



## Lab Results to be Emailed by the Kansas Department of Health and Environment

The Kansas Department of Health and Environment is moving towards more electronic transfer of data. For example, the analytical results from the microbiological analysis will soon be no longer sent by postal mail. These results will be sent via an email. I have some concerns about that and I want to bring those up so that system personnel are aware of them.

Although electronic transfer may be a step forward for KDHE in saving paper, time, postage and generally helping our planet, it will be a change in some people's routine in recordkeeping and filing on a day-to-day operational basis. Sampling containers will still be mailed to systems with the normal instructions on how and when to collect those samples. The difference is that systems will not receive the results in the mail as they are accustomed. The results will be emailed to a designated email

address, which is the email address of the Administrative Contact (AC) for the public water system. KDHE has an email address for just about every system. Is it the correct email address? For a lot of the smaller systems or systems that have had some changes in personnel, the question is how often that contact information has been updated? This information should be and will need to be updated anytime there is a change in personnel. Speaking from experience at KRWA which has some 3,000 email addresses; I know that the office has a lot of challenges because addresses change frequently.

At the present time, KDHE is continuing to mail out some results. The agency's goal however is to have all systems switched over to electronic notice by the end 2014. I understand they are starting with the A's and working their way through the alphabet. I suggest if you are not

already receiving the results via email, check to see what email address KDHE has for the Administrative Contact for your system. One way you can do this is go to the following Web site: [www.kdheks.gov/pws/index.html](http://www.kdheks.gov/pws/index.html). Click on "Drinking Water Watch" at the very top of the page; then get direct link under "Public Access" which will bring up a map of the state. Find your county and click on it. This will bring up all of the systems in the county.

**If you would like the results to be emailed to someone else, then you have to change the email address for the Administrative Contact.**

Next, click on the **Water System No.** for your system where you will find all the contact information under the complete point of contact list that KDHE has for your system and what email address they have for your Administrative Contact. Again, that is the email address that KDHE will send analytical results to. If you would like the results to be emailed to someone else, then you have to change the email address for the Administrative Contact. If you cannot access drinking water watch, you can call KDHE and they will tell you what email they have for your system.

Also, the analytical results will still need to be kept on file and available for KDHE review upon request. I suggest print the results and file them in a folder. Another option is to save the emails to a separate folder for future access such as during an inspection. Every system is a little different in what gets sent to whom and how things are received, recorded and filed. The operator needs to make sure that if he or she is not going to be

the one person receiving the results that whoever is, knows what needs to be done with the reports. I recommend that the email address be one that is accessible by more than one key employee and an email account that is checked regularly. These results will most likely only be emailed one time. The email will be from HORIZON\_Help@kdheks.gov and the subject will read "Laboratory Results". Records should be saved and backed up if the records are not printed to a hard copy.

### A note about training

The Kansas Rural Water Association's Number One mission is to provide training for water and wastewater utilities. KRWA will provide more than 90 days of training in 2014, and more sessions are being planned. These training sessions will cover everything from backflow and cross connection certification, chlorination, confined space, trenching and shoring safety to training on Excel and classes on QuickBooks

accounting. Some special sessions will also target board and council member education, funding options, water conservation, rate structuring and more. KRWA is going to provide the training that systems request and are interested in to keep city and RWD personnel at the top of their game and informed as to what is new in the industry, as well as offering the continuing education needed for water and wastewater operators.

Make sure to check out our web site at [www.krwa.net](http://www.krwa.net) and then under "training" for current and upcoming sessions. Check the calendar to see what training is coming to your area and to register.

*Greg Metz joined KRWA as a Technical Assistant in July 2009. He previously worked at the city of Washington for 13 years where he was involved in city utilities including the power plant, streets, water and wastewater. He also served as purchasing agent for those utilities.*



The screenshot shows the website [www.krwa.net/training/calendar.asp](http://www.krwa.net/training/calendar.asp). The page features the KRWA logo and navigation tabs for ABOUT, ONLINE RESOURCES, TECHNICAL ASSISTANCE, TRAINING, and MEMBERSHIP. A large blue text overlay reads: "Check out the Interactive Searchable Calendar for training sessions near you!". Below this, a yellow box contains the text: "KRWA's Mission No. 1 is TRAINING for water and wastewater systems! If you have an interest in a training topic, send an email to [krwa@krwa.net](mailto:krwa@krwa.net) or call KRWA at 785-336-3760. Don't be bashful in asking. Any request is held in confidence. KRWA will attempt to accommodate your request." A red arrow points from this box to a yellow button that says "Use our Interactive Searchable Calendar". To the right, there are three overlapping calendar images for July 2014, August 2014, and September 2014. At the bottom of the screenshot, the URL [www.krwa.net/training/calendar.asp](http://www.krwa.net/training/calendar.asp) is displayed in large blue text.