



**Environmental
Protection
Agency**

USING OHIO EPA'S CCR INSTRUCTION AND TEMPLATE GUIDE TO CREATE YOUR CCR



Public Water System Consumer Confidence Report Instruction and Template Guide

**Ohio Environmental Protection Agency
Division of Drinking and Ground Waters**

<https://epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/drinking-and-ground-waters>

Revised February 2024

Available on the CCR Webpage



An official State of Ohio site. [Here's how you know](#) ▾

Language Translation

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Consumer Confidence Reports

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Consumer Confidence Reports CCR Contact Information

Expand All Sections

Consumer Confidence Reports (CCRs) must be prepared by all community public water systems and directly distributed to customers by July 1 annually. Public water systems that sell water to community public water systems must provide information that is necessary to complete their CCRs to the communities by April 1 annually. Please consult [Ohio Administrative Code \(OAC\) Chapter 3745-96](#) for the rules associated with CCRs.

CCR Template, Instructions and Forms

Tools and Calculators for making a CCR Table

CCR Resources

CCR Electronic Delivery Options

Table of Detected Contaminants

Launch View Consumer Confidence Report Information

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Ohio EPA CCR General Website

epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/public-water-systems/consumer-confidence-reports

CCR Template



- Goes through each section of the CCR (including blank table)
- Provides full text of mandatory language
- Intended to be used with the CCR Instruction Guide
- Includes state CCR requirements

Ohio EPA – Consumer Confidence Report Template

Section 1: Title

{Water System Name}
Drinking Water Consumer Confidence
Report For {Year}

Section 2: Introduction

The following paragraph is not required. Other preferred wording may be used. It is recommended that information concerning improvements to treatment or distribution that have been made in the past year, information of future improvements or public service information be added.

The **{Water System Name}** has prepared the following report to provide information to you, the consumer, on the quality of our drinking water. Included within this report is general health information, water quality test results, how to participate in decisions concerning your drinking water and water system contacts.

Filling Out the CCR Template



- Consider each section and how it applies to your water system
- Replace text within bracketed phrases
- Fill out the table of detected contaminants

{Water System Name}
Drinking Water Consumer Confidence
Report For **{Year}**

Mandatory Language in the CCR Template



Include all mandatory language provided within the template

Section 4: What are sources of contamination to drinking water? {Mandatory Language}

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Removing Language from the CCR Template



- Remove any language your customers don't need
 - Instructions for the CCR preparer
 - Anything that doesn't apply to your system

Helpful Note

To assist in calculating the Level Found and the Range for the Table of Detected Contaminants, several worksheets have been provided on Ohio EPA's Website under "Tools and Calculators for Making a CCR Table" at: <https://epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/public-water-systems/consumer-confidence-reports>. The following direct links will prompt a download in Excel and will open the spreadsheet(s):

Section 9: Turbidity

Include the following if required to monitor for turbidity.

CCR Instruction Guide



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- The “A-to-Z” of creating a CCR
- Very detailed directions and requirements provided
- Includes state requirements
- Used with the CCR template

Ohio EPA – CCR Instruction and Template Guide

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Example of Template vs. Guide

Template

Section 4: What are sources of contamination to drinking water? {Mandatory Language}

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Guide

Section 4 & 5: Required Health Information

These two sections shall appear as written in the template in each CCR, as required by regulation. Additional information may be included but must not detract from the required text.

Guide Page 1 – Annual Updates



- Lists this year's updates to the guide for your convenience
- Useful for experienced CCR preparers



Updated in February 2024

1. All sample/example dates have been updated.
2. A link to the CCR Template was added to the Introduction.
3. The terms MRDL and MRDLG were added to the table column headings of MCL and MCLG in each of the example tables.
4. DBP master meter monitoring requirements were added to Section 8.
5. Table 1, in Section 8 was updated to list asbestos by itself instead of in the larger IOC group.

Section 8: Table of Detected Contaminants

- Lists each regulated contaminant
- Explains exactly how to determine the level found for each
- Lots of examples provided

Ohio EPA – CCR Instruction and Template Guide		
Fluoride	If only 1 sample was collected for the year report that sample result. If a resample was collected, report the average of the two samples.	Water system collects one Fluoride sample with the result of 0.2 mg/L. Report: Level Found: 0.2; Range: NA.
	If fluoride levels are adjusted, report the highest entry point monthly running annual average for the year and the range of entry point results from daily samples.	Obtain this information from the Fluoride Monthly Operational Report Form 5002
Arsenic	If only one sample was collected for the year, report that sample result.	Water system collects one sample with the result of 4 mg/L. Report: Level Found: 4 mg/L; Range: NA.
	If more than one sample was collected and no MCL violation occurred, report the highest sample result.	Water system collects five samples with the following results: 3, 4, 3, 7 & 6 ug/L. This system would report: Level Found: 7 ug/L; Range: 3-7 ug/L
	If sampling at a frequency greater than annual, report the highest quarterly running annual average.	Most recent 7 quarterly samples of 11, 9, 10, 8, 15, 12, 9 ug/L. System reports: Level Found: 11 ug/L Range: 8-15 ug/L

Appendices

- Definitions of terms
- MCL, MCLG, and sources of contaminants
- Health effects language for MCL violations, TT, or ALE
- Example CCR
- Certification Document

{Cyanide}

Some people who drink water containing cyanide well in excess of the MCL over many years could experience nerve damage or problems with their thyroid.

{Fluoride}

Some people who drink water containing fluoride well in excess of the MCL over many years could get bone disease, including pain and tenderness of the bones. Children may get mottled teeth.

Resources

- Ohio EPA CCR General Website - epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/public-water-systems/consumer-confidence-reports
- CCR Instruction and Template Guide - https://dam.assets.ohio.gov/image/upload/epa.ohio.gov/Portals/28/documents/ccr/CCR_Instructions_Template.pdf
- CCR Template -
 - Word: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdam.assets.ohio.gov%2Fraw%2Fupload%2Fepa.ohio.gov%2FPortals%2F28%2Fdocuments%2Fccr%2FCCR_Template.docx&wdOrigin=BROWSELINK
 - PDF: https://dam.assets.ohio.gov/image/upload/epa.ohio.gov/Portals/28/documents/ccr/CCR_Template.pdf

Have questions?

Contact the Compliance Assurance Section at
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