

Instructions for Tier 1 Public Notice

Consult with MDH before providing a drinking water advisory.

A Tier 1 notification is required any time there is an event where there is potential for human health to be impacted immediately. You must provide public notification to public water supply consumers within 24 hours of learning about the maximum contaminant level (MCL) exceedance, and sooner if possible. Coordinate with your local health department on providing notification. If your notice will be seen by many non-English speaking people, provide translated messages. The Minnesota Department of Health (MDH) has translated messages for drinking water advisories that you may request.

Delivering the Notification

You must make an effort to reach all public water supply consumers. You may need to use additional delivery methods (e.g., newspaper, delivery of multiple copies to hospitals, clinics, or apartment buildings). If you are going to print the notification, print it on letterhead, if you have it.

You must use one or more of the following methods to deliver the notice to consumers:

- Hand delivery
- Posting in noticable locations
- Broadcast media (e.g. radio, television)
- Publishing in a local newspaper or flyer
- Electronic method of delivery (e.g. social media post, email)

Confirm with MDH that you have made sufficient effort to reach all public water supply consumers.

Modifying the Notification

If you choose to modify the public notification template, you may add language, but you cannot delete or modify existing language.

Include Information about Who is Affected

Include information about who is served by your water system. You may need to list the areas you serve or include a map.

Include Information about Corrective Actions

In your notice, describe corrective actions you are taking. Listed below are some steps commonly taken. Use one or more of the following action descriptions, if appropriate, or develop your own:

INSTRUCTIONS FOR PUBLIC NOTICE

- We are chlorinating and flushing the water system.
- We are switching to an alternate drinking water source.
- We are increasing sampling for E. coli bacteria to determine the source of the contamination.
- We are repairing the wellhead seal.
- We are repairing the storage tank.
- We are restricting water intake from the river/lake/reservoir to prevent additional bacteria from entering the water system. We are restricting water use to emergencies.

Notifying Health Professionals

MDH recommends that you notify health professionals in the area of the violation. People may call their doctors with questions about how the violation may affect their health. Doctors should have the notification information so that they can respond appropriately.

In addition, health professionals, including dentists, use tap water during their procedures and need to know of contamination so they can use bottled water.

After Issuing the Notification

Send a copy of all public notices used (each type of delivery method) and the completed certification form to the Minnesota Department of Health **within ten days** from the time you issue the notification.

MDH recommends issuing a problem corrected notice when the violation is resolved.

Drinking Water Protection Program
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