

Electronic Annual Report (eAR) User Guidance Document

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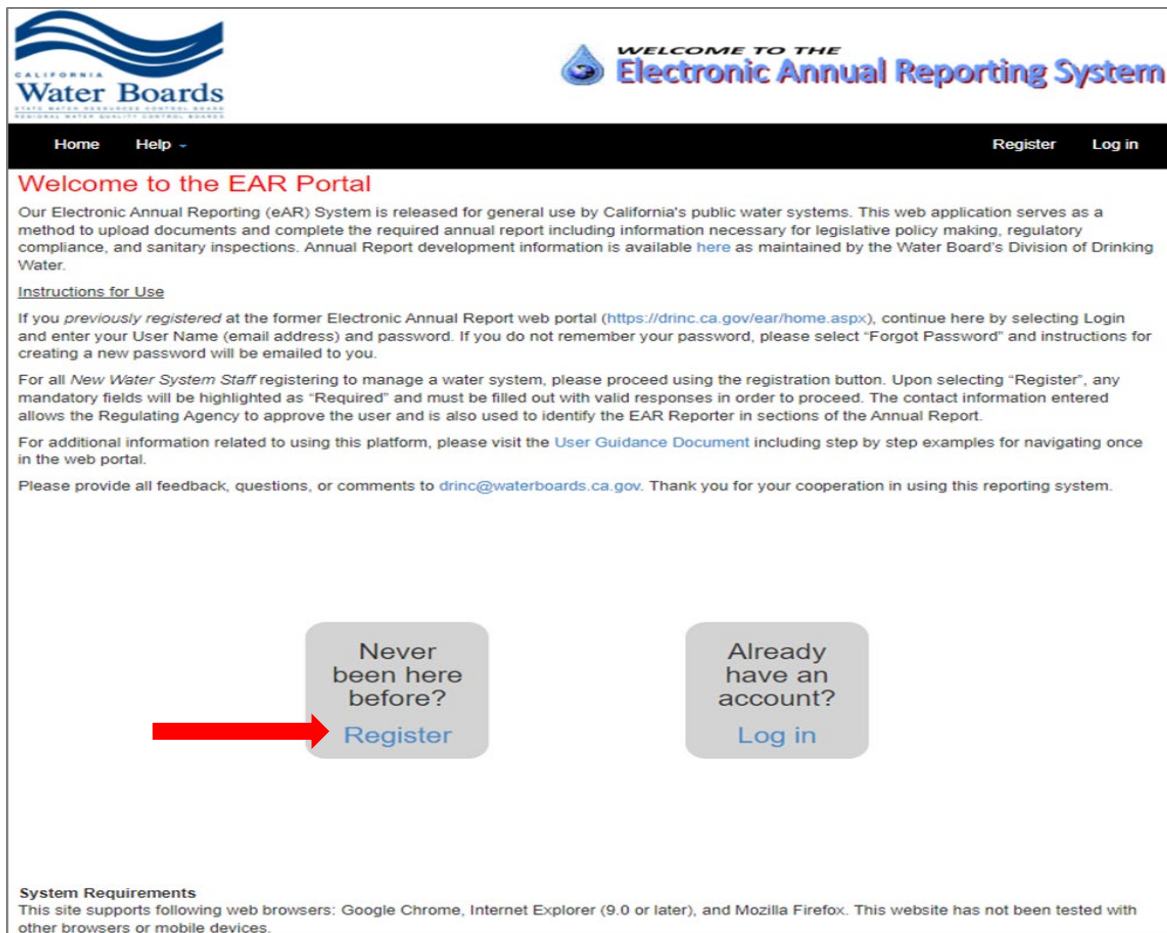
New to the eAR Portal? First Time Registration

Step 1: Go to the [Electronic Annual Report \(eAR\) web portal](#)

The Water Board's eAR web portal is where people complete their water system's Electronic Annual Report for the State of California's Division of Drinking Water. Please visit our [eAR Website](#) for additional information.

Step 2: First Time Registration and Login

Click "Register" in the "Never been here before?" box



The screenshot shows the homepage of the California Water Boards' Electronic Annual Reporting System. At the top left is the California Water Boards logo. At the top right is the text "WELCOME TO THE Electronic Annual Reporting System". Below the logo is a navigation bar with "Home" and "Help" on the left, and "Register" and "Log in" on the right. The main heading is "Welcome to the EAR Portal". Below this is a paragraph of introductory text, followed by a link for "Instructions for Use". There are three paragraphs of instructions: one for previously registered users, one for new water system staff, and one for additional information. At the bottom of the main content area, there are two buttons: "Never been here before? Register" and "Already have an account? Log in". A red arrow points to the "Register" button. At the very bottom, there is a "System Requirements" section.

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.

NOTE: You only need to complete this information once. Asterisks (*) denote required fields. Please make note of your email address and password for future reference.

Register.

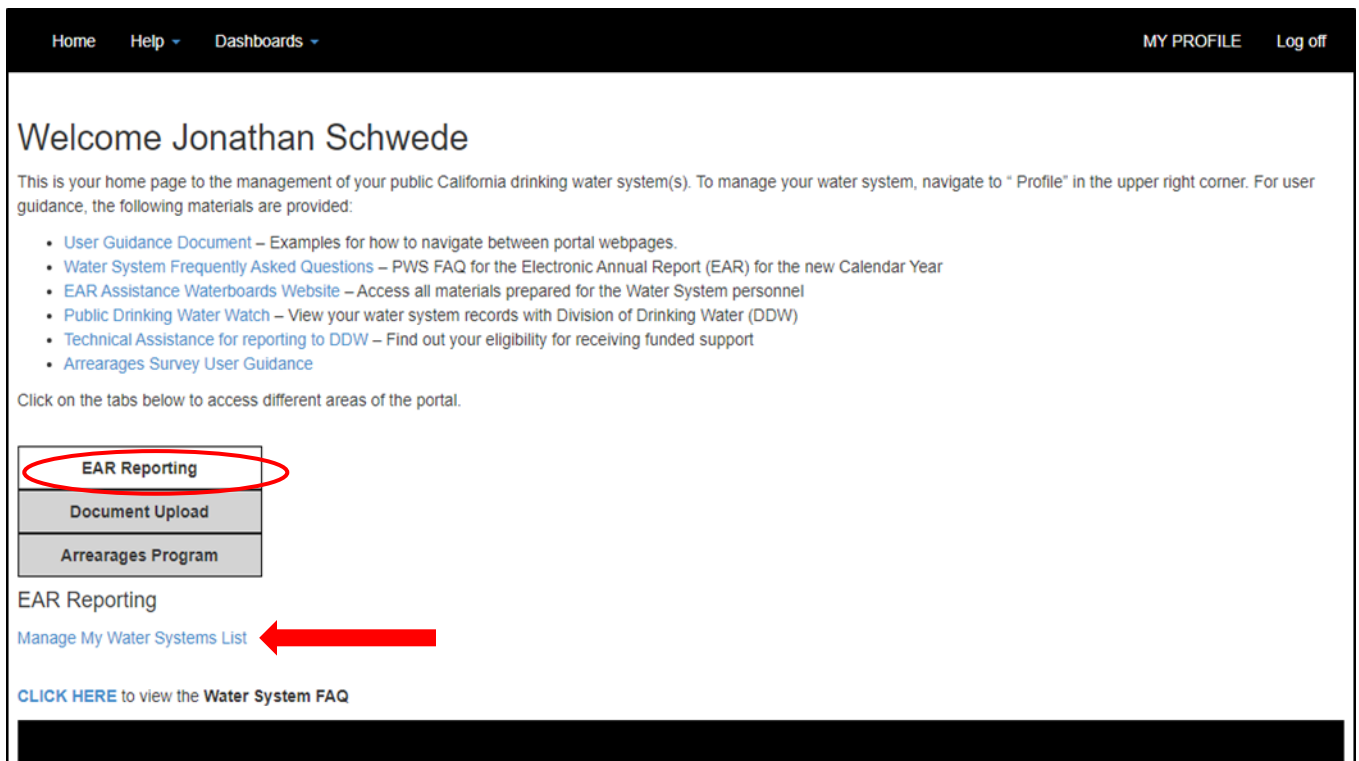
Create a new account.

Email (*):	<input type="text"/>
Password (*):	<input type="password"/>
Confirm Password (*):	<input type="password"/>
First Name (*):	<input type="text"/>
Last Name (*):	<input type="text"/>
Company (*):	<input type="text"/>
Title (*):	<input type="text"/>
Work Phone (*):	<input type="text"/>
Cell Phone:	<input type="text"/>
Fax Number:	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Website Url:	<input type="text"/>

(*): Required Field

How to choose which water systems you are associated with and which water systems you are able to report on

Step 1: On your Home page, click Manage My Water Systems List



Step 2: Manage My Water Systems List

Here is where you will pick the water systems that you would like to be associated with and have access to.

Manage Water Systems

Identify your Water Search: Next Match

Systems

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.
- CA0800556 - HRC C.S.D.
- 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

add
remove

Save your changes

Step 3: Adding and Removing your water systems:

Option 1 Add: Enter the 7-digit public water system number in the Search and click Next Match. Your water system name and number will display alongside the Search Bar, then click Add This One or add.

Option 2 Add: List the water systems by District/County using the dropdown list and click Sort by PwsID or Sort by PWS Name options. Then locate the water system you are looking for. Highlight the water system, then click add.

Option 3 Remove: Highlight your water system in the Your Water Systems box. Click Remove to remove your associated water system.

Manage Water Systems

Identify search: Next Match CA3410020 CITY OF SACRAMENTO MAIN Add This One

Systems

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
- CA0910007 - LUKINS BROTHERS WATER COMPANY
- 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

add
remove

Save your changes

Once you have your water system(s) listed in the “Your Water Systems” table, click “Save your changes” to save your selection(s) and to be returned to your “My Profile” page. A notification is then sent to a “Reviewer” (DDW District Office or LPA) who will approve or deny your request.

Step 4: My Profile – Contact Information

If you do not want to make any changes in this screen, click **Home**.

Home MY PROFILE Log off

Manage.

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: [Change your password]
Water Systems: 3 [Manage My Water Systems List]

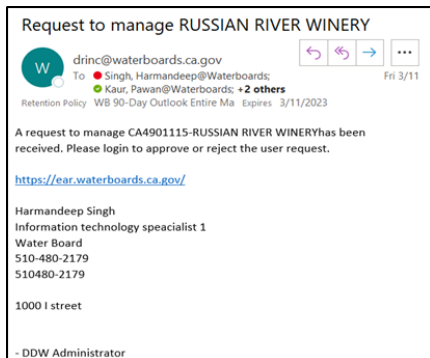
(*) Required Field

Save Changes

Step 5: Water System Staff Approval Process

Once the request to manage your water system(s) is sent, expect the following:

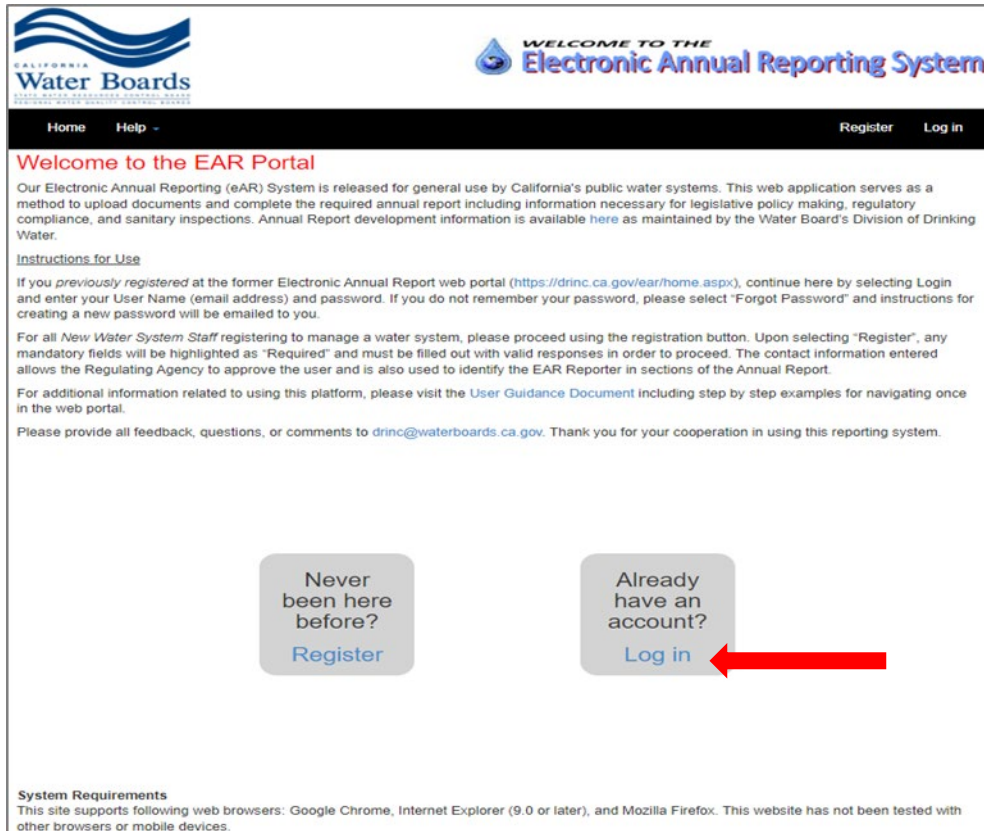
- The reviewing agency receives an email informing them of your request to manage.
- Once the reviewer has approved or denied your request, you'll be notified via email.



Returning Users to the eAR Portal

Step 1: Logging into your existing account

Click Log in in the Already have an account? Box



The screenshot shows the homepage of the California Water Boards' Electronic Annual Reporting System. At the top left is the California Water Boards logo. At the top right is the text "WELCOME TO THE Electronic Annual Reporting System". Below the logo is a navigation bar with "Home", "Help", "Register", and "Log in". The main content area is titled "Welcome to the EAR Portal" and contains several paragraphs of text. At the bottom of the main content area, there are two buttons: "Never been here before? Register" and "Already have an account? Log in". A red arrow points to the "Log in" button. At the bottom of the page, there is a "System Requirements" section.

California Water Boards
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. 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.

Step 2: Log in to your account



The screenshot shows the login page of the eAR Portal. It has a heading "Log in." and a sub-heading "Use a local account to log in." Below this are two input fields: "Email" and "Password". The "Password" field has a red error message below it: "The Password field is required." At the bottom of the form is a "Log in" button. A red arrow points to the "Log in" button. Below the button are two links: "Register as a new user" and "Forgot your password?"

Log in.

Use a local account to log in.

Email

Password

The Password field is required.

Log in

[Register as a new user](#)

[Forgot your password?](#)

Starting and Submitting a new eAR

Step 1: Click My eAR Reports

Home Help Dashboards MY PROFILE Log off

Welcome Jonathan Schwede

This is your home page to the management of your public California drinking water system(s). To manage your water system, navigate to "Profile" in the upper right corner. For user guidance, the following materials are provided:

- User Guidance Document – Examples for how to navigate between portal webpages.
- Water System Frequently Asked Questions – PWS FAQ for the Electronic Annual Report (EAR) for the new Calendar Year
- EAR Assistance Waterboards Website – Access all materials prepared for the Water System personnel
- Public Drinking Water Watch – View your water system records with Division of Drinking Water (DDW)
- Technical Assistance for reporting to DDW – Find out your eligibility for receiving funded support
- Arrearages Survey User Guidance

Click on the tabs below to access different areas of the portal.

EAR Reporting

Document Upload

Arrearages Program

EAR Reporting

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

Your Historical EAR Reports

- You have 0 2022 EAR reports needing to be started
- You have 6 EAR reports needing completion
- You have 0 EAR reports awaiting approval
- You have 0 EAR reports needing revision

[CLICK HERE](#) to view the Water System FAQ

Step 2: Click Start a new eAR in My eAR Reports

My EAR Reports

Find: Search

Records per page: 20 Submit

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	View Summary Details
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	View Summary Details

Page 1 of 1

1

[Start a new EAR](#)

[Manage My Water Systems List](#)


Step 3: Highlight your water system and click 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


[Begin EAR](#) 

Step 4: Submitting your eAR

Once you have completed all sections of the eAR, this is the last page you will see. Make sure your information is correct and click Submit.

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:



Adding to or editing your unfinished eAR

Step 1: On your Home page click My eAR Reports

Home Help Dashboards MY PROFILE Log off

Welcome Jonathan Schwede

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- Technical Assistance for reporting to DDW – Find out your eligibility for receiving funded support
- Arrearages Survey User Guidance

Click on the tabs below to access different areas of the portal.

EAR Reporting
Document Upload
Arrearages Program

EAR Reporting

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

Your Historical EAR Reports

You have 0 2022 EAR reports needing to be started
You have 6 EAR reports needing completion
You have 0 EAR reports awaiting approval
You have 0 EAR reports needing revision

[CLICK HERE](#) to view the [Water System FAQ](#)

Step 2: In My eAR reports, click View to edit your existing eAR reports

My eAR Reports

Find: Search

Records per page: 20 Submit

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		View Summary Details
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	View Summary Details
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	View Summary Details

After Submitting Your eAR and what to do if changes need to be made

You will receive an email that notifies you that your eAR has been approved or that you need to make changes. No further action is necessary if your eAR has been approved. If changes need to be made, follow the instructions below.

Step 1: You can check the status of your submitted report(s)

Click you have # eAR's awaiting approval or My eAR Reports to view status

The screenshot shows a user dashboard for Jonathan Schwede. At the top, there are navigation links for Home, Help, and Dashboards, along with MY PROFILE and Log off. The main content area includes a welcome message and a list of resources: User Guidance Document, Water System Frequently Asked Questions, EAR Assistance Waterboards Website, Public Drinking Water Watch, Technical Assistance for reporting to DDW, and Arrearages Survey User Guidance. Below this is a section for EAR Reporting, Document Upload, and Arrearages Program. The EAR Reporting section contains a red arrow pointing to 'My EAR Reports to' and another red arrow pointing to '6 EAR reports needing completion'. At the bottom, there is a link to view the Water System FAQ.

When review of your eAR is completed by the regulating agency

Your eAR status will change to either: Needs revision or Accepted as complete

Step 2: If your eAR has been accepted as complete

You can view your accepted eAR in your My eAR Reports list

Home Help Dashboards MY PROFILE Log off

Welcome Jonathan Schwede

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- Technical Assistance for reporting to DDW – Find out your eligibility for receiving funded support
- Arrearages Survey User Guidance

Click on the tabs below to access different areas of the portal.

EAR Reporting
Document Upload
Arrearages Program

EAR Reporting

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

Your Historical EAR Reports

- You have 0 2022 EAR reports needing to be started
- You have 6 EAR reports needing completion
- You have 0 EAR reports awaiting approval
- You have 0 EAR reports needing revision

[CLICK HERE](#) to view the [Water System FAQ](#)

Step 3: If your eAR has been rejected and needs revision

Your eAR will be returned to You have # eAR reports needing revision. Click the # in You have # eAR reports needing revision

Home Help Dashboards MY PROFILE Log off

Welcome Jonathan Schwede

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- Water System Frequently Asked Questions – PWS FAQ for the Electronic Annual Report (EAR) for the new Calendar Year
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- Public Drinking Water Watch – View your water system records with Division of Drinking Water (DDW)
- Technical Assistance for reporting to DDW – Find out your eligibility for receiving funded support
- Arrearages Survey User Guidance

Click on the tabs below to access different areas of the portal.

EAR Reporting
Document Upload
Arrearages Program

EAR Reporting

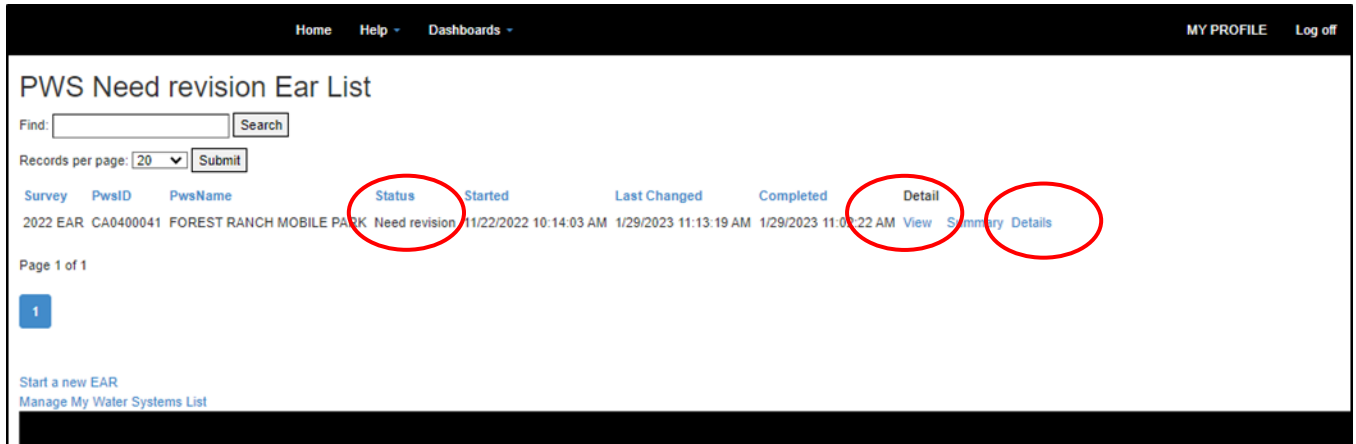
Goto [My EAR Reports](#) to start a new report or to open a report that you can view or edit.

Your Historical EAR Reports

- You have 0 2022 EAR reports needing to be started
- You have 6 EAR reports needing completion
- You have 0 EAR reports awaiting approval
- You have 0 EAR reports needing revision

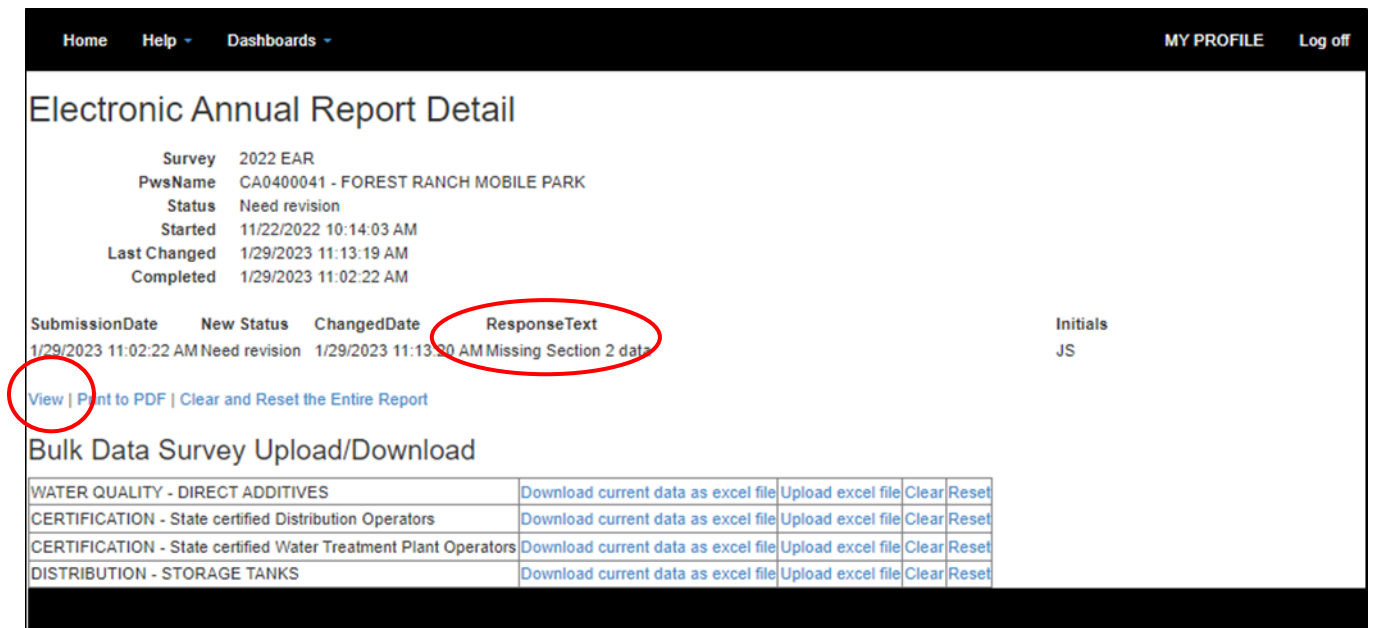
[CLICK HERE](#) to view the [Water System FAQ](#)

Step 4: The status will show Needs Revision. Click View to edit your eAR. Click Details to see reviewer's response.



Electronic Annual Report Detail

Here you will find the reviewers Response Text. You can view the Response Text to see where corrections are needed. Click on View to make the changes and resubmit your eAR.



Step 5: Editing a Completed or Approved eAR

You can edit your completed or approved eAR

To save changes, you must *resubmit* your eAR through the Finalize section of the eAR

- 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
- The eAR REPORT SUBMITTED BY fields are only stored during the first eAR submission

REPORT SUBMITTED BY [?](#)

Name:

Title:

Work phone:

Cell phone:

Email address:

eAR Details: View, Print to PDF, Clear and Reset the Entire Report, and Bulk Data Survey Upload/Download

Step 1: Click Details in My eAR Reports

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		View Summary Details
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	View Summary Details
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	View Summary Details

Step 2: Click appropriate links

Home Help Dashboards MY PROFILE Log off

Electronic Annual Report Detail

Survey 2022 EAR
 PwsName CA0400041 - FOREST RANCH MOBILE PARK
 Status Need revision
 Started 11/22/2022 10:14:03 AM
 Last Changed 1/29/2023 11:13:19 AM
 Completed 1/29/2023 11:02:22 AM

SubmissionDate	New Status	ChangedDate	ResponseText	Initials
1/29/2023 11:02:22 AM	Need revision	1/29/2023 11:13:20 AM	Missing Section 2 data	JS

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

Bulk Data Survey Upload/Download

WATER QUALITY - DIRECT ADDITIVES	Download current data as excel file	Upload excel file	Clear	Reset
CERTIFICATION - State certified Distribution Operators	Download current data as excel file	Upload excel file	Clear	Reset
CERTIFICATION - State certified Water Treatment Plant Operators	Download current data as excel file	Upload excel file	Clear	Reset
DISTRIBUTION - STORAGE TANKS	Download current data as excel file	Upload excel file	Clear	Reset

- View – Clicking View will return you to your eAR where you can make changes.
- Print to PDF – Generates a download of the water system’s eAR. Only the sections visited in the eAR will be shown in the PDF. All sections must be visited to show a full eAR PDF.
- Clear and Reset the Entire Report - This will delete all prior entries and will reset as a new blank document, except for items that are prefilled.
- Upload/Download – this is where you can download forms to be used to upload bulk data.

Uploading Documents

Document Upload

Click on Document Upload. This shows you a list of what documents can be uploaded. Click on the one you are interested in.

Click on the tabs below to access different areas of the portal.

EAR Reporting
Document Upload
Arrearages Program

Document Uploads

You have **140** Consumer Confidence Report (CCR) uploads
 You have **5** of **9** Disadvantaged Community (DAC) Cert uploads
 You have **0** Lead Service Line Reports (LSLR) uploads
 You have **12** of **25** Water Quality Emergency Notification Program (WQENP) uploads
 You have **19** Residential Rate document uploads

The available document uploads include the following:

Consumer Confidence Report (CCR) and Certification – Uploaded in Section 9 of eAR


You can upload your CCR/CCR certification multiple ways. See instructions below:

Uploading your CCR/CCR Certification through portal home page

Step 1: Click “Upload a new XXXX Consumer Confidence report” or click “Upload” under CCR or Certificate

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 View Upload	7/14/2021 3:07:15 PM	Waiting Upload	View Upload
2020	C	CA3410026 - CALIFORNIA STATE FAIR	5/3/2021 10:42:49 AM	5/3/2021 10:43:22 AM	Uploaded View Upload			View Upload
2019	C	CA3410020 - CITY OF SACRAMENTO MAIN	6/30/2020 4:26:07 PM	6/30/2020 4:27:52 PM	Uploaded View Upload	6/30/2020 4:28:26 PM	Uploaded	View Upload
2018	C	CA3410020 - CITY OF SACRAMENTO MAIN	7/3/2019 3:49:44 PM	7/3/2019 3:50:20 PM	Uploaded View Upload	7/3/2019 3:50:50 PM	Uploaded	View Upload
2017	C	CA3410020 - CITY OF SACRAMENTO MAIN	6/27/2018 4:16:30 PM	6/27/2018 4:20:33 PM	Uploaded View Upload	6/27/2018 4:31:38 PM	Uploaded	View Upload
2016	C	CA3410020 - CITY OF SACRAMENTO MAIN	6/15/2017 11:29:30 AM	6/19/2017 12:51:39 PM	Uploaded View Upload	6/19/2017 1:09:22 PM	Uploaded	View Upload

Step 2: If you select “Upload a new XXXX Consumer Confidence report”, you’ll have to select your water system, then click “Upload CCR for the selected Water System”

New 2023 Consumer Confidence Report Upload

Please highlight the water system for which you wish to upload a new 2023 Consumer Confidence Report file then click on **Upload CCR...** below. If your water system is not listed, return to **My Profile** and add the water system. Please note that you will not be able to upload a new file until your addition has been reviewed and approved by our District Engineer who will send you an email advising you of the acceptance.

CA1210013 - HUMBOLDT BAY MWD
 CA4710009 - WEED, CITY OF
 CA1100445 - ORLAND MOBILE H.P.
 CA0400120 - BIDWELL PARK GOLF COURSE
 CA0409197 - SIERRA NEVADA BREWING CO.

[Upload CCR for the selected Water system](#)

Step 3: Click “Choose File” and then “Upload” when you are finished

Upload 2023 Consumer Confidence Report for CA0410002

Choose a file on your computer by clicking the browse button. Then upload by clicking the Upload button. Maximum file size is 100 megabytes. If your file is larger than that, please rescan it at a lower resolution or [Contact Us](#).

Consumer Confidence Report : No file chosen

Uploading your CCR/CCR Certification through Section 09 of eAR

Step 1: Click “here” in “Select here to upload a new water system CCR or Certification form”

E. CONSUMER CONFIDENCE REPORT [?](#)

E.1. Upload Date of Consumer Confidence Report (CCR): 06/30/2020

E.2. Upload Date of CCR Certification: 06/30/2020

Select [here](#) to upload a new water system CCR or Certification Form.

COMMENTS (Note: Comments will be made publicly available): [?](#)

Step 2: Click “Upload a new 2023 Consumer Confidence report” or “Upload”

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 2023 Consumer Confidence Report](#)


Year	Class	PwsID	CCR			CERTIFICATE	
			Started	Last Changed	Status	Last Changed	Status
2019	C	CA0410002 - CAL-WATER SERVICE CO.-CHICO	6/30/2020 10:44:29 AM	6/30/2020 10:44:38 AM	Uploaded View Upload	6/30/2020 11:10:36 AM	Uploaded View Upload
2018	C	CA0410002 - CAL-WATER SERVICE CO.-CHICO	7/18/2019 10:58:11 AM	7/18/2019 10:58:54 AM	Uploaded View Upload	8/1/2019 9:05:44 AM	Uploaded View Upload

Step 3: Click “Choose File” and then “Upload” when you are finished

Upload 2023 Consumer Confidence Report for CA0410002

Choose a file on your computer by clicking the browse button. Then upload by clicking the Upload button.
Maximum file size is 100 megabytes. If your file is larger than that, please rescan it at a lower resolution or [Contact Us](#).

Consumer Confidence Report :



Upload Status Key

Uploaded – CCR or CCR Cert has been successfully uploaded

Waiting Upload – CCR or CCR Cert document failed upload or was deleted by Admin

Blank/Null – CCR or CCR Cert has not been uploaded

Disadvantaged Community (DAC) Certification forms – Uploaded in Section 1 of Ear (Introduction)

Uploads are only available through section 01

PWS DAC Cert Uploads List

The following Disadvantaged Community (DAC) certification uploads are displayed below for the water systems you are approved to manage. New uploads are exclusively available in Section 1 of the 2022RY eAR for those water systems that meet the criteria. An uploaded document does not indicate your water system as approved DAC. For any questions or concerns about DAC uploads for the calendar year 2022, please contact DDW-EAR@Waterboards.ca.gov with questions

PwsID	StatusName	Last Changed
-------	------------	--------------

Uploading your DAC through section 01 of eAR

Step 1: Download and fill out your DAC Certification Form by clicking DAC Certification Form link

B. CERTIFICATION FOR REDUCTION OF ANNUAL FEES ⓘ

To continue receiving a reduced annual fee you must read and check the box below:

By checking this box, you are a community water system who is serving a disadvantaged community (DAC) as defined in Title 22, Division 4, Chapter 14.5, section 64300 of the California Code of Regulations and have submitted documentation to the State Water Resource Control Board certifying that you are serving a DAC.

You are required to complete a DAC Certification Form and upload the form below. Once you have completed the form found in the above link, save it to your desktop, and use the upload feature below beginning with “Choose Files.”

If you have questions about completing DAC Certification Form or about the DAC fee reduction, please contact our Customer Support team at DDW-EAR@waterboards.ca.gov.

Step 2: After downloading and filling out your DAC Certification Form, click “Choose Files” and then click “upload” when you are finished


B. CERTIFICATION FOR REDUCTION OF ANNUAL FEES [?](#)

To continue receiving a reduced annual fee you must read and check the box below:

By checking this box, you are a community water system who is serving a disadvantaged community (DAC) as defined in Title 22, Division 4, Chapter 14.5, section 64300 of the California Code of Regulations and have submitted documentation to the State Water Resource Control Board certifying that you are serving a DAC.

You are required to complete a [DAC Certification Form](#) and upload the form below. Once you have completed the form found in the above link, save it to your desktop, and use the upload feature below beginning with “Choose Files.”

No file chosen



If you have questions about completing DAC Certification Form or about the DAC fee reduction, please contact our Customer Support team at DDW-EAR@waterboards.ca.gov.

Uploading Files (Sections 11, 14, 15)

Note: Upload files BEFORE filling out rest of section

Step 1: Click “*Click here”

[Click here](#) to download, update, and/or upload an Excel spreadsheet of your water system's certified water treatment operators.

Treatment Operator Name (First name Last name)	Grade of Treatment Operator (1, 2, 3, 4, or 5)	Chief, Shift or Neither ¹ (C, S or X)	Treatment Operator Number (3, 4 or 5 digits)	Treatment Certification Expiration Date (MM/DD/YYYY)
Nothing Reported				

¹Use "C" for Chief Operator and "S" for Shift Operator. If neither, put an "X". Do not leave blank.


Step 2: Click “Download Current Data”

Treatment Shift Operator List

Bulk Data Instructions:

- (1) Download the Current Data Excel File to view last reported values to EAR.
- (2) Edit the rows as necessary, and maintain valid values permitted for each column.
- (3) Excel column names for Treatment Shift Operators
 - A. Operator Name (First name Last name) -> variable characters
 - B. Grade of Operator (1, 2, 3, 4, or 5) -> Integer (single digit)
 - C. Chief, Shift or Neither (C, S or X) -> single character
 - D. Operator Number (3, 4 or 5 digits) -> Integer (3-5 digits)
 - E. Operator Certification Expiration Date (MM/DD/YYYY) -> Date

No file chosen



Step 3: Add your data to the downloaded excel file and save to your desktop

	A	B	C	D	E
1	Operator Name (First name Last name)	Grade of Operator (1, 2, 3, 4, or 5)	Chief, Shift or Neither (C, S or X)	Operator Number (3, 4 or 5 digits)	Operator Certification Expiration Date (MM/DD/YYYY)
2					


Step 4: Click “Choose File” to upload your excel file. Click “upload” when finished

Treatment Shift Operator List

Bulk Data Instructions:

- Download the Current Data Excel File to view last reported values to EAR.
- Edit the rows as necessary, and maintain valid values permitted for each column.
- Excel column names for Treatment Shift Operators

- A. Operator Name (First name Last name) -> variable characters
- B. Grade of Operator (1, 2, 3, 4, or 5) -> Integer (single digit)
- C. Chief, Shift or Neither (C, S or X) -> single character
- D. Operator Number (3, 4 or 5 digits) -> Integer (3-5 digits)
- E. Operator Certification Expiration Date (MM/DD/YYYY) -> Date



Choose File No file chosen

Upload

Download Current Data

Step 5: Click “Upload excel file” in appropriate row

Electronic Annual Report Detail

Survey 2023 EAR
PwsName CA3410001 - SACRAMENTO SUBURBAN WATER DISTRICT
Status In process
Started 1/3/2024 2:55:55 PM
Last Changed 1/3/2024 2:56:08 PM
Completed

SubmissionDate	New Status	ChangedDate	ResponseText	Initials
not yet submitted				

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

Bulk Data Survey Upload/Download

WATER QUALITY - DIRECT ADDITIVES	Download current data as excel file	Upload excel file	Clear	Reset
CERTIFICATION - State certified Distribution Operators	Download current data as excel file	Upload excel file	Clear	Reset
CERTIFICATION - State certified Water Treatment Plant Operators	Download current data as excel file	Upload excel file	Clear	Reset
DISTRIBUTION - STORAGE TANKS	Download current data as excel file	Upload excel file	Clear	Reset


Step 6: Click “Choose File” to upload your excel file. Click “upload” when finished

Treatment Shift Operator List

Bulk Data Instructions:

- (1) Download the Current Data Excel File to view last reported values to EAR.
- (2) Edit the rows as necessary, and maintain valid values permitted for each column.
- (3) Excel column names for Treatment Shift Operators

- A. Operator Name (First name Last name) -> variable characters
- B. Grade of Operator (1, 2, 3, 4, or 5) -> Integer (single digit)
- C. Chief, Shift or Neither (C, S or X) -> single character
- D. Operator Number (3, 4 or 5 digits) -> Integer (3-5 digits)
- E. Operator Certification Expiration Date (MM/DD/YYYY)-> Date


 No file chosen

Step 7: Click “View”

Electronic Annual Report Detail

Survey 2023 EAR
PwsName CA3410001 - SACRAMENTO SUBURBAN WATER DISTRICT
Status In process
Started 1/3/2024 2:55:55 PM
Last Changed 1/3/2024 2:56:08 PM
Completed

SubmissionDate	New Status	ChangedDate	ResponseText	Initials
not yet submitted				

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

Bulk Data Survey Upload/Download

WATER QUALITY - DIRECT ADDITIVES	Download current data as excel file	Upload excel file	Clear	Reset
CERTIFICATION - State certified Distribution Operators	Download current data as excel file	Upload excel file	Clear	Reset
CERTIFICATION - State certified Water Treatment Plant Operators	Download current data as excel file	Upload excel file	Clear	Reset
DISTRIBUTION - STORAGE TANKS	Download current data as excel file	Upload excel file	Clear	Reset

Step 8: Click appropriate tab to return to your section



CA3410001 SACRAMENTO SUBURBAN WATER DISTRICT

To view last year's report, click [here](#).

1 Intro	2 Contacts	3 Population	4 Connections	5 Sources	6 Supply-Delivery	7 Recycled	8a Customer Charges	8b Income	8c Affordability	9 Rpts./Plans
10 Backflow	11 Certification	12 Improvements	13 Complaints	14 Treatment	15 Distribution & Storage	16 Emergency	17 Conservation	18 Climate Change	Finalize	

Step 9: Scroll down to reportable grid to make sure your data is correctly uploaded

Click [here](#) to download, update, and/or upload an Excel spreadsheet of your water system's certified water treatment operators.

Treatment Operator Name (First name Last name)	Grade of Treatment Operator (1, 2, 3, 4, or 5)	Chief, Shift or Neither ¹ (C, S or X)	Treatment Operator Number (3, 4 or 5 digits)	Treatment Certification Expiration Date (MM/DD/YYYY)	+
Sally Ride	1	S	12345	01/01/2024	 

Lead Service Line Inventory (LSLI) Reporting— This feature is no longer accessible. If there is a change in your existing LSLI, contact your local regulating agency. Go to website located [here](#) for more information.

PWS Lead Service Line (LSL) Documents

The Lead Service Line Replacement (LSLR) documents below have been uploaded by water systems you are approved to manage. These documents are Read-only. For questions or concerns about the documents available, please contact your local drinking water field office.

PwsID PwsName Document Type Status Started Last Changed

How and when can I update my water system's lead service line inventory?

The Lead and Copper Rule Revisions (LCRR) require that each community and non-transient non-community water system complete a service line inventory of every service connection by October 16, 2024. The inventory must include the material of the entire service line from the water main to the building inlet. If your service line ownership is shared, the inventory must include both the system-owned and customer-owned service line material. Please use the DDW provided LCRR inventory template and instructions to update your inventory. An alternative inventory format is allowed for the update, but it must include all required information. The inventory template, instructions, and Frequently Asked Questions are available on DDW's Lead and Copper Rule webpage:
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/leadandcopperrule.html

Water Quality Emergency Notification Plan (WQENP) – This feature is no longer accessible. Submit new WQENPs to your regulating agency.

Uploading your ENP through portal home page

Step 1: Click “Upload” to upload an ENP if you don’t have one on file

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

Uploading your ENP through section 09 of eAR

Step 1: Click “here” to upload a new water system ENP or view existing

B. EMERGENCY NOTIFICATION PLAN (ENP) ⓘ

B.1. Date of Current Emergency Notification Plan on File:

Select [here](#) to upload a new water system ENP or view existing. To upload a revised WQENP, please email your District or County representative with attachment for review and overwrite. ⓘ

Step 2: Click “Upload”


PwsID	PwsName	StatusName	Started	Last Changed	
CA4700559	BUTTEVILLE UNION SCHOOL	No file uploaded			View Upload

Step 3: Click “Choose File” and then “Upload” when you are finished

Upload WQENP file for CA4700559

Choose a file on your computer by clicking the browse button. Then upload by clicking the Upload button.
Maximum file size is 20 megabytes. If your file is larger than that, please rescan it at a lower resolution or [Contact Us](#).

WQENP:



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

PWS Residential Rates Uploads List

SurveyID	PwsID	Survey	Files
1049	CA0210002	2020 EAR	Kirkwood-Meadows-PUD-2020-WWW-Rate-Study-April-1-Final.pdf
1049	CA3410020	2020 EAR	Water-Rates Documentation.pdf
1055	CA3410020	2021 EAR	Survey 1 raw.xlsx

Forgot your Password

Step 1: Click Log In in the Already have an account? box

California Water Boards
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. 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.

Step 2: Click Forgot your password?

Log in.
Use a local account to log in.

Email

Password
The Password field is required.

[Register as a new user](#)
[Forgot your password?](#) ←

Step 3: Enter your email and click Email Link

Forgot your password?.

Enter your email.

Email

←

- An email will be sent to you from DDW-EAR@Waterboards.ca.gov entitled User Password Reset
- Click the link in the email and follow the instructions to reset your password

eAR Reporter Homepage Information

Home Help Dashboards MY PROFILE Log off

Welcome Jonathan Schwede

This is your home page to the management of your public California drinking water system(s). To manage your water system, navigate to "Profile" in the upper right corner. For user guidance, the following materials are provided:

- User Guidance Document – Examples for how to navigate between portal webpages.
- Water System Frequently Asked Questions – PWS FAQ for the Electronic Annual Report (EAR) for the new Calendar Year
- eAR Assistance Waterboards Website – Access all materials prepared for the Water System personnel
- Public Drinking Water Watch – View your water system records with Division of Drinking Water (DDW)
- Technical Assistance for reporting to DDW – Find out your eligibility for receiving funded support
- Arrearages Survey User Guidance

Click on the tabs below to access different areas of the portal.

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 0 2022 EAR reports needing to be started
- You have 6 EAR reports needing completion
- You have 0 EAR reports awaiting approval
- You have 0 EAR reports needing revision

[CLICK HERE](#) to view the [Water System FAQ](#)

Home Page Link Descriptions

- User Guidance Document - Provides information on how to navigate and understand options associated with completion of your eAR. It is the document you are currently looking at.
- Water System Frequently Asked Questions - Answers specific questions about completion of specific sections of the eAR
- eAR Water Boards Website - Access to all training and reference materials to help in completion of an eAR
- Public Drinking Water Watch - View your water system records with Division of Drinking Water (DDW)
- Technical Assistance for reporting to DDW - Link to application for technical assistance for completion of an eAR
- Arrearages Survey User Guidance – Link to Water and Wastewater Arrearage program website

eAR Reporting

- New Users - see Manage my Water Systems if no existing water system affiliations
- Existing Users - see viewing water system eAR report statuses

Document Upload

- All documents available for upload to the EAR Portal are managed in this tab

Arrearages Program

- If your Water System participated in the Drinking Water Arrearages Program, this link will take you to your Arrearage reporting surveys

Updating Your Contact Information

Step 1: On your Home page, click My Profile

Home Help - Dashboards - MY PROFILE Log off

Welcome Jonathan Schwede

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- [Water System Frequently Asked Questions](#) – PWS FAQ for the Electronic Annual Report (EAR) for the new Calendar Year
- [EAR Assistance Waterboards Website](#) – Access all materials prepared for the Water System personnel
- [Public Drinking Water Watch](#) – View your water system records with Division of Drinking Water (DDW)
- [Technical Assistance for reporting to DDW](#) – Find out your eligibility for receiving funded support
- [Arrearages Survey User Guidance](#)

Click on the tabs below to access different areas of the portal.

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 0 2022 EAR reports needing to be started
- You have 6 EAR reports needing completion
- You have 0 EAR reports awaiting approval
- You have 0 EAR reports needing revision

[CLICK HERE](#) to view the [Water System FAQ](#)

Step 2: Update your information and click Save Changes

Home MY PROFILE Log off

Manage.
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: [Change your password]

Water Systems: 3 [Manage My Water Systems List]

(*) Required Field

Save Changes

Note: Section 1 and the Finalize section of the eAR will be prepopulated with this information. Special Note: If you have a new email address you must create a completely new account. You CAN NOT change your email address here. See Section 1 above.

Multiple Users in the same eAR

Multiple users are allowed to access the same eAR. Multiple users can work on the eAR at the same time, but not in the same section. Only one user is recorded as the person who starts and submits the eAR.

Historical Documents

On your **Home** page click **Your Historical eAR** Reports to see past documents that have been uploaded to the eAR portal. eARs going back to 2017 are currently stored in the new eAR Portal.

Welcome Jonathan Schwede

This is your home page to the management of your public California drinking water system(s). To manage your water system, navigate to "Profile" in the upper right corner. For user guidance, the following materials are provided:

- [User Guidance Document](#) – Examples for how to navigate between portal webpages.
- [Water System Frequently Asked Questions](#) – PWS FAQ for the Electronic Annual Report (EAR) for the new Calendar Year
- [EAR Assistance Waterboards Website](#) – Access all materials prepared for the Water System personnel
- [Public Drinking Water Watch](#) – View your water system records with Division of Drinking Water (DDW)
- [Technical Assistance for reporting to DDW](#) – Find out your eligibility for receiving funded support
- [Arrearages Survey User Guidance](#)

Click on the tabs below to access different areas of the portal.

- 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 0 2022 EAR reports needing to be started
- You have 6 EAR reports needing completion
- You have 0 EAR reports awaiting approval
- You have 0 EAR reports needing revision

[CLICK HERE](#) to view the [Water System FAQ](#)

PWS Historical Ear List

Find: Search

Records per page: 20 Submit

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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details
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	Summary Details

Page 1 of 1

1

Note: To access copies of eAR's prior to January 1, 2017, send an email to: DDW-EAR@waterboards.ca.gov