**IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER**

**Recordkeeping Requirements for Lead and Copper Rule Not Met for [System]**

On [give date] we became aware that our system failed to maintain onsite and provide original records of information pertaining to the federal Lead and Copper Rule. Although this incident was not an emergency, as our customers, you have a right to know what happened and what we did/are doing to correct this situation.

As per the federal regulations, specifically 40 CFR 141.91, we are required to retain original records of all sampling data and analyses, reports, surveys, letters, evaluations, schedules, State determinations, and any other information required by 40 CFR141.81 through 141.88 on our premises for no fewer than 12 years.

Specifically, we failed to have [list date and type of records] available upon [requesting party e.g. the State’s] request.

**What should I do?**

There is nothing you need to do at this time. You may continue to drink the water. If a situation ever arises where the water is no longer safe to drink, you will be notified under a separate public notification.

**What is being done?**

[Describe corrective action.] **If applicable:** We expect to develop an SOP to maintain all pertinent information to the Lead and Copper Rule onsite by [give date].

For more information, please contact [name of contact] at [phone number].

*\*Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail. \**

This notice is being sent to you by [system]. PWSID#: \_\_\_\_\_\_\_\_\_\_\_.

Date distributed: \_\_\_\_\_\_.