2025 Consumer Confidence Report (CCR) Instructions for CCR Certification of Notification and Delivery and Template

The 2025 CCR Certification Form and the 2025 CCR is due July 1, 2026 for all community water systems. The 2025 CCR Certification Form and 2025 CCR Template are available at https://www.deq.nc.gov/about/divisions/water-resources/drinking-water/compliance-services#CCR. The certification form is designed to ensure water systems fulfill all requirements for report delivery, reporting, and recordkeeping in the Consumer Confidence Report Rule. The template is designed to fulfill all requirements for report content in the Consumer Confidence Report Rule (see 40 CFR Part 141 Subpart O).

Notice: EPA finalized revisions to the Consumer Confidence Report Rule. Starting in 2027, CCRs will need to meet the new requirements. NC DEQ will provide an updated template with these revisions. Please re-visit the template website annually to ensure you have the most updated version of the template to meet federal and state requirements.

2025 CCR Certification Form Instructions

1. **Distribute your 2025 CCR to customers through direct delivery via:**

- Mail – paper copy
  - CWS mails a paper copy of the CCR to each bill-paying customer.
- Hand deliver – paper copy
  - CWS hand delivers a paper copy of the CCR to each bill-paying customer.
- Mail – notification that CCR is available on web site via a direct URL
  - CWS mails to each bill-paying customer a notification that the CCR is available and provides a **direct URL** to the CCR on a publicly available site on the Internet where it can be viewed.
    - **A URL that navigates to a web page that requires a customer to search for the CCR or enter other information does not meet the "directly deliver" requirement**.
  - The mail method for the notification may be, but is not limited to:
    - A water bill insert
    - Statement on the water bill
    - Community newsletter
  - A copy of the notice of the direct URL must be submitted to the State with the CCR and Certification Form.
- Email – direct URL to CCR
  - CWS emails to each bill-paying customer a notification that the CCR is available and provides a direct URL to the CCR on a publicly available site on the Internet.
    - **A URL that navigates to a web page that requires a customer to search for the CCR or enter other information does not meet the "directly deliver" requirement**.
  - This method may only be used for customers when a CWS has a valid email address to deliver the CCR electronically.
  - A copy of the email must be submitted to the State with the CCR and Certification Form.
- Email – CCR sent as an attachment or embedded image
  - CWS emails the CCR as an email attachment [e.g., portable document format (PDF)] or emails the CCR text and tables inserted into the body of an email.
  - This method may only be used for customers when a CWS has a valid email address to deliver the CCR electronically.
  - A copy of the email must be submitted to the State with the CCR and Certification Form.
- Additional electronic delivery that meets "otherwise directly deliver" requirement
  - CWS delivers CCR through a method that "otherwise directly delivers" to each bill-paying customer and in coordination with the primacy agency.
  - This category is intended to encompass methods or technologies not included above. CWSs and primacy agencies considering new methods or technologies should consult with the EPA to ensure it meets the intent of "otherwise directly deliver."

- **Systems serving 100,000 or more persons must** post the CCR on a publicly accessible Internet site using a direct URL that immediately opens to the full report.
- **Systems serving 10,000 or more persons must** distribute the CCR using a delivery method in the table above.
- **Systems serving less than 10,000 persons but more than 500 persons must either**: (1) distribute the CCR using a delivery method in the table above **OR** (2) notify their customers that the CCR is not being mailed, but it will be in what newspaper(s) and when (attach copy of notice). The complete CCR should be printed in the local newspaper, and a copy of the CCR must be made available upon request. *(The 2nd option is not acceptable if using the CCR for Tier 3 Public Notification!)*
- **Systems serving 500 or fewer persons must either:** (1) distribute the CCR using a delivery method in the table above **OR** (2) notify their customers that the CCR is not being mailed, and a copy of the CCR must be made available upon request. *(The 2nd option is not acceptable if using the CCR for Tier 3 Public Notification!)* A copy of the notice must be submitted to the State with the CCR and Certification Form.
- **Note**: Use of social media or automated phone calls DO NOT meet existing CCR distribution methods under the Rule**.**

2. **Submit and certify a copy of the CCR and all supporting documentation (copy of notice, email, or bill example) through our ECERT Online Certification application in one PDF file**

- ECERT Online Certification and Submittal of CCR:
  - https://pws.ncwater.org/ECERT/pages/default.aspx
  - The certification form on the Certification Form Document is not required for CCRs submitted through ECERT.
  - For assistance with accessing ECERT please email PWSS.CCR@deq.nc.gov or go to https://pws.ncwater.org/ECERT/pages/CCRHELP.pdf.
  - **If a Tier 3 Public Notice is included in the report, you must submit to both the CCR and PN modules in ECERT to certify both requirements have been met.**
- **If you do not have access to the internet**, you can mail your CCR, Certification Form, and supporting documentation to: *Public Water Supply Section, 1634 Mail Service Center, Raleigh, NC 27699-1634, Attn: CCR Rule Manager*.

Special Instructions for Systems Serving 500 or Fewer Persons

- Systems that serve 500 or fewer customers do not need to directly deliver their CCR if they instead deliver a notice of availability to all customers that explains how they can obtain a copy. This is not an acceptable method if the CCR is being used to deliver a Tier 3 Public Notice.
- The notice could include the name and contact details of who customers should request a copy of the CCR from or it could include a direct URL to view the CCR if the report has been posted online. Examples of these are included below. The notice of availability must be directly delivered to each customer which can be done by mail, hand delivery, or including it with water bills.
- When submitting your CCR to the State, you must include a copy of the notice of availability along with the full CCR report if this distribution method is used.
  - **Example Notice of Availability**
  - The Annual Drinking Water Quality Report for 2025 will not be distributed to each customer, but a copy is available upon request. Contact your water system representative, [insert Name] at [insert phone number with area code].
  - **Note**: Water systems should provide a translation of this statement if >10 percent of the population served is non-English speaking. Here is a translation of the above example:
    - El Informe Anual de Calidad de Agua Potable (Informe de Confianza del Consumidor) del año 2025 no se distribuirá a cada cliente, pero puede obtener una copia si la pide. Contacte al representante de su compañía de agua,[insert Name] al [insert phone number with area code] para pedir una copia .
  - **Example Notice of Direct URL:**
  - The Annual Drinking Water Quality Report for 2025 will not be distributed to each customer, but the report can be viewed on our website at the following link: [insert link, ex. www.yourwater.org/ccr]
  - **Note**: Water systems should provide a translation of this statement if >10 percent of the population served is non-English speaking. Here is a translation of the above example:

- El Informe Anual de Calidad de Agua Potable (Informe de Confianza del Consumidor) del año 2025 no se distribuirá a cada cliente, pero puede ver el Informe en nuestra página electrónica en el enlace siguiente: [insert link, ex. www.yourwater.org/ccr]

Special Instructions For Systems That Purchase Water From Another Water System

- Water systems that purchase treated water from another water system are required to include information from their wholesalers CCR in their own CCR. If you purchase from multiple systems, then you must include this information for each of the systems that you purchase from.
- Here are a few options for including this information in your CCR:
  - If the selling system posted their CCR on the internet, you can provide the direct URL to their CCR in your report. For example, in the section titled "when you turn on the tap, consider the source," you could add the following: "We purchase treated water from [XYZ Water System], and their annual report can be viewed at [XYZwatersystem.org/CCR]"
  - Follow the CCR Template, including the selling systems source and SWAP information in your report, and at the end of the report attach the pages from your sellers CCR that show all their data tables and any violations they received. Make sure that the attached pages are clearly labeled to show which water system they belong to.
  - Coordinate with the selling system to include your table of results/violations, etc. within their annual report; you would still be required to deliver their report to all customers and submit the full report to ECERT, but this would streamline the requirement of having to create a separate report.
- **Note**: Systems that sell water to another water system, are required to provide a copy of their CCR to the systems that purchase from them by April 1st so that the purchase systems will be able to meet the July 1st CCR deadline. Purchasing and selling systems should coordinate with each other to confirm when the CCR information will be delivered to the purchasing systems.

2025 CCR TEMPLATE INSTRUCTIONS

Changes to the 2025 template include

- **Highlighted, capitalized, and bracketed text indicates text the water system must modify.**
- **Red, bracketed text are instructions that the water system must delete.**
- Providing minimal instructions in the 2025 template and providing a full set of instructions in this separate instructions document.
- Inclusion of two definitions: herbicide and pesticide.

Heading

- Update Heading to include System Name and Water System Number
- Suggested Heading for systems with large proportion of non-english speaking consumers
    - English Translation: This report contains very important information about your drinking water. Please translate it or speak to someone who understands it well.
    - Spanish: Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.
- In communities with a large proportion of consumers with limited English proficiency, as determined by the Primacy Agency, the report must contain information in the appropriate language(s) regarding the importance of the report or and either contain information where such consumers may obtain a translated copy of the report, or assistance in the appropriate language(s), or the report must be in the appropriate language(s). (40 CFR 141.153(h)(3))

Introduction

- Suggested language included in the template. The report must include the telephone number of the owner, operator, or designee of the water system as a source of additional information concerning the report. If there are meetings for opportunities for public participation in decisions that may affect the quality of the water, the time and place of these meetings must be included.

What EPA Wants You to Know

- Paragraphs 1 and 2 MUST remain as is.
- Paragraphs 3 and 4 must be included, but language of the content may be modified.

Lead in Drinking Water

- Paragraphs 1 and 2 MUST remain as is
- Update template text with system contact information and how to access information for service line inventory.

When You Turn on Your Tap, Consider the Source

- This annual report must provide information on the source(s) of water which includes the type of water such as
    - Ground, surface, purchase surface or ground, ground water under the direct influence of surface water (GWUDI)
    - Commonly used name (if any)
    - Location of the source(s)
- For systems that purchase water from another water system:
    - You must include the data tables of contaminants detected from the system(s) you purchase from in addition to the data tables for your system. This can be done by one of the following:
        - Including a link to the seller's CCR with instructions to view the results of that link in this section of the CCR.
        - Including tables for the seller's system(s) in this section and clearly labeling which system each data table is for in the data section of the CCR

        - Attach the data tables from the seller's CCR to the end of the report making sure it is clear what system those results are for.
    - Consider coordinating with the seller to consolidate all purchase systems into their CCR

Source Water Assessment Program (SWAP) Results

- Source water assessments are available for all North Carolina public water systems and are periodically updated. All four paragraphs in this section must be included, but they may be modified.
- Fill out the table using the SWAP report(s) found at https://www.ncwater.org/?page=600
    - Enter your water system's source(s) under the Source Name column, your source(s)' Susceptibility Rating from Table 2 found in your water system's SWAP report under the Susceptibility Rating column, and the date of the report (found in the footer of each page of your SWAP report) under the SWAP Report Date column.
    - Add or remove rows from the table in the template, as needed.

Help Protect Your Source Water

- Water systems are encouraged to use this report to inform consumers of source water protection actions that are in the planning stages or are already in place, to invite public participation in locally based source water protection efforts, and to provide tips on ways they can protect their source water. See below for suggested content and examples.
    - Protection of drinking water is everyone's responsibility. You can help protect your community's drinking water source(s) in several ways:
        - Examples of Protection Actions
            - Dispose of chemicals properly
            - Take used motor oil to a recycling center
            - Volunteer in your community to participate in group efforts to protect your source
            - Etc.

Violations that Your Water System Received for the Report Year

- If the water system received any violation during any compliance period(s) ending within report year, the report must include a clear and readily understandable explanation of the violation(s) including:
    - Length of the violation(s)
    - Steps taken by the water system to correct the violation(s)
    - Any potential adverse health effects if a violation was a maximum contaminant level (MCL) violation (also known as a Tier 1 or Tier 2 violation).
        - Adverse health effects required language is found in Appendix A of the CCR Rule.
            - https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-141/subpart-O/appendix-Appendix%20A%20to%20Subpart%20O%20of%20Part%20141
    - Violations may be presented in a table format or writing.
- Review violations at Drinking Water Watch (https://www.pwss.enr.state.nc.us/NCDWW2/)
    - Enter Water System No.
    - Select System
    - Select Violations
        - Review violations for reporting year (2025)
- Certain Treatment Technique (TT) violations also require specific language for potential adverse health effects [see 141.153(f)(2 through 4) of the CCR Rule].
    - https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-141/subpart-O#p-141.153(f)
- This includes violations that have been resolved and violations for which separate notice has already been delivered.

Public Notification (PN)

- **Use of the CCR for primary distribution of a Tier 1 or Tier 2 violation is not allowed since the Public Notification Rule requires that Tier 1 and Tier 2 notices be directly delivered within 24 hours or 30 days (respectively) of the awareness date of the violation.**
- If the water system chooses to use the CCR for distribution of Tier 3 Public Notice(s), the water system does not have to mention the particular violation in this Violations section of the report, but must complete and include the proper Tier 3 Public Notice to meet the PN requirements.
- You are required to check the box by your signature on the CCR Certification form to indicate that a Public Notice is included in the CCR and **submit the report to both the PN and CCR modules in ECERT.**
    - **Note:**
      Systems using the CCR mailing waiver option that allows only notification to customers of the availability of the CCR cannot use the CCR for distribution of the Public Notice(s) because Public Notice(s) must be delivered to all customers.
- The "Notice to the Public" template can be used for Tier 3 monitoring violation notices.
- Templates for other Tier 3 Notices can be found at the links below and inserted in the report.
    - Revised Total Coliform Rule (RTCR) Reporting Violation
        - Word: https://files.nc.gov/ncdeq/Water%20Resources/files/pws/pnrule/bacteria/PN_RTCR_Reporting_NOV.doc
        - PDF: https://files.nc.gov/ncdeq/Water%20Resources/files/pws/pnrule/bacteria/PN_RTCR_Reporting_NOV.pdf
    - Fluoride Secondary Maximum Contaminant Level (SMCL) Exceedance Notice
        - Word: https://www.deq.nc.gov/fluoridesmcltier-3doc/download?attachment
        - PDF: https://www.deq.nc.gov/fluoridesmcltier-3pdf/download?attachment
    - Operational Evaluation Level (OEL) Violation
        - Word: https://www.deq.nc.gov/oel-pn-template-0/open
        - PDF: https://www.deq.nc.gov/oel-pn-template/open
    - Compliance Monitoring Plan (CMP) Violation
        - Word: https://www.deq.nc.gov/cmp-pn-template-0/open
        - PDF: https://www.deq.nc.gov/cmp-pn-template/open

Important Drinking Water Definitions

- Required definitions
    - Action Level, Herbicide, Maximum Contaminant Level, Maximum Contaminant Level Goal, Parts per million or Milligrams per liter, Parts per billion or Micrograms per liter, Pesticide
- The remaining definitions may be removed from the report if they are not used elsewhere in the report.

Water Quality Data Tables of Detected Contaminants

- **Drinking Water Watch (https://www.pwss.enr.state.nc.us/NCDWW2/)**
    - **This website is where you can find all the required sample information to complete the 2025 Annual Water Quality Report's Data Tables**
- **If your system is not required to monitor for a contaminant, you can remove the row and/or table from the report.**
- **Systems are required to report lead and copper results even if the system did not detect lead or copper. For other contaminants, it is best to remove all non-detected contaminants and all contaminants not required to be monitored by the water system from the report. This will make the report shorter, so that it is easier to read and less expensive to print. If you wish to include non-detected contaminants in your report, the CCR Rule requires that all detected and non-detected contaminants be presented in separate tables.**

- **Clear highlighting/denotation of any contaminant detected in violation of a MCL, MRDL or TT, or exceeding an AL should be indicated in the tables (i.e., different color, larger or bolder font, etc.).**
- Where a system is allowed to monitor for regulated contaminants less often than once a year, the table(s) must include the date and detectable results of the most recent samples, and the report must include a brief statement indicating that the data presented in the report are from the most recent monitoring performed in accordance with the regulations.
    - **Data older than 5 years does NOT need to be included.**
- The template tables, as well as Appendix A of the CCR Rule, indicate which unit of measurement must be used in the report. Do NOT change the unit of measurements in the template below and make sure results are reported in that same unit of measurement. Additional information on CCR unit conversions can be found here: https://www.epa.gov/sites/default/files/2015-09/documents/epa816f15001.pdf
    - You can convert ppm (mg/L) to ppb by multiplying the ppm result by 1000.
- If the operator is aware of any specific likely sources of contamination for the contaminants listed in these tables, this information must be included in the "likely source of contamination" column.

Lead and Copper Contaminants

- **Lead and copper results are usually reported in ppm or mg/L, but in the CCR, lead results must be converted to ppb or µg/L. You can convert ppm to ppb by multiplying the ppm result by 1000.**
- **Systems are required to report lead and copper results even if the system did not detect lead or copper.**
- You must include the **90th percentile**, **number of sites** that were **above the action level**, and the **range of results** from your most recent round(s) of lead and copper sampling.
- If you only completed one round of monitoring during 2025 or are on a less frequent monitoring schedule, use the first two rows to record the results from your most recent round of monitoring and remove the last two rows from the table.
- If you completed two 6-month rounds of monitoring during 2025, use the first two rows to record the results from the first half of 2025 and the last two rows to record the results from the second half of 2025.
- The 90th percentile and number of sites above the AL can be found in Drinking Water Watch
    - PBCU Summaries
    - The 90th percentile can also be calculated using the 90th Percentile Worksheet located on our website
        - https://files.nc.gov/ncdeq/Water%20Resources/files/pws/compliance/Lead-and-Copper-90th-Percentile-Summary---click-to-enter.pdf
- The highest and lowest results from each monitoring period can be found in Drinking Water Watch
    - PBCU Summaries
        - MP Begin Date
- If you failed to take one or more of the actions prescribed by §141.80(d), 141.81, 141.82, 141.83 or 141.84, the following statement must be included in the report. This statement should be removed if the lead action level was not exceeded.
    - ***Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can lead to new learning and behavior problems or exacerbate existing learning and behavior problems. The children of women who are exposed to lead before or during pregnancy can have increased risk of these adverse health effects. Adults can have increased risks of heart disease, high blood pressure, kidney or nervous system problems.***
- If you failed to take one or more of the actions prescribed by §141.80(d), 141.81, 141.82, 141.83 or 141.84 due to a copper exceedance, the following statement must be included in the report. This statement should be removed if the copper action level was not exceeded.
    - ***Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's disease should consult their personal doctor.***

Stage 2 Disinfection Byproducts (Stage 2 DBPs) TTHM/HAA5

- **TTHM and HAA5 must be reported in ppb. You can convert ppm (mg/L) to ppb by multiplying the ppm result by 1000.**
- If monitoring is done annually or less frequently and no MCL violation occurred:
  - Record "N" in the MCL violation column.
  - Record the highest sample result from the most recent year sampled in the "your water" column.
  - Record "N/A" in the range column if only one sample was collected in the most recent year sampled, or the range of sample results from the most recent year sampled if more than one sample was collected.
- If monitoring is done quarterly:
  - If no MCL violation occurred
    - Record "N" in the violation column if an MCL did not occur in 2025
    - Record highest LRAA in the "your water" column without the sampling point ID
  - If an MCL violation occurred
    - Record "Y" in the violation column if an MCL violation occurred in 2025
    - Record the sampling point ID and highest LRAA for each site where the LRAA exceeded the MCL during 2025 in the "your water" column (see example worksheet below).
  - A discussion of the MCL violation, including health effects language, must be included below the table.
  - Record the range of all individual results collected in 2025 in the range column.
- EXAMPLE: Stage 2 DBPs –TTHM Calculation for Quarterly Monitoring:
  - The previous 3 quarters results are included in the below table because they are necessary to calculate LRAAs for the report year
  - Gray highlighted numbers in table below represent the range and the highest LRAA for sites with LRAAs over the MCL
  - If no LRAAs were over the MCL
    - Only the highest LRAA across all sites should be included
  - These are the numbers that should be included in the table below in your CCR. The below table is for calculation purposes and should not be included in your CCR.

TTHM Calculation (in ppb)	2nd quarter 2024*	3rd quarter 2024*	4th quarter 2024*	1st quarter 2025	2nd quarter 2025	3rd quarter 2025	4th quarter 2025
Site B01 Quarterly Results	62	77	82	67	86	125	78
Site B01- LRAA				*72*	*78*	***90***	***89***
Site B02 Quarterly Results	27	26	74	40	55	115	60
Site B02- LRAA				*42*	*49*	*71*	*68*
Site B03 Quarterly Results	27	21	67	45	60	105	70
Site B03- LRAA				*40*	*48*	*69*	*70*
Site B04 Quarterly Results	81	30	77	50	65	135	62
Site B04- LRAA				*60*	*55*	***82***	*78*

Example of table to be included in CCR based on above TTHM example worksheet. (HAA5 portion of table is not shown)

Disinfection Byproduct	Year Sampled	MCL Violation	Your Water	Range Low	Range High	MCLG	MCL	Likely Source of Contamination
TTHM (ppb)	2025	Y	B01 - 90 B04 - 82	40	135	N/A	80	Byproduct of drinking water disinfection

- If any individual TTHM sample result (regardless of LRAA) is above 80 ppb (0.080 mg/L), you must include the following statement:
  - ***Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.***
- If any individual HAA5 sample result (regardless of LRAA) is above 60 ppb (0.060 mg/L), you must include the following statement:
  - ***Some people who drink water containing haloacetic acids in excess of the MCL over many years may have an increased risk of getting cancer.***

Other Disinfection Byproducts Contaminants

- Bromate
  - Record the average of all 2025 results in the "Your Water" column
  - The range should be the lowest to highest results of all compliance samples.
- Chlorite
  - Record the highest three sample set average in the "Your Water" column.
  - The range should be the lowest to highest results of all compliance samples.
  - EXAMPLE:
    - Gray highlighted numbers in table below represent the range and the highest three sample set average. These are the numbers that should be included in the table in your CCR. The table below is for calculation purposes and should not be included in your CCR.

Sample Date	1st Customer Result	Average Residence Time Result	Max Residence Time Result	Average of three results
1/3/2025	0.3	0.2	0.1	0.2
4/11/2025	0.8	0.5	0.6	0.6
7/8/2025	0.7	0.4	0.1	0.4
10/2/2025	0.3	0.4	0.2	0.3

Disinfectant Residual

- Chlorine/chloramines
  - Record the running annual average (RAA) in "Your Water" column.
  - The range should be the lowest to highest results of all compliance samples.
  - You may retrieve this information which is already calculated for you by going to Drinking Water Watch (https://www.pwss.enr.state.nc.us/NCDWW2)
    - Enter your water system ID number (i.e. NC9999999, no dashes) click Search
    - On this page, click on the water system ID number
    - On the next page that appears, select the "Residual Disinfectant (for CCR)" link
  - EXAMPLE: If you choose to calculate the highest RAA yourself, here is an example:
    - Gray highlighted numbers in table below represent the range and the RAA. These are the numbers that should be included in the table in your CCR. The table below is for calculation purposes and should not be included in your CCR.

Samples (ppm)	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025
All results for specified month	1.0 1.1 2.3 2.9	1.4 2.3 1.9 3.0	1.0 1.5 2.3 3.3	1.1 1.5 2.0 2.3	1.4 0.9 1.6 1.8	1.0 1.5 2.3 3.3	1.2 0.6 1.5 1.6	1.1 1.5 2.0 2.3	1.4 2.3 1.9 3.0	1.0 1.5 2.3 3.3	1.4 0.9 1.6 1.8	1.1 1.7 2.3 3.3
Monthly	1.9	2.3	2.1	1.8	1.4	2.1	1.2	1.8	2.3	2.1	1.4	2.2
RAA												1.9

- Chlorine dioxide
    - Must include the range of chlorine dioxide results for the report year in ppb or µg/L,
    - Do not need to list the highest RAA because compliance with the MRDL is not based on an RAA
    - If any chlorine dioxide results were over the MRDL, provide a brief description below the table of why or why not a MRDL violation occurred.
- Remove rows for disinfectants your system is not required to monitor.

Asbestos, Nitrate/Nitrite, Radiological, Inorganic, Synthetic Organic, and Volatile Organic Contaminants (regulated and unregulated)

- Remove rows for contaminants your system is not required to monitor.
- For contaminants that are **sampled annually or less frequently** at all entry points:
    - Record the highest detected result for 2025 under "Your Water"
    - If only one sample was collected during 2025, record "N/A" for the range
    - If multiple annual samples (due to multiple wells or sources) were collected during 2025, record the lowest and highest results for the range
    - If the contaminant was not sampled for during 2025, then use the result(s) from the most recent year it was sampled to fill out the "Your Water" value and range as described above
    - Note: **results from over 5 years ago are not required to be included in the report**
- For contaminants that are **sampled quarterly** for at least one entry point:
    - Record the average of all samples collected during report year under "Your Water"
    - Record the lowest and highest results from 2025 for the range
- **Nitrate: specific language required if:**
    - If the water system's nitrate result or nitrate **average result is above 5 mg/L (ppm), but not above 10 mg/L (ppm)**, then the below language is required:

      Nitrate: ***Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health care provider.***
- **Radon: results and language required if:**
    - If the system has performed **any monitoring that indicates the presence of radon in its finished water**, the CCR **must contain the analytical results** of the monitoring **and** an **explanation of the significance of the results**.
    - Remove this section from the CCR if monitoring was not performed or if monitoring did not indicate the presence of radon.
        - Our system monitored for Radon and found levels of [insert data]. Radon is a radioactive gas that you cannot see, taste, or smell. It is found throughout the U.S. Radon can move up through the ground and into a home through cracks and holes in the foundation. Radon can build up to high levels in all types of homes. Radon can also get into indoor air when released from tap water from showering, washing dishes, and other household activities. Compared to radon entering the home through soil, radon entering the home through tap water will in most cases be a small source of radon in indoor air. Radon is a known human carcinogen. Breathing air containing radon can lead to lung cancer. Drinking water containing radon may also cause increased risk of stomach cancer. If you are concerned about radon in your home, test the air in your home. Testing is inexpensive

and easy. (You should pursue radon removal for your home if the level of radon in your air is 4 picocuries per liter of air (pCi/L) or higher. There are simple ways to fix a radon problem that are not too costly. For additional information, call your state radon program or call EPA's Radon Hotline (800-SOS-RADON).

- **Arsenic: specific language required if:**
  - If the water system's **arsenic result or arsenic average result is above 0.005 mg/L (ppm) but not above 0.010 mg/L (ppm), then the below language is required**
    - **Arsenic:** ***While your drinking water meets EPA's standard for arsenic, it does contain low levels of arsenic. EPA's standard balances the current understanding of arsenic's possible health effects against the costs of removing arsenic from drinking water. EPA continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.***

Turbidity

- Record the highest single measurement for 2025 and the lowest monthly percentage of samples meeting the turbidity limits.
- Remove the Turbidity table if not needed for your water system.

Total Organic Carbon

- **TOC removal is REQUIRED, regardless of population served, for all of the following:**
  - **Surface water systems**
  - **Groundwater under the direct influence of surface water (GWUDI) systems using conventional filtration**
- The system should calculate the TOC Removal Ratio RAA for each quarter in 2025
  - List the lowest RAA in the column entitled "Your Water."
  - The highest and lowest monthly removal ratios must be recorded the column entitled "Range"
- If lowest removal ratio RAA was <1.00 and compliance with the TOC TT requirement was achieved through one of the alternative compliance criteria, you must include the sentence below with an explanation of which alternative compliance criteria was used.
  - The RAA of our removal ratio was below 1.00 during the [INSERT QUARTER] of 2025, but this was not a treatment technique violation because we met the alternative compliance criteria for TOC removal by [DESCRIBE ALTERNATIVE COMPLIANCE CRITERIA].

Microbiological Contaminants in the Distribution System

- Water systems with **one or more *E. Coli* positive sample result must include the Microbiological Contaminants in the DISTRIBUTION System** table with the total number of positive samples. Remove this table if not applicable.
  - If any samples collected during 2025 **tested positive for *E. Coli*, the following statement must be included**:
    - *E. coli* are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Human pathogens in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a greater health risk for infants, young children, the elderly, and people with severely compromised immune systems.
  - If *E. coli* was detected during 2025
    - ***E. coli* MCL was violated**, one or more of the following statements must be included to describe the noncompliance, as applicable:
      - We had an E. coli-positive repeat sample following a total coliform-positive routine sample.
      - We had a total coliform-positive repeat sample following an E. coli-positive routine sample.
      - We failed to take all required repeat samples following an E. coli-positive routine sample.
      - We failed to test for E. coli when any repeat sample tests positive for total coliform.
    - **There was not an *E. coli* MCL violation** you must either:
      - include one or more of the above statements, as applicable,
      - include a statement that explains although *E. coli* was detected, this was not a violation of the *E. coli* MCL.

- If a Level 1 or 2 Assessment was required in 2025 not due to an *E. Coli* MCL violation, you must include the following (**this language cannot be modified**, but **one or both of the last two sentences should be removed if not applicable**. The appropriate numbers must be inserted.):
  - Required Assessments not due to an *E. Coli* MCL Violation
    - ***Coliforms are bacteria that occur naturally in the environment and are used as an indicator that other, potentially harmful, waterborne organisms may be present or that a potential pathway exists through which contamination may enter the drinking water distribution system. We found coliforms indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessment(s) to identify problems and to correct any problems that were found during these assessments. Because we found coliforms during sampling, we were required to conduct INSERT NUMBER OF LEVEL 1 ASSESSMENTS assessment(s) of the system, also known as Level 1 assessments, to identify possible sources of contamination. INSERT NUMBER OF LEVEL 1 ASSESSMENTS Level 1 assessment(s) were completed. In addition, we were required to take INSERT NUMBER OF CORRECTIVE ACTIONS corrective actions and we completed INSERT NUMBER OF CORRECTIVE ACTIONS of these actions. Because we found coliforms during sampling, we were required to conduct [INSERT NUMBER OF LEVEL 2 ASSESSMENTS detailed assessments, also known as Level 2 assessment, to identify possible sources of contamination. INSERT NUMBER OF LEVEL 2 ASSESSMENTS Level 2 assessments were completed. In addition, we were required to take [INSERT NUMBER OF CORRECTIVE ACTIONS] corrective actions and we completed INSERT NUMBER OF CORRECTIVE ACTIONS of these actions. During the past year we failed to conduct all the required assessment(s). During the past year we failed to correct all identified defects that were found during the assessment.***
- If a Level 2 Assessment was required in 2025 due to an *E. Coli* MCL violation, you must include the following (**this language cannot be modified**, but **one or both of the last two sentences should be removed if not applicable.** The appropriate numbers must be inserted.):
  - Required Assessment due to an *E. Coli* MCL Violation
    - ***E. coli are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Human pathogens in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a greater health risk for infants, young children, the elderly, and people with severely compromised immune systems. We found E. coli bacteria, indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessment(s) to identify problems and to correct any problems that were found during these assessments. We were required to complete a Level 2 assessment because we found E. coli in our water system. In addition, we were required to take [INSERT NUMBER OF CORRECTIVE ACTIONS] corrective actions and we completed [INSERT NUMBER OF CORRECTIVE ACTIONS] of these actions. We failed to conduct the required assessment. We failed to correct all sanitary defects that were identified during the assessment that we conducted.***

Microbiological Contaminants in the Source Water and Special Notice

- **For water systems required to comply with the GROUND WATER RULE (Subpart S)**
- **Remove** the **Microbial Contaminants in SOURCE Water** table and the **Significant Deficiency Explanation** information, **if not applicable**

- Any ground water system that receives notice from the State of a significant deficiency or notice from a laboratory of a fecal indicator-positive (*E.coli, Enterococci* or coliphage) ground water source sample must inform its customers of any significant deficiency that is uncorrected at the time of the next report or of any fecal indicator-positive ground water source sample in the next report. The system must continue to inform the public annually until the State determines that particular significant deficiency is corrected or the fecal contamination in the ground water source is addressed. Each report must include the following elements:

- (A) The nature of the particular significant deficiency or the source of the fecal contamination (if the source is known) and the date the significant deficiency was identified by the State or the dates of the fecal indicator-positive ground water source samples
- (B) If the fecal contamination in the ground water source has been addressed under §141.403(a) and the date of such action
- (C) For each significant deficiency or fecal contamination in the ground water source that has not been addressed, the State-approved plan and schedule for correction, including interim measures, progress to date, and any interim measures completed. You may want to attach a copy of your system's Source Water Corrective Action-Approval letter from the State.
- (D) If the system receives notice of a fecal indicator-positive ground water source sample, the potential health effects using the health effects language from Appendix A of Subpart O as follows:
  - *E.coli - Fecal coliforms and E.coli are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Microbes in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a special health risk for infants, young children, some of the elderly, and people with severely-compromised immune systems.*
  - *Fecal Indicators (enterococci or coliphage) - Fecal indicators are microbes whose presence indicates that the water may be contaminated with human or animal wastes. Microbes in these wastes can cause short-term health effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a special health risk for infants, young children, some of the elderly, and people with severely compromised immune systems.*

- If directed by the State, a system with significant deficiencies that have been corrected before the next report is issued must inform its customers of the significant deficiency, how the deficiency was corrected, and the date of correction.

Cryptosporidium

- **Remove this section if monitoring for *Cryptosporidium* was not performed**.
- If the system has performed any monitoring for Cryptosporidium, including monitoring to satisfy the Information Collection Rule (ICR) requirements, which indicates that Cryptosporidium may be present in the source water or the finished water, the CCR must contain a summary of the analytical results of the monitoring and an explanation of the significance of the results. A sample explanation is given below.
  - Our system monitored for *Cryptosporidium* and found levels of [insert data].
  - *Cryptosporidium* is a microbial pathogen found in surface water throughout the U.S. Although filtration removes *Cryptosporidium*, the most commonly-used filtration methods cannot guarantee 100 percent removal. Our monitoring indicates the presence of these organisms in our source water and/or finished water. Current test methods do not allow us to determine if the organisms are dead or if they are capable of causing disease. Ingestion of *Cryptosporidium* may cause cryptosporidiosis, an abdominal infection. Symptoms of infection include nausea, diarrhea, and abdominal cramps. Most healthy individuals can overcome the disease within a few weeks. However, immuno-compromised people, infants and small children, and the elderly are at greater risk of developing life-threatening illness. We encourage immuno-compromised individuals to consult their doctor regarding appropriate precautions to take to avoid infection. *Cryptosporidium* must be ingested to cause disease, and it may be spread through means other than drinking water.

Unregulated Contaminants

- If any Unregulated Contaminant Monitoring Regulation (UCMR) sampling from during the report year showed detectable results, data for detections of these contaminants must be included UCMR table.
- Remove the UCMR table if no unregulated contaminants were detected, but a statement that the results were non-detect can be added and the paragraph should remain to meet the Tier 3 UCMR Public Notification requirements if the report is directly delivered.
- For detected unregulated contaminants for which monitoring is required, the table(s) must contain the average and range at which the contaminant was detected.

Other Miscellaneous Water Characteristics Contaminants

- If the system has performed additional monitoring and this monitoring indicates the presence of other contaminants in the finished water, EPA strongly encourages the system to report any results that may indicate a health concern. To determine if results may indicate a health concern, EPA recommends that systems find out if a National Primary Drinking Water Regulation has been proposed or a health advisory for that contaminant has been issued by calling the EPA Safe Drinking Water Hotline (800-426-4791). EPA considers detects above a proposed MCL or health advisory level to indicate possible health concerns. For such contaminants, EPA recommends that the report include the results of monitoring, and an explanation of the significance of the results noting the existence of a health advisory or a proposed regulation. The EPA website (https://www.epa.gov/sdwa) may provide additional information. Again, if provided, this information must be displayed outside of the detected contaminants table(s).