

What You Need to Do Next with Monitoring Requirements

REVIEW REQUIREMENTS – Any contaminant your water system must monitor for will be noted in your Monitoring and Reporting Requirements which will also indicate the required number of samples, frequency and timeframe.

Number of samples, frequency, timeframe and other specific instruction noted with rule

Associated Rule noted in **Bold**

Nitrate (NO3) You are required to monitor annually for nitrates. Collect a sample between January 1 and December 31, 2015 at the entry point(s) to the distribution system shown on the system schematic and as listed below.			
FACILITY CODE	FACILITY DESCRIPTION	SAMPLE POINT CODE	SAMPLE POINT DESCRIPTION
PF02	MADISON PUMP STATION	SP02	16950 HWY 14
SS01	409 BUTLER SPAETH SAMPLING STATION	SP01	409 BUTLER SPAETH

IDENTIFY SAMPLE POINTS – Make sure to sample at all approved sampling points and at the correct locations! These are noted in your monitoring requirements or in correspondence from the Rule Manager. Those noted in your monitoring requirement have identified the facility code and sample point code that should be noted on the sample bottle and lab slip. The example below notes two required sampling points so two samples must be submitted. If you sample at the wrong location, the samples will not count for compliance.

Water System Facility Code/Description and Sampling Point Code/Description

Nitrate (NO3) You are required to monitor annually for nitrates. Collect a sample between January 1 and December 31, 2015 at the entry point(s) to the distribution system shown on the system schematic and as listed below.			
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CONTACT LAB – New systems will be sent the current copy of certified labs by EPA. Make sure the lab is certified for all contaminants for each rule that you are to sample for! The lab list is updated often and the current list can always be found online at <http://www2.epa.gov/region8-waterops/epa-region-8-certified-drinking-water-laboratories>. Contact the lab for sampling instructions if you should have any questions. Obtain the bottles from the certified lab and be sure to note which bottles are to be used for each specific contaminant as these differ.

FILL OUT CHAIN OF CUSTODY/LAB FORM COMPLETELY – Make sure you completely fill out the form: PWS Name, PWS ID Number (WY560xxxx or 08XXXXXXX), Contact Information (cell number and email). Label the form using the appropriate Facility Code/Description and Sampling Point Code/Description (as listed in the above example), the correct sample time and date, and please indicate as either ROUTINE (regular sample), REPEAT (for increased monitoring and/or a possible exceedance) or SPECIAL (not for compliance). Note: Ground Water Rule has a separate required form that can be found online: <http://www2.epa.gov/region8-waterops/reporting-forms-and-instructions-reporting-forms#gwr>

Chain of Custody and Analytical Request Record

Page 1 of 1

Company Name: Example System		Project Name, PWS, Permit, Etc. WY5600000		Sample Origin: State: WY	EPA/State Compliance: Yes ☒ No ☐
Report Mail Address: 123 Example Road, Cody, WY		Contact Name: Mr. Example		Phone/Fax: 307-123-1234	Email: Example@ex.com
Invoice Address: 123 Example Road, Cody, WY		Invoice Contact & Phone: 307-123-1234		Purchase Order: Mr. Example	Quote/Bottle Order:
Special Report/Formats – ELI must be notified prior to sample submittal for the following: ☐ DW ☐ A2LA ☐ GSA ☐ EDD/EDT (Electronic Data) ☐ POTW/WWTP ☐ Format: ☐ State: ☐ LEVEL IV ☐ Other: ☐ NELAC		ANALYSIS REQUESTED Nitrates SEE ATTACHED Normal Turnaround (TAT)		RUSH Contact ELI prior to RUSH sample submittal for charges and scheduling – See instruction page Comments: Shipped by: Mr. Example Cooler (Dry): Receipt Temp: _____ °C On Ice: Yes ☐ No ☐ Custody Seal: Y ☐ N ☐ Intact: Y ☐ N ☐ Signature: Y ☐ N ☐ Match: Y ☐ N ☐	
SAMPLE IDENTIFICATION (Name, Location, Interval, etc.) Collection Date Collection Time MATRIX		Number of Containers: _____ Sample Type: _____ Air/Water/Solid/Soil: _____ Vegetation/Grass/Other: _____			
1 PF02/SP02 Madison Pump		9/18/12		10:05 am	
2 SS01/SP01 409 Butler		9/18/12		11 am	
3					
4					
5					
6					
7					
8					
9					
10					
Custody Record MUST be Signed		Reimbursed by (print): Mr. Ex Example Date/Time: 9/18/12 Reimbursed by (print): _____ Date/Time: _____ Signature: _____ Signature: _____ Received by (print): _____ Date/Time: _____ Received by (print): _____ Date/Time: _____ Sample Disposal: _____ Lab Disposal: _____			

BE TIMELY IN SUBMITTING RESULTS TO EPA – Please submit all sampling results to EPA as soon as you receive them from the lab. Depending on your sample results, follow-up actions such as public notice or confirmation samples may be required. If you delay in reporting to EPA, you may miss your opportunity to complete these actions in a timely manner and incur violations. If you would like the lab to send your data directly to EPA, work with the lab directly on this request. Otherwise, you can send copies of your results/forms to EPA using one of the following methods:

Email: R8DWU@epa.gov
 Fax: 1-877-876-9101
 Mail: U.S. EPA Region 8
 Drinking Water Unit (8P-W-DW)
 1595 Wynkoop Street
 Denver, CO 80202

REVIEW THE RESULTS RIGHT AWAY - Contact the appropriate EPA Rule Manager immediately at <http://www2.epa.gov/region8-waterops/epa-region-8-drinking-water-unit-contact-list> if any of the results:

- Exceed the Maximum Contaminant Level (MCL) for any contaminant. MCL for contaminants are available online at <http://water.epa.gov/drink/contaminants/>, and are typically listed on the lab results.
- Have an E. Coli positive for any GWR or TCR sample result
- For Surface Water – Exceed the turbidity maximum limit (1 or 5 NTUs)
- For Surface Water – Chlorine residual drops below 0.2 mg/L at the point of entry.

All these items may require additional samples or actions so take your regular samples early in the monitoring period to allow you time and avoid violations. One way to ensure that EPA has received your results is to go to our Public Drinking Water Watch website at <https://sdwizr8.epa.gov/Region8DWWPUB/>. You need to type in your PWS ID and once you can view your water system the Links on the left side of the page will take you to the sample pages (and other useful info) that you need to review.



A sample page of viewing the Coliform/Microbial Sample Results for a water system:

Coliform Sample Results

Water System No. : Water System Name : Principal County Served : Status :	PWS ID: WY560XXXX or 08XXXXXXX PWS NAME A	Federal Type : C State Type : C Primary Source : GW Activity Date : 07-28-1999
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This list displays Coliform Sample Results for the last 2 years by default. If you need to search for a specific date range, use the following (click on the calendar icon to the left of the field from the pop-up calendar next to the field) and click on Search.

Date Collected was within Monitoring Period but prefer earlier to avoid unnecessary problems that could exist

To SEARCH

Type	Lab Sample No.	Collection Date & Time	Sampling Point	Sample Location	Presence/Absence Indicator	Free CL Res	Tot CL Res	Analyte Code	Analyte Name	Monitoring Period Begin Date	Monitoring Period End Date	Laboratory
RT	1500486201	03-23-2015 08:00:00	DIST	DISTRIBUTION SYSTEM	A	.5		3100	COLIFORM (TCR)	03-01-2015	03-31-2015	WYOMING PUBLIC HEALTH LABORATORY
RT	1500486201	03-23-2015 08:00:00	DIST	DISTRIBUTION SYSTEM	A	.5		3014	E. COLI	03-01-2015	03-31-2015	WYOMING PUBLIC HEALTH LABORATORY