

## Tier 2 – Coliform MCL Public Notice Instructions

---

The enclosed public notice (PN) template contains all of the mandatory PN elements. If you choose to format the PN in a different manner you must be sure to include all 10 of the required elements. You may want to refer to the *Illinois EPA Sample Collectors Handbook, Chapter 1, page 10* for additional guidance.

You must complete the template by filling in information that is specific to your supply. This information in the template has been put in [brackets and highlighted]. In order to prepare a notice that has all of the required elements, all of these highlighted areas must be filled in and included as part of your notice.

### **Notification and Delivery Methods**

Since exceeding the total coliform bacteria maximum contaminant level is a Tier 2 violation, you must provide public notice to persons served as soon as practical but within 30 days after you learn of the violation. Persistent total coliform problems can be serious. You must issue a repeat notice every three months for as long as the violation persists.

Public water supplies must use one of the following methods:

- Hand or direct delivery
- Mail, as a separate notice or included with the bill

In addition, public water supplies must use another method reasonably calculated to reach others if they would not be reached by the first method. Such methods could include newspapers (*newspaper notices are not allowed as a primary means of notification; unless, it is direct mail or hand delivered to each bill-paying unit*), e-mail, or delivery to community organizations. If you mail, post, or hand deliver, print your notice on letterhead, if available.

The notice on the next page is appropriate for hand delivery or mail. If you modify the notice, you must still include all the required elements and leave the health effects language in italics unchanged. This language is mandatory.

### **Description of the Violation**

The description of the violation and the MCL vary depending on the number of samples you take. The following table should help you complete the second paragraph of the template.

<b><u>If You Take Less Than 40 Samples a Month</u></b>	<b><u>If You Take More Than 40 Samples a Month</u></b>
State the number of samples testing positive for coliform. The standard is that no more than one sample per month may be positive.	State the percentage of samples testing positive for coliform. The standard is that no more than five percent of samples may test positive each month.

### **Corrective Action**

In your notice, describe corrective actions you are taking. If you know what is causing the coliform problem, explain this in the notice. Listed below are some steps commonly taken by water systems with total coliform violations. Use one or more of the following actions, if appropriate, or develop your own:

- We are chlorinating and flushing the water system.
- We are increasing sampling for coliform bacteria.
- We are investigating the source of contamination.
- We are repairing the wellhead seal.
- We are repairing the storage tank.
- We will inform you when additional samples show no coliform bacteria.

### **After Issuing the Notice**

Send a copy of each type of notice and a certification that you have met all the public notice requirements to Illinois EPA within ten days from the time you issue the notice.