



# CONSUMER CONFIDENCE REPORT ELECTRONIC DELIVERY CERTIFICATION - DRINKING WATER

State Form 55623 (7-14)  
Indiana Department of Environmental Management (IDEM)  
Office of Water Quality – Drinking Water Branch – Compliance Section

**IDEM – Drinking Water Branch**  
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**INSTRUCTIONS:** 1. Complete the Consumer Confidence Report Electronic Delivery Certification form.  
2. Submit the form to IDEM by October 1<sup>st</sup> of reporting year.

## Example 3-1- CCR Certification Form (updated with electronic delivery methods)

CWS Name: \_\_\_\_\_

PWSID Number: \_\_\_\_\_

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/primacy agency.

Certified by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

***Please check all items that apply.***

CCR was distributed by mail.

CCR was distributed by other direct delivery method. Specify direct delivery methods:

Mail – notification that CCR is available on Web site via a direct uniform resource locator (URL)

E-mail – direct URL to CCR

E-mail – CCR sent as an attachment to the e-mail

E-mail – CCR sent embedded in the e-mail

Other: \_\_\_\_\_

If the CCR was provided by a direct URL, please provide the direct URL Internet address:

www. \_\_\_\_\_

If the CCR was provided electronically, please describe how a customer requests paper CCR delivery:

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\_\_\_ "Good faith" efforts were used to reach non-bill paying consumers. Those efforts included the following methods as recommended by the state/primacy agency:

- \_\_\_ posting the CCR on the Internet at www.\_\_\_\_\_
- \_\_\_ mailing the CCR to postal patrons within the service area (*Attach a list of ZIP codes used.*)
- \_\_\_ advertising availability of the CCR in news media (*Attach copy of announcement.*)
- \_\_\_ publication of CCR in local newspaper (*Attach copy of newspaper announcement.*)
- \_\_\_ posting the CCR in public places (*Attach a list of locations.*)
- \_\_\_ delivery of multiple copies to single bill addresses serving several persons such as: apartments, businesses, and large private employers
- \_\_\_ delivery to community organizations (*Attach a list.*)
- \_\_\_ electronic city newsletter or electronic community newsletter or listserv (*Attach a copy of the article or notice.*)
- \_\_\_ electronic announcement of CCR availability via social media outlets (*Attach list of social media outlets utilized.*)
- \_\_\_ (For systems serving at least 100,000 persons) Posted CCR on a publicly-accessible Internet site at the address: www.\_\_\_\_\_
- \_\_\_ Delivered CCR to other agencies as required by the state/primacy agency. (*Attach a list.*)