

PWS Name
Attn: Contact Name
Contact St Address 1
Contact St Address2
Contact City, State, Zip
PWSID

Dear [Contact Name]:

The U.S. Environmental Protection Agency (EPA), under the authority of the Clean Water Act, as amended (the "Act"), 33 U.S.C. ' 1251 et seq., is developing effluent limitation guidelines and standards for the Drinking Water Treatment Industry. To ensure that these regulations are based upon accurate information, EPA is undertaking a variety of data-gathering activities. One of these activities is a study of the industry based on the enclosed electronic survey. Under the authority of Section 308 of the Act (33 U.S.C. ' 1318), EPA requests that you complete and return this survey for your system.

EPA will use the information collected in the survey to develop effluent guidelines under the Act. Information about drinking water treatment methods, residuals characteristics, residuals management/discharge practices, and utility financial characteristics will be collected from a sample of drinking water treatment systems nationwide. The responses given in your survey will be used with other responses to characterize the industry as a whole.

The electronic survey consists of the questionnaire and a Certification Statement. All parts of the survey must be completed. Your response must be received by EPA no later than 45 days after your receipt of this letter. If you feel you need additional time to complete the survey, you must request an extension in writing no later than 30 days after receiving this questionnaire. Written requests may be sent to Mr. M. Ahmar Siddiqui of my staff via e-mail at siddiqui.ahmar@epa.gov or mailed to:

United States Postal Service
Mr. M. Ahmar Siddiqui
U.S. Environmental Protection Agency
Engineering and Analysis Division (4303T)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

One- or Two-Day Delivery (e.g., FedEx)
Mr. M. Ahmar Siddiqui
U.S. Environmental Protection Agency
Engineering and Analysis Division (4303T)
Room 6231 S, EPA West
1301 Constitution Avenue, NW
Washington, DC 20004

Please send your survey response to:

U.S. Environmental Protection Agency
Drinking Water Treatment Survey
c/o Eastern Research Group, Inc.
14555 Avion Parkway, Suite 200
Chantilly, VA 20151

Completion and return of this survey is required by the federal law cited above. Legal action, including penalties, could be taken against you should you fail to respond. Please remember, however, that it is in the industry's best interest to ensure that the information on which EPA will base its regulations presents an accurate and representative picture of the industry.

Instructions for getting started are included with the electronic survey, with more detailed help available within the survey. Enclosure 1 of this letter is an explanation of the statutory authority for requiring the completion of the survey. In Enclosure 2, your legal rights to protection of confidential business information are explained. Enclosure 3 is a notice of EPA's intention to allow selected contractors access to all information that you submit in response to the survey or follow-up requests, including confidential information. The information submitted will be made available to EPA contractors in order that the contractors may carry out the work required by their contracts with EPA. As noted in Enclosure 3, if you wish to comment on this action, any such comment must be received in writing by EPA within 10 days of your receipt of this notice. Please send these comments to the address listed in Enclosure 3.

If you have any questions of a technical or economic nature on this survey, please see the "Survey Assistance" section of the survey for links to specialized E-Mail help and to the EPA website for the rulemaking. The website also provides an Adobe Acrobat version of the questionnaire, which you may use in preparing your response if you are unable to respond to the electronic survey. The website is at <http://epa.gov/waterscience/guide/dw/>. For other questions, such as those related to policy, please contact Mr. Siddiqui at siddiqui.ahmar@epa.gov or at (202)566-1044.

Thank you for your efforts in completing this Drinking Water Treatment Survey.

Sincerely yours,

Mary T. Smith, Director
Engineering and Analysis Division

Enclosures

Enclosure 1

Authority

This request for information is made under authority provided by Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. ' 1318. Section 308 provides that, "Whenever required to carry out the objective of this Act, including but not limited to . . . developing or assisting in the development of any effluent limitation . . . pretreatment standard, or standard of performance under this Act," the Administrator shall require the owner or operator of any point source to "establish and maintain such records, . . make such reports, . . install, use, and maintain such monitoring equipment . . . sample such effluent . . . and provide such other information as he may reasonably require."

For further information regarding EPA's Section 308 collection authority, please see the following link:

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+33USC1318

Enclosure 2

Confidentiality

A business (“you”) may not withhold information from EPA on the grounds that it is confidential. You may, however, if you desire, assert a business confidentiality claim covering part or all of the information that you furnish to EPA.

EPA regulations concerning confidential business information are contained in 40 CFR Part 2, Subpart B. The manner of asserting such a claim is specified in 40 CFR ' 2.203(b) and is summarized in the instructions to the survey. Information covered by such a claim will be disclosed by EPA only to the extent, and by means of the procedures, set forth in Subpart B.

If you wish to claim as confidential any of the information covered by the enclosed request, you must do so at the time you submit the information to EPA. If no such claim accompanies the information when EPA receives it, EPA may make the information available to the public without further notice to you.

EPA will notify you in the event that a request is made for release of information that you have claimed to be confidential or EPA otherwise decides to make a determination as to whether or not such information is entitled to confidential treatment. At that time, EPA will request that you substantiate any claim you have made that information is confidential. Therefore, we encourage you to review the Provisions Regarding Data Confidentiality on page 2 of the survey instructions or consult 40 CFR Part 2, and to claim as confidential only those items that you truly believe satisfy the criteria for confidentiality.

Note that effluent data are not eligible for confidential treatment (see 40 CFR ' 2.302).

To learn more about the regulations governing EPA’s collection and use of confidential business information, please see the following links:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=8c94123466bb7c57f2611f05111ef7d&rgn=div6&view=text&node=40:1.0.1.1.2.2&idno=40>

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=8c94123466bb7c57f2611f05111ef7d&rgn=div8&view=text&node=40:1.0.1.1.2.2.1.3&idno=40>

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=8c94123466bb7c57f2611f05111ef7d&rgn=div8&view=text&node=40:1.0.1.1.2.2.1.18&idno=40>

Enclosure 3

Notice of Intent to Transfer Confidential Information to Selected EPA Contractors

EPA intends to grant access to confidential information collected under the Drinking Water Treatment Survey to selected EPA contractors.

In accordance with 40 CFR Sections 2.301(h)(2-3), 2.302(h)(2-3), and 2.305(h)(2-3), EPA may allow those contractors identified below access to all data (including data claimed to be confidential) collected from the enclosed survey as well as any follow-up communications and submissions that the EPA may receive. Transfer of this information to these contractors is necessary in order for the contractors to assist EPA in performing technical, economic, statistical, and environmental analyses to support the development of effluent limitations guidelines and standards for the Drinking Water Treatment Industry.

The contractors and subcontractors that will be providing support to EPA during the development of these regulations are listed below:

EPA Office Receiving Support	Contractor Name	EPA Contract No.	Type of Support
Office of Water/ Office of Science & Technology/ Engineering & Analysis Division	Eastern Research Group, Inc.	68-C02-095	Engineering analysis, survey distribution and data entry
	Abt Associates, Inc.	EP-W-05-022	Economic analysis
	Battelle	EP-C-05-030	Statistical analysis

EPA has determined that it is necessary to transfer the information described above to the designated contractors and subcontractors in order that they may carry out the work required by their contracts. The contracts contain all provisions necessary to implement the confidentiality regulations (see 40 CFR 2.301(h)(2), 2.302(h)(2), and 2.305(h)(2)).

In accordance with these confidentiality regulations, you are entitled to provide comments to EPA regarding this notice of contemplated disclosure. Any such comments must be received by EPA in writing within 10 days of your receipt of this notice. Please send such comments to:

Mr. M. Ahmar Siddiqui
U.S. Environmental Protection Agency
Engineering and Analysis Division (4303T)
1200 Pennsylvania Ave., NW
Washington, DC 20460