

Guidance for Urban Water Supplier Monthly Reporting

October 1, 2020

Navigate to your topic of interest by using the following links:


- [Urban Water Supplier Reporting Basics](#)
- [Determining Total Population Served](#)
- [Revising Reports](#)
- [Statewide Conservation Reports](#)
- [Terms and Definitions](#)

Urban Water Supplier Reporting Basics

The Urban Water Supplier [Reporting Tool](#) accepts your monthly Urban Water Supplier Monitoring Report. Reporting became mandatory with the State Water Resources Control Board's (State Water Board's) adoption of the Regulation on Monthly Urban Water Conservation Reporting. For more information on the regulation, click [HERE](#).

Registration and login are required to access the Urban Water Supplier Reporting Tool. To login, click [HERE](#). To register, click [HERE](#).

System Notes

- The system will log you off after 60 minutes of non-activity.
- Help is available for each question by clicking on the  icon.
- When entering values, do not use commas — just enter the number.
- If your agency is not listed in the dropdown menu, please send a message to the [DRINC Administrator](#).
- Upon submission, you will receive an email acknowledging the receipt of your monitoring report.

[Return to Topics](#)

Determining Total Population Served

Please refer to the [guidance document for estimating service area population](#) prepared by the Department of Water Resources.

[Return to Topics](#)

Revising Reports

Urban Water Suppliers can revise previous monthly reports at any time. To revise a report, click on the "Edit Submitted Report" link on the Urban Water Supplier Reporting Tool page of the DRINC portal. All submitted reports for your agency will be listed in a table by reporting month and year. Click on the "Edit" link in the right column of any report to retrieve the submitted report and make changes. Make sure you select the appropriate MONTH and YEAR for the month in question.

[Return to Topics](#)

Guidance for Urban Water Supplier Monthly Reporting

October 1, 2020

Statewide Conservation Reports

The State Water Board releases statewide conservation reports each month based on the data submitted by water suppliers by the 28th of the month. If you submit your data after the 28th, it will not be included in the current statewide conservation reports. However, it will be included in the next month's statewide conservation reports. To view current and past statewide conservation reports, visit the [Conservation Reporting page](#) on the State Water Board's [Water Conservation portal](#).

[Return to Topics](#)

Terms and Definitions

Terms and Definitions can be found by accessing the Monthly Report's [Data Dictionary](#).

[Return to Topics](#)