

FY 2011 End of Year (EOY) Reporting Protocol for “SP-4”

<u>Action</u>	<u>No Later Than</u>
States should report two numbers -- the numbers of Community Water Systems (CWS) that have substantially implemented Source Water Protection (SWP) according to the state definition and the population served by those CWS. States have the option of reporting to their Regional Office or through SDWIS (Attachment B). Any changes to a state’s definition of substantial implementation should be documented and provided to the region.	Regions Determine
It is helpful to HQ if you use the sample reporting template (below). For each state, the Region should indicate whether or not the state is reporting through SDWIS. If “Yes,” indicate the date that the state formally notified the region (must be by June 30). For states continuing to report to the regions, “No,” document the numbers of CWS and the population served by those water systems. If there has been a change to any state’s definition of substantial implementation, the changes should be provided to HQ. E-mail the table and any narrative to Beth Hall [hall.beth@epa.gov].	Weds, Sept. 14
Headquarters will use SDWIS and the tables to calculate the percentages of CWS and population served for each State, and for the Region, based on Q3/FY2011 SDWIS-FED denominators and return those data to the Regions.	Tuesday, October 4
Once the Regions have, for each state, the final percentages, the Regions can complete entry of the final percentages of CWS and of the population served, into ACS. Please make note in the ACS comment field provided if a state’s definition of substantial implementation has changed.	Mid October

Sample Reporting Template for Regions				
CWS that have achieved “substantial implementation” according to each State’s definition. (cumulative)				
State	Reporting SDWIS ?	For Y, date Notification received	# CWSs	Population Served
Connecticut	Yes/No			
Maine	Yes/No			
Massachusetts	Yes/No			
New Hampshire	Yes/No			
Rhode Island	Yes/No			
Vermont	Yes/No			
Narrative:				

Regions II – X : Please replace Region I state names with your states’ names.