

How to Submit Sample Results and Other Compliance Documentation to EPA Region 8

All compliance documentation (monitoring results, significant deficiency corrections, etc.) should be submitted to the EPA Region 8 office through the R8DWU@epa.gov (R8DWU) e-mail portal. Documentation that is sent to R8DWU, following the rules described below, is automatically distributed via an automated process to the appropriate EPA staff. Use of R8DWU helps to ensure your documentation is handled in a timely manner, independent of staff schedules or changes. It also simplifies the documentation submittal process by providing you with a single e-mail address to use for all compliance reporting.

R8DWU E-mail Rules:

1. Include your PWS ID# in the subject line of the e-mail.
2. Include the correct keyword or abbreviation for the documentation being submitted in the subject line of the e-mail (see the following table).
3. More than one type of documentation can be submitted in the same e-mail as long as the subject line of the e-mail contains the correct keyword or abbreviation for each type of document being submitted. Each keyword should be separated by a comma. For example, if an e-mail contains both nitrates, inorganic compounds (IOC), volatile organic compounds (VOC), and synthetic organic compounds (SOC) results; the e-mail subject could be: "WY5600000 NO3, IOC, VOC, SOC".
4. Do not copy any EPA staff on the e-mail.

If the above rules are not followed, you risk your documentation being mishandled and not received by the appropriate EPA Region 8 staff. For example, if Rule 3 above is not followed, the results will not be distributed to the correct group of people. If you copy EPA staff on the e-mail to R8DWU, these individuals will receive the e-mail from you directly and will also receive a forwarded copy of the e-mail from R8DWU. This creates confusion and unnecessary duplication.

Please follow the above rules to help us make this process work for us and for you!

A table with the appropriate keyword or abbreviation to use for each type of documentation is included below for your reference.

R8DWU Documentation Submittal Keyword List		
Type of Documentation	Required Keywords	Example E-mail Subject
Consumer Confidence Report (CCR)	"CCR" or "Water Quality Report"	WY5600000 CCR
Disinfection Byproduct (DBP) Results (TTHM or HAA5)	"DBP" or "TTHM" or "HAA5"	WY5600000 DBP
DBP Precursor Results (Total Organic Carbon and/or alkalinity and/or UV absorbance)	"TOC" or "TOCA" or "Precursor" or "SUVA"	WY5600000 TOC
DBP Operation Evaluation Level (OEL) Report	"OEL"	WY5600000 OEL
Inorganic Compounds (IOC), including asbestos and/or Synthetic Organic Compounds (SOC) and/or Volatile Organic Compounds (VOC) Results	"IOC" or "SOC" or "VOC"	WY5600000 IOC or WY5600000 IOC, SOC, VOC
Lead and Copper Rule (LCR) Results (including Water Quality Parameters results)	"LCR" or "Lead" or "Copper" or "Pb/Cu"	WY5600000 LCR
LCR Sample Plan	"LCR Sample Plan" or "LCR Plan"	WY5600000 LCR Sample Plan
LT2 Source Water Monitoring Results (E. Coli or Cryptosporidium)	"LT2" or "Crypto"	WY5600000 LT2
Maximum Residual Disinfectant Level Report (MRDL)	"MRDL"	WY5600000 MRDL
Nitrate or Nitrite Results	"Nitrate" or "Nitrite" or "NO3" or "NO2" or "N+N" or "N-N"	WY5600000 NO3
Radionuclides Results	"RADS" or "Radionuclide"	WY5600000 RADS
Revised Total Coliform Rule (RTCR) Results - Tribal	"Tribal BACT" or "Tribal BAC-T" or "BACT 08" or "Tribal RTCR" or "RTCR 08"	Tribal BACT 083090000 or BACT 083890000 or RTCR 084690000
Revised Total Coliform Rule (RTCR) Results - Wyoming	"Wyoming BACT" or "WY BACT" or "BACT WY" or "Wyoming RTCR" or "WY RTCR" or "RTCR WY"	WY5600000 WY BACT
RTCR Level 1 or Level 2 Assessment	"Level 1 Assessment" or "Level 2 Assessment" or "RTCR Assessment"	WY5600000 Level 1 Assessment
RTCR Seasonal Start-up Checklist	"Seasonal" or "Start-up"	WY5600000 Seasonal Start-up
Significant Deficiency Correction Notice	"Significant" or "Deficiency" or "Deficiencies"	WY5600000 Significant Deficiency
Surface Water Treatment Rule (SWTR) Monthly Operating Report	"SWTR" or "LT1"	WY5600000 SWTR
System Changes (Contacts changes, change form, or basic information form) - Wyoming	"Wyoming Change" or "WY Change" or "WY INV Change"	WY5600000 WY Inv Change
Example subject for an e-mail that contains nitrates, IOC, SOC, VOC and Rads results: "WY5600000 NO3, IOC, SOC, VOC, Rads"		