

APPENDIX C

Consumer Confidence Report (CCR) Certification Form & Self-Assessment Check List

For the Illinois EPA to verify that CCR requirements have been satisfied, a copy of the CCR along with a certification form must be submitted at the same time it is sent to your customers. The Agency should receive a copy of your report and the certification form no later than July 10th of each year. In addition, if the CCR is distributed electronically a copy of the URL notification must also be included.

YOU SHOULD COMPLETE THE SELF-ASSESSMENT CHECK LIST PRIOR TO CCR DISTRIBUTION TO CONSUMERS. The self-assessment is provided so that you can be confident no CCR requirements are missed.

The CCR certification form must be completed and signed by the official custodian, administrative contact, or responsible operator in charge of the public water supply. If you have any questions, please call the Consumer Confidence Report Coordinator at 217/785-0561.

Failure to complete the certification may result in not receiving credit for issuing a satisfactory CCR and may require the water supplier to issue the CCR a second time.

Mail to: Illinois EPA
BOW/PWS/DWCU #19
P.O. Box 19276
Springfield, IL 62794-9276



Consumer Confidence Report Certification Form

PWS ID No: _____ PWS Name: _____

This form is required to be submitted as a means to certify that your Consumer Confidence Report (CCR) met all state and federal requirements. The owner, administrative contact, or responsible operator in charge must sign this certificate of acceptance acknowledging compliance with Illinois Environmental Protection Agency's Primary Drinking Water Standards found in Part 611 SubPart U: Consumer Confidence Reports.

Detailed CCR instructions and regulation requirements are listed in Chapter 2 of the **Sample Collectors Handbook (SCH)**. Also included in the handbook, is a check list that can be used to verify prior to issuing the CCR that all required elements have been included. It is recommended that you review this chapter and check list prior to issuing your CCR. The SCH can be viewed and/or downloaded at the following Internet web address: <http://www.epa.illinois.gov/topics/compliance-enforcement/drinking-water/sample-collectors-handbook/index>

Please complete the delivery certification, sign, and return it along with a copy of the issued CCR and the URL Notification if applicable, **by July 10th** to the Illinois EPA, CCR Coordinator, BOW/CAS #19, 1021 North Grand Avenue East, P.O. Box 19276, Springfield, Illinois 62794-9276. Questions call 217-785-0561.

CERTIFICATION OF DELIVERY (SCH Reference Page 17 - 19)

Depending on your method of CCR Delivery Requirement, you MUST complete ONE of the following METHOD OF DELIVERY certification sections.

METHOD "A" DIRECT DELIVERY (use for Electronic CCR or paper copy CCR delivered to all customers)			
<u>DELIVERY DATE REQUIRED</u>			
Our CCR or electronic CCR notification of delivery was delivered on _____			(insert date)
Depending on your method of CCR Delivery, you MUST complete at least ONE of the following methods. Please check all items that apply.			
1.	_____	CCR was distributed by mail	
2.	_____	Mail – notification that CCR is available on Web site via a direct uniform resource locator (URL) (Submit a copy of the URL notification, i.e. water bill, newsletter, etc.)	
3.	_____	E-mail – direct URL to CCR (submit a sample copy of the e-mail)	
4.	_____	E-mail – CCR sent as an attachment to the e-mail (submit a sample copy of the e-mail)	
5.	_____	E-mail – CCR sent embedded in the e-mail (submit a sample copy of the e-mail)	
6.	_____	Other: _____	
If the CCR was provided electronically, please describe how a customer requests paper CCR delivery: _____ _____			
CWS serving => 100,000, Posted CCR on a public accessible Internet site at the following address: _____			
METHOD "B" DELIVERY (published in local newspaper; PWS <u>must receive waiver</u> from Illinois EPA to use this option)			
Since our supply received a Method of Delivery Waiver and serves a direct population between 501 and 10,000, the CCR was not mailed to each customer. However, as required, our CCR was published in its entirety in one or more newspapers of general circulation. In addition, customers were also informed that the CCR was not going to be mailed; and that copies are available upon request. LIST NEWSPAPERS HERE			
Newspaper 1:	_____	Published On:	_____ (insert date)
Newspaper 2:	_____	Published On:	_____ (insert date)

METHOD "C" DELIVERY (CCR availability notice only; PWS <u>must receive waiver</u> from Illinois EPA to use this option)	
Since our supply received a Method of Delivery Waiver and serves a direct population of 500 or less, the CCR was not mailed to each customer. However, as required, customers were notified that a CCR was prepared and is available upon request.	
The CCR notice of availability was delivered on:	_____ (insert date)
Insert method here (e.g., newspaper, posted, hand delivered, etc.)	_____ (submit copy of notice of availability)

GOOD FAITH EFFORT: at a minimum, one good faith effort must be used to reach non-bill paying consumers			
Check all that apply:			
<input type="checkbox"/>	Posted CCR on a public accessible internet site www._____	<input type="checkbox"/>	Mailed the CCR to postal patrons within the service area
<input type="checkbox"/>	Advertised availability of CCR in the news media (attach copy of announcement)	<input type="checkbox"/>	Published CCR in local newspaper (attach copy of newspaper announcement)
<input type="checkbox"/>	Posted the CCR in public places (attach a list of locations)	<input type="checkbox"/>	Delivered multiple copies to single bill addresses serving several persons such as apartments and businesses
<input type="checkbox"/>	Delivered to community organizations (attach a list)	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Electronic announcement of CCR availability via social media outlets	<input type="checkbox"/>	_____

Signature of Official Custodian (OC), Administrative Contact (AC), or Responsible Operator in Charge (DO)

The Certification Form signature must match one of the above contacts that are on file at the Agency, if you are not listed as the OC, AC, or DO for your water system, you do not have the authority to sign this document.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

I _____ (print name), hereby certify that our CCR was distributed following the requirements specified under METHOD _____ (insert method of delivery A, B, or C) DELIVERY. If delivery was made using the Electronic CCR method, the CCR was made available to customers requesting a paper copy of the CCR.

Signature: _____ Date: _____
 Title: _____ Telephone No.: (____) _____

This Agency is authorized to require this information under 415 ILCS 5/17.5. Failure to disclose this information may result in a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42). This has been approved by the Forms Management Center.
 IL532-2984
 PWS 294 (2/2016)

Consumer Confidence Report Self-Assessment Check List

YOU SHOULD COMPLETE THE SELF-ASSESSMENT CHECK LIST PRIOR TO CCR DISTRIBUTION TO CONSUMERS. The self-assessment is provided so that you can be confident no CCR requirements are missed.

WATER SYSTEM INFORMATION		
Check Box or Enter "NA"	CCR Requirement	SCH Reference Page
	CCR includes a name and telephone number of a person at the public water supply that can provide additional information and answer questions about the CCR.	5
	CCR lists opportunities for public participation in the decision-making processes that affect drinking water quality, for instance, the time and place of regularly scheduled board meetings	5
	Our PWS has a large portion on non-English speaking customers. The required information in the appropriate language is included in our CCR. Enter "NA" if not applicable.	5
	CCR includes the type of water (groundwater, surface water, blended, or purchase water from ____, etc.), general location, and commonly used names (i.e. Lake Michigan or Illinois Prairie Aquifer).	6
	CCR includes notification to consumers of the availability of the source water assessment and a brief summary of the source water's susceptibility to contamination (based on the findings of the source water assessment).	6
HEALTH STATEMENTS & SPECIFIC CONTAMINANT INFORMATION		
	CCR includes mandatory statement explaining contaminants that may be in drinking and bottled water.	7
	CCR includes mandatory statement concerning customers that may be more vulnerable (immuno-compromised persons)	7
	CCR includes language explaining concerning general sources of contaminants in drinking water.	7
	CCR includes language explaining EPA role in setting regulatory limits.	7
	CCR includes language concerning how elevated levels of lead can cause serious health problems.	8
	Cryptosporidium was sampled. CCR includes a summary/explanation of results. Enter "NA" if not applicable.	8
	CCR includes an explanation of our Phase 2/5 cyanide, VOC, or SOC Vulnerability Waiver. Enter "NA" if not applicable.	8
	We have operated under a variance or exemption and our CCR included an explanation. Enter "NA" if not applicable.	8
	Radon was sampled. CCR includes a summary/explanation of results. Enter "NA" if not applicable.	9
	CCR includes special notice of an <i>E. coli</i> indicator-positive ground water source sample. Enter "NA" if not applicable.	9
	CCR includes special notice of Significant Deficiencies under the GWR. Enter "NA" if not applicable.	10
VIOLATIONS		
	Violations that occurred during the reporting calendar year are included in the CCR. Also included with each violation notation is an understandable explanation of the violation(s), potential health effects (if any), and steps taken to correct violation(s) . Enter "NA" if not applicable or had no violations during reporting year.	10-11
	The CCR was used to satisfy PN delivery requirements for monitoring and/or reporting violations (Tier 3). This notice was added to the end of our CCR (or was attached). Notice included all PN elements. Include the PN Certification Form as part of the submittal to the IEPA.	20
REGULATED CONTAMINANT DETECTION TABLE / FOOTNOTES		
	Detection table included all applicable definitions (i.e., MCL, MCLG, TT, MRDLG, MRDL, and AL).	12
	Detection table included all required columns (i.e., MCL column, MCLG column, highest level detected, range of detects, date of sample, typical/likely source of contamination, violation)	13
	All abbreviations used in Detection table were defined (i.e., ppm, ppb, etc.)	13
	Detection table included all applicable footnotes (i.e., state-only regulated contaminants, triennial monitoring)	15
	Detection table included all applicable educational footnotes (i.e., turbidity, arsenic, nitrate, and UCMR)	16
	If any water is purchased, detection tables from all sources are included. In addition to the source water detection table(s), detection table for our distribution system was included. Enter "NA" if not applicable.	Appendix A

