

# Consumer Confidence Report Guide for New Mexico Community Drinking Water Systems

Created by the Southwest Environmental Finance Center at the University of New Mexico

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*\*This information is for guidance purposes only. Check with state and utility officials for updates and other requirements.*

Appendices:

- Appendix A – CCR resources and CCR related links
- Appendix B – Sample Consumer Confidence Report
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## Introduction

All community drinking water systems in New Mexico are required to create and distribute Consumer Confidence Reports (CCRs) to its consumers. The goal of the report is to inform the community with general information about their drinking water, any contaminants that the water contains, and any other issues, such as violations or significant deficiencies, that affect the water system.

Below are the important dates for distributing CCRs to residents. However, it is encouraged to complete CCRs as soon as possible the following year in order to avoid unforeseen challenges with creating the CCR and to be prompt in providing information to the public.


- April 1 – All drinking water systems that provide wholesale water to another system (such as consecutive connection) must provide a CCR to that system.
- Mid-June – Last chance for systems to submit their CCR to the New Mexico Environment Department (NMED) CCR administrator for a courtesy review.
- July 1 – CCRs must be distributed to all consumers and NMED CCR administrator.
- October 1 – Certification form that CCR has been submitted to consumers is due to NMED CCR administrator.

## How to obtain water system data

### Test Results and Violations

Test results and violation data that needs to be included in a CCR can be found online on Drinking Water Watch, which can be accessed here: <https://dww.water.net.env.nm.gov/NMDWW/>.

Drinking Water Watch is a public information portal that displays water system data and is tied to the Safe Drinking Water Information System (SDWIS) database that is used by regulators to store all drinking water system data. To access information that must be included in your CCR, click on the button *Review Consumer Confidence Data* as shown below.




**Public Water Supply Systems Search Parameters**

Water System No.

Water System Name

Principal County Served

Water System Type

Primary Source Water Type

Point of Contact Type

**Sample Search Parameters**

Sample Class

\*Search will also use State Classification Code

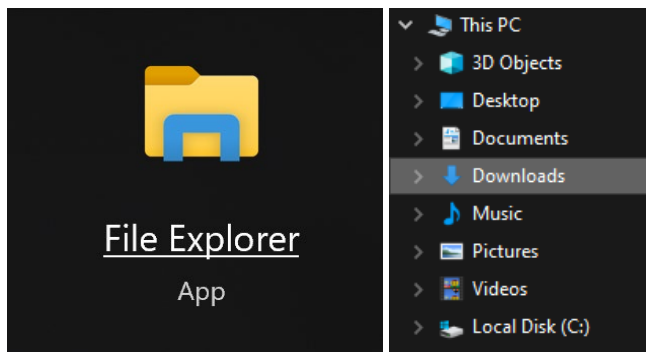
State Classification Code

Sample Collection Date Range  
(The Sample Search always produces results for the last 2 years, unless you provide a specific date range.)  
 To

[Click Here for the County Map of New Mexico](#)

[Click Here for the GWR Information Page](#)

Once on the Review Consumer Confidence Data page, you can search for a water system by number (NM35XXXXX) or by finding your water system in the alphabetical drop down list. After selecting your water system, select the year for the report that you are making. Lastly, select whether you want the data in PDF or RDF format. Depending on how you are making your CCR, one might be more useful. You can generate the report in each format and see which is more useful for you. After you click Generate Report, depending on your internet browser, you will likely see something pop up that you can click on to view the report. If nothing pops up and you are using a Windows PC, check your Downloads folder by using the File Explorer program, as seen below.



The violations table that is generated from Drinking Water Watch is only to let you know which violations need to be included in your CCR—the table does not contain all the required language that must be in the CCR for each violation. Your CCR should include a table that lists all the violations and gives a brief description of each and what the status is of the violation. This violation table is to be included in addition to the Public Notifications that are to be included at the end of your CCR that does include all the required language for each violation. See the Public Notification section below for more information.

## Basic Water System Information

Your CCR must include basic information for how your drinking water system functions, including where your water comes from, how it is treated, and how it is stored. If you are not the person who already knows this information, consult with your operator. For reference, basic information on your drinking water system should be included in your Operations & Maintenance Plan and your Sanitary Survey.

In addition to general information on your source water, you should include information from your Source Water Assessment or Source Water Protection Plan. If your system has these, they should be on hand, but if they are not you can contact NMED Source Water Protection Specialist David Torres at [david.torres@env.nm.gov](mailto:david.torres@env.nm.gov) or 505-259-5048.

## Significant Deficiencies

Your CCR must include information on significant deficiencies from past sanitary surveys if the survey took place the year of your CCR or the significant deficiencies were still in place during the year of your CCR. The table of significant deficiencies should include the name of the significant deficiency, the date it was determined, and when it was resolved or what your plan is to resolve it.

## Public Notifications

Your CCR should include all outstanding Public Notifications. All Tier 2 and Tier 3 Public Notifications (PNs) are included with the Notice of Violation letter that was sent from NMED to the Administrative Contact for the water system. Before you attach your Public Notifications to the end of your CCR, you must edit the templates provided to you by NMED to include the specifics of your violation. Do not remove any of the required language that is in the template. If you have technology challenges adding your PNs to the end of your CCR, email your NMED compliance officer or the rule administrator for that violation and ask them to send you the PN template in Word format. If you send out PNs with your CCR you will need to send the Public Notification Certification Form to the rule administrator for that violation. The email address can be found on the contact list on the NMED Drinking Water Bureau website at [https://www.env.nm.gov/drinking\\_water/](https://www.env.nm.gov/drinking_water/).

In addition to attaching the PNs to the end of the CCR, the CCR itself should include a table of PNs with a brief statement of what happened and what is or had been done to correct the violation.

## Additional Information on Your Water System

If you need additional information on your water system, such as information on violations or significant deficiencies, you can access information on your system's Drinking Water Watch page. Go to the website <https://dww.water.net.env.nm.gov/NMDWW/> (the same website that you got your CCR data tables). Search for your water system by name, number, or by the county map. Once on your page, you can find many types of information. For more information on that status of Significant Deficiencies, click on Site Visits then find your sanitary surveys (SNSV). You may have to search back to previous years. Your system's Drinking Water Watch page also has information on sample results if additional information is needed.

## Making your CCR

Now that you have all the information to make your CCR, you can make it one of two ways: you can use the EPA program CCR iWriter or you can update a previous year's CCR.

## CCR iWriter

The CCR iWriter is a program created by the US EPA. It can be accessed at [https://ordspub.epa.gov/ords/safewater/f?p=140:LOGIN\\_DESKTOP](https://ordspub.epa.gov/ords/safewater/f?p=140:LOGIN_DESKTOP). If you use the CCR iWriter, the program will save your CCRs from each year and you can go in and edit just the changed information for the current year to complete your new CCR.

NMED had developed instructions for using the CCR iWriter, which can be found at [https://www.env.nm.gov/wp-content/uploads/sites/5/2017/08/CCRinstructions\\_original\\_6.14.16.pdf](https://www.env.nm.gov/wp-content/uploads/sites/5/2017/08/CCRinstructions_original_6.14.16.pdf)

## Updating a Previous Year's CCR

If you have a CCR from a previous year that you would like to utilize again, you can simply update the previous CCR with the information for the current year. If you decide to do this, in addition to updating test results, violations, and significant deficiencies, be sure to review the entire CCR and update any information that may have changed since your last CCR, such as contact information, board member meeting dates, and changes to your source water or system infrastructure.

If you decide to update a previous year's CCR, you may have test results for a contaminant that was not included in your previous year's CCR. In addition to what is provided on the CCR information sheet downloaded from Drinking Water Watch, you must include information such as a contaminant's MCL, MCLG, or typical source. This information can be found on the EPA webpage for National Primary Drinking Water Regulations – <https://www.epa.gov/ground-water-and-drinking-water/national-primary-drinking-water-regulations>. This page also contains links for information on different Rules if you would like to learn more about Rules or information on specific rules should be included in your CCR.

## CCR Approval

After you have created a draft of your CCR, it should be approved by the NMED CCR administrator (currently Maria Medina). Send your CCR to [nmenv.ccr@env.nm.gov](mailto:nmenv.ccr@env.nm.gov) as an email attachment. She can also be reached at 505-629-7223. The CCR administrator will highlight areas that need revision. The CCR administrator will review your CCR up to three times. You have as late as mid-June to submit your CCR to NMED, however, it is best to send your CCR draft in much earlier, ideally before the end of April. It is not a requirement to have your CCR approved prior to distribution, but if it is deemed inadequate after distribution, your system will receive a CCR violation.

## CCR Distribution and Certification Form

With few exceptions, your CCR must be mailed or hand delivered to all customers and there must be a good faith effort to reach consumers who may not get it via their water bill. For the full requirement language and the possible exceptions see <https://www.law.cornell.edu/cfr/text/40/141.155#g>.

You must distribute your CCR to the community and deliver a copy to NMED by July 1. Once you have distributed your CCR, you have until October 1 to return the certification form to NMED, however, it is recommended that you send in your CCR certification form immediately after they are distributed. On the CCR Certification form (Appendix C) fill out all the information on your water system and information on how and when it was distributed. Once complete, email the form to the NMED CCR administrator at [nmenv.ccr@env.nm.gov](mailto:nmenv.ccr@env.nm.gov).

Congratulations! You have completed all parts of the Consumer Confidence Report for your community drinking water system. Be sure to retain a record of your CCR for future reference or if a community member requests a copy.

## Appendix A: CCR Resources and CCR Related Links

### Resources for assistance

New Mexico has three main Technical Assistance (TA) providers that can assist your water system with many things, including helping develop your CCR. These TA providers are:

Southwest Environmental Finance Center (SW EFC) at the University of New Mexico

<https://swefc.unm.edu/>

[swefc@unm.edu](mailto:swefc@unm.edu)

(505)333-9667 or (505)277-0644

New Mexico Rural Water Association (NMRWA)

<https://nmrwa.org/>

[info@nmrwa.org](mailto:info@nmrwa.org)

(505)884-1031 or (800)819-9893

RCAC

<https://www.rcac.org/>

(916) 447-2854

### Internet Links

New Mexico Environment Department (NMED) Drinking Water Bureau

- NMED home website – [https://www.env.nm.gov/drinking\\_water/](https://www.env.nm.gov/drinking_water/)
- NMED Consumer Confidence Reports – [https://www.env.nm.gov/drinking\\_water/wp-content/uploads/sites/5/2020/03/CCR-Reminder-Checklist-2020.pdf](https://www.env.nm.gov/drinking_water/wp-content/uploads/sites/5/2020/03/CCR-Reminder-Checklist-2020.pdf)
- NMED Drinking Water Watch (DWW) – <https://dww.water.net.env.nm.gov/NMDWWW/>
- Resources – [https://www.env.nm.gov/drinking\\_water/resources/](https://www.env.nm.gov/drinking_water/resources/)
- CCR instructions (iWriter) – [https://www.env.nm.gov/wp-content/uploads/sites/5/2017/08/CCRinstructions\\_original\\_6.14.16.pdf](https://www.env.nm.gov/wp-content/uploads/sites/5/2017/08/CCRinstructions_original_6.14.16.pdf)
- NMED Application Forms and Guidance – <https://www.env.nm.gov/forms/>

United States Environmental Protection Agency (EPA)

- EPA home website – <https://www.epa.gov/>
- EPA CCR webpage – <https://www.epa.gov/ccr>
- EPA CCR iWriter – [https://ordspub.epa.gov/ords/safewater/f?p=140:LOGIN\\_DESKTOP](https://ordspub.epa.gov/ords/safewater/f?p=140:LOGIN_DESKTOP)
- EPA Drinking Water Regulations and Contaminants – <https://www.epa.gov/sdwa/drinking-water-regulations-and-contaminants>

## Appendix B: Sample CCR

# Sample MDWCA 2022 Water Quality Report PWS# NM35XXXX Issued: May 2023

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Este informe contiene información muy importante sobre el agua que usted bebe. Tradúzcalo o hable con alguien que lo entienda bien.

### **Is my water safe?**

We are pleased to report that this past year, your tap water met all the New Mexico Environment Department drinking water health standards and of the samples that were taken none violated a maximum contaminant level. Sample MDWCA aims to safeguard the quality and safety of the portable water that is produced.

### **Do I need to take special precautions?**

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

### **Where does my water come from?**

The source water comes from two wells, one that is 200 feet deep and one that is 300 feet deep. The water is disinfected with chlorine to kill any pathogens and to ensure the safety of its consumption.

### **Source of Drinking Water**

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

In 2003 the New Mexico Environment Department in coordination with our water system created a Source Water Assessment & Protection Plan. At that time, it was determined that our source (Well #1) had a high susceptibility ranking based on numerous factors, including the well

design and proximity to potential sources of contamination. For more information and to obtain the full report please contact our operator at 505-000-0000 or [sample@samplemdwca.org](mailto:sample@samplemdwca.org) or David Torres of the New Mexico Environment Department at 505-259-5048 or [David.torres@env.nm.gov](mailto:David.torres@env.nm.gov).

### **Contaminants that may be present in source water include:**

- **Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- **Inorganic contaminants**, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial, or domestic wastewater discharges, oil and gas production, mining, or farming.
- **Pesticides and herbicides**, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- **Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.
- **Radioactive contaminants**, which can be naturally occurring or be the result of oil and gas production and mining activities.

### **Why are there contaminants in my drinking water?**

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's (EPA) Safe Drinking Water Hotline (800-426-4791).

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

### **Concerning Lead in water:**

In 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. Sample MDWCA 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. If you are concerned about lead in your water, you may wish to have your water tested. Be aware, you may incur a charge. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline Tel: (800-426-4791) or at [www.epa.gov/safewater/lead](http://www.epa.gov/safewater/lead).

## How can I get involved?

You can assist the Sample MDWCA and the Community in protecting our valuable water resources by conserving water usage, reporting broken lines or unusual activities near well houses, storage tanks or hydrants. For more information, please contact our water operator at 505-000-0000 or [sample@samplemdwca.org](mailto:sample@samplemdwca.org).

## Sample MDWCA

### 2022 Water Quality Data Tables

The tables below list all of the drinking water contaminants that we detected during the calendar year of this report. The presence of contaminants in the water does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in this table is from testing done in the calendar year of the report. The New Mexico Environment Department requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently.

#### Detected Contaminants

Lead and Copper							
Contaminants	ALG or MCLG	AL	90 <sup>th</sup> percentile	Sample Date	# Samples Exceeding AL	Violation	Typical Source
Lead (ppb) (action level at consumer taps)	0	15	5	2021	0	No	Corrosion of household plumbing systems; Erosion of natural deposits
Copper (mg/L) (action level at consumer taps)	1.3	1.3	0.16	2021	0	No	Erosion of Natural deposits; Leaching from wood preservatives; Corrosion of household plumbing systems

Contaminants	MCLG or MRDLG	MCL, TT, or MRDL	Highest Detected	Range		Sample Date	Violation	Typical Source
				Low	High			

#### Disinfectants and disinfection By-Products

There is convincing evidence that addition of a disinfectant is necessary for control of microbial growth)

Contaminants	MCLG or MRDLG	MCL, TT, or MRDL	Highest Detected	Range		Sample Date	Violation	Typical Source
				Low	High			
Chlorine (mg/L)	4.0	4.0	0.4	0.2	0.4	2022	No	Water additive to control growth of microbes
Haloacetic Acids (HAA5s) (ppb)	No goal for total	60	2.97	-	-	2022	No	By-product of drinking water disinfection
Trihalomethanes (TTHMs) (ppb)	No goal for total	80	13.1	-	-	2022	No	By-product of drinking water disinfection
<b>Inorganic Contaminants</b>								
Arsenic (ppb)	0	10	1	-	-	2022	No	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes
Fluoride (mg/L)	4	4	0.54	-	-	2022	No	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Chromium (ppb)	0.1	0.1	0.003	-	-	2022	No	Discharge from steel and pulp mills; erosion of natural deposits
Nitrate (measured as nitrogen) (ppm)	10	10	0.33	-	-	2022	No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Contaminants	MCLG or MRDLG	MCL, TT, or MRDL	Highest Detect in Your Water	Range		Sample Date	Violation	Typical Source
				Low	High			
<b>Radioactive Contaminants</b>								
Radium (combined 226/228) (pCi/L)	0	5	0.02	0.01	0.02	2019	No	Erosion of natural deposits
Alpha emitters (pCi/L)	0	15	5.2	3.0	5.2	2019	No	Erosion of natural deposits
Beta/photon emitters (pCi/L)	0	50	4.2	3.7	4.2	2019	No	Decay of natural and man-made deposits. The EPA considers 50

								pCi/L to be the level of concern for Beta particles.
Uranium (ug/L)	0	30	3	2	3	2019	No	Erosion of natural deposits

Unit Descriptions	
Term	Definition
µg/L	Number of micrograms of substance in one liter of water
ppm	Parts per million, or milligrams per liter (mg/L)
ppb	Parts per billion, or micrograms per liter (µg/L)
pCi/L	Picocuries per liter (a measure of radioactivity)
NA	Not applicable
ND	Not detected
Important Drinking Water Definitions	
Term	Definition
MCLG	Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MCL	Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
TT	Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.
AL	Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
ALG	The level of a contaminant in drinking water below which there is no known or expected risk to health. ALGs allow for a margin of safety
MRDLG	Maximum residual disinfection level goal. The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
MRDL	Maximum residual disinfectant level. The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
90 <sup>th</sup> Percentile	A value at which 90% of all samples collected tested below this value

## 2022 Violations

Consumer Confidence Rule (CCR)			
The Consumer Confidence Rule requires community water systems to prepare and provide to their customers annual consumer confidence reports on the quality of the water delivered by the systems each year by 7/1			
Violation Type	Violation Begin	Violation End	Violation Explanation
CCR REPORT	07/01/2020	01/18/2023	We failed to generate a <b>2019 CCR report</b> for our consumers. We have since generated one and have made it available to our consumers as of 1/18/23.

CCR REPORT	07/01/2021	01/18/2023	We failed to generate a <b>2020 CCR report</b> for our consumers. We have since generated one and have made it available to our consumers as of 1/18/23.
CCR REPORT	7/1/2022	01/18/2023	We failed to generate a <b>2021 CCR report</b> for our consumers. We have since generated one and have made it available to our consumers as of 1/18/23.

<b>Ground Water Rule</b>			
The Ground Water Rule specifies the appropriate use of disinfection while addressing other components of ground water systems to ensure public health protection.			
<b>Violation Type</b>	<b>Violation Begin</b>	<b>Violation End</b>	<b>Violation Explanation</b>
FAILURE ADDRESS DEFICIENCY (GWR)	09/12/2021	01/13/2023	We incurred a violation of the groundwater Rule following our 2021 Sanitary Survey. We have resolved these violations as of 1/13/2023.
FAILURE TO CONSULT TO MAKE CORRECTIVE ACTION PLAN FOR GWR VIOLATIONS	06/17/2021	01/13/2023	Following our 2021 Sanitary Survey, we failed to create a Corrective Action Plan for our deficiencies. We have made a Corrective Action Plan and addressed the violations as of 1/13/2023.

<b>Lead and Copper Rule</b>			
The Lead and Copper Rule protects public health by minimizing lead and copper levels in drinking water, primarily by reducing water corrosivity. Lead and copper enter drinking water mainly from corrosion of lead and copper containing plumbing materials.			
<b>Violation Type</b>	<b>Violation Begin</b>	<b>Violation End</b>	<b>Violation Explanation</b>
LEAD CONSUMER NOTICE (LCR)	12/30/2021	Open	We failed to notify our consumers of the lead and copper results from our 2021 sampling. We have provided results on 1/13/2023.

<b>Public Notification Rule</b>			
The Public Notification Rule helps to ensure that consumers will always know if there is a problem with their drinking water. These notices immediately alert consumers if there is a serious problem with their drinking water (e.g., a boil water emergency).			
<b>Violation Type</b>	<b>Violation Begin</b>	<b>Violation</b>	<b>Violation Explanation</b>

		<b>End</b>	
PUBLIC NOTICE RULE LINKED TO VIOLATION	12/03/2021	01/13/2023	We failed to provide public notice to our consumers about the Ground Water Rule violation for failing to address significant deficiencies. We did this in January of 2023 and have resolved this violation.
PUBLIC NOTICE RULE LINKED TO VIOLATION	01/06/2022	01/13/2023	We failed to provide public notice to our consumers about the Ground Water Rule violation for failing to submit a corrective action plan to NMED. We did this in January of 2023 and have resolved this violation.

### Significant Deficiencies from past Sanitary Surveys

Significant Deficiency	Date	Plan to resolve
001E, 20.7.10.400.B-Poor housekeeping of system facilities.	May 2021	Sample MDWCA personnel has cleaned up the facilities and this deficiency was resolve on 1/13/2023.
004B, 40 CFR 141.403(a)(4)- Inadequate or lack of an emergency operations plan	May 2021	Sample MDWCA personnel have created an ERP and this violation was resolved on 1/13/2023.
004C, 40 CFR 141.403(a)(4)- Inadequate or lack of an operations and maintenance plan or necessary operational policies.	May 2021	Sample MDWCA personnel have created an OMP and this violation was resolved on 1/13/2023.

#### **For more information please contact:**

Sample Name, Water Operator  
505-000-0000  
[sample@samplemdwca.org](mailto:sample@samplemdwca.org).

# Appendix C: CCR Certification Form

## Distribution of CCR Certification Form

Community Water System Name: \_\_\_\_\_

Water System Identification Number: \_\_\_\_\_

Calendar Year of Report: \_\_\_\_\_

The community water system named above hereby confirms that its consumer confidence report has been distributed to customers (and appropriate notices of availability have been given). Further, the system certifies that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the primacy agency.

Certified By (Name): \_\_\_\_\_

Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Date of this Certification: \_\_\_\_\_

**Check all applicable methods of delivery and provide the date each was completed. Forms that do not include the date of delivery for each method used may be rejected.**

METHOD OF DELIVERY	CCR DELIVERY DATE
<input type="checkbox"/> CCR was distributed by mail or other direct delivery.	_____
<b>The following are "Good faith" efforts that may be used to reach non-bill paying consumers:</b>	
<input type="checkbox"/> Posted the CCR on the Internet (provide the direct URL address)	_____
<input type="checkbox"/> Mailed/Emailed to each bill-paying customer a notification that the CCR is available at: _____	_____
<input type="checkbox"/> E-mailed/ Mailed to each bill-paying customer a notification that the CCR is available on the Internet at: _____	_____
<input type="checkbox"/> E-mailed the CCR as an electronic file email attachment	_____
<input type="checkbox"/> Mailed the CCR to postal patrons within the service area. (Attach zip codes used)	_____
<input type="checkbox"/> Advertised availability of the CCR in news media (attach copy of announcement)	_____
<input type="checkbox"/> Publication of the CCR in local newspaper (attach copy)	_____
<input type="checkbox"/> Posted the CCR in public places (attach a list of locations)	_____
<input type="checkbox"/> Delivery of multiple copies to single bill addresses serving several persons such as apartments, businesses, and large private employers	_____
<input type="checkbox"/> Delivery to community organizations (attach a list)	_____
<input type="checkbox"/> (For systems serving at least 100,000 persons) Posted CCR on a publicly accessible internet	_____

## Appendix D: NMED CCR Information Sheet and Checklist



MICHELLE LUJAN GRISHAM  
Governor

HOWIE MORALES  
Lt. Governor

### NEW MEXICO ENVIRONMENT DEPARTMENT *Drinking Water Bureau*

PO Box 5469

Santa Fe, NM 87502

Tel. (505) 476-8620 • Fax 505-476-8656

[www.env.nm.gov/drinking\\_water/](http://www.env.nm.gov/drinking_water/)



JAMES KENNEY  
Cabinet Secretary

JENNIFER J. PRUETT  
Deputy Secretary

## Consumer Confidence Reports

The Consumer Confidence Report (CCR) Rule requires all community water systems to prepare and distribute a brief annual water quality report summarizing information regarding source water, detected contaminants, compliance, and educational information.

This annual water quality report includes a variety of important information about a Community Water System (CWS), including the drinking water source, any monitored contaminants found in drinking water, and whether a CWS meets state and federal drinking water standards. The CCR is an opportunity for CWSs to communicate with their customers and raise awareness about the source of their drinking water. CCRs also give information that allows customers to make better decisions about their health.

A CWS must deliver its CCR to customers by July 1st of each year. It must also make a good faith effort to deliver the CCR to consumers who do not directly pay water bills. A well- designed CCR can help a CWS educate its customers about this essential service and promote involvement in protecting their drinking water.

The New Mexico Environment Department's Drinking Water Bureau has developed the attached checklist to help community water systems to remember important information and deadlines with regard to CCR compliance.

If you have questions regarding the CCR please contact the NMED DWB Consumer Confidence Report Rule Manager by email at [NMENV.CCR@state.nm.us](mailto:NMENV.CCR@state.nm.us)



## Consumer Confidence Reports:

Please ensure that your CCR includes the following information prior to submittal

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- “Consumer Confidence Report” or “Annual Quality Report” in the title of the report**
  - Water System Name and Report Year (2019) in the title of the report
  
- Water System Information**
  - Water system Name
  - Name & Phone Number of Water System Administrative Contact
  - Information about public participation opportunities with the water system
  
- Information about the sources of your water**
  
- Definitions Section**
  - Maximum Contaminant Level (MCL)
  - MCL Goal (MCLG)
  - Treatment Technique (TT)
  - Action Level (AL)
  - Maximum Residual Disinfectant Level (MRDL)
  - MRDL Goal (MRDLG)
  
- Detected Chemical Results data table**
  - A table summarizing reported concentrations and relevant MCLs and MCLGs or MRDLs and MRDLGs
  - Source of detected contaminants
  - Health effects language
  
- Compliance with Drinking Water Regulations**
  - Information about any Notice of Violations received during the 2019 Calendar Year
  - Public Notice information for any Notice of Violations received during the 2019 Calendar Year
  - Public Notices during other years that have not previously been sent out to your consumers
  
- Required Educational Information**
  - Explanation of contaminants in drinking water and bottled water
  - Statements on nitrate, arsenic, and lead



## NMED DWB Consumer Confidence Report Review Guidelines

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- DWB will provide a maximum of 3 courtesy reviews of the CCR for each Public Water System**
  - Feedback will be provided to the water system regarding any inaccuracies or errors in the first two versions of the submitted CCR
  - If a 3<sup>rd</sup> submission is required, that submittal will be considered final and compliance will be based on that submittal
  - It is the responsibility of the water system to ensure that an accurate CCR is delivered to their customers no later than July 1, 2020, even if all three NMED DWB courtesy reviews have been exhausted.
  
- If the CCR does not meet regulatory requirements after the 3<sup>rd</sup> DWB review, a Notice of Violation will be issued to the water system**
  
- Public Water Systems may use the checklist provided by NMED DWB as well as the EPA CCR iWriter website to assist them with the development of the CCR.**  
[https://ofmpub.epa.gov/apex/safewater/f?p=ccr\\_iwriter](https://ofmpub.epa.gov/apex/safewater/f?p=ccr_iwriter)
  
- You may obtain a copy of your system's chemical data, which is needed to complete your CCR at the following website: <https://dww.water.net.env.nm.gov/NMDWW/> (Click on the Review Consumer Confidence Data button) (2019 data will be available April 2020).**

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## Consumer Confidence Report Dates to Remember

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- No Later than April 1, 2020**
  - Public Water Systems that provide water to other public water systems (i.e. wholesalers to consecutive systems) must deliver necessary CCR information to their consecutive public water systems
  - Proof or Certification of this data transfer must be provided to NMED DWB
  - Submittal via email is preferable ([nmenv.ccr@state.nm.us](mailto:nmenv.ccr@state.nm.us))
  
- No Later Than June 21, 2020**
  - Last day to submit Consumer Confidence Report (CCR) to Drinking Water Bureau CCR Rule administrator for courtesy review.
  - CCRs received by NMED DWB after June 21, 2020 will be considered final and no courtesy review will be provided for those CCRs
  - Submittal via email is preferable ([nmenv.ccr@state.nm.us](mailto:nmenv.ccr@state.nm.us))
  
- No Later Than July 1, 2020**
  - Deliver CCR to consumers and send a copy to the Drinking Water Bureau (DWB).
  - CCR certification may be submitted to DWB at this time (recommended).
  
- No Later Than October 1, 2020**
  - Submit CCR certification to DWB.
  - Submittal via email is preferable ([nmenv.ccr@state.nm.us](mailto:nmenv.ccr@state.nm.us))