## **2020 Consumer Confidence Report**

## Water System Information

Water System Name: Alta Sierra Mutual Water Company

Report Date: June 29, 2021

Type of Water Source(s) in Use: Vertical and Horizontal Wells

Name and General Location of Source(s): The water supply is a blended stream of (6) gravity driven Horizontal wells and (1) Electrically powered Vertical well. The wells are located in the west 1/4 corner of section 28, T25/R32.

Drinking Water Source Assessment Information: A source assessment was completed in May of 2003. The report considered vertical well 01 the most vulnerable to the following activities not associated with contaminants detected in the water supply: Septic Systems – low density (<1/acre). A second assessment was completed in December 2011, same conclusion.

Time and Place of Regularly Scheduled Board Meetings for Public Participation: **Memorial Day &** Labor Day weekends.

For More Information, Contact: John Black, Operator in Charge Phone: (661) 480-8103

### About This Report

We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 to December 31, 2020 and may include earlier monitoring data.

# Importance of This Report Statement in Five Non-English Languages (Spanish, Mandarin, Tagalog, Vietnamese, and Hmong)

Language in Spanish: Este informe contiene información muy importante sobre su agua para beber. Favor de comunicarse Alta Sierra Mutual Water Company a 10502 Sequoia Drive, Wofford Heights, CA 93285 (706) 276-7111 para asistirlo en español.

Language in Mandarin: 这份报告含有关于您的饮用水的重要讯息。请用以下地址和电话联系 Alta Sierra Mutual Water Company以获得中文的帮助: 10502 Sequoia Drive, Wofford Heights, CA 93285 (706) 276-7111.

Language in Tagalog: Ang pag-uulat na ito ay naglalaman ng mahalagang impormasyon tungkol sa inyong inuming tubig. Mangyaring makipag-ugnayan sa Alta Sierra Mutual Water Company 10502 Sequoia Drive, Wofford Heights, CA 93285 o tumawag sa (706) 276-7111 para matulungan sa wikang Tagalog.

Language in Vietnamese: Báo cáo này chứa thông tin quan trọng về nước uống của bạn. Xin vui lòng liên hệ Alta Sierra Mutual Water Company tại 10502 Sequoia Drive, Wofford Heights, CA 93285 (706) 276-7111 để được hỗ trợ giúp bằng tiếng Việt.

SWS CCR

Language in Hmong: Tsab ntawv no muaj cov ntsiab lus tseem ceeb txog koj cov dej haus. Thov hu rau Alta Sierra Mutual Water Company ntawm 10502 Sequoia Drive, Wofford Heights, CA 93285 (706) 276-7111 rau kev pab hauv lus Askiv.

Term	Definition
Level 1 Assessment	A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.
Level 2 Assessment	A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an <i>E. coli</i> MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.
Maximum Contaminant Level (MCL)	The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.
Maximum Contaminant Level Goal (MCLG)	The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (U.S. EPA).
Maximum Residual Disinfectant Level (MRDL)	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.
Maximum Residual Disinfectant Level Goal (MRDLG)	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.
Primary Drinking Water Standards (PDWS)	MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.
Public Health Goal (PHG)	The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
Regulatory Action Level (AL)	The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.
Secondary Drinking Water Standards (SDWS)	MCLs for contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.
Treatment Technique (TT)	A required process intended to reduce the level of a contaminant in drinking water.
Variances and Exemptions	Permissions from the State Water Resources Control Board (State Board) to exceed an MCL or not comply with a treatment technique under certain conditions.
ND	Not detectable at testing limit.
ppm	parts per million or milligrams per liter (mg/L)

parts per billion or micrograms per liter (µg/L)

## **Terms Used in This Report**

ppb

Term	Definition
ppt	parts per trillion or nanograms per liter (ng/L)
ppq	parts per quadrillion or picogram per liter (pg/L)
pCi/L	picocuries per liter (a measure of radiation)

# Sources of Drinking Water and Contaminants that May Be Present in Source 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.

Contaminants that may be present in source water include:

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

## **Regulation of Drinking Water and Bottled Water Quality**

In order to ensure that tap water is safe to drink, the U.S. EPA and the State Board prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health.

## About Your Drinking Water Quality

#### **Drinking Water Contaminants Detected**

Tables 1, 2, 3, 4, 5, 6, and 8 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do

not change frequently. Some of the data, though representative of the water quality, are more than one year old. Any violation of an AL, MCL, MRDL, or TT is asterisked. Additional information regarding the violation is provided later in this report.

#### Table 1. Sampling Results Showing the Detection of Coliform Bacteria

Complete if bacteria are detected.

Microbiological Contaminants	Highest No. of Detections	No. of Months in Violation	MCL	MCLG	Typical Source of Bacteria
Total Coliform Bacteria (State Total Coliform Rule)	(In a month) 0	0	1 positive monthly sample <sup>(a)</sup>	0	Naturally present in the environment.
Fecal Coliform or <i>E. coli</i> (State Total Coliform Rule)	(In the year) 0	0	A routine sample and a repeat sample are total coliform positive, and one of these is also fecal coliform or <i>E. coli</i> positive	None	Human and animal fecal waste.
<i>E. coli</i> (Federal Revised Total Coliform Rule)	(In the year) 0	0	(b)	0	Human and animal fecal waste.

(a) Two or more positive monthly samples is a violation of the MCL

(b) Routine and repeat samples are total coliform-positive and either is *E. coli*-positive or system fails to take repeat samples following *E. coli*-positive routine sample or system fails to analyze total coliform-positive repeat sample for *E. coli*.

#### Table 2. Sampling Results Showing the Detection of Lead and Copper

Complete if lead or copper is detected in the last sample set.

Lead and Copper	Sample Date	No. of Samples Collected	90 <sup>th</sup> Percentile Level Detected	No. Sites Exceeding AL	AL	PHG	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Lead (ppb)	08/19/20	6	ND (None Detect ed)	0	15	0.2	0	Internal corrosion of household water plumbing systems; discharges from Industrial manufacturers; erosion of natural deposits.

Lead and Copper	Sample Date	No. of Samples Collected	90 <sup>th</sup> Percentile Level Detected	No. Sites Exceeding AL	AL	рнс	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Copper (ppm)	08/19/20	6	0.011	0	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives.

#### Table 3. Sampling Results for Sodium and Hardness

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	08/12/20	6.1		None	None	Salt present in the water and is generally naturally occurring.
Hardness (ppm)	08/12/20	110		None	None	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring.

## Table 4. Detection of Contaminants with a Primary Drinking Water Standard

Chemical or Constituent (& reporting units)	Sample Date	Level Detected	Range of Detect ions	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
Alachor (ppb)	08/12/20	<0.20		2	4	Runoff from herbicide used on row crops.
Aluminum (ppb)	08/12/20	<50		1000	0.6	Erosion of natural deposit; residue from some surface water treatment processes.
Antimony (ppb)	08/12/20	<2.0		6	1	Discharge from petroleum refineries; fire retardants,; ceramics; electronics; solder.
Arsenic (ppb)	08/12/20	<2.0		10	0.0004	Erosion of natural deposits; runoff from orchards; glass and electronics production waste.

Atrazine (ppb)	08/12/20	<0.30		1	0.15	Runoff from herbicide used on row crops and along railroad and highway right-of-ways.
Barium (ppb)	08/12/20	35		1000	2	Discharge of oil drilling wastes and from metal refineries; eroding natural deposits.
Benzene (ppb)	05/13/20	<0.50		1	0.15	Discharge from plastics, dyes and nylon factories; leaching from gas storage tanks and landfills.
Beryllium (ppb)	08/12/20	<1.0		4	1	Discharge from metal refineries, coal burning factories, electrical, aerospace, and defense industries.
Cadmium (ppb)	08/12/20	<1.0		5	0.04	Internal corrosion of galvanized pipes; erosion of natural deposits; discharge from electroplating and industrial chemical factories, metal refineries; runoff from waste, batteries and paints.
Chlorine (ppm)	12/31/20	0.75	0.72 – 0.75	4.0 (as Cl2)]	4 (as Cl2)	Drinking water disinfectant added for treatment.
Chromium (ppb)	08/12/20	<3.0		50	(100)	Discharge from steel and pulp mills and chrome plating; erosion of natural deposits.
Copper (ppb)	08/12/20	3.5		1000	0.3	Internal corrosion of household plumbing systems; leaching from wood preservatives.
1,2- Dichloroben zene (ppb)	05/13/20	<0.50		600	600	Discharge from industrial chemical factories.
1,4- Dichloroben zene (ppb)	05/13/20	<0.50		5	6	Discharge from industrial chemical factories.
1,1- Dichloroetha ne (ppb)	05/13/20	<0.50		5	3	Extraction and degreasing solvent; used in the manufacture of pharmaceuticals, stone, clay, and glass products; fumigant.
1,2- Dichloroetha ne (ppb)	05/13/20	<0.50		0.5	0.5	Discharge from industrial chemical factories.
1,2- Dichloropro pane (ppb)	05/13/20	<0.50		5	0.5	Discharge from industrial chemical factories; primary component of some fumigants.
1,3- Dichloropro pene (ppb)	05/13/20	<0.50		0.5	0.2	Runoff/leaching from nematocide used on croplands.

Ethylbenzen e (ppb)	05/13/20	<0.50	300	300	Discharge from petroleum refineries;
Fluoride (ppm)	08/12/20	<0.050	2	1	Erosion of natural deposits; water additive which promotes strong teeth; discharge from fertilizer & aluminum factories.
Gross Alpha Particle Activity (pCi/L)	05/13/20	1.73	15	0	Erosion of natural deposits.
Lead (ppb)	08/19/20	ND (None Detect ed)	(AL=15 )	0.2	Internal corrosion of household plumbing systems; discharge from industrial manufacturers; erosion of natural deposits.
Mercury (ppb)	08/12/20	<0.20	2	1.2	Erosion of natural deposits; discharge from refineries and factories; runoff from landfills and cropland.
Methyl- <i>tert</i> - butyl ether	05/13/20	<0.50	13	13	Leaking underground storage tanks; discharges from petroleum and chemical factories.
Nickel (ppb)	08/12/20	<10	100	12	Erosion of natural deposits; discharge from metal factories.
Nitrate as N (ppm)	08/12/20	0.13	10	10	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage.
					Erosion of natural deposits.
Nitrite as N (ppm)	08/12/20	<0.050	1	1	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits.
Perchlorate (ppb)	05/13/20	<4.0	6	4	Perchlorate is an inorganic chemical used in solid rocket propellant, fireworks, explosives, flares, matches, and a variety of industries. It usually gets into drinking water as a result of environmental contamination from historic aerospace that used or use, store, or dispose of perchlorate and it's salts.
Radium 228(pCi/L)	11/21/13	<1.0	5	(0)c	Erosion of natural deposits.
Selenium (ppb)	08/12/20	<2.0	50	30	Discharge from petroleum, glass and metal refineries; erosion of natural deposits;

					discharge from mines and chemical manufacturers; runoff from livestock lots (feed additive).
Simazine (ppb)	08/12/20	<0.30	4	4	Herbicide runoff.
1,1,2,2- Tetrachloroe thane (ppb)	05/13/20	<0.50	1	0.1	Discharge from industrial and agricultural chemical factories; solvent used in production of TCE, pesticides, varnish and lacquers.
Thallium (ppb)	08/12/20	<1.0	2	0.1	Leaching from ore processing sites; discharge from electronics, glass, and drug factories.
Toluene (ppb)	05/13/20	<0.50	150	150	Discharge from petroleum and chemical factories; underground gas tank leaks.
Total Xylenes (ppb)	05/13/20	<0.50	1750	1800	Discharge from petroleum and chemical factories; fuel solvent.
1,2,4- Trichlorob enzene (ppb)	05/13/20	<0.50	5	5	Discharge from textile-finishing factories.
1,1,1- Trichloroe thane (ppb)	05/13/20	<0.50	200	100	Discharge from metal degreasing sites and other factories; manufacture of food wrappings.
1,1,2- Trichloroe thane (ppb)	05/13/20	<0.50	5	0.3	Discharge from industrial chemical factories.
Trichlorofluo romethane (ppb)	05/13/20	<0.50	150	1300	Discharge from industrial factories; degreasing solvent; propellant and refrigerant.
1,1,2- Trichloro- 1,2,2- trifluoroet hane (ppb)	05/13/20	<0.50	1200	4000	Discharge from metal degreasing sites and other factories; dry cleaning solvent; refrigerant.
TTHMs (Total Trihalometh anes) (ppb)	05/13/20	<2.0	80	N/A	By-product of drinking water disinfection.

Vinyl chloride (ppb)	05/13/20	<0.50	0.5	0.05	Leaching from PVC piping; discharge from plastics factories; biodegradation.
HAA5(Sum of 5 Haloacetic Acids) (ppb)	07/22/19	<1.0	60	N/A	By-product of drinking water disinfection.

## Table 5. Detection of Contaminants with a Secondary Drinking Water Standard

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	SMCL	PHG (MCLG)	Typical Source of Contaminant
Chloride (ppm)	08/12/20	1.7		500	-	Runoff / leaching from natural deposits; seawater influence.
Iron (ppb)	08/12/20	<50		300	-	Leaching from natural deposits; industrial wastes.
Manganese (ppb)	08/12/20	<10		50	-	Leaching from natural deposits.
Silver (ppb)	08/12/20	<10		100	-	Industrial discharge.
Sulfate (ppm)	08/12/20	3.4		500	-	Runoff / leaching from natural deposits; industrial wastes.
Zinc (ppb)	08/12/20	<50		5000	-	Runoff / leaching from natural deposits; industrial wastes.
Total Dissolved Solids (ppm)	08/12/20	160		1000	-	Runoff / leaching from natural deposits.
Electrical Conductivity @ 25 C (umhos/cm)	08/12/20	241		1600	-	Substances that form ions when in water; seawater influence.
Color (Units)	08/12/20	3.0		15	-	Naturally-occurring organic materials.
Odor (Units)	08/12/20	0.0		3	-	Naturally-occurring organic materials.
Turbidity (Units)	08/12/20	<0.10		5		Soil runoff.

Foaming Agents (MBAS) (ppm)	08/12/20	<0.10		0.5		Municipal and industrial waste discharges.
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#### Table 6. Detection of Unregulated Contaminants

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
NONE	N/A	N/A	N/A	N/A	N/A

#### **Additional General Information on 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 the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline (1-800-426-4791).

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. U.S. 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 (1-800-426-4791).

Lead-Specific Language: 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. [Enter Water System's Name] 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 (1-800-426-4791) or at <a href="http://www.epa.gov/lead">http://www.epa.gov/lead</a>.

Additional Special Language for Nitrate, Arsenic, Lead, Radon, and *Cryptosporidium*: [Enter Additional Information Described in Instructions for SWS CCR Document]

Federal Revised Total Coliform Rule (RTCR): [Enter Additional Information Described in Instructions for SWS CCR Document]

## Summary Information for Violation of a MCL, MRDL, AL, TT, or Monitoring and Reporting Requirement

Violation	Explanation	Duration	Actions Taken to Correct Violation	Health Effects Language
NONE	N/A	N/A	N/A	N/A

#### For Water Systems Providing Groundwater as a Source of Drinking Water

 Table 8. Sampling Results Showing Fecal Indicator-Positive Groundwater Source Samples

Microbiological Contaminants (complete if fecal- indicator detected)	Total No. of Detections	Sample Dates	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
E. coli	(In the year) 0	N/A	0	(0)	Human and animal fecal waste.
Enterococci	(In the year) 0	N/A	TT	N/A	Human and animal fecal waste.
Coliphage	(In the year) 0	N/A	TT	N/A	Human and animal fecal waste.

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

Special Notice of Fecal Indicator-Positive Groundwater Source Sample: N/A

Special Notice for Uncorrected Significant Deficiencies: N/A

#### Table 9. Violation of Groundwater TT

Violation	Explanation	Duration	Actions Taken to Correct Violation	Health Effects Language
NONE	N/A	N/A	N/A	N/A

#### For Systems Providing Surface Water as a Source of Drinking Water

#### Table 10. Sampling Results Showing Treatment of Surface Water Sources

Treatment Technique <sup>(a)</sup> (Type of approved filtration technology used)	N/A
Turbidity Performance Standards <sup>(b)</sup>	Turbidity of the filtered water must:
(that must be met through the water treatment process)	1 – Be less than or equal to [Enter Turbidity Performance Standard to Be Less Than or Equal to 95% of Measurements in a Month] NTU in 95% of measurements in a month.
	2 – Not exceed [Enter Turbidity Performance Standard Not to Be Exceeded for More Than Eight Consecutive Hours] NTU for more than eight consecutive hours.
	3 – Not exceed [Enter Turbidity Performance Standard Not to Be Exceeded at Any Time] NTU at any time.
Lowest monthly percentage of samples that met Turbidity Performance Standard No. 1.	N/A
Highest single turbidity measurement during the year	N/A
Number of violations of any surface water treatment requirements	N/A

(a) A required process intended to reduce the level of a contaminant in drinking water.

(b) Turbidity (measured in NTU) is a measurement of the cloudiness of water and is a good indicator of water quality and filtration performance. Turbidity results which meet performance standards are considered to be in compliance with filtration requirements.

#### Summary Information for Violation of a Surface Water TT

#### Table 11. Violation of Surface Water TT

Violation	Explanation	Duration	Actions Taken to Correct Violation	Health Effects Language
N/A	N/A	N/A	N/A	N/A

#### Summary Information for Operating Under a Variance or Exemption

[Enter Additional Information Described in Instructions for SWS CCR Document]

SWS CCR

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

#### Level 1 or Level 2 Assessment Requirement not Due to an E. coli MCL Violation

Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful, waterborne pathogens may be present or that a potential pathway exists through which contamination may enter the drinking water distribution system. We found coliforms indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessment(s) to identify problems and to correct any problems that were found during these assessments.

During the past year we were required to conduct [Insert Number of Level 1 Assessments] Level 1 assessment(s). [Insert Number of Level 1 Assessments] Level 1 assessment(s) were completed. In addition, we were required to take [Insert Number of Corrective Actions] corrective actions and we completed [Insert Number of Corrective Actions] of these actions.

During the past year [Insert Number of Level 2 Assessment] Level 2 assessments were required to be completed for our water system. [Insert Number of Level 2 Assessments] Level 2 assessments were completed. In addition, we were required to take [Insert Number of Corrective Actions] corrective actions and we completed [Insert Number of Corrective Actions] of these actions.

[For Violation of the Total Coliform Bacteria TT Requirement, Enter Additional Information Described in Instructions for SWS CCR Document]

#### Level 2 Assessment Requirement Due to an E. coli MCL Violation

*E. coli* are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Human pathogens in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a greater health risk for infants, young children, the elderly, and people with severely-compromised immune systems. We found *E. coli* bacteria, indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessment(s) identify problems and to correct any problems that were found during these assessments.

We were required to complete a Level 2 assessment because we found *E. coli* in our water system. In addition, we were required to take [Insert Number of Corrective Actions] corrective actions and we completed [Insert Number of Corrective Actions] of these actions.

[For Violation of the *E. coli* TT Requirement, Enter Additional Information Described in Instructions for SWS CCR Document]