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## State Water Resources Control Board

January 30, 2015

Dear Manufacturers and Representatives

The purpose of this letter is to explain how to renew registration of your water treatment device models for continued sale in California in Calendar Year 2015. We have enclosed a list of all treatment device models, which you currently have registered for your company. To renew the registration of these models, please complete the following:

1. Pay the annual renewal fee of \$350 per model by March 15, 2015.
2. Provide an updated Performance Data Sheet and Confirmation of Listing by March 30, 2015. Please provide the necessary documents by uploading them via our DRINC portal internet site. (details provided below).
3. We have attached a list of all current devices registered for your company. Please clearly identify which models your payment covers.
4. Send payment of \$350 for each device model to:  
State Water Resources Control Board  
**ATTN: Device Program Fees - 0129**  
P.O. Box 1888  
Sacramento, CA 95812-1888

Please make checks payable to: **Device Program Fees Fund Number 0129**

### Additional information on the 2015 California Registration Process:

1. If you have questions regarding registration process, please contact our Water Treatment Device program lead scientist LaVone Dyer at [LaVone.dyer@waterboards.ca.gov](mailto:LaVone.dyer@waterboards.ca.gov) or by phone at (916) 449-5635. For questions related to billing, please contact Tanya McCrae at [Tanya.McCrae@waterboards.ca.gov](mailto:Tanya.McCrae@waterboards.ca.gov) or by phone at (916) 449-5626.
2. For water treatment device models no longer being registered (i.e. models that are no longer being sold in California) please complete the attached form to drop those models from the registration listing.

3. If you are planning to register a new water treatment device model for sale in California, we have posted updated registration procedures on our website at:  
[http://www.waterboards.ca.gov/drinking\\_water/certlic/device/wtd\\_manufacturers.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/device/wtd_manufacturers.shtml)
  
4. Instructions for uploading required documents - Beginning with this registration cycle, required forms must be uploaded via our "DRINC" portal. This will facilitate our review and posting of these documents so that we focus on keeping the California Registration Listing up to date. The following are the basic steps in the process (these instructions are also posted on our website)
  - a. Register as a "Device Registration Applicant" on the DRINC Portal at this location:  
<https://drinc.ca.gov/dnn/Home/Registration.aspx>
  - b. Log in at <https://drinc.ca.gov/dnn/Applications/WaterTreatmentDeviceRegistration.aspx>.
  - c. Select your unique manufacturer number. This unique manufacturer number is located at the top of this letter.
  - d. Select the documents for uploading. Only PDF documents may be uploaded. You will receive an email confirmation of each document uploaded.
  - e. You will be able to view documents that you have uploaded but no others.
  - f. The required documents for uploading are:
    - Current Performance Data Sheet, Product worksheet (if needed),
    - Current confirmation of Model(s) listed, by Independent Certification Organization. (i.e. printout of the listing from the website of the certifying organization)

Please contact LaVone Dyer at [LaVone.Dyer@waterboards.ca.gov](mailto:LaVone.Dyer@waterboards.ca.gov) or by phone at (916) 449-5635 with any questions on the registration process. For questions, regarding payments (i.e. confirming receipt of payments) contact Tanya McCrae at [Tanya.McCrae@waterboards.ca.gov](mailto:Tanya.McCrae@waterboards.ca.gov) or by phone at (916) 449-5626. Thank you for your continued cooperation.

Sincerely,

*Mark J. Bartson*

Mark J. Bartson, P.E., Chief  
Technical Operations Section  
Supervising Engineer

cc: LaVone Dyer, R.E.H.S.

**Models to be voluntarily dropped from the registration list status for the 2015 year.**

**Please send the form below via email to [WTdevices@waterboards.ca.gov](mailto:WTdevices@waterboards.ca.gov)**

Registration Number	Model number or Name of Discontinued Device

By signing below, I affirm that the above product(s) will not be sold or distributed in California during the 2015 year. If the product(s) will be reintroduced later, into the California market, I will inform the State Water Resources Control Board in writing and obtain model registration prior to the commencement of sales.

Printed Name	
Signature	Date:

Remit Payment for models that will retain listed status to the address below

**State Water Resources Control Board  
ATTN: Device Program Fees - 0129  
P.O. Box 1888  
Sacramento, CA 95812-1888**