



**Environmental  
Protection  
Agency**

## **CCR DISTRIBUTION**

*“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.”*

– Suggested CCR Language from Template



# DIRECT DISTRIBUTION

- Distributed to all customers by July 1
- **Direct distribution is a requirement for all CCRs!**
  - Paper distribution
  - Electronic distribution
- Good faith efforts
  - Additional efforts to reach non-bill paying customers and others who drink the water



# TRADITIONAL (PAPER) DISTRIBUTION

- Paper copy delivered to each customer

Paper mail (U.S. Postal Service) to each customer's address

Individually hand delivered to each customer's address

- Common with manufactured home communities



# ELECTRONIC DISTRIBUTION

- **Paper copy option MUST be offered**
- Direct link to CCR must be provided
- Announcement of CCR availability online distributed to customers
  - Add announcement to water bill or mailing insert
  - Directly email CCR announcement to all customers
  - Directly email full CCR as an attachment to all customers



# ELECTRONIC CCR ANNOUNCEMENT

*“This year’s water quality report is available on our website at [www.direct\\_link\\_to\\_your\\_CCR.com](http://www.direct_link_to_your_CCR.com). A paper copy is available upon request by calling our office at 555.123.4567.”*

1. Explain what “CCR” means
2. Provide direct link
3. Paper copy option with phone number



# GOOD FAITH EFFORTS

Make good faith efforts to reach non-bill-paying customers

Advertise availability in news media

Publish CCR in newspaper

Post online (even if using paper distribution)

Post in public buildings

Deliver multiple copies to apartment buildings and businesses

Post on various social media sites

Deliver extra copies to libraries, city hall, etc.



# ADDITIONAL REQUIREMENTS

- Systems with a population of more than 100,000 must post the CCR online
- Wholesalers (systems that sell water to other, consecutive systems) must distribute their CCR data and information to their consecutive systems by April 1



# ADDITIONAL OPPORTUNITIES

CCR distribution can be a great time to distribute additional required information to customers

Add an entire public notice as a page of the CCR

Include corrections to a past CCR to resolve previous violations

Anything else you need to distribute to customers about their drinking water

- Backflow prevention
- Lead public education



# REPORTING DISTRIBUTION TO OHIO EPA

CCR packet required annually by July 1

Copy of CCR

Certification form

Sample bill/insert if distributing electronically

PWS ID: \_\_\_\_\_

**CERTIFICATION THAT THE CCR WAS DISTRIBUTED**

Submit a copy of your CCR and this form to Ohio EPA Central Office by July 1<sup>st</sup>  
 Email – CCR@EPA.Ohio.Gov OR Mail: Ohio EPA, DDAGW-Central Office, PO Box 1049, Columbus, OH 43216-1049

I hereby certify that the attached CONSUMER CONFIDENCE REPORT was distributed to all customers on the public water system and that the information is correct and consistent with the compliance monitoring data submitted to the Ohio EPA.

	Required methods of Distribution (Must be before July 1) <small>Only select one</small>	Actual Methods of Distribution <i>Fill in all appropriate blank(s)</i>
1a	<b>Paper Copy:</b> Mail or hand deliver a physical copy of the CCR to each customer (service connection)  <b>Or</b> _____	Date(s) of <i>mail and/or hand delivery</i> : _____  <b>Or</b> _____
1b	<b>Electronic Delivery:</b> Date of distribution: _____  Direct Web Link Provided: _____ _____	<b>Electronic CCR delivery</b> with a paper CCR sent only on request. Check which of these methods for <b>electronic delivery</b> were used: ____ Mail : The link directly to the current CCR on the internet was mailed to each customer on a paper notice (water bill, insert, separate mailing, etc.) <b>Attach sample notice or insert</b>  ____ Email: <b>Attach sample email</b> ____ CCR embedded in an email message; ____ CCR sent as an attachment to an email; ____ URL linked directly to the CCR sent via email
<b>One of the above methods for Direct Delivery must be used</b>		
2	Make "Good Faith" efforts to reach non-bill paying consumers. (Check all that apply.)	<input type="checkbox"/> Mail the CCR to postal patrons within the service area (attach zip codes used) <input type="checkbox"/> Advertise availability of the CCR in news media. (attach copy of the announcement) <input type="checkbox"/> Publication of CCR in local newspaper (attach copy) <input type="checkbox"/> Post the CCR on the Internet (provide link) <input type="checkbox"/> Post the CCR in public places (attach a list of locations) <input type="checkbox"/> Deliver multiple copies to single bill addresses that serve many people (i.e., apartments, businesses, large private employers) <input type="checkbox"/> Other (describe) _____
3	Systems with a population of 100,000 or more must post the CCR on the internet.	Date CCR posted on the Internet: _____  Web site address: _____
4	Wholesalers Only	Date information was delivered to each community master metered public water system _____
5	Included public notification to satisfy a monitoring violation, the fluoride secondary MCL, and/or resolve a previous year's CCR violation	Contaminant/Report for which PN was included _____  Date of violation or CCR Year _____

Signature of Responsible Official \_\_\_\_\_ Name of Public Water System \_\_\_\_\_

Printed Name and Title of Responsible Official \_\_\_\_\_ OH \_\_\_\_\_ PWS ID \_\_\_\_\_ Contact Phone \_\_\_\_\_ County \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

CCR for Calendar Year \_\_\_\_\_

Version Updated 8/15/2022

For Ohio EPA Use Only

Date Received \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Reviewer Initials \_\_\_\_\_



# REPORTING DISTRIBUTION TO OHIO EPA

- Submit CCR packet electronically to **ccr@epa.ohio.gov** (preferred)

OR

- Submit CCR packet via paper mail to:

Ohio EPA, DDAGW – Central Office  
PO Box 1049  
Columbus, OH 43216-1049



# Resources

## Ohio EPA CCR General Website



## CCR Certification Form



### **Have questions?**

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

