



State of New Jersey
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Mail Code 401-03

Division of Water Supply and Geoscience - Bureau of Water System Engineering
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<http://www.state.nj.us/dep/watersupply>

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BOB MARTIN
Commissioner

MEMORANDUM

TO: Community Water Systems

FROM: Kristin Hansen, Environmental Specialist 4 *KH*
Bureau of Water System Engineering

DATE: January 11, 2013

SUBJECT: 2013 Consumer Confidence Report (CCR) Requirements &
Distribution of CCR using Electronic Delivery Options

The purpose of this memorandum is several-fold: first, to remind you that you must prepare and deliver a 2013 Consumer Confidence Report (CCR) to all your customers **no later than July 1, 2013**. This CCR must be based on 2012 data, unless the monitoring frequency is less than annual, but within five years. A copy of the CCR must also be sent to the Bureau of Water System Engineering (Bureau) **no later than July 1, 2013**. Also, the 2013 CCR Certification form (enclosed) is due to the Bureau **no later than October 1, 2013**; however, we recommend sending the Certification form to the Bureau at the same time you submit the CCR. A copy of the 2013 CCR Certification form is available at http://www.nj.gov/dep/watersupply/pdf/ccr_cert_form.pdf.

Secondly, beginning in 2013, the Bureau will accept the electronic delivery of the CCR to your customers to satisfy the CCR customer delivery requirements. This decision is based upon the Environmental Protection Agency's (EPA) Consumer Confidence Report Retrospective Review Analysis, which was finalized in a Memorandum on January 3, 2013.

It is important to note, Community Water Systems must ensure delivery of the CCR to each of their bill-paying customers, which means more than one method of delivery may be necessary, such as a combination of email communications, hard copy delivery, etc. Community Water Systems can distribute the CCR electronically to their customers using the following approved methods:

1. Requirements for Email Delivery to the Customer

- a. The subject line of the email **must** contain “2013 CCR”, the Public Water System Identification Number (PWSID Number) and the Public Water System’s Name.
- b. The CCR **must** either be embedded in its entirety in the email message, have the CCR as a file attachment in PDF format, or contain the direct URL¹ to the CCR.
- c. The URL must take the customer directly to the entire CCR so that the customer does not have to retrieve the CCR by navigating through another website. The email must also contain a description explaining the purpose and content of the URL in the email.
- d. The email must also contain information on where the customer may obtain a hardcopy of the document (i.e. by calling a phone number)
- e. If the Community Water System receives a message that the email was undeliverable, the Community Water System must utilize another method to ensure the customer receives the CCR (i.e. mail a hardcopy).

2. Requirements for Mailing the Direct CCR URL to the Customer

- a. The direct URL to the CCR must be printed directly on the water bill or a bill insert.
- b. It must be clear and in a font that is at least as large as the largest font used.
- c. A short description explaining the information available must accompany the URL.
- d. Provide information on where the customer may obtain a hardcopy of the document (i.e. by calling a phone number)

The use of social media such as Twitter, Facebook, and automated telephone notification systems do not meet the “directly deliver” requirement of the CCR Rule and therefore, cannot be used.

In addition, each Community Water System can send a copy of their CCR and Certification form electronically to this Bureau via email to satisfy the Bureau CCR reporting requirements following the steps below:

1. The subject line of the email **must** contain “2013 CCR”, the Public Water System Identification Number (PWSID Number) and the Public Water System’s Name
2. The email **must** contain either the CCR in PDF format or the direct URL
3. The email **must** contain the CCR Certification form in PDF format
4. Note the attachment size limitation for files being submitted to the Bureau is 30 megabytes.
5. Email to watersupply@dep.state.nj.us

For additional information regarding EPA’s CCR delivery options, including examples, please refer to EPA’s Memorandum available at <http://water.epa.gov/lawsregs/rulesregs/sdwa/ccr/regulations.cfm>.

Please be advised that late and/or non-submittals of the 2013 CCR and/or the 2013 CCR Certification Form will be referred to NJDEP’s Regional Office of Water Compliance and Enforcement for enforcement action.

¹ In computing, a uniform resource locator (URL) (originally called universal resource locator) is a specific character string that constitutes a reference to an Internet resource.

New CCR Requirements for Stage 2 DBP Results

In addition, to the new electronic reporting revisions, please be advised that beginning in 2013, Schedule 1 and 2 Community Water Systems will have to begin reporting their Stage 2 DBP results in the CCR. Under Stage 2 DBP, Community Water Systems will change from reporting their system-wide running annual average (RAA) to reporting the highest locational running annual averages (LRAAs) for total trihalomethanes (TTHM) and five haloacetic acids (HAA5). Community Water Systems will also report the range of sample results for all monitoring locations. If more than one location exceeds the TTHM or HAA5 maximum contaminant level (MCL), the system must include the location running annual average for all locations that exceed the MCL. Community Water Systems must also report in their CCR if they failed to monitor for TTHM or HAA5. Additional information regarding this new rule is on pages 12 and 36-40 of the Environmental Protection Agency's *Preparing Your Drinking Water Consumer Confidence Report* guidance document available at http://www.epa.gov/safewater/ccr/pdfs/guide_ccr_forwatersuppliers.pdf.

Information regarding your community water system, including monitoring schedules, analytical test results and water system inventory, can be viewed by visiting the NJDEP's Drinking Water Watch web application and searching by your PWS ID Number: <http://www.nj.gov/dep/watersupply/waterwatch>.

Should you have any further questions, please contact Bradley K. Koffler of my staff at 609-292-2957.

- c: Northern Bureau of Water Compliance and Enforcement
- Central Bureau of Water Compliance and Enforcement
- Southern Bureau of Water Compliance and Enforcement
- Sandra Krietzman, Chief, Bureau of Safe Drinking Water
- Matthew J. Maffei, Bureau of Water System Engineering
- Bradley K. Koffler, Bureau of Water System Engineering

Enclosure



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BOB MARTIN
Commissioner

CCR Year: 2013
(2012 data)

2013 Consumer Confidence Report (CCR) Certification Form

PWS ID# NJ _____

Community Water System Name: _____

Community Water System Address: _____

1. CCRs must be mailed or electronically delivered to all bill-paying customers by July 1st. Provide date(s) of distribution: _____

2. Please check the distribution method(s) utilized to reach your bill-paying customers.

_____ Mailed the CCR

_____ Mailed the direct URL of the CCR

_____ Embedded in an email message

_____ Attached as a PDF file in an email message

_____ Provided the website link (URL) in an the email message

_____ Provided information how a hardcopy of the CCR can be obtained

3. If the CCR was provided to customers electronically, provide the direct URL:

4. Community Water Systems serving greater than or equal to 100,000 persons must post their CCR on the Internet. Date posted on the Internet and the URL:

5. Community Water Systems must make a good faith effort to reach all appropriate non-bill paying customers. Check all of the methods that were utilized by your community water system.

_____ Posted the CCR in public places (attach a list of locations)

_____ Delivered copies of the CCR to several single bill addresses serving a significant number of people (example: apartment buildings, businesses and companies).

_____ Advertised the availability of the CCR in news media
(attach copy of announcement)

_____ Published the CCR in a local newspaper (copy enclosed)

_____ Other (List): _____

6. If your Community Water System sells water to another Community Water System, list the name and PWS ID Number of the Community Water System(s) and the date the information was provided (due no later than April 1st unless mutually agreed upon by both systems):

7. Is the CCR being utilized to satisfy a Tier 3 Public Notice requirement? No / Yes (circle one)

8. Please check the distribution method(s) for the submittal to the Bureau of Water System Engineering.

_____ Attached as a PDF file in an email message

_____ Provided the website link (URL) in an email message

_____ Mailed the CCR

9. The Certification below must be completed by the Community Water System.

I certify that the above referenced community water system has distributed the CCR in accordance with all applicable regulations. Furthermore, I certify that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the state.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Phone Number: _____ Fax Number: _____

Email Address _____