The Department of Health developed the Water Quality Monitoring Schedule (WQMS) to help you track your system’s water quality monitoring requirements. We introduced a new online format in 2014 with new functions to help you track your requirements. This information sheet explains the format and content in the online WQMS.

If the online WQMS is new to you, you may want to view your WQMS as you read this sheet. To get a printed copy of your WQMS, follow the instructions at right. If you don’t have Internet access, use the form on page 6 to request a copy from us.

**Your WQMS is specific to your system**

We will use samples you collect and changes you make to your Water Facilities Inventory (WFI) to update your online WQMS.

While the WQMS is dynamic, it may take up to eight weeks from the time you collect your samples until they show on your WQMS.

The WQMS now shows the date your last chemical samples were collected. You can use the online version to confirm that we received your sample results. We use the WQMS for compliance and enforcement purposes, so please read it carefully. If anything looks incorrect to you, call us.

If your source or system has quarterly monitoring due to detections or treatment, check your WQMS quarterly. Although the WQMS may show only two quarters at a time, you must sample quarterly until notified otherwise.

**Coliform monitoring requirements**

This section lists your system’s coliform monitoring population and the number of routine coliform samples required each month, starting with the current month.

If your WFI system population changes during the year, the coliform monitoring requirements on your WQMS and the WFI could change, too.

**Chemical monitoring requirements**

The WQMS presents chemical monitoring requirements in a new format. For any chemical requirement due in the current calendar year, the WQMS displays the due date in bold text. If no samples are required, you will see a zero in that column and the “Next Sample Due:” column will be blank. If you already completed the sample required in the compliance period, the “Last Sample Date” column will show the sample collected in the compliance period and the due date should be blank.

We divided the chemical monitoring section into distribution and source-specific requirements.

We assigned sampling requirements to a particular month to help you stay on track and in compliance. When assigning months, we considered your past sampling dates and the labs’ workload. The WQMS can
help you budget for monitoring expenses. If you miss collecting a sample in a particular month, collect it as soon as possible.

**Distribution monitoring**

This section lists your distribution monitoring requirements for asbestos, lead and copper, and disinfection byproducts (DBP).

The WQMS includes a list of monitoring requirements for systems that purchase all of their water.

**Source-specific monitoring and waivers**

This section lists source sampling requirements and waivers for organic and inorganic chemicals by source and Department of Health test panel. We use a **blue bar** to identify each source. We organized the test panels/analytes in the same order for each source.

**Remember to collect all chemical source samples as close to the source of water as possible, but after all treatment and before entering the distribution system.**

The blue bar for each source includes basic information from the WFI about the source, and includes its susceptibility to contamination based on water quality data and the susceptibility assessment we have on file.

*All active permanent and seasonal sources require a susceptibility assessment rating as part of the wellhead and watershed protection programs. We cannot grant organic chemical monitoring waivers for sources that don’t have a susceptibility assessment rating.*

Below the blue bar for each source, there is a list of the requirements and waivers for the source, including the frequency for required sample collection, any granted waivers, and the collection date for the last sample on record.

For some sources, two samples of an analyte are required in a three-year compliance period. In this situation, your WQMS will display two lines, one for each required sample. Each line will have a separate sample due month and year.

**The Frequency column under the blue bar for each source shows the status of each chemical monitoring waiver.**

Monitoring waivers can reduce or eliminate some monitoring requirements for sources. We no longer charge a waiver fee for most monitoring waivers, including organic and inorganic waivers.

We will no longer send water systems a waiver options form. If you don’t want waivers, contact our regional office. Otherwise, we consider your waiver request accepted.

We granted all the waivers your sources are qualified to receive. Remember, you can always collect more samples than required.

Inorganic chemical (IOC) waivers reduce the monitoring requirements for most inorganic chemicals. **You may still need to sample some sources once every three years for individual IOC compounds, such as arsenic or iron, as a condition of the nine-year IOC waiver.** These required individual analytes will appear indented below the IOC requirement.

**Other information**

This section lists some regularly required reporting schedules and the names, phone numbers, and email addresses of our regional office chemical, DBP, and coliform monitoring staff.

If you notice any apparent errors, please call our regional office (below). In most cases, we can resolve errors with a phone call and revise the WQMS.

**Special notes**

This section contains information specific to your water system or individual sources. **Special Notes may contain some additional monitoring requirements.**

For instance, if you have treatment that removes arsenic, the Special Note will indicate that you must collect a sample monthly after treatment for arsenic analysis.

**Regional water quality monitoring contacts**

If you have questions about your 2015 WQMS or your chemical monitoring requirements, call our regional office:

- **Eastern Region:** Stan Hoffman 509-329-2132
- **Northwest Region:** Steve Hulsman 253-395-6777
- **Southwest Region:** Sophia Petro 360-236-3046.

For a list of labs accredited for drinking water analyses, visit the Department of Ecology at [https://fortress.wa.gov/ecy/laboratorysearch/](https://fortress.wa.gov/ecy/laboratorysearch/)
How to access your Water Quality Monitoring Schedule (WQMS)

1: Visit the Sentry Internet home page at https://fortress.wa.gov/doh/eh/portal/odw/si/Intro.aspx

   Read the page and click Start

2: Read the disclaimer, and then click I Accept and Submit.
3: Enter **ONLY the first five digits** of your Water System ID. **Do not fill out more information or you will not be able to access the document.** Click Submit.

4: a Click the **Water Quality Monitoring Schedule** on the right tab.

b **Click WQMS Report** on the left side of the page.
To print the WQMS, place your cursor near the bottom of the screen until the option bar appears. Click the Printer icon.
If you have Internet access, you can STILL have a hard copy by printing from Sentry Internet.

Please do not request a hard copy if you can print your own.

For those of you without Internet access, complete all the information below. We will then mail a copy of the 2015 Water Quality Monitoring Schedule to you. We won’t maintain a list of people for repeat mailings each year. You will need to make this request every year until you have Internet access.

Water System Name: ____________________________________________

PWSID: ________________ (must match WS Name)

County: _______________________

Your name: ___________________ (printed)

Signature: _______________________

I attest that I don’t have Internet access; and therefore, need a printed copy

Daytime phone number: ________________________

You must write clearly!

If we cannot read your writing, you won’t receive a copy of the WQMS!

Please return completed form to one of our regional office address below.

☐ NWRO Drinking Water

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20425 72nd Ave. S, Suite 310
Kent, WA 98032-2358
(253) 395-6750

□ SWRO Drinking Water

Department of Health
PO Box 47823
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(360) 236-3030

☐ ERO Drinking Water

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16201 E. Indiana Ave, Suite 1500
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