

## Acceptable CCR Delivery Methods

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Last year EPA evaluated several electronic delivery methods to determine which forms meet existing CCR Rule requirements and issued a memorandum to clarify what will be allowed. Existing and newly accepted methods include:

- Door-to-door/ hand delivery of a paper copy
- Mail a paper copy
- Mail notification that the CCR is available on website via a direct url (including notice on bill or as bill insert)
- Email notification and direct url to CCR (including e-bill notices)
- Email CCR as an attachment
- Email contents of the CCR as an embedded image in the email body

### Or any combination of the above methods

The intent is that these new methods will improve transparency, maintain or increase readership, and reduce financial burden. More information about the CCR Rule Retrospective Review as well as information about the January 17<sup>th</sup> Webinar on Electronic Delivery Methods can be found online - Click here: [EPA CCR Page](#)

### **Resources:**

To assist you in producing an acceptable Consumer Confidence Report, brochure and contaminant report table templates were created and made available at our website - Click here: [DES CCR Page](#)

If using the templates, you must complete the brochure and contaminant report table templates with information pertaining to your water system. For help completing the templates please refer to the document titled "[Guidelines for Preparing a Consumer Confidence Report](#)" also found on our website.

When you complete this year's CCR, and after distributing to your customers, send the report to the Drinking Water and Groundwater Bureau along with the Certification form. Be sure to keep copies of both documents on file for at least three years. It is the responsibility of the owner to assure that both the CCR and CCR Certification form reach our office by the required dates (July 1 and July 10, respectively); otherwise violations may be issued to the water system.

Contact Us:

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