



# Water Quality Monitoring Schedule (WQMS) Instructions

331-645 • 3/12/2020

The Department of Health developed the Water Quality Monitoring Schedule (WQMS) to help you track your system's water quality monitoring requirements.

If the 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 below.

## Your WQMS is specific to your system

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

### How to Access Your WQMS

To get a printed copy of your WQMS, visit Sentry Internet at the address below and follow the visual instruction on pages 4–6 of this information sheet.

[fortress.wa.gov/doh/eh/portal/odw/si/Intro](https://fortress.wa.gov/doh/eh/portal/odw/si/Intro)

You can also type "Sentry" into the search box on our homepage at [doh.wa.gov](https://doh.wa.gov).

Click **Sentry Internet**, scroll down, click **Access Sentry Internet**, and then follow the directions below. **Enter only the first 5 characters of your Water System ID to access your WQMS.**

The WQMS shows the date of the last chemical samples collected and entered into our database. You can use the WQMS 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 system or a source for your system has quarterly monitoring due to detections, treatment, or initial monitoring, check your WQMS quarterly. Although the WQMS may show only one or two quarters at a time, you must continue to sample quarterly until we notify you otherwise. Additional quarters may

show up later.

**Your system may have monitoring requirements not listed on the WQMS.** Your WQMS focuses on the Safe Drinking Water Act monitoring requirements linked to your WFI and your source's water quality history, compliance, and waiver status. The WQMS summarizes most of the microbiological and chemical sampling requirements that apply to each source (at the source, after treatment, if any) and to the distribution system (at the tap). However, most treatment systems, special investigations, or special operation and maintenance situations require other monitoring not listed.

## 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 by dividing them into distribution and source-specific requirements. For any chemical requirement due in the current calendar year or earlier, the WQMS displays the **due date in bold text**. If no samples are required, you will see a zero in the column for “# of samples required” 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 date the sample was collected in the compliance period and the due date should be blank.

We assign sampling requirements to a particular month to help you stay on track and in compliance. When assigning months, we consider your past sampling dates and results, required timing intervals for some tests, and the potential workload for labs. 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.

For some requirements, more than one sample is required in a compliance period. Read your WQMS carefully to ensure you collect the right number of samples at the right times.

## Chemical distribution monitoring

Chemical distribution monitoring requirements include asbestos, lead and copper, and disinfection byproducts (DBPs). For each requirement, it is important to select the right distribution sampling location according to your water system’s monitoring plans.

Asbestos samples should be collected from a location where the greatest length of asbestos concrete pipe is. DBPs are generally collected from locations in the distribution system where the water has sat the longest. Lead and copper samples are collected from regularly used kitchen or bathroom cold-water faucets in single-family homes for most community systems or from faucets representing regular consumption in non-transient non-community systems. Lead and copper sampling for all systems must target the highest-risk sample sites, as described in [Lead and Copper Monitoring DOH 331-111](#).

When more than one distribution sample is required in the same month, the number of samples needed will be displayed in the second column. Multiple lines will be displayed when the requirements are spread out over multiple compliance intervals that require sample collection in different months.

## Source-specific monitoring and waivers

This section lists source-based 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-based 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 information we have on file.

All active permanent and seasonal sources require a susceptibility assessment rating as part of the wellhead and watershed protection programs. Surface water sources require a surface water checklist. We cannot grant organic chemical monitoring waivers for sources that don’t have an approved susceptibility assessment rating. If you have a source without a rating that you want to qualify for organic waivers, please complete a [Groundwater Contamination Susceptibility Assessment Form DOH 331-274](#).

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 SOC samples are required in a three-year compliance period. In this situation, your WQMS will display two lines, one for each required sample month and year.

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

If your water system has treatment to remove a contaminant with a primary MCL, you should see a note indicating specific monthly samples are required. This note would be located after all other requirements for the specific source.

Monitoring waivers can reduce or eliminate some monitoring requirements for sources. There are no fees for most monitoring waivers, including organic and inorganic waivers. Contact our regional office if you don't want waivers; otherwise, we consider you have accepted your waivers.

We granted all the waivers your sources are qualified to receive. You can 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 below the IOC requirement. In cases where a complete IOC is scheduled in the same year as nitrate or the same three-year period for any other individual IOC analytes, the complete IOC will include the nitrate/other IOC analytes analysis; there is no need to take an additional nitrate/other IOC analytes sample if you collect a complete IOC.

## Other information

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

## 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, a Special Note may display indicating that you must collect a sample monthly after treatment for arsenic analysis.

## Regional water quality monitoring contacts

If you have questions about your WQMS or your chemical monitoring requirements, including questions about DBPs, call our regional office. Regional contact information is provided on your WQMS. If you notice any apparent errors, please call our regional office. In most cases, we can resolve errors with a phone call and revise the WQMS.

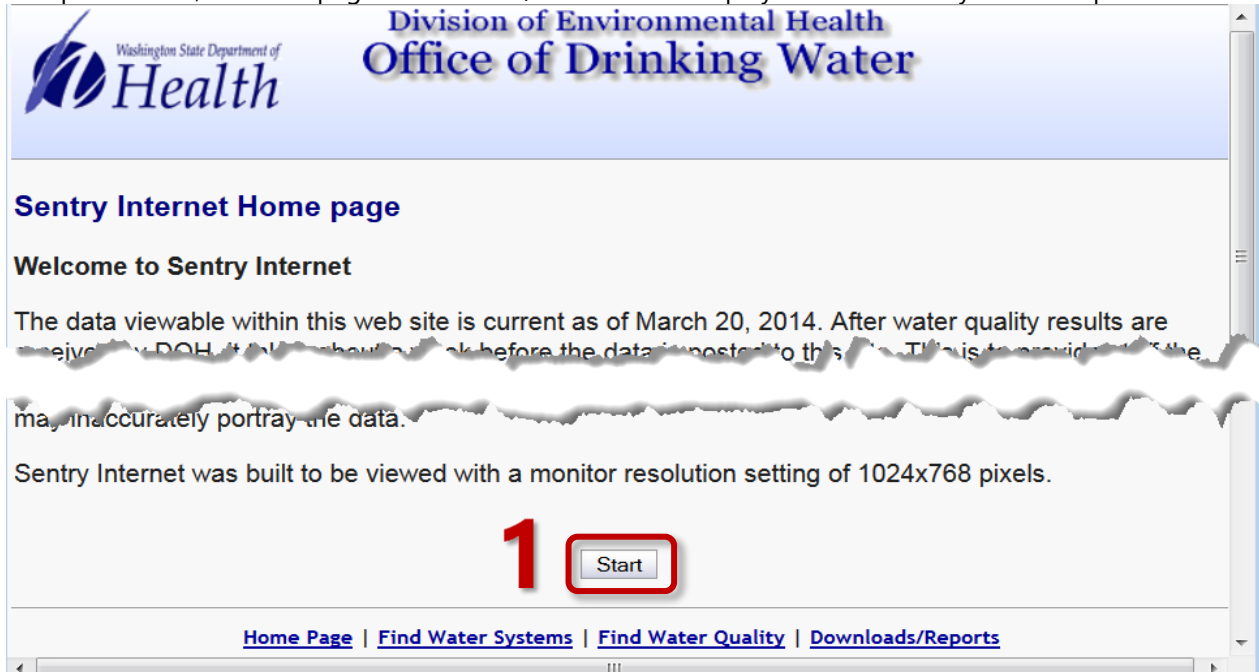
For a list of labs accredited for drinking water analyses, visit the [Department of Ecology Laboratory Search webpage](#).

# How to Access Your Water Quality Monitoring Schedule (WQMS)

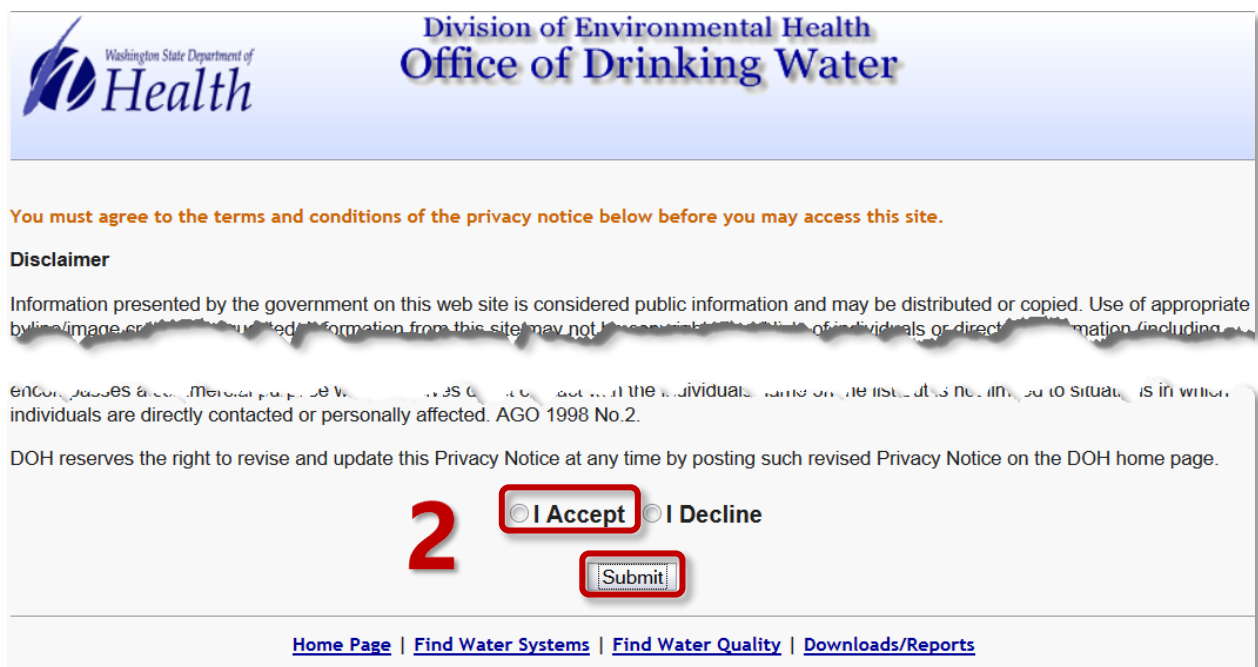
**1.** Visit Sentry Internet at [fortress.wa.gov/doh/eh/portal/odw/si/Intro](http://fortress.wa.gov/doh/eh/portal/odw/si/Intro).

Read the page and click **Start**.

For quick access, save this page as a favorite/bookmark. It displays the date Sentry was last updated.



**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**.

Washington State Department of Health  
Division of Environmental Health  
Office of Drinking Water

Find Water System

3

Enter your search criteria

Water System ID  Water System Name

Characteristics  Location

Population Range

Residential Population From

Residential Population To

Connections Range

Connections From

Connections To

Ownership

Ownership Type

[Home Page](#) | [Find Water Systems](#) | [Find Water Quality](#) | [Downloads/Reports](#)

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

**b.** Then click **WQMS Report** on the left side of the page.

Washington State Department of Health  
Division of Environmental Health  
Office of Drinking Water

Help

Individual System View - DAISINATOR RUNNING WATER - System Id - 95116N

Compliance Actions | Operating Permits | Operators | Reports | Water Use Efficiency

General Information | Source Information | Samples | Exceedances | **a**

**b**

[Home Page](#) | [Find Water Systems](#) | [Find Water Quality](#) | [Downloads/Reports](#)

[DOH Home](#) | [Community and Environment](#) | [Drinking Water Home](#) | [Drinking Water Contacts](#)  
[Access Local Health](#) | [Privacy Notice](#) | [Disclaimer/Copyright Information](#)

Links to external resources are provided as a public service and do not imply endorsement by the Washington State Department of Health

Department of Health, Office of Drinking Water  
Street Address: 243 Israel Road S.E. 2nd floor Tumwater, WA 98501  
Phone: (360) 236-3100  
Mail: PO BOX 47822 Olympia, WA 98504-7822

Send inquiries about DOH and its programs to the [Health Consumer Assistance Office](#)

- To print the WQMS, place your cursor near the bottom of the screen until the option bar appears. Click the Printer icon.

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**Washington State Department of Health**  
Office of Drinking Water

**Water Quality Monitoring Schedule**

System: DAISINATOR RUNNING WATER      PWSID: 95116N      Region: SOUTHWEST  
 Contact: Ben Worthington                    Group: A-Comm                    County: THURSTON  
 SMA ID: 956                                        SMA Name: CLEAN WATER COMPANY

**NOTE:** To receive credit for compliance samples, you must fill out laboratory and sample paperwork completely, send your samples to a laboratory accredited by Washington State to conduct the analyses, AND ensure the results are submitted to DOH Office of Drinking Water (ODW). There is often a lag time between when you collect your sample, when we credit your system with meeting the monitoring requirement, and when we generate the new monitoring requirement.

**Coliform Monitoring Requirements**

	Jun 2013	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
Coliform Monitoring Population	40	40	40	40	40	40	40	40	40	40	40	40
Number of Routine Samples Required	1	1	1	1				1	1	1	1	1

- Collect samples from representative points throughout the distribution system.  
 - Collect required repeat samples following an unsatisfactory sample. In addition, collect a sample from each operating groundwater source.  
 - Collect no less than 5 routine samples in the month following one or more unsatisfactory samples, in accordance with your system's Coliform Monitoring Plan.  
 - For systems that chlorinate, record chlorine residual (measured when the coliform sample is collected) on the coliform lab slip.

**Chemical Monitoring Requirements**

**Distribution Monitoring**

Test Panel/Analyte	# Samples Required	Compliance Period	Frequency	Last Sample Date	Next Sample Due
LCR	5	Jan 2012 - Dec 2014	standard - 3 year	06/16/2011	Jun 2014

**Notes on Distribution System Chemical Monitoring**

**For Lead and Copper:**

- Collect samples from indoor faucets after the water has sat unused in the pipes for at least 6 hours, but no more than 12 hours.
- Flush sample faucets with cold water for 30 seconds prior to collecting the sample.
- If your sample is taken during an emergency, you may collect samples from June 1 and September 30.



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).