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Director

State of California—Health and Human Services Agency  
California Department of Public Health



ARNOLD SCHWARZENEGGER  
Governor

April 19, 2010

All Sacramento District Water Systems:

### 2009 Annual Report and 2010 (Tier 1) Emergency Notification Plan

The California Department of Public Health (CDPH) will be collecting annual reports this year in electronic format. Instructions on developing the report on-line are discussed later in this letter. We recognize this first year of completing the electronic annual report will require additional work on your part. However, future reporting years should be simplified with future reports being pre-populated with previous year's data.

In order to ensure the integrity of the reported information, we have implemented an on-line registration process. To access the Electronic Annual Report (EAR) on-line page, please go to the following link for our DRINC Portal at <http://drinc.ca.gov> and select **Register**. You'll only need to register once to complete reports for multiple systems for which you are responsible. Within 3 to 5 days after you have registered, and the registration is reviewed by our office, you will receive an email to allow you access to complete a report for your Public Water System(s).

We recognize the delay in our request for you to complete this year's report. As such, **please complete and return the report(s) by May 31, 2010.**

The questions and information being collected in the report is basically the same as what has been collected in the past in paper format with two additions. We are now asking for information related to water production and we are also asking some questions related to conservation efforts which are intended to help us document water savings and anticipate drought related problems. After entering the answers to all the questions you will be asked to **SAVE** or **SUBMIT** the report. Saving the report allows you to come back and edit it before completing it for submission. When you are ready to submit the report you will select **SUBMIT** and then be asked to attach the document files supporting the questions in the report. One such document will be your (Tier 1) Emergency Notification Plan. Upon submittal of the report, you will receive a confirmation reply email containing all of your responses to the report questions.

Thank you in advance for your cooperation. Should you have any questions please contact the CDHS staff engineer assigned to your water system. If you do not have access to the internet or can not complete the report on-line, please contact your CDPH staff engineer and request a paper copy of the report form.

Sincerely,



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Drinking Water Field Operations

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