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Department of Environmental Protection – Division of Water Supply and Geoscience
Mail Code 401-04Q
Bureau of Safe Drinking Water
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INITIAL Public Education Certification Form – Lead Action Level Exceedance

Requirements Pursuant to 40 C.F.R. 141.85 and NJ S968

*This form and a copy of each of your initial public education materials must be submitted to the State by the supplier of water 10 days following each individual deadline. *

PWSID #:		Water System Name:	
Water System Type:	CWS <input type="checkbox"/> NTNCWS <input type="checkbox"/> TNCWS/Non-Public Daycare <input type="checkbox"/>	Population:	
Monitoring Period of Initial Exceedance:	January – June <input type="checkbox"/> Year: _____	July – December <input type="checkbox"/> Year: _____	June – September <input type="checkbox"/> Year: _____

Requirements:

- All written public education (PE) materials must be submitted to the New Jersey Department of Environmental Protection (DEP), Bureau of Safe Drinking Water (BSDW) for review and approval **prior** to distribution/issuance (40 C.F.R. 141.85(a)(1)). Recommend providing the BSDW with at least 14 calendar days for review and revisions.
- Complete the PE requirements pursuant to NJ S968 within 10 calendar days after the water system confirms that there has been a lead action level exceedance (ALE) with the BSDW.
- Complete the remainder of the PE requirements as soon as possible but no later than 60 days after the end of the monitoring period in which the lead ALE occurred. Refer to Table 1 below to find your water system’s issuance due date.

Instructions:

- If you indicated Community Water System (CWS) above, complete Sections: 1, 2, and 4, as applicable.
 - If written approval from BSDW was received to conduct PE in accordance with 40 CFR 141.85(b)(7), complete Sections: 1.A – 1.B, 3, and 4, as applicable.
- If you indicated Non-Transient, Transient, or Non-Public Water System (NTNCWS, TNCWS, or NP) above, complete Sections: 1.A – 1.B, 3, and 4, as applicable.
 - A NTNCWS, TNCWS, or NP Water System may also satisfy the requirements of the Lead Consumer Notice as long as the PE contains all the sample locations and results. If your system elects to do this, you must also submit a copy of the notice and the Certification Form - Consumer Notice of Lead Tap Water Monitoring Results (BSDW-54) available at <https://www.state.nj.us/dep/watersupply/dws-sampreg.html> to watersupply@dep.nj.gov.
- For assistance and to find an overview of PE requirements based on water system type, refer to the DEP’s *Lead Public Education Factsheet*, available at <https://www.state.nj.us/dep/watersupply/pdf/pe-fs.pdf>.
- Refer to EPA’s website for assistance on developing materials in accordance with the regulations, <https://www.epa.gov/dwreginfo/lead-and-copper-rule-compliance-help-public-water-systems>.
- Submit this form and a copy of all initial PE material to your BSDW Compliance Assistance Section county manager and watersupply@dep.nj.gov within 10 days following each individual deadline.
 - Proof of completion examples include emails to organizations and media stations, photographs of paid advertisements or public area information displays, and a copy of the water bill.

Table 1: Initial PE Issuance Due Dates

Monitoring Period of Initial Exceedance:	January 1 – June 30 (Standard: Semi-Annual)	July 1 – December 31 (Standard: Semi-Annual)	June 1 – September 30 (Reduced: Annual/Triennial)
Issuance Due Date:	August 29	March 1	November 29

PWSID:

System Name:

Section 1: Approval and Content Requirements*Check all that apply and provide information as indicated below:*

Section 1.A: PE Content Reviewed and Approved by BSDW	Date(s) and Approvals by BSDW
Provided all written PE (brochure, pamphlet, press release, etc.) containing the required contents below and date(s) received approval from the BSDW prior to issuance.	
The CWS received approval from the BSDW to limit content and distribution per 40 C.F.R. 141.85(b)(7).	Yes <input type="checkbox"/> Date: _____ N/A <input type="checkbox"/>
Included information in the appropriate language(s) per 40 C.F.R. 141.85(b)(1).	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Section 1.B: PE Content Requirements	Indicate If Required Content Included
<input type="checkbox"/> Check here if the water system used the BSDW's PE templates exactly as written at: nj.gov/dep/watersupply/ .	
Included language in paragraphs (a)(1)(i) through (ii) and (a)(1)(vi) of 40 C.F.R. 141.85 exactly as written in all printed materials.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Encouraged distribution to all the potentially affected customers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Included language to indicate that it is a landlord's responsibility to distribute the written notice to every tenant pursuant to NJ S968.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Sources of lead – 40 C.F.R. 141.85(a)(1)(iii)</i>	
Explained what lead is.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Explained possible sources of lead and how it enters the drinking water.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Included information on home/building plumbing materials and service lines that may contain lead (e.g., a lead ban in township).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Explained other sources of lead (e.g., paint).	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Steps the consumer can take to reduce their exposure to lead in drinking water – 40 C.F.R. 141.85(a)(1)(iv)</i>	
Included steps and other options consumers can take to reduce their exposure to lead in drinking water (e.g., encourage running the water, using alternative sources or treatment of water).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Explained boiling water does not reduce lead levels and concerns with using hot water from the tap (e.g., preparing baby formula).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Suggested parents have their child's blood tested for lead.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Explanation for elevated lead levels – 40 C.F.R. 141.85(a)(1)(v)</i>	
Explained why there are elevated levels of lead in the water system's drinking water (if known) and what the water system is doing to reduce lead levels in the homes and buildings in the area.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 1.C: PE Content Requirements for CWS Only	Indicate if Required Content Included
Information on how someone can have their water tested for lead.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Discussion of lead in plumbing components and the difference between low lead and lead free.	Yes <input type="checkbox"/> No <input type="checkbox"/>

PWSID:

System Name:

Section 2: CWS Only – Distribution Requirements*Check all that apply and provide information as indicated below:*

Section 2.A: PE Distributed Within Required Timeframes		Indicate if Required Deadline Met	
Distributed/issued all federal PE requirements within 60 days after the end of the monitoring period in which the initial lead action level exceedance occurred. <i>If no, provide explanation: _____</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Distributed written PE notice by regular mail to customers within 10 calendar days after the water system confirmed that there has been a lead ALE pursuant to NJ S968.		Date: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Section 2.B: PE Distribution Requirements		Date(s) Completed	Attached Proof of Completion
1	Provided written PE notice to all bill paying customers.		<input type="checkbox"/>
2	Contacted and provided PE notice to local public health agencies directly by phone or in person. Provide a list of the public health agencies contacted, their contact information, and whether it was on the phone or in person.		<input type="checkbox"/>
3	Provided written PE notice to additional community-based organizations from list(s) received from local public health agencies. Provide a copy of the list(s) received from the public health agencies. <input type="checkbox"/> <i>Local public health agencies were contacted but a list of additional organizations was not received</i>		<input type="checkbox"/>
4	Provided the PE notice to the following organizations within the water system's service area: a) Public and private schools or school boards b) Women, Infants and Children (WIC) and Head Start Programs c) Public and private hospitals and medical clinics d) Pediatricians e) Family planning clinics f) Local welfare agencies		<input type="checkbox"/>
5	Provided the PE notice to the following organizations within the water system's service area and, if applicable, around the service area: a) Licensed childcare centers b) Public and private preschools c) Obstetricians-Gynecologists and Midwives		<input type="checkbox"/>

PWSID:

System Name:

Section 2.B: PE Distribution Requirements		Date(s) Completed	Attached Proof of Completion
6	<p>Performed at least <i>three</i> of the additional outreach activities listed below that reach all portions of the distribution system <u>as consulted and approved by the BSDW</u>.</p> <p><i>Water systems that serve $\leq 3,300$ people are required to conduct at least one of the following additional outreach activities if able to reach all portions of the distribution system.</i></p> <p>a) Public Service Announcement <input type="checkbox"/></p> <p>b) Paid advertisement <input type="checkbox"/></p> <p>c) Public area information display <input type="checkbox"/></p> <p>d) Email customers <input type="checkbox"/></p> <p>e) Public meetings <input type="checkbox"/></p> <p>f) Household deliveries <input type="checkbox"/></p> <p>g) Targeted individual customer contact <input type="checkbox"/></p> <p>h) Direct material distribution to all multi-family homes and institutions <input type="checkbox"/></p> <p>i) Other method approved by the BSDW <input type="checkbox"/>: _____ _____ _____ _____</p>	<p>Indicate the applicable dates:</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p> <p>i)</p>	<p><input type="checkbox"/></p> <p><i>Note: The water system must attach a copy of written approval from the BSDW.</i></p>
7	<p>If the water system serves $> 3,300$, submitted a press release to at least one newspaper, one television, <u>and</u> one radio station.</p> <p>N/A <input type="checkbox"/> <i>Water system serves $\leq 3,300$</i></p>	<p>Newspaper(s):</p> <p>Television station(s):</p> <p>Radio station(s):</p>	<p><input type="checkbox"/></p>
8	<p>Water system serves $\leq 3,300$; therefore, it did not submit a press release and instead distributed PE notice to every household served by the water system.</p> <p>N/A <input type="checkbox"/> <i>Water system serves $> 3,300$</i></p>		<p><input type="checkbox"/></p>
9	<p>Provided required language under 40 C.F.R. 141.85(b)(2)(iii) in water bills.</p>		<p><input type="checkbox"/></p>
10	<p>If the water system serves $> 100,000$, posted information under 40 C.R.F. 141.85(a) on water system website.</p> <p>N/A <input type="checkbox"/> <i>Water system serves $\leq 100,000$</i></p>		<p><input type="checkbox"/></p>

PWSID:

System Name:

Section 3: NTNCWS, TNCWS, or NP Only – Distribution Requirements*Check all that apply and provide information as indicated below:*

Section 3.A: PE Distributed Within Required Timeframes		Indicate if Required Deadline Met
Distributed/issued all the federal PE requirements within 60 days after the end of the monitoring period in which the initial lead action level exceedance occurred. <i>If no, provide explanation: _____</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Distributed written PE notice by regular mail to customers within 10 calendar days after the water system confirmed that there has been a lead ALE pursuant to NJ S968.		Date: Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 3.B: PE Distribution Requirements		Date(s) Completed
		Attached Proof of Completion
1	Posted informational posters in a public place or common area in each building of the water system.	<input type="checkbox"/>
2	Provided PE notice to each person served by the water system.	<input type="checkbox"/>
3	Schools and childcares only: Provided PE notice to parents and guardians. N/A <input type="checkbox"/> <i>Water system is not a school or childcare</i>	<input type="checkbox"/>

Section 4: Certification

I hereby certify for _____ water system the information provided above is true and accurate and the following is true:

- 1) A copy of **all** PE materials and lists of newspapers, radio, television, facilities, and other organizations they were provided to is attached to this certification form in accordance with 40 C.F.R. 141.90(f).
- 2) PE has been provided to consumers in accordance with all delivery, content, and format requirements specified in 40 C.F.R. 141.85 and NJ S968.

Failure to comply with all PE content, delivery, and reporting requirements will result in a Safe Drinking Water Act violation of 40 C.F.R. 141.85 or 40 C.F.R. 141.90(f) and/or of NJ S968.

In accordance with 40 CFR 141.91, all public education records must be retained for no fewer than 12 years.

System Owner/Director Print Name:		System Owner/Director Signature:	
Phone Number:		Date:	
Licensed Operator of Record Print Name:		Licensed Operator of Record Signature:	
Phone Number:		Date:	