

SAMPLE TBS EPD LEVEL 4 WATER DROUGHT NOTICE

Your letter customized

Your City /County Water Department
Your Address
City, Georgia 30XXX

PUBLIC NOTICE EPD WATER USE MANDATE

John Citizen
123 Address
City, GA 30XXX

PUBLIC NOTICE

██████████ WATER CUSTOMERS

The Georgia Environmental Protection Division (EPD) has mandated that all public water supply systems, in a Level 4 drought designated area, shall reduce their water production by 10% beginning November 1, 2007. ██████████ will adhere to this mandate. Therefore, every citizen must make any effort to conserve water.

Mail-Merged and addressed using your water billing database



Printed and mailed all through TBS

██████████ WILL TAKE THE FOLLOWING MEASURES:

- No new applications for ██████████ water service will be taken until further notice.
- All applications for ██████████ water service already submitted, but not installed, will not be installed until further notice.
- All ██████████ water customers with wells are encouraged to use their wells as their primary source of water.
- Absolutely NO OUTDOOR WATERING will be permitted. All violators will be fined.

TIPS TO CONSERVE WATER

General

- Make sure your home is leak-free. When you are certain that no water is being used in your home, take a reading of the water meter. Wait 30 minutes and then take a second reading. If the meter reading changes, you have a leak!
- Repair dripping faucets by replacing washers. One drop per second wastes 2,700 gallons of water per year!
- Reuse clean household water. Collect all the water that is wasted while waiting for the hot water to reach your faucet or showerhead. Use this to water your houseplants or outdoor planters. Do the same with water that is used to boil eggs or steam vegetables.

Kitchen

- Reduce dishwashing. Use a spatula to scrape dishes clean instead of pre-rinsing. Limit dishwasher use to full loads. Use the "light wash" feature on the dishwasher.
- Refrigerate a bottle or glass of water instead of letting a faucet flow until the water runs cold.
- Don't use running water to defrost food. Plan ahead to defrost foods overnight in the refrigerator.

Bathroom

- Don't use the toilet as a trash can. Every flush you eliminate can save between 2 and 7 gallons of water.
- Don't let the water run while brushing your teeth or shaving. Use a glass for rinse water.
- Shorten your shower. Limit your shower time to five minutes or less. Cut back on your shower time and you will rack up big savings in water and energy. Replace your showerhead with an ultra-low-flow version.

Laundry

- Wash only full loads of laundry. You'll not only save water, but energy as well.

Information on water saving tips for your home and/or business are available online at <http://www.YourWeb.ga.us> or at the ██████████ Water Department, 123 Your Address, City, GA 30XXX. Additional information can be found at www.gaepd.com or <http://www.conservewatergeorgia.net>