CCR INSTRUCTIONS

IMPORTANT INFORMATION

To prepare your system's CCR please go to the EPA's CCR iWriter website below:

https://ofmpub.epa.gov/apex/safewater/f?p=140:LOGIN_DESKTOP (please note there is an underscore between the words Login and Desktop)

You may obtain a copy of your system's chemical data, which is needed to complete your CCR at the following website:

https://dww.water.net.env.nm.gov/DWW/(Review Consumer Confidence Data).

Enter your user name and password. If this is your first time using the CCR iWriter make sure to sign up. Please write down your username and password and keep it in a safe place for future reference.

Enter report title and system's information. Report title example (ABC water system 2015 Consumer Confidence Report (CCR)). Click next.

Only if you have 2 separate distribution zones you would enter yes here. Click next.

If your system buys water from another system check "YES", if not check "NO" and click next.

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3. Consecutive System

Is the system a "consecutive system" (a system that purchases water from another drinking water system)?

○ Yes   ◉ No

If yes, the consecutive system can fulfill the CCR Rule requirements in one of two ways: 1.) If the purchasing system (consecutive system) has no additional data or violations information and the selling water system (wholesale system) has an existing CCR, the consecutive system can simply re-print the wholesale system's CCR and attach a cover letter explaining the wholesale-consecutive system relationship. Be sure to add any required information about the consecutive system (contact information, public participation information, information for non-English speaking populations, etc.); or 2.) If the consecutive system has its own data for contaminants that it monitors (such as total coliforms, lead and copper, TTHMs, or others), it can incorporate the information provided by the selling water system into its own CCR Report or add their data to the cover letter described in Option 1 and attach it to the wholesale system CCR. Either of these options is acceptable.

Regardless of who produces the report, the consecutive system is still responsible for ensuring that its customers receive a report containing all required content. If the consecutive system is creating its own CCR in the CCRiWriter, the wholesale-consecutive system relationship can be explained in the "Where does my water come from?" section under 'Create Report'.

Here is more background information about wholesale and consecutive systems. Under the CCR Rule, a wholesale system (drinking water system that sells water to other water systems) must deliver relevant monitoring and compliance data to the consecutive system before reports are due to customers so that the consecutive system has lead-time to prepare a CCR. Wholesale systems must provide the information to the consecutive system no later than April 1 unless the wholesale system and the consecutive system mutually agree upon a different date and specify it in a contract between the two parties. Wholesale systems are not responsible for creating the report for the consecutive system, nor are they responsible for providing data on contaminants that the consecutive system monitors (such as total coliforms, lead and copper, TTHMs, or others). If you have any questions contact your state primacy agency.

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Enter contaminants that were detected in the last 5 years. The contaminants can be found in your system's sample results you receive from the lab or at https://dww.water.net.env.nm.gov/DWW/ (Review Consumer Confidence Data). Click next.

Begin selecting detected contaminants. Enter the name in the selection box and click next.

Enter the sample results in the value box and hit next. Note that this Arsenic sample is above the Maximum Contaminant Level (MCL). Click next.

Click yes or no if sample result is from 2015. In this case the result is from 2015. Click next.

Select the statement that is true for your system. In this example the system has only 1 entry point (well) but the Arsenic sample was collected quarterly since it is above the MCL on a regular basis. You will have a range to report since you will have 4 sample results. You will check the second statement. Click next.

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4. Contaminant Information Summary

Contaminant Data Information

Category: Inorganic Contaminants
Contaminant: **Arsenic**
MCL: 10 ppb
Reported: 12 ppb

To determine if you need to report a range of the sampled values for this contaminant, please check the statement that is true.

○ The system has only one entry point from which a single sample was used to determine compliance. (no range will be reported)

⦿ The system has only one entry point from which more than one sample was used to determine compliance. (a range will be reported even if one of the samples was a 'no-detect' of the contaminant)

○ The system has more than one entry point from which one or more samples were collected from each entry point and were used to determine compliance. (a range will be reported even if one of the samples was a 'no-detect' of the contaminant)

○ The system collected a single sample from within the distribution system to determine compliance. (no range will be reported)

○ The system collected more than one sample from within the distribution system to determine compliance. (a range will be reported even if one of the samples was a 'no-detect' of the contaminant)

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Because the system is on quarterly sampling for arsenic click "Yes". Click next.

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4. Contaminants Information Summary

Contaminant Data Information

Category:	Inorganic Contaminants
Contaminant:	**Arsenic**
MCL:	10 ppb
Reported:	12 ppb

Was the contaminant detected in all samples?

◉ Yes ◯ No

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Because the system is on quarterly sampling for arsenic, you will have 4 sample results. Enter the lowest level and highest level detected and click next.

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4. Contaminants Information Summary

Contaminant Data Information

Category: Inorganic Contaminants
Contaminant: **Arsenic**
MCL: 10 ppb
Reported: 12 ppb

Lowest level detected   11   Units: ppb

Highest level detected   12   Units: ppb

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This is automatically entered, just click next.

This is where you let your consumers know what the violation was and what is being done. This is your public notice.

After you have entered the first contaminant you will be directed to this screen where you can enter the remaining "DETECTED" contaminants. Note the reported level for Arsenic is in RED because the contaminant is above the MCL (maximum contaminant level) which is a violation. Click next.

Select your next detected contaminant and click next.

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4. Contaminant Information Summary

Select a Contaminant

Select a Contaminant: [▼]

Note: If you were required to monitor for unregulated contaminants or conduct additional monitoring as required by your state (beyond what is required by the EPA), you will be prompted to enter that information in the next sections of the iWriter.

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Enter the sample results in the value box and click next.

If the sample was not detected in 2015 then you will have to check "no" and then click next.

Select the year the sample was detected. In this case Barium was detected in 2012. Click next.

If your system has only 1 entry point (well), check the first statement. If your system has multiple entry points (wells) check the 3rd statement (if you check the 3rd statement you will have report a range, highest and lowest sample results). For this example the system has only 1 entry point. Click next.

This is automatically entered, just click next.

When selecting lead or copper, make sure you select "lead-action level at consumer taps" or copper-action level at consumer taps". Click next.

For lead and copper action level you always report the 90th percentile. Also include how many samples were collected and how many samples exceeded the Action Level. Click next.

Select the year the sample was collected. Click next.

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4. Contaminant Information Summary

Contaminant Data Information

Category: Inorganic Contaminants

Contaminant: **Lead - action level at consumer taps**

AL: 15 ppb

Reported: 1 ppb

Select the earliest sampling date for this contaminant. (Samples more than 5 years old should not be included in your report)

Year of Sample: 2014

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This is done automatically, click next.

This is only if your system chlorinates. Click next.

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CCR iWriter Report | 4. Contaminant Information Summary

1. System Information | **Select a Contaminant**

2. Multiple Water Sources | Select a Contaminant: Haloacetic Acids (HAA5)

3. Consecutive System | Note: If you were required to monitor for unregulated contaminants or conduct additional monitoring as required by your state (beyond what is required by the EPA), you will be prompted
4. Contaminant Information | to enter that information in the next sections of the iWriter.
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Only select "Yes" if your system exceeded the MCL, other wise select "NO". Click next.

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4. Contaminant Information Summary

PLEASE NOTE: For systems required to report locational running annual averages (LRAA) for TTHM and HAA5 and more than one location exceeds the TTHM and/or HAA5 MCL, systems must include in their CCR the LRAA for TTHM and/or HAA5 for all locations that exceed the MCL. Systems should enter the highest LRAA as the reported value on the first page of the "Contaminant Data Information" section of the program and include all additional LRAA MCL violations in the first box on the violation page in the "Contaminant Data Information" section.

The following is an example of what could be included in the first box on the violation page for a system that had two additional locations that exceeded the TTHM [HAA5] MCL: "Our system exceeded the HAA5 MCL at 2 additional locations with locational running annual averages of 65 mg/L and 68 mg/L."

This note only applies to systems required to report LRAAs for TTHM and HAA5 and have exceeded the TTHM and/or HAA5 MCL at multiple locations.

Did any of the Haloacetic Acids (HAA5) sample locations exceed the LRAA MCL?   ○ Yes ● No

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Enter the sample results in the value box and click next.

If the sample was not detected in 2015 then you will have to check "no" and then click next. In this example the sample was detected in 2015.

This system collected only 1 HAA5 sample (4th statement selected). If your system collected more than 1 HAA5 sample from the distribution system you would then select the 5th statement.

This is automatically entered, just click next.

This is only if your system chlorinates. Click next.

Only select "Yes" if your system exceeded the MCL, other wise select "NO". Click next.

Enter the sample results in the value box and click next.

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4. Contaminant Information Summary

Contaminant Data Information

Category: Disinfectants & Disinfection By-Products
Contaminant: **TTHMs [Total Trihalomethanes]**
MCL: 80 ppb

What did you report to the state for compliance purposes?
(If you sample more often than annually, please enter the highest reported value.)

You can enter the data in any units. Simply enter a value and its associated unit (Select from the dropdown menu). The CCRWriter will automatically convert the given value to the CCR units.

Value: [1] Units: [ppb ▾]

☐ Check this box if you monitored for but did not detect the contaminant and still wish to report it in your CCR.

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If the sample was not detected in 2015 then you will have to check "no" and then click next.

Select the date when the sample was detected. Click next.

This system collected only 1 HAA5 sample (4th statement selected). If your system collected more than 1 HAA5 sample from the distribution system you would then select the 5th statement.

This is automatically entered, just click next.

Once you are finished entering **ALL** your detected contaminants, this is what it should look like. Click next.

If you did not collect unregulated contaminant monitoring rule contaminants, check "no" and then click next.

If you have no additional required contaminants to report check "no" and then click next.

If you did not send a corrective action plan and/or did not correct significant deficiencies identified during the sanitary survey, check yes. Make sure to enter why the system did not submit and/or correct significant deficiencies and list all the significant deficiencies in the box provided. Click next.

This is for surface water systems and ground water under the influence (GWUDI) water systems. Click next.

This is not a required contaminant. Check "NO" then click next.

If your system did not conduct voluntary monitoring check "NO" and then click next.

Check "yes" if your system violated any of the rules below. In this example the system had a violation for the ground water rule. Click next.

If your system violated the ground water rule, the violation was for 1 of the statements below. Check "yes" and click next.

Describe the violation, how long your system was in violation for, and what is the system doing to correct the violation and get back into compliance. Click next.

Did your system violate any other rules? In this example the system did not collect a monthly total coliform sample. Check "yes" for the monitoring and reporting of compliance data violation. Also you would need to describe the violation, and what is being done to correct the violation and return to compliance. Click next.

Unless your system had a variance or exemption check "no" and then click next.

Check the Spanish box if you would like to have a statement in Spanish in the CCR. (This is optional but recommended to include in your report) Click next.

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13. Additional Languages

Systems that have a large portion of non-English speaking residents must include information in the appropriate language expressing the importance of the report or offering additional information in that language.

Check the box next to all of the provided notices you wish to include.

☑ Spanish (Espanol)
☐ French (Francais)

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This is optional but it is recommended to be included in your report. Click next.

This is optional but it is recommended to be included in your report. Click next.

This is optional but it is recommended to be included in your report. Click next.

If your system chlorinates, check the statement that describes your water treatment. In this example the system is treated by disinfection (option #3). Click next.

This section is optional. You can use this section if you would like to let your consumers of any projects related to your water system etc. Click next.

You are almost done. Click next.

If you have missing information you will be notified what needs to be corrected. In this example there was no missing or incomplete information. Click next.

All the information has been entered for all the sections. If any of these sections say "NO" under "text entered" you will have to click on edit and enter text in the box titled "suggested text".

Click on the "Report" button.

After you hit report this is the screen you should see. Click on "CCRiWriter report" and your completed CCR will come up. If you are satisfied the way your CCR looks, click print. Click on the "certificate form" fill it out and send it in with your CCR.

DATES TO REMEMBER

- APRIL 1, 2016- DELIVER INFORMATION BUYER SYSTEMS.

- JUNE 17, 2016-LAST DAY TO SUBMIT CCR TO CCR RULE ADMINISTRATOR FOR REVIEW.

- JULY 1, 2016- DELIVER 2015 CCR TO CONSUMERS.

- JULY 1, 2016- SEND A COPY OF 2015 CCR TO THE DRINKING WATER BUREAU.

- JULY 1, 2016- SEND CCR CERTIFICATION FORM (OPTIONAL BUT RECOMMENDED)

- OCTOBER 1, 2016- SEND CCR CERTIFICATION FORM (MANDATORY)