



Department of Environmental Protection - Bureau of Water System Engineering
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Office Use Only
Reviewed by: _____
Date: _____

Public Notification Certification Form – Tiers 1, 2 & 3

Requirements Pursuant to 40 CFR 141, Subpart Q and N.J.A.C. 7:10

**This form and a copy of your Notice to the Public must be submitted to the State within 10 days of notifying your customers. **

PWSID#: _____ Water System Name: _____

Violation #: _____ Violation or Situation Date: _____

Individual Contaminant or Contaminant Group: _____

Monitoring Period: _____

Violation or Situation Type: (Check appropriate box) MCL Treatment Technique Water Main Break

MRDL E. coli Positive Source Water Sample Monitoring and Reporting Other: _____

Violation or Situation Public Notification Tier: (Check appropriate box) Tier 1 Tier 2 Tier 3

Please check all that apply and provide information as indicated below:

- Consulted with DEP within 24 hours (Tier 1) or 48 hours (Tiers 2 & 3) Date: _____
- Distributed the notice by the following method(s), and on the following date(s) in accordance with 40 CFR 141.201 et seq:
 - Reverse 911 Date: _____
 - Continuously Post Date: _____
 - Separate Mailing to Customers Date: _____
 - Hand Deliver Notice to Customers Date: _____
 - Publish Notice in Newspaper Date: _____
 - Release Notice to and Announced by Broadcast Media Date: _____
 - Post Notice on System Website Date: _____
 - Billing Date: _____
 - Annual Report (Consumer Confidence Report) Date: _____
 - Other: _____ Date: _____

Note: Non-community water systems that serve a school, preschool or daycare must also hand deliver the notice to a parent or legal guardian of each child for Tier 1, 2 and 3 violations and situations. For more information reference EPA's Public Notification Handbook at: <http://www.epa.gov/safewater/publicnotification/compliancehelp.html>

- Content – 10 Required Elements Checklist:** 40 CFR 141 Subpart Q (Ensure all items are included in the notice)
 - Description of violation or situation including contaminant and contaminant levels as appropriate
 - Date violation or situation occurred.
 - Potential adverse health risks, using mandatory language provided in the rule.
 - Required language for Monitoring and Reporting Violations, provided in the rule
 - The population at risk, including sub-populations particularly vulnerable if exposed.
 - Whether alternate water supply should be used.
 - What action consumers should take, including when to seek medical help, if known.
 - What the system is doing to correct the violation or situation.
 - When the system expects to return to compliance or resolve the situation.
 - Contact information: Owner name, business address, and phone number of the water system owner, operator or designee that can provide additional information concerning the notice.
 - A statement encouraging recipients to distribute the notice to other persons served, using standard language from the rule.
- Attach a copy of the posted Public Notice(s) to this certification form.

The public water system named above hereby certifies that public notification has been provided to its consumers in accordance with all delivery, content, and format requirements specified in 40 CFR Part 141 and N.J.A.C 7:10.

Owner/Operator: _____
(circle one) (Signature) (Print Name) (Phone Number)

Date of Certification: _____ Operator License # (if applicable) _____

Template on Reverse

This template is intended for systems where consumers will not be able to boil water. See the suggestions below on how you can modify this template for other situations. Since exceeding the fecal coliform or *E. coli* maximum contaminant level requires a Tier 1 notification, you must provide public notice to persons served as soon as practical but no more than 24 hours from learning of the violation [40 CFR 141.202(b)]. During this time period you must also contact your state. You must use one or more of the following methods to deliver the notice to consumers [40 CFR 141.202(c)]:

- Posting in conspicuous locations
- Hand or direct delivery
- Radio
- Television

You may need to use additional methods if needed to reach all persons served.

If you modify the notice, you must still include all required PN elements from 40 CFR 141.205(a) and leave the mandatory language unchanged (see below).

Mandatory Language

Mandatory language on health effects (from Appendix B to Subpart Q) must be included as written (with blanks filled in) and is presented in this notice in italics with an asterisk on either end.

This template also includes mandatory language encouraging further distribution to persons who may not have received the notice [40 CFR 141.205(d)] and is presented in this notice in italics and with an asterisk on either end. However, if you post the notice such that all possible users have access to the notice, this language is not applicable and can be omitted.

Instructions to Consumers

You may need to modify the instructions in the public notice based on your system type. For instance, at a campground, you might tell consumers to boil the water before drinking or using for food preparation.

Alternative Sources of Water

If you are selling or providing bottled water, your notice should say where it can be obtained. Remember that bottled water can also be contaminated. If you are providing bottled water, make sure it meets US Food and Drug Administration and state bottled water standards for bacteria and other contaminants.

Corrective Action

In your notice, describe corrective actions you are taking. Listed below are some steps commonly taken by water systems with fecal coliform or *E. coli* violations. You can use one or more of the following statements, if appropriate, or develop your own text:

- We are chlorinating and flushing the water system.
- We are increasing sampling for coliform bacteria to identify the source of contamination.
- We are repairing the wellhead seal.
- We are repairing, cleaning, and disinfecting the storage tank.

After Issuing the Notice

Make sure to send your state a copy of each type of notice and a certification that you have met all the public notification requirements within ten days after issuing the notice [40 CFR 141.31(d)].

It is a good idea to inform your consumers when the violation has been resolved, especially if you have regular customers. See Template NC-7 for a “problem corrected” notice template.

DRINKING WATER WARNING

DO NOT DRINK THE WATER

Fecal coliform [or *E. coli*] bacteria were found in the water supply on [give date].

Bottled water is available from [provide location].

Possible Health Effects

Fecal coliforms and E. coli are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Microbes in these wastes can cause diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a special health risk for infants, young children, and people with severely compromised immune systems.

People at increased risk should seek advice from their health care providers about drinking this water.

Steps We Are Taking

[Describe corrective action.]

We will inform you when additional samples show no [fecal coliform/*E. coli*] bacteria and you may drink the water. We anticipate resolving the problem within [estimated time frame]. For more information, please contact [name of contact] of [name of water system] at [phone number] or [location/address].

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by [Name of Water System]. PWSID#: _____.

Date distributed:_____.