This is a message from the State Water Resources Control Board.

Hello Public Water System Representative:

SUBJECT: **ANNUAL REPORT FOR CALENDAR YEAR 2014**

It is again time to report to the State Water Resources Control Board's Division of Drinking Water (DDW), formerly the California Department of Public Health (CDPH), on the operation of your public water system during the past year (2014). This annual report is intended to provide DDW with updated information regarding your water system, including contact information, population served, number of service connections, modifications made in the previous year, etc. Your accurate and timely completion of this report is appreciated.

Since 2010, DDW (CDPH at the time) has instituted procedures for submittal of the annual reports in an electronic format via the DRINC Portal website. Please note that since you previously registered for access to the eARDWP website, you do not need to register again to begin completing the 2014 eARDWP. Simply login to the eARDWP Portal using your user name (email address) and password; then go to the **MY EAR REPORTS** tab. Each previously submitted report will have a link on this page. At the bottom of the page is a link to start the 2014 eARDWP.

To access the eARDWP online page, please go to the following link for our DRINC Portal at http://drinc.ca.gov and then select the Electronic Annual Report link on the left-hand side of the page or go directly to http://drinc.ca.gov/ear/. You may find that some of the report is "pre-populated" with information from our database and your 2013 eARDWP. Please check this information to make sure it is still correct and current.

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 report. *To register for a new system*, you must login to the eARDWP Portal 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 we have reviewed your registration, you will receive an email to allow you access to start a report for that new public water system(s). You may begin creating the 2014 eARDWP for any water systems for which you have prior approval while you are waiting for the approval for the newly added water system.

If you forgot your password:

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?**. Your password will be forwarded to your email account.

Any documents that you wish to accompany the eARDWP, such as an updated Emergency Notification Plan or Operations Plan, must be submitted in hard copy **to the water system's local regulatory agency**. For a map identifying DDW District Offices, please click HERE. For contact information of county environmental health agencies, please click HERE.

This year, we are again providing a Frequently Asked Questions (FAQ) posted on the eARDWP portal. If you have any questions that are not addressed in the FAQ related to the 2014 eARDWP, please contact your local regulatory agency or send an email to DRINC@waterboards.ca.gov.

The **Drinking Water Systems Geographic Reporting Tool**, was launched as a public health service by DDW in cooperation with the UC Davis Information Center for the Environment (ICE) to identify the service area boundaries of water systems within the state. This web-based tool is designed to produce high resolution, digital maps of drinking water system customer service areas for the entire state of California, to assist water systems in digitizing their customer service area boundaries and identifying their neighboring systems, and to create a geographic information system (GIS) layer useful for emergency preparedness, for public health prevention and response, and for public health research.

If you have not already done so, you are invited to create or edit your service area boundaries and enter them in the Drinking Water Systems Geographic Reporting Tool. You can access the Drinking Water Systems Geographic Reporting Tool on the DRINC portal at: http://drinc.ca.gov.

Thank you for your cooperation in completing the Annual Report.

Division of Drinking Water