

Important COVID-19 Information for Water Systems, Certified Laboratories, Licensed Operators, Well Drillers & Pump Installers and Water Allocation Permittees

Division Contact Information & Submittal of Safe Drinking Water Act Compliance Data

As part of statewide efforts to protect New Jerseyans from the novel coronavirus (COVID-19), Governor Murphy has directed state agencies to shift, as much as is possible, to a temporary remote work environment (work-from-home) beginning no later than Wednesday, March 18.

Therefore, to facilitate this transition and maintain the goal of protecting public health, the Division of Water Supply and Geoscience (Division) is asking for patience and cooperation from all water systems, licensed operators, certified laboratories, and others in adhering to the following guidelines:

1. Questions/Contacting Division Staff

- Email should be used as the primary method of contacting Division staff. General questions can be emailed to watersupply@dep.nj.gov or to other program specific email address listed online at https://www.state.nj.us/dep/watersupply/wsa_contact.html. All mailboxes are checked daily and someone will respond as soon as possible.
- The NJDEP Hotline 1-877-WARN-DEP should only be used for true emergencies. If it is not a true emergency, use the email addresses noted above. As a reminder, controlled water main breaks are not required to be reported.
- As necessary, interested parties may reach out to the Division by phone. Employees will be answering phone calls as available and monitoring voice mail, but you are strongly encouraged to use email whenever possible.

2. Submittal of SDWA Compliance Data via E2

- E2-DWR will continue to be in operation for electronic submission of data as outlined in the E2-DWR Quick Reference Guide. For questions email E2-DWRHelp@dep.nj.gov.
- Water Quality Parameter (WPQ) data excel spreadsheets submitted by Approved Parties should continue to be submitted to the Water Supply Mailbox at watersupply@dep.nj.gov

3. Submittal of SDWA Compliance (Paper) Forms

- All paper compliance forms and documents must be scanned and submitted via email to watersupply@dep.nj.gov. This includes the following:
 - RTCR Level 1 and 2 assessments
 - Remedial Measures Reporting Forms
 - Public Notification and Public Notification Certifications
 - Public Education and Public Education Certifications
 - Monthly Operator Reports
 - Turbidity, TOC and other forms for Surface Water Treatment Rule Compliance
 - Responses to NOVs and NONCs
 - Lead and Copper Sampling Plan Revisions
 - Water Quality Parameter Sampling Plan Revisions
 - Lead Service Line Reporting (BWSE 20)
 - Responses to water quality complaints
 - RTCR Seasonal Start-up Forms
 - Lead Consumer Notices and Certifications

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- Licensed Operator of Record Employment Notification DEP-065 Form
- Technical, Managerial, and Financial Capacity Form (TMF)
- Consumer Confidence and Certification Forms
- NJ Well Vulnerability Questionnaire Form (SOC Waiver Program)

If you are unable to submit electronically, please send an email to watersupply@dep.nj.gov

4. Sample Site Access Issues

- The Division is aware that many water systems are experiencing access issues in collecting distribution samples (coliform, chlorine residual, DBP, and Lead and Copper) from locations in their sampling pool. General guidelines will be forthcoming. For now, any concerns or questions should be emailed to watersupply@dep.nj.gov.

5. Any laboratory that anticipates implementing a closure notify the Office of Water Quality Assurance (OQA) and the Bureau of Safe Drinking Water (BSDW) within 48 hours prior to any closure. This will allow the OQA to more easily monitor laboratory capacity for regulatory testing. Notification of pending laboratory closures can be sent directly to the OQA's email address at OQA@dep.nj.gov and the BSDW's email address at watersupply@dep.nj.gov.