

## Tier 1 – Acute MCL Public Notice Instructions

---

The enclosed public notice (PN) template contains all of the mandatory PN elements. If you choose to format the PN in a different manner you must be sure to include all 10 of the required elements. You may want to refer to the Illinois EPA Sample Collectors Handbook, Chapter 1, for additional guidance.

**If applicable, it is recommended that you notify health professionals in the area of the violation. People may call their doctors with questions about how the violation may affect their health, and the doctors should have the information they need to respond appropriately. In addition, health professionals, including dentists, use tap water during their procedures and need to know of contamination so they can use bottled water if required.**

You must complete the template by filling in information that is specific to your supply. This information in the template has been put in [brackets and highlighted]. In order to prepare a notice that has all of the required elements, all of these highlighted areas must be filled in and included as part of your notice.

### **Notification and Delivery Methods**

Since your violation is a Tier 1 violation, you must provide public notice to persons served as soon as practical but within 24 hours after you learn of the violation. During this time period you must also contact your Illinois EPA Regional Office. You should also coordinate with your local health department. You must use one or more of the following methods to deliver the notice to consumers:

- Radio
- Television
- Hand or direct delivery
- Posting in conspicuous locations

You may also need to use additional methods [e.g., newspaper, (*newspaper notices are not allowed as a primary means of notification; unless, it is direct mail or hand delivered to each bill-paying unit*), 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.

The notice on the next page is appropriate for hand delivery or a newspaper notice. However, you may wish to modify it before using it for a radio or TV notice. If you do, you must still include all required elements and leave the health effects language in italics unchanged. This language is mandatory.

### *Alternative Sources of Water*

If you are selling or providing bottled water, your notice should say where it can be obtained. Remember that bottled water can also be contaminated if the bottler uses municipal water. Make sure the bottled water meets the standard by contacting the bottler and asking for the most recent test results.

### **Repeat Notices**

If the exceedance continues after the initial electronic notification, you must repeat the public notice within 30 days by direct mail (see Tier 2 requirements). Persistent maximum contaminant level exceedances can be serious. You must issue a repeat notice every three months for as long as the violation persists.

### **Corrective Action**

In your notice, describe corrective actions you are taking. Violation specific corrective action examples are located in the *Illinois EPA Sample Collectors Handbook, Chapter 1, Appendix C*.

### **After Issuing the Notice**

Send a copy of each type of notice and a certification that you have met all the public notice requirements to Illinois EPA within ten days from the time you issue the notice.