

## Guidance for the *Water Supply Reliability Certification and Data Submission Form*

Draft 6/15/2016

This guidance document provides an overview of the online **Water Supply Reliability Certification and Data Submission Form** available at this web site:

<http://drinc.ca.gov/dnn/applications/publicwatersystems/waterreliabilitycertification.aspx>

**Yellow highlighted** cells are data entry points. Other cells will have information automatically inserted. Calculations are not automatically generated in this document, but they are on the online form. If questions arise, please contact: Kathy Frevert at [Kathy.frevert@waterboards.ca.gov](mailto:Kathy.frevert@waterboards.ca.gov)

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Welcome to the **Water Supply Reliability Certification and Data Submission Form** for urban water suppliers. Registration and login are required to access the self-certification form. If you have registered on the DRINC Portal but do not see the self-certification form below, please click [Login](#). If you have not registered, please click on [Register](#) as a "Drought Reporter".


If you are a:

- **URBAN WATER RETAIL SUPPLIER.** By June 22,<sup>1</sup> use this form to submit your agency's self-certification and provide required data regarding supply reliability to comply with the requirements of Section 864.5 of the [Drought Emergency Water Conservation regulation adopted by the State Water Board on May 18, 2016](#). For more information on the emergency regulation, please click [HERE](#).
- **WHOLESALE.** Do not complete this form. Urban water wholesalers have until **June 15, 2016** to provide information on the volume of water they expect to deliver to each urban water supplier in each of the next three years using the assumptions in the [May 2016 emergency regulation](#). The calculation and the underlying analysis must be posted to a publicly-accessible webpage. Additionally, if a wholesaler is submitting information for the aggregated self-certification conservation standard on behalf of all its retail urban suppliers, download [Worksheet 2: Calculation for Aggregated Self-Certification Conservation Standard](#). By June 22, complete Worksheet 2 and send the document to all parties listed on the form and to the State Water Board.
- **SMALL WATER SUPPLIER.** Do not complete this form. Small water suppliers serve 15 to 2,999 service connections and deliver less than 3,000 acre-feet of water in a year. Small suppliers need to submit an online report to the State Water Board by December 15, 2016 and describe the small supplier's actions to encourage or require water conservation. The State Water Board will provide an on-line form to use for submitting information in early December.

### Urban Water Supplier

Select urban water supplier from the list (the list only appears on the online version of the form). If your supplier is not listed, please send a message to the DRINC Administrator at [drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov).

<sup>1</sup> Submit the form any time before the end of June 22, there is no specific time cut-off during the day.

- Read through the form and assemble all the information needed so you can finish the form in one session. This helps avoid having to reenter information. Guidance, worksheets and the certification form can be downloaded at the links below:
  1. [Guidance document](#) (can help you know what information to assemble to complete the online form)
  2. [Worksheet 1 - Total Available Water Supply for Individual Water Supplier](#) (Required)
  3. [Worksheet 2 - Calculation for Aggregated Self-Certification Conservation Standard](#) (Only required if completing Step 3.2)
  4. [Certification Form](#) (Required)
- The system will **automatically log you off after 60 minutes of inactivity** and information will be lost.
- To correct an error or make a change in an already submitted form, **you must re-enter all data and re-submit all supporting documentation**; only information from the most recently submitted form will be reviewed.
- Help is available to explain many of the questions by clicking on the  icon.
- For assistance with the DRINC portal, please email the DRINC administrator at [drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov).
- Upon submission, you will receive a confirmation email.

### Contact Information for Urban Water Supplier Submitting this Form

The online form will automatically insert information associated with the person logging into Drinc System. Update the contact information as appropriate.

#### Management contact (general manager or equivalent) for the submittal

Name	
Title	
Email	
Phone	

#### Technical contact for the submittal

Name	
Title	
Email	
Phone	

A confirmation email will be sent to the email addresses provided above when the form is submitted.

### Step 1: Determine Annual Total Potable Water Demand

**Purpose:** This step is to determine annual total potable water demand (per Section 864.5(b)(2) of the Emergency Regulation).

**Directions:** Indicate actual potable water production for the calendar years 2013 and 2014.

Units of measure for data entered below

Select units from the drop-down menu (choices are acre-feet, million gallons, or one hundred cubic feet)

Potable Water Production in Calendar Year 2013  
(in units selected)

*number in units provided*

Potable Water Production in Calendar Year 2014  
(in units selected)

*number in units provided*

Notes and comments (optional)

*Describe*

Values below are converted to acre-feet and averaged automatically based on the above entry.

Potable Water Production in Calendar Year 2013 (in acre-feet)

*Converted to Acre-Feet*

Potable Water Production in Calendar Year 2014 (in acre-feet)

*Converted to Acre-Feet*


Calculated Annual Potable Water Demand (in acre-feet)

*Automatically calculated*

“Demand”, in accordance with the regulation, is defined as the average annual total potable water production for calendar years 2013 and 2014.

*The result from this step is used in Step 3 and in the final conservation standard.*

## Step 2: Estimate Annual Total Potable Water Supply

**Purpose:** This step is to estimate annual total potable water supply, under the assumptions of the emergency regulation section 864.5(b) for each of the next three water years  (WY 2017-2019).

**Directions:** Identify each source of supply that your water system intends to rely on for potable water in [Worksheet 1](#) and the quantity of water available for the time period. The current conditions to use in calculations are as of October 1, 2016.

- The precipitation in WY 2017 mirrors that of WY 2013, precipitation in WY 2018 mirrors that of WY 2014, precipitation in WY 2019 mirrors that of WY 2015. (Section 864.5(b)(1)). Only precipitation data from the California Data Exchange Center (e.g., <http://cdec.water.ca.gov/cgi-progs/prevprecip/PRECIPOUT>), or CIMIS station data or an equivalent source may be used. **Do not average precipitation.**
  - Potable water supply only includes sources of supply available to the supplier that could realistically be used for potable drinking water purposes during the time period identified in the regulation.
  - No temporary change orders that increase the availability of water to any urban water supplier are issued in the next three years.
  - If a water source is not of sufficient quality to be realistically treated and use as potable water by the water retailer, it shall not be included as a water supply.
  - Consider requirements and assumptions that are used that impact supply reliability, for example, in the case of groundwater, if your water agency has its own requirement not to lower the water level of an aquifer below a certain amount, provide an explanation in the “Notes and comments”.
  - Groundwater: use the quantity of groundwater that is accessible, **without** addition of new wells or completion of treatment projects that would fall outside the three-year projection period (2016-17 through 2018-19).

**“Water year”** means the period from **October 1 through the following September 30**. Where a water year (WY) is designated by year number, the designation is by the calendar year number in which the water year ends. (Section 865(a)(6))

- If new diversions or treatment equipment or facilities will come on-line between now until the end of WY 2019, sufficient evidence must be provided to indicate it is going to be implemented (e.g., funds have been allocated, contract with a builder has been approved).
- If a water supply is dedicated for another purpose (e.g., agriculture) and is therefore committed for another use, it is not available and shall be **subtracted** for the subtotal of water supplies.
- Identify all sources of data used (e.g., “our water product information is from Supervisor Control and Data Acquisition (SCADA)”) and include a link to the source and identify a pinpoint citation to the pertinent information).
- Provide supporting documentation that covers each water source. For example, when the amount of water obtained from one river is summed in one number and there are multiple diversion or treatment points, then the supporting documentation shall describe each diversion and/or treatment point and the amount of water from each. When summed together they equal the amount on the worksheet.
- Recycled water for purple pipe systems is not a potable supply and is not included as a supply on Worksheet 1. You may use the “Notes and Comments” section in this section to describe non-potable recycled water investments and impacts. In Worksheet 1, advanced-treated recycled water for indirect potable reuse (e.g., groundwater augmentation or surface water augmentation) is included as a source of supply.

[Download Worksheet 1](#)

**Enter total available water supply for each of the next three water years from Worksheet 1**

WY 2017 Total Available Water Supply in acre-feet	<input type="text"/>
WY 2018 Total Available Water Supply in acre-feet	<input type="text"/>
WY 2019 Total Available Water Supply in acre-feet	<input type="text"/>

Notes and comments (optional)	<i>Describe. The worksheet and/or supporting document need to identify all sources of potable water contributing to the supply calculation.</i>
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**Step 3: Calculate Self-Certified Supply Conservation Standard**

This step has two parts. Urban retail water suppliers only complete one part of Step 3:

- **Step 3.1 Individualized Self-Certification Conservation Standard.** Total available potable water supply for individual water suppliers complete this step. If you complete this step, skip Step 3.2.
- **Step 3.2 Aggregated Self-Certification Conservation Standard (water wholesaler and all urban water supplier customers).** If you complete this step skip Step 3.1  
*Section 864.5(f) If a wholesaler and all of its urban water supplier customers agree, in a legally-binding document, those suppliers and wholesaler may submit to the board, in lieu of the individualized self-certified conservation standard applicable pursuant to section 864.5 or section 865, an aggregated conservation standard, with all supporting documentation required for individualized self-certified conservation standards by section 864.5.*

**Step 3.1: Individualized Self-Certification Conservation Standard**

Average Annual Potable Water Demand	From Step 1 – automatically entered
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Potable Water Supply in WY 2019

From Step 2– automatically entered

Supply Shortfall at the end of WY 2019

*Demand – Supply* automatically entered

*A positive number is used to calculate a new conservation standard, a negative amount indicates a surplus and the conservation standard is zero*

**Conservation Standard with Self-Certification of Supply**

(Supply shortfall as a percent of total potable water demand, automatically calculated from information provided and rounded to the nearest whole percentage point)

Automatically calculated

Does your water agency intend to have a conservation standard that is higher than the mandatory conservation standard calculated above?

Y/N

Notes and comments (optional)

*Describe the higher conservation, if applicable (e.g., provide the higher savings target expressed as a percent of total potable water demand and why it was chosen).*

**Step 3.2: Aggregated Self-Certification Conservation Standard  
(Wholesaler and its urban water supplier customers)**

[Download Worksheet 2](#) (only one worksheet needs to be completed for all participants listed on [Worksheet 2](#)) Worksheet 2 contains information from Step 2 (see above). This means that each Urban Water Retailer needs to provide transparent information and complete Worksheet 1 from Step 2.

**Important:** There must be a legally binding document signed by all parties. This document is uploaded in Step 5.

**Entity submitting self-certification on behalf of the group**

*This contact is responsible for completing Worksheet 2 and submitting a copy to all the urban retailer water suppliers and wholesalers listed on Worksheet 2 and to the State Water Board.* **Only submit one form to the State Water Board.**

Name of Contact Person

Title

Email address

Phone number


**Enter aggregate values from Worksheet 2**

Aggregated Average Annual Potable Water Demand from Worksheet 2

Aggregate Potable Water Supply in WY 2019 from Worksheet 2

Aggregate Conservation Standard from Worksheet 2

Notes and comments (optional)

*Describe*

## Step 4: Certification Form

**Download and complete the [certification form](#)** (Section 864.5(a)(3) and (h))

The General Manager or equivalent executive level staff person must sign and submit to the State Water Board a certified statement. The document may have a "wet signature" or an electronic signature. The completed certification form is uploaded in Step 5.

## Step 5: Upload Documents

**[Worksheet 1](#)** (total available water supply for individual water supplier) **Required by Urban Water Retail Suppliers**

*Upload Completed Worksheet 1 (Excel File only)*

**[Worksheet 2](#)** (aggregated self-certification conservation standard – water wholesaler and its urban water supplier customers) **Required only for step 3.2, Aggregated Self-Certification**

*Upload Completed Worksheet 2 (Excel File only)*

*Upload legally binding document*

**[Certification](#)** (the certification to meet the requirements of Section 864.5) **Required by Urban Water Retail Suppliers**

*Upload signed certification form (PDF file only)*

**Supporting analysis and calculations** (not to exceed 10 pages) **Required by Urban Water Retail Suppliers**

*Upload supporting information (Excel or Word document, cannot be a pdf file)*

## Step 6: Check and Submit Form

All information supporting your submittal is subject to State Water Board review and a conservation standard may be rejected if the information does not support the self-certified supply as identified in the emergency regulation. Please note that all information submitted on or with this form may be subject to disclosure pursuant to the Public Records Act.

**Please check your entries**, especially the selection of UPLOAD DOCUMENTS (**check for the correct type of document**), then click on the **Submit** button to submit your agency's self-certification of supply, all of the information entered in the form above, and the uploaded attachments.

Click on the **Submit** button below to submit your agency's self-certification of supply, all of the information entered in the form above, and the uploaded attachments. A copy of this submission will be sent to the email addresses entered above.

**Submit button**

*Email addresses that appear above in the contact section will receive the confirmation.*