



## Consumer Confidence Report Certification Form

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

Method of Delivery Waiver Population Category, <u>Circle One</u> :	<u>500 or Less</u>	<u>501 to 10,000</u>	<u>greater than 10,000</u>
CCR Delivery Method Used (see attachment): <u>Circle One</u> :	<u>MOD A</u>	<u>MOD B</u>	<u>MOD C</u>
Connected System Requirements, <u>Circle One, if applicable</u> :	<u>Purchase Water</u>	<u>Sell Water</u>	

This form is required to be submitted to certify that your Consumer Confidence Report (CCR) has met all state and federal requirements. The owner, administrative contact, or responsible operator in charge must sign this certificate of acceptance acknowledging compliance with Illinois Environmental Protection Agency's Primary Drinking Water Standards found in Part 611 Subpart U: Consumer Confidence Reports.

Detailed CCR instructions and regulation requirements are listed in Chapter 2 of the **Sample Collectors Handbook (SCH)**. Also included in the handbook, is a check list that can be used to verify prior to issuing the CCR that all required elements have been included. It is recommended that you review this chapter and check list prior to issuing your CCR. The SCH can be viewed and/or downloaded at the following Internet web address: <https://www2.illinois.gov/epa/topics/compliance-enforcement/drinking-water/Pages/sample-collectors-handbook.aspx>

Please complete the delivery certification, sign, return it along with a copy of the issued CCR and the URL Notification if applicable, **by July 10<sup>th</sup>** to the Illinois EPA, CCR Coordinator, BOW/CAS #19, P.O. Box 19276, Springfield, Illinois 62794-9276. You can also e-mail the report to [EPA.PWSCompliance@Illinois.gov](mailto:EPA.PWSCompliance@Illinois.gov)

### **CERTIFICATION OF DELIVERY (SCH Reference Page 17 - 19)**

Depending on your method of CCR Delivery Requirement, you MUST complete ONE of the following METHOD OF DELIVERY certification sections.

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

##### **DELIVERY DATE REQUIRED**

Our CCR or electronic CCR URL notification was mailed on \_\_\_\_\_ (enter delivery 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"/>	CCR was distributed by mail or hand delivered (enter delivery date above)
2.	<input type="checkbox"/>	Mail – notification that CCR is available on Web site via a direct uniform resource locator (URL) ( <b><u>Submit a copy of the URL notification, i.e. water bill, newsletter, etc.</u></b> ) (enter delivery date above)
3.	<input type="checkbox"/>	E-mail – direct URL to CCR ( <b><u>submit a sample copy of the e-mail</u></b> )
4.	<input type="checkbox"/>	E-mail – CCR sent as an attachment to the e-mail ( <b><u>submit a sample copy of the e-mail</u></b> )
5.	<input type="checkbox"/>	E-mail – CCR sent embedded in the e-mail ( <b><u>submit a sample copy of the e-mail</u></b> )
6.	<input type="checkbox"/>	Other: _____

CWS serving => 100,000, Posted CCR on a publicly accessible Internet site at the following address:  
\_\_\_\_\_

#### **METHOD "B" DELIVERY** (published in local newspaper; PWS must receive waiver from Illinois EPA to use this option)

Since our supply received a Method of Delivery Waiver and serves a direct population between 501 and 10,000, the CCR was not mailed to each customer. However, as required, our CCR was published in its entirety in one or more newspapers of general circulation. In addition, customers were also informed that the CCR was not going to be mailed; and that copies are available upon request. LIST NEWSPAPERS HERE

Newspaper 1:	_____	Published On:	_____
Newspaper 2:	_____	Published On:	_____

**METHOD "C" DELIVERY** (CCR availability notice only; PWS must receive waiver from Illinois EPA to use this option)

Since our supply received a Method of Delivery Waiver and serves a direct population of 500 or less, 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: \_\_\_\_\_ (enter date)

Insert method here (i.e., newspaper, posted, hand delivered, etc.) \_\_\_\_\_

**GOOD FAITH EFFORT: at a minimum, one good faith effort must 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 (attach list of zip codes)
<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 (attach a list of locations)	<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 (attach a list)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Electronic announcement of CCR availability via social media outlets (attach list of social media outlets utilized)	_____

**Signature of Official Custodian (OC), Administrative Contact (AC), or Responsible Operator in Charge (DO)**

**The Certification Form signature must match one of the above contacts that are on file at the Agency, if you are not listed as the OC, AC, or DO for your water system, you do not have the authority to sign this document.**

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

I \_\_\_\_\_ (print name), hereby certify that our CCR was distributed following the requirements specified under METHOD \_\_\_\_\_ (enter method of delivery A, B, or C) DELIVERY. If delivery was made using the Electronic CCR method, the CCR was made available to customers requesting a paper copy of the CCR.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: (\_\_\_\_) \_\_\_\_\_

This Agency is authorized to require this information under 415 ILCS 5/17.5. Failure to disclose this information may result in a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42). This has been approved by the Forms Management Center.