

# Instructions for Tier 2 Public Notice

## Template on Reverse

Any public water system who receives a treatment technique Ground Water Rule (GWR) violation must provide public notice to persons served as soon as practical but within 30 days after you learn of the violation (R309-220-6(2)). You must issue a repeat notice every three months for as long as the violation persists. Each notice must include the reasons why the public water system has not yet addressed the significant deficiency and the water system management plan for returning to compliance.

**Community** systems with a **population** impacted by the incident **greater than 500** (R309-220-6(3)):

Direct Contact (1 or more)	Broadcast (2 or more)
Email	Television
Phone Calls (automated or personal)	Social Media (Facebook, Instagram, Twitter, etc.)
Text Messages	Posting on Water System Website
Hand or direct delivery ( <b>will need to select a second method</b> )	Posting in conspicuous locations throughout the water system ( <b>will need to select a third method</b> )
	Press Release

Community systems with a population impacted by the incident less than 500, Transient Non-community and Non-Transient Non-Community systems must use one of the following methods (R309-220-6(3)):

Direct Contact (1 or more)	Broadcast (1 or more)
Email	Television
Phone Calls (automated or personal)	Social Media (Facebook, Instagram, Twitter, etc.)
Text Messages	Posting on Water System Website
Hand or direct delivery ( <b>will need to select a second method</b> )	Posting in conspicuous locations throughout the water system ( <b>will need to select a second method</b> )
	Press Release

You may need to use additional methods [e.g., newspaper, delivery of multiple copies to hospitals, clinics, or apartment buildings] since notice must be provided in a manner reasonably calculated to reach all persons served. If you post or hand deliver, print your notice on your system's letterhead, if you have it.

The notice template provided is appropriate for hand delivery or for publication in a newspaper. However, you may wish to modify it to add specific details of what your water system is doing before using it for a radio or TV broadcast. If you do modify this template, you must still include all required Public Notice elements in the bullet section on the template from 40 CFR 141.205(a) and leave the mandatory language unchanged. **All public notices must be reviewed and approved by the Division prior to delivery.**

### Compliance Plan

In your notice, describe corrective actions you are taking. Do not use overly technical terminology when describing deficiencies.

### Repeat Notices

If the public water system does not address the significant deficiency this notice must be updated and provided every three months to consumers. List the original date of the violation, as well as the water system's plan to come into to compliance.

### After Issuing the Notice

Please email the statement of certification below and a copy of the printed notice and the date(s) the notice was distributed. Send this copy and certification to the Division of Drinking Water **within ten days** from the time you issue the notice (R309-105-16(3)). Send the copy of your notice and dates to **DDWreports@utah.gov**.

**Modify and complete all areas written in *Blue*. Do not change Black text. Delete this header when the draft is ready for DDW review.**

**IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER**  
**[System] has a Ground Water Rule Treatment Technique Violation with the State of Utah**  
**Division of Drinking Water**

Our water system violated drinking water standards. Even though this/these were not emergencies, as our customers, you have a right to know what happened and what we *did/are* planning to do to correct these situations.

**What happened? What is being done?**

We are required to correct significant deficiencies within *(120 days if found on a sanitary survey, 30 days if found on an assessment)* of being notified of this deficiency. Significant deficiencies can be defects in design, operation, or maintenance, or a failure or defects in design, operation, or maintenance, or a failure or malfunction of the sources, treatment, storage, or distribution system that the Director determines to be causing, or have potential for causing, the introduction of contamination into the water delivered to consumers.

**List all outstanding Significant Deficiencies and a plan for returning to compliance including timeframes.**

*Example: On [DATE SIGNIFICANT DEFICIENCY WAS FOUND] a significant deficiency was identified in our water system. We were given [DAYS GIVEN (120, 30)] to correct this/these deficiency(ies). We were unable to meet this deadline because [REASON DEADLINE COULDN'T BE MET]. We anticipate resolving the problem within [ESTIMATED TIME FRAME] by [ACTIVITIES TO RETURN TO COMPLIANCE].*

**What should the consumer do?**

- There is nothing you need to do at this time. Although this is not an emergency, as our customers, you have a right to know the status of your public water system, and what we are doing to correct this situation.
- **You do not need to use an alternative (e.g., bottled) water supply.** However, if you have specific health concerns, consult your doctor.

**What does this mean?**

This is not an immediate risk. If it had been, you would have been notified immediately.

For more information, please contact *[NAME OF CONTACT]* at *[PHONE/EMAIL]*.

*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 *[SYSTEM NAME]*. Water System ID#: UTAH#####. Date distributed: *XXXXXXXX*

## CERTIFICATION OF PUBLIC NOTIFICATION

I \_\_\_\_\_ certify that the attached public notice was issued from

(Water system/Consumers) \_\_\_\_\_ to \_\_\_\_\_

The notice attached was issued on (Date) \_\_\_\_\_ for the significant deficiency(ies)

found on (Date) \_\_\_\_\_ This notification was delivered to our consumers by:

(Delivery method(s)) \_\_\_\_\_

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

Water System Name: \_\_\_\_\_ WS #: \_\_\_\_\_