State Water Resources Control Board
Division of Drinking Water

Hosting of Public Water System's Consumer Confidence Reports (CCRs)

The Division of Drinking Water (DDW) at the State Water Resources Control Board (State Water Board) is continuing to host electronic copies of public water systems' (PWS') Consumer Confidence Reports (CCRs) and Annual Reports on its public Drinking Water Watch website (https://sdwis.waterboards.ca.gov/PDWW/), with direct links to the CCRs. To qualify for this hosting, your PWS must have a registered user at the **Electronic Annual Reporting System** web page of the DRINC Portal (eARDWP). In February, registered users of the eAR are sent a reminder via email of the availability of the eAR for that year. Current eAR users do not need to register again. New users can register at any time. The PWS personnel's request to register as a user on the eARDWP portal is vetted by that regulating agency. Once a PWS user has registered, the eAR can be completed online and the CCR uploaded. While Microsoft Word (doc/docx) or Adobe Acrobat (pdf) version of the CCR can be uploaded to the site, pdf versions are recommended. When this is done, the internet address will be displayed on the web page, which the PWS can give to its customers to see the CCR directly. This URL will be one click away for a PWS's customers to see the CCR.

HOW TO SUBMIT THE CCR AND CERTIFICATION ON THE EARDWP PORTAL

You may have noticed when you logged in to eARDWP portal website to complete and submit your 2020 eARDWP that next to the **MY EAR REPORTS** tab is the **MY CCR UPLOADS** tab. To upload your 2020 CCR, go to the **MY CCR UPLOADS** tab and click the link Upload new 2020 Consumer Confidence Report. After the 2020 CCR is uploaded, click on the **MY CCR UPLOADS** tab again to upload the CCR Certification form. Make sure that you click "Upload" under the "CERTIFICATE" column and for the correct CCR year. You can upload the certification at any time AFTER you have uploaded the 2020 CCR. For example, you can log in to upload the CCR in June and log in again to upload the certification in September.

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 PWS representatives access the eARDWP portal. To access the eARDWP/CCR online page, please go to the following link http://www.drinc.ca.gov/ear/. You need only register once to upload CCRs and certifications for multiple PWSs for which you are responsible. Within three to five business days after you have registered and the State Water Board, DDW District Engineer or local primacy agency (LPA) has reviewed your registration, you will receive an email to allow you access to upload a CCR for your PWS(s).

IF YOU NEED TO ADD ANOTHER WATER SYSTEM TO YOUR REGISTERED LIST

You must ensure you are registered for each PWS for which you must submit a CCR. *To register for a new system*, you must login to the eARDWP portal using your username (email address) and password, then go to the **MY PROFILE** tab and add a water system from the list. Within three to five business days after you have added the new PWS to your list, and the State Water Board, DDW District Office or LPA has reviewed your registration, you will receive an email to allow you to upload a CCR for that new PWS(s). You may begin uploading the 2020 CCR for any PWSs that had prior approval while you are waiting for the approval for the newly added PWS.

IF YOU FORGOT YOUR PASSWORD OR CHANGED EMAIL ADDRESSES

Password. You must first login using your username (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. The next time you access your eARDWP portal account, you must **type** your temporary password, and replace it with a new password.

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 PWS(s) to the new account for which you need to submit a 2020 CCR.

UPLOAD ONLY A SINGLE FILE EACH FOR THE CCR AND CERTIFICATION

Unlike the eARDWP which is a form that must be filled out online, you only need to upload electronic copies of the CCR and certification to submit these documents. While the uploaded CCR and certification may be in Microsoft Word or Adobe Acrobat (pdf), pdf format is recommended. **Note that only one file for the CCR and one file for the certification can be uploaded for each PWS**. 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 Microsoft Word (doc/docx) or preferably pdf file. Microsoft Excel files should be converted into pdf files.

CONFIRMATION OF RECEIPT OF THE 2020 ECCR

The person who uploaded the 2020 CCR for your PWS 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 2020 CCR submittal process, please contact the State Water Board, DDW District Office or LPA, or send an email to drinc@waterboards.ca.gov.