



County of Santa Cruz Health Services Agency
Environmental Health Division
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(831) 454-2022 ❖ Fax (831) 454-3128
<https://www.scceh.org/>

2020 Electronic Annual Report (eAR) Workshop

▶ Who has to do this?

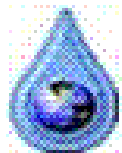
- ▶ All Public water systems: Community, Non-Transient & Transient Communities

▶ What is being asked for?

- ▶ Provide important information that helps county and state agencies determine the availability, affordability, and sustainability of water in California

▶ When?

- ▶ Reports Opened: MARCH 15th, 2021
- ▶ Reports Due By: MAY 15th, 2021



WELCOME TO THE

Electronic Annual Reporting System

- ▶ The 2021 eAR has undergone some big changes that should improve the user experience!
- ▶ Getting Started: The new homepage is at <https://ear.waterboards.ca.gov/>



WELCOME TO THE
Electronic Annual Reporting System

Home Help ▾

Register **Log in**

Information is available [here](#) as maintained by the water board's Division of Drinking Water.

Instructions for Use

If you *previously registered* at the former Electronic Annual Report web portal (<https://drinc.ca.gov/ear/home.aspx>), continue here by selecting Login and enter your User Name (email address) and password. If you do not remember your password, please select "Forgot Password" and instructions for creating a new password will be emailed to you.

For all *New Water System Staff* registering to manage a water system, please proceed using the registration button. Upon selecting "Register", any mandatory fields will be highlighted as "Required" and must be filled out with valid responses in order to proceed. The contact information entered allows the Regulating Agency to approve the user and is also used to identify the EAR Reporter in sections of the Annual Report.

For additional information related to using this platform, please visit the [User Guidance Document](#) including step by step examples for navigating once in the web portal.

Please provide all feedback, questions, or comments to drinc@waterboards.ca.gov. Thank you for your cooperation in using this reporting system.

Never been
here before?

Register

Already have
an account?

Log in



▶ The 2021 eAR Home Page:



[Home](#) [Help](#) ▾

[MY PROFILE](#) [Log off](#)

Welcome Sean Abbey

This is your **Home Page** giving the status of reports you have pending. Here's an explanation:

- **Needing to be started** - are those reports that you have not even started yet but are expected to do this year
- **Needing completion** - are those reports that you can edit at any time before submitting them for review and approval by the department's District Engineer
- **Awaiting approval** - are those reports that you have submitted for review and approval. You will not be able to edit these reports
- **Needing revision** - are those reports that have been reviewed by our District Engineer but which you can re-edit with further information and re-submit

Goto [My EAR Reports](#) to start a new report or to open a report that you can view or edit.

Your [Historical](#) EAR Reports

You have **17** 2020 EAR reports needing to be started

You have **1** EAR reports needing completion

You have **0** EAR reports awaiting approval

You have **0** EAR reports needing revision

You have **58** Consumer Confidence Report (CCR) uploads

You have **0** Disadvantaged Community (DAC) Cert uploads

You have **19** Lead Service Line Reporting (LSLR) document uploads

You have **1** Water Quality Emergency Notification Plan (WQENP) document uploads

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

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- ▶ Starting a new report: Select your system and click “Begin EAR”



[Home](#) [Help](#) ▾

[MY PROFILE](#) [Log off](#)

Start a New Electronic Annual Report

Please highlight the water system you would like to start a new Annual Report, then click **Begin EAR** 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.

CA2...18 ▲
CA2...59
CA4...79
CA4...0 ▼

[Begin EAR](#)



▶ New layout for the EAR



Home Help ▾

MY PROFILE Log off

Need Help Completing the EAR. Click [HERE](#).

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

1 Intro	2 Contacts	3 Population	4 Connections	5 Sources	6 Supply-Delivery	7 Recycled	8a Customer Charges	8b Income	8c Affordability	9 Water Quality	10 Backflow
11 Certification	12 Improvements	13 Complaints	14 Treatment	15 Distribution	16 Emergency	17 Conservation	18 Climate Change	19 LSLR	Finalize		

DRINKING WATER SYSTEM'S 2020 ANNUAL REPORT TO THE DIVISION OF DRINKING WATER FOR THE YEAR ENDING DECEMBER 31, 2020 *[Section 116530 Health & Safety Code]*

WATER SYSTEM INFORMATION ?

Water System No.:

Water System Name:

Water System Classification:

Transient Noncommunity

Related Regulating Agency: ?

DISTRICT 05 - MONTEREY

Water System Ownership ?

State or Federal Government

If the address recorded is a PO Box or similar, please update to a physical address that would most accurately describe the location of the water system.

Physical location

▶ New layout for the EAR



Need Help Completing the EAR. Click [HERE](#).

To view last year's report, click [here](#). ← **Your friend**

1 Intro	2 Contacts	3 Population	4 Connections	5 Sources	6 Supply-Delivery	7 Recycled	8a Customer Charges	8b Income	8c Affordability	9 Water Quality	10 Backflow
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DRINKING WATER SYSTEM'S 2020 ANNUAL REPORT TO THE DIVISION OF DRINKING WATER FOR THE YEAR ENDING DECEMBER 31, 2020 *[Section 116530 Health & Safety Code]*

WATER SYSTEM INFORMATION ?

Water System No.: [REDACTED]

Water System Name: [REDACTED]

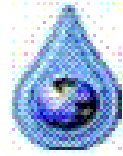
Water System Classification: Transient Noncommunity

Related Regulating Agency: ? DISTRICT 05 - MONTEREY

Water System Ownership: ? State or Federal Government ▾

If the address recorded is a PO Box or similar, please update to a physical address that would most accurately describe the location of the water system.

Physical location [REDACTED]



WELCOME TO THE

Electronic Annual Reporting System

▶ 3 Major Changes:

- ▶ **Major Change 1: Mandatory Field Highlighting**
- ▶ **Major Change 2: Non-transient and Transient systems no longer see sections designated for Community systems**
- ▶ **Major Change 3: Hiding sections that do not apply to you**

▶ Major Change 1: Mandatory Field Highlighting

10. Backflow–Cross Connection Control ?

	Total Number in System in 2020	Number Installed in 2020	Number Tested in 2020	Number Failed in 2020	Number Repaired/ Replaced
Backflow Assemblies on the Service Connections or Meter (Reduced Pressure Principle and Double Check Valve assemblies) ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Backflow Assemblies On-site but not on the Service Connections or Meter (Reduced Pressure Principle and Double Check Valve assemblies) ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Air-gap Separation ?	<input type="text"/>	<input type="text"/>	<input type="text"/>		
No. of <i>Inactive</i> Backflow Prevention Assemblies in water system in 2020: ?					<input type="text"/>
Date of last cross-connection control survey done on the system:					<input type="text"/>

Answer fields **shaded yellow** are **Mandatory Questions** and must be answered to complete this report. Based on previous answers, some answer fields are **shaded salmon** indicating **Conditionally Mandatory Questions**. Any missed responses to Mandatory and Conditionally Mandatory questions will be shown in the Finalize Section.

▶ Major Change 2: Non-transient and Transient systems can no longer see sections designated for Community Systems



Need Help Completing the EAR. Click [HERE](#).

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

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18. Climate Change Adaptation and Resiliency for Water Utilities [?](#)

This page is intentionally blank.

Section questions only for Community Water Systems

Prefill this section

Save and Exit

Clear and Reset this Section Only

Prev


Next

[Email for help on this page](#)

▶ Major Change 3: Hiding sections that do not apply to you

B. WATER DELIVERIES

Check this box **No Water Deliveries** if your water system does not have monthly water deliveries data and provide further clarification in the comments (e.g. system does not provide water to retail customers, billing system data is unavailable at the time of the report). Once you have checked this box, the rest of Section B will be hidden.

Units of Measure (UOM) for this table: 

Provide all monthly metered water deliveries for all water sources (potable and non-potable) in the table below. If you have partially metered or unmetered water deliveries, check the help tips for additional guidance as you may be able to provide information.

A	B	C	D	E	F	G	H	I	J
	Single-family Residential	Multi-family Residential	Commercial/ Institutional	Industrial	Landscape Irrigation	Other	Total Retail*	Agricultural	Other PWS
Check if no water is delivered or not applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
January	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>

▶ Major Change 3: Hiding sections that do not apply to you

B. WATER DELIVERIES [?](#)

Check this box No Water Deliveries if your water system does not have monthly water deliveries data and provide further clarification in the comments (e.g. system does not provide water to retail customers, billing system data is unavailable at the time of the report). **Once you have checked this box, the rest of Section B will be hidden.**

COMMENTS (Note: Comments will be made publicly available): [?](#)

Prefill this section

Save and Exit

Clear and Reset this Section Only

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Key Sections

- ▶ Contacts
- ▶ Population Type and Counts
- ▶ Connections
- ▶ Supply-Delivery
- ▶ Customer Charges/Income/Affordability (Community systems only)
- ▶ Water Quality
- ▶ Backflow
- ▶ Certification

▶ Contacts

- Read instructions carefully!
- Must have one and only one:
 - Administrative Contact
 - Financial Contact
- Can be the same person
- Should have phone number and email address for Admin. contact
- Should be water system owner/representative (not contract operator)
- Operator/Water Quality/Sampler:
 - Should also specify at least one person with one of these roles



2. Public Water System Contacts

Contact your Regulating Agency to **update contact information for current contacts.**

IMPORTANT: Each water system must have one and only one Administrative Contact AND one and only one Financial Contact. The same person may be both the Administrative and Financial Contacts.

Please provide an email address for the Administrative Contact as most email communication, particularly email blasts, from the Division of Drinking Water will be sent to the email address of the Administrative Contact.

PHONE TYPE: Home – if you use your home or personal phone number as your business number, use the HOME phone type instead and leave the BUSINESS phone type blank. Only the BUSINESS phone type will appear in Drinking Water Watch (<https://sdwis.waterboards.ca.gov/PDWWW/>), which can be viewed by the public, if the General Office phone number is not provided (see Water System Information section under the Intro tab).

CURRENT CONTACTS CONTACT RECORD	PHONE TYPE 	PHONE NO.	EMAIL ADDRESS(ES)	CONTACT TYPE  (Modify with checkbox)	
Contact 1				<input type="checkbox"/> DELETE CONTACT 1	<input type="checkbox"/> NO CHANGES TO CONTACT 1
First Name, Middle Initial	Business	(831)		<input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Operator
Last Name	Home			<input type="checkbox"/> Financial	<input type="checkbox"/> Emergency
Title	Facsimile			<input checked="" type="checkbox"/> Designated Operator In Charge	<input type="checkbox"/> Sampler / Water Quality
Address 1	Mobile			<input type="checkbox"/> Contract Operator	<input type="checkbox"/> Legal
Address 2				<input type="checkbox"/> Owner	<input type="checkbox"/> Funding
City					
State	Emergency				
Zip Code					

Population

- Critical information- along with service connection number and type, this determines the water system classification and related requirements
- Click the “?” symbols here and throughout the report for more information, including how to define “Residential”, “Transient”, and “Non-Transient” individuals

3. Population Served ?

Total Population in DDW Records: ?

Population Type ?	Population Count	Annual Operating Period ?			
		Begin Date		End Date	
		MM	DD	MM	DD
Residential	<input type="text" value="70"/>	1	1	12	31
Transient	<input type="text" value="0"/>	1	1	12	31
Non-Transient	<input type="text" value="0"/>	1	1	12	31

Method Used to Determine Population:

If population is based on "Other", identify the methods or sources of how it was estimated:

List the names of communities served by the system identifying both incorporated and unincorporated areas:

► Connections

- Determines water system classification! (Along with population size and type)
- Noncommunity systems and systems with nonresidential water use- categorize “connections” on-site as best as possible

4. Number of Service Connections ⓘ

A. Active Service Connections:

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

20

The total number of Service Connections as of December 31, 2020 must be reported as either Unmetered or Metered for each Service Connection Type as appropriate. ⓘ

TYPE	Potable Water		Total*
	Unmetered	Metered	
Do NOT report fire sprinkler connections and fire hydrants. These connections are not counted toward “service connections” for compliance purposes.			
<u>Single-family Residential:</u> single family detached dwellings	0	24	24
<u>Multi-family Residential:</u> Apartments, condominiums, town houses, duplexes and trailer parks	0	0	0
<u>Commercial/Institutional:</u> Retail establishments, office buildings, laundries, schools, prisons, hospitals, dormitories, nursing homes, hotels, churches, campgrounds	0	0	0
<u>Industrial:</u> All manufacturing	0	0	0
<u>Landscape Irrigation:</u> Parks, play fields, cemeteries, median strips, golf courses	0	0	0
<u>Agricultural Irrigation:</u> Irrigation of commercially-grown crops	0	0	0
Total Active Connections*	0	24	24

* Calculated field

▶ Supply-Delivery

- Required- monthly production totals (County and State Requirement)
- ****Double-check units of measure!**
 - Gallons
 - Acre-feet
 - Cubic feet
 - Etc.
- Carefully review these amounts, missing digits make a big difference

6. Water Supply and Delivery

Important Note Concerning Water Use Questions:

The California Water Code Section 10609(c)(4) states: "The state should identify opportunities for streamlined reporting, eliminate redundant data submissions, and incentivize open access to data collected by urban and agricultural water suppliers."

It has come to the Division of Drinking Water's attention that, between this electronic Annual Report and other reports, some public water systems experience (at least some) redundant reporting of water use information and opportunities to streamline reporting may exist.


Are any questions in this section reported elsewhere?

Name the report(s) containing the information requested in this Electronic Annual Report for the 2020 calendar year (reporting year):

Regulatory entity receiving the report(s), contact name, and phone number:

A. WATER PRODUCED, PURCHASED, AND SOLD

Units of Measure for tables in Section 6A:  100 cubic feet  

Volumes are based on: 

6.A1 - Water Produced, Purchased, and Sold

If only total annual production is available, report your monthly estimated volumes by dividing the total by 12 for monthly reporting. If you have no annual production, please use the checkboxes to prefill zero values and advance to subsection 6.A2 for water purchasing details.

A	B	C	D	E	F	G	H
Month	Potable Water						
	Water Produced from Groundwater (Wells)	Water Produced from Surface Water	Finished Water Purchased or Received from another PWS	Total Amount of Potable Water*	Water Sold to Another PWS	Non-potable (exclude recycled)	Recycled
Check here if no production for every month	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
January	0	0			0	0	0
February	0	0			0	0	0
March	0	0			0	0	0
April	0	0			0	0	0

▶ Customer Charges/Income/Affordability (Community systems only)

- Possibly the most complicated, difficult section of the report
- California’s Human Right to Water Declaration (2012):
 - “Every human being has the right to safe, clean, **affordable**, and accessible water adequate for human consumption, cooking, and sanitary purposes”
- Key Purpose- to evaluate/assess water affordability in California
- Ask for help if needed! Environmental Health or:
 - SAFER-NAU@waterboards.ca.gov

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

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8. Customer Charges [?](#)

A. Water Rates and Charges [?](#)

A.1 Does your water system charge customers for water (residential, commercial, industrial, or institutional water customers)? [?](#) Yes [v](#)

A.2 Select applicable customer types: [?](#) Residential [v](#)

A1. Residential Water Rates and Charges [?](#)

A1.1 Please select the most common rate structure used to charge Residential customers: [?](#)

Single or Flat Rate – Average, static rate charged per billing cycle independent of water usage.

Base Rate – Base rates are the charges applied for receiving drinking water service regardless of the amount of water consumed. Base rates are usually fixed amounts and may include charges like sourcewater protection fees, service fees, etc.

Usage Rate – Rates that are charged based on the amount of volume or water consumed.

Fixed or Uniform - Rates that remain unchanged per billing cycle throughout the year.

Variable - Rates that are changed depending on water usage.

- Single or Flat Rate (Often Unmetered)
- Base Rate (Fixed) + Usage Rate (Uniform)
- Base Rate (Fixed) + Usage Rate (Variable)
- Base Rate (Variable) + Usage Rate (Uniform)
- Base Rate (Variable) + Usage Rate (Variable)
- Allocation Based (California Water Code Sections 370-374; Specifically, California Water Code Section 372)
- Other (text box)

A1.1a. Other Notes

A1.2 Comments on rate structure, explain allocation rate if applicable: [?](#)

A1.3. Please select your billing frequency for Residential customers: [?](#) monthly [v](#)

Water Quality

1 Intro	2 Contacts	3 Population	4 Connections	5 Sources	6 Supply-Delivery	7 Recycled	8a Customer Charges	8b Income	8c Affordability	9 Water Quality	10 Backflow
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9. Water Quality

Date of Emergency Notification Plan:

No WQENP Uploaded

Is the Emergency Notification Plan up to date?

Yes

If no is selected, please upload a revised WQENP.

Select [here](#) to [view](#) your water system's last WQENP received.

A. DIRECT ADDITIVES

Pursuant to Section 64590, Title 22 of the California Code of Regulations, (effective January 1, 1994), all chemicals or products, including chlorine, added directly to the drinking water as part of a treatment process must meet the NSF/ANSI Standard 60.

Check this box if your public water system has chemicals or products, including chlorine, added directly to the drinking water as part of a treatment process.

Please complete the following table for each chemical used by this water system. If you are not sure whether a chemical you are using meets this standard, contact the manufacturer or distributor of the chemical.

Name of Chemical	Name of Manufacturer	Purpose of using chemical	Chemical is ANSI/NSF Standard 60 certified (Y/N)	Use initiated in 2020 (Y/N)	+
Sodium Hypochlorite	Hasa Multichlor	Disinfection	Y	N	 

B. INDIRECT ADDITIVES

As of March 9, 2008, a water system shall not use any chemical, material, lubricant, or product in the production, treatment or distribution of drinking water that comes in contact with the drinking water that does not have certification of meeting NSF/ANSI standard 61.

Does your water system have procedures to ensure all future equipment and materials meet this standard?

Yes

If you have any questions on the requirements related to indirect additives, you may contact your local regulatory agency.

- Important:

- Need to verify that water system uses only chemicals/additives certified for drinking water
 - NSF/ANSI Standard 60 (or equivalent)
- Must also verify that materials used (pipes, pumps, tanks, etc.) are certified as safe for contact with drinking water
 - NSF/ANSI Standard 61 (or equivalent)



▶ Backflow

- Double check valve (DC) or reduced pressure principle (RP) assemblies must be tested every year and repaired/replaced if they do not pass
- See photos below (from EAR “?” info sheet) for examples of DC and RP assemblies
- Every system is required to have a Cross Connection Control Program/Coordinator- do not need to be certified as a backflow specialist



Fig. 1 - a double check valve assembly



Fig. 2 - a reduced pressure principle backflow prevention assembly

10. Backflow–Cross Connection Control ?

	Total Number in System in 2020	Number Installed in 2020	Number Tested in 2020	Number Failed in 2020	Number Repaired/ Replaced
Backflow Assemblies on the Service Connections or Meter (Reduced Pressure Principle and Double Check Valve assemblies) ?	0	0	0	0	0
Backflow Assemblies On-site but not on the Service Connections or Meter (Reduced Pressure Principle and Double Check Valve assemblies) ?	0	0	0	0	0
Air-gap Separation ?	1	0			

No. of *Inactive* Backflow Prevention Assemblies in water system in 2020: ?

Date of last cross-connection control survey done on the system:

Cross Connection Control Program Coordinator

Name:

Certification Number:

Business Phone: Email Address:

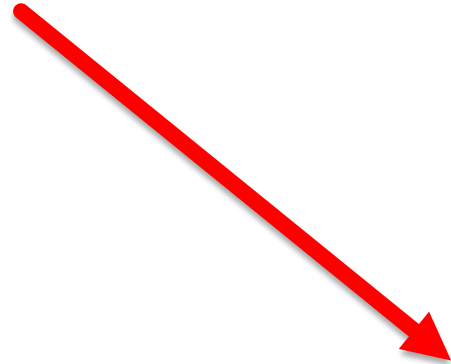
Certification or training received:

Describe any cross-connection incidents that occurred during 2020: ?

COMMENTS (Note: Comments will be made publicly available): ?

► Certification

- Look up state drinking water operator certification information:
 - https://www.waterboards.ca.gov/drinking_water/certlic/occupations/DWopcert.html



11. Operator Certification ⓘ

Please list the **State certified Drinking Water Operators** employed by your water system that supervise and direct the operation of your distribution system and water treatment plants where applicable.

A. DISTRIBUTION SYSTEM CERTIFIED OPERATORS

Your Distribution System Classification is: D1 ⓘ

Do your Chief and Shift Distribution System Operators have the minimum level required?

Yes

Check this box if your public water system has designated a Chief Distribution Operator.

Name of Chief Distribution Operator (First name Last name): Mason Weidner

Grade of Chief Distribution Operator (1, 2, 3, 4 or 5):

2

Distribution Operator Number (4 or 5 digits):

37268

Distribution Certification Expiration Date (MM/DD/YYYY):

02/01/2022

Check this box if your public water system has one or more certified distribution system shift operators.

Click here to upload an Excel spreadsheet of your water system's certified distribution operators.

Distribution Operator Name (First name Last name)	Grade of Distribution Operator (1, 2, 3, 4, or 5)	Chief or Shift ¹ (C, S or X)	Distribution Operator Number (4 or 5 digits)	Distribution Certification Expiration Date (MM/DD/YYYY)	+
Not found					

Certified Water Treatment & Distribution Operators

These lists are updated monthly and may not contain recently issued or expired certificates. Although SWRCB takes all steps to ensure the accuracy of the information in the lists, there may be some inaccuracies. Please contact the SWRCB Drinking Water Operator Certification Program at 916-449-5611 if you have any questions.

List of Certified
Treatment Operators
A - L

List of Certified
Treatment Operators
M - Z

List of Certified
Distribution Operators
A - L

List of Certified
Distribution Operators
M - Z

Thank You!

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect against the white background.