

Ten Required Elements of a Public Notice

All public notices must include a clear and readily understandable explanation of each violation that contains the following 10 elements:

1. Description of the violation or situation including contaminant(s) of concern and (as applicable) the contaminant level(s).
2. When the violation or situation occurred.
3. Any potential adverse health effects from the violation or situation, including any standard language provided in the rule. The health effects language may not be modified.
4. The population at risk; including subpopulations particularly vulnerable if exposed to the contaminant in their drinking water.
5. Whether alternate water supplies should be used.
6. What actions consumers should take, including when to seek medical help, if known.
7. What the system is doing to correct the violation or situation.
8. When the system expects to return to compliance or resolve the situation.
9. Contact information: name, business address, and phone number of the water system owner or the owner's legal representative of the PWS that can provide additional information.
10. A statement encouraging notice recipients to distribute the notice to other persons served using the following standard language from the rule. This statement may not be modified.
"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 public places or by distributing copies by hand."

Certification of Delivery Requirements

The Public Notification Rule requires a Public Water System, within 10 days of completing the Public Notification requirements for the initial Public Notification and any repeat Public Notifications, to submit to the CDPHE-WQCD the Certificate of Delivery Form stating that the water system has fully complied with the Public Notification regulations. A Public Water System must include with the certification 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 (e.g., newspaper article, press release to TV/radio, Emergency-911 message, mail notices). Submit copies of the notice and Certificate of Delivery Form to:

WQCD – Drinking Water CAS
4300 Cherry Creek Drive South
Denver, CO 80246-1530

When systems certify, they are also stating that future requirements for notifying new billing units of the violation will be met.