



New Jersey Department of Environmental Protection  
Division of Water Supply and Geoscience  
MAIL CODE 401-04Q  
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Trenton, New Jersey 08625-0420  
Tel # 609-292-5550 – Fax #609-633-1495  
watersupply@dep.nj.gov

## 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, ALE 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      ☐ Lead Action Level Exceedance  
☐ 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:    Yes ☐      No ☐

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 & Time: \_\_\_\_\_
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 Boil Water Advisory only. The water system notified the mayor and municipal clerk of each affected municipality within 1 hour 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 40CFR 141.201 to reach all person served:

Required methods for Tier 1 (must distribute at a minimum by one of the following methods as soon as possible but no later than 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: _____<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>(required for non-community water systems)</b> | Date: _____                    |
|     | <input type="checkbox"/> Other (prior approval from the State is required):<br>_____                                 | Approved: _____<br>Date: _____ |

**Note:** Non-community water systems that serve a school, preschool or any other childcare 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. ☐ **(For Lead ALE Only) We verify that a copy of the Tier 1 public notice was sent to the Bureau of Safe Drinking Water via [Watersupply@dep.nj.gov](mailto:Watersupply@dep.nj.gov) and to the EPA via [LeadALE@epa.gov](mailto:LeadALE@epa.gov) within 24 hours of being made aware of the exceedance.**
6. **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/>.

*Continued on page 3.*

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**).

7. **Attach a copy of the completed Public Notification(s) and if applicable, a copy of the written notice or verbal transcript provided to the EPA, mayor and/or 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: \_\_\_\_\_