



**American Water Works  
Association**

## **Security Advisory**

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The Authoritative Resource for Safe Drinking Water<sup>SM</sup>

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# **SECURITY ADVISORY**

**TO:** AWWA Leadership  
All Utilities

**FROM:** Jack W. Hoffbuhr

**DATE:** April 13, 2004

<b>Who:</b>	<b>Community Water Systems serving 50,000 to 99,999</b>
<b>What:</b>	<b>Certification to EPA of Emergency Response Plan</b>
<b>When:</b>	<b>Within six months of submitting Vulnerability Assessment</b>

*Note: U.S. EPA requested distribution of the below notice.*

As a reminder, all Community Water Systems (CWSs) with a service population of 50,000 to 99,999 are required to submit a certification to EPA within six months of submitting their Vulnerability Assessment (VA) that they have developed or updated their Emergency Response Plan (ERP). Please visit [www.epa.gov/safewater/security](http://www.epa.gov/safewater/security) for more details regarding these statutory requirements.

EPA has been working with states and partner organizations to provide you with a variety of tools and assistance to help meeting these requirements. Complete instructions on the ERP certification submittal process are at [www.epa.gov/safewater/security/community.html](http://www.epa.gov/safewater/security/community.html). Please remember you are only submitting the ERP certification, not the actual ERP.

EPA recommends that you submit your ERP certification using an express or courier service, such as Federal Express, United Parcel Service, Airborne, etc., which provides tracking and certification of delivery. Using these services will ensure that the submission is delivered directly to the persons authorized to receive and process these items.

Use the following address for express or courier service deliveries to EPA. This location is open for deliveries between 8:30 a.m. and 4:30 p.m. Eastern Time. Call the number under the address below before attempting delivery outside of those hours.

U.S. Environmental Protection Agency  
Water Resource Center (WSD-RAR)  
Room 1119 EPA West Building  
1301 Constitution Ave., NW  
Washington, D.C. 20004

Couriers are to use phone number 202-566-1729.

EPA is working with many partners to provide resources for all water utilities in the process of creating or upgrading ERPs. Please visit [www.epa.gov/safewater/security](http://www.epa.gov/safewater/security) for more details regarding available tools and resources.

EPA appreciates your continued efforts towards improving security at your water system. Please feel free to contact the EPA Water Security Division at 202-564-3779 with any questions regarding this matter.

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