



Instructions for Submitting Vulnerability Assessments to EPA

EPA has had several Vulnerability Assessments (VA) sent to headquarters in a manner they believe could facilitate interception by unauthorized people. To ensure that all VAs are handled with the appropriate security precautions, EPA is suggesting that systems use the instructions detailed below. (A full description of the instructions is available at www.epa.gov/safewater/security/util-inst.pdf).

EPA **recommends** Vulnerability Assessments and certifications be delivered to them using an express or courier service such as Federal Express, UPS, Airborne, etc., which provides tracking and certification of delivery. Using these services will ensure that the submission is delivered directly to the person(s) authorized to receive and process these items. When using express or courier delivery services, address the package to:

**U.S. Environmental Protection Agency
Water Resource Center (WSD-RAR)
Room 1119 EPA West Building
1301 Constitution Avenue, NW
Washington, DC 20004**

Phone 202-566-1729 (for courier use)

EPA **DOES NOT** recommend using regular U.S. Postal Service but systems may submit VAs through the U.S. Postal Service by using the following address:

**Attention: Janet Pawlukiewicz
Mail Code: 4601M
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460**

EPA **strongly recommends** that water systems send their VA:

- ◆ **Sealed in two envelopes** – one inside the other.
- ◆ The inside envelope, containing the VA, should be sealed and marked **“TO BE OPENED BY ADDRESSEE ONLY – Janet Pawlukiewicz”**
- ◆ The outer envelope should be addressed to the delivery address shown above.
- ◆ Do not make any reference to the contents on the outer envelope. **DO NOT** use words such as “Vulnerability Assessment,” “Confidential,” etc.

DEADLINES FOR SUBMITTING VAs AND ERPs TO EPA

VAs for systems with populations between 3,300 and 50,000

June 30, 2004

VAs for systems with populations between 50,000 and 100,000

December 31, 2003

Certifications that Emergency Response Plans (ERP) updated

6 months after submitting VA