

SWRCB Hosting of Public Water System CCRs

The Division of Drinking Water (DDW) at the State Water Resources Control Board (SWRCB) will host electronic copies of public water systems CCRs with a direct link to it. To qualify for this hosting, the DDW is requiring that Public Water Systems must first register at the **Electronic Annual Reporting System** web page of the DRINC Portal and complete the electronic Annual Report (eAR). Invitations to complete the eAR are sent through the regulating agencies to public water systems under their jurisdiction. The PWS personnel's request to register on the eAR System is vetted by that regulating agency. Once a PWS has registered, it can complete the eAR online. At this time, a PDF or .doc/docx version of a CCR can be uploaded to the site. When this is done, the PWS will be given an internet address which it can give to its customers to see the CCR directly. This URL will be one click away for a water system's customers to see the CCR.

How to submit the CCR on the eAR System of the DRINC Portal

You may have noticed when you logged in to eAR System website to complete and submit your 2014 eARDWP that next to the **MY EAR REPORTS** tab is the **MY CCR UPLOADS** tab. To upload your 2014 CCR, go to the **MY CCR UPLOADS** tab and click the link Upload new 2014 Consumer Confidence Report. If you are registered as a user on the eAR System, you do not need to register again to upload the 2014 CCR.

If you are not a registered user on the DRINC Portal

In order to ensure the integrity of the documents collected, we have implemented an on-line registration process to ensure that only valid water system representatives access the eAR System. To access the eARDWP/CCR online page, please go to the following link for our DRINC Portal at <http://drinc.ca.gov>, click the [Electronic Annual Report](#) link and **Register**. Alternatively, just go directly to the following link for our eAR System at <http://www.drinc.ca.gov/ear/>. You need only register once to upload CCRs for multiple systems for which you are responsible. Within 3 to 5 days after you have registered and the SWRCB, DDW District Engineer or local health agency has reviewed your registration, you will receive an email to allow you access to upload a CCR for your public water system(s).

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 CCR. To register for a new system, you must login to the eAR System 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 SWRCB, DDW District Office or local health agency has reviewed your registration, you will receive an email to allow you to upload a CCR for that new public water system(s). You may begin uploading the 2014 CCR for any water systems that had 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?**. A temporary password will be forwarded to your email account. You must replace the temporary password with a new password the next time you access your eAR System 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 2014 CCR.

Upload only a single file

Unlike the eAR which is a form that must be filled out online, to submit the CCR you only need to upload an electronic copy of the CCR in the format you normally use. The uploaded CCR may be in any file format, e.g., PDF, Word, Excel, JPEG, GIF, etc. **Note that only one file can be uploaded for each water system.** Uploading more than one file will result in the latest file replacing the previous one. For example, if in your CCR the water quality data table is in Microsoft Excel and the rest is in Microsoft Word, uploading these two files will result in only one of the files being submitted. Your CCR must be submitted as a single file, and can be combined as a PDF or submitted as a zip file.

Confirmation of Receipt of the 2014 eCCR

The person who uploaded the 2014 CCR for your water system will receive an email notification from the DRINC portal administrator that the upload was successful.

Please note that the successful upload of the electronically submitted CCR does not constitute approval of the content or information included in the CCR.

If you have any questions related to the 2014 CCR submittal process, please contact the SWRCB, DDW District Office or local health agency, or send an email to

drinc@waterboards.ca.gov.