State Water Resources Control Board

Division of Drinking Water

# Instructions for Completing the 2024 Consumer Confidence Report (CCR) for Small Water Systems

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## INTRODUCTION

State regulations require community water systems (CWSs) and nontransient noncommunity water systems (NTNCWSs) to provide consumers with an annual Consumer Confidence Report (CCR). The CCR includes information about the water system, water sources, definitions, levels of detected contaminants, water quality compliance/violations, and some educational information. The deadline for distributing the CCR to your consumers is July 1 of each year.

In addition to these instructions, the State Water Resources Control Board (State Water Board) developed a reference manual for water suppliers titled “Preparing Your California Drinking Water Consumer Confidence Report,” with appendices that provide more in-depth guidance for completing the CCR. The appendices include specific drinking water standards for contaminants and associated health effects language (Appendices A and B), a suggested CCR certification form (Appendix G), and translated language for the CCR (Appendix H). These materials are referred to throughout this document and can be found on the State Water Board’s CCR website at <https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/CCR.html>.

Note that this document is not a substitute for regulations, nor is it a regulation itself. Thus, it does not impose legally‑binding requirements on the State Water Board or water suppliers and may not apply to a particular situation based upon its circumstances. This document does not confer legal rights or impose legal obligations upon any member of the public. While the State Water Board has made every effort to ensure the accuracy of the discussion in this document, the statutes, regulations, or other legally binding requirements determine the obligations of the regulated community. In the event of a conflict between the discussion in this document and any statute or regulations, this document would not be controlling.

If you need assistance preparing your CCR, please contact your Drinking Water Field Operations Branch (DWFOB) District Office or Local Primacy Agency (LPA). A copy of the drinking water related regulations is available at [www.swrcb.ca.gov/drinking\_water/certlic/drinkingwater/Lawbook.shtml](http://www.swrcb.ca.gov/drinking_water/certlic/drinkingwater/Lawbook.shtml).

## SPECIAL NOTES

The CCR is intended to inform your customers of the quality of the water served in the previous calendar year (January 1, 2024 – December 31, 2024). However, not all water quality parameters are monitored every year. Therefore, if a parameter was not monitored during the previous year, the water system must report the most recent water quality monitoring data that are not more than nine years old. Results of detections of unregulated contaminants under the federal UCMR are recommended to be included for five years from the date of the last sampling. Water systems that continued to monitor for state unregulated contaminants are encouraged to include the information regarded detected contaminants in the CCR.

For any constituent that exceeded a maximum contaminant level (MCL), maximum residual disinfectant level (MRDL), treatment technique (TT), or regulatory action level (AL) or which otherwise resulted in a violation, the result must be highlighted to stand out. This should be done by using bold font type and marking the level detected with an asterisk (\*).

## GENERAL INSTRUCTIONS

To begin using the CCR template, follow the instructions below, step-by-step, marking each section that you have completed. It is preferable that the report is typed; however, it is acceptable to complete the form by hand provided it is done neatly and legibly.

Water System Information

* **A. Water System’s Name and Report Date:** Fill in the water system’s name and the date that the report was prepared.
* **B. Type of Water Source(s) in Use:** Indicate the type of water source(s) in use (for example: well, stream, river, lake, reservoir, etc.).
* **C. Name and General Location of Source(s):** Specify the name of the source and its general location. For example: Well 1 located in our service area; East Well from the [name-of-aquifer]; South Spring located in [name-of-foothill, mountain, or watershed area], etc. Water systems do not need to provide specific source location for security reasons. Treatment plant location is not required.
* **D. Drinking Water Source Assessment Information:** If a Drinking Water Source Assessment has been completed for your drinking water source(s), you must provide the following information: the date the assessment was completed (or last updated), that is available, where to get a copy, and a brief summary of your source water’s vulnerability to contamination based on the assessment.
	+ If the State Water Board or LPA conducted the assessment, it will provide the summary for you to include. If you conducted your own assessment, you may write the summary yourself by following the guidance of the Drinking Water Source Assessment and Protection (DWSAP) Program (<https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/DWSAPGuidance.html>).
* **E. Public Participation:** Indicate the time and place of regularly scheduled board meetings. If regularly scheduled meetings are not held, tell customers how to get information when meetings are announced or list opportunities for public participation in decisions that may affect the quality of the water.
* **F. Contact Information:** Provide the name and phone number of the water system owner, operator, or other person designated to respond to customer inquiries regarding the water system’s CCR.

**Tables 1 – 6 Showing the Detection of a Contaminant:** The purpose of Tables 1 to 6 is to provide customers with information on any detection of chemicals/constituents, typical sources of contamination, possible health effects, and associated violations. The following steps will help in completing these tables:

* **G. Table 1: Microbiological Contaminants**
	+ ***E. coli* (State Revised Total Coliform Rule)** – Review your 2024 distribution system coliform bacteria monitoring results. Determine the total number of samples that were *Escherichia coli (E. coli)* positive during that time period. Enter that number into the 2nd column. Then, in the 3rd column, enter the number of months in which: (a) routine and repeat samples are total coliform-positive and either is *E. coli*-positive, (b) the water system failed to take repeat samples following an *E. coli*-positive routine sample, or (c) the water system failed to analyze a total coliform-positive repeat sample for *E. coli*.
* **H. Table 2: Lead and Copper –** Gather and review the most recent distribution system lead and copper sample set results. If there was a detection of lead or copper in any of the samples, enter the sample date (if sampled before 2024), number of samples collected, the 90th percentile level, the number of sites where an individual sample exceeded the lead or copper AL, and the range of sampling results. The procedure to calculate the 90th percentile is described in the California Code of Regulations, Title 22, section 64678(f).

**Tables 3, 4, 5 and 6: Other Chemical or Constituent Reporting –** Gather and review the most recent chemical water quality sampling results from your water source(s). Complete Tables 3, 4, 5, and 6 as described below.

* **I. Table 3: Sodium and Hardness –** Enter the sample date (if sampled before 2024), level detected, and range of detections*.* There are no drinking water standards for these two constituents, but they must be reported for customer information.
* **J. Table 4: Primary Drinking Water Standard (MCL, MRDL, TT, or AL) –** For a detection of any chemical/constituent, enter the chemical/constituent name, reporting unit, sample date (if sampled before 2024), level detected, range of detections, MCL/PHG (or MCLG), MRDL/MRDLG, and typical source of contamination. Appendix A lists chemicals and constituents with a primary MCL, MRDL, TT, or AL.
* **K. Table 5: Secondary Drinking Water Standard (Secondary MCL) –** For a detection of any chemical/constituent, enter the chemical/constituent name, reporting unit, sample date (if sampled before 2024), level detected, range of detections, MCL, and typical source of contamination. Appendix B lists chemicals and constituents with a secondary MCL.
	+ **Manganese:** If manganese is detected above the NL of 500 µg/L, we encourage you to include the NL health effects language in your CCR. Appendix D lists contaminants with NLs and available health effects language.
* **L. Table 6: Unregulated Contaminant [see previous Special Notes section concerning UCMR reporting] –** For a detection of any unregulated contaminant for which the State Water Board or U.S. Environmental Protection Agency (EPA) previously required monitoring, enter the chemical/constituent name, reporting unit, sample date, level detected, and range of detection. It is recommended that the NL and health effects language be included, if available. Appendix C presents detailed information about the state unregulated contaminants and federal UCMR. Appendix D lists contaminants with NLs and available health effects language.
	+ Note that there are some chemicals or constituents that do not have primary or secondary drinking water standards and do not need to be reported if detected. They include the following: Aggressive Index, Alkalinity (Bicarbonate, Carbonate, and Hydroxide), Calcium, Magnesium, and pH.

#### Additional Instructions for Tables 3, 4, 5, and 6

**MCL, MRDL, AL, PHG, MCLG, and MRDLG Levels**

Refer to Appendices A and B for the MCL, MRDL, AL, PHG, MCLG, and MRDLG for primary and secondary constituents, as well as the mandatory language for “Typical Source of Contaminant.” Insert this information for detected constituents into the appropriate columns. The MCLG level should be bracketed with “( )”; the MRDL and MRDLG levels should be bracketed with “[ ]”.

#### Reporting Units

The State Water Board requires that the MCL, MRDL, or AL for a constituent be reported as a number equal to or greater than 1.0 (*i.e.*, 1 µg/L instead of 0.001 mg/L). The MCL, MRDL, AL, PHG, MCLG, and MRDLG levels in Appendices A and B have already been converted to comply with this requirement and can be used in the units as shown. **However, you must ensure that the “Level Detected and Range of Detections”reported in the tables is reported in the same units as the MCL, MRDL, or AL.**

To do this, first check Appendices A and B to find the detected constituent that you must report. Identify the “Unit Measurement”column to determine the units in which the MCL/MRDL/AL must be reported in the CCR. You must then verify that the *Level Detected* is reported in the same units. If necessary, you must convert the level reported on the laboratory analysis to the MCL/MRDL/AL units. The following may help with your unit conversions:

If Appendices A or B gives the MCL/MRDL/AL units in µg/L (ppb), but your lab reported results in units of mg/L (ppm), multiply the lab result by 1,000.

If Appendices A or B gives the MCL/MRDL/AL units in µg/L (ppb ng/L (ppt), but your lab reported results in units of mg/L (ppm), multiply the lab result by 1,000,000.

If Appendices A or B gives the MCL/MRDL/AL units in µg/L (ppb ng/L (ppt), but your lab reported the result in units of µg/L (ppb), multiply the lab result by 1,000.

**Example:** Chlordane was detected at 0.001 mg/L. Appendix A gives the MCL for chlordane as 100 ng/L. Therefore, multiply the laboratory result by 1,000,000 to obtain the level to be reported in CCR Table 4 (Example: 0.001 mg/L x 1,000,000 = 1,000 ng/L).

#### Level Detected and Range of Detection

The following describes the procedure to determine the levels and ranges to be reported in the CCR.

* **For a water system with only one source:**

If only one sample was collected in 2024, report the result in the *Level Detected* column. Do not report anything in the *Range of Detections* column. If more than one sample was collected in 2024, report the average in the *Level Detected* column and then enter the range of those results in the *Range of Detections* column.

**Example:** Finding an “average” and a “range”, if the results are 3, 5, 6, and 9.

Average = Sum of all results divided by the number of results = [(3+5+6+9) / 4] = 23 / 4 = 5.75

Range = Lowest result to highest result = 3 to 9

* **For a water system with more than one source where each source was sampled only once in 2024:**

Report the average of the results from all sources in the Level Detected column, and then enter the range of those results in the Range of Detections column. If the sources are entering the distribution system at the same point, a flow-weighted average may be reported for the Level Detected column.

* **For a water system with more than one source where at least one source was sampled more than once in 2024:**

Determine one of the following for each source:

If more than one sample was collected, average those results to use in the next step.

If only one sample was collected, use that sample result in the next step.

Now that you have a single result for each source, determine the average of those results. Report that average in the *Level Detected* column and then enter the range of all results in the *Range of Detections* column. If the sources are entering the distribution system at the same point, a flow-weighted average *may* be reported for the *Level Detected* column.

* **For a water system monitoring the distribution system for a disinfectant residual (*e.g.*, chlorine) and compliance is determined on a system-wide basis by calculating a running annual average (RAA) of all sampling point averages:**

Report the highest RAA in the *Level Detected* column and then enter the range of the sample results from all the sampling points in the *Range of Detections* column.

* **For a water system monitoring the distribution system for disinfection byproducts (*e.g.*, total trihalomethanes [TTHMs] and sum of five haloacetic acids [HAA5]) and compliance is determined on a locational running annual average (LRAA) by calculating an RAA for each monitoring location:**

If monitoring is performed annually –Report the highest 2024 value in the *Level Detected* column and then enter the range of the 2024 sample results from all the monitoring locations in the *Range of Detections* column. If there is only one sample location, then the values in both columns would be the same.

If monitoring is performed quarterly –Report the highest 2024 LRAA in the *Level Detected* column and then enter the range of the 2024 sample results from all the monitoring locations in the *Range of Detections* column. If more than one monitoring location exceeds the MCL, include the LRAA for all locations that exceed the MCL.

* **For a water system that has treatment for a chemical contaminant: Report the highest level detected after treatment during 2024 in the “Level Detected” column. Then enter the range of all after-treatment results in the *Range of Detections* column.**

Additional General Information on Drinking Water

* **M**. **Additional Special Language for Nitrate, Arsenic, Lead, Radon, and *Cryptosporidium*:** Special language is required for these constituents if the level detected meets the criteria shown in the table below. The language shown in the relevant section below under “Instructions for Specific Chemicals and System Types” must be provided in the CCR section titled *Additional General Information on Drinking Water.*

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| --- | --- |
| **Contaminant** | **Criteria** |
| Nitrate (as Nitrogen) | If nitrate level is above 5 mg/L, but below 10 mg/L. |
| Arsenic | If arsenic level is above 5 µg/L, but below or equal to 10 µg/L. |
| Lead | If lead level is above 0.015 mg/L (15 µg/L) in more than 5 percent, and up to and including 10 percent, of sites sampled.* If your system collected fewer than 20 samples, include the special lead language if any number of samples exceeded the lead AL.
* If your system collected 20 samples, include the special lead language if more than 1 sample exceeded the lead AL.
* If your system collected 40 samples, include the special lead language if more than 2 samples exceeded the lead AL.
 |
| Radon | If radon is detected in any finished water sample. |
| *Cryptosporidium* | If *Cryptosporidium* is detected in any source water or finished water sample. |

* **N.** **Additional Special Language for Lead:** All CCRs are required to include additional special language for lead, regardless of the results of monitoring. The language can be found in the Lead section below under “Instructions for Specific Chemicals and System Types.”
* **O.** **State Revised Total Coliform Rule (RTCR):** The statement(s) may be added in the CCR section titled “Additional General Information on Drinking Water.”
* If *E. coli* was detected and the *E. coli* MCL was not violated, you may include a statement that explains that although *E. coli* was detected, the water system is not in violation of the *E. coli* MCL.

Summary Information for Violation of an MCL, MRDL, AL, TT, or Monitoring and Reporting Requirements (Table 7)

* **P. Table 7: If the system had a violation of a *primary* or *secondary* drinking water standard (MCL, MRDL, TT, AL or monitoring and reporting requirement):** An asterisk must be placed beside the *Level Detected* value listed in Tables 1, 2, 4, or 5. The CCR must include an explanation of the violation including: duration of the violation, potential adverse health effects (for a primary MCL, MRDL, TT, or AL), and actions taken to address the violation. This information must be provided in the section titled “Summary Information for Contaminants Exceeding an MCL, MRDL, AL or Violation of Any TT or Monitoring and Reporting Requirements.” Please contact your DWFOB District Office if you are uncertain whether you had any violations of drinking water standards during the year.
* State Revised Total Coliform Rule (RTCR):

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| **State RTCR*** Treatment Technique (TT) Violation: When a water system exceeds a TT trigger specified in Cal. Code Regs., Title 22, § 64426.7(b) and (c) and then fails to conduct the required Level 1 or Level 2 Assessment or corrective actions within the timeframe specified in Cal. Code Regs., Title 22, § 64426.8. See Item X for an explanation of a *E. coli* TT requirement.
* Treatment Technique (TT) Violation: For a seasonal system, failure to complete the requirements in Cal. Code Regs., Title 22, § 64426.9. Under the State RTCR, a seasonal system means a non-community water system (*i.e.*, nontransient-noncommunity water system or a transient-noncommunity water system) that is not operated as a public water system on a year-round basis and starts up and shuts down at the beginning and end of each operating session.
 |

**Potential Adverse Health Effects:** Appendix A provides the mandatory language that must be used in this section of the report describing potential adverse health effects for constituents with a primary MCL, MRDL, TT, or AL for which a violation occurred.

**If the System had a Violation of a Secondary MCL:** There is no mandatory health effects language for violation of a *secondary* MCL. However, you are encouraged to explain that secondary standards are in place to establish an acceptable aesthetic quality of the water.

Example entries for violations of the *iron* secondary MCL are provided below:

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| **Iron MCL Violation:** “Iron was found at levels that exceed the secondary MCL of 300 µg/L. The iron MCL was set to protect you against unpleasant aesthetic effects (e.g., color, taste, and odor) and the staining of plumbing fixtures (e.g., tubs and sinks) and clothing while washing. The high iron levels are due to leaching of natural deposits.” |

### For Water Systems Providing Groundwater as a Source of Drinking Water (Table 8)

* **Q. Table 8: Sampling Results Showing Fecal Indicator-Positive Groundwater Source Samples** The purpose of this table is to provide customers with information on the microbiological quality of groundwater sources.

Gather and review your 2024 groundwater source monitoring results for *E.* *coli*, enterococci, and coliphage. Determine the total number of samples that were positive in 2024. Enter that number into the 2nd column. Then, in the 3rd column, enter the dates of the fecal indicator-positive groundwater source samples.

Summary Information for Fecal Indicator-Positive Groundwater Source Samples, Uncorrected Significant Deficiencies, or Violation of a Groundwater TT (Table 9)

Note: Items R, S, and T apply only to CWSs and NTNCWSs using groundwater.

* **R. If the groundwater system had fecal indicator-positive groundwater source samples:** The CCR must include: (1) source of fecal contamination (if known) and the date(s) of the fecal indicator-positive source sample, (2) if the fecal contamination has been addressed as prescribed by the requirements of the GWR [California Code of Regulations, section 64430, which incorporated by reference the federal GWR – 40 CFR 141.403(a)] and the date the contamination was addressed, (3) for fecal contamination that has not been addressed, the State Water Board-approved plan and schedule for correction, including interim measures, progress to date, and any interim measures completed, and (4) health effects language from Appendix A. This information must be provided in the section titled “Summary Information for Fecal Indicator-Positive Groundwater Source Samples, Uncorrected Significant Deficiencies, or Violation of a Groundwater TT.”

The system must continue to inform customers annually until the fecal contamination in the groundwater source is addressed as prescribed by the requirements of the GWR.

* **S. If the groundwater system received notice from the State Water Board of a significant deficiency, and that deficiency is not corrected by December 31st of the year covered by the system’s CCR:** The CCR mustinclude thenature of the significant deficiency, the date it was identified by the State Water Board, and the State Water Board-approved plan and schedule for correction, including interim measures, progress to date, and any interim measures completed. This information must be provided in the section titled “Summary Information for Fecal Indicator-Positive Groundwater Source Samples, Uncorrected Significant Deficiencies, or Violation of a Groundwater TT.”

The system must continue to inform customers annually until the State Water Board determines the significant deficiency is corrected.

In addition, the State Water Board may also require the system to include in the CCR significant deficiencies that were corrected by the end of the calendar year. If the State Water Board directs the system to do this, the system must inform the customers of the significant deficiency, how it was corrected, and the date it was corrected.

* **T. Table 9: If the groundwater system had a GWR TT violation as shown in the table below:** The CCR must include an explanation of the TT violation including duration of the violation, potential adverse health effects (see Appendix A – Groundwater Systems), and actions taken to address the violation. This information must be provided in the section titled “Summary Information for Fecal Indicator-Positive Groundwater Source Samples, Uncorrected Significant Deficiencies, or Violation of a Groundwater TT.”Please contact your DWFOB District Office if you are uncertain whether you had any violations of a TT during the year.

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| **Ground Water Rule (GWR)*** Failure to maintain 4-log treatment of viruses for more than 4 hours for groundwater systems required to treat.
* Failure to take corrective action or be in compliance with a plan and schedule for a fecal indicator-positive groundwater source sample.
* Failure to take corrective action or be in compliance with a plan and schedule for a significant deficiency.
 |

For Systems Providing Surface Water as a Source of Drinking Water (Table 10)

* **U. Table 10: Sampling Results Showing Treatment of Surface Water Sources:** The purpose of this table is to provide customers with information on the treatment of surface water sources (or sources designated as groundwater under the direct influence of surface water).

In the spaces provided on Table 10, enter the type of approved filtration that is used by your water system (*i.e.*, conventional filtration, direct filtration, slow sand filtration, etc.) and the turbidity performance standards assigned to that technology. Then, gather and review your 2024 filtered water turbidity monitoring results. Find the month with the lowest percentage of samples that met Performance Standard No. 1 as indicated on Table 10. Enter that percentage into the table. Then, enter the highest single turbidity measurement for the year. Lastly, enter the number of violations of any surface water treatment requirement.

Summary Information for Violation of a Surface Water TT (Table 11)

* **V. Table 11: If the system had a SWTR, IESWTR, LT1ESWTR, FBRR or LT2ESWTR TT violation as shown in the table below:** An asterisk must be placed beside the appropriate entry in Table 8. The CCR must include an explanation of the TT violation including the duration of the violation, potential adverse health effects (see the Surface Water Systems section below under “Instructions for Specific Chemicals and System Types”), and actions taken to address the violation. This information must be provided in the section titled “Summary Information for Violation of a Surface Water TT.”Please contact your DWFOB District Office if you are uncertain whether you had any violations of a TT during the year.

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| **Surface Water Treatment Rule (SWTR), Interim Enhanced Surface Water Treatment Rule (IESWTR), and Long Term 1 Enhanced Surface Water Treatment Rule*** + Failure to install adequate filtration or disinfection equipment or processes.
	+ Failure of the filtration or disinfection equipment or process.
	+ Failure to meet inactivation requirements at the treatment plant (CT value).
	+ Failure to maintain at least 0.2 mg/L disinfection residual at the distribution system entry point for more than 4 hours.
	+ Failure to maintain a distribution system disinfectant residual.
	+ Failure to meet source water quality conditions (only filtration avoidance systems).
	+ Failure to meet watershed control program requirements (only filtration avoidance systems).
	+ Failure to have redundant components for disinfection or automatic shut-off of water delivered to the distribution system (only filtration avoidance systems).
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| **Filtered Backwash Recycling Rule (FBRR)*** Failure to return recycle flows through the processes of the existing filtration system or to an alternate State Water Board-approved location (conventional and direct filtration systems only).
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| **Long-Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR)*** + Failure to cover an uncovered finished water reservoir, provide treatment of the reservoir’s discharge (to achieve inactivation and/or removal of at least 4-log virus, 3‑log *Giardia lamblia*, and 2-log *Cryptosporidium* using a protocol approved by the State Water Board), or be in compliance with a State Water Board-approved schedule to cover the reservoir(s) or treat the reservoir(s) discharge.
	+ Filtered Systems
		- Failure to determine and report bin classification.
		- Failure to provide or install an additional level of treatment using a microbial toolbox option by the required date.
		- Failure to achieve required treatment credit to meet the bin classification requirements using a microbial toolbox option.
	+ Unfiltered Systems
		- Failure to calculate and report mean *Cryptosporidium* level.
		- Failure to install a second disinfectant to treat for *Cryptosporidium* by required date.
		- Failure to achieve required inactivation level by required date.
		- Failure to maintain required inactivation level based on mean *Cryptosporidium* results.
 |

For Systems Operating Under a Variance or Exemption

* **W. If the system operated under a variance or exemption at any time during the year covered by the CCR:** The CCR must include an explanation of the reasons for the variance or exemption, the date that it was issued, why it was granted, when it is up for renewal, and a status report on what the system is doing to remedy the problem (*e.g.*, install treatment, find alternative sources or water, etc.) or otherwise comply with the terms and schedules of the variance or exemption. Also, tell the consumers how they may participate in the review of renewal of the variance or exemption. This information must be provided in the section titled “Summary Information for Operating Under a Variance or Exemption.”

Summary Information for State Revised Total Coliform Rule Level 1 and Level 2 Assessment Requirements

Note: Please contact your DWFOB District Office if you are uncertain if you need to complete this section or need additional help to complete this section.

* **X. Level 1 or Level 2 Assessment Requirement not Due to an *E. coli* MCL Violation.** If your water system was required to comply with a Level 1 or Level 2 assessment requirement that was not due to an *E. coli* MCL violation, your CCR must include information on the number of assessments required and completed, corrective actions required and completed, and reasons for conducting assessments and corrective actions. The mandatory language shown on the CCR template under the subsection titled “Level 1 and Level 2 Assessment Requirement not Due to an *E. coli* MCL Violation”must be used. Statements in the second and third paragraphs must be included, as appropriate, filling in the blanks accordingly.

If your water system failed to complete all required assessments or correct all identified sanitary defects, your water system is in violation of the treatment technique violation requirement. Your CCR must include one or both of the following statements, as appropriate. Add the statement(s) as a new paragraph in the space provided.

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| --- |
| During the past year we failed to conduct all of the required assessment(s).During the past year we failed to correct all identified defects that were found during the assessment. |

* **Level 2 Assessment Requirement Due to an *E. coli* MCL Violation.** If your water system was required to comply with a Level 2 Assessment requirement that was due to an *E. coli* MCL violation, your CCR must include information on the number of assessments required and completed, corrective actions required and completed, and reasons for conducting assessments and corrective actions. The mandatory language shown on the CCR template under the subsection titled “Level 2 Assessment Requirement Due to an *E. coli* MCL Violation”must be used. Statements in the second paragraph must be included, filling in the blanks accordingly.

If your water system failed to complete the required assessment or correct all identified sanitary defects, your water system is in violation of the *E. coli* TT requirement. Your CCR must include one or both of the following statements, as appropriate. Add the statement(s) as a new paragraph in the space provided.

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| We failed to conduct the required assessment.We failed to correct all sanitary defects that were identified during the assessment. |

## INSTRUCTIONS FOR SPECIFIC CONSTITUENTS AND SYSTEM TYPES

Nitrate

For systems that detect nitrate **above 5 mg/L as nitrogen, but below 10 mg/L as nitrogen**, the following language is REQUIRED:

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| Nitrate in drinking water at levels above 10 mg/L is a health risk for infants of less than six months of age. Such nitrate levels in drinking water can interfere with the capacity of the infant’s blood to carry oxygen, resulting in serious illness; symptoms include shortness of breath and blueness of the skin. Nitrate levels above 10 mg/L may also affect the ability of the blood to carry oxygen in other individuals, such as pregnant women and those with specific enzyme deficiencies. If you are caring for an infant, or you are pregnant, you should ask advice from your health care provider. |

If a utility cannot demonstrate to the State Water Board with at least five years of the most current monitoring data that its nitrate levels are stable, it must also add the following language to the preceding statement on nitrate:

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| Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. |

Arsenic

For systems that detect arsenic **above 5 µg/L, but below or equal to 10 µg/L**, the following language is REQUIRED:

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| While your drinking water meets the federal and state standard for arsenic, it does contain low levels of arsenic. The arsenic standard balances the current understanding of arsenic’s possible health effects against the cost of removing arsenic from drinking water. The U.S. Environmental Protection Agency continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems. |

Lead[[1]](#footnote-2)

Consistent with 40 CFR section 141.154(d)(1), every Consumer Confidence Report (CCR) must include the lead-specific language shown below. A water system may provide its own educational statement, but only after consulting with the State Water Board.

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| If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. [NAME OF UTILITY] is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. [Optional: If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.] If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>. |

Consistent with the California Code of Regulations, section 64482(c), systems that detect lead above 15 µg/L in more than 5 percent, and up to and including 10 percent, of sites sampled (or if your system samples fewer than 20 sites and has even one sample above the Action Level [AL]), the following language is REQUIRED:

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| Infants and young children are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home’s plumbing. If you are concerned about elevated lead levels in your home’s water, you may wish to have your water tested and/or flush your tap for 30 seconds to 2 minutes before using tap water. Additional information is available from the U.S. EPA Safe Drinking Water Hotline (1‑800-426-4791). |

Radon

Systems that performed monitoring that indicates the presence of radon in the finished water MUST include the results of the monitoring and an explanation of the significance of the results. The following language MAY be used:

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| We constantly monitor the water supply for various contaminants. We have detected radon in the finished water supply in \_\_\_\_\_ out of \_\_\_\_\_ samples tested. There is no federal regulation for radon levels in drinking water. Exposure over a long period of time to air transmitting radon may cause adverse health effects. |

The language below MAY be included if the level of information is helpful.

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| --- |
| Radon is a radioactive gas that you cannot see, taste, or smell. It is found throughout the U.S. Radon can move up through the ground and into a home through cracks and holes in the foundation. Radon can build up to high levels in all types of homes. Radon can also get into indoor air when released from tap water from showering, washing dishes, and other household activities. Compared to radon entering the home through soil, radon entering the home through tap water will in most cases be a small source of radon in indoor air. Radon is a known human carcinogen. Breathing air containing radon can lead to lung cancer. Drinking water containing radon may also cause increased risk of stomach cancer. If you are concerned about radon in your home, test the air in your home. Testing is inexpensive and easy. You should pursue radon removal for your home if the level of radon in your air is 4 picocuries per liter of air (pCi/L) or higher. There are simple ways to fix a radon problem that are not too costly. For additional information, call your State radon program (1-800-745-7236, the U.S. EPA Safe Drinking Water Act Hotline (1‑800-426-4791), or the National Safe Council Radon Hotline (1-800-767-7236). |

*Cryptosporidium*

Systems that have performed any monitoring for *Cryptosporidium* that indicates that *Cryptosporidium* may be present in the source water or finished water MUST include the results of the monitoring and an explanation of the significance of the results. The following language MAY be used:

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| Cryptosporidium is a microbial pathogen found in surface water throughout the U.S. Although filtration removes Cryptosporidium, the most commonly-used filtration methods cannot guarantee 100 percent removal. Our monitoring indicates the presence of these organisms in our source water and/or finished water. Current test methods do not allow us to determine if the organisms are dead or if they are capable of causing disease. Ingestion of Cryptosporidium may cause cryptosporidiosis, an abdominal infection. Symptoms of infection include nausea, diarrhea, and abdominal cramps. Most healthy individuals can overcome the disease within a few weeks. However, immuno-compromised people, infants, small children, and the elderly are at greater risk of developing life-threatening illness. We encourage immuno-compromised individuals to consult their doctor regarding appropriate precautions to take to avoid infection. Cryptosporidium must be ingested to cause disease, and it may be spread through means other than drinking water. |

Chromium (hexavalent)

If chromium (hexavalent) is detected, the CCR must include information pursuant to DLR reporting requirements listed in subsections (c) and (d) of section 64481.

If chromium (hexavalent) exceeds the MCL, and a CCR issued prior to an applicable MCL compliance date, shown below,

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| --- | --- |
| System Size: Service Connections served on October 1, 2024 | MCL Compliance Date |
| 10,000 or greater | October 1, 2026 |
| 1,000 to 9,999 | October 1, 2027 |
| Fewer than 1,000 | October 1, 2028 |

the CCR must include this language:

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| Chromium (hexavalent) was detected at levels that exceed the chromium (hexavalent) MCL. While a water system of our size is not considered in violation of the chromium (hexavalent) MCL until after [INSERT APPLICABLE TABLE 64432-B COMPLIANCE DATE], we are working to address this exceedance and comply with the MCL. Specifically, we are [INSERT ACTIONS TAKEN AND PLANNED TO COMPLY WITH THE APPLICABLE COMPLIANCE DATE IN TABLE 64432-B]. |

Groundwater Systems

For ground water systems that had a treatment technique (TT) violation described in Item S of the document titled “Instructions for Completing the 2022 CCR for Small Water Systems”, the following language MAY be used to describe the potential health effects. The U.S. Environmental Protection Agency (EPA) did not provide standard health effect language for these TT violations in the Ground Water Rule; U.S. EPA provided the language in their guidance to water systems.

|  |
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| Inadequately protected or treated water may contain disease-causing organisms. These organisms can cause symptoms such as diarrhea, nausea, cramps, and associated headaches. |

Surface Water Systems

For surface water systems that had a TT violation under the **Surface Water Treatment Rule (SWTR), Interim Enhanced Surface Water Treatment Rule (IESWTR), Filter Backwash Recycling Rule (FBRR), or Long-term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR)**, as described in Item U of the document titled “Instructions for Completing the 2022 CCR for Small Water Systems”, the following language is REQUIRED to describe the potential health effects:

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| Inadequately treated water may contain disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches. |

For surface water systems that had a TT violation under the **Long-term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR)**, as described in Item U of the document titled “Instructions for Completing the 2022 CCR for Small Water Systems”, the following language MAY be used to describe the potential health effects. U.S. EPA did not provide standard health effect language for these TT violations in the LT2ESWTR; U.S. EPA provided the language in their guidance to water systems.

**LT2ESWTR TT Violation and Health Effects Language**

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| --- | --- |
| **LT2ESWTR TT Violation** | **Health Effects Language** |
| Uncovered and Untreated Finished Water Reservoir | Inadequately protected water may contain disease-causing organisms. These organisms can cause symptoms such as diarrhea, nausea, cramps, and associated headaches. |
| Determine and Report Bin Classification | Inadequately treated water may contain disease-causing organisms. These organisms can cause symptoms such as diarrhea, nausea, cramps, and associated headaches. |
| Provide or Install an Additional Level of Treatment | Inadequately treated water may contain disease-causing organisms. These organisms can cause symptoms such as diarrhea, nausea, cramps, and associated headaches. |

## DISTRIBUTING THE CCR

Water systems are required to mail or directly deliver one copy of the CCR by July 1, 2025 to each customer, the DWFOB District Office, and the California Public Utilities Commission (if the water system is privately-owned). Upon issuing the report, the water system will need to complete and submit Appendix G, *CCR Certification Form* to the DWFOB District Office no later than October 1, 2025.

The State Water Board allows electronic delivery of the CCR. Suggestions on delivery methods, examples, and the certification form to use are available on the State Water Board’s website ([www.swrcb.ca.gov/drinking\_water/certlic/drinkingwater/CCR.shtml](http://www.swrcb.ca.gov/drinking_water/certlic/drinkingwater/CCR.shtml)).

1. All water systems are required to comply with the state Lead and Copper Rule (LCR). Water systems are also required to comply with the federal LCR, and its revisions and corrections. The 2007 Short-term Revisions of the LCR included mandatory language requirements that have not yet been adopted by the State Water Board. [↑](#footnote-ref-2)