

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH



Jewel Mullen, M.D., M.P.H., M.P.A.  
Commissioner

Dannel P. Malloy  
Governor  
Nancy Wyman  
Lt. Governor

**DWS Circular Letter # 2013-01**

To: Community Public Water Systems (CWS)

From: Lori Mathieu, Public Health Section Chief  
Drinking Water Section

A handwritten signature in cursive script, appearing to read "L. Mathieu".

February 25, 2013

**Subject: Consumer Confidence Report (CCR) Rule Electronic Delivery option.**

The US Environmental Protection Agency (EPA), after evaluating several electronic delivery methods that meet the current CCR Rule requirements, is allowing for electronic delivery of the CCRs if the delivery will meet the regulatory requirements to "mail or otherwise directly deliver". The Department of Public Health (Department) supports this initiative.

For detailed information you can access the following web site:  
(<http://water.epa.gov/lawsregs/rulesregs/sdwa/ccr/regulations.cfm>).

The Department is responsible for the implementation of the CCR rule. Listed below are some of the acceptable electronic methods of "direct" delivery; however there are limitations that are discussed in the January 3, 2013 EPA memo available at the above-mentioned website:

1. Paper CCRs must still be delivered to the customers who request it and to the customers where the CWS is aware of their inability to receive the CCR by chosen electronic means.
2. The CWS emails to each bill-paying customer a notice that the CCR is available and includes URLs providing a direct link to the CCR in order to meet their CCR requirements.
3. The CWS can email the CCR as an electronic file attachment, (e.g. as a portable document format (PDF) file) or email the CCR text and tables inserted into the body of an email (not as an attachment).



Phone: (860) 509-8000 • Fax: (860) 509-7184 • VP: (860) 899-1611  
410 Capitol Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)

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In addition, CWSs now have the option to meet their CCR reporting requirements to the Department via email as an electronic file attachment (e.g. as a PDF file) or with the CCR text and tables inserted into the body of the email. The electronic CCR must be sent to the [CCRCoordinator.dph@ct.gov](mailto:CCRCoordinator.dph@ct.gov) no later than July 1st of each year. CWSs must provide a printed copy of the CCR to the Department upon request.

CWSs are required to mail one (1) copy of the CCR to the Local Directors of Health of each city, town, borough or district served by the community water system. To achieve compliance with this requirement, the Department recommends that CWSs reach out to their Local Health Departments (LHD) to ensure that electronic delivery of the CCR is a considerable option to them.

If you have any questions or concerns, please do not hesitate to contact Mira Lami directly via email at [mira.lami@ct.gov](mailto:mira.lami@ct.gov). We thank you for your continued efforts to provide this critical information.

Cc: Ellen Blaschinski, Branch Chief, DPH  
Local Health Directors