

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

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Commissioner



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DWS Circular Letter # 2013-03

To: Community Public Water Systems (CWS)

From: Lori Mathieu, Public Health Section Chief
Drinking Water Section 

July 9, 2013

Subject: Annual Water Company Reporting Requirements and Public Water System Contact Requirements

As you know, [Connecticut General Statute \(CGS\) Sec. 25-33](#) requires each water company to annually file with the Department of Public Health (DPH) a written statement containing certain information related to the water system. This information is to be provided in a form prescribed by the Commissioner. In addition, pursuant to Section 19-13-B102(r) of the Regulations of Connecticut State Agencies (RCSA), all community water systems are required to provide a continuously available emergency telephone number to the DPH on or before January 1 of each year.

To assist public water systems in complying with these reporting requirements, the Drinking Water Section (DWS) has developed the attached Public Water System Annual Statement form. This form is pre-filled with a subset of information that DWS maintains for each active public water system. Water systems should review the information provided, make all necessary corrections, additions or deletions directly on the form and return it to this office within 30 days of receipt. If you operate or own more than one public water system, a separate form will be required for each water system. Blank forms are available on the DWS Website (www.ct.gov/dph/publicdrinkingwater). Pre-filled forms may be requested by email at dwdcompliance@ct.gov.

The DWS requires each public water system to identify one entity that has the legal authority to act on behalf of the water system. This entity may be an individual, property owner, sole proprietor, partnership, limited partnership, corporation, LLC, or government entity but not a tenant who has no ownership or legal rights to the public water system. In all cases, the DWS requires that an individual person be named to represent the organization. This contact will receive all general and legal correspondence from the DPH. In addition, the DWS is requesting that all contacts maintain an active email address on file with the Department to improve messaging and communication, especially in the event of an emergency.

Completed forms should be emailed to dwdcompliance@ct.gov. If you have any questions regarding the form, please contact Tom Reed of the Drinking Water Section at (860) 509-7333. We thank you for your continued efforts to provide this critical information.



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