



THREE IMPORTANT DOCUMENTS YOUR PWS NEEDS FOR COMPLIANCE

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There are lots of documents that PWS's need to maintain to stay on the good side of the regulatory agencies (NYSDOH, USEPA, etc.). There are three such documents that need to be revisited and updated annually. While you may have completed these documents as required over the past 20 years, it is never too early to start thinking about updating and making important changes to these three documents:

- Annual Water Quality Report
- Vulnerability Assessment
- Emergency Response Plan

While the Annual Water Quality Report is required to be updated and delivered to customers by May 31st of each year, systems must also certify that the report was distributed in proper form to the NYS – BWSP (New York State Bureau of Water Supply Protection) by September 1st of each year.

The roadmap for which contaminants are to be tested and reported on is sent to each system every January by your local and regional NYSDOH. This includes a formal letter and a schedule of the testing that must be performed and reported on for the year past.

The Vulnerability Assessment (VA) came about after the terrorist attacks of September 2001 and consists of a series of questions designed to assess the vulnerability of each and every public water supply. These are common sense questions designed to make you aware of certain vulnerabilities that may, or may not, exist at your facilities.

And last but not least, the Emergency Response Plan (ERP). This very important document should include procedures and contact information that would be critical to system personnel and decision makers in the event of an emergency within the system. This document includes items like:

- Chain of command
- Public notification
- Suppliers contact information
- State agencies contact information
- Media contacts (TV, Radio, Newspapers, Etc.)
- Bulk water haulers

This document needs to be available to system personnel, as well as, decision makers. A good Emergency Response Plan should

have pertinent information, readily available, without reading like an encyclopedia. Both the Vulnerability Assessment and the Emergency Response Plan are considered secure documents and are considered for system personnel and decision makers only.

Please be proactive and update these documents and the information they contain on a regular basis. An updated Vulnerability Assessment, Emergency Response Plan, and an accurate Annual Water Quality Report will enhance your systems ability to provide **"Quality on Tap!"** 💧💧

