

CONSUMER CONFIDENCE REPORT (CCR) TEMPLATE INSTRUCTIONS

1. Check the “Sample CCR” to see how to complete a CCR. Words in red are where you will fill in your information if it applies. Other information in black is required information,

2. Adjust dates and names as necessary.

3. Where does my water come from?

List source as *surface*, *ground*, or *purchased*. If purchased, list seller’s name and their source as either *surface* or *ground*. Also, include the name of the source (e.g., Kanawha River, Goshen Reservoir, aquifer, well, mine, etc.).

4. Source Water Assessment

Where a “Source Water Assessment” (not wellhead protection) has been completed fill in this section quoting the paragraph describing the susceptibility to contaminants in the letter you received from the WVBPH. The information will list either surface water, groundwater under the influence, or various groundwater source conditions. If you do not have the above information, call the WVBPH at 304-558-2981 (ask for Source Water Assessment Program).

5. Water Quality Data Table

List only those definitions and abbreviations used in your report. Add or delete as necessary.

6. Table of Test Results:

- Report all detects. Do not include non-detects.
- Add or delete contaminant rows and contaminant categories as necessary.
- If copper/lead results are reported, list the number of area residences inspected and the date(s) sampled (small print under the table), otherwise delete this information.
- Volatile Organic Contaminants – TTHMs and HAA5, Chlorine and list any other VOCs detects. Give a yearly average, if available, and range.
- Single samples, list value even if it exceeds MCL. Technically this is a violation.
- For violations, include a statement that the contaminant exceeded the MCL, when this occurred and what the system is doing to correct the problem. Also, include the appropriate “Health Effects” statements.
- If a sodium sample exceeds the guidance MCL, include the statement under the “Unregulated Contaminants” table. If not, eliminate this statement.
- If chlorine, chlorine dioxide, or chloramines are reported there must be

definitions for MRDLG and MRDL since these are reported as residuals and not MDLGs or MDLs

Reporting Unregulated Contaminants

Report the average of all the years monitoring results and the range of detections for any detected unregulated contaminants for which state or federal rule require monitoring.

Reporting Test Results from other systems or water sources

If you are a purchase system you must have two separately identified “Table of Test Results”, one showing the seller’s test results and a second showing your test results.

If your water comes from different sources (e.g., a surface source and a well, or 2 different reservoirs) you must have separately identified “Table of Test Results” for each source.

Reporting additional monitoring not required by the EPA or state

EPA strongly encourages the reporting of voluntary monitoring results. If a result is above a proposed MCL or guideline value it is suggested that you report the result and include a statement on the significance of the results, noting the existence of a health advisory or proposed MCL.

7. Additional Information

A narrative statement can be placed in this section stating that additional water tests were conducted and that all had non-detects.

Also, any other information concerning the operation of the water system may be included in this section

NOTE: Avoid using the word “safe” (e.g., safe water) in your report. If the EPA uses it in their information or required language this is satisfactory. EPA encourages water systems to avoid making unwarranted statements that may lead to a lawsuit.

Do not include any “Health Effects” statements in your CCR unless you had a violation of a particular contaminant, then include the required statement. In some circumstances, such as arsenic detects, health effects statements may be required.

If you need information on MCLGs, MCLs, Likely Source of Contamination, health effect statements, or other information concerning the preparation of a CCR - call Dan Parker, 304-558-6748.

CCRs are due in this office by July 1 of each year. Newspaper publications or other forms of distribution of CCR to customers must be completed before July 1st of each year and CCR certification forms received in this office by October 1 of each year.

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From <http://www.wvdhhr.org/oehs/eed/ccr.asp>