DRINKING WATER PROGRAM
SFY 2012
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Guidance and Reporting Checklist

FEBRUARY 15, 2012

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

New Focus Activities for SFY **2012**

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:** 2011-12

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.]

- WVBPH has worked with EPA and has contracted with CADMUS, through in-kind funds, to review the last data verification audit and provide recommendations for improvements to the state.
- CADMUS has made an onsite visit and provided WVBPH with a preliminary report during this reporting period.

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.**]

- Will work with EPA and CADMUS to develop action plan to address any past and future recommendations.

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 (PWSs) make the changes and provides the information to our district offices (DOs).
- SDWIS/State Web Release 2 (SSWR2) 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.
- QAQC tracking:

Quarter	Data Entry	Errors Corrected	%
1st Quarter 2011	16,019	66	0.412
2nd Quarter 2011	16,292	12	0.074
3rd Quarter 2011	17,943	36	0.201
4th Quarter 2011	18,276	12	0.066

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.
- OEHS plans to move to SDWIS 3.X before June 30, 2012. SDWIS 3.X involves the Groundwater Rule.

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. The process is repeated until 45 days after the end of the quarter. Near the 45th day, the completed reports (Inventory, Actions, 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)

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Future Plans

- OEHS plans to submit the quarterly report through the NODE and working with the Region 3 coordinator.

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 District Office (DO) staff, because they 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. The DO staff enters deactivation data into SSWR2.
- When FedRep is run 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.
- OEHS is running additional data quality reports for inventory data in addition to using the SDWIS/ODS on a quarterly basis. QAQC reports were run for missing inventory data on 8/22/2011 and 10/24/2011.

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 SSWR2 or via migration of data through a contractor developed tablet PC field tool that works with 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, public notification (PN), Consumer Confidence Reports (CCR) and Lead certification receipts into SSWR2 as data is received.
- No sooner than 15 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

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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 in a timely schedule.
- Data quality reports on test results, public notification, and violations are being run on a quarterly basis to minimize erroneous data being reported to FED.

Outcomes/Benefits (Lessons learned, if any)

Future Plans
- OEHS plans to continue with this process for the foreseeable future.
- The most recent round of UCMR monitoring ended December 31, 2010.
- OEHS plans to assist with UCM3 as necessary.

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 and EPA/ODS in the Action 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.

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- 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 2012 (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

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.

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.
- OEHS plans to install SDWIS 3.X before June 30, 2012.

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 3 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
- The procedures outlined above are proposed to be continued 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 (AOs) when they appear on the EPA Enforcement Targeting Tool (ETT) report sent to OEHS on a quarterly basis.

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- There have been no unaddressed Lead and Copper Rule (LCR) violations during this reporting period.

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)

Outputs/Progress to Date

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

Outcomes/Benefits (Lessons learned, if any)

- Due to the change in EPA ETT reporting (including PNs as part of the non-complier prioritization process), more emphasis has been placed on requiring PWSs to complete older PNs.

Future Plans

- PN violations will continue to be reported and recorded in SSWR2 or SDWIS Web Release 3.X for the foreseeable future.
- Unaddressed PN violations will be included in our enforcement actions with AOs and Food Suspends.

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 tries to upgrade to a newer version of SDWIS/State as they become available in order to allow reporting for 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.
- OEHS plans to move to SDWIS 3.X in SFY 2012.

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).

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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 2010 ACR was submitted on June 30, 2011.

Outcomes/Benefits (Lessons learned, if any)
- OEHS used EPA/CDX to generate our 2010 ACR report once the data was available.

Future Plans
- OEHS will continue to meet the July 1 deadline.
- OEHS plans to submit the 2011 ACR to EPA by June 30, 2012.

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
- Compliance Officers responded to at least **1,050** phone calls during this reporting period.
- The following numbers of enforcement documents were issued:
  - **791** NOV letters
  - **20** Administrative Orders (AOs) without Penalty
  - **4** Food Permit Suspension Warning letters
  - **0** Food Permit Suspension Requests
- Compliance & Enforcement (C&E) has been working closely with Capacity Development (CD) to identify those PWSs that have a better chance of returning to compliance with assistance or consolidation into a better managed PWS than with enforcement tools.
- DO staff continues 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 ETT Report will be noted on our OEHS website.
- Approximately **1,033** PWSs will receive their 2012 monitoring schedules from OEHS in early 2012 to remind them of their upcoming

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monitoring 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]

- All enforcement documents are maintained for the appropriate retention times with the corresponding system's file in OEHS's Central File Room.
- Violations and other pertinent documents are being scanned for quicker access by C&E and DO personnel to aid in enforcement issues, and as a backup QA/QC tool to the Central File Room.

Outcomes/Benefits (Lessons learned, if any)

- Access to scanned documents has been proven to be a more efficient means of accessing required documents, as well as making for efficient use of Compliance Officer 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 ETT Coordinator on a quarterly basis to determine the status of ETT violations, actions, taken/to be taken to return PWSs to compliance, and to determine the best way to reduce the number of PWSs on the ETT report.
- The 2Q11 and 3Q11 ETT reports were sent to EPA on October 1, 2011 and December 13, 2011, respectively.

Outcomes/Benefits (Lessons learned, if any)

- The ETT initially required more time to evaluate but may lead to more accurate targeting of significant non-compliers since it focuses on the broad compliance picture rather than individual violations.

Future Plans

- OEHS will continue to evaluate new tools and procedures to reduce the number of PWSs on the ETT report.
- Evaluating new tools to more efficiently address ETT tasks.

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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 '11 – '12** 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 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
- Community PWSs had a monthly TCR compliance rate of **97%**, while non-community PWSs had a quarterly TCR rate of **88%** during this reporting period.
- 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).
- This rule is being implemented in its entirety.

Outcomes/Benefits (Lessons learned, if any)

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
- The Phase II and V rule for nitrates and nitrites M/R compliance rates for quarterly and annual nitrate sampling were **80%** and **94%**, respectively.
- This rule is being implemented in its entirety.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

- The Phase II and V rule for nitrates and nitrites will continue to be implemented 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

- The Phase II and V rule for Chronic Contaminants compliance rate during this reporting period was as follows:
  - Annual IOC – **100%**
  - Triennial IOC – **100%**
  - Quarterly SOC – **92%**
  - Annual SOC – **100%**
  - Triennial SOC – **100%**
  - Quarterly VOC – **95%**
  - Annual VOC – **99%**
  - Triennial VOC – **100%**

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- The Phase II and V rule for Chronic Contaminants 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

- The LCR (including minor revisions) monitoring compliance rates during this reporting period were:
  - 6 – month – **66% of 29 total systems**
  - Annual – **30% of 27 total systems**
  - Triennial – **99% of 551 total systems**
- Action level exceedances and milestone information are reported to SDWIS/ODS on a quarterly basis.
- This rule is being implemented in its entirety.

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Outcomes/Benefits (Lessons learned, if any)

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

Future Plans

- The LCR (including minor revisions) 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, compliance rates for the Stage 1 DBP rule follows:
  - Quarterly M/R DBP – **88%**
  - Annual M/R DBP – **100%**
  - Triennial M/R DBP – **100%**
  - Quarterly MCL DBP – **97%**
  - Quarterly M/R TOC – **97%**
  - 4ppm chlorine residual MRDL – **100%**
  - TOC TT – **100%**

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- The Stage 1 DBP Rule will continue to be implemented in its entirety for the foreseeable future.
- With the onset of Stage 2 DBP, which begins this year for certain systems, the Stage 1 monitoring will slowly be diminishing.

Task 2.2.11

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

Report in semi-annual self-assessment, the number of GWUDI 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%**

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- GUDI Status through December 31, 2010, of PWSs Active after January 1, 2004, and for existing evaluated systems adding new wells after January 1, 2004:
  - Community **4** testing new wells **3** new systems testing
  - NTNC **1** testing new wells **9** new systems testing
  - NC **4** testing new wells **19** new systems testing, plus one doing additional testing
- PWSs are advised of treatment requirements if the source is determined GUDI.

Outcomes/Benefits (Lessons learned, if any)

- OEHSs goals to achieve 100% testing and evaluation 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 contracted to complete testing.
- New PWSs and sources for existing PWSs are added to the GWUDI 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). **NOTE: IESWTR only applies to surface and GWUDI system with a population over 10,000.**

Outputs/Progress to Date

PWSID	System Name	Date Completed
WV3300608	WVAWC – Huntington District	08/10/2011
WV3300516	Weirton Area Water Board	11/01/2011
WV3303516	Wheeling, City of	11/17/2011

Outcomes/Benefits (Lessons learned, if any)

Future Plans

PWSID	System Name	Date Scheduled
WV3302835	WVAWC – Bluefield District	02/23/2012
WV3301307	Lewisburg	03/06/2012
WV3301705	Clarksburg Water Board	07/10/2012
WV3304513	WVAWC – Bluestone Plant	07/29/2012
WV3301046	WVAWC – New River Regional	09/14/2012
WV3303111	Morgantown Utility Board	10/06/2012
WV3302364	Logan County PSD – Northern Regional	12/03/2012
WV3301905	Charles Town	12/09/2012
WV3300202	Berkeley County PSWD – Bunker Hill	03/04/2013
WV3304011	Putnam PSD	03/15/2013
WV3302104	WVAWC – Weston	03/30/2013
WV3304104	Beckley Water Company	06/15/2013
WV3302016	WVAWC – Kanawha Valley District	07/15/2013

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WV3300212	Martinsburg, City of	08/11/2013
WV3304203	Elkins, City of	09/01/2013
WV3302502	Fairmont, City of	10/26/2013
WV3300218	Berkeley County PSWD – Potomac River	01/07/2014
WV3304902	Buckhannon Water Board	02/15/2014
WV3302031	St. Albans MUC	06/13/2014

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 (DOs) worked with systems to approve sampling schedules for either **24** months of Cryptosporidium/E. coli/turbidity (**Schedule 1, 2, or 3**) or **12** months of E. coli with **12 to 24** months of Cryptosporidium if E. coli trigger exceeded (**Schedule 4**).
- All systems that have completed monitoring have been determined to be a bin 1 classification.
- After sampling was completed, DOs also determined if any uncovered finished water reservoirs existed.
- Through the bin classification determinations, PWSs 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 October 2017**
  - **Schedule 5 Systems – no later than April 2019**

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- DOs will continue working with PWSs still sampling on initial bin classifications and providing reminders for upcoming second round sampling.

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

- OEHS DOs worked with all applicable systems in determining if the PWS 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.

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- All systems have had an initial sanitary survey and will be on a **5 year** frequency schedule, if providing at least 4-log treatment. For those systems not meeting the 4-log treatment, they will be on a **3 year** frequency schedule for sanitary surveys.
- All systems are providing a monthly report form to report disinfectant levels.
- **Systems under 3,300 population** are taking grab samples. **Systems over 3,300 population** have installed continuous disinfectant monitoring and recording equipment.
- DO staff is reviewing continuous monitoring equipment and compliance staff is reviewing all monthly report submittals.
- M/R violations issued to GW Systems (Code 31) – **415**.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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

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

- The quarterly Rad M/R and MCL compliance rates were **67%** and **100%**, respectively, during this reporting period.
- This rule is being implemented in its entirety.

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 WV 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 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.]**

- During this reporting period, the compliance rates were:
  - Quarterly M/R – **100%**
  - Quarterly MCL – **100%**
  - Annual M/R – **100%**

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- Triennial M/R – **100%**
- This rule is being implemented in its entirety.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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

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

Outputs/Progress to Date

PWSID	System Name	Date Completed
WV3305517	Pineville	07/18/2011
WV3300508	Hammond PSD	10/13/2011
WV3303516	Wheeling, City of	11/17/2011

Outcomes/Benefits (Lessons learned, if any)

Future Plans

PWSID	System Name	Date Scheduled
WV3301204	Petersburg Municipality	04/08/2012
WV3304513	WVAWC – Bluestone Plant	07/29/2012
WV3303404	Summersville	08/16/2012
WV3301714	Lumberport	11/18/2012
WV3301905	Charles Town	12/09/2012
WV3302835	WVAWC – Bluefield District	02/23/2013
WV3301405	Romney, City of	02/23/2013
WV3304011	Putnam PSD	03/15/2013
WV3303206	Red Sulphur PSD	05/04/2013
WV3305205	Pine Grove Water	05/28/2013
WV3304104	Beckley Water Company	06/15/2013
WV3302016	WVAWC – Kanawha Valley District	07/15/2013
WV3305104	WVAWC – Webster Springs	07/20/2013
WV3303917	Terra Alta	08/11/2013
WV3303403	Nettie-Leivasy PSD	09/02/2013
WV3300806	Clay-Roane PSD – Procious District	04/19/2014

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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 PWSs to OEHS, where the turbidity and chlorine residual data are entered into SSWR2 on a routine basis by Data Management (DM) staff.
- The turbidity data is provided to the DOs, where it is then entered into the SWOP TURBOPT spreadsheet/graphing program and subsequently reviewed with the PWS operator.
- During this reporting period there were:
  - Chlorine residual violations (Code 41) – **40**
  - Insufficient chlorine residual reading violations (Code 36) – **33**
  - Insufficient turbidity reading violations (Code 38) – **9**.
- This rule is being implemented in its entirety.

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 and Pre-Compliance evaluations to keep up with any regulatory revisions in SSWRs.

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.

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Outputs/Progress to Date

- PN requirements are included with each NOV letter addressing MCL, TT, and M/R violations in accordance with the PNR.
- PN violations are issued and recorded in SSWRs for failure to perform PN requirements.
- This rule is being implemented in its entirety.

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.]

- OEHS has contracted with CADMUS to draft Standard Operating Procedures for responding to violations and issuing enforcement actions for selected rules and regulations currently implemented by OEHS.
- These Standard Operating Procedures will include steps to take when deciding which formal enforcement tools should be used to bring PWSs back into compliance.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- This contract will provide written procedures that can be used consistently by state staff in compliance determination.

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.]

- DOs have access to scanned MORs to review PWS data.
- When data integrity issues have been found by DO staff, formal letters of inquiry have been sent to water operators by OEHS' Certification and Training Program requesting explanations with possible certification revocation or suspension enforcement actions issued, as appropriate.
- During this reporting period, **1** water operator certification was suspended for reporting related violations.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

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

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 test, measurements, analyses, decisions, and determinations are currently scanned with a hard-copy 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 OEHS by allowing them to look at the data for monitoring/reporting, MCLs and site visits without pulling the actual hard-copy files.

Future Plans

- Data Management (DM) staff will continue scanning chemical results into PWS folders for the future year(s) and entering data into SSWR2.

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 Consumer Confidence Reports (CCRs) in accordance with the CCR rule.

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- PWSs are encouraged to submit their CCR certification along with their CCR since a significant number of violations occur due to non-submittal of the certification form by October 1.
- During this reporting period, violations issued for CCR and CCR Certification Form non-compliance was **71** and **45**, respectively.
- This rule is being implemented in its entirety.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- This rule will continue to be implemented in its entirety for the foreseeable future.
- WV is considering purchasing a tool that will allow preparation of CCRs for PWSs to use.

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 April 21, 2011, 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.

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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.

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 2012 State Legislative Session (64 CSR 3).
- Submissions have been made to change the PWS Operator Rules (64 CSR 4) and the Public Water System Design Standards (64 CSR 77) for consideration in 2012.

Outcomes/Benefits (Lessons learned, if any)

Future Plans
- No problems are anticipated in obtaining approval for the proposed change in all three rules.

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
- WV was granted primacy for this rule in July 2010.

Outcomes/Benefits (Lessons learned, if any)

Future Plans
- WV plans to implement and enforce the provisions of this rule in its entirety.

Task 2.3.4
Prepare for and adopt **Ground Water Rule (GWR).** §142.12 and §142.16.

Outputs/Progress to Date
- 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 state rules. WV committed to change the wording in a future Legislative Session, and primacy was conditionally approved in July 2010.

Outcomes/Benefits (Lessons learned, if any)

Future Plans
- WV plans to implement and enforce the provisions of this rule in its entirety.

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Task 2.3.5
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 data 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, Stage 2 DBP, 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 2012: 260**

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

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Outputs/Progress to Date

# of sanitary surveys conducted at:

Ground Water CWS	**15**	NTNCWS	**12**
Surface or GWUDI CWS	**44**	TNCWS	**68**

TOTAL NUMBER OF SANITARY SURVEYS CONDUCTED DURING THIS REPORTING PERIOD: 139

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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

Type/Source	2nd half of FY 2012 (January 1, 2012 – June 30, 2012)	FY 2013 (July 1, 2012 – June 30, 2013)	FY 2014 (July 1, 2013 – June 30, 2014)
CWS	50	129	163
NTNCWS	13	12	37
TNCWS	29	55	72
TOTALS	**92**	**196**	**272**

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 2012 Plan	FY 2012 Mid-Year Actual
Water plan reviews (#)	**230**	**97**
Water permits issued (#)	**150**	**67**

- Central Office staff performs a thorough review of the project plans and specifications to ensure compliance with design standards to comply with drinking water regulations.
- District Office staff also review plans and input suggestions for improvements and corrections for deficiencies as part of the plan review.
- All newly proposed or revised community water projects are designed and issued a permit to construct facilities meeting design standards.

Outcomes/Benefits (Lessons learned, if any)

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

Future Plans

- Maintain staff review of plans to ensure compliance with the SDWA.

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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]

- OEHS staff identified as key emergency responders and provided with cell phones and Global Position Systems (GPS) units.
- OEHS staff participated in classroom and online National Incident Management System (NIMS) and Incident Command System (ICS) training.
- OEHS staff trained in use of special portable radios which may enable emergency communications when cell phones and conventional landline phones are inoperable.
- Summer intern updated OEHS emergency contact information for the state's Public Water Systems (PWS) and local health departments (July 18, 2011 – August 12, 2011).
- Internal and other emergency contact lists updated.
- Staff surveyed community PWSs to determine the existence of pipeline interconnections.
- Contracted vendor assessed PWSs backup power generation capabilities and maintained a database of emergency generator information for PWS use.
- Participated in West Virginia Water/Wastewater Agency Response Network (WV WARN) meetings and activities.

Outcomes/Benefits (Lessons learned, if any)

- Cell phones and GPS units enhance communication between OEHS emergency responders and other key responders (other government agencies, PWSs, law enforcement, and local health departments) during emergencies.
- OEHS staff is prepared to utilize NIMS and ICS principles during emergency situations.
- Staff is prepared to utilize special portable radios during emergency situations.
- Special portable radios provide a means of emergency communication when cell phones and landline phones are inoperable.
- Updated emergency contact information enhances communication between OEHS emergency responders, PWSs, and/or local health departments during emergencies.
- PWS and county Office of Emergency Services personnel effectively utilize temporary backup generators and/or emergency generator database information to obtain those resources during emergencies and/or maintenance outages, as well as securing funds for purchasing generators.
- A number of schools have also requested backup generator information, since their facilities are being considered as emergency centers.
- Potable drinking water can be obtained in a variety of methods and in a timely manner during emergencies.
- Mutual aid programs (WV WARN) enhance PWS emergency preparedness, response, and resiliency.

Future Plans

- Continue providing OEHS staff identified as key emergency responders with cell phone and GPS units.
- New OEHS staff members will participate in NIMS and ICS training.
- Train new and existing staff in the use of the special portable radios.
- Summer intern will update PWS and local health department emergency contact information.

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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.

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

Outputs/Progress to Date

- A combined QAMP/QAPP was submitted to EPA in September 2010.
- Comments were received by EPA in January 2011 and modifications were made and submitted and approved by EPA on March 24, 2011.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- BPH will update the QAMP/QAPP in approximately 5 years unless external changes require an earlier revision.

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.

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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 2012: 2 CHEMICAL LABORATORIES AND 12 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.

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 Microbiology (EM) and Environmental Chemistry (EC).
- 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.
- EC received **5** requests for out-of-state laboratory certification.
- **3** certified chemistry laboratories expanded their scope of accreditation.
- **2** certified chemistry laboratories had their scope of certification downgraded to "not certified" for selected contaminants and methods.
- The EC lab successfully passed a proficiency testing study for nitrite by EPA ATP Method EPA 2-013-1-H and was granted Interim Certification by EPA Region 3.
- The EC lab successfully passed a proficiency testing study for nitrate and Combined nitrite + nitrate by EPA ATP Method EPA 126A and was granted Interim Certification by EPA Region 3.
- EC continues to work on the Perkin Elmer Gas Chromatograph (GC)/Mass Spectrometer instrument method 524.2 validations of the Volatile Organic Compounds and Trihalomethanes. The Standard Operating Procedure is being reviewed and a successful calibration curve has been analyzed with a reporting limit of 0.0005 mg/L.
- EC continues to work on the JASCO High Performance Liquid Chromatography instrument method 531.2 and 547 validations of the carbamates and glyphosate. The analyst passed the method required resolution check for both methods. Standard Operating Procedures need to be completed for both methods.
- EC continues to work on the Thermo Scientific Gas Chromatograph/Electron Capture Detector (ECD) instrument method 552.3 validation of Haloacetic Acids. We are currently running single analyte standards to determine correct retention times.
- EC has purchased three Agilent 7809A Gas Chromatography/Electron Capture Detectors to analyze the contaminants listed in EPA method 504.1, 505, 515.4 (pesticides, herbicides, and Synthetic Organic Compounds). Installation is scheduled for February 7 – 9, 2012.
- Hired **1** chemist in early 2011, and has past the six-month probationary period for new employees.
- The EM laboratory performed **5** on-site evaluations for in-state drinking water microbiology laboratories.
- The EM section successfully passed proficiency tests for Total Coliforms and *E. coli* by Standard Methods SM9223B – Colitag.
- The EM Section analyzed approximately **3,000** samples from PWSs.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

- EC lab has **2** additional instruments to purchase from the monies for the initial startup of an organics laboratory to fulfill primacy requirements of the Principle State Laboratory. A Gas Chromatography for EPA Method 525.2 contaminants and Flame Atomic Absorption Metals Instrument.
- The laboratory is in the process of upgrading the Laboratory Information Management System to StarLIMS Version 10, which has a SDWIS compatible module.
- EC lab is trying to complete the Initial Demonstration of Capability Study data and proficient testing water studies for several of the organic contaminants for the upcoming EPA Region 3 audit in September.
  - Volatile Organic Compounds by EPA Methods 524.2
  - Trihalomethanes by EPA Method 524.2
  - Haloacetic Acids by EPA Method 552.3
  - Pesticides by EPA Method 505
  - SOCs by EPA Method 504.1
  - Herbicides by EPA Method 515.4
  - Carbamates by EPA Method 531.2
  - Glyphosate by EPA Method 547
- The EM lab has tentatively scheduled **7** on-site evaluations for in-state drinking water microbiology laboratories during the next 6 months.

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 2012.

- 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 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

- DO personnel have collected samples for the small PWSs and OEHS has sent reminder letters to the affected PWSs reminding them of the CCR and PN requirements at the end of calendar year 2010.
- This program is believed to be completed. WV has reviewed the remainder of the analytical results in SDWARS and is entering the remaining analytical results into SSWR2.

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 a the appropriate time.

Future Plans

- WV will work with EPA when UCMR3 is promulgated.

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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 2012: 40**

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 **17** classes for 1D.
  - There was **1** class for Class I*.
  - There was **1** class for Class II*.
  - There were **0** classes for Class III.

    *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 2011:
  - Water and Wastewater Operator Regulations
  - SWAP River Alert Information Network
  - AWOP Update
  - Funding Agency Roundtable Discussion
  - Emergency Response Communication
  - Source Water Workshops & GIS Mapping
- Refer to Section 3.0.1 for 2% Technical Assistance.

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

- A total of **133** individuals trained* in the following courses leading to improved compliance rates and increased number of trainers:
  - **85** received 1D training
  - **27** received Class I Water training*
  - **21** received Class II Water training*
  - **0** received Class III Water training*

    *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 includes in the above totals, but are listed separately in Section 3.0.1.

Future Plans

- Continue to offer required certification courses and continuing education courses at various locations across the state several times per year by OEHS staff or through contracts with other training providers.
- OEHS typically holds a CAPDEV Class as part of the WV RWA conference held annually in September. However, the CAPDEV courses provided in March of 2011 had only one water system operator in attendance. Due to low turnout at the February opportunity and

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staffing vacancies that did not enable prior planning, the CAPDEV class was not held at the September WV RWA conference. However, OEHS is scheduled to present the CAPDEV class at the upcoming WV EXPO in March 2012.

- Topics will include a resource CD that will be available for water systems, sustainability, and energy efficiency tools for water systems. Time will also be allotted for open discussion with water systems to identify needs and potential areas for assistance from the Capacity Development staff.
- In October 2011, OEHS staff was scheduled to present Capacity Development Program fundamentals, including asset management and capital improvement planning at the Public Service Commission's training for water systems. The PSC canceled the course due to low registration. OEHS Staff is scheduled to make a similar presentation in February 2012.

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.
- Staff attended, presented, and provided an exhibit at the WV RWA Annual Conference in September 2011.
- 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, promoting networking and sharing program perspectives.

Future Plans

- OEHS staff is available to attend webcasts or onsite training as is provided. Staff attends and provides exhibit at the largest local stakeholder gatherings – WVAWWA/WE F, WV Expo, and WV RWA.

2.5 Program Management

Task 2.5.1
Prepare DRAFT SFY 2012 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 SFY 2012 PWSS Grant was awarded to OEHS on July 1, 2011.
- The 2011 DWSRF EPA Appropriations Grant application was awarded to OEHS in September 2011.

Outcomes/Benefits (Lessons learned, if any)

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

Future Plans

- The FFY 2012 DWSRF Grant application (including workplan) will be prepared and should be submitted to EPA by May 31, 2012 provided the grant amount is determined.
- The SFY 2013 PWSS Grant application (including workplan) should be submitted to EPA by June 30, 2012.

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Task 2.5.2
Prepare and submit a final SFY 2012 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]
- Please see Task 2.5.1 for current status.

Outcomes/Benefits (Lessons learned, if any)
- Please see Task 2.5.1 for current status.

Future Plans
- Please see Task 2.5.1 for current status.

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 2012]
- This report is the semi-annual report for the mid-year 2012. 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 end-of-year report for SFY 2012 will be submitted to EPA by August 15, 2012.

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.

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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 2011** expenditures within 90 days of end of budget period. If State elects to apply for a two-year budget and project period, **SFY 2011 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 SFY 2011.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- FFR documenting SFY 2012 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 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.

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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] **Projection: 2012 Workplan Quantitative Outputs: 40+ days of training for CEH; 10+ certification days for Class 1D or higher.**

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

Proposed for Entire Year	2012 Status
40+ days of continuing education training at regional locations.	• **24** days of continuing education training provided during his reporting period. • **203** small systems were represented in these CEH and certification classes.
10+ days of certification training at regional locations.	• **20** days of Class 1D or higher certification training were provided.
Study guides (e.g., math, chemistry) developed or revised to assist water operator training needs.	• No updates on the study guides have been completed during this reporting period.
Exam Database maintenance (for class schedules, operator attendance, and certificate 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/visual instructional and informational materials on industry subjects is being maintained. • Lending library materials are free of charge to WV water system personnel.
Educational audio/visual and written aids developed for water system operators.	• WV RWA 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/visual items, posting of training materials, and the sharing of general information related to drinking water.
Website available and maintained with water operator resources.	• WV RWA 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/visual items, posting of training materials, and the sharing of general information related to drinking water.
Approved annual budget and workplan.	• WV RWA budget and workplan was approved and effective November 1, 2011 through October 31, 2012.
Monthly activity report detailing classes conducted, water system and operator attendance, time diaries, and expenses submitted monthly.	• WV RWA provides OEHS with monthly reports on these activities. • OEHS reviews both the financial and program activities in these

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	reports.
Articles published in trade magazines.	• WV RWA *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 WV RWA 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 WV RWA 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 to obtain or maintain their certification.

Future Plans

- Plans are in place to meet the proposed workplan training activities using WV RWA through the sub-recipient agreement.
- We will start development of a new sub-recipient agreement continuing education workplan with WVRWA to be effective November 1, 2012.
- OEHS will continue to monitor activities and recommend class changes based on operator needs.
- Continue to work closely with WV RWA 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: Effectively use the WV SDWIS; **Goal 2:** Improve PWS operator knowledge, skills, and abilities maximizing public health protection, SDWA compliance, and system operation effectiveness; **Goal 3: Support the Interstate Commission on the Potomac River Basin (ICPRB) for coordinating the collaborative effort known as the Potomac River Basin Drinking Water Source Protection Partnership; Goal 4: Implement source water protection activities associated with the Source Water Assessment and Protection (SWAP) program.**

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

Goal 1: Support the PWSS Program.

Proposed for Entire Year	2012 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 PWS personnel complying with new rules.	• PWS personnel are encouraged to attend WVAWWA, WV RWA, and other agency sponsored programs, which include CEHs that address the new rules.
Violations and/or administrative orders issued for SDWA non-compliance.	• Please see Task 2.2.2 for current status.

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State legislature approved revised state rules, as needed.	• Revisions to 64CSR3, 64CSR4, and 64CSR77 submitted to WV Legislature in Fall 2011 for Spring 2012 decision.
SDWA regulations primacy maintained.	• No Primacy Applications were submitted during this reporting period.
Reports completed accurately and promptly.	• All SRF reports were submitted promptly and accurately as of December 31, 2011.
Concerns or deficiencies identified in the EPA Performance Evaluation Report (PER) addressed concerns or deficiencies.	• The 2010 PER was conducted in May 2011. • The draft report was issued August 2011. • BPH had one item to correct regarding the WV Water Development Authority's ability to review all loan recipient audits. The director has assigned staff to perform this activity.
100+ sanitary surveys conducted each year.	• Please see Task 2.4.1 for current status.
District staff reviews permits and plans within established timeframe.	• District staff continues to review project construction plans in a timely manner.
District staff recommendations made to improve PWS 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 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 Section 7: Operator Certification Expense Reimbursement Grant (ERG) Goal 4 of this report.

Goal 2: Effective use the WV SDWIS.

Proposed for Entire Year	2012 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 input accuracy of 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

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	data issues.
The numbers of preliminary violations approach the number of final violations.	• As the compliance staff vacancies are filled and they continue to become more experienced, the number of preliminary violations will approach the number of final violations.
Contractor maintains SDWIS database.	• Contract was renewed for FY 2012. • 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 personnel to completed NODE.
Data exchange improves data accuracy.	• The Data Exchange is not in production as of June 30, 2011. • Continue to work with contractor and State IT personnel 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, SDWA compliance, and system operation efficiency.

Proposed for Entire Year	2012 Status
Coalition members and other drinking water industry stakeholders provided direction for water operator training.	• WV RWA coordinated and prepared a joint calendar, with input from Coalition member, which details training opportunities for 2012. • It was determined to be more efficient having one calendar with all training opportunities listed. • The Calendar was made available in December 2011. • OEHS relied on feedback from WV RWA, in-house staff, and OEHS knowledge to establish training needs.
PWS Operator Certification and Training program compliance with SDWA.	• EPA Approval of C&T Program was received via e-mail on September 30, 2011. • Please see Task 3.2.1 for status.
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.

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	• This information must then be entered in the Safe Water Operator Certification System (SWOCS) database to process a renewal.
Maintained approximately 2,300 water operator certifications.	• There are approximately **2,332** 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, discuses pending course applications, and makes approval/rejection decisions on all CEH applications. • Prior to monthly meetings, the application is circulated to all 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 2 and 4 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.	• WV RWA 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. • WV RWA revised several water operator certification course manuals under the 2% set-aside. • OEHS staff regularly teaches as part of various technical conferences (AWWA/WEA, WV Expo, WV RWA).
Outstanding PWS operators recognized.	• Will nominate operators in the Spring of 2012 for the US EPA Professional Operator Excellence Award and the WV AWWA Perkins Boyton Award.

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All PWS operator certification examinations are validated.	• Please see Task 3.2.1.

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

Proposed for Entire Year	2012 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: Implement Source Water Protection activities associated with the Source Water Assessment and Protection (SWAP) Program.

Proposed for Entire Year	2012 Status
Source water protection activities implemented.	• Please review the supplemental grants funds progress activity report for details on status.
Source water protection plans improved.	• Please review the supplemental grants funds progress activity report for details on status.
Water systems facilities will have increased security.	• Please review the supplemental grants funds progress activity report for details on status.

Goal 6: Enhance zone of critical concern (ZCC) and watershed area upstream of a selected water system surface water intake.

Proposed for Entire Year	2012 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 ZCC GIS tool is completed and functional.

Goal 7: Oversee and manage remaining set-aside funds.

- 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.

- Staff strives to complete activities that are identified to utilize the set-aside funds.
- See the updates and status as listed in the Supplemental Grants Funds Progress Activity Report.

Future Plans

- State will continue to utilize the set-aside funds to support the drinking water and ground water 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]

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Goal 1: Establish a West Virginia Utility Management Institute (UMI); Goal 2: Implement source water protection activities associated with the Source Water Assessment and Protection (SWAP) Program; Goal 3: Administer small water system Geographic Information System (GIS) grant funding program; Goal 4: Assess and characterize the hydrogeologic setting of water in flooded abandoned underground coalmines, primarily in southern WV to help determining wellhead protection delineations.

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.

The 2014 EPA Strategic Target for the Source Water Protection Program is to minimize risk to public health at 50 percent of community water systems and 62 percent of the population served by community water systems through the substantial implementation of source water protection practices.

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

Goal 1: Establish a West Virginia Utility Management Institute (UMI).

Proposed for Entire Year	2012 Status
A complete UMI course curriculum and classroom training is conducted for water system staff.	• A UMI curriculum has been developed and is complete. • Specifications for a contract are currently being developed that upon award, will provide the classroom training to water system staff. • It is expected that the contract will go out for bid by April 30, 2012, and a contract should be in place by June 30, 2012.
All funds used effectively.	• Exploration was conducted into conversion of the course into online format; however, it was determined through discussion with State online training development staff that the course was not properly prepared or formatted for online deployment since it was initially developed to be an in-person training course. • Additional funding would be required to convert the existing course content into an online format.

Goal 2: Implement source water protection activities associated the Source Water Assessment and Protection (SWAP) Program.

Proposed for Entire Year	2012 Status
Improved interagency and community PWS access to source water protection information and data through the use of the 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. Website was updated and revised during this reporting period. • The website provides maintenance and access at http://157.182.212.211/DHHR/Default.aspx.

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	• As of December 31, 2011, **31** individuals have been granted access for this revised 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.
Inspection and inventory data transferred between agencies.	• OEHS continues to fund the Department of Environmental Protection (WVDEP) Underground Injection Control (UIC) Class V program.
Quarterly report summarizing program activities sent to OEHS.	• OEHS continues to receive quarterly reports summarizing the 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.
Accurate location information is available from GPS data.	• GIS is a fundamental tool used to support the delineations, inventories, and susceptibility analysis required by the SWAP.
Spatially related data used for source water protection and SDWIS.	• GIS continue to use the spatially related data to prepare maps displaying geographic, geologic, and monitoring data in support of source water/wellhead protection.
Source water protection activities implemented.	• Please review the supplemental grants funds progress activity report for details on status.
Source water protection plans improved.	• Please review the supplemental grants funds progress activity report for details on status.

Goal 3: Administer small water system Geographic Information System (GIS) grant funding program.

Proposed for Entire Year	2012 Status
An effective GIS database developed for water systems.	• Refer to the Supplemental Progress Activity Report Region 1 GIS Mapping for update.

Goal 4: Assess and characterize the hydrogeologic setting of water in flooded abandoned underground coalmines, primarily in southern WV to help determining wellhead protection delineations.

Proposed for Entire Year	2012 Status
Interim progress summaries issued for underground coalmine assessments.	• A final summary meeting was held at the USGS office to provide a summary of progress on the study. Project has been completed except for the final USGS approval report.
Raw data including sample analysis, physical lithologic characteristics, and borehole geophysical logs will be obtained for	• Data collection has been completed and has been filed into a report.

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underground coalmine assessments.	

Goal 5: To aid public water systems in becoming sustainable through investigation of Cryptosporidium in Source Water.

Proposed for Entire Year	2012 Status
Determine possible public water systems that may be eligible for DWSRF funding due to anticipated capital costs required for additional treatment for *Cryptosporidium* as a result of the bin classification determination.	• A list was developed of all PWSs that had *Cryptosporidium* testing yet to be performed and the list was provided to 3 vendors, which were all part of an approved purchase order. Each vendor, in addition to being provided with the list of PWSs, was also provided with instructions and an invoice to use for payment.
Additional knowledge concerning the source water for the water system, as a result of the *Cryptosporidium* testing.	• PWSs that are taking advantage of the purchase order are obtaining analyses to help them gain further understanding of their source water and furthermore to calculate which Bin they are in for the LT2ESWTR.
Small systems assisted in becoming sustainable.	• This is helping systems become more sustainable by aiding the PWSs in paying any remaining costs they may have in relation to *Cryptosporidium* testing.

Goal 6: Protect source water from future contamination through Source Water Assessment and Protection (SWAP) and Wellhead Protection (WHP) programs.

Proposed for Entire Year	2012 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.	• 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

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	the SWAP/WHP assessments (implemented and/or has 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 has 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/Educational Activities, for status.
Improved interagency and community PWS access to source water protection information and data through the use of the 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 WV State GIS Technical Center. • The website provides maintenance and access at http://157.182.212.211/DHHR/Default.aspx. • 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.
Sources classified as GWUDI or not-GWUDI.	• Please see Task 2.2.11 for status.
Correspondence describing treatment requirements based on GWUDI designation.	• Please see Task 2.2.11 for status.
Inspection and inventory data transferred between agencies.	• OEHS continues to fund the WV DEP UIC Class V program. • During this reporting period, the DEP UIC Class V Program inspected **110** sites with **65** sites having underground injection systems with a combined total of **88** 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.
Accurate location information is available from GPS data.	• GIS is a fundamental tool used to support the delineations, inventories, and susceptibility analyses required by the SWAP.
Spatially related data used for source water protection and SDWIS.	• GIS continues to use the spatially related data to prepare maps

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	displaying geographic, geologic, and monitoring data in support of source water/wellhead protection.

Goal 7: Oversee and manage the remaining set-aside funds.

- Refer to the Supplemental Progress Activity Report for the redirected activity update and outputs.

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

- See the update and status listed in the Supplemental Progress Activity Report.
- See the outcomes listed in the DWSRF FY 2010 and 2011 workplans.

Future Plans

- OEHS will continue to implement the redirected activities identified in the Supplemental Progress Activity Report to support the State drinking water and ground water 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 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)]

- The Annual Capacity Development Program Implementation Report was due to EPA by November 30, 2011.
- The report was submitted on November 17, 2011.

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

- Approval of the Annual Report enables continued Capacity Development support of water systems.

Future Plans

- The next Annual Capacity Development Program Implementation Report is due to EPA by November 30, 2012.

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- Capacity Development staff will complete and submit the report on time.

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.

TOTAL PROJECTED ONSITE CAPACITY DEVELOPMENT ASSESSMENTS FOR SFY 2012: 20
TOTAL PROJECTED NUMBER OF CAPDEV MEETINGS FOR SFY 2012: 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)]

Proposed for Entire Year	2012 Status
20 or more on-site Capacity Development Assessments (CDA) conducted annually.	• At the end of the reporting period, **12** Capacity Development Assessments (CDAs) had been conducted.
Only new PWSs demonstrating technical, managerial, and financial (TMF) capacity are issued construction permits.	• One new construction permit capacity review was conducted during the reporting period. • All new systems that are brought online are tracked for compliance and assistance needs.
Report issued for each CDA conducted.	• Each report of findings has been created for each of the **12** CDAs conducting during the reporting period. • The CDA report has been modified during the reporting period to a more easy to report format for water system operators.
Reference materials and assistance provided to water systems.	• During and following every CDA that is conducted, assistance and resources are offered to water systems. • These resources have become quite extensive and have been amassed into a CD that will be available to all water systems.
Contact with each system after assessment to monitor improvements.	• Follow up support is provided to each water system following the CDA to not only monitor achievements but also to offer resources and assistance.
Assistance provided to receptive PWSs.	• All PWSs that are receptive are eligible to receive support and resources from the capacity development staff. • Despite the assistance that can be provided, the capacity development staff often struggles to identify receptive PWSs.

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Water system assessment questionnaire completed.	• Each water system is sent a questionnaire every 3 years as an opportunity to assess the viability of each system. • The data collected is incorporated into the Baseline report update. • This process last occurred in June 2011.
Water system baseline ranking list generated.	• The initial baseline ranking was conducted in 2002. • An update to the Baseline is conducted every 3 years. • The baseline updated for 2011 was completed in August based on the data collected as part of the systems surveys.
Baseline assessment completed every three years.	• Please see above for status.
Assessed water systems will have a higher capacity increase over the remaining systems.	• The baseline data was analyzed to determine the viability of WVs water systems. • The data revealed that those systems that had a CDA had improved their viability scores by **54%** more than systems that have not had a CDA conducted.
Annual program report summarizing activities.	• Please see Section 3.1. for status.
Governor's Report every three years.	• Please see Task 3.1.3.2 for status.
§ 1420(b)(1) SNC list every three years.	• SNC list has been phased out as EPA has moved to use of the ETT tool. • Information related to system compliance tracking was included in the annual capacity development report submitted in November.
Technical, financial, and managerial seminars presented at Public Service Commission training and WVRWA conference.	• Please see Task 2.4.8 for status.
Financial and managerial capacity including funding recommendation regarding potential loan recipients communicated to DWTRF staff.	• Capacity Development staff continues to provide review of all DWTRF funding applications and recommendations for funding based on the system's viability. • During this reporting period, **4** system reviews were conducted.
Annual calendar produced and distributed.	• Please see Task 3.0.2, Goal 3.
Cooperative agreements among water systems creating improved capabilities.	• OEHS continues to promote participation of PWSs in the WV WARN system. • OEHS staff participates in WV WARN meetings and the Capacity Development staff continues to encourage system participation as part of each CDA.
TMF tools and information disseminated.	• During and following every CDA that is conducted, assistance and resources are offered to PWSs. • These resources have become quite extensive and have been amassed into a CD that will be available to all PWSs.
Written meeting summaries compiled and distributed.	• None accomplished during this reporting period since no

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	CAPDEV meetings occurred.
Two CAPDEV meetings held throughout the State.	• Please see Task 2.4.8.1 for status.
Drinking water information communicated to the public.	• OEHS maintains a website for public access to drinking water viability data.

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

- Completion of each of the above tasks results in full implementation of the Capacity Development program in WV.

Future Plans

- Continue implementation to completion for this project period.

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, 2012)** SDWA §1420(b)

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

- EPA has eliminated the Significant Non-Compliance (SNC) list and replaced it with the Electronic Tracking Tool (ETT) which uses SDWIS information to generate a score.
- We have converted to the ETT system and will report as required.
- 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 PWSs should continue a favorable downward trend provided new requirements are not implemented.
- The ETT system will establish a new baseline for non-compliant water systems.

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

- The next report will be determined by EPA before July 15, 2012, in their guidance for the new tool.

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 – **Next Report Due September 30, 2014**) SDWA §1420(c)

Outputs/Progress to Date **[1 Report to the Governor. Next Report is due September 30, 2014]**

- The report was created and submitted by September 30, 2011 and is available to the public at: http://www.wvdhhr.org/oehs/eed/i&cd/Documents/GOVERNORS_REPORT-2011.pdf.

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

- Information required for the Governor's report is based on data collected in the Baseline status of water systems in WV.
- The baseline data reveals how many water systems in WV are considered to be viable, marginal or failing.
- The 2011 Baseline survey indicated that more WV water systems are viable now than at any time in the past.

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- While there is still much room for improvements, the overall health of WVs water systems continue to improve and thereby increase the overall economic viability of the communities served.

Future Plans

- The next report to the Governor is due September 30, 2014.
- Collection of data and creation of an update of the Baseline will occur prior to submission of the 2014 Governor's Report.

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 2012: 2,332

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, 2012]**

- WVs Operator Certification Program Annual Report was approved by EPA on September 30, 2011.
- A total of **593** water operators were certified or recertified and certificates were issued.
  - There were **238** 1D operators certified.
  - There were **68** OIT operators certified.
  - There were **39** WD operators certified.
  - There were **85** Class I operators certified.
  - There were **100** Class II operators certified.
  - There were **36** Class III operators certified.
  - There were **27** Class IV operators certified.
- A total of **105** CEH courses for water operators were reviewed by the CEH Committee:
  - **99** CEH course applications were approved.
  - **6** CEH course applications were rejected.
- Continued to Chair and actively participate with the Drinking Water Exam Review Committee (DWERC) to develop relevant operator certification training exams for validation purposes. The DWERC meets monthly. During this reporting period, the DWERC:
  - Completed **3** versions of the Class IV exam.
- Supported stakeholder newsletters in lieu of publishing a separate *Drips and Drops* newsletter to all water and wastewater operators.

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

- Support stakeholder newsletters with articles regularly instead of developing a separate routine newsletter. Plenty of outside opportunities to present program specific information to industry audience already exist (i.e., *Mountain State Water Line* by WV RWA and *The Pipeline* by WV PSC).

Future Plans

- Continue to develop and issue relevant operator certification exams with DWERC.

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- Continue to approve relevant operator training courses with the CEH committee.
- Work more efficiently with, and improve, our operator certification databases.
- Submit Annual Program Report to EPA by June 30, 2012.

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, 2010 – June 30, 2011, period. Annual report will be updated June 30, 2012. Please see Appendix E.
  - Public Outreach/Education Activities continue:
    - 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. No models were loaned out during this reporting period.
    - The OEHS website continues to provide information for 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.
    - Sponsored, provided an exhibit and staff attended the 2011 Groundwater Karst Conference in Jefferson County, WV from

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September 12 – 14, 2011.
  - Participated and presented a review of the source water protection program at three public information meetings concerning Marcellus oil and gas well drilling sponsored by the WV Agriculture Extension office in October – December 2011.
- Attended the annual source water protection Potomac Partnership annual meeting on October 3 – 4, 2011, in Maryland.
- Participated in sanitarian and water operator training events during this reporting period, providing an opportunity to review the source water protection program and the importance of protecting our drinking water resources.
- Continued participation in the WV 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.
  - Staff offered a series of training and review sessions on the water well design standards and regulations across WV from October – November 2011 for water well drillers and pump installers. Approximately **109** well drillers and pump installers attended the training sessions.
- 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.
- SWAP staff completed **15** new source water susceptibility reports.
- Contract has been signed with USGS, WVDEP, and WV 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.
- Updated the Zone Critical Concern (ZCC) and watershed delineation software used in the Source Water Protection Program. The project integrated new or improved hydrology datasets such as the higher resolution three (3) meter WV Digital Elevation Model maps. Agreement was awarded to the WV University's Natural Resource Analysis Center and work is completed.
- Revised the current Source Water Protection GIS website (http://157.182.212.211/DHHR/Default.aspx) to a newer GIS ArcServer model. This website disseminates relevant source water information to PWSs, state agencies, federal agencies, and local governments to further source water protection. Agreement has been awarded to the WV University's GIS Technical Center and work is completed.
- Our agency has been discussing source water protection signage usage with the WV Division of Highways (WVDOH) for allowing signs to be posted along state highways along the perimeter of the source water protection areas. At this point, the WVDOH will not allow general installation of source water protection signs along highways as a large scale effort. However, the WVDOH has agreed to allow signs in a few documented problem areas or highly critical areas with respect to contamination in a water source. We are asking individual PWSs to identify sites that meet these criteria to contact WVDOH or our agency for possible sign installation. We have informed PWSs that we can provide signs for municipality and non-highway use and plan to have signs made for this purpose. **100** source water protection signs have been constructed and are available for local PWS use.
- It was determined not to pursue the development of a yield and drawdown guidance and procedural manual for private and public water wells through an outside contractor. This will be developed in-house.

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- Provide funding to the West Virginia Consumer Drug Return Partnership (WVCDRP) to address needed expansion of their existing program, educational and outreach efforts within WV. The goal of this program is to have a drug return collection center accessible to all WV citizens. A grant to support this work is in preparation.
- DEP UIC Class V program inspected **110** sites, with **65** sites requiring corrective actions, such as plugging floor drains. Quarterly reports are received from DEP.
- Potable Public Water Supply Water Well Permits: **10** permits issued for **10** new potable water wells. **1** geothermal well permit was issued for 48 individual wells, each approximately 450 feet deep.
- **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 updated details on status.
- **18** 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 updated details on status.
- Participated in the River Alert Information Network (RAIN) meeting that was held on October 28, 2011, in Clarksburg, WV. This meeting was seeking participation from WV PWSs located within the Monongahela River drainage area. Grant program funds have been secured for the provision of **10** source water monitoring panels to be installed in **10** facilities in or just outside of the Monongahela River Basin through RAIN. These monitors will serve as early detection and warning of degradation of source water for member systems as well as the general public.

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

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.
- Continued participation with ORSANCO Water Source Protection program. This partnership is composed of water utilities and the various government agencies responsible for drinking water protection in the Ohio River Basin.
- 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 WVDEP UIC Class V Program.
- Planning and scheduling the 2012 WV Source Water Conference technical meeting for fall of 2012.
- Planning and scheduling the 2012 Source Water Security and Source Water Protection grant program to surface water and groundwater community PWSs to establish and implement water protection programs.

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 with the State's SDWA Program and the Clean Water Act programs (TMDL and WQS programs) at the WVDEP 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 for drinking water.

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Future Plans

- Continue to attend Clean Water Act program (TMDL and 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 SSWR2 is **99%** complete.
- New water well sources are added into SSWR2 as they become active.
- OEHS continued to share source water polygon data with the EPA for use by all federal agencies as the single source of data.

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

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.
- **3** one-week long initial certification courses and **3** one-day long refresher certification courses were held for BPAITs.
- A total of **21** BPAITs were certified or recertified and certificates were issued during this reporting period. There are approximately **365** certified BPAITs.
- The Cross-Connection Control Program responsibility lies with water systems in WV.
- OEHS plays a supporting role in this endeavor by providing technical expertise and training.
- During the reporting period, **26** instances of technical assistance were provided; **1** training class was conducted; and **1** cross-connection/backflow prevention plan template was mailed out.

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

- WV water systems develop cross-connection control plans that protect public water supplies from potential contamination.

Future Plans

- OEHS staff will continue to provide technical assistance and support cross-connection training opportunities for water systems.

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 and 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 protected and sensitive hydrological areas within WV. This work also includes an inventory of underground and above ground storage tanks in the SWAP/WHP areas.
  - Provided funding and participated in the Potomac River Basin Drinking Water Source Protection Partnership. This partnership is

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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 those 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.

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 assessment.
- 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

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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 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.

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 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 programs.
- Developed a secure website providing wellhead and source water protection areas, locations of public supply wells, and potential contaminant sources for use by state 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 WV USGS and DEP on the ambient ground water monitoring program.
- OEHS staff will continue to build a working relationship between the State's SDWA program and the water quality standards programs at

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the DEP and the Clean Water Act program to provide the most accurate and representative assessment of source water, 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 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 Office of Epidemiology and Preventive Services, Centers for Disease Control and Prevention, Public Health Sanitation Division and Local Health Departments concerning common areas of work, including potential waterborne disease outbreaks.
- There were cases of Legionella that may have originated in WV and an investigation was conducted but the source was not identified.

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

- OEHS Central and District Office staff attended and participated in the National Water Wide Optimization Program (AWOP) meeting/conference in Cincinnati, Ohio (July 19 – 20, 2011).
- OEHS Central and District Office staff participated in the ongoing Disinfectant By-Product (DBP) Performance Based Training (PBT) series (August 24, 2011).
- Presented AWOP seminar at the 2011 WV RWA Annual Conference (September 2011).
- OEHS Central and District Office staff attended and participated in EPA Region 3 AWOP meetings (October 18, 2011 and November 19, 2011).
- OEHS Central and District Office staff participated in the ongoing microbial PBT series (November 1 – 2, 2011 and December 6, 2011).
- Completed TurbOPT Excel spreadsheets from available water treatment plant (WTP) Monthly Operational Reports (MORs) and generated a yearly “Public Health Risk” ranking for 130+ treatment facilities.
- Loaned OEHS/EED Zeta meter to three WTP facilities.

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Outcomes/Benefits (Lessons learned, if any)

- PBT series provides operators with experience in performing special studies at their WTPs, enhancing both their communications and operations skills.
- OEHS staff involved in grading WTPs on optimization score sheets and presenting data to WTPs through reports and during site visits gain a better perspective of data integrity and better understanding of public health protection.

Future Plans

January 1, 2012 – June 30, 2012 (2nd half of SFY 2012)

- Circulate statewide AWOP yearly WTP "Public Health Risk" list ranking 130+ water plants internally and with PWS staff during site visits.
- Central and District Office staff will participate in ongoing DBP PBT series (January 18, 2012 and April/May 2012).
- Central and District Office staff will attend and participate in EPA Region 3 AWOP meetings (March 13 – 14, 2012).
- Central and District Office staff will participate in ongoing microbial PBT series (March 6, 2012 and June 6, 2012.

July 1, 2012 – June 30, 2013 (FY 2013)

- Central and District Office staff will participate in ongoing microbial PBT series (July 7, 2012).
- Central and District Office staff will attend and participate in EPA Region 3 AWOP meetings (July 17 – 18, 2012 and October 9 – 10, 2012).
- Continue the Region 3 DBP PBT pilot with 7 WV WTPs (Session #4: August 2012; Session #5: October 2012; and Session #6: March 2013).
- Continue the microbial PBT pilot with 5 central WV WTPs (Session #4: September 11, 2012; Session #5: December 11, 2012; and Session #6: March 13, 2013).
- Participate in seminars outlining optimization principles.
- Continue generating and distributing AWOP "Public Health Risk" rankings (1st quarter of FY 2013).

July 1, 2013 – June 30, 2014 (FY 2014)

- Organize one year follow-ups for both PBT workgroups.
- Continue generating and distributing AWOP "Public Health Risk" rankings (1st quarter of FY 2014).

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.
- Participated in various meetings and conferences across the state to present information on the Source Water Protection Program.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- 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 Karst and/or Water Protection Conference in 2012.

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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 see Tasks 3.0.1, 3.0.3, 3.2.1, 3.3.0, and 4.3concerning 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

- 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 PWSs.
- Assisted in educational and outreach efforts in developing and prioritizing protection measures in conjunction with local drinking water protection efforts.
- Continue participating in intra-agency conferences, WV EXPO and WV RWA, where water system operators and certification and training personnel and C&E personnel have a chance to discuss regulatory issues and ways to minimize violations. Provided an exhibit at the WV RWA Annual Conference in September 2011.
- The Capacity Development Program has provided support to the Compliance and Enforcement staff with several systems that are continuously struggling to comply.
- The Capacity Development staff has made a concerted effort to track the compliance efforts, provide guidance and assistance, and make recommendations that would enable these systems to become more viable or alternatively, be taken over by a more viable system.
- Results and current status of these efforts can be found in the Capacity Development Annual Implementation report submitted in November 2011.

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- Continue to assist water operators in consolidating/generating public notices to educate them on completing the forms and to minimize financial costs to the community
- Continue to educate the water operators on the reasons for receiving a violation and methods to minimize future violations to attain better compliance.
- Continue to provide public notice and lead notification templates on the OEHS website, for water system use, to maintain compliance with all EPA regulatory criteria.
- Continue to provide yearly compliance schedules to aid water systems in implementing their required sample collection programs.
- Continue participating in intra-agency conferences, EXPO and WV RWA, where water system operators and C&E Personnel have a chance to discuss regulatory issues and ways to minimize violations.

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.

Future Plans

- SWAP staff plans to attend the ORSANCO and Potomac River Basin Partnership meetings.
- Capacity Development will continue to track and provide supportive efforts to **4** extreme recalcitrant systems during the remaining grant period.
- CAPDEV plans to determine if future meetings will continue to be beneficial to water systems as attendance has declined due to budget constraints of PWSs to send operators to these classes.
- WV WARN may be taking precedence for PWSs participation in mutual aid activities.

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

- WV does not require "Water Conservation Plan Guidelines" from DWTRF Loan applicants.
- The Public Service Commission (PSC) of WV has a requirement that water systems should only have a 15% water loss. Water losses above that amount should be addressed before new plant upgrades are requested.

Outcomes/Benefits (Lessons learned, if any)

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

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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

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

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS will continue assisting PWSs likely to be impacted by drought conditions as they occur and providing assistance to emergency service offices when needed.
- Continue advising PWSs of the 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 GWUDI determinations
Report on issues/concerns, challenges to completing GWUDI determinations.

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Outputs/Progress to Date

- Please see Task 2.2.11 for current status.

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

Future Plans

- Please see Task 2.2.11 for future plans.

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]**

- OEHS staff distributed security and emergency preparedness outreach materials to PWS personnel through an exhibit and presentation at the 2011 WV RWA Annual Conference (September 2011).

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

- PWS personnel gained security and emergency preparedness knowledge through information offered during exhibit and presentation.
- Proactive security and emergency preparedness measures enhance protection of consumers' drinking water.

Future Plans

- OEHS will continue conducting drinking water security/emergency preparedness themed exhibits and/or presentations at appropriate drinking water industry events.
- Continue developing security/emergency preparedness outreach materials, utilizing a variety of formats (i.e., printed materials, CD-

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ROMs, fliers, etc.) for distribution to PWS personnel.

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 PWS emergency contact information (July 18, 2011 – August 12, 2011).

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

- Accurate emergency contact information improves communication between OEHS, PWS 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 to key PWS personnel.

Future Plans

- Hire summer intern(s) who will contact water systems and verify emergency contact information, including information on PWS pipeline interconnections, backup water sources, and emergency response plans.
- OEHS District Office staff will utilize updated information to develop district specific emergency contact directories.

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 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, PWS personnel, and other responders.
- Emergency radios provide communication with state central emergency operation centers during adverse conditions when cell phones and/or landline phones 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]**

- OEHS has not directly provided any security/emergency preparedness training during this reporting period due to available training through other sources.

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

- Training attendance has resulted in improved preparedness.

Future Plans

- OEHS will enter into contracts with vendors to conduct additional security/emergency preparedness themed training for PWS personnel.

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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]

- A contracted vendor has entered data for **364 (76%)** of **481** Community Water Systems (CWSs) into the emergency generator database. Several CWSs are no longer included in this list since they were taken over by West Virginia American Water (WVAWC). WVAWC maintains its own generator database for its facilities throughout the state.
- Contracted vendor has sized **940** generators (**135** with existing generators) statewide and entered information into the database. This represents **244** treatment plants (**57** with existing generators). The remaining **78** existing generators are for raw water intakes, booster pumps, and well pumps throughout the state.
- Generator calculations for treatment plants, booster stations, raw water intakes, and well pumps for systems ***without*** existing standby power provisions comprise the remaining **804** calculations in the emergency generator database.
- **30** systems have data already submitted and are pending calculations in the emergency generator database.
- Additional system contacts and follow-up are in progress for the remaining systems.

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

- Several water systems have used the database to assist in renting generators during emergencies, scheduled maintenance outages, and/or securing funding for generator purchases.
- Several county offices of emergency services obtained and used the database information to specify generator sizes for rent or purchase for use at facilities within their county used as command centers in the event of an emergency.
- A number of schools have requested the service of generators being sized for their facilities, since the sites are being considered as emergency centers.

Future Plans

- Contracted vendor will continue contacting water systems throughout the state to obtain information so generator calculations can be completed or updated for system facilities.
- Systems will be provided with support data and technical assistance to aid in purchasing or renting generators and associated switch gear.
- Technical support will remain available to assist in electrical maintenance and reliability of generators and associated switch gear(s).
- Backup power generation classes, including topics such as, but not limited to, safety, routine maintenance, test equipment operation, motor sizing, and preventive maintenance, will be developed and provided to operators. Material listing for this class has been generated and is in the process of being secured.

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 meetings and actively participated in various WV WARN activities.
- Provided assistance with WV WARN's exhibit at the 2011 WVRWA Annual Conference (September 2011).
- Provided funding to cover WV WARN expenses (administrative costs) and activities (quarterly meetings).

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

- Improved emergency preparedness and disaster recovery for PWS through WV WARN's mutual aid agreement and activities.
- Continued growth of the WV WARN program through OEHS participation in WV WARN activities.

Future Plans

- OEHS will continue actively supporting WV WARN's mission through funding support and staff involvement in WV WARN 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 attends various threat preparedness training in different venues as it has become available.

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

- Training attendance resulted in improved staff preparedness.

Future Plans

- OEHS staff will continue attending in-state 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.]**

Submit progress activity report covering July 1, 2011 – December 31, 2011 that reflects financial status and time schedule for expending all grant funds by the end of the project period. Due February 15, 2012, in addition to the PWSS Progress Report.

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

- Refer to the Supplemental Progress Activity Report for the redirected activity update and outputs.

Current Year Expense:

Future/Projected Expense:

- Continue to spend down excess set-aside funds.

7. Operator Certification Expense Reimbursement Grants (ERG)

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

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

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

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shellfish, and in recreational waters.

Subobjective 1: Water safe to drink.

NOTE: State should report progress on "Goals" of revised workplan 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, 2011, that reflects all expended and projection of expended grant funds. Due August 15, 2011, and February 15, 2012 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. No additional activity to report or planned.
- Objective 2: Completed E-Train Online, Inc. contract (EHS80365) on August 31, 2009. No additional activity to report or planned other than continued promotion for the use of the WV Basics Course to all water operators for CEHs.
- Objective 3: Completed ContactPointe, Inc. contract (EHS90087) on May 31, 2011. No additional activity to report or planned other than continued promotion for the use of the WV Advanced Course to all water operators for CEHs.
- Objective 3 (cont.): Completed E-Train Online, Inc. (EHS11007) on December 31, 2011. Plan to continue maintenance contract (using another funding source) with E-Train Online, Inc. to support the 1st year of use of these electronic training courses (Chief Operator, Water Distribution, 1D, and Enhanced Reference Guides).

Outcomes/Benefits (Lessons learned, if any)

- Objectives 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 the traditional classroom-based courses with a set schedule and location. Several water operators are already planning to take the new EHS11007 courses.

Future Plans

- Objective 3: Continue a maintenance and technical support contract with E-Train Online, Inc. (EHS11007) through at least November 14, 2012.

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 activity to report or planned.
- Objective 2: Registration fees and travel expenses – Using ERG for C&T staff training and travel supportive of ERG.
- Objective 3: Revise SWOCS software – No work activity to report.

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Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Communicate all current requirements and use available resources efficiently.

Goal 4: Backflow Prevention Assembly Test(s)

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

- The Backflow Prevention Assembly Inspector/Tester (BPAIT) training contract (EHS90081) with WVETC ended December 31, 2009. WVETC is continuing to offer these types of courses without a contract with us. No work activity to report or planned.
- 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.

Future Plans

- Facilitate future offerings of these required courses without a contract by communicating continued need and interest to WVETC.

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

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

- Maintaining a summary of online operator training opportunities for OEHS website at http://www.wvdhhr.org/oehs/eed/swap/training&certification/online_training.asp.
- Canceled a request to purchase CD-ROM duplicator because it could not be completed by December 31, 2011.

Outcomes/Benefits (Lessons learned, if any)

- State purchasing still continues to be a challenge.

Future Plans

- Explore opportunities to host electronic courses on state website once development and maintenance contracts have ended.

Goal 5/Objective 3: Identification Card System

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

- Maintained/used the new identification card system for operators at the central and each district office, a total of **6** locations across the State.
- Issued **713** ID cards during this reporting period.

Outcomes/Benefits (Lessons learned, if any)

- The ID card system on a state agency network at multiple locations requires continuous C&T staff time for proper maintenance and administration.

Future Plans

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

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- Develop a plan to centralize ID card system once maintenance of separate units becomes an issue.

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

Outputs/Progress to Date **[Refer to Objective 4 under Goal 5 in ERG workplan]**
- Completed WV RWA contract (EHS11018) to provide a custom built water operator training trailer on August 23, 2011.
- Purchased water operator training equipment for future use in the trailer by December 31, 2011.

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
- Develop a contract(s) to install equipment in the training trailer and utilize the equipment and trailer statewide for training.

Goal 5/Objective 5: Water Operator Career Awareness Campaign

Outputs/Progress to Date **[Refer to Objective 5 under Goal 5 in ERG workplan]**
- Providing developed and purchased promotion materials at exhibits, presentations, and other outreach opportunities statewide.

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]
- Workplan on the ERG was completed by December 31, 2011.

Current Year Expense:
- Financial status report will be supplied by the WBDHHR/BPH Central Finance Unit.

Future/Projected Expense:
- The approved Expense Reimbursement Grant (ERG) workplan was completed by December 31, 2011, with minimal, if any, remaining ERG balance remaining.

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