



Spring 2016

Dear Community Water System Owner,

The Office of Drinking Water (ODW) is pleased to present you with information for your Drinking Water Consumer Confidence Report (CCR) for the calendar year 2015. This package contains two key items that will assist you in creating your CCR.

First, you will be required to generate an *Annual Consumer Confidence Report* directly from Delaware's [Drinking Water Watch](http://drinkingwaterwatch.de.gov) web site. This data will be available by April 1<sup>st</sup>.

To generate the *Annual Consumer Confidence Report*:

- 1) Go to the Drinking Water Watch web site by clicking the link below.
- 2) The Drinking Water Watch web site opens in your web browser.
- 3) Click the "Review Consumer Confidence Data" button.
- 4) Choose your water system from the "Select Your Water System" menu.
- 5) Choose "2015" in the "Select CCR Year" menu.
- 6) Choose your preferred report format from the "Select Report Format" menu.
- 7) Click the "Generate Report" button.
- 8) A "Save As" dialog will prompt you for a location on your computer to save the report.



Delaware Drinking Water Watch: <https://drinkingwater.dhss.delaware.gov/>

The purpose of the digitally-generated *Annual Consumer Confidence Report* is to provide you with a list of federally regulated contaminants and additional information that you must report in your compliance CCR. **The *Annual Consumer Confidence Report* is NOT your compliance CCR. Do not submit the digitally-generated *Annual Consumer Confidence Report* to ODW.**

Second, this package contains a supplemental report that reflects any detections in your system for regulated contaminants at the state level. These include MTBE, nickel, manganese, iron, pH, chlorides, sodium, and alkalinity. All water systems with at least 500 service connections must report these contaminants.

### **IMPORTANT DATES AND INFORMATION**

1. Date to provide your CCR to your customers **and ODW**: no later than **July 1, 2016**.
2. Date to provide your Certification of Delivery to ODW: no later than **July 10, 2016**.

A **violation** will be issued if either of these deadlines is missed.



## **IMPORTANT!!!**

You may provide your CCR digitally instead of mailing a paper copy to ODW. The preferred format is PDF. Word, JPEG or Excel files are also acceptable. Email the digital file to: [Keith.Harrison@state.de.us](mailto:Keith.Harrison@state.de.us)

You will receive an email confirmation. If you do not receive an email confirmation from Keith Harrison in five business days, call 302-741-8630 to confirm delivery. Alternatively, you may mail a paper copy to the address at the bottom of this page.

## **FURTHER DOCUMENTATION INFORMATION FOR YOUR CCR**

The Maximum Contaminate Level (MCL) for Fluoride in Delaware is 2 ppm vs. 4 ppm set by the EPA. Please make sure to correct the Fluoride MCL to 2 ppm when creating your CCR.

The following documents are available from the ODW webpage located at:  
<http://www.dhss.delaware.gov/dhss/dph/hsp/odw.html>

### **[Office of Drinking Water 2016 CCR Checklist](#)**

The Office of Drinking Water uses this checklist to verify compliance with EPA and State regulations for CCRs.

### **[Preparing Your Drinking Water Consumer Confidence Report](#)**

This document provides guidance from the EPA to help you prepare your CCR.

### **[CCR Certification of Delivery](#)**

Please complete this document certifying how and when your CCR was delivered to your customers. ODW and the Public Advocate must receive this no later than July 10, 2015.

### **[State of Delaware Regulations Governing Public Drinking Water Systems](#)**

This document provides all of Delaware's drinking water regulations.

### **[Using CCR iWriter from the Virginia Dept. of Health](#)**

Instructions on how to use CCR iWriter, a web-based tool designed to help water systems create their annual CCR.

### **[Regulated Contaminants](#)**

A table listing regulated contaminants, their federal MCLs, MCLGs, common sources of contamination, and health effects language.

If you have any questions regarding any of the included material, or cannot access the above links, please contact ODW at (302) 741-8630.

Thank you.

The Office of Drinking Water  
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