# SDWARS & Reporting Requirements

TBD, EPA

# UCMR 4 SDWARS & Reporting - Overview

- Schedules
- Central Data Exchange (CDX) account
  - Customer retrieval keys (CRKs)
- Large System Workflow
  - Notification letter and tracking
  - Update contact/inventory/schedule
    - Large PWSs
    - Small PWSs except MRSs
- Reporting requirements and data elements

# Schedules

- Large system schedules
  - EPA initially drafts schedule
  - Partnered state has opportunity to review and modify
  - PWS has opportunity to review and modify
    - Systems must NOT modify their schedules to avoid a suspected vulnerable period
- Small system schedules
  - EPA initially drafts schedule
  - Partnered state has opportunity to review and modify

# CDX

- EPA will again be using an internet-based electronic reporting system that utilizes a secure access portal, the CDX, to gain access to SDWARS
  - https://cdx.epa.gov/
- SDWARS can be accessed:
  - http://www.epa.gov/dwucmr

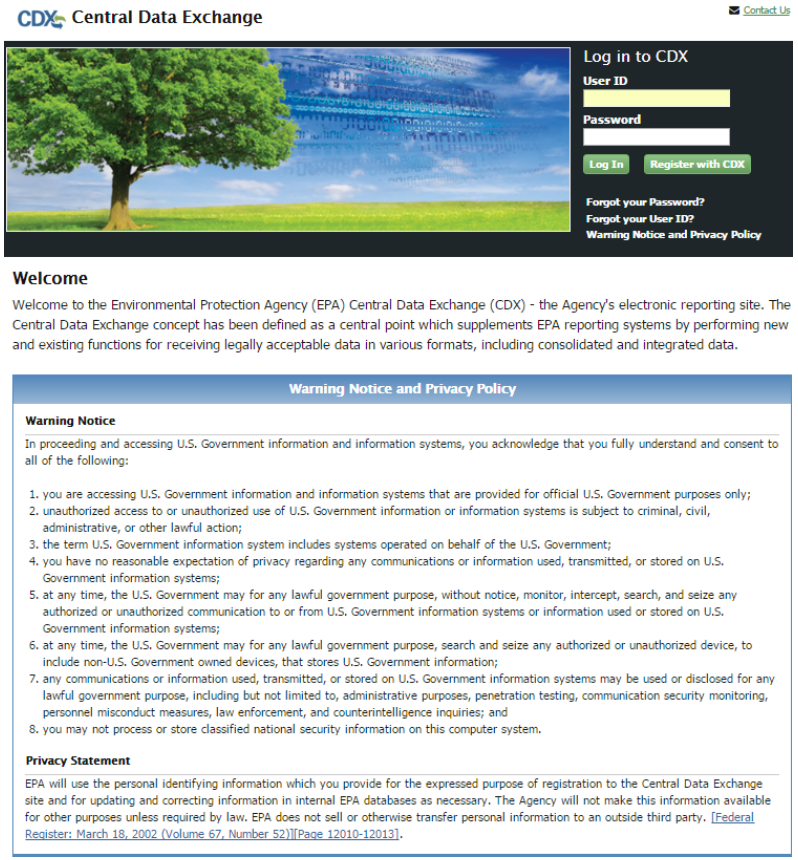
# CDX

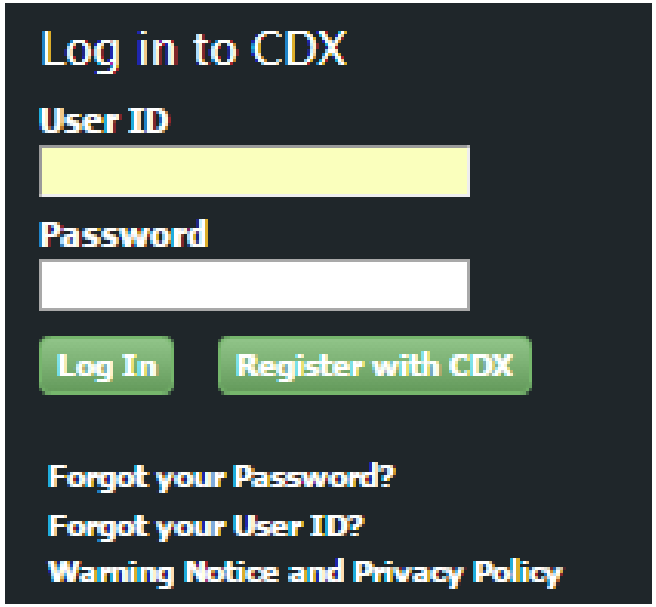
- To preregister to use the CDX:
  - Go to http://cdx.epa.gov/preregistration/
  - Enter the customer retrieval key (CRK) you received by mail
    - All large (that did not pre-register) and small systems should have received a CRK
    - Labs will receive CRKs upon UCMR 4 approval
  - Follow the directions to complete registration
- We recommend you do this as soon as possible

# SDWARS Large Systems Workflow

1. Log in to CDX
2. Select SDWARS4 and accept notification letter
3. Add official and technical contacts
4. Add inventory
5. Review/edit inventory
6. Review sampling schedule
7. Nominate user for your PWS

# Step 1: Log in to CDX



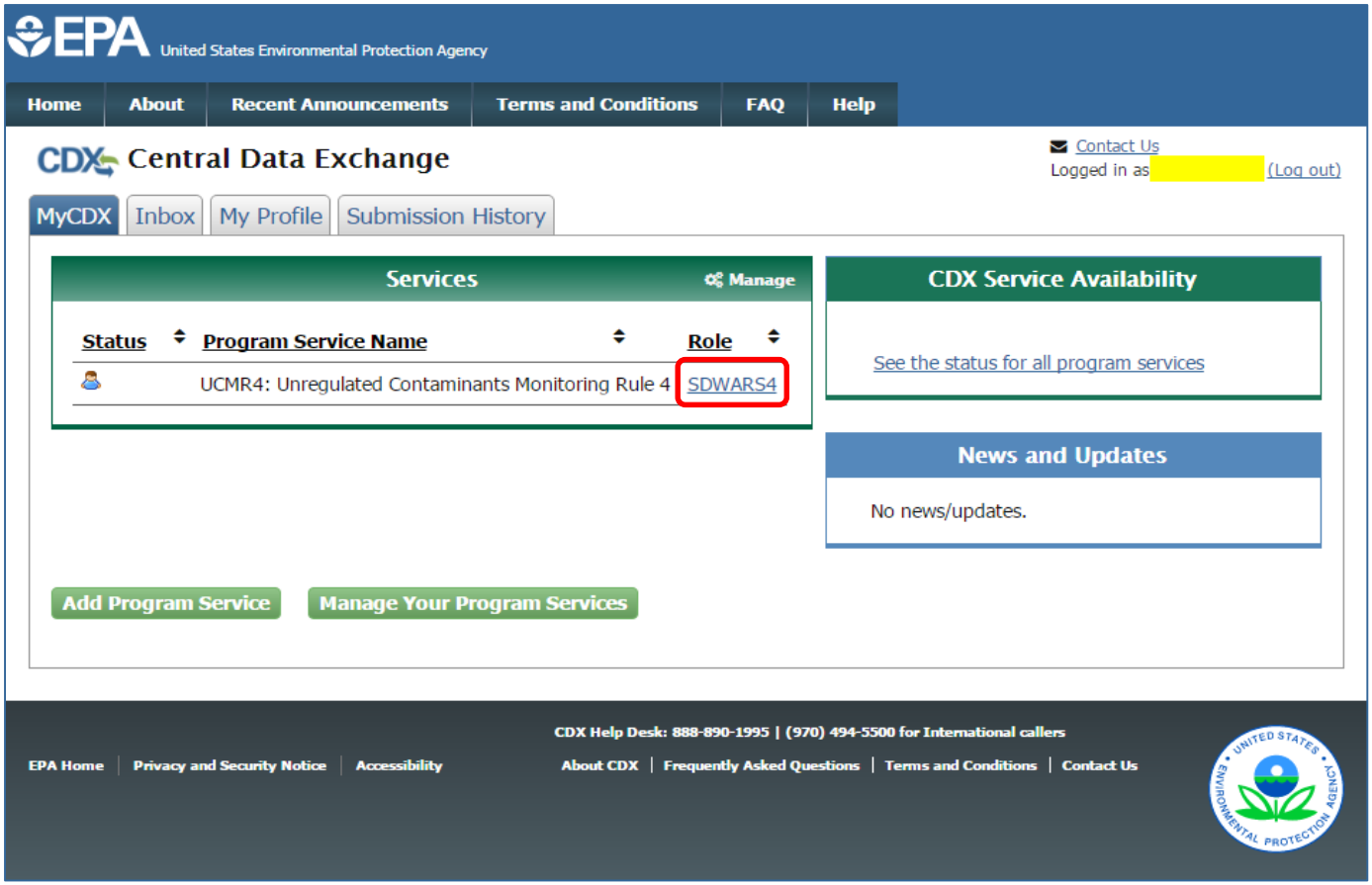



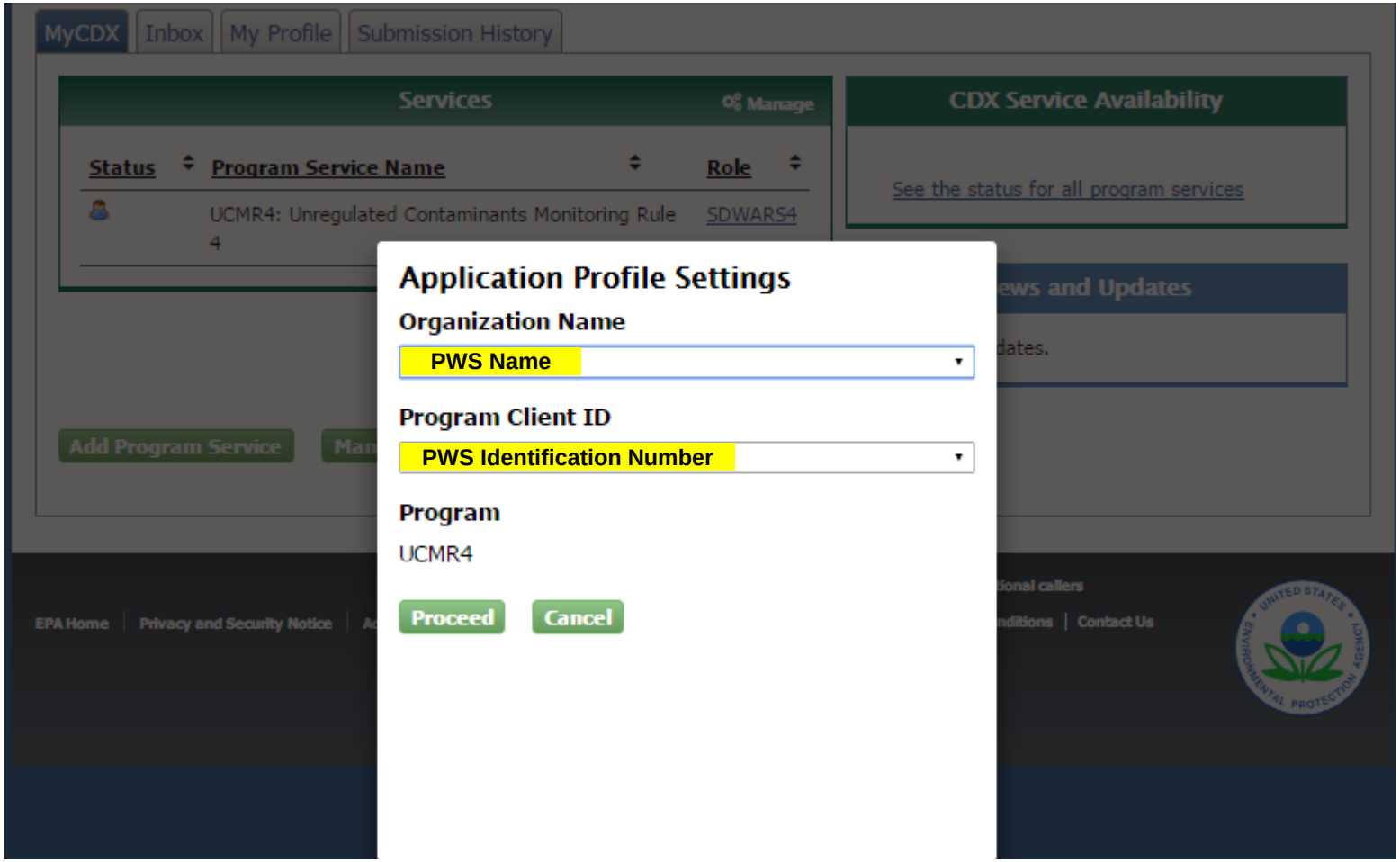

https://cdx.epa.gov/

# Step 2: Select SDWARS4 and Accept Notification Letter

- To view and accept your notification letter you must login into SDWARS
- Status of acceptance of notification is tracked in SDWARS

# Step 2: Select SDWARS4 and Accept Notification Letter




MyCDX
Inbox
My Profile
Submission History
Services
Manage
Status
Program Service Name
Role
UCMR4: Unregulated Contaminants Monitoring Rule 4
SDWARS4
CDX Service Availability
See the status for all program services
Application Profile Settings
Organization Name
PWS Name
Program Client ID
PWS Identification Number
Program
UCMR4
Proceed
Cancel
Add Program Service
EPA Home
Privacy and Security Notice
Contact Us

## Notification Letter

A PWS user must accept the notification letter.

NOTIFICATION LETTER
January 3, 2017

RE: Unregulated Contaminant Monitoring for Surface Water (SW) and Ground Water Under the Direct Influence of Surface Water (GWUDI) Systems Serving over 10,000 Persons

Dear Public Water System:

The purpose of this letter is to notify your public water system (PWS) of its monitoring requirements under the revision to the Unregulated Contaminant Monitoring Rule (UCMR4). The U.S. Environmental Protection Agency (EPA) published the final rule detailing the upcoming monitoring of unregulated contaminants at PWSs on December 20, 2016, establishing a new list of contaminants to be monitored and the conditions for that monitoring. This rule benefits public health by providing EPA and other interested parties with scientifically valid data on the national occurrence of selected contaminants in drinking water. This dataset is one of the primary sources of information on occurrence, levels of exposure and population exposure EPA uses to develop regulatory decisions for contaminants in the public drinking water supply.

Under the UCMR4, all community water systems and non-transient, non-community water systems serving more than 10,000 persons must participate in Assessment Monitoring (AM). **Our records indicate that your surface water system must monitor for all List 1 contaminants: metals, pesticides, semi-volatile organic chemicals (SOCs), alcohols (AM 1), haloacetic acids (HAAs) (AM 2), and cyanotoxins (AM 3)**.

**What must your PWS complete in SDWARS before December 31, 2017?**
Similar to reporting under UCMR3, PWSs will use the Central Data Exchange (CDX) (https://cdx.epa.gov/) to access the updated version of the Safe Drinking Water Accession and Review System (SDWARS4). PWSs are required to:

- enter your official and technical contact information;
- review and, if necessary, update your sample location data by adding missing locations (e.g., Stage 1 and Stage 2 Disinfectants and Disinfection Byproduct Rules sampling locations for the HAAs), indicating ineligible locations or editing basic information about the locations; and
- review and, if you wish, revise your monitoring schedule assigned by the EPA.

**What must your PWS do during UCMR4 monitoring?**
Your PWS must ensure that samples are properly collected, packaged and shipped to a UCMR4 EPA approved laboratory. Your PWS is also responsible for providing the data elements required for each sampling location (e.g., disinfection type, treatment type etc.) in SDWARS. Once data are posted to SDWARS by your laboratory, your PWS will have **60 days** to review and act upon these results. If you choose not to review these results in this time frame, they will be considered final. Additionally, community water systems are required to address their UCMR monitoring results in their annual Consumer Confidence Report (CCR) whenever unregulated contaminants are detected (https://www.epa.gov/ccr).

**Where can I find more information about UCMR4?**
EPA recommends that you review the complete rule and supporting reference materials addressing UCMR4 at https://www.epa.gov/dwucmr/fourth-unregulated-contaminant-monitoring-rule.

- The "Revisions to the Unregulated Contaminant Monitoring Rule (UCMR4) for Public Water Systems and Announcement of Public Meeting" [EPA-HQ-OW-2015-0218; FRL-9956–71-OW];
- UCMR4 implementation fact sheets: Metals, Pesticides, SOCs, and Alcohols (AM 1), Haloacetic Acids (HAAs) (AM 2), Cyanotoxins (AM 3) and General Information;
- EPA approved laboratories for UCMR4 (the list will be updated as additional laboratories are approved);
- Outreach materials and announcements for stakeholder meetings and trainings.

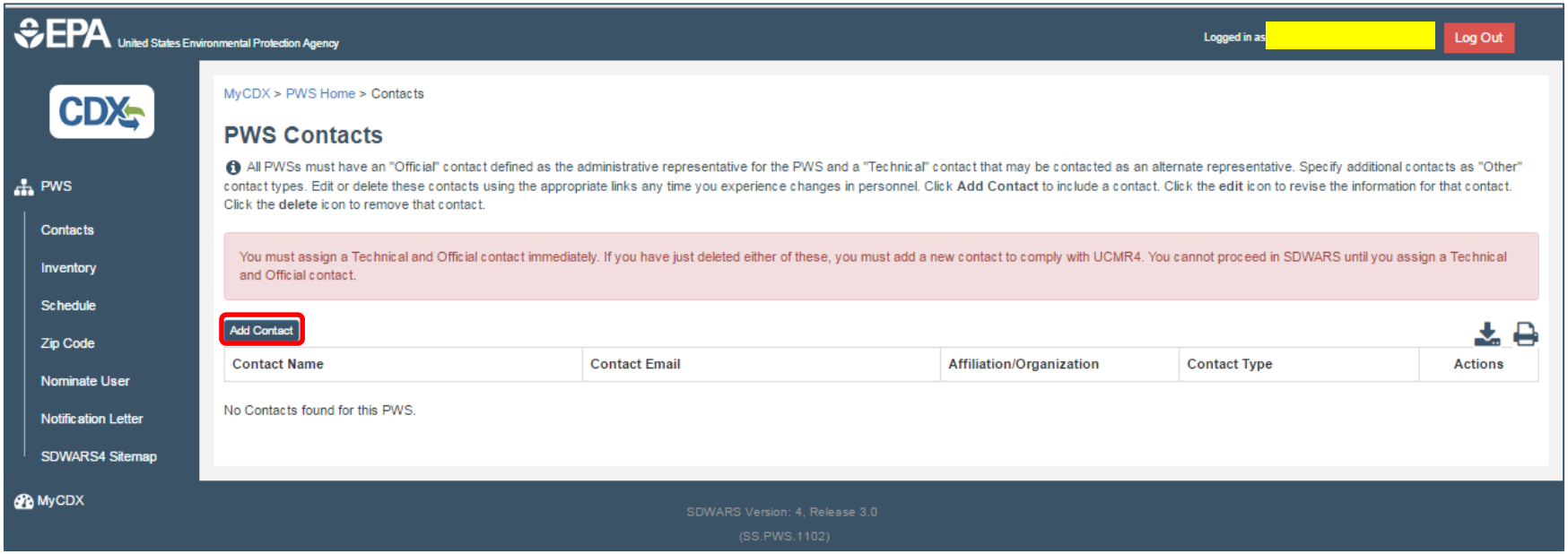
Analytical results from UCMR are publically available in the National Contaminant Occurrence Database (NCOD); for a summary of the NCOD results, tips for querying NCOD, and health effects information please refer to the UCMR Data Summary document.

**This notification letter is being sent to you as the official representative of this PWS. If someone else at your PWS needs this information, such as the plant operator, please provide them with a copy of this letter. Your cooperation in meeting these requirements is appreciated.**

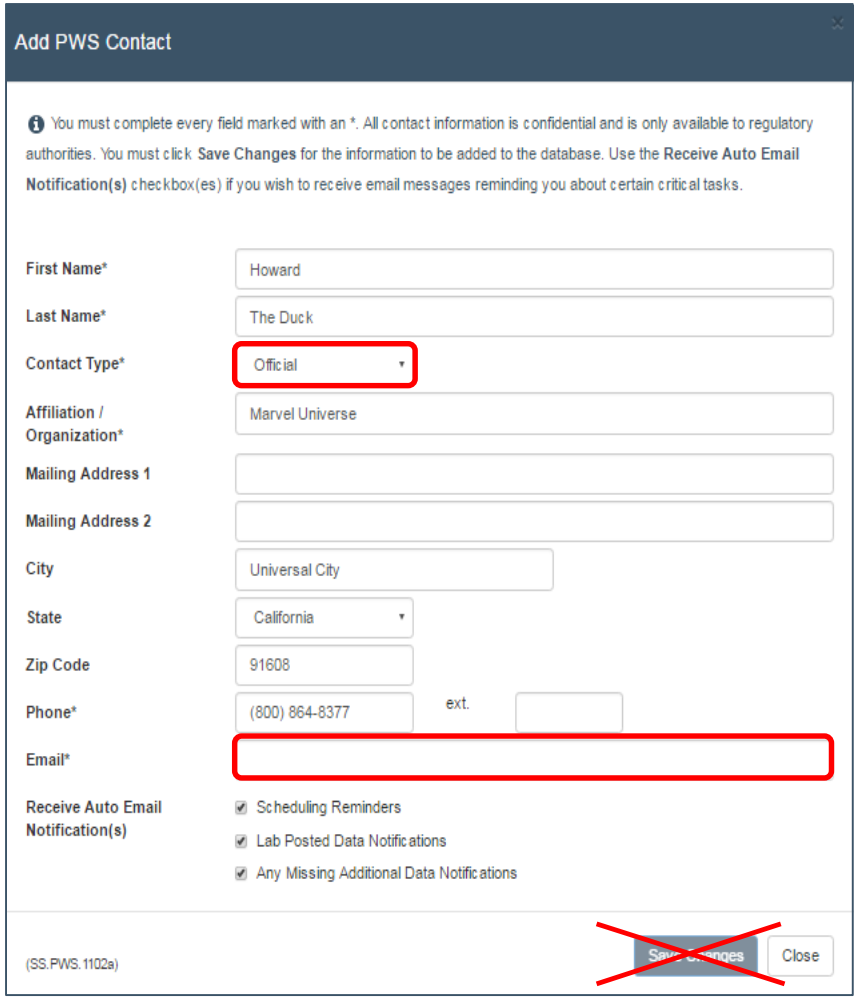
For questions regarding SDWARS or CDX, please contact the CDX Help Desk at 1-888-890-1995. For implementation or general questions, please contact the UCMR Message Center at 1-800-949-1581 or UCMR4@glec.com. Thank you for your cooperation.

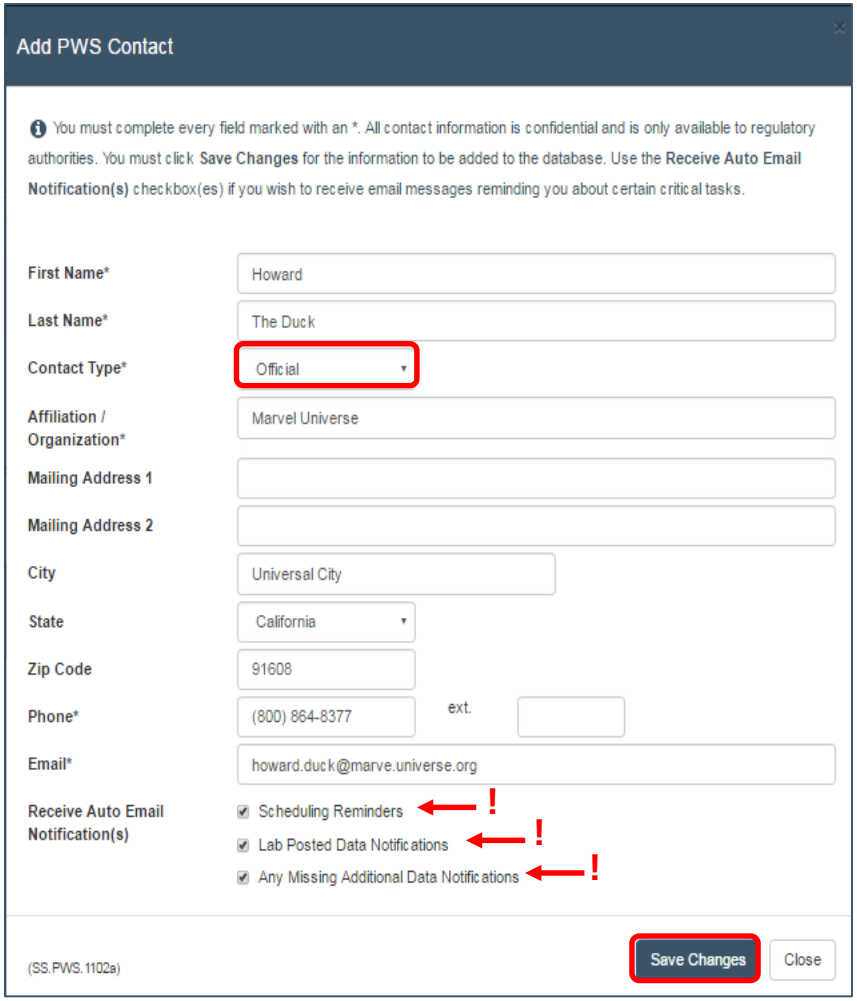
Accept Cancel

# Step 3: Add Contacts

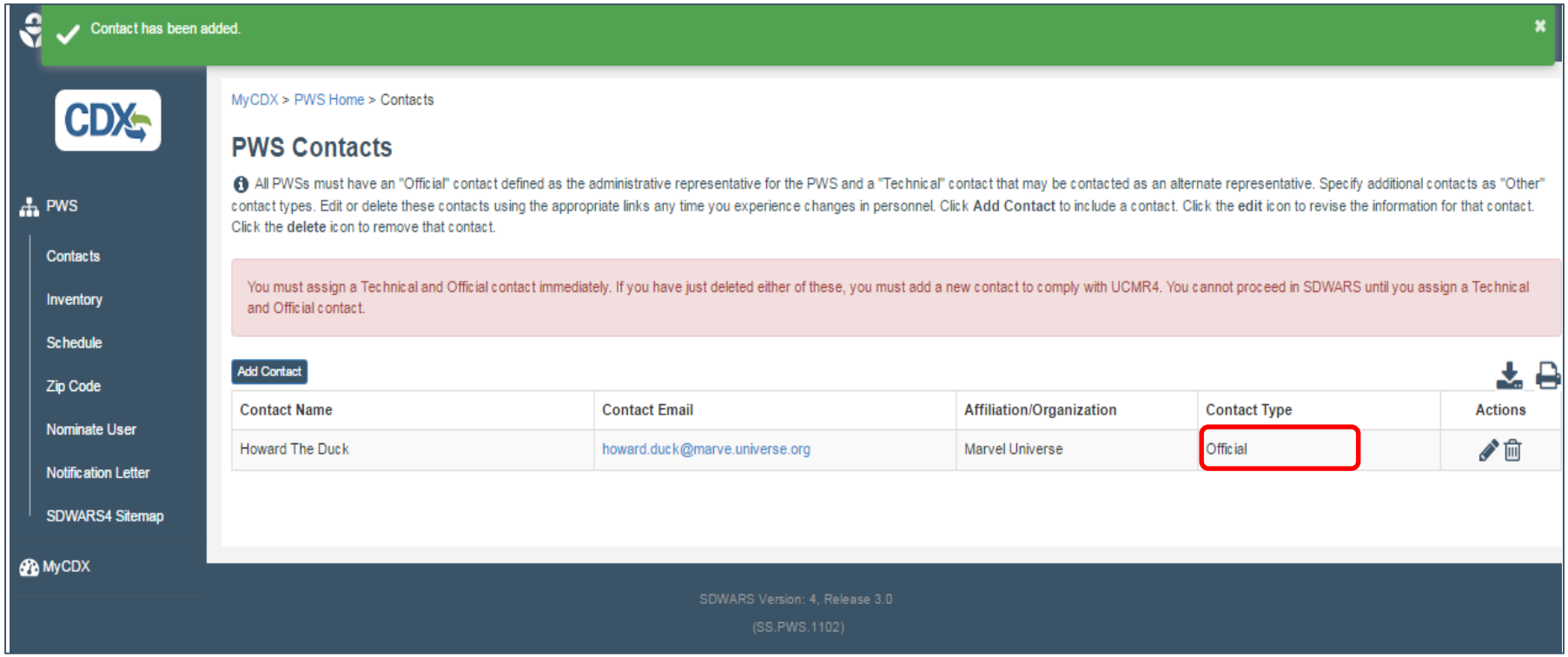


# Step 3a: Add Official Contact

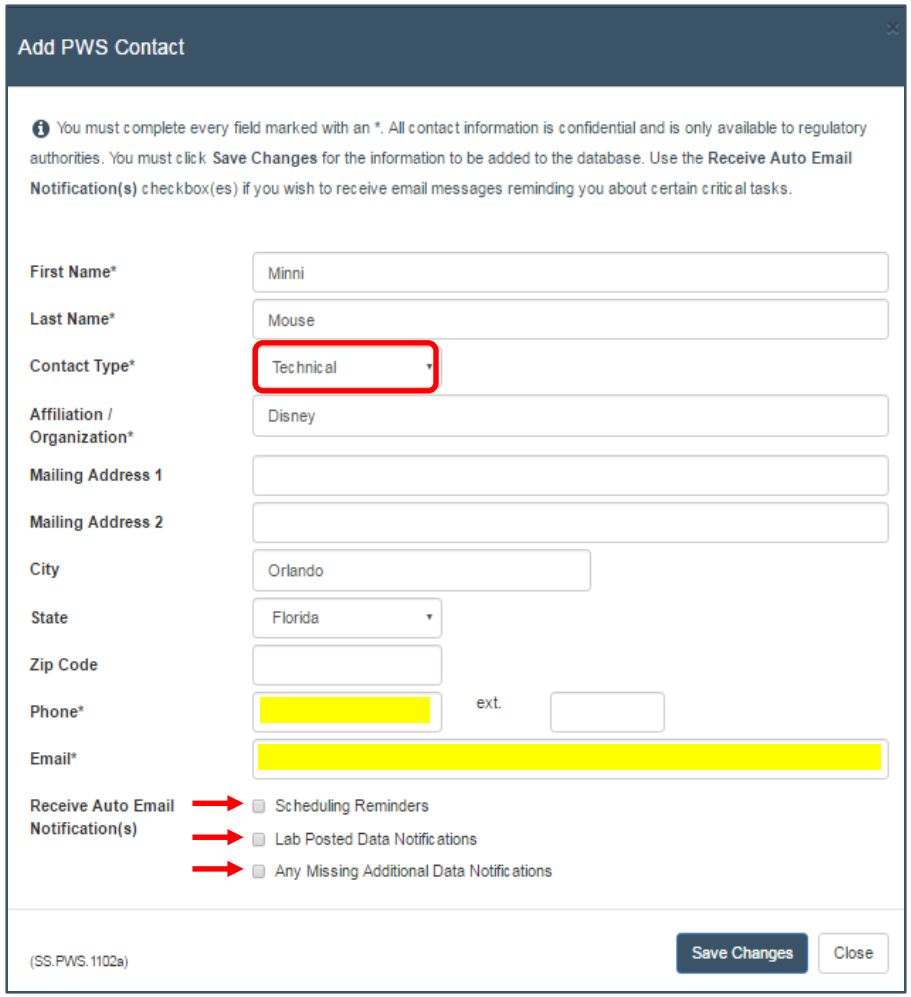


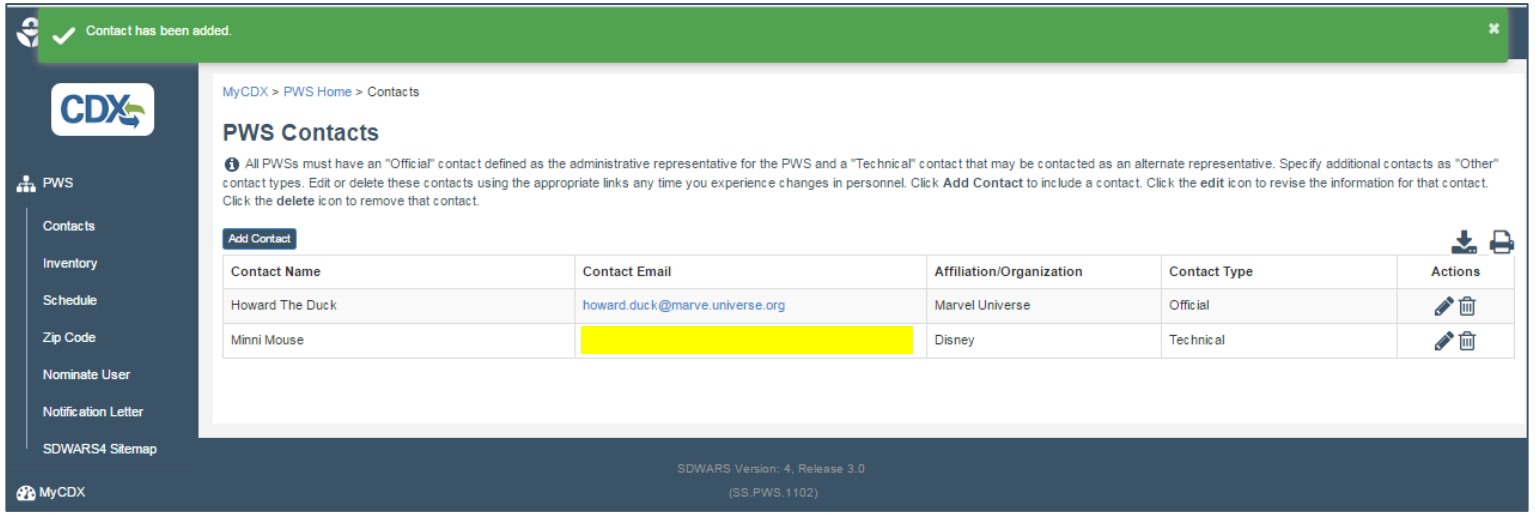
# Step 3b: Confirm Official Contact

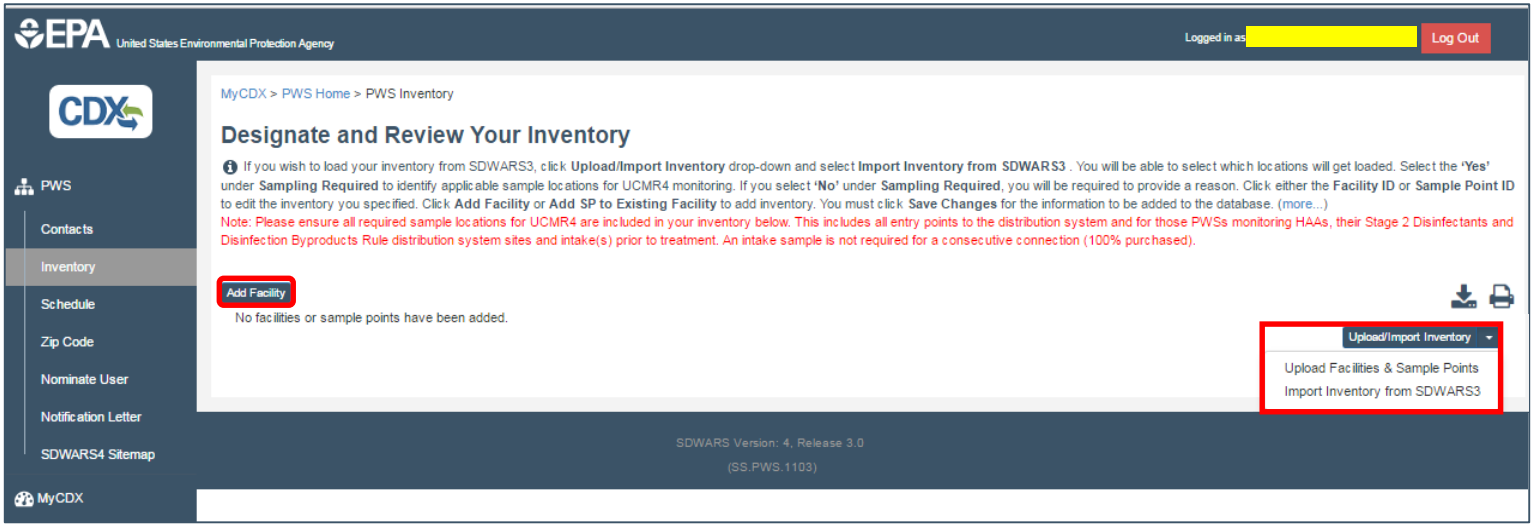


# Step 3c: Add Technical Contact



# Step 4: Add Inventory



# Step 4: Add Inventory

- Inventory can be:
  - Typed in manually (Figure 1) or
  - You can create a file for a bulk upload (Figure 2)

Figure 1

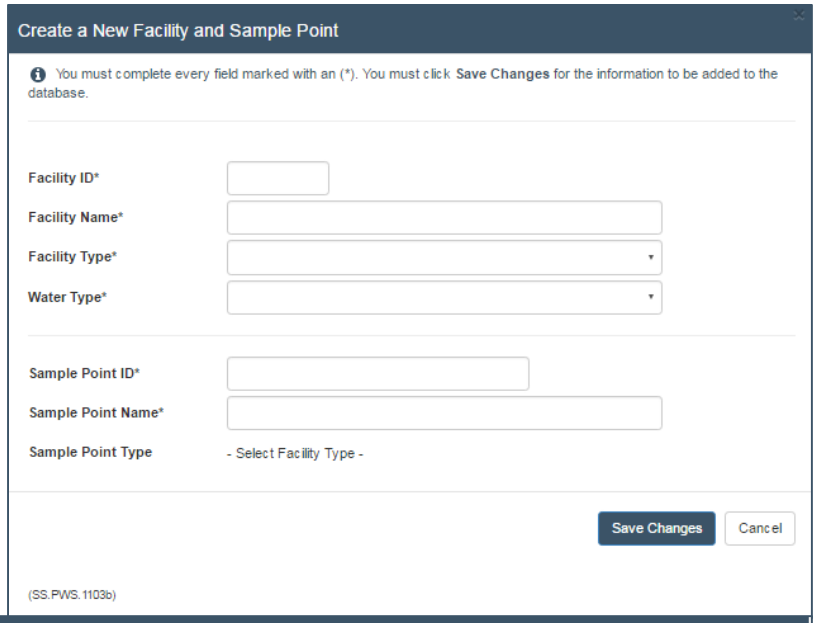
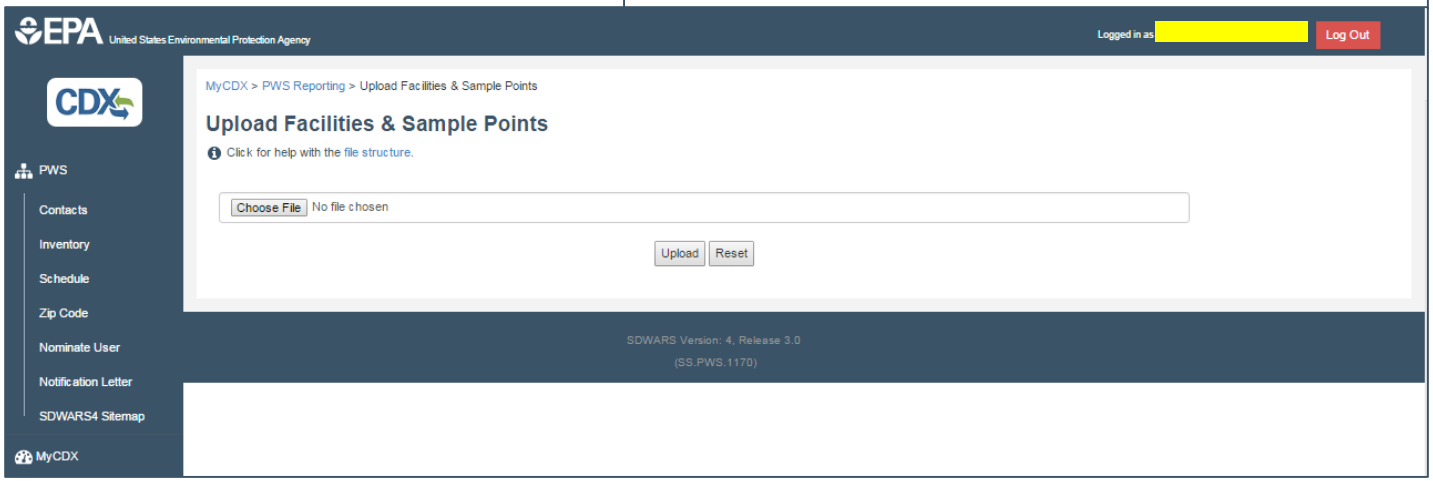
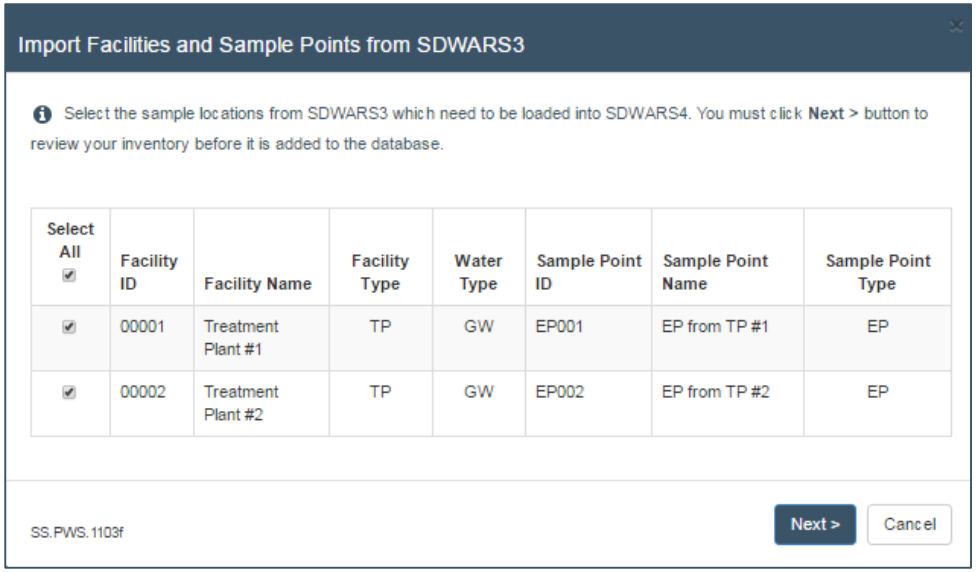


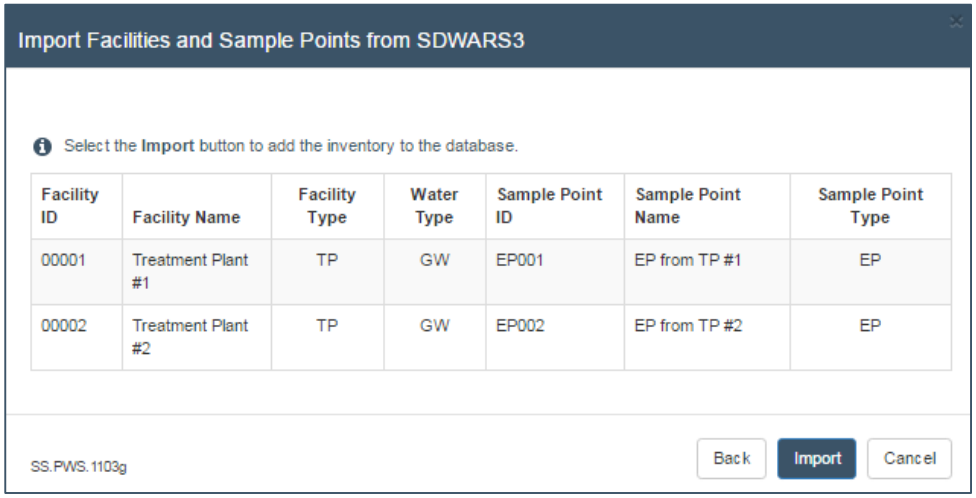

Figure 2



# Step 4: Add Inventory

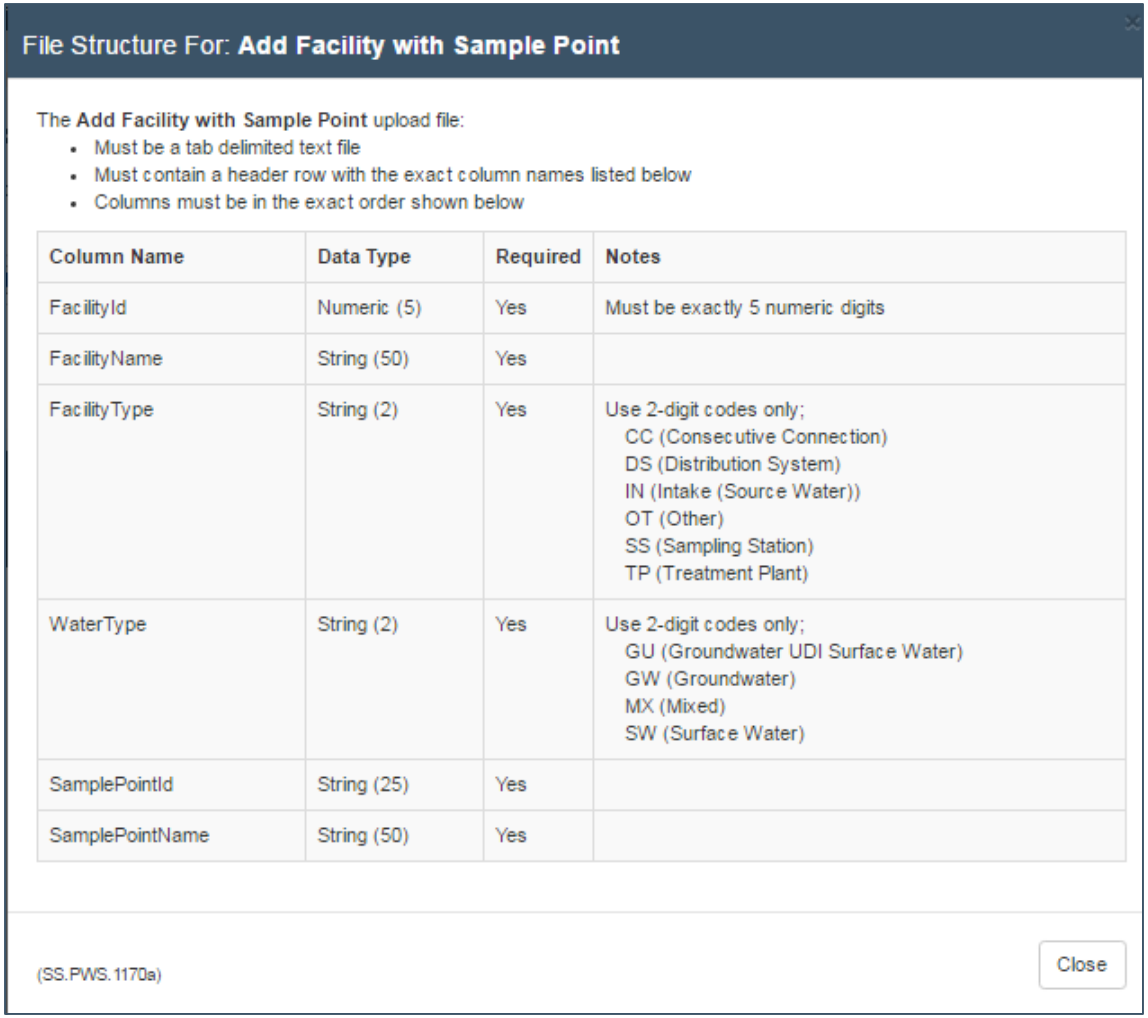
- Current example uses inventory from the previous SDWARS3 system
- You select those Facilities that are valid and import information directly from SDWARS3



# Step 4: Add Inventory

- You can create a file for a bulk upload using the following format



File Structure For: **Add Facility with Sample Point**

The **Add Facility with Sample Point** upload file:

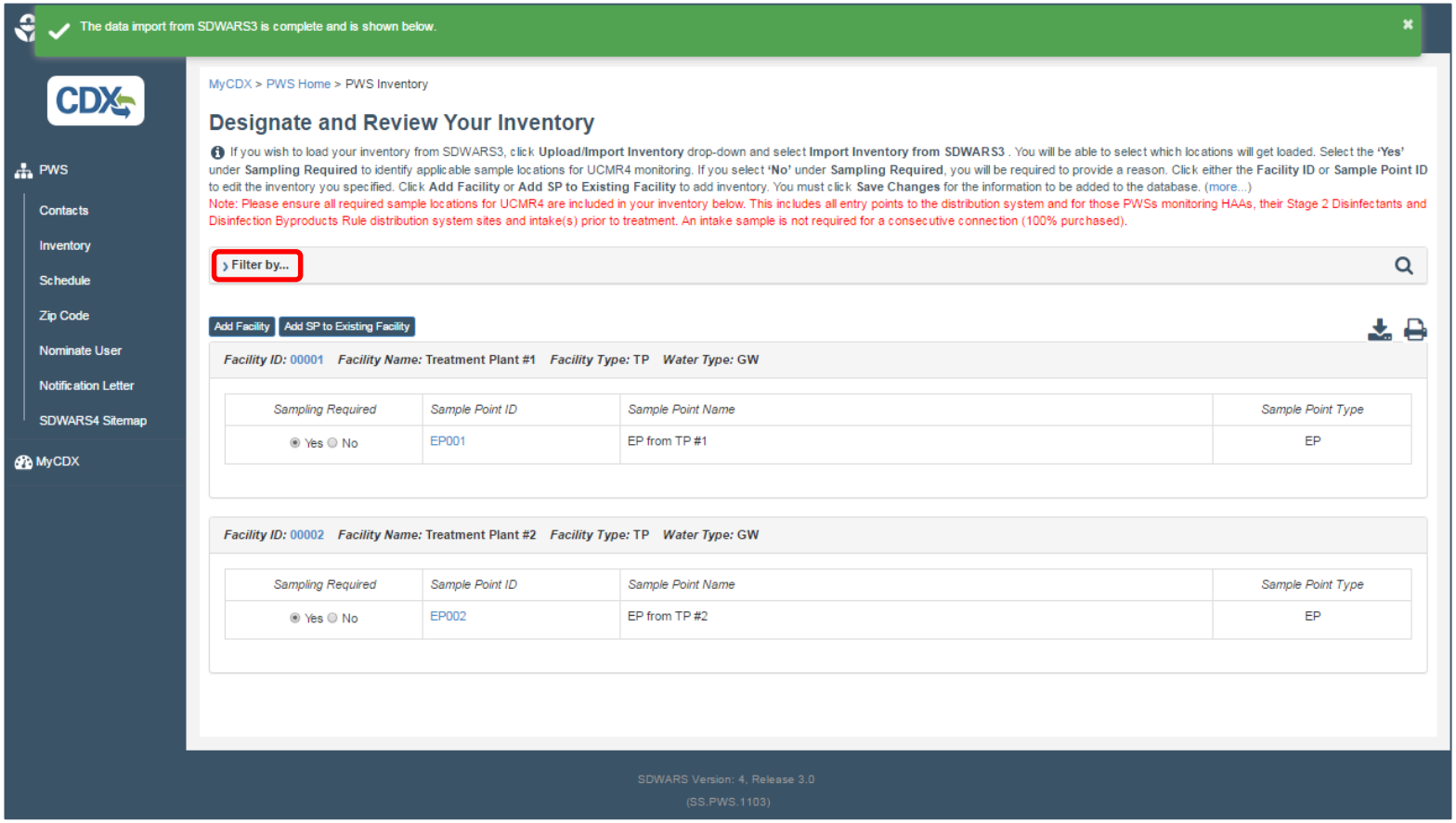
- Must be a tab delimited text file
- Must contain a header row with the exact column names listed below
- Columns must be in the exact order shown below

| Column Name | Data Type | Required | Notes |
|---|---|---|---|
| FacilityId | Numeric (5) | Yes | Must be exactly 5 numeric digits |
| FacilityName | String (50) | Yes | |
| FacilityType | String (2) | Yes | Use 2-digit codes only;<br>CC (Consecutive Connection)<br>DS (Distribution System)<br>IN (Intake (Source Water))<br>OT (Other)<br>SS (Sampling Station)<br>TP (Treatment Plant) |
| WaterType | String (2) | Yes | Use 2-digit codes only;<br>GU (Groundwater UDI Surface Water)<br>GW (Groundwater)<br>MX (Mixed)<br>SW (Surface Water) |
| SamplePointId | String (25) | Yes | |
| SamplePointName | String (50) | Yes | |

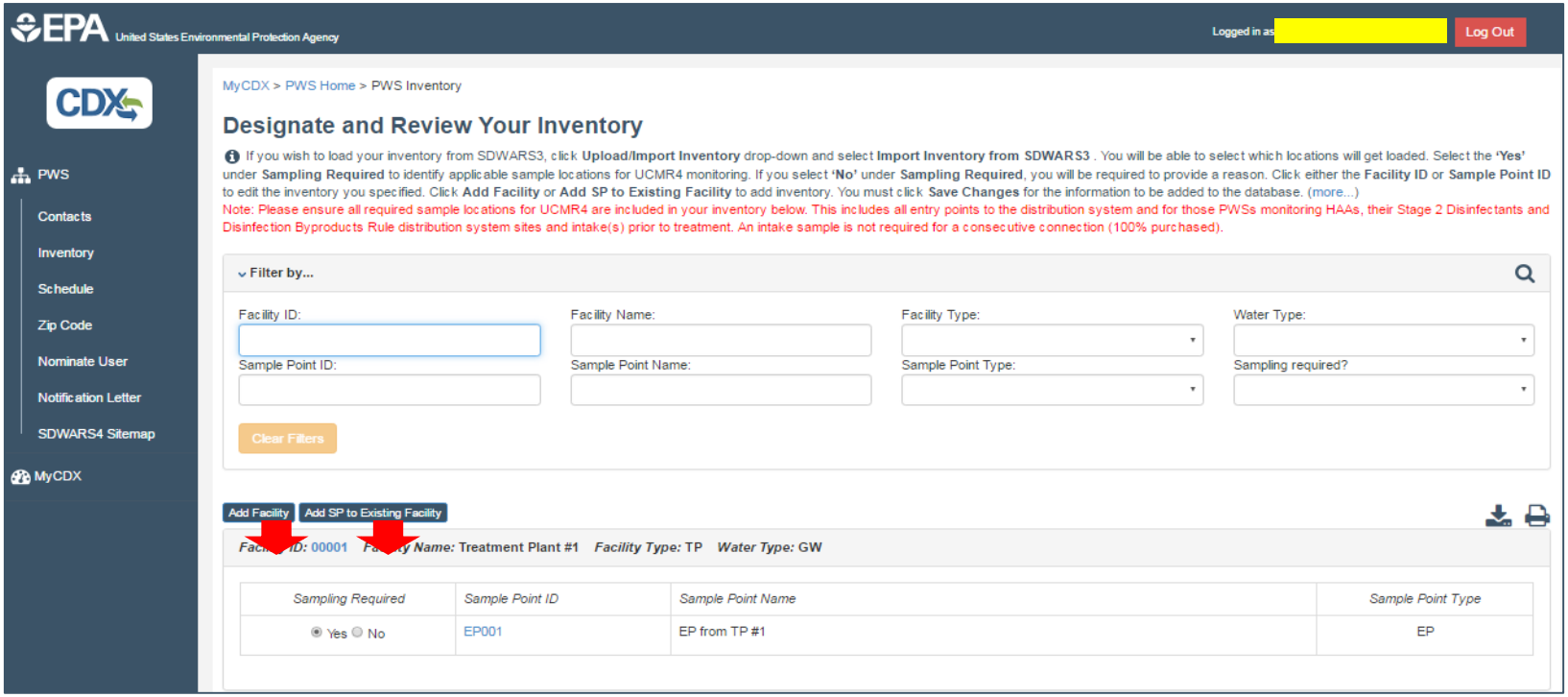
(SS.PWS.1170a)

Close

# Step 5: Review/Edit Inventory



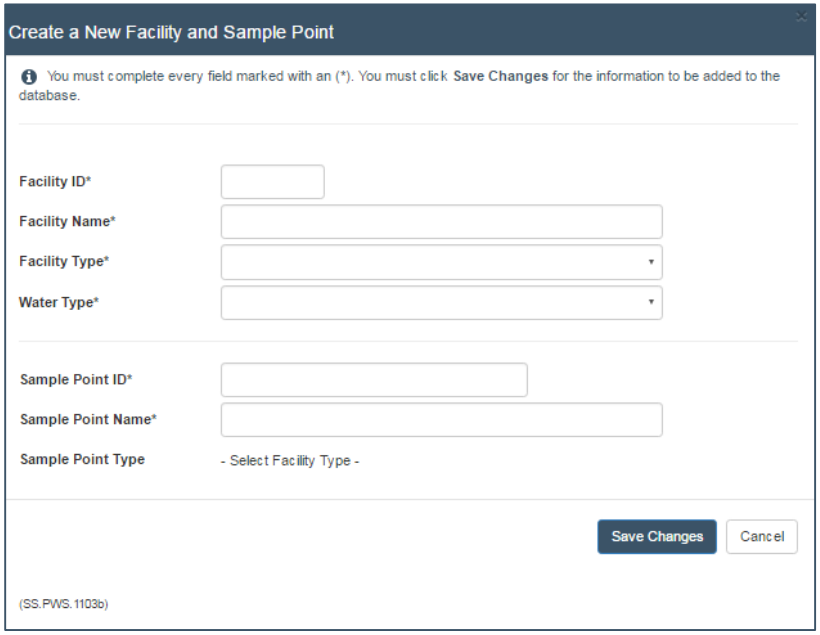
# Step 5: Review/Edit Inventory

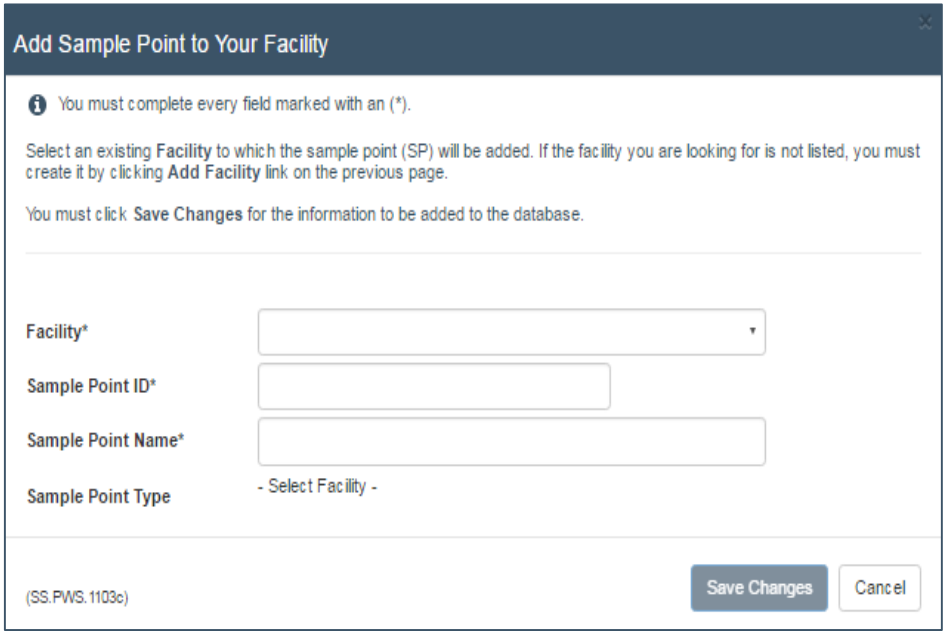



To add new Facilities and Sample Points: use the comprehensive search function to locate necessary inventory

# Step 5: Review/Edit Inventory

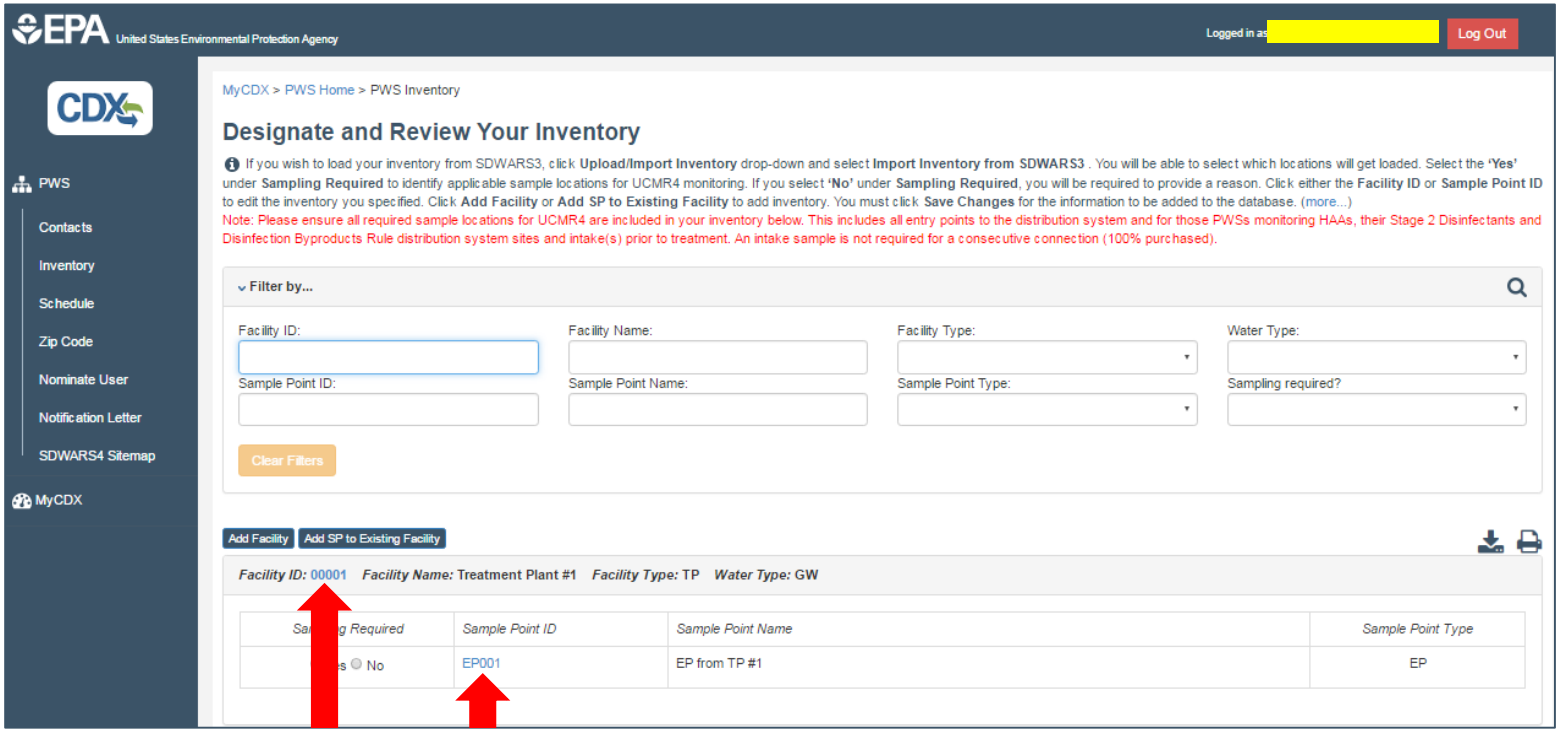
- You can add new Facility and subsequently new Sample Point, or
- You can just add a Sample Point to the existing in the system Facility



# Step 5: Review/Edit Inventory

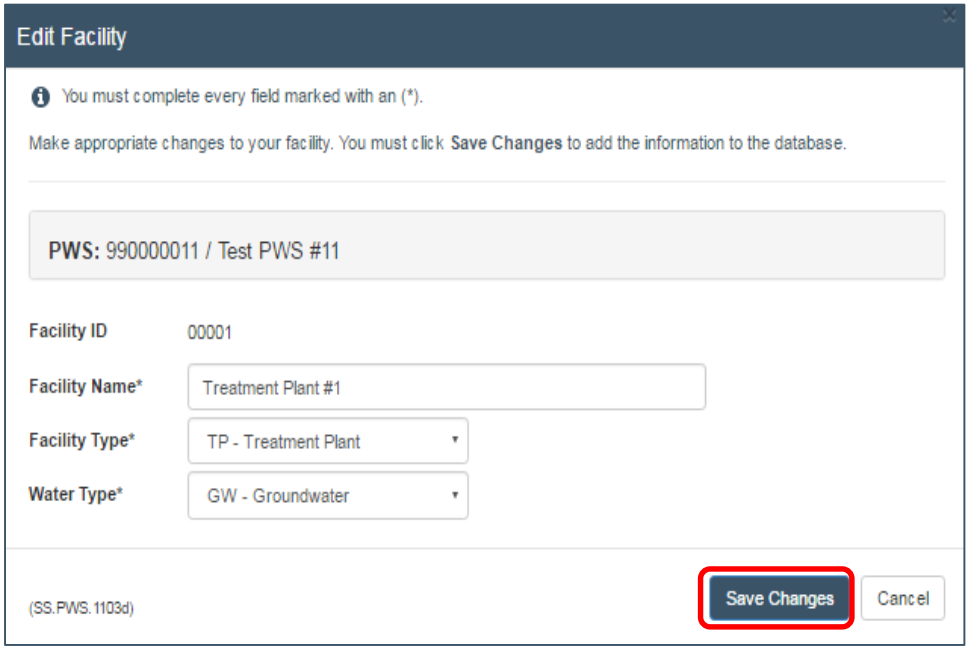
- You can also review/edit inventory by clicking on either Facility ID or Sample Point ID




**Functional Links to use**

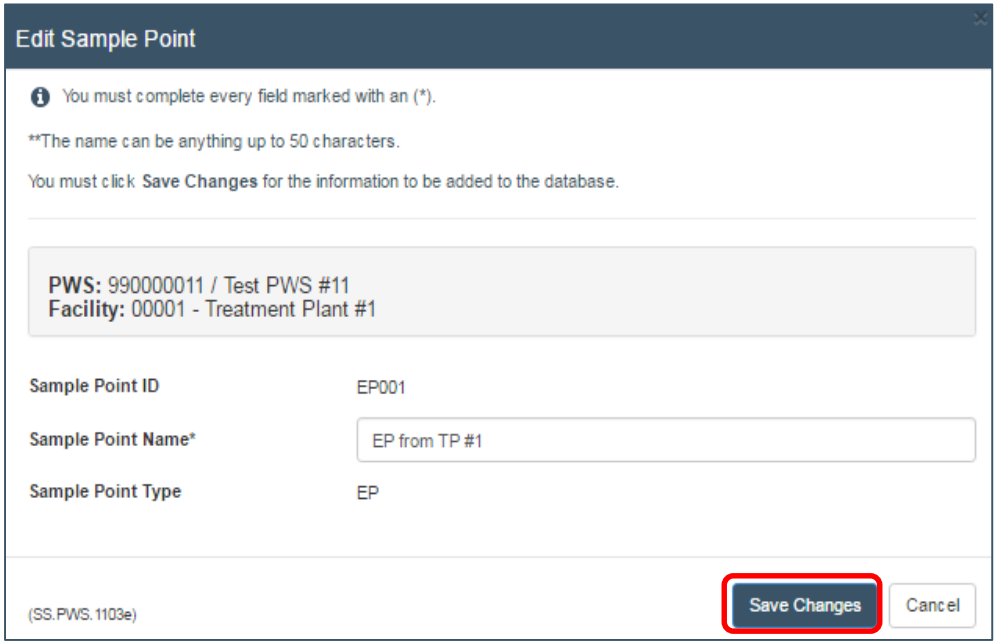
# Step 5: Review/Edit Inventory

- Once Facility information is complete, save changes
  - A green bar will appear on at the top of the page



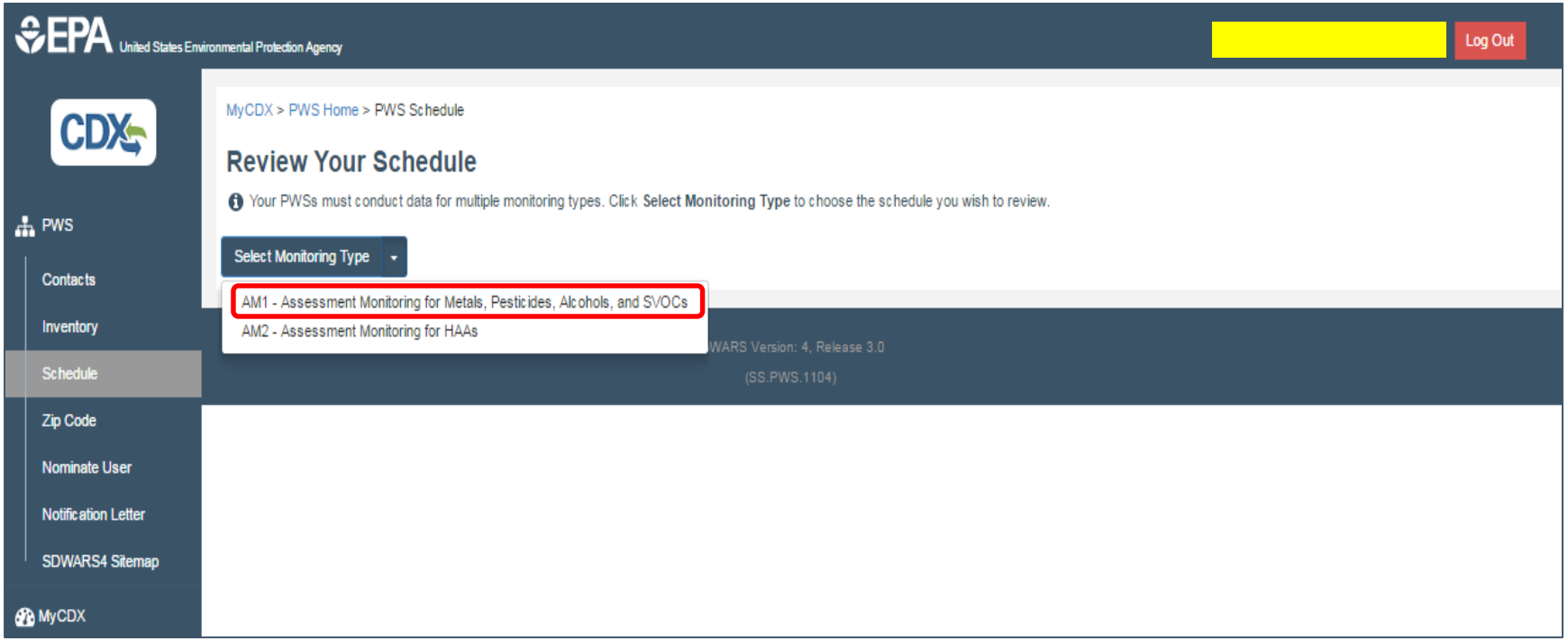
# Step 5: Review/Edit Inventory

- Once Sample Point information is complete, save changes
  - A green bar will appear on at the top of the page

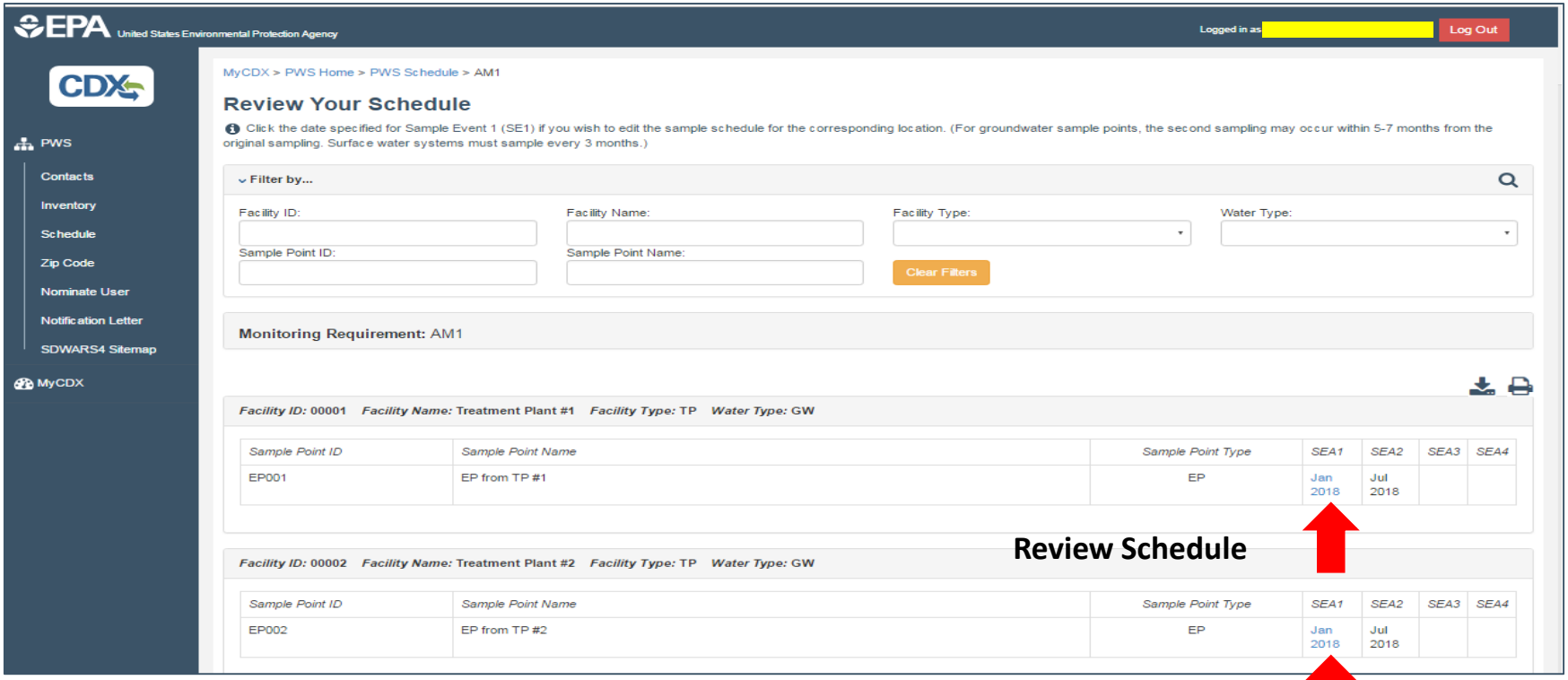


# Step 6: Review Sampling Schedule

- Select Monitoring Type to review sampling schedules for each Sampling Point

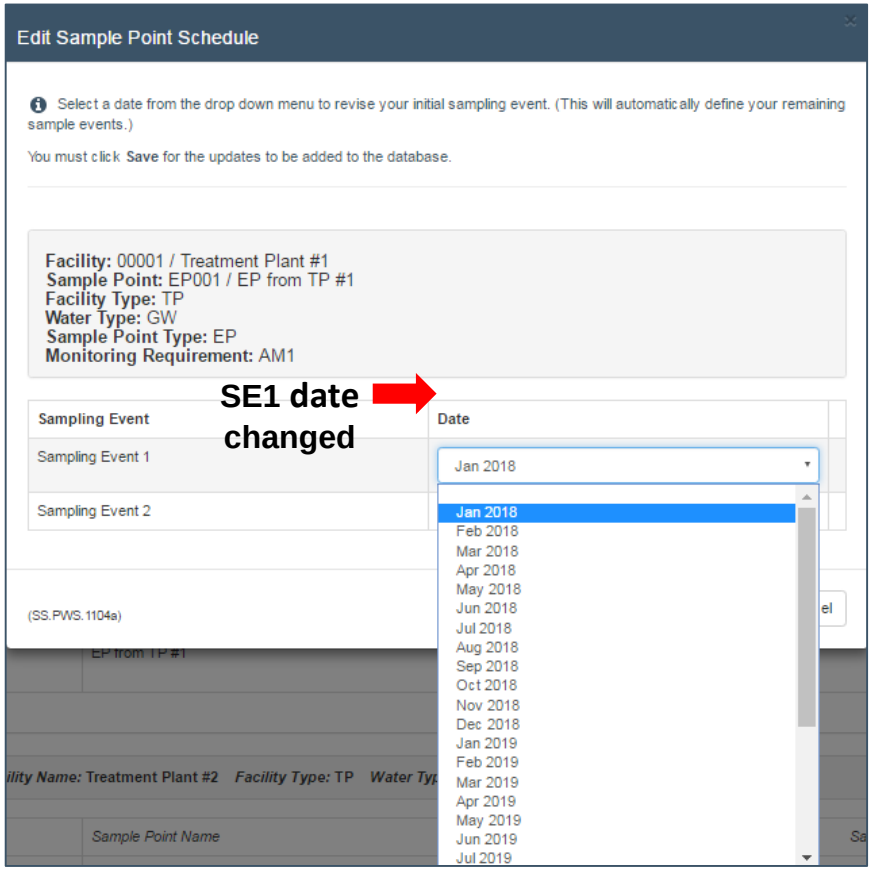


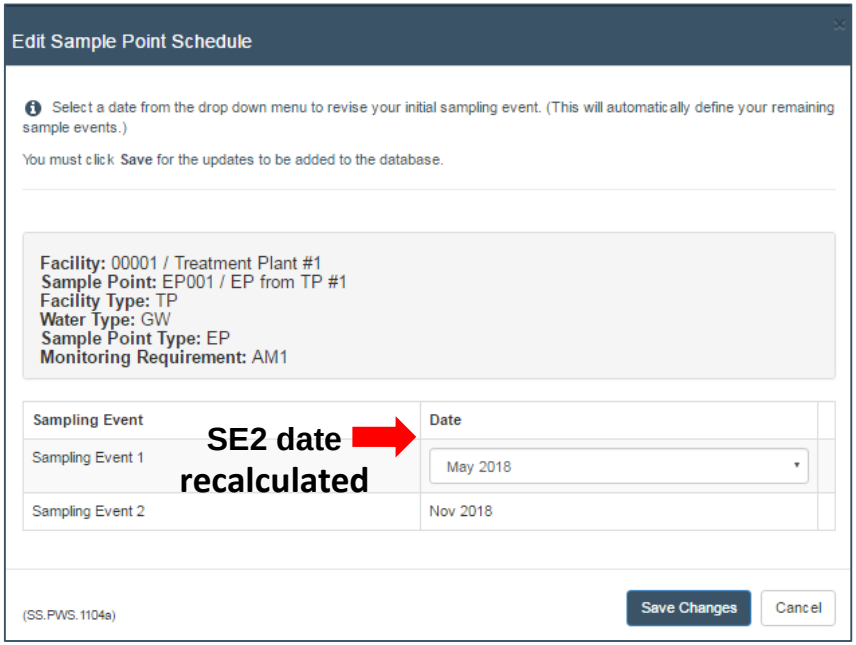
# Step 6: Review Sampling Schedule



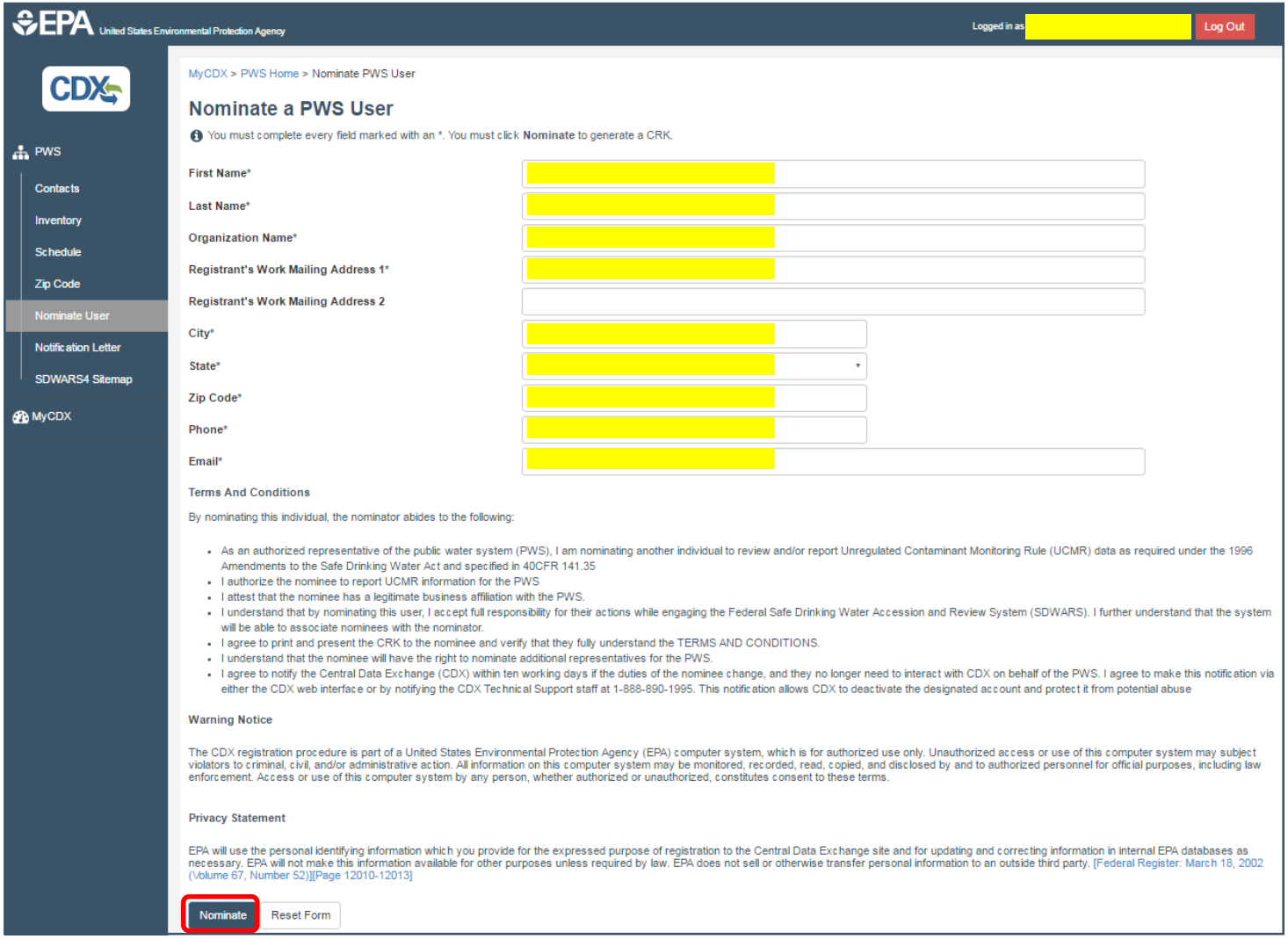
# Step 6: Review Sampling Schedule

- If you change SE1 month and year, the schedule for the SE2 is automatically updated



# Step 7: Nominate User for Your PWS



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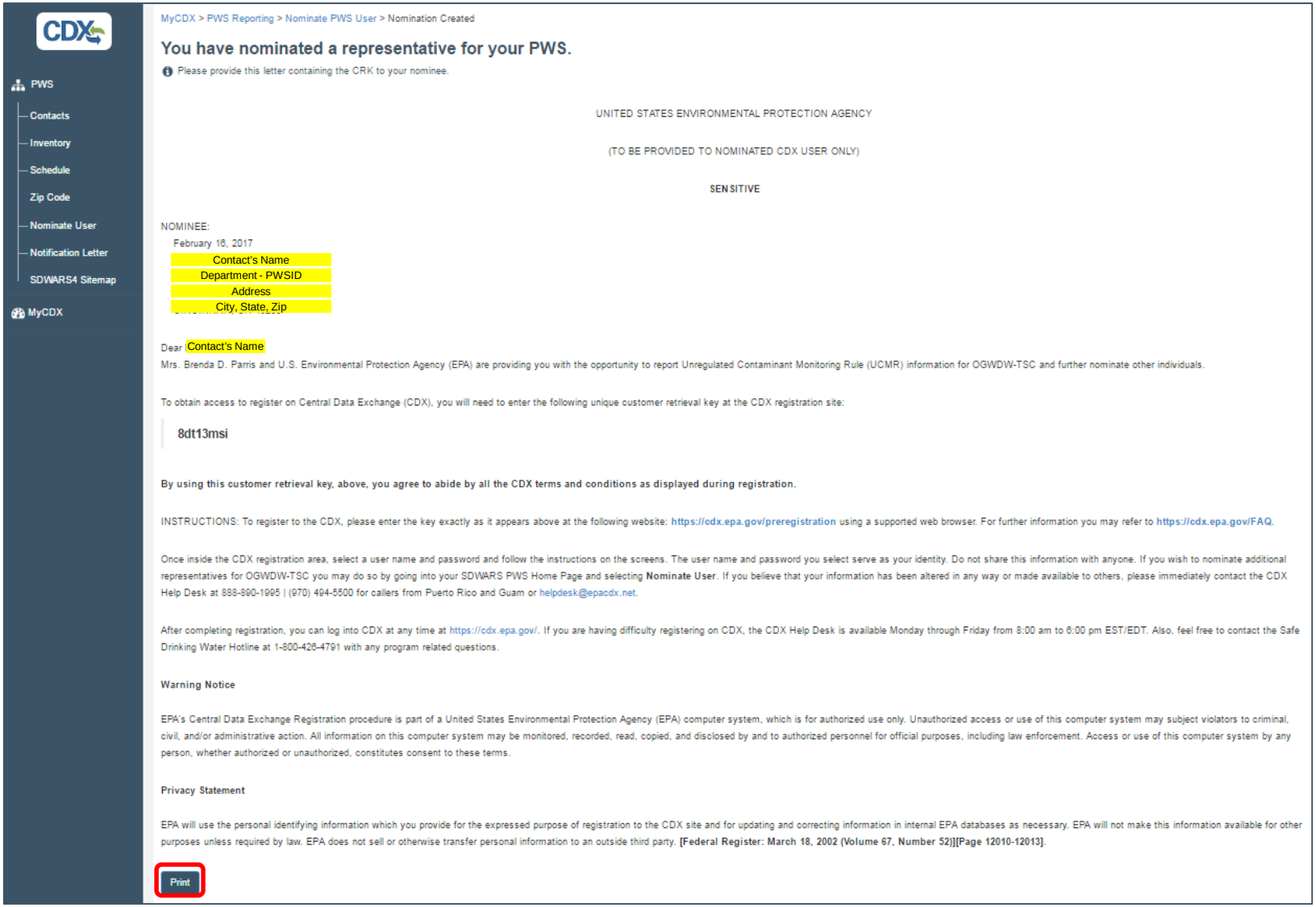

# SDWARS Large Systems Workflow: Review

- Step 1: **Log in to CDX** and select UCMR4
  - That should automatically open your systems notification letter
- Step 2: **Read the Notification Letter** and sign it by accepting terms and conditions at the bottom
  - Once the letter is accepted, you will be automatically redirected to your system's home page
- Step 3: Error in red will indicate that you need to **add official and technical contacts**
  - Make sure you check boxes to receive SDWARS notifications
- Step 4: Once both contacts are in the system, **add inventory**
  - Manually type in, bulk upload, import from SDWARS3
  - Use filter to search through multiple entries

# SDWARS Large Systems Workflow: Review

- Step 5: You will have an option of **editing, deleting or adding new Facilities/Sample Points**, if necessary
  - To review/edit click on actual Facility ID number or Sample Point ID
- Step 6: On the left main navigation panel select Schedule and the select Monitoring Type to **review sampling schedules** for each Sampling Point
  - By changing the SE1 month and year, schedule for the SE2 is updated automatically
- Step 7: You will also have an option to **nominate a user** for your PWS
  - Select the Nominate User option from the main left panel and simply type in all required (*) information

# Remember

- All notifications and nominations can be printed into PDF and saved for your future records
- Every information window has a download and print icon on the top right