How to Determine if Your Water System Requires A Secondary Language Statement for Public Notification Materials

New Jersey Rules Regarding Providing Notices in Multiple Languages

- Under the Federal Lead and Copper Rule, 40 CFR 141.85, and Public Notification Rule, 40 CFR 141.205, public water systems that serve "a large proportion of non-English speaking consumers" must include a statement in the appropriate language(s) about the importance of the notice and a telephone number or an address where persons served by the water system can obtain a translated copy of the materials or request assistance.

- Per N.J. Stat. § 58:12A-43(d), if a public community water system serves a municipality in which the primary language of 10 percent or more of the residents is a language other than English, the public community water system shall provide the specific notice required in the law to be issued in both English and the other language spoken by residents.

- To be consistent with this existing law, the NJDEP considers any water system that serves a municipality(ies) in which 10% or greater of residents primarily speak a language other than English to be a water system that serves "a large proportion of non-English speaking consumers."
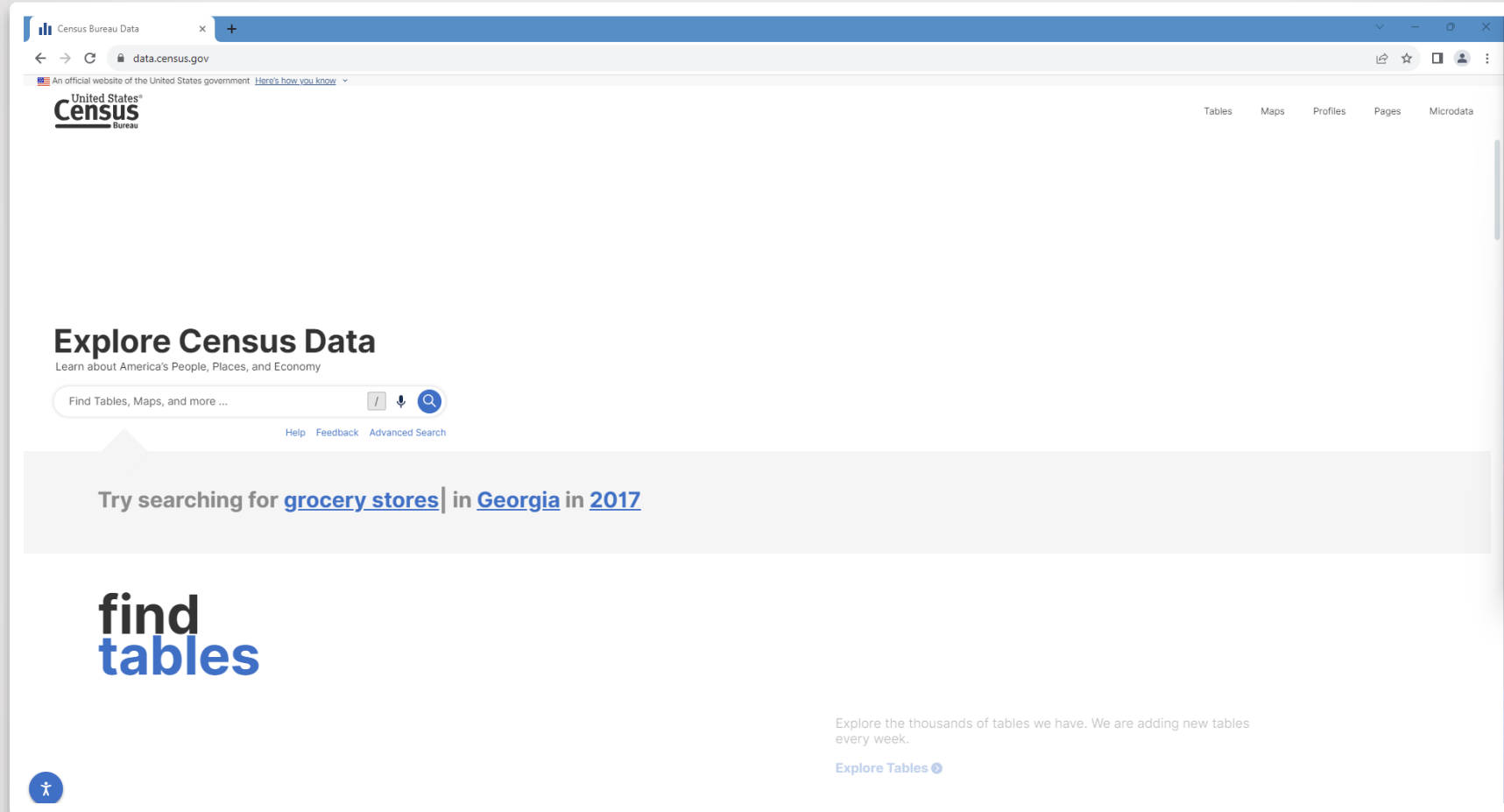
Public Water System Data Resources

- Please be aware that this is only one resource at a public water system's disposal for determining primary languages spoken by residents. Water systems should make an informed decision based on their specific situation as to what data most accurately represents the language make up of their consumers served. Systems should use the most appropriate data and be able to support their determination regarding the information they use.

Step 1: Access the US Census Bureau's Data Website

Navigate to https://data.census.gov/cedsci/

Step 2: Navigate to "Tables"

Scroll down and click on "Explore Tables" on the Census Bureau's homepage.

Step 3: Filter by "Geography"

Click the "Filters" tab on left side of the page, then select the "Geography" filter.

Step 3 (cont): Select the municipality in which your water system serves

Under the "All Geographies", select "County Subdivision".

Step 3 (cont): Select the municipality in which your water system serves

- Then choose your state, county and the municipality that applies to your system from the list

Step 4: Filter by "Topics" -> "Populations and People"

Next, select "Topics" and then choose "Populations and People"
Select "Language Spoken at Home" and "Populations and People" boxes from the menu.

Step 5: Select "B16001" survey

In the *Search Bar*, input "B16001" and select to pull up information for this survey
On the far right menu under *Results*, be sure table "B16001" is highlighted

To close *Filters*, click the double arrows

Step 6: Make sure the most recent 5 year estimate available is selected

- Minimize the *Filter* tabs with the double arrows.

- Underneath the B16001 title, click the "+" to show the drop-down menu.

- Select the most recent year's 5-Year estimate table that has data for your municipality, not just data for the United States. This will show the breakdown of languages spoken that is most relevant for your water system's purposes. For this example, 2015 is the most recent year with municipality specific data so "2015: ACS 5-Year Estimates Detailed Table" is chosen. Note: Please use 5- year estimate tables rather than 1-year tables as this more accurate for estimating the current population.

Step 7: Find the percentage of limited English speakers on the table

- On the right side of the table (make sure you are looking at the number for your municipality and not the entire United States) look at the total number of people and compare it to the row labeled "Percent speak English less than 'very well'" for the specific language. Example: *Spanish or Spanish Creole* speakers

42,564 ÷ 258,011

0.16 x 100 = 16%

The result is more than 10% therefore, a translation in that language is required

- To determine if the translation must be included , divide the "less than very well" number by the "total". Multiply that result by 100. If this number is at least 10, then the notice must be sent in that language as well.