Drinking Water - Consumer Confidence Report (CCR) Certification Form

Community Water System Name: _____

Public Water System Identification No: _____ **Year:**_____

Important: Community water systems are required to both deliver a copy of the CCR to each customer, and reach non-bill paying customers using "good faith" efforts. For direct delivery, you may choose either traditional or electronic methods, or both.

1. A community water system that sells water to another community water system shall deliver the information needed to complete the CCR to the buyer system by April 1. If mutually agreed upon in writing, seller and buyer may select a different date for delivery.

   Date Accomplished:_____ **-OR-** ☐ Not applicable

2. For systems that were cited for violation(s) during the CCR reporting year:

   ☐ The CCR contains information on the violation(s) plus any required notice **-OR-** ☐ Not applicable.

3. For systems serving a population of at least 100,000 (33,333 customers):

   ☐ Good faith effort made to reach consumers who do not receive bills (Complete #11 below).
   ☐ Copy posted to publicly accessible website. Date:_____
   ☐ Copy mailed to all customers*. Date:_____
   *The system may optionally distribute the CCR electronically by completing #9 and/or #10 below.

4. For systems serving a population of 10,000 – 99,999 (3,333 – 33,332 customers):

   ☐ Good faith effort made to reach consumers who do not receive bills (Complete #11 below).
   ☐ Copy mailed to all customers*. Date:_____
   *The system may optionally distribute the CCR electronically by completing #9 and/or #10 below.

5. For systems serving a population of 500 – 9,999 (167 – 3,332 customers):

   CHOOSE ONE OF THE FOLLOWING:
   ☐ Notify customers in writing (in advance) the date the CCR will be published in newspaper (Date:_____) **AND** Publish CCR in one or more local papers (Date:_____)
   ☐ Mail copy of CCR to all customers*. Date:_____
   *The system may optionally distribute the CCR electronically by completing #9 and/or #10 below.

6. For systems serving a population less than 500 (166 or fewer customers):

   CHOOSE ONE OF THE FOLLOWING:
   ☐ Notify customers in writing the CCR is available upon request (Date:_____) **AND** Display CCR in a prominent place easily accessible to consumers (Date:_____)
   ☐ Mail copy of CCR to all customers*. Date:_____
   *The system may optionally distribute the CCR electronically by completing #9 and/or #10 below.

7. Applicable to ALL systems:

   ☐ Copy provided to local health department. Date:_____
   ☐ Copy provided to any public library within 5 miles of water system office. Date:_____

8. For systems whose rates are regulated by the Alabama Public Service Commission (PSC):

☐ Copy provided to the PSC. Date:_____ **-OR-** ☐ Not applicable.

9. For optional internet posting instead of a customer mailer, all of the following requirements must be met:

☐ Direct URL provided to CCR:_____ (example: adem.gov/ccr)
Date published on internet:_____
☐ Each bill contains information on how a customer may elect to continue receiving a paper copy of the CCR.
☐ System has assessed customers' preferred delivery method prior to delivery of CCR.
☐ Paper copy of CCR mailed to those customers who requested it. Date:_____
☐ Good faith effort made to provide a copy of CCR to consumers who do not receive a bill or are known to not have access to the internet and/or electronic delivery of CCR (Complete #11 below).
☐ A direct URL to the CCR is provided on each bill in a typeface at least as large as the largest type on the bill.
☐ A direct URL to the CCR is included on all correspondence or notifications to customers.
☐ The system shall send an email with a CCR-related subject line to inform customers of the availability of the CCR each year. A copy of the email shall be attached to this form.
☐ If the CCR contains a violation, a short message to encourage reading the CCR shall be included above or near the URL.

10. For optional email instead of a customer mailer, all of the following requirements must be met:

☐ CCR emailed to customer list. Date:_____
☐ CCR mailed to customers not on email list. Date:_____
☐ Customer email list is kept up-to-date.
☐ For customers with undeliverable email addresses, a paper copy was sent. Date:_____

11. Good faith efforts to inform consumers who are not direct customers (check all that apply):

☐ Copies of CCR sent to apartment complexes, large employers, public libraries, etc.
☐ CCR posted in public locations such as government buildings.
☐ CCR provided to local media.
☐ Other (specify):_____

AUTHORIZED REPRESENTATIVE CERTIFICATION:

The community water system named above hereby confirms that its Consumer Confidence Report (CCR) contains all information required by ADEM Admin Code r. 335-7-14, was properly distributed to customers, and the appropriate notices of availability were given as specified on this form. Further, the system certifies that the information contained in the CCR is correct and consistent with the compliance monitoring data previously submitted to the Alabama Department of Environmental Management.

Name (please print): _____

Title: _____Phone #: _____

Signature: _____Date: _____

Please sign the certification above, and upload this form along with a copy of the CCR and supporting documents to eDWR (filetype: CCR) no later than June 30. If you have questions please contact your district inspector or the Drinking Water Branch at (334) 271-7773.