



## Nutrient Reduction Progress Tracker FAQ

### **When are responses due?**

**A:** Please submit your state's response by November 1, 2017.

### **Who is supposed to answer the tracker?**

**A:** This tracker is meant to be answered by the staff in your office or other offices working with requisite Clean Water Act programs, drinking water programs, and nutrient management and conservation programs.

### **What will ACWA do with this information? / How will this information help?**

**A:** ACWA plans to compile the tracker results at the end of the response period then share the compiled results with the ACWA/ASDWA/EPA Nutrients Working Group ("NWG") by December 2017. The NWG will then work to complete and post a final report by the end of March 2018.

This information will assist in ACWA's goal of showing how states are making progress on reducing nutrient pollution. The information will also inform ACWA's next iteration of the survey in 2018.

### **Can multiple people respond on the same tracker?**

**A:** Yes. Multiple staff members may be needed to fully respond to the tracker questions. Therefore, you are more than welcome to send the document around your office/offices to have the proper staff fill it out. However, please submit only one tracker from your state.

### **Does my state need to answer every question on the tracker for it to be useful?**

**A:** Please do your best to answer all of the questions provided. For the tracker to be worthwhile, we need all of the information you can possibly give.

### **I have run out of space in the text box, what do I do?**

**A:** You may send an addendum to Mark Patrick McGuire via email ([mpmcguire@acwa-us.org](mailto:mpmcguire@acwa-us.org)).

### **I want to print the .pdf, but cannot see all the text in the text box, what do I do?**

**A:** You should make an addendum using Microsoft Word and attach it to your .pdf.

### **Can I save the tracker after I have filled it out?**

**A:** You cannot save your progress on SurveyMonkey. Therefore, please use the .pdf while you work on the tracker, entering the information on SurveyMonkey once you are done. The fillable .pdf does allow for saving.

### **Do I have to insert the information into SurveyMonkey or can I just send you the completed .pdf?**

**A:** Please put your information into SurveyMonkey (<https://www.surveymonkey.com/r/ACWATracker2017>). This will greatly assist ACWA in compiling and reviewing the survey data.

**If you have any further questions, do not hesitate to contact Mark Patrick McGuire at [mpmcguire@acwa-us.org](mailto:mpmcguire@acwa-us.org) or 202-756-0604.**