



Spring 2024

Dear Community Water System Administrator,

The Office of Drinking Water (ODW) is writing to share information with you for your drinking water Consumer Confidence Report (CCR) for the calendar year 2023. This document contains items below that will assist you in creating your CCR.

The CCR is required by the State of Delaware's, *Regulations Governing Public Water Drinking Systems* (16 Del. C. § 4462). The CCR provides residents of community water systems with information about their local drinking water quality.

You may view this document with active web links by typing the following link into your web browser:  
<http://www.dhss.delaware.gov/dhss/dph/hsp/files/odwccrreadme.pdf>.

The CCR data for your water system is compiled in the *Annual Drinking Water Quality Report* that you may generate from Delaware's Drinking Water Watch (DWW) website,  
<https://drinkingwater.dhss.delaware.gov/>.

To generate the *Annual Drinking Water Quality Report* (available by April 1):

- 1) Go to the DWW website by using the link above.
- 2) The DWW website 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 "2023" 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" dialog box will prompt you for a location on your computer to save the report.

The purpose of the above digitally-generated *Annual Drinking Water Quality 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 Drinking Water Quality Report* is **NOT your compliance CCR**. Do not submit the digitally-generated *Annual Drinking Water Quality Report* to ODW.

Additionally, ODW will post the supplemental report on the ODW web page by April 1<sup>st</sup> which contains any detections in your system for **secondary contaminants** regulated in Delaware. These include MTBE, nickel, manganese, iron, pH, chloride, sodium, sulfate and alkalinity. All water systems with at least 500 service connections must report these contaminants.

#### **ADDITIONAL INFORMATION AND REMINDERS FOR 2024**

- Be sure to use the Certification of Delivery posted on the ODW web page no earlier than February each year due to revisions.
- Each CCR must be submitted with a fully completed Certification of Delivery. If the Certification of Delivery is not fully completed, it will be rejected.
- A CCR template is available by sending a request to [DHSS\\_DPH\\_CCR@delaware.gov](mailto:DHSS_DPH_CCR@delaware.gov). After CCR submission, ODW will no longer notify water systems that are in full compliance with the CCR rule. If you wish to know the status of your CCR compliance, send an email request to [DHSS\\_DPH\\_CCR@delaware.gov](mailto:DHSS_DPH_CCR@delaware.gov).
- Level 1 and Level 2 Assessments: Don't forget to check for Level 1 and Level 2 Assessments on the DWW web page. All assessments are listed in DWW.
- All CCRs must contain information about the system's source water assessment, if available. The assessments are located on this web page: <http://delawaresourcewater.org/assessments/>.



### **IMPORTANT DATES FOR 2024**

1. Deadline to provide your CCR to your customers and ODW: **July 1, 2024.**
2. Deadline to provide your Certification of Delivery to ODW: **July 10, 2024.**

A CCR reporting violation may be issued if either of these deadlines are missed.

### **CCR SUBMISSION TO ODW**

Submit your CCR digitally to ODW. The format should be PDF or JPEG. Word or Excel files are not acceptable due to possible malware transmission. Email the digital file to:

[DHSS\\_DPH\\_CCR@delaware.gov](mailto:DHSS_DPH_CCR@delaware.gov).

After you digitally submit your CCR to ODW, you will receive an email confirmation. If you do not receive an email confirmation 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 INFORMATION FOR YOUR CCR**

The Maximum Contaminate Level (MCL) for fluoride in Delaware is 2 ppm vs. 4 ppm set by the Environmental Protection Agency. Make sure to use the Delaware Fluoride MCL and maximum contaminant level goal (MCLG) when creating your CCR.

### **WEB LINKS:**

All CCR documents are available for download on the ODW web page:

<https://www.dhss.delaware.gov/dhss/dph/hsp/odw.html>.

The Certification of Delivery, available on the above link, is a PDF form that may be digitally filled out, digitally signed, saved, and digitally submitted to ODW.

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

Thank you,

CCR Compliance Coordinator  
The Office of Drinking Water  
43 S. DuPont Hwy.  
Dover, DE 19901