Tips for Emailing Drinking Water Compliance Data to ADEQ

Is data on the appropriate Drinking Water Analysis Reporting (DWAR) form?

Ensure data is complete and accurate

- Correct PWS # and Name
- Sample Date and Time
- No Duplicate Sample ID #
- Correct Sampling Point

Notify ADEQ of any exceedances (MCL, ALE)

Data should be in an electronic format

Prefer attachments are pdf, but will also accept doc, xls, jpg and images/photos

Name the attachment: PWS # / Type of Data/ Month and year

- (i.e. - 01-001 IOC June 2019 or 13-999 Nitrate July 2019)
- Try to limit each attachment to one water system
- Each email should have no more than 5 attachments

Send to WQD_Compliance_Data@azdeq.gov

- You may CC the Compliance Assistance Coordinator
- Do not send data more than once
- Make sure your email has an attachment
- Send data early, if possible, and do not wait until the 10th

Check Drinking Water Watch to ensure data is entered

azsdwis.azdeq.gov/DWW_EXT/

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Contact your Compliance Assistance Coordinator for more information. Visit static.azdeq.gov/comp/dw/coordinator_contact_list.pdf.