

CCR MAILING OR CUSTOMER DISTRIBUTION

REQUIREMENTS

Retail population served -10,001 -100,000

- **Mail a copy of the CCR to the primacy agency, followed within three months by a certification form that the report has been mailed to your customers. CCRs must be received by the primacy agency no later than July 1st of each reporting year and the Certification forms no later than October 1st of each reporting year.***
- **Mail, direct deliver a copy or use e-mail and/or a direct URL link for delivery of your CCR to each customer.**
- **Must use a “good faith” effort to reach all non-bill paying customers.**
- **Must deliver a copy of your CCR to any other agency identified by the primacy agency.**
- **Must keep a copy of your CCR for a minimum of three years.**

***West Virginia Bureau for Public Health
Environmental Engineering Division
350 Capitol Street, Room 313
Charleston, WV 25301**

**CERTIFICATION FORM FOR SYSTEMS WITHOUT MAILING WAIVERS
SYSTEMS SERVING GREATER THAN 10,001 AND LESS THAN 100,000
RETAIL POPULATION SERVED**

CWS NAME: _____

CWS PWS# _____

I confirm that the Consumer Confidence Report (CCR) has been distributed to my 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 primacy agency.

You must distribute the CCR to your customers as outlined below. You may also choose additional methods. (Check all that apply.)

_____ CCR was distributed by mail or direct delivery. (Specify any other direct delivery methods, if used.)

_____ CCR was distributed by e-mail (dedicated URL link)

ADDITIONAL METHODS USED TO DISTRIBUTE CCR

_____ Posted the CCR on the internet at: _____

_____ Mailed the CCR to postal patrons within our service area. (Attach a list of zip codes.)

_____ Published of the CCR in a local newspaper. (Attach a copy of the newspaper article.)

_____ Posted a copy of the CCR in public places . (Attach a list of these locations.)

_____ Delivered multiple copies of the CCR to single bill addresses serving several persons such as:
Apartment buildings and large private employers.

_____ Delivered to community organizations. (Attach a list.)

_____ Delivered CCR to agencies specified by the primacy agency. (Attach a list.)

_____ CCR was distributed by e-mail

Certified by (Print Name) _____

Title _____

Phone # _____ **Date** _____