CCR Checklist

This checklist can be used to make sure you have met the CCR requirements that are most commonly missed before distributing and submitting your report. There are three sections in the checklist: one for the content when you are preparing the report, one for the distribution requirements when you are distributing the report to customers, and one for the certification/submittal requirements for when you submit the report to ECERT.

Check the Report Content for:	More Information
☐ All mandatory rule language is included.	Review the template instructions for guidance on what must be included. At a minimum, the five required paragraphs must be present.
☐ If any violations occurred or were issued during the report year, they are included in the report.	This includes violations for which public notification has already been distributed for.
☐ The SWAP section is included and updated.	Make sure that the information in the table is from your most recent SWAP report, and that the language around the report is from the current State template (links from older templates may not work).
☐ Results are presented in correct units.	Typically, lab results are reported in mg/l or ppm. Check the data tables from the State CCR template to see what units are supposed to be used for each contaminant and make sure the results in mg/l have been multiplied by 1,000 if required to be in ppb or multiplied by 1,000,000 if required to be in ppt.
☐ Non-detect results have been removed.	It is best to remove contaminants that were not detected in the most recent year they were sampled from the report.
☐ Sample results from your wholesaler are included in the report.	If you purchase water from another water system on a regular basis, the tables of detected results from their CCR must be included in your report. This can also be done by including a link to their CCR.
☐ UCMR data is included for the report year.	If you were required to monitor for unregulated contaminants under the UCMR, a data table is required for UCMR results collected during the report year.

Check the Distribution method for:	More Information
☐ If a URL is used, test that it goes directly to the report.	If a link to the report is distributed to customers instead of a complete printed report, it must go directly to the report. Type in the URL that was sent to customers yourself to test this. This is the "one click" requirement.
☐ If there are consumers that do not receive a water bill, a good faith effort must be made to reach them.	This could be people who work in or have other reasons to visit the area but do not live there.
☐ If a notice of availability is distributed without a URL, check that this is allowed for your system.	A notice of availability without a URL only meets the distribution requirements if less than 500 people are served by the water system and a PN is not included in the report.
☐ Report or Notice of Availability with working URL to the report must be delivered to all customers either on the bill or as a separate mailing.	If a URL is provided on the Notice of Availability making the full report accessible to all, a full copy of the report does not have to be mailed to all customers.

Check the ECERT Submittal for:	More Information
☐ All required pages are in a single file.	The file type must be word (.docx) or pdf (.pdf) (preferred), not a picture or jpeg.
☐ If a Tier 3 PN was included, submit to both the PN and CCR modules in ECERT.	It is important to submit to both modules to certify you have met both requirements.
☐ You received a confirmation email from ECERT.	ECERT will automatically send a confirmation email when your report has been certified. If you have not received this email, we have not received your report. Once the report is reviewed you will receive an email saying "Meets Requirements" or Does Not Meet Requirements" with detailed revision instructions will be provided under section titled "Reason".