

## **Instructions for Monitoring Violations Tier 3 Public Notice**

### **Template on Reverse**

A supplier of water shall provide a Tier 3 public notice not later than 1 year after the system learns of the violation [COMAR 26.04.01.20(D)(2)(a)].

Community systems must use one of the following [COMAR 26.04.01.20(D)(2)(b)]:

- Hand or direct delivery
- Mail, as a separate notice or included with the bill.
- Include public notice in the next Consumer Confidence Report if the report is delivered to customers not later than 1 year after the system learns of the violation.

Noncommunity systems must use one of the following [COMAR 26.04.01.20(D)(2)(c)]:

- Posting in conspicuous locations
- Hand delivery
- Mail

In addition, both community and noncommunity systems must use *another* method reasonably calculated to reach others if they would not be reached by the first method [COMAR 26.04.01.20(D)(2)]. Such methods could include newspapers, e-mail, or delivery to community organizations. If you post the notice, it must remain posted until the violation is resolved. If the violation has already been resolved, you must post the notice for at least seven days [COMAR 26.04.01.20(D)(2)(a)]. If you mail, post, or hand deliver, print your notice on your system's letterhead, if available.

\*The notice on the reverse is appropriate for insertion in an annual notice or the Consumer Confidence Report (CCR), as long as public notification timing and delivery requirements are met [COMAR 26.04.01.20(D)(2)(b)] (applies to Community systems only).

### **Mandatory Language**

Mandatory language for monitoring and testing procedure violations [COMAR 26.04.01.20(E)(1)] must be included as written (with blanks filled in) and is presented in this notice in italics and with an asterisk on either end. You must also include standard language to encourage the distribution of the public notice to all persons served, where applicable [COMAR 26.04.01.20(E)(3)]. This language is also presented in this notice in italics and with an asterisk on either end.

### **Corrective Action**

In your notice, describe corrective actions you took, or are taking. Listed below are some steps commonly taken by water systems with monitoring violations. You can use the following language, if appropriate, or develop your own:

- We have since taken the required samples. The samples showed we are meeting drinking water standards. --Or--
- We plan to take the required samples soon.

### **After Issuing the Notice**

A copy of the final public notice and the Public Notice Certification Form must be submitted to the Maryland Department of the Environment (MDE) Water Supply Program **within ten days** after you provide notice to your consumers [COMAR 26.04.01.19(F)].

**IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER**

**Monitoring Requirements Not Met for**

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**Drinking Water System**

*\*We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water meets health standards. During the \_\_\_\_\_ we did not monitor for \_\_\_\_\_, and therefore cannot be sure of the quality of the drinking water during that time.\**

**What should I do?**

There is nothing you need to do at this time.

**What is being done?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**We anticipate returning to compliance by \_\_\_\_\_.**

For more information, please contact \_\_\_\_\_  
of \_\_\_\_\_ at \_\_\_\_\_.

*\*Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.\**

Water System Number: \_\_\_\_\_

Date Distributed: \_\_\_\_\_



**PUBLIC NOTICE CERTIFICATION**

[Please complete, sign, and return via email, fax, or mail.  
 Include a copy of the public notice provided to your consumers.]

WATER SYSTEM NAME: \_\_\_\_\_

WATER SYSTEM NUMBER: \_\_\_\_\_

VIOLATION: \_\_\_\_\_

DATE OF OCCURENCE: \_\_\_\_\_

I certify that the water system has provided public notice to all affected users to the best of its ability in accordance with the delivery, content, format requirements, and deadlines in COMAR 26.04.01.20.

***I certify that (check items completed):***

Notice distributed by mail on \_\_\_\_\_  
 DATE

Notice included in CCR on \_\_\_\_\_  
 DATE

Notice posted on \_\_\_\_\_  
 DATE

Other : \_\_\_\_\_  
 (PLEASE DESCRIBE) DATE

\_\_\_\_\_  
 Signature of owner or operator DATE

\_\_\_\_\_  
 Printed name of owner or operator