***Annual Water Quality Report Template***

***for Community Water Systems Serving Fewer than 1,000 Service Connections***

*Instructions: This template was created by the New York State Department of Health (DOH) for New York State Community Water Systems serving fewer than 1,000 service connections. This template should be used in conjunction with the DOH’s “Preparing Your Drinking Water Annual Water Quality Report – Guidance for Water Suppliers.” This template was created for typical water systems; operators of more complicated systems (e.g. multiple distribution systems, multiple sampling points) may need to alter the Table of Detected Contaminants to conform to their system. You will need to read the different sections of this template closely to determine which sections should be rewritten and which should be deleted. Instructions for the template are in red text and should be deleted from your final version. You should read the sections written in* ***blue text*** *and edit these sections as appropriate. Please read the directions for each section to determine if you may delete a specific section from your report. If you have any questions regarding this template or need technical assistance please call your local health department.*

***Annual Drinking Water Quality Report for 2024***

***System Name***

***System Address***

***(Public Water Supply NYID# )***

**INTRODUCTION**

To comply with State regulations, system name, will be annually issuing a report describing the quality of your drinking water. The purpose of this report is to raise your understanding of drinking water and awareness of the need to protect our drinking water sources. Last year, your tap water met all State drinking water health standards. We are proud to report that our system did not violate a maximum contaminant level or any other water quality standard. Or if you had a violation - Last year, we conducted tests for over 80 contaminants (modify as appropriate). We detected \_\_ of those contaminants, and only found \_\_ of those contaminants at a level higher than the State allows. As we told you at that time, our water temporarily exceeded a drinking water standard and we rectified the problem by ….(include appropriate explanation). This report provides an overview of last year’s water quality. Included are details about where your water comes from, what it contains, and how it compares to State standards.

If you have any questions about this report or concerning your drinking water, please contact name, title, phone #. We want you to be informed about your drinking water. If you want to learn more, please attend any of our regularly scheduled village board meetings (modify meeting type as appropriate). The meetings are held date, time and location. (If you are a small system (e.g. mobile home park, apartment complex, or subdivision) and you do not have meetings, we encourage you to tell customers that you would discuss any drinking water issues with them in person).

**WHERE DOES OUR WATER COME FROM?**

In general, the sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activities. Contaminants that may be present in source water include: microbial contaminants; inorganic contaminants; pesticides and herbicides; organic chemical contaminants; and radioactive contaminants. In order to ensure that tap water is safe to drink, the State and the EPA prescribe regulations which limit the amount of certain contaminants in water provided by public water systems. The State Health Department’s and the FDA’s regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Our water system serves (include the number of people and service connection, e.g. 900 people through 300 service connections). Our water source is (name the source and type, e.g. groundwater wells: groundwater drawn from four 50-foot deep drilled wells or for surface water: e.g. is surface water drawn from Maple Pond) which is located (include general location of source, e.g. located near Mill Road and Main Street). The water is (briefly describe treatment see page 5 of State Guidance document) prior to distribution.

Your report must include a brief summary of your source water’s susceptibility to contamination based on the findings of your system’s source water assessment, if such assessment is available. The summary must be included annually despite no updates or changes from the previous year’s report. Your county or district health department office will provide this summary. You should also inform your customers of the availability of the source water assessment and how they can obtain a copy of it. You may wish to describe any current or on-going source water protection activities in this section of your report.

**ARE THERE CONTAMINANTS IN OUR DRINKING WATER?**

As the State regulations require, we routinely test your drinking water for numerous contaminants. These contaminants include: total coliform, turbidity, inorganic compounds, nitrate, nitrite, lead and copper, volatile organic compounds, total trihalomethanes, haloacetic acids, radiological and synthetic organic compounds. (modify this section appropriately you may wish to list the contaminant groups, you may even want to include the number of contaminants in each group, or you may wish to refer to another portion of the report where you list the name of each contaminant analyzed for but not detected). The table presented below depicts which compounds were detected in your drinking water. The State allows us to test for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data, though representative, are more than one year old.

It should be noted that all drinking water, including bottled drinking water, may be reasonably expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA’s Safe Drinking Water Hotline (800-426-4791) or the (name of county or district office) Health Department at (phone number for local health department).

The table should be completed using pages 7-14, Table 1 and Appendix B of the State Guidance Document. Anything listed in Table 1 must be included in your report. Pages 7-14 describe the required contents for the Table, Table 1 provides you with the MCL (converted to a whole number), the units of the MCL, the MCLG, and the likely source of the contaminant. For each detected contaminant you should consult Table 1 to obtain this information and insert (type) it into your Table of Detected Contaminants. If your results are reported in units that differ from the MCL in Table 1 you must convert your results so that they are in the same units as the MCL. A conversion table is presented on page 8 of the State Guidance Document). The table should only include information on detected contaminants. (It must not include data that are not detected (i.e., represented on a lab report with a less than sign “<”, or denoted by the letters “LT” or “ND”). We have provided you with the table headings and are asking you to use the above referenced sections of the Guidance Document to fill in the table. We encourage you to separate contaminant categories with applicable headings (e.g. Microbiological Contaminants, Inorganic Compounds, Synthetic Organic Compounds, Volatile Organic Compounds, Disinfection Byproducts, Other Principal Organic Contaminants, and Unspecified Organic Contaminants). For the level detected heading we have provided subheadings of Average and Range. Please feel free to change these subheadings, if your reporting criteria do not match these subheadings (see page 12 of Guidance Document).

For reporting of lead and copper you must include the 90th percentile level, present the range of detects and explain how many of your samples were above the Action Level (see Appendix B of the Guidance Document). Appendix B also provides information on how to report multiple sampling sites with one sampling date; one sampling site at multiple sampling dates; multiple sampling sites with multiple sampling dates; and how to report turbidity and total coliform.

You must report your most recent data from the reporting year (for example reports published in 2025 would report on 2024 data). If you did not sample for a compound in 2024 you must report the most recent sampling (going back 5 years). For example, if you sampled for inorganic compounds in 2021 you would include that data. If you did not sample for volatile organic compounds in 2024 but did in 2019 you must include the 2019 data.

If you have not detected any contaminants you do not need to include this table, but you may want to include a paragraph like this:

As the State regulations require, we routinely test your drinking water for numerous contaminants. These contaminants include: total coliform, turbidity, inorganic compounds, nitrate, nitrite, lead and copper, volatile organic compounds, total trihalomethanes, and synthetic organic compounds. (modify this section appropriately, you may wish to list the contaminant groups, you may even want to include the number of contaminants in each group) None of the compounds we analyzed for were detected in your drinking water.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Table of Detected Contaminants** | | | | | | | |
| Contaminant | Violation  Yes/No | Date of Sample | Level Detected  (Avg/Max)  (Range) | Unit  Measure-ment | MCLG | Regulatory Limit (MCL, TT or AL) | Likely Source of Contamination |

Notes:

Footnotes should be used to expand on some of the information in your table. Surface water systems may wish to include footnotes to explain turbidity (what it is and why you monitor it). All systems may wish to use footnotes to discuss lead and copper results (define what the 90th percentile value means and report how many lead or copper results exceeded the action level. Systems may also wish to use the notes to clarify what the level detected represents (e.g. # of samples collected, type of average calculated). We have included some sample footnote language. Please note that these statements must be modified to conform to your system.

1 – Turbidity is a measure of the cloudiness of the water. We test it because it is a good indicator of the effectiveness of our filtration system. Our highest single turbidity measurement for the year occurred on (give date) (0.9 NTU). State regulations require that turbidity must always be below 1 NTU. The regulations require that 95% of the turbidity samples collected have measurements below 0.3 NTU. Although (give date) was the month when we had the fewest measurements meeting the treatment technique for turbidity, the levels recorded were within the acceptable range allowed and did not constitute a treatment technique violation.

2 – The level presented is the 90th percentile of the (include number, e.g., 10) sites tested. A percentile is a value on a scale of 100 that indicates the percent measurements that is equal to or below it. This means in our system copper levels in (insert number, e.g., 8) sites are below the 90th percentile value and (insert number, e.g., 2) sites are above the 90th percentile.The action level for copper was not exceeded at any of the sites tested.

3 – The level presented is the 90th percentile of the (include number, e.g., 10) sites tested. The action level for lead was exceeded at two of the 10 sites tested.

4 – This level represents the highest locational running annual average calculated from data collected.

**Definitions:**

The definitions for MCL, MCLG, MRDL, and MRDLG are required in all Annual Water Quality Reports. Include the other definitions if you use them in your table. If you do not use them you may choose to delete them. For example, if you are not regulated under a Treatment Technique requirement or do not measure turbidity (NTU) you could delete those definitions.

***Maximum Contaminant Level (MCL)***: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible.

***Maximum Contaminant Level Goal (MCLG)***: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

***Maximum Residual Disinfectant Level (MRDL)***: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

***Maximum Residual Disinfectant Level Goal (MRDLG)***: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contamination.

***Action Level (AL)***: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

***Treatment Technique (TT)***: A required process intended to reduce the level of a contaminant in drinking water.

***Level 1 Assessment:*** A Level 1 assessment is an evaluation of the water system to identify potential problems and determine, if possible, why total coliform bacteria have been found in our water system.

***Level 2 Assessment:*** A Level 2 assessment is an evaluation of the water system to identify potential problems and determine, if possible, why an *E. coli* MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

***Non-Detects (ND)***: Laboratory analysis indicates that the constituent is not present.

***Nephelometric Turbidity Unit (NTU)***: A measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

***Milligrams per liter (mg/l)***: Corresponds to one part of liquid in one million parts of liquid (parts per million - ppm).

***Micrograms per liter (ug/l)***: Corresponds to one part of liquid in one billion parts of liquid (parts per billion - ppb).

***Nanograms per liter (ng/l)***: Corresponds to one part of liquid to one trillion parts of liquid (parts per trillion - ppt).

***Picograms per liter (pg/l)***: Corresponds to one part per of liquid to one quadrillion parts of liquid (parts per quadrillion – ppq).

***Picocuries per liter (pCi/L)***: A measure of the radioactivity in water.

***Millirems per year (mrem/yr****)*: A measure of radiation absorbed by the body.

***Million Fibers per Liter (MFL)***: A measure of the presence of asbestos fibers that are longer than 10 micrometers.

**WHAT DOES THIS INFORMATION MEAN?**

This section of your report should explain what the results of the table mean. If you had a MCL, Treatment Technique or Action Level violation, you are REQUIRED to have an explanation of the violation including, duration of the violation, potential adverse health effects and actions taken to address the violation. The health effects language must be included word for word and is included in Table 1 of the State Guidance Document. If there is no health effects language for a contaminant listed in Table 1 and the contaminant is detected above the MCL you should contact the State Health Department at 518-402-7650 to obtain the appropriate language.

If you had violations you may wish to include the following type of statement:

The table shows that our system uncovered some problems this year. (describe problem). The duration of the violation was ... the potential adverse health effects are ... (restate from health effects language in Table 1 of Guidance Document) We (have corrected/are correcting) this by ................

If you had a detect but no violations and did not detect arsenic, nitrate, or fluoride above the specified threshold levels (see below):

As you can see by the table, our system had no violations. We have learned through our testing that some contaminants have been detected; however, these contaminants were detected below the level allowed by the State.

If contaminants were detected below the MCL but you detected arsenic, nitrate or fluoride above the levels specified below you must include the following statements:

A system must provide information on lead in drinking water irrespective of whether the system detected lead in any of its samples. If above 15 ug/l the Action Level (AL) in more than 5%, but fewer than 10%, of the sites sampled, you will need to include the standard explanation for an AL exceedance.

As you can see by the table, our system had no violations. We have learned through our testing that some contaminants have been detected; however, these contaminants were detected below New York State requirements. It should be noted that the action level for lead was exceeded (describe exceedance, e.g. in one of the samples collected). We are required to present the following information on lead in drinking water:

|  |
| --- |
| Lead can cause serious health effects in people of all ages, especially pregnant people, infants (both formula-fed and breastfed), and young children. Lead in drinking water is primarily from materials and parts used in service lines and in home plumbing. *[Water Supply Name]* is responsible for providing high quality drinking water and removing lead pipes but cannot control the variety of materials used in the plumbing in your home. Because lead levels may vary over time, lead exposure is possible even when your tap sampling results do not detect lead at one point in time. You can help protect yourself and your family by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Using a filter, certified by an American National Standards Institute accredited certifier to reduce lead, is effective in reducing lead exposures. Follow the instructions provided with the filter to ensure the filter is used properly. Use only cold water for drinking, cooking, and making baby formula. Boiling water does not remove lead from water. Before using tap water for drinking, cooking, or making baby formula, flush your pipes for several minutes. You can do this by running your tap, taking a shower, doing laundry or a load of dishes. If you have a lead service line or galvanized requiring replacement service line, you may need to flush your pipes for a longer period. If you are concerned about lead in your water and wish to have your water tested, contact *[Water Supply Name and Contact Information]*. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at [*https://www.epa.gov/safewater/lead*](https://www.epa.gov/safewater/lead). |

Nitrate (must be included when detected above 5 mg/l, but below 10 mg/l)

As you can see by the table, our system had no violations, but we have learned through our testing that some contaminants have been detected; however, these contaminants were detected below New York State requirements. Although nitrate was detected below the MCL, it was detected at (insert detected level) which is greater than one-half of the MCL. Therefore, we are required to present the following information on nitrate in drinking water:

“Nitrate in drinking water at levels above 10 mg/l is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant, you should ask for advice from your health care provider.”

Arsenic (must be included if detected above 5 ug/l, but below 10 ug/l)

As you can see by the table, our system had no violations. We have learned through our testing that some contaminants have been detected; however, these contaminants were detected below current federal drinking water requirements. Although arsenic was detected below the MCL, it was detected at (insert detected level) which is greater than one-half of the MCL. Therefore, we are required to present the following information on arsenic in drinking water:

“NYS and EPA have promulgated a drinking water arsenic standard of 10 parts per billion. While your drinking water meets the standard for arsenic, it does contain low levels of arsenic. The standard balances the current understanding of arsenic’s possible health effects against the costs of removing arsenic from drinking water. EPA continues to research the health effect of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.”

Fluoride (must be included if detected above 2.0 mg/l, but below 2.2 mg/l)

Fluoride is commonly added to drinking water at low levels to provide consumer dental health. But fluoride found at high enough levels can create a health risk if consumed over a long period and there is a MCL for fluoride to address this risk. Our testing detected an elevated level of fluoride (describe frequency and levels, e.g. on one occasion at 2.1 mg/l) during (year). Although fluoride was not detected above the MCL, it was detected above 2.0 mg/l and we are therefore required to present the following information on fluoride in drinking water:

“Some people who drink water containing fluoride in excess of the MCL over many years could get bone disease, including pain and tenderness of the bones. Children may get mottled teeth.”

**IS OUR WATER SYSTEM MEETING OTHER RULES THAT GOVERN OPERATIONS?**

This section of the report should be used to relay information regarding the system’s compliance with other State Sanitary Code Requirements (see page 19 of the State Guidance Document – Item 8). Example statements for this section are presented below. If you did not have any violations of the State Sanitary Code feel free to state that fact or remove this section from your report.

Sample statement for systems that do not have violations:

During 2024, our system was in compliance with applicable State drinking water operating, monitoring and reporting requirements.

Sample statements for systems with violations:

Treatment Technique Filtration and Disinfection Violations (systems that have failed to install adequate filtration or disinfection equipment or processes, or have had a failure of such equipment or processes which constitutes a violation):

The [Water System Name] is in violation of (describe the violation, e.g. the Surface Water Treatment Rule and is required to install a water filtration plant or develop a new water source by …). Therefore, we are required to include the following statement in this report: “Inadequately treated water may contain disease-causing organisms. These organisms include bacteria, viruses, and parasites, which can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.” The [Water System Name] is in the process of actively seeking funding and has hired design engineers to comply with the Surface Water Treatment Rule.

Lead and Copper Control Requirements (systems that fail to meet corrosion control treatment, source water treatment, or lead service line requirements):

The [Water System Name] is in violation of State lead and copper control requirements for (describe the violation, e.g. failure to meet corrosion control treatment) and is required (describe what State is requiring). Therefore, we must include the following statement in this report: “There is no safe level of lead in drinking water. Exposure to lead in drinking water can cause serious health effects in all age groups, especially pregnant people, infants (both formula-fed and breastfed), and young children. Some of the health effects to infants and children include decreases in IQ and attention span. Lead exposure can also result in new or worsened learning and behavior problems. The children of persons who are exposed to lead before or during pregnancy may be at increased risk of these harmful health effects. Adults have increased risks of heart disease, high blood pressure, kidney or nervous system problems. Contact your health care provider for more information about your risks.”

Acrylamide and Epichlorohydrin (systems that violate either treatment technique):

The [Water System Name] is in violation of the treatment technique for (Acrylamide or Epichlorohydrin). We use these chemicals in our system to (describe their use) and (have corrected the problem or are in the process of correcting the problem by…). Some people who drink water containing high levels of acrylamide over a long period of time could have problems with their nervous systems or blood, and may have an increased risk of getting cancer. or Some people who drink water containing high levels of epichlorohydrin over a long period of time could experience stomach problems, and may have an increased risk of getting cancer.

Monitoring Violations:

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. During 2024, we “did not monitor or test” or “did not complete all monitoring or testing” for (contaminant(s)), and therefore cannot be sure of the quality of your drinking water during that time.

Reporting Violations:

We constantly test for various contaminants in the water supply to comply with regulatory requirements. This past year we monitored for (describe the contaminant) but failed to provide the results to the (name of local health department). This does not pose a threat to the quality of our water supply.

Variances, Exemptions, Administrative or Judicial Orders:

If your system operated under any of these areas during the year covered by the report, your report must include an explanation of the item, the date it was issued, why it was granted, when it is up for renewal, and a status report on what the system is doing to remedy the problem. Examples of these items include biofilm variances, Surface Water Treatment Rule exemptions, Administrative Orders requiring compliance with the Surface Water Treatment Rule or other portions of the State Sanitary Code. If you have questions regarding this section of the report, please contact your local health department.

**INFORMATION ON CRYPTOSPORIDIUM**

Systems that have performed any monitoring for Cryptosporidium that indicates that Cryptosporidium may be present in the source water or the finished water must include a summary of the result and an explanation of the significance. If you did not analyze for Cryptosporidium or they were analyzed for but not detected you may delete this section from your report.

Example language for this section is as follows:

Cryptosporidium is a microbial pathogen found in surface water and groundwater under the influence of surface water. Although filtration removes Cryptosporidium, the most commonly-used filtration methods cannot guarantee 100 percent removal. During 2024, as part of our routine sampling, (include number of samples collected and sample location, e.g. 25 samples of Placid Reservoir source water) were collected and analyzed for Cryptosporidium oocysts. Of these samples, (explain results e.g. three were presumed positive for Cryptosporidium, and one was confirmed positive. Therefore, our testing indicates the presence of Cryptosporidium in our source water). Current test methods do not allow us to determine if the organisms are dead or if they are capable of causing disease. Five additional filtered water samples were tested for Cryptosporidium oocysts and none were detected. Ingestion of Cryptosporidium may cause cryptosporidiosis, a gastrointestinal infection. Symptoms of infection include nausea, diarrhea, and abdominal cramps. Most healthy individuals can overcome disease within a few weeks. However, immuno-compromised people are at greater risk of developing life-threatening illness. We encourage immuno-compromised individuals to consult their health care provider regarding appropriate precautions to take to avoid infection. Cryptosporidium must be ingested to cause disease, and it may be spread through means other than drinking water.

**INFORMATION ON GIARDIA**

Systems that have performed any monitoring for Giardia that indicates that Giardia may be present in the source water or the finished water must include the summary of the results and an explanation of the significance. If you did not analyze for Giardia or Giardia was analyzed for but not detected you may delete this section from your report.

Giardia is a microbial pathogen present in varying concentrations in many surface waters and groundwater under the influence of surface water. Giardia is removed/inactivated through a combination of filtration and disinfection or by disinfection. During 2024, as part of our routine sampling, (include number of samples collected and sample location, e.g. 25 samples of Placid Reservoir source water) were collected and analyzed for Giardia cysts. Of these samples, (explain results e.g. ten were presumed positive for Giardia, and one was confirmed positive. Therefore, our testing indicates the presence of Giardia in our in our source water. Current test methods do not allow us to determine if the organisms are dead or if they are capable of causing disease. Five additional filtered water samples were tested for Giardia cysts and none were detected. Ingestion of Giardia may cause giardiasis, an intestinal illness. People exposed to Giardia may experience mild or severe diarrhea, or in some instances no symptoms at all. Fever is rarely present. Occasionally, some individuals will have chronic diarrhea over several weeks or a month, with significant weight loss. Giardiasis can be treated with anti-parasitic medication. Individuals with weakened immune systems should consult with their health care providers about what steps would best reduce their risks of becoming infected with Giardiasis. Individuals who think that they may have been exposed to Giardiasis should contact their health care providers immediately. The Giardia parasite is passed in the feces of an infected person or animal and may contaminate water or food. Person to person transmission may also occur in day care centers or other settings where hand washing practices are poor.

**INFORMATION ON RADON**

If your system performed monitoring that indicates the presence of radon in its finished water, include a summary describing: the sampling sites; the number of tests conducted during the reporting year; the testing results; any actions taken in response to those results; and an explanation of the significance of the results. If you did not analyze for radon or radon was analyzed for but not detected you may delete this section from your report.

Radon is a naturally-occurring radioactive gas found in soil and outdoor air that may also be found in drinking water and indoor air. Some people exposed to elevated radon levels over many years in drinking water may have an increased risk of getting cancer. The main risk is lung cancer from radon entering indoor air from soil under homes.

In 2024, we collected (describe number of samples collected, e.g. four representative water samples (one per quarter) that were analyzed for radon. The (describe radon results, e.g. average of the four samples was 250 picocuries/liter (pCi/l)). For additional information call your state radon program (1-800-458-1158) or call EPA’s Radon Hotline (1-800-SOS-Radon).

**INFORMATION ON LEAD SERVICE LINE INVENTORY**

The Lead and Copper Rule Revisions (LCRR) requires every federally defined community and non-transient, non-community water system to develop a service line inventory (also called a lead service line inventory (LSLI)). Water systems serving more than 50,000 people must also provide their inventory online. If your system is not required to submit a LSLI, you may delete this section from your report.

Sample statement for systems that have submitted a lead service line inventory:

A Lead Service Line (LSL) is defined as any portion of pipe that is made of lead which connects the water main to the building inlet. An LSL may be owned by the water system, owned by the property owner, or both. The inventory includes both potable and non-potable SLs within a system. In accordance with the federal Lead and Copper Rule Revisions (LCRR) our system has prepared a lead service line inventory and have made it publicly accessible by (include instructions on how to access the inventory (including inventories consisting only of a statement declaring that the distribution system has no lead, galvanized requiring replacement, or lead status unknown service lines)) and/or visiting our website at: (insert direct link to inventory).

Sample statement for systems that are required to, but have not submitted a lead service line inventory:

A Lead Service Line (LSL) is defined as any portion of pipe that is made of lead which connects the water main to the building inlet. An LSL may be owned by the water system, owned by the property owner, or both. The inventory includes both potable and non-potable SLs within a system. The [Water System Name] is in violation of federal Lead and Copper Rule Revisions (LCRR) requirements for failing to provide a publicly accessible lead service line inventory and is required (describe what State is requiring).

**DO I NEED TO TAKE SPECIAL PRECAUTIONS?**

For systems that did not have any violations:

Although our drinking water met or exceeded state and federal regulations, some people may be more vulnerable to disease causing microorganisms or pathogens in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice from their health care provider about their drinking water. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium, Giardia and other microbial pathogens are available from the Safe Drinking Water Hotline (800-426-4791).

For systems that had drinking water violations:

Some people may be more vulnerable to disease causing microorganisms or pathogens in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice from their health care provider about their drinking water. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium, Giardia and other microbial pathogens are available from the Safe Drinking Water Hotline (800-426-4791).

**INFORMATION ON UNREGULATED CONTAMINANTS**

If your system performed monitoring for the EPA Unregulated Contaminant Monitoring Regulation (UCMR) within the last five years, you must report the monitoring results of any detected contaminants in the Table of Detected Contaminants. Your report must identify a person and a phone number to contact for information on the monitoring results. If your system performed monitoring under UCMR but did not detect any contaminants, you may delete this section from your report. (see page 17 of Guidance Document).

If your system performed additional monitoring (outside of EPA’s UCMR program) for unregulated contaminants whether requested by the State or voluntary, see page 17 of Guidance Document.

**INFORMATION ON FLUORIDE ADDITION**

Systems that provide drinking water with supplemental fluoride must add this section:

Our system is one of the many drinking water systems in New York State that provides drinking water with a controlled, low level of fluoride for consumer dental health protection. Systems that purchase fluoridated water may want to add: Fluoride is added to your water by the (supplying system name) before it is delivered to us. According to the United States Centers for Disease Control, fluoride is very effective in preventing cavities when present in drinking water at a properly controlled level. To ensure that the fluoride supplement in your water provides optimal dental protection, we or if water is purchased (the supplying system name) monitor fluoride levels on a daily basis to make sure fluoride is maintained at a target level of 1.0 mg/l (replace with 0.7 mg/l if fluoridating system has chosen to use the CDC’s “interim” target level). During (year) monitoring showed that fluoride levels in your water were within 0.2 mg/l of the target level (use 0.1 mg/l if using CDC’s interim target) for \_% of the time. Add if no monitoring results >2.0 mg/l: None of the monitoring results showed fluoride

at levels that approach the 2.2 mg/l MCL for fluoride.

If fluoride addition was interrupted at the time the AWQR is published, and has been interrupted for more than 6 months or is not expected to be back online before 6 months, add this paragraph:

Currently there is an interruption to fluoride addition. Since (date interruption began), supplemental fluoride has not been added to your drinking water, and we do not or if water is purchased (supplying system name does not) expect fluoride addition to be restored before (date). You may want to discuss this with your family dentist to see if some other form of fluoride supplement should be considered for your dental protection.

**INFORMATION FOR NON-ENGLISH SPEAKING RESIDENTS**

Include this information if there is a significant number of non-English speaking customers. You should decide whether to include information for non-English speaking residents with input from the local health department. Example statements in Spanish and French are provided below. Electronic versions in Korean and Chinese can be obtained by sending an e-mail to bpwsp@health.state.ny.us.

**Spanish**

Este informe contiene información muy importante sobre su agua beber. Tradúzcalo ó hable con alguien que lo entienda bien.

**French**

Ce rapport contient des informations importantes sur votre eau potable. Traduisez-le ou parlez en avec quelqu’un qui le comprend bien.

**WHY SAVE WATER AND HOW TO AVOID WASTING IT?**

This section offers an opportunity to educate your customers about water conservation. It is not required but you are encouraged to include it in your report. Example language is provided on page 22 of the guidance document or you can use the following:

Although our system has an adequate amount of water to meet present and future demands, there are a number of reasons why it is important to conserve water:

* Saving water saves energy and some of the costs associated with both of these necessities of life;
* Saving water reduces the cost of energy required to pump water and the need to construct costly new wells, pumping systems and water towers; and
* Saving water lessens the strain on the water system during a dry spell or drought, helping to avoid severe water use restrictions so that essential firefighting needs are met.

You can play a role in conserving water by becoming conscious of the amount of water your household is using, and by looking for ways to use less whenever you can. It is not hard to conserve water. Conservation tips include:

* Automatic dishwashers use 15 gallons for every cycle, regardless of how many dishes are loaded. So get a run for your money and load it to capacity.
* Turn off the tap when brushing your teeth.
* Check every faucet in your home for leaks. Just a slow drip can waste 15 to 20 gallons a day. Fix it and you can save almost 6,000 gallons per year.
* Check your toilets for leaks by putting a few drops of food coloring in the tank, watch for a few minutes to see if the color shows up in the bowl. It is not uncommon to lose up to 100 gallons a day from one of these otherwise invisible toilet leaks. Fix it and you save more than 30,000 gallons a year.

**CLOSING**

You may end your report any way that you wish. Please feel free to modify the following example as appropriate.

Thank you for allowing us to continue to provide your family with quality drinking water this year. In order to maintain a safe and dependable water supply we sometimes need to make improvements that will benefit all of our customers. The costs of these improvements may be reflected in the rate structure. Rate adjustments may be necessary in order to address these improvements. We ask that all our customers help us protect our water sources, which are the heart of our community. Please call our office if you have questions.