

# **Appendix A**

Chapter 15 Boil Orders

**Boil Order Notification Example**

*The following example should be printed on the Public Water Supply Letterhead*

**\*\*\*Public Water Supply Boil Order in Affect\*\*\***

DATE: January 5, 2012  
TO: Affected Main Street Area Water Customers  
FROM: John Smith, Water Superintendent, Springton Water  
Commission  
SUBJECT: **BOIL ORDER**

A water main break occurred early this morning on Main Street south of Washington Street. Repairs are underway and we anticipate that service will be restored late this afternoon or early this evening, Monday January 5, 2012.

It was necessary to shut down the water main on Main Street between Washington Street and Adams Street. Once service is restored, **Customers in that area who are NOW experiencing a service outage should boil water at least FIVE minutes before using.**

The **BOIL ORDER** will remain in effect until laboratory sampling confirms that water quality has been fully restored. This will be Tuesday afternoon at the earliest. You will receive notification at that time.

Please call our Utility Office at 555-1212 if you have any questions or need further information.