



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



Environmental  
Protection  
Agency

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](#) ▾

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Ohio EPA / Divisions & Offices / Drinking & Ground Waters / Public Water Systems / Consumer Confidence Reports

## Consumer Confidence Reports

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Regulations

Training

CCR Template, Instructions and Forms

Tools and Calculators for making a CCR Table

CCR Resources

CCR Electronic Delivery Options

Table of Detected Contaminants

A yellow circle highlights the "CCR Template, Instructions and Forms" link. A blue arrow points from this link to the "Ohio EPA CCR General Website" text below.



Ohio EPA CCR General Website  
[epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/public-water-systems/consumer-confidence-reports](http://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

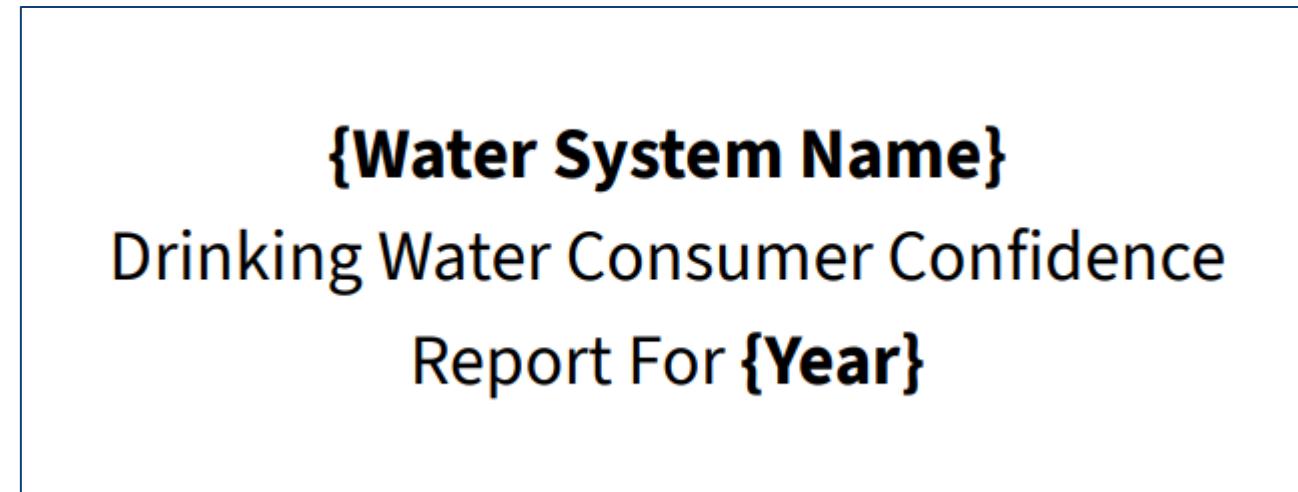
The following paragraph is not required. Other preferred wording may be used. It is recommended that information concerning improvements to treatment or distribution that have been made in the past year, information of future improvements or public service information be added.

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



# 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



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- 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



- 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



**Environmental Protection Agency**

**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](https://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\\_Instructions\\_Template.pdf](https://dam.assets.ohio.gov/image/upload/epa.ohio.gov/Portals/28/documents/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](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)
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## Have questions?

Contact the Compliance Assurance Section at  
614.644.2752 or [CCR@epa.ohio.gov](mailto:CCR@epa.ohio.gov)