

# 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.”

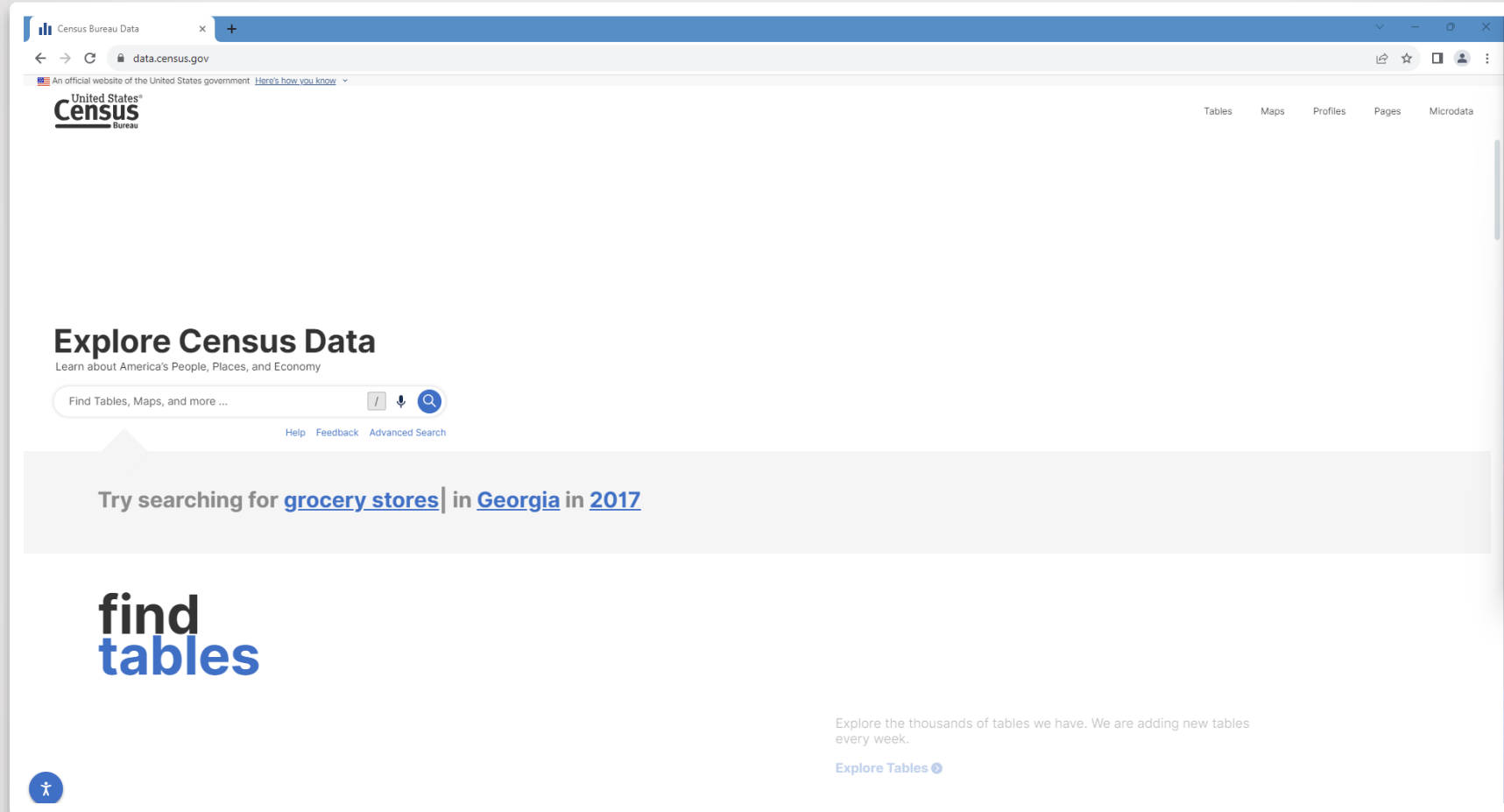


# Public Water System Data Resources

- 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”

United States Census Bureau

Search

Tables Maps Profiles Pages Microdata

## find tables

Economic Census  
EC1700BASIC | All Sectors: Summary Statistics for the U.S., States, and Selected Geographies: 2017  
ECNBASIC2017

Notes Geos Years Topics Surveys Codes Hide Filter Restore Excel CSV ZIP Print More Data Map

Geographic Area Name	Meaning of NAICS code	Number of firms
Allegany County, Maryland	Wholesale trade	43
	Merchant wholesalers, durable goods	26
	Merchant wholesalers, nondurable goods	17
	Hardware, plumbing and heating equipment and supplies merchant wholesalers	5
	Professional and commercial equipment and supplies merchant wholesalers	4
	Machinery, equipment, and supplies merchant wholesalers	4
	Paper and paper product merchant wholesalers	3
	Petroleum and petroleum products merchant wholesalers	3
	Metal and mineral (except petroleum) merchant wholesalers	0
	Miscellaneous durable goods merchant wholesalers	0
	Grocery and related product merchant wholesalers	434
Anne Arundel County, Maryland	Wholesale trade	321
	Merchant wholesalers, durable goods	114
	Merchant wholesalers, nondurable goods	65
	Hardware, plumbing and heating equipment and supplies merchant wholesalers	61
	Professional and commercial equipment and supplies merchant wholesalers	38
	Machinery, equipment, and supplies merchant wholesalers	36
	Paper and paper product merchant wholesalers	32
	Petroleum and petroleum products merchant wholesalers	32

Explore the thousands of tables we have. We are adding new tables every week.

[Explore Tables](#)

Scroll down and click on “Explore Tables” on the Census Bureau’s homepage.



# Step 3: Filter by “Geography”

The screenshot shows the United States Census Bureau website interface. On the left sidebar, the 'Filters' tab is highlighted with a red box. Below it, the 'Geography' filter is also highlighted with a red box. The main content area shows a list of census tables, with the first one, 'Decennial Census of Island Areas P1 | TOTAL POPULATION', highlighted in blue. The interface includes a search bar at the top, a navigation menu with 'All', 'Tables', 'Maps', 'Profiles', and 'Pages', and a 'Download Table Data' link.

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

The screenshot shows a web application interface for selecting geographic entities. On the left, there is a sidebar with '0 Filters' and a search bar. Below the search bar are categories: Geography, Topics, Surveys, Years, and Codes. Under 'Geography', 'All Geographies' is highlighted with a red box. The main panel is titled 'Select Geography' and has a search bar. Below it, a list of 'All Geographies' is shown, with 'County Subdivision' highlighted by a red box. On the right, there is a '5503 Results' panel with a 'Download Table Data' link and a list of data products, including 'Decennial Census of Island Areas P1 | TOTAL POPULATION' and 'American Community Survey DP01 | Age and Sex'.

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

The image displays three sequential screenshots of a web application interface, illustrating the steps to select a municipality for a water system.

**Screenshot 1: County Subdivision / Select State**  
The interface shows a search bar and a list of states. "New Jersey" is highlighted in a red box. A black arrow points from this selection to the next screenshot.

**Screenshot 2: County Subdivision / New Jersey / Select County**  
The interface shows a search bar and a list of counties in New Jersey. "Essex County, New Jersey" is highlighted in a red box. A black arrow points from this selection to the final screenshot.

**Screenshot 3: County Subdivision / New Jersey / Essex County, New Jersey / Select County Subdivision**  
The interface shows a search bar and a list of municipalities within Essex County, New Jersey. "Newark city, Essex County, New Jersey" is highlighted in a red box and has a checked checkbox next to it.



# Step 4: Filter by “Topics” -> “Populations and People”

The screenshot displays a web interface for filtering data. On the left, a sidebar titled "3 Filters" shows active filters: "Newark city, Essex County, Ne...", "Language Spoken at Home", and "Populations and People". Below this is a search bar for filters and a list of categories: "Geography", "Topics", "Education", "Employment", "Families and Living Arrangements", "Health", "Housing", "Income and Poverty", "Populations and People", "Race and Ethnicity", "Surveys", and "Years". The "Topics" and "Populations and People" categories are highlighted with red boxes. The main content area is titled "Populations and People / Select Populations and People" and contains a search bar and a list of filter options: "Ancestry", "Counts, Estimates, and Projections", "Native and Foreign Born", "Age and Sex", "Language Spoken at Home", "Populations and People", "Residential Mobility", and "Veterans". The "Language Spoken at Home" and "Populations and People" options are checked and highlighted with red boxes. On the right, a results panel shows "73 Results" with a "View: 10 | 25 | 50" selector and a "Download Table Data" link. The results list includes several American Community Survey items, such as "S1601 | Language Spoken at Home", "S1602 | Limited English Speaking Households", "S1603 | Characteristics of People by Language Spoken at Home", "B06007 | Place of Birth by Language Spoken at Home and Ability to Speak English in the United States", "B08113 | Means of Transportation to Work by Language Spoken at Home and Ability to Speak English", and "B08513 | Means of Transportation to Work by Language Spoken at Home and Ability to Speak English for Workplace Geography".

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

The screenshot shows the United States Census Bureau search interface. The search bar at the top contains the text "B16001". A dropdown menu is open below the search bar, displaying two search suggestions: "B16001: Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over" and "B16001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER". A red box highlights the search bar and the dropdown menu. On the far right, under the "Results" section, a single result is displayed: "American Community Survey" followed by "B16001 | LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER". A red box highlights this result. The left sidebar shows filters for "B16001", "Newark city, Essex County, Ne...", "Language Spoken at Home", and "Populations and People".

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

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar has a 'Filters' section with a '2 Filters' indicator and a 'Results' section with a '61' indicator. The 'Filters' section contains two active filters: 'Bloomfield township, Essex Cou...' and 'Language Spoken at Home'. Below these is a 'Clear all filters' button and a search box. The 'Geography' and 'Topics' sections are visible in the sidebar. The main content area shows '1 Result' with a 'Download Table Data' link. The result is for the 'American Community Survey' with the title 'B16001 | LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER'. A red box highlights a '+' icon next to 'View All 6 Products'. A large black arrow points from this '+' icon to a larger view of the same table, where the '2015: ACS 5-Year Estimates Detailed Tables' link is highlighted with a red underline. Another large black arrow points from the top of the sidebar to the double arrow icon in the 'Filters' section.

## 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

B16001 | LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER

American Community Survey | Universe: Population 5 years and over | 2015: ACS 5-Year Estimates Detail...

Newark city, Essex County, New Jersey

Label	Estimate	Margin of Error
✓ Total:	258,011	±851
Speak only English	138,045	±2,444
✓ Spanish or Spanish Creole:	82,546	±2,220
Speak English "very well"	39,982	±1,649
Speak English less than "very well"	42,564	±1,671
✓ French (incl. Patois, Cajun):	2,821	±551
Speak English "very well"	2,015	±457
Speak English less than "very well"	806	±280
✓ French Creole:	1,823	±515
Speak English "very well"	986	±332
Speak English less than "very well"	837	±288
✓ Italian:	382	±201
Speak English "very well"	284	±200
Speak English less than "very well"	98	±51
✓ Portuguese or Portuguese Creole:	19,804	±1,080
Speak English "very well"	8,498	±689
Speak English less than "very well"	11,306	±787
✓ German:	97	±84
Speak English "very well"	97	±84
Speak English less than "very well"	0	±28
✓ Yiddish:	29	±44
Speak English "very well"	29	±44

$$42,564 \div 258,011$$

$$0.16 \times 100 = 16\%$$

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.

