



## CERTIFICATION AND PUBLIC NOTIFICATION

### CERTIFICATION AND WRITTEN NOTIFICATION

Seasonal water systems are required to complete a department-approved start-up procedure prior to serving water to the public and must provide that certification to the DNR within 10 days of opening to the public. Certification may be completed online or by submitting a completed copy of the seasonal start-up certification.

When corrective actions have been taken to address deficiencies identified during sanitary surveys, annual site visits, or Level II Assessment for coliform contamination events, a water system must provide written compliance verification. Email notification of completion of corrective actions or submitting a completed verification of corrective action sheet complete this requirement.

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
Sturgeon Bay Service Center  
110 S. Neenah Avenue  
Sturgeon Bay WI 54235-2718

Tony Evers, Governor  
Preston D. Cole, Secretary



#### VERIFICATION OF CORRECTIVE ACTIONS IDENTIFIED DURING LEVEL 2 ASSESSMENT

PWSID:#####

System Name: *Water System Name*

Date of Assessment: *Site Visit Date*

When the sanitary defects listed below have been corrected please sign at the bottom and send this document to:

Inspector Name: *County Health or DNR staff*

| Sanitary Defect  | Actions Required by You                      | Compliance Due Date | Date You Completed Corrective Actions |
|--|--|---------------------|---------------------------------------|
| Coliform bacteria present in water system and source water | Chlorination                                 | <i>Due Date</i>     |                                       |
|  | Submit two sets of two investigative samples | Due Date            |                                       |

By signing this document, I am certifying that the above referenced sanitary defects have been corrected.

System Owner/Operator  
Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Inspector/Specialist  
Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Figure 2 - Verification of Corrective Action

### PUBLIC NOTIFICATION

The owner of a public water system must notify persons served by the system if there is a problem with the drinking water. This notification is called a Public Notice and is required if the water does not meet drinking water standards, for failure to perform required water sampling, or failure to correct deficiencies or defects identified during inspections. Public notice requirements are divided into 3 tiers, to reflect the seriousness of the violation or situation and of any potential adverse health effects that may be involved.

#### Step 5 - Start-Up Checklist

If you received the link to this brochure via an email from your DNR or County Drinking Water Representative, the best way to certify completion of your start-up procedure is to follow the email certification procedure described on page 8.

If you would prefer to send in a paper certification, you may do so by completing page 7 and mailing it to your DNR or County Drinking Water Representative.

The procedure and checklist must be completed before serving water to the public. Return the completed checklist and certification no later than 10 days after you open to the public.

- 1. Maintained well components
  - Well cap is snug fitting on casing and not broken.

- Well cap bolts are present and tight against the cap. ✓
- Vent screens are not missing or damaged.
- Electrical conduit is not broken or electrical wires exposed.
- Gasket and O-ring are in place and properly seated.
- 2. Inspected land around well for potential sources of bacterial contamination and removed/corrected sources found.
- 3. Corrected potential cross connections found in water system.
- 4. Flushed distribution system until confident fresh well water has run throughout system.

#### I certify that I have completed this start-up procedure.

Water System Name: \_\_\_\_\_

Water System (PWS) ID: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date procedure completed: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date you opened and began serving water to the public this year: \_\_\_\_\_

*\*Must be signed, dated, and returned no later than 10 days after the opening date.*

Figure 1 - Seasonal Start-up Certification Reporting Option

### Tier 1 Public Notice

Tier 1 public notice must be given within **24 hours** and is required for situations with water contaminants that have significant potential to have serious adverse effects on human health with short-term exposure. Examples of violations requiring Tier 1 public notification are:

1. Sample results exceeding the MCL for nitrate or nitrite (see Boil Water Advisory example)
2. Microbiological sample reported as E. coli positive
3. Nitrate or Nitrite confirmation samples are not collected within 24 hours of learning of the high nitrate or nitrite results.

### Tier 2 Public Notice

Tier 2 public notice must be given within **30 days** and is required for situations with potential to have serious adverse effects on human health. Examples of violations requiring Tier 2 public notification are:

1. Failure to correct significant deficiencies identified during a sanitary survey within the established compliance timeframe, which is a Treatment Technique Violation.
2. For seasonal systems, failure to complete the required start-up procedures before opening to the public.

### Tier 3 Public Notice

Tier 3 public notice must be given within **one year** and is required for situations not included in Tier 1 and Tier 2. Examples include the following:

1. Monitoring violations such as failure to collect routine samples (see example on right)
2. For seasonal systems, failure to provide notification to the department within 10 days of the seasonal open date, certifying that seasonal start-up procedures were performed prior to serving the public
3. Reporting violations such as failure to submit certification or copy of a public notice

PWS ID: ##### - DNR Violation: #####  
TN - Any County

### Boil/Bottle Water Advisory

*Water System Name* water is contaminated with E. coli

E. coli bacteria were found in our water supply. These bacteria can make you sick and are a concern for people with weakened immune systems.

We routinely monitor for the presence of drinking water contaminants. The presence of coliform bacteria including E. coli bacteria in your drinking water is a violation of State and Federal Safe Drinking Water Regulations. A water sample collected on *Initial Positive Collection Date* indicated the presence of E. coli bacteria. Further sampling on *Date of Confirming Positive Sample* confirmed their presence.

**What precautions should be taken at this time?**

Discontinue use of this water for human consumption. Human consumption means drinking, cooking, food preparation and making ice, dishwashing, and all personal hygiene needs (e.g., showering, hand washing, bathing and oral hygiene). Ice, food, and any beverages prepared with unsafe water must be discarded. You should boil or use commercially bottled water for drinking, food preparation, and making ice. If you boil water, the water should be heated to a rolling boil for at least **ONE** minute before use.

**What does this mean?**

E. coli are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Human pathogens in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a greater health risk for infants, young children, some of the elderly, and people with severely compromised immune systems.

The symptoms above are not caused only by organisms in drinking water. If you experience any of these symptoms and they persist, you may want to seek medical advice. People at increased risk should seek advice about drinking this water from their health care providers.

**What is being done to correct the problem?**  
Corrective action(s) taken: \_\_\_\_\_

You should use boiled or bottled water until we inform you that our sampling shows that no bacteria are present. We are working to resolve this problem as soon as possible.

**If you have questions regarding the safety of our drinking water, please contact:**

Name of Responsible Person \_\_\_\_\_ Area Code-Telephone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I certify that the information and statements contained in this public notice are true and correct and have been provided to consumers in accordance with the delivery, content, format, and deadline requirements in Subchapter VII of ch. NR 809, Wis. Adm. Code.  
 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Tier 1 Notice

Figure 3 - Boil/Bottle Water Advisory Post Notice

PWSID: ##### - DNR Violation: #####  
TN - County

### IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Monitoring Requirements Not Met for "*Water System Name*"

We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not your drinking water meets health standards. Between 001/01/2019 and 09/30/2019, we did not monitor for coliform bacteria, and therefore cannot be sure of the quality of your drinking water during that time.

**What precautions should be taken at this time?**

There are no special precautions you need to take at this time. However, it is important to remember that the quality of your drinking water during that period is not known at this time.

**What was the cause of the missed monitoring requirements?**

*I waited until the last minute to sample and my sample did not reach the lab in time for the lab to analyze it.*

\_\_\_\_\_

\_\_\_\_\_

**What is being done to correct the problem?**

*I already submitted a replacement sample, but it was outside the required time-period to collect the sample. I will mark the required sample dates on my calendar and setup sample reminders on my phone for future samples.*

\_\_\_\_\_

\_\_\_\_\_

**When will the problem be resolved?**

*The results of the replacement sample show the water is free of coliform bacteria. I am caught up with current sampling requirements. I am posting submitting this notice to complete the notification requirements for the missed sample.*

\_\_\_\_\_

\_\_\_\_\_

**If you have questions regarding the safety of our drinking water, please contact:**

*Water System Owner* \_\_\_\_\_ *Water System Phone #* \_\_\_\_\_  
Name of Responsible Person \_\_\_\_\_ Area Code-Telephone Number \_\_\_\_\_  
*Water System Address* \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I certify that the information and statements contained in this public notice are true and correct and have been provided to consumers in accordance with the delivery, content, format, and deadline requirements in Subchapter VII of ch. NR 809, Wis. Adm. Code.  
 *Water System Owner* \_\_\_\_\_ *Date post notice is filled out* \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Figure 4 - Monitoring Requirement Not Met Post Notice

## How to Public Notice

A public notice template will be provided to the Transient Non-Community water system by the DNR or contract county staff when required. A copy of this notice must be signed to complete the required certification and returned to the DNR or contract county. In addition, the public notice must be posted in conspicuous locations throughout the area served by the public water system.

### Potential posting options include:

1. Post at all drinking water outlets, i.e., all sinks, drinking fountains, etc. or by mail or hand delivery to all customers.
2. Other method to reach customers that normally wouldn't be reached by the above method include publishing in a local newspaper, e-mailing employees or students, or delivering multiple copies to central locations.
3. Restaurants and taverns shall post at the entrance or in plain sight.
4. For nitrate MCL violations, all motels/hotels shall place laminated warning placards in every room at consumable locations (see example)

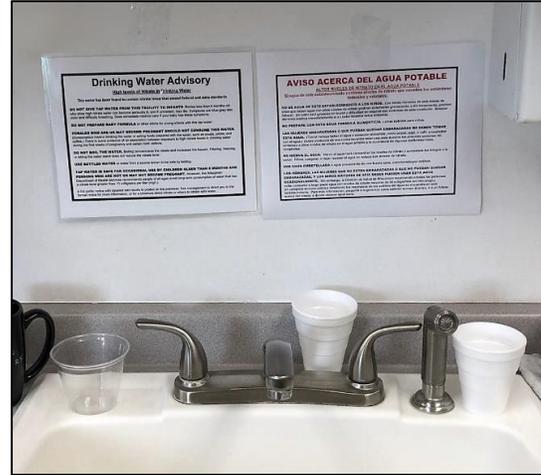


Figure 5 - Nitrate Placard

### How long must posting continue?

Posting must continue for as long as the violation exists, but not less than seven days even if the violation or situation is resolved.



If more than 5% of the population served by the water system consists of non-English speaking consumers, the public notice must contain information in the appropriate language(s) regarding the importance of the notice and where to obtain more information in another language. For information translating public notices to other languages and additional post notice information [click here](#).

### **Responsibility of New Public Water System Owner for Previous Violations**

When a business that is a transient non-community water system has a change in ownership, there may be unaddressed violations that are now the responsibility of the new water system owner. Violations belong to a public water system, not a person. Therefore, even though a new owner may have been unaware of the violation, if a public notice has not been issued for a previous violation, it needs to be done by the new owner. The owner may mention that the violation happened during previous ownership in the section on what has been done to address the violation.

### **Returning to Compliance for Late or Missing Public Notices**

A system is not back in compliance until the notice for the original violation is given. Although it may be awkward to provide a public notice late (sometimes a year or more after the violation), a Public Notice violation cannot be closed until the Public Notice requirement is completed.

For more information regarding Transient Non-community Public Drinking Water, please visit our website <https://dnr.wisconsin.gov/topic/DrinkingWater/TNownerOperator.html> or contact the DNR Service Center Desk for assistance at (888) 936-7463