



New Jersey Department of Environmental Protection  
Division of Water Supply and Geoscience  
MAIL CODE 401-04Q  
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### Public Notification Certification Form – Tiers 1, 2 & 3

Requirements Pursuant to 40 CFR 141, Subpart Q and NJAC 7:10

**\*\*This form and a copy of the Public Notice must be submitted by the supplier of water (water system or Licensed Operator of Record) to the State within 10 days of issuance\*\***

**PWSID#:** \_\_\_\_\_ **Water System Name:** \_\_\_\_\_

**Violation #:** \_\_\_\_\_ **Violation or Situation Date:** \_\_\_\_\_

**Individual Parameter or Group:** \_\_\_\_\_

**Compliance Period:** \_\_\_\_\_

**Violation or Situation Type:** (Check appropriate box)

- MCL       Treatment Technique       Water Main Break       MRDL       Consecutive System
- E. Coli Positive Source Water Sample       Monitoring and Reporting       Other: \_\_\_\_\_

**For RTCR Assessment Violations Only:**  Level 1 Treatment Technique       Level 2 Treatment Technique

**Public Notification Tier:** (Check appropriate box)  Tier 1       Tier 2       Tier 3

**Notice for an ongoing/repeat violation:**

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

1.  Consulted with DEP within 24 hours (Tier 1) or 48 hours (Tiers 2 & 3) Date: \_\_\_\_\_
2.  Provided PN to all owners and operators of consecutive systems which received water during the compliance period indicated above.

Date & Time: \_\_\_\_\_

List Water System Names and PWSID Numbers (attach additional pages as needed):

\_\_\_\_\_

Not Applicable

3.  For a Tier 1 PN only. The water system notified the mayor and municipal clerk of each affected municipality within 1 hour of becoming aware by telephone and electronic mail. Date & Time: \_\_\_\_\_

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Water System Name: \_\_\_\_\_ PWSID: \_\_\_\_\_

4. Distributed the Public Notice by the following method(s) and on the following date(s) in accordance with 40 CFR 141.201 to reach all person served:

Required methods for Tier 1 (must distribute Notice in a minimum of one of the following ways within 24 hours):

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Appropriate broadcast media (such as radio and television)            | Date: _____                         |
| <input type="checkbox"/> Posting of notice in conspicuous locations throughout the area served | Date: _____                         |
| <input type="checkbox"/> Hand delivery of the notice to persons served                         | Date: _____                         |
| <input type="checkbox"/> Other (prior approval from the State is required):<br>_____           | Approved Date: _____<br>Date: _____ |

Required methods for Tier 2 and Tier 3 (must choose a minimum of one distribution method from (a) and (b)):

- |   |                                     |
|---|-------------------------------------|
| (a) <input type="checkbox"/> Individual Mailing to Customers  | Date: _____                         |
| <input type="checkbox"/> Hand Deliver Notice to Customers   | Date: _____                         |
| <input type="checkbox"/> In the Annual Report ( <b>for Tier 3 Public Notice only</b> )  | Date: _____                         |
|   |                                     |
| (b) <input type="checkbox"/> Publish Notice in Newspaper  | Date: _____                         |
| <input type="checkbox"/> Post Notice on System Website  | Date: _____                         |
| <input type="checkbox"/> Billing  | Date: _____                         |
| <input type="checkbox"/> Reverse 911  | Date: _____                         |
| <input type="checkbox"/> Continuously post in a public location<br>( <b>always required for non-community water systems</b> ) | Date: _____                         |
| <input type="checkbox"/> Other (prior approval from the State is required):<br>_____  | Approved Date: _____<br>Date: _____ |

**Note:** Non-community water systems that serve a school, preschool or any other child care facilities 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 Rule Compliance Help for Water System Owners and Operators website at: <https://www.epa.gov/dwreginfo/public-notification-rule-compliance-help-water-system-owners-and-operators>.

5. **Content – 10 Required Elements Checklist:** 40 CFR 141 Subpart Q (Ensure all items are included in the notice)

- Used DEP approved template available on the website at <https://nj.gov/dep/watersupply/>

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Water System Name: \_\_\_\_\_ PWSID: \_\_\_\_\_

If DEP approved template was not used, check all that apply:

- 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.
- 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.
- For monitoring and reporting violations included required language provided in the rule. **(for Tier 3 Public Notice only)**

6.  **Attach a copy of the completed Public Notice(s) and if applicable, a copy of the written notice or verbal transcript provided to the mayor and municipal clerk, to this certification form.**

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**I hereby certify 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 NJAC 7:10.**

**Water System Owner/Executive Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**I hereby certify 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 NJAC 7:10.**

**Licensed Operator of Record Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_