

Instructions

Within 10 days after issuing any public notice, submit the completed Certification to your local health department along with a representative copy of each type of notice distributed, published, posted, and made available to the persons served by the system and to the media to your local health department.

[10 NYCRR 5-1.78\(a\)\(3\)](#) and [40 CFR Part 141.31\(d\)](#) require water systems to submit to the State a certification that it has fully complied with the public notification (PN) regulations within 10 days of completing the initial and any repeat public notices. All PN must meet the content, delivery time frame, and delivery method requirements under [10 NYCRR 5-1.78](#) and [40 CFR Part 141 Subpart Q](#). Systems must keep copies of PN and certificates or three years after issuance.

Information about Public Notification

Water systems must deliver all PN in a form and manner that is reasonably calculated to reach persons served in the required time. Requirements of PN are summarized below.

	Tier 1	Tier 2	Tier 3
When	As soon as practical but no later than 24 hours after the system learns of the violation or situation.	As soon as practical, but no later than 30 days after the system learns of the violation or situation.	After learning of the violation or situation, systems must issue the notice within the following timeframe: <ul style="list-style-type: none"> • CWS & NTNC - no later than one year • TNC – no later than 30 days • Seasonally operating systems – before the system closes for the season
Delivery Methods	<ul style="list-style-type: none"> • Broadcast media (e.g., TV and radio) • Posting in conspicuous locations • Hand delivery • Other method approved by the State 	Mail or other direct delivery to each customer receiving a bill such as an email or an insert to a water bill.	Mail or other direct delivery to each customer receiving a bill such as an email or an insert to a water bill.
Additional Requirements	A system must comply with any additional PN requirements (including any repeat notices or direction on the duration of the posted notices) that are established as a result of the consultation with the primacy agency.	If posted, the notice must remain in place for as long as the violation or situation persists, but in no case for less than seven days, even if the violation or situation is resolved.	Repeat the notice annually for as long as the violation or situation persists. If posted, the notice must remain in place for as long as the violation or situation persists, but in no case less than seven days (even if the violation or situation is resolved).

Certification for Delivering Public Notification (PN)

Water System Name: _____

Public Water Supply ID #: _____

_____ notified customers of _____ in accordance with [10 NYCRR 5-1.78](#), [40 CFR 141.80\(g\)\(3\)](#) (lead ALE only) and [40 CFR Part 141 Subpart Q](#).

Indicate how the public notification was delivered (check all that apply):

- By mail
- As an insert to a water bill
- Hand delivery
- Via email
- Newspapers (list all newspapers)

TV or radio stations (list all TV and radio stations)

Facilities and organizations (list all facilities and organizations)

Posted in conspicuous locations

Other methods approved by LHD or the State (specify the methods)

Attestation:

By submitting this form, I hereby certify that _____ notification for _____ was issued to all consumers by _____ in accordance with [10 NYCRR 5-1.78](#), [40 CFR 141.80\(g\)\(3\)](#) (lead ALE only) and [40 CFR Part 141 Subpart Q](#); and that the information contained above is accurate.

Name	Title	Date
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Contact Email or telephone number: _____

Within 10 days after issuing the PN, submit this Certification to your local health department with a representative copy of each type of notice issued.