

2017 PN Certification Instructions

PN Certification must arrive at Division of Water within 10 days after PN distribution.

If you use the CCR for a public notification of a Tier 3 violation you must submit a PN certification **AND** a CCR certification **within ten (10) days after the CCR is distributed** but no later than the CCR certification deadline of July 1.

To certify the PN indicate the violations and dates of the violations in the top portion. Check appropriate boxes in section (a) and section (b) to indicate primary and secondary distribution methods. If a website was used as a method of distribution be sure the website is entered correctly and is legible. If water is sold to another water system provide PN delivery details and dates.

Send to Division of Water:

1. A complete CCR if the CCR was used for a tier 3 violation PN
2. If water bills were used to distribute the PN submit an **actual water bill** with the PN printed on the back (or an insert provided with the bill)
3. A hardcopy of the poster PN
4. the "PN Posting" list
5. consecutive water system information, if applicable
6. the PN certification form
7. any additional supporting documents such as newspaper page, postal receipt, etc.

Sign and date and make copies of everything for your records.

Send by registered mail to:

**EEC – Division of Water
Drinking Water Compliance and Technical Assistance Section
Attn: PN Compliance Officer
300 Sower Boulevard
Frankfort, KY 40601**