



# **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

CDX Central Data Exchange

Contact Us



Log in to CDX

User ID

Password

[Forgot your Password?](#)

[Forgot your User ID?](#)

[Warning Notice and Privacy Policy](#)

## Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

## Warning Notice and Privacy Policy

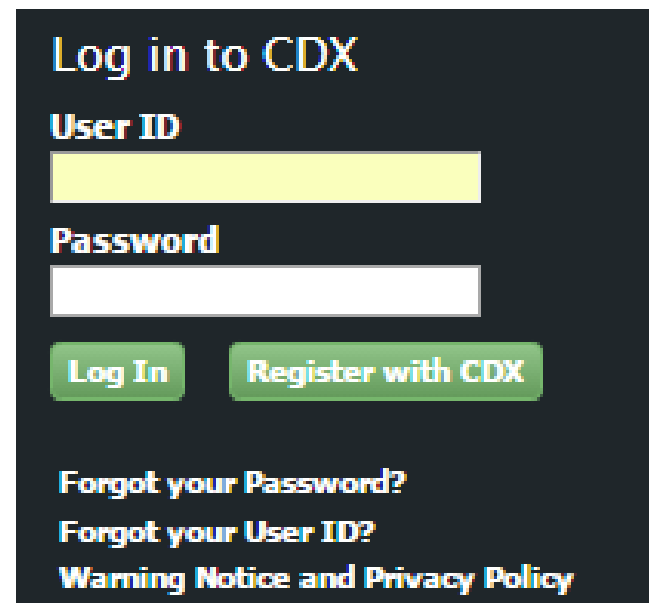
### Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]Page 12010-12013](#).



Log in to CDX

User ID

Password

[Forgot your Password?](#)

[Forgot your User ID?](#)

[Warning Notice and Privacy Policy](#)

<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

**EPA** United States Environmental Protection Agency

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**CDX** Central Data Exchange [Contact Us](#) Logged in as [redacted] ([Log out](#))

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### Services [Manage](#)

Status	Program Service Name	Role
	UCMR4: Unregulated Contaminants Monitoring Rule 4	<b>SDWARS4</b>

[Add Program Service](#) [Manage Your Program Services](#)

### CDX Service Availability

[See the status for all program services](#)

### News and Updates

No news/updates.

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

[EPA Home](#) | [Privacy and Security Notice](#) | [Accessibility](#) | [About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)

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### Services Manage

Status	Program Service Name	Role
	UCMR4: Unregulated Contaminants Monitoring Rule 4	<a href="#">SDWARS4</a>

[See the status for all program services](#)

### CDX Service Availability

[See the status for all program services](#)

### News and Updates

dates.

### Application Profile Settings

Organization Name  
**PWS Name**


Program Client ID  
**PWS Identification Number**

Program  
UCMR4

**Proceed** **Cancel**

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Additional callers  
Conditions | [Contact Us](#)



# Notification Letter

## NOTIFICATION LETTER

January 3, 2017

 A PWS user must accept the notification letter.

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@alec.com. Thank you for your cooperation.

Accept


Cancel




## Step 3: Add Contacts

 United States Environmental Protection Agency

Logged in as  [Log Out](#)




 PWS

- Contacts
- Inventory
- Schedule
- Zip Code
- Nominate User
- Notification Letter
- SDWARS4 Sitemap

MyCDX > [PWS Home](#) > [Contacts](#)

### PWS Contacts

 All PWSs must have an "Official" contact defined as the administrative representative for the PWS and a "Technical" contact that may be contacted as an alternate representative. Specify additional contacts as "Other" contact types. Edit or delete these contacts using the appropriate links any time you experience changes in personnel. Click **Add Contact** to include a contact. Click the **edit** icon to revise the information for that contact. Click the **delete** icon to remove that contact.

You must assign a Technical and Official contact immediately. If you have just deleted either of these, you must add a new contact to comply with UCMR4. You cannot proceed in SDWARS until you assign a Technical and Official contact.

[Add Contact](#)

Contact Name	Contact Email	Affiliation/Organization	Contact Type	Actions
No Contacts found for this PWS.				

SDWARS Version: 4, Release 3.0  
(SS.PWS.1102)

# Step 3a: Add Official Contact

Add PWS Contact

*ⓘ* You must complete every field marked with an \*. All contact information is confidential and is only available to regulatory authorities. You must click **Save Changes** for the information to be added to the database. Use the **Receive Auto Email Notification(s)** checkbox(es) if you wish to receive email messages reminding you about certain critical tasks.

First Name\*

Howard

Last Name\*

The Duck

Contact Type\*

Official

Affiliation / Organization\*

Marvel Universe

Mailing Address 1

Mailing Address 2

City

Universal City

State

California

Zip Code

91608

Phone\*

(800) 864-8377

ext.

Email\*

Receive Auto Email Notification(s)

☒ Scheduling Reminders  
☒ Lab Posted Data Notifications  
☒ Any Missing Additional Data Notifications

(SS.PWS.1102a)

Save Changes

Close

Add PWS Contact

*ⓘ* You must complete every field marked with an \*. All contact information is confidential and is only available to regulatory authorities. You must click **Save Changes** for the information to be added to the database. Use the **Receive Auto Email Notification(s)** checkbox(es) if you wish to receive email messages reminding you about certain critical tasks.

First Name\*

Howard

Last Name\*

The Duck

Contact Type\*

Official

Affiliation / Organization\*

Marvel Universe

Mailing Address 1

Mailing Address 2

City

Universal City

State

California

Zip Code

91608

Phone\*

(800) 864-8377

ext.

Email\*

howard.duck@marve.universe.org

Receive Auto Email Notification(s)


☒ Scheduling Reminders  
☒ Lab Posted Data Notifications  
☒ Any Missing Additional Data Notifications


(SS.PWS.1102a)

Save Changes

Close

# Step 3b: Confirm Official Contact



 PWS

[Contacts](#)

[Inventory](#)


[Schedule](#)


[Zip Code](#)

[Nominate User](#)

[Notification Letter](#)


[SDWARS4 Sitemap](#)

 MyCDX

 Contact has been added.



MyCDX > PWS Home > Contacts

## PWS Contacts

 All PWSs must have an "Official" contact defined as the administrative representative for the PWS and a "Technical" contact that may be contacted as an alternate representative. Specify additional contacts as "Other" contact types. Edit or delete these contacts using the appropriate links any time you experience changes in personnel. Click **Add Contact** to include a contact. Click the **edit** icon to revise the information for that contact. Click the **delete** icon to remove that contact.

You must assign a Technical and Official contact immediately. If you have just deleted either of these, you must add a new contact to comply with UCMR4. You cannot proceed in SDWARS until you assign a Technical and Official contact.

Add Contact

Contact Name	Contact Email	Affiliation/Organization	Contact Type	Actions
Howard The Duck	<a href="mailto:howard.duck@marve.universe.org">howard.duck@marve.universe.org</a>	Marvel Universe	Official	 

SDWARS Version: 4, Release 3.0

(SS.PWS.1102)



# Step 3c: Add Technical Contact

**Add PWS Contact**

**i** You must complete every field marked with an \*. All contact information is confidential and is only available to regulatory authorities. You must click **Save Changes** for the information to be added to the database. Use the **Receive Auto Email Notification(s)** checkbox(es) if you wish to receive email messages reminding you about certain critical tasks.

First Name\*

Last Name\*

Contact Type\* Technical ▼

Affiliation / Organization\*

Mailing Address 1

Mailing Address 2

City

State Florida ▼

Zip Code

Phone\*  ext.


Email\*

Receive Auto Email Notification(s)

- ☐ Scheduling Reminders
- ☐ Lab Posted Data Notifications
- ☐ Any Missing Additional Data Notifications

(SS.PWS.1102a) Save Changes Close

# Step 4: Add Inventory



MyCDX > PWS Home > Contacts

## PWS Contacts

**i** All PWSs must have an "Official" contact defined as the administrative representative for the PWS and a "Technical" contact that may be contacted as an alternate representative. Specify additional contacts as "Other" contact types. Edit or delete these contacts using the appropriate links any time you experience changes in personnel. Click **Add Contact** to include a contact. Click the **edit** icon to revise the information for that contact. Click the **delete** icon to remove that contact.

**Add Contact**

Contact Name	Contact Email	Affiliation/Organization	Contact Type	Actions
Howard The Duck	<a href="mailto:howard.duck@marve.universe.org">howard.duck@marve.universe.org</a>	Marvel Universe	Official	
Minni Mouse		Disney	Technical	

SDWARS Version: 4, Release 3.0  
(SS.PWS.1102)

Contact has been added.

MyCDX > PWS Home > PWS Inventory

## Designate and Review Your Inventory

**i** If you wish to load your inventory from SDWARS3, click **Upload/Import Inventory** drop-down and select **Import Inventory from SDWARS3**. You will be able to select which locations will get loaded. Select the "Yes" under **Sampling Required** to identify applicable sample locations for UCMR4 monitoring. If you select "No" under **Sampling Required**, you will be required to provide a reason. Click either the **Facility ID** or **Sample Point ID** to edit the inventory you specified. Click **Add Facility** or **Add SP to Existing Facility** to add inventory. You must click **Save Changes** for the information to be added to the database. ([more...](#))

**Note:** Please ensure all required sample locations for UCMR4 are included in your inventory below. This includes all entry points to the distribution system and for those PWSs monitoring HAAs, their Stage 2 Disinfectants and Disinfection Byproducts Rule distribution system sites and intake(s) prior to treatment. An intake sample is not required for a consecutive connection (100% purchased).

**Add Facility**

No facilities or sample points have been added.

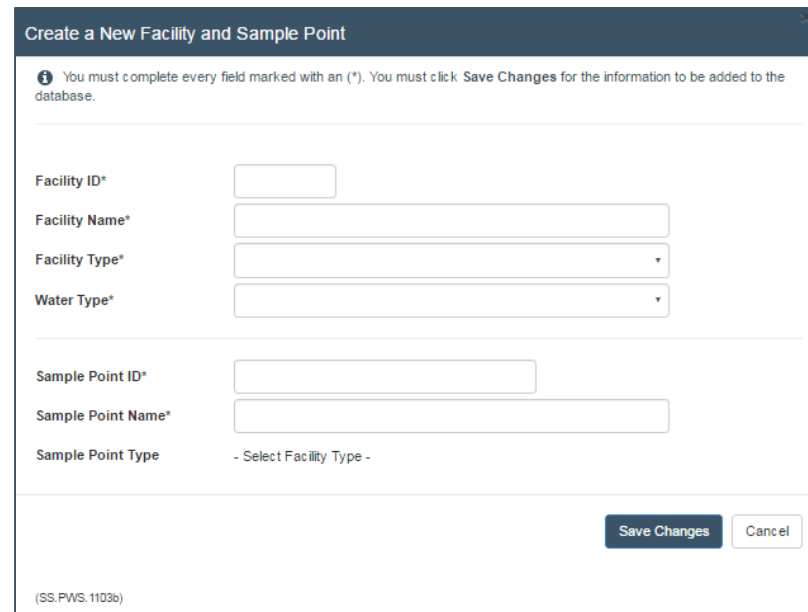
**Upload/Import Inventory**

- Upload Facilities & Sample Points
- Import Inventory from SDWARS3

SDWARS Version: 4, Release 3.0  
(SS.PWS.1103)



Figure 1



Create a New Facility and Sample Point

**i** You must complete every field marked with an (\*). You must click **Save Changes** for the information to be added to the database.

Facility ID\*

Facility Name\*

Facility Type\*

Water Type\*

Sample Point ID\*

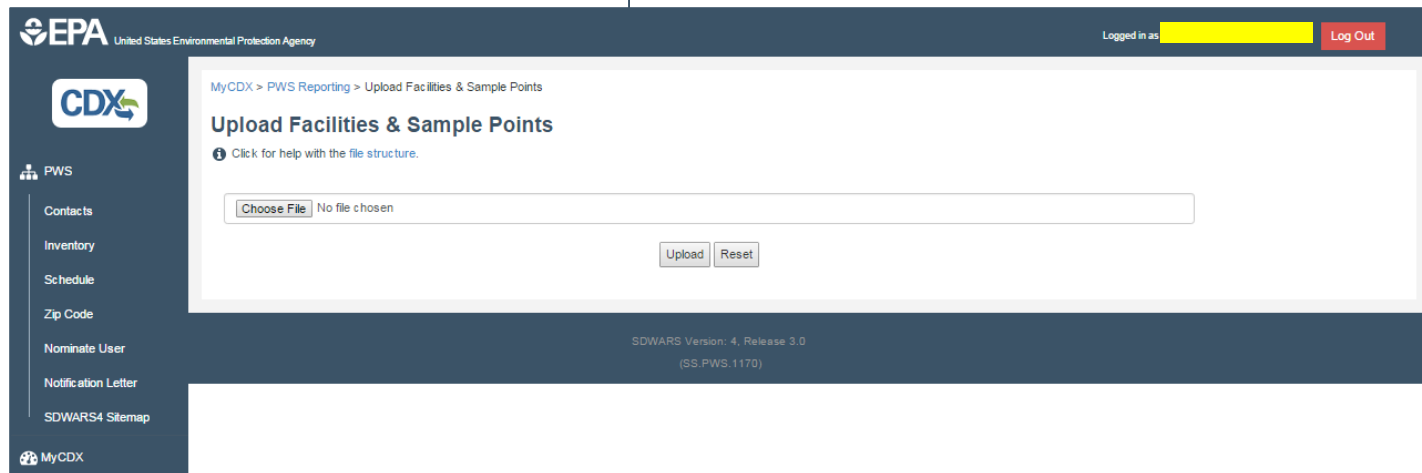
Sample Point Name\*

Sample Point Type - Select Facility Type -

**Save Changes** **Cancel**

(SS.PWS.1103b)

Figure 2



**EPA** United States Environmental Protection Agency

**CDX**

MyCDX > PWS Reporting > Upload Facilities & Sample Points

**Upload Facilities & Sample Points**

**i** Click for help with the file structure.

**Choose File** No file chosen

**Upload** **Reset**

SDWARS Version: 4, Release 3.0  
(SS.PWS.1170)

Logged in as **[Yellow Box]** **Log Out**

**PWS**

- Contacts
- Inventory
- Schedule
- Zip Code
- Nominate User
- Notification Letter
- SDWARS4 Sitemap

**MyCDX**

## Step 4: Add Inventory

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

**Import Facilities and Sample Points from SDWARS3**

**i** Select the sample locations from SDWARS3 which need to be loaded into SDWARS4. You must click **Next >** button to review your inventory before it is added to the database.

Select All	Facility ID	Facility Name	Facility Type	Water Type	Sample Point ID	Sample Point Name	Sample Point Type
<input checked="" type="checkbox"/>	00001	Treatment Plant #1	TP	GW	EP001	EP from TP #1	EP
<input checked="" type="checkbox"/>	00002	Treatment Plant #2	TP	GW	EP002	EP from TP #2	EP

SS.PWS.1103f

**Next >** **Cancel**

**Import Facilities and Sample Points from SDWARS3**

**i** Select the **Import** button to add the inventory to the database.

Facility ID	Facility Name	Facility Type	Water Type	Sample Point ID	Sample Point Name	Sample Point Type
00001	Treatment Plant #1	TP	GW	EP001	EP from TP #1	EP
00002	Treatment Plant #2	TP	GW	EP002	EP from TP #2	EP

SS.PWS.1103g

**Back** **Import** **Cancel**

## 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; CC (Consecutive Connection) DS (Distribution System) IN (Intake (Source Water)) OT (Other) SS (Sampling Station) TP (Treatment Plant)
WaterType	String (2)	Yes	Use 2-digit codes only; GU (Groundwater UDI Surface Water) GW (Groundwater) MX (Mixed) SW (Surface Water)
SamplePointId	String (25)	Yes	
SamplePointName	String (50)	Yes	

(SS.PWS.1170a)
Close

# Step 5: Review/Edit Inventory

✓ The data import from SDWARS3 is complete and is shown below.



MyCDX > PWS Home > PWS Inventory



## Designate and Review Your Inventory

**i** If you wish to load your inventory from SDWARS3, click **Upload/Import Inventory** drop-down and select **Import Inventory from SDWARS3**. You will be able to select which locations will get loaded. Select the 'Yes' under **Sampling Required** to identify applicable sample locations for UCMR4 monitoring. If you select 'No' under **Sampling Required**, you will be required to provide a reason. Click either the **Facility ID** or **Sample Point ID** to edit the inventory you specified. Click **Add Facility** or **Add SP to Existing Facility** to add inventory. You must click **Save Changes** for the information to be added to the database. [\(more...\)](#)

**Note:** Please ensure all required sample locations for UCMR4 are included in your inventory below. This includes all entry points to the distribution system and for those PWSs monitoring HAAs, their Stage 2 Disinfectants and Disinfection Byproducts Rule distribution system sites and intake(s) prior to treatment. An intake sample is not required for a consecutive connection (100% purchased).

Filter by...

**Add Facility**
**Add SP to Existing Facility**

**Facility ID:** 00001 **Facility Name:** Treatment Plant #1 **Facility Type:** TP **Water Type:** GW

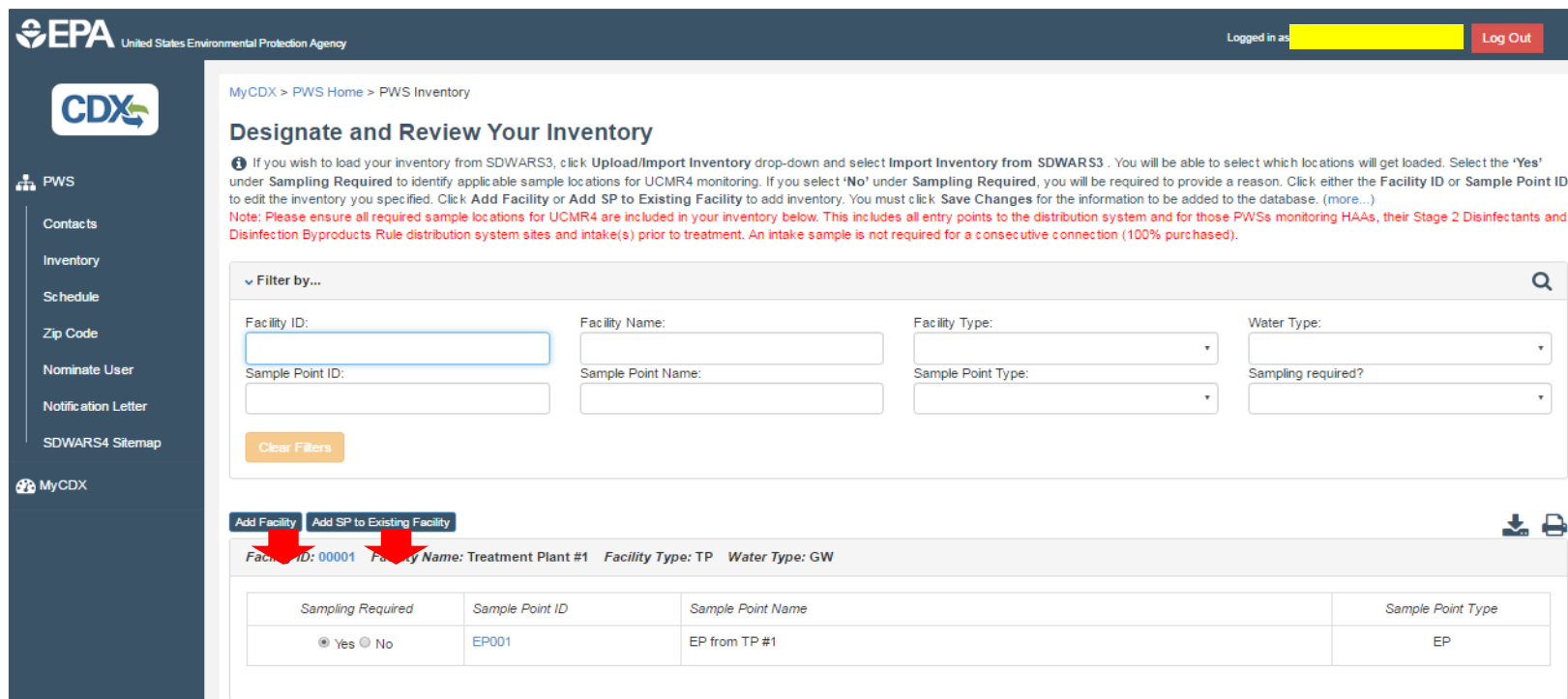
Sampling Required	Sample Point ID	Sample Point Name	Sample Point Type
<input checked="" type="radio"/> Yes <input type="radio"/> No	EP001	EP from TP #1	EP

**Facility ID:** 00002 **Facility Name:** Treatment Plant #2 **Facility Type:** TP **Water Type:** GW

Sampling Required	Sample Point ID	Sample Point Name	Sample Point Type
<input checked="" type="radio"/> Yes <input type="radio"/> No	EP002	EP from TP #2	EP

SDWARS Version: 4, Release 3.0  
 (SS.PWS.1103)

# Step 5: Review/Edit Inventory



MyCDX > PWS Home > PWS Inventory

## Designate and Review Your Inventory

If you wish to load your inventory from SDWARS3, click **Upload/Import Inventory** drop-down and select **Import Inventory from SDWARS3**. You will be able to select which locations will get loaded. Select the 'Yes' under **Sampling Required** to identify applicable sample locations for UCMR4 monitoring. If you select 'No' under **Sampling Required**, you will be required to provide a reason. Click either the **Facility ID** or **Sample Point ID** to edit the inventory you specified. Click **Add Facility** or **Add SP to Existing Facility** to add inventory. You must click **Save Changes** for the information to be added to the database. (more...)

Note: Please ensure all required sample locations for UCMR4 are included in your inventory below. This includes all entry points to the distribution system and for those PWSs monitoring HAAs, their Stage 2 Disinfectants and Disinfection Byproducts Rule distribution system sites and intake(s) prior to treatment. An intake sample is not required for a consecutive connection (100% purchased).

Filter by...

Facility ID:  Facility Name:  Facility Type:  Water Type:

Sample Point ID:  Sample Point Name:  Sample Point Type:  Sampling required?:

Clear Filters

Add Facility Add SP to Existing Facility

Facility ID: 00001 Facility Name: Treatment Plant #1 Facility Type: TP Water Type: GW

Sampling Required	Sample Point ID	Sample Point Name	Sample Point Type
<input checked="" type="radio"/> Yes <input type="radio"/> No	EP001	EP from TP #1	EP

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

**Create a New Facility and Sample Point**

**i** You must complete every field marked with an (\*). You must click **Save Changes** for the information to be added to the database.

Facility ID\*

Facility Name\*

Facility Type\*

Water Type\*

Sample Point ID\*

Sample Point Name\*

Sample Point Type - Select Facility Type -

**Save Changes** **Cancel**

(SS.PWS.1103b)

**Add Sample Point to Your Facility**

**i** You must complete every field marked with an (\*).

Select an existing Facility to which the sample point (SP) will be added. If the facility you are looking for is not listed, you must create it by clicking **Add Facility** link on the previous page.

You must click **Save Changes** for the information to be added to the database.

Facility\*

Sample Point ID\*

Sample Point Name\*

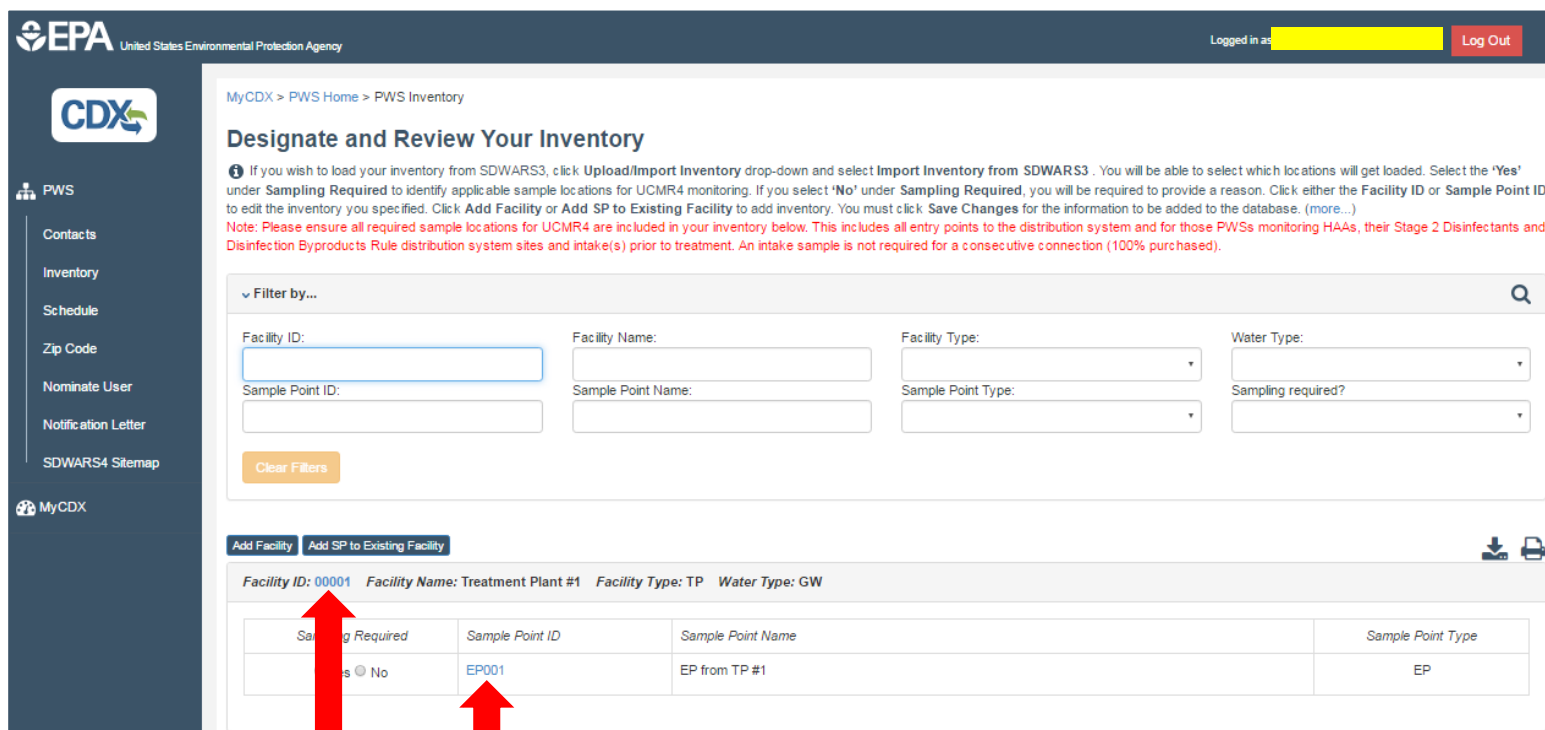
Sample Point Type - Select Facility -

**Save Changes** **Cancel**

(SS.PWS.1103c)

# Step 5: Review/Edit Inventory

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



**Designate and Review Your Inventory**

If you wish to load your inventory from SDWARS3, click Upload/Import Inventory drop-down and select Import Inventory from SDWARS3. You will be able to select which locations will get loaded. Select the 'Yes' under Sampling Required to identify applicable sample locations for UCMR4 monitoring. If you select 'No' under Sampling Required, you will be required to provide a reason. Click either the Facility ID or Sample Point ID to edit the inventory you specified. Click Add Facility or Add SP to Existing Facility to add inventory. You must click Save Changes for the information to be added to the database. (more...)

Note: Please ensure all required sample locations for UCMR4 are included in your inventory below. This includes all entry points to the distribution system and for those PWSs monitoring HAAs, their Stage 2 Disinfectants and Disinfection Byproducts Rule distribution system sites and intake(s) prior to treatment. An intake sample is not required for a consecutive connection (100% purchased).

Filter by...

Facility ID:  Facility Name:  Facility Type:  Water Type:

Sample Point ID:  Sample Point Name:  Sample Point Type:  Sampling required?

Clear Filters

Add Facility Add SP to Existing Facility

Sampling Required	Sample Point ID	Sample Point Name	Sample Point Type
Yes No	EP001	EP from TP #1	EP

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

**Edit Facility**

**i** You must complete every field marked with an (\*).  
Make appropriate changes to your facility. You must click **Save Changes** to add the information to the database.

PWS: 990000011 / Test PWS #11

Facility ID 00001

Facility Name\*

Facility Type\*

Water Type\*

(SS.PWS.1103d) **Save Changes** Cancel

✓ Facility 00001 has been updated.



[MyCDX](#) > [PWS Home](#) > [PWS Inventory](#)

**Designate and Review Your Inventory**



## 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

**Edit Sample Point**

**i** You must complete every field marked with an (\*).

\*\*The name can be anything up to 50 characters.

You must click **Save Changes** for the information to be added to the database.

---

PWS: 990000011 / Test PWS #11  
Facility: 00001 - Treatment Plant #1

Sample Point ID	EP001
Sample Point Name*	<input type="text" value="EP from TP #1"/>
Sample Point Type	EP

(SS.PWS.1103e)

**Save Changes**

✓ Sample Point EP001 has been updated.

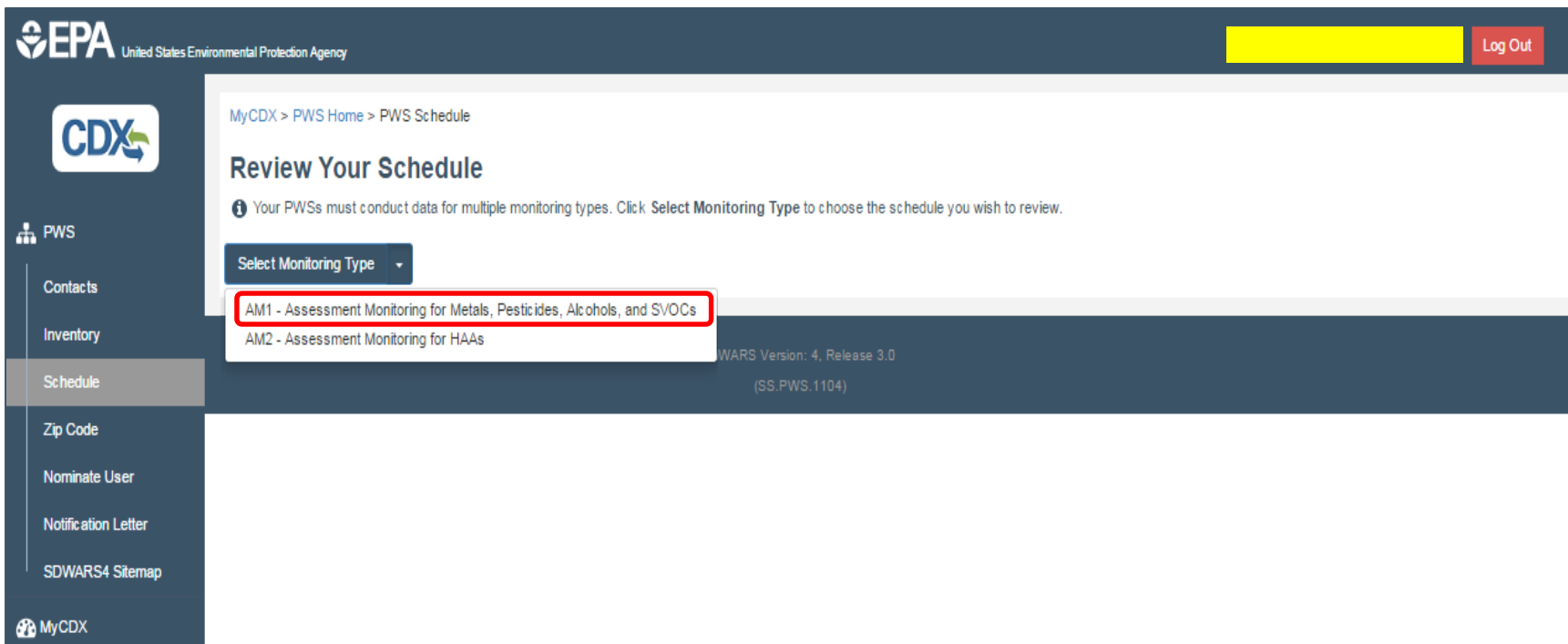


[MyCDX](#) > [PWS Home](#) > [PWS Inventory](#)

**Designate and Review Your Inventory**

## Step 6: Review Sampling Schedule

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



The screenshot shows the EPA MyCDX interface for reviewing a sampling schedule. The header includes the EPA logo and a 'Log Out' button. The left sidebar contains navigation links: PWS, Contacts, Inventory, Schedule (highlighted), Zip Code, Nominate User, Notification Letter, and SDWARS4 Sitemap. The main content area is titled 'Review Your Schedule' and includes a breadcrumb trail 'MyCDX > PWS Home > PWS Schedule'. A message states: 'Your PWSs must conduct data for multiple monitoring types. Click **Select Monitoring Type** to choose the schedule you wish to review.' Below this is a dropdown menu labeled 'Select Monitoring Type' with two options: 'AM1 - Assessment Monitoring for Metals, Pesticides, Alcohols, and SVOCs' (highlighted with a red box) and 'AM2 - Assessment Monitoring for HAAs'. The footer of the main content area displays 'WARS Version: 4, Release 3.0' and '(SS.PWS.1104)'.



# Step 6: Review Sampling Schedule

**EPA** United States Environmental Protection Agency Logged in as [redacted] [Log Out](#)

**CDX**

**PWS**

- Contacts
- Inventory
- Schedule
- Zip Code
- Nominate User
- Notification Letter
- SDWARS4 Sitemap

**MyCDX**

MyCDX > PWS Home > PWS Schedule > AM1

## Review Your Schedule

Click the date specified for Sample Event 1 (SE1) if you wish to edit the sample schedule for the corresponding location. (For groundwater sample points, the second sampling may occur within 5-7 months from the original sampling. Surface water systems must sample every 3 months.)

**Filter by...**

Facility ID:  Facility Name:  Facility Type:  Water Type:

Sample Point ID:  Sample Point Name:  [Clear Filters](#)

**Monitoring Requirement: AM1**

**Facility ID: 00001 Facility Name: Treatment Plant #1 Facility Type: TP Water Type: GW**

Sample Point ID	Sample Point Name	Sample Point Type	SEA1	SEA2	SEA3	SEA4
EP001	EP from TP #1	EP	Jan 2018	Jul 2018		

**Facility ID: 00002 Facility Name: Treatment Plant #2 Facility Type: TP Water Type: GW**

Sample Point ID	Sample Point Name	Sample Point Type	SEA1	SEA2	SEA3	SEA4
EP002	EP from TP #2	EP	Jan 2018	Jul 2018		

Review Schedule

Review Schedule

# Step 6: Review Sampling Schedule

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

**Edit Sample Point Schedule**

**i** Select a date from the drop down menu to revise your initial sampling event. (This will automatically define your remaining sample events.)

You must click **Save** for the updates to be added to the database.

Facility: 00001 / Treatment Plant #1  
 Sample Point: EP001 / EP from TP #1  
 Facility Type: TP  
 Water Type: GW  
 Sample Point Type: EP  
 Monitoring Requirement: AM1

Sampling Event	Date
Sampling Event 1	Jan 2018
Sampling Event 2	Jan 2018

(SS.PWS.1104a)

SE1 date changed →

**Edit Sample Point Schedule**

**i** Select a date from the drop down menu to revise your initial sampling event. (This will automatically define your remaining sample events.)

You must click **Save** for the updates to be added to the database.

Facility: 00001 / Treatment Plant #1  
 Sample Point: EP001 / EP from TP #1  
 Facility Type: TP  
 Water Type: GW  
 Sample Point Type: EP  
 Monitoring Requirement: AM1


Sampling Event	Date
Sampling Event 1	May 2018
Sampling Event 2	Nov 2018


(SS.PWS.1104a)


SE2 date recalculated →

**Save Changes** **Cancel**

# Step 7: Nominate User for Your PWS

 United States Environmental Protection Agency

Logged in as  [Log Out](#)




PWS

- Contacts
- Inventory
- Schedule
- Zip Code
- Nominate User**
- Notification Letter
- SDWARS4 Sitemap


MyCDX

[MyCDX > PWS Home > Nominate PWS User](#)


## Nominate a PWS User

 You must complete every field marked with an \*. You must click **Nominate** to generate a CRK.


First Name\*




Last Name\*




Organization Name\*




Registrant's Work Mailing Address 1\*




Registrant's Work Mailing Address 2




City\*




State\*




Zip Code\*



Phone\*



Email\*



### Terms And Conditions

By nominating this individual, the nominator abides to the following:

- As an authorized representative of the public water system (PWS), I am nominating another individual to review and/or report Unregulated Contaminant Monitoring Rule (UCMR) data as required under the 1996 Amendments to the Safe Drinking Water Act and specified in 40CFR 141.35
- I authorize the nominee to report UCMR information for the PWS.
- I attest that the nominee has a legitimate business affiliation with the PWS.
- I understand that by nominating this user, I accept full responsibility for their actions while engaging the Federal Safe Drinking Water Accession and Review System (SDWARS). I further understand that the system will be able to associate nominees with the nominator.
- I agree to print and present the CRK to the nominee and verify that they fully understand the TERMS AND CONDITIONS.
- I understand that the nominee will have the right to nominate additional representatives for the PWS.
- I agree to notify the Central Data Exchange (CDX) within ten working days if the duties of the nominee change, and they no longer need to interact with CDX on behalf of the PWS. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification allows CDX to deactivate the designated account and protect it from potential abuse

### Warning Notice

The CDX registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. EPA will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. ([Federal Register: March 18, 2002 \(Volume 67, Number 52\)](#))([Page 12010-12013](#))

**Nominate**


Reset Form

April 2017

U.S. Environmental Protection Agency

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# Step 7: Nominate User for Your PWS



MyCDX > PWS Reporting > Nominate PWS User > Nomination Created

**You have nominated a representative for your PWS.**

Please provide this letter containing the CRK to your nominee.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

(TO BE PROVIDED TO NOMINATED CDX USER ONLY)

SENSITIVE

NOMINEE:

February 16, 2017

Contact's Name  
Department - PWSID  
Address  
City, State, Zip

Dear Contact's Name

Mrs. Brenda D. Parris and U.S. Environmental Protection Agency (EPA) are providing you with the opportunity to report Unregulated Contaminant Monitoring Rule (UCMR) information for OGWDW-TSC and further nominate other individuals.

To obtain access to register on Central Data Exchange (CDX), you will need to enter the following unique customer retrieval key at the CDX registration site:

8dt13msi

By using this customer retrieval key, above, you agree to abide by all the CDX terms and conditions as displayed during registration.

INSTRUCTIONS: To register to the CDX, please enter the key exactly as it appears above at the following website: <https://cdx.epa.gov/preregistration> using a supported web browser. For further information you may refer to <https://cdx.epa.gov/FAQ>.

Once inside the CDX registration area, select a user name and password and follow the instructions on the screens. The user name and password you select serve as your identity. Do not share this information with anyone. If you wish to nominate additional representatives for OGWDW-TSC you may do so by going into your SDWARS PWS Home Page and selecting **Nominate User**. If you believe that your information has been altered in any way or made available to others, please immediately contact the CDX Help Desk at 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam or [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).

After completing registration, you can log into CDX at any time at <https://cdx.epa.gov/>. If you are having difficulty registering on CDX, the CDX Help Desk is available Monday through Friday from 8:00 am to 6:00 pm EST/EDT. Also, feel free to contact the Safe Drinking Water Hotline at 1-800-426-4791 with any program related questions.

**Warning Notice**

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the CDX site and for updating and correcting information in internal EPA databases as necessary. EPA will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013].

Print



# 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