

# Electronic Annual Report (eAR) Guidance Document

This document is designed with new users in mind. It provides information and guidance on a number of topics new users may have questions about.

## Topics

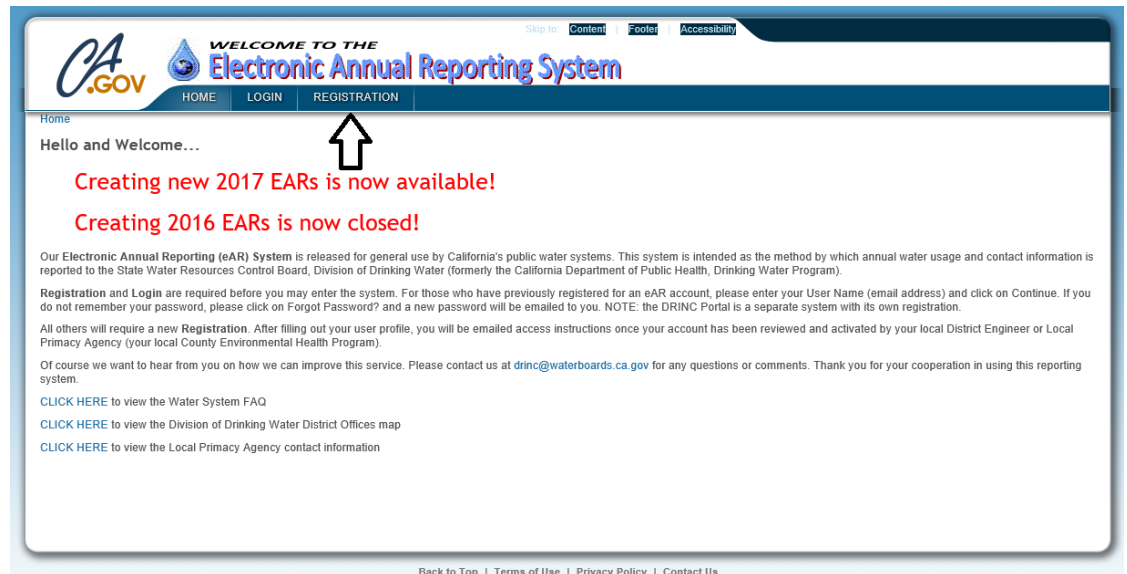
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If you have questions not covered in this guidance document, please contact the eAR Portal Administrator here: [drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov)

**NOTE:** The eAR website may have slight differences in appearance and text from the images you see in this guidance document. These differences should not affect the outlined procedures.

## Registering a new eAR account

Step 1: Visit the eAR Portal Home Page, located here: <https://drinc.ca.gov/ear>. At the eAR Portal Home Page, click the Registration tab.



The screenshot shows the eAR Portal Home Page. At the top left is the CA.GOV logo. To its right is a blue banner with the text "WELCOME TO THE Electronic Annual Reporting System". Below the banner is a navigation menu with three tabs: "HOME", "LOGIN", and "REGISTRATION". The "REGISTRATION" tab is highlighted with a black arrow pointing upwards. Below the navigation menu, the page content includes a "Home" link, a "Hello and Welcome..." message, and two red announcements: "Creating new 2017 EARs is now available!" and "Creating 2016 EARs is now closed!". Below these announcements is a paragraph of text explaining the system, followed by instructions for registration and login. At the bottom of the page, there are three links: "CLICK HERE to view the Water System FAQ", "CLICK HERE to view the Division of Drinking Water District Offices map", and "CLICK HERE to view the Local Primacy Agency contact information".

CA.GOV WELCOME TO THE Electronic Annual Reporting System

HOME LOGIN REGISTRATION

Home

Hello and Welcome...

**Creating new 2017 EARs is now available!**

**Creating 2016 EARs is now closed!**

Our Electronic Annual Reporting (eAR) System is released for general use by California's public water systems. This system is intended as the method by which annual water usage and contact information is reported to the State Water Resources Control Board, Division of Drinking Water (formerly the California Department of Public Health, Drinking Water Program).

Registration and Login are required before you may enter the system. For those who have previously registered for an eAR account, please enter your User Name (email address) and click on Continue. If you do not remember your password, please click on Forgot Password? and a new password will be emailed to you. NOTE: the DRINC Portal is a separate system with its own registration.

All others will require a new Registration. After filling out your user profile, you will be emailed access instructions once your account has been reviewed and activated by your local District Engineer or Local Primacy Agency (your local County Environmental Health Program).

Of course we want to hear from you on how we can improve this service. Please contact us at [drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov) for any questions or comments. Thank you for your cooperation in using this reporting system.

[CLICK HERE](#) to view the Water System FAQ

[CLICK HERE](#) to view the Division of Drinking Water District Offices map

[CLICK HERE](#) to view the Local Primacy Agency contact information

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Home -->> PWS Registration

Creating new 2017 EARs is now available!

Creating 2016 EARs is now closed!

The Electronic Annual Reporting System is designed for use by California public water systems. Registration on the portal allows access to templates for reporting and reviewing water system information required by California and Federal laws. This system is not available to the public. Disclosable report information obtained via this system is available, however, through the Public Records Act. This includes your name and title, email address, and work phone that you provide below.

If you are affiliated with a public water system yet represent many water systems, you only need to register once. In completing the annual report, there will be the opportunity to submit reports for all of those systems you represent.

An email will be sent to you upon registering and another once your account has been activated. For assistance, please contact the DRINC Portal Administrator.

Since the registration process requires that your registration be manually approved, your registration will not be processed on weekends or after business hours. Please plan accordingly.

Choose the Water Systems for which you want to register:

Search:  Next Match Add This One

Sort by: DISTRICT 01 - KLAMATH PwsID\* Sort by PwsName

Lookup Water Systems

\*District (District xx) are for systems regulated by the State Water Resources Control Board's Division of Drinking Water (formerly the California Department of Public Health) and LPA (LPAxx) are for systems regulated by the county.

CA1200776 A W WAY - HUMBOLDT CO. PARKS
CA4700542 ABRAMS LAKE MOBILE ESTATES
CA5301013 ACKERMAN CAMPGROUND
CA1200501 ALDERPOINT COUNTY WATER
CA5301006 ALPINE VIEW CAMPGROUND
CA1206011 ANCIENT REDWOODS RESORT
CA120823 ANGELINA
CA1210001 ARCATA, CITY OF
CA4700722 ASH CREEK FIRE STATION-STNF
CA1200704 AZALEA GLEN
CA5305402 BAR 717 RANCH
CA0800795 BAR-O RANCH
CA1200643 BEACH CREEK MOBILE HOME PARK
CA1200643 BEACH CREEK MOBILE HOME PARK
CA1200671 BENBOW-DEL ORO W.C.
CA0810003 BERTSCH OCEAN VIEW CSD
CA1206005 BIG LAGOON - HUMBOLDT CO. PARKS
CA1200592 BIG LAGOON CSD
CA1200591 BIG LAGOON PARK WATER CO.
CA0800532 BIG ROCK C.S.D.

Add Remove

Your Water Systems

Step 2: Use the Search bar to find the water system you will be representing, then click the Next Match button (searching by system number is recommended).

Step 3: When you have found your water system (it will be highlighted in the large box on the left side of your screen), click the Add button in between the two large boxes. You can also click the Add This One button to the right of the Search bar if you searched for your water system and the correct system is listed to the left of the Add This One button.

Choose the Water Systems for which you want to register:

Search: 1010007 Next Match CA1010007 CITY OF FRESNO Add This One

Sort by: DISTRICT 11 - MERCED PwsID\* Sort by PwsName

Lookup Water Systems

\*District (District xx) are for systems regulated by the State Water Resources Control Board's Division of Drinking Water (formerly the California Department of Public Health) and LPA (LPAxx) are for systems regulated by the county.

CA1010007 CITY OF FRESNO
CA1010057 FRESNO CITY WASTEWATER PLANT
CA1010060 FRESNO POLICE TRAINING FACILITY
CA2000195 HIDDEN VIEW HENSLEY LAKE
CA2000521 BROADVIEW TERRACE MUTUAL WATER COI
CA2000542 MADERA CO SA02-WISHON COVE
CA2000544 MADERA CO MD1-HIDDEN LAKE ESTATES
CA2000729 MADERA CO SA16 SUMNER HILL-WATER SY
CA2000749 BUCK RIDGE HENSLEY LAKE
CA2000832 SKP PARK OF THE SIERRAS INC
CA2010001 CHOWCHILLA CITY WATER DEPT
CA2010002 CITY OF MADERA
CA2010003 BASS LAKE WATER COMPANY
CA2010004 MADERA CO CMD19-PARKWOOD
CA2010005 YOSEMITE SPRING PARK UTIL CO
CA2010006 MADERA CO SA3-PARKSDALE
CA2010007 HILLVIEW WC-OAKHURST/SIERRA LAKES
CA2010008 MADERA CO MD10A-MADERA RANCHOS
CA2010009 MADERA CO SA19-ROLLING HILLS
CA2010010 MADERA VALLEY WATER COMPANY

Add Remove

If you could not find your water system, click HERE

Use this button only if you see your water system listed to the left of the button. Your Water Systems

NOTE: If you cannot find your water system, please contact the eAR Portal Administrator at [drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov) for assistance.

Step 4: After you click the Add button, the water system will appear in the “Your Water Systems” box.

Choose the Water Systems for which you want to register:

Search: 1010007 Next Match CA1010007 CITY OF FRESNO Add This One

Sort by DISTRICT 11 - MERCED Sort by PwsName

Lookup Water Systems

\*District (District xx) are for systems regulated by the State Water Resources Control Board's Division of Drinking Water (formerly the California Department of Public Health) and LPA (LPAxx) are for systems regulated by the county.

CA1010007 CITY OF FRESNO

- CA1010057 FRESNO CITY WASTEWATER PLANT
- CA1010060 FRESNO POLICE TRAINING FACILITY
- CA2000195 HIDDEN VIEW HENSLEY LAKE
- CA2000521 BROADVIEW TERRACE MUTUAL WATER COI
- CA2000542 MADERA CO SA02-WISHON COVE
- CA2000544 MADERA CO MD1-HIDDEN LAKE ESTATES
- CA2000729 MADERA CO SA16 SUMNER HILL-WATER SY
- CA2000749 BUCK RIDGE HENSLEY LAKE
- CA2000832 SKP PARK OF THE SIERRAS INC
- CA2010001 CHOWCHILLA CITY WATER DEPT
- CA2010002 CITY OF MADERA
- CA2010003 BASS LAKE WATER COMPANY
- CA2010004 MADERA CO CMD19-PARKWOOD
- CA2010005 YOSEMITE SPRING PARK UTIL CO
- CA2010006 MADERA CO SA3-PARKSDALE
- CA2010007 HILLVIEW W/C-OAKHURST/SIERRA LAKES
- CA2010008 MADERA CO MD10A-MADERA RANCHOS
- CA2010009 MADERA CO SA19-ROLLING HILLS
- CA2010010 MADERA VALLEY WATER COMPANY

CA1010007 CITY OF FRESNO

Add Remove

Step 5 (optional): If you will be representing multiple water systems, you can add them to your pending account during registration by repeating Steps 2-4 until you have added all water systems to your pending account.

Choose the Water Systems for which you want to register:

Search: 2400318 Next Match CA2400318 NEIGHBORHOOD GROCERY Add This One

Sort by DISTRICT 11 - MERCED Sort by PwsName

Lookup Water Systems

\*District (District xx) are for systems regulated by the State Water Resources Control Board's Division of Drinking Water (formerly the California Department of Public Health) and LPA (LPAxx) are for systems regulated by the county.

CA2400318 NEIGHBORHOOD GROCERY

- CA2400320 OXOXO MINI MART
- CA2400322 SNELLING CHEVRON
- CA2400323 STEVINSON BAR AND GRILL
- CA2400326 WESTSIDE GROCERY
- CA2400327 LDS CHURCH MERCED
- CA2400328 GARCIA FARMS PRODUCE
- CA2400329 HILLTOP RANCH-LOONEY ROAD
- CA2400330 HILLTOP RANCH - TURLOCK ROAD
- CA2400331 QUAIL H FARMS WATER SYSTEM
- CA2400332 DASH DREAM PLANT
- CA2400333 YAGI BROTHERS PRODUCE INC.
- CA2400334 CALIFORNIA SWEET POTATO GROWERS CC
- CA2400335 OLIVARES FARMS WATER SYSTEM
- CA2400336 DOREVA PRODUCE
- CA2400337 KANDOLA FARMS PRODUCE, INC.
- CA2400338 PARRERA ALMOND PROCESSING COMPAN
- CA2400339 SELECT HARVEST USA
- CA2400340 PELLIGRINI PROPERTIES (EL CAMPO MARK)
- CA2400341 PACIFIC UNION PACKING

CA1010007 CITY OF FRESNO  
CA2400318 NEIGHBORHOOD GROCERY

Add Remove

Step 6: After adding all water systems to your pending account, fill out the account information section of the registration page. NOTE: Make sure to fill out all required fields (marked with an arrow) before submitting your registration. Leaving any of these fields blank or not following the password requirements will stop the registration from being submitted.

If you could not find your water system, click [HERE](#).

First Name: Example

Last Name: User

Email Address: user@example.com Example: jsmith@whatever.net

Password: 6-characters minimum

Confirm Password:

Company: Your Company Name

Your Title: Owner

Work phone: (123) 456-7890

Fax Number: (987) 654-3210

Street: 123 Example Street

City: Your City

State: California

Zip Code: 99999

Website URL: http://www.water.com

Register

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NOTE: Your email address is tied directly to your eAR account, and it cannot be changed after your account is registered. If your email address changes, you will need to register again using the new email address.

Step 7: Once you have added all water systems to your pending account and have filled out the account information section, click the Register button at the bottom of the page.

If you could not find your water system, click [HERE](#).

First Name:	<input type="text" value="Example"/>	+
Last Name:	<input type="text" value="User"/>	+
Email Address:	<input type="text" value="user@example.com"/>	+
Password:	<input type="password" value="*****"/>	+
Confirm Password:	<input type="password" value="*****"/>	+
Company:	<input type="text" value="Your Company Name"/>	+
Your Title:	<input type="text" value="Owner"/>	+
Work phone:	<input type="text" value="(123) 456-7890"/>	+
Fax Number:	<input type="text" value="(987) 654-3210"/>	
Street:	<input type="text" value="123 Example Street"/>	
City:	<input type="text" value="Your City"/>	
State:	<input type="text" value="California"/>	
Zip Code:	<input type="text" value="99999"/>	
Website URL:	<input type="text" value="http://www.water.com"/>	

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Step 8: If registration was successful, you will be brought to the eAR Portal Home Page as a logged in user. If you are not taken to this page after clicking the Register button, please go back to the Registration page and try to register again.

CA.GOV WELCOME TO THE Electronic Annual Reporting System

HOME LOGOUT MY PROFILE MY EAR REPORTS MY CCR UPLOADS MY WQENP UPLOADS MY LSLR UPLOADS MY DAC UPLOADS

Home ->> PWS Home

Home Page

Welcome

IMPORTANT NOTE:

**Mandatory Responses**

Certain questions are now required to be answered before your report could be submitted. These questions or the answer fields to these questions are identified with yellow highlight and are referred to as 'Mandatory' fields. Note that there are also fields that are highlighted yellow but of a lighter shade. These fields may or may not be mandatory depending on your response to preceding questions. If you click "Submit to District Engineer or Local County Staff" on the Finalize tab without completing all the 'Mandatory' fields, a list of these fields will be displayed and labeled as "Missing Mandatory Field" error. You will not be able to submit the report until there are no more errors listed on the Finalize tab.

Responses in certain fields are now required to follow a specified format as shown below:

Phone number: (XXX) XXX-XXXX  
 Email address: xxx@xxx.xxx  
 Date: MM/DD/YYYY with the month from 1 to 12 and the day from 1 to 31  
 Month: from 1 to 12  
 Day: from 1 to 31  
 Integer: whole number (e.g., 10 instead of 10.2) AND without commas (e.g., 1000 instead of 1,000)  
 Number: without commas (e.g., 1000.33 instead of 1,000.33)

If the specified format is not followed, a validation error will appear and you will not be able to leave that section of the report while there is a validation error.

TIP: If you don't think a 'Mandatory' field applies to your water system or if you simply do not know the answer (AND have no way of getting the answer in a timely manner), you can enter "N/A" in alphanumeric fields or "0" (zero) in numeric fields or "01/01/1000" for non-applicable dates so that these fields would not be left blank and flagged with an error.

Step 9: You can check on the status of your registration by going to the My EAR Reports tab. It normally takes 3-5 business days for your account to be approved by your district or county office.

CA.GOV WELCOME TO THE Electronic Annual Reporting System

HOME LOGOUT MY PROFILE MY EAR REPORTS MY CCR UPLOADS MY WQENP UPLOADS MY LSLR UPLOADS MY DAC UPLOADS

Home ->> PWS Home ->>> My EAR reports

YOUR ELECTRONIC ANNUAL REPORTS

**Creating new 2016 EARs is now closed!**

You are approved for 0 Water Systems  
 You are waiting to be approved for 2 Water Systems

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**NOTE:** If more than 5 business days have elapsed since you submitted your account registration and you are still waiting to be approved for your water system(s), please contact your district or county office.



SDWIS Version 3.21

**California Public Water Supply Systems Search Parameters**

Water System No.   
 Water System Name   
 Principal County Served   
 Water System Type   
 Water System Status   
 Primary Source Water Type

[Click Here for the County Map of CALIFORNIA](#)

You can use the Division of Drinking Water's Public Drinking Water Watch page to find contact information for your district/county office. The Public Drinking Water Watch page is available here: <https://sdwis.waterboards.ca.gov/PDWW/> (it is recommended to search by water system number, as multiple water systems may have the same or very similar names).

- Links**
- Water System Details
  - Water System Facilities
  - Monitoring Schedules
  - Monitoring Results
  - Monitoring Results By Analyte
  - Lead And Copper Sampling
    - [Summaries](#)
    - [Next Sampling Due Dates](#)
    - [All Lead Sampling Results](#)
    - [All Copper Sampling Results](#)
  - Violations/Enforcement Actions

**CA Drinking Water Watch**

**Water System Details**

Water System No. :	CA1010007	Federal Type :	C
Water System Name :	CITY OF FRESNO	State Type :	C
Principal County Served :	FRESNO	Primary Source :	SW
Status :	A	Activity Date :	01-01-1976

**Water System Contacts**

Type	Address	Phone		Email - Web Address
Administrative Contact	<a href="http://1910.EAST.UNIVERSITY.AVE.FRESNO.CA.93703">1910 EAST UNIVERSITY AVE. FRESNO.CA 93703</a>	Business	559-621-5314	
Physical Location Contact	CA1010007-FRESNO, CITY OF			

**Division of Drinking Water District / County Health Dept. Info**

Name	Phone	Email	Address
DISTRICT 11 - MERCED	559-447-3300		265 W. BULLARD AVE., SUITE 101 FRESNO CA 93720

Hello (Name)

Electronic Annual Report (EAR) System: [\(Link to eAR Home Page\)](#)

Your account has been approved to Water System: CA1010007 : CITY OF FRESNO and you may now enter Electronic Annual Reports for that public water systems.

DRINC Portal Administrator

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

You will receive an email once your account has been approved by your district or LPA. It should look like this:

**NOTE:** Your information is publicly available through the Public Records Act.

**NOTE:** A water system can have multiple reporters associated with it. To add another reporter, have them register an account and add your water system to their account.

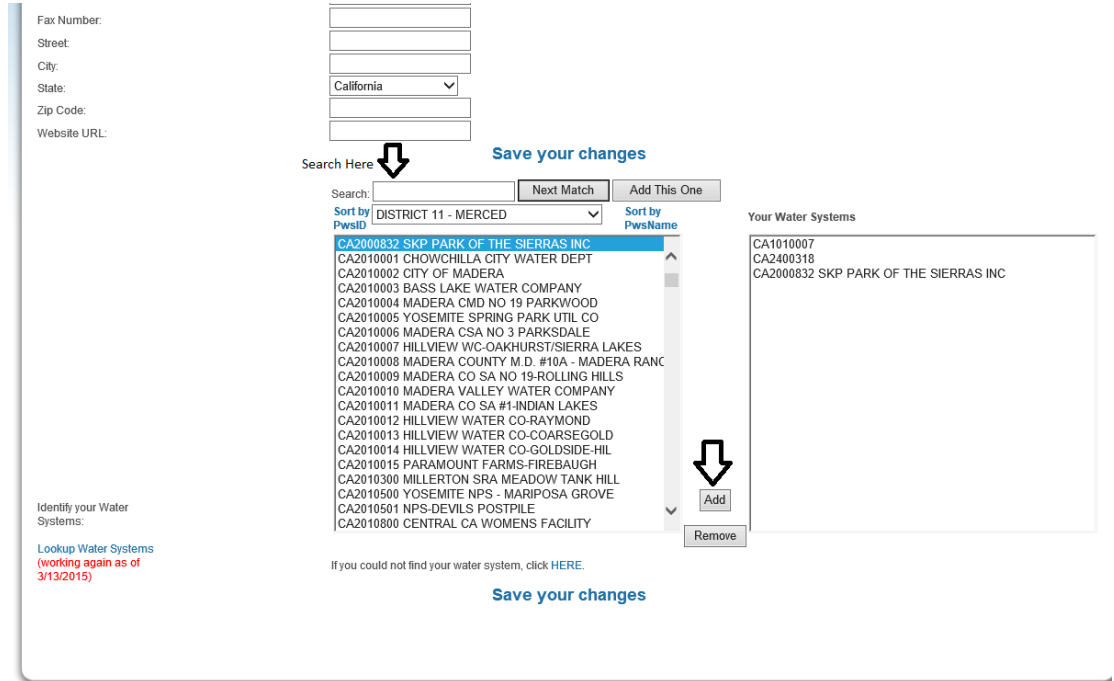
# Adding new water systems to an existing account

If you have an existing eAR account and need to add a new water system to your account, follow these steps.

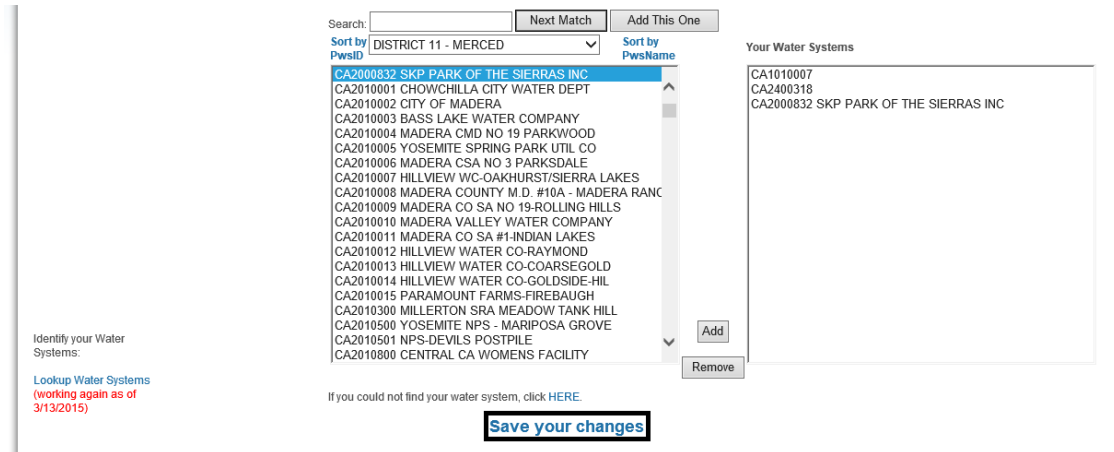
Step 1: Log in to the eAR Portal and click the My Profile tab.



Step 2: You will see a searchable list of water systems and a list of your approved water systems, similar to the initial registration page. To add a new water system, search for it using the Search bar, then when you have found the water system, click the Add button in between the two lists of water systems.



Step 3: After adding the water system to your account, click Save your changes. This will send a notification to the district or county who oversees this water system. It normally takes 3-5 business days for a new water system to be added to an existing account.





# Changing account password

You can change your account password at any time. To do so, follow these steps.





Step 1: Log in to your eAR account and click the My Profile tab.



Step 2: Lines 3 and 4 of your profile information will allow you to change your password. For security purposes, your original password is not shown. Once you have entered your new password into lines 3 and 4 of your profile, click the Save your changes link. You can now test your new password by logging out and back in again.

Note: Your name and title, email address, and work phone number are disclosable report information that may be obtained through public records requests.

 This field is required.

First Name:	<input type="text" value="Example"/>	
Last Name:	<input type="text" value="User"/>	
Password:	<input type="password" value="••••••••"/>	 6-characters minimum
Confirm Password:	<input type="password" value="••••••••"/>	



## Forgot password

If you forget your eAR account password, follow these steps to reset your password.

Step 1: Go to the eAR Portal login page, enter your email address, then click the Continue button. The next page has a "Forgot Password" link just below the Login button. Clicking this link will send an email to you with a randomly generated temporary password.

## Electronic Annual Report System Log In

Welcome Samuel.Newstone@waterboards.ca.gov. Enter your password below

Password:

Login

[Forgot Password](#)

This is an example of the password reset email you will receive.

Hello

Your temporary new password on the EAR site is rW\$5R8q/o

**NOTE:** Type (do not copy and paste) the password exactly as it appears into the password field. Copying and pasting may include invisible characters (spacebar, return) which results in an incorrect password entry.

Step 2: Once logged in, you will be brought to a screen where you must change your password away from the temporary one. You will not be able to access the rest of the eAR Portal until you change your password.

The screenshot shows the Electronic Annual Reporting System interface. At the top, there is a navigation bar with links for HOME, LOGOUT, MY PROFILE, MYEAR REPORTS, MYCCR UPLOADS, MYWQENP UPLOADS, MYLSLR UPLOADS, and MYDAC UPLOADS. A red box highlights the message "Password MUST be changed". Below this, the "Profile information for --" section contains a form with various fields. The "Password" field is highlighted with a red box and contains the text "Type new password here". The "Confirm Password" field contains "Retype new password". A "Save your changes" button is located at the bottom right of the form.

CA .GOV WELCOME TO THE Electronic Annual Reporting System

HOME LOGOUT MY PROFILE MYEAR REPORTS MYCCR UPLOADS MYWQENP UPLOADS MYLSLR UPLOADS MYDAC UPLOADS

Home ->> PWS Home ->>> PWS Profile

**Password MUST be changed**

Profile information for --

If you add a water system to the Your Water Systems list, you will not be able to author a report for the newly added system(s) until that request has been reviewed by the appropriate District Engineer. An email will be sent to you upon approval of the change. For assistance, please contact the DRINC Portal Administrator.

Note: Your name and title, email address, and work phone number are disclosable report information that may be obtained through the Public Records Act.

This field is required.

First Name:

Last Name:

Password:  6-characters minimum

Confirm Password:

Company:

Your Title:

Work phone:

Cell phone:

Fax Number:

Street:

City:

State:

Zip Code:

Website URL:

**Save your changes**

## Change email/username

Your email address/username is tied directly to your eAR account, and it cannot be changed. If you are going to be using a new email address to access your eAR account, you will need to register a new account at the eAR Portal registration page.

## Starting a new report

Once you have been approved for your water system(s), you will be able to start a new eAR. To do so, follow these steps:

Step 1: Log in to the eAR Portal, click the My EAR Reports tab at the top of the page, and click the "Enter New (X Year) EAR" link.

CA.GOV WELCOME TO THE Electronic Annual Reporting System

HOME LOGOUT MY PROFILE MY EAR REPORTS MY CCR UPLOADS MY WOENP UPLOADS MY LSLR UPLOADS MY DAC UPLOADS

Home -> PWS Home -> My EAR reports

YOUR ELECTRONIC ANNUAL REPORTS

Survey	PwsName	Status	Started	Last Changed	Completed	
2009 EAR	CA1010007 - CITY OF FRESNO	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2010 LWS EAR	CA1010007 - CITY OF FRESNO	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2011 LWS EAR	CA1010007 - CITY OF FRESNO	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2012 LWS EAR	CA1010007 - CITY OF FRESNO	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2013 LWS EAR	CA1010007 - CITY OF FRESNO	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2014 LWS EAR	CA1010007 - CITY OF FRESNO	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2014 SWS EAR	CA2400318 - NEIGHBORHOOD GROCERY	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2015 LWS EAR	CA1010007 - CITY OF FRESNO	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2015 SWS EAR	CA2400318 - NEIGHBORHOOD GROCERY	In process				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2016 LWS EAR	CA1010007 - CITY OF FRESNO	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2016 SWS EAR	CA2400318 - NEIGHBORHOOD GROCERY	Completed				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>
2017 LWS EAR	CA1010007 - CITY OF FRESNO	Need revision				<a href="#">View</a> <a href="#">Print</a> <a href="#">Details</a>

**Creating new 2016 EARs is now closed!**

[Enter new 2017 EAR](#)

You are approved for 2 Water Systems  
You are waiting to be approved for 0 Water Systems

Step 2: You will be brought to a page with a list of water systems you are approved to create/edit eARs for. Select the system you wish to start a report for, then click the "Enter EAR (X Year) for the selected water system" link.

CA.GOV WELCOME TO THE Electronic Annual Reporting System

HOME LOGOUT MY PROFILE MY EAR REPORTS MY CCR UPLOADS MY WOENP UPLOADS MY LSLR UPLOADS MY DAC UPLOADS

Home -> PWS Home -> My EAR reports -> New EAR report

NEW ELECTRONIC ANNUAL REPORT

Please highlight the water system for which you wish to start a new Annual Report then click on Enter... below. If your water system is not listed, return to My Profile and add the water system. Please note that you will not be able to author a new report until your addition has been reviewed and approved by our District Engineer who will send you an email advising you of the acceptance.

[CLICK HERE](#) to find out why your system is not listed or is no longer listed.

[CA2400318 - NEIGHBORHOOD GROCERY](#)

[Enter EAR 2017 for the selected Water system](#)

If you submitted an EAR in previous years but your water system is not listed above, contact your Regulatory Agency.

[CLICK HERE](#) to view the Division of Drinking Water District Offices map

[CLICK HERE](#) to view the Local Primacy Agency contact information

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**NOTE:** If a water system does not appear in the list of selectable options, but you have not yet started a new eAR for the specified reporting year, please contact the eAR Portal Administrator at [drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov)

Certain sections of the eAR can be pre-filled with information from the previous year's eAR. These sections include: Contacts, Population, Connections, Sources, and others. To pre-fill a section of the eAR, go to the section and click the "Pre-fill this Section" link.

WELCOME TO THE **Electronic Annual Reporting System**

HOME | LOGOUT | MY PROFILE | MY EAR REPORTS | MY CCR UPLOADS | MY WOENP UPLOADS | MY LSLR UPLOADS | MY DAC UPLOADS

Home >>> PWS Home >>> My EAR reports >>> New EAR report >>> EAR report entry

SWS EAR for Water System CA2400318 - NEIGHBORHOOD GROCERY

Previous | Save and Exit | Next

**Pre-fill this Section** | Clear and Reset the Entire Report | Clear and Reset this Section Only

Intro | **Contacts** | Population | Connections | Sources | Water Supplied | Water Rates and Deliveries | Water Quality | Treatment | Backflow

CCR Certification | Improvements | Complaints | Distribution | Violations | Conservation | Climate Change | LSLR | Finalize

To view last year's report, click [HERE](#).

3. NUMBER OF SERVICE CONNECTIONS(as of December 31, 2017)

A. Active Service Connections:

Total Active Potable Water Connections currently in Division of Drinking Water database: 1

The total number of Service Connections as of December 31, 2017 must be reported as either Unmetered or Metered for each Service Connection Type as appropriate.

TYPE	Potable Water			Recycled Water		
	Unmetered	Metered	Total*	Unmetered	Metered	Total*
Do NOT report fire sprinkler connections and fire hydrants. These connections are not counted toward "service connections" for compliance purposes.			0			0
<u>Single-family Residential:</u>			0			0
single family detached dwellings			0			0
<u>Multi-family Residential:</u>			0			0
Apartments, condominiums, town houses, duplexes and trailer parks			0			0
<u>Commercial/Institutional:</u>			0			0
Retail establishments, office buildings, laundries, schools, prisons, hospitals, dormitories, nursing homes, hotels			0			0
<u>Industrial:</u>			0			0
All manufacturing			0			0
<u>Landscape Irrigation:</u>			0			0
Parks, play fields, cemeteries, median strips, golf courses			0			0
<u>Agricultural Irrigation:</u>			0			0
Irrigation of commercially-grown crops			0			0
Total Active Connections*	0	0	0	0	0	0

\*Calculated field  
To update totals click here

You will be taken to a page where you must confirm the importing of data from last year's eAR by typing Yes into the text box and clicking the "Reset this Section" link.

WELCOME TO THE **Electronic Annual Reporting System**

HOME | LOGOUT | MY PROFILE | MY EAR REPORTS | MY CCR UPLOADS | MY WOENP UPLOADS | MY LSLR UPLOADS | MY DAC UPLOADS

Do you REALLY want to clear and reset this section of the survey back to imported data?

This will lose all of your changes.

If you want to continue, enter YES in this field:

**Reset this section** | Leave as is

Back to Top | Terms of Use | Privacy Policy | Contact Us

NOTE: If you have multiple reporters associated with your water system, they cannot work on the same section at the same time, e.g.: if one reporter is working on the Contacts section, other reporters will not be able to work on the Contacts section and must work on a different section of the eAR.

## Submitting a report

Once you have completed the eAR, you can submit it to your district or Local Primacy Agency (LPA, or county) office. To do so, follow these steps.

Step 1: After filling out your eAR, click the Finalize button.

WELCOME TO THE  
**Electronic Annual Reporting System**

HOME LOGOUT MY PROFILE MY EAR REPORTS MY CCR UPLOADS MY WQENP UPLOADS MY LSLR UPLOADS MY DAC UPLOADS

Home -> PWS Home -> My EAR reports -> New EAR report -> EAR report entry

SWS EAR for Water System CA2400318 - NEIGHBORHOOD GROCERY

Save and Exit Next

Clear and Reset the Entire Report

Intro **Contacts** Population Connections Sources Water Supplied Water Rates and Deliveries Water Quality Treatment Backflow

CCR Certification Improvements Complaints Distribution Violations Conservation Climate Change LSLR **Finalize**

To view last year's report, click [HERE](#).

SMALL WATER SYSTEM  
2017 ANNUAL REPORT TO THE DRINKING WATER PROGRAM  
FOR YEAR ENDING DECEMBER 31, 2017  
*[Section 116530 Health & Safety Code]*

**WATER SYSTEM INFORMATION**

Water System No.: CA2400318  
 Water System Name: NEIGHBORHOOD GROCERY  
 Water System Classification: Transient Noncommunity Water System  
 Water System Ownership: --Pick one--  
 (See descriptions below):

Physical location:  
 (address line 1, address line 2, city, zip)

General Office Phone: (with area code)

Web site address:

Water System Ownership Descriptions:

- Local Government: e.g., city, county, or special district, local school district, junior colleges, county or community parks, etc.
- State or Federal Government: e.g., state or national park, BLM, USFS and COE campgrounds and recreation facilities, state hospitals, State universities and colleges, California Veterans Home, County or District Fairs and Expositions, Caltrans rest stop, military base, other state or federal facility
- Privately owned, non-PUC-regulated (Community Water System): e.g., mobile home park, apartment or condominium
- Privately owned business (non-community): e.g., church, private school, restaurant, amusement park, RV park/campground, motel, ranch/farm, factory, other business establishment

Step 2: You will be brought to the Finalize page. If any mandatory fields have not been filled out, you will receive an error on the page letting you know the section and question/field that has not been answered. Please return to that section and answer the required question/fill in the required field, then return to the Finalize page.

WELCOME TO THE  
**Electronic Annual Reporting System**

HOME LOGOUT MY PROFILE MY EAR REPORTS MY CCR UPLOADS MY WQENP UPLOADS MY LSLR UPLOADS MY DAC UPLOADS

Home -> PWS Home -> My EAR reports -> New EAR report -> EAR report entry

SWS EAR for Water System CA2400318 - NEIGHBORHOOD GROCERY

Previous

Clear and Reset the Entire Report

Intro **Contacts** Population Connections Sources Water Supplied Water Rates and Deliveries Water Quality Treatment Backflow

CCR Certification Improvements Complaints Distribution Violations Conservation Climate Change LSLR **Finalize**

To view last year's report, click [HERE](#).

Disclosure: Be advised that Sections 116725 and 116730 of the California Health and Safety Code states that any person who knowingly makes any false statement on any report or document submitted for the purposes of compliance may be liable for a civil penalty not to exceed five thousand dollars (\$5,000) for each separate violation for each day that the violation continues. In addition, the violators may be prosecuted in criminal court and upon conviction, be punished by a fine of not more than \$25,000 for each day of the violation, or be imprisoned in county jail not to exceed one year, or both the fine and imprisonment.

Please correct the following errors before submitting

TIP: If you don't think a "Mandatory" field applies to your water system or if you simply do not know the answer (AND have no way of getting the answer in a timely manner), you can enter "N/A" or "0" (zero) as appropriate so that these fields would not be left blank and flagged with an error.

Question	Section	Error
Administrative Contact	Contacts	Must have an AC Contact
Residential Population	Population	Missing Mandatory Answer
Method Used to Determine Population	Population	Missing Mandatory Answer
Residential Population Begin Month	Population	Missing Mandatory Answer
Residential Population Begin Day	Population	Missing Mandatory Answer
Residential Population End Month	Population	Missing Mandatory Answer
Residential Population End Day	Population	Missing Mandatory Answer

Step 3: If you do not have any errors or missing fields, you can click the "Submit to District Engineer or Local County Staff" link.

The screenshot shows the 'Electronic Annual Reporting System' interface. At the top, there is a navigation bar with the CA.GOV logo and a 'WELCOME TO THE' message. Below this is a menu with options: HOME, LOGOUT, MY PROFILE, MY EAR REPORTS, MY CCR UPLOADS, MY WQENP UPLOADS, MY LSLR UPLOADS, and MY DAC UPLOADS. The main content area displays the title 'SWS EAR for Water System CA2400318 - NEIGHBORHOOD GROCERY'. There are two links: 'Previous' and 'Submit to District Engineer or Local County Staff'. A 'Clear and Reset the Entire Report' link is also present. A horizontal menu below contains various categories: Intro, Contacts, Population, Connections, Sources, Water Supplied, Water Rates and Deliveries, Water Quality, Treatment, Backflow, CCR, Certification, Improvements, Complaints, Distribution, Violations, Conservation, Climate Change, LSLR, and Finalize. A message states: 'To view last year's report, click [HERE](#).' A disclosure text follows, warning that false statements can result in a civil penalty of up to \$5,000 per violation per day, or criminal prosecution with a fine of up to \$25,000 or imprisonment. At the bottom, there is a 'Previous' link and a 'Submit to District Engineer or Local County Staff' button, which is highlighted with a red box. The footer contains links for 'Back to Top', 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

Step 4: You will be taken to a submission page, and you will receive an email thanking you for submitting your eAR.

The screenshot shows a confirmation message on the 'Electronic Annual Reporting System' interface. The navigation bar is identical to the previous screenshot. The main content area displays a message: 'THANK YOU FOR SUBMITTING THIS EAR SURVEY. YOUR DISTRICT ENGINEER HAS BEEN NOTIFIED AND YOU WILL BE RECEIVING EMAIL AS WELL.' The message is enclosed in a light blue box.

Hello

Thank you for submitting the following Electronic Annual Report (EAR) via the DRINC Portal:

2017 SWS EAR  
CA2400318  
NEIGHBORHOOD GROCERY

1/14/2019

A copy of this report has been made available to our district engineer. Thank you for using the Electronic Annual Report System.

District Engineer: DISTRICT 11 - MERCED  
Phone Number: (559) 447-3300  
Email Address: [Dwpdist11@waterboards.ca.gov](mailto:Dwpdist11@waterboards.ca.gov)

DRINC Portal Administrator  
[drinc@waterboards.ca.gov](mailto:drinc@waterboards.ca.gov)

## Checking to see if a report is complete

Once you have submitted your eAR, you can check on the status of the submission by going to the My EAR Reports tab. There is a column labeled Status. You may see the following Statuses:

In Process: eAR has not been submitted to district or LPA staff.

Submitted: eAR has been submitted to district or LPA staff, but has not yet been reviewed.

Completed: eAR has been reviewed by district or LPA staff and deemed complete.

Needs Revision: eAR has been returned for revisions. An email will be sent to you with a list of necessary changes.

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## Editing a report after it has been submitted

If you submit an eAR, but later realize that changes need to be made, contact your district or LPA office and ask that your eAR be returned to you for revision.

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## Viewing water system information

The Division of Drinking Water's Public Drinking Water Watch page contains all water system information available to the public. You can view the page and search for your water system here: <https://sdwis.waterboards.ca.gov/PDWW/>

NOTE: Personally Identifiable Information (PII) found in the Contacts section of the eAR will not be released to the public for privacy reasons.

Public water system water production, delivery, and rates information is available on the California Open Data Portal, available here: <https://data.ca.gov>

For community water systems, the Lead Service Line Replacement Inventory Status can be viewed here:

<https://gispublic.waterboards.ca.gov/portal/apps/Cascade/index.html?appid=7adcfc6473614ada9c0b9c351362a656>

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