

E-CCR Permission Request Form for CWS

The _____ Public Water System, PWSID# _____

(insert name of CWS here)

is hereby formally requesting permission to utilize electronic delivery options for our Consumer Confidence Report.

Our water system will utilize the following electronic delivery method(s):

Please mark all that apply

____ Direct access URL website link

____ Email with attachment

____ Email with CCR imbedded

____ Other: Please describe _____

Also, our water system will utilize the following standard delivery method(s):

Please mark all that apply

____ Mail a copy to bill paying customers

____ Post notice of availability in prominent public locations

____ Publish CCR in local newspaper

1. Describe the water system's public outreach efforts that will introduce the electronic delivery concept and your efforts to notify customers of the change in delivery method (water bill, newsletter, etc).

2. Describe your efforts to ensure your customers, who do not have the ability to take advantage of electronic delivery methods, can still obtain a copy of the CCR.

3. If utilizing a direct URL, provide the URL website link (note: upon approval, the link must be active for review)

4. For water systems that plan to email the CCR to customers, provide a description of the water system's efforts to provide the CCR to a customer whose electronic CCR delivery failed (e.g. email bounced back)

5. **Attach a draft** of the customer notification (email that prefaces the CCR or statement of CCR availability at a direct access URL website link which encourages readership of the CCR).

Note: The approval need only be sought the first year of utilizing the electronic methods of CCR delivery. In subsequent years, water systems may continue to utilize the OEHS approved methodology. If the CWS wants to deviate from the OEHS approved CCR delivery method, they must submit the E-CCR Permission Request Form to OEHS.

Although not required, the CCR data can be reviewed for accuracy by WVOEHS staff prior to publication by contacting Dan Parker at 304-356-4300.