

## **DIRECTIONS FOR USING THE CONSUMER CONFIDENCE REPORT(CCR) TEMPLATE**

Download the CCR template from the ilrwa.org website to your computer. Once on your computer you will be able to enter your data on the template. This template **may not** include all contaminants that your system may have tested for but they may be added. When completing your CCR we advise that you have a copy of your previous CCR for comparison.

### **Front page:**

- Enter your utility name.
- Enter your facility number.
- Enter the contact person for your system.
- Enter a telephone number for information.

**The remainder of the page is required language. This language must be included!**

### **Second page:**

Enter your Source Water Assessment. This information can be found in last year's CCR.

### **Under 2007 Regulated Contaminants Detected**

The IEPA will be sending each system a list of the contaminants that were collected and analyzed **in 2007**. Use this data under the appropriate headings in this section of the CCR. Items in this section that are highlighted in yellow **must** be completed. If your CCR from last year included contaminants not listed in this sample template you may add additional boxes for these.

Once all new data results have been entered your CCR is done unless you experienced violations during the 2007 calendar year. If you did experience violations you will need to enter this information at the end of the detected contaminants table.

If you experienced a violation and have completed the public notice requirement for that violation you will need to include the type of violation, the date the violation occurred, and the date that customers would have received the public notice. Also include that if customers wish to obtain a copy of this public notice they may do so.

If you experienced a violation and are including the public notice in this CCR you must include all required language in the notice. This language may be found in the Sample Collectors Handbook. If you include the actual public notice in the CCR you must also mail a copy of the Public Notice and a copy of the Public Notice Certification Form to the IEPA, CAS, P. O. Box 19276, Springfield, Illinois 62794-9276 within ten days after its' issuance. Remember to also mail a copy of your CCR, a copy of the publication (if applicable), and a copy of the Consumer Confidence Report Information and

Certification Form to the same address within ten days after its' issuance. **Your CCR must be available to your customers no later than June 30, 2008.**