

PARTNERSHIP FOR SAFE WATER

Working Together Safeguarding America's Drinking Water



PARTNERSHIP AGREEMENT

Revised 10/01

Between

U.S. Environmental Protection Agency

AND

PA Department of Environmental Protection

AND

Please sign Attachment A and return to:

Partnership for Safe Water Program Manager
American Water Works Association
6666 W. Quincy Avenue
Denver, CO 80235

**Partnership Agreement Between
The United States Environmental Protection Agency
and
The Pennsylvania Department of Environmental Protection
and**

I. Common Agreements and Principles

- A) The Partnership for Safe Water is a voluntary national program formed and administered by representatives of the American Water Works Association (AWWA), the Association of Metropolitan Water Authorities (AMWA), the National Association of Water Companies (NAWC), the Association of State Drinking Water Administrators (ASDWA), the American Water Works Association Research Foundation (AWWARF) and the United States Environmental Protection Agency (USEPA). All Partnership policies and procedures were developed jointly and approved by these National Partners.
- B) At the request of water suppliers in the Commonwealth of Pennsylvania and the Pennsylvania Department of Environmental Protection (PADEP), the above National Partners have designated PADEP as a Regional Partner.
- C) This is a voluntary agreement between _____, USEPA and PADEP. In signing this agreement the water supplier indicates their wish to officially join the Partnership for Safe Water Program as a Water Supply Partner and accepts the agreements and principles in this document.
- D) In accepting this agreement, the USEPA and PADEP agree to provide recognition to the Water Supply Partner upon completion of the required activities as described in the following procedures developed and approved by the National Partners. This Regional Partnership agreement provides the water supplier with the opportunity to voluntarily choose to complete partnership activities through PADEP as a substitute for working directly with the National Partners under a separate agreement. In accepting the Regional agreement, the water supplier agrees to share with PADEP the results of their Partnership efforts, obtains all the benefits of the national program, and can receive specialized assistance and training from PADEP's Partnership Coordinators.
- E) All Partners agree that participation in the Partnership for Safe Water Program does not relieve any Partner of any obligations under existing federal or state laws or regulations governing drinking water, and that participation in the program, use of the program logo, or any publicity relating to participation in the Program does not constitute EPA's endorsement of the Water Supply Partner for anything other than its commitment to the goals of the program. All parties agree that they will not imply otherwise.
- F) Each party to this Agreement agrees to assume the good faith of the other party as a general principle for the Partnership for Safe Water Program.

- G) The Partners agree that the primary purpose of the Partnership for Safe Water is to encourage water suppliers to survey their facilities, treatment processes, operating and maintenance procedures, and management oversight practices to identify areas that will enhance the water system's potential to prevent the entry of *Cryptosporidium*, *Giardia* and other microbial contaminants to treated water, and to voluntarily implement those actions that are appropriate for the system.
- H) The Partners agree that implementation of Partnership for Safe Water measures, as appropriate for each water supply system, may significantly reduce the potential risks to drinking water consumers from *Cryptosporidium*, *Giardia* and other microbial contaminants.
- I) The Partners agree that the intent of the program is improvement of existing processes and that major capital expenditures are not anticipated or required as part of the program.
- J) The Partners agree that communicating the Partner's commitments (as stated in this Partnership Agreement) to the public demonstrates:
1. the continuing commitment of the Water Supply Partner to provide safe, high quality drinking water to the public,
 2. the commitment of Federal, State, and local communities to work together to safeguard the quality of drinking water and potentially reduce risks,
 3. the capability of voluntary programs to achieve goals with minimal regulation or in advance of regulations, and
 4. the capability of voluntary programs to identify and demonstrate cost effective treatment measures.
- K) The Partners agree that maintaining public confidence in the credibility of the Partnership for Safe Water Program and its participants is critical to the shared goals stated above.
- L) The National Partners, Regional Partner, and Water Supply Partners agree to cooperate with each other in efforts to communicate the advantages to the public and other water suppliers of participation in the Partnership for Safe Water Program. This could include preparation of case studies, journal articles, and press releases and their distribution to the media, employees, customers, other members and potential members.
- M) USEPA and PADEP agree to permit the Water Supply Partner to use the Program logo in appropriate places such as bill stuffers, Consumer Confidence Reports, letterhead and fleet vehicles that will publicize the Water Supply Partner's participation in the program. Appropriate use is encouraged by USEPA and PADEP, but the Water Supply Partner acknowledges that such use does not constitute their endorsement of the Water Supply Partner or its activities other than its participation in the program

II. Partner's Roles and Responsibilities

A) National Partners.

1. The main role of the National Partners is to develop and oversee the Partnership program. AWWA has designated a liaison for the Partnership for Safe Water who is responsible for the day-to-day operation of the program. Activities include:
 - Serves as main contact with Water Supply Partners regarding program policies, procedures and obtaining copies of technical materials. Receives all reports and data from the Water Supply Partners and reviews them for completeness.
 - Maintains Partnership database with plant performance data and makes sure that all requests for data meet Partnership policies and procedures.
 - Distributes reports and information to other groups within the Partnership in line with Program policies and procedures
 - Prepares annual reports and newsletters.
 - Promotes increased participation in the Partnership
2. This person can be contacted at:

Partnership for Safe Water Program Manager
American Water Works Association
6666 W. Quincy Ave.
Denver, CO 80235
(303) 347-6169 or (303) 347-6220

B) USEPA.

1. USEPA agrees to designate a liaison for the Partnership for Safe Water Program in its Washington, DC headquarters. This person is responsible for assessing if applicants meet the Program's basic eligibility requirements and coordinating the issuance of recognition certificates. The address of this person is:

EPA Program Coordinator
Partnership for Safe Water
U.S. Environmental Protection Agency
Office of Ground Water and Drinking Water (WH-550)
401 M Street, SW
Washington, DC 20460

2. USEPA agrees to also designate a liaison for program on technical matters. This person is responsible for developing and providing support for all technical materials including training deemed appropriate by the National Partners. The address for this person is:

EPA Technical Coordinator
Partnership for Safe Water
Environmental Protection Agency
Technical Support Center, Mail Stop - 140
26 W. Martin Luther King Drive
Cincinnati, OH 45268

3. USEPA agrees to assist all of the Partners in the following ways:
 - by making available EPA documents applicable to implementation of the Program's management and technical measures.
 - by developing, in conjunction with Partnership for Safe Water National Partners, background and implementation information covering each measure included in the self assessment (Phase III) program, and
 - by making available (when feasible) appropriate EPA personnel as speakers at regularly scheduled National Partner meetings, conferences, and workshops to promote, explain, and/or advance the state of knowledge on the management and technical measures of the Program as a whole.
4. USEPA agrees to provide, through PADEP, the Water Supply Partner with appropriate recognition certificates based on the recommendations from the Partnership.
5. USEPA also agrees to promote the Program by publishing articles and providing press releases raising awareness of the program as a whole.

C) PADEP Regional Partner.

1. The main role for PADEP is to provide technical assistance programs to help Water Supply Partners in completing the requirements of the Partnership for Safe Water. PADEP will also encourage participation and recognize Water Supply Partners involved in the Program. Information can be obtained from:

Pennsylvania Department of Environmental Protection
Bureau of Water Supply and Wastewater Management
P. O. Box 8467
Harrisburg, PA 17105-8467
(717) 772-4018

2. PADEP will also participate on the Program Effectiveness Assessment Committees (PEACs) that will review the Phase III completion reports, assess if the Water Supply Partner has successfully completed the Phase III requirements, and provide recommendations to USEPA regarding issuance of certificates of recognition.
3. PADEP agrees to provide the Water Supply Partner with appropriate recognition certificates.
4. PADEP also agrees to promote the program by publishing articles, performing analyses related to activities under the program, and providing press releases raising awareness of the program as a whole.
5. PADEP has created a Partnership for Safe Water website at <http://www.dep.state.pa.us/> (directLINK "Filtration"). This website is designed for Partnership for Safe Water members. It contains a members list, member photos, environmental update, testimonials, frequently asked questions and other technical information that will help you stay abreast of cutting edge technology in the drinking water industry.
6. PADEP has partnered with the Pennsylvania Section AWWA to provide additional program services. Information can be obtained from:

Pennsylvania Section American Water Works Association
 P.O Box 60788
 Harrisburg, PA 17106-0788
 pa-awwa@email.msn.com
 (717) 230-8935

D) Water Supply Partners

1. The main role of the Partners is to carry out the program outlined in this agreement.

III. Partnership Program Requirements

- A) To be eligible to become a Partner in the program, a Water Supplier must meet the following requirements:
1. be the owner of a treatment plant operating on surface water or ground water under the direct influence of surface water.
 2. be in full compliance with the Surface Water Treatment Rule (SWTR) and Pennsylvania Filtration Rule for the preceding 6 months,
 3. agree to use the program's self-assessment tools, including data collection, to evaluate current treatment performance and to focus on future treatment improvement,

4. agree to future progress in the Partnership for Safe Water Program by undertaking the various phases of the program through at least the self-assessment and correction phase, and
 5. have upper management commitment to the program.
- B) There are four phases of participation by Water Supply Partners in the Partnership for Safe Water Program. Each phase reflects increasingly higher levels of commitment and accomplishment.
1. Phase I—Partner - This phase is completed when a Public Water Supply System meeting eligibility requirements and commits (by signing this Partnership Agreement) to progress to subsequent phases of the Program at least through Phase III, self-assessment and correction phase.
 2. Phase II—Data Collection and Analysis - This phase is completed when the Water Supply Partner collects plant turbidity performance for the previous year data using the software provided and submits it to national AWWA and PADEP. This data will be used as a baseline on which performance improvements will be measured.
 3. Phase III—Self-assessment and Correction - This phase is completed when the Water Supply Partner completes a self-assessment using “Partnership for Safe Water Self-Assessment Manual” and prepares a completion report that meets the PEAC’s requirements. The self-assessment manual and software are included with this signature document
 4. Phase IV—Excellence in Water Treatment – This phase is completed when the Water Supply Partner has achieved the highest possible levels of turbidity performance. Utilities that are considering pursuing Phase IV recognition must understand that they will be assessed against very stringent performance goals. Phase IV represents a significant “raising of the bar” over Phase III of the Partnership. Participation in Phase IV is voluntary and is not required for continuing membership in Phase III of the Partnership program. Phase IV includes an application process and an onsite performance assessment. The PADEP Partner will conduct the onsite assessment for this phase.
- C) There are no time limits for completion of any phases of the Partnership except that a baseline report (Phase II) must be received with 180 days of joining. Once this requirement is met, the Water Supply Partners may complete the Phase III activities at their own pace.
- D) Each year by June 30 the Water Supply Partner is required to submit an annual report that includes performance data for the previous year and outlines activities underway or completed to improve the performance of the plant. An annual renewal fee will also be charged that supports AWWA’s expenses for operation of the program. A fee schedule is available from AWWA in Denver.

- E) There are three recognition certificates awarded under the program:
1. A “Partner’s Certificate of Participation” will be provided to Partners meeting eligibility requirements and executing this Partnership Agreement in recognition of the Partner’s commitment to the goals of the partnership.
 2. A “Director’s Certificate of Recognition” signed by the USEPA Office of Ground Water and Drinking Water Director and the PADEP Deputy Secretary for Water Management will be awarded upon completion of the Phase - II and III requirements and review and approval of the completion report by the Program Effectiveness Assessment Committee in consultation with PADEP.
 3. An “Administrator’s Certificate of Recognition” signed by the USEPA Administrator and the PADEP Secretary will be awarded upon completion of the Phase - IV requirements and review/approval of the completion report by a group designated by the National Partners in consultation with PADEP.
- F) The Water Supply Partner agrees to the following reporting requirements:
1. Within 180 days of signing this Partnership Agreement, to submit the Baseline Report (as detailed in the information accompanying this signature document). In general, the Baseline Report consists of a separate report for each treatment plant using the output from the performance assessment computer spreadsheets for raw and finished water.
 2. To submit annual reports by June 30 of each year. The annual report consists of the same performance assessment spreadsheet output, as discussed above for the one year period ending the previous month (May 31), and a narrative report in letter format outlining the activities undertaken at each treatment plant or continuing during the year.
 3. To submit a completion report when meeting the requirements for subsequent phases of membership. The Phase III Self-Assessment Completion Report must have the following elements or it will be returned. The exact format of the report is up to the Water Utility Partner. Example reports are available from AWWA.
 - A cover letter
 - Major Unit Process Evaluation spreadsheet output
 - Performance Assessment spreadsheet output including the baseline data (Phase II) and the data for the previous year (ending the month before submittal of the Completion Report).
 - Data showing the performance assessment of individual filters after a backwash.
 - A discussion of areas identified where improvements were needed and the actions taken (or to be taken) on each.
- G) The Water Supply Partner agrees to appoint an individual as designated by Attachment A as their Partnership for Safe Water Program Coordinator. The Partnership for Safe Water

Program Coordinator will be the person responsible for ensuring that the Water Supply Partnership successfully completes its commitments as stated in this Partnership Agreement. The Partnership for Safe Water Program Coordinator's responsibilities include:

1. Coordinating the Water Supply Partner's participation in the Partnership for Safe Water Program.
 2. Establishing and overseeing the Water Supply Partner's data collection and assessment, and self-assessment and correction plans.
 3. Directing and overseeing completion of implementation plans covering performance-limiting items identified through assessments.
 4. Facilitating communication with the Partnership for Safe Water National Partners, PADEP and EPA.
 5. Reporting to the program's Program Effectiveness Assessment Committee (PEAC) and PADEP on the water supplier's accomplishments through completion of the Program's activities. The PEAC is a committee made up of utility and state staff representing the National Partners.
- H) The Water Supply Partner agrees to appoint a representative of the organization (designated on Attachment A, and who may be the same individual as the Program Coordinator) as the Partnership for Safe Water Communications Coordinator. The Communications Coordinator will direct the Partner's communications effort to ensure (as deemed appropriate by the Water Supplier) that the organization is properly recognized for its participation and accomplishments under the Partnership for Safe Water Program, and in addition to educate employees and customers about the Program.
- I) Each party agrees to notify each other if any problems arise and to work together to foster maximum public confidence in the Program. Any party can terminate this agreement via 10 days' written notice to the other, and each will then cease to publicize the Partner's participation in the Program. Reasons that could cause the National and Regional Partner to terminate this agreement include (but are not limited to):
1. Water Supply Partner's failure to comply with applicable USEPA or PADEP regulations or consent agreements in a manner that could be considered to reflect poorly on the credibility of the program (such as significant noncompliance status).
 2. Water Supply Partner's failure to provide agreed to reports and renewal fees.
 3. Water Supply Partner's use of the Partnership for Safe Water Logo or other material in an inappropriate manner.

- J) Because public confidence in the credibility of the Water Supply Partner's achievements is so important, EPA will make a good-faith effort to assist the Water Supply Partner in meeting the goals of this Partnership Agreement.
- K) Each party's commitments will be subject to any legal restrictions that may apply.
- L) Each party agrees that the Partnership for Safe Water is an entirely voluntary effort, designed to encourage measures above and beyond current legal requirements applicable to all Partners. Such a voluntary effort necessarily encourages flexibility and experimentation, and is not intended to result in standards of practice applicable to all Water Supply Partners regardless of size, type, location, capabilities, and other characteristics.

IV. Partnership Program Procedures

- A) Original Application
 - 1. The Water Supply Partner sends a copy of the signed signature document (Attachment A) to AWWA's Partnership Program Manager in Denver.
 - 2. AWWA then sends the document to both PADEP and USEPA to determine if applicant meets minimum Partnership eligibility requirements. PADEP and USEPA will jointly assess eligibility and agree that "Partner" certificate should be issued.
 - 3. USEPA issues a "Partner" certificate and sends it to PADEP, which also issues a separate certificate and sends both to the Water Supply Partner. USEPA informs AWWA of this action.
- B) Phase II
 - 1. Water Supply Partner prepares baseline report and submits it to national AWWA.
 - 2. National Program Manager reviews report for completeness and enters information into a national database to track status and progress, and then shares information regarding Pennsylvania plants.
 - 3. PADEP reviews baseline report and tracks status and progress for Pennsylvania plants.
- C) Phase III
 - 1. Water Supply Partner completes self-assessment, prepares completion report, and submits to the AWWA Partnership for Safe Water program manager.

2. AWWA reviews completion report for completeness
 - If incomplete it is returned to Water Supply Partner.
 - If complete it is sent to the PEAC leadership for review
3. The PEAC leadership assigns the report to a team of at least 3 PEAC volunteers (including 1 from PADEP) for their review.
4. The PEAC completes their review including possible requests from the Water Supply Partner for additional information.
5. If the PEAC determines that the report represents a “good faith effort” at self-assessment and the Water Supply Partner is “on the path” towards optimized performance, they recommend to USEPA that Phase III recognition be provided to the Water Supply Partner for the plant that completed the self-assessment. Along with a copy of the letter to EPA, the PEAC provides the Water Supply Partner a summary of their findings from the review of the completion report.
6. USEPA prepares the Phase III recognition certificate and sends it to PADEP.
7. PADEP issues a separate Phase III recognition certificate and sends both the USEPA and PADEP certificates to the Water Supply Partner.

D) Phase IV

1. Water Supply Partner must complete Phase III and demonstrate that they have addressed the “areas of improvement” and “areas of good faith effort” identified by the PEAC and brought them all into an “area of strength”, before pursuing Phase IV.
2. Water Supply Partner completes the Phase IV application process and submits one year of performance data as outlined in the application package. This data must demonstrate that the Water Supply Partner has met the goals outlined in Table 1 of the Phase IV Procedures and Application Package.
3. Water Supply Partner provides a narrative that demonstrates their capability to maintain these levels of performance long-term by addressing the issues in the complacency/reliability guidelines presented in Table 2 of the application package.
4. Water Supply Partner submits the completed Phase IV application package to AWWA. The Partnership program provides no guarantee that the plant will receive Phase IV recognition after completing the application process.
5. AWWA reviews the Phase IV application package for completeness. Complete packages are sent to the PEAC. Incomplete packages are sent back to the Water Supply Partner for necessary revisions.

6. PEAC reviews and ranks the Phase IV application package. PEAC may request additional information from the Water Supply Partner to complete the review.
7. PEAC will notify the Partnerships Steering Committee and PADEP if the Water Supply Partner's Phase IV application met all of the criteria and requirements of the application process. In addition, PEAC will recommend to PADEP that an on site Phase IV performance assessment be conducted.
8. PADEP conducts the onsite Phase IV performance assessment against very stringent performance goals as outlined in the Phase IV Application and in EPA's Handbook "Optimizing Water Treatment Plant Performance Using the Composite Correction Program". If the Water Supply Partner demonstrates that they have met the goals and criteria of the Phase IV onsite performance assessment, PADEP will recommend to the Partnership Steering Committee that the Water Supply Partner be awarded the "Excellence in Water Treatment" Award (Phase IV).
9. Partnership Steering Committee decides if the plant should get the award, and if appropriate, provides the Phase IV award.
10. Water Supply Partner submits data on an annual basis. Water Supply Partner must continue to meet the goals of Phase IV in order to maintain Phase IV status. If the goals are met, the Water Supply Partner receives the annual renewal of Phase IV award.

Partnership for Safe Water Signature Document

Water System Name: _____
Population Served (# of people): _____
Director's Name: _____ Title: _____
Address: _____
City/State/Zip: _____ Email: _____
Telephone: _____ Fax: _____

Partnership for Safe Water Program Coordinator:

Name: _____ Title: _____
Address: _____
City/State/Zip: _____ Email: _____
Telephone: _____ Fax: _____

Partnership for Safe Water Communications Coordinator:

Name: _____ Title: _____
Address: _____
City/State/Zip: _____ Email: _____
Telephone: _____ Fax: _____

The Undersigned hereby execute this Partnership Agreement on behalf of their parties. This Agreement takes effect when signed by all parties.

For the _____

Signature: _____ Date: _____
Name (Print): _____
Title: _____

For the U.S. Environmental Protection Agency:

Signature: _____ Date: _____
Name (Print): _____
Title: _____

For the PA Department of Environmental Protection:

Signature: _____ Date: _____
Name (Print): _____
Title: _____