

# Consumer Confidence Report (CCR) Certification Calendar Year \_\_\_\_\_

PWS Name: \_\_\_\_\_ PWSID#: \_\_\_\_\_ Population Served: \_\_\_\_\_

Wholesaler data due to purchasers no later than April 1, unless a contract agreeing to later date is submitted with certification.  
 Our water system buys and/or sells to another water system. Our system is a:  Wholesaler  Purchaser  
 Systems we received data from and dates and/or systems we provided data to and dates.  
 PWSID(s) and date: \_\_\_\_\_

**Systems serving less than 500:** Need only to notify customers by July 1 that the report is available upon request. Indicate how customers were notified and how the report was made available upon request.  
 Copy attached Date: \_\_\_\_\_

**Systems with populations greater than 500:** How was CCR distributed (a minimum of one distribution method from both (a) and (b) must be chosen):

**(a) Primary**

<input type="checkbox"/> Hand Delivery to all customers	<input type="checkbox"/> Copy attached	Date: _____
<input type="checkbox"/> Mailed to all Customers	<input type="checkbox"/> Copy attached	Date: _____
<input type="checkbox"/> Published in Newspaper	<input type="checkbox"/> Page attached	Date: _____
Newspaper may be used as the primary distribution method for systems with populations less than 10,000. If <b>newspaper used as primary method</b> , how were customers notified that CCR would be mailed upon request?		
how notified: _____	<input type="checkbox"/> Copy attached	Date: _____
<input type="checkbox"/> Posted on Internet	<input type="checkbox"/> Copy attached	Date: _____
Website URL: _____		
Website availability notice (water bill, insert, etc.)	<input type="checkbox"/> Notice attached	Date: _____
<input type="checkbox"/> Electronic Delivery (email notification)	<input type="checkbox"/> Documents attached	Date: _____
Electronic notification requires documentation of subject line, the number of emails sent and the number of bounce back emails, and a statement that indicates bounce back customers were mailed hardcopies of CCR.		

**(b) Secondary (Good Faith Effort)**

<input type="checkbox"/> Posted in Public Places in Community	<input type="checkbox"/> List attached	Date: _____
<input type="checkbox"/> Delivered to Community Organizations	<input type="checkbox"/> List attached	Date: _____
<input type="checkbox"/> Multiple Copies to Apts or Employers, etc.	<input type="checkbox"/> List attached	Date: _____
<input type="checkbox"/> Mailed to postal patrons in service area	<input type="checkbox"/> Zip codes attached	Date: _____
<input type="checkbox"/> Published in Newspaper	<input type="checkbox"/> Page attached	Date: _____
<input type="checkbox"/> Advertised availability in news media	<input type="checkbox"/> Notice attached	Date: _____
(N/A if Internet or E-delivery was primary distribution method)		
<input type="checkbox"/> Posted on Local Website		Date: _____
Website URL: _____		
(N/A if Internet or E-delivery was primary distribution method)		
<input type="checkbox"/> Other (attach description or explanation of method)		Date: _____

I, the undersigned, certify that our system's CCR was prepared and distributed according to the requirements for our system in 40 CFR 141.153, 141.154, and 141.155 and appropriate notices of availability have been given. Also, I certify that, to the best of my knowledge, the report contains information that is correct and consistent with the compliance monitoring data previously submitted to the Division of Water.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sent/Delivered to Division of Water Date: \_\_\_\_\_

## **Consumer Confidence Report (CCR) Certification Instructions**

- A. Include a **separate** certification for **each** PWSID that your public water system has. It may be the same report, but you must submit a copy for each PWSID number.
- B. Water systems that sell to other water systems are required to provide data **no later than April 1** unless an alternate date is mutually agreed upon and **written into a contract**. If data is not provided by the April 1 deadline then a copy of the **contract must be submitted** to Division of Water along with the CCR certification.
- C. You must mail the certification and supporting documents to the Division of Water at the address below. **Do not mail the certification until after you have completed primary and secondary distribution requirements.**

**CCR certification must arrive at the address listed below by July 1.** (Earlier date may apply if CCR contains a PN.)

- D. If you use your annual Consumer Confidence Report (CCR) for a public notification of Tier 3 violations, you must submit a PN certification **AND** a CCR certification **within ten (10) days after the CCR is distributed** but no later than the CCR certification deadline of July 1.

**Note: Tier 3 PNs must be distributed on or before one year of date notice of violation was received.**

- E. Systems are encouraged to submit any additional documentation, such as post office receipt of mailing, to indicate the date the CCR was distributed to customers. If a newspaper was used as a distribution method, include a newspaper clipping (or copy of a newspaper clipping), showing the name and date of the newspaper. If the name and date are not included, then a certification or affidavit from the newspaper office should be included.
- F. Certification is to be signed by the Principal Executive Officer or Authorized Agent.
- G. Mail CCR, certifications, and supporting documents to:

**ATTN: CCR  
EEC-Division of Water  
Drinking Water Compliance & Technical Assistance Section  
300 Sower Boulevard  
Frankfort, KY 40601**

**For consultation or questions regarding CCRs or certifications, contact the Drinking Water CCR Rule Manager in the Drinking Water CTA Section, Compliance and Technical Assistance Branch, phone (502) 564-3410.**

- H. You are not required to use this form; it is provided for your convenience. Systems may submit other "certification" forms prepared by other entities or a letter, as long as the required information is included.