Guidance for the
Water Supply Reliability Certification and Data Submission Form
Draft February 15, 2017

This document provides guidance on how to complete the online "Water Supply Reliability Certification and Data Submission Form" (also referred to as the "stress test"). The form is at this link: http://drinc.ca.gov/dnn/applications/publicwatersystems/waterreliabilitycertification.aspx.

The text below is a combination of what appears in the form along with guidance on how to complete the form. Yellow highlighted data cells are data entry points in the online form. Gray/or green shaded data cells have information automatically inserted in the online form. Calculations are not automatically generated in this document. If questions arise, contact: Kathy Frevert at Kathy.frevert@waterboards.ca.gov.

I. Confirm that your agency is eligible to submit a stress test.

There is no need to resubmit a stress test if your conservation standard is already zero. Any urban water retail supplier that did not submit a supply reliability self-certification "stress test" complying with the requirements of Section 864.5 of the May 2016 water conservation regulation, or any supplier that experienced a change in its baseline water supply conditions using March 1, 2017 as its baseline may submit a stress test **no later than March 15, 2017** per the February 8, 2017 adopted regulation (see section 864.5 (j) and (k)). Even if your agency is eligible to submit the form, it is still optional. If you do not submit a form, you simply keep your current conservation standard.

Excerpt from online form:

> 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.** Any supplier that did not submit a supply reliability self-certification "stress test" complying with the requirements of Section 864.5 of the May 2016 water conservation regulation, or any supplier that experienced a change in its baseline water supply conditions, **may** submit a stress no later than March 15, 2017 per the February 8, 2017 adopted regulation (see section 864.5 (j) and (k)). For more information on the emergency regulation, please click **HERE**.
> - **WHOLESALER. Do not complete this form.**
> - **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.
>
> If questions arise, please contact: Kathy Frevert, email: Kathy.frevert@waterboards.ca.gov.

II. Read through the form and prepare your submittal.

Assemble all documents and information so you can finish the form in one session at your computer. This avoids having to re-enter information. Three documents must be uploaded when you submit your form:

1. **Worksheet 1 – Total Available Water Supply for Individual Water Supplier** (Required)
2. **Certification Form** (Required)

3. **Supporting Analysis and Calculations Document** (Required). This is not a form or worksheet. You will create a document for submittal (see Guidance page 8 for what to include in this document).

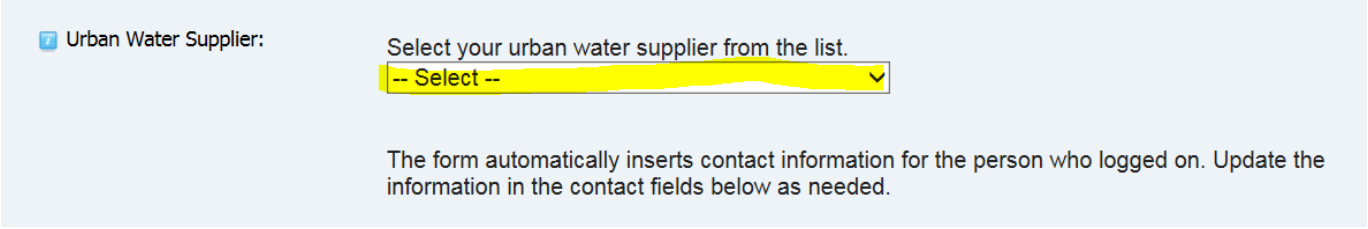
Another form, Worksheet 2 - Calculation for Aggregated Self-Certification Conservation Standard, only applies if there is a wholesaler and group of retail suppliers submitting an application. Most suppliers do not submit this. It is only required if completing Step 3.2.

Here are some data entry tips:

- The system will **automatically log you off after 60 minutes of inactivity** and any information entered 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.
- Upon submission, you will receive a confirmation email.

III. Enter Urban Retail Supplier Information

Identify the name of your agency. Click on "select," scroll down the list and click on the name of your agency.



The online form will automatically insert information associated with the person logging into DRINC System. Update the contact information as appropriate. At the end of the submittal process, a confirmation email will be sent to the email addresses provided.

Contact Information for Urban Water Supplier Submitting this Form

Management contact (general manager or equivalent) for the submittal

Name	
Title	
Email	
Phone	

Technical contact for the submittal

Name	
Title	
Email	
Phone	

Step 1: Determine Annual Total Potable Water Demand

Purpose: 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 by entering information into the form.

Units of measure for data entered below	*Select from these choices: acre-feet, million gallons, or one hundred cubic feet*
Potable Water Production in Calendar Year 2013 (in units selected)	*Enter number in units provided*
Potable Water Production in Calendar Year 2014 (in units selected)	*Enter number in units provided*
Notes and comments (optional)	*Enter text if the data provided needs further explanation*

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: Estimate annual total potable water supply, under the assumptions of the emergency regulation section 864.5(b) for water years 2017, 2018, and 2019.
Download Worksheet 1

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" or baseline to use in supply calculations are as of March 1, 2017 for March 2017 submittals. The completed form is uploaded in Step 5. Some guidelines and requirements from the regulation are listed below.

"Water year" (WY) 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.

- Assume that the precipitation in the remainder of WY 2017 mirrors that of WY 2013, precipitation in WY 2018 mirrors that of WY 2014, and 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.

- Assume there are no temporary change orders that increase the availability of water to any urban water supplier are issued in the next three years.
- Potable water supply only includes sources of supply available to the supplier that realistically could be used for potable drinking water purposes during the time period identified in the regulation. What is realistically available depends on many local factors, including physical limitations on pumping capacity, water rights, local ordinances and other legal restrictions. Do not automatically assume that just because water is in an aquifer, the whole aquifer is available, or that if a right to water exists, the resource will be available, especially if it is oversubscribed).
- 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.
- 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 from the subtotal of water supplies (the worksheet will make this subtraction when data are provided).
- Consider and explain 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 your analysis document or 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(beyond WY 2019). Use your supporting analysis and calculations document to explain groundwater resources and assumption.
- 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 is it going to be implemented (e.g., funds have been allocated, contract with a builder has been approved).
- Identify all sources of data used and include a link to the source and identify a pinpoint citation to the pertinent information (e.g., a direct hyperlink to the data source and page number).
- Provide supporting documentation the covers each water source. For example, when the amount of water obtained from one river is summed into 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.

Enter the total available water supply for each of the next three water years from Worksheet 1 (see Line 57 in the "worksheet 1" tab.). Be sure to copy the correct numbers!

WY 2017 Total Available Water Supply in acre-feet (Sept 30, 2017)	
WY 2018 Total Available Water Supply in acre-feet (Sept 30, 2018)	

WY 2019 Total Available Water Supply in acre-feet (Sept 30, 2019)	
Notes and comments (optional)	*The worksheet needs to identify all sources of potable water contributing to the supply calculation. It is optional it enter information in this data entry cell, which has quite limited space. Use your supporting analysis and calculations document (see Guidance page 8) to explain and show how you made your calculations and what assumptions you used in deriving numbers. You may use this data field to include a separate calculation of post-2014 conservation and non-potable supply development for viewing alongside the "stress test" results.*

Step 3: Calculate Self-Certified Supply Conservation Standard

This step has two parts. Urban retail water suppliers only complete one part of Step 3. Most suppliers only complete Step 3.1 below. The completed form is uploaded in Step 5.

Step 3.1 Individualized Self-Certification Conservation Standard. Total available potable water supply for individual water suppliers.

Average Annual Potable Water Demand	From Step 1 – automatically entered
Potable Water Supply in WY 2019 (Sept 30, 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)	*If your agency is going to have a higher conservation, note that here (e.g., provide the higher savings target expressed as a percent of total potable water demand and why it was chosen).*

Note; If you complete Step 3.1, skip Step 3.2. If you complete Step 3.2, skip Step 3.1

Step 3.2: Aggregated Self-Certification Conservation Standard (only submitted when the "stress test" is for a wholesaler and its urban water supplier customers)

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.

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 and signed 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 (group submittal).	*Only if applicable upload completed Worksheet 2 – most suppliers do not complete this (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 *(see Guidance page 8)* Required by Urban Water Retail Suppliers . This document is created by the supplier (there is no specific form to complete).	*Upload supporting information in a document you create (Excel or Word document or 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) and check that the correct numbers were typed into the online form.

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 for the contacts.

A confirmation of this submission will be sent to email addresses for management and technical contacts provided on this form.

Submit

Attachment: Supporting analysis and calculations

Each urban water supplier submitting its Water Supply Reliability Certification will need to prepare a document that provides supporting analysis and calculations and then upload this document in step 5 of the online form. There isn't a separate form or worksheet to complete.

Below is some specific guidance for preparing your Supporting Analysis and Calculations document (analysis document). As indicated, a key focus is on Worksheet 1 that covers water supply projections under the condition of three additional dry years. Use the analysis to:

1. Indicate who prepared the analysis and the date it was prepared.
2. Provide an explanation of how your agency calculated its water supply projections.
3. Show your calculations and list any assumptions used in your calculations.
4. Provide verification, if applicable, for each supply source and how you know the listed water supplies will be available. (e.g., if a wholesale supply source is used, the wholesaler confirms water availability in the amounts listed. Wholesalers provide this information on their website.)
5. Where groundwater is a supply, consider the following (where data are not available, provide your best assumption, while providing the basis for that assumption):

    i. What is the current rate of extraction for the entire basin, and does that rate exceed the known or estimated recharge? Please cite technical studies if possible. If technical studies are not available, please submit or link to any supporting information that can help verify the basin's overall water budget.
    ii. If the basin is in overdraft (rate of extractions exceeds rate of recharge), explain how the rate of overdraft will or will not interfere with your ability to pump water from your groundwater wells in the next three years?
    iii. How did you determine your overall groundwater supply? Is it based on historical volumes pumped, or is it based on draw-down curves or other methodologies?
    iv. Please list the pump depth, casing length, and screen interval for your shallowest well.
    v. How will pumping by other groundwater users in the basin affect the water table in the area surrounding your supply wells, your overall projected supply, and your ability to provide water?
    vi. If salt water intrusion is a concern, provide explanation on how it is managed.

6. If there are references to websites, they should be "pin-point" references that lead a reader directly to the information.
7. You may include diagrams, graphs or other visual aids as long as they are in the document.
8. Only one document can be uploaded. If you have separate pieces of information, they will need to be combined into one document.
9. Please keep your analysis document to no more than 10 pages.