

2017 CCR Certification Instructions

If you use the CCR for a public notification of a Tier 3 violation 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.

To certify the CCR make sure that all information is complete and accurate. In the top portion of the form confirm PWS name, PWSID, population, and CCR year. Also in the top portion, if applicable, include wholesale information for water sold and/or purchased and dates. Check the appropriate boxes in section (a) and (b) to indicate primary and secondary distribution methods. If a website was used be sure the URL address is correct and legible. Confirm that dates have been entered for all distribution methods, date of signature, and date sent to Division of Water. There should be a minimum of four places on the form where dates have been entered.

Send to Division of Water:

1. a hardcopy of the CCR
2. an actual water bill with the availability notice printed on it
3. the "Good Faith" list
4. the CCR certification form
5. a copy of the wholesale alternate date, if applicable
6. any additional supporting documents such as newspaper page, postal receipt, etc.

Sign and date and make copies of everything for your records. Retain a copy of the CCR and certification documents for at least three years.

Send by registered mail.

EEC - Division of Water
Drinking Water Compliance and Technical Assistance Section
Attn: CCR
300 Sower Boulevard
Frankfort, KY 40601