

INSTRUCTIONS FOR COMPLETING THE SPECIAL NOTICE FOR DISTRIBUTION SAMPLES

Note: This template can be used to satisfy the special public notice for distribution sample requirements listed below if the template is completed properly and the notifications and certifications are performed in the manner and timeframes specified.

PUBLIC NOTIFICATION REQUIREMENTS - Special Notification Requirements for Distribution System Samples [15A NCAC 18C .1523(b)]:

Reporting requirement: Whenever a distribution system compliance sample is collected from the plumbing of a school or daycare, place of residence, or location supplying permanent or temporary housing, the supplier of water shall notify the billing customer at the sampled address if any individual water sample exceeds an action level, maximum contaminant level (MCL), or maximum residual disinfectant level (MRDL) or if any individual sample is positive for *E.coli* or any other fecal indicator.

Timing and Delivery of Notification:

(See Appendix A to 40 CFR 141, Subpart Q for Tier Levels of Contaminants)

- **Tier 1 Contaminant:** Within 24 hours of receipt of analytical results. If initial contact is by telephone, written notice by mail or direct delivery shall also be provided within 48 hours of analytical results. [Section .1523 (b)(1)]
- **Tier 2 or 3 Contaminant:** Written notice shall be provided by mail or direct delivery within 48 hours of receipt of analytical results. [Section .1523 (b)(2)]

Content: The information to be provided must include the analytical results and the appropriate health effects language from Appendix B to 40 CFR 141, Subpart Q.

Note: If you choose to use this template, complete the sample location address information, the sample date(s), parameter(s) tested, result(s) of analyses (denote unit of measurement) and the allowable limit (use same units of measurements as sample results). Insert the applicable Standard Health Effects Language for Public Notification from Appendix B to 40 CFR 141, Subpart Q and complete the delivery and contact information in the spaces provided.

**** Certification of Special Notice [1523(b)(3)]:** A copy of the written notice and certification of delivery must be submitted to the Public Water Supply Section within **10 days** of completing notification. Be sure to provide the distribution date and the method of distribution in the spaces provided on the template. Use our on-line ECERT application located on our website at: <https://pws.ncwater.org/ECERT/pages/default.aspx> to submit your completed Special Public Notice/Certification under the **SPN module**. If you do not have access to the internet, mail the completed Notice/Certification to: Public Water Supply Section, ATTN: Public Notification Rule Manager, 1634 Mail Service Center, Raleigh, NC 27699-1634.

Retain a copy of these documents for your files.