



Commonwealth of Massachusetts
Massachusetts Department of Environmental Protection
One Winter Street; Boston, MA 02108

2009 Small System Security Award

What is it?

The 2009 Drinking Water Week awards program will include an award entitled the Small System Security Award. This is a voluntary effort designed to accomplish two goals: first, to acknowledge small systems that have been proactive in enhancing the security of their system, and second, to help and encourage all small systems to consider security within their existing structure.

Who is eligible for this award?

Small community (COM) and non-transient non-community (NTNC) public water systems (serving a population of <3,301) that undertake activities to enhance their abilities to prepare for and respond to significant incidents. These incidents may include acts of vandalism, natural disaster, or terrorism. To be eligible for this award an application must be filled out and submitted to MassDEP. A copy of the application is attached to this form or is available at the MassDEP website at <http://www.mass.gov/dep/water/drinking/systems.htm#awards>.

How do you get nominated?

Anyone can nominate a PWS for this award. All it takes is completing the application. There will be a panel of judges from several organizations that comprise the “Massachusetts Drinking Water Security Force” who will determine the final winner. The winning PWS will be given an award at the Drinking Water Week Celebration.

When are applications due?

All applications must be postmarked on or before **April 15, 2009**. Mail to MassDEP, Drinking Water Program; 1 Winter Street 5th floor; Boston, MA 02108. Attention: Small System Security Award.

How will you be notified of the winning entry?

MassDEP will contact winners by telephone and email. Winners will also be invited to attend the Drinking Water Day events in May for the presentation of the award.

For more information please contact Michael Maynard at 508-767-2735 or email at Michael.Maynard@state.ma.us.



MassDEP Security Award Application / Nomination Form

Applicant		
Name:	Phone:	Date:
Address:		
Email:	Other contact information:	
Describe applicant's relationship to PWS:		
Signature: (I certify that the information contained herein is true, accurate, and complete to the best of my knowledge and belief).		

Which public water system (Small COM or NTNC) are you nominating? (If you are nominating more than one public water system please complete separate nomination forms.)			
Name of public water system:	Population served:	COM system <input type="checkbox"/>	PWS ID #:
		NTNC system <input type="checkbox"/>	
Address:			
Contact person name:	Phone:	Email:	
Give a brief explanation as to why this PWS is deserving of this award:			



MassDEP Security Award Application / Nomination Form

Small Pubic Water System Security Award Questions		Yes	No	N/A	MassDEP USE
1	Does the PWS have an updated written emergency response plan (ERP) or have a policies and procedures manual that includes all steps described in 310CMR 22.04(13)? (If yes, attach cover page and excerpt from plan.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the PWS annually drill or practice the steps in its ERP? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the PWS review and update its ERP or VA (vulnerability assessment) every year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has the PWS conducted a VA? (If yes, attach just the cover page.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are the PWS facilities fenced, including well houses and pump pits? (If yes, attach pictures.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are doors, windows, gates, vents, tank and roof hatches, and other points of entry locked? (If yes, attach pictures or other documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the PWS have a checklist to track all of these activities? (If yes, attach copy.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Does the PWS regularly patrol and inspect its source intake, buildings, storage tanks, equipment, fire hydrants, and other critical components? (If yes, attach copies or examples of patrol and inspection logs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Did or does the PWS staff participate in any security related training? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Does the PWS have a procedure in place to handle new or terminated employees (e.g., background checks, collecting keys, changing computer locks and passwords)? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Does PWS have more than one way to alert customers about emergencies? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Does PWS have a list of critical customers (kidney patients, immune deficient, hospitals, day care, schools, etc.) and a plan in place to notify them? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Does PWS know whom to contact in the event of an emergency? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Do the police know whom to call at the system in case of emergency? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Does PWS review its rates annually, and are they adequate to cover the costs of security improvements? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Does PWS have a contingency budget to handle overtime costs in the event of an emergency? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the PWS budget sufficient to hire enough staff to effectively handle emergencies? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Does PWS communicate regularly with state and local officials (including law enforcement, local emergency response agencies?) on security matters? (If yes, attach documentation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

By April 15, 2009 return form to:
 MassDEP, Drinking Water Program; 1 Winter Street 5th floor; Boston, MA. 02108
 Attention Security Award Program

