

HOW TO DO A CONSUMER CONFIDENCE REPORT LIKE WAYNE

1. GOOGLE “DRINKING WATER WATCH”
2. SAVE “DRINKING WATER WATCH” TO YOUR FAVORITES
3. OPEN “DRINKING WATER WATCH”
4. ENTER NAME OF SYSTEM FROM DROP-DOWN BOX THAT YOU WANT TO WORK ON
5. SELECT REPORT FORMAT –YOU WANT **RTF**
6. CLICK ON “GENERATE REPORT”
7. YOU MAY HAVE TO CLICK ON “OPEN” AT THE BOTTOM OF THE PAGE WHERE IT SAYS, “DO YOU WANT TO OPEN OR SAVE...)
8. CCR WILL POP UP
9. WHERE IT SAYS “PROTECTED VIEW” , CLICK ON “ENABLE EDITING”
10. IGNORE FIRST TWO PAGES; THEY’RE JUST DIRECTIONS AND NOBODY READS THESE
11. NOW WE ARE GOING TO START CLEANING UP THE CCR
12. CLICK ON AND DELETE THE INFORMATION LOCATED AT THE BOTTOM OF EACH PAGE- DATE ON THE LEFT AND PAGE ___ OF ___ ON THE RIGHT SIDE
13. **SAVE NOW. YOU CANNOT “SAVE” TOO MANY TIMES WHILE MAKING THESE CHANGES OR YOU MAY HAVE TO START OVER**
14. GO BACK TO CCR
15. ON COVER PAGE OF CCR: ENTER NAME AND CONTACT TELEPHONE NUMBER. WE’RE DONE WITH THE COVER PAGE.
16. ON SOURCE WATER ASSESSMENT PAGE: MAKE SURE THAT FIRST PARAGRAPH IS INCLUDED AND STARTS “WE WANT OUR VALUED CUSTOMERS...” . IT IS ALSO A GOOD IDEA TO PULL WORDS ON THE RIGHT-HAND SIDE OF THE SOURCE WATER ASSESSMENT OVER TO THE LEFT. SET YOUR CURSOR BY THE WORDS NEAREST THE RIGHT EDGE AND CLICK “ENTER” TO DROP THE WORDS TO THE NEXT LINE. THIS WILL PREVENT CUTTING OFF WORDS ON THE RIGHT SIDE WHEN PRINTING.
17. NEXT, ENTER PHONE CONTACT NUMBER AND CHANGE, IF NEEDED, THE TYPE OF ENTITY THAT HAS PUBLIC MEETINGS (IF YOU’RE A VILLAGE, CITY, WATER DISTRICT, ECT.)
18. NOW COMBINE THE SOURCE WATER INFORMATION PAGE WITH THIS PAGE. THIS INFORMATION CONTAINS WELL INFORMATION, ID NUMBERS, REPORT STATUS (ENTER ACTIVE, CAPPED, OR EMERGENCY BACKUP), AND GENERAL LOCATION OF THE WELL. COMBINING THESE TWO PAGES IS NOT REQUIRED. **I DID THIS ONLY TO MERGE SOME INFORMATION SINCE THE IEPA COPY LEFT A LOT OF EMPTY SPACES ON BOTH PAGES.**
19. TO BE ABLE TO TYPE THIS INFORMATION ON THIS PAGE, CLICK ON THE SOURCE WATER ASSESSMENT PARAGRAPH. A BOX WILL FORM AROUND THE PARAGRAPH.
20. CLICK ON THE CORNER OF THIS BOX AND DRAG THE BOX OUTLINE DOWN. THIS WILL ALLOW YOU TO ENTER THE SOURCE WATER INFORMATION

21. IT SHOULD LOOK LIKE THIS IF IT IS A GROUNDWATER SYSTEM:

SOURCE WATER INFORMATION

SOURCE WATER NAME	TYPE OF WATER	REPORT STATUS	LOCATION
WELL 1 (ID NUMBER)	GW	ACTIVE	DESCRIPTION

IT SHOULD LOOK LIKE THIS IF IT IS A SURFACE WATER SYSTEM:

SOURCE WATER INFORMATION

SOURCE WATER NAME	TYPE OF WATER	REPORT STATUS	LOCATION
NAME OF WATER	SW	ACTIVE	DESCRIPTION

22. TIME TO SAVE YOUR WORK AGAIN

23. OPEN UP CCR AGAIN

24. UNDER CONTAMINANTS: **201X REGULATED CONTAMINANTS DETECTED**

-START PULLING RIGHT-HAND MARGINS OVER TO THE LEFT

-PUT CURSOR BETWEEN WORDS AND HIT "ENTER" TO DROP THIS WORDING DOWN

25. DO THIS ON **MOST** OF THE INFORMATION MARKED "LIKELY SOURCE OF CONTAMINATION"

26. SAVE YOUR WORK AGAIN

27. YOUR CCR IS PROBABLY DONE UNLESS:

-YOUR SYSTEM HAD A VIOLATION, OR

-IF YOUR SYSTEM PURCHASES WATER FROM A PARENT SUPPLY

VIOLATIONS:

IF YOU EXPERIENCED VIOLATIONS IN THE REPORTING YEAR, YOU WILL HAVE TO DO ONE OF TWO THINGS:

IF YOU ISSUED A PUBLIC NOTICE AT THE TIME OF THE VIOLATION YOU ONLY HAVE TO ENTER THAT YOU ISSUED THE PUBLIC NOTICE (ON THE DATE ISSUED) OR, IF YOU EXPERIENCED A TIER 3 VIOLATION, YOU CAN ENTER THE ENTIRE PUBLIC NOTICE AT THE END OF YOUR CCR

IF YOU DO INCLUDE THE PUBLIC NOTICE IN YOUR CCR, REMEMBER TO SEND A COPY TO IEPA COMPLIANCE ASSURANCE SECTION ALONG WITH A COMPLETED COPY OF THE "CERTIFICATION OF PUBLIC NOTICE"

IF YOU PURCHASE WATER:

AFTER COMPLETING YOUR CCR, YOU WILL NEED TO INCLUDE A PARAGRAPH THAT YOUR SYSTEM PURCHASES TREATED WATER AND THAT YOU HAVE TO INCLUDE PERTINENT INFORMATION REGARDING THE PARENT SUPPLY.

SAMPLE WORDING FOR THIS PARAGRAPH:

“WE PURCHASE TREATED WATER FROM THE XYZ PUBLIC WATER SUPPLY. PER THE CONSUMER CONFIDENCE REPORT REGULATIONS WE ARE REQUIRE TO INCLUDE PERTIENT INFORMATION REGARDING THE QUALITY OF THEIR WATER. THIS INFORMATION IS INCLUDED BELOW.”

THEN ENTER NAME OF PUBLIC WATER SUPPLY

THIS INFORMATION COMES FROM THE PARENT SUPPLY’S CCR. INCLUDE ALL “CONTAMINANTS DETECTED” BELOW THE TITLE (INORGANICS)

IF YOU RECEIVE A WAIVER FROM THE DIRECT-MAIL OR HAND DELIVERY METHOD:

YOU MAY PUT THE CCR IN A LOCAL NEWSPAPER OR CIRCULAR THAT COVERS THE AREA THAT YOUR WATER SYSTEM SERVES. BE SURE TO INCLUDE A SHORT PARAGRAPH THAT YOUR SYSTEM RECEIVED A WAIVER BUT THAT CUSTOMERS MAY PICK A COPY OF THE CCR UP AT VILLAGE HALL, CITY HALL, ETC. DURING REGULAR BUSINESS HOURS.

SUBMITTING PAPERWORK TO IEPA:

IF YOU DO A DIRECT-MAIL OR HAND-DELIVERY:

MAIL A HARD COPY OF THE CCR AND THE CERTIFICATE OF CCR TO IEPA

IF YOU PLACE THE CCR IN A LOCAL CIRCULAR:

THE PACKET TO THE IEPA MUST INCLUDE:

- A HARD COPY OF THE CCR
- THE CCR CERTIFICATION FORM
- A COPY OF THE CCR FROM THE ACTUAL NEWSPAPER OR CIRCULAR