

**Summary of Public Education (PE) Requirements and  
Certificate of Distribution**

For Community Water Supplies That Exceed the Lead Action Level

Within 10 days after PE distribution deadline (e.g., within 70 days of notification of a lead action level exceedance, or within 70 days after the end of the monitoring period whichever is sooner), send this certificate of distribution document to EGLE showing you have completed all applicable requirements below.

Complete each PE distribution requirement below.

Completed	Requirement	Date Completed
<input checked="" type="checkbox"/>	Deliver PE printed materials (pamphlets, brochures, posters) to all bill paying customers.	2/11/2021
<input type="checkbox"/>	Do more than 10% of your customers speak a language other than English? _____ What additional languages did you include in your PE materials? <u>none</u>	
<input type="checkbox"/>	Provide the following message on or in each water bill (no less frequently than quarterly). "[Water Supply Name] exceeded the action level for lead in drinking water. Lead can cause serious health problems. For more information please call [Water Supply Name] or visit [insert Web site if available]."	
<input type="checkbox"/>	Deliver PE materials to the local public health agency along with an informational notice instructing them to distribute to potentially affected consumers.	
<input type="checkbox"/>	Contact the local public health agency in person or by phone. Name of person contacted: _____ <input type="checkbox"/> If the agency provides a list of organizations that serve target populations, customers who are most at risk, deliver materials to those organizations even if not served by the water supply. A water supply serving 3,300 or fewer people may limit the distribution to organizations it serves. List of organizations provided by local public health agency: _____	
<input checked="" type="checkbox"/>	Deliver PE materials to the following facilities and organizations that are served by the water supply along with an informational notice that instructs the organization to distribute the PE to its potentially affected customers. Check all that apply, list the names of facilities and organizations: <input checked="" type="checkbox"/> Public and private schools or school boards: <u>Via USPS</u> <input type="checkbox"/> Women Infants and Children (WIC) and Head Start programs: _____ <input type="checkbox"/> Public and private hospitals and medical clinics: _____ <input type="checkbox"/> Pediatricians: _____ <input type="checkbox"/> Family planning clinics: _____ <input checked="" type="checkbox"/> Local welfare agencies: <u>Via USPS</u> <input type="checkbox"/> Community Centers: _____ <input type="checkbox"/> Adult foster care facilities: _____	2/11/2021
<input type="checkbox"/>	Make a good faith effort to locate the following organizations within the service area and deliver PE materials, along with an informational notice that instructs the organizations to distribute the PE to all potentially affected customers or users. The good faith effort to contact at-risk customers may include requesting a specific contact list of the organizations from the local public health agencies, even if the agencies are not located within the water system service area. Check all organizations that apply, list the names of the organizations: <input type="checkbox"/> Licensed childcare centers: <u>Via USPS</u> <input type="checkbox"/> Public and private preschools: <u>Benton Harbor Area Schools</u>	2/11/2021

<input checked="" type="checkbox"/>	<input type="checkbox"/> Obstetricians-Gynecologists and Midwives: _____	
<input checked="" type="checkbox"/>	Submit press release to newspaper, television, and radio stations. Water supplies serving 3,300 or fewer people may skip this requirement provided the water supply delivers PE materials to every household served by the water supply. List the newspapers, television, and radio stations: <input checked="" type="checkbox"/> Newspapers: <u>Benton Spirit, Herald Palladium</u> <input checked="" type="checkbox"/> Television: <u>WNDU, WSBT + FOX 28</u> <input type="checkbox"/> Television: _____	
<input type="checkbox"/>	Conduct activities from the following general categories. The content and selection of these activities shall be determined in consultation with the department. <ul style="list-style-type: none"> <li>• For water supplies serving 3,300 or fewer people, conduct one activity from one of the general categories listed below.</li> <li>• For water supplies serving more than 3,300 people, conduct three activities from the general categories listed below. For your three activities, you may do multiples of the same activity. For example, you may do three PSAs or two public meetings and one paid advertisement if the DEQ allows.</li> </ul> <input type="checkbox"/> Public service announcements: _____ <input type="checkbox"/> Paid advertisements: _____ <input checked="" type="checkbox"/> Display information in public areas: _____ <input type="checkbox"/> Email to customers: _____ <input type="checkbox"/> Text messages to customers: _____ <input type="checkbox"/> Robocalls to customers: _____ <input type="checkbox"/> Public meetings: _____ <input checked="" type="checkbox"/> Delivery to every household: <u>VIA USPS</u> <input type="checkbox"/> Targeted individual customer contact: _____ <input checked="" type="checkbox"/> Provide materials directly to multi-family homes: <u>VIA USPS</u> <input type="checkbox"/> Other methods approved by the DEQ: _____	
<input type="checkbox"/>	Post and retain material on the primary water supply's and municipality's websites and provide a link to the material on social media platforms commonly used by the supply. (required for supplies serving more than 1,000 people). Provide the date the information was posted. <input type="checkbox"/> Website address(es): _____ <input type="checkbox"/> Other media platform(s): _____	

Certify.

I affirm that public education material content and delivery requirements have been completed.

I have enclosed a sample each of the following public education materials we delivered:

- Public Education printed materials
- Water Bill (quarterly)
- Informational notice instructing organizations to distribute PE
- Press Release (If applicable)

Lesia Oster  
 \_\_\_\_\_  
 Signature

Lesia Oster  
 \_\_\_\_\_  
 Printed Name

Water Administrator  
 \_\_\_\_\_

City of Benton Harbor  
 \_\_\_\_\_  
 Water Supply Name

\_\_\_\_\_  
 Water Supply Serial Number (WSSN)