This checklist contains all required sections of the CCR and the most common sections that may be required if a system has a special circumstance to include. See Template and Template Instructions for section (Sec) references.

- Sections in white are required to be in every CCR. Section 9 is only required for surface water systems.
- Sections in grey are only required if applicable to your PWS.

### CERTIFICATION FORM

#### DISTRIBUTION AND CERTIFICATION

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>1. Direct Deliver (July 1, Annually) [3745-96-04 (A &amp; C)]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mail / Hand / Electronic Date: ______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Y</th>
<th>N.A.</th>
<th>N</th>
<th>2. Internet Posting: Link provided led directly to the CCR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Link is direct and working? Proof of E-delivery Included? Y N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>3. Completeness of the Certification Form:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Signature/Date Dates of Delivery URL for E-Delivery Contact Info Email</td>
</tr>
</tbody>
</table>

### CONTENT REQUIREMENTS

#### SEC 3: Source Water Information [3745-96-02(B)(1 & 2)]

- A. Identifies the Source(s) of Water Delivered (SW or GW)
- B. Source Water Susceptibility Analysis Paragraph included with availability?

#### SEC 4: Sources of Contamination Y / N In Order to ensure Y / N Drinking water, including mandatory language

#### SEC 5: Who needs to take Special Precautions 3745-96-03 (A) mandatory language

#### SEC 13: Lead Education Information 3745-96-03 (D) mandatory language

#### SEC 18: License to Operate (LTO) Status [3745-96-02 (G)(5)]

#### SEC 20: Contact Info Public Participation [3745-96-02 (G)(2 & 4)]

#### SEC 21: Definitions [3745-96-02(C)]: MCL, MCLG (ppm, ppb, TT, AL, etc...if Report Contains Data...)

#### SEC 8: Table of Detected Contaminants [3745-96-02 (D)]:

- Are all most recent Detected Contaminant(s) Included? Including Samples Taken < Annually?
- Non-detects removed from table? # of Lead and Copper Results > AL and sample results > AL in the table? Y / N
- Contains Columns For: MCL MCLG Range Level Viol Source Sample Yr Units

#### SEC 9: SW (and SW Purchased) Systems is Turbidity Monitoring Information included? [3745-96-02 (D)(4)(e)]

#### SEC 10: MCL, TT, AL or CT violation Includes Mandatory Health Information and Violation Description? [3745-96-03 (B-E)]

#### SEC 11, 12: (If result > 5) Include Special language for Nitrates Y / N Arsenic Y / N

#### SEC 13: Lead 90th Percentile > AL paragraph (if applicable) Infants and young children....

#### SEC 14: Cryptosporidium Information Included? (only if detected)

#### SEC 15: Radon Information Included? (only if detected)

#### SEC 16: Ground Water Rule Special Notice [3745-96-02(F)(8)(a-d) ] (if required)

#### SEC 7: Violation Information [3745-96-02 (F)]: Monitoring or Reporting and Enforcement Actions Includes Monitoring period/Year? Contaminant? Violation Description? Steps to Prevent Future Actions?

#### SEC 10: MCL, TT, AL or CT violation

#### SEC 17: RTCR Violations E COLI MCL Y / N Level 1 Assessment Y / N Level 2 Assessment Y / N

#### SEC 19: Public Notice included? Does it match received PN Template? Does it Include "Please share this...."?

#### SEC 18: Public Notice included? Does it match received PN Template? Does it Include "Please share this...."?

*Y = Included  N.A. = Not Required, Not Applicable*