

CCR CHECKLIST

PWS NAME: _____ PWS ID # _____ DISTRICT: _____

This checklist contains all required sections of the CCR and the most common sections that may be required if a system has a special circumstance to include. See Template and Template Instructions for section (Sec) references.

- Sections in white are required to be in every CCR. Section 9 is only required for surface water systems.
- Sections in grey are only required if applicable to your PWS.

*SELECT ONE	CERTIFICATION FORM DISTRIBUTION AND CERTIFICATION
Y <input type="checkbox"/> N <input type="checkbox"/>	1. Direct Deliver (July 1, Annually) [3745-96-04 (A & C)] Mail / Hand / Electronic Date: _____
Y <input type="checkbox"/> N.A. <input type="checkbox"/> N <input type="checkbox"/>	2. Internet Posting: Link provided led directly to the CCR Link is direct and working? Proof of E-delivery Included? Y N
Y <input type="checkbox"/> N <input type="checkbox"/>	3. Completeness of the Certification Form: Signature/Date Dates of Delivery URL for E-Delivery Contact Info Email

CONTENT REQUIREMENTS	
Y <input type="checkbox"/>	SEC 3: Source Water Information [3745-96-02(B)(1 & 2)] A. Identifies the Source(s) of Water Delivered (SW or GW)
Y <input type="checkbox"/>	B. Source Water Susceptibility Analysis Paragraph included with availability?
Y <input type="checkbox"/>	SEC 4: Sources of Contamination Y / N In Order to ensure Y / N Drinking water, including Y / N mandatory language
Y <input type="checkbox"/>	SEC 5: Who needs to take Special Precautions 3745-96-03 (A) mandatory language
Y <input type="checkbox"/>	SEC 13: Lead Education Information 3745-96-03 (D) mandatory language
Y <input type="checkbox"/>	SEC 18: License to Operate (LTO) Status [3745-96-02 (G)(5)]
Y <input type="checkbox"/>	SEC 20: Contact Info Y N Public Participation [3745-96-02 (G)(2 & 4)] Y N
Y <input type="checkbox"/>	SEC 21: Definitions [3745-96-02(C)]: MCL, MCLG (ppm, ppb, TT, AL, etc...if Report Contains Data...)
Y <input type="checkbox"/>	SEC 8: Table of Detected Contaminants [3745-96-02 (D)]: Are all most recent Detected Contaminant(s) Included? Including Samples Taken < Annually?
Y <input type="checkbox"/>	Non-detects removed from table? # of Lead and Copper Results >AL and sample results >AL in the table? Y / N
Y <input type="checkbox"/>	Contains Columns For: MCL MCLG Range Level Viol Source Sample Yr Units
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 9: SW (and SW Purchased) Systems is Turbidity Monitoring Information included? [3745-96-02 (D)(4)(e)]
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 11, 12: (If result > 5) Include Special language for Nitrate Y / N Arsenic Y / N
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 13: Lead 90th Percentile > AL paragraph (if applicable) Infants and young children....
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 14: Cryptosporidium Information Included? (only if detected)
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 15: Radon Information Included? (only if detected)
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 16: Ground Water Rule Special Notice [3745-96-02(F)(8)(a-d)] (if required)
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 7: Violation Information [3745-96-02 (F)]: Monitoring or Reporting and Enforcement Actions Includes Monitoring period/Year? Contaminant? Violation Description? Steps to Prevent Future Actions?
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 10: MCL, TT, AL or CT violation Includes Mandatory Health Information and Violation Description? [3745-96-03 (B-E)]
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 17: RTRC Violations E COLI MCL Y / N Level 1 Assessment Y / N Level 2 Assessment Y / N
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	SEC 19: Public Notice included? Does it match received PN Template? Does it Include "Please share this...."?
Y <input type="checkbox"/> N.A. <input type="checkbox"/>	UCMR results Included in a separate table? (if applicable)

*Y = Included N.A. = Not Required, Not Applicable

CCR CHECKLIST 03/15/2018