

## Electronic Annual Report (EAR)

### User Guidance Document

For the 2021 Reporting Year (2021RY)

This document is designed with new users in mind. The user guidance document provides information and instruction on topics registered users may have questions about when navigating throughout the EAR Portal.

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If you have questions about topics not covered in this document, please send an email to the EAR Portal Administrator at [drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov)

NOTE: The EAR Portal may have slight differences in appearance and text from the images in this document. These differences should not affect the outlined procedures.

## 1. [Electronic Annual Report \(EAR\) Web Portal](#)

The EAR is for the second year located at <https://ear.waterboards.ca.gov/> which originally released March 2021 launching the public water system data collection for the 2020 calendar year or reporting year (2020RY).

The Water Board's EAR web application serves individuals registering to manage Public Drinking Water System for the state of California. Please visit our EAR Website with additional information. (copy and paste this web address into your web browser if the previous hyperlink does not work: [https://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/ear.html](https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/ear.html))

Note: Pending the merge of historical EAR records to the new platform, registered water system users may still access the old platform where appropriate.

## 2. [Register, Login, and Reset Password](#)

Our introduction to the public includes instructions for use as a Reporter for public drinking water systems including (A) registering as a new user, (B) logging into your account, or (C) resetting your password.

**WELCOME TO THE Electronic Annual Reporting System**

Home Help - Register Log in

### Welcome to the EAR Portal

Our Electronic Annual Reporting (eAR) System is released for general use by California's public water systems. This web application serves as a method to upload documents and complete the required annual report including information necessary for legislative policy making, regulatory compliance, and sanitary inspections. Annual Report development information is available [here](#) as maintained by the Water Board's Division of Drinking Water.

[Instructions for Use](#)

If you *previously registered* at the former Electronic Annual Report web portal (<https://drinc.ca.gov/ear/home.aspx>), continue here by selecting Login and enter your User Name (email address) and password. If you do not remember your password, please select "Forgot Password" and instructions for creating a new password will be emailed to you.

For all *New Water System Staff* registering to manage a water system, please proceed using the registration button. Upon selecting "Register", any mandatory fields will be highlighted as "Required" and must be filled out with valid responses in order to proceed. The contact information entered allows the Regulating Agency to approve the user and is also used to identify the EAR Reporter in sections of the Annual Report.

For additional information related to using this platform, please visit the [User Guidance Document](#) including step by step examples for navigating once in the web portal.

Please provide all feedback, questions, or comments to [drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov). Thank you for your cooperation in using this reporting system.

Never been here before? Register

Already have an account? Log in

**System Requirements**  
This site supports following web browsers: Google Chrome, Internet Explorer (9.0 or later), and Mozilla Firefox. This website has not been tested with other browsers or mobile devices.

(A) Registering as a New User

**Register.**  
Create a new account.

Email (\*):

Password (\*):

Confirm Password (\*):

First Name (\*):

Last Name (\*):

Company (\*):

Title (\*):

Work Phone (\*):

Cell Phone:

Fax Number:

Street Address:

City:

State:

Zip Code:

Website Url:

(\*) Required Field

(B) Logging into your account

**Log in.**  
Use a local account to log in.

Email

Password

The Password field is required.

[Register as a new user](#)

[Forgot your password?](#)

(C) Resetting your password

**Forgot your password?.**  
Enter your email.

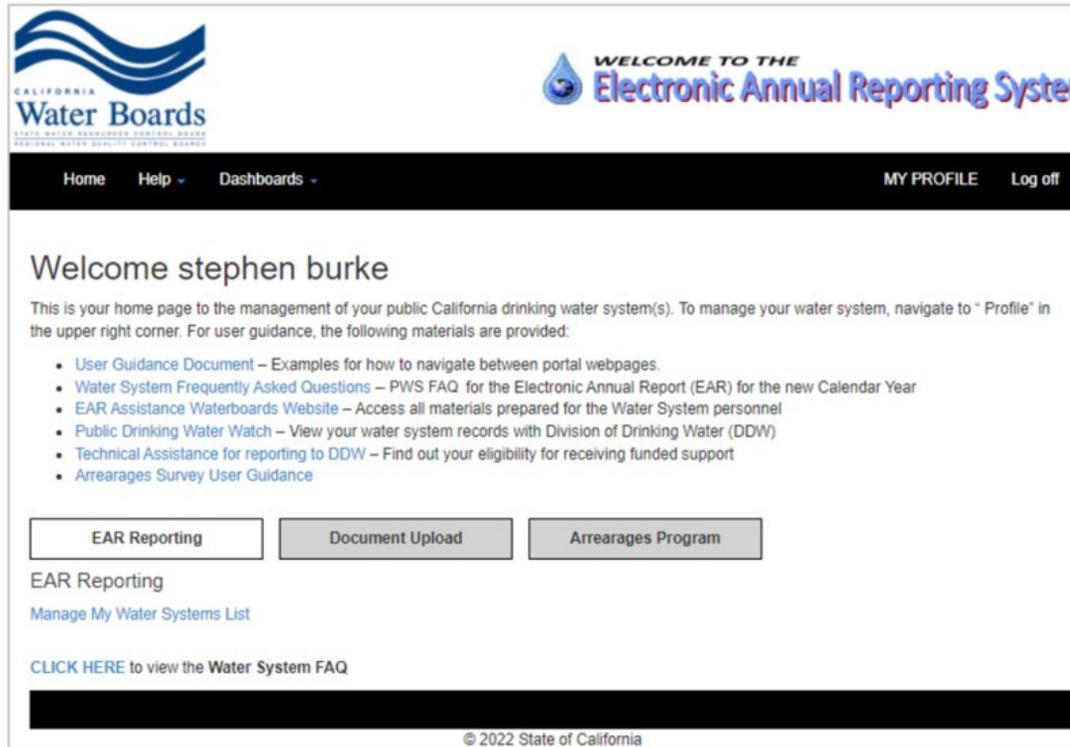
Email

C1. Once email is entered, the webpage will display Forgot Password Confirmation screen.

C2. An email will be sent you from [DRINC@Waterboards.ca.gov](mailto:DRINC@Waterboards.ca.gov) entitled User Password Reset.

### 3. [\(New\) EAR Reporter Homepage](#)

Our home page for water system EAR reporters has been completed overhauled. New items include: (A) Resources links for how to use the EAR web portal are now displayed for users; Tabs have been added including (B) EAR Reporting, (C) Document Upload, and (D) Arrearages Reporting.



- (A) Resources links outlined by the Bullets displayed
- i. User Guidance Document: Examples for how to navigate between portal webpages (This document)
  - ii. Water System Frequently Asked Questions
  - iii. EAR Assistance Water Boards webpage with details how to contact your water system’s regulating agency or access additional detail shared from DDW and the EAR stakeholders.
  - iv. Visit public Drinking Water Watch to view details on water systems from DDW’s SDWIS database.
  - v. Technical Assistance assistance instructions to apply and get in touch with a Water Boards team member
  - vi. Arrearages was introduced in the middle of 2021, and this link takes you to the Water Board’s website describing the program.
- (B) EAR Reporting
- i. New Users see “Manage my Water Systems” if no existing water system affiliations.
  - ii. Existing Users will see options to view water system statuses of EAR reports, outlined in [Step 7](#).
- (C) Document Upload
- i. All documents available for upload to the EAR Portal are managed in this tab. [Step 14](#) of this document goes into additional detail for the upload options and features.
- (D) Arrearages Reporting (Not discussed in this document)

#### 4. [Manage my Water Systems](#)

For new users, selecting “Manage My Water Systems List” within your Homepage tab EAR Reporting, you will be taken to this display to find the water system you would like to manage and submit a request to the regulating agency for review.

**Manage Water Systems**

Identify your Water Systems

Search:  [Next Match](#)

Lookup Water Systems

Sort by PwsID **DISTRICT 01 - KLAMATH** Sort by Pws Name

Your Water Systems

CA0800526 - REDWOOD PARK C.S.D.	
CA0800532 - BIG ROCK C.S.D.	
CA0800542 - CRESCENT BEACH MOTEL	
CA0800548 - KLAMATH C.S.D.	
CA0800552 - NORTHCREST TRAILER CITY	
CA0800555 - GASQUET C.S.D.	add
CA0800556 - HRC C.S.D.	remove
CA0800557 - HUNTER VALLEY CSD	
CA0800603 - BUTTE COURT MOBILE HOME PARK	
CA0800605 - WEST PARK PROPERTIES	
CA0800608 - TREES OF MYSTERY	
CA0800613 - CRIVELLI'S WATER SYSTEM	
CA0800615 - KLAMATH CAMPER CORRAL	

[Save your changes](#)

Identify your water systems using (A) the Search tool entering the 7 digits of your water system you'd like to add, or (B) list the water systems by District or County using the dropdown and sort by PWSID or PWS Name options. Using Option (A), a water system name and number will display alongside the Search Bar, and you will select “add this one” to the right at the top. Using Option (B), you will highlight the water system in table 1 once identified, and select “add” in between the two tables.

**Manage Water Systems**

Identify your Water Systems

Search:  [Next Match](#) CA3410020 CITY OF SACRAMENTO MAIN [Add This One](#)

Lookup Water Systems

Sort by PwsID **DISTRICT 09 - SACRAMENTO** Sort by Pws Name

Your Water Systems

CA0210002 - KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	
CA0210300 - CA STATE PARKS - GROVER HOT SPRINGS	
CA0910001 - EL DORADO ID - MAIN	
CA0910002 - SOUTH TAHOE PUD - MAIN	
CA0910003 - PLACERVILLE, CITY OF - MAIN	
CA0910006 - GRIZZLY FLATS COMMUNITY SERVIC	add
CA0910007 - LUKINS BROTHERS WATER COMPANY	remove
CA0910013 - GEORGETOWN DIVIDE PUD	
CA0910015 - TAHOE KEYS WATER COMPANY	
CA0910017 - EL DORADO ID - STRAWBERRY	
CA0910018 - EL DORADO ID - OUTINGDALE	
CA0910019 - LAKESIDE PARK ASSOCIATION	
CA0910300 - FOLSOM LAKE SRA - PENINSULA CAMPGROUND	

[Save your changes](#)

Once the water system is listed in the right table “Your Water Systems” select “Save your Changes” at the bottom to be returned to your My Profile view. This action triggers the notification to Reviewer (District or County) to review the request to manage the water system and determine whether or not to approve you in the EAR Portal.

## 5. My Profile – Contact Information

For users viewing My Profile after saving the changes to manage my water system, you may return to your homepage by selecting “Home” in the EAR Portal header. If you’d like to make changes at any time, you may use the “My Profile” option in the EAR Portal header to view your contact information stored. These details are used to prefill the EAR section 1 for fields “EAR Started By” and finalize section fields “EAR Submitted By” when the respective EAR Actions are taken for a water system.

The screenshot shows a web interface for managing a user profile. At the top, there is a navigation bar with 'Home' on the left and 'MY PROFILE' and 'Log off' on the right. The main heading is 'Manage.' followed by the sub-heading 'Change your account settings'. A red warning message states: 'Emails may not be changed. Please refer to User Guidance for removing your old account and creating a new one.' Below this is a form with various fields, each with a label and a value. The fields are: Email (\*), First Name (\*), Last Name (\*), Company (\*), Title (\*), Work Phone (\*), Cell Phone, Fax Number, Street Address, City, State, Zip Code, Website Url, Password, and Water Systems. A 'Save Changes' button is located at the bottom right of the form. A note at the bottom left indicates that an asterisk (\*) denotes a required field.

Home	MY PROFILE	Log off
<b>Manage.</b>		
Change your account settings		
Emails may not be changed. Please refer to User Guidance for removing your old account and creating a new one.		
Email:*	stephen.burke@waterboards.ca.gov	
First Name:*	stephen	
Last Name:*	burke	
Company:*	Contractor Name LLC	
Title:*	Tester	
Work Phone:*	916 319 8535	
Cell Phone:	916 888 8888	
Fax Number:		
Street Address:	1001 I Street	
City:	Sacramento	
State:	CA	
Zip Code:	95814	
Website Url:	https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/ear_assistance.html	
Password:	<a href="#">[ Change your password ]</a>	
Water Systems:	3 <a href="#">[ Manage My Water Systems List ]</a>	
(*) Required Field		
<input type="button" value="Save Changes"/>		

Be sure to “Save Changes” to record any updates to your contact information. Once saved, a message will display at the top saying “Your information has been changed”, and you may return to your homepage.

This screenshot shows the same 'Manage' profile page as above, but with a confirmation message. The heading 'Manage.' is followed by the message 'Your information has been changed.' in green text. Below this is the sub-heading 'Change your account settings' and the same red warning message. The form fields are partially visible, showing the 'Email:\*' field with the value 'stephen.burke@waterboards.ca.gov'.

<b>Manage.</b>		
Your information has been changed.		
Change your account settings		
Emails may not be changed. Please refer to User Guidance for removing your old account and creating a new one.		
Email:*	stephen.burke@waterboards.ca.gov	

## 6. [Water System Staff Approval Process](#)

Our Once the request to manage your water system is sent, the Reviewing regulating agency receives an email informing of the request to manage. Once the Reviewer has approved your request, an email will be sent to the user to inform you of the new access to manage the select water system.

**Request to manage RUSSIAN RIVER WINERY**

drinc@waterboards.ca.gov

To ● Singh, Harmandeep@Waterboards;  
● Kaur, Pawan@Waterboards; **+2 others**

Retention Policy WB 90-Day Outlook Entire Ma Expires 3/11/2023

↶
↷
↸
⋮

Fri 3/11

A request to manage CA4901115-RUSSIAN RIVER WINERYhas been received. Please login to approve or reject the user request.

<https://ear.waterboards.ca.gov/>

Harmandeep Singh  
 Information technology speacialist 1  
 Water Board  
 510-480-2179  
 510480-2179  
  
 1000 I street  
  
 - DDW Administrator

**Approval to manage KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT**

Dwpdist09@waterboards.ca.gov

To ● Burke, Stephen@Waterboards

Retention Policy WB 90-Day Outlook Entire Mailbox (1 year) Expires 3/15/2023

↶
↷
↸
⋮

10:14 AM

You have been approved to manage CA0210002-KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT

Please log into your user account to begin survey reporting

and / or upload documents to Division of Drinking Water.

[https://ear.waterboards.ca.gov/.](https://ear.waterboards.ca.gov/)

- DISTRICT 09 - SACRAMENTO

## 7. [EAR Reporting](#)

The default tab displayed for users is “EAR Reporting”. When the user has at least one approved water system, the display is updated to offer the following options.

EAR Reporting

Document Upload

Arrearages Program

**EAR Reporting**

Goto [My EAR Reports](#) to start a new report or to open a report that you can view or edit.

Your [Historical](#) EAR Reports

You have **1** 2021 EAR reports needing to be started

You have **0** EAR reports needing completion

You have **2** EAR reports awaiting approval

You have **0** EAR reports needing revision

## 8. [My EAR Reports](#)

The first available option “My EAR Reports” is for viewing all water system EAR Statuses for 2021RY. (A) Start an EAR, or for existing water system EARs, you may select (B) “View” an editable version of the EAR Survey for 2021RY, (C) “Summary” for a full survey display, or (D) “Details” for a new webpage, survey status change records.

### My EAR Reports

Find:

Records per page:

Survey	PwsID	PwsName	Status	Started	Last Changed	Completed	Detail
2021 EAR	CA3410020	CITY OF SACRAMENTO MAIN	Submitted	3/10/2022 1:16:57 PM	3/16/2022 11:57:41 AM	3/16/2022 11:57:41 AM	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Details</a>
2021 EAR	CA3410026	CALIFORNIA STATE FAIR	Submitted	3/9/2022 3:05:48 PM	3/15/2022 5:10:07 PM	3/15/2022 5:10:11 PM	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Details</a>

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[Start a new EAR](#)  
[Manage My Water Systems List](#)

## 9. Start and EAR, Save and Exit

To start an EAR, highlight the water system identified to report and select “Begin EAR”.

### Start a New Electronic Annual Report

Please highlight the water system you would like to start a new Annual Report, then click **Begin EAR** below. If your water system is not listed, click on **Manage My Water Systems List** below and add the water system. Please note that you will not be able to author a new report until your addition has been reviewed and approved by our District Engineer who will send you an email advising you of the acceptance.

[Manage My Water Systems List](#)

CA3410020 - CITY OF SACRAMENTO MAIN

CA3410026 - CALIFORNIA STATE FAIR

Once inside the EAR, you may use the footer buttons to navigate from section to section, or Save & Exit.

Pre-fill this section

Save and Exit

Clear and Reset this Section Only

Prev

Next

## 10. Continuing/Subsubmiting an EAR

To continue an existing EAR, you may (A) from Step 7, select the fourth option “You have ## EAR reports needing completion” (See image below) or (B) select “View” from My EAR Reports in Step 8.

### PWS In process Ear List

Find:

Records per page:

Survey	PwsID	PwsName	Status	Started	Last Changed	Completed	Detail
2021 EAR	CA0210002	KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	In process	3/16/2022 4:20:57 PM	3/16/2022 4:20:57 PM		<a href="#">View</a> <a href="#">Summary</a> <a href="#">Details</a>

Once you are ready to submit the EAR, Finalize section is prefilled with EAR Reporter information from your “My Profile” contact details. Prior to submitting any EARs for the 2021RY, make sure to update your contact information.

Please indicate the total number of hours spent to complete this report. This information will be utilized to characterize the level of effort required to complete this report

By checking this box you acknowledge that any information submitted in this report is publicly accessible and may be used by the State of California to determine compliance with applicable laws and regulations. Knowingly submitting false information in this report is a misdemeanor, and by submitting this information you certify that the contents are, to the best of your knowledge, complete and correct.

REPORT SUBMITTED BY [?](#)

Name:

Title:

Work phone:

Cell phone:

Email address:

Note: From this Finalize Section, you must select “Submit” to populate the EAR Reporter details in the blank fields.

### 11. [Revision/Completion Review Process](#)

Once submit, you may view your water system status from EAR Reporting tab, (A) select “You have ## EAR’s awaiting approval” to see the status changed to “submitted” or (B) select “My EAR Reports”.

**PWS Submitted Ear List**

Find:

Records per page:

Survey	PwsID	PwsName	Status	Started	Last Changed	Completed	Detail
2021 EAR	CA3410026	CALIFORNIA STATE FAIR	Submitted	3/9/2022 3:05:48 PM	3/15/2022 5:10:07 PM	3/15/2022 5:10:11 PM	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Details</a>
2021 EAR	CA3410020	CITY OF SACRAMENTO MAIN	Submitted	3/10/2022 1:16:57 PM	3/16/2022 11:57:41 AM	3/16/2022 11:57:41 AM	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Details</a>

When the Reviewer has completed the review, your EAR will change status to either Needs Revision or Completed. If Needs Revision, your EAR will be returned to “You have ## EARs in process” list and a notification email will be issued to all affiliated water system users. If accepted as complete, you may view the EAR in your “My EAR Reports” list and an EAR Approval notification email will be sent to all affiliated water systems users.

**My EAR Reports**

Find:

Records per page:

Survey	PwsID	PwsName	Status	Started	Last Changed	Completed	Detail
2021 EAR	CA0210002	KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	In process	3/16/2022 4:20:57 PM	3/16/2022 4:20:57 PM		<a href="#">View</a> <a href="#">Summary</a> <a href="#">Details</a>
2021 EAR	CA3410020	CITY OF SACRAMENTO MAIN	Submitted	3/10/2022 1:16:57 PM	3/16/2022 11:57:41 AM	3/16/2022 11:57:41 AM	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Details</a>
2021 EAR	CA3410026	CALIFORNIA STATE FAIR	Completed	3/9/2022 3:05:48 PM	3/16/2022 4:29:59 PM	3/15/2022 5:10:11 PM	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Details</a>

**New:** Automated Emails are sent to all affiliated water system users when EAR Status changes. Note: To view the details of the EAR Status including revision comments, please use the link “Details” as outlined in the next step.

12. [EAR Details \(Tracking Changes, Print to PDF, Clear & Reset Survey, Bulk Data\)](#)

The water system EAR “Details” link offers four options for users including (A) tracking changes to EAR status displaying revision comments, (B) print to PDF, a download option, (C) Clear and Reset an EAR Survey, and (D) Bulk Data management of four different reportable grid tables in the EAR 2021RY.

### Electronic Annual Report Detail

<b>Survey</b>	2021 EAR
<b>PwsName</b>	CA3410026 - CALIFORNIA STATE FAIR
<b>Status</b>	Completed
<b>Started</b>	3/9/2022 3:05:48 PM
<b>Last Changed</b>	3/16/2022 4:29:59 PM
<b>Completed</b>	3/15/2022 5:10:11 PM

SubmissionDate	New Status	ChangedDate	ResponseText	Initials
3/11/2022 2:13:39 PM	Need revision	3/11/2022 2:22:35 PM	Zip code is wrong, please update.	SB
3/14/2022 10:41:06 AM	Submitted			
3/15/2022 5:03:16 PM	Submitted			
3/15/2022 5:10:19 PM	Completed	3/16/2022 4:30:07 PM	Thank you.	SB

[View](#) | [Print to PDF](#) | [Clear and Reset the Entire Report](#)

### Bulk Data Survey Upload/Download

WATER QUALITY - DIRECT ADDITIVES	<a href="#">Download current data as excel file</a>	<a href="#">Upload excel file</a>	<a href="#">Clear</a>	<a href="#">Reset</a>
CERTIFICATION - State certified Distribution Operators	<a href="#">Download current data as excel file</a>	<a href="#">Upload excel file</a>	<a href="#">Clear</a>	<a href="#">Reset</a>
CERTIFICATION - State certified Water Treatment Plant Operators	<a href="#">Download current data as excel file</a>	<a href="#">Upload excel file</a>	<a href="#">Clear</a>	<a href="#">Reset</a>
DISTRIBUTION - STORAGE TANKS	<a href="#">Download current data as excel file</a>	<a href="#">Upload excel file</a>	<a href="#">Clear</a>	<a href="#">Reset</a>

- (A) Tracking the Changes for EAR status changes and the handling of the survey throughout the year has been improved. Revision comments are stored here for users to make the changes as necessary until an EAR is marked as Complete. The option to return to the editable EAR 2021RY by selecting “View” is also available.
- (B) Use the “Print to PDF” selection to generate a download of the water system EAR 2021RY. Please note: Only the sections visited in the EAR will be rendered in the PDF.  
**[ALL SECTIONS MUST BE VISITED to render a full EAR 2021RY PDF.](#)**
- (C) The option to “Clear and Reset the Entire Report” opens a new page to verify if the selection is correct. This will delete all entries replacing the survey for EAR 2021RY reset as a new blank template and latest prefill.

13. [Editing a Completed EAR](#)

You may return to a submitted or approved EAR and make changes. To save changes, you will need to resubmit the EAR through Finalize section. If already reviewed as complete, the EAR will need to be reviewed once more. Each submission date will be recorded and displayed in your Details view (Step 12). The EAR Submitted by fields are only stored the first EAR submission.

REPORT SUBMITTED BY 

Name:

Title:

Work phone:

Cell phone:

Email address:

14. [Multiple Users in the same EAR](#)

The EAR Survey supports multiple users reporting to the same water system EAR. We recommend working in different sections, and using the Save & Exit option at the bottom of each section or group of sections once complete. Keep in mind that only one user is recorded as EAR Started by and EAR Submitted by, and these fields are considered public information.

15. [Historical EAR Reports](#)

In your EAR Reporting tab, select “Your Historical EAR Reports” to see all EAR Surveys from 2020RY and prior. Only 4 years of EARs are currently stored in the new EAR Portal. Older EARs (prior to 2017RY) are available on the [old EAR Portal](#), or by emailing a request to your Reviewing regulating agency.

PWS Historical Ear List

Find:

Records per page:

Survey	PwsID	PwsName	Status	Started	Last Changed	Completed	Detail
2020 EAR	CA0210002	KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	Completed	3/18/2021 9:43:03 AM	7/7/2021 10:37:28 AM	4/29/2021 6:53:01 AM	<a href="#">Summary</a> <a href="#">Details</a>
2020 EAR	CA3410020	CITY OF SACRAMENTO MAIN	Completed	3/22/2021 12:33:39 PM	1/25/2022 1:54:14 PM	5/14/2021 10:38:19 AM	<a href="#">Summary</a> <a href="#">Details</a>
2020 EAR	CA3410026	CALIFORNIA STATE FAIR	Completed	5/3/2021 7:17:31 AM	12/10/2021 2:09:40 PM	9/9/2021 11:59:17 AM	<a href="#">Summary</a> <a href="#">Details</a>
2019 SWS EAR	CA0210002	KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	Completed	3/25/2020 11:25:25 AM	5/1/2020 3:42:15 PM	5/4/2020 12:44:50 PM	<a href="#">Summary</a> <a href="#">Details</a>
2019 SWS EAR	CA3410026	CALIFORNIA STATE FAIR	Completed	6/8/2020 9:49:23 AM	6/18/2020 12:06:02 PM	6/30/2020 12:37:30 PM	<a href="#">Summary</a> <a href="#">Details</a>
2019 LWS EAR	CA3410020	CITY OF SACRAMENTO MAIN	In Process	2/25/2020 10:15:58 AM	12/8/2021 11:31:28 AM	12/8/2021 11:31:28 AM	<a href="#">Summary</a> <a href="#">Details</a>
2018 SWS EAR	CA0210002	KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	Completed	3/27/2019 9:03:52 AM	4/18/2019 12:10:34 PM	5/3/2019 9:42:46 AM	<a href="#">Summary</a> <a href="#">Details</a>
2018 SWS EAR	CA3410026	CALIFORNIA STATE FAIR	Completed	4/9/2019 11:02:45 AM	4/30/2019 12:54:55 PM	5/3/2019 10:20:09 AM	<a href="#">Summary</a> <a href="#">Details</a>
2018 LWS EAR	CA3410020	CITY OF SACRAMENTO MAIN	Completed	2/20/2019 2:02:48 PM	12/8/2021 11:33:09 AM	7/12/2019 10:07:39 AM	<a href="#">Summary</a> <a href="#">Details</a>
2017 SWS EAR	CA0210002	KIRKWOOD MEADOWS PUBLIC UTILIT	Completed	3/27/2018 3:44:34 PM	5/16/2018 10:41:27 AM	5/21/2018 1:47:26 PM	<a href="#">Summary</a> <a href="#">Details</a>
2017 SWS EAR	CA3410026	CALIFORNIA STATE FAIR	Completed	5/16/2018 3:46:08 PM	7/27/2018 11:05:32 AM	7/27/2018 11:26:32 AM	<a href="#">Summary</a> <a href="#">Details</a>
2017 LWS EAR	CA3410020	CITY OF SACRAMENTO MAIN	Completed	4/2/2018 1:08:30 PM	12/8/2021 11:34:08 AM	7/25/2018 11:06:38 AM	<a href="#">Summary</a> <a href="#">Details</a>

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16. [Document Uploads \(CCR/Cert, WQENP, BSSP, DAC, LSLR, Residential Rates\)](#)

Navigate to the tab titled Document Upload to view all records for your affiliated water systems.

EAR Reporting	Document Upload	Arrearages Program
<p><b>Document Uploads</b></p> <p>You have <b>13</b> Consumer Confidence Report (CCR) uploads                  You have <b>0</b> of <b>0</b> Disadvantaged Community (DAC) Cert uploads                  You have <b>0</b> Lead Service Line Reports (LSLR) uploads                  You have <b>2</b> of <b>3</b> Water Quality Emergency Notification Program (WQENP) uploads                  You have <b>1</b> of <b>2</b> Bacteriological Sample Site Program (BSSP) uploads                  You have <b>3</b> Residential Rate document uploads</p>		

The available document uploads include:

(A) Consumer Confidence Report (CCR) and Certification – Displayed in Section 9 Water Quality

**PWS CCR Upload List**

The following Consumer Confidence Report (CCR) and CCR Certificates are provided by Reporting Year, Public Water System Identification Number, and the two document types with their status including an option to view.

[Upload new 2021 Consumer Confidence Report](#)

Year	Class	PwsID	CCR			CERTIFICATE	
			Started	Last Changed	Status	Last Changed	Status
2020	C	CA0210002 - KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	4/28/2021 1:26:48 PM	4/28/2021 1:27:14 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>	7/14/2021 3:07:15 PM	Waiting Upload <a href="#">View</a> <a href="#">Upload</a>
2020	C	CA3410026 - CALIFORNIA STATE FAIR	5/3/2021 10:42:49 AM	5/3/2021 10:43:22 AM	Uploaded <a href="#">View</a> <a href="#">Upload</a>		<a href="#">View</a> <a href="#">Upload</a>
2019	C	CA3410020 - CITY OF SACRAMENTO MAIN	6/30/2020 4:26:07 PM	6/30/2020 4:27:52 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>	6/30/2020 4:28:26 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>
2018	C	CA3410020 - CITY OF SACRAMENTO MAIN	7/3/2019 3:49:44 PM	7/3/2019 3:50:20 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>	7/3/2019 3:50:50 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>
2017	C	CA3410020 - CITY OF SACRAMENTO MAIN	6/27/2018 4:16:30 PM	6/27/2018 4:20:33 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>	6/27/2018 4:31:38 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>
2016	C	CA3410020 - CITY OF SACRAMENTO MAIN	6/15/2017 11:29:30 AM	6/19/2017 12:51:39 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>	6/19/2017 1:09:22 PM	Uploaded <a href="#">View</a> <a href="#">Upload</a>

(B) Disadvantaged Community (DAC) certification forms – Uploaded in Section 1 Introduction

**PWS DAC Cert Uploads List**

The following Disadvantaged Certification (DAC) uploads are provided by public water system identification number, displaying only historical records. New uploads are exclusively available in the 2020RY EAR, however the document record will not be displayed immediately. For any questions or concerns about DAC uploads for the calendar year 2020, please contact [PLU@Waterboards.ca.gov](mailto:PLU@Waterboards.ca.gov) with questions.

PwsID	StatusName	Last Changed
Take me to <a href="http://drinc.ca.gov/EAR">drinc.ca.gov/EAR</a> for additional document access options for 2019 calendar year and before.		

(C) Lead Service Line Reports (LSLR) – No longer required reporting

**Your Maps, Certified Forms, Replacement Timeline LTR and Replacement Timeline SS files**

The following Lead Service Line Replacement (LSLR) documents are provided by Public Water System Identification Number, and the four document types with their status including an option to view if a document was uploaded. Upload new LSLR documents using the link at the bottom of the page.

PwsID	PwsName	Document Type	Status	Started	Last Changed
<a href="#">Upload Maps (only .shp, .kml or .kmz, and .pdf in order of preference)</a> <a href="#">Upload Certified Form</a> <a href="#">Upload Replacement Timeline LTR</a> <a href="#">Upload Replacement Timeline SS</a>					
Take me to <a href="http://drinc.ca.gov/EAR">drinc.ca.gov/EAR</a> for additional document access options for 2019 calendar year and before.					
Note: If you have not printed the completed form, return to the Lead Service Line Inventory section of the Electronic Annual Report. Sign the completed form and then scan the certified form.					

(D) Water Quality Emergency Notification Program (WQENP) – Displayed in Section 9 Water Quality.

PWS WQENP Uploads List					
PwsID	PwsName	StatusName	Started	Last Changed	
CA3410020	CITY OF SACRAMENTO MAIN	No file uploaded			<a href="#">View</a> <a href="#">Upload</a>
CA0210002	KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	Uploaded	4/28/2021 1:17:42 PM	4/28/2021 1:18:16 PM	<a href="#">View</a>
CA3410026	CALIFORNIA STATE FAIR	Uploaded	5/3/2021 10:22:39 AM	5/3/2021 10:23:08 AM	<a href="#">View</a>

Note: If existing WQENP uploads, please work with your regulating agency to overwrite the existing file.

(E) (NEW) Bacteriological Sample Site Program (BSSP) – Displayed in Section 9 Water Quality

PWS BSSP Uploads List					
PwsID	PwsName	StatusName	Started	Last Changed	
CA3410020	CITY OF SACRAMENTO MAIN	No file uploaded			<a href="#">Upload</a>
CA0210002	KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	No file uploaded			<a href="#">Upload</a>
CA3410026	CALIFORNIA STATE FAIR	Waiting Upload	3/10/2022 3:04:20 PM	3/10/2022 3:04:20 PM	<a href="#">Upload</a>

(F) Residential Rates – Uploaded in Section 8A Customer Charges

PWS Residential Rates Uploads List				
SurveyID	PwsID	Survey	Files	
1049	CA0210002	2020 EAR	<a href="#">Kirkwood-Meadows-PUD-2020-WWW-Rate-Study-April-1-Final.pdf</a>	
1049	CA3410020	2020 EAR	<a href="#">Water-Rates Documentation.pdf</a>	
1055	CA3410020	2021 EAR	<a href="#">Survey 1 raw.xlsx</a>	

Note: SurveyID 1049 = EAR 2020, and SurveyID 1055 = EAR 2021

For all document uploads, you may use the “Upload” option to add a new document or “View” to see what records are already uploaded.

## 17. [Customer Service](#)

Our customer service team is equipped to support the EAR Web Portal where the resource materials do not address the root issue. If Water System Reporters cannot resolve the problem working with the Regulating Agency field office staff responsible for reviewing the EAR, we will work to troubleshoot issues that arise.

For feedback on the EAR Web Portal or Resources made available, please contact us at [DRINC@Waterboards.ca.gov](mailto:DRINC@Waterboards.ca.gov).