**MassDEP Drinking Water Sample Notification Letter**

**for residents and businesses located in a Zone I or Interim Wellhead Protection Area**

**Enter the correct language in the *[brackets]* and remove brackets.**

**Water System Official Heading**

Dear [*Resident/Business*]:

I am writing to advise you of the location of the *[name of well]* which provides drinking water to residents and businesses in *[name of community].* Your property is located within the water supply protection area identified by MassDEP as the *[Zone I or Interim Wellhead Protection Area]*. To ensure the long-term use of this well, the [*Zone I or Interim Wellhead Protection Area*] must be protected from hazardous substances that could potentially enter the groundwater and contaminate the drinking water supply.

Water supply contamination occurs primarily from land uses and activities located in the water supply area. Once a water supply is contaminated it may be impossible to remove the contaminants. This can result in the loss of a drinking water well for residents and businesses. Your cooperation in protecting this drinking water well is greatly appreciated. Some things you can do to assist in this effort include:

* Pump septic systems annually or as needed
* Store hazardous materials in original containers inside a building
* Store equipment using fuel or oils inside a building
* Do not dispose of hazardous materials into drainage systems or onto the ground
* Clean up spills in garages and on driveways immediately
* Keep vehicles maintained to prevent fluids and fuels from leaking onto pavement
* Keep heating fuel tanks maintained
* Store fertilizers, animal manure and deicing chemicals in a leak proof structure
* Use lawn care professional advice to maintain lawns

The *[Zone I or IWPA]* of this drinking water well can be viewed by going to [MassMapper](https://maps.massgis.digital.mass.gov/MassMapper/MassMapper.html). Enter *[name of community]* in the ‘location box’, from the menu click on ‘Regulated Areas, Wellhead Protection Areas’. We thank you for your assistance in protecting this important source of public drinking water. If you have any questions, please contact me at *[phone/email]* or the MassDEP Drinking Water Program at program.director-dwp@mass.gov.

Sincerely,

*[Name of Water Supplier]*