

SAFER Clearinghouse Drought & Conservation Reporting Frequently Asked Questions (FAQ)

I. General	2
Q1: What is the Drought and Conservation Technical Report?	2
Q2: What is the SAFER Clearinghouse?	2
Q3: How can I access the SAFER Clearinghouse?	2
Q4: Who is required to complete drought reporting?	2
Q5: Can I report for more than one system?	2
II. Authority	2
Q1: What authority does the State Water Board have to require drought reporting?..	2
Q2: Why is the State Water Board requiring drought reporting?.....	3
Q3: Where can I find a copy of the drought technical order?.....	3
III. Drought Reporting	3
Q1: How do I comply with my drought reporting requirements?	3
Q2: My water system is an Urban Retail Water Supplier and is already complying with monthly Urban Conservation reporting. Does this replace the current reporting system?	4
Q3: What type of drought reports are water systems required to submit?	4
Q4: How often is drought reporting required?	4
Q5: Where can I see the data I will be required to submit?	5
Q6: Does the SAFER Clearinghouse include definitions or guidance on the data requested?.....	5
Q7: Can multiple water system users enter data into the same report?	5
Q8: Can I submit estimated data in the report?	5
Q9: What happens if I don't submit my report by the deadline?	5
Q10: How do I view previous drought reports for my water system?	5
Q11: Will the information I submit as part of my drought report be made public?.....	5
IV. Troubleshooting	6
Q1: I need help, who should I contact?.....	6
Q2: What do I do if incorrect data was submitted or if I need to revise a submission?6	
Q3: I cannot find my water system, what should I do?.....	6
Q4: I cannot find the source I am trying to report for, what should I do?.....	6
V. Data Uses	6
Q1: How will this data be used?	6
Q2: Will this replace or satisfy electronic Annual Report (eAR) requirements?	7

I. General

Q1: What is the Drought and Conservation Technical Report?

A1: The Monthly Drought and Conservation Report is required to be completed by public water systems have been issued a [Drought and Conservation Technical Reporting Order](#) . The contents of this report include technical questions which can be accessed here: drought.waterboards.ca.gov. The technical questions relate to, amongst other things, public water systems' sources and supplies, drinking water demand, forecast water shortages, demand reduction measures, and efforts to augment supplies to meet current demand.

Q2: What is the SAFER Clearinghouse?

A2: The SAFER Clearinghouse is a web-based reporting tool that allows public water systems to submit required information to the state in a machine-readable format.

Q3: How can I access the SAFER Clearinghouse?

A3: You can access the SAFER Clearinghouse by requesting an account here: <https://drought.waterboards.ca.gov/>. For guidance on how to create an account, follow the Drought Reporting User Guide found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

Q4: Who is required to complete drought reporting?

A4: All community water systems and nontransient noncommunity water systems that are schools are required to complete drought reporting.

Q5: Can I report for more than one system?

A5: Yes, you may request access to submit a Monthly Drought and Conservation Report for multiple systems. For guidance on how to create an account that can report for multiple water system, follow the direction detailed in the Drought Reporting User Guide found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

II. Authority

Q1: What authority does the State Water Board have to require drought reporting?

A1: The California Health and Safety Codes section 116530 authorizes the State Water Board to require a public water system to submit a technical report in a form and format at intervals specified by the State Water Board, which may include without limitation: water quality information, physical descriptions of the existing water system, information related to drinking water accessibility, and information related to technical, managerial, and financial capacity and sustainability.

Q2: Why is the State Water Board requiring drought reporting?

A2: The California Legislature found and declared in Senate Bill 552, signed into law by Governor Gavin Newsom on September 23, 2021, that “droughts are predicted to become more frequent, longer, and more severe as climate change progresses, putting drinking water supplies at risk of running dry or becoming contaminated,” that “there are currently varying levels of water contingency planning and coverage across counties for small water suppliers and self-supported communities, leaving hundreds of thousands of people at risk of going without water to meet their basic household and drinking water needs during the next drought,” and that “California can take basic steps to implement more proactive drought planning that would benefit the communities most at risk, and by doing so help prevent catastrophic impacts on drinking water for communities most vulnerable to the impacts of climate change.”

October 19, 2021, Governor Gavin Newsom issued a Proclamation of a State of Emergency declaring that California is in a second consecutive year of dry conditions, resulting in drought throughout the state and extreme or exceptional drought in most parts of the state, and that these extreme conditions present a significant risk of water shortages in communities.

Since Governor Newsom’s State of Emergency Proclamation was issued, the drought situation worsened, with January, February, and March of 2022 having the least rain and snow in over a century of state records for these months, resulting in the Governor’s proclamation on March 22, 2022, stating that California is in a third consecutive year of dry conditions, resulting in continuing drought in all parts of the State.

Q3: Where can I find a copy of the drought technical order?

A3: Information on the drought technical orders can be found here: [Drought Orders | California State Water Resources Control Board](#).

III. Drought Reporting

Q1: How do I comply with my drought reporting requirements?

A1: To comply with drought reporting requirements, water systems must submit their Monthly Drought and Conservation Reports at the frequency specified here: drought.waterboards.ca.gov.

Q2: My water system is an Urban Retail Water Supplier and is already complying with monthly Urban Conservation reporting. Does this replace the current reporting system?

A2: It will in the near future, but for the first quarter of 2023, water systems that are completing Urban Conservation reports must also complete the drought reporting in the SAFER Clearinghouse.

Q3: What type of drought reports are water systems required to submit?

A3: There are three types of drought report types. The table below indicates which water systems are required to submit each report type:

Report Type	Report Frequency	Reporting Deadlines	Which water systems?
Monthly Drought & Conservation Reporting	Monthly	Quarterly (month after quarter end date)	All community water systems and nontransient noncommunity schools that are not conducting Monthly and/or Weekly Drought Order Reporting.
Monthly Drought Order Reporting	Monthly	Monthly (7 days after end of month)	Water systems that the Division of Drinking Water determines are experiencing or are at-risk of experiencing a severe water shortage, and which are notified by the Division.
Weekly Drought Order Reporting	Weekly	Weekly (7 days after end of week)	Water systems that the Division of Drinking Water determines are experiencing or are at-risk of experiencing a severe water shortage, and which are notified by the Division.

Q4: How often is drought reporting required?

A4: Drought reporting is required at the frequency listed in the table above. If you are unsure of your reporting frequency, it is also displayed when you login to the SAFER Clearinghouse here: drought.waterboards.ca.gov.

Q5: Where can I see the data I will be required to submit?

A5: A complete guide of the data collected in the Monthly Drought and Conservation Reports, Monthly Drought Order Reports, and Weekly Drought Order reports can found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

Q6: Does the SAFER Clearinghouse include definitions or guidance on the data requested?

A6: Yes. Click on the question mark icons next to each data field to open a pop-up window with a help tip. If the help tip does not meet your needs, please contact ddw-drought@waterboards.ca.gov.

Q7: Can multiple water system users enter data into the same report?

A7: Yes. Multiple water system users in the SAFER Clearinghouse, that have permissions for the same water system (PWSID) can enter and save data in the Monthly Drought and Conservation Technical Report. One user will need to review and attest the data is accurate before officially submitting the report to the State.

Q8: Can I submit estimated data in the report?

A8: Yes. Water systems can submit preliminary estimates for some of the data collected in the Monthly Drought & Conservation Report. Water systems will be required to amend their submitted reports to provide final values by the end of the calendar year to comply with annual reporting requirements.

Q9: What happens if I don't submit my report by the deadline?

A9: Submission of the Monthly Drought and Conservation Technical Report is required for public water systems that have been issued a Drought Technical Order. Failure to meet these requirements may result in enforcement action.

Q10: How do I view previous drought reports for my water system?

A10: You may view previously submitted and past due drought reports for your water system by logging in to the SAFER Clearinghouse (drought.waterboards.ca.gov) and navigating to your system's "Required Reporting" webpage. More detailed directions can be found in the Drought Reporting User Guide found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

Q11: Will the information I submit as part of my drought report be made public?

A11: Yes.

IV. Troubleshooting

Q1: I need help, who should I contact?

A1: For questions regarding your public water system or the drought technical order, contact your regulating agency. Current Water Board District Office (state regulators) contact information can be found here:

https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf. Current Local Primacy Agency (county regulators)

contact information can be found here:

https://www.waterboards.ca.gov/drinking_water/programs/documents/web_contact_info_district_lpa.pdf.

For questions or technical support with accessing or using the SAFER Clearinghouse, contact ddw-drought@waterboards.ca.gov.

Q2: What do I do if incorrect data was submitted or if I need to revise a submission?

A2: If revisions are needed, you may reopen an already submitted report in the SAFER Clearinghouse to revise and re-submit. Your username and the date of revision will be captured and stored separately from that of the original submitter and original submission date. For more instructions on how to revise a report, consult the Drought Reporting User Guide found here:

<https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

Q3: I cannot find my water system, what should I do?

A3: If you cannot find your water system when creating an account, contact ddw-drought@waterboards.ca.gov.

Q4: I cannot find the source I am trying to report for, what should I do?

A4: If you cannot find a source you are trying to report for, contact your regulatory agency. Current Water Board District Office (state regulators) contact information can be found here:

https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf. Current Local Primacy Agency (county regulators)

contact information can be found here:

https://www.waterboards.ca.gov/drinking_water/programs/documents/web_contact_info_district_lpa.pdf.

V. Data Uses

Q1: How will this data be used?

A1: This effort is intended to streamline data reporting to the State, used by many State Water Board Divisions and State agencies. This is intended to harmonize data

collection requirements from Senate Bill SB 552 (for Small Communities and Non-transient Non-community Schools), Monthly Conservation Reporting for Urban Retail Water Suppliers, and annual Production and Demand data reporting from the electronic Annual Report among others into one reporting system.

Q2: Will this replace or satisfy electronic Annual Report (eAR) requirements?

A2: Yes. Data collected on monthly supply and demand values, if provided accurately and for the whole year will satisfy annual reporting requirements for supply and demand. Starting in the 2023 reporting year for the eAR, these sections, currently known as Section 5 – Sources and Section 6 – Water Supplied and Delivered, are anticipated to be removed from the eAR. Additional sections may be removed or modified in the future.