

## Consumer Confidence Report Certification Form

Water System Name: \_\_\_\_\_

Water System ID Number: MT\_\_\_\_\_ CCR Year: \_\_\_\_\_

**You need to complete the following:**

1. Mail, make available, or otherwise directly deliver a copy of Consumer Confidence Report (CCR) to water system customers by June 30. Keep a copy for your records.
2. Email or mail a copy of CCR to DEQ by June 30.
3. Complete and submit this Certification Form to DEQ by September 30. It is recommended that you email the CCR and Certification Form to DEQ at the same time to ensure that all actions are completed on time.

The community water system named above hereby confirms that its Consumer Confidence Report has been distributed to customers (and appropriate notices of availability have been given). Further, the system certifies that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the state agency.

Certified by (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Every community public water system is required to complete one of the following: Method A, Method B, or Method C AND one good faith effort**

**METHOD "A" DIRECT DELIVERY** (use for Electronic CCR or paper copy CCR delivered to all customers).

DELIVERY DATE REQUIRED

Our CCR or electronic CCR notification of delivery was delivered to our consumers on \_\_\_\_\_ (insert date)

Depending on your method of CCR Delivery, you MUST complete at least ONE of the following methods. Please check all items that apply.

1.	<input type="checkbox"/>	Entire CCR was distributed by mail
2.	<input type="checkbox"/>	*Mail – a paper notification was mailed to each customer providing the web link directly to the CCR. ( <u>Submit a copy of the URL notification, i.e. water bill, newsletter, etc.</u> )
3.	<input type="checkbox"/>	*E-mail – CCR sent as an attachment, a direct URL, or embedded in the body of the email ( <u>submit a sample copy of the e-mail</u> )
4.	<input type="checkbox"/>	Hand delivered

\*No intermediate webpages are allowed to be used. Use a direct link to the CCR only.

**METHOD "B" PUBLISHED IN LOCAL NEWSPAPER: Method only for systems serving fewer than 10,000 people. All 3 items below must be checked. Attach a copy of the newspaper clipping (affidavit not required).**

1.	<input type="checkbox"/>	CCR published in its entirety in local newspaper of general circulation in the area.
2.	<input type="checkbox"/>	Customers informed in newspaper that CCR will not be mailed. If other method used to inform customers, describe:
3.	<input type="checkbox"/>	Customers and public informed in newspaper that CCR is available upon request.

Newspaper Name: \_\_\_\_\_

Published On: \_\_\_\_\_ (insert date)

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**METHOD "C" DELIVERY CCR AVAILABILITY NOTICE ONLY: Method only for systems serving 500 or fewer people. Submit copy of notice of availability. Select HERE for a template.**

The CCR was not mailed to each customer. However, as required, customers were notified that a CCR was prepared and is available upon request.

**The CCR notice of availability was delivered on:** \_\_\_\_\_ **(insert date)**

Check which method(s) the CCR notice of availability was distributed using:	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Hand Delivered
	<input type="checkbox"/> Posted in Public Locations	<input type="checkbox"/> Other: _____

**GOOD FAITH EFFORT: At a minimum, one good faith effort is required to be used to reach non-bill paying consumers**

Check all that apply:

<input type="checkbox"/>	Posted CCR on a publicly accessible internet site www. _____	<input type="checkbox"/>	Mailed the CCR to postal patrons within the service area
<input type="checkbox"/>	Advertised availability of CCR in the news media (attach copy of announcement)	<input type="checkbox"/>	Published CCR in local newspaper (attach copy of newspaper announcement)
<input type="checkbox"/>	Posted the CCR in public places. List the locations here:	<input type="checkbox"/>	Delivered multiple copies to single bill addresses serving several persons such as apartments and businesses
<input type="checkbox"/>	Delivered to community organizations. List organizations here:	<input type="checkbox"/>	Other. Explain:
<input type="checkbox"/>	Electronic announcement of CCR availability via social media outlets		

**Wholesalers Only: All CCR information is required to be delivered to your consecutives no later than April 1**

CCR information was provided to each consecutive community water system (purchaser(s)) on \_\_\_\_\_  
(date).

### Public Notification

<input type="checkbox"/>	Check box if Public Notification was included in the CCR to satisfy a Public Notification Rule Tier 3 monitoring violation
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CCR Rule Manager

DEQ PWS Bureau

P.O. Box 200901

Helena, MT 59620-0901

Fax: 406-444-4386

Phone: 406-218-7418

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