DRINKING WATER PROGRAM
SFY 2013
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Guidance and Reporting Checklist

February 15, 2013

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.

Table of Contents for Program Guidance and Reporting Checklist

1. Focus Activities for SFY 2013
2. Activities Required to Maintain Primacy and elements PWSS grant funds can be used for:
    - 2.1 Data Management
    - 2.2 Compliance and Enforcement, including Base Program Primacy requirements
    - 2.3 New Regulation Development
    - 2.4 Surveillance and Technical Assistance
    - 2.5 Program Management
3. DWSRF Activities including statutory requirements for the following three program areas:
    - 3.1 Capacity Development
    - 3.2 Operator Certification Programs
    - 3.3 Source Water Assessment and Protection Program
4. Recommended Activities which are optional, but fundable under PWSS or DWSRF grants
5. Additional State Activities (optional)
6. State Water Protection Coordination (Security) Grant Activities
7. Expense Reimbursement Grant (ERG) Activities

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Attachments

A. New Rule Adoption and Primacy Application Deadline Dates for States
B. PWSS Key Performance Measures
C. **List of significant program dates**
D. Capacity Development Reporting Guidance placeholder
E. Source Water Program Reporting form

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

New Focus Activities for SFY **2013**

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:** 2012-13

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.

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

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Future Plans

- Will work with EPA and CADMUS to develop an action plan to address any past and future recommendations.
- CADMUS, EPA and OEHS are working on developing standard operating procedure to minimize issues found in the data verification audits.

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 OEHS updates the system inventory information, as the public water systems (PWS) make the changes and provides the information to our District Offices (DOs).
- OEHS moved from SDWIS 2.0 to SDWIS/State Web Release 3.1 (SSWR3), which involves the Ground Water Rule, on June 12, 2012.
- SSWR3 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.
- SSWR3 is also used to run appropriate violation reports.
- QA/QC tracking:

Quarter	Data Entry	Errors Corrected	%
3rd Quarter 2012	16,425	228	1.388
4th Quarter 2012	16,830	221	1.313

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS continues to evaluate our procedures to receive and process monitoring/sampling information.
- OEHS works with a SDWIS contractor to assist with any SDWIS problems.
- Data Management is working to lessen the amount of errors in entry.

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 SSWR3 to correct the errors.
- This process is repeated until 45 days after the end of the quarter.
- Near the 45th day, the completed reports (Inventory, Actions, Samples) are electronically uploaded to the EPA CDX Internet site.

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- No problems with timely reporting to SDWIS/ODS during this reporting period.

Outcomes/Benefits (Lessons learned, if any)

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 DO staff, because they primarily discover inventory changes for OEHS. OEHS is currently using SSWR3, as of June 12, 2012. 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 SSWR3.
- 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.

Outcomes/Benefits (Lessons learned, if any)

- SSWR3, 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 SSWR3 or via migration of data through contractor developed tablet PC field tool that works with SSWR3.

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 all PWS test results, public notification (PN), Consumer Confidence Reports (CCR) and Lead certification receipts into SSWR3, 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 SSWR3. Designated personnel double check the data and validate or reject the preliminary violations. A Notice of Violation (NOV) letter and, if applicable, appropriate

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PN templates are mailed to the PWS. The violations are reported to SDWIS/ODS on a calendar quarter basis.

- Unregulated monitoring requirements are directly implemented by EPA; therefore, the state role is coordination only. OEHS has been assisting with pre implementation activities for UCMR3.
- 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, PNs and violations are being run on a quarterly basis to minimize erroneous data being reported to FED.
- OEHS began using SSWR3 in June 2012.

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.

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 SSWR3.
- No exemptions or variances were in effect during this reporting period.
- Milestone information is reported via the quarterly uploads from SSWR3 to EPA/ODS in the Action module.
- All Surface Water Treatment Rule (SWTR) data is reported via the quarterly uploads from SSWR3 to EPA/ODS in the inventory module.
- Any PWS that returns to compliance is assigned the appropriate enforcement code in SSWR3. 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 SSWR3. This information is reported each calendar quarter via the Actions and Inventory modules in the EPA/ODS uploads.
- OEHS began using SSWR3 in June 2012.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

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

Task 2.1.5

Plan for and make system programming changes to meet any changes to the reporting requirements that will be effective in FY 2013 (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 has been an integral part of SDWIS modernization.
- OEHS staff reviews Implementation Guidance for each new rule as they become available, and upgrade to the newest version of SDWIS/State that incorporates the reporting elements for the new rules.
- OEHS upgraded to SDWIS/State Version 3.1 in June 2012.

Outcomes/Benefits (Lessons learned, if any)

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

Future Plans

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

Task 2.1.6

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

Outputs/Progress to Date

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

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Outputs/Progress to Date

- Lead and copper violations are addressed with State Administrative Orders (AOs) or reminder letters when they appear on the EPA Enforcement Targeting Tool (ETT) report sent to OEHS on a quarterly basis.
- 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

- **376** 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 PNs for the past 5 years. Any PN past 5 years old is ignored per guidance from EPA and CADMUS.

Future Plans

- PN violations will continue to be reported and recorded in SDWIS for the foreseeable future.
- Unaddressed PN violations will be included in our enforcement actions with AOs, reminders and 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 SSWR3 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.
- OEHS began using SSWR3 in June 2012.

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.

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2.2 Compliance and Enforcement including Implementation of all PWSS Program Activities required by 40 C.F.R. §§142.15 & 142.16. Activities are listed by general first and then by National Primary Drinking Water Regulation (NPDWR).

Outputs: Undertaking enforcement program with informal and formal actions; making compliance determinations consistent with federal regulations; developing and delivering training programs for staff and public water suppliers.

Task 2.2.1

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

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

- The latest ACR was submitted on June 30, 2012.

Outcomes/Benefits (Lessons learned, if any)

- OEHS used EPA/CDX to generate our ACR report once the data was available.

Future Plans

- OEHS will continue to meet the July 1 deadline.
- OEHS plans to submit the next ACR to EPA by June 30, 2013.

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 **525** phone calls during this reporting period.
- The following numbers of enforcement documents were issued:
  - **1,673** NOV letters **(1,456 federal rule violations; 217 state rule violations)**
    (317 federal and 143 state were rejected/rescinded)
  - **4** Administrative Orders (AOs) without penalty
  - **7** Food Permit Suspension Warning letters
  - **3** Food Permit Suspension Requests
- Compliance & Enforcement (C&E) has been working with Capacity Development (CD) when appropriate 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.
- Approximately **1,000** PWSs received their 2013 monitoring schedules from OEHS in early December 2012.

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.

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- The Food Permit Suspension Warning letters save interagency efforts to revoke a permit and appear to have the desired effect of retuning most PWSs to compliance.
- Other permit suspension request letters have been developed for systems such as campgrounds, swimming pools, mobile home parks, hotels, etc.

Future Plans

- An AO with Penalty tool is being considered to strengthen enforcement actions.
- Recalcitrant PWSs appearing on the ETT Report could possibly be noted on our OEHS website.
- Approximately **1,000** PWSs will receive their 2014 monitoring schedules from OEHS in late 2013 to remind them of their upcoming monitoring requirements.
- In additional to the Permit Suspension Requests, C&E will continue to issue 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 electronic files.
- 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's 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 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 ETT reports were sent to EPA at the appropriate times throughout the year.

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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.

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 '12 – '13** 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 TCR Compliance Rate Information**
  - Number of Community Monthly TCR systems = **484**
  - Monthly Monitoring/Reporting (M/R) violations = **106**
  - Monthly MCL Violations = **5**
  - Community Monthly M/R Compliance Rate = **96.3%**
  - Community Monthly MCL Compliance Rate = **99.8%**

- **Non-Transient Non-Community (NTNC) TCR Compliance Rate Information**
  - Number of NTNC Monthly TCR systems = **15**
  - Monthly Monitoring/Report (M/R) violations = **13**
  - Monthly MCL Violations = **1**
  - NTNC Monthly M/R Compliance Rate = **85.6%**
  - NTNC Monthly MCL Compliance Rate = **98.9%**

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- Number of NTNC Quarterly TCR systems = **92**
- Quarterly Monitoring/Reporting (M/R) violations = **10**
- Quarterly MCL Violations = **0**
- NTNC Quarterly M/R Compliance Rate = **89.1%**
- NTNC Quarterly MCL Compliance Rate = **100%**

- **Non-Community (NC) TCR Compliance Rate Information**
  - Number of NC Monthly TCR systems = **41**
  - Monthly Monitoring/Report (M/R) violations = **0**
  - Monthly MCL Violations = **0**
  - NC Monthly M/R Compliance Rate = **100%**
  - NC Monthly MCL Compliance Rate = **100%**

  - Number of NC Quarterly TCR systems = **384**
  - Quarterly Monitoring/Report (M/R) violations = **124**
  - Quarterly MCL Violations = **3**
  - NC Quarterly M/R Compliance Rate = **83.9%**
  - NC Quarterly MCL Compliance Rate = **99.6%**

- 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.
- The TCR rule will continue to be implemented in its entirety until April 1, 2016, when the Revised Total Coliform Rule (RTCR) goes into effect.

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 **25% for 4 total systems** and **99.6% for 766 total systems**, respectively.
- The Phase II and V rule for nitrates and nitrites MCL compliance rates for quarterly and annual nitrate sampling were **100%** and **100%**, respectively.
- This rule is being implemented in its entirety.

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Outcomes/Benefits (Lessons learned, if any)

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 for monitoring/reporting during this reporting period was as follows:
  - Annual IOC – **100% for 149 total systems**
  - Triennial IOC – **100% for 222 total systems**
  - Quarterly SOC – **58.8% for 17 total systems**
  - Annual SOC – **100% for 10 total systems**
  - Triennial SOC – **100% for 374 total systems**
  - Quarterly VOC – **63.2% for 19 total systems**
  - Annual VOC – **100% for 155 total systems**
  - Triennial VOC – **100% for 227 total systems**
- There were **0** MCL violations during this reporting period.

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/reporting compliance rates during this reporting period were as follows:
  - 6-month – **88.6% for 21 total systems**
  - Annual – **100% for 31 total systems**
  - Triennial – **100% for 529 total systems**

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- Action level exceedances and milestone information are reported to SDWIS/ODS on a quarterly basis.
- This rule is being implemented in its entirety.

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, the compliance rates for the Stage 1 DBP rule were as follows:
  - Quarterly M/R DBP – **HAA5 94.9% and TTHM 94.9% for 158 systems**
  - Annual M/R DBP – **HAA5 100% and TTHM 100% for 165 systems**
  - Triennial M/R DBP – **HAA5 100% and TTHM 100% for 117 systems**
  - Quarterly MCL DBP – **HAA5 98.7% and TTHM 100%**
  - Annual MCL DBP – **HAA5 100% and TTHM 100%**
  - Triennial MCL DBP – **HAA5 100% and TTHM 100%**
  - Quarterly M/R TOC – **98.7% for 118 total systems**
  - TOC TT – **100% for 118 total systems**
  - 4ppm chlorine residual MRDL – **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, 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 GUDI determinations.

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

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

Outputs/Progress to Date

- For reporting purposes, we have established January 1, 2004, as a benchmark. PWSs that became active or existing PWSs that added

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new sources after January 1, 2004, are separated and considered new.

- Ground Water Under the Direct Influence (GWUDI) State PWSs Active Prior to January 1, 2004:
  - Community – **100%**

- GWUDI Status through December 31, 2012, of PWSs Active after January 1, 2004, and for existing evaluated systems adding new wells after January 1, 2004:
  - Community **3** testing new wells **3** new systems testing
  - NTNC **0** testing new wells **8** new systems testing
  - NC **2** testing new wells **17** new systems testing, plus **1** doing additional testing
- PWSs are advised of treatment requirements if the source is determined to be GWUDI.

Outcomes/Benefits (Lessons learned, if any)

- OEHSs goal 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 contacted 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
WV3304513	WVAWC - Bluestone Plant	07/11/2012
WV3304011	Putnam PSD	09/12/2012
WV3303111	Morgantown Utility Board	09/18/2012
WV3301046	WVAWC – New River Regional	09/25/2012
WV3301905	Charles Town Utilities	12/07/2012

Outcomes/Benefits (Lessons learned, if any)

Future Plans

PWSID	System Name	Date Scheduled
WV3302835	WVAWC – Bluefield District	02/23/2013
WV3300202	Berkeley County PSD – Bunker Hill	03/04/2013
WV3302104	WVAWC – Weston	03/30/2013
WV3304104	Beckley Water Company	06/15/2013
WV3302016	WVAWC – Kanawha Valley District	07/15/2013
WV3300212	City of Martinsburg	08/11/2013
WV3304203	City of Elkins	09/01/2013

Freedom_0005764_0015

WV3302502	City of Fairmont	10/26/2013
WV3300218	Berkeley County PSD – Potomac River	01/07/2014
WV3302013	St. Albans MUC	06/13/2014
WV3300608	WVAWC – Huntington District	08/10/2014
WV3300516	Weirton Area Water Board	11/01/2014
WV3303516	City of Wheeling	11/17/2014
WV3300104	City of Philippi	01/31/2015
WV3301307	Lewisburg	02/28/2015
WV3302364	Logan County PSD – Northern Regional	05/09/2015
WV3301705	Clarksburg Water Board	06/17/2015

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 except for 3 systems that are bin 2 (Hughes River PSD, Town of Pocahontas, and Oceana) as well as 1 system that chose not to sample and thus is bin 4 (Comfort Inn).**
- After sampling was completed, DOs also determine 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 bin classification, providing reminders for upcoming second round sampling and providing technical assistance to those not in bin 1, as needed.

Task 2.2.12.b

Implement the Ground Water Rule.

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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.
- All systems have had an initial sanitary survey and will be on a **5 year** frequency schedule, if providing at least 4-log treatment. Schedule of **3 years** for community PWSs if not meeting the 4-log treatment.
- All systems are providing a monthly reporting 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.
- Monitoring/Reporting violations issued to GW systems (Code 31) during this reporting period – **338**.
- Treatment Technique violations issued to GW systems during this reporting period – **30**.

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

- During this reporting period, the compliance rates for the Rad rule were as follows:
  - Quarterly RAD M/R and MCL – **96.4% and 100% for 14 totals systems**, respectively
  - Annual RAD M/R and MCL – **100% and 100% for 7 total systems**, respectively
  - Triennial RAD M/R and MCL – **100% and 100% for 24 total systems**, respectively
  - Six-year M/R and MCL – **100% and 100% for 255 total systems**, respectively
- No systems are presently on the 9-year monitoring frequency.
- 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.

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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 for the Arsenic rule were as follows:
  - Quarterly M/R – **75% for 2 systems**
  - Quarterly MCL – **100% for 2 systems**
  - Annual M/R and MCL – **100% for 150 systems**
  - Triennial M/R and MCL – **100% for 247 systems**
- 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
WV3304513	WVAWC – Bluestone Plant	07/11/2012
WV3303404	Summersville	08/06/2012
WV3304011	Putnam PSD	09/12/2012
WV3301714	Lumberport	10/10/2012
WV3301905	Charles Town Utilities	12/07/2012

Outcomes/Benefits (Lessons learned, if any)

Future Plans

PWSID	System Name	Date Scheduled
WV3302835	WVAWC – Bluefield District	02/23/2013
WV3301405	City of Romney	02/23/2013
WV3303206	Red Sulphur PSD	05/04/2013
WV3305205	Pine Grove Water	05/28/2013
WV3302016	WVAWC – Kanawha Valley District	07/15/2013

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WV3305104	WVAWC – Webster Springs	07/20/2013
WV3303917	Terra Alta	08/11/2013
WV3303403	Nettie-Leviasy PSD	09/02/2013
WV3300806	Clay Roane PSD – Procious District	04/09/2014
WV3305517	Pineville Municipal	07/15/2014
WV3300508	Hammond PSD	10/13/2014
WV3303516	City of Wheeling	11/17/2014
WV3301204	Petersburg Municipality	04/05/2015

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 SDWIS 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:
  - Insufficient chlorine residual reading violations (Code 36) – **37 violations (95.9% for 150 systems)**
  - Insufficient turbidity reading violations (Code 38) – **15 violations (98.3% for 150 systems)**
- 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 SDWIS, with appropriate enforcement actions electronically linked to the violations.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

- OEHS will continue to update CDS reporting and Pre-Compliance evaluations to keep up with any regulatory revisions in SSWR3.

Task 2.2.18

PN Rule: Include public notification requirements in compliance assistance and enforcement actions that are taken on MCL, treatment technique, and M/R violations following all aspects of Revised PN Rule effective May 2002.

Outputs/Progress to Date

- PN requirements are included with each NOV letter addressing MCL, TT and M/R violations in accordance with the PNR.
- PN violations are issued and recorded in SSWR3 for failure to perform PN requirements.
- This rule is being implemented in its entirety.
- Please see Task 2.1.8 for the number of violations issued.

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 be taken 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.

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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, **0** water operator certifications were suspended for reporting related violations.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Emphasis will continue to be placed on identifying discernible 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 requirements in the PWS design standards and will continue to implement the lead and copper rule.

Task 2.2.22

Maintain records of tests, measurements, analyses, decisions, and determinations performed on each PWS to determine compliance with application drinking water regulations; sanitary surveys, enforcement actions, vulnerability determinations, Public Notice, etc.; make records available to the Regional Administrator, upon request. §142.14.

Outputs/Progress to Date

- All tests, measurements, analyses, decisions and determinations are currently 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

- DM staff will continue scanning chemical results into PWS folders for the future year(s) and entering data into SSWR3.

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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 are issued for late or non-submittal of Consumer Confidence Reports (CCRs) in accordance with the CCR rule.
- 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 **81** and **33 for 486 systems**, 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

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Outputs/Progress to Date

- WV has adopted all federal rules in 40 CFR 141 by reference as promulgated by May 2, 2012, which includes all of the above analytical method rule changes.

Outcomes/Benefits (Lessons learned, if any)

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

Future Plans

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

Task 2.3.2

Maintain required statutory and regulatory authorities (those upon which primacy approval was based). Report on the status of any State reorganizations, and their effects on statutory or regulatory authorities, on implementation.

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

Outputs/Progress to Date

- No reorganizations occurred during this reporting period.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Awaiting finalization of the Revised Total Coliform Rule (RTCR), anticipated in early 2013.
- Revision of state rules to incorporate RTCR in either 2014 or 2015 Legislative Session.

Task 2.3.3

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

Outputs/Progress to Date

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

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- WV plans to continue to implement and enforce the provisions for 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

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

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Outcomes/Benefits (Lessons learned, if any)

Future Plans

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

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 date by EPA.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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

Task 2.3.6

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

Outputs/Progress to Date [Describe implementation activities.]

- WV has implemented the 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 2012 and 2013 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

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systems. **TOTAL PROJECTED SANITARY SURVEYS FOR SFY 2013: 204**

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

Outputs/Progress to Date

# of sanitary surveys conducted at:

Ground Water CWS	**18**	NTNCWS	**5**
Surface or GWUDI CWS	**44**	TNCWS	**43**

TOTAL NUMBER OF SANITARY SURVEYS CONDUCTED DURING THIS REPORTING PERIOD: 110

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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

TYPE	2nd Half of FY 2013 January 1, 2013 – June 30, 2013	FY 2014 July 1, 2013 – June 30, 2014	FY 2015 July 1, 2014 – June 30, 2015
CWS	51	160	131
NTNCWS	0	29	17
TNCWS	43	47	72
TOTALS	**94**	**236**	**220**

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 2013 Estimate	FY 2013 Mid-Year Actual
Water plan reviews (#)	**210**	**105**
Water permits issued (#)	**145**	**74**

- 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.

Outcomes/Benefits (Lessons learned, if any)

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

Future Plans

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

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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 were identified as key emergency responders and provided with cell phones and special portable radios.
- OEHS staff participated in classroom and online National Incident Management System (NIMS) and Incident Command System (ICS) training.
- OEHS staff trained in the use of special portable radios which may enable emergency communications when cell phones and landline phones are inoperable.
- Intern updated OEHS emergency contact information for the State's PWSs and local health departments (July 1, 2012 – November 1, 2012).
- Internal and other emergency contact lists updated.
- Staff surveyed community PWSs to determine the existence of pipeline interconnections.
- Contract vendor assessed PWS 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.

Outcomes/Benefits (Lessons learned, if any)

- Cell phones and special portable radios enhance communication between OEHS emergency responders and other key responders (other government agencies, PWSs, law enforcement and local health departments) during emergencies. The special portable radios potentially provide a means of emergency communication when cell phones and landline phones are inoperable.
- OEHS staff is prepared to utilities NIMS and ICS principles during emergency situations.
- Staff is prepared to utilize special portable radios during emergency situations.
- 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 are effectively utilizing temporary backup generators and/or emergency generator database information to obtain those resources during emergencies and/or maintenance outages, as well as securing funding 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 phones and special portable radios.
- New OEHS staff members will participate in NIMS and ICS training.
- Train new and existing staff in the use of the special portable radios.
- 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 2013: 3 CHEMICAL LABORATORIES AND 10 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 Microbiological (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.
- Chemistry/Radiochemical Drinking Water Laboratory Certification Program:
  - **3** employees successfully passed the Inorganic section of the EPA Drinking Water Laboratory Auditors Certification Course and received their Inorganic Certification Officers Certificates in August 2012.
  - This certification program was audited by EPA Region 3 in September 2012 with good reviews.
  - The Chemistry Drinking Water Laboratory Certification Program now oversees the Radiochemical Certification of laboratories in WV. The Radiochemical laboratories are now included on the WV Water Quality lab listing on the website listed above.
  - EC received **6** requests for out-of-state laboratory certification of Radiochemical parameters and Certificates were issued.
- The EC lab issued the following number of violation notices:
  - **5** Corrective Action Reports for failed proficiency testing results
  - **6** Proficiency Testing Water Studies not received
  - **8** Out-of-State Laboratory Certificate and Scope Expired
  - **1** Out-of-State Home State Inspection Report exceeding three years
  - **10** Outdated Quality Assurance Manuals
- The EC lab audited **1** new WV Chemistry Laboratory; certification is still pending.
- The EC lab downgraded **6** laboratories to "provisionally certified."
- The EC lab upgraded **5** laboratories to "Certified."
- The Chemistry Principle State Laboratory Unit:
  - The Chemistry Lab successfully passed a proficiency testing water study for several new methods listed below:
    - Volatile Organic compounds by EPA 524.2
    - Trihalomethanes by EPA 524.2
    - Glyphosate by EPA 547
    - Chlorite by EPA 300.1
    - Haloacetic Acids by EPA 552.3
  - The Chemistry lab was audited by EPA Region 3 in September 2012. The laboratory expanded its current scope of capability to include the following primary regulated contaminants:

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- Volatile Organic compounds by EPA 524.2
- Trihalomethanes by EPA 524.2
- Glyphosate by EPA 547
- Chlorite by EPA 300.1

- The EM lab conducted **4** on-site evaluations during this reporting period.
- The EM lab removed certification from **1** drinking water laboratory during this reporting period.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Chemistry/Radiochemical Drinking Water Laboratory Certification Program:
  - **3** In-state chemistry laboratory inspections are scheduled for completion by October 2013.
- The Chemistry Principle State Laboratory Unit:
  - The EC lab should complete the Demonstration of Capability Study data and proficient testing water studies for several organic contaminants in FY 2013 – 2014, and submit the data to EPA Region 3 for "Interim Certification":
    - Haloacetic Acids by EPA Method 552.3
    - Pesticides by EPA Method 505
    - SOC by EPA Method 504.1
    - Herbicides by EPA Method 515.4
    - Carbamates by EPA 531.2
- The EC lab still has plans to purchase a GS/MS and Flame AA instrument. The purchasing department has had a significant change in key personnel along with new purchasing rules, which has delayed the procurement of the instruments.

- The EM lab is scheduled to conduct **6** on-site evaluations from January – June 2013.

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 2013.

- 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.

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- 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 SSWR3.

Outcomes/Benefits (Lessons learned, if any)

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

Future Plans

- WV will work with EPA in the implementation of the UCMR3.

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 2013: 20**

Outputs/Progress to Date

- OEHS staff taught the Class I (September 17, 2012) and Class II (October 1, 2012) required operator certification courses. OEHS uses the 2% State Revolving Fund Set-aside funding to provide additional water operator certification training courses through WV Rural Water Association (WV RWA). The WV RWA courses are in addition to the OEHS course taught twice per year in the spring and fall and are not included in the above totals, but are listed separately in Task 3.0.1.
- In previous reports, the C&T program regularly scheduled and tracked the 1D and Water Distribution certification training courses. Each individual must take the required 1D or WD course, whether in a traditional classroom setting or electronically, prior to being administered the respective certification exam. Therefore, a better way to quantify the 1D and WD training is through the 1D and WD exams administered, not number of courses taught. Exam information is listed in Task 3.2.1.
- The Chief Operator course contract ended June 14, 2011, so OEHS is no longer providing this training. However, the previously contracted course providers (WV RWA) are continuing to offer these courses regularly, without a contract.
- OEHS staff presented part or all of the following continuing education hour (CEH) courses on drinking water program topics at the WV RWA Annual Conference in August 2012:
  - WV WARN Meeting & Emergency Tabletop Exercises
  - IJDC Funding Process & Funding
- OEHS staff presented, as part of the WV Public Service Commission (WV PSC) Board Member Seminars on August 17, 2012.
- OEHS had a maintenance contract with E-Train Online, Inc. November 15, 2011 through November 14, 2012, to support the 1st year of use of the ERG funded electronic training courses (WV Basics, Chief Operator, Water Distribution, 1D, and Enhanced Reference Guides).

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

- A total of **80** individuals trained* in the following courses leading to improved compliance rates:
  - **31** received Class I Water training*

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- **6** received Class II Water training*
  *OEHS uses the 2% State Revolving Fund Set-aside funding to provide additional water operator training courses through WV RWA. The WV RWA course attended trained are not included in the above totals, but are listed separately in Task 3.0.1.
- **43** received free water operator training through E-Train Online, Inc.

Future Plans

- Continue to offer required certification courses and CEH courses at various locations across the state several times per year by OEHS staff or through contracts with other training providers.
- Develop another maintenance and technical support contract with E-Train Online, Inc. in 2013 without ERG funding to continue the availability of free, electronic water operator certification and CEH courses.
- Develop a contract to utilize the equipment and training trailer statewide for training, public events, and emergency response.
- Continue to bridge gap between individuals interested in becoming certified water operators and PWSs looking to hire.

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/or provided an exhibit at the WV RWA Annual Conference in August 2012.
- Staff attended regional and national conferences that provided additional information on various topic areas.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- OEHS staff plans to attend, present and/or provide an exhibit at the WV Expo in March 2013 and the WV AWWA Annual Conference in May 2013.
- OEHS will continue to attend and provide exhibits at the largest local stakeholder gatherings and be available for webcasts or onsite training opportunities.

2.5 Program Management

Task 2.5.1
Prepare DRAFT **SFY 2013** 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 2013 PWSS Grant was awarded to OEHS on July 1, 2012.
- The 2012 DWSRF EPA Appropriations Grant application was awarded to OEHS in September 2012.

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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 SFY 2014 PWSS Grant application (including work plan) will be submitted to EPA by June 30, 2013, or sooner when the final amount is determined by EPA.
- The FFY2013 DWSRF Grant application (including work plan) will be prepared and submitted to EPA.

Task 2.5.2

Prepare and submit a final **SFY 2013** 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 comments in Task 2.5.1.

Outcomes/Benefits (Lessons learned, if any)

- Please see comments in Task 2.5.1.

Future Plans

- Please see comments in Task 2.5.1.

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 2013**]

- This report is the semi-annual report for the Mid-Year 2013. It contains outputs and outcome as proposed in the work plan.

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 PWS End-of-Year 2013 report will be submitted to EPA by August 15, 2013.

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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 work plan during this reporting period.

Outcomes/Benefits (Lessons learned, if any)
- Discussion and approval from EPA ensures that our program activities remain consistent and in compliance with the SDWA.

Future Plans
- All proposed changes to the work plan 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 2012** expenditures within 90 days of end of budget period. If State elects to apply for a two-year budget and project period, **SFY 2012 FFR** will be an interim submittal. 40 C.F.R. Part 31.

Outputs/Progress to Date [Submission of **FFR**]
- Grants Management submitted the final FFR report for the 2008 grant on December 26, 2012.
- Grants Management submitted the Interim FFR Report for 2009, 2010 and 2011 in September 2012.

Outcomes/Benefits (Lessons learned, if any)
- Continued funding by EPA enables the state to work on primacy compliance of the SDWA.

Future Plans
- WV Will continue to complete FFRs, as appropriate.

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: 2013 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	2013 Status
40+ days of continuing education training at regional locations.	**34** days of continuing education training provided during this reporting period. **227** small systems were represented in these CEH and certification classes.
10+ days of certification training at regional locations.	**10** 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 work 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 West Virginia 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 work plan was approved and effective November 1, 2012 through October 31, 2013.
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 the 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 work plan training activities using the WV RWA through the sub-recipient agreement.
- We will start the development of a new sub-recipient agreement continuing education work plan with the WV RWA to be effective November 1, 2013.
- OEHS will continue to monitor activities and recommend class changes based on operator needs.
- OEHS will continue to work closely with the 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: Support the PWSS Program; **Goal 2:** Effectively use the WV SDWIS; **Goal 3:** Improve PWS operator knowledge, skills, and abilities maximizing public health protection, SDWA compliance, and system operation effectiveness; **Goal 4: 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 5: Implement source water protection activities associated with the Source Water Assessment and Protection (SWAP) program; Goal 6: Enhance zone of critical concern (ZCC) and watershed area upstream of a selected water system surface water intake; Goal 7: Oversee and manage remaining set-aside funds.**

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	2013 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 WV AWWA, 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.

Freedom_0005764_0036

State legislature approved revised state rules, as needed.	No revised rules were approved during this reporting period.
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, 2012.
Concerns or deficiencies identified in the EPA Performance Evaluation Report (PER) addressed concerns or deficiencies.	The next PER is scheduled for May 2013.
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 Office 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 Task 4.3 and Section 7: Operator Certification Expense Reimbursement Grant (ERG) Goal 4.
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 Task 4.3 and Section 7: Operator Certification Expense Reimbursement Grant (ERG) Goal 4.

Goal 2: Effective use the WV SDWIS.

Proposed for Entire Year	2013 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 has been established with meetings scheduled as necessary to discuss SDWIS and related 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 2013.

Freedom_0005764_0037

	The contractor continues to work with OEHS for production improvements.
Number of certified laboratories submitted data electronically increased.	Continue to work with contractor and State IT personnel to complete NODE implementation.
Data exchange improves data accuracy.	The Data Exchange is not in production as of December 31, 2012. Continue to work with contractor and State IT personnel to complete NODE implementation.
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	2013 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 members, which details training opportunities for 2013. The Calendar was made available in December 2012. OEHS relied on feedback from the 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 on September 27, 2012. 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 included 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 renewals requirements using form EW-212. This information is then entered in the Safe Water Operator Certification System (SWOCS) database to process a renewal.
Maintained approximately 2,200 water operator certifications.	There are approximately **2,250** total certified operators currently in WV. Please see Task 3.2.1 for status.
Submitted continuing education courses reviewed and approved or rejected.	The CEH committee schedules monthly meetings, discusses pending course applications and makes approval/rejection decisions on all CEH applications.

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	Prior to monthly meetings, the application is circulated to all committee members and sent to the 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-212, 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 hardy-copy form via request.
Information distributed to PWS operators.	The website to communicate water operator information and program requirements is increasingly used more than hard-copy 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 (WV AWWA/WEA, WV Expo, WV RWA).
Outstanding PWS operators recognized.	Will nominate operators in the spring of 2013 for the US EPA Professional Operator Excellence Award and the WV AWWA Perkins Boynton Award.
All PWS operator certification examinations are validated.	Please see Task 3.2.1 for status.

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

Proposed for Entire Year	2013 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 website located at http://www.potomacdwspp.org/. This partnership is composed of water utilities and the various

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	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	2013 Status
Source water protection activities implemented.	Please see Task 3.3.0 for status.
Source water protection plans improved.	Please see Task 3.3.0 for status.
Water systems facilities will have increased security.	Please see Task 3.3.0 for 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	2013 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 update is completed and functional.

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

Redirected activities are now being incorporated into the current work plans and annual reports.

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 has successfully used the redirected activities to support water systems in improving their capacity.

Future Plans

Redirected activities are complete and will be closed out.

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

Goal 1: 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; Goal 5: To aid public water systems in becoming sustainable through investigation of Cryptosporidium in Source Water; Goal 6: Protect source water from future contamination through Source Water Assessment and Protection (SWAP) and Wellhead Protection (WHP) programs; Goal 7: Oversee and manage the remaining set-aside funds.

National Goal: Continue working towards 2012 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

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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	2013 Status
A complete UMI course curriculum and classroom training is conducted for water system staff.	Seeking a vendor to provide the UMI course. It was put out for contract bid in late 2012; however, no qualified vendors were identified. Since that time, we have discovered that several other water industry stakeholders are already holding Utility Management Courses; therefore, we are exploring options of providing our course material for incorporation into the existing courses by these industry stakeholders.
All funds used effectively.	It is possible that no funds will be expended to provide the course material if the industry stakeholders pick it up for incorporation into their existing courses.

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

Proposed for Entire Year	2013 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 state agencies, 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. As of December 31, 2012, **86** 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 report is available at http://www.wvdhhr.org/oehs/eed/swap/search.cfm.
Inspection and inventory data transferred between agencies.	OEHS continues to fund the WV Department of Environmental Protection (DEP) Underground Injection Control (UIC) Class V program.

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Quarterly report summarizing program activities sent to OEHS.	OEHS continues to receive quarterly reports summarizing the UIC activities.
High quality maps produced.	GID 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 continues to use the spatially related data to prepare maps displaying geographic, geologic and monitoring data of source water/wellhead protection.
Source water protection activities implemented.	Please see Task 3.3.0 for status.
Source water protection plans improved.	Please see Task 3.3.0 for status.

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

Proposed for Entire Year	2013 Status
An effective GIS database developed for water systems.	**City of Welch:** Data collection completed in September 2012. **Raleigh County PSD:** Data collection completed in September 2012. **Glen Rogers PSD:** Mapping in progress as of December 2012. **McDowell County PSD (Phase 3 of the Coalwood Connector):** Mapping completed in December 2012. **McDowell County PSD (Phase 4 Jolo):** Mapping completed in December 2012. **Glen White – Trap Hill PSD:** Mapping completed in September 2012. **Town of Lester:** Mapping completed in September 2012.

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	2013 Status
Interim progress summaries issued for underground coalmine assessments.	Project and report has been completed.
Raw data including sample analysis, physical lithologic characteristics, and borehole geophysical logs will be obtained for underground coalmine assessments.	Data collection has been completed and has been filed into a report.

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

Proposed for Entire Year	2013 Status
Determine possible public water systems that may be eligible for DWSRF funding due to anticipated capital costs required for	A list was developed of all PWSs that had *Cryptosporidium* testing yet to be performed and the list was provided to 3

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additional treatment for *Cryptosporidium* as a result of the bin classification determination.	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 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	2013 Status
Local efforts create enhanced protection plans.	Developing grants and contracts to promote source water protection concepts at local levels. 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/seach.cfm.
Approved SWAP and WHP plans are developed and used.	Continue to update the source water protection tracking database. Revisions, protection activities and enhancements to the SWAP/WHP assessments (implemented and/or have substantial implementation status determination) are entered into this database.
Source water information presented at relevant conferences and meetings.	Please see Task 3.3.0, Public Outreach/Educational Activities, for status.
Initial and updated source water reports are completed and used.	Continue to update the source water protection tracking database. Revisions, protection activities and enhancements to the SWAP/WHP assessments (implemented and/or have substantial implementation status determination) are entered into this database.
New assessments and revisions are completed.	Continue to update the source water protection tracking database.

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	Revisions, protection activities and enhancements to the SWAP/WHP assessments (implemented and/or have substantial implementation status determination) are entered into this database.
Informational materials distributed to assist local source water protection efforts.	Please see Task 3.3.0, Public Outreach/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, locations of public supply wells and potential contaminant sources for use internally by our agency, other state agencies, 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. 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 report 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 DEP UIC Class V Program. During this reporting period, the DEP UIC Class V Program inspected **110** sites with **42** sites having underground injection systems with a combined total of **79** 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 analysis required by the SWAP.
Spatially related data used for source water protection and SDWIS.	GIS continues to use spatially related data to prepare maps displaying geographic, geologic and monitoring data in support of source water/wellhead protection.

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

- Redirected activities are now being incorporated into the current work plans and annual reports.

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 has successfully used the redirected activities to support water systems in improving their capacity.

Future Plans

- Redirected activities are complete and will be closed out.

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 submitted on November 28, 2012.
- The report details new CWSs and NTNCWSs and their compliance status.

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, 2013. Capacity Development staff will strive to complete and submit the report on time.

3.1.2 Capacity Development Strategy (Existing Systems) SDWA Section 1420

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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 2013: 20

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	2013 Status
20 or more on-site Capacity Development Assessments (CDA) conducted annually.	Capacity Development staff has conducted **14** assessments during this reporting period.
Only new PWSs demonstrating technical, managerial, and financial (TMF) capacity are issued construction permits.	TMF reviews are conducted for all newly constructed PWSs. All new systems that are brought online are tracked for compliance and assistance needs.
Report issued for each CDA conducted.	A report of findings has been created for each of the **14** CDAs conducted during this reporting period.
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.
Water system assessment questionnaire completed.	For each onsite assessment, a questionnaire is completed prior to (or as a part of) the assessment being conducted. In addition, each water system is sent a questionnaire every 3 years as an opportunity to self-assess the viability of their system. The data collected is incorporated into the Baseline report update. This process occurred in June 2011.

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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 update for 2011 was completed in August, based on the data collected as part of the system's surveys. This process will be undertaken once again in 2014.
Baseline assessment completed every three years.	Please see above.
Assessed water systems will have a higher capacity increase over the remaining systems.	The baseline data was analyzed to determine the viability of WV's 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 Task 3.1.
Governor's Report every three years.	Please see Task 3.1.3.2.
§ 1420(b)(1) SNC list every three years.	The SNC list has been replaced with the Enforcement Targeting Tool (ETT). The ETT is monitored for all new systems for a 3 year period to ensure that all new systems remain in substantial compliance.
Technical, financial, and managerial seminars presented at Public Service Commission training and WVRWA conference.	Please see Task 2.4.8.
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, **10** 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 water systems in the WV WARN system. OEHS staff participates in the WV WARN meetings and the Capacity Development staff continues to encourage system participation as part of each assessment.
TMF tools and information disseminated.	A CD of resources is provided to all water systems that request it. It is also handed out at trade shows, etc.
Written meeting summaries compiled and distributed.	None accomplished during this reporting period since no CAPDEV meetings occurred.
Drinking water information communicated to the public.	OEHS maintains a website for public access to drinking water system 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.

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Future Plans

- Continue implementation to completion for this reporting 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, 2013)** SDWA §1420(b)

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

- The SNC list has been phased out of use in WV as EPA has moved to use of the Enforcement Tracking Tool (ETT).
- The three year report will no longer be used.
- System compliance, including PWSs with an elevated ETT score, is monitored through the Compliance & Enforcement (C&E) unit.
- PWSs that could benefit from the assistance of a capacity development review are referred to the Capacity Development staff for follow-up.
- Periodic meetings between Capacity Development and C&E staff have been planned to facilitate this process.

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

Future Plans **[Next list is due July 15, 2013]**

- Maintain functions associated with ETT list, as needed.

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 Governor's Report was due to EPA by September 30, 2011.
- The report was created and submitted on time 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.
- While there is still much room for improvements, the overall health of WV's water systems continues 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.

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- Collection of data and creation of an update to the Baseline will occur prior to the 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 2013: 2,200

To avoid a 20% SRF withhold, States must continue to implement Programs that meet the baseline requirements of the Guidelines and provide Annual Program Reports as per EPA Guidance memo dated 10/15/2001. **Reports due June 30th each year.**

Outputs/Progress to Date **[1 Annual Program Report due June 30, 2013]**

- WV Operator Certification Program Annual Report was approved by EPA on September 27, 2012.
- During this reporting period, a total of **537** water operators were certified or recertified and certificates were issued.
  - **178** 1D operator certifications issued
  - **57** OIT operator certifications issued
  - **36** WD operator certifications issued
  - **101** Class I operator certifications issued
  - **87** Class II operator certifications issued
  - **47** Class III operator certifications issued
  - **31** Class IV operator certifications issued
- During this reporting period, a total of **148** water operator certifications were administered.
  - **52** 1D operator exams administered
  - **19** WD operator exams administered
  - **31** Class I operator exams administered
  - **25** Class II operator exams administered
  - **13** Class III operator exams administered
  - **7** Class IV operator exams administered
- During this reporting period, a total of **133** CEH courses for water operators were reviewed by the CEH committee.
  - **131** CEH course applications were approved
  - **2** 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 reviewed the Association of Boards of Certification exams.
- Supported stakeholder newsletters in lieu of publishing *Drips and Drops* newsletter to all water and wastewater operators.
- Continued to implement the new rule (64CSR04 effective May 2, 2012) with new forms and processes.
- Supported future offerings of required Backflow Prevention Certification courses without a contract by communicating continued need and interest to the West Virginia Environmental Training Center (WV ETC).

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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 exists (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.
- Continue to approve relevant operator training courses with the CEH committee.
- Work more efficiently with, and improve, our operator certification databases.

3.3 Source Water Assessment and Protection Activities

Task 3.3.0

Implement State Source Water Assessment Program (SWAP) Plan, and **report progress and relevant activities underway.** Include copies of contract agreements, MOUs, etc. with other agencies and contractors as per DWSRF Grant Condition. Discuss any significant barriers to implementation with EPA as soon as possible.

The Strategic Measures are:

a) # and % of population and community water systems (or source water areas) that will achieve minimized risk to public health by substantial implementation, as determined by the state, of source water protection actions in a source water strategy.

b) # and % of community water systems (or source water areas) that have a protection strategy in place.

c) # and % of community water systems (or source water areas) that have implemented some aspect of a protection strategy.

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

SDWA 1453(a)(3) & GPRA

Outputs/Progress to Date # of assessment conducted

- NOTE: As of June 30, 2005, the SWAP program has completed assessments for **100%** (delineation through public availability) of the community and non-community PWSs that were in existence at the time the program was approved in November 1999. PWSs active after November 1999 are currently being assessed.
- Highlights during this reporting period are:
  - The Wellhead Protection/Source Water Protection Program Annual Report has been completed and submitted for the July 1, 2011 – June 30, 2012, reporting period. The annual report will be updated by June 30, 2013. Please see Appendix E.
  - Provided grants through Source Water Protection Grants Program to surface water and ground water community PWSs to establish and implement water protection programs.
    - **16** PWSs were awarded Source Water Security and Source Water Protection and Wellhead Grants during the 2007 and 2008 grant years. Communities' source water protection efforts and security measures were improved.
    - **18** PWSs were awarded Source Water Security and Source Water Protection and Wellhead grants during the 2009 grant year. Communities' source water protection efforts and security measures were improved.

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- **11** PWSs requested approximately **$118,000** and were received by the June 1, 2012, deadline. **9** of these remain viable. **4** grant agreements are in place and **5** are still in various stages in the preparation and/or approval process.
- Completion of the Expression of Interest (EOI) contract for implementing wellhead and source water protection activities for community water supplies awarded to **2** vendors for work in our St. Albans, Wheeling, Beckley and Kearneysville District Office areas is complete. Assessments have been completed on **164** community water systems.
- SWAP staff has completed **4** source water susceptibility reports on new PWSs. SWAP staff continues to update existing plans and upgrade them to protection plans.
- Public Outreach/Education Activities continue:
  - The OEHS website at http://www.wvdhhr.org/oehs/eed/swap 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.
  - Staff spoke at a local Charleston area elementary school class about source water protection and rocks on October 8, 2012.
  - SWAP staff attended the WV RWA Conference in Snowshoe, WV on August 11 – 15, 2012.
  - Staff attended and presented at the 2012 WV Water Conference in Morgantown, WV on October 30 – 31, 2012.
  - 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.
    - Staff attended and taught Source Water Protection at the WV PSC board member seminar held in Bridgeport, WV on August 17, 2012.
    - Staff continues to teach at Class I and Class II water operator training classes held in Ripley, WV, in September and October 2012.
    - Staff attended and spoke at Sanitarian In-Service training held at Mid-Ohio Valley Health Department in Parkersburg, WV on October 12, 2012.
    - Staff spoke at Registered Sanitarian training on the topics of well construction, geology and source water protection in Charleston, WV on October 29, 2012.
  - The SWAP program offers 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. Staff is currently reviewing the loan program to possibly offer the flow models to local county health departments for educational training.
  - Staff attended the Ohio River Alliance meeting Pittsburgh, PA on August 25 – 26, 2012.
  - Participated with Ohio EPA on a regional SWAP protection plan concerning the northern Ohio River public water systems on August 8, 2012 and September 12, 2012.
  - Continued to implement and enforce the revised regulations and design standards for private water wells within WV, 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 during October 2012, for water well drillers and pump installers. Approximately **109** well drillers and pump installers attended the training sessions that were held in Hedgesville (October 10), Ghent (October 15), Wheeling (October 17), Philippi (October

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22) and Wayne (October 24).
  - Staff spoke at the WV Public Health Conference on August 20, 2012, concerning water well regulations and water well/pump installer's certifications.
- 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.
- 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. Potable Public Water Supply Water Well Permits: **8** permits issued for **12** new potable water wells.
- Completed project with the USGS, DEP and WV Geological and Economic Survey (WVGES) to study the hydrologic flow in abandoned coal mines in McDowell County, WV. Implementations of the approved project tasks are completed.
- Updated the Zone of 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 Resources 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 State University's GIS Technical Center and the work is completed.
- SWAP program has discussed source water protection signage with the WV Division of Highways (DOH) for allowing sign to be posted along state highways along the perimeter of the source water protection areas. 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. **59** signs have been delivered to PWSs for appropriate use.
- Provided grant funding to the West Virginia Consumer Drug Return Partnership (WVCDRP), website at http://www.wvrivers.org/WVCDRP/overview.html, to address needed expansion of their existing program, educational and outreach program 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 has been approved and work is progressing.
- OEHS continues to fund the WV DEP UIC Class V Program. Quarterly reports are received from DEP.
- Provided funding and participated in 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.
  - Staff attended the annual source water protection Potomac Partnership annual meeting on November 14, 2012, in Washington, DC, and a quarterly Potomac SWAP meeting on August 30, 2012.
- Participated on the ORSANCO SWAP Committee that is composed of water utilities and various governmental agencies responsible for drinking water protection in the Ohio River Basin.
  - Staff attended an upper Ohio River source water protection meeting held in Steubenville, OH, on October 2, 2012.

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

- Source water protection activities implemented and improved; see Appendix E for updated details on status.
- SWAP staff has completed **4** new source water susceptibility reports.
- DEP UIC Class V program inspected **110** sites, with **42** sites requiring corrective actions, such as plugging floor drains.

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Future Plans

- Continue participation and provide funding for the Potomac Drinking Water Source Protection. This partnership is composed of water utilities and various governmental agencies responsible for drinking water protection in the Potomac River Basin.
- Continue participation with ORSANCO Water Source Protection program. This partnership is composed of water utilities and the various governmental agencies responsible for drinking water protection in the Ohio River Basin.
- 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 DEP UIC Class V Program.
- Planning and scheduling the 2013 WV Source Water Conference technical meeting for fall of 2013.
- Planning and scheduling the 2013 – 2014 Source Water Security and Source Water Protection grant program to surface water and groundwater community PWSs to establish and implement water protection programs if funding is available.

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 DEP to help provide the most accurate and representative assessments 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.

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.

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Outputs/Progress to Date [Discuss informal actions taken that have been entered into SDWIS]

- NOVs, PNs requested and PNs received are routinely entered into SSWR3.
- Please see Task 2.2.2 for discussion regarding NOVs.

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 SSWR3.

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 SSWR3 is **99%** complete.
- New water well sources are added into SSWR3 as they become active.
- OEHS continues to share source water polygon data with the EPA for use by all federal agencies as the single source of data.

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

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

- 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.
- Several cross connection plans from water systems were reviewed for completeness and accuracy with current guidelines, during this reporting period.
- 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 Cross-Connection fact sheets and Cross-Connection and Backflow Prevention manuals issued by OEHS and EPA.

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- A total of **26** BPAITs were certified or recertified and certificates were issued during this reporting period. There are approximately **414** certified BPAITs.
- WV ETC is continuing to offer the required BPAIT courses without a contract.

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 the 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 programs ability to protect groundwater utilized by PWSs.
  - Provided funding for the 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 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 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.

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- 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 surface water and 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 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 the 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

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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 groundwater monitoring program.
- OEHS staff will continue to build a working relationship between the State's SDWA program and the water quality standards programs 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.

Outcomes/Benefits (Lessons learned, if any)

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Future Plans

- Continued 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

- Several sessions of two (2) ongoing statewide Performance Based Training (PBT) activities were completed. The microbial PBT has 4 PWSs participating with the involvement of EPA-TSC (Cincinnati, OH) and their subcontractor, PAI (Ft. Collins, CO). The Disinfection By-Products (DBP) PBT is ongoing, with 4 PWSs in support of the EPA Region 3 Area Wide Optimization Program (AWOP) group Train –the-Trainer series. In both PBT series, a total of 4 of the 6 sessions have been completed to date.
- Optimization software (Turb-OPT) updated statewide for WV surface water treatment plants. WV drinking water staff and PWSs use other optimization software spreadsheets for backwash and disinfection by-products trends.

Outcomes/Benefits (Lessons learned, if any)

- PWS operators and OEHS EED staff keep current with optimization principles, including current public health benefit studies.
- PWSs are familiar with additional tools available that document enhanced/improved performance. Many tools represent a proactive stance toward improved water quality that helps achieve consistent and reliable performance standards.
- The concept of "data based decision making" exposes PWS plant staff to special study skills that enhance understanding of their water treatment plants.

Future Plans

- January 23, 2013 – Session 5 of the Microbial PBT series (Beckley, WV), with 4 participating WV PWSs.
- March 12, 2013 – Session 5 of the DBP PBT series (Ripley, WV), with 4 participating WV PWSs.
- March 19 – 20, 2013 – EPA Region 3 AWOP meeting (Baltimore, MD) for the DBP Train-the-Trainer series.
- March 2013 – Compile and share microbial WV ranking of 130+ treatment facilities, using optimization data. Ranking list will be shared with EED staff.
- April 2013 – Continue optimization recognition program based on WV ranking and scorecards.

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.

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- Sponsor or co-sponsor a Karst and/or Water Protection Conference in 2013.

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]
- 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
- Sponsor or co-sponsor a Water Protection Conference in 2013.

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 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.

Outcomes/Benefits (Lessons learned, if any)

Future Plans
- SWAP staff plans to attend the ORSANCO and Potomac River Basin Partnership meetings.

Task 4.10
Water Conservation Guidelines: On August 6, 1998, EPA published a document entitled *"Water Conservation Plan Guidelines."* These voluntary guidelines will encourage conservation by water systems, particularly small systems, thereby extending the life of water treatment infrastructure and reducing costs.

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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 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)

- Not applicable at this time.

Future Plans

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

Task 4.11

Drought Contingency and Water Supply Assistance: Continue to monitor water systems affected by drought conditions to ensure an adequate supply of water. Assist water suppliers with obtaining alternate sources, handling any contamination associated with the drought, development of contingency plans and assisting with outreach efforts on water conservation.

Outputs/Progress to Date

- PWSs are surveyed for potential and existing drought conditions during low rainfall periods and offered assistance in obtaining emergency water tanker and other 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

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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 to work towards fully staffing the office.

Task 5.2

Narrative on activities conducting GUDI determinations

Report on issues/concerns, challenges to completing GUDI determinations.

Outputs/Progress to Date

- Please see Task 2.2.11 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 current status.

6. Water Protection (Security) Coordination Grants

Separate Guidance is issued regarding these grants. This section of the checklist can be used to list the activities funded so that the Checklist can be used for reporting purposes.

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

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

Subobjective 1: Water safe to drink.

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

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

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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 during the 2012 WV RWA Annual Conference in August 2012.

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 (2013 WV RWA Annual Conference, etc.).
- Continue developing security/emergency preparedness outreach materials, utilizing a variety of formats (i.e., printed materials, CD-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]**

- Intern updated OEHS PWS emergency contact information (July 1, 2012 – November 1, 2012).
- Intern utilized updated emergency contact information and developed district specific emergency contact directories for Beckley and Philippi District Offices.

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.
- District specific emergency contact directories enhance communication between OEHS staff and PWSs during emergencies.

Future Plans

- Hire 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.
- Intern will utilize emergency contact information and develop district specific emergency contact directories for Kearneysville, St. Albans, and Wheeling District Offices.
- OEHS District Office staff will utilize updated information to maintain district specific emergency contact directories created by intern(s).

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

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

- OEHS provided emergency response employees with cell phones and special portable 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 PWS preparedness.

Future Plans

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

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

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

- A contract vendor has entered data for **470 (98.5%)** of **477** community PWSs into the emergency generator database. Several CWSs are no longer included in this list since they were taken over by West Virginia American Water Company (WVAWC). WVAWC maintains its own generator database for its facilities throughout the state.
- Contract vendor has sized **1,094** generators (**149** with existing generators) statewide and entered information into the database. This represents **319** treatment plants (**68** with existing generators). The remaining **81** 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 **945** calculations in the emergency generator database.
- **2** systems in present backlog, for which information is available and calculations are completed, will add an additional **20** generators.
- Additional system contacts and follow-up are in progress for the remaining **7** PWSs.

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

- Numerous PWSs have used the database to assist in renting generators during emergencies, scheduled maintenance outages, and/or security 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 their sites are being considered as emergency centers.

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- **148** PWSs utilized generators during extensive statewide power outages (July 2012; October – November 2012).

Future Plans

- Contract vendor will continue contacting PWSs 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 gears.
- Technical support will remain available to assist in electrical maintenance and reliability of generators and associated switch gears.
- Continue formulating information in order to develop and provide backup power generation classes to operators, including topics such as, but not limited to: safety, routine maintenance, test equipment operation, motor sizing, and preventive maintenance. 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 WV WARN.
- Various OEHS staff attended quarterly WV WARN meetings and actively participated in various WV WARN activities.
- Provided assistance with WV WARNs exhibit at the 2012 WV RWA Annual Conference in August 2012.
- Provided funding to cover WV WARN expenses (administrative costs) and activities (quarterly meetings).

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

- Improved emergency preparedness and disaster recovery for PWSs through WV WARNs mutual aid agreement (MAA) and activities.
- Continued growth of the WV WARN program through OEHS participation in meetings and other activities.

Future Plans

- OEHS will continue actively supporting WV WARNs 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 attended various threat preparedness training in different venues as it became available.

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

- Training attendance resulted in improved staff performance.

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 as offered.

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, 2012 – December 31, 2012 that reflects financial status and time schedule for expending all grant funds by the end of the project period. Due February 15, 2013, in addition to the PWSS Progress Report.

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

- Please see Financial Spreadsheets below for grant expenditures and balances.

Current Year Expense:

- Please see Financial Spreadsheets below for grant expenditures and balances.
- We are continuing the unliquidated obligation downward trend as seen in the chart below.

Future/Projected Expense:

- Please see Financial Spreadsheets below for grant expenditures and balances.
- We are on track to spend our budgeted amount for this fiscal year.

Available DWSRF Grants Balance								
	9/30/2011	12/31/2011	3/30/2012	6/30/2012	9/30/2012	12/31/2012	3/30/2013 (projection)	6/30/2013 (projection)
15%	3,395,125.88	2,855,000.72	2,135,327.69	1,582,662.39	2,505,409.33	2,110,926.37	1,391,253.34	838,588.04
10% (Federal Only)	1,729,104.66	1,399,674.17	1,020,251.69	956,329.33	1,640,836.51	1,373,447.18	994,024.70	930,102.34
4%	879,105.84	800,391.60	721,794.12	633,328.31	767,364.88	652,831.13	574,233.65	485,767.84
2%	492,664.03	446,712.03	384,924.03	355,755.90	519,808.90	439,634.90	377,846.90	348,678.77
Total	6,496,000.41	5,501,778.52	4,262,297.53	3,528,075.93	5,433,419.62	4,576,839.58	3,337,358.59	2,603,136.99

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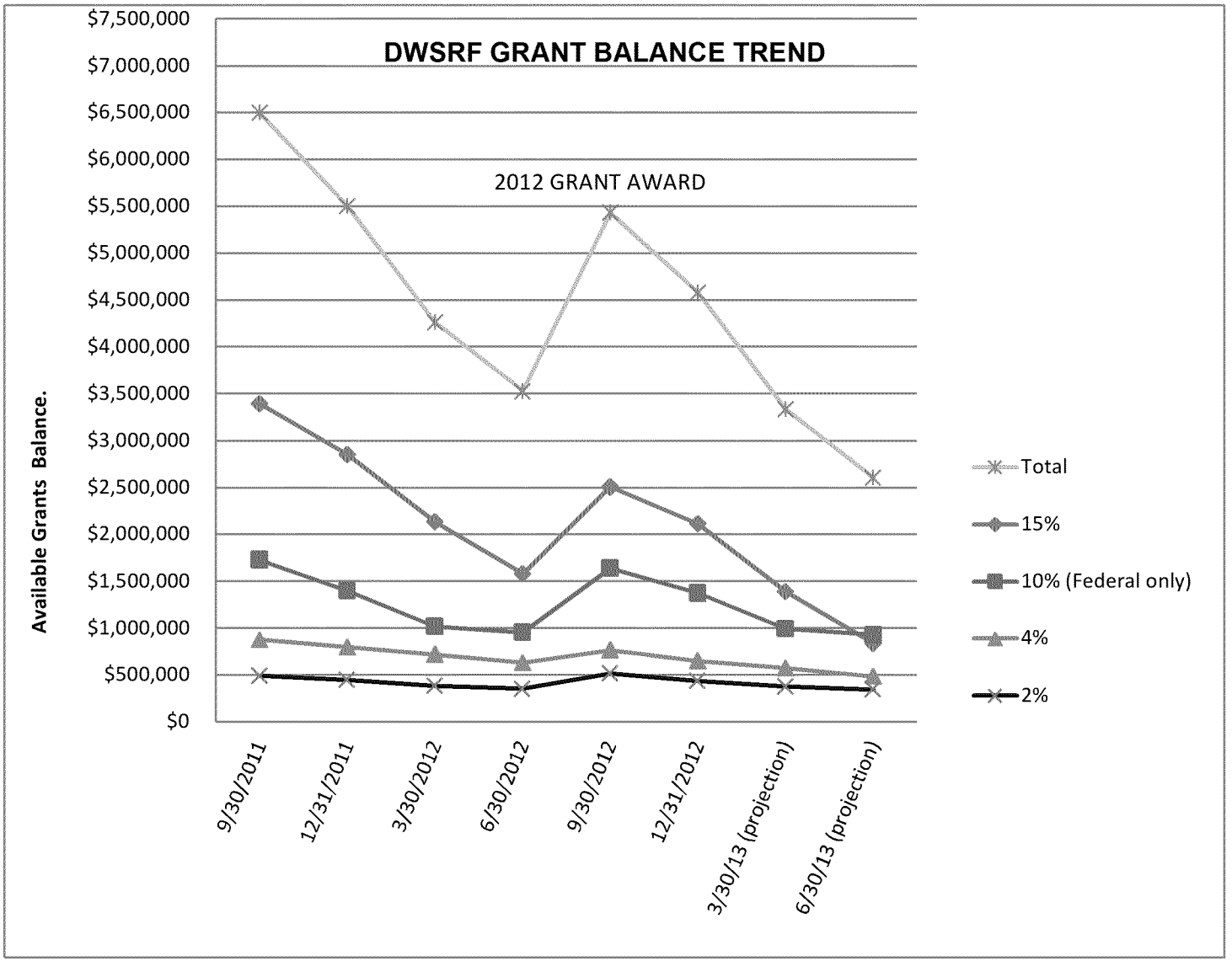

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SFY 2013 Budget Activities Progress Report

15%; 10%; 2% Set-Asides (Includes State Program Match Funds) & PWSS Funds

	Budget Amount	July-December Disbursements	Unexpended	% Disbursed
Salaries & Fringes & Indirect (SRF & PWSS)	$ 2,774,498.00	$ 1,241,741.95	$ 1,532,756.05	45%
SDWIS contract	$ 136,176.00	$ 50,407.00	$ 85,769.00	37%
UIC-WVDEP contract	$ 40,000.00	$ 10,000.00	$ 30,000.00	25%
USGS-Coal study contract	$ 58,714.32	$ 34,920.00	$ 23,794.32	59%
Association and Certification Dues	$ 16,900.00	$ 1,270.00	$ 15,630.00	8%
Internet Website contract	$ 15,000.00	$ -	$ 15,000.00	0%
Rural Water-HELP contract	$ 179,500.00	$ 112,538.00	$ 66,962.00	63%
Operator Certification contract	$ 12,000.00	$ -	$ 12,000.00	0%
GIS Maintenance Contract contract	$ 11,000.00	$ -	$ 11,000.00	0%
Source Water Grants	$ 45,000.00	$ -	$ 45,000.00	0%
Mobile Training Unit Contract	$ 150,000.00	$ -	$ 150,000.00	0%
WV Drug Return Program contract	$ 24,049.98	$ 24,049.98	$ -	100%
Travel (all)	$ 39,500.00	$ 32,099.79	$ 7,400.21	81%
Residual Redirected Activities	$ 192,868.63	$ 192,868.63	$ -	100%
Other (Rent, office equipment, office supplies, etc)	$ 373,126.02	$ 84,908.05	$ 288,217.97	23%
Total Budget	$ 4,068,332.95	$ 1,784,803.40	$ 2,283,529.55	44%

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7. Operator Certification Expense Reimbursement Grants (ERG)

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

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

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

Subobjective 1: Water safe to drink.

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, 2012, that reflects all expended and projection of expended grant funds. Due August 15, 2012, and February 15, 2013 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 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. contract (EHS11007) on December 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.

Outcomes/Benefits (Lessons learned, if any)

- Objectives 2 and 3: Water operators are continuing to take the free, electronic certification and CEH courses developed by E-Train Online, Inc.
- Completed a maintenance and technical support contract with E-Train Online, Inc. (EHS11007) paid for outside of ERG on November 14, 2012.

Future Plans

- Please see Task 2.4.8.1.

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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 – No work activity to report or planned.
- Objective 3: Revise SWOCS software – No work activity to report or planned.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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(s)/Tester(s) (BPAITs) training contract (EHS90081) with WV ETC ended December 31, 2009. No work activity to report or planned.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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

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

- N/A

Outcomes/Benefits (Lessons learned, if any)

- N/A

Future Plans

- N/A

Goal 5/Objective 3: Identification Card System

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

- Continued use of identification card system for operators. No work activity to report or planned.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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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.
- Please see Task 2.4.8.1.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

- Please see Task 2.4.8.1.

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 promotional materials at exhibits, presentations, and other outreach opportunities statewide.

Outcomes/Benefits (Lessons learned, if any)

Future Plans

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

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

- Work plan on ERG was completed by December 31, 2011.
- Remaining unspent ERG funding rolled over to the SRF construction funds.

Current Year Expense:

Future/Projected Expense:

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