as soon as possible after discovery, including unwarranted violations that are generated due to the erroneous data. The DO staff promptly enters deactivation data into SSWR2. This information is reported each calendar quarter via the Actions and Inventory modules in the EPA/ODS upload.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- The procedures outlined above are proposed to be continued for the foreseeable future.
- Exemptions, when issued, will be reported to EPA upon issuance.

Task 2.1.5

Plan for and make system programming changes to meet any changes to the reporting requirements that will be effective in FY 2011 (Appendix A of Document EPA-812-B-95-001 summarizes all of the current reporting requirements). Specifically, plan for SDWIS modernization, 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

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Outputs/Progress to Date

- OEHS has been reporting via http://cdx.epa.gov for multiple years, which is an integral part of SDWIS modernization.
- OEHS staff review Implementation Guidance for each new rule as they become available, and upgrade to the newest version of SDWIS/State that incorporates the reporting elements for the new rules.
- OEHS converted to SSWR2 in August 2009.

Outcomes/Benefits (Lessons learned, if any)

- Using the most current version of SDWIS/State to the maximum extent possible keeps OEHS up-to-date with new regulation reporting requirements in sufficient time to meet reporting deadlines of new rules.

Future Plans

- The procedures outlined above are proposed to be continued for the foreseeable future.

Task 2.1.6
Verify and ensure the accuracy of SDWIS/ODS data when SDWIS printouts are made available to the State.

Outputs/Progress to Date

- SDWIS/ODS error reports are usually available within a few weeks after the data upload, and errors are usually problems between what is in the State database and what is in the Federal database.
- OEHS personnel works with EPA Region III personnel to minimize the differences between the two databases.

Outcomes/Benefits (Lessons learned, if any)

- Discrepancies between the State and Federal databases should decrease over time.

Future Plans

- OEHS plans to continue with the procedure outlined above for the foreseeable future.

Task 2.1.7
LCR unaddressed violations – Update data on PWSs that received a violation for monitoring or missed milestones and that do not have a follow-up action reported for compliance achieved (i.e., SOX) that is linked to the violation. §142.16(c)(4)

Outputs/Progress to Date

- Lead and Copper violations are addressed with State Administrative Orders when they appear on the EPA non-significant compliance report sent to the West Virginia Bureau for Public Health (WVBPH) on a quarterly basis.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- This rule will continue to be implemented in its entirety for the foreseeable future.

Task 2.1.8
Report **Public Notice (PN)** violations on a routine basis where appropriate. §142.15(a)(1)

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Outputs/Progress to Date

- **641** PN violations were issued during this reporting period.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- PN violations will continue to be reported and recorded in SDWIS/State for the foreseeable future.

Table 2.1.9

For **drinking water program rules**, (CCR, PN, M/DBP, LCRMR, Rads, Arsenic, **FBRR, IESWTR, LT1,** LT2, S2DBPR, LCRSTR, and GWR) enter data into SDWIS. State 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 **for which** the state does not have Primacy, reporting information **to and** for EPA, Region III, to make compliance determinations (see specific reporting needs in applicable Extension or Letter Agreements).

Outputs/Progress to Date

- Data is being entered into SSWR2 for all current rules. OEHS moved to SSWR2 in August 2009. OEHS tries to upgrade to a newer version of SDWIS/State as they become available in order to allow reporting for the new rules.

Outcomes/Benefits (Lessons learned, if any)

- Keeping current with the most recent version of SDWIS/State allows the entered data and other necessary information to be transferred into SDWIS/ODS.

Future Plans

- OEHS plans to convert to the latest version of SDWIS/State as soon as practical after release by EPA.

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.

Task 2.2.1

Complete **Annual Compliance Report** by July 1st, for previous year. Provide report to EPA Washington DC with copy to Region. SDWA Section 1414(c).

Outputs/Progress to Date **[Provide date of latest compliance report submitted]**

- The interim 2009 EPA Annual Compliance Report was submitted on June 30, 2010.
- The final report will be submitted as soon as EPA sends required information to complete the final report.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

- WVBPH expects to submit future reports within the prescribed due dates.

Task 2.2.2

Promote compliance with 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.

Outputs/Progress to Date

- During this reporting period, compliance officers (CO) responded to **1,247** phone call inquiries.
- The following numbers of enforcement documents were issued: **3,059** NOV letters; **19** Administrative Orders (AO) without Penalty; **16** Food Permit Suspension Warning letters; and **3** Food Permit Suspension Requests.
- Compliance and Enforcement (C&E) has been working closely with Capacity Development (CD) to identify 8 PWSs that have a better chance of returning to compliance with assistance or consolidation into a better managed PWS than with enforcement tools.
- District Office staff continue to work with their assigned PWSs to address problems before they occur.

Outcomes/Benefits (Lessons learned, if any)

- The Food Permit Suspension Request continues to be a valuable tool in returning to compliance those PWSs that require a food permit.
- The Food Permit Suspension Warning letters save interagency efforts to revoke a permit and appear to have the desired effect of returning most PWSs to compliance.

Future Plans

- An AO with Penalty tool is being developed to strengthen enforcement actions.
- Recalcitrant PWSs appearing on the Significant Non-Compliance (SNC) report will be noted on our OEHS website.
- Approximately **1,062** PWSs will receive their 2011 monitoring schedules from the OEHS by January 31, 2011, to remind them of their upcoming sampling requirements.
- In addition to the Food Permit Suspension Requests, C&E will continue to issue Food Permit Suspension Warning letters that alert a PWS to an impending enforcement action if "return to compliance" actions are not quickly implemented. The OEHS will continue to enlist assistance from the local county health departments.
- C&E will continue to develop specific tools to deal with small water associations and businesses that are chronically out of compliance.

Task 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

Outputs/Progress to Date [Discuss implementation of compliance strategy to address violations during reporting period]

- Violations and other pertinent documents are being scanned for quicker access by C&E and DO personnel to aid in enforcement

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issues, and as a backup QA/QC tool to the Central File Room.

Outcomes/Benefits (Lessons learned, if any)

- Access to scanned documents has proven to be a more efficient means of accessing required documents, as well as making for efficient use of CO time.

Future Plans

- Other documents will be evaluated to determine if additional scanning is value-added.

Task 2.2.4

Provide responses on SNC systems, on a quarterly basis using the standard format supplied with quarterly lists, to the Ground Water and Enforcement Branch. Work with EPA SNC Coordinator to determine why problems are occurring and take steps to correct.

Outputs/Progress to Date **[Provide dates of quarterly responses to SNC reports]**

- OEHS has been working with the EPA Region 3 SNC Coordinator on a quarterly basis to determine the status of SNC violations, actions taken/to be taken to return PWS to compliance, and to determine the best way to reduce the number of PWSs on the SNC report.
- Enforcement tools and options are routinely discussed to return recalcitrant PWSs to compliance, including Federal and State NOVs, AOs, Food Permit Suspension Warning letters, Food Permit Suspension Requests, and the use of other Agencies.
- The 2Q09, 3Q09, 4Q09, and 1Q10 SNC reports were sent to EPA on August 14, 2009, December 15, 2009, March 9, 2010, and June 9, 2010, respectively.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS will continue to evaluate new tools and procedures to reduce the number of PWSs on the SNC report.

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'05 will serve as the baseline for the **FY '10 – '11** time frame. See Table in PWSS Guidance, Attachment 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.

Task 2.2.6

TCR: Implement the entire rule for all system types.

Implementation includes: enforcing routine and repeat monitoring, making compliance determinations, conducting sanitary surveys, and

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reviewing sample site plans. Enforce additional routine monitoring the month following a positive sample and PN requirements.

Report the number of sample site plans reviewed, and discuss any major TCR implementation issues or problems.

Outputs/Progress to Date

- This rule is being implemented in its entirety.
- During this reporting period, community PWSs had a monthly TCR compliance rate of **95%**, while non-community PWSs had a quarterly TCR compliance rate of **88%**.
- Sample site plans are reviewed during Sanitary Surveys.
- See Task 2.4.1 for number of sanitary surveys (number of sample site plans reviewed are the same).

Outcomes/Benefits (Lessons learned, if any)

- TCR monthly and quarterly compliance rates during this reporting period are in line with compliance rates calculated in the past.

Future Plans

- OEHS will continue to educate all PWSs on the importance of regularly monitoring for Total Coliform whenever possible.

Task 2.2.7

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.

Outputs/Progress to Date

- This rule is being implemented in its entirety.
- The M/R compliance rates for quarterly and annual nitrate sampling were **75%** and **86%**, respectively.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS will continue to implement this rule in its entirety for the foreseeable future.

Task 2.2.8

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.

Outputs/Progress to Date

- This rule is being implemented in its entirety.
- Compliance rates for each chronic contaminant are as follows:
  - Annual IOC – **93%**

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- Quarterly SOC – **75%**
- Annual SOC – **40%**
- Quarterly VOC – **79%**
- Annual VOC – **84%**

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- This rule will continue to be implemented in its entirety for the foreseeable future.

Task 2.2.9

Lead and Copper Rule (LCR) including the **Minor Revisions** for all PWSs: Implement the entire rule for all systems. **Continue efforts to improve PWSs timely monitoring of lead and copper.** 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.

Outputs/Progress to Date

- This rule is being implemented in its entirety.
- Action level exceedances and milestone information are reported to SDWIS/ODS on a quarterly basis.
- During this reporting period, the 6-month Pb/Cu compliance rate was **95%**, while the 2009 annual Pb/Cu compliance rate was **42%**.

Outcomes/Benefits (Lessons learned, if any)

- In general, the non-compliant PWSs are "basket cases" that have limited or no resources. Many have been turned over to Capacity Development and other agencies for assistance.

Future Plans

- This rule will continue to be implemented in its entirety for the foreseeable future.

Task 2.2.10

ST 1 DBP: Continue implementation of the Stage 1 DBP Rule. Ensure that systems upgrade their monitoring plan if they change any of their sampling locations or dates.

Outputs/Progress to Date

- During this reporting period, the compliance rates are as follows:
  - Quarterly M/R DBP – **88%**
  - Annual M/R DBP – **81%**
  - Quarterly M/R TOC – **92%**
- The following has not been implemented due to resource limitations:
  - The TOC TT violations

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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- Interviews are being conducted to employ the necessary staff within the C&E group.
- OEHS is in the process of developing a procedure to assign the District Offices to review TOC monitoring data to determine TT violations.

Task 2.2.11
SWTR: Implement the entire rule. **(§141.70 - §141.76, subpart H)** Complete all GUDI determinations.

Report in semi-annual self-assessment, the number of GUDI assessments completed and expected timeframe for completion of remainder. Source type changes should be recorded in SDWIS. Deadlines to install filtration must be met.

Give status of %s for active/seasonal systems and unresponsive/orphan systems.

Outputs/Progress to Date

- For reporting purposes, we have established January 1, 2004, as a benchmark. PWSs that became active or existing PWSs that added new sources after January 1, 2004, are separated and considered new.
  - Ground Water Under the Direct Influence (GUDI) Status PWSs Active Prior to January 1, 2004:
    Community 100%
  - GUDI Status PWSs Active January 1, 2004, through June 30, 2010:

Community	6 testing new wells	2 new systems testing
NTNC	2 testing new wells	9 new systems testing
NC	4 testing new wells	30 new systems testing

- PWSs are advised of treatment requirements if the source is determined GWUDI.

Outcomes/Benefits (Lessons learned, if any)

- OEHS's goal to achieve 100% testing and evaluations for PWSs active before January 1, 2004, has been completed.

Future Plans

- New PWSs and sources for existing PWSs have been and will continue to be contacted to complete testing.
- New PWSs and sources for existing PWSs are added to the GUDI inventory on an ongoing basis.

Task 2.2.12
Interim Enhanced Surface Water Treatment Rule (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).

Outputs/Progress to Date

PWSID	System Name	Date Completed
WV3301705	Clarksburg Water Board	July 10, 2009
WV3304513	WVAWC – Bluestone Plant	July 13, 2009
WV3301046	WVAWC – New River Regional	September 14, 2009
WV3303111	Morgantown Utility Board	October 6, 2009

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WV3302364	Logan County PSD – Northern Regional	December 3, 2009
WV3301905	Charles Town	December 9, 2009
WV3302835	WVAWC – Bluefield District	February 23, 2010
WV3300202	Berkeley County PSD – Bunker Hill	March 4, 2010
WV3304011	Putnam PSD	March 15, 2010
WV3302104	WVAWC – Weston District	March 30, 2010
WV3304104	Beckley Water Company	June 15, 2010

Outcomes/Benefits (Lessons learned, if any)

Future Plans

PWSID	System Name	Date Scheduled
WV3300212	Martinsburg, City of	August 22, 2010
WV3302502	Fairmont, City of	October 31, 2010
WV3300218	Berkeley County PSD – Potomac River	January 8, 2011
WV3302016	WVAWC – Kanawha Valley District	January 8, 2011
WV3302031	St. Albans MUC	September 16, 2011
WV3300608	WVAWC – Huntington	January 21, 2012
WV3301307	Lewisburg	March 6, 2012

Task 2.2.12.a

Implement the Long Term 2 Enhanced Surface Water Treatment Rule (LT2). Prepare systems for second round of source water monitoring beginning April 2015 for Schedule 1 systems. Provide the bin classification of each system subject to source water monitoring of 141.710 after the first and second rounds of monitoring. §142.15(c)(6).

Outputs/Progress to Date

- OEHS District Offices worked with systems to approve sampling schedules for either 24 months of Cryptosporidium/E.coli/turbidity (Schedule 1, 2 or 3), or 12 months E.coli with 12 to 24 months of Cryptosporidium if E.coli trigger exceeded (Schedule 4).
- After sampling was completed, District Offices also determined if any uncovered finished water reservoirs existed.
- Through the bin classification determinations, the systems are being advised of a future second round of monitoring that must begin according to the following timetable:

  Schedule 1 systems – no later than April 2015
  Schedule 2 systems – no later than October 2015
  Schedule 3 systems – no later than October 2016
  Schedule 4 systems – no later than April 2019

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- District Offices will continue to work with systems on initial bin classifications and will provide reminders for upcoming second round sampling.

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Task 2.2.12.b
Implement the Ground Water Rule.

Report on implementing rule, sanitary surveys, corrective action requirements, compliance monitoring. §142.15(c)(7).

Outputs/Progress to Date

- District Offices worked with all applicable systems in determining if the system is providing at least 4-log treatment of viruses. State has received letters from all applicable systems acknowledging the minimum chlorine levels required for 4-log treatment of viruses. All systems have had an initial sanitary survey and will be on a 5-year frequency schedule if providing at least 4-log treatment. Schedule will be 3-years if not meeting 4-log treatment. All systems will be providing a monthly reporting form to report disinfectant levels.
- Systems under 3,300 population are taking grab samples and systems over 3,300 population have installed continuous disinfectant monitoring and recording equipment. District Office staff is reviewing continuous monitoring equipment and compliance staff is reviewing all monthly report submittals.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- This rule will continue to be implemented in its entirety.
- When new systems are added to the inventory, determinations will be made for 4-log treatment of viruses and initial sanitary surveys performed.

Task 2.2.13
Rads: Implement the Radionuclides Rule. Work with PWSs, 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.

Outputs/Progress to Date

- This rule is being implemented in its entirety.
- During this reporting period, the quarterly Rad M/R and MCL compliance rates were **35%** and **100%**, respectively.

Outcomes/Benefits (Lessons learned, if any)

- In general, the non-compliant PWSs are "basket cases" that have limited or no resources. Many have been turned over to Capacity Development (CD) and other agencies for assistance.

Future Plans

- This rule will continue to be implemented in its entirety for the foreseeable future.

Task 2.2.14
Arsenic: Implement the Arsenic rule. Work with PWSs, as needed, to ensure they are aware of their regulatory requirements and can meet

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lower MCL effective January 22, 2006. Initiate compliance agreements with systems out of compliance.

Outputs/Progress to Date **[Report positive change in population protected by new MCL achievement.]**

- This rule is being implemented in its entirety.
- During this reporting period, compliance rates were as follows:
  - Quarterly AS M/R – **100%**
  - Quarterly AS MCL – **0%**
  - Annual AS M/R – **92%**
- The one PWS that is on quarterly monitoring has already received a State Administrative Order, a Federal Notice of Violation, and Federal Administrative Order. The PWS has received approval to use an AS removal system; however, the system needs to hire a Class 2 certified Water Operator to legally operate the WTP.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- The water system still needs to procure a Class 2 Water Operator or contact the City of Salem to discuss connecting to that water system.
- This rule will continue to be implemented in its entirety for the foreseeable future.

Task 2.2.15
FBRR: Review plant recycling information during sanitary surveys.

Outputs/Progress to Date

PWSID	System Name	Date Completed
WV3303404	Summersville	September 3, 2009
WV3301714	Lumberport, Town of	November 18, 2009
WV3301905	Charles Town Water Department	December 9, 2009
WV3301405	Romney, City of	February 23, 2010
WV3304011	Putnam PSD	March 15, 2010

Outcomes/Benefits (Lessons learned, if any)

Future Plans

PWSID	System Name	Date Scheduled
WV3305104	WVAWC – Webster Springs	July 23, 2010
WV3303917	Terra Alta, Town of	October 3, 2010
WV3302016	WVAWC – Kanawha Valley District	January 8, 2011

- Backwash recycling information and records will be reviewed at appropriate water systems during future sanitary surveys (FY 2011 and FY 2012).

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Task 2.2.16
LT1: Continue to implement the LT1 Rule. Inform the affected systems of their requirements under the rule and report any violations to SDWIS/ODS. §142.12.

Outputs/Progress to Date

- Monthly Operational Reports (MORs) are submitted by applicable water systems to the OEHS, where the turbidity and chlorine residual data are entered into SSWR2 by Data Management staff on a routine basis.
- The turbidity data is then provided to district offices, where it is entered into the AWOP TURBOPT spreadsheet/graphing program and subsequently reviewed with systems' operators.
- Turbidity violations (0.3 NTU and 1 NTU exceedances) (vio codes 43 & 44) numbered **104**.
- Insufficient chlorine residual reading violations (vio code 36) numbered **108**.
- Insufficient turbidity reading violations (vio code 38) numbered **55**.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- This rule will continue to be implemented in its entirety for the foreseeable future.

Task 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.

Outputs/Progress to Date

- The SDWIS/State Compliance Decision Support (CDS) Reports are run routinely to identify potential M/R and MCL violations.
- When violations are verified, NOV letters with PN requirements are sent to the administrative contact and the violations are recorded concurrently in SSWR2, with appropriate enforcement actions electronically linked to the violation.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS will continue to update CDS reporting the Pre-compliance evaluations to keep up with any regulatory revisions in SSWR2.

Task 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.

Outputs/Progress to Date

- PN requirements are included with each NOV letter addressing MCL, TT, and M/R violations in accordance with the PNR.

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- PN violations are issued and recorded in SSWR2 for failure to perform PN requirements.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- This rule will continue to be implemented in its entirety for the foreseeable future.

Task 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 & 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.

Outputs/Progress to Date [Revised compliance strategy.]

- The existing State Compliance Strategy is being reviewed to:
  - Update changes in State/Federal regulations.
  - Develop a format that will describe work processes, QA/QC tools, enforcement tools, tool development projects, etc., used by OEHS to implement the rule requirements.
- A committee meeting on June 25, 2010, discussed the proposed format for describing rule requirement enforcement. The TCR was chosen as a trial rule to develop the format.

Outcomes/Benefits (Lessons learned, if any)

- The State Compliance Strategy should provide the OEHS with an "evergreen" compliance template that can be continually improved through self-examination.

Future Plans

- The next meeting is expected to be held in late August 2010 to present/discuss proposed format to committee members.

Task 2.2.20

Screen data submitted by public water systems for evidence of data falsification, and take **follow-up enforcement action** as appropriate.

Outputs/Progress to Date [Revised compliance strategy.]

- During this reporting period, no enforcement actions were taken.
- DO staff have access to scanned Monthly Operational Reports to review water system data, especially those on the SNC List.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Emphasis will continue to be placed on identifying discernable data discrepancies on the MORs.

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Task 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. §147.

Outputs/Progress to Date
- The design standards were revised to not allow lead materials in PWSs.
- WV has adopted and enforced the lead and copper rule, which indirectly monitors individual plumbing systems.

Outcomes/Benefits (Lessons learned, if any)
- Few instances of lead Action Level exceedances.

Future Plans
- WV does not plan on modifying the non-lead requirement in the PWS design standards and will continue to implement the lead and copper rule.

Task 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.

Outputs/Progress to Date
- All tests, measurements, analyses, decisions, and determinations are currently filed in individual PWS files located in the OEHS Central File Room.

Outcomes/Benefits (Lessons learned, if any)
- Scanning the test results will benefit various units within EED by allowing them to look at the data for monitoring/reporting, MCLs and site visits without pulling the files.

Future Plans
- Beginning with the 2010 Chemical Results, Data Management staff within OEHS will be scanning these reports and then entering the data into SDWIS.

Task 2.2.23
Consumer Confidence Reports: Implement the CCR Rule (§142.12). Report on implementation of CCR rule [§142.15, §142.16(f)]. States must report violations and enforcement actions directly to SDWIS by November 15th.

Outputs/Progress to Date
- NOV letters and AOs are issued for late or non-submittal of the CCRs in accordance with the CCR rule.
- PWSs are encouraged to submit their CCR Certification form along with the CCR since a significant number of violations occur due to non-submittal of the certification form by October 1.
- CCR violations issued for non-submittal numbered **80**.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

- This rule will continue to be implemented in its entirety for the foreseeable future.

Task 2.2.24

Consider this a placeholder 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.

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

Task 2.3.1

Analytical Method Rule Changes: Revise the State rules so that these are as stringent as the analytical methods published in the Federal Register. §142.12

Outputs/Progress to Date

- WV has adopted all federal rules in 40 CFR 141 by reference as promulgated by June 5, 2009, which includes all of the above analytical method rule changes.

Outcomes/Benefits (Lessons learned, if any)

- Adopting federal rules by reference has simplified the primacy application process.

Future Plans

- WV plans to adopt all federal rules, by reference, whenever feasible, as soon as practical.

Task 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, on implementation.

Report on any changes to statutory, regulatory, or laboratory certification status of the State Primacy Agency. §142.12.

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Outputs/Progress to Date

- No reorganizations occurred during this reporting period.
- A minor problem was found in the state regulations in reference to the primacy application for the Ground Water Rule. Modified language was submitted to DHHR Legislative Review for revision in the 2011 State Legislative Session (64 CSR 3).

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- No problems are anticipated in obtaining approval for the proposed change in 64 CSR 3.
- Regulatory change in the operator rule (64 CSR 4) is being considered for the 2012 Legislative Session.
- Regulatory change in the Public Water System Design Standards (64 CSR 77) is being considered for the 2012 Legislative Session.

Task 2.3.3

Prepare for and adopt **Lead and Copper Rule Short-Term Revisions (LCRSTR).** §142.12 and §142.16.

Outputs/Progress to Date

- Proposed regulatory changes were approved by the legislature in the 2009 session to adopt the Lead and Copper Short Term Revisions Rule. A primacy application was submitted in November and has been approved by EPA Region III. EPA Headquarter review has resulted in tentative approval and publication in the Federal Register on June 22, 2010.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- WV anticipates no adverse comments and unconditional approval on July 22, 2010.

Task 2.3.4

Prepare for and adopt **Ground Water Rule (GWR).** §142.12 and §142.16.

Outputs/Progress to Date

- Proposed regulatory changes were approved by the legislature in the 2009 session to adopt the Ground Water Rule. A primacy application was submitted in November and has been approved by EPA Region III. EPA Headquarters objected to the use of the word "variance" in the state regulations, because this term has a different meaning in the federal regulations. The federal regulations are adopted by reference in the state rules. WV committed to change the wording in the upcoming Legislative Session, and primacy has been tentatively approved and published their intent in the Federal Register on June 22, 2010.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- WV anticipates no adverse comments and unconditional approval on July 22, 2010.

Task 2.3.5

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Prepare for **Radon Rule**. Identify systems which may have elevated levels and work with systems to reduce risk of exposure. §142.12.

Outputs/Progress to Date

- No activity on this task during this reporting period, based on the currently anticipated action date by EPA.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Preparation will begin for adoption and implementation when finalization of the rule is nearer.

Task 2.3.6
Adopt and implement new rules (including LT2/Stage2 DBP/GWR). §142.12 and §142.16.

Outputs/Progress to Date [Describe implementation activities.]

- WV has implemented LT2 and Stage 2 DBP and is beginning to implement GWR and LCRSTR.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- WV will make plans to adopt and implement all new rules that are proposed and finalized by EPA.

2.4 Surveillance and Technical Assistance

Outputs: **Conduct** # or % sanitary surveys and other inspections/visits of water systems; permitting of drinking water facilities to assure that the design and construction of facilities will be capable of compliance with drinking water standards;

Task 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 TNCWSs which are scheduled for sanitary surveys in FYs **2011** and **2012** 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.

Report in semi-annual self-assessment the number of sanitary surveys, key survey deficiencies or issues and the number of GUDI assessments completed and expected timeframe for completion of remainder. Give status of %s for active/seasonal systems and unresponsive/orphan systems. **TOTAL PROJECTED SANITARY SURVEYS FOR SFY 2011: 280**

Source type changes should be recorded in SDWIS. Deadlines to install filtration must be met.

Outputs/Progress to Date
# of sanitary surveys conducted at:

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Ground Water CWS	**42**	NTNCWS	**21**
Surface or GWUDI CWS	**102**	TNCWS	**120**

TOTAL SANITARY SURVEYS CONDUCTED DURING SFY 2010: 285

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- State will conduct required number of Sanitary Surveys per EPA frequency guidelines as follows:

	FY 2011 (July 1, 2010 – June 30, 2011)	FY 2012 (July 1, 2011 – June 30, 2012)
CWS	108	143
NTNCWS	18	26
TNCWS	48	91
TOTALS	**174**	**260**

Task 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.

Outputs/Progress to Date

	FY 2010 Plan	FY 2010 Actual
Water plan reviews (#)	**230**	**291**
Water permits issued (#)	**150**	**168**

- Central Office staff have the responsibility of reviewing plans and issuing permits to construct.
- DO staff reviews plans and input suggestions for improvements and corrections for deficiencies as part of the plan review.

Outcomes/Benefits (Lessons learned, if any)

- OEHS will comply with state statute during the review of all design plans and issue permits for those that meet required federal and state standards.

Future Plans

- All newly proposed or revised community water projects are designed and issued a permit to construct facilities meeting design standards.

Task 2.4.3

Maintain the capability to respond to emergency circumstances and to ensure provision of potable drinking water under emergency circumstances. Update Plans as necessary. Please report on any ongoing emergency issues in self-assessment. §142.10.

Outputs/Progress to Date [Describe efforts, e.g., revisions to state plan]

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- OEHS staff identified as key emergency responders were provided with cell phones, pagers, and Global Position Systems (GPS) Units.
- OEHS staff participated in classroom and online National Incident Management System (NIMS) and Incidence Command System (ICS) training sessions.
- OEHS staff has been trained in the use of special portable radios which may enable emergency communications when cell phones, pagers, and conventional landline phones are inoperable.
- Summer intern updated OEHS emergency contact database, which contains emergency contact information for state's PWS and local health departments (July 1, 2009 – September 15, 2009).
- Other emergency contact lists updated.
- Staff surveyed community PWSs to determine the existence of pipeline interconnections.
- Participated in West Virginia Water/Wastewater Agency Response Network (WV WARN) Steering Committee meetings.

Outcomes/Benefits (Lessons learned, if any)

- Cell phones, pagers, and GPS units enhance communication between the OEHS emergency responders and other key responders (other government agencies, public water systems, law enforcement, and local health departments) during emergencies.
- OEHS staff is prepared to utilize NIMS and ICS principles during emergency situations.
- Portable radios provide a means of emergency communication when cell phones, pagers, and landline phones are inoperable. Staff is prepared to utilize portable radios during emergencies.
- Updated emergency contact database and emergency contact lists enhance communication between OEHS emergency responders, PWSs, and/or local health departments during emergencies.
- PWSs effectively utilize temporary backup generators and/or pipeline interconnections when/if needed.
- Potable drinking water can be obtained in a variety of methods and in a timely manner during emergencies.
- Mutual aid programs enhance PWSs emergency preparedness, response, and resiliency.
- PWS personnel are trained in emergency preparedness measures.

Future Plans

- Continue providing OEHS staff identified as key emergency responders with cell phones and GPS Units.
- New staff will participate in NIMS and ICS training.
- Purchase additional special portable radios for use by OEHS staff.
- Train existing and new staff members in the use of the special portable radios.
- Summer interns will update the OEHS emergency contact database beginning July 1, 2010.

Task 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.

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40 C.F.R. §30.54 and 31.45 and EPA Guidance-EPA QA/R-2.

Outputs/Progress to Date

- Meetings have been held to review and modify, as appropriate, the 2005 Quality Management Plan. A draft was completed for management review before April 30, 2010.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- EPA has allowed us to combine the QMP and the QAPP since at least 1998 (allowable under item 1.2 in both the Quality Assurance Project Plan and Quality Assurance Management Plan instructions). OEHS is proceeding under the assumption that this will continue to be the case in future submittals. Final management plan is projected to be submitted to EPA Region III by October 31, 2010.

Task 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.

Outputs/Progress to Date

- Please see Task 2.4.4.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Please see Task 2.4.4.

Task 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. **TOTAL PROJECTED ONSITE EVALUATIONS FOR SFY 2011: 2 CHEMICAL LABORATORIES AND 7 BACTERIOLOGICAL LABORATORIES.**

Provide EPA ESC with NELAP certificates of all commercial laboratories.

§142.10(b)(3) & (4) To the extent possible, place listing of labs on website.

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Outputs/Progress to Date

- WVs laboratory certification for the drinking water program is located within the Office of Laboratory Services (OLS) within the Bureau for Public Health (BPH). There are two divisions dealing with laboratories, environmental microbiological (EM) and environmental chemistry (EC).
- The EM/EC labs successfully passed the triennial on-site evaluation with EPA in September 2009.
- A list of commercial labs (including the EM and EC labs) is published on the OLS website at http://www.wvdhhr.org/labservices/shared/docs/EnvMicro/waterqualitylabs.pdf.
- Certified one out-of-state laboratory for inorganic and organic parameters.
- Five certified laboratories expanded their scope of accreditation.
- Five certified laboratories had their scope of certification downgraded to not certified for selected contaminants and methods.
- EC lab performed one on-site evaluation and the EM lab performed 6 during this reporting period.
- One Chemist attended and passed the EPA Certification Course in Cincinnati, Ohio, for organic parameters.
- EC lab purchased an ICP/MS to replace slow, unsupported, and obsolete technology. Validation nearly completed to acquire EPA Drinking Water Certification.
- EC lab purchased a discrete Analyzer to replace the 35+ year old instrument. Validation nearly completed to acquire EPA Drinking Water Certification.
- EC lab purchased a GC/MS and P&T unit for the analysis of VOCs and THMs on June 26, 2010.
- EC lab purchased a GC/ECD for the analysis of HAA5s, starting method validation.
- The EM lab successfully passed PT's for all methods in which they are certified.
- The EM lab analyzed over 11,000 water samples for Total Coliform/*E. Coli.*
- Gregory Young replaced Larry Duffield as the EC Lab Program Manager and Chief Certification Office for Chemistry.
- One EC analyst resigned.
- Revised the Fees for Service section in the Code of State Regulations.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Received monies for the initial startup of an organics laboratory to fulfill primacy requirements of the Principle State Laboratory. Continue to purchase equipment for pesticides, herbicides, and Synthetic Organic Compounds analysis.
- The EC lab plans to perform two on-site evaluations of in-state labs in the next twelve month reporting period.
- The EM lab has 4 on-site evaluations scheduled within the next 6 months.
- One new Drinking Water Microbiological Lab will be added to the list of certified labs within the next 3 months.
- The EC lab is in the process of hiring two chemists for the Organic section.

Task 2.4.7

Unregulated Contaminant Monitoring Rule Cycle 2 (UCMR2) – Carry out responsibilities under the mutually agreed upon Partnership Agreement (PA). Specifically those activities occurring in SFY 2011.

- Provide sampling and reporting assistance to those water systems performing monitoring of List 1 and List 2 contaminants;
- Assist EPA in obtaining water system compliance through follow-up contact with those systems non-complying. EPA will provide a

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list of such systems.
- **Review detects reported to** SDWARS/UCMR **and take action if needed;**
- Work with Community Water Systems to include UCMR data in CCRs;
- Work with CWS and NTNCWSs to include a notification of the availability of the results of PNs.

Outputs/Progress to Date

- District Office (DO) personnel have collected samples for the small public water systems (PWS) and OEHS has sent reminder letters to the affected PWSs reminding them of the CCR and PN requirements at the end of calendar year 2009.

Outcomes/Benefits (Lessons learned, if any)

- Sampling began at some PWSs in 2008, with DO personnel encouraging/helping the affected PWSs to collect the samples at the appropriate time.

Future Plans

- DOs will continue to collect samples for small PWSs through 2010 and OEHS will send out reminder letters to affected PWSs, reminding them of CCR and N requirements near the end of each calendar year.

2.4.8 Training

Task 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), security and public education should be stressed. **Quantitative Outputs:** Report on the type and numbers of training courses given. **TOTAL PROJECTION FOR TRAINING COURSES IN SFY 2011: 46**

Outputs/Progress to Date

- All certification courses that are required to be completed by PWS operators are provided by OEHS or through OEHS contracts.
  - There were **30** classes for Class 1D.
  - There were **3** classes for Class WD [through the WV Environmental Training Center (WVETC) contract].
  - There were **2** classes for Class I*.
  - There were **2** classes for Class II*.
  - There were **0** classes for Class III.
  - There were **10** Chief Operator Classes [through the WV Rural Water Association (WVRWA) contract].

  *OEHS uses the 2% State Revolving Fund Set-aside funding to provide additional water operator certification training courses through WVRWA. These courses are not included in the above totals, but are listed separately in Task 3.0.1.

- Several OEHS staff presented part or all of the following continuing education hour (CEH) courses on drinking water program topics at the WVRWA Annual Conference in September 2009:
  - CAPDEV Class (Asset Management)
  - Newly Approved Modifications to DW-23 (Boil Water Notice) & DW-37 (Public Notice Rule)

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- Liability of Not Having an Adequate Cross-Connection Control Program
- Threat Preparedness & Emergency Response Revisited
- Disadvantaged Business Enterprise Requirements for the Drinking Water Treatment Revolving Fund
- Panel and Roundtable Discussion on Problems Facing Chief Operators
- PSD & Municipality Board Training
- Fund Agencies Roundtable Discussion

- Several OEHS staff presented part or all of the following continuing education hour (CEH) courses on drinking water program topics at the WV Expo in March 2010:
  - CAPDEV Class (Operator Issues)
  - WV WARN Emergency Response

- Several OEHS staff presented part or all of the following continuing education hour (CEH) courses on drinking water program topics at the WV Section of American Water Works Association and WV Water Environmental Association Joint Annual Conference in May 2010:
  - CAPDEV Class (Asset Management)
  - Drinking Water Policy Interpretations
  - WV WARN Emergency Response

Outcomes/Benefits (Lessons learned, if any) [# of individuals trained in (subject) leading to: improved compliance rates and increased number of trainers.]

- A total of **638** individuals trained* in the following courses leading to improved compliance rates and increased number of trainers:
  - **271** received Class 1D training
  - **54** received Class WD training (WVETC contract) NOTE: Not all will apply for certification; may use for CEH only
  - **66** received Class I Water training
  - **39** received Class II Water training
  - **0** received Class III Water training
  - **208** received Chief Operator training (WVRWA contract)

  *OEHS uses the 2% State Revolving Fund set-aside funding to provide additional water operator certification training courses through WVRWA. These course attendees trained are not included in the above totals, but are listed separately in Section 3.0.1.

Future Plans

- Continue to offer all required certification courses at various locations across the state several times per year by OEHS staff or through contracts with other training providers.

Task 2.4.8.2 (Activity also notes statutory/regulatory citations)
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.

Outputs/Progress to Date

- OEHS staff participated in webcasts sponsored by EPA and other organizations.

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- Staff attended, presented, and provided an exhibit at the WV Rural Water Association Annual Conference in September 2009, and WV AWWA/WEA Joint Annual Conference in May 2010.
- Staff attended regional and national conferences that provided additional information on various topic areas.

Outcomes/Benefits (Lessons learned, if any)

- Training always benefits the agency in hiring more knowledgeable staff in-house.

Future Plans

- OEHS staff is available to attend webcasts or onsite training as is provided.

2.5 Program Management

Task 2.5.1

Prepare DRAFT **SFY 2011** grant application workplans that address all applicable required grant elements, and submit all required grant forms and supporting documentation. 40 C.F.R. Part 31 & 35.

Outputs/Progress to Date

- The 2009 DWSRF EPA Appropriations Grant application was submitted in early spring 2010, and should be awarded to OEHS in August 2010.
- The 2010 DWSRF EPA Appropriations Grant application was submitted to EPA in May 2010, and is currently being reviewed by EPA for award in August/September 2010.
- The SFY 2011 PWSS Grant was awarded to OEHS on July 1, 2010.

Outcomes/Benefits (Lessons learned, if any)

- Award of these grants will enable OEHS to continue its programs to assist drinking water systems.

Future Plans

- SFY 2012 PWSS Grant application should be submitted to EPA by June 30, 2011.
- The FFY2011 DWSRF Grant application should be submitted to EPA by June 30, 2011.

Task 2.5.2

Prepare and submit a final **SFY 2011** 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.

Outputs/Progress to Date [Submission of grant applications]

- The SFY 2011 PWSS Grant was awarded to OEHS July 1, 2010.

Outcomes/Benefits (Lessons learned, if any)

- Award of these grants will enable OEHS to continue its programs to assist drinking water systems.

Future Plans

- SFY 2012 PWSS Grant application should be submitted to EPA by June 30, 2011.

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Task 2.5.3

Prepare and submit a semi-annual self-assessment which reports State progress in meeting State program plan commitments to the Region. Report 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 scheduled completion dates for all proposals.

It is expected that this document will also serve as a reporting tool. 40 C.F.R. §31.40 and §142.15

Outputs/Progress to Date [Submission of 2 semi-annual progress reports in **SFY 2010**]

- This report is the semi-annual report for the end of year 2010. It contains outputs and outcomes as proposed in the workplan.

Outcomes/Benefits (Lessons learned, if any)

- The semi-annual report provides a tracking system for completion of proposed activities. Periodic reporting brings focus to activities completed and attention to activities not yet completed.

Future Plans

- The PWSS mid-year for SFY 2011 will be submitted to EPA by **February 15, 2011**.

Task 2.5.4

All **changes to the approved work plan** 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.

Outputs/Progress to Date

- No changes were made to the approved workplan during this reporting period.

Outcomes/Benefits (Lessons learned, if any)

- Discussion and approval from EPA ensures that our program activities remain consistent and in compliance with the SDWA.

Future Plans

- All proposed changes to the workplan will be discussed with EPA staff to determine if it is a significant program change.

Task 2.5.5

Provide a **Final Financial Report (FFR)** documenting **SFY 2010** expenditures within 90 days of end of budget period. If State elects to apply for a two-year budget and project period, **SFY 2010 FFR** will be an interim submittal. 40 C.F.R. Part 31.

Outputs/Progress to Date [Submission of **FFR**]

- FFR was submitted to EPA as required for SFY2009.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

- FFR documenting SFY 2010 will be submitted as required.

Task 2.5.6
Maintain records as per §142.14.

Outputs/Progress to Date

- All records are maintained in accordance with the above regulatory citation.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS plans to continue maintaining records as required by regulation for the foreseeable future.

End of info for PWSS Workplan, although option items #4 and #5 could be listed as well for state to choose from and for tracking purposes.

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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 Section 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 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 health 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

State is required to prepare a plan that identifies the intended uses of the amounts available to the DWSRF Program annually, including Set-aside funds. SDWA 1452(b)(1).

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 **Office of Infrastructure and Assistance (OIA)** in Region III and as such, as not covered here unless specifically identified.

Outputs are as noted below with each set-aside. **NOTE:** State is required to give "detailed" narrative of work being performed and on the "progress" being made under each funded set-aside. Listing activities in one or two sentences does not give a complete picture. State's narrative should tell a story, connecting the information from previous reports to current. EPA also suggests including numbers where ever it is feasible (e.g. # of courses held) and discuss results or effectiveness of activities being performed. Report on expenditures for Set-aside

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funded activities will be submitted annually in the DWSRF progress report submitted to the Office of Infrastructure and Assistance.

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.

Task 3.0.1: Technical Assistance 2% set-aside **[Relationship to On-going Program:** Improve understanding of the contribution of set-aside funded activities in supporting other aspects of the State drinking water and ground water programs.

Goal 1: Administer the technical assistance program, providing training, enhancing **water operator** education, and promoting **small PWS long-term viability.**

Outputs/Progress to Date [Refer to 2% Set-aside **Objectives under Goal 1** in DWSRF workplan]

- **43** total days of CEH training (21 different courses) to a total of **865** attendees.
- **40** total days of certification training (3 different courses) to a total of **79** attendees.

Proposed for Entire Year	2010 Year Status
50 days of continuing education training at regional locations.	• **40** CEH training courses provided during this reporting period. • **458** PWSs participated in these CEH and certification classes, with **385** of them being small systems.
15 days of certification training at regional locations.	• **43** days of Class 1D or higher certification training was provided.
Educational audio/video aids developed for water system operators.	• A sampling video script was completed.
Course manuals and study guides (e.g., math, chemistry) developed and revised to assist water operator training needs.	• An Advanced Math Handbook was **100%** completed on August 31, 2009. • A Utility Management Handbook was **100%** completed on October 31, 2009. • Reviews of Operator guides are about **75%** completed.
Exam Database maintenance (for class schedules, operator attendance, and certification completions information).	• A database with class schedules, operator attendance, and certificate completions is being maintained.
Drinking water library of written resources and videos maintained for water system operators.	• A lending library for audio/video instructional and informational materials on industry subjects is being maintained. • Lending library materials are free of charge to West Virginia water system personnel.
Website available and maintained with water operator resources.	• WVRWA maintained its website library at the following link: http://www.wvrwa.org/infocentral/library/library.htm . • The homepage allows instantaneous updates on training, schedules, audio/video items, posting of training materials, and the sharing of general information related to drinking water.
Approved annual budget and workplan.	• WVRWA budget and workplan was approved and effective

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	November 1, 2009 through October 31, 2010.
Monthly activity report detailing classes conducted, water system and operator attendance, time diaries, and expenses submitted monthly.	• WVRWA provides OEHS with monthly reports on these activities. • A comprehensive annual report for the Hours for Education and Learning Program (HELP) was also issued. • OEHS reviews both the financial and program activities in these reports.
Articles published in trade magazines.	• WVRWA *Mountain State Water Line* magazine was issued for each quarter of the year.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes] Evaluate the success of work funded by the DWSRF set-asides.

- OEHS believes that the WVRWA contract for this 2% set-aside is an effective use of EPA funds to provide water operator training and meet their certification requirements.
- Classes taught directly relate to water system operation, which helps ensure compliance with the SDWA and is supportive of the set-aside outcomes.
- OEHS believes that the WVRWA is providing a significant amount of continuing education hours and certification training for water operators throughout the state in regional locations.
- This regional training minimizes the travel for water operators and makes it accessible to them for obtain or maintain their certification.

Future Plans

- Plans are in place to meet the proposed workplan training activities using WVRWA through the sub-recipient agreement.
- Start development of a new sub-recipient agreement continuing education workplan with WVRWA to be effective November 1, 2010.
- OEHS will continue to monitor activities and recommend class changes based on operator needs.
- Continue to work closely with WVRWA to assure timely completion of deliverables in the new contract.

Task 3.0.2: Program Management 10% Set-aside **[Relationship to On-going Program:** Improve understanding of the contribution of set-aside funded activities in supporting other aspects of the Safe drinking water and ground water programs.]

Goal 1: Support PWSS Program; **Goal 2:** Effective use of SDWIS; **Goal 3:** Improve water system operators' knowledge, skills, and abilities maximizing public health protection, compliance, and system operation efficiency; **Goal 4:** Support the Interstate Commission on the Potomac River Basin (ICPRB); **Goal 5:** Enhance zone of critical concern (ZCC) and watershed area upstream of a selected water system surface water intake; **Goal 6:** Oversee and manage the remaining set-aside fund.

Outputs/Progress to Date [Refer to 10% Set-aside **Objectives under Goals 1-5** in DWSRF workplan]

Goal 1: Support the PWSS Program

Proposed for Entire Year	2010 Year Status
Training conducted for State personnel implementing and enforcing new rules.	• Personnel are encouraged to attend webinars sponsored by EPA discussing implementation and enforcement of new rules.
Training conducted for public water system personnel complying with new rules.	• PWS personnel are encouraged to attend WVAWWA, WVRWA, and other agency sponsored programs, which include CEHs that

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	address the new rules.
Violations and/or administrative orders issued for failure to comply with SDWA rules.	• Please see Task 2.2.2 for current status.
State legislature approval obtained for revised state rules.	• No rule revisions were submitted or approved during this reporting period.
Reports completed accurately and promptly.	• All reports submitted promptly and accurately as of June 30, 2010.
Concerns or deficiencies identified in the EPA Performance Evaluation Report (PER) addressed concerns or deficiencies.	• EPA PER concerns were being resolved during SFY 2010. • Any further follow-up will be included in the SFY 2009 PER. • The SFY 2009 PER only has three follow-up items.
Sanitary surveys conducted this year.	• Please see Task 2.4.1 for current status.
District staff reviews permits and plans within requested time frame.	• Please see Task 2.4.2 for current status.
District staff recommendations made to improve water system operations and correct deficiencies.	• Recommendations are typically made during the sanitary survey. • Please see Task 2.4.1 for current status.
Complaints investigated promptly.	• Complaints are investigated as soon as practical, upon receipt.
Technical assistance provided to water systems.	• Technical assistance is provided as soon as practical, upon request.
Operators throughout the state receive cross-connection control training.	• Please see Section 7: Operator Certification Expense Reimbursement Grant (ERG) Goal 4 on page 63 of this report.
Cross-connection and backflow prevention plans distributed as requested.	• Please see Task 4.3 for current status.
Adequate training provided at all water operator courses/backflow tester courses (approximately 5 – 10 per year).	• Please see Tasks 2.4.8, 3.0.1 and Goal 4 of the Operator Certification Expense Reimbursement Grant (ERG) on page 63 of this report.

Goal 2: Effective use of SDWIS.

Proposed for Entire Year	2010 Year Status
Identified errors reduced from the local and federal diagnostic reports.	• Began addressing errors in the ODS report to WV. • Errors are corrected in conjunction with EPA Region 3 personnel.
SDWIS becomes a more accurate tool.	• SDWIS data accuracy is directly dependent on the input accuracy of Data Management (DM) staff members. • Their accuracy is directly correlated with their knowledge and experience, which is increasing. • Through cross-training and quality control, the accuracy should improve. • A Data Management Committee (DMC) has been established with scheduled monthly meetings to address SDWIS and related data issues.
The numbers of preliminary violations approach the number of final	• As the compliance staff vacancies are filled and they continue to

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violations.	become more experienced, the number of preliminary violations will approach the number of final violations.
Contractor maintains SDWIS database.	• Contract was renewed for FY 2010. • The contractor continues to work with OEHS for production improvements.
Number of certified laboratories submitted data electronically increased.	• NODE testing has been successful as of March 31, 2010. • Continue to work with contractor and state IT to complete NODE.
Data exchange improves data accuracy.	• The Data Exchange is not in production as of June 30, 2010. • Continue to work with contractor and state IT to complete NODE.
Data entry staff focus shifted to data analysis.	• With new supervisors and almost an entirely new DM staff, the emphasis will be on learning the proper data entry and accuracy. • Once the electronic submission of data has been implemented, there will be a shift on the data entry to data analysis.

Goal 3: Improve PWS operator's knowledge, skills, and abilities, maximizing public health protection, compliance, and PWS operation efficiency.

Proposed for Entire Year	2010 Year Status
Coalition members provided direction for water operator training.	• WVRWA coordinated and prepared a joint calendar, with input from Coalition members, which details training opportunities for 2010. • It was determined to be more efficient having one calendar with all training opportunities listed. • The Calendar was made available in early December 2009. • OEHS relied on feedback from WVRWA, in-house staff, and OEHS knowledge to establish training needs. • Participated in WVRWA Drinking Water Training Workshop on December 3, 2009.
Water Operator Certification program compliance with SDWA.	• Operator Certification Program approved by EPA on August 14, 2009. • Please see Task 3.2.1 for status. • Annual report submitted June 28, 2010.
Certificates issued for each completed course.	• CEH course instructors were required and reminded to provide all course participants with certificates that include the CEH numbers, course name, and number of hours approved. • Certification courses also have appropriate completion certificates associated with them through the training provider.
Maintained operator continuing education requirements and completed courses for certification renewal.	• Each operator must submit appropriate CEH documentation as part of renewal requirements using form EW-102D. • This information must then be entered into the Safe Water

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	Operator Certification System (SWOCS) database to process a renewal.
Maintained approximately 2,300 water operator certifications.	• There are approximately **2,181** total certified operators in WV currently. • Please see Task 3.2.1 for status.
Submitted continuing education courses reviewed and approved or rejected.	• The CEH committee schedules monthly meetings, discusses pending course applications, and makes approval/rejection decisions on all CEH applications. • Prior to the monthly meetings, the application is circulated to all the committee members and sent to WV Drinking Water Education and Training Coalition (WVDWETC) members for review and comment. • This circulation and comment period typically takes between two and four weeks. • Please see Task 3.2.1 for status.
Certified PWS operators meet renewal requirements and document CEH course attendance.	• Renewal is required 30 – 60 days prior to expiration using form EW-102D which documents CEH course attendance upon completion. • No problems or foreseeable changes with this process.
Required PWS operator certification courses provided.	• All required certification courses are provided by in-house staff or through contract. • Please see Task 2.4.8 for current status.
Educational resources are available to PWS operators.	• WVRWA and OEHS maintain water operator resources readily available to systems and operators. • Course manuals and additional water related resources are available on website and in hard copy form via request.
Information distributed to PWS operators.	• Using website to communicate water operator information and program requirements increasingly more than hardcopy mailings. • Presentations are made at various times throughout the year and information is provided to PWS operators.
PWS operators trained in regulatory changes and best practices.	• Certification exams are reviewed and revised regularly to reflect any changes or additional information. • WVRWA is currently revising all the water operator certification courses under the 2% Set-aside. • OEHS staff regularly teaches as part of various technical conferences (AWWA/WEA, WV Expo, WVRWA).
Outstanding PWS operators recognized.	• Nominated operators in the Spring of 2010 for the US EPA Professional Operator Excellence Award and the WV AWWA Perkins Boyton Award.
All PWS operator certification examinations are validated.	• Please see Task 3.2.1.

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Goal 4: Support the Interstate Commission on the Potomac River Basin (ICPRB).

Proposed for Entire Year	2010 Year Status
ICPRB activities protected shared drinking water sources.	• Participated in and provided funding for the Potomac River Basin Drinking Water Source Protection Partnership through the ICPRB. • This partnership is composed of water utilities and the various governmental agencies responsible for drinking water protection in the Potomac River Basin.

Goal 5: Enhance zone of critical concern (ZCC) and watershed area upstream of a selected water system surface water intake.

Proposed for Entire Year	2010 Year Status
Updated model generates more accurate ZCCs.	• Agreement (G100989) was approved for $93,247 with the West Virginia University's Natural Resources Analysis Center to update this model. • This project is proceeding.

Goal 6: Oversee and manage the remaining set-aside fund.

Proposed for Entire Year	2010 Year Status
All grant funds used effectively.	• Please review the supplemental grants funds progress activity report for details on status.
Completed evaluation reports used for subsequent projects.	• Please review the supplemental grants funds progress activity report for details on status.
An effective GIS database developed for water systems.	• Please review the supplemental grants funds progress activity report for details on status.
Source water protection activities implemented for SWAP implementation.	• Please review the supplemental grants funds progress activity report for details on status.
Source water protection plans improved for SWAP implementation.	• Please review the supplemental grants funds progress activity report for details on status.
A contract established helping water systems achieve TMF capacity.	• Please review the supplemental grants funds progress activity report for details on status.
TMF capacity and system needs identified through surveys.	• Please review the supplemental grants funds progress activity report for details on status.
Contractor documented activities and progress reviewed for completion of TMF surveys.	• Please review the supplemental grants funds progress activity report for details on status.
Source water protection activities implemented for SWAP Contract program.	• Please review the supplemental grants funds progress activity report for details on status.
Source water protection plans improved for SWAP Contract program.	• Please review the supplemental grants funds progress activity report for details on status.

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Water systems facilities will have increased security.	• Please review the supplemental grants funds progress activity report for details on status.
Water system's operator received PBT and AWOP mentoring for 18 months.	• Please review the supplemental grants funds progress activity report for details on status.
PBT program water system operator graduation rates increased.	• Please review the supplemental grants funds progress activity report for details on status.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes] Evaluate the success of work funded by the DWSRF set-asides.

- Please see the outcomes listed in the DWSRF FY2010 Workplan.

Future Plans

- OEHS will continue to implement activities identified in the 2010 workplan to support the state drinking water and groundwater programs.

Task 3.0.3: Local Assistance and Other Activities 15% Set-aside **[Relationship to On-going Program:** Improve understanding of the contribution of set-aside funded activities in supporting other aspects of the State drinking water and ground water programs]

Goal 1: Improve drinking water system viability through continued capacity development program strategy implementation; **Goal 2:** Protect source water from future contamination through Source Water Assessment and Protection (SWAP) and Wellhead Protection (WHP) Programs; **Goal 3:** Provide oversight and management of remaining set-aside funds.

National Goal: Continue working towards 2011 goal which states that 50% of CWS and associated population should be protected though substantial implementation of source water protection strategies.

Outputs/Progress to Date [Refer to 15% Set-aside **Objectives under** Goals 1-2 in DWSRF workplan]

Goal 1: Improve drinking water system viability through continued capacity development program strategy implementation.

Proposed for Entire Year	Actual End of Year Status
18 or more on-site Capacity Development Assessments (CDA) conducted annually.	• Please see Task 3.1.2.1 for current status.
Only new PWSs demonstrating technical, managerial, and financial (TMF) capacity are issued construction permits.	• All new systems provide proper applications including our form EW-100 and a viable budget before any construction permit is issued. • These documents demonstrate that a system has TMF capacity, is viable, and should be able to sustain itself.
Report issued for each CDA.	• Please see Task 3.1.2.1 for current status.
Reference materials and assistance provided to water systems.	• Reference materials distributed at WVPSC training, CDAs, follow-up assistance visits, and CAPDEV meetings. • Conducted two CAPDEV meetings, maintained CAPDEV webpage, worked with WVWARN, provided training at the WV RWA Conference, and provided training at the 2010 EXPO.

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Contact with each system after assessment to monitor improvements.	• OEHS had telephone contact after each assessment. • OEHS has also provided significant follow-up assistance to 44 water systems to track their progress in addressing areas requiring improvement.
Assistance provided to receptive PWSs.	• Provided **11** direct, on-site water system assistance visits and provided daily telephone assistance.
Water system assessment questionnaire completed.	• Questionnaires have been completed for each assessment.
Water system baseline ranking list generated.	• Not required for this reporting period. • Next baseline ranking will be issued in October 2011.
Baseline assessment completed every three years.	• Last baseline ranking issued in 2008. • Next baseline ranking will be issued in October 2011.
Assessed water systems will have a higher capacity increase over the remaining systems.	• The most recent (2008) baseline trends indicate that assessed systems have improved capacity versus non-assessed systems.
Annual program report summarizing activities.	• Annual Report was issued in November 2009.
Governor's Report every three years.	• Governor's Report was last issued in September 2008. The next report will be issued in September 2011.
§ 1420(b)(1) SNC list every three years.	• SNC list update was issued in July 2009.
Technical, financial, and managerial seminars presented at Public Service Commission training and WVRWA conference.	• WVPSC board member training was conducted in September 2009 and February 2010. • Asset Management/Capital Improvement Plan training was provided at these seminars as well. • Capacity Development was involved in two presentations (CAPDEV and PSD/Municipal Board Members Training) at the WVRWA Conference in September 2009.
Financial and managerial capacity including funding recommendation regarding potential loan recipients communicated to DWTRF staff.	• During this time period, 10 recommendations to DWTRF staff were made regarding systems seeking their funding.
Annual calendar produced and distributed.	• WVRWA coordinated and prepared a joint calendar, with input from Coalition members, which details training opportunities for 2010. • It was determined to be more efficient to have one calendar with all training opportunities listed. • The Calendar was made available in early December 2009.
Cooperative agreements among water systems creating improved capabilities.	• The CAPDEV meetings allow interaction and networking opportunities for participating water systems. • Meetings are informal and encourage free discussion of issues and concerns from the water systems. • Capacity Development staff is also actively involved in WVWARN meetings.

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	• The WVWARN program currently has approximately 50 members and their participation is imperative in the event of an emergency. • OEHS, along with other participating agencies, are actively promoting this program to other water systems.
TMF tools and information disseminated.	• Various handouts (Asset Management information, water conservation information, etc.) were provided to attendees. • Drinking water operators were awarded 2 hours of CEHs for participating in the CAPDEV meetings. • The WVWSET (TMF assessment tool) was completed during this reporting period and will be made available to systems through an on-site assistance provider. • A Request for Quote has been drafted and is currently under review so a qualified vendor can be obtained to conduct this project.
Written meeting summaries compiled and distributed.	• Agendas and attendee lists are posted on the CAPDEV page of the OEHS website.
Two meetings held throughout the State.	• A meeting was held on September 15, 2009, at the WVRWA conference in Snowshoe. • A second meeting was held on March 25, 2010, at the WV EXPO in Charleston. • Additional meetings will be held if water systems request more frequent meetings.
Drinking water information communicated to the public.	• Brochures and booklets were available for the public at the WVRWA Conference and at the WV EXPO conference. • OEHS also participated in the EPA Fix-A-Leak week program, with other stakeholders throughout a read-a-loud program at a local elementary school, to provide additional water related information to the public. • Additional information is made available on our website: http://www.wvdhhr.org/oehs/eed/i&cd.

Goal 2: Protect source water from future contamination through Source Water Assessment and Protection (SWAP) and Wellhead Protection (WHP) Programs.

Proposed for Entire Year	Actual End of Year Status
Local efforts create enhanced protection plans.	• Developing grants and contracts to promote source water protection concepts at local level. • Please see Task 3.3.0 and Appendix E for status.
Standardized plans are accessible for interested parties.	• A secure website making available the wellhead and source water areas, location of public supply wells and potential contaminant sources for use internally by our agency, other

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	utilities, state emergency management, and federal agencies is available for use. • An agreement with the West Virginia State GIS Technical center. • The website provides maintenance and access at http://157.182.212.215/dhhr/login.php. • As of June 30, 2010, **69** individuals have been granted access for this service. • The community source water assessment reports have been placed on the OEHS website to provide wellhead and source water areas, potential contaminant sources and susceptibility analysis for use by other utilities, state emergency management, and federal agencies. • Access to the reports is available at http://www.wvdhhr.org/oehs/eed/swap/search.cfm.
Approved SWAP and WHP plans are developed and used.	• Continue to update the source water protection-tracking database, revisions, protection activities and enhancements to the SWAP/WHP assessments (implemented and/or have substantial implementation status determination) are entered into this database.
Source water information presented at relevant conferences and meetings.	• Please see Task 3.3.0, Public Outreach/Educational Activities, for status.
Initial and updated source water reports are completed and used.	• Continue to update the source water protection-tracking database, revisions, protection activities and enhancements to the SWAP/WHP assessments (implemented and/or have substantial implementation status determination) are entered into this database.
New assessments and revisions are completed.	• Continue to update the source water protection-tracking database, revisions, protection activities and enhancements to the SWAP/WHP assessments (implemented and/or have substantial implementation status determination) are entered into this database.
Informational materials distributed to assist local source water protection efforts.	• Please see Task 3.3.0, Public Outreach/Education Activities, for status.
Sources classified as GUDI or not-GUDI.	• Please see Task 2.2.11 for status.
Improved interagency and community PWS access to SWP information and data through the use of interactive website.	• A secure website making available the wellhead and source water areas, location of public supply wells and potential contaminant sources for use internally by our agency, other utilities, state emergency management, and federal agencies is available for use through an agreement with the West Virginia State GIS Technical center.

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	• The website provides maintenance and access at http://157.182.212.215/dhhr/login.php. • As of June 30, 2010, **69** individuals have been granted access for this service. • The community source water assessment reports have been placed on the OEHS website to provide wellhead and source water areas, potential contaminant sources and susceptibility analysis for use by other utilities, state emergency management, and federal agencies. • Access to the reports is available at http://www.wvdhhr.org/oehs/eed/swap/search.cfm.
Correspondence describing treatment requirements based on GUDI designation.	• Please see Task 2.2.11 for status.
Inspection and inventory data transferred between agencies.	• OEHS continues to fund the Department of Environmental Protection (DEP) Underground Injection Control (UIC) Class V program. • During this reporting period, the DEP UIC Class V program inspected **220** sites with **91** sites having underground injection systems with a combined total of **163** wells.
Quarterly report summarizing program activities sent to OEHS.	• OEHS continues to receive quarterly reports summarizing UIC activities.
High quality maps produced.	• GIS continues to be used to prepare maps, displaying geographic, geologic, and monitoring data in support of source water/wellhead protection. • GIS is a fundamental tool used to support the delineations, inventories, and susceptibility analyses required by the SWAP.
Accurate location information is available from GPS data.	• Staff continues to receive GPS data associated with public wells and correct when necessary.
Spatially related data used for source water protection and SDWIS.	• GIS continues to use the spatially related data to prepare maps displaying geographic, geologic, and monitoring data in support of source water/wellhead protection.

Goal 3: Provide oversight and management of remaining set-aside funds.

Proposed for Entire Year	Actual End of Year Status
All SRF funds used effectively.	• Please review the supplemental grant funds progress activity report for details on status.
Completed evaluation reports used for subsequent projects.	• Please review the supplemental grant funds progress activity report for details on status.
An effective GIS database developed for water systems.	• Please review the supplemental grant funds progress activity report for details on status.

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Provide grants to groundwater community PWSs to establish and implement source water protection programs.	• Please review the supplemental grant funds progress activity report for details on status.
Source water protection activities implemented for SWAP implementation.	• Please review the supplemental grant funds progress activity report for details on status.
Source water protection plans improved for SWAP implementation.	• Please review the supplemental grant funds progress activity report for details on status.
A contract established helping water systems achieve TMF capacity.	• Please review the supplemental grant funds progress activity report for details on status.
TMF capacity and system needs identified through surveys.	• Please review the supplemental grant funds progress activity report for details on status.
Contractor documented activities and progress reviewed.	• Please review the supplemental grant funds progress activity report for details on status.
Source water protection activities implemented for SWAP Contract program.	• Please review the supplemental grant funds progress activity report for details on status.
Source water protection plans improved for SWAP Contract program.	• Please review the supplemental grant funds progress activity report for details on status.
A complete UMI course curriculum is developed and available for use.	• Please review the supplemental grant funds progress activity report for details on status.
All funds used effectively.	• Please review the supplemental grant funds progress activity report for details on status.
Water systems' operators received PBT and AWOP mentoring for 18 months.	• Please review the supplemental grant funds progress activity report for details on status.
PBT program water system operator graduation rates increased.	• Please review the supplemental grant funds progress activity report for details on status.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Approximately 3,700 copies of the 2010 Drinking Water and Wastewater Training Coalition Calendar were produced and made available to interested parties in December 2009.
- The WVWARN program has approximately 50 members and OEHS continues to actively promote the program through our various contracts with water systems.
- See the outcomes listed in the DWSRF FY2010 Workplan.

Future Plans

- Future assessments are being prioritized, follow-up opportunities will continue to be pursued, and one staff member will continue to primarily focus on providing Asset Management Plan assistance to water systems.
- OEHS will continue to implement activities identified in the 2010 workplan to support the state drinking water and groundwater programs.

3.1 Capacity Development

The state must document that it is implementing its Capacity Development Program to avoid withholding of 20% of its DWSRF

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allotment in subsequent years. The documentation of ongoing implementation of both the Capacity Development Authority (New Systems) and the Capacity Development Strategy (Existing Systems) programs will be submitted as a standalone report by November 30 of each year. The withholding decision is based on an assessment of the status of the state's programs as of October 1 of each year covering the previous Federal fiscal year.

3.1.1 Capacity Development Authority (New Systems) SDWA Section 1420

Task 3.1.1.1
The State must document that it is implementing its Capacity Development Authority (New Systems) by describing the activities conducted by the State during the past fiscal year.

Each semi-annual progress report should include: (1) The # of approved new CWSs and NTNCWSs; **(2)** Compliance status of new CWSs and NTNCWSs that commenced operation after 10/1/99.

See Appendix D "U.S. EPA Region III Reporting Criteria for Annual State Capacity Development Program Implementation Report." The Attachment describes the reporting criteria for the Report.

Outputs/Progress to Date [1 Annual Capacity Development Program Implementation Report (due by 11/30 each year)]

- Capacity Development Program (CDP) Annual Report was completed and submitted to EPA Region 3 by November 30, 2009.
- This report also included updated information (New Water System Status and Compliance Table) on the new systems program status.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Our permitting system continues to eliminate or consolidate new systems where practical.
- The 3 new systems (detailed in the CDP Annual Report) that we are tracking were having some monitoring issues during this reporting period.
- The CDP is providing an increased, more proactive new system monitoring requirement, education, and guidance (intended to address non-compliance with monitoring requirements).

Future Plans

- The CDP Annual Report was issued by November 30, 2009, and it addressed the on-going impact of the new systems program (overall) and the importance of continued new system education and guidance.
- The next CDP Annual Report will be prepared and submitted on or before November 30, 2010.

3.1.2 Capacity Development Strategy (Existing Systems) SDWA Section 1420

1452(a)(1)(G)(i) and 1420(c), and page 16 of the February 28, 1997, DWSRF Guidelines. **Background Notes:** A state must document that it is implementing its strategy to avoid withholding of 20% of its DWSRF allotment in subsequent years.

Task 3.1.2.1
A state must document that it is implementing its strategy to avoid withholding of 20% of its DWSRF allotment in subsequent years.

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TOTAL PROJECTED ONSITE CAPACITY DEVELOPMENT ASSESSMENTS FOR SFY 2011: 18
TOTAL PROJECTED NUMBER OF CAPDEV MEETINGS FOR SFY 2011: 2

See Appendix D "U.S. EPA Region III Reporting Criteria for Annual State Capacity Development Program Implementation Report." The Attachment describes the reporting criteria for the Report.

Outputs/Progress to Date [1 Annual Capacity Development Program Implementation Report (due by 11/30 each year)]

- The CDP Annual Report was completed and submitted to EPA Region 3 by November 30, 2009.
- Twenty-two (22) CDAs/reports were completed or underway during this reporting period.
- OEHS maintains its compliance with mandatory CDAs for systems obtaining a DWTRF loan.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Data shows our existing system's assessment activities are having a positive impact on water systems.
- Most water systems are addressing portions of the OEHS recommendations.

Future Plans

- Assessments are continually being prioritized, follow-ups are being pursued, and one staff member will continue to primarily focus on providing Asset Management Plan assistance to water systems.

3.1.3 Other Annual Reviews and On-going Reporting Requirements

Task 3.1.3.1
Submit, and periodically update, a list of CWSs and NTNCWSs that have a history of Significant Non-Compliance (SNC) and, to extent practicable, the reasons for their noncompliance. (This activity repeats every three years – **Next List Due July 15, 2010)** SDWA §1420(b)

Outputs/Progress to Date **[1 list of CWSs and NTNCWSs on the Historical SNC list.]**

- The Safe Drinking Water Act (SDWA) 1420(b)(1) requires periodic update and evaluation of Community and Non-transient, Non-community Systems on the Historic Significant Non-compliance (SNC) list.
- The periodic update is due every three years.
- The most recent Historic SNC List evaluation was submitted to EPA on July 17, 2009.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- The number of non-compliant water systems should continue a favorable downward trend provided new requirements are not implemented.

Future Plans **[Next list is due July 15, 2012]**

- The next final report will be prepared and submitted by August 6, 2012.

Task 3.1.3.2
The State must **submit a report to the Governor** on the efficacy of the strategy and progress toward improving the technical, managerial, and financial capacity of the PWSs in the State. The report shall also be made available to the public. (This activity repeats every three years

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– **Next Report Due September 30, 2011)** SDWA §1420(c)

Outputs/Progress to Date **[1 Report to the Governor. Next Report is due September 30, 2011]**

- The Report to the Governor was last completed in September 2008.
- No report is required during this reporting period.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Small water systems do not have the economies of scale that large systems can achieve and many of them are managed by volunteers or may not have any management.

Future Plans

- The next report will be prepared and submitted by September 30, 2011.

3.2 Operator Certification Programs

Task 3.2.1 **[Relationship to On-going Program:** Improve understanding of the contribution of operator certification program activities in supporting other aspects of the State drinking water and ground water programs.]

APPROXIMATE NUMBER OF WATER OPERATOR CERTIFICATIONS MAINTAINED IN SFY 2011: 2,200

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. **Reports due June 30th each year.**

Outputs/Progress to Date **[1 Annual Program Report due June 30, 2010]**

- WV Operator Certification Program Annual Report was approved by EPA on August 14, 2009, and the current Annual Program Report was submitted to EPA on June 28, 2010.
- A total of **1,140** water operators were certified or recertified and certificates were issued.
  - There were **477** Class 1D operators certified
  - There were **100** OIT operators certified
  - There were **52** Class WD operators certified
  - There were **200** Class I operators certified
  - There were **183** Class II operators certified
  - There were **83** Class III operators certified
  - There were **45** Class IV operators certified

- A total of **170** CEH courses for water operators were reviewed by the CEH committee:
  - **164** CEH course applications approved
  - **4** CEH course applications rejected
  - **1** CEH course application is pending

- Continued to Chair and actively participate with the Drinking Water Exam Review Committee (DWERC) to develop relevant operator

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certification training exams for validation purposes. The DWERC meets monthly. During this reporting period, the DWERC:
  - Revised all versions of the 1D, Class I, and Class II exams to reflect the upcoming groundwater rule change.
  - Currently developing 3 versions of the Class III exam.
- Posted new advanced math handbook on the OEHS website to improve operator training resources and availability.
- No *Drips and Drops* newsletter to all water and wastewater operators was published due to staffing changes and overall time constraints.
- SWOCS database functioning more effectively with noticeably reduced reporting times.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes] Evaluate success of work.

- CEH and DWERC continue to make good progress with steady and strong workloads.

Future Plans

- Continue to develop and issue relevant operator certification exams with DWERC.
- Continue to approve relevant operator training courses with the CEH committee.
- Work towards biannually publishing *Drips and Drops* newsletter again.
- Work more efficiently with, and improve, our operator certification databases.

3.3 Source Water Assessment and Protection Activities

Task 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 Strategic Measures 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.

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.

Report this information using the Source Water Assessment and Protection Reporting matrix (Attachment E).

SDWA 1453(a)(3) & GPRA

Outputs/Progress to Date # of assessment conducted

- NOTE: As of June 30, 2005, the SWAP Program has completed assessments for 100% (delineation through public availability) of the community and non-community PWSs that were in existence at the time the program was approved in November 1999. PWSs active after November 1999 are currently being assessed.
- Highlights during this reporting period are:
  - The Wellhead Protection/Source Water Protection Program Annual Report has been completed and submitted for the July 1, 2009 – June 30, 2010, period. Please see Appendix E.

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- Public Outreach/Education Activities continue:
  - Staff attended the 2009 Karst Conference in Jefferson County, WV on September 14 – 15, 2009.
  - Water Protection conference was held on October 28, 2009.
  - Continued participation with the WV DEP Project WET (Water Education for Teachers), a nonprofit water education program for educators and young people ages 5 – 18 on September 25, 2009.
  - The SWAP program continues an educational loan program of groundwater models to schools or watershed groups that complete the Project WET training or are interested in groundwater protection. Information about this program is available on the SWAP website at http://www.wvdhhr.org/oehs/eed/swap/documents/Groundwater%20Flow%20Model.pdf.
  - The OEHS website continues to provide information the SWAP/WHP programs and guide municipalities, water suppliers, or other groups through developing a local SWAP program. The OEHS website contains fact sheets, new SWAP posters, general information and an updated online SWAP educational course, "A Guide to Developing a Source Water Protection Plan." The SWAP website is regularly reviewed and updated, which provides PWSs and the public additional access to information.
  - Provide educational materials, posters, and brochures concerning the SWAP/WHP program.
  - Participated with WVRWA in Source Water Collaborative Workshop on December 3, 2009.
  - Staff attended the Buckhannon watershed board meeting on January 10, 2010, and made a presentation at the annual membership meeting on April 4, 2010, concerning source water protection.
  - Participated with the WVRWA in a Source Water Workshop at the WV EXPO on March 24, 2010.
  - Participated in the River Alert Information Network (RAIN) meeting that was held on April 13, 2010. This meeting was seeking participation from West Virginia public water supplies located within the Monongahela River drainage area.
  - Participated in the Region 3 Source Water Protection meeting in State College Pennsylvania on June 23 – 25, 2010.
  - Participating on the planning committees for the 2010 Groundwater Karst Conference in Jefferson County and West Virginia Water Conference in Morgantown WV.
- Continued participation in the West Virginia Alternative Monitoring Strategy Program (AMSP), determining future monitoring frequency reductions and is dependent on having a SWAP/WHP program in place.
- Continued to implement and enforce the revised regulations and design standards for private water wells, approved on April 2, 2008, for the protection of groundwater.
- Evaluation of new PWS water wells or intakes to assure they are located in areas where contamination threats are minimal. Permits for new public water wells now require an initial survey for potential sources of contamination within 2,000 feet of proposed well location with site-specific information used when available.
- Provided grants through Source Water Protection Grants Program to surface water and groundwater community PWSs to establish and implement water protection programs. Please review the supplemental grants funds progress activity report for additional details on status.
- An expression of interest (EOI) contract for implementing wellhead and source water protection activities for community water supplies has been awarded to two vendors for work in our St. Albans, Wheeling, Beckley, and Kearneysville District Office areas. Please review the supplemental grants funds progress activity report for additional details on status.
- Contract has been signed with USGS, WVDEP, and West Virginia Geological Survey to study the hydrologic flow in abandoned coal mines in McDowell County. Please review the supplemental grants funds progress activity report for additional details on status.
- Updating the Zone Critical Concern (ZCC) and watershed delineation software used in the Source Water Protection Program.

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The project will integrate new or improved hydrology datasets such as the higher resolution three (3) meter West Virginia Digital Elevation Model maps. Agreement has been awarded to the West Virginia University's Natural Resource Analysis Center and work is proceeding.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- DEP UIC Class V program inspected **220** sites, with **91** sites requiring corrective actions, such as plugging floor drains. Quarterly reports received from WVDEP.
- AMSP waivers were reviewed for Berkeley County. Staff participated on a committee to revise the AMSP waivers process.
- Potable Water Well Permits: Thirteen (13) permits issued for nineteen (19) potable water wells.
- Test Well Permits: One (1) permit issued for two (2) test wells.
- Sixteen (16) PWSs were awarded Source Water Security and Source Water Protection and Wellhead Grants during the 2007 and 2008 grant years. Please review the supplemental grant funds progress activity report for details on status.
- Seventeen (17) PWSs were awarded Source Water Security and Source Water Protection and Wellhead Grants during the 2009 grant year. Please review the supplemental grant funds progress activity report for details on status.
- The Source Water Protection website counter indicated that during this reporting period, the website was accessed **1,916** times.
- See Appendix E for Strategic Measure A (the # and % of population and community PWSs [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) as of June 30, 2010.

Future Plans

- Continue participation and provide funding for the Potomac Drinking Water Source Protection. This partnership is composed of water utilities and various governmental agencies responsible for drinking water protection in the Potomac River Basin.
- Continue participation with ORSANCO Water Source Protection program. This partnership is composed of water utilities and the various governmental agencies responsible for drinking water protection in the Ohio River Basin.
- Development of a yield and drawdown guidance and procedural manual for private and public water wells. Have not discussed or reviewed with the West Virginia Water Well Advisory Committee, waiting on official establishment of the committee.
- Continue to participate in the AMSP, which determines future monitoring frequency reductions and is dependent on having a SWAP/WHP program in place.
- OEHS will continue to fund the WV DEP UIC Class V program.
- Planning and scheduling the 2010 Source Water Conference technical meeting for fall of 2011.

Task 3.3.1
Coordinate with Clean Water Act programs to promote development of TMDLs or WQs that protect drinking water sources.

Outputs/Progress to Date

- OEHS staff continues to have a working relationship between the State's SDWA program and the Clean Water Act programs (TMDL and the WQS programs) at the WV DEP to help provide the most accurate and representative assessment of the state's source waters.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Protect water quality in water bodies to the level needed to ensure it can be used drinking water.

Future Plans

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- Continue to attend Clean Water Act program (TMDL and the WQS) meetings.

4 Recommended Activities (These are activities that do not affect PWSS Primacy or the receipt of the Drinking Water State Revolving Fund Set-aside funds. However many of these activities could be funded under either program. **Include only those activities to which the state is committing to conduct n the specific grant workplan.**)

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 4.1
Enter informal enforcement actions into SDWIS to present more complete picture of violation follow-up.

Outputs/Progress to Date [Discuss informal actions taken that have been entered into SDWIS]
- NOVs, PNs requested, and PNs received are routinely entered into SSWR2. The NOVs are discussed in Task 2.2.2.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

Future Plans
- The NOVs, PNs requested, and PNs received will continue to be entered into SSWR2.

Task 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 are 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.

Outputs/Progress to Date
- Latitude and Longitude data in SDWIS is 99% complete.
- Continue to add new water well sources into SDWIS as they become active.
- OEHS continue to share source water polygon data with the EPA for use by all federal agencies as the single source of data.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

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Future Plans

- Continue entering Latitude and Longitude data for new sources as necessary.

Task 4.3
Develop and maintain a Cross Connection Control Program. §142

Outputs/Progress to Date

- OEHS is maintaining a database of certified Backflow Prevention and Assembly Inspector(s)/Tester(s) (BPAITs). OEHS provides information on certified BPAITs through a website (http://www.wvdhhr.org/oehs/backflow/default.aspx) that is searchable by county and the individual's last name, alphabetically. This website also includes a Cross-Connection Fact Sheet and Cross-Connection and Backflow Prevention manuals issued by OEHS and EPA.
- OEHS continues to be the primary agency for implementing and maintaining cross-connection and backflow prevention programs for PWSs as defined by WV Legislative Rule 64CSR15 and 64CSR25. OEHS acts as an information resource by providing a generic information booklet containing all the necessary information required for a PWS to establish and to maintain a cross-connection and backflow prevention program. This information is supplemented by the WV EW-114 "Cross-Connection and Backflow Prevention Manual" and EPA 816-R-03-002 "Cross-Connection Control Manual."
- DOs continue to monitor PWSs for their "Cross-Connection and Backflow Prevention Programs/Plans" and report their findings in a Sanitary Survey. The sanitary survey provides information for correcting deficiencies and non-compliance. Over the past five-plus years, OEHS has provided cross-connection and backflow prevention plans to any PWS that did not already have a plan in place. These plans were mailed out to PWSs requesting them in the earlier years, and in later years, the plans were distributed by DO staff during sanitary surveys. The plans now are provide on an "as requested" basis since the requirement has been in place for so long.
- Five (5), one-week long initial certification courses and five (5), one-day refresher certification courses were held for BPAITs. (1st have through contract with WVETC.) A total of **34** BPAITs certified or recertified and certificates were issued.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Our generic "Cross-Connection and Backflow Prevention Program/Plan" has proven to be a valuable tool to a great number of PWSs in the state. Also, our participation in classroom settings, on-site visits, sanitary surveys, and CDAs, which are outreach programs, have increased the awareness of community PWSs as to their legal responsibilities and for the necessity to implement and to maintain a cross-connection and backflow prevention program.
- Face-to-face contact with water operators and BPAITs result in greater cooperation and accomplishes the desired outcome. We also work closely with the WVRWA to enhance their outreach and training programs.
- The CDP has learned through our assessment process that some systems still do not have an active cross-connection program. As a result of these findings, the CDP continues to provide follow-up assistance in this area to bring these systems into compliance.

Future Plans

- OEHS plans to maintain our status as an informational resource and to continue to monitor PWSs through sanitary surveys and CDAs. Also, OEHS will continue to participate in the classroom training for water operators, BPAITs, and sanitarians. On-site assistance will be provided as per request by PWSs.
- The WVPSC mediates complaints between PWSs and their customers. OEHS will continue to work closely with the WVPSC concerning cross-connection and backflow complaints.

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Task 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 and the Potomac River Basin Drinking Water Source Protection Partnership).

Outputs/Progress to Date

- Building partnerships-Inter-Agency cooperation and other alliances:
  - Continuation of the SWAP/WHP Memorandum of Understanding (MOU) that has been signed by a number of state groundwater regulatory agencies, establishes a coordinated effort by all agencies to protect groundwater in delineated SWAP/WHP areas. The MOU enhances the SWAP/WHP program's ability to protect groundwater utilized by PWSs.
  - Provided funding for the WV DEP UIC Class V program to locate UIC Class V wells in source water protection and sensitive hydrological areas within WV. This work also includes an inventory of underground and above ground storage tanks in the SWAP/WHP area.
  - Provided funding and participation with the Potomac River Basin 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.
  - Participated on the ORSANCO SWAP committee that is composed of water utilities and the various governmental agencies responsible for drinking water protection in the Ohio River Basin.
  - Continuing a working relationship between the federal Safe Drinking Water Act and the Clean Water Act programs within the state 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 resources.
  - Use hydrogeologic information from the US Geological Survey (USGS) to help define SWAP/WHP areas. Working with the USGS, using existing and new information to help characterize the hydrogeologic setting and develop mathematical simulation of groundwater flow models of different regions of WV to determine the degree of detail appropriate for the source water assessments.
  - Assist in educational and outreach efforts in developing and prioritizing protection measures in conjunction with local drinking water protection efforts.
  - Improve cooperation and coordination between state agencies and federal programs with localized and statewide conferences and meetings.

Outcomes/Benefits (Lessons learned, if any)

- Development of a local protection program is an important part in order to provide monitoring relief to a water system.

Future Plans

- OEHS will continue to build inter-agency cooperation per current progress to date.
- Continue to 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, and Potomac River Basin Drinking Water Source Protection Partnership) by continuing to develop partnerships and alliances.
- OEHS plans to continue the efforts to coordinate source water and source water assessments.
- Continue to use current information on the hydrology and hydrogeology within WV to determine the degree of detail appropriate for the source water assessments.

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Task 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.

Outputs/Progress to Date

- Working with the USGS, using existing and new information to help characterize the hydrogeologic setting and develop mathematical simulation of groundwater flow models of different regions of WV to determine the degree of detail appropriate for the source water assessments.
- WHPP and SWAP 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 with localized and statewide conferences and meetings.
- OEHS continues to help fund the DEP UIC Class V program.

Outcomes/Benefits (Lessons learned, if any)

- Development of a local protection program is an important part in order to provide monitoring relief to a water system.

Future Plans

- OEHS plans to continue efforts to coordinate source water and source water assessments.
- Continue to use current information on the hydrology and hydrogeology within WV to determine the degree of detail appropriate for the source water assessments.

Task 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, include the 305(b) staff, to ensure that duplication of monitoring efforts in source water assessment projects area not occurring, that existing data are reorganized and used, and that any new data that are collected are appropriate. EPA Region III will assist in the use of STORET data as needed.

Outputs/Progress to Date

- OEHS staff continues to build a working relationship between the State's SDWA program and other water quality standards

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programs at the DEP and the Clean Water Act 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 OEHS website continues to provide information on the SWAP/WHP programs and guides municipalities, water suppliers, and other groups through developing a local SWAP program.
- OEHS participates with the USGS and DEP on the ambient groundwater monitoring program.
- Developed a secure website providing wellhead and source water protection areas, locations of public supply wells, and potential contaminant sources for use by state and emergency management, federal agencies, and utilities.

Outcomes/Benefits (Lessons learned, if any)

- Development of local protection program awareness is an important part in order to provide monitoring relief to a water system.

Future Plans

- Continue to support the West Virginia USGS and DEP on the ambient groundwater monitoring program.
- OEHS staff will continue to build a working relationship between the State's SDWA program and the water quality standards program at the DEP and the Clean Water Act 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.
- OEHS website will continue to provide information on the SWAP/WHP programs and guide municipalities, water suppliers, and other groups through developing a local SWAP program.
- Continue to use secure website providing wellhead and source water protection areas, locations of public supply wells, and potential contaminant sources for use by state and emergency management, federal agencies, and utilities.

Task 4.5

Coordinate with national, State, and local agencies to encourage identification and reporting of waterborne disease outbreaks associated with drinking water.

Outputs/Progress to Date

- Continual communication with the Public Health Sanitation Division, Office of Epidemiology and Health Promotion, Centers for Disease Control and Prevention, and Local Health Departments concerning common areas of work, including potential waterborne disease outbreaks.
- No known waterborne disease outbreaks were reported during this report period.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Continue communication and working with these agencies to encourage identification and reporting of waterborne disease outbreaks associated with drinking water.

Task 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)

Outputs/Progress to Date

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- OEHS staff attended the AWOP National Meeting in Cincinnati, OH, July 14 – 15, 2009.
- OEHS staff attended the Region 3 AWOP regional planning meeting/workshop in Gettysburg, PA, November 20 – 21, 2009.
- OEHS participated in two AWOP Performance Based Training (PBT) conference calls along with staff from EPA Region 3, EPA Technical Support Center, and an EPA contractor from Colorado.
- EPA accepted best practice: "Performance Based Training (PBT) was provided for 8 public water system water treatment plants. Session #2 (July 28, 2009), Session #3 (November 3, 2009), Session #4 (January 26, 2010), and Session #5 (May 11, 2010).
- Circulated 2009 AWOP master list to in-house staff in April 2010. Optimization Awards presented to 12 water plants statewide, and SADO plants that graded well.
- OEHS staff attended the Region 3 AWOP regional planning meeting/workshop in Philadelphia, PA, June 15 – 16, 2010.
- Water Operator Optimization Seminars, in conjunction with WV RWA, was held on April 14, 2010, at the Clarksburg Water Board.

Outcomes/Benefits (Lessons learned, if any)

- PBT training series provided operators experience in performing special studies at their WTP enhancing their operations skills.
- OEHS staff involved in grading plants on optimization score sheets and presenting awards to well performing plants.

Future Plans

- OEHS staff to attend the National Partnership for Safe Drinking Water Conference and Region 3 AWOP regional planning meeting/workshop in Hershey, PA, October 15 – 16, 2010.
- Water Operator Optimization Seminars, in conjunction with WV RWA, will be held on July 14, 2010, at Lewisburg, and September 7, 2010 in Buckhannon (2009 AWOP Award Recipient).
- 1st Quarter 2011 – PBT follow-up in Logan and Mingo Counties.
- 2011 through 2012 – microbial PBT in the counties of Clay, Braxton, Calhoun, and Nicholas with assistance from EPA/WV RWA.
- 2011 through 2012 – participate in EPA Region 3 efforts to launch a pilot DBP-PBT with at least 1 WV public water system.
- Ongoing – participate in EPA Region 3 AWOP regional planning meetings/workshops, as scheduled. WV to host first 2011 EPA Region 3 AWOP meeting.

Task 4.7
Perform public education responsibilities, such as responding to press inquiries, educating the general public, and conducting outreach.

Outputs/Progress to Date

- OEHS partnered with the DEP Water Training Program to train public school teachers and students about drinking water issues.
- OEHS participated in the EPA Fix-A-Leak week program, with other stakeholders through a read aloud program at a local elementary school, to provide additional water related information to the public.
- Participated in various meetings and conferences across the state to present information on the Source Water Protection Program.
- Exhibited at various conferences and every known appropriate public meeting to provide information to the general public.
- Maintained the OEHS internet website with current information.
- Responded to press inquiries concerning public water systems.
- Answered technical questions from the general public, upon request.

Outcomes/Benefits (Lessons learned, if any)

- Better informed general public with the continued outreach.

Future Plans

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- Continue to collaborate with the DEP Water Training Program to train public school teachers and students about drinking water issues.
- Sponsor or co-sponsor a Water Protection Conference in 2010.
- Continue to exhibit in various meetings and conferences to provide information to the general public and water operators.
- Continue to update the OEHS website.
- Continue to respond to press inquiries concerning PWSs.
- Continue to pursue posting of Drinking Water Watch for public use. This is a "live" view of data in the SDWIS/State database.

Task 4.8
Obtain Internet access to improve communications with other agencies, and outreach to the public. Develop and maintain computer communications with field offices.

Outputs/Progress to Date [Discuss any changes/improvements made or being done to enhance communications]

- Please refer to Tasks 3.0.1, 3.0.3, 3.2.1, 3.3.0, and 4.3 concerning internet access with other agencies and to the public.

Outcomes/Benefits (Lessons learned, if any)

- Internet technology has facilitated the widespread use of these tools and allows these programs to be quickly updated to reflect changes in Programs.

Future Plans

- OEHS will continue to use internet capabilities and pursue further enhancements to improve communications with stakeholders.

Task 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.)

Outputs/Progress to Date

- Participated on the ORSANCO SWAP committee that is composed of water utilities and the various governmental agencies responsible for drinking water protection in the Ohio River Basin.
- Provided funding and participated with the Potomac River Basin 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.
- Continuation of the SWAP/WHP Memorandum of Understanding (MOU) that has been signed by a number of state groundwater regulatory agencies, establishes a coordinated effort by all agencies to protect groundwater in delineated SWAP/WHP areas. The MOU enhances the SWAP/WHP program's ability to protect groundwater utilized by public water systems.
- Assisted in educational and outreach efforts in developing and prioritizing protection measures in conjunction with local drinking water protection efforts.

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- Improved cooperation and coordination between state agencies and federal programs with localized and statewide conferences and meetings.
- OEHS conducted two CAPDEV meetings and maintained an informational booth at the WVRWA Annual Conference in September 2009 and the WV Expo in March 2010.
- Representatives from Capacity Development were also involved in assisting PWSs in violation to explore available options and provide guidance in their return to compliance.
- Please see Task 2.4.8 for additional outreach activities.

Outcomes/Benefits (Lessons learned, if any)

- The participating PWS representatives have found the CAPDEV meetings to be useful to build networking relationships with other PWSs personnel. This networking has enabled PWS personnel with common goals to share experiences and offer assistance to those in need. The ultimate goals would be to have PWSs approve mutual aid agreements in the event of an emergency.

Future Plans

- CAPDEV plans to sponsor at least two meetings each year for PWSs, since staff vacancies are now filled, to discuss issues and provide networking contacts. OEHS plans to give presentations at the WVRWA Annual Conference in September 2010.
- Continue to assign SNC and chronic violators to CD for contacting and offering assistance relative to specific improvement issues and/or alternatives that result in bringing them back into compliance.
- SWAP plans to attend ORSANCO and Potomac River Basin Partnership meetings.

Task 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 may require water systems to submit a water conservation plan consistent with EPA's guidelines as a condition of receiving a loan from the State Drinking Water Loan Fund.

Outputs/Progress to Date

- West Virginia does not require "Water Conservation Plan Guidelines" from DWTRF Loan applicants.

Outcomes/Benefits (Lessons learned, if any)

- Not applicable at this time.

Future Plans

- OEHS will initiate this requirement when water conservation is required by the State.

Task 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.

Outputs/Progress to Date

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- PWSs were surveyed for potential and existing drought conditions during low rainfall periods and offered assistance in obtaining emergency water tankers and other supplemental supplies.
- Emergency response plans of drought vulnerable PWSs were reviewed for drought planning during sanitary survey inspections. Recommendations were suggested when needed.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS will assist PWSs likely to be impacted by drought conditions as they occur and provide assistance to emergency services offices when needed.
- Continue advising PWSs of their need for appropriate backup water supply planning and recommend pipeline repairs to reduce water losses.
- Continue offering assistance to PWSs which are vulnerable to inadequate water supplies.

5. Additional State Activities which are funded with PWSS Grant or DWSRF Set-aside fund monies:

Include here, narrative on any additional projects funded under the PWSS Grant or with DWSRF Set-aside funds. You may also **want to** use this area to give narrative on staffing and GUDI, track equipment purchases, etc., or do so, on a separate page.

Task 5.1
Narrative on Staffing Vacancies
Report on status of staff level and document source of funding for each FTE (e.g., PWSS, SRF, etc.)

Outputs/Progress to Date

- Please see accompanying staffing report.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS will continue working towards fully staffing the office.

Task 5.2
Narrative on activities conducting GUDI determinations
Report on issues/concerns, challenges to completing GUDI determinations.

Outputs/Progress to Date

- Please see Task 2.2.6 for current status.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

Future Plans

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- Please see Task 2.2.6 for current status.

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.

NOTE: State should report progress on "Objectives" of revised workplan (01/06/09) and the "Methods" by which objectives will be accomplished.

REPORTING: The state will continue to report semi-annually on the status of Security grant workplan activities. Be sure to report on "Outcomes" listed on page 7 of workplan.

Objective 1: Continue security and emergency response outreach to the state's community and non-transient, non-community water systems.

Outputs/Progress to Date **[Refer to Methods 1 & 2 under Objective 1 in Security grant workplan]**

- "DO NOT TAMPER" warning decals produced and distributed to PWS personnel (for posting at their facilities) during regular site visits, inspections, and 2009 WVRWA Annual Conferences.
- OEHS distributed security and emergency preparedness outreach materials through exhibits and presentations at the 2009 WVRWA Annual Conference (September 2009) and the 2010 WV American Water Works Association (WV AWWA) Annual Conference (May 2010).

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- PWS facilities were protected against unauthorized intrusions and/or efforts to damage or contaminate their water supply through posting "DO NOT TAMPER" warning decals and other protective measures.
- PWS personnel gained security and emergency preparedness knowledge (including information pertaining to pandemic influenza and H1N1) through information offered during exhibits and presentations.
- Proactive security and emergency preparedness measures enhanced protection of consumers' drinking water.

Future Plans

- OEHS will continue hosting its drinking water security/emergency preparedness exhibit during future WVRWA Annual Conferences and other appropriate drinking water industry events.
- Continue developing and distributing security/emergency preparedness outreach materials in a variety of formats.

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Objective 2: Update emergency contact information pertaining to the state's community and non-transient, non-community water systems.

Outputs/Progress to Date **[Refer to Method 1 under Objective 2 in Security grant workplan]**

- Summer intern updated OEHS public water system emergency contact database (July 1, 2009 through September 15, 2009).

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Accurate emergency contact information improves communication between OEHS, public water system personnel, emergency responders, and other agencies/organizations involved with response and readiness procedures.
- Accurate emergency contact information increases the ability to rapidly dispense critical homeland security messages or alerts to key PWS personnel.

Future Plans

- Summer interns will contact water systems and verify emergency contact information, including information on PWS pipeline interconnections, backup water sources, and emergency response plans (July 1, 2010 – August 6, 2010).
- Data Management staff will enter updated system emergency contact information into SDWIS, per EPA's request.

Objective 3: Maintain rapid communication resources between OEHS staff, public water systems, and other emergency contacts.

Outputs/Progress to Date **[Refer to Method 1 under Objective 3 in Security grant workplan]**

- OEHS provided emergency response employees with cell phones, pagers, and emergency radios.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Enhanced emergency communication between key OEHS central and district office staff, public water systems, and other responders.
- Emergency radios provide communication with state central emergency operation centers during adverse conditions when cell phones, landline phones, and pagers are inoperable.

Future Plans

- Continue providing cell phones and emergency radios to OEHS staff identified as key emergency responders.

Objective 4: Conduct security/emergency preparedness training for the state's public water system personnel.

Outputs/Progress to Date **[Refer to Method 1 under Objective 4 in Security grant workplan]**

- WVRWA conducted the first of five, 1 ½ day National Incident Management System (NIMS) workshops for the state's public water system personnel (June 3 – 4, 2010).

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Public water system personnel completing the NIMS workshops will be NIMS certified (IS-700, ICS-100, and ICS-200 levels).

Future Plans

- WVRWA will conduct four, 1 ½ day NIMS workshops for the state's public system personnel (July – October 2010).
- OEHS will enter into contracts with vendors to conduct other security/emergency preparedness themed training for public water

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system personnel.

Objective 5: Assess backup power generation capabilities of the state's public water systems.

Outputs/Progress to Date **[Refer to Method 1 under Objective 5 in Security grant workplan]**

- As of June 30, 2010, a contracted vendor has sized **739** generators, statewide, and they have been entered into the database. This number represents a total of **194** Treatment plants (**123**, or **61%**, with existing generators), and **545** booster or intake stations, of which **49** (or **9%**) with existing generators.
- Currently there are twelve systems which have been contacted and information has yet to be received so calculations can be completed.
- Additional system contacts are pending.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Several water systems have used the database for information to assist in renting generators to address emergencies and maintenance outages.
- A number of county offices of emergency services have used the data to rent, or specify generator sizes to be purchased, for use at facilities that would be command centers within the county in event of an emergency.
- Following the last two environmental emergencies (snow and ice storms), several water systems utilized the information to work with agencies for securing funds, and purchased generators for their facilities.

Future Plans

- Efforts will continue to be put forth to contact water systems throughout the state in order to obtain information so generator calculations can be completed for their facility.
- The systems will continue to be provided with support data towards purchasing generators or for rental activities.
- Technical support will remain available upon request, to assist in electrical maintenance and reliability of generators and switch gear.

Objective 6: Support Mutual Aid Agreement (MAA) activities involving the state's public water systems.

Outputs/Progress to Date **[Refer to Methods 1 & 2 under Objective 6 in Security grant workplan]**

- OEHS continued to serve as a non-voting member of the West Virginia Water/Wastewater Agency Response Network (WV WARN).
- Various OEHS staff attended quarterly WV WARN Steering Committee meetings and actively participates in various committee activities, including communication, marketing, and website development/maintenance.
- Provided assistance with the WV WARN exhibit at the 2009 WV RWA Annual Conference (September 2009), including awards presentation to WV WARN member utilities during the Conference Opening Session.
- Provided assistance with the WV WARN exhibit during the 2010 EXPO (March 2010) and presentations during the 2010 WV AWWA Annual Conference (May 2010).
- Provided funding to cover WV WARN expenses (administrative costs) and activities (quarterly meetings).

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

- Improved emergency preparedness and disaster recovery for public water systems through WV WARN's mutual aid agreements and activities.
- Continued growth of the WV WARN program through OEHS participation in Steering Committee efforts and various committee

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activities.

Future Plans

- OEHS will actively support WV WARN's mission through funding and staff involvement in WV WARN's activities.

Objective 7: Obtain additional threat preparedness training for OEHS staff members.

Outputs/Progress to Date **[Refer to Method 1 under Objective 7 in Security grant workplan]**

- OEHS staff attended threat preparedness and emergency response training sessions during the 2009 WVRWA Annual Conference and the 2010 WV AWWA Annual Conference.

Outcomes/Benefits (Lessons learned, if any) [EPA Order 5700.7 to specifically identify outputs and outcomes]

Future Plans

- OEHS staff will continue to attend in and out of state conferences and workshops sponsored by ASDWA, AWWA, NRWA/WVRWA, US EPA and other water sector organizations.

Status of Grant Expenditures. **[Breakout dollar amounts per activity or budget categories state may use financial spreadsheet/chart from DWSRF Set-Aside Supplemental progress report as a reference/example of how this should be done.]**

State needs to submit financial status and time schedule for expending grant funds for project period July 1, 2008 – June 30, 2009, which was due August 15, 2009!

Submit progress activity report covering July 1, 2009 – June 30, 2010 that reflects financial status and time schedule for expending all grant funds by the end of the project period. Due August 15, 2010, in addition to the PWSS Progress Report.

Former Expense: [Explain reason(s) for slow drawdown of funding]

- Please refer to the June 30, 2010, Progress Activity Report for details.

Current Year Expense:

- Please refer to the June 30, 2010, Progress Activity Report for details.

Future/Projected Expense:

- Our plans are to have only two grants remaining with funds at the end of the SFY 2011, based on current levels of disbursements.

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.

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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.

NOTE: State should report progress on "Goals" of revised workplan (09/07/09) and the "Objectives" by which activities will be accomplished.

REPORTING: The state will submit a financial status report and time schedule covering January 1 – December 31, 2010, that reflects all expended and projection of expended grant funds. Due August 15, 2010, and February 15, 2011, IN ADDITION TO the PWSS progress report.

Goal 2: e-Training Vendor Contracts
Trainings held for small system operators to receive CEH hours.

Outputs/Progress to Date **[Refer to Objectives 1 – 3 under Goal 2 in ERG revised workplan]**

- **Objective 1:** Completed Suncoast Learning Systems, Inc. contract (EHS90075) on December 31, 2009, to provide free, online CEH training for small system water operators on a vendor website. On August 25, 2009, an invoice was received for 6 courses provided in the first half of the contract. The final invoice, dated January 28, 2010, was only for 1 course for the 2nd half of the contract, bringing the contract total trained for 1 year to 7 courses ($1,020 total cost).
- **Objective 2:** Completed E-Train Online, Inc. contract (EHS80365) on August 31, 2009, for development of the WV Basics Course ($99,000 total cost). This course is a technology-based interactive distance education course, available on CD-ROM or online, for free CEHs to all water operators. The WV Basics Course consists of 7 separate CEHs totaling 9.5 hours. Promoting the use of WV Basics Course to all water operators.
- **Objective 3:** Completed ContactPointe, Inc. contract (EHS90087) on May 31, 2010, for development of the WV Advanced Course ($129,000 total cost). This course is also a technology-based interactive distance education course, available on CD-ROM or online, for free CEHs to all water operators. The WV Advanced Course built upon the WV Basics Course and consists of 3 separate CEHs (Capacity Development, Advanced Water Treatment Concepts, and Sanitary Surveys) totaling 10 hours. Also contracted for an additional year of maintenance and service through May 31, 2011 (est. $24,000 total cost).

Outcomes/Benefits (Lessons learned, if any)

- **Objective 1:** Suncoast Learning Systems, Inc. provided online CEH training for water and wastewater operators on the WVRWA website prior to our contract. By contracting with them for small system operators, we were able to lower the cost of 11 different courses (102 total hours) for all operators at least through the contract duration. This team approach will support increased awareness of this resource.
- **Objective 2 & 3:** The WV Basics and Advanced Course are 19.5 hours of free CEH training available online and via CD-ROM for all certified water operators. These new resources have been very well received by our operators, especially when their work schedules do not allow them to attend traditional classroom based courses with a set schedule and location.

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- **Objective 3:** EHS11077 is larger in scope and was much easier to draft based on the lessons learned from the WV Basics ad Advanced courses contracts.

Future Plans

- **Objective 1:** Even though this contract has ended, Suncoast Learning Systems, Inc. indicated these courses will continue to be available to water and wastewater operators from the WVRWA website at the individual's expense.
- **Objectives 2 & 3:** Continue to keep the WV Basics and Advanced courses available to all water operators via CD-ROM. Also recommending these resources to individuals interested in starting the water operator profession as a free way to learn more and demonstrate knowledge to potential future employers. This has been a good temporary bridge for awareness campaign generated calls.
- **Objective 3:** Submit a request for quotation (RFQ EHS11007) to state purchasing in July 2010, to develop additional technical courses electronically for water operators through a vendor contract (est. $500,000 total cost), which will hopefully be awarded in the fall of 2010 for completion by December 31, 2011.

Goal 3: In-house Internet training and Web CT review

Outputs/Progress to Date **[Refer to Objectives 1 – 3 under Goal 3 in ERG revised workplan]**

- **Objective 1:** Operator Workspaces – no work planned or progress.
- **Objective 2:** Registration fees and travel expenses – Using ERG for C&T staff training and travel supportive of ERG.
- **Objective 3:** Revise SWOCS – SWOCS software was upgraded fall of 2009. No future revisions planned.

Outcomes/Benefits (Lessons learned, if any)

- **Objective 1:** Computer and workstation available at all district offices to facilitate use of electronic training opportunities.
- **Objective 2:** Travelled to Southeastern Public Leadership, WVRWA, and WV AWWA/WEA meetings to present program requirements and be available for input.
- **Objective 3:** Improved reporting capabilities from SWOCS database.

Future Plans

- Continue to lead program changes.
- Communicate all current requirements and available resources.

Goal 4: Backflow Prevention Assembly Test(s)

Outputs/Progress to Date **[Refer to Objectives 1 – 2 under Goal 4 in ERG workplan]**

- Provided Backflow Prevention Assembly Inspector/Tester (BPAIT) certification and renewal training through a contract with WVETC through December 31, 2009. This contract (EHS90081) only reimbursed costs associated with these training courses for small water system operators.
- During this reporting period, three (3), one-week long initial certification courses, and three (3), one-day refresher certification courses were held for BPAITs. A total of 34 BPAITs certified or recertified and certificates were issued.
- Maintained a website with currently certified BPAITs in WV (http://www.wvdhhr.org/oehs/backflow/default.aspx).

Outcomes/Benefits (Lessons learned, if any)

- WVETC is continuing to offer the required BPAIT training courses without a contract.

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Future Plans

- Ensure these required courses continue to be available within WV by encouraging WVETC to continue providing this course statewide without a formal contract or drafting a new RFQ contract, if need be.

Goal 5/Objective 2: Equipment to support electronic training.

Outputs/Progress to Date [Refer to Objective 2 under Goal 5 in ERG workplan]

- Purchased 4 more digital projectors to support electronic training needs at district offices.
- Providing in-house equipment needed to facilitate implementation of electronic resources, such as the request for a CD duplicator submitted in November 2009, to state purchasing for continued support of the electronic training course distribution where internet access is not available.
- Developed a summary of online operator training opportunities for OEHS website at http://www.wvdhhr.org/oehs/eed/swap/training&certification/online_training.asp.

Outcomes/Benefits (Lessons learned, if any)

- State purchasing continues to be a challenge.

Future Plans

- Make sure CD-ROM duplicator and any other needed equipment to support future electronic training is purchased before initial CD-ROM inventory is depleted and by December 31, 2011.

Goal 5/Objective 3: Identification Card System

Outputs/Progress to Date [Refer to Objective 3 under Goal 5 in ERG workplan]

- Maintained used of the new identification card system for operators at the central and each district office, a total of 6 locations across the State.
- As of June 22, 2010, C&T issued photo ID certification cards to **2,068** PWS operators (which includes **837** Class 1Ds).

Outcomes/Benefits (Lessons learned, if any)

- Continued use of new photo identification card system to better serve certified operators at the central and district office locations.
- Developed protocol to follow when Agency staff administering ID card system changes. Thee types of systems require continued C&T staff time for proper maintenance and administration.

Future Plans

- Continue use of ID card system at all 6 locations.

Goal 5/Objective 4: Mobile Training Trailer – Part 2

Outputs/Progress to Date [Refer to Objective 4 under Goal 5 in ERG workplan]

- Request for Quotation (RFQ EHS90090) for Training Trailer received no bids by opening date on July 8, 2009. In August 2009, proceeded with a sole source purchase with WVRWA, but state purchasing declined progress with the ERG end date of December 31, 2009. Submitted a 2nd ERG extension request proposal to EPA in Fall 2009, which was approved September 2009 through December 31, 2011.

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- Proceeding with WVRWA as a sole source through state purchasing; however, must separate training trailer construction from equipment to be contained within, which will be determined by a future contract by December 31, 2010 (estimated total cost of trailer with all equipment is $225,000).

Outcomes/Benefits (Lessons learned, if any)

- State purchasing continues to be a learning experience as they have staffing and policy/protocol changes as well.

Future Plans

- Proceed as a sole source purchase with WVRWA through state purchasing.

Goal 5/Objective 5: Water Operator Career Awareness Campaign

Outputs/Progress to Date [Refer to Objective 5 under Goal 5 in ERG workplan]

- Water Operator Career Awareness Campaign – Developed a purchase order (R100427) with the Arnold Agency on September 22, 2009, to produce a multi-media and multiple audience targeted (existing operators, potential operators, public schools, public water systems, and the public) statewide advertising campaign to proactively approach operator workforce shortages and elevate operator professionalism. The outputs included: a water operator logo; a new website (www.wvdhhr.org/wateroperators/); a 30-second radio ad that ran 55 times statewide between February 28, 2010 and March 28, 2010, for the general public; posters targeting adults and students with tri-fold brochure and business card inserts; and fact sheets. The last part of the contract was to mail printed media to all PWSs and public schools in WV and was completed by June 30, 2010, for $49,857.90.
- Purchased existing, effective, promotional materials for exhibit and presentations, such as Channing Bete Company's booklets on "Careers in Water Industry" and "Keeping Drinking Water Safe – It's a Team Effort" with personalized EED contact information.

Outcomes/Benefits (Lessons learned, if any)

- Maintaining a list of interested individuals identified through the awareness campaign.

Future Plans

- Bridge the gap between individuals interested in becoming certified water operators and PWSs looking to hire.

Status of Grant Expenditures [Update Table 1 Chart from Revised Workplan and Submit]

Former Expense: [Explain reason(s) for slow drawdown of funding]

- Reimbursement of outside E-Training contractor and Backflow Prevention and Testing Program (BPAIT) training for small system operators through two contracts was overestimated. Actual reimbursable cost associated with this training was less than originally anticipated.
- Continued unanticipated time requirements for contracts within state purchasing guidelines is very time consuming but is improving as we continue to participate in the purchasing process. Since the ERG was awarded initially, many purchasing processes have also changed and continue to change, which required revision of both documents and work processes. For example, contract formats and required documentation were revised. Personnel and job duty changes within OEHS finance group also delayed ERG projects initial but this has been improving. It has taken about 6 months to award a contract to a vendor to start an ERG project.
- Unfamiliarity with vendors and technical aspects involved with electronic equipment and software. However, over the past several years the C&T staff has developed a much better technical knowledge by understanding the technical aspects requirements by

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working with various vendors and technical experts within these areas on how to develop projects.

- OEHS did not hire any additional C&T staff to work solely on ERG projects, existing staff is working on ERG projects in addition to their other full-time C&T program related work duties. C&T staff is fully aware of the importance of fulfilling our end of the work required as part of the approved ERG projects. We feel this arrangement with current staff can successfully complete the ERG projects as planned.

Current Year Expense:

-

Future/Projected Expense:

- Continue to implement the approved Expense Reimbursement Grant (ERG) workplan.

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