

# PUBLIC NOTICE

Date of Release: \_\_\_\_\_ PWS Number: \_\_\_\_\_

## FAILURE TO REPORT VIOLATION TOTAL COLIFORM BACTERIA MONITORING RESULTS

To All \_\_\_\_\_ Water Users  
(Name of water system/business)

We are required to report the results of monitoring of your drinking water for total coliforms on a regular basis to EPA. Results of total coliform monitoring are an indicator of whether or not your drinking water meets health standards. We did not report the results of monitoring for total coliforms during \_\_\_\_\_.  
(compliance period)

Although public health was not impacted, as our customers, you have a right to know what happened and what we did to correct the situation. Our system failed to notify EPA as required by \_\_\_\_\_.  
(enter date)

There is nothing you need to do at this time. You do not need to boil your water or take other actions.

### What happened? What is being done?

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If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.  
(Water system contact person) (Phone)

*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.*

\_\_\_\_\_  
SAMPLE: Suggested public notice language for FAILURE TO REPORT FOR TOTAL COLIFORM.

You may use the above notice sample or write your own but the text in *italics* must be included in any notification.

**PWS Operator/Responsible Party:**

Since all reporting violations are included in Tier 3, you must provide public notice to persons served within one year after you learn of the violation. Multiple reporting violations can be serious and lead to fines.

**Community Systems must use one of the following methods:**

- hand or direct delivery
- mail, as a separate notice or included with the bill

**Non-Community Systems must use one of the following methods:**

- posting in conspicuous locations
- hand delivery
- mail

**In addition**, both community and non-community systems must use another method reasonably calculated to reach others if they would not be reached by the first method. 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 been resolved, you must post the notice for at least one week. If you mail, post, or hand deliver, print your notice on system letterhead, if available.

The notice on the reverse is appropriate for distribution after each violation or collectively at the end of the calendar year. If you choose to wait until the end of the year to give notice, the enclosed form can be issued or it can be inserted into your CCR as long as all public notification requirements are met.

After issuing the notice, make sure to send EPA a copy of each type of notice and a certification that you have met all the public notice requirements within ten days after issuing the notice.

Please include your PWS name and PWS ID# on all correspondence. Send the copy of your notice and dates posted to:

Email: [R8DWU@epa.gov](mailto:R8DWU@epa.gov) (preferred)

Fax: 1(877) 876-9101

Mail: Refer to the address at the top of this letter. Use Mail Code 8WD-SDA on the envelope.

If you have questions about your RTCR FTR violation call 1-800-227-8917 and ask to speak with the RTCR Manager.

**Certification of Public Notification**

I \_\_\_\_\_ certify that the attached public notification was issued  
(PWS Operator/Responsible Party)

from \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

The attached notice was issued by \_\_\_\_\_  
(Method of delivery)

Signature \_\_\_\_\_ Date \_\_\_\_\_