



**2014 Consumer Confidence Report AND Certification Electronic Submittal via eARDWP Portal**

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

Hello Public Water System Representative:

**SUBJECT: CONSUMER CONFIDENCE REPORT AND DELIVERY CERTIFICATION FORM FOR CALENDAR YEAR 2014**

**\*\*APPLIES ONLY TO COMMUNITY WATER SYSTEMS AND NONTRANSIENT NONCOMMUNITY WATER SYSTEMS\*\***

If you are uncertain of your water system classification, please access your 2014 eARDWP, INTRO tab. Your water system classification is provided on Line 3 below Water System No. and Water System Name.

The purpose of this email is to inform you that the State Water Resources Control Board's Division of Drinking Water (DDW), formerly the California Department of Public Health (CDPH), will be collecting the Consumer Confidence Report (CCR) **Delivery Certification Form** in an electronic format beginning this year. Since 2012, DDW (CDPH at the time) has implemented an electronic process for submitting the CCR through our eARDWP portal. We have continued to improve the eARDWP website, through which you must now also submit the CCR **Delivery Certification Form** in an electronic format.

Submittal of the 2014 CCR **by July 1, 2015** and of the Delivery Certification Form by **October 1, 2015** via the eARDWP portal will constitute compliance with the requirement to provide a copy to the Division of the 2014 CCR and of the certification that the CCR has been delivered to customers as specified in the California Code of Regulations, Section 64483(c).

**The due date for electronic submittal of the 2014 Consumer Confidence Report to DDW is July 1, 2015.** This is also the date by which you need to deliver the 2014 CCR to your customers. **The due date for electronic submittal of the Delivery Certification Form to DDW is October 1, 2015.**

Instructions on how to prepare a CCR have been made available online for your convenience, including a CCR template for small water systems and the CCR Certification form, at the following website:

[http://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/CCR.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/CCR.shtml)

### **\*\*IMPORTANT INFORMATION REGARDING THE PROCESS TO UPLOAD YOUR CCR AND CERTIFICATION TO THE eARDWP PORTAL\*\***

#### ***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 2014 eARDWP that next to the **MY EAR REPORTS** tab is the **MY CCR UPLOADS** tab. To upload your 2014 CCR, go to the **MY CCR UPLOADS** tab and click the link Upload new 2014 Consumer Confidence Report. **After** the 2014 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 2014 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 eARDWP Portal:***

In order to ensure the integrity of the documents collected, we have implemented an on-line registration process to ensure that only valid water system representatives access the eARDWP Portal. To access the eARDWP/CCR 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 need only register once to upload CCRs and certifications for multiple systems for which you are responsible. Within 3 to 5 days after you have registered and the District Engineer or local health agency has reviewed your registration, you will receive an email to allow you access to upload a CCR and certification for your public water system(s).

#### ***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 CCR and certification. 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 the District Office or local health agency has reviewed your registration, you will receive an email to allow you to upload a CCR and certification for that new public water system(s). You may begin uploading the 2014 CCR and certification for any water systems that had prior approval while you are waiting for the approval for the newly added water system.

#### ***If you forgot your password or changed email addresses:***

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?** A temporary password will be forwarded to your email account. You must replace the temporary password with a new password the next time you access your eARDWP portal account.

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 water system(s) to the new account for which you need to submit a 2014 CCR and certification.

### ***Upload only a single file EACH for the CCR and certification***

Unlike the eARDWP which is a form that must be filled out online, to submit the CCR you only need to upload an electronic copy of the CCR in the format you normally use. To submit the certification you also only need to upload an electronic copy of the certification in the format you normally use. The uploaded CCR and certification may be in any file format, e.g., PDF, Word, Excel, JPEG, GIF, etc. **Note that only one file for the CCR and one file for the certification can be uploaded for each water system.** Uploading more than one file will result in the latest file replacing the previous one. For example, if 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 file, and can be combined as a PDF or submitted as a zip file.

### ***Confirmation of Receipt of the 2014 CCR and certification***

The person who uploaded the 2014 CCR and certification for your water system will receive an email notification from the DRINC portal administrator that the uploads were 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 2014 CCR and certification submittal process, please contact your local regulatory agency or send an email to [DRINC@waterboards.ca.gov](mailto:DRINC@waterboards.ca.gov).