



WATER INFRASTRUCTURE IMPROVEMENTS FOR THE NATION (WIIN) ACT

Instruction Sheet

IMPORTANT: Required documentation must be completed, sent to affected consumer, and submitted to the Rhode Island Department of Health (RIDOH) within 24 hours. RIDOH will then submit it to the EPA. If this is not completed within the required timeframe, the EPA will contact the Governor of Rhode Island.

Introduction: What is the WIIN Act?

The [Water Infrastructure Improvements for the Nation \(WIIN\)](#) Act requires public water systems to provide specific information regarding lead to individuals who report a household lead exceedance to the Environmental Protection Agency (EPA). The timeframe to distribute the materials to the affected household and provide confirmation to the EPA is within two (2) business days unless otherwise specified by the EPA.

Water systems must fill out and distribute one of two public notice template options: the template for water systems [with an exceedance](#) [lead 90th percentile] or the template for water systems [without an exceedance](#) [lead 90th percentile]. After the material has been completed & distributed to the affected household via certified mail, the public water system must fill out the delivery confirmation form. A copy of the distributed lead education material and the completed delivery confirmation form must then be submitted to the RIDOH Center for Drinking Water Quality so that the EPA can receive appropriate confirmation that the affected household has been provided with the required materials.

If you have been notified by the EPA regarding the WIIN Act, please contact our office immediately at 401-222-6867 or e-mail us at DOH.RIDWQ@health.ri.gov and type “WIIN Act” in the subject line.

Have more questions? Please visit the links below:

WIIN Act Document: [WIIN Act](#)

More WIIN Act Information (Webinars, FAQs, etc.): [EPA Website](#)

Frequently Asked Questions:

Q: Why have I received this notice?

A: You have received this notice because a consumer served by your/a public water system has tested drinking water from their tap and received a result above the lead action level of 15 ppb (parts per billion). Therefore, the consumer needs to be provided with information on the health effects of lead and how to reduce their exposure to lead at the tap as soon as possible, but no more than 24 hours from receiving this notice.

Q: How long do I have to get the necessary document to the consumer (lead education material) as well as a copy of the lead education material & Delivery Confirmation form to RIDOH [and/or the EPA if State Representative]?

A: Two business days unless otherwise specified by the EPA. However, RIDOH's goal is within 24 hours.

Q: Does the material (template) actually need to be delivered by the Post Office to the consumer within 24 hours/do I have to overnight it?

A: No. They must simply be delivered to the post office, and you must obtain proof of mailing such as a post office receipt and tracking number via Certified Mail. Proof of mailing must be submitted to the EPA/RIDOH as well.

Q: What methods are acceptable to deliver the material (template)?

A: Certified Mail is **required**. Other methods are encouraged in addition to Certified Mail, such as e-mail. It needs to be a method that can be confirmed/tracked. Submitting the Certified Mail confirmation/tracking number is strongly encouraged.

Q: What happens when the material (template) is not delivered to the consumer within two business days?

A: Once the EPA receives confirmation that the materials were not delivered, the EPA will then call the Governor. Appropriate enforcement actions may be taken.

Q: How should I submit the WIIN Act material and proof of delivery to RIDOH? Who should I contact if I need help regarding the WIIN Act procedure?

A: Call the Rhode Island Department of Health Center for Drinking Water Quality at 401-222-6867 or e-mail DOH.RIDWQ@health.ri.gov and type "WIIN Act" in the subject line.

STEP 1: Determining the Public Water System's Lead 90th Percentile (If already known, skip to Step 2 on Page 5)

1. Visit Rhode Island Drinking Water Watch in your browser: www.health.ri.gov/waterinfo
2. Search for the Public Water System Name (Found on WIIN Act sheet/email from the EPA)

The screenshot shows the Rhode Island Department of Health website. The header includes the state logo and navigation tabs for Home, Health & Wellness, Food, Water & Environment, Birth, Death & Marriage Records, and Licensing. A search bar is located in the top right. The main content area is titled "Water System Information Search" and contains a form with the following fields:

- Please Provide the Following Information:**
- By Public Water Supply System**
- Water System Name:
- Principal County Served:
- Water System Number:

3. Click on the Public Water System's ID Number (See arrow)

The screenshot shows the search results page for the water system. The title is "Find Water Systems: Search Results for All". It indicates "1 Records Found" and "Search Date: 10/18/2017". The results table is as follows:

Water System Number: RI000000  ABC WATER SUPPLY BOARD Fact Sheet	Fed Type: C Status: A County: PROVIDENCE Water Type: GW
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Below the table, there is a link for "Current Monitoring Schedules".

4. Click on 'Lead & Copper Summaries' (Top right hand of screen – see arrow)

County Map of RI		Water System Search		Help
Water System Facilities	Violations	Enforcement Actions	COLIFORM Sample Results	Lead & Copper Summaries 
Sample Points	Assistance Actions		Recent Positive COLIFORM Results	Chlorine Summaries
Sample Schedules / FANLs / Plans	Compliance Schedules		Other Chemical Results	Turbidity Summaries
Milestones	TOC/Alkalinity Results		Other Chemical Results by Analyte	
COLIFORM Sample Summaries	LRAA (TTHM/HAA5)		Non-Coliform Sample Results	
			Ground Water Rule Sample Results	Long Term 2 Sample Results

Water System Detail Information			
Water System No.:	RI0000000	Federal Type:	C
Alternate State No.:	VSSD	Federal Source:	GW
Water System Name:	ABC WATER SUPPLY BOARD	System Status :	A
Principal County / City	PROVIDENCE / FOSTER	Activity Date :	06-01-1977
Served :			
Local Name :	RI0000000		

5. Find the most recent Lead 90th Percentile and determine if it is **above** or **below** 15ppb.

To determine 90th percentile, follow these steps:

- A. In the 'Type' column (left arrow below), find the '90%' value. Disregard AL data.
- B. In the 'Analyte Code/Name' column (right arrow below), find the 'Lead Summary' line. Disregard copper data.
- C. Convert the mg/L to ppb by moving the decimal point three places to the right.
ex. 0.005 mg/L = 5ppb

See example below. The row highlighted in yellow indicates the 90th percentile value (in mg/L) to use.

County Map of RI		Water System Search		Help
Water System Detail Information				
Water System No.:	RI0000000	Federal Type:	C	
Alternate State No.:	VSSD	Federal Source:	GW	
Water System Name:	ABC WATER SUPPLY BOARD	System Status :	A	
Principal County / City	PROVIDENCE / FOSTER	Activity Date :	06-01-1977	
Served :				
Local Name :	RI0000000			

This list displays Lead and Copper Sample Results for the last 2 years by default. If you need to search for a specific date range, use the following date fields (you can also pick a date from the pop-up calendar next to the field) and click on Search.

Sample Collection Date From  To  

PBCU Sample Summary Results						
Mon Period	Type	# Samples	Measure	Units	Analyte Code/Name	Last Sample Date
07-01-2017 12-31-2017	90%	5	0.3	MG/L	CU90 - COPPER SUMMARY	11-20-2017
07-01-2017 12-31-2017	AL	0 Exceeding Action Level			CU90 - COPPER SUMMARY	
07-01-2017 12-31-2017	90%	5	0.005	MG/L	PB90 - LEAD SUMMARY	11-20-2017
07-01-2017 12-31-2017	AL	0 Exceeding Action Level			PB90 - LEAD SUMMARY	

STEP 2: Filling Out WIIN Act Lead Education Documents

IMPORTANT: Required documentation must be completed, sent to affected consumer, and submitted to the Rhode Island Department of Health (RIDOH) within 24 hours. RIDOH will then submit it to the EPA. If this is not completed within the required timeframe, the EPA will contact the Governor of Rhode Island.

1. Is your public water system's 90th percentile **above** or **below** 15 parts per billion?
 - You only need to fill out **one** template (either pages 6-8 **or** 9-11).
 - If below 15 ppb (0.015mg/L), fill out [template on Pages 6-8 only](#). You do not need to fill out pages 9-11.
 - If above 15 ppb (0.015mg/L), fill out [template on Pages 9-11 only](#). You do not need to fill out pages 6-8.
2. All wording in brackets must be filled out specific to the information provided by the EPA (consumer's name, address, lead result, etc.) and the water system's information. Be sure to remove brackets.

ex. [Water System Name] → ABC Water Supply Board

NOTE: If someone other than the water system is filling out this documentation, it may be necessary to contact the water system (contact information located on Drinking Water Watch) to acquire specific actions the water system is taking to reduce lead exposure at the tap.

3. Upon completion of correct lead education template: print and deliver via **Certified Mail** to the consumer within 24 hours. Communication with RIDOH before delivery, such as proofreading, is encouraged but not required. Also, using other methods of delivery in addition to the Certified Mail, including email, is strongly advised.
4. After delivering the lead education material to the consumer, complete the Delivery Confirmation form on [Page 12](#). Send a copy of the lead education material along with the completed Delivery Confirmation form and proof of mailing to RIDOH within 24 hours. RIDOH will then deliver to the EPA. (If a State Representative is filling form(s) out on behalf of a public water system, send them directly to the EPA.)

Important Information About Your Drinking Water

Lead Sample Results for Your Home

Dear _____,

EPA has provided us with information regarding a lead sample of drinking water taken at your home. This sample was collected by _____ on _____. The sample shows lead levels that are greater than the lead action level of 15 ppb. However, the 90th percentile value of the various water samples collected throughout our entire water system for compliance with the Lead and Copper Rule is below the lead action level. _____ strongly urges you to take the steps listed on the next page to reduce your exposure to lead in drinking water.

The following table shows the results of the water sample:

Sample Collected	Lab Results Received	Lead Test Results	Action Level at 90 th Percentile	MCLG
			15 ppb	0 ppb

What Does This Mean?

Drinking water that is tested for lead is compared to standards set by the U.S. Environmental Protection Agency (EPA). These standards include:

- **90th percentile value:** The value that separates the bottom 90 percent of sample results from the top 10 percent.
- **Action Level:** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow. Under the authority of the Safe Drinking Water Act, the EPA set the action level for lead in drinking water at 15 ppb. Water systems are required to act if the sample results are greater than 15 ppb in more 10 percent of the samples collected for compliance.
- **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. Because lead may pose serious health risks, the EPA set an MCLG of 0 ppb for lead.

How Does Lead Enter Drinking Water? Lead is a toxic heavy metal that is harmful if inhaled or swallowed. It can be found in air, soil, dust, food, drinking water and products such as lead-based paints. Lead typically enters drinking water through plumbing materials. All homes, regardless of their age, may have plumbing that contains lead. However, homes built before 1986 are more likely to have lead pipes, fixtures, and solder. Brass faucets, fittings, and valves, including those advertised as “lead-free,” may contribute lead to drinking water. The law currently allows pipes, fittings, and fixtures with up to 0.25 percent weighted average of lead to be identified as “lead-free.” Brass faucets and fittings and lead solder can leach lead into water, especially hot water.

What Are the Health Effects of Lead? *Lead can cause serious health problems if too much enters the body from drinking water or other sources of lead. Pregnant women, infants, and young children have the highest risks of negative health effects from lead exposure. Lead exposure in children under the age of six has been linked to damage to the central and peripheral nervous system, learning disabilities, shorter stature, impaired hearing, impaired formation and function of blood cells, and lowered IQ. Lead can accumulate in our bodies over time, where it is stored in bones along with calcium. During pregnancy, lead is released from bones as maternal calcium and is used to help form the bones of the fetus. This can result in serious effects to the mother and her developing fetus, including reduced growth of the fetus and premature birth. Adults exposed to lead could develop kidney problems or high blood pressure. Lead is stored in the bones and can be released later in life. If you are concerned about lead exposure, you may want to ask your health care provider about testing children to determine the levels of lead in their blood.*

How Can I Reduce Exposure to Lead from Drinking Water? As a concerned resident, there are several steps that you can take to reduce your and your family's exposure to lead from drinking water. recommends that you:

- **Run your water to flush out lead.** The longer water sits in your home piping; the more lead may leach from lead-containing fixtures. Before drinking, flush your pipes for several minutes by running your tap, taking a shower, doing laundry or a load of dishes.

- **Use cold water to cook and to prepare baby formula.** Do not cook with or drink water from the hot water tap; lead dissolves more easily into hot water. Do not use water from the hot water tap to make baby formula. Remember, **boiling water DOES NOT remove lead** from water.

- **Identify and replace plumbing fixtures that contain lead.** Brass faucets, fittings, and valves, including those advertised as "lead-free," may contribute lead to drinking water. The law currently allows pipes, fittings, and fixtures with up to 0.25 percent weighted average of lead to be identified as "lead-free. Plumbing materials that are lead free can also be identified by looking for lead free certification marks (<http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100LVYK.txt>).

- **Consider using a filter certified for lead removal.** Read the package to be sure the filter is approved to reduce lead. Verify the claims of manufacturers by checking with independent certifying organizations that provide lists of treatment devices that they have certified.

- **Regularly clean faucet aerators.** Aerators, the screens at the end of faucets, can collect debris. Rinse out collected materials to reduce debris accumulation.

- **Use an alternative source.** *Until the concentration of lead in drinking water is mitigated, you should use a different source of drinking water (i.e. bottled water).*

- **Periodically re-test your water for lead.** Call _____ at _____ to find out how to get your water tested for lead.

What Steps Is My Water System Taking?

is taking the following steps to keep your drinking water safe:

- *We will work to keep drinking water corrosivity as low as possible because corrosive water can cause lead to leach from plumbing materials that contain lead.*
- *We will continue to monitor lead levels in consumers' homes to ensure that the 90th percentile value remains below the action level.*
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Contact Information

Please contact _____ with questions at _____,
or _____.

For more information on reducing lead exposure around your home and the health effects of lead, visit EPA's Web site at www.epa.gov/lead, call the National Lead Information Center at 800-424-LEAD, or contact your health care provider.

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- **Use an alternative source.** *Until the concentration of lead in drinking water is mitigated, you should use a different source of drinking water (i.e. bottled water).*

- **Periodically re-test your water for lead.** Call _____ at _____ to find out how to get your water tested for lead.

What Steps Is My Water System Taking?

Because the 90th percentile value for the water system is above the action level, [redacted] is actively working to mitigate the problem. We are taking the following steps to keep your drinking water safe:

•Increased sampling: *We [redacted] sampling for lead every 6 months so we can closely monitor the lead levels in our water system. Your continued participation and support in our lead tap monitoring program is very important.*

•Public Education campaign: *We [redacted] a public education campaign to ensure all our customers know about the water system 90th percentile value exceeding the action level, the health effects of lead, the sources of lead in drinking water, and actions they can take to reduce exposure to leads in drinking water.*

•Source water monitoring: *We [redacted] monitoring in our source water to ensure that lead is not entering our water system from the source water.*

•Corrosivity control: *We will [redacted] to reduce the corrosivity of our water. Corrosive water can cause lead to leach from plumbing materials that contain lead.*

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Although we are acting to reduce lead levels, your elevated lead level may also be due to conditions unique to your home such as the presence of lead solder or brass faucets, fittings, and valves that may contain lead. Please see the strategies listed on the previous page to reduce lead exposure.

Contact Information

Please contact [redacted] with questions at [redacted], [redacted], or [redacted].

For more information on reducing lead exposure around your home and the health effects of lead, visit EPA's Web site at www.epa.gov/lead, call the National Lead Information Center at 800-424-LEAD, or contact your health care provider.

**Safe Drinking Water Act 1414(c)(5) Exceedance of Lead Level at Households
Information Delivery Confirmation**

Public Water System or Agency Name: _____

Point of contact: _____ Phone: _____

Date PWS/state received data and information: _____

Date information was distributed to affected household(s): _____

Deadline to disseminate the information: _____

Delivery method (check all that apply):

- Mail**
- Certified mail**
- Hand delivery**
- Email**
- Other (e.g., posting):

Proof of Mailing (attach post office receipt or print-out of certified mail tracking #, and/or include tracking # here): _____

Required information (SDWA 1414(c)(5)(C):

- Explanation of potential adverse human health effects
- Steps the PWS is taking to mitigate the concentration of lead
 - The necessity of seeking alternative water supplies

The public water system/jurisdiction indicated above hereby affirms that the required information listed above has been provided to the affected household(s) within the timeline assigned.

Signature of Owner/Operator or Agency Point of Contact _____

Date _____