



MONITORING/REPORTING PUBLIC NOTICE TEMPLATE INSTRUCTION

This guide is intended for use with our Monitoring/Reporting (MR) Public Notice Template and having your violation letter readily available.

Complete your template by following these 8 steps:

1. Add your public water system name and ID.
2. Use the table below to determine the correct requirement language for the violation received. Using your violation letter identify which violation type code was received and then use the information in the second column to fill in the "requirement(s) not met" portion of the public notice template.

Violation Type Code	Recommended Requirement Language
03A/34	Coliform Bacteria samples
03/TM/27	{Analyte} samples or {Analyte Group} samples
36/38	Disinfectant residual monitoring Turbidity monitoring Operating report for Surface Water
27/31	Disinfectant residual monitoring
35	Evaluation report for TTHM and/or HAA5 levels.
51/52	Lead tap samples
53	Water Quality Parameter samples
56	Lead entry point samples

3. Use the compliance period as indicated in the subject line of your violation letter, to fill in the "Period of Non-Compliance" portion.
4. Let your customers know what corrective action(s) you are taking or have taken to resolve the violation. Examples may include when you plan to take samples,
5. Provide the expected completion date for the corrective action(s).
6. Provide contact information for your public water system.
7. Include the date this notice will be distributed.
8. Distribute to customer and consumers!

After you have distributed your public notice, complete the certificate of delivery and submit to TCEQ with a copy of the notice to PWSNOTICE@tceq.texas.gov, or by mail at the address listed on the certificate of delivery.

Resources

- Public Notice Certificate of Delivery <<www.tceq.texas.gov/downloads/drinking-water/notices/certificate-delivery/tceq-form-20809-pn-cod.docx>>
- Public Notice Webpage <<www.tceq.texas.gov/drinkingwater/notices/pws>>
- For additional assistance, please contact the TCEQ Right-to-Know Program at 512-239-1069.