February 2016

Dear Public Water System:

**SUBJECT: ANNUAL REPORT FOR CALENDAR YEAR 2015**

It is again time to report to the State Water Resources Control Board’s Division of Drinking Water (DDW), formerly the California Department of Public Health (CDPH), on the operation of your water system during the past year (2015). This annual report is intended to provide DDW with updated information regarding your water system, including contact information, population served, number of service connections, modifications made in the previous year, etc. Technical information included in this report is required of all water utilities regulated by DDW per Section 116530 of the California Health and Safety Code. Your accurate and timely completion of this report is appreciated. The 2015 electronic Annual Report to the Drinking Water Program (2015 eARDWP) is due to be submitted by **April 1, 2016**.

Since 2010, DDW, (CDPH at the time) has implemented an electronic process for submitting the mandatory Annual Report to the Drinking Water Program, now called the eARDWP. DDW will again be collecting annual reports in an electronic format for the year 2015 ARDWP. You may find that some of the report is “pre-populated” with information from our Safe Drinking Water Information System (SDWIS) database. Please check this information to make sure it is still correct and current. To assist you in completing this year’s report, you can also pre-populate each section of the report (except for the Water Supplied section) with information from last year’s report by clicking “**Prefill this Section**” on the left-hand side just above the section tabs.

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***If you are not a registered user on the eARDWP Portal:***

In order to ensure the integrity of the information collected, we have implemented an on-line registration process to ensure that only valid water system representatives can access the online report. To access the eARDWP online page, please go to the following link for our DRINC Portal at <http://drinc.ca.gov> and then select the Electronic Annual Report link on the left-hand side of the page or go directly to <http://drinc.ca.gov/ear/> and **Register**. You need only register once to complete reports for multiple systems for which you are responsible. Within 3 to 5 days after you have registered and the local regulatory agency: DDW District Engineer if your water system is regulated by DDW or the Local Primacy Agency (LPA) staff if your water system is regulated by the county; has reviewed your registration, you will receive an email to allow you access to start a report for your public water system(s).

***If you had registered previously:***

If you had previously registered, you do not need to register again to begin completing the 2015 eARDWP. Simply login to the eARDWP Portal using your user name (email address) and password; then go to the **MY EAR REPORTS** tab. Each previously submitted report will have a link on this page. At the bottom of the page is a link to start the 2015 eARDWP.

***If you need to add another water system to your registered list:***

You must ensure you are registered for each water system for which you must submit a report. *To register for a new system*, you must login to the eARDWP Portal using your user name (email address) and password, then go to the **MY PROFILE** tab and add a water system from the list. Within 3 to 5 days after you have added the new water system to your list, and the local regulatory agency has reviewed your registration, you will receive an email to allow you access to start a report for that new public water system(s). You may begin creating the 2015 eARDWP for any water systems that have prior approval while you are waiting for the approval for the newly added water system.

***If you forgot your password or changed email addresses:***

*Password:* You must first login using your user name (email address). When you are at the screen requiring your password, click on the link **Forgot Password?**. Your password will be forwarded to your email account.

*Email Address:* If your email address has changed, you must re-register to create a new account with the updated email address. You should then connect the water system(s) to the new account for which you need to submit a 2015 eARDWP.

Any documents that you wish to accompany the eARDWP, such as an updated Emergency Notification Plan or Operations Plan, must be submitted (in hard copy or by email) **to the DDW Mendocino District Office** at the following address:

Sheri Miller, District Engineer

DDW Mendocino District

50 D Street, Suite 200

Santa Rosa, CA 95404

Or

[DWPDIST03@waterboards.ca.gov](mailto:DWPDIST03@waterboards.ca.gov)

**The due date for submittal of the 2015 electronic Annual Report to the Drinking Water Program is April 1, 2016.**

The Frequently Asked Questions (FAQ) is posted on the eARDWP portal. We strongly suggest that you read the FAQ before starting a report or registering. You do not need to be logged in to view the FAQ. If you have any questions that are not addressed in the FAQ related to the 2015 eARDWP, please contact your local regulatory agency or send an email to DRINC*@waterboards.ca.gov*. If you do not have access to the Internet and cannot complete the form online, please call your local regulatory agency to request a paper copy.

You can continue to edit, or if you have not done so create, your service area boundaries and enter them in the **Drinking Water Systems Geographic Reporting Tool**, also known as the **Water Boundary Tool**. The Tool could be accessed through the DRINC Portal website or directly at <http://cehtp.org/page/water/main>. This web-based tool is designed to produce high resolution, digital maps of drinking water system customer service areas for the entire state of California, to assist water systems in digitizing their customer service area boundaries and identifying their neighboring systems, and to create a geographic information system (GIS) layer useful for emergency preparedness, for public health prevention and response, and for public health research.

If you have any questions about this letter, please contact us at (707) 576-2145.

Sincerely,

Mendocino District