

**CONSUMER CONFIDENCE REPORTS
EPA-STATE TRAINING**

**WORKSHOPS 2 and 3:
PREPARING CONSUMER CONFIDENCE REPORTS**

6/10/99

PURPOSE: For these workshops, data are presented from two water systems' files. For the workshops, data are reviewed, converted to the appropriate format and entered in the accompanying *fill-in-the-blank* question sheets. Following participant efforts to complete Workshop 2, a discussion will address questions and concerns and a "key" will be distributed. Workshop 3 will then be performed in a similar manner.

It is expected most water systems will use a template or other means of producing a CCR. This exercise is intended to help participants recognize and sort essential information, and familiarize participants with how data would be presented within a CCR.

MATERIALS: Each participant will need a copy of each of the following:

1. The *Quick Reference Sheet for Preparation of a CCR*.
2. Workshop 2 and 3 Water System Data.
3. Blank CCR question sheets for each workshop.

INSTRUCTIONS:

4. Using the materials noted above, review the data for required inclusion in the CCR. Format appropriate data as applicable into CCR units. Indicate if educational information or other entries are required for completion of the CCR.
2. Following completion of the individual efforts on Workshop 2 by participants, a group discussion will address concerns, comments, and questions.
5. After discussion of Workshop 2 and distribution of the Key, Workshop 3 will be presented.

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