**Tier 3 Public Notification Templates**



**Distribute within 12 months**

Kentucky Division of Water Contacts:

**Emergency Line:** 1-800-928-2380 or 502-564-2380

**General Line:** 502-564-3410

**Email:** [DrinkingWaterCompliance@ky.gov](mailto:DrinkingWaterCompliance@ky.gov)

Tier 3 Notices

Tier 3 notices are required for the following violations or situations:

* **Monitoring violations** (except for the following: failure to take a confirmation sample for nitrate or nitrite within 24 hours and failure to take required samples for chlorine dioxide in the distribution system, which require Tier 1 notice; repeated failure to conduct *Cryptosporidium* monitoring, which requires Tier 2 notice; and any monitoring violations elevated to Tier 1 or 2 by DOW).
* **Testing procedure violations**, except for failure to test for total coliforms or *E. coli* when repeat samples are positive for coliforms, and any testing elevated to Tier 2 by DOW.
* Operation under a **variance or exemption**.
* Special notice for **availability of unregulated contaminant monitoring data**.
* Special notice for **fluoride** secondary maximum contaminant level (SMCL) exceedances.

# Kentucky EEC (@KentuckyEEC) | Twitter**General Instructions for All Tier 3 Public Notifications**

## **Distribution**

**Community systems must use one of the following [40 CFR 141.204(c)]:**

* Hand or direct delivery
* Mail, as a separate notice or included with the bill

**Noncommunity systems must use one of the following [40 CFR 141.204(c)]:**

* Posting in conspicuous locations
* Hand delivery
* Mail

In addition, both community and noncommunity systems **must use another method reasonably calculated to reach others** if they would not be reached by the first method [40 CFR 141.204(c)]. Such methods could include newspapers, e-mail, or delivery to community organizations. If you post the notice, it must remain posted until the violation is resolved. If the violation has already been resolved, you must post the notice for at least seven days [40 CFR 141.204(b)]. If you mail, post, or hand deliver, print your notice on your system’s letterhead, if available.

The templates in this document are appropriate for insertion in an annual notice, or may alternatively be included in the Consumer Confidence Report (CCR), as long as public notification timing and delivery requirements are met [40 CFR 141.204(d)]. You may need to modify the template for a notice for individual monitoring violations. Within each template, click on the **red text** to modify it for your water system/scenario. Some examples present violations in a table; however, you may write out an explanation for each violation if you wish. For any monitoring violation for volatile organic compounds (VOCs) or other chemical groups, you may list the group name in the table, but you must provide the name of every chemical in the group on the notice, e.g., in a footnote.

If you do 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**](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-141#Appendix-B-to-Subpart-Q-of-Part-141) **of SDWA) must be included as written (with blanks filled in). These are in italics within each notice template.**

**NOTE: All the language in the fluoride SMCL template is mandatory (40 CFR 141.208).**

You must also include the following italicized language in all notices, where applicable [40 CFR 141.205(d)]. Use of this language does not relieve you of your obligation to take steps reasonably calculated to notify all persons served:

*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 mai*l.

## **Corrective Actions**

In your notice, describe corrective actions you took, or are taking.

Listed below are some steps commonly taken by water systems **with monitoring violations**. You may use the following language, if appropriate, or develop your own: **(Template 3-1)**

* We have since taken the required samples, as described in the last column of the table above. The samples showed we are meeting drinking water standards.
* We have since taken the required samples, as described in the last column of the table above. The sample for CONTAMINANT exceeded the limit. DESCRIBE THE CORRECTION ACTIONS
* We plan to take the required samples soon, as described in the last column of the table above.

Listed below is a step commonly taken by water systems **with a holding time violation**. You can use the following language, if appropriate, or develop your own that is specific to your testing violation: **(Template 3-2)**

* On CLICK TO ADD DATE we COLLECTED/WILL COLLECT a new sample of our finished water in order to have it analyzed for CONTAMINANT. We SENT/WILL SEND the sample to the certified laboratory via courier to ensure that the sample arrived within the allowed holding time.

Listed below is one action commonly taken by **water systems that have been granted an exemption**. You can use the following language, if appropriate, or develop your own: **(Template 3-3)**

* We have begun the process to secure the necessary funding for a new treatment process. We have EXPLAIN STEPS TAKEN THUS FAR and anticipate having funding secured by CLICK TO ADD DATE. At that time, we will EXPLAIN YOUR NEXT STEPS, SUCH AS PURCHASE AND BEGIN INSTALLATION OF THE SELECTED TREATMENT TECHNOLOGY.

Listed below describes one action commonly taken by water systems **with fluoride SMCL exceedances**. You can use this language, or develop your own: **(Template 3-5)**

* We are continuing to monitor fluoride levels. We will inform you if they exceed the limit of 4 mg/L.

Listed below is a step commonly taken by water systems with **a profiling and benchmarking violation**. You can use the following language, if appropriate, or develop your own that is specific to your violation: **(Template 3-6)**

* We are in the process of developing our disinfection profile and will calculate a benchmark as soon as the profile is complete.

## **After Issuing the Notice**

**A complete Public Notice Package will contain:**

* A completed and signed [Public Notice Certification](https://eec.ky.gov/Environmental-Protection/Water/Drinking/DWProfessionals/ComplianceDocuments/PN%20Certification%201.1.pdf)
* A copy of the PN direct delivered for the primary method
* A copy of the PN Good Faith Efforts for the secondary method
* A list of locations of public postings, if that method is used

Send a complete Public Notice Package to Kentucky Division of Water **within ten (10) days** after you issue the notice [40 CFR 141.31(d)]. The Public Notice Package can be submitted electronically on the [KOG eForm website](https://dep.gateway.ky.gov/eForms/Account/Home.aspx) using eForm 169 (Drinking Water Information and Data Submittal form) or emailed to [DrinkingWaterCompliance@ky.gov](mailto:DrinkingWaterCompliance@ky.gov).

**See** [**References and Definitions**](#_References_and_Definitions) **for further clarification on acronyms and references within the templates.**

# Kentucky EEC (@KentuckyEEC) | TwitterTemplates

To navigate to a template press CTRL and click on the name below:

[Monitoring Violations Annual Notice–Template 3-1A](#TEMPLATE_3_1A)

[Monitoring Violations Annual Notice–Template 3-1B](#TEMPLACE_3_1B)

[Monitoring Violations Annual Notice–Template 3-1C](#TEMPLATE_3_1C)

[Failure to Comply with a Testing Procedure Notice – Template 3-2](#_Instructions_for_Failure)

[Operating Under an Exemption Notice – Template 3-3](#_Instructions_for_Operating)

[Special Notice for Availability of Unregulated Contaminant Monitoring Data – Template 3-4](#_Instructions_for_Special)

[Fluoride SMCL Notice–Template 3-5](#TEMPLATE_3_5)

[Failure to Develop a Profile and/or Calculate a Benchmarking Notice – Template 3-6](#TEMPLATE_3_6)

# Instructions for Monitoring Violations Annual Notice – Template 3-1A

Template on Next Page

If you are required to provide Tier 3 notification, you must provide public notice to persons served within one year after you learn of the violation [40 CFR 141.204(b)]. Multiple monitoring violations can be serious, and DOW may have more stringent requirements. Check with DOW to make sure you meet its requirements.

**Additional information regarding delivery, mandatory language, corrective actions, and after issuing the notices can be found** [**here.**](#_General_Instructions_for)

**Monitoring Requirements Not Met for** NAME OF WATER SYSTEM

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Our water system violated drinking water requirements over the past year. Even though these were not emergencies, as our customers, you have a right to know what happened and what we are doing (did) to correct these situations.

*We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water meets health standards. During* COMPLIANCE PERIOD *we* DID NOT MONITOR/TEST OR DID NOT COMPLETE MONITORING/TEST *for* CONTAMINANT(S) *and therefore cannot be sure of the quality of your drinking water during that time.*

**What should I do?**

There is nothing you need to do at this time.

The table below lists the contaminant(s) we did not properly test for during the last year, how often we are supposed to sample for THIS CONTAMINANT/THESE CONTAMINANTS, how many samples we are supposed to take, how many samples we took, when samples should have been taken, and the date on which follow-up samples WERE/WILL BE taken.[[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contaminant | Required sampling frequency | Number of samples taken | When samples should have been taken | When samples were taken |
| VOCs1 (example) | 1 sample every three years | 0 | 2009-2011 | February 2012 |

**What is being done?**

DESCRIBE THE CORRECTIVE ACTIONS  
For more information, please contact NAME OF CONTACT at PHONE NUMBER or MAILING/EMAIL 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. KY Water System ID#: KY PWSID # Date distributed: CLICK TO ADD DATE

# Instructions for Monitoring Violations Annual Notice – Template 3-1B

Template on Next Page

The template on the next page is another example of a monitoring violation. The example in this template is for Bromate under the Stage 2 DBPR. All of the instructions of Template 3-1A apply.

**Additional information regarding delivery, mandatory language, corrective actions, and after issuing the notices can be found** [**here.**](#_General_Instructions_for)

**Monitoring Requirements Not Met for** NAME OF WATER SYSTEM

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

On CLICK TO ADD DATE we became aware that our system recently failed to collect the correct number of drinking water samples. Although this incident was not an emergency, as our customers, you have a right to know what happened and what we DID/ARE DOING to correct this situation.

*We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water meets health standards. During* COMPLIANCE PERIOD *we* DID NOT MONITOR/TEST OR DID NOT COMPLETE MONITORING/TESTING *for bromate and therefore cannot be sure of the quality of your drinking water during that time.*

We were allowed to take 1 sample per quarter rather than 1 sample per month. On GIVE DATE, we no longer qualified for reduced quarterly bromate monitoring. Beginning on GIVE DATE, we failed to begin monitoring monthly for bromate.

What should I do?

There is nothing you need to do at this time. You may continue to drink the water. If a situation arises where the water is no longer safe to drink, you will be notified within 24 hours.

What is being done?

**DESCRIBE THE CORRECTIVE ACTIONS** We began monitoring monthly for bromate on **CLICK TO ADD DATE** and will continue to monitor on this schedule **UNTIL/UNLESS** we qualify for reduced monitoring.

For more information, please contact NAME OF CONTACT at PHONE NUMBER or MAILING/EMAIL 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. KY Water System ID#: KY PWSID # Date distributed: CLICK TO ADD DATE

# Instructions for Monitoring Violations Annual Notice – Template 3-1C

Template on Next Page

The template on the next page is another example of a monitoring violation. The example in this template is for *Cryptosporidium* monitoring under LT2ESWTR. If a system fails to conduct *Cryptosporidium* monitoring of its source water for one or two months, it is required to issue Tier 3 notification. (**Note: failure to conduct required *Cryptosporidium* monitoring for any three months or more requires Tier 2 notification and special notice.** See Chapter 6 of EPA’s [Revised Public Notification Handbook](https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P1006ROA.txt) for an example template.) *This notice can also be modified for E. coli or turbidity monitoring violations under LT2ESWTR.* All the instructions of Template 3-1A apply.

**Additional information regarding delivery, mandatory language, corrective actions, and after issuing the notices can be found** [**here.**](#_General_Instructions_for)

**Monitoring Requirements Not Met for** NAME OF WATER SYSTEM

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Our water system violated a drinking water requirement over the past year. Even though this was not an emergency, as our customers, you have a right to know what happened and what we did to correct the situation.

*We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water meets health standards. During* COMPLIANCE PERIOD *we* DID NOT MONITOR/TEST OR DID NOT COMPLETE MONITORING/TESTING *for* Cryptosporidium *and therefore cannot be sure of the quality of your drinking water during that time.*

*Cryptosporidium* is a disease-causing microorganism that may be present in our raw water source.

What should I do?

There is nothing you need to do at this time. You may continue to drink the water. If a situation arises where the water is no longer safe to drink, you will be notified within 24 hours.

What is being done?

DESCRIBE THE CORRECTIVE ACTIONS We began collecting our monthly samples for *Cryptosporidium* on CLICK TO ADD DATE and will continue to follow our required monitoring schedule.

For more information, please contact NAME OF CONTACT at PHONE NUMBER or MAILING/EMAIL 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. KY Water System ID#: KY PWSID # Date distributed: CLICK TO ADD DATE

# Instructions for Failure to Comply with a Testing Procedure Notice – Template 3-2

Template on Next Page

Failure to comply with a testing procedure requires Tier 3 notification. You must provide public notice to persons served within one year after you learn of the violation [40 CFR 141.204(b)]. Multiple testing violations can be serious, and DOW may have more stringent requirements. Check with DOW to make sure you meet its requirements.

This example is for **a holding time violation**. It will need to be modified for other types of testing violations. However, if you modify this notice, you must still include all required PN elements from 40 CFR 141.205(a) and leave the mandatory language unchanged.

**Additional information regarding delivery, mandatory language, corrective actions, and after issuing the notices can be found** [**here.**](#_General_Instructions_for)

NAME OF WATER SYSTEM **Failed to Comply With a Testing Procedure**

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Our water system NAME OF WATER SYSTEM recently failed to comply with a required testing procedure. Even though this was not an emergency, as our customers, you have a right to know what happened and what we did to correct the situation.

*We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water meets health standards. During* **COMPLIANCE PERIOD***, we did not complete all monitoring or testing for* **CONTAMINANT(S)***, and therefore cannot be sure of the quality of your drinking water during that time.*

Any sample we collect must be sentto and analyzed by a certified laboratory within a specified amount of time. We collected the sample on CLICK TO ADD DATE, but did not get our sample to the laboratory within the allowed holding time.

What should I do?

There is nothing you need to do at this time. You may continue to drink the water. If a situation arises where the water is no longer safe to drink, you will be notified within 24 hours.

What is being done?

On CLICK TO ADD DATE we COLLECTED/WILL COLLECT a new sample of our finished water in order to have it analyzed for CONTAMINANT. We SENT/WILL SEND the sample to the certified lab via courier to ensure that the sample ARRIVED/ARRIVES within the allowed holding time. **If applicable, include:** The sample was analyzed and CONTAMINANT was not found at detectable levels.

For more information, please contact NAME OF CONTACT at PHONE NUMBER or MAILING/EMAIL 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. KY Water System ID#: KY PWSID # Date distributed: CLICK TO ADD DATE

# Instructions for Operating Under an Exemption Notice – Template 3-3

Template on Next Page

**If you are operating under a variance or exemption, you are required to provide Tier 3 notification.** You must provide public notice to persons served within one year after you begin operating under a variance or exemption [40 CFR 141.204(b)]. Systems operating under a variance or exemption are required to include the following information in their notice [40 CFR 141.205(b)]:

* An explanation for the reasons for the variance or exemption;
* The date on which the variance or exemption was issued;
* A brief status report on the steps the system is taking to install treatment, find alternative sources of water, or otherwise comply with the terms and schedules of the variance or exemption; and
* A notice of any opportunity for public input in the review of the variance or exemption.

The DOW may require additional information. Check with DOW to make sure you meet its requirements. **Failure to comply with a variance or exemption is a Tier 2 violation.** Use Template 2-23 for this type of violation.

**Additional information regarding delivery, mandatory language, corrective actions, and after issuing the notices can be found** [**here.**](#_General_Instructions_for)

NAME OF WATER SYSTEM **is Operating Under an Exemption**

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Our water system has been granted an exemption from Kentucky Division of Water for CONTAMINANT on CLICK TO ADD DATE. An exemption allows eligible systems additional time to comply with a drinking water standard. NAME OF WATER SYSTEM was granted an exemption for CONTAMINANT so that we could raise funds for a new treatment process to remove CONTAMINANT from our drinking water.

What should I do?

PROVIDE INFORMATION ABOUT ANY ACTIONS OR INACTIONS CUSTOMERS OR YOU ARE REQUIRED TO TAKE AS A CONDITION OF THE EXEMPTION

What does this mean?

This is not an emergency. If it had been, you would have been informed within 24 hours.

CONSIDER INCLUDING HEALTH EFFECTS LANGUAGE FROM 40 CFR APPENDIX B TO SUBPART Q SPECIFIC TO THE CONTAMINANT FOR WHICH THE EXEMPTION APPLIES

What is being done?

We have begun the process to secure the necessary funding for a new treatment process. We have EXPLAIN STEPS TAKEN THUS FAR and anticipate having funding secured by CLICK TO ADD DATE. At that time we will EXPLAIN YOUR NEXT STEPS.

Our exemption will be reviewed by the Kentucky Division of Water on CLICK TO ADD DATE. As our customer you have the opportunity to provide input if you wish.

For more information, please contact NAME OF CONTACT at PHONE NUMBER or MAILING/EMAIL 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. KY Water System ID#: KY PWSID # Date distributed: CLICK TO ADD DATE

# Instructions for Special Notice for Availability of Unregulated Contaminant Monitoring Data – Template 3-4

Template on Next Page

If you are required to monitor under 40 CFR 141.40 for unregulated contaminants, you must provide Tier 3 notification to persons served within one year after you receive the monitoring results [40 CFR 141.207(a)]. Check with DOW to make sure you meet its requirements.

**Additional information regarding delivery, mandatory language, corrective actions, and after issuing the notices can be found** [**here.**](#_General_Instructions_for)

**Availability of Monitoring Data for Unregulated Contaminants for** NAME OF WATER SYSTEM

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Our water system has sampled for a series of unregulated contaminants. Unregulated contaminants are those that don’t yet have a drinking water standard set by EPA. The purpose of monitoring for these contaminants is to help EPA decide whether the contaminants should have a standard. As our customers, you have a right to know that these data are available. If you are interested in examining the results, please contact NAME OF CONTACT at PHONE NUMBER or MAILING/EMAIL ADDRESS.

This notice is being sent to you by NAME OF WATER SYSTEM. KY Water System ID#: KY PWSID # Date distributed: CLICK TO ADD DATE

# Instructions for Fluoride SMCL Notice – Template 3-5

Template on Next Page

For any exceedance of the fluoride secondary maximum contaminant level (SMCL), you must provide Tier 3 notification to persons served as soon as practical, but within 12 months after you learn of the exceedance (40 CFR 141.208), using the provided mandatory language and filling in the blanks. The DOW may have more stringent deadlines or other requirements. **Because fluoride at levels above the SMCL can permanently discolor children’s teeth, you are urged to issue this notice as soon as practical.** Noncommunity systems that monitor for fluoride (federal law does not require noncommunity systems to monitor) are encouraged to notify their consumers if they exceed the SMCL, especially at water systems serving children. **If you exceed the MCL of 4 mg/L, you must provide Tier 2 notification within 30 days of learning of the violation [40 CFR 141.203(a)]. See Template 2-4 on the Tier 2 Public Notices document.**

Explaining the Situation

Use the following language, if applicable:

* Fluoride contamination is rarely due to human activity. Fluoride occurs naturally in some areas and is found in high concentrations in the aquifer of our source water.

*If the fluoride levels in the water have returned to below the SMCL, be sure to make this clear in your notice.*

**Additional information regarding delivery, mandatory language, corrective actions, and what to do after issuing the notices can be found** [**here.**](#_General_Instructions_for)

**Elevated Fluoride Levels Detected in** NAME OF WATER SYSTEM

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

*This is an alert about your drinking water and a cosmetic dental problem that might affect children under nine years of age. At low levels, fluoride can help prevent cavities, but children drinking water containing more than 2 milligrams per liter (mg/L) of fluoride may develop cosmetic discoloration of their permanent teeth (dental fluorosis). The drinking water provided by your community water system* NAME OF WATER SYSTEM *has a fluoride concentration of* INSERT VALUE DETECTED *mg/L.*

*Dental fluorosis in its moderate or severe forms, may result in a brown staining and or pitting of the permanent teeth. This problem occurs only in developing teeth, before they erupt from the gums. Children under nine should be provided with alternative sources of drinking water or water that has been treated to remove the fluoride to avoid the possibility of staining and pitting of their permanent teeth. You may also want to contact your dentist about proper use by young children of fluoride-containing products. Older children and adults may safely drink the water.*

*Drinking water containing more than 4 mg/L of fluoride (the US Environmental Protection Agency’s drinking water standard) can increase your risk of developing bone disease. Your drinking water does not contain more than 4 mg/L of fluoride, but we are required to notify you when we discover that the fluoride levels in your drinking water exceed 2 mg/L because of this cosmetic dental problem.*

For more information, please contact NAME OF CONTACT at PHONE NUMBER or MAILING/EMAIL ADDRESS. *Some home water treatment units are also available to remove fluoride from drinking water. To learn more about available home water treatment units, you may call NSF International at 1-877-8-NSF-HELP.*

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. KY Water System ID#: KY PWSID # Date distributed: CLICK TO ADD DATE

# Instructions for Failure to Develop a Profile and/or Calculate a Benchmark Notice – Template 3-6

Template on Next Page

Failure to develop a disinfection profile for *Giardia lamblia* and viruses (a profile for viruses may be applicable under LT1ESWTR and is required under LT2ESWTR) or calculate a benchmark prior to making a significant change to your disinfection practice, requires Tier 3 notification. You must provide public notice to persons served within one year after you learn of the violation [40 CFR 141.204(b)]. Failure to develop a profile or calculate a benchmark can be serious and your state may have more stringent requirements. Check with your state to make sure you meet all requirements.

**Additional information regarding delivery, mandatory language, corrective actions, and after issuing the notices can be found** [**here.**](#_General_Instructions_for)

**Monitoring Requirements Not Met for** NAME OF WATER SYSTEM

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

We violated a drinking water requirement. Prior to making any change to our disinfection practices, we are required to develop a year-long profile of our disinfection system to determine our inactivation levels for certain pathogenic organisms. Development of a profile requires monitoring disinfection parameters. We did not meet this requirement. **AND/OR**

Since we [are making/made] a change to our disinfection practice, we [are/were] required to calculate a benchmark to determine our lowest monthly inactivation level over the year. We did not calculate a benchmark.

*We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water meets health standards. During* COMPLIANCE PERIOD *we did not complete all monitoring or testing for the profile parameters and therefore cannot be sure of the quality of our drinking water during that time.*

What should I do?

There is nothing you need to do at this time. You may continue to drink the water. If a situation arises where the water is no longer safe to drink, you will be notified within 24 hours.

What is being done?

We COLLECTED/WILL COLLECT all required samples on CLICK TO ADD DATE. DESCRIBE CORRECTIVE ACTIONS

For more information, please contact NAME OF CONTACT at PHONE NUMBER or MAILING/EMAIL 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. KY Water System ID#: KY PWSID # Date distributed: CLICK TO ADD DATE

# References and Definitions

For guidance in communicating with non-English speaking/reading members of your community, reference **Chapter 4** in the [Revised Public Notification Handbook (epa.gov)](https://urldefense.com/v3/__https:/nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P1006ROA.txt__;!!Db6frn15oIvDD3UI!z6jE05DMdC8kLt6UUfoTs5jKsuog_lr0mNcs9BxknKRBxdHOc7IpPBcaEclBnaU8pjsG$). Reference Chapter 7 for more information about Tier 3 public notifications.

To review the 10 required elements of a Public Notice, here is [the EPA Quick Reference Guide](https://eec.ky.gov/Environmental-Protection/Water/Drinking/DWProfessionals/ComplianceDocuments/Public%20Notification%20Quick%20Reference.pdf).

Acronym Definitions:

**CFE –** combined filter effluent

**DBPR –** Disinfectants and Disinfection Byproducts Rule

**DOW** – Kentucky Division of Water

**GWR –** Groundwater Rule

**HAA5 –** Haloacetic acids

**IESWTR –** Interim Enhanced Surface Water Treatment Rule

**LT1ESWTR –** Long Term 1 Enhanced Surface Water Treatment Rule

**LT2ESWTR –** Long Term 2 Enhanced Surface Water Treatment Rule

**MCL –** maximum contaminant level

**MRDL –** maximum residual disinfectant level

**PWS –** public water system

**SMCL –** secondary maximum contaminant level

**SWTR –** Surface Water Treatment Rule

**TCR –** Total Coliform Rule

**TTHM –** Total Trihalomethanes

1. 1VOCs, also known as volatile organic compounds, are tested by collecting one sample and testing that sample for all the regulated VOCs. VOCs are commonly used in industrial and manufacturing processes. Regulated VOCs include benzene, carbon tetrachloride, chlorobenzene, 1,2-dichlorobenzene, 1,4-dichlorobenzene, 1,2-dichloroethane, cis-dichloroethane, trans-dichloroethane, dichloromethane, 1,2-dichloropropane, ethylbenzene, styrene, tetrachloroethylene, 1,1,1-trichloroethane, trichloroethylene, toluene, 1,2,4-trichlorobenzene, 1,1-dichloroethylene, 1,1,2-trichloroethane, vinyl chloride, and xylene. [↑](#footnote-ref-1)