



**CCR Certification Form**

*(Updated with electronic delivery methods.)*

**CCR Report Year:** \_\_\_\_\_

**Community Water System Name:** \_\_\_\_\_

**Public Water System (PWS) ID No:** \_\_\_\_\_

**Please check all items that apply.**

\_\_\_\_ CCR was distributed by mail.

\_\_\_\_ CCR was distributed by other direct delivery method. Specify direct delivery methods:

\_\_\_\_ Mail – notification that CCR is available on Web site via a direct uniform resource locator (URL)

\_\_\_\_ E-mail – direct URL to CCR

\_\_\_\_ E-mail – CCR sent as an attachment to the e-mail

\_\_\_\_ E-mail – CCR sent embedded in the e-mail

\_\_\_\_ Other: \_\_\_\_\_

If the CCR was provided by a direct URL, please provide the direct URL Internet address:

www. \_\_\_\_\_

If the CCR was provided electronically, please describe how a customer requests paper CCR delivery:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ "Good faith" efforts were used to reach non-bill paying consumers. Those efforts included the following methods as recommended by the state/primacy agency:

\_\_\_\_ Posting the CCR on the Internet at www. \_\_\_\_\_

\_\_\_\_ Mailing the CCR to postal patrons within the service area (attach a list of zip codes used)

\_\_\_\_ Advertising availability of the CCR in news media (attach copy of announcement)

\_\_\_\_ Publication of CCR in local newspaper (attach copy of newspaper announcement)

\_\_\_\_ Posting the CCR in public places (attach a list of locations)

\_\_\_\_ Delivery of multiple copies to single bill addresses serving several persons such as: apartments, businesses, and large private employers

\_\_\_\_ Delivery to community organizations (attach a list)

\_\_\_\_ Electronic city newsletter or electronic community newsletter or listserv (attach a copy of the article or notice)

\_\_\_\_ Electronic announcement of CCR availability via social media outlets (attach list of social media outlets utilized)

\_\_\_\_ **(for systems serving at least 100,000 persons)** Posted CCR on a publicly-accessible Internet site at the address:

www. \_\_\_\_\_

\_\_\_\_ Delivered CCR to other agencies as required by the state/primacy agency (attach a list)

The community water system named above hereby confirms that its consumer confidence report has been distributed to customers (and appropriate notices of availability have been given). Further, the system certifies that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the state/primacy agency.

Certified by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

CCRs must be delivered to DHEC by July 1<sup>st</sup> each year. Certification Forms must be delivered to DHEC by October 1<sup>st</sup> each year. Submit to: [CCR@dhec.sc.gov](mailto:CCR@dhec.sc.gov).

### **CCR Certification Form Instructions:**

1. Fill in the calendar year for which your water system is providing their Consumer Confidence Report (CCR). (I.E.; 2018)
2. Fill in your Community Water System Name
3. Fill in your seven (7) digit drinking water permit number. (I.E.; SC1234567)
4. Check all items that apply and fill in any areas requesting description if applicable.
5. Fill in the Certified by section.
  - a. Name of responsible personnel completing the CCR Certification Form
  - b. Title of the responsible personnel completing the CCR Certification Form
  - c. Phone Number
  - d. Date the form is completed and signed
6. CCRs and Certification Forms can be submitted to [CCR@dhec.sc.gov](mailto:CCR@dhec.sc.gov) .

### **Important Dates in CCR:**

April 1st – Wholesalers must supply monitoring data to purchasers

July 1st – Consumer Confidence Reports are due to customers every year and must be submitted to SC DHEC

October 1st – CCR Certification of distribution form must be submitted to SC DHEC

### **CCR Content Requirements (8)**

Item 1: Water System Information

Item 2: Source(s) Water

Item 3: Definitions

Item 4: Detected Contaminants Table

Item 5: Information on Cryptosporidium, Radon and Other Contaminants (if applicable)

Item 6: Compliance with National Primary Drinking Water Regulations (NPDWR)

Item 7: Variances and/or Exemptions (if applicable)

Item 8: Required Additional Information

### **Systems with Population of 100,000 or greater**

- Post CCR on the internet
- must mail or otherwise directly deliver (e.g. hand deliver or electronic delivery) one CCR to each customer by July 1<sup>st</sup>
- Publish notice in local paper of reports availability
- In addition, make “good faith” effort to reach non-billing consumers
- Make CCR available upon request

### **Systems with Population of 100,000 or greater**

- Post CCR on the internet
- must mail or otherwise directly deliver (e.g. hand deliver or electronic delivery) one CCR to each customer by July 1<sup>st</sup>
- Publish notice in local paper of reports availability
- In addition, make “good faith” effort to reach non-billing consumers
- Make CCR available upon request

### **Systems - Population of 500 but less than 10,000 (mailing waiver granted [no violations])**

- Publish entire CCR in local newspaper
- In addition, make “good faith” effort to reach non-billing consumers
- Make CCR available upon request

### **Systems - Population of 500 but less than 10,000 (mailing waiver denied [violations])**

- must mail or otherwise directly deliver (e.g. hand deliver or electronic delivery) one CCR to each customer
- Publish notice in local paper of report availability
- In addition, make “good faith” effort to reach non-billing consumers
- Make CCR available upon request

### **Questions? Contact Bureau of Water (803) 898-4300**