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**Example Letter required by Health and Safe Code §116455 to the water system's governing body and the governing body of any local agency whose jurisdiction includes areas supplied with drinking water by the retail water system. If the retail water system is a water company regulated by the California Public Utilities Commission, then the retail water system shall also notify the commission.**

**Subject: Notification of PFOA and PFOS and PFHxS and PFBS Notification Level Exceedance**

Dear [Local Agency]

The purpose of this letter, consistent with Health and Safety Code Sections 116378 and 116455, is to inform you of the presence of Per- and polyfluoroalkyl substances (PFAS) in the [Water Source, PSCode] that is currently [Operational Status].

(Operational Status options: In service with PFAS Treatment, In service without PFAS Treatment, Out-of-Service, for Emergency Use Only)

Pursuant to Health and Safety Code Sections 116378 and 116455, the [Water System Name] is required to inform its governing body and the governing body of any local agency whose jurisdiction includes the areas supplied with drinking water by the [Water System Name] of concentrations exceeding the Notification Levels for PFAS. These Notification Levels are health-based advisory levels established by the State Water Resources Control Board (State Water Board), Division of Drinking Water (DDW) for chemicals in drinking water that lack maximum contaminant levels. When chemicals are found at concentrations greater than their Notification Levels, certain notification requirements and recommendations apply.

The DDW determined that the Notification Level(s) have been exceeded specifically for PFAS as set forth in the following table (Only include PFAS that exceed their NL(s)):

PFAS	Notification Level	Response Level	Concentration	Health Effects
PFBS	500 ng/L	5000 ng/L	[PFBS_Conc.]	PFBS has been shown to interfere with thyroid hormones levels. Thyroid hormones are needed for normal prenatal growth and development of the fetus, as well as for normal growth and development in the infant and child. In adults, thyroid hormones are needed for normal metabolism and mental function.
PFHxS	3 ng/L	20 ng/L	[PFHxS_Conc.]	PFHxS has been shown to interfere with thyroid hormones levels. Thyroid hormones are needed for normal prenatal growth and development of the

PFAS	Notification Level	Response Level	Concentration	Health Effects
				fetus, as well as for normal growth and development in the infant and child. In adults, thyroid hormones are needed for normal metabolism and mental function.
PFOS	6.5 ng/L	40 ng/L	<a href="#">[PFOS_Conc.]</a>	Some people who drink water containing PFOS in excess of the Notification Level over many years may experience adverse health effects. PFOS exposures have been shown to cause immune suppression and cancer in laboratory animals.
PFOA	5.1 ng/L	10 ng/L	<a href="#">[PFOA_Conc.]</a>	Some people who drink water containing PFOA in excess of the Notification Level over many years may experience adverse health effects. PFOA exposures have been shown to cause increased liver weight and cancer in laboratory animals.

PFAS are manmade substances that have been synthesized for their water and liquid resistance properties. They have been used extensively in consumer products such as carpets, clothing, fabrics for furniture, paper packaging for food, and other materials (e.g., cookware) designed to be waterproof, stain-resistant or non-stick. In addition, they have been used in fire-retarding foam and various industrial processes. The origin of the contaminant in our water supply at this time is unknown but the water system is working with the State Water Board and other agencies to identify the circumstances of the contamination.

Pursuant to Health and Safety Code section 116378 and , if a chemical is present in drinking water that is provided to consumers at concentrations exceeding the Response Level, the drinking water system must either (1) take the source out of service immediately; (2) utilize treatment or blending; or (3) provide public notification of the Response Level exceedance. Additional information will be provided to our customers in the [\[PWS\\_water\\_system\\_name\]](#) Consumer Confidence Report that comes out next year.

Please refer to the following links for additional information about PFAS:

**DDW PFAS Website:**

[https://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/pfas.html](https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/pfas.html)

**DDW PFAS Factsheet:**

[https://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/docs/2024/pfas-fact-sheet-ddw-2024.pdf](https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/docs/2024/pfas-fact-sheet-ddw-2024.pdf)

If you have any questions regarding this matter, please contact [\[Water System Name\]](#) at [\[Water System Number\]](#) or at [\[Water System Email\]](#).

Sincerely,  
[\[Signature Block of Water System\]](#)