



LEAD TREATMENT TECHNIQUE PUBLIC NOTICE TEMPLATE INSTRUCTION

This guide is intended for use with our **Lead Treatment Technique (TT) Public Notice Template**. Have your violation letter readily available for reference. There are two TT templates, and this one is for lead TT Violations only. Complete your template by following these 8 steps:

1. Add your public water system name and ID.
2. Use Table A 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.

Table A: Lead TT Violation Type

Violation Type Code	Recommended Requirement Language
2E	Complete Lead Service Line Inventory
57	Complete Corrosion Control Treatment Study
58	Complete Corrosion Control Treatment Installation
59	Maintain Optimal Water Quality Parameters
65	Conduct Lead Public Education

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.

Delivery Methods

Use the following information to assist with selecting the appropriate methods:

- Community Water System - Select Direct Delivery and at least one other option
- Noncommunity Water System - Select two methods with at least one underlined method

Direct Delivery (Physical or Electronic)

Mass media (Newspaper, Radio or Television)

Continuous Posting in Conspicuous Locations

Delivery of multiple copies for distribution by customers that provide water to others

Posting on the Internet: _____

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.