

Consumer Confidence Report Certification Form

Water System Name: _____

Water System No.: ___ - ___ - _____ **Report Year:** _____ **Population Served:** _____

The Community Water System (CWS) named above hereby confirms that all provisions under 40 CFR parts 141 and 142 requiring the development of, distribution of, and notification of a consumer confidence report have been executed. Further, the CWS certifies the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the primacy agency by their NC certified laboratory. In addition, if this report is being used to meet Tier 3 Public Notification requirements, as denoted by the checked box below, the CWS certifies that public notification has been provided to its consumers in accordance with the requirements of 40 CFR 141.204(d).

Certified by: Name: _____ **Title:** _____

Signature: _____ **Phone #:** _____

Delivery Achieved Date: _____ **Date Reported to State:** _____

The CCR includes the mandated Public Notice for a monitoring violation (check box, if yes)

Check **all** methods used for distribution (see instructions on back for delivery requirements and methods):

- Paper copy to all
- Notification of Availability of Paper Copy (other than in the CCR itself)
Notification Method _____ (i.e. US Mail, door hanger)
- Notification of CCR URL URL: _____
Notification Method _____ (i.e. on bill, bill stuffer, separate mailing, email)
- Direct email delivery of CCR (attached? ___ or embedded? ___)
Notification Method _____ (i.e. on bill, bill stuffer, separate mailing)
- Newspaper (attach copy) What Paper? _____ Date Published: _____
Notification Method _____ (i.e. US Mail, on bill, bill stuffer, door hanger, a postcard dedicated to the CCR, or email)
- “Good faith” efforts** (in addition to the above required methods) were used to reach non-bill paying consumers such as industry employees, apartment tenants, etc. Extra efforts included the following methods:
 - posting the CCR on the Internet at URL: _____
 - mailing the CCR to postal patrons within the service area
 - advertising the availability of the CCR in news media (attach copy of announcement)
 - publication of the CCR in local newspaper (attach copy)
 - posting the CCR in public places such as: (attach list if needed) _____
 - delivery of multiple copies to single bill addresses serving several persons such as: apartments, businesses, and large private employers
 - delivery to community organizations such as: (attach list if needed)

Note: Use of social media (e.g., Twitter or Facebook) or automated phone calls do not meet existing CCR distribution methods under the Rule.

INSTRUCTIONS

Submittal of your CCR and Certification Form to the Public Water Supply Section

Since 2013, you may submit your CCR and Certification form by one of the methods described below. Follow the directions to ensure efficient tracking and receipt of your submittal and expedited review of report data by the Public Water Supply (PWS) Section for compliance with state and federal regulations.

➤ **By Email:**

- It is imperative that you provide your Water System Name and Water System Number as shown in this example: (e.g. **NC0101010 Water System Name** -) in the subject line of the email.
- If your CCR is displayed on a Web page, provide the direct URL for the report in the body of your email, and attach your completed Certification form to the email. (Note: Water systems without a web page/direct URL must attach both the CCR and the Certification form to the email as either a Word or PDF document.)
- Email your documents to: PWSS.CCR@ncdenr.gov (use ‘Return Receipt Requested’ to verify PWS Section’s receipt.)

➤ **By Postal Mail:** Mail your CCR and Certification form to: Public Water Supply Section, 1634 Mail Service Center, Raleigh, NC 27699-1634, Attn: CCR Rule Manager. (Physical Location: Archdale Bldg. 13th floor, 512 N. Salisbury St., Raleigh, NC)

➤ **By FAX:** FAX your CCR and Certification form to (919) 715-6637, Attn: CCR Rule Manager

CCR Customer Direct Delivery Requirements (Based on Population)

- **Systems serving 100,000 or more persons must** post the CCR on a publicly-accessible Internet site using a direct URL.
- **Systems serving 10,000 or more persons must** distribute the CCR by mail or direct delivery.
- **Systems serving less than 10,000 persons but more than 500 persons must either:** (1) distribute the CCR by mail or direct delivery **OR** (2) notify their customers that the CCR is not being mailed, but it will be in what newspaper(s) and when (attach copy of notice). The complete CCR should be printed in the local newspaper, and a copy of the CCR must be made available upon request. *(The 2nd option is not acceptable if using the CCR for Tier 3 Public Notification!)*
- **Systems serving 500 or fewer persons must either:** (1) distribute the CCR by mail or direct delivery **OR** (2) notify their customers that the CCR is not being mailed, and a copy of the CCR must be made available upon request. *(The 2nd option is not acceptable if using the CCR for Tier 3 Public Notification!)*

CCR Direct Delivery Methods for Bill-Paying Customers

CCR DELIVERY METHOD	METHOD DESCRIPTION (Click link: EPA-CCR Rule Delivery Options Memo January 3, 2013 . for referenced Appendix Figures below.)
Mail – paper copy	CWS mails a paper copy of the CCR to each bill-paying customer.
Mail – notification that CCR is available on web site via a direct URL	CWS mails to each bill-paying customer a notification that the CCR is available and provides a direct URL to the CCR on a publicly available site on the Internet where it can be viewed. A URL that navigates to a web page that requires a customer to search for the CCR or enter other information does not meet the “directly deliver” requirement. The mail method for the notification may be, but is not limited to, a water bill insert, statement on the water bill or community newsletter. See Figure 1 in the Appendix.
Email – direct URL to CCR	CWS emails to each bill-paying customer a notification that the CCR is available and provides a direct URL to the CCR on a publicly available site on the Internet. A URL that navigates to a web page that requires a customer to search for the CCR or enter other information does not meet the “directly deliver” requirement. This method may only be used for customers when a CWS has a valid email address to deliver the CCR electronically. See Figure 2 in the Appendix.
Email – CCR sent as an attachment to email	CWS emails the CCR as an electronic file email attachment [e.g., portable document format (PDF)]. This method may only be used for customers when a CWS has a valid email address to deliver the CCR electronically. See Figure 3 in the Appendix.
Email – CCR sent as an embedded image in an email	CWS emails the CCR text and tables inserted into the body of an email (not as an attachment.) This method may only be used for customers when a CWS has a valid email address to deliver the CCR electronically. See Figure 4 in the Appendix.
Additional electronic delivery that meets “otherwise directly deliver” requirement	CWS delivers CCR through a method that “otherwise directly delivers” to each bill-paying customer and in coordination with the primacy agency. This category is intended to encompass methods or technologies not included above. CWSs and primacy agencies considering new methods or technologies should consult with the EPA to ensure it meets the intent of “otherwise directly deliver.”

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