Notification Data to PRAWN   (Schema 2.4 and/or Access Database v2.3, February 3, 2017 or later)

1. By January 31, 2019, each jurisdiction (state, tribe and territory) submits its 2018 Season notification data to PRAWN.

2. Upon completion of submissions, notify Bill Kramer (kramer.bill@epa.gov).

3. Because EPA cannot know what beach or action entries are missing, as soon as possible after their final submission each jurisdiction verifies their notification data in BEACON. The date for completion of verification (including corrections) is March 31, 2019. (For guidance on conducting a verification, see Appendix A and accompanying files). If complete and correct, notify Bill; If not complete and correct, go to 4.

4. If the data is not complete and correct, the jurisdiction uses the documents on the "Submitting to EPA" webpage in conjunction with CGI Federal if necessary, to submit corrections to PRAWN.

https://www.epa.gov/beach-tech/submitting-data-epa

5. If requested by the jurisdiction, Bill will direct CGI Federal to; e.g., create new beach IDs, or revise "Historical status" data and then notify the jurisdiction. The jurisdiction will then submit any new or revised data to PRAWN as necessary (including initial data for new beach IDs, attribute and L/L data), and then conduct another review of BEACON and if it is accurate, notify Bill as in #2 above.

6. If the BEACON report appears to misrepresent otherwise correct and complete data, please describe in an email to Bill the query settings that were used, for EPA review and corrective action.

Monitoring Data to WQX/Water Quality Portal (WQP)

7. By January 31, 2019, each jurisdiction submits its 2018 Season monitoring data to WQX.

8. Upon completion of submissions, notify Bill Kramer (Kramer.bill@epa.gov).

9. As soon as possible after their final submission each jurisdiction reviews their data in WQP (usually the Friday after upload from WQX) and/or in the BEACON Water Quality Report (usually the next day); and if complete and correct, notifies Bill.

10. If the data is not complete and correct, the jurisdiction submits new or revised data to WQX and then conducts another review and when it is accurate, notifies Bill.

11. EPA conducts a post-verification review of BEACON to characterize the quality of the national dataset and to determine plans for updates for the next reporting cycle. This review may result in questions to individual jurisdictions regarding, for example, plans for periodic submissions during the year, corrections, or additions of data for optional data elements.

For jurisdictions that have already begun their review, if we are working with you on data issues you should discuss with us whether to wait until they are resolved or whether to begin to verify the balance of your data. If you begin to verify the balance of your data and discover additional issues for which you need our assistance, let us know.

Appendix A (for Notification Data from PRAWN in viewed BEACON)

Review (if you did not prior to your submissions) notes on changes yet to be made to previous submissions.

- Roll forward unchanged attributes for all BEACH Act beaches (only need to change Effective Year)
- Change or delete any prior data as necessary
- Add any new data
- If you have data that you do not want carried through from year to year, please contact us and we can offer a
   suggestion based on the data element and/or the information.

GUIDANCE DOCUMENTS

1. See the "Submitting Data to EPA" page (previously "Data Users" page)
        https://www.epa.gov/beach-tech/submitting-data-epa

2. General FAQs – consolidated including new for 2018, distributed March 6th, posted August 22, 2018

3. BEACON User Guide – current posted or for Release 1.15.2 November 2018

4. Accompanying this Verification Process, a separate file: Verification Matrix for 2018 Season (Final dated 10/30/2018)

5. And/or use the verification Tool (vT) – 5th release (v 1.1) and User Guide, October 10, 2018

Suggested Report Review Sequence: (To check for completeness, correct values)

Beach Attributes
- Do not Include non-BEACH Act Beaches or Federal properties (see FAQ Definitions)
- Monitoring Frequency: cross-check against the Beach Actions and Water Quality reports (see below)
- Water Body Name and Waterbody Type required if beach is on a Great Waterbody (added each individual Great Lake)
- Note beaches in a non-reporting status, beginning with the 2017 season, should be Tier 4. (see also Beach Profile,
  below)

Possible Pollution Sources
- Lists each source type identified across years, even for beaches with investigation but w/o actions
- Cross-check against Beach Action report, each action's sources, and comments if any, should show. Otherwise
   "Unknown" should be listed. Note: a source entry is required beginning with the 2016 Season submission.

Beach Actions (Advisories and Closures)
- **Main report**: if actions based on monitoring, check that the beach in the Beach Profile report has a Monitoring
   Frequency > 0
- **Detailed Report**: to check for duplicate actions (only need to check if Detailed report totals > Main report totals)
- Note also, that the detailed report shows "Comments" columns.
- Action-specific sources will automatically show in the Possible Pollution Sources report
- Station IDs will automatically show in the Beach Profile details (click on Beach ID)

Beach Profile alternate **Season and Monitoring Frequency Report**
New Beach Status column, facilitates confirming that Non-reporting (Tier 4) beaches have a value of "0" for: season length, advisory reporting frequency to EPA, and Monitoring reporting frequency to EPA.

Beach Profile List (Default)
(To view all beach profile data elements indicated in the matrix, be sure to click on a sample of Beach IDs, as many of the data elements are not in the primary report.)
- If deficiencies are found in a sample of individual Beach Profile reports (e.g., sample by county and/or monitoring status, and/or Tier and/or ownership/access), use a calculated report.

Beach Profile alternate **Contact Information**
Check all beaches for submitted data.

WQS Criteria
This report presents a table of all WQS criteria values for multiple selected beaches. Note WQS criteria values were required beginning with the 2016 Season submission.

Water Quality
- If results are found, check that Monitoring Frequency is > 0 for the related Beach IDs, even where no actions resulted.