WORKSHOP EXERCISE INSTRUCTIONS: STATE DRINKING WATER ADMINISTRATOR

Congratulations! You have been selected to be the **State Drinking Water Administrator** for this exercise.

Your Role:

The Administrator is responsible for overseeing and managing the state's drinking water program. You are also responsible for ensuring full implementation and compliance with the SDWA and related state laws.

You generally have good insight as to the operations of individual water supplies that you work with and may have inside knowledge regarding their violations.

Overview:

You have been given information about the PWSs in your state, some of which need state assistance (i.e., Technical Assistance [TA] or Drinking Water State Revolving Fund [DWSRF] loan assistance) in the upcoming year. You will work with your team to rank the PWSs in order of need for state assistance.

For purposes of this exercise, the current year is 2019, and the month is October.

Your Packet Includes:

1. *Public Water System Inventory Data.*
2. *Acronym List.*
3. *Systems Map.*
4. *Final Ranking for State Assistance to Public Water Systems.*
5. *Example: Final Ranking for State Assistance to Public Water Systems* (Facilitator will provide during Step 1.1.).

Your packet also contains a list of *Background Resources* for future reference; you will not need this document to complete the exercise.

This exercise is organized into three phases:

- **Phase 1: PWS Review** – You will need to review PWS inventory data and your state's resource constraints for providing assistance. You will wait for your team members, who each have different information about the PWSs, to finish their rankings. **You are the only team member that is aware of the state resource constraints. Your role in this exercise is to listen to your team members and the different information they provide on each PWS to determine which PWSs will be given state assistance in the upcoming year.**
- **Phase 2: Team Discussion** – Listen to and discuss the team's rankings to develop an overall team ranking.
- **Phase 3: Report Out** – Report out your rankings to the whole group.

There is no single correct answer! The goals of this exercise are to share as a team how the PWSs were evaluated based on the available information and identify the steps the state will take to assist these PWSs. Be sure to collaborate and share ideas (during Phase 2).

Exercise Goals

- Determine a list of DWSRF funded projects and a list of PWSs that will receive TA.
- Report out all of this information to the entire group (i.e., everyone participating in the training).

EXERCISE STEPS

Phase 1: PWS Review (30 Minutes)

Step 1.1: Attend the Drinking Water Administrator Meeting. As the State Drinking Water Administrator, you are often tasked with attending off-site meetings and events to further the public health goals of your state drinking water program. The facilitator will ask you to attend a State Drinking Water Administrators meeting to discuss PWS inventory data and state resource constraints (Steps 1.2 and 1.3). At this meeting, you will receive four example final ranking sheets. There are four example sheets to account for different combinations of news flashes (see below). Keep in mind that this is not an answer key but just an example of how the final rankings can be allocated.

You will also receive four news flashes, which are scenarios that may impact how a team member ranks a PWS (though not every role will be impacted by a news flash). From the four news flashes, you will choose one or two news flashes to use during the exercise. You will announce/handout each news flash to your team sometime during the 30-minute PWS review time (Phase 1).

ACRONYM LIST

CCR	Consumer Confidence Report
CEU	Continuing Education Unit
CWS	Community Water System
DWSRF	Drinking Water State Revolving Fund
ERP	Enforcement Response Policy
ETT	Enforcement Targeting Tool
IUP	Intended Use Plan
PWS	Public Water System
SDWA	Safe Drinking Water Act
TA	Technical Assistance
TMF	Technical, Managerial, and Financial

Step 1.2: Review PWS Inventory Data. While your team members are reviewing their materials and developing rankings for PWSs in need of state assistance, you should review the Public Water System Inventory Data to become familiar with the PWSs in your state.

Step 1.3: Review the State Resource Constraints.

- There are a total of eight PWSs in the inventory if the Newly Found PWS news flash is used. **Until the news flash regarding Hidden Homeowner's Association is distributed the other participants only know of seven systems.** If that news flash is not used, then the total inventory is seven PWSs.
- For 2018, the state has allocated **$2.1 million for all DWSRF projects**. The state can fund **as many eligible projects as is feasible**. Projects **can be partially funded**, but you should confirm that the PWS has additional available funding to complete the project.
- There is another $200,000 allocated for TA. **Three systems can receive contract TA through this funding**.
- Funding for both DWSRF projects and TA is limited, so your team needs to be realistic about the kinds of assistance the state can provide and the number of PWSs that can be assisted in a way that will show measurable results.
- Remember to take note of any political factors influencing resources.

Phase 2: Team Discussion (30 Minutes)

Step 2.1: Facilitate a Discussion on PWS Rankings. Once all team members are done establishing their rankings, you will lead the team discussion by guiding the sharing of information and decision-making process for your team.

- **Team members will present to you and the rest of the team:** 1) their rankings, 2) the reasons for their rankings (i.e., how they defined PWS needs and why certain needs were greater than others), and 3) recommended actions (TA and/or loan, or none) for each

PWS. Record this information on the *Final Ranking for State Assistance to Public Water Systems* form. In order to ensure that you are provided with adequate information about the PWSs and why they need state assistance, encourage discussion amongst the team members.

- When the team is developing recommended actions, reveal the **state resource constraints** to them, and encourage them to be both realistic and creative about the kinds of assistance provided and the number of PWSs that can be assisted.

Step 2.2: Record your team's rankings on the *Final Ranking for State Assistance to Public Water Systems* form. A ranking of 1 should have been assigned to the PWS with the greatest need for assistance and a ranking of 7 or 8 should have been assigned to the PWS with the least need for assistance. Don't be surprised if your team members rank the systems differently; they all have different information and different priorities given their role.

Step 2.3: Develop a final ranking and allocate funding. Take all the information provided by your team, and develop a final team ranking of the PWSs in order of need for state assistance. Record your final ranking on the *Final Ranking for State Assistance to Public Water Systems* form. After you develop this ranking, **develop a list of DWSRF funded projects,** and a list of the **PWSs to receive TA**.

- For DWSRF projects, ask the State DWSRF Representative which projects he/she believes should be funded. Start off by funding the systems with the greatest need for assistance and keep working down the list until the state has reached its funding target (no more than $2.1 million) or exhausted all eligible, ready-to-proceed projects (whichever comes first). If a project is next in line for funding but is not ready to proceed, it may be skipped and retained on the list for the following year.
- For TA, start off by funding the systems with the greatest need and keep working down the list until the state has provided assistance to three PWSs. If a PWS has already received DWSRF funding for an infrastructure project, it is still eligible for TA if the team feels that it is warranted.

Discussion Tips

- Remain neutral but evaluate the content of the information and ensure each team member provides an appropriate level of input.
- Ensure there are no personal attacks levied against team members or their ideas and philosophies.
- Ensure that all participants have an opportunity to participate in the exercise and to provide input.
- Clarify and summarize what has been said throughout the exercise.
- Use questions and dialogue to keep the discussion on track.
- If needed, suggest alternative methods and procedures to help your team find win-win solutions.

Don't forget about your funding constraints! Note that a PWS can receive both DWSRF funding and TA if your team feels it is warranted. Complete the Reasons for Ranking/Recommended Actions column on the *Final Ranking for State Assistance to Public Water Systems*, which should include an explanation for the type of TA your state plans to provide. Depending on the news flashes used in the exercise, you can use the *Example: Final Ranking for State Assistance to Public Water Systems*, for examples of completed final ranking sheets, but remember, it is just an example!

BONUS! Program Challenges and Improvements: If your team has time, discuss the limitations of your state drinking water programs and what you think needs to change to improve their effectiveness. Some questions to consider are:

- How can we encourage operators to meet their CEU requirements?
- What are the new ways to assist PWSs that lack TMF capacity?
- Are we successfully helping PWSs with acute threats to public health return to compliance? If not, how can we help these PWSs?
- What are the ways to help PWSs complete projects that were not funded through a DWSRF loan?
- Is the state reserving the full 31 percent of their annual federal capitalization grant to fund activities that protect sources of drinking water, enhance PWS management, and promote compliance with the SDWA?

Phase 3: Report Out (30 Minutes)

Step 3.1: Report to the Entire Group. Once your team has finalized the ranking and list of PWSs that will receive assistance, you should be prepared to present the information to the entire group, or a subset of the entire group (e.g., 1-2 other teams). A scale of 1-8 will be presented on the wall; using the letters provided (corresponding to the eight PWSID numbers), post your team's rankings on the appropriate location on the scale.

You should report: 1) your team's final ranking for DWSRF projects and TA, 2) the reasons for those rankings, and 3) the recommended actions to aid the PWSs. During your report out, you should remember to:

1. Provide any assumptions the team might have made during the ranking process.
2. Provide justifications as to how your team prioritized the PWSs.
3. Mention any information that your team felt was missing from the PWS information.
4. **BONUS!** Report out what your team suggested as state drinking water program improvements.

State Drinking Water Administrator: Quick Facts

One of the purposes of a State Drinking Water Administrator is to protect public health by ensuring that PWSs provide a safe and adequate supply of drinking water. The Administrator is responsible for ensuring full implementation and compliance with the SDWA and related state laws.

The Administrator is responsible for overseeing and managing the state's drinking water program. This may include:

- Capacity development.
- Operator training and certification.
- Enforcement.
- Oversight of the DWSRF including the administration of the four set-aside programs (i.e., administration and TA, TA to small PWSs, state program management, and local assistance and support for other state programs).
- TA.
- Compliance determinations, data management, and laboratory certification.
- Security and emergency response.
- On-site inspections, sanitary surveys.
- Plan review/construction standards.
- Source water/wellhead protection.
- Communication, outreach, and CCRs.

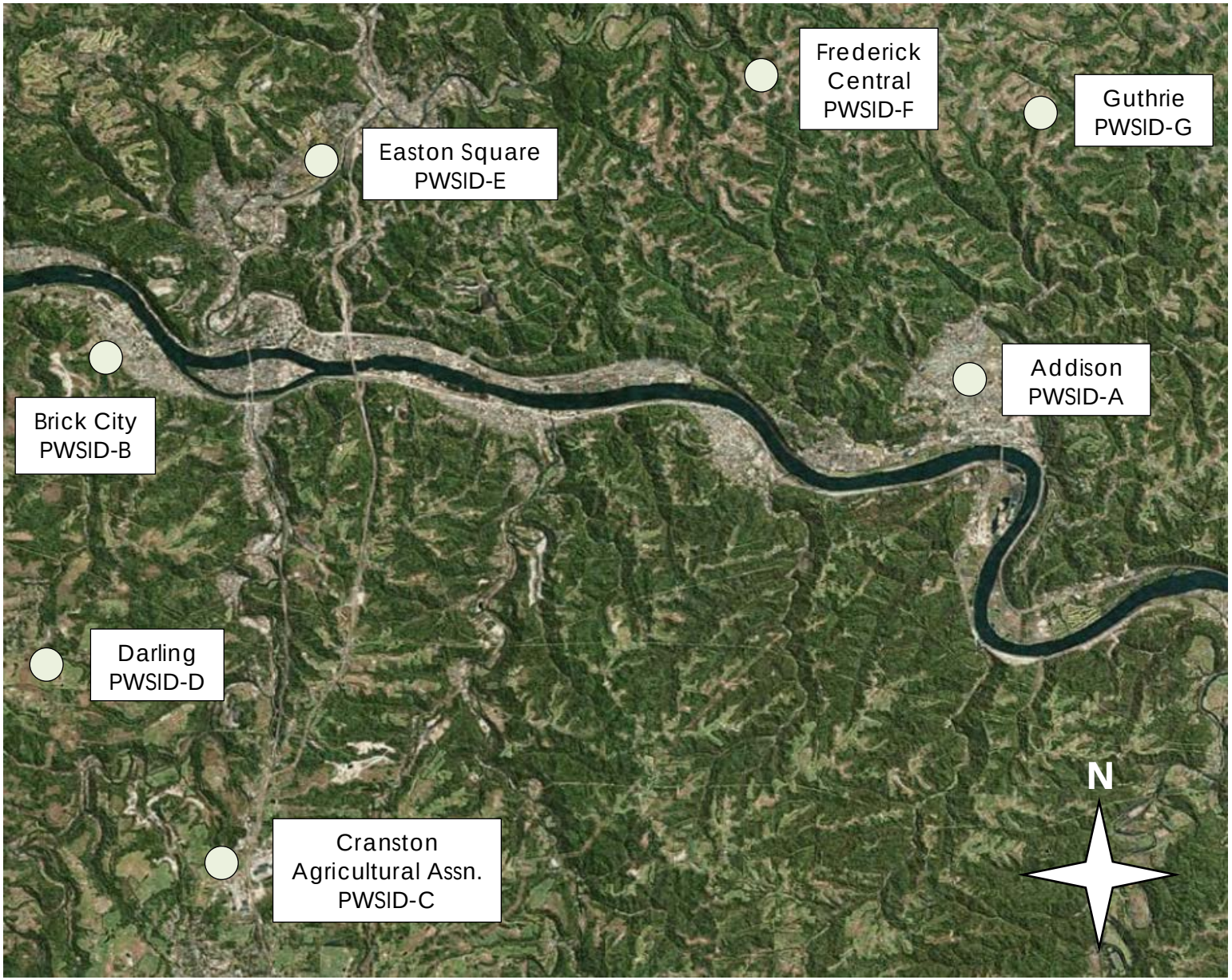
The Administrator is also charged with making final decisions on behalf of the state drinking water program (e.g., variances for small PWSs, DWSRF IUP).

Drinking Water Regulations (Applicable to All CWSs Serving Less than 10,000 Customers)
Consumer Confidence Rule (CCR)
Lead and Copper Rule (LCR)
Phase II/V Rules for Inorganic Chemicals (IOCs), including Arsenic; Synthetic Organic Chemicals (SOCs); and Volatile Organic Compounds (VOCs)
Public Notification (PN) Rule
Radionuclides Rule
Revised Total Coliform Rule (RTCR)
Based on a CWS's use of disinfection, they may also be subject to: ▪ Stage 1 & 2 Disinfectants and Disinfection Byproducts Rule (DBPR)
Based on a CWS's source water type, they may also be subject to: ▪ Ground Water Rule (GWR) ▪ Surface Water Treatment Rule (SWTR) ▪ Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR) ▪ Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR)

PUBLIC WATER SYSTEM INVENTORY DATA

PWSID	PWS Name	Population Served	PWS Type	Source Water	Major Infrastructure
PWSID-A	ADDISON COMMUNITY WATER SYSTEM	6,000	CWS	Surface Water	▪ Conventional Filtration Plant ▪ 1 Ground-level Water Tank ▪ 62 Miles of Pipe ▪ 100% Metered
PWSID-B	BRICK CITY WATER SYSTEM	2,772	CWS	Surface Water	▪ Conventional Filtration Plant ▪ 1 Elevated Water Tank ▪ 40 Miles of Pipe ▪ 0% Metered
PWSID-C	CRANSTON AGRICULTURAL ASSOCIATION	2,100	CWS	Ground Water	▪ Disinfection (Membrane technology) ▪ 1 Elevated Water Tank ▪ 23 Miles of Pipe ▪ 0% Metered
PWSID-D	DARLING MOBILE HOME PARK	294	CWS	Ground Water	▪ Disinfection (Hypochlorination) ▪ 1 Ground-level Water Tank ▪ 20 Miles of Pipe ▪ 100% Metered
PWSID-E	EASTON SQUARE WATER DISTRICT	3,000	CWS	Ground Water	▪ Disinfection (Hypochlorination) ▪ 1 Elevated Water Tank ▪ 30 Miles of Pipe ▪ 90% Metered
PWSID-F	FREDERICK CENTRAL WATER WORKS	394	CWS	Ground Water	▪ Disinfection (Hypochlorination) ▪ 1 Elevated Water Tank ▪ 17 Miles of Pipe ▪ 100% Metered
PWSID-G	GUTHRIE WATER SYSTEM	326	CWS	Ground Water	▪ Disinfection (Hypochlorination) ▪ 1 Ground-level Water Tank ▪ 10 Miles of Pipe ▪ 98% Metered

MAP OF AREA WATER SYSTEMS



1 inch = 8 miles

FINAL RANKING FOR STATE ASSISTANCE TO PUBLIC WATER SYSTEMS

PWS	Rankings by Roles				Final Ranking	Final State Assistance		Reasons for Ranking/ Recommended Actions
	Enforcement Rep.	Operator Certification Rep.	Capacity Development Rep.	State Revolving Fund Rep.		DWSRF Projects ($2.1 M)	TA	
Addison Community Water System (PWSID – A)								
Brick City Water System (PWSID – B)								
Cranston Agricultural Association (PWSID – C)								
Darling Mobile Home Park (PWSID – D)								
Easton Square Water District (PWSID – E)								
Frederick Central Water Works (PWSID – F)								
Guthrie Water System (PWSID – G)								
Hidden Homeowner's Association (PWSID – H)								
					Total infrastructure costs:	$		

BACKGROUND RESOURCES

Overall Resources:

- EPA's Drinking Water Standards Quick Reference Guides: https://www.epa.gov/dwreginfo/drinking-water-rule-quick-reference-guides
- EPA's Compliance Guidance under the Safe Drinking Water Act by Regulation: https://www.epa.gov/dwreginfo/drinking-water-regulatory-information

FOR FUTURE REFERENCE

You can refer to these resources, as needed, after the exercise.

State Drinking Water Administration:

- The Association of State Drinking Water Administrators Website: http://www.asdwa.org/
- Information About State Drinking Water Systems Programs: https://www.epa.gov/ground-water-and-drinking-water

Capacity Development:

- EPA's Small Public Water Systems and Capacity Development Website: https://www.epa.gov/dwcapacity
- EPA's Guidance on Capacity Development: https://www.epa.gov/dwcapacity/information-states-about-building-capacity-drinking-water-systems
- EPA's Tools/Resources for States and TA Providers: https://www.epa.gov/dwcapacity/technical-managerial-and-financial-tmf-capacity-resources-small-drinking-water-systems

Operator Certification:

- EPA's Operator Certification Website: https://www.epa.gov/dwcapacity
- EPA's Guidance on Operator Certification: https://www.epa.gov/dwcapacity/information-states-about-certifying-operators-drinking-water-systems
- The Association of Boards of Certification: http://www.abccert.org/

EPA's Drinking Water ERP and the ETT:

- EPA's Drinking Water Enforcement Policy: https://www.epa.gov/sites/production/files/documents/drinking_water_erp_2009.pdf
- EPA's ETT Scores Tracker and ETT Report (Note: you must be a registered user): https://echo.epa.gov/
- SDWA Dashboard: https://echo.epa.gov/trends/comparative-maps-dashboards/drinking-water-dashboard?state=National
- SDWIS Federal Reports Search: https://ofmpub.epa.gov/apex/sfdw/f?p=108:200:::NO:::

Drinking Water State Revolving Fund:

- EPA's Drinking Water State Revolving Fund Website: https://www.epa.gov/drinkingwatersrf

Drinking Water Trainings:

- Drinking Water Trainings Website: https://www.epa.gov/dwreginfo/drinking-water-trainings
- Small Systems Monthly Webinar Series: https://www.epa.gov/water-research/small-systems-monthly-webinar-series

Additional Partners:

- American Water Works Association: http://www.awwa.org/
- National Rural Water Association: http://www.nrwa.org/
- Rural Community Assistance Partnership (RCAP): http://www.rcap.org/
- Environmental Finance Center Network (EFCN): http://efcnetwork.org/