Recommended Language for Temporary Disinfectant Conversion   
from Chloramine to Free Chlorine

(Your system may elect to modify this notice language to best meet the needs of your specific situation.)

The **[PWS NAME]** public water system, (PWS) ID **[PWS ID]**, will temporarily convert the disinfectant used in the distribution system from chloramine to free chlorine. The conversion will begin on **[DATE]** and continue through **[DATE]**. During this period, you may experience taste and odor changes associated with this type of temporary disinfectant conversion.

Public water systems are required to properly disinfect their water and maintain an adequate disinfectant residual in the distribution system. Chloramine, free chlorine combined with ammonia, is widely used as a disinfectant because it persists for long periods while also limiting the formation of disinfection by-product contaminants. Prolonged use of chloramine coupled with other factors that can affect water quality, such as high temperatures or stagnation of water, may result in the growth and/or persistence of organic matter within the pipes of the distribution system, which may hinder the ability to maintain an adequate disinfectant residual. A temporary conversion to free chlorine, partnered with flushing activities, helps to rid distribution pipes of this organic matter and improve the quality of your water overall.

**[PWS NAME]** has chosen to implement a temporary disinfectant conversion to free chlorine based on the following:   
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<In the space above, provide information that explains the rationale for the temporary disinfectant conversion.>

Please share this information with all people who drink this water, especially those who may not have received this notice directly (i.e., 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.

If you have questions regarding this matter, you may contact   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

<water system official’s name> <area code + phone number>

# Instructions for preparing this notice for delivery to consumers:

Recopy the recommended language above and insert the underlined information in the spaces indicated.

# Notice delivery timelines:

The initial public notice should be issued prior to the implementation of the temporary disinfectant conversion.