



Clearinghouse Reporting User Guide



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Water Boards – Division of Drinking Water

Clearinghouse Reporting User Guide

User Guide for the California State Drought & Conservation Reporting Tool, developed in coordination between the California State Water Resources Control Board (State Water Board), California Department of Water Resources (DWR), and California Public Utilities Commission (CPUC).

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12/04/2023 – Updated to include Clearinghouse Annual Inventory Reporting and Urban Water Supplier Reporting

For questions or comments related to Clearinghouse reporting,
email Clearinghouse-Reporting@waterboards.ca.gov.

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1. Introduction

1.1. Background

The Clearinghouse Reporting User Guide provides step-by-step instructions for public water systems on submitting data into the SAFER Clearinghouse. This centralized reporting platform allows the State Water Board to track water system conditions and proactively identify those most impacted by water supply shortages, while reducing duplicative reporting obligations.

Reporting requirements have recently expanded under new legislation. Senate Bill 552 requires small water suppliers and non-transient non-community schools to enhance their advance drought planning, including reporting requirements under Water Code Section 10609.61 for water supply condition information. Senate Bill 552 also requires, by January 1, 2023, subject to funding availability, the implementation of monitoring systems sufficient to detect production well groundwater levels. Additionally, urban water suppliers are required to report conservation and usage information to the State Water Board pursuant to Section 991 of Title 23 of the California Code of Regulations.

Moving reporting into the Clearinghouse aims to reduce duplicative submissions such as section 6 of the Electronic Annual Report (eAR) and Monthly Conservation Reporting, among others. Supply and demand data points previously in the eAR will be transitioned to the new Clearinghouse reporting platform to avoid redundant data entry obligations.

The User Guide has been updated to reflect these new reporting requirements per state law and regulations. The guide serves as an essential reference for water systems to fulfill their data submission obligations more efficiently, supporting the State Water Board's efforts to mitigate long-term drought impacts across California.

1.2. Reporting Requirements

The State of California, through the State Water Board's Division of Drinking Water (DDW), issued the DDW Technical Reporting Order (Order No. DDW_HQ_2024_001) on January 1, 2024 to require all non-urban Community Water Systems and Non-transient Non-community (NTNC) schools to prepare **Monthly Drought & Conservation Reports** on a quarterly basis (or more frequently, as required) to the State. Additionally, all public water systems are required to submit a **Clearinghouse Annual Inventory Report** every year.

Urban water suppliers are submitting **Single Urban Drought and Conservation Reports (D&C Reports)** and/or **Aggregated Urban D&C Reports** on a monthly basis for Monthly Conservation Reporting.

Water systems that are experiencing a severe water shortage, or systems that have been identified by the State Water Board or Local Primacy Agency staff to be at-risk of experiencing a severe water shortage may be required to submit drought-related data more frequently to the State to facilitate better coordination of assistance and emergency tracking. These more frequent reports are called **Monthly Potential Water Outage** and **Weekly Water Outage Reports**.

Table 1. Drought Report Types

Report Type	Report Frequency	Reporting Deadlines	Which water systems?
Clearinghouse Annual Inventory Report	Annually	March 31 of the following year	All public water systems
Monthly Drought & Conservation Reporting	Monthly	Quarterly (month after quarter end date)	All community water systems and schools that are not conducting Single and Aggregated Urban & Drought Conservation Reporting.
Single and Aggregated Urban Drought & Conservation Reporting	Monthly	End of the following month (e.g., Feb 28)	Urban Retail Water Suppliers
Monthly Potential Water Outage Reporting	Monthly	Monthly (7 days after end of month)	Water systems that the Division of Drinking Water determines are at-risk of experiencing a severe water shortage or water outage, and which are notified by the Division.
Weekly Water Outage Reporting	Weekly	Weekly (7 days after end of week)	Water systems that the Division of Drinking Water determines are experiencing a water outage, and which are notified by the Division.

Table 2. Monthly Report Deadlines

Reporting Period	<u>Quarterly Deadline for Community Water Systems & Schools conducting Monthly Drought & Conservation Reporting</u>	<u>Monthly Deadline for Single and Aggregated Urban D&C Reporting</u>
January	April 30	February 28
February	April 30	March 31
March	April 30	April 30
April	July 31	May 31
May	July 31	June 30
June	July 31	July 31

Reporting Period	Quarterly Deadline for Community Water Systems & Schools conducting Monthly Drought & Conservation Reporting	Monthly Deadline for Single and Aggregated Urban D&C Reporting
July	October 31	August 31
August	October 31	September 30
September	October 31	October 31
October	January 31 of the following year	November 30
November	January 31 of the following year	December 31
December	January 31 of the following year	January 31 of the following year

Table 3. Data Collected in Each Monthly Report

Section	Description	Report Types	Who is Required to Report
Water Shortage	Per month, water systems are required to report if they are experiencing, or about to experience, a severe water shortage. Information about the system's Water Shortage Contingency Plan is also collected.	<ul style="list-style-type: none"> • Monthly Drought & Conservation Reporting • Single and Aggregated Urban & Drought Conservation Reporting • Monthly Potential Water Outage Reporting • Weekly Water Outage Reporting 	<ul style="list-style-type: none"> • All community water systems and non-community schools.
Source Reporting	Per month, water systems are required to submit their monthly source production volumes and information regarding their sources' current capacity.	<ul style="list-style-type: none"> • Monthly Drought & Conservation Reporting • Single and Aggregated Urban & Drought Conservation Reporting • Monthly Potential Water Outage Reporting • Weekly Water Outage Reporting 	<ul style="list-style-type: none"> • All community water systems and non-community schools.
Supply & Demand	Per month, water systems are required to report their total monthly potable and non-potable supply (production) and demand (delivery) volumes. This information is broken down by source	<ul style="list-style-type: none"> • Clearinghouse Annual Inventory Report • Monthly Drought & Conservation Reporting • Single and Aggregated Urban & Drought Conservation Reporting • Monthly Potential Water Outage Reporting 	<ul style="list-style-type: none"> • All community water systems and non-community schools. • Non-community systems (annual only).

Section	Description	Report Types	Who is Required to Report
	water types and customer classifications.		
Supply Augmentation	Per month, water systems are required to provide information on supply augmentation activities if they are pursuing any.	<ul style="list-style-type: none"> Monthly Drought Order Reports Single and Aggregated Urban & Drought Conservation Reporting 	<ul style="list-style-type: none"> Water systems conducting Monthly Drought Order Reporting only. Urban Retail Water Suppliers
Demand Reduction	Per month, water systems are required to provide information on demand reduction activities if they are pursuing any.	<ul style="list-style-type: none"> Monthly Drought Order Reports Single and Aggregated Urban & Drought Conservation Reporting 	<ul style="list-style-type: none"> Water systems, with 500 connections or more, conducting Monthly Drought Order Reporting only. Urban Retail Water Suppliers

The required reports from the DDW Technical Reporting Order listed above are completed online through SAFER Clearinghouse Reporting Portal (<https://wbappsrv.waterboards.ca.gov/safer>). This portal was created within the SAFER Clearinghouse for the purpose of collecting this essential information. The information gathered will be used collect and validate facility and production data to be used for a variety of core State Water Board business functions: permitting, inspections, compliance, emergency planning and response, risk analysis, cost estimates, etc.

The Division has a mission to eliminate duplicative reporting wherever possible and entering all water system data into the SAFER Clearinghouse will serve as a centralized collection point for other data systems across multiple State agencies and State Water Board divisions. The report is intended to harmonize data collection requirements from Senate Bill SB 552 (for Small Communities and Non-transient Non-community Schools), Monthly Conservation Reporting for Urban Retail Water Suppliers, and annual Production and Demand data reporting from the Electronic Annual Report (EAR) among others into one reporting system.

For more details regarding the DDW Technical Reporting Order, please visit:
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/clearinghouse_drought_conservation_reporting.html.

For more details regarding Senate Bill 552, please visit <https://water.ca.gov/Programs/Water-Use-And-Efficiency/SB-552>.

Any questions about Clearinghouse reporting should be forwarded to Clearinghouse-Reporting@waterboards.ca.gov.

For questions concerning the water system's active sources, please direct all inquiries to your regulating agency. Current Water Board DDW District Offices (state regulators) contact information can be found at

For questions or comments related to Clearinghouse reporting
 please email Clearinghouse-Reporting@waterboards.ca.gov.

https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf.

Current Local Primacy Agencies (county regulators) contact information can be found at https://www.waterboards.ca.gov/drinking_water/programs/documents/web_contact_info_district_lpa.pdf.

2. Login Page

The SAFER Clearinghouse can be accessed at <https://wbappsrv.waterboards.ca.gov/safer>, which will open the login page (Figure 1).

For a new account with the SAFER Clearinghouse, select the “Request Access” link under the login fields and proceed to Section 2.1.

Note: The Electronic Annual Reporting System account (used to submit electronic annual reports) cannot be used to log into this platform. A new account within the SAFER Clearinghouse must be created.

For an existing account with a registered email and password, enter it on the SAFER Clearinghouse login page. For password assistance, refer to Section 2.3 Forgot Password and Section 2.4 Change Password below.

Figure 1. SAFER Clearinghouse Login Page

SAFER Clearinghouse

PLEASE LOG IN

Email

password

Log In

Request Access

Forgot Password

Change Password

2.1. Request Access

Clicking on “Request Access” on the Clearinghouse login page (Figure 1 above) will bring up the “New Account Request” webpage (Figure 2 below). A description of each user account type is listed in Table 4 below. After selecting an account user type, provide the contact information. This information will help the SAFER Clearinghouse Administrator review and approve the account request.

Figure 2. SAFER Clearinghouse New Account Request

The screenshot shows a web-based application for creating a new account. At the top left is the Water Boards logo and the text "SAFER Clearinghouse". The main content area is divided into two columns: "Default Account User Type Permissions" on the left and "NEW ACCOUNT REQUEST" on the right.

Default Account User Type Permissions:

- Water System:**
 - Access to public water system or state small water system data; and
 - Manage public water system and state small water system data under their jurisdiction for verification by applicable State Water Board, Local Primacy Agency, or County Administrator.
 - Water systems that are operated by a county or city should use this account type.
- State Water Board:**
 - Access and/or manage public water system, state small water system, and domestic well data (based on existing State Water Board permissions).
- City (managing domestic/private wells):**
 - Distinct cities responsible for domestic well permitting that may manage domestic well data within their jurisdiction.
- County (managing small water systems and/or domestic/private wells):**
 - Access to manage water systems under regulatory authority as a Local Primacy Agency (LPA).
 - Access to public water system data; and

NEW ACCOUNT REQUEST:

To create a SAFER Clearinghouse account, please select the Account User Type and then complete the applicable form below. This information will be used to review your request and will not be shared outside the State Water Board.

Please select the Account User Type:

Account User Type *

Next

Table 4. Description of Account User Types

Account User Type	Description	Subsection Reference
Water Systems	Water system or water system representative that will be reporting on behalf of a water system	2.2 New Accounts for Water Systems
State Water Board	State Water Board employee	2.2.1 New Accounts for State Water Board
City Regulator	Regulates domestic/private wells at the city level	2.2.2 New Accounts for City Regulator
County Regulator	Regulates water systems as a Local Primacy Agency (LPA) at the county level and/or domestic/private wells at the county level	2.2.3 New Accounts for County Regulator
Groundwater Sustainability Agency	Employee of a Groundwater Sustainability Agency (GSA)	2.2.4 New Accounts for Groundwater Sustainability Agency Employees
State or Federal Agency	California State agency or Federal agency employee	2.2.5 New Accounts for State or Federal Agency Employees
State Contractor	Employee with an organization actively supporting State Water Board drinking water related activities	2.2.6 New Accounts for State Contractor

2.2. New Accounts for Water Systems

New accounts for water system representatives must select the Account User Type of “Water System” as shown in Figure 3. Required contact fields include:

- First Name
- Last Name
- County (physical location)
- Job Title
- Organization
- Address
- City
- State
- Zip Code
- Work Phone
- Work Email

Identify if you are associated with a public or private entity that owns or has a controlling interest in one or more public water systems (may include wholesalers) and the name of the controlling entity, if applicable.

Additionally, it is required to identify at least one water system you are associated with and are requesting permissions (ability to edit and submit data) for within the SAFER Clearinghouse. In the “Account Linked Water Systems” field, type in either the water system’s name or PWSID to link to the account. More than one water system can be associated with the account and more than one user can be associated with a water system.

The SAFER Clearinghouse Administrator will review the account request before permissions are provided for each water system selected. If your contact information is not already in our database, there may be significant delays in approving your account.

Figure 3. SAFER Clearinghouse New Account User Type: Water System

The screenshot shows the 'SAFER Clearinghouse' website with a blue header. Below the header, a sub-header reads 'Water Boards'. A red box highlights the 'Account User Type' dropdown menu, which is set to 'Water System'. The main form area contains several input fields: 'First Name *' and 'Last Name *' in separate boxes; 'County *' in a dropdown; 'Job Title *' and 'Organization *'; 'Address 1 *' and 'Address 2'; 'City *' and 'State (Ex: CA) *' (with 'CA' selected); 'Zip Code *'; 'Work Phone (###-###-####) *' and 'Ext'; 'Cell Phone (###-###-####)'; 'Work Email *' and 'Confirm Work Email *'; and a section for 'ASSOCIATED WATER SYSTEM(S)' with a question and two radio buttons ('Yes' and 'No'). A note below asks for additional information. At the bottom is a 'Submit Request' button.

2.2.1. New Accounts for State Water Board

New accounts for State Water Board staff must select the Account User Type of “State Water Board” as shown in Figure 4. Required contact fields include:

- First Name
- Last Name
- Work Email
- Division

For Division of Drinking Water employee, it is required to select associated District Office(s) to automatically have permissions for all water systems within the respective District. Also identify if you are the District Engineer and if your office assumed Local Primary Agency responsibility for a county.

Figure 4. SAFER Clearinghouse New Account User Type: State Water Board

The screenshot shows a web-based application for creating a new account. At the top, there is a logo for 'Water Boards' and the text 'SAFER Clearinghouse'. Below this, a blue header bar contains a back arrow icon and the text 'To create a SAFER Clearinghouse account, please complete the form below. This information will be used to review your request and will not be shared outside the State Water Board.' A dropdown menu labeled 'Account User Type' is set to 'State Water Board'. The main form area contains several input fields: 'First Name *' and 'Last Name *' in separate input boxes; 'Work Email *' and 'Confirm Work Email *' in adjacent input boxes; and a dropdown menu for 'Division *'. Below these fields is a large text area for 'Please provide any additional information relevant to this request.' At the bottom right of the form is a blue 'Submit Request' button.

2.2.2. New Accounts for City Regulator

New accounts for staff of distinct cities responsible for domestic well permitting must select the Account User Type of “**City Regulator**” as shown in Figure 5. Required contact fields include:

- | | | |
|--------------|----------------|------------------------------|
| - First Name | - Last Name | - County - physical location |
| - Job Title | - Organization | - Address |
| - City | - Zip Code | - Work Phone |
| - Work Email | | |

Additionally, it is required to identify the type of information managed in the account.

Figure 5. SAFER Clearinghouse New Account User Type: City Regulator

The screenshot shows a web-based application for creating a new account. At the top, there is a logo for the State Water Board and the text "SAFER Clearinghouse". Below this, a back arrow icon is visible. A note below the arrow states: "To create a SAFER Clearinghouse account, please complete the form below. This information will be used to review your request and will not be shared outside the State Water Board." A dropdown menu labeled "Account User Type" is open, showing "City Regulator" which is highlighted with a red border. The main form area contains several input fields: "First Name *", "Last Name *", "County *", "Job Title *", "Organization *", "Address 1 *", "Address 2", "City *", "State (Ex: CA) CA", "Zip Code *", "Work Phone (###-###-####) *", "Ext", "Work Email *", "Cell Phone (###-###-####)", and "Confirm Work Email *". There is also a large text area for "Please provide any additional information relevant to this request." At the bottom right of the form is a blue "Submit Request" button.

2.2.3. New Accounts for County Regulator

New accounts for LPA County staff must select the Account User Type of “**County Regulator**” as shown in Figure 6. Required contact fields include:

- First Name
- Last Name
- County – the county the staff regulates
- Job Title
- Organization
- Address
- City
- Zip Code
- Work Phone
- Work Email

Additionally, it is required to confirm the County Agency is an LPA and identify if it is a GSA. Also identify if the management of information from the account for state small water systems (non-public water systems with 5-14 service connections) and/or domestic wells (less than 5 service connections).

Note: Select the appropriate County to automatically have permissions for all water systems regulated by the respective LPA.

Figure 6. SAFER Clearinghouse New Account User Type: County Regulator

The screenshot shows a web form for creating a new account. At the top, there's a blue header bar with the "SAFER Clearinghouse" logo and a back arrow icon. Below the header, a message says: "To create a SAFER Clearinghouse account, please complete the form below. This information will be used to review your request and will not be shared outside the State Water Board." A dropdown menu labeled "Account User Type" is set to "County Regulator". The form consists of several input fields arranged in a grid:

First Name *	Last Name *	County *
Job Title *	Organization *	
Address 1 *	Address 2	
City *	State (Ex: CA) CA	Zip Code *
Work Phone (###-##-##-##) *	Ext	Work Email *
Cell Phone (###-##-##-##)	Confirm Work Email *	

Below the grid, there are two sets of questions with radio button options:

Is your County Agency a Local Primacy Agency (LPA)?* [?](#)
 Yes No

Is your County Agency a Groundwater Sustainability Agency (GSA)?*
 Yes No

What information will you be managing in the SAFER Clearinghouse? (Select all applicable)*
 State Small Water Systems
 Domestic Wells
 None

Are you requesting a **County Administrator** SAFER Clearinghouse account for management of the information selected above? [?](#)
 Yes No

Please provide any additional information relevant to this request.

[Submit Request](#)

2.2.4. New Accounts for Groundwater Sustainability Agency Employees

New accounts for GSA staff must select the Account User Type of “**Groundwater Sustainability Agency**” as shown in Figure 7. Required contact fields include:

- | | | |
|--------------|----------------|--------------------------------------|
| - First Name | - Last Name | - County – staff’s physical location |
| - Job Title | - Organization | - Address |
| - City | - State | - Zip Code |
| - Work Phone | - Work Email | |

Additionally, it is required to identify the California County(ies) associated to the staff and the information managed from the account.

Figure 7. SAFER Clearinghouse New Account User Type: Groundwater Sustainability Agency

The screenshot shows a web-based form for creating a new account. At the top, there is a logo for "Water Boards" and the text "SAFER Clearinghouse". Below this, a sub-header reads "To create a SAFER Clearinghouse account, please complete the form below. This information will be used to review your request and will not be shared outside the State Water Board." A red box highlights the "Account User Type" dropdown, which is set to "Groundwater Sustainability Agency". The form consists of several input fields arranged in a grid:

First Name *	Last Name *	County *
Job Title *	Organization *	
Address 1 *	Address 2	
City *	State (Ex: CA) *	Zip Code *
Work Phone (###-###-####) *	Ext	Work Email *
Cell Phone (###-###-####)	Confirm Work Email *	
Select the California County(ies) you work with: County *		
What information will you be managing in the SAFER Clearinghouse?* <input type="checkbox"/> Domestic Wells <input type="checkbox"/> None		
Please provide any additional information relevant to this request.		

At the bottom right of the form is a large blue button labeled "Submit Request".

2.2.5. New Accounts for State or Federal Agency Employees

New accounts for California State agency or Federal agency staff must select the Account User Type of **“State or Federal Agency”** as shown in Figure 8.

Figure 8. SAFER Clearinghouse New Account User Type: State or Federal Agency

The screenshot shows a web-based account creation form for the SAFER Clearinghouse. At the top, there's a logo for the State Water Board and the text "SAFER Clearinghouse". Below that, a sub-header says "To create a SAFER Clearinghouse account, please complete the form below. This information will be used to review your request and will not be shared outside the State Water Board." A red box highlights the "Account User Type" dropdown menu, which is currently set to "State or Federal Agency". The form contains several input fields: "First Name *", "Last Name *", "County *", "Job Title *", "Organization *", "Address 1 *", "Address 2", "City *", "State (Ex: CA)
CA", "Zip Code *", "Work Phone (###-###-####) *", "Ext", "Work Email *", "Cell Phone (###-###-####)", and "Confirm Work Email *". There's also a large text area for "Please provide any additional information relevant to this request." At the bottom is a blue "Submit Request" button.

2.2.6. New Accounts for State Contactor

New accounts for staff of an organization active contracted with the State water Board to support drinking water activities must select the Account User Type of “**State Contractor**” as shown in Figure 9. Required contact fields include:

- First Name
- Job Title
- City
- Work Email
- Last Name
- Organization
- Zip Code
- County – staff’s physical location
- Address
- Work Phone

Figure 9. SAFER Clearinghouse New Account User Type: State Contractors

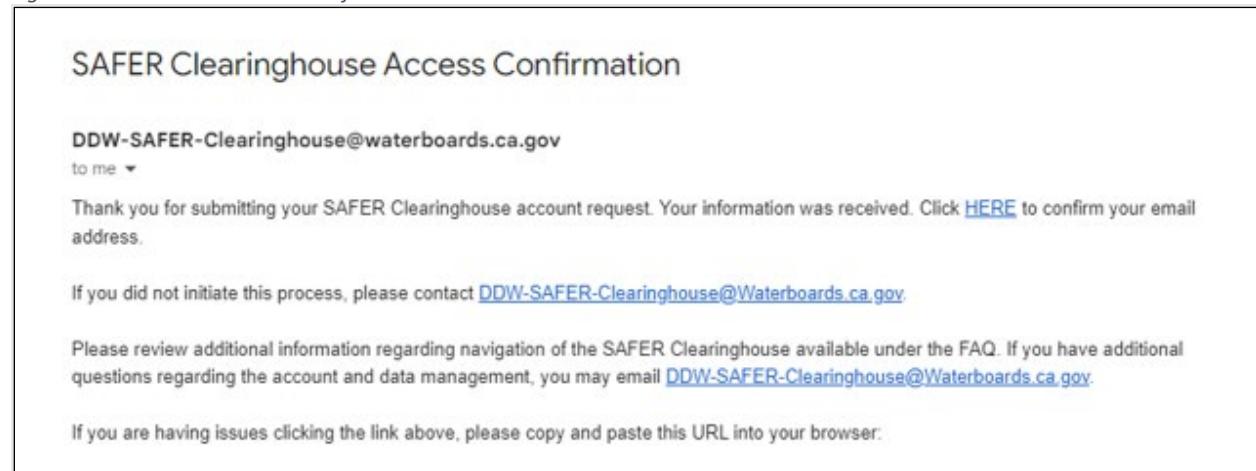
The screenshot shows a web form titled "SAFER Clearinghouse" with a blue header. At the top left is a "Water Boards" logo. Below the title is a back arrow icon. A note below the title reads: "To create a SAFER Clearinghouse account, please complete the form below. This information will be used to review your request and will not be shared outside the State Water Board." The form has several input fields: "Account User Type" dropdown set to "State Contractor" (highlighted with a red border); "First Name *"; "Last Name *"; "County *"; "Job Title *"; "Organization *"; "Address 1 *"; "Address 2"; "City *"; "State (Ex: CA)" dropdown set to "CA"; "Zip Code *"; "Work Phone (###-###-####) *"; "Ext"; "Work Email *"; "Cell Phone (###-##-##-##)"; and "Confirm Work Email *". There is also a large text area for "Please provide any additional information relevant to this request." At the bottom is a blue "Submit Request" button.

2.2.7. Email Verification for New Accounts

Once the “**Submit Request**” button is clicked, the SAFER Clearinghouse will send an email to the email address associated with the new account to confirm the email address is valid (Figure 10). For issues related to clicking on the “**HERE**” hyperlink, copy and paste the custom URL into the browser to confirm the email address is valid.

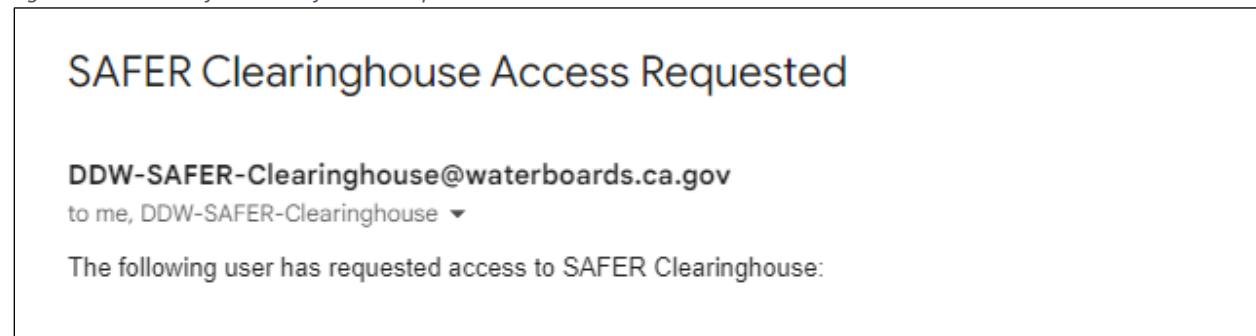
Note: State Water Board staff will not receive the SAFER Clearinghouse access confirmation email and will not need to verify their email address.

Figure 10. Email screenshot to confirm a valid email address



After verifying the email address, a confirmation email will be sent notifying that the account request has been successfully submitted for review and approval (Figure 11).

Figure 11. Email confirmation of access request



2.2.8. Access Granted for New Accounts

Once an account request has been successfully submitted, a SAFER Clearinghouse Administrator will review the request and either approve or deny the account access within five business days. The SAFER Clearinghouse Administrator may edit the submitted account request before approving.

When the account request is approved, an email notification is sent which includes a hyperlink to log-in and create a new password for the account (Figure 12). Passwords must be at least 10 characters in length. For issues related to clicking the hyperlink, the custom URL can be copy and paste into the browser to log-in and create a new password.

Note: State Water Board accounts will automatically have an existing State Water Board password assigned to the account. There is NO need to create a new password. Please use the same password credentials when logging into the state-issued computer.

Figure 12. Email Confirmation of SAFER Clearinghouse Access

SAFER Clearinghouse Access Granted

DDW-SAFER-Clearinghouse@waterboards.ca.gov
to me ▾

Your request for a SAFER Clearinghouse account was approved. You may now access the SAFER Clearinghouse.

To log in, use this [link](#). This link will expire in 72 hours.

Please review additional information regarding navigation of the SAFER Clearinghouse available under the FAQ. If you have additional questions regarding the account and data management, you may email DDW-SAFER-Clearinghouse@Waterboards.ca.gov.

If you are having issues clicking the link above, please copy and paste this URL into your browser:

If you have not received a notification of account access, or if believe your access request has been denied in error, please contact DDW-SAFER-Clearinghouse@Waterboards.ca.gov.

2.3. Forgot Password

Forgotten passwords can be reset on the login webpage of the SAFER Clearinghouse by clicking the “Forgot Password” link and enter the account email address when prompted on the webpage (Figure 13). If the email address is associated with an active SAFER Clearinghouse user account, a reset password link will be sent to the email provided.

State Water Board staff should use existing computer password to log-in. For issues with existing password, contact the State Water Board Help Desk for a password reset.

Figure 13. SAFER Clearinghouse Password Reset

The screenshot shows a web page titled "SAFER Clearinghouse". At the top left is the California Water Boards logo. A message in the header states: "State Water Board staff should be able to use your full email address and the password that you use when logging into your computer." Below this is a form with a "Reset Password" button at the top right. A text input field labeled "Enter Email *" is centered below the button. At the bottom of the form are two buttons: "Cancel" and "Reset", with "Reset" being highlighted in blue.

2.4. Change Password

To change the password, please click on the “Change Password” hyperlink on the login webpage of the SAFER Clearinghouse and enter the account email address, current password, and the new password (Figure 14).

Note: This is the only way to change a password. Passwords cannot be changed in the “**My Account**” page within the SAFER Clearinghouse. Passwords must be at least 10 characters in length.

State Water Board staff cannot change the password following the steps above. State Water Board staff should use the existing computer password to log-in. For issues with existing password, contact the State Water Board Help Desk for a password reset.

Figure 14. SAFER Clearinghouse: Change Password

The screenshot shows a web-based form titled "Change Password". At the top, a note states: "State Water Board staff should be able to use your full email address and the password that you use when logging into your computer." Below this, there are four input fields: "Email *", "Current Password *", "New Password *", and "Confirm New Password *". Each field has a corresponding placeholder text above it. At the bottom right of the form are two buttons: "Cancel" and "Save", with "Save" being highlighted in blue.

3. SAFER Clearinghouse Navigation & “My Systems”

The SAFER Clearinghouse main page consists of multiple tabs at the top of the screen, including:

- Search
- Reports
- SAFER Systems
- Administration
- My Systems

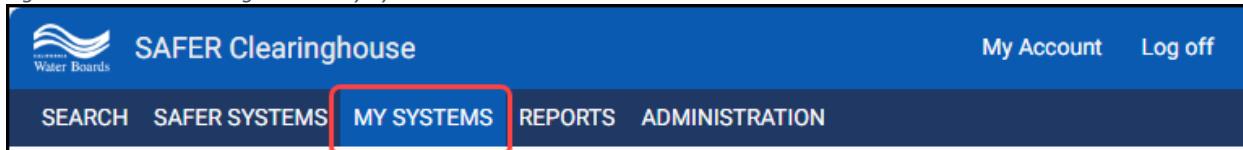
Note: Information on how to access Reports can be found below and in Section 5.

3.1. Navigating to “My Systems” Tab

The “**My Systems**” tab provides an overview of all water systems and report types that are associated with a user. Users may access water system information and clearinghouse reports by direct links embedded in the table. This is a good place to start when navigating around different assigned systems, finding a particular report, or exporting system information.

To start, select the “**My Systems**” tab as shown in Figure 15.

Figure 15. SAFER Clearinghouse: “My Systems” Tab



3.2. My Action Items Table

The “**My Action Items**” table is the first table seen after selecting the “**My Systems**” (Figure 16). In this table, the user will only see upcoming and/or past due deadlines for all report types.

It is recommended for the user to frequently monitor this table to keep up with deadlines for the required reporting.

Figure 16. SAFER Clearinghouse: “My Action Items” Table

My Action Items									MANAGE MY SYSTEMS	≡	
ASSIGNED STAFF	SYSTEM NAME	REGULATING AGENCY	ACTION TYPE	ACTION TOPIC	ACTION ITEM START DATE	ACTION ITEM DESCRIPTION	DUUE DATE	ACTUAL COMPLETION DATE			
Stephanie Osori	SIERRA MADRE-CITY, WATER DEPT.	DISTRICT 07 - HOLLYWOOD	Water System Action Item	Monthly Drought Order Reporting	11/30/2022	Water system is required to complete and submit Monthly Drought Order Reporting for 11/01/2022-11/30/2022	12/07/2022	PAST DUE			
Stephanie Osorio (WS)	EBRPD - REDWOOD SPRING REGIONAL	DISTRICT 04 - SAN FRANCISCO	Water System Action Item	Monthly Drought Order Reporting	11/30/2022	Water system is required to complete and submit Monthly Drought Order Reporting for 11/01/2022-11/30/2022	12/07/2022	PAST DUE			

3.3. My Reports Table

The “**My Reports**” table is the second table seen after selecting the “**My Systems**” (Figure 17). Users can sort and filter the table as with other tables in the SAFER Clearinghouse. This table contains all the report types assigned to any water systems the user has permissions for.

Figure 17. SAFER Clearinghouse: “My Reports” Table

SEARCH SAFER SYSTEMS MY SYSTEMS REPORTS ADMINISTRATION

MY ACTION ITEMS

0 of 0 VIEW ALL EXPORT HIDE COLUMNS

ASSIGNED STAFF	PWSID	CID	SYSTEM NAME	REGULATING AGENCY	URBAN WATER SUPPLIER NAME [ORGANIZATION ID]	CALIFORNIA PUBLIC UTILITY COMMISSION REGULATED
Gabriela Gutierrez						

MY REPORTS

0 of 0 VIEW ALL EXPORT HIDE COLUMNS

CID	SYSTEM NAME	REGULATING AGENCY	URBAN WATER SUPPLIER NAME [ORGANIZATION ID]	CALIFORNIA PUBLIC UTILITY COMMISSION REGULATED	URBAN RETAIL WATER SUPPLIER	URBAN WHOLESALE WATER SUPPLIER

3.3.1. Important Tabs and Icons

3.3.1.1. Export

Specified tables can be exported by selecting the “EXPORT” icon as shown in Figure 18.

Figure 18. SAFER Clearinghouse: Export icon

SEARCH SAFER SYSTEMS MY SYSTEMS REPORTS ADMINISTRATION

MY ACTION ITEMS

0 of 0 VIEW ALL **EXPORT** HIDE COLUMNS

ASSIGNED STAFF	PWSID	CID	SYSTEM NAME	REGULATING AGENCY	URBAN WATER SUPPLIER NAME [ORGANIZATION ID]	CALIFORNIA PUBLIC UTILITY COMMISSION REGULATED
Gabriela Gutierrez						

MY REPORTS

0 of 0 VIEW ALL **EXPORT** HIDE COLUMNS

CID	SYSTEM NAME	REGULATING AGENCY	URBAN WATER SUPPLIER NAME [ORGANIZATION ID]	CALIFORNIA PUBLIC UTILITY COMMISSION REGULATED	URBAN RETAIL WATER SUPPLIER	URBAN WHOLESALE WATER SUPPLIER

3.3.1.2. Hide Columns

The columns can be hidden or shown in the table by selecting the “**Hide Columns**” option. Columns selected will have a checkmark and will be hidden in the table. Uncheck any column name to have it appear in the table below.

Figure 19. SAFER Clearinghouse: *Hide Columns* icon

The screenshot shows the 'MY REPORTS' section of the SAFER Clearinghouse. At the top right, there is a 'HIDE COLUMNS' button with a red box around it. Below the button is a grid of checkboxes for various reporting parameters. To the right of the checkboxes is a table with columns labeled CID, SYSTEM NAME, REGULATING AGENCY, URBAN WATER SUPPLIER NAME [ORGANIZATION ID], CALIFORNIA PUBLIC UTILITY COMMISSION REGULATED, URBAN RETAIL WATER SUPPLIER, URBAN WHOLESALE WATER SUPPLIER, REPORT TYPE, CURRENT REPORTING PERIOD, REPORTING START DATE, REPORTING FREQUENCY, MOST RECENT REPORT SUBMITTED, REPORTING REQUIREMENT ISSUED BY, REGULATING AGENCY, URBAN RETAIL WATER SUPPLIER, TOTAL SERVICE CONNECTIONS, REPORTING END DATE, REPORTING STATUS, NEXT REPORTING PERIOD, and SAFER STATUS.

3.3.1.3. Manage My Systems Icon

Users can select the “**Manage My Systems**” option, found on the top right corner of the “**My Systems**” tab, to add or edit favorite water systems (Figure 20).

Figure 20. SAFER Clearinghouse: “*Manage My Systems*”

The screenshot shows the 'My Systems' tab of the SAFER Clearinghouse. At the top right, there is a 'MANAGE MY SYSTEMS' button with a red box around it. Below the button is a table with columns labeled CID, SYSTEM NAME, REGULATING AGENCY, and STATE WATER SYSTEM TYPE. The table lists several water systems, each with a yellow star icon in the first column and a blue key icon in the second column.

Figure 21. SAFER Clearinghouse: *Manage My Systems Icons*

CID	SYSTEM NAME	REGULATING AGENCY	STATE WATER SYSTEM TYPE
CA0410002	CAL-WATER SERVICE CO-CHICO	DISTRICT 21 - VALLEY	COMMUNITY
CA3000980	SMWD-NICHOLS INSTITUTE	DISTRICT 08 - SANTA ANA	NON-TRANSIENT NON-COMMUNITY
CA4000224	PRECISION MUTUAL WATER COMPANY	LPA70 - SAN LUIS OBISPO COUNTY	NON-TRANSIENT NON-COMMUNITY
CA2810003	NAPA, CITY OF	DISTRICT 03 - MENDOCINO	COMMUNITY
CA2100519	ESTERO MUTUAL	DISTRICT 25 - MARIN	COMMUNITY

Table 5. Icon Definitions for Figure 21

	Systems that are favorited have a yellow star icon at the leftmost column, otherwise they have a grey star icon by default.
	Systems that users have permissions to view/submit reports have a blue key icon next to the “CID” column, otherwise they have a grey key icon by default.

3.4. Manage My Systems

The “Manage My Systems” window allows users to favorite water systems or batch upload multiple water system PWSIDs to the “My Reports” table, as shown in Figure 22. Favorited systems will display on the foremost rows of the “My Reports” table for convenient access in case users have multiple assigned systems.

Note: State Water Board staff, systems that are favorited in the account will receive email notification on reporting specific to the system. If there are no favorite systems identified, email notifications for ALL systems (within the permission level) will automatically be sent. It is encouraged to identify water systems as a favorite to prevent excessive email notifications.

After selecting the “Manage My Systems” button, a pop-up screen will appear (Figure 22).

Figure 22. SAFER Clearinghouse: “Manage My Systems” pop up

The figure shows a screenshot of a web-based application window titled "MANAGE MY SYSTEMS". At the top left is a star icon followed by the text "MANAGE FAVORITE WATER SYSTEMS". Below this, a message says: "Enter the criteria in the search text boxes below to search for systems to be added to favorites. Alternately, you can use the Batch Upload Template and Batch Upload feature to upload a list of PWSID's." There are two buttons: "BATCH UPLOAD TEMPLATE" (gray) and "BATCH UPLOAD" (blue). Below these are navigation icons (back, forward, search, etc.) and a table header row with columns: CID, SYSTEM NAME, REGULATING AGENCY, STATE WATER SYSTEM TYPE, COUNTY, SAFER STATUS, SERVICE CONNECTIONS, and MARK FAVORITE. The table body is currently empty, showing 0 of 0 results. At the bottom right of this section is a blue "ADD TO FAVORITES" button. Below this is another section titled "★ MY FAVORITE WATER SYSTEMS". It contains a message: "You will be able to track the following systems in "My Systems" tab." Below this is another table header row with the same columns as the first. The table body is also empty, showing 0 of 0 results. At the bottom right of this section are "Delete All Favorites" (gray), "Cancel" (gray), and "Save Changes" (blue) buttons. At the very bottom of the window, there are some footer details: "CA0103040", "NORRIS CANYON PROPERTY", "DISTRICT 04 - SAN", "Not Applicable", "No", "No", "No", and "Conservation".

Search Water System - The user may enter either a name or public water system number associated with a water system to add it to the list under “PWSID”. One or more water systems can be added. Refer to Figure 23.

Figure 23. SAFER Clearinghouse: Adding Systems as Favorite



Batch Upload Template - This will allow user to download a template MS Excel file (.csv or .xlsx) for the user to enter multiple Public Water System IDs. PWSIDs must be entered in the following format: "CAxxxxxx", where x represents a 7-digit number (Figure 24).

Once the Excel template is populated with the PWSID's, click the "**Batch Upload**" button to upload the excel template file (Figure 24). Water systems with valid IDs in the Clearinghouse will be shown on the "**My Favorite Water Systems**" as shown in Figure 25.

Figure 24. SAFER Clearinghouse: Batch Upload

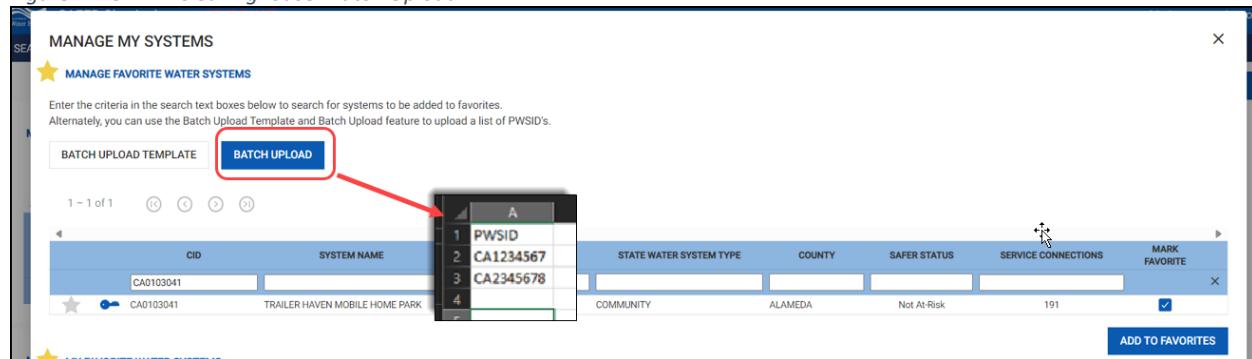
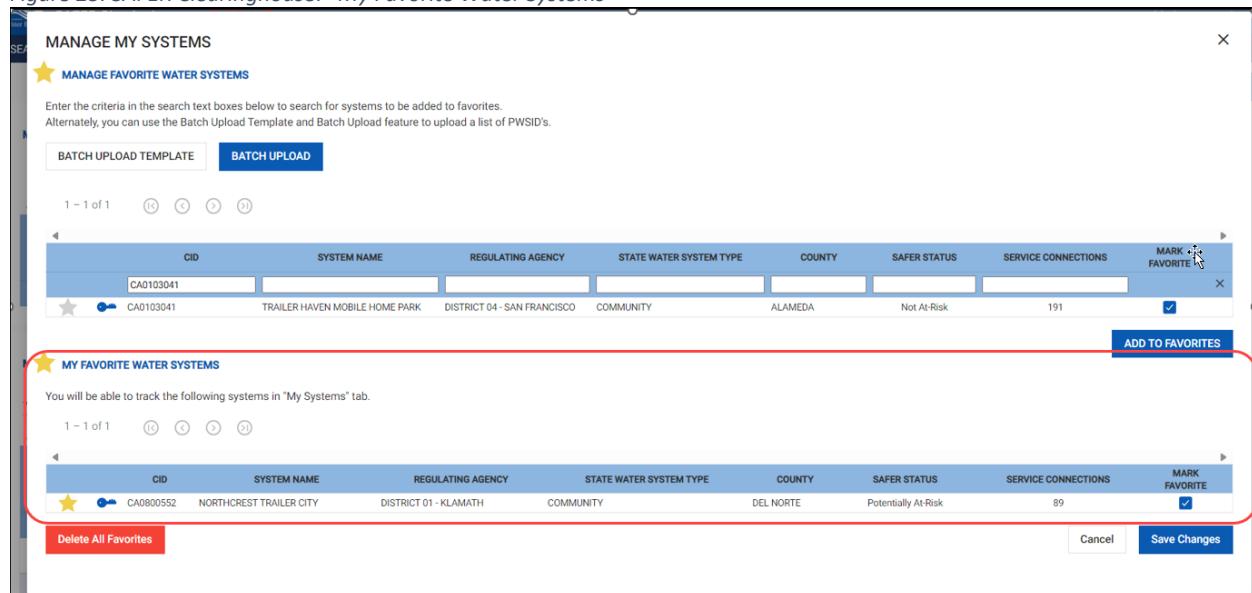


Figure 25. SAFER Clearinghouse: "My Favorite Water Systems"



Favoriting Water Systems – To favorite water systems once users have looked up or batch uploaded the PWSIDs, click on the “Add To Favorites” (Figure 26) then click on “Save Changes” (Figure 27).

Figure 26. SAFER Clearinghouse: “My Favorite Water Systems”: Add to Favorites

MY FAVORITE WATER SYSTEMS

Enter the criteria in the search text boxes below to search for systems to be added to favorites.
Alternately, you can use the Batch Upload Template and Batch Upload feature to upload a list of PWSID's.

BATCH UPLOAD TEMPLATE BATCH UPLOAD

SystemsUploadTemplate (1).xlsx

1 – 3 of 3

CID	SYSTEM NAME	REGULATING AGENCY	STATE WATER SYSTEM TYPE	COUNTY	SAFER STATUS	SERVICE CONNECTIONS	MARK FAVORITE
CA0410002	CAL-WATER SERVICE CO.-CHICO	DISTRICT 21 - VALLEY	COMMUNITY	BUTTE	Voluntary System	29,801	<input checked="" type="checkbox"/>
CA3000980	SMWD-NICHOLS INSTITUTE	DISTRICT 08 - SANTA ANA	NON-TRANSIENT NON-COMMUNITY	ORANGE	Not At-Risk	2	<input checked="" type="checkbox"/>
CA4000224	PRECISION MUTUAL WATER COMPANY	LPA70 - SAN LUIS OBISPO COUNTY	NON-TRANSIENT NON-COMMUNITY	SAN LUIS OBISPO	Not At-Risk	6	<input checked="" type="checkbox"/>

MY FAVORITE WATER SYSTEMS

ADD TO FAVORITES

Figure 27. SAFER Clearinghouse: “My Favorite Water Systems”: Save Changes

MY FAVORITE WATER SYSTEMS

You will be able to track the following systems in ‘My Systems’ tab.

5 1 – 5 of 5

CID	SYSTEM NAME	REGULATING AGENCY	STATE WATER SYSTEM TYPE	COUNTY	SAFER STATUS	SERVICE CONNECTIONS	MARK FAVORITE
CA0410002	CAL-WATER SERVICE CO.-CHICO	DISTRICT 21 - VALLEY	COMMUNITY	BUTTE	Voluntary System	29,801	<input checked="" type="checkbox"/>
CA3000980	SMWD-NICHOLS INSTITUTE	DISTRICT 08 - SANTA ANA	NON-TRANSIENT NON-COMMUNITY	ORANGE	Not At-Risk	2	<input checked="" type="checkbox"/>
CA4000224	PRECISION MUTUAL WATER COMPANY	LPA70 - SAN LUIS OBISPO COUNTY	NON-TRANSIENT NON-COMMUNITY	SAN LUIS OBISPO	Not At-Risk	6	<input checked="" type="checkbox"/>
CA2810003	NAPA CITY OF	DISTRICT 03 - MENDOCINO	COMMUNITY	NAPA	Not At-Risk	25,345	<input checked="" type="checkbox"/>
CA2100519	ESTERO MUTUAL	DISTRICT 25 - MARIN	COMMUNITY	MARIN	Not At-Risk	14	<input checked="" type="checkbox"/>

Delete All Favorites

Save Changes

3.4 My Reports Table Columns

The search functionality is located below each column header (Figure 28). Click on the search field and narrow the result set by typing in key words.

Figure 28. SAFER Clearinghouse: “My Reports”: Search Bar

MY REPORTS

7 1 – 7 of 3264 (1) (2) (3) (4) VIEW ALL EXPORT HIDE COLUMNS

CID	PWSID	SYSTEM NAME	REGULATING AGENCY	SYSTEM TYPE	TOTAL SERVICE CONNECTIONS
CA2100519	CA2100519	132 INVESTMENTS WATER SYSTEM	DISTRICT 25 - MARIN	PUBLIC WATER SYSTEM	
CA2810003	CA2810003	148 EAST WATER SYSTEM	DISTRICT 03 - MENDOCINO	PUBLIC WATER SYSTEM	25,345
CA0101002	CA0101002	49ER TRAILER RANCH	ALAMEDA COUNTY	STATE SMALL WATER SYSTEM	6
CA0101002	CA0101002	4N MOBILEHOME PARK	ALAMEDA COUNTY	STATE SMALL WATER SYSTEM	6
CA0103040	CA0103040	60TH STREET ASSOC. WATER SYSTEM	DISTRICT 04 - SAN FRANCISCO	PUBLIC WATER SYSTEM	19
CA0103041	CA0103041	A.F.P. MUTUAL WATER COMPANY	DISTRICT 04 - SAN FRANCISCO	PUBLIC WATER SYSTEM	191
		A1 WINSTONS MOBILE HOME PARK			
		AAA KINDNESS CARE HOME			
		ABBEY OF NEW CLAIRVAUX			
		ABERDEEN WATER SYSTEM			
		ABORN HEIGHTS WATER MUTUAL ASS...			
		ABRAMS LAKE MOBILE ESTATES			
		ACAMPO WATER SYSTEM			

The “sort” functionality can also be used by hovering the mouse to the right of the column name until a gray arrow appears (Figure 29). Clicking on the arrow will sort the column either alphabetically, numerically or by date depending on column content. Sorting can be reversed by clicking on the arrow again.

Figure 29. SAFER Clearinghouse: “My Reports”: Sort

PWSID	SYSTEM NAME	REGULATING AGENCY	SYSTEM TYPE	TOTAL SERVICE CONNECTION	CURRENT REPORTING PERIOD
CA0110005	EAST BAY MUD	DISTRICT 04 - SAN FRANCISCO	PUBLIC WATER SYSTEM	391,633	10/01/2022-10/31/2022
CA0110001	ALAMEDA COUNTY WATER DISTRICT	DISTRICT 04 - SAN FRANCISCO	PUBLIC WATER SYSTEM	86,125	10/01/2022-10/31/2022
CA3610018	CUCAMONGA VALLEY WATER DISTRICT	DISTRICT 13 - SAN BERNARDINO	PUBLIC WATER SYSTEM	48,283	11/13/2022-11/19/2022
CA3610018	CUCAMONGA VALLEY WATER DISTRICT	DISTRICT 13 - SAN BERNARDINO	PUBLIC WATER SYSTEM	48,283	10/01/2022-10/31/2022

A description of each column topic:

- **PWSID** (Public Water System Identification Number) – A water system identification number issued to regulated water systems. Unregulated water systems may not have an assigned PWSID. Clicking on the field takes the user to the Water System Required Reporting page.
- **CID** (Clearinghouse Identification Number) - A water system identification number. For public water systems, this field is identical to the PWSID. Clicking on the field takes the user to the Water System Required Reporting page.
- **System Name** - Displays a water system’s name. Clicking on the field takes the user to the Water System Required Reporting page.
- **SAFER Status** - Based on the State Water Board’s Drinking Water Needs Assessment, there are seven possible statuses for each water system listed below. For more information, please go to the SAFER Needs Assessment website.
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/needs.html
 - Not At-Risk
 - Potentially At-Risk
 - At-Risk
 - HR2W (Human Right to Water)
 - Deactivated, Assisting System
 - Voluntary System
- **System Type** - Possible system types are listed below. For more information, please visit our website.
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/waterpartnerships/what_is_a_public_water_sys.pdf
 - Public Water System
 - Non-Public Water System
 - State Small Water System
- **Regulating Agency** - This field specifies the Regulatory Agency that is associated to the water system, which may be any of these following entities:
 - DDW District Offices

- LPA Counties
 - Non-LPA Counties
- **Current Reporting Period** – This field shows the start and end dates of the reporting period where the water system is being asked to provide data. Clicking on the field sends a user to the report for viewing and editing.
- **Submitted Date** - This field shows the date when the Current Reporting Period was submitted. Clicking on the report will send a user to the report for viewing and editing
 - **Past Due** will be shown if the report has not been submitted.
 - **Pending** will be shown if the report is not yet past due.
- **Next Reporting Period** - This field shows the next calculated Reporting Period based on the current frequency.
- **Number Of Past Due Reports** – This field shows the total number of past due reports that a water system has. Clicking on the number will display a list of reports for each water system that have not yet been submitted.
 - If there are no past due reports, the field will be blank.
- **Max Days Past Due** - This field shows the most overdue report as calculated by the highest number of days past the report due date for all reports.
 - The number of days will continue to increase daily until the report is submitted.
 - Once the report has been submitted, the field will show how late the report was on the submission date.
- **Reporting Start Date** – This field shows the date when the water system started reporting.
- **Reporting End Date** – This field shows the date when the water system can stop reporting. A final report may still need to be submitted after this date.
- **Reporting Frequency Start Date** – This field shows the date when the current reporting frequency started.
- **Reporting Frequency End Date** – This field shows the date when the current reporting frequency is scheduled to change or end.
- **Reporting Frequency** - This field shows the current frequency of reporting for this water system.
- **Population Served** – This field shows the population currently served by the water system.
- **Total Service Connections** – This field shows the number of service connections (customers) currently served by the water system.
- **Future Reporting Frequency** - If there are any changes to the reporting frequency that are pending, it will show here.
- **Most Recent Report Submitted** - Reporting Period of the most recent drought report that was submitted for this water system. Clicking on the reporting period will take to directly to that report.
- **Reporting Status** - If the water system is actively drought reporting, it will show as “Active” otherwise it will show as “Inactive”.
- **Report Type** – This field indicates the types of report the system is reporting:
 - Annual Inventory Reporting,
 - Single Urban Drought & Conservation Reporting,
 - Aggregated Urban Drought & Conservation Reporting,
 - Drought & Conservation Reporting,
 - Monthly Drought Order Reporting
 - Weekly Drought Order Reporting.
- **Severe Water Shortage** - If a water system reported a severe water shortage in the most recent submitted drought report

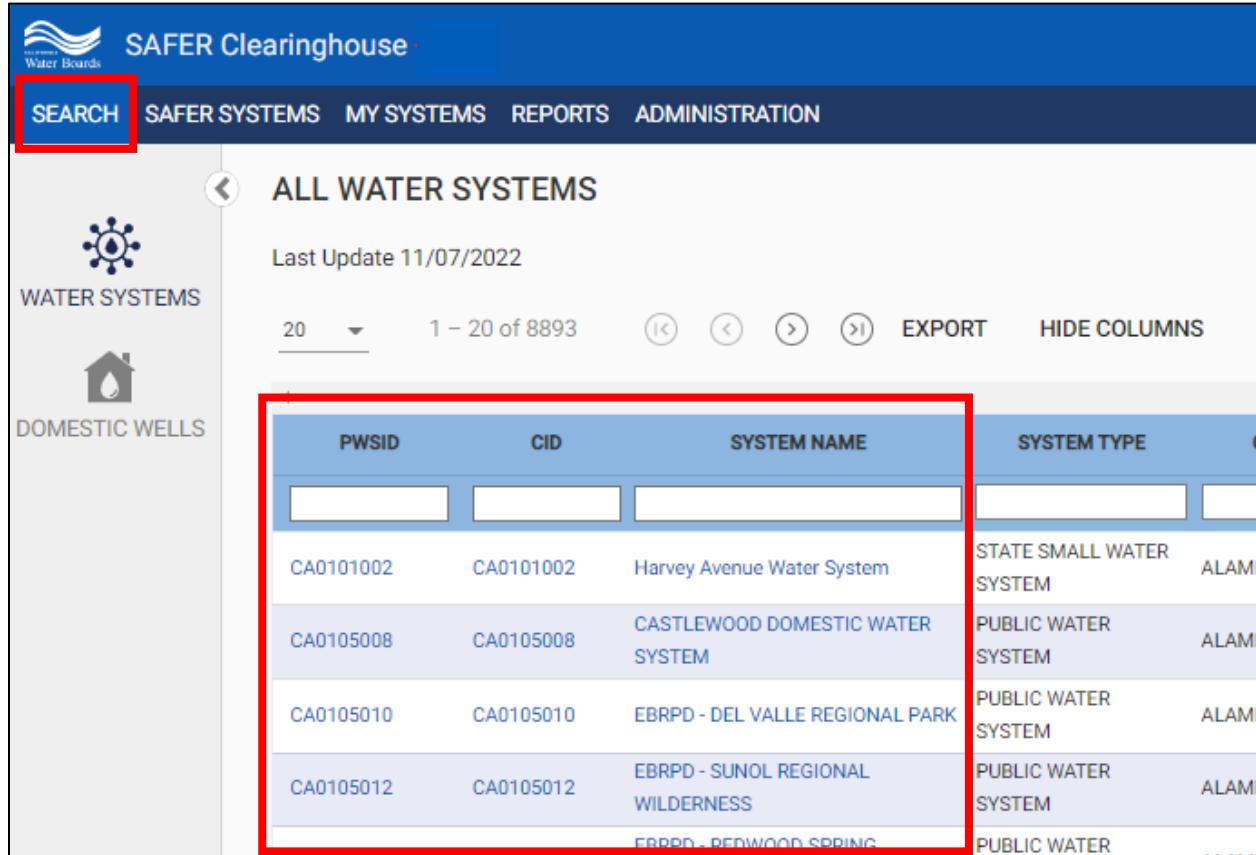
- The date of when the severe water shortage began will show
- If the water system marked “No” for severe water shortage, then it will show as “No”.
- If there are no submitted reports, then the field shows as “Not Available”.
- **Reporting Requirement Issued By** - Specifies who issued the requirement:
 - Water Board Division of Drinking Water (DDW)
 - Local Primacy Agency (LPA)
 - Water Board Office of Research and Planning (ORPP)
 - Or if reporting is conducted voluntarily
- **Weblink** - When clicked, this URL sends the user directly to the Current Reporting Period.

4. Required Water System Reporting Page

4.1. Navigating to Required Water System Reporting page

Required reporting for an individual system can be accessed by clicking the “Search” tab at the top of the SAFER Clearinghouse. This will open the “All Water Systems” table, where individual Water Systems can be selected or searched for by either the CID, PWSID or System Name fields (Figure 30).

Figure 30. SAFER Clearinghouse: Search tab



The screenshot shows the SAFER Clearinghouse interface. At the top, there's a blue header bar with the "SAFER Clearinghouse" logo and a "Water Boards" link. Below the header is a navigation menu with tabs: SEARCH (highlighted with a red box), SAFER SYSTEMS, MY SYSTEMS, REPORTS, and ADMINISTRATION. To the left, there are two sidebar icons: "WATER SYSTEMS" (with a sun icon) and "DOMESTIC WELLS" (with a house icon). The main content area is titled "ALL WATER SYSTEMS" and shows a table of data. The table has columns: PWSID, CID, SYSTEM NAME, and SYSTEM TYPE. The first row of data is highlighted with a red box. The data in the table is as follows:

PWSID	CID	SYSTEM NAME	SYSTEM TYPE
CA0101002	CA0101002	Harvey Avenue Water System	STATE SMALL WATER SYSTEM
CA0105008	CA0105008	CASTLEWOOD DOMESTIC WATER SYSTEM	PUBLIC WATER SYSTEM
CA0105010	CA0105010	EBRPD - DEL VALLE REGIONAL PARK	PUBLIC WATER SYSTEM
CA0105012	CA0105012	EBRPD - SUNOL REGIONAL WILDERNESS	PUBLIC WATER SYSTEM
		EBRPD - REDWOOD SPRING	PUBLIC WATER

After selecting a Water System, the Water System’s “About” profile page will show. On the left-hand bar of the page, select the “Required Reporting” icon (Figure 31).

Note: The left-hand bar may be minimized by clicking the arrow icon on the top left-hand corner of the Water System “About” profile page.

Figure 31. SAFER Clearinghouse: Required Reporting icon

The screenshot shows the SAFER Clearinghouse interface. At the top, there's a blue header bar with the California Water Boards logo and the text "SAFER Clearinghouse". Below the header is a dark blue navigation bar with tabs: SEARCH, SAFER SYSTEMS, MY SYSTEMS, REPORTS, and ADMINISTRATION. On the left side, there's a sidebar with several sections: "ABOUT" (with a dropdown menu), "WATER QUALITY SOURCES & FACILITIES", "ENGAGEMENT ACTIVITY" (with a dropdown menu), and "TRACKING ONLY". Under "TRACKING ONLY", there's a section titled "REQUIRED REPORTING" which is highlighted with a red box. Above this section is a red square highlighting the back arrow icon. The main content area is titled "Harvey Avenue Water System : CA0101002". It has two columns. The left column contains "ABOUT" and "EDIT" buttons. The right column displays various system details: Activity Status (ACTIVE), Activity Status Start Date (06/09/2021), SAFER Status (Not At-Risk | View History), SAFER Status Change Date, SAFER Status Change Source (Division of Drinking Water), and Reason for SAFER Status Change (Risk Assessment). To the right of the status information, there are "System Type" and "State Water System Type" fields, both showing "STAT SYST" and "NON" respectively. There are also "Regulating Agency" and "Local ID" fields, both showing "ALAN" and "FA03" respectively.

Clicking on “Required Reporting” will link to the system’s “Required Reporting” Table, as pictured in Figure 32.

Figure 32. SAFER Clearinghouse: Required Reporting table

This screenshot shows the "REQUIRED REPORTING" table for the same system. The left sidebar still has the "REQUIRED REPORTING" section highlighted with a red box. The main content area is titled "Harvey Avenue Water System : CA0101002" and has a sub-section titled "REQUIRED REPORTING". Below this are buttons for "EXPORT" and "HIDE COLUMNS". The table itself has a header row with columns: REPORT NAME, REPORT TYPE, REPORTING PERIOD, SUBMITTED DATE, and REPORTING FREQUENCY. There are five data rows: 1. Weekly Drought Emergency Report, Weekly Drought Order Reporting, 05/08/2022 - 05/14/2022, 11/04/2022, Weekly. 2. Weekly Drought Emergency Report, Weekly Drought Order Reporting, 05/01/2022 - 05/07/2022, 10/31/2022, Weekly. 3. Monthly Drought & Conservation Report, Monthly Drought Order Reporting, 05/01/2022 - 05/31/2022, Past Due, Weekly. 4. Weekly Drought Emergency Report, Weekly Drought Order Reporting, 04/24/2022 - 04/30/2022, Past Due, Weekly. Each row has edit and delete icons at the end.

Another way to access the Water System Required Reporting page is to navigate to the “My Reports” table and click on the name of the assigned system. Favorited water systems will show up at the

foremost rows of the table for convenient access. Additional information on how to navigate and manage the “My Reports” table can be found in [Section 3.2](#).

Figure 33. SAFER Clearinghouse: My Reports table

MY REPORTS																		
7	1 – 7 of 10317	VIEW ALL	EXPORT	HIDE COLUMNS	CID	SYSTEM NAME	REGULATING AGENCY	URBAN WATER SUPPLIER NAME [ORGANIZATION ID]	CALIFORNIA PUBLIC UTILITY COMMUNITY REGULATED	URBAN RETAIL WATER SUPPLIER	URBAN WHOLESALE WATER SUPPLIER	REPORT TYPE	CURRENT REPORTING PERIOD	REPORTING START DATE	REPORTING FREQUENCY	MOST RECENT REPORT SUBMITTED	REPORTING STATUS	NUMBER PAST DUE REPORT
★	CA3600308	GLEN HELEN TRUCK PARKING FACILITY	LPA66 - SAN BERNARDINO COUNTY	Not Applicable	No	No	No	Annual Inventory Reporting	01/01/2023-12/31/2023	Annual	Active							
★	CA3600308	GLEN HELEN TRUCK PARKING FACILITY	LPA66 - SAN BERNARDINO COUNTY	Not Applicable	No	No	No	Drought & Conservation Reporting	06/01/2023-06/30/2023	01/01/2023	Monthly	Inactive	6					
★	CA0103040	NORRIS CANYON PROPERTY OWNERS ASSN	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	Annual Inventory Reporting	01/01/2023-12/31/2023	Annual	12/01/2023-12/31/2023	Active						
★	CA0103040	NORRIS CANYON PROPERTY OWNERS ASSN	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	Drought & Conservation Reporting	10/01/2023-10/31/2023	01/01/2023	Monthly	12/01/2023-12/31/2023	Active	3				
★	CA0103041	TRAILER HAVEN MOBILE HOME PARK	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	Annual Inventory Reporting	01/01/2023-12/31/2023	Annual	12/01/2023-12/31/2023	Active						
★	CA0103041	TRAILER HAVEN MOBILE HOME PARK	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	Drought & Conservation Reporting	10/01/2023-10/31/2023	01/01/2023	Monthly	12/01/2023-12/31/2023	Active	6				
★	CA0105002	RIVERS END MARINA	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	Annual Inventory Reporting	01/01/2023-12/31/2023	Annual	Active							

4.2. Required Reporting Table

Once in the “Required Reporting” table, the user can access both current and past “Reporting Periods” for each report type by clicking on the linked dates within the system’s “Required Reporting” table, as pictured in Figure 34.

Figure 34. SAFER Clearinghouse: Reporting Period column

Harvey Avenue Water System : CA0101002					
REQUIRED REPORTING					
REPORT NAME		REPORT TYPE	REPORTING PERIOD	SUBMITTED DATE	REPORTING FREQUENCY
Weekly Drought Emergency Report		Weekly Drought Order Reporting	05/08/2022 - 05/14/2022	11/04/2022	Weekly
Weekly Drought Emergency Report		Weekly Drought Order Reporting	05/01/2022 - 05/07/2022	10/31/2022	Weekly
Monthly Drought & Conservation Report		Monthly Drought Order Reporting	05/01/2022 - 05/31/2022	Past Due	Weekly
Weekly Drought Emergency Report		Weekly Drought Order Reporting	04/24/2022 - 04/30/2022	Past Due	Weekly

The table view can sort/filter as with other tables in the SAFER Clearinghouse. Additionally, users have edit, delete & modify view capabilities for each report listed.

- Clicking on the red trash (trash icon) located on the far-right column of the Required Reporting table allows users to delete all data from a draft or submitted report for a particular reporting period.
- Clicking on the blue edit (pencil icon) located on the far-right column to the left of the red trash icon allows users to update or edit the reported data.
- Columns can be hidden by selecting the “HIDE COLUMNS” option and can export the current table view by selecting the “EXPORT” option.

4.2.1. Reporting Table Columns

Similar to the “My Reports” table described in [Section 3.2](#), the “**Water System Reporting**” table is comprised of columns that provide additional information and some user utility. Each column has a search bar at the top and can be hidden or displayed via the “Hide Columns” button. A description of each column topic is below:

- **CID (Clearinghouse Identification Number)** - This field is a water system identification number identical to the PWSID. Clicking on the field takes the user to the Water System Required Reporting page.
- **PWSID (Public Water System Identification Number)** - This field is a water system identification number issued to regulated water systems. Unregulated water systems may not have an assigned PWSID. Clicking on the field takes the user to the Water System Required Reporting page.
- **System Name** - This field displays a water system’s name. Clicking on the field takes the user to the Water System Required Reporting page.
- **SAFER Status** - Based on the State Water Board’s Drinking Water Needs Assessment, there are four possible statuses for each water system: Not At-Risk, Potentially At-Risk, At-Risk, HR2W (Human Right to Water), Deactivated, Assisting System and Voluntary System. For more information, please go to the SAFER Needs Assessment website.
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/needs.html
- **System Type** - Possible system types are Public Water System, Non-Public Water System and State Small Water System. For more information, please visit our website.
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/waterpartnerships/what_is_a_public_water_sys.pdf
- **Regulating Agency** - This field specifies the Regulatory Agency that is associated to the water system, which may be any of these following entities: DDW District Offices, LPA Counties, and Non-LPA Counties.
- **Reporting Period** - This field shows the start and end dates of the reporting period where the water system is being asked to provide data for. Clicking on the field sends a user to the report for viewing and editing.
- **Due Date** - By default, the due date for a report is 7 days after the reporting period end date. Reports submitted after this date are considered past due.
- **Submitted Date** - This field shows the date when the Current Reporting Period was submitted. If the report has not been submitted, the field will show as Past Due. The field will show as Pending if not yet past due. Clicking on the report will send a user to the report for viewing and editing.
- **Submitted By** - Name of the user who initially submitted the report.
- **Last Edit Date** - Date of the last resubmission of the report.
- **Edit Author** - Name of the user who last resubmitted the report.
- **Number Of Past Due Reports** - This field shows the total number of past due reports that a water system has. Clicking on the number will display a list of reports for each water system that have not yet been submitted. If there are no past due reports, the field will be blank.
- **Days Past Due** - This field shows the number of days past the report due date for each report. The number continues to increase daily until the report is submitted. After the report has been submitted, the field will always show how many days late the report was on the submission date.
- **Reporting Frequency Start Date** - Date when the current reporting frequency started.

- **Reporting Frequency End Date** - Date when the current reporting frequency is scheduled to change or end.
- **Reporting Frequency** - This field shows the current frequency of reporting for this water system.
- **Reporting Requirement Issued By** - Specify who issued the requirement: Water Board Division of Drinking Water (DDW), Local Primacy Agency (LPA), Water Board Office of Research and Planning (ORPP), or if reporting is conducted voluntarily.
- **Reporting Status** - This field calculates whether a water system is actively reporting based on whether the water system has a Reporting Start Date on or before the current date.
- **Weblink** - When clicked, this URL sends the user directly to the Reporting Period listed in the row.

5. Monthly Reporting

5.1. Navigating to the Report Form

Select “**My Systems**” from the main menu tab and navigate to the “**My Reports**” section (*for more information on how to manage the “My Reports” table, please refer to Section 3.3 My Reports Table*).

The “**Report Type**” column will indicate which report type the system is required to submit. There are different sections of the report that are required based on the Report Type (*refer to Section 1.2*) but for this instance filter the “**Report Type**” column for “**Monthly Drought Order Reporting**”.

Figure 35. My systems window with the “Report Type” menu expanded

CID	SYSTEM NAME	REGULATING AGENCY	REPORT TYPE	CURRENT REPORTING PERIOD	REPORTING START DATE	REPORTING FREQUENCY
CA0101002	Harvey Avenue Water System	ALAMEDA COUNTY	<input type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Drought & Conservation Reporting <input checked="" type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Weekly Drought Order Reporting	10/01/2022-10/31/2022	04/24/2022	Monthly
CA0103040	NORRIS CANYON PROPERTY OWNERS ASSN	DISTRICT 04 - SAN FRANCISCO	Reporting		07/01/2022	Monthly
CA0105002	RIVERS END MARINA	DISTRICT 04 - SAN FRANCISCO	Monthly Drought Order Reporting	10/01/2022-10/31/2022	04/03/2022	Monthly
CA0300036	BEAR RIVER LAKE RESORT	DISTRICT 10 - STOCKTON	Monthly Drought Order Reporting	10/01/2022-10/31/2022	09/01/2022	Monthly

The report of the current reporting period for each system is accessible by clicking on the dates from the “**Current Reporting Period**” column. An alternative path is to go to a specific system’s report list by clicking on its name to access all the monthly drought order reports, as seen in Figure 36 and Figure 37.

Figure 36. My Reports window with the “System Name” and “Current Reporting” columns indicated

MY REPORTS					
	CID	SYSTEM NAME	REGULATING AGENCY	REPORT TYPE	CURRENT REPORTING PERIOD
★ CA0101002	CA0101002	Harvey Avenue Water System	ALAMEDA COUNTY	Monthly Drought Order Reporting	05/01/2022-05/31/2022
★ CA0103040	CA0103040	NORRIS CANYON PROPERTY OWNERS ASSN	DISTRICT 04 - SAN FRANCISCO	Monthly Drought Order Reporting	10/01/2022-10/31/2022
★ CA0105002	CA0105002	RIVERS END MARINA	DISTRICT 04 - SAN FRANCISCO	Monthly Drought Order Reporting	10/01/2022-10/31/2022
★ CA0300036	CA0300036	BEAR RIVER LAKE RESORT	DISTRICT 10 - STOCKTON	Monthly Drought Order Reporting	10/01/2022-10/31/2022

Figure 37. My reports window with “Reporting Period” and “Submitted Date” columns outlined

RIVERS END MARINA : CA0105002					
REQUIRED REPORTING					
REPORT NAME	REPORT TYPE	REPORTING PERIOD	SUBMITTED DATE	SUBMITTED BY	
Monthly Drought & Conservation Report	Monthly Drought Order Reporting	11/01/2022 - 11/30/2022	Pending		
Monthly Drought & Conservation Report	Monthly Drought Order Reporting	10/01/2022 - 10/31/2022	11/02/2022	Kristyn Abhold	
Monthly Drought & Conservation Report	Monthly Drought Order Reporting	09/01/2022 - 09/30/2022	11/02/2022	Kristyn Abhold	
Monthly Drought & Conservation Report	Monthly Drought Order Reporting	08/01/2022 - 08/31/2022	10/31/2022	Pawan Kaur	
Monthly Drought & Conservation Report	Monthly Drought Order Reporting	07/01/2022 - 07/31/2022	10/31/2022	Pawan Kaur	

5.2. Report Tabs

Users can enter information into each Reporting tab, as described below.

5.2.1. Status Icons

Users can track the status of a report submission for each page of the report with the following icons.

Table 6. Report Status icon descriptions

Icon Type	Icon Description
Green checkmark	Green icons indicate complete data entry.
Yellow exclamation mark	Yellow icons indicate missing/incomplete data entry, including data not currently available. Reports with yellow icon tabs can still be submitted if all required entries are filled out but are considered incomplete. The user may be required provide the missing information by the end of the calendar year.
Red circle with X	Red icons indicate required data entry fields are missing. (<i>Reports with red icon tabs cannot be submitted until all the required fields are populated</i>)

Icon Type	Icon Description
	Question mark icons provide Definitions/Illustrations/Additional information that may assist users in answering report prompts. These are pop-ups that can be displayed by clicking on the question mark icon at the end of each question.

5.2.2. Overview

Report tabs may contain the following:

- **Previous Reporting Period** - This column will show answers submitted in the previous reporting period.
- **Current Reporting Period** – This column is for answers corresponding to the current reporting period. **Please enter all responses to the questions in this column.**
- **No Change** - Clicking on the “No Change” checkbox will fill the current reporting period responses with the responses from the previous response shown in the previous reporting period column. The checkbox at the top will mark No Change on all the checkboxes for all the questions on the page.
- **Comments** – This column is to provide comments relevant to the data. Please enter any relevant comments related to water shortage.
- **Help Tips** - Help tips are present throughout all report types and a breakdown of the help tips can be found throughout Sections 5.3– 5.7.

Note: Any questions that end with a red star symbol are mandatory.

Tabs that have unanswered mandatory questions will be marked with the red status icon (shown in Section 5.2.1) and will result in the inability to submit the report. This will be explained further in Section 5.8 – Review & Submit.

5.3. Water Shortage

The Water Shortage tab is for the State to gauge the water system’s readiness to deal with an ongoing or anticipated severe water shortage.

- If the answer to the “**Experiencing a severe water shortage**” question is:
 - “**Yes**”: users must specify the date when the severe water shortage began in the date box below.
 - “**No**”: users must either specify the estimated date of an anticipated severe water shortage or the “Severe water shortage not expected” check box must be checked.

Figure 38. Water Shortage subtab

WATER SHORTAGE	SOURCE REPORTING	SUPPLY & DEMAND	SUPPLY AUGMENTATION	DEMAND REDUCTION	REVIEW & SUBMIT										
Reported By:															
<table border="1"> <thead> <tr> <th>PREVIOUS REPORTING PERIOD</th> <th>CURRENT REPORTING PERIOD 10/01/2022 – 10/31/2022</th> </tr> </thead> <tbody> <tr> <td>Experiencing a severe water shortage: *</td> <td> <input type="radio"/> Yes <input checked="" type="radio"/> No </td> </tr> <tr> <td>A water shortage can be described as an inability of a water system to meet with the demand of the system. This can be documented by a loss of pressure (less than 5 psi), inadequate supply to customers, or some other threat to health and safety such as the reliance on hauled, bottled, or contaminated water to meet system demand.</td> <td></td> </tr> <tr> <td>Estimated date of when a severe water shortage may begin: * </td> <td> <input type="text"/> <small>Required field</small> </td> </tr> <tr> <td></td> <td> <input type="checkbox"/> Severe water shortage not expected </td> </tr> </tbody> </table>						PREVIOUS REPORTING PERIOD	CURRENT REPORTING PERIOD 10/01/2022 – 10/31/2022	Experiencing a severe water shortage: *	<input type="radio"/> Yes <input checked="" type="radio"/> No	A water shortage can be described as an inability of a water system to meet with the demand of the system. This can be documented by a loss of pressure (less than 5 psi), inadequate supply to customers, or some other threat to health and safety such as the reliance on hauled, bottled, or contaminated water to meet system demand.		Estimated date of when a severe water shortage may begin: * 	<input type="text"/> <small>Required field</small>		<input type="checkbox"/> Severe water shortage not expected
PREVIOUS REPORTING PERIOD	CURRENT REPORTING PERIOD 10/01/2022 – 10/31/2022														
Experiencing a severe water shortage: *	<input type="radio"/> Yes <input checked="" type="radio"/> No														
A water shortage can be described as an inability of a water system to meet with the demand of the system. This can be documented by a loss of pressure (less than 5 psi), inadequate supply to customers, or some other threat to health and safety such as the reliance on hauled, bottled, or contaminated water to meet system demand.															
Estimated date of when a severe water shortage may begin: * 	<input type="text"/> <small>Required field</small>														
	<input type="checkbox"/> Severe water shortage not expected														

- If “Yes” is picked as the answer to the “Do you have a Water Shortage Contingency Plan?”, then users must respond to the following pop-up questions. (*consult help tips for a definition of a Water Shortage Contingency Plan*)
 - “Website link to Water Shortage Contingency Plan”: Include a full link in the prompt box (for example: <https://www.WebsiteName.DomainExtension>), otherwise “Water Shortage Contingency Plan Not Available Online” box must be checked.
 - “Upload Water Shortage Contingency Plan”: upload plan in pdf/Word format if available, otherwise check “Not Available”.
 - “Adoption date of Plan”. Provide the date the Water Shortage Contingency Plan was adopted
 - “What equivalent level percent source reduction of your Water Shortage Contingency Plan have you invoked?”: consult Help Tips (*question mark icon link*) to learn more.

Figure 39. Water Shortage subtab with required “Yes” fields highlighted

Do you have a Water Shortage Contingency Plan (or Drought Planning Elements)?: * ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Website link to Water Shortage Contingency Plan: * ?	<input type="text"/> <small>Required field</small> <input type="checkbox"/> Water Shortage Contingency Plan Not Available Online
Upload Water Shortage Contingency Plan: * ?	<input type="file"/> <small>Choose a file</small> <small>Required field</small> <input type="checkbox"/> Not Available
Adoption date of Plan: * ?	<input type="text"/> <small>Required field</small>
What equivalent level percent source reduction of your Water Shortage Contingency Plan have you invoked?: * ?	<input type="text"/> <small>Required field</small>

The water shortage tab has a total of six help tips. Below are help tip icon screenshots with their respective definitions.

Figure 40. Water Shortage subtab with “no” selected for the “Experiencing a severe water shortage” selected as “no”

PREVIOUS REPORTING PERIOD 08/01/2022 – 08/31/2022		CURRENT REPORTING PERIOD 09/01/2022 – 09/30/2022		No Change <input type="checkbox"/>
Experiencing a severe water shortage: * ? A water shortage can be described as an inability of a water system to meet with the demand of the system. This can be documented by a loss of pressure (less than 5 psi), inadequate supply to customers, or some other threat to health and safety such as the reliance on hauled, bottled, or contaminated water to meet system demand.	No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/> Severe water shortage not expected	<input type="checkbox"/>
Estimated date of when a severe water shortage may begin: * ?	No Date Severe water shortage not expected	<input type="text"/> <input checked="" type="checkbox"/> Severe water shortage not expected	<input checked="" type="checkbox"/>	

Table 7. Water Shortage expected date question help tips

Question Name	Help Tip Definitions
Estimated date of when a Severe Water Shortage may begin:	<p>Enter the nearest date at which one or more of the following may occur:</p> <ul style="list-style-type: none"> • Loss of source availability could cause a severe water shortage. • Water storage is expected to be fully depleted. • The one or more sources may go dry.

Figure 41. Water Shortage subtab with "no" selected for the "Experiencing a severe water shortage" selected as "yes"

	PREVIOUS REPORTING PERIOD 08/01/2022 – 08/31/2022	CURRENT REPORTING PERIOD 09/01/2022 – 09/30/2022
Experiencing a severe water shortage:*	No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of when a severe water shortage began:*	<input type="text"/>	
Do you have a Water Shortage Contingency Plan (or Drought Planning Elements)? *	Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No

Table 8. Water Shortage begin date & contingency plan questions help tips

Question Name	Help Tip Definitions
Date of when a Severe Water Shortage Began:	The date must fall before the Reporting Period End Date.
Do you have a Water Shortage Contingency Plan (or Drought Planning Elements?)	<p>Each urban water supplier is required by the Urban Water Management Planning Act (California Water Code §10610 et al.) to develop a Water Shortage Contingency Plan (WSCP) with a set of six State-required water shortage levels (State Standard Levels). Each stage includes a suite of actions intended to accommodate for the corresponding percentage of local supplier's shortage. Small water suppliers between 1000-2999 service connections are required to have an abridged version of the WSCP by July 1, 2023 with similar standard water shortage levels (California Water Code §10609.60 (b))</p> <p>Small water suppliers serving less than 1000 service connections are required to add drought planning elements to its emergency notification or response plan by July 1, 2023. (California Water Code §10609.60 (b))</p>

Figure 42. Water Shortage detail questions

Do you have a Water Shortage Contingency Plan (or Drought Planning Elements)?: *	Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/>
Website link to Water Shortage Contingency Plan: *		<input type="text"/>		<input checked="" type="checkbox"/>
	Water Shortage Contingency Plan Not Available Online	<input checked="" type="checkbox"/> Water Shortage Contingency Plan Not Available Online		
Upload Water Shortage Contingency Plan: *	Not Available	<input type="button" value="Choose a file"/>		<input checked="" type="checkbox"/>
Adoption date of Plan: *	09/01/2022	<input type="text" value="09/01/2022"/> <input type="button" value="Calendar"/>		<input type="checkbox"/>
What equivalent level percent source reduction of your Water Shortage Contingency Plan have you invoked?: *	>50% Reduction (Shortage Level 6)	<input type="button" value=">50% Reduction (Shortage Level 6)"/>		<input checked="" type="checkbox"/>
COMMENTS				

Table 9. Water Shortage detail question help tips

Question Name	Help Tip Definitions
Website link to Water Shortage Contingency Plan:	Enter the website link where the Water Shortage Contingency Plan is posted publicly.
Adoption date of Plan:	Enter the date when the latest Water Shortage Contingency Plan was adopted or revised.
What equivalent level percent source reduction of your Water Shortage Contingency Plan have you invoked?	<p>Please select one of the following options:</p> <ul style="list-style-type: none"> • No Shortage Level Invoked = The levels listed in the Water Shortage Contingency Plan have not been activated. • <10% Reduction (Shortage Level 1) = Level 1 has been invoked or an equivalent 10% reduction level. • 10-19% Reduction (Shortage Level 2) = Level 2 has been invoked or an equivalent 20% reduction level. • 20-29% Reduction (Shortage Level 3) = Level 3 has been invoked or an equivalent 30% reduction level. • 30-39% Reduction (Shortage Level 4) = Level 4 has been invoked or an equivalent 40% reduction level. • 40-49% Reduction (Shortage Level 5) = Level 5 has been invoked or an equivalent 50% reduction level. • >50% Reduction (Shortage Level 6) = Level 6 has been invoked or an equivalent greater than 50% reduction level. • My Water Shortage Contingency Plan does not include levels or percentages of water shortage = No state standard shortage levels or percentages of water shortage are included in the Water Shortage Contingency Plan

5.4. Source Reporting

Figure 43. The Require Reporting tabs with Source Reporting subtab highlighted



5.4.1. General

The “Source Reporting” tab page can be navigated through a series of grey sub-tabs on the left-hand side of the page, as pictured below. These grey sub-tabs indicate five active source types:

- Groundwater & GWUDI
- Surface Water
- Spring Water
- Consecutive Connections
- Hauled Water
- Hauled Water

For each water system, the active sources requiring reporting can be navigated by selecting the grey sub-tab with the corresponding source type. Additional information on the required reporting for each of these five action source types is included in the sections below.

For any error(s) in the list of *active* sources displayed for the water system, contact the associated District or LPA contact.

This information is sourced from the State Water Board’s SDWIS database and must be updated for those changes to be reflected in the SAFER Clearinghouse and the drought reports.

Figure 44. The Required Reporting overview window with different report sections highlighted

A screenshot of the SAFER Clearinghouse interface. The top navigation bar includes links for SEARCH, SAFER SYSTEMS, MY SYSTEMS, REPORTS, and ADMINISTRATION. A sidebar on the left has sections for ABOUT, WATER QUALITY SOURCES & FACILITIES, ENGAGEMENT ACTIVITY, and REQUIRED REPORTING. The main content area shows a facility record for "BLYTHE - CITY OF : CA3310003". Below the facility name is a sub-navigation bar with tabs: SOURCE REPORTING (highlighted with a red box), WATER SHORTAGE, SUPPLY & DEMAND, SUPPLY AUGMENTATION, DEMAND REDUCTION, and REVIEW & SUBMIT. To the right of this is a "REPORTING PERIOD" section showing "09/01/2022 - 09/30/2022". Further down is a "SOURCE INFORMATION" section with fields for Facility Name (EB WELL 04), Facility ID (015), Facility Type (Well), Water Type (Groundwater), Latitude (33.613135), Longitude (-114.581324), Well Construction Date, Well Depth (feet below ground surface), Fractured Hard Rock Well, Water Rights ID, Well Completion Report Number, and Well Completion Report. A "Reported By" field shows "Jeanne Sabin". At the bottom left of the main content area is a "Batch-Upload" and "Download Template" button.

Like the icons used for the status of each reporting tab, the following icons will indicate the current reporting status for each active source:

- Green icons indicate complete data entry.
- Yellow icons indicate missing/incomplete data entry. This occurs when the user selects “Not Available” for any of the required items. The report can still be submitted with unavailable data however, **the user must provide the information (edit and resubmit report) by the end of the calendar year.**

- Red icons indicate missing/required data entry.
- Sections that are grey do not contain any of those types of sources that require reporting.

In addition, when first navigating to an active source within the “**Source Reporting**” tab, a “**Source Information**” pop-up window automatically opens. This window is designed for reporting information about the source which is unlikely to change. For example, “**Groundwater and GWUDI**” active sources include reporting fields for well construction date, well depth, and water rights ID, among other information.

Once entered, this source information will be carried over into subsequent drought reports. Complete source information is not required initially to submit a drought report but will continue to be asked in future reports as a popup window until the information is provided.

Figure 45. The Source Information reporting tab

SOURCE INFORMATION		
Facility Name:	WELL 08 - STANDBY	Well Construction Date:
Facility ID:	004	Well Depth (feet below ground surface):
Facility Type:	Well	Fractured Hard Rock Well: <input type="checkbox"/> Yes <input type="checkbox"/> No
Water Type:	Groundwater	Water Rights ID i.e. (A012345): ? see examples
Latitude:	33.619444	Well Completion Report Number: ? see examples
Longitude:	-114.588565	Well Completion Report (PDF, scan, or picture): Choose a file
Facility Availability:	Emergency	Department of Water Resources Site Code: Well Completion Report

5.4.2. Source Reporting Batch Upload

For the “**Source Reporting**” Tab, systems with multiple sources will benefit from utilizing the voluntary “**Batch-Upload**” process as described below. For manual data entry per source, skip this section.

Figure 46. The Required Reporting overview window with the “Batch Upload” and “Download Template” icons highlighted

Clicking on the “Download Template” button (Figure 46) will download a custom Batch Upload Template, an Excel file named “SourceReportingBatchUploadTemplate.xlsx”.

The Batch Upload Template consists of multiple tabs. First, a “Definitions” tab contains definitions for all reporting items required per source type. This tab is identical for each system.

Figure 47. The batch upload template “Definitions” sheet

Definitions		
1 Definitions	A	B
2		
3 Groundwater & GWUDI Sources	Required?	Definition
4 Did you utilize this source during the reporting period?	Yes	“Yes” = Source produced water during the designated reporting period “No” = Source produced 0 gallons of water during the designated reporting period* If “No” leave associated fields blank.
5 Static Water Level (feet below ground surface)	Yes*	Used for groundwater and GWUDI sources only, this identifies the number of feet from the ground surface to the water table. This measurement is not applicable for horizontal wells.
6 Static Water Level Date Measured	Yes*	The date the static water level was measured for the well within the reporting period. The format should be: XX/XX/XXXX
7 Pumping Water Level (feet below ground surface)	Yes*	Identifies the water level of a groundwater or GWUDI source while that source is actively producing water in a measurement of feet from the ground surface to the water table.
8 Pumping Water Level Date Measured	Yes*	The date the pumping water level was measured for the well within the reporting period. The format should be: XX/XX/XXXX
9 Pump Depth (feet below ground surface)	Yes*	Depth in feet below ground surface of the groundwater or GWUDI pump.
10 Pump Depth Date Measured	Yes*	The date the pump depth was measured for the well within the reporting period. The format should be: XX/XX/XXXX
11 Amount Produced During Reporting Period	Yes*	Volume of water produced by this source during the reporting period. This is a numerical field and should not include the unit of measure.

Additional tabs following “Definitions” are system-specific, containing all permitted active sources for the water system divided by the five source types. For example, a system containing only “Groundwater & GWUDI” active sources will only have a “Groundwater & GWUDI” tab, as pictured below.

Each of these source type tabs contain editable cells for each active source for each requested data question column.

Note: Any generated errors will prevent batch upload from completing successfully. To be considered valid, all data entered within the Batch Upload Template must match the formatting as described in the second cell of the column as well as the first “Definitions” tab.

A few common batch upload errors are detailed below:

- Data provided must match the formatting as described in the second cell of the column.
 - For example, in the first editable column of the “Groundwater & GWUDI” tab pictured below, the requested data (“Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?”) must be answered for each source matching the language in the second cell (‘Please enter One: “Yes”; “No”; “Unknown” or “No applicable water rights for this source”’). In this example, all currently empty cells for this requested data would be answered “No”, without quotations added to the word within the cell.
- Unit of Measure data fields must be the exact same text as displayed in row two. For example, “Gallons (G)” should be entered for gallons. An error will be generated if the cell is filled with only “Gallons” or “G” in the Unit of Measure fields.
- If the response to the question “Did you utilize this source during the reporting period?” is “No”, all columns following that question must be left **BLANK** for that source. NOTE: Blank fields that are still required to be reported for these sources will be marked as “Not Available” in the report but can still accept values either uploaded via batch upload or entered into the report manually.
- Any data which is “cut”, “copied”, or otherwise entered from external sources must be “pasted” as “text only” into the Batch Upload Template. This “text only” formatting includes data entered in date format (for example, “1/31/2023”). To ensure “text only” formatting, select the data entered, right click, select “Format Cells”, then click “Text”, then click “OK”.
- Please ensure the Batch Upload Template is saved as an Excel file with the “.xlsx” file extension.

Figure 48. The batch upload template with instructional cells

PWSID	Facility Name	Facility ID	Reporting Period Start Date	Reporting Period End Date	Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights? Please enter ONE: "Yes"; "No"; "Unknown" or "No applicable water rights for this source"
Do not change	Do not change	Do not change	Do not change	Do not change	
CA3310003	EB WELL 04	015	09/01/2022	09/30/2022	
CA3310003	WELL 08 - STANDBY	004	09/01/2022	09/30/2022	
CA3310003	WELL 11	006	09/01/2022	09/30/2022	
CA3310003	WELL 12 - STANDBY	007	09/01/2022	09/30/2022	
CA3310003	WELL 15	010	09/01/2022	09/30/2022	
CA3310003	WELL 18	030	09/01/2022	09/30/2022	
CA3310003	WELL 19	031	09/01/2022	09/30/2022	

Once all appropriate cells for all questions have been filled out for each active source within each source type tab, please save the Batch Upload Template to a known location on the computer and continue to the SAFER Clearinghouse “Batch-Upload” button, as shown in Figure 46.

“Batch-Upload” creates a pop-up on the screen titled “Upload Data”, as pictured below. Uploading data consists of four steps, “Data Load Source”, “Data/Table Mapping”, “Data Validation”, and Complete Data Load”.

First, in “Data Load Source”, click the button at the bottom of the “Upload Data” pop-up titled “Choose a csv or excel (xlsx) file to upload”, select the saved completed Batch Upload Template (xlsx file) then click the “Continue” button.

Figure 49. Upload Data pop-up screen with file upload and "continue" buttons indicated

The screenshot shows the 'UPLOAD DATA' pop-up window. At the top, a progress bar indicates the 'Data Load Source' step is completed (green checkmark). Below the progress bar, there are four numbered steps: 2 (Data/Table Mapping), 3 (Data Validation), and 4 (Complete Data Load). The 'DATA LOAD SOURCE' section contains a 'Cancel' button and a 'Continue' button (which is highlighted with a red box). A dropdown menu labeled 'Data Type *' is set to 'Source Reporting'. Below this, a large input field for file uploads is shown, featuring a blue plus icon and the placeholder text 'Choose a csv or xlsx file to upload' (also highlighted with a red box).

On the second upload step “**Data/Table Mapping**”, the data entered within the Batch Upload Template which was successfully uploaded can be viewed within the “Upload Data” pop-up window. For systems with active sources from more than one source type, this data can be reviewed by clicking on the separate source type buttons present above the uploaded data tables. In the example pictured below, only the “Groundwater & GWUDI” button is present for the example system as this system only utilizes active groundwater sources. Conduct an initial review of uploaded data, then click the blue “Continue” button.

Figure 50. The Data/Table Mapping window of a Batch Upload with important sections indicated

The screenshot shows the 'Data/Table Mapping' window. At the top, a progress bar indicates the 'Data/Table Mapping' step is in progress (blue circle). Below the progress bar, there are four numbered steps: 1 (Data Load Source), 2 (Data/Table Mapping), 3 (Data Validation), and 4 (Complete Data Load). The 'DATA/TABLE MAPPING' section contains a 'Previous' button, a 'Cancel' button, and a 'Continue' button (which is highlighted with a red box). A button labeled 'GROUNDWATER & GWUDI' is also present. A large table below maps 'Target Column' (PWSID, Facility Name, Facility ID, Reporting Period Start Date, Reporting Period End Date, Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?) to 'Source Column' (PWSID, Facility Name, Facility ID, Reporting Period Start Date, Reporting Period End Date). A red arrow points to a row in the table where the 'Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?' column contains the instruction 'Please enter ONE: "Yes"; "No"; "Unknown" or "No applicable water rights for this source"'.

On the third upload step “**Data Validation**”, any errors identified within the Batch Upload Template will be indicated by a red bar. These errors can be reviewed within the table displayed within the window.

Figure 51. The Data Validation window of a Batch Upload with important sections indicated

The screenshot shows the 'Data Validation' step of a batch upload process. At the top, there are four status indicators: 'Data Load Source' (green checkmark), 'Data/Table Mapping' (green checkmark), 'Data Validation' (green checkmark with a progress bar at 4), and 'Complete Data Load' (gray). Below these are buttons for 'Previous', 'Cancel', 'Download Error Report' (highlighted with a red box and arrow), 'Correct Data' (highlighted with a red box and arrow), and 'Complete'. A large red arrow points down to the 'DATA ERRORS: 7 RECORDS' section. This section contains a table with 7 rows of data, each with a blue header. The first two rows have red backgrounds, indicating errors. Row 3 has a comment 'Comment 1' and row 4 has a comment 'Comment 2'.

Row Number	Row Name	PWSID	Facility Name	Facility ID	Reporting Period Start Date	Reporting Period End Date	Was this source under curtailm...	Did you utilize this source du...	Static Water Level (feet below...)	Static Water Level Date Measu...	Pumping Water Level (feet belo...	Pumping Water Level Date Measu...	Pump Depth (feet below ground ...)	Pump Depth Date Measured	Amount Produced During Report...	Amount Produced Date Measured	Amount Produced Unit of Measur...	Total Pump Hours During Report...	Instant Flow Rate	Instant Flow Rate Date Measure...	Instant Flow Rate Unit of Meas...	Source Comments
3	CA3310003	EB WELL 04		015	09/01/2022	09/30/2022	No	Yes	50	8/10/2022	100	09/14/2022	200	09/14/2022	1000	09/14/2022	Acre Feet (AF)	30	25	09/14/2022	Gallons per Minute (GPM)	Comment 1
4	CA3310003	WELL 08 - STANDBY	004		09/01/2022	09/30/2022	No	Yes	51	8/10/2022	101	09/14/2022	201	09/14/2022	1001	09/14/2022	Acre Feet (AF)	31	26	09/14/2022	Gallons per Minute (GPM)	Comment 2

In addition, an **Error Report** can be downloaded by clicking on the blue “**Download Error Report**” icon. This downloads a separate Excel spreadsheet document (“ErrorsReport.xlsx”), which indicates the error location within the batch upload template and a description of the error organized by active source.

Figure 52. An example Error Report spreadsheet

The screenshot shows an Excel spreadsheet titled 'ErrorsReport'. The columns are labeled A through H. Column A is 'Error ID', B is 'Upload ID', C is 'Data Type', D is 'Data Subtype', E is 'Row Number', F is 'Field Name', G is 'Field Value', and H is 'Error Description'. The data starts from row 2:

A	B	C	D	E	F	G	H	
1	Error ID	Upload ID	Data Type	Data Subtype	Row Number	Field Name	Field Value	Error Description
2	72689	1142	SOURCE REPORTING	GROUNDWATER & GWUDI	3	Static Water Level Date Measured	8/10/2022	Date in this field must be within this reporting period: 2022-09-01 to 2022-09-30
3	72713	1142	SOURCE REPORTING	GROUNDWATER & GWUDI	4	Static Water Level Date Measured	8/10/2022	Date in this field must be within this reporting period: 2022-09-01 to 2022-09-30
4	72737	1142	SOURCE REPORTING	GROUNDWATER & GWUDI	5	Static Water Level Date Measured	8/10/2022	Date in this field must be within this reporting period: 2022-09-01 to 2022-09-30
5	72761	1142	SOURCE REPORTING	GROUNDWATER & GWUDI	6	Static Water Level Date Measured	8/10/2022	Date in this field must be within this reporting period: 2022-09-01 to 2022-09-30
6	72785	1142	SOURCE REPORTING	GROUNDWATER & GWUDI	7	Static Water Level Date Measured	8/10/2022	Date in this field must be within this reporting period: 2022-09-01 to 2022-09-30
7	72809	1142	SOURCE REPORTING	GROUNDWATER & GWUDI	8	Static Water Level Date Measured	8/10/2022	Date in this field must be within this reporting period: 2022-09-01 to 2022-09-30
8	72833	1142	SOURCE REPORTING	GROUNDWATER & GWUDI	9	Static Water Level Date Measured	8/10/2022	Date in this field must be within this reporting period: 2022-09-01 to 2022-09-30

By selecting the blue “**Correct Data**” button, it will return to the first “**Data Load Source**” upload step. The reported data within the Batch Upload Template must be corrected, saved, and re-uploaded at the first “**Data Load Source**” upload step.

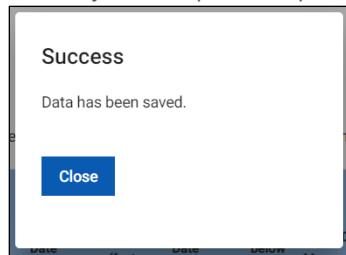
If no errors are present, upload will progress to the fourth and final step, “**Complete Data Load**”. To complete data load click the blue “**Complete**” button.

Figure 53. The Complete Data Load window of a Batch Upload with important sections indicated

Row Number	Row Name	PWSID	Facility Name	Facility ID	Reporting Period Start Date	Reporting Period End Date	Was this source under curtailment...	Did you utilize this source du...	Static Water Level (feet below...)	Static Water Level Date Measur...	Pumping Water Level (feet below...)	Pumping Water Level Date Measur...	Pump Depth (feet below ground)	Pump Depth Date Measured	Amount Produced During Report...	Amount Produced Date Measured	Amount Produced Unit of Measure...	Total Pump Hours During Report...	Instant Flow Rate	Instant Flow Rate Date Measure...	Instant Flow Rate Unit of Meas...	Source Comments
3	CA3310003	EB WELL 04		015	09/01/2022	09/30/2022	No	Yes	50	09/14/2022	100	09/14/2022	200	09/14/2022	1000	09/14/2022	Acre Feet (AF)	30	25	09/14/2022	Gallons per Minute (GPM)	Comment 1
4	CA3310003	WELL 08 - STANDBY	004		09/01/2022	09/30/2022	No	Yes	51	09/14/2022	101	09/14/2022	201	09/14/2022	1001	09/14/2022	Acre Feet (AF)	31	26	09/14/2022	Gallons per Minute	Comment 2

A final pop-up window will indicate when data loading is successfully completed, as pictured below. Both this and the “Upload Data” pop-up windows can be closed to return to the “Source Reporting” tab.

Figure 54. A successful batch upload completion message



After a successful batch upload, all data should be viewable within the “Source Reporting” tab for each active source. The same Batch Upload Template can be modified and used for subsequent drought reports. **Please note, any data included in the Batch Upload Template being uploaded must be updated to reflect the reporting period for the drought report being completed.**

5.4.3. Groundwater & GWUDI Sources

All active public water supply wells for the water system, whether they are groundwater or under the influence of surface water, are listed in the Source Reporting tab under the “Groundwater & GWUDI” sub-tab as shown in the image below.

For any error(s) in the list of active sources displayed for the water system, contact the associated District or LPA contact. This information is sourced from the State Water Board’s SDWIS database and must be updated for the changes to reflect in the SAFER Clearinghouse and the drought reports.

Figure 55. The Groundwater & GWUDI subtab

SOURCE REPORTING		Batch-Upload	Download Template
GROUNDWATER & GWUDI 		REPORTING PERIOD 10/01/2022 - 10/31/2022	
 WELL 03		SOURCE INFORMATION 	
 WELL 04		Facility Name: WELL 03 Facility ID: 003 Facility Type: Well Water Type: Groundwater	Well Construction Date: 06/02/2022 Well Depth (feet below ground surface): 20 Fractured Hard Rock Well: No Water Rights ID:
 WELL 05			
 WELL 06			
 WEST TUNNEL			

While filling out the required fields for groundwater and GWUDI sources, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective required data fields. Below is a list of the help tips associated with the groundwater and GWUDI source data fields:

Figure 56. The Source Activity question

SOURCE ACTIVITY	
Did you utilize this source during the reporting period?: * 	
<input style="width: 100px; height: 30px; border: 1px solid #ccc; padding: 5px; margin-left: 10px;" type="button" value="Yes"/>	

Table 10. The Source Activity help tip

Question Name	Help Tip Definitions
Source Activity	"Yes" = Source produced water during the designated reporting period. "No" = Source produced 0 gallons of water during the designated reporting period.

Figure 57. The Water Level questions section of the Monthly Reporting

WATER LEVEL			
Static Water Level (feet below ground surface): * 	<input type="text" value="5"/>	Date Measured: * 	<input type="text" value="09/07/2022"/>  <input type="checkbox"/> Not Available
Pumping Water Level (feet below ground surface): * 	<input type="text" value="10"/>	Date Measured: * 	<input type="text" value="09/07/2022"/>  <input type="checkbox"/> Not Available
Pump Depth (feet below ground surface): * 	<input type="text" value="12"/>	Date Measured: * 	<input type="text" value="09/07/2022"/>  <input type="checkbox"/> Not Available

Table 11. The Water Level question help tips

Question Name	Help Tip Definitions
Static Water Level	Enter the number of feet from the ground surface to the water table using monitoring systems sufficient to detect groundwater levels. Value must not be greater than Pumping Water Level.
Static Water Level Date Measured	Enter the date that the static water level measurement for a groundwater or GWUDI source was measured. Must fall within the reporting period.
Pumping Water Level	Enter the water level of a groundwater or GWUDI source while that source is actively producing water in a measurement of feet from the ground surface to the water table during pumping. Value must not be less than Static Water Level.
Pumping Water Level Date Measured	Enter the date that the pumping water level measurement for a groundwater or GWUDI source was measured. Must fall within the reporting period.
Pump Depth (feet below reference point)	Enter the depth in feet below ground surface of the groundwater or GWUDI pump.
Pump Depth Date Measured	Enter the date that the pump depth for a groundwater or GWUDI source was measured. Must fall within the reporting period.

Figure 58. The Production Information question of the Monthly Report

PRODUCTION INFORMATION

Amount Produced During Reporting Period:*	<input type="text" value="230"/>	Date Measured:*	<input type="text" value="09/07/2022"/>
		<input type="checkbox"/> Not Available	
		Unit of Measure:*	Million Gallons (MG)

Table 12. The Production Information help tips

Question Name	Help Tip Definitions
Amount Produced During Reporting Period	Enter the volume of water produced for this source during this reporting period.
Amount Produced Date Measured	Enter the date that the amount produced during this reporting period was measured. Must fall within the reporting period.

Figure 59. The Total Pump Hours question in the Monthly Report

Total Pump Hours During Reporting Period:*	<input type="text" value="1"/>	<input type="checkbox"/> Not Available
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Table 13. The Total Pump Hours help tips

Question Name	Help Tip Definitions
Total Pump Hours During Reporting Period	Enter the total number of hours the source's pump was actively pumping during the current reporting period.

Figure 60. The Average Production Rate item of the Monthly Report

Average Production Rate During Reporting Period (GPM):	3,833,333.33
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Table 14. The Average Production Rate item help tips

Question Name	Help Tip Definitions
Average Production Rate During Reporting Period	Calculation of the average production rate determined by dividing the Amount Produced by the Total Pump Hours in a gallons per minute estimate of the source capacity.

Figure 61. The Instant Flow Rate question in the Monthly Report

Instant Flow Rate: [*]	12	Date Measured: [*]	09/07/2022	<input type="checkbox"/> Not Available
		Unit of Measure: [*]	Gallons per Minute (GPM)	

Table 15.. The Instant Flow Rate question help tips

Question Name	Help Tip Definitions
Instant Flow Rate	Enter the instantaneous flow rate of a source of water as commonly measured by a live observation of the reading on a flow meter.
Instant Flow Rate Date Measured	Enter the date that the instantaneous flow rate for a well was observed. Must fall within the reporting period.

Figure 62. Source Curtailment question in the Monthly Report

Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights? [*]				
<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Unknown	<input type="radio"/> No applicable water rights for this source	

Table 16. Source Curtailment help tips

Question Name	Help Tip Definitions
Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?	<p>“Yes” = One or more of the water rights for this source were curtailed during the specified reporting period.</p> <p>“No” = The source has a water right that was not actively being curtailed during the specified reporting period.</p> <p>“Unknown” = It is unknown if there is a water right or if curtailment was active during this reporting period.</p> <p>“No applicable water rights for this source” = There are no water rights associated with this source.</p>

5.4.4. Surface Water Sources

The types of surface water sources are listed below with their respective definitions:

- Infiltration Gallery – An infiltration gallery is a structure including perforated conduits in gravel to expedite transfer of water to or from a soil. Infiltration galleries may be used to collect water from the aquifer underlying a river.
- Intake – The mechanism by which water from a lake, reservoir, river, or other surface water source is transferred to treatment processes and/or the distribution system.
- Reservoir – Water that accumulates to form a lake or impoundment. Can be constructed or naturally formed.

For any error(s) in the list of active sources displayed for the water system, contact the associated District or LPA contact. This information is sourced from the State Water Board's SDWIS database and must be updated for the changes to reflect in the SAFER Clearinghouse and the drought reports.

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the surface water sources:

Figure 63. The Source Activity utilization question in the Monthly Report

SOURCE ACTIVITY	
Did you utilize this source during the reporting period?: * 	<input style="width: 150px; height: 30px; border: none; background-color: #f0f0f0; padding: 5px; margin-left: 10px;" type="button" value="Yes"/>

Table 17. The Source Activity help tips

Question Name	Help Tip Definitions
Source Activity	"Yes" = Source produced water during the designated reporting period. "No" = Source produced 0 gallons of water during the designated reporting period.

Figure 64. Water Level questions in the Monthly Report

WATER LEVEL				
Water Level (feet from surface water bottom): * 	<input style="width: 150px; height: 30px; border: none; border-bottom: 1px solid black; margin-right: 10px;" type="text" value="150"/>	Date Measured: * 	<input style="width: 150px; height: 30px; border: none; border-bottom: 1px solid black; margin-right: 10px;" type="text" value="08/10/2022"/> 	<input style="width: 15px; height: 15px; border: none;" type="checkbox"/> Not Available
Intake Level (feet from surface water bottom): * 	<input style="width: 150px; height: 30px; border: none; border-bottom: 1px solid black; margin-right: 10px;" type="text" value="60"/>	Date Measured: * 	<input style="width: 150px; height: 30px; border: none; border-bottom: 1px solid black; margin-right: 10px;" type="text" value="08/10/2022"/> 	<input style="width: 15px; height: 15px; border: none;" type="checkbox"/> Not Available

Table 18. Water Level help tips

Question Name	Help Tip Definitions
Water Level	Enter the distance, in feet, from the bottom of the water body and the water surface.

Question Name	Help Tip Definitions
Water Level Date Measured	Enter the date the water level of a surface water source was measured. Must fall within the reporting period.
Intake Level	Enter the distance, in feet, from the bottom of the water body and the bottom of the intake pipe opening. This represents the lowest water level where the intake pipe would no longer be able to draw water from the water body.
Intake Level Date Measured	Enter the date the intake level was measured for a surface water source. Must fall within the reporting period.

Figure 65. Production information Questions in the Monthly Report

PRODUCTION INFORMATION

Amount Produced During Reporting Period: [*] 	<input type="text" value="230"/>	Date Measured: [*]  <input type="text" value="09/07/2022"/> 	<input type="checkbox"/> Not Available
Unit of Measure: [*]	Million Gallons (MG) 		

Table 19. Production Information help tips

Question Name	Help Tip Definitions
Amount Produced During Reporting Period	Enter the volume of water produced for this source during this reporting period.
Amount Produced Date Measured	Enter the date that the amount produced during this reporting period was measured. Must fall within the reporting period.

Figure 66. Total Pump Hours field in the Monthly Report

Total Pump Hours During Reporting Period: [*] 	<input type="text" value="1"/>	<input type="checkbox"/> Not Available
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Table 20. Total Pump Hours help tips

Question Name	Help Tip Definitions
Total Pump Hours During Reporting Period	Enter the total number of hours the source's pump was actively pumping during the current reporting period.

Figure 67. Instant Flow Rate questions in the Monthly Report

Instant Flow Rate: [*] 	<input type="text" value="12"/>	Date Measured: [*]  <input type="text" value="09/07/2022"/> 	<input type="checkbox"/> Not Available
Unit of Measure: [*]	Gallons per Minute (GPM) 		

Table 21. Instant Flow Rate help tips

Question Name	Help Tip Definitions
Instant Flow Rate	Enter the instantaneous flow rate of a source of water as commonly measured by a live observation of the reading on a flow meter.
Instant Flow Rate Date Measured	Enter the date that the instantaneous flow rate for a well was observed. Must fall within the reporting period.

Figure 68. Source Curtailment question in the Monthly Report

Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?* 

Yes No Unknown No applicable water rights for this source

Table 22. Source Curtailment help tips

Question Name	Help Tip Definitions
Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?	<p>"Yes" = One or more of the water rights for this source were curtailed during the specified reporting period.</p> <p>"No" = The source has a water right that was not actively being curtailed during the specified reporting period.</p> <p>"Unknown" = It is unknown if there is a water right or if curtailment was active during this reporting period.</p> <p>"No applicable water rights for this source" = There are no water rights associated with this source.</p>

5.4.5. Spring Water Sources

A spring is a point at which water flows from an aquifer to the Earth's surface. Springs can be seasonal and intermittent in flow. Springs can be considered surface water or groundwater.

For any error(s) in the list of active sources displayed for the water system, contact the associated District or LPA contact. This information is sourced from the State Water Board's SDWIS database and must be updated for the changes to reflect in the SAFER Clearinghouse and the drought reports.

Figure 69. The Spring Water Source Reporting page

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the spring water sources:

Table 23. Source Activity question in the Monthly Report

Table 24. Source Activity help tips

Question Name	Help Tip Definitions
Source Activity	" Yes " = Source produced water during the designated reporting period. " No " = Source produced 0 gallons of water during the designated reporting period.

Table 25. Production Information questions in the Monthly Report for Flow Rate

Table 26. Production Information Flow Rate help tips

Question Name	Help Tip Definitions
Current Flow Rate	Enter the flow rate of the spring measured, commonly using a flow meter, during the current reporting period.
Current Flow Rate Date Measured	Enter the date the current flow rate of a spring was measured. Must fall within the reporting period.

Figure 70. Production Information questions in the Monthly Report for Amount Produced

PRODUCTION INFORMATION

Amount Produced During Reporting Period: * Date Measured: * Not Available

? Unit of Measure: *

Table 27. Production Information Amount Produced help tips

Question Name	Help Tip Definitions
Amount Produced During Reporting Period	Enter the volume of water produced for this source during this reporting period.
Amount Produced Date Measured	Enter the date that the amount produced during this reporting period was measured. Must fall within the reporting period.

Figure 71. Source Curtailment question in the Monthly Report

Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights? * ?

Yes No Unknown No applicable water rights for this source

Table 28. Source Curtailment help tips

Question Name	Help Tip Definitions
Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?	<p>"Yes" = One or more of the water rights for this source were curtailed during the specified reporting period.</p> <p>"No" = The source has a water right that was not actively being curtailed during the specified reporting period.</p> <p>"Unknown" = It is unknown if there is a water right or if curtailment was active during this reporting period.</p> <p>"No applicable water rights for this source" = There are no water rights associated with this source.</p>

5.4.6. Consecutive Connections Sources

A consecutive connection is a physical, piped, connection between two Public Water Systems for the purposes of exchanging water from one system (supplying water system) to another (receiving water system). The exchange of water may be either one-way or two-way. This facility should be used to represent the receiving water system(s). Consecutive connections include emergency interties.

For any error(s) in the list of *active sources displayed for the water system, contact the associated District or LPA contact. This information is sourced from the State Water Board's SDWIS database and must be updated for the changes to reflect in the SAFER Clearinghouse and the drought reports.*

Figure 72. Consecutive Connections Source Reporting page

SOURCE REPORTING		REPORTING PERIOD 08/01/2022 - 08/31/2022		
SOURCE INFORMATION Facility Name: INTERTIE - SOQUEL CREEK WD Facility ID: 032 Facility Type: Consecutive Connection Facility Availability: Permanent Activity Status: Active Water Type: Groundwater	Maximum Capacity:	Maximum Capacity Unit of Measure:		
	Maximum Contractual Daily Rate:	Maximum Contractual Daily Rate Unit of Measure:		
	Maximum Contractual Monthly Volume:	Maximum Contractual Monthly Volume Unit of Measure:		
	Maximum Contractual Annual Volume:	Maximum Contractual Annual Volume Unit of Measure:		
	Ability to utilize the intertie:	Seller Treatment:		
	SOURCE ACTIVITY			
Did you utilize this source during the reporting period?*		No		

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the consecutive connection sources:

Figure 73. Purchased Water questions in the Monthly Report

Amount Received During Reporting Period:	Date Measured: *	<input type="checkbox"/> Not Available
* ?	? <input type="button" value="Calendar"/>	
Unit of Measure: *		

Table 29. Purchased Water help tips

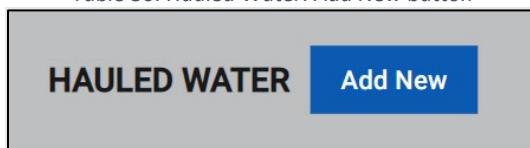
Question Name	Help Tip Definitions
Amount Received During Reporting Period	Enter the quantity of water received by the system via a consecutive connection with another public water system.
Amount Received Date Measured	Enter the date the quantity of water received by the system via a consecutive connection was measured. Must fall within the reporting period.

5.4.7. Hauled Water Sources

Hauled water sources are transfers of water and/or the transportation of water from a source to a location via vehicle, either purchased or non-purchased, intended to supplement a water system's supply. Water hauling can be delivered directly to the distribution system, to homes or be made available at a fill station, typically used for emergencies. Water hauling trucks are required to be certified by [California Department of Public Health's \(CDPH's\) water hauler certification program](#). Sources of water should be potable if intended for potable use.

Please add information related to any hauled water sources. If the source does not appear on the list, click on Add New button as seen in screenshot below.

Table 30. Hauled Water: Add New button



After selecting this button, the fields below will show in a pop-up screen:

- Archived Haulers - If a water hauler was previously used, it will appear here for ease of entry.
- Facility Name (i.e., Joe's Water Hauling Company) - Please enter the name of the water hauling entity.
- Facility Type - Please enter "purchased" if the water system is paying (out of pocket or through a grant/loan) for the delivery of hauled water from this entity. Enter "non-purchased" if another entity is directly paying the hauler or nobody is paying for the delivery of hauled water.
- Water Type - Please indicate whether the hauled water being delivered is surface water or groundwater.
- Hauled Water Quality on Delivery - Please indicate whether the quality of the hauled water is considered potable or non-potable upon delivery.

Hauled Water Usage: Please indicate how the hauled water is intended to be used by the water system.

- Non-potable Use: the water is being used for irrigation, construction, or other non-potable usage.
- Potable Use – NOT through distribution system: the water is being distributed to customers but not through the water system's distribution system (i.e., individual home deliveries or a fill-station).
- Potable Use – through distribution system: the hauled water is being delivered to the water system infrastructure (i.e., storage tanks) and available at the customer tap.

Facility Availability

- Permanent – Water hauling is expected to continue indefinitely or past two weeks.
- Emergency – Water hauling is limited to a short-term emergency of no more than 2 weeks.
- Seasonal – The water system typically relies on this hauled water annually to supplement seasonal changes in source production.
- Interim – Hauled water is being utilized in the interim while infrastructure is built.

Hauled Water Source PWSID

- This field is where the user could enter the water system that is providing the hauled water. The user could enter the water system number or name to select it from a drop-down list.

Water Hauler Certification

- Yes – The listed water hauler is certified
- No – The listed water hauler is not certified
- Unknown – The listed water hauler's certification is unknown

After adding hauled water source(s), these sources would then be listed in the source reporting tab as shown in the image below:

Figure 74. Hauled Water Source Reporting page

REPORTING PERIOD			
08/01/2022 - 08/31/2022			
SOURCE INFORMATION			
Data Origin:	Clearinghouse	Hauled Water Quality on Delivery:	Potable
Facility Name:	Hauler 1	Hauled Water Usage:	Potable Use - NOT thru system
Facility ID:	(empty)	Hauled Water Facility Name:	CA0105008
Facility Type:	Purchased	Hauled Water Source PWSID:	CA0105008
Facility Availability:	Seasonal	Is the water hauler certified?:	Unknown
Activity Status:	Active		
Water Type:	Groundwater		
SOURCE ACTIVITY			
Did you obtain water from this hauler during the reporting period?*	<input type="button" value="No"/>		
Are you planning to use this hauler in the next reporting period?*	<input type="button" value="Yes"/>		

When adding a Hauled Water source, **note the following:**

1. Once a Hauled Water source is added, that Hauled Water source will display in the next reporting period automatically.
2. If the user selects "No" for "Are you planning to use this hauler in the next reporting period", then the hauler will be removed from the active sources list in the next reporting period.
3. A hauler that has been used in the past is saved in the SAFER Clearinghouse. The user can re-add a previous hauler to the active sources list by clicking on the "Add Hauler" link. The user will have a menu at the top of the pop-out screen that displays the list of Haulers that had been

added in the past. This will pre-fill the data in the pop-out window, so the fields don't have to be filled again. The user will have the ability to edit this pre-filled data if needed.

4. Water systems are expected to accurately report the use of hauled water.

While filling out the required fields, help tip (?) icons will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the hauled water sources:

Figure 75. The Source Activity question for hauled water

SOURCE ACTIVITY

Did you obtain water from this hauler during the reporting period?: *

No

Table 31. Source activity help tips

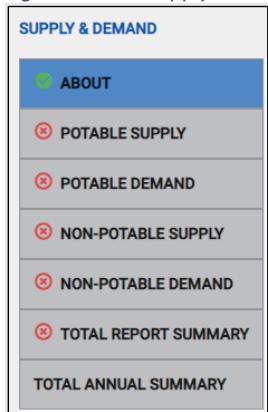
Question Name	Help Tip Definitions
Source Activity	"Yes" = Source produced water during the designated reporting period. "No" = Source produced 0 gallons of water during the designated reporting period.

5.5. Supply and Demand

Figure 76. The Require Reporting tabs with Supply & Demand tab highlighted



Figure 77. The Supply & Demand Reporting subtabs



The "Supply and Demand" tab quantifies total supply and demand to help evaluate if the water system is experiencing a water shortage, track progress towards conservation goals, and better assess seasonal trends in water demand. It consists of subtabs with questions and fields about potable, non-potable and recycled water.

All water systems must answer the "About", "Potable Supply", "Potable Demand" and "Total Report Summary" subtabs. The "Non-Potable Supply" and "Non-Potable Demand" subtabs are added when users answer "Yes" to at least one of the questions in the "About" subtab. Lastly, the "Total Annual

Summary" sub-tab summarizes total monthly and annual supply and demand of the year the reporting period is in.

5.5.1. About subtab

The “About” subtab allows water systems to indicate whether they supply or deliver non-potable and/or recycled water. The “Non-Potable Supply” and “Non-Potable Demand” subtabs will appear on the left menu if “Yes” is selected for either question.

Table 32. Supply & Demand: About subtab

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the “About” subtab.

Table 33. Supply & Demand About subtab help tips

Question Name	Help Tip Definitions
Does your system supply or deliver non-potable water to customers or other water systems?	Mandatory - user selects one: “ Yes ” - Water system supplies or delivers water that is not treated to State drinking water standards to customers or other water systems. This excludes any recycled water. “ No ” - Water system does not supply or deliver water that is not treated to State drinking water standards to customers or other water systems. Not including recycled water. *If a water hauler was listed as used for non-potable use and water production information was added, then this value defaults to "Yes" and cannot be changed.
Does your system supply or deliver recycled water to customers or other water systems?	Mandatory - user selects one: “ Yes ” - Water system supplies or delivers wastewater that is highly treated and distributed to end user customers for beneficial reuse. This excludes any other non-potable water.

Question Name	Help Tip Definitions
	"No" - Water system does not supply or deliver wastewater that is highly treated and distributed to end user customers for beneficial reuse. Excluding any other non-potable water.

5.5.2. Potable Supply subtab

The “**Potable Supply**” subtab aggregates production and external sources to quantify total potable supply. It is pre-filled using information provided in the “**Source Reporting**” tab. Please ensure that production data is correct for each source to maintain accuracy.

Figure 78. Supply & Demand: Potable Supply subtab

The screenshot shows the "SUPPLY & DEMAND" subtab selected in the top navigation bar. The main content area is divided into several sections:

- POTABLE SUPPLY:** A note states "The information below is pre-filled using the individual source production data provided in the "Source Reporting" section of this report." Below is a dropdown menu for unit of measure: "Please select the appropriate unit of measure for the volumes reported in the fields below." with "Gallons (G)" selected.
- POTABLE SELF-PRODUCED:** A table with columns for "TOTAL Potable Self-Produced" (value: 0), "Preliminary Estimate?" (radio buttons for Yes and No, with Yes selected), and "Required Field".
- POTABLE EXTERNALLY-SOURCED:** A table with columns for "Hauled Water Purchased/Received*", "Hauled Water Purchased From (Water Systems Only)", "Bottled Water Reliance*", "TOTAL Potable Externally-Sourced" (value: 0), and "Preliminary Estimate?". Below the table are radio buttons for "Yes" and "No" with "No" selected, and "Required Field" notes.
- TOTAL POTABLE SUPPLY:** A table with columns for "TOTAL Potable Supply" (value: 0), "Preliminary Estimate?", and "Required Field".
- POTABLE SUPPLY COMMENTS:** A large text input field.

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the “**Potable Supply**” subtab.

Figure 79. The Potable Self-Produced groundwater questions

This screenshot shows a detailed view of the "POTABLE SELF-PRODUCED" section. It contains a table with the following columns:

Groundwater Production*	TOTAL Potable Self-Produced	Preliminary Estimate?*
0	0	<input type="radio"/> Yes <input checked="" type="radio"/> No Required Field

Table 34. The Potable Self-Produced groundwater help tips

Field Name	Help Tip Definitions
Groundwater Production	Total volume of potable water that is extracted from all water system wells.
GWUDI Production	Total volume of potable water that is extracted from all water system wells that are under the direct influence of surface water.
Surface Water Production	Total volume of potable water that is drawn from above the surface of the ground such as in a stream, river, lake, reservoir, canal, aqueduct, or ocean.
Spring Production	Total volume of potable water that is captured from a point at which water flows naturally (without pumping) from an aquifer to the Earth's surface.
TOTAL Potable Self-Produced	Total volume of potable water produced by a public water system. Includes any water produced from groundwater, GWUDI, surface water, or spring facilities. Does not include purchased water.
Preliminary Estimate?	<p>"Yes" - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>"No" - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 80. The Potable Externally-Sourced groundwater questions

POTABLE EXTERNALLY-SOURCED					
Hauled Water Purchased/Received*	Hauled Water Purchased From (Water Systems Only)	Bottled Water Reliance*	TOTAL Potable Externally-Sourced	Preliminary Estimate?*	
<input type="radio"/> Yes Required Field	<input type="radio"/> No Required Field	<input type="radio"/> Yes Required Field	0	<input type="radio"/> Yes Required Field	<input type="radio"/> No Required Field

Table 35. The Potable Externally-Sourced groundwater help tips

Field Name	Help Tip Definitions
Consecutive Connection	Volume of potable water that a public water system either purchases or otherwise receives from another public water system or wholesaler.
Consecutive Connection Obtained From (Water Systems Only)	The PWSID(s) of a public water system from which the public water system obtains potable water. A public water system may have multiple consecutive connections from which they receive some or all of their potable water.
Hauled Water Purchased/Received	The volume of potable water purchased or received to the water system location, such as via truck, to be used on-site for human consumption.
Hauled Water Purchased/Received From (Water Systems Only)	The PWSID(s) from which hauled water originates from.
Bottled Water Reliance	Indicates that a water system relied upon bottled water as a source of potable supply to supplement or replace existing sources.

Field Name	Help Tip Definitions
	<p>“Yes” - Relied on bottled water as a source of potable supply during the reporting period.</p> <p>“No” - Did not rely on bottled water during the reporting period.</p>
TOTAL Potable Externally Sourced	Total volume of potable water purchased or received by a public water system. Includes any potable water obtained from consecutive connections or hauled water sources. Does not include self-produced water.
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 81. Total Potable Supply groundwater questions

TOTAL POTABLE SUPPLY	
TOTAL Potable Supply <small>?</small>	Preliminary Estimate? <small>?</small>
0	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Required Field</small>

Table 36. Total Potable Supply groundwater help tips

Field Name	Help Tip Definitions
TOTAL Potable Supply	Total volume of potable water self-produced or otherwise obtained by a public water system. Does not include non-potable or recycled water supply.
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

5.5.3. Potable Demand subtab

The “**Potable Demand**” subtab aggregates all residential, non-residential demand and potable water delivered to other water systems to quantify total potable demand.

Figure 82. The Supply & Demand Potable Demand subtab

The screenshot shows the "SUPPLY & DEMAND" subtab selected in the left sidebar. The main area is titled "POTABLE DEMAND". It includes sections for "METERING CUSTOMERS" (asking if individual customer volumes are metered), "POTABLE RESIDENTIAL DEMAND" (with fields for Residential Single-Family, Residential Multi-Family, TOTAL Residential Demand, Population Served, Residential Gallons per Capita per Day (R-GPCD), and Preliminary Estimate), "POTABLE NON-RESIDENTIAL DEMAND" (with fields for Commercial & Institutional, Metered Irrigation of Commercial, Industrial, or Institutional Landscapes, Industrial, Agriculture, Other Non-Residential Demand, Total Non-Residential Demand, and Preliminary Estimate), "POTABLE WATER DELIVERED TO OTHER WATER SYSTEM (S)" (with fields for Volume Sold or Delivered to Other Water System(s) and Preliminary Estimate), and a "TOTAL POTABLE DEMAND" section at the bottom.

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the “Potable Demand” subtab.

Figure 83. Potable Demand Residential Demand questions

This screenshot shows the "POTABLE RESIDENTIAL DEMAND" section. It features input fields for Residential Single-Family, Residential Multi-Family, TOTAL Residential Demand, Population Served, Residential Gallons per Capita per Day (R-GPCD), and Preliminary Estimate. Each field has a circled blue question mark icon above it, indicating a help tip is available.

Table 37. Potable Demand Residential Demand help tips

Field Name	Help Tip Definitions
Residential Single-Family	Total volume of potable water used by a residential single-family home. Specifically, a single-family detached dwelling (house) has no shared property and is built on its own parcel of land. This does not include non-potable water usage such as irrigation with recycled water.

Field Name	Help Tip Definitions
Residential Multi-Family	Total volume of potable water used by a residential multi-family home. Specifically, a multi-family dwelling unit is a single service connection that accommodates more than one family living separately such as through a duplex, apartment, condominium, or townhouse. This includes mobile home/trailer park that are served collectively through a master service meter. This does not include non-potable water usage such as irrigation with recycled water.
TOTAL Residential Demand	Total volume of water used by both single-family and multi-family homes.
Residential Gallons per Capita per Day (R-GPCD)	This is an estimate of the residential (single and multi-family home demand) volume of potable water used per person per day. This value is auto calculated by taking the total residential volume delivered in gallons divided by the total population served. The result is then divided by the total days within the reporting period. The population is the value reported to the State Water Board and is the value during the reporting period.
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 84. Potable Demand Non-Residential Demand questions

The screenshot shows a user interface for reporting potable demand. At the top, a blue header bar contains the title "POTABLE NON-RESIDENTIAL DEMAND". Below this, there are several input fields and controls. On the left, there is a column for "Commercial & Institutional" with a red asterisk and a question mark icon. Next to it is a section for "Metered Irrigation of Commercial, Industrial, or Institutional Landscapes" with a red asterisk and a question mark icon. To the right of these are sections for "Industrial" (with a question mark icon), "Agriculture" (with a red asterisk and a question mark icon), and "Other Non-Residential Demand" (with a red asterisk and a question mark icon). Further right is a "Total Non-Residential Demand" field with a question mark icon. At the far right is a "Preliminary Estimate?" field with a red asterisk and a question mark icon. Below these sections are five empty input boxes. To the right of the input boxes is a numerical value "0". At the bottom right, there are two radio buttons: one for "Yes" and one for "No", with "Required field" written below them.

Table 38. Potable Demand Non-Residential Demand help tips

Field Name	Help Tip Definitions
Commercial & Institutional	<p>Total volume of potable water used by commercial and institutional users. This includes and is not limited to:</p> <p>“Commercial” - Retail establishments, office buildings, laundries, campgrounds, gas stations, golf courses, etc.</p> <p>“Institutional” - Schools, prisons, hospitals, dormitories, nursing homes, hotels, etc.</p> <p>This does not include other potable water deliveries to Commercial or Institutional customers that is dedicated to irrigation.</p>

Field Name	Help Tip Definitions
Metered Irrigation of Commercial, Industrial, or Institutional Landscapes	<p>Total volume of potable water used to irrigate Commercial, Industrial, or Institutional (CII) landscapes that are associated with Dedicated Irrigation Meters (DIMs) or an equivalent technology. Refer to help tip definitions associated with "Commercial and Institutional" and "Industrial" for examples of CII customer types. This does not include other potable water deliveries to Commercial, Institutional, or Industrial customers.</p> <p>Dedicated irrigation meter and equivalent technology: A DIM is a water meter that exclusively meters water used for irrigation. An equivalent technology measures the volume of water delivered with an equivalent accuracy and reporting period, and reports water delivered through that technology to the water system.</p>
Industrial	<p>Total volume of potable water used for industrial purposes. Specifically, potable water used for manufacturing establishments including factories, assembly plants, and other manufacturing industries.</p> <p>This does not include other potable water deliveries to Industrial customers that is dedicated to irrigation.</p>
Agriculture	Total volume of potable water used for irrigation of commercially grown crops, nurseries, etc.
Other Non-Residential Demand	Total volume of potable water used for purposes other than residential single-family, residential multi-family, commercial, institutional, irrigation, industrial, or agricultural potable demand. This may include potable water used for fire suppression, street cleaning, line flushing, construction / temporary meters, etc.
Total Non-Residential Demand	Total volume of potable water used by users other than single-family or multi-family residences. This includes commercial, institutional, irrigation, industrial, agricultural, and other potable water demand.
Preliminary Estimate?	<p>"Yes" - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>"No" - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 85. Potable Water Delivered to Other Water Systems questions

POTABLE WATER DELIVERED TO OTHER WATER SYSTEM (S)		
Volume Sold or Delivered to Other Water System(s)* 	Sold or Delivered To (Water Systems Only) 	Preliminary Estimate?* 
<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No <small>Required field</small>

Table 39. Potable Water Delivered to Other Water Systems help tips

Field Name	Help Tip Definitions
Volume Sold or Delivered to Other Water Systems(s)	Total volume of potable water that is delivered from one water system to another water system irrespective of payment.
Sold or Delivered To (Water Systems Only)	The PWSID of a water system that is the source of sold or delivered potable water.
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 86. Total Potable Demand questions

TOTAL POTABLE DEMAND

TOTAL Potable Demand Preliminary Estimate?

Yes No
Required field

Table 40. Total Potable Demand help tips

Field Name	Help Tip Definitions
TOTAL Potable Demand	Total volume of potable water used for both residential and non-residential purposes.
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

5.5.4. Non-Potable Supply subtab

The “Non-Potable Supply” subtab aggregates all self-produced and externally sourced non-potable supply to quantify total non-potable supply.

Table 41. Supply & Demand Non-Potable Supply subtab

SUPPLY & DEMAND

REPORTING PERIOD
10/01/2023 - 10/31/2023

NON-POTABLE SUPPLY

Please select the appropriate unit of measure for the volumes reported in the fields below.* Gallons (G) ▾

NON-POTABLE SELF-PRODUCED SUPPLY

Recycled Water Self-Produced*	Non-Potable Water Produced (not recycled; i.e., agriculture well)*	TOTAL Non-Potable Water Self-Produced*	Preliminary Estimate?*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No Required field

NON-POTABLE SUPPLY EXTERNALLY-SOURCED

Recycled Water Obtained*	Recycled Water Obtained From (Water Systems Only)	Obtained Non-Potable Hauled Water*	Other Non-Potable Water Obtained From Another Water System*	Non-Potable Obtained Water Sources (Water Systems Only)	TOTAL Non-Potable Water Externally Sourced*	Preliminary Estimate?*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No Required field

TOTAL NON-POTABLE SUPPLY

TOTAL Non-Potable Supply*	Preliminary Estimate?*
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

NON-POTABLE SUPPLY COMMENTS

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the “Non-Potable Supply” subtab.

Figure 87. Non-Potable Self-Produced Supply questions

NON-POTABLE SELF-PRODUCED SUPPLY

Recycled Water Self-Produced*	Non-Potable Water Produced (not recycled; i.e., agriculture well)*	TOTAL Non-Potable Water Self-Produced*	Preliminary Estimate?*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No Required field

Table 42. Non-Potable Self-Produced Supply help tips

Field Name	Help Tip Definitions
Recycled Water Self-Produced	Wastewater that is highly treated to Title 22 standards and distributed to end user customers for beneficial non-potable reuse (i.e., irrigation).
Non-Potable Water Produced (not recycled, i.e., agricultural well)	This includes water that is produced and received by a public water system that does not enter the drinking water system and is not considered potable. Typically, this is due to the water not meeting regulatory requirements for human consumption and may be used for other purposes such as irrigation via a separate piping system. This does not include recycled water.

Field Name	Help Tip Definitions
TOTAL Non-Potable Water Self-Produced	The total quantity of non-potable water, not including recycled water, that is utilized by a public water system.
Preliminary Estimate?	<p>"Yes" - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>"No" - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 88. Non-Potable Supply Externally-Sourced questions

NON-POTABLE SUPPLY EXTERNALLY-SOURCED

Recycled Water Obtained*	Recycled Water Obtained From (Water Systems Only) ?	Obtained Non-Potable Hauled Water ?	Other Non-Potable Water Obtained From Another Water System*	Non-Potable Obtained Water Sources (Water Systems Only) ?	TOTAL Non-Potable Water Externally Sourced	Preliminary Estimate? *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No Required field

Table 43. Non-Potable Supply Externally-Sourced help tips

Field Name	Help Tip Definitions
Recycled Water Obtained	Recycled water that has been delivered via pipeline to be used on-site for purposes other than human consumption.
Recycled Water Obtained From (Water System Number Only)	The entity name and/or number from which the recycled water originates.
Obtained Non-Potable Hauled Water	This includes non-potable water that has been transported or hauled from an external location to be used on-site for purposes other than human consumption. This includes the used of hauled recycled water.
Other Non-Potable Water Obtained From Another Water System	This includes non-potable water that has been transported via a pipeline to be used on-site for purposes other than human consumption. This does not include recycled water or other non-potable water that is hauled.
Non-Potable Obtained Water Sources (Water Systems Only)	The entity name and/or number from which the non-potable water originates.
Preliminary Estimate?	<p>"Yes" - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p>

Field Name	Help Tip Definitions
	“ No ” - Water system is confident that the values provided are true and accurate to the best of their knowledge.
TOTAL Non-Potable Water Externally Sourced	Total volume of recycled and other non-potable water that is purchased or obtained from another entity. This does not include self-produced recycled water or other self-produced non-potable water supply.

Figure 89. Total Non-Potable Supply questions

TOTAL NON-POTABLE SUPPLY	
TOTAL Non-Potable Supply ?	Preliminary Estimate? ?
<input type="radio"/> Yes	<input type="radio"/> No

Table 44. Total Non-Potable Supply help tips

Field Name	Help Tip Definitions
TOTAL Non-Potable Supply	Total volume of self-produced and externally sourced recycled and other non-potable water supply.
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

5.5.5. Non-Potable Demand subtab

The “**Non-Potable Demand**” subtab aggregates all non-potable residential, non-residential and water delivered to other water systems to quantify total non-potable demand.

Figure 90. Supply & Demand Non-Potable Demand subtab

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the “Non-Potable Demand” subtab.

Figure 91. Residential Non-Potable Demand questions

Table 45. Residential Non-Potable Demand help tips

Field Name	Help Tip Definitions
Residential Recycled Water Demand	Total volume of recycled water used by both single-family and multi-family homes. Recycled water is wastewater that is highly treated to Title 22 standards and distributed to end user customers for beneficial non-potable reuse (i.e., irrigation).
Residential Non-Potable Demand (non-recycled)	Total volume of non-potable water used by a residential single-family or multi-family home. This does not include recycled water usage.
TOTAL Residential Non-Potable Demand	Total volume of recycled water and non-potable water used by single-family or multi-family homes.

Field Name	Help Tip Definitions
Metered Non-Potable Residential Landscape Irrigation Demand	<p>Total volume of metered non-potable (both recycled and non-recycled) water used to irrigate residential landscapes (both single-family and multi-family). The reported volumes should be limited to landscapes that are irrigated with a Dedicated Irrigation Meter (DIM) or equivalent technology.</p> <p>Dedicated irrigation meter (DIM) and equivalent technology: A DIM is a water meter that exclusively meters water used for irrigation. An equivalent technology measures the volume of water delivered with an equivalent accuracy and reporting period, and reports water delivered through that technology to the water system.</p>
Preliminary Estimate?	<p>"Yes" - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>"No" - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 92. Non-Residential Non-Potable Demand questions

NON-RESIDENTIAL NON-POTABLE DEMAND

Non-Residential Recycled Water Demand*	Non-Residential Non-Potable Demand (non-recycled)*	TOTAL Non-Residential Non-Potable Demand	Metered Non-Potable, Non-Residential Irrigation Demand for Commercial, Industrial, or Institutional Landscapes*	Preliminary Estimate?*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Required field</small>

Table 46. Non-Residential Non-Potable Demand help tips

Field Name	Help Tip Definitions
Non-Residential Recycled Water Demand	<p>Total volume of recycled water used by users other than single-family or multi-family homes. This may include the following:</p> <p>"Commercial" - Retail establishments, office buildings, laundries, campgrounds, gas stations, golf courses, etc.</p> <p>"Institutional" - Schools, prisons, hospitals, dormitories, nursing homes, hotels, etc.</p> <p>"Industrial" - Manufacturing establishments including factories, assembly plants, other manufacturing industries, etc.</p> <p>"Agricultural" - irrigation of commercially grown crops, nurseries, etc.</p> <p>"Other" - fire suppression, street cleaning, line flushing, construction / temporary meters, etc.</p>
Non-Residential Non-Potable Demand (non-recycled)	Total volume of non-potable water used by users other than single-family or multi-family homes. This does not include recycled water usage.
TOTAL Non-Residential Non-Potable Demand	Total volume of non-potable water, including recycled water, delivered to customers others than single-family or multi-family homes.

Field Name	Help Tip Definitions
Metered Non-Potable, Non-Residential Irrigation Demand for Commercial, Industrial, or Institutional Landscapes	<p>Total volume of metered non-potable (both recycled and non-recycled) water used to irrigate commercial, industrial, or institutional (CII) landscapes. The reported volumes should be limited to landscapes that are irrigated with a Dedicated Irrigation Meter (DIM) or equivalent technology.</p> <p>Dedicated irrigation meter (DIM) and equivalent technology: A DIM is a water meter that exclusively meters water used for irrigation. An equivalent technology measures the volume of water delivered with an equivalent accuracy and reporting period, and reports water delivered through that technology directly to the water system.</p>
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 93 Non-Potable Water Delivered to Other Water System questions

NON-POTABLE WATER DELIVERED TO OTHER WATER SYSTEM(S)		
Volume Non-Potable Sold or Delivered to Other Water System(s)* 	Non-Potable Sold or Delivered To (Water Systems Only) 	Preliminary Estimate?* 
<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No <small>Required field</small>

Table 47. Non-Potable Water Delivered to Other Water Systems help tips

Field Name	Help Tip Definitions
Volume Non-Potable Sold or Delivered to Other Water System(s)	Total volume of non-potable water that is transferred from one water system to another water system irrespective of payment.
Non-Potable Sold or Delivered To (Water Systems Only)	The PWSID of a water system that has purchased or received non-potable water.
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

Figure 94. Total Non-Potable Demand questions

TOTAL NON-POTABLE DEMAND	
TOTAL Non-Potable Demand ?	Preliminary Estimate? ?

Table 48. Total Non-Potable Demand help tips

Field Name	Help Tip Definitions
TOTAL Non-Potable Demand	Total volume of non-potable water used by both residential and non-residential purposes. This includes recycled water use.
Preliminary Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>

5.5.6. Total Report Summary subtab

The “**Total Report Summary**” subtab calculates supply versus demand difference and requires water systems to report Estimated Potable and Non-Potable Water Loss and Maximum Day Demand (MDD).

Figure 95. Supply & Demand Total Report Summary subtab

WATER SHORTAGE	SOURCE REPORTING	SUPPLY & DEMAND	SUPPLY AUGMENTATION	REVIEW & SUBMIT										
Batch-Upload Download Template														
SUPPLY & DEMAND														
<div style="background-color: #e0e0ff; padding: 5px;"> ✓ ABOUT ✗ POTABLE SUPPLY ✗ SOURCE REPORTING ✗ SUPPLY & DEMAND ✗ SUPPLY AUGMENTATION ✗ REVIEW & SUBMIT </div>														
<div style="background-color: #e0e0ff; padding: 5px; text-align: center;"> REPORTING PERIOD 10/01/2023 - 10/31/2023 </div>														
REPORTING PERIOD SUPPLY & DEMAND SUMMARY IN GALLONS														
POTABLE SUPPLY & DEMAND (IN GALLONS)														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">TOTAL Potable Supply ?</th> <th style="width: 25%;">TOTAL Potable Demand ?</th> <th style="width: 25%;">Preliminary Potable Supply Estimate? ?</th> <th style="width: 25%;">Preliminary Potable Demand Estimate? ?</th> <th style="width: 25%;">Potable Supply and Demand Difference ?</th> </tr> <tr> <td style="text-align: center;">0</td> </tr> </table>					TOTAL Potable Supply ?	TOTAL Potable Demand ?	Preliminary Potable Supply Estimate? ?	Preliminary Potable Demand Estimate? ?	Potable Supply and Demand Difference ?	0	0	0	0	0
TOTAL Potable Supply ?	TOTAL Potable Demand ?	Preliminary Potable Supply Estimate? ?	Preliminary Potable Demand Estimate? ?	Potable Supply and Demand Difference ?										
0	0	0	0	0										
POTABLE SUPPLY & DEMAND COMMENTS														
NON-POTABLE SUPPLY & DEMAND (IN GALLONS)														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">TOTAL Non-Potable Supply ?</th> <th style="width: 25%;">TOTAL Non-Potable Demand ?</th> <th style="width: 25%;">Preliminary Non-Potable Supply Estimate? ?</th> <th style="width: 25%;">Preliminary Non-Potable Demand Estimate? ?</th> <th style="width: 25%;">Non-Potable Supply and Demand Difference ?</th> </tr> <tr> <td style="text-align: center;">0</td> </tr> </table>					TOTAL Non-Potable Supply ?	TOTAL Non-Potable Demand ?	Preliminary Non-Potable Supply Estimate? ?	Preliminary Non-Potable Demand Estimate? ?	Non-Potable Supply and Demand Difference ?	0	0	0	0	0
TOTAL Non-Potable Supply ?	TOTAL Non-Potable Demand ?	Preliminary Non-Potable Supply Estimate? ?	Preliminary Non-Potable Demand Estimate? ?	Non-Potable Supply and Demand Difference ?										
0	0	0	0	0										
NON-POTABLE SUPPLY & DEMAND COMMENTS														
ESTIMATED POTABLE WATER LOSS ?														

While filling out the required fields, help tip icons (circled blue question marks) will be scattered throughout to provide clarifications of the respective report questions. Below is a list of the help tips seen under the “**Total Report Summary**” subtab.

Figure 96. Potable Supply & Demand fields

POTABLE SUPPLY & DEMAND (IN GALLONS)				
TOTAL Potable Supply ?	TOTAL Potable Demand ?	Preliminary Potable Supply Estimate? ?	Preliminary Potable Demand Estimate? ?	Potable Supply and Demand Difference ?
0	0			0

Table 49. Potable Supply & Demand help tips

Field Name	Help Tip Definitions
Total Potable Supply	Total volume of potable water provided by all self-produced and/or externally acquired sources of water during a reporting period.
Total Potable Demand	Total volume of potable water delivered to both residential and non-residential users during a reporting period.
Preliminary Potable Supply Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>
Preliminary Potable Demand Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>
Potable Supply and Demand Difference	Value obtained from subtracting total potable demand from total potable supply for a given reporting period.

Figure 97. Non-Potable Supply & Demand fields

NON-POTABLE SUPPLY & DEMAND (IN GALLONS)				
TOTAL Non-Potable Supply ?	TOTAL Non-Potable Demand ?	Preliminary Non-Potable Supply Estimate? ?	Preliminary Non-Potable Demand Estimate? ?	Non-Potable Supply and Demand Difference ?
0	0			0

Table 50. Non-Potable Supply & Demand help tips

Field Name	Help Tip Definitions
Total Non-Potable Supply	Total volume of non-potable water provided by all self-produced and/or externally acquired sources of water during a reporting period.

Field Name	Help Tip Definitions
Total Non-Potable Demand	Total volume of non-potable water delivered to both residential and non-residential users during a reporting period. This includes recycled water.
Preliminary Non-Potable Supply Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>
Preliminary Non-Potable Demand Estimate?	<p>“Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and actual values to comply with annual reporting requirements. A water system can return to edit this report after submitting to update with accurate values.</p> <p>“No” - Water system is confident that the values provided are true and accurate to the best of their knowledge.</p>
Non-Potable Supply and Demand Difference	Value obtained from subtracting total non-potable demand from total non-potable supply for a given reporting period.

Figure 98. Estimated Potable Water Loss questions

ESTIMATED POTABLE WATER LOSS?

Estimated Potable Water Loss (in gallons)* ?

Table 51. Estimated Potable Water Loss help tips

Field Name	Help Tip Definitions
Estimated Potable Water Loss (in gallons)	Estimate of the amount of distributed potable water that does not reach customers, such as through pipeline leaks or breaks, that a water system does not receive payment for.

Figure 99. Estimated Non-Potable Water Loss questions

ESTIMATED NON-POTABLE WATER LOSS?

Estimated Non-Potable Water Loss (in gallons)* ?

Table 52. Estimated Non-Potable Water Loss help tips

Field Name	Help Tip Definitions
Estimated Non-Potable Water Loss (in gallons)	Estimate of the amount of non-potable water that does not reach customers, such as through pipeline leaks or breaks, that a water system does not receive payment for.

Figure 100. Maximum Daily Demand questions

Table 53. Maximum Daily Demand help tips

Field Name	Help Tip Definitions
Maximum Day Demand in Gallons (within period)	The amount of potable water utilized by consumers during the highest day of use (midnight to midnight), excluding fire flow, as determined pursuant to Section 64554, Title 22, California Code of Regulations, during a specified reporting period.
Maximum Day Demand Date	The date of highest potable water usage (midnight to midnight) within a specified reporting period.

5.5.7. Batch Upload

For the “Supply & Demand” Tab, some systems may benefit from utilizing the voluntary “Batch-Upload” process as described below. For manual data entry per source, skip this section.

Clicking on the “Download Template” button will download a custom Batch Upload Template, an Excel file named “SupplyDemandBatchUploadTemplate.xlsx”.

Download Template

The Batch Upload Template consists of multiple tabs. First, a “Definitions” tab contains definitions for all reporting items required under each subtab. This tab is identical for each system. Additional tabs following “Definitions” are “Potable Supply”, “Potable Demand”, “Non-Potable Supply”, “Non-Potable Demand”, and “Total Report Summary”. Each of the supply and demand tabs contain editable cells for each requested data question column.

Figure 101. Batch Upload spreadsheet definitions tab

A	B
1 Definitions	
2	
3 About Siderab	
4 Does your system supply or deliver non-potable water to customers or other water systems?	Required? Definition Yes “Yes” - Water system supplies or delivers water that is not treated to State drinking water standards to customers or other water systems. Yes “Yes” - Water system supplies or delivers wastewater that is highly treated and distributed to end user customers for beneficial reuse. Th
5 Does your system supply or deliver recycled water to customers or other water systems?	
6	
7 Potable Supply	
8 Potable Self-Produced Supply Preliminary Estimate?	Required? Definition Yes “Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and ; Yes “Yes” - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and ;
9 Potable Externally-Sourced Supply Preliminary Estimate?	
10 Bottled Water Reliance?	Yes “Yes” - Indicates that a water system relied upon bottled water as a source of potable supply to supplement or replace existing sources. “Yes” - No Voluntary comments about the data on this tab during the reporting period. This is a text field with a 1,000 character limit.
11 Potable Supply Comments	
12	

Any generated errors will prevent batch upload from completing successfully. To be considered valid, all data entered within the Batch Upload Template must match the formatting as described in the second cell of the column as well as the first “Definitions” tab. A few common batch upload errors are detailed below:

- Data provided must match the formatting as described in the second cell of the column.

- For example, in the first editable column of the “About” subtab pictured below, the requested data (“Does your system supply or deliver non-potable water to customers or other water systems”) must be answered matching the language in the second cell (“Please enter ONE: “Yes”; “No”). In this example, the empty cell for this requested data would be answered “No”, without quotations added to the word within the cell.
- Unit of Measure data fields must be the exact same text as displayed in row two. For example, “Gallons (G)” should be entered for gallons. An error will be generated if the cell is filled with only “Gallons” or “G” in the Unit of Measure fields.
- Any data which is “cut”, “copied”, or otherwise entered from external sources must be “pasted” as “text only” into the Batch Upload Template. This “text only” formatting includes data entered in date format (for example, “1/31/2023”). To ensure “text only” formatting, select the data entered, right click, select “Format Cells”, then click “Text”, then click “OK”.
- Please ensure the Batch Upload Template is saved as an Excel file with the “.xlsx” file extension.

Figure 102. Batch Upload spreadsheet About tab

A	B	C	D
1 PWSID	Reporting Period Start Date	Reporting Period End Date	Does your system supply or deliver non-potable water to customers or other water systems Please enter ONE: "Yes"; "No"
2 Do not change	Do not change	Do not change	
3 CA0202522	10/01/2023	10/31/2023	No
4			
5			
6			

Definitions **ABOUT** POTABLE SUPPLY POTABLE DEMAND NON-POTABLE SUPPLY NON-POTABLE D ... + : ↻

Batch uploading of the “Total Potable Demand” or “Total Non-Potable Demand” fields is not supported at this time. Users that do not meter this demand will need to manually enter data into those fields after they finish the batch upload.

Once all appropriate cells for all questions have been filled out, save the Batch Upload Template to a known location on the computer and continue to the SAFER Clearinghouse “**Batch-Upload**” button.

“**Batch-Upload**” creates a pop-up on the screen titled “**Upload Data**”, as pictured below. Uploading data consists of four steps, “Data Load Source”, “Data/Table Mapping”, “Data Validation”, and “Complete Data Load”. First, in “Data Load Source”, click the button at the bottom of the “Upload Data” pop-up titled “Choose a csv or excel (xlsx) file to upload”, select the saved completed Batch Upload Template (xlsx file), and then click the “Continue” button.

Figure 103. Supply & Demand Batch Upload spreadsheet upload page

The screenshot shows the 'Data Load Source' step of the 'UPLOAD DATA' process. At the top, a progress bar indicates four steps: 1. Data Load Source (green checkmark), 2. Data/Table Mapping (blue circle with '2'), 3. Data Validation (grey circle with '3'), and 4. Complete Data Load (grey circle with '4'). Below the progress bar, the 'DATA LOAD SOURCE' section contains a 'Data Type *' dropdown set to 'Supply & Demand'. A file upload input field labeled 'Choose a csv or xlsx file to upload' is present. Navigation buttons 'Cancel' and 'Continue' are at the bottom left.

On the second upload step “Data/Table Mapping”, the data entered within the Batch Upload Template which was successfully uploaded can be viewed within the “Upload Data” pop-up window. Conduct an initial review of uploaded data, then click the blue “Continue” button.

Figure 104. Supply & Demand Batch Upload data/table mapping page

The screenshot shows the 'Data/Table Mapping' step of the 'UPLOAD DATA' process. The progress bar shows step 2 (Data/Table Mapping) is active. Below the progress bar, the 'DATA/TABLE MAPPING' section has tabs for 'ABOUT', 'POTABLE SUPPLY', 'POTABLE DEMAND', 'NON-POTABLE SUPPLY', 'NON-POTABLE DEMAND', and 'TOTAL REPORT SUMMARY'. The 'POTABLE SUPPLY' tab is selected. A table below shows data mapping between 'Target Column' (PWSID) and 'Source Column' (PWSID). Row 1: Reporting Period Start Date, Reporting Period End Date, Does your system supply or deliver non-potable water to customers or other water systems, Does your system supply or deliver recycled water to customers or other water systems. Row 2: Do not change, Do not change, Do not change, Please enter ONE: "Yes"; "No", Please enter ONE: "Yes"; "No". Row 3: CA0105009, 10/01/2023, 10/31/2023, No, No. Navigation buttons 'Previous', 'Cancel', and 'Continue' are at the top left.

On the third upload step “Data Validation”, any errors identified within the Batch Upload Template will be indicated by a red bar. These errors can be reviewed within the table displayed within the window.

Figure 105. Supply & Demand Batch Upload data validation page

The screenshot shows a progress bar at the top with four steps: Data Load Source (green checkmark), Data/Table Mapping (green checkmark), Data Validation (blue circle with '3'), and Complete Data Load (gray circle with '4'). Below the progress bar are buttons for Previous, Cancel, and Continue. A navigation bar includes links for ABOUT, POTABLE SUPPLY, POTABLE DEMAND, NON-POTABLE SUPPLY, NON-POTABLE DEMAND, and TOTAL REPORT SUMMARY. The TOTAL REPORT SUMMARY link is highlighted. Below the navigation bar is a section titled 'DATA VALIDATED FOR UPLOAD: 1 RECORDS' containing a table with one row of data.

Row Number	Row Name	PWSID	Reporting Period Start Date	Reporting Period End Date	Does your system supply or del...	Does your system supply or del...
3		CA0105009	10/01/2023	10/31/2023	No	No

Figure 106. Supply & Demand Batch Upload data validation page with error indicated

The screenshot shows a progress bar with three green checkmarks and one blue circle with '4'. Below the progress bar are buttons for Previous, Cancel, Download Error Report (blue), and Correct Data. The TOTAL REPORT SUMMARY link is highlighted. A section titled 'DATA ERRORS: 1 RECORDS' contains a table with one row of data, where the last column 'Maximum Day Demand Date' is highlighted in red. Below this is a section titled 'DATA VALIDATED FOR UPLOAD: 0 RECORDS' containing an empty table.

Row Number	Row Name	PWSID	Reporting Period Start Date	Reporting Period End Date	Potable Supply & Demand Summar...	Non-Potable Supply & Demand Su...	Estimated Potable Water Loss (...)	Estimated Potable Water Loss C...	Estimated Non-Potable Water Lo...	Estimated Non-Potable Water Lo...	Maximum Day Demand in Gallons ...	Maximum Day Demand Date	Maximum Day Demand (MDD) Comm...
3		CA0105009	10/01/2023	10/31/2023			1		1	1		11/02/2023	

In addition, an **Error Report** can be downloaded by clicking on the blue “**Download Error Report**” icon. This downloads a separate Excel spreadsheet document (“ErrorsReport.xlsx”), which indicates the error location within the batch upload template and a description of the error.

Figure 107. Supply & Demand Batch Upload error report spreadsheet

A	B	C	D	E	F	G	H
1 Error ID	Upload ID	Data Type	Data Subtype	Row Number	Field Name	Field Value	Error Description
2 5503125	4109	SUPPLY & DEMAND	TOTAL REPORT SUMMARY	3	Maximum Day Demand Date	11/02/2023	Maximum Day Demand Date must be with the reporting period date range

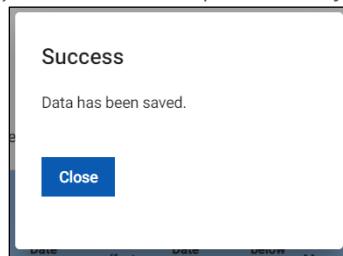
The blue “**Correct Data**” button will return to the first “**Data Load Source**” upload step. The reported data within the Batch Upload Template must be corrected, saved, and re-uploaded at the first “**Data Load Source**” upload step.

If no errors are present, upload will progress to the fourth and final step, “**Complete Data Load**”. To complete data load click the blue “**Complete**” button.

Figure 108. Supply & Demand Batch Upload complete data load page

A final pop-up window will indicate when data loading is successfully completed, as pictured below. Both this and the “Upload Data” pop-up windows can be closed to return to the “**Supply & Demand**” tab.

Figure 109. Supply & Demand Batch Upload successful upload message



After a successful batch upload, all data should be viewable within the “Supply & Demand” tab. The same Batch Upload Template can be modified and used for subsequent drought reports. **Please note, any data included in the Batch Upload Template being uploaded must be updated to reflect the reporting period for the drought report being completed.**

5.5.8. Total Annual Summary

The “**Total Annual Summary**” sub-tab summarizes monthly and annual total supply and demand (in gallons). Should users want to make modifications to reported supply and demand data for any month, the drought report can be accessed by clicking on that month where data can be changed instantaneously in the “**Source Reporting**” tab.

However, users must resubmit the report for that month for any changes to be reflected in the Total Annual “**Supply and Demand**” sub-tab.

The “**Total Annual Summary**” sub-tab does not have help tip definitions.

5.6. Supply Augmentation

Figure 110. The Supply & Demand Reporting header with Supply Augmentation highlighted



For questions or comments related to Clearinghouse reporting
please email Clearinghouse-Reporting@waterboards.ca.gov.

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The “**Supply Augmentation**” tab is for water systems to indicate if they are undertaking any activities to develop or enhance their sources with the intent to augment available supply.

This tab is ONLY required for Monthly Drought Order reporting systems and Urban Retail Water Suppliers (coming soon).

Please note, selecting “New Source” and/or “Intertie”, “Hauled Water”, “Re-activated Existing Source”, “Other” will prompt additional mandatory questions. If “Intertie” is selected, users must provide the Water System ID for the public water system they are connected to.

The supply augmentation tab has a total of 7 help tips. Below are help tip icon screenshots with their respective definitions.

Figure 111. Supply Augmentation actions question in the Monthly Report

MONTHLY SUPPLY AUGMENTATION			
	PREVIOUS REPORTING PERIOD	CURRENT REPORTING PERIOD September 2022	No Change <input type="checkbox"/>
<p>Please note any source augmentation actions that are in progress during the current reporting period: * ①</p>		<p>Source Augmentation Actions In Progress:</p> <p><input type="checkbox"/> Greywater <input type="checkbox"/> On-site Treatment and Reuse <input type="checkbox"/> Desalination <input type="checkbox"/> Recycled Water <input type="checkbox"/> Remediated Groundwater <input type="checkbox"/> Hauled Water <input type="checkbox"/> New Source <input type="checkbox"/> Re-activated Existing Source <input type="checkbox"/> Intertie <input type="checkbox"/> Other: <input type="checkbox"/> None</p>	

Table 54. Supply Augmentation help tips

Question Name	Help Tip Definitions
Supply Augmentation Actions in Progress	<p>List all actions in progress with the intent to augment the system’s sources of supply. Select all that apply for the following responses:</p> <p>“Greywater” - Water that is reused onsite, on the customers property, without any treatment.</p> <p>“On-site Treatment and Reuse” - Wastewater that is treated and reused onsite, on the customers property.</p> <p>“Desalination” - The process by which the dissolved mineral salts in brackish or highly salinated water (such as seawater) are removed to render the water safe to drink.</p> <p>“Recycled Water” - Wastewater that is highly treated and distributed to end user customers for beneficial reuse.</p> <p>“Remediated Groundwater” - Treatment and beneficial use of a highly contaminated or <u>extremely impaired</u> groundwater source. For more information on extremely impaired groundwater sources, please refer to the Water Boards Process Memo 97-005, “Addressing the Direct Domestic Use of Extremely Impaired Sources”</p>

Question Name	Help Tip Definitions
	<p>(https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/docs/process_memo_97-005-r2020_v7.pdf).</p> <p>"Hauled Water" - Water obtained from outside of a piped distribution or constructed conveyance network for use by customers. The water is typically delivered by truck or other vehicular transportation into.</p> <p>"New Source" - Addition of a new potable source of supply and/or treatment. Includes the planning, construction and permitting activities for adding a new source.</p> <p>"Re-activated Existing Source" - Reactivation of a currently existing source of supply that needs to be permitted for use by the water system. This source may require treatment before it can be utilized.</p> <p>"Intertie" - A water pipeline, consecutive connection, used to obtain potable water from a nearby water system.</p> <p>"Other" - Selecting Other requires a text box to be filled for that field.</p> <p>"None" - No actions are being taken or explored.</p>

Figure 112. New Source question in the Monthly Report

New Source: New Source Progress: * (?)	New Source Supply Augmentation Progress: <ul style="list-style-type: none"> <input type="checkbox"/> Planning <input type="checkbox"/> Funding <input type="checkbox"/> Environmental <input type="checkbox"/> Permitting <input type="checkbox"/> Contract Negotiation <input type="checkbox"/> Completed <input type="checkbox"/> Not Started New Source Supply Augmentation Progress Comments: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
--	---

Table 55. New Source help tips

Question Name	Help Tip Definitions
Supply Augmentation New Source Status	<p>Include the status of the New Source supply augmentation action in progress. Select all that apply for the following responses:</p> <p>"Planning" - Activities related to the siting, engineering drawings, and other planning actions for the construction of a new source and/or treatment.</p> <p>"Funding" - Activities related to securing the funding necessary for the construction of the new source. This could include internally or externally sourced funding.</p>

Question Name	Help Tip Definitions
	<p>"Environmental" - Activities related to compliance with the California Environmental Quality Act (CEQA) and federal equivalent National Environmental Policy Act (NEPA).</p> <p>"Permitting" - Activities related to securing a permit from the Division of Drinking Water (DDW) and/or other permitting agencies in order to utilize the source of supply.</p> <p>"Contract Negotiation" - Activities related to securing land or easement agreements, water rights, consulting services, construction management, etc.</p> <p>"Completed" - This project has been completed and permitted.</p> <p>"Not Started" - Activities have not yet been started for this action.</p>

Figure 113. Supply Augmentation Progress questions

Other: Other Progress: * ?	Other Supply Augmentation Progress: <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Funding <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Permitting <input type="checkbox"/> Contract Negotiation <input type="checkbox"/> Completed <input type="checkbox"/> Not Started Other Supply Augmentation Progress Comments: <input type="text"/>
--	---

Table 56. Supply Augmentation Status help tips

Question Name	Help Tip Definitions
Supply Augmentation Other Status	Include the status of other supply augmentation actions in progress. Responses of "Planning", "Funding", "Environmental", "Permitting", "Contract Negotiation", "Completed", "Not Started".

Figure 114. Hauled Water Progress questions

Hauled Water: Hauled Water Progress: * 	Hauled Water Supply Augmentation Progress: <ul style="list-style-type: none"> <input type="checkbox"/> Planning <input type="checkbox"/> Funding <input checked="" type="checkbox"/> Environmental <input type="checkbox"/> Permitting <input checked="" type="checkbox"/> Contract Negotiation <input type="checkbox"/> Completed <input type="checkbox"/> Not Started Hauled Water Supply Augmentation Progress Comments: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
--	--

Table 57. Supply Augmentation Hauled Water help tips

Question Name	Help Tip Definitions
Supply Augmentation Hauled Water Status	<p>Include the status of the Hauled Water supply augmentation action in progress. Select all that apply for the following responses:</p> <p>"Planning" - Activities related to identifying the source of the hauled water, the hauler to be utilized, the location of where the hauled water is to be delivered, storage location, and how it would be distributed.</p> <p>"Funding" - Activities related to securing the funding necessary for hauling water. This could include internally or externally sourced funding.</p> <p>"Environmental" - Activities related to compliance with the California Environmental Quality Act (CEQA) and federal equivalent National Environmental Policy Act (NEPA).</p> <p>"Permitting" - Activities related to securing a license for a hauler to deliver potable water from the California Department of Public Health, Food and Drug Branch.</p> <p>"Contract Negotiation" - Activities related to securing land or easement agreements, water rights, consulting services, construction management, etc.</p> <p>"Completed" - This project has been completed and permitted.</p> <p>"Not Started" - Activities have not yet been started for this action.</p>

Figure 115. Source Augmentation Re-Activated Source questions

Re-activated Existing Source: Re-activated Existing Source Progress: [*] (?)	Re-activated Existing Source Supply Augmentation Progress: <input type="checkbox"/> Planning <input type="checkbox"/> Funding <input type="checkbox"/> Environmental <input type="checkbox"/> Permitting <input checked="" type="checkbox"/> Contract Negotiation <input type="checkbox"/> Completed <input type="checkbox"/> Not Started
Re-activated Existing Source Supply Augmentation Progress Comments: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

Table 58. Source Augmentation Re-Activated Source help tips

Question Name	Help Tip Definitions
Supply Augmentation Reactivated Existing Source Status	<p>Include the status of the Reactivating Existing Source supply augmentation action in progress. Select all that apply for the following responses:</p> <p>"Planning" - Activities related to the rehabilitation, treatment, piping, or other project components needed to reactivate an existing source.</p> <p>"Funding" - Activities related to securing the funding necessary for the reactivation of an existing source. This could include internally or externally sourced funding.</p> <p>"Environmental" - Activities related to compliance with the California Environmental Quality Act (CEQA) and federal equivalent National Environmental Policy Act (NEPA).</p> <p>"Permitting" - Activities related to securing a permit from the Division of Drinking Water (DDW) and/or other permitting agencies in order to utilize the source of supply.</p> <p>"Contract Negotiation" - Activities related to easement agreements, water rights, consulting services, construction management, etc.</p> <p>"Completed" - This project has been completed and permitted.</p> <p>"Not Started" - Activities have not yet been started for this action.</p>

Figure 116. Source Intertie questions

Intertie: Intertie Progress: * 	Intertie Supply Augmentation Progress: <ul style="list-style-type: none"> <input type="checkbox"/> Planning <input type="checkbox"/> Funding <input type="checkbox"/> Environmental <input type="checkbox"/> Permitting <input type="checkbox"/> Contract Negotiation <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not Started Intertie Supply Augmentation Progress Comments: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
--	--

Table 59. Source Intertie help tips

Question Name	Help Tip Definitions
Supply Augmentation Intertie Status	<p>Include the status of the Intertie supply augmentation action in progress. Select all that apply for the following responses:</p> <p>"Planning" - Activities related to the siting, engineering drawings, and other planning actions for the construction of an interconnection or intertie with a nearby water system.</p> <p>"Funding" - Activities related to securing the funding necessary for the construction and/or purchase of water from an intertie. This could include internally or externally sourced funding.</p> <p>"Environmental" - Activities related to compliance with the California Environmental Quality Act (CEQA) and federal equivalent National Environmental Policy Act (NEPA).</p> <p>"Permitting" - Activities related to securing a permit from the Division of Drinking Water (DDW) and/or other permitting agencies in order to utilize the source of supply.</p> <p>"Contract Negotiation" - Activities related to securing land or easement agreements, water purchase agreement, water rights, consulting services, construction management, etc.</p> <p>"Completed" - This project has been completed and permitted.</p> <p>"Not Started" - Activities have not yet been started for this action.</p>

Figure 117. Intertie Water System ID questions

Intertie Water System ID: *

Click here to locate a Public Water System
Number: Division of Drinking Water
(ca.gov)

Cancel

Table 60. Intertie Water System ID help tips

Question Name	Help Tip Definitions
Supply Augmentation Intertie Public Water System ID	Enter the public water system ID or name to construct an intertie with. A dropdown menu will appear to help with selecting an accurate water system name and ID number from the database.

5.7. Demand Reduction

Figure 118. Supply & Demand tabs with Demand Reduction subtab highlighted



The “Demand Reduction” tab aims to assess a water system’s efforts to reduce demand and promote water conservation.

This tab is ONLY required for Monthly [Drought Order reporting](#) systems (currently required for systems with 500 service connections or more during the reporting period) and Urban Retail Water Suppliers.

If users answer “Yes” to the “Demand Reduction” and/or “Restrictions & Prohibitions”, “Water Waste Activities” questions, it will reveal additional mandatory questions.

The demand reduction tab has a total of 13 help tips. Below are help tip icon screenshots with their respective definitions.

Figure 119. Supply & Demand Demand Reduction subtab

MONTHLY DEMAND REDUCTION	PREVIOUS REPORTING PERIOD	CURRENT REPORTING PERIOD September 2022	No Change <input type="checkbox"/>
DEMAND REDUCTION			
Have you implemented any demand reduction actions during the current reporting period?: *	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="checkbox"/>
What demand reduction actions have you taken during the current reporting period?: *		<input checked="" type="checkbox"/> Enhanced Outreach and Communication <input checked="" type="checkbox"/> Residential Water Audits <input checked="" type="checkbox"/> Turf Replacement/Rebate <input checked="" type="checkbox"/> Apply Drought Surcharges <input checked="" type="checkbox"/> Rationing <input type="checkbox"/> None	<input checked="" type="checkbox"/> Raising Rates <input checked="" type="checkbox"/> Expanded Existing Rebate Program <input checked="" type="checkbox"/> Reduced Allocations (for systems with budget-based rates) <input type="checkbox"/> Commercial Industrial Institutional Water Audits <input type="checkbox"/> Other: <input type="text"/>

Table 61. Demand Reduction help tips

Question Name	Help Tip Definitions
Yes/No Implemented Demand Reduction Actions during the Current Reporting Period	<p>"Yes" = The water system has implemented demand reduction actions during the previous month. Demand reduction would include any actions by a system which aim to conserve water by reducing demand, including through the application of selective incentives to promote efficient and equitable use of water. Actions can include the following: Enhanced Outreach and Communication, Raising Rates, Residential Water Audits, Expanded Existing Rebate Program, Turf Replacement/Rebate, Reduced Allocations (for systems with budget-based rates), Apply Drought Surcharges, Commercial Industrial Institutional Water Audits, Rationing, etc.</p> <p>"No" = The water system has not implemented any demand reduction actions during the previous month.</p>
Demand Reduction Actions Implemented during the Current Reporting Period	<p>Enter the demand reduction actions taken during the previous month. Select all that apply from the following responses:</p> <p>"Enhanced Outreach and Communication" - Additional conservation marketing and/or initiatives that may include the following: Emails, Paper Mail, Notification via Customer App, Website, Articles/News Releases, Social Media, Community Events, Door Hanger, Workshops, Television, Radio, Billboard, Paid Media Advertising, Bus Shelter, etc.</p> <p>"Raising Rates" - General base or variable rate increases in water bills designed to disincentivize excessive water usage and/or encourage conservation.</p> <p>"Residential Water Audits" - Implementation of a program to inform residential customers of excessive water use or unintended water loss.</p> <p>"Expanded Existing Rebate Program" - Expansion or creation of an incentive program where customers can receive a rebate for installing water smart devices to achieve conservation.</p> <p>"Turf Replacement/Rebate" - Implementation of a program to fund or otherwise incentivize the replacement of turf with water efficient or drought tolerant landscaping.</p> <p>"Reduced Allocations (for systems with budget-based rates)" - Reduction of water allocated on a per person, household, or share basis to reduce the amount of water available to customers. This could include health and safety allotments due to source availability restrictions, reductions, or curtailments.</p> <p>"Apply Drought Surcharges" - Application of a surcharge to a water bill designed to disincentivize excessive water usage and encourage conservation.</p> <p>"Commercial Industrial Institutional Water Audits" - Implementation of a program to inform commercial, industrial, or institutional customers of excessive water use or unintended water loss.</p>

Question Name	Help Tip Definitions
Yes/No Implemented Demand Reduction Actions during the Current Reporting Period	<p>"Yes" = The water system has implemented demand reduction actions during the previous month. Demand reduction would include any actions by a system which aim to conserve water by reducing demand, including through the application of selective incentives to promote efficient and equitable use of water. Actions can include the following: Enhanced Outreach and Communication, Raising Rates, Residential Water Audits, Expanded Existing Rebate Program, Turf Replacement/Rebate, Reduced Allocations (for systems with budget-based rates), Apply Drought Surcharges, Commercial Industrial Institutional Water Audits, Rationing, etc.</p> <p>"No" = The water system has not implemented any demand reduction actions during the previous month.</p>
	"Rationing" - Limitations on volume or flows allowed for customers.

Figure 120. Demand Reduction actions questions

What demand reduction actions have you taken during the current reporting period?:* [?](#)

Enhanced Outreach and Communication Raising Rates
 Residential Water Audits Expanded Existing Rebate Program
 Turf Replacement/Rebate Reduced Allocations (for systems with budget-based rates)
 Apply Drought Surcharges Commercial Industrial Institutional Water Audits
 Rationing Other:
 None

General comments:

Details on reduced allocations: [?](#)

Details on rebate program expansion: [?](#)

Table 62. Demand Reduction actions help tips

Question Name	Help Tip Definitions
Reduced Allocations Details	Include details on how reduced allocations are implemented and enforced to reduce water usage.
Rebate Program Expansion Details	Include details on how the rebate program will be structured or expanded to reduce water usage.

Figure 121. Restrictions & Prohibitions questions

RESTRICTIONS & PROHIBITIONS	
Have you implemented any restrictions or prohibitions during the current reporting period?* ?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>
What restrictions or prohibitions have you implemented during the current reporting period?* ?	<p><input type="checkbox"/> Restrictive Water Use Schedules <input checked="" type="checkbox"/> Watering Method Restrictions <input type="checkbox"/></p> <p><input type="checkbox"/> Application of potable water to sidewalks or driveways <input checked="" type="checkbox"/> Use of potable water in decorative features (i.e. fountains)</p> <p><input checked="" type="checkbox"/> Excessive irrigation or outdoor landscapes (i.e. causing more than just incidental runoff) <input checked="" type="checkbox"/> Washing a motor vehicle with a hose not fitted with a shut off nozzle</p> <p><input type="checkbox"/> The application of water to irrigate turf or ornamental landscapes during or within 48 hours after measurable rainfall <input type="checkbox"/> Other:</p> <p><input type="checkbox"/> None</p> <p>General comments: <input type="text"/> </p>

Table 63. Restrictions & Prohibitions help tips

Question Name	Help Tip Definitions
Yes/No Implemented Restrictions during the Current Reporting Period	<p>"Yes" = The water system has implemented water use restrictions or prohibitions during the previous month.</p> <p>"No" = The water system has not implemented any water use restrictions during the previous month.</p>
Restrictions implemented during the Current Reporting Period	<p>Enter the water use restrictions or prohibitions implemented during the previous month. Select all that apply from the following responses:</p> <p>"Weekly Watering Restrictions" - Limitations on the times or days a customer is allowed to water outdoors.</p> <p>"Watering Method Restrictions" - Limitations on equipment or practices utilized to water outdoors, not already listed separately below.</p> <p>"Application of potable water to sidewalks or driveways" - Prohibitions on using potable water to wash down or otherwise watering hard surfaces like sidewalks and driveways that don't absorb water.</p> <p>"Use of potable water in decorative features (i.e., fountains)" - Prohibitions on use of potable water to supply or supplement water used for decorative features such as fountains, lakes, ponds, or other water features.</p> <p>"Excessive irrigation or outdoor landscapes (i.e., causing more than just incidental runoff)" - Prohibition on outdoor watering that lets water run off onto sidewalks and other areas (except for incidental runoff).</p> <p>"Washing a motor vehicle with a hose not fitted with a shut off nozzle" -</p>

Question Name	Help Tip Definitions
	<p>Prohibition of potable water to wash a motor vehicle with a hose or similar apparatus and no shut off nozzle.</p> <p>"The application of water to irrigate turf or ornamental landscapes during or within 48 hours after measurable rainfall" - Prohibition of outdoor watering of turf or ornamental landscapes within 48 hours during and after at least 1/4 inch of rainfall.</p>

Figure 122. Specific Prohibitions & Restrictions questions

<p>What industry specific prohibitions or restrictions have you implemented during the current reporting period?:* ?</p>	<p><input type="checkbox"/> Not serving potable water other than upon request at eating or drinking establishments</p> <p><input checked="" type="checkbox"/> Requiring corporate entities (i.e., HOAs) to support water-efficient and drought tolerant landscaping</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Operators of hotels and motels providing guests with the option of not laundering towels and linens daily</p> <p><input type="checkbox"/> Other:</p> <p><input type="text"/></p>
--	---

Table 64. Specific Prohibitions & Restrictions help tips

Question Name	Help Tip Definitions
Industry Prohibitions implemented during the Current Reporting Period	<p>Enter the industry prohibitions implemented during the previous month. Select all that apply from the following responses:</p> <p>"Not serving potable water other than upon request at eating or drinking establishments" - Prohibition on the serving of potable water to customers unless upon request at eating or drinking establishments.</p> <p>"Operators of hotels and motels providing guests with the option of not laundering towels and linens daily" - Provision of the option to hotel and motel guests to not have their towels and linens laundered daily.</p> <p>"Requiring corporate entities (i.e., HOAs) to support water-efficient and drought tolerant landscaping" - Requirement for corporate entities, such as Home Owner Associations (HOAs), to support using water efficient irrigation and drought tolerant landscaping.</p>

Figure 123. Water Waste Activities questions

WATER WASTE ACTIVITIES			
Do you have a water waste tracking program?:* 	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="checkbox"/>
Number of water waste incidents reported during the current reporting period: * 	4		<input type="checkbox"/>
Number of water waste incidents investigated during the current reporting period: * 	3		<input type="checkbox"/>
Number of water wasters notified during the current reporting period: * 	3		<input type="checkbox"/>
Number of water wasters resulting in penalties during the current reporting period: * 	2		<input type="checkbox"/>
Comments on water waste activities:			

Table 65. Water Waste Activities help tips

Question Name	Help Tip Definitions
Yes/No Water Waste Activities Tracking Program	<p>“Yes” = The water system has implemented a water waste activity tracking program during the previous month. A water waste activity is the indiscriminate or unreasonable usage of potable water which allows the excess water to run to waste.</p> <p>“No” = The water system has not implemented any water waste activities tracking program during the previous month.</p>
Number of Water Waste activities Reported	Enter the number of water waste incidents reported during the previous month. These could include reports originating from water system personnel, public, customers, government agencies, etc.
Number of Water Waste activities Investigated	Enter the number of water waste incidents investigated during the previous month.
Number of Water Wasters Notified	Enter the number of water waster service connections notified of a water waste incident reported during the previous month.
Number of Water Wasters Penalized	Enter the number of water waster service connections penalized during the previous month.

Figure 124. Communications Activities questions

COMMUNICATION ACTIVITIES	
What type of communication activities have you utilized to promote demand reduction during the current reporting period?:* (?)	<input checked="" type="checkbox"/> Emails <input checked="" type="checkbox"/> Paper Mail <input checked="" type="checkbox"/> Notification via Customer App <input checked="" type="checkbox"/> Website <input type="checkbox"/> Articles/News Releases <input type="checkbox"/> YouTube <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Social Media <input checked="" type="checkbox"/> Community Events <input checked="" type="checkbox"/> Door Hanger <input checked="" type="checkbox"/> Workshops <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Billboard <input type="checkbox"/> Paid Media Advertising <input type="checkbox"/> Bus Shelter <input type="checkbox"/> Other: <input type="checkbox"/> None
Cancel	Save Progress

Table 66. Communications Activities help tips

Question Name	Help Tip Definitions
Communication Activities Last Month	<p>Enter the communication activities implemented during the previous month. Select all that apply from the following responses:</p> <p>"Emails" - Electronic correspondence with customers designed to promote conservation.</p> <p>"Paper Mail" - Mailings or billing inserts designed to promote conservation.</p> <p>"Notification via Customer App" - Notifications within a customer phone application designed to promote conservation.</p> <p>"Website" - Postings or notices on a water system's website designed to promote conservation.</p> <p>"Articles/News Releases" - Release or promotion of articles or news releases written to promote conservation.</p> <p>"Social Media" - Other social media communication channels utilized thru platforms not including those already listed above: YouTube, Facebook, Instagram. Add the social media platform name into the comments below.</p> <p>"Community Events" - Gatherings (virtual or in person) for water system customers where conservation is promoted.</p> <p>"Door Hanger" - A notice displayed on a customer's property designed to promote conservation.</p>

Question Name	Help Tip Definitions
	<p>"Workshops" - Gatherings (virtual or in person) for water system customers that is tailored to a particular conservation topic and technical resources are provided and discussed.</p> <p>"Television" - Programming, public service announcements or advertisements broadcasted on a television channel designed to promote conservation.</p> <p>"Radio" - Programming, public service announcements or advertisements broadcasted on a radio station designed to promote conservation.</p> <p>"Billboard" - Advertisements posted on a billboard or other similar display (for example street signs) designed to promote conservation.</p> <p>"Paid Media Advertising" - Advertisements posted in a medium not included above designed to promote conservation.</p> <p>"Bus Shelter" - Advertisements posted on a bus/train shelter or other similar display designed to promote conservation.</p>

5.8. Review & Submit

The **Review & Submit** tab is the last step the user must complete before they can officially submit their report. This tab has three steps (described below) to ensure that the user submits a report as either partially completed or completed.

Figure 125. Supply & Demand tabs with Review & Submit tab highlighted



Step 1: Error Check

The first step of the Review & Submit process is the Error Check. This step will show the status of each section of the report.

If the report section is GREEN, the section is complete and no additional information is necessary.

If the report section is YELLOW than some fields are not complete.

The report with yellow fields can still be submitted; however, it will be marked as partially complete until the report is finalized and re-submitted. **All incomplete data may be required to be submitted by the end of the calendar year.** If the report title is RED, then mandatory fields are not complete, and the report may not be submitted. To access the incomplete required section, select the hyperlink underneath the red header.

Figure 126. Review & Submit Error Check subtab

REVIEW & SUBMIT

1 ERROR CHECK 2 REVIEW 3 ATTEST & SUBMIT

ERROR CHECK

NEXT

Drought Reporting Form Incomplete - You must correct the errors listed below before you can submit your Drought Report.

WATER SHORTAGE

No Errors

SOURCE REPORTING

WELL 04: Pump Depth (feet below ground surface) - Missing Information
WELL 04: Static Water Level (feet below ground surface) - Missing Information
WELL 06: Pump Depth (feet below ground surface) - Missing Information
WELL 06: Static Water Level (feet below ground surface) - Missing Information
WELL 07: Pump Depth (feet below ground surface) - Missing Information
WELL 07: Static Water Level (feet below ground surface) - Missing Information
WELL 08: Pump Depth (feet below ground surface) - Missing Information
WELL 08: Static Water Level (feet below ground surface) - Missing Information

SUPPLY & DEMAND

No Errors

SUPPLY AUGMENTATION

New Source Progress - Required Field

Step 2: Review

Once all fields are either yellow or green, continue to the review step. In this view, the data can be reviewed before submitting. All yellow fields will be highlighted on this page. The report can also be downloaded as another option to verify the information offline before submitting.

Figure 127. Review & Submit Review subtab

REVIEW & SUBMIT

1 ✓ ERROR CHECK 2 REVIEW 3 ATTEST & SUBMIT

REVIEW

PREVIOUS DOWNLOAD NEXT

WATER SHORTAGE

Experiencing a severe water shortage: Yes
Date of when a severe water shortage began: 02/06/2022
Do you have a Water Shortage Contingency Plan?: Yes
Website link to Water Shortage Contingency Plan: Water Shortage Contingency Plan Not Available Online
Upload Water Shortage Contingency Plan:
Adoption date of Plan: 03/06/2022
What stage of your Water Shortage Contingency Plan have you evoked?: 5
Water Shortage Level - Does the Water Shortage Contingency Plan stage correspond with a shortage greater than 10%? (See Water Code Sec

Step 3: Attest & Submit

After the review is completed, click next to arrive at the attest and submit step. This step requires to certify the information provided is true and accurate under penalty of perjury. Clicking the checkbox will digitally sign your name and enter today's date of submission. **Click submit for your report to be submitted.**

There is an option to view and download the form. This step includes the attest and submit and is the official record of the successfully submitted report. The figure below shows the attest and submit page with the submit button highlighted in red.

Figure 128. Review & Submit Attest & Submit subtab

The screenshot shows the 'Attest & Submit' subtab of a software application. At the top, there is a horizontal progress bar with three steps: 'ERROR CHECK' (green checkmark), 'REVIEW' (green checkmark), and 'ATTEST & SUBMIT' (blue circle with the number '3'). Below the progress bar, the section title 'ATTEST & SUBMIT' is displayed. A message says, 'Thank you, you have submitted a partially completed drought report, please go back when you have time to fill in your answers.' A blue header bar contains the word 'ATTEST'. Below it, a question asks, 'Please certify that the information provided in this Drought Report for the Reporting Period (02/06/2022 – 02/12/2022) is true and accurate under penalty of perjury.' A checked checkbox follows the question. Further down, the user's name 'Eric Zuniga' and the date '03/25/2022' are listed. At the bottom, there are four buttons: 'PREVIOUS', 'VIEW', 'DOWNLOAD', and 'SUBMIT', with 'SUBMIT' being highlighted by a red box.

5.9. Resubmitting Reports

If at any point in time the user wishes to modify or correct a previous submission, the user can reopen, modify, and resubmit the report again. The user's name and edit date will be captured and stored separately from the original submitter and submission date.

The process of resubmitting is required for water systems who wish to answer any required fields marked as "Not Available" within the report.

6. Weekly Drought Order Reporting

Weekly Drought & Conservation Order Reports request much of the same information as included in the Monthly Drought Order Reports. However, this weekly report is designed to prioritize information likely to change week-to-week. It is a shortened version that only includes “**Water Shortage**”, “**Source Reporting**”, and “**Review & Submit**” tabs, while completely omitting the “**Supply & Demand**”, “**Supply Augmentation**”, and “**Demand Reduction**” tabs, as pictured below.

For additional information on the tabs included within Weekly Drought Order Reporting, refer to Section 5 above. Figure 129 displays the reporting tabs within the Weekly Drought Order Reporting.

Figure 129. SAFER Clearinghouse: Weekly Drought Order Reporting tabs



Figure 130. SAFER Clearinghouse: Weekly Drought Order Reporting "Water Shortage" tab

The screenshot shows the "WATER SHORTAGE" tab selected on the SAFER Clearinghouse interface. The page title is "TOOLEVILLE MUTUAL NON PROFIT WATER ASSN : CA5400567". The reporting period is set to "04/16/2023 – 04/22/2023". A question asks if there is "Experiencing a severe water shortage?". The "Yes" radio button is selected. There is a large text area for "COMMENTS" which is currently empty. At the bottom are "Cancel" and "Save Progress" buttons.

Figure 131. SAFER Clearinghouse: Weekly Drought Order Reporting "Source Reporting" tab

The screenshot shows the "SOURCE REPORTING" tab selected on the SAFER Clearinghouse interface. The page title is "TOOLEVILLE MUTUAL NON PROFIT WATER ASSN : CA5400567". The reporting period is "04/16/2023 - 04/22/2023". On the left, a sidebar lists sources: GROUNDWATER & GWUDI (selected), SURFACE WATER, SPRING WATER, CONSECUTIVE CONNECTIONS, and HAULED WATER (with an "Add New" button). Under "SOURCE ACTIVITY", a dropdown menu shows "Yes". Under "WATER LEVEL", there are fields for Static Water Level, Pumping Water Level, and Pump Depth, each with a date measured field and a "Not Available" checkbox.

7. Drought & Conservation Reporting

Drought & Conservation Reports are required to fulfill the reporting requirements of SB 552 for community water systems that are not urban retail water suppliers and non-transient non-community schools that are public water systems. Drought & Conservation Reports are structured for reporting each month and are required to be submitted by the end of the month following the end of each quarter.

These reports request much of the same information as the Monthly Drought Order Reports, including shortened versions of the “**Water Shortage**”, “**Source Reporting**”, “**Supply & Demand**”, and “**Review & Submit**” tabs, and completely omitting the “**Supply Augmentation**” and “**Demand Reduction**” tabs.

Please refer to [Section 5 Monthly Reporting Monthly Reporting](#), for detailed information on how to complete the sections included within Drought & Conservation Reporting. An example of reporting tabs within the Drought & Conservation Reports is pictured below.

Figure 132. SAFER Clearinghouse: Drought & Conservation Report sections

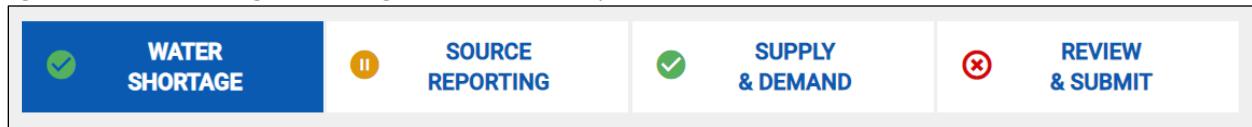


Figure 133. Example of the Water Shortage tab in the Drought & Conservation Reporting

SAFER Clearinghouse

My Account Log off

SEARCH SAFER SYSTEMS MY SYSTEMS REPORTS ADMINISTRATION

TRAILER HAVEN MOBILE HOME PARK : CA0103041

DROUGHT & CONSERVATION REPORTING

User Guide

WATER SHORTAGE SOURCE REPORTING SUPPLY & DEMAND REVIEW & SUBMIT

WATER SHORTAGE

PREVIOUS REPORTING PERIOD CURRENT REPORTING PERIOD No Change

09/01/2023 – 09/30/2023 09/01/2023 – 09/30/2023

Experiencing a severe water shortage: * Yes No

A water shortage can be described as an inability of a water system to meet with the demand of the system. This can be documented by a loss of pressure (less than 5 psi), inadequate supply to customers, or some other threat to health and safety such as the reliance on hauled, bottled, or contaminated water to meet system demand.

Do you have a Water Shortage Contingency Plan (or Drought Planning Elements)? * Yes No

COMMENTS

Cancel Save Progress

8. Email Notifications

The SAFER Clearinghouse generates email notifications that are intended to deliver important information about Clearinghouse reporting to water systems.

8.1. First Upcoming Reminder - Report Available

The purpose of the First Upcoming Reminder email is to remind the water system that reports are available for submission. This email will be sent the day after the reporting period ends. For example, if the reporting period is the month of September, on October 1st, the user will receive an email stating the report for the reporting period of September is available to be submitted.

Below is an example of how this email will appear to the user. Please note that the example below demonstrates the three different types of frequencies a water system may be assigned. For questions regarding reporting frequency, please direct any inquiries to the respective regulating agency.

Figure 134. Email Example of the First Upcoming Reminder

The screenshot shows an email interface with the following details:

From: DDW-Drought@Waterboards.ca.gov
To: watersystemABC@company.com
Subject: Reports Available for Submission - SAFER Clearinghouse

Message Content:

Hello Jane Doe,

Our records show X Report(s) available for reporting. Please ensure to submit reports on the Clearinghouse Portal at your earliest convenience.

System Name	Report Type	Reporting Period	Due Date	Link to Report
Water System ABC	Weekly Drought Order Reporting	9/24/2023-9/30/2023	10/07/2023	https://example_waterboards.ca.gov/safer/watersystem/CA1910XXX/emergency/drought-reporting/2023-09-30
Water System ABC	Monthly Drought Order Reporting	September 2023	10/07/2023	https://example_waterboards.ca.gov/safer/watersystem/CA1910XXX/emergency/drought-reporting/2023-09-30
Water System ABC	Drought & Conservation Reporting	September 2023	10/30/2023	https://example_waterboards.ca.gov/safer/watersystem/CA1910XXX/emergency/drought-reporting/2023-09-30

Please submit your report to the SAFER Clearinghouse Portal at your earliest convenience using the following link: <https://drought.waterboards.ca.gov/>

Please contact ddw-drought@waterboards.ca.gov with any questions, comments, or concerns.

8.2. Second Upcoming Reminder - Report Due

The purpose of the Second Upcoming Reminder email is to remind the user that their report(s) are due within two business days. This email will be sent two business days before the report due date. For example, if the report is due on January 7th, the email will be sent on January 5th.

Below is an example of how this email will appear to the user. Please note that the example below demonstrates the three different types of frequencies a water system may be assigned. For questions regarding reporting frequency, please direct any inquiries to the respective regulating agency.

Figure 135. Email Example of the Second Upcoming Reminder

From DDW-Drought@Waterboards.ca.gov
To watersystemABC@company.com
Cc
Subject Report(s) Due Reminder - SAFER Clearinghouse

Hello John Doe,

Our records show X Report(s) available for reporting. Please ensure to submit reports on the Clearinghouse Portal before **1/07/2023**.

System Name	Report Type	Reporting Period	Due Date	Link to Report
Water System ABC	Weekly Drought Order	12/25/2022-12/31/2022	1/07/2023	https://example_waterboards.ca.gov/safer/watersystem/CA1910XXX/emergency/drought-reporting/2023-09-30
Water System ABC	Monthly Drought & Conservation	December 2022	1/07/2023	https://example_waterboards.ca.gov/safer/watersystem/CA1910XXX/emergency/drought-reporting/2023-09-30

Please submit your report to the SAFER Clearinghouse Portal at your earliest convenience using the following link: <https://drought.waterboards.ca.gov/>

Please contact ddw-drought@waterboards.ca.gov with any questions, comments, or concerns.

8.3. Report Submitted

This automated email is sent to users when a report is successfully submitted. The email will note if the report was partially completed. The email will also contain a hyperlink to access the submitted report in case the user would like to view or edit the report. The email will also have a pdf of the report attached to it as well.

Figure 136. Email Example of a Report Submittal

From DDW-Drought@Waterboards.ca.gov
To watersystemABC@company.com
Cc
Subject Monthly Drought Order Report Submitted for CA1910XXX - Water System ABC - SAFER Clearinghouse

The below report was received by the SAFER Clearinghouse. If this report was submitted in error, please contact ddw-drought@waterboards.ca.gov. Thank you!

Report Type: Monthly Drought Order
Reporting Period: 09/01/2023-09/30/2023
System Number: CA1910XXX
Submitted By: Jane Doe
Submitted Date: 10/05/2023

You have submitted a partially completed drought report, please go back when you have time to fill in your answers.

A copy of the report is attached.
To view a copy of the report, use this link <https://example.waterboards.ca.gov/safer/report/DroughtReportHtml/CA1910XXX/2022-11>
To edit the report and resubmit, use this link <https://example.waterboards.ca.gov/safer/report/EditDroughtReportHtml/CA1910XXX/>

Please contact ddw-drought@waterboards.ca.gov with any questions, comments, or concerns.

8.4. Report Past Due

This automated email is sent to users when a water system report(s) are past due. Links to past due reports are provided for convenient access. Recipients who want to register for new accounts with the SAFER Clearinghouse or would like to associate water systems to their existing accounts may follow further instructions to do so.

Figure 137. Email Example of a Past Due Report

From DDW-Drought@Waterboards.ca.gov

To

Send Cc

Subject PAST DUE: Reports - SAFER Clearinghouse

Our records show X report(s) missing from our database. Please ensure all required reports are submitted on the Clearinghouse Portal as soon as possible.

System Name	Report Type	Reporting Period	Due Date	Link to Report
Water System ABC	Drought & Conservation Reporting	March 2023	04/30/2023	https://wbappsrw.waterboards.ca.gov/safer/water-system/CA2100549/emergency/drought-reporting/2023-03-01/2023-03-31
Water System ABC	Drought & Conservation Reporting	April 2023	05/31/2023	https://wbappsrw.waterboards.ca.gov/safer/water-system/CA2110002/emergency/drought-reporting/2023-04-01/2023-04-30
Water System ABC	Monthly Drought Order Reporting	May 2023	06/07/2023	https://wbappsrw.waterboards.ca.gov/safer/water-system/CA2110004/emergency/drought-reporting/2023-05-01/2023-05-31

A SAFER Clearinghouse account is required to submit Drought & Conservation reports. More information on how to set up a SAFER Clearinghouse account can be found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221221-quick-reference-guide-for-drought-reporting.pdf>

If you already have a SAFER Clearinghouse account and you would like to add additional systems to your account, please log on to <https://drought.waterboards.ca.gov> and click on "My Account" in the header. In the "My Account" Section, click on the "Edit" button and add your desired public water system number into the "Account Linked Water Systems" section. Click the "Save" button at the bottom of the form to save your changes. The Drought Response Team will need to approve your changes before you can submit the Drought and Conservation reports for the desired water system.

Please contact ddw-drought@waterboards.ca.gov with any questions, comments, or concerns.

9. Single and Aggregated Urban Drought and Conservation

The State Water Board, Division of Drinking Water (DDW) has developed a Drought & Conservation report type specifically for Urban Water Suppliers (UWS) only. This report type was created to consolidate UWS's individual water systems into one report for a better and straight-forward reporting experience. This report type has replaced the DRINC Monthly Conservation Reporting in efforts to eliminate duplicative reporting and will satisfy annual reporting requirements for Supply and Demand that would historically be reported in the Electronic Annual Report (EAR).

The UWS Drought & Conservation (D&C) report has two versions: Single Urban D&C and Aggregated Urban D&C. The definition for each version is the following:

- Single Urban D&C – This report version applies to UWS that only manage one public water system.
- Aggregated Urban D&C – This report version applies to UWS that manage more than one public water system.

These report versions were made accessible to the UWS in Table 2 and required for reporting months of January, February, and March to be submitted by April 30. For reporting months of April and onward, reports were due on a monthly basis. For example, the monthly report for April was due on May 31.

Note: The two versions of the UWS report type are very similar to each other. The only difference is the number of individual water systems the UWS user will be reporting.

The Single and Aggregated Urban D&C reports have six (6) tabs that the user must complete to submit the report as shown in Figure 139.

Figure 138. SAFER Clearinghouse tabs in the Single and Aggregated Urban D&C report

WATER SHORTAGE	SOURCE REPORTING	SUPPLY & DEMAND	SUPPLY AUGMENTATION	DEMAND REDUCTION	REVIEW & SUBMIT
----------------	------------------	-----------------	---------------------	------------------	-----------------

For details on the different status icons (green checkmark, yellow pause, and red X) these tabs can have, please see Section 5.2.1. Each tab will be further described in the subsection below.

9.1. Water Shortage

The Water Shortage tab is for the State to gauge the water system's readiness to deal with an ongoing or anticipated severe water shortage. The Single Urban D&C report, Water Shortage tab, is the same as the Monthly Drought Reporting. For more details of this tab, please refer to Section 5.3. For the Aggregated Urban D&C report, majority of the questions are the same as the Monthly Drought Reporting as well except for the following:

- The “Experience a severe water shortage” question has three answers the user can choose from. Below are details of follow-up action if a specific answer is selected:
 - “Currently Experiencing”: users must specify the date when the severe water shortage began in the date box below.
 - “Anticipated”: users must specify the estimated date of an anticipated severe water shortage.
 - “Not Expected”: no follow-up action is needed when this is selected.

The water shortage tab has a total of six (6) help tips. Below are help tip icon screenshots with their respective definitions. NOTE: The help tip (?) icon is a blue, circled question mark.

Figure 139. SAFER Clearinghouse Single Urban D&C Report: Water Shortage

WATER SHORTAGE		Reported By: Juan De La Rosa	
		PREVIOUS REPORTING PERIOD 09/01/2023 – 09/30/2023	CURRENT REPORTING PERIOD 10/01/2023 – 10/31/2023
Experiencing a severe water shortage:	A water shortage can be described as an inability of a water system to meet with the demand of the system. This can be documented by a loss of pressure (less than 5 psi), inadequate supply to customers, or some other threat to health and safety such as the reliance on hauled, bottled, or contaminated water to meet system demand.	No	<input type="radio"/> Yes <input checked="" type="radio"/> No <input checked="" type="checkbox"/> No Change
Estimated date of when a severe water shortage may begin:	No Date Severe water shortage not expected	<input type="text"/>	<input checked="" type="checkbox"/> Severe water shortage not expected

Figure 140. SAFER Clearinghouse Aggregated Urban D&C Report: Water Shortage

WATER SHORTAGE						Reported By: Cassidy Harding
PREVIOUS REPORTING PERIOD 08/01/2023 – 08/31/2023				CURRENT REPORTING PERIOD 09/01/2023 – 09/30/2023		No Change <input checked="" type="checkbox"/>
<p>Please use the fields below to indicate if any of your Urban Water Supplier systems are experiencing a severe water shortage or are expected to experience one within the year?* A water shortage can be described as an inability of a water system to meet with the demand of the system. This can be documented by a loss of pressure (less than 5 psi), inadequate supply to customers, or some other threat to health and safety such as the reliance on hauled, bottled, or contaminated water to meet system demand.</p>						
PWSID	System Name	Experiencing or Anticipating a Severe Water Shortage?* <small>(?)</small>	Start Date* <small>(?)</small>	Experiencing or Anticipating a Severe Water Shortage?* <small>(?)</small>	Start Date <small>(?)</small>	
CA1510033	CWS - KERNVILLE	Not Expected		Not Expected		<input checked="" type="checkbox"/>
	Comments:	<input type="text"/> <small>Comments:</small> <input type="text"/>				
CA1510049	CWS - LAKELAND	Not Expected		Not Expected		<input checked="" type="checkbox"/>
	Comments:	<input type="text"/> <small>Comments:</small> <input type="text"/>				
CA1510056	CWS - LOWER BODFISH	Not Expected		Not Expected		<input checked="" type="checkbox"/>

Table 67. Help Tip Definitions for Figure 140 and Figure 141

Question Name	Single Urban D&C Help Tip Definitions	Aggregated Urban D&C Help Tip Definitions
Experiencing/Anticipating a Severe Water Shortage?	No helptip provided.	<p>Currently Experiencing - Water System is currently experiencing a severe water shortage.</p> <p>Anticipated - Water System believes that one of the following may occur to the System:</p> <ul style="list-style-type: none"> * Loss of an existing source could cause a severe water shortage. * Water storage is expected to be fully depleted. <p>Not Expected - System does not expect to suffer from a severe water shortage.</p>
If previous question "Experiencing/Anticipating a Severe Water Shortage?" is yes then: Date of When a Severe Water Shortage Began or If previous question "Experiencing/Anticipating a Severe Water Shortage?" is no then: Estimated Date of When a Severe Water Shortage May Begin	<p>The date must fall before the Reporting Period End Date.</p> <p>or</p> <p>Enter the nearest date at which one or more of the following may occur:</p> <ul style="list-style-type: none"> • Loss of source availability could cause a severe water shortage. • Water storage is expected to be fully depleted. • The one or more sources may go dry. 	<p>Date Selected will depend on answer of the question "Experiencing or Anticipating a Severe Water Shortage?*".</p> <p>If the previous response was:</p> <p>Currently Experiencing - Enter the date when the current severe water shortage began.</p> <p>Anticipated - Enter the date (or nearest date) which one of the following may occur:</p> <ul style="list-style-type: none"> * Loss of an existing source could cause a severe water shortage. * Water storage is expected to be fully depleted. <p>Not Expected - Do not enter a date, field will be disabled.</p>

Figure 141. SAFER Clearinghouse Single and Aggregated Urban D&C Report: Water Shortage

Do you have a Water Shortage Contingency Plan (or Drought Planning Elements)?: * ?	Yes <input checked="" type="radio"/> No <input type="radio"/>	<input checked="" type="checkbox"/>
Website link to Water Shortage Contingency Plan: * ?	https://www.rosamondcsd.com/	<input type="text" value="https://www.rosamondcsd.com/"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Water Shortage Contingency Plan Not Available Online		
Upload Water Shortage Contingency Plan: *	RCSD UWMP FINAL V2.pdf	<input type="button" value="Choose a file"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> RCSD UWMP FINAL V2.pdf		
<input type="checkbox"/> Not Available		
Adoption date of Plan: * ?	07/01/2015	<input type="text" value="07/01/2015"/> <input checked="" type="checkbox"/>
What equivalent level percent source reduction of your Water Shortage Contingency Plan have you invoked?: * ?	10-19% Reduction (Shortage Level 2)	<input type="text" value="10-19% Reduction (Shortage Level 2)"/> <input checked="" type="checkbox"/>

Table 68. Help Tip Definitions for Figure 142

Question Name	Single and Aggregated Urban D&C Help Tip Definitions
Do you have a Water Shortage Contingency Plan?	<p>Each urban water supplier is required by the Urban Water Management Planning Act (California Water Code §10610 et al.) to develop a Water Shortage Contingency Plan (WSCP) with a set of six State-required water shortage levels (State Standard Levels). Each stage includes a suite of actions intended to accommodate for the corresponding percentage of local supplier's shortage.</p> <p>Small water suppliers between 1000-2999 service connections are required to have an abridged version of the WSCP by July 1, 2023 with similar standard water shortage levels (California Water Code §10609.60 (b))</p> <p>Small water suppliers serving less than 1000 service connections are required to add drought planning elements to its emergency notification or response plan by July 1, 2023. (California Water Code §10609.60 (b))</p>
Contingency Plan Website	Enter the website link where the Water Shortage Contingency Plan is posted publicly.
Contingency Plan Adopted Date	Enter the date when the latest Water Shortage Contingency Plan was adopted or revised.
What equivalent level percent source reduction of your Water Shortage Contingency	<p>Please select one of the following options:</p> <ul style="list-style-type: none"> • No Shortage Level Invoked = The levels listed in the Water Shortage Contingency Plan have not been activated. • <10% Reduction (Shortage Level 1) = Level 1 has been invoked or an equivalent 10% reduction level. • 10-19% Reduction (Shortage Level 2) = Level 2 has been invoked or an equivalent 20% reduction level.

Question Name	Single and Aggregated Urban D&C Help Tip Definitions
Plan have you invoked?	<ul style="list-style-type: none"> • 20-29% Reduction (Shortage Level 3) = Level 3 has been invoked or an equivalent 30% reduction level. • 30-39% Reduction (Shortage Level 4) = Level 4 has been invoked or an equivalent 40% reduction level. • 40-49% Reduction (Shortage Level 5) = Level 5 has been invoked or an equivalent 50% reduction level. • >50% Reduction (Shortage Level 6) = Level 6 has been invoked or an equivalent greater than 50% reduction level. • My Water Shortage Contingency Plan does not include levels or percentages of water shortage = No state standard shortage levels or percentages of water shortage are included in the Water Shortage Contingency Plan

9.2. Source Reporting

The Source Reporting tab is for water systems to provide water production and water source monthly data to the State. The Single Urban D&C report, Source Reporting tab, is the same as the Monthly Drought Reporting. For more details of this tab, please refer to Section 5.4. For the Aggregated Urban D&C report, it is almost the same as the Monthly Drought Reporting however, it has a slight difference described below:

Aggregated Urban D&C report users can toggle between the different individual water systems they manage and fill out all the source information on the same page. After the information is filled out for one water system, the work can be saved, and toggle to the next system. Figure 143 shows how the toggling feature looks like within the Source Reporting tab.

Figure 142. SAFER Clearinghouse Aggregated Urban D&C Report: Source Reporting

Facility Name:	ARDEN WELL 14	Well Construction Date:	06/30/1990
Facility ID:	040	Well Depth (feet below ground surface):	565
Facility Type:	Well	Fractured Hard Rock Well:	Yes
Water Type:	Groundwater	Water Rights ID:	
Latitude:	35.709538	Well Completion Report Number:	286385
Longitude:	-118.467092	Well Completion Report:	
Facility Availability:	Permanent	Department of Water Resources Site Code Identification:	

Since the Source Reporting tab is almost identical to the Single and Aggregated Urban D&C reports, refer to Sections 5.4.3 to 5.4.7 for locations and descriptions of the help tips.

9.3. Supply & Demand

The Supply & Demand tab quantifies total supply and demand (deliveries) to determine if the water system is experiencing a water shortage, track progress towards conservation goals, and better assess seasonal trends in water demand. It consists of sub-tabs that contain questions/fields concerning potable, non-potable and recycled water that need to be filled out depending on what water type the water system is utilizing. The Single Urban D&C report, Supply & Demand tab, is the same as the Monthly Drought Reporting. For more details of this tab, please refer to Section 5.5. For the Aggregated Urban D&C report, it is almost the same as the Monthly Drought Reporting however, it has a slight difference described below.

Aggregated Urban D&C report users can toggle between the different individual water systems they manage and fill out all their supply & demand questions on the same page. After the information is filled out one water system, the work can be saved, and toggle to the next system. Figure 144 shows how the toggling feature looks like within the Supply & Demand tab.

Figure 143. SAFER Clearinghouse Aggregated Urban D&C Report: Supply & Demand

SUPPLY & DEMAND

Select water system to view sources and complete reporting:

CA0410002 - CAL-WATER SERVICE CO.-CHI...

ABOUT

POTABLE SUPPLY

POTABLE DEMAND

TOTAL REPORT SUMMARY

TOTAL ANNUAL SUMMARY

URBAN WATER SUPPLIER TOTAL ANNUAL SUMMARY

Reported By: Rebecca Cardenas

CURRENT REPORTING PERIOD
09/01/2023 – 09/30/2023

Does your system supply or deliver **non-potable water** to customers or other water systems? Yes No

Does your system supply or deliver **recycled water** to customers or other water systems? Yes No

Batch-Upload Download Template

Cancel Save Progress

Since the Supply & Demand tab is almost identical to the Single and Aggregated Urban D&C reports, please review to Section 5.5.1 to 5.5.8 for locations and descriptions of the help tips.

9.4. Supply Augmentation

The Supply Augmentation tab is for water systems to indicate if they are undertaking any activities to develop or enhance their sources with the intent to augment available supply. For this tab, both the Single and Aggregated Urban D&C reports are structured the same as the Monthly Drought Reporting so please refer to Section 5.6 for additional details.

As previously mentioned, the Supply Augmentation tab is almost identical to the Single and Aggregated Urban D&C reports, please review to Section 5.6 for locations and descriptions of the help tips.

9.5. Demand Reduction

The Demand Reduction tab aims to assess a water system's efforts to reduce demand and promote water conservation. For this tab, both the Single and Aggregated Urban D&C reports are structured the same as the Monthly Drought Reporting so please refer to Section 5.7 for additional details.

As previously mentioned, the Demand Reduction tab is almost identical to the Single and Aggregated Urban D&C reports, please review to Section 5.7 for locations and descriptions of the help tips.

9.6. Review and Submit

The Review & Submit tab is the last step the user must complete before they can officially submit their report. This tab has three steps (described below) to ensure that the user submits a report as either partially completed or completed. For this tab, both the Single and Aggregated Urban D&C reports are structured the same as the Monthly Drought Reporting so please refer to Section 5.8 for additional details.

9.7. Resubmitting Reports

If at any point in time the user wishes to modify or correct a previous submission, the user can reopen, modify, and resubmit the report again. The user's name and edit date will be captured and stored separately from the original submitter and submission date. The process of resubmitting is **required** for water systems who wish to answer any required fields marked as "Not Available" within the report.

10. Clearinghouse Annual Inventory Report

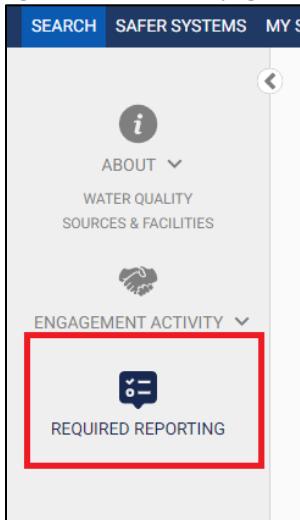
The Clearinghouse Annual Inventory Report was created to assist water systems with submitting annual production and demand data. This data were previously captured in the Electronic Annual Report (EAR). As community water systems and schools are now required to submit monthly D&C reports through the SAFER Clearinghouse, these production and demand data are now being captured in the SAFER Clearinghouse. In order to reduce duplicative reporting burdens, the Clearinghouse Annual Inventory Report was created to gather these monthly reports into a combined report where a system's annual production and demand data are able to be seen and analyzed. The Clearinghouse Annual Inventory Report will also help systems and regulatory staff with tracking values like maximum day demand and average day demand, and by being able to easily see unaccounted for water loss, the Clearinghouse Annual Inventory Report can help to identify problems in the distribution system like increases in water loss or water theft.

For the 2023 reporting year, community water systems and non-transient-noncommunity schools are required to submit an Annual Supply and Demand Report. This Annual Supply and Demand Report gathers the data submitted from the previous twelve calendar months of data submitted in the monthly D&C reports. If the system has already submitted these twelve monthly reports, completing the Annual Supply and Demand Report will mostly consist of looking over the data to make sure everything looks correct, and then certifying the results and submitting. If the water system has not yet completed all twelve of the monthly D&C reports for 2023, go back to complete those prior to completing the Annual Supply and Demand Report. For instructions on completing the monthly D&C reports, please refer to [Section 5](#) of the D&C Reporting Manual.

10.1. Accessing the Clearinghouse Annual Inventory Report

The Clearinghouse Annual Inventory Report can be accessed via multiple ways within the SAFER Clearinghouse. From a water system's **About** page, click on the **Required Reporting** icon from the column on the left side.

Figure 144. The About page sidebar with the Required Reporting icon indicated



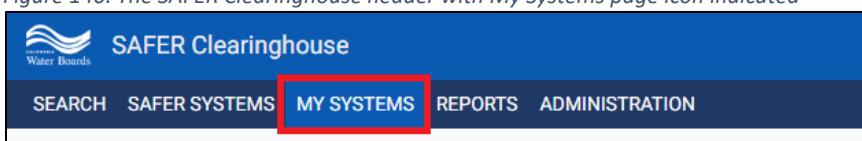
The **Required Reporting tab** will show a list of all the system's required reports. This list may include monthly D&C reports if they are required. This list of required reports will also include a link to the **Annual Inventory Reporting**, as shown in Figure 146 below. Clicking on the hyperlink in the Reporting Period column will open the Clearinghouse Annual Inventory Report.

Figure 145. The Required Reporting tab with Annual Inventory Reporting highlighted

REQUIRED REPORTING						
REPORT TYPE		REPORTING PERIOD	REPORT AVAILABLE DATE	DUUE DATE	SUBMITTED DATE	REPORTING FREQUENCY
Drought & Conservation Reporting		11/01/2023 - 11/30/2023	12/01/2023	01/31/2024	Pending	Monthly
Drought & Conservation Reporting		10/01/2023 - 10/31/2023	11/01/2023	01/31/2024	Pending	Monthly
Drought & Conservation Reporting		09/01/2023 - 09/30/2023	10/01/2023	10/31/2023	11/02/2023	Monthly
Drought & Conservation Reporting		08/01/2023 - 08/31/2023	09/01/2023	10/31/2023	11/02/2023	Monthly
Drought & Conservation Reporting		07/01/2023 - 07/31/2023	08/01/2023	10/31/2023	10/31/2023	Monthly
Drought & Conservation Reporting		06/01/2023 - 06/30/2023	07/01/2023	07/31/2023	08/11/2023	Monthly
Drought & Conservation Reporting		05/01/2023 - 05/31/2023	06/01/2023	07/31/2023	08/11/2023	Monthly
Drought & Conservation Reporting		04/01/2023 - 04/30/2023	05/01/2023	07/31/2023	08/11/2023	Monthly
Drought & Conservation Reporting		03/01/2023 - 03/31/2023	04/01/2023	04/30/2023	05/01/2023	Monthly
Drought & Conservation Reporting		02/01/2023 - 02/28/2023	03/01/2023	04/30/2023	05/01/2023	Monthly
Drought & Conservation Reporting		01/01/2023 - 01/31/2023	02/01/2023	04/30/2023	05/01/2023	Monthly
Annual Inventory Reporting		01/01/2023 - 12/31/2023	01/01/2024	03/31/2024	Pending	Annual

The Clearinghouse Annual Inventory Report can also be accessed from the **My Systems** page. The **My Systems** page is accessed from the SAFER Clearinghouse header bar as shown:

Figure 146. The SAFER Clearinghouse header with My Systems page icon indicated



Within the **My Systems** page, there is a section titled **My Reports**. This section includes links to all the reports for the system(s) your account is associated with.

Using the filter box under the **Report Type**, select “**Annual Inventory Reporting**”. This will then filter the list to show only the water systems that require the Clearinghouse Annual Inventory Report to be completed, as shown below.

Figure 147. The My Reports page with the Report Type filter box indicated

CID	SYSTEM NAME	REGULATING AGENCY	URBAN WATER SUPPLIER NAME [ORGANIZATION ID]	CALIFORNIA PUBLIC UTILITY COMMISSION REGULATED	URBAN RETAIL WATER SUPPLIER	URBAN WHOLESALE WATER SUPPLIER	REPORT TYPE	CURRENT REPORTING PERIOD	REPORTING START DATE	REPORTING FREQUENCY	MOST RECENT REPORT SUBMITTED	REPORTING STATUS	NUMBER OF PAST DUE REPORTS	SEVERE WATER SHORTAGE
CA0103040	NORRIS CANYON PROPERTY OWNERS ASSN	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	<input type="checkbox"/> Aggregated Urban Drought & Conservation Reporting <input checked="" type="checkbox"/> Annual Inventory Reporting <input type="checkbox"/> Drought & Conservation Reporting <input type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Single Urban Drought & Conservation Reporting <input type="checkbox"/> Weekly Drought Order Reporting	1/2023	Annual	10/01/2023-10/31/2023	Active	No		
CA0103040	NORRIS CANYON PROPERTY OWNERS ASSN	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	<input type="checkbox"/> Annual Inventory Reporting <input type="checkbox"/> Drought & Conservation Reporting <input type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Single Urban Drought & Conservation Reporting <input type="checkbox"/> Weekly Drought Order Reporting	1/2023	Monthly	10/01/2023-10/31/2023	Active	3	No	
CA0103041	TRAILER HAVEN MOBILE HOME PARK	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	<input type="checkbox"/> Annual Inventory Reporting <input type="checkbox"/> Drought & Conservation Reporting <input type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Single Urban Drought & Conservation Reporting <input type="checkbox"/> Weekly Drought Order Reporting	10/01/2023-10/31/2023	01/01/2023	Monthly	12/01/2023-12/31/2023	Active	6	No
CA0103041	TRAILER HAVEN MOBILE HOME PARK	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	<input type="checkbox"/> Annual Inventory Reporting <input type="checkbox"/> Drought & Conservation Reporting <input type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Single Urban Drought & Conservation Reporting <input type="checkbox"/> Weekly Drought Order Reporting	10/01/2023-10/31/2023	01/01/2023	Monthly	12/01/2023-12/31/2023	Active	6	No
CA0105002	RIVERS END MARINA	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	<input type="checkbox"/> Annual Inventory Reporting <input type="checkbox"/> Drought & Conservation Reporting <input type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Single Urban Drought & Conservation Reporting <input type="checkbox"/> Weekly Drought Order Reporting	01/01/2023-12/31/2023	Annual	Active	No Available			
CA0105008	CASTLEWOOD DOMESTIC WATER SYSTEM	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	<input type="checkbox"/> Annual Inventory Reporting <input type="checkbox"/> Drought & Conservation Reporting <input type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Single Urban Drought & Conservation Reporting <input type="checkbox"/> Weekly Drought Order Reporting	01/01/2023-12/31/2023	Annual	09/01/2023-09/30/2023	Active	No		
CA0105008	CASTLEWOOD DOMESTIC WATER SYSTEM	DISTRICT 04 - SAN FRANCISCO	Not Applicable	No	No	No	<input type="checkbox"/> Annual Inventory Reporting <input type="checkbox"/> Drought & Conservation Reporting <input type="checkbox"/> Monthly Drought Order Reporting <input type="checkbox"/> Single Urban Drought & Conservation Reporting <input type="checkbox"/> Weekly Drought Order Reporting	10/01/2023-10/31/2023	01/01/2023	Monthly	09/01/2023-09/30/2023	Active	8	No

From the filtered list of water systems with Annual Inventory Reports, the **CID**, **System Name**, or **Current Reporting Period** from the appropriate columns to open the **Required Reporting** table for the selected water system. The Clearinghouse Annual Inventory Report can also be accessed from this **Required Reporting** table.

10.2. Annual Supply and Demand Tab

The “**Annual Supply and Demand**” and “**Review & Submit**” tabs can be viewed at the top of the Clearinghouse Annual Inventory Report page, as shown in Figure 5 below.

Figure 148. The two main tabs of the Clearinghouse Annual Inventory Report page



Clearinghouse Annual Inventory Report will open to the **Annual Supply and Demand** tab by default upon entry. The **Annual Supply and Demand** tab contains two subtabs as shown in Figure 6 below:

- **Annual Supply & Demand**
- **Demand Metrics**

The **Annual Supply & Demand** subtab is selected by default.

Figure 149. The Annual Supply And Demand page subtabs



The **Annual Supply & Demand** subtab contains two tables:

- **Annual Supply**
- **Annual Demand.**

Each table has a link to the system's monthly D&C reports, as well as shows any data that has been submitted for individual months in tabular form.

The **Supply & Demand** table also shows the submission status for each monthly report. The submission statuses are either:

- | | |
|--|------------------------|
| - Submitted | - Not Submitted |
| - Submitted – Preliminary Estimates Provided | - Re-submission Needed |

All the monthly reports need to have “Submitted” status to be able to submit the Clearinghouse Annual Inventory Report. If any reports do not have this status, they will need to be completed and submitted. In the case of previously submitted preliminary data, final data will need to be entered and re-submitted in the monthly report. For guidance on completing the monthly D&C reporting, refer to Section 5.

Figure 150. The Annual Supply & Demand subtab page

The screenshot shows the 'ANNUAL SUPPLY & DEMAND' subtab selected. At the top right, there are 'ANNUAL SUPPLY & DEMAND' and 'REVIEW & SUBMIT' buttons. A 'Refresh Data' button is located on the right side of the table header. The table displays monthly supply data from January to December, including Spring Production, Total Potable Supply, and various types of recycled water. The total supply for the year is 7,024,126 gallons.

Month	Monthly Report Submitted Status	Spring Production	TOTAL Potable Supply	Recycled Water Self-Produced	Non-Potable Water Produced (not recycled, i.e., AGRICULTURE well)	Recycled Water Obtained	Other Non-Potable Water Obtained From Another Water System	TOTAL Non-Potable Supply	TOTAL Supply
January	Submitted	382,981	382,981						382,981
February	Submitted	405,588	405,588						405,588
March	Submitted - Preliminary Estimates Provided	565,048	565,048	5	0	0	0	5	565,053
April	Submitted	429,279	429,279						429,279
May	Submitted	916,244	916,244						916,244
June	Submitted	945,772	945,772						945,772
July	Submitted	889,825	889,825						889,825
August	Submitted	921,700	921,700						921,700
September	Submitted	803,619	803,619						803,619
October	Submitted	764,065	764,065						764,065
November	Not Submitted								
December	Not Submitted								
TOTAL		7,024,121	7,024,121	5	0	0	0	5	7,024,126

A “Refresh Data” button is located on the right side of the page above the Annual Supply table. As you are submitting finalized monthly reports, the Refresh Data button can be selected to refresh the Clearinghouse Annual Inventory Report to pull in data from the newly submitted monthly D&C reports. The button is shown in the following picture:

Figure 151. The Annual Supply & Demand page with Refresh Data button indicated

The screenshot shows the 'ANNUAL SUPPLY & DEMAND' subtab selected. A red arrow points to the 'Refresh Data' button located on the right side of the table header. The table displays monthly supply data from January to December, including Spring Production, Total Potable Supply, and various types of recycled water. The total supply for the year is 7,024,126 gallons.

Month	Monthly Report Submitted Status	Spring Production	TOTAL Potable Supply	TOTAL Supply
January	Submitted	382,981	382,981	382,981
February	Submitted	405,588	405,588	405,588
March	Submitted	565,048	565,048	565,048
April	Submitted	429,279	429,279	429,279
May	Submitted	916,244	916,244	916,244
June	Submitted	945,772	945,772	945,772
July	Submitted	889,825	889,825	889,825
August	Submitted	921,700	921,700	921,700
September	Submitted	803,619	803,619	803,619
October	Submitted	764,065	764,065	764,065
TOTAL		7,024,121	7,024,121	7,024,126

Once all monthly D&C reports have been submitted with final data, the completeness indicator will turn green and have a check mark next to the **Annual Supply and Demand** tab and subtab as shown in the picture below.

Figure 152. The Annual Supply & Demand tab with completed indicators highlighted

The screenshot shows the SAFER Clearinghouse interface for Annual Inventory Reporting 2023. The main content area displays the 'ANNUAL SUPPLY & DEMAND' table. The table has columns for Month, Monthly Report Submitted Status, Spring Production, Total Potable Supply, and Total Supply. Data rows are provided for each month from January to December, with a total row at the bottom. Above the table, there is a 'User Guide' link and a 'REVIEW & SUBMIT' button. On the left side, there is a sidebar with sections for 'ABOUT', 'WATER QUALITY SOURCES & FACILITIES', 'ENGAGEMENT ACTIVITY', and 'REQUIRED REPORTING'. The 'ANNUAL SUPPLY & DEMAND' tab is highlighted with a blue background and a green checkmark icon. A red arrow points to this tab in the sidebar, and another red arrow points to the 'ANNUAL SUPPLY AND DEMAND' button in the top right corner of the main content area.

Month	Monthly Report Submitted Status	Spring Production	TOTAL Potable Supply	TOTAL Supply
January	Submitted	382,981	382,981	382,981
February	Submitted	405,588	405,588	405,588
March	Submitted	565,048	565,048	565,048
April	Submitted	429,279	429,279	429,279
May	Submitted	916,244	916,244	916,244
June	Submitted	945,772	945,772	945,772
July	Submitted	889,825	889,825	889,825
August	Submitted	921,700	921,700	921,700
September	Submitted	803,619	803,619	803,619
October	Submitted	764,065	764,065	764,065
November	Submitted	125,000	125,000	125,000
December	Submitted	250,000	250,000	250,000
TOTAL		7,399,121	7,399,121	7,399,121

Comment boxes are located below both the **Annual Supply table** and the **Annual Demand table**. Make notes about either short-term or long-term changes that happened to the system over the year, or to make a note explaining anomalous activity that happened this year compared to previous years to the system's regulator in these comment boxes. Examples of the types of notes that could go in these tables are,

"Well 01 offline for repairs March and April",
 "Added Well 02 as a permitted source in June", or
 "Identified significant leak in distribution system in October. Demand returned to expected levels November and December".

Figure 153. The comment boxes in the Annual Supply and Demand tables

The screenshot shows two separate comment boxes. The top box is labeled 'ANNUAL SUPPLY COMMENTS' and the bottom box is labeled 'ANNUAL DEMAND COMMENTS'. Both boxes contain a large, empty text input area for users to enter comments.

10.3. Annual Supply and Demand: Demand Metrics Subtab

The second subtab on the Annual Supply and Demand tab is named “Demand Metrics”.

Figure 154. The Annual Supply & Demand tab with the Demand Metrics subtab indicated



The Demand Metrics subtab has two tables: the “Maximum & Average Potable Day Demand” table and the “Estimated Water Loss” table. The Maximum & Average Potable Day Demand table is populated with Maximum Day Demand (MDD) and Average Day Demand data from the system’s monthly D&C reports. The table presents these data in tabular form, and the bottom row of the table calculates the system’s highest MDD for the year as well as the system’s average day demand over the entire year.

Figure 155. The Demand Metrics subtab

A screenshot of the "DEMAND METRICS" subtab. At the top, there are buttons for "ANNUAL SUPPLY AND DEMAND" and "REVIEW & SUBMIT". Below these are two tabs: "ANNUAL SUPPLY & DEMAND" (selected) and "DEMAND METRICS". Under the "DEMAND METRICS" tab, there is a section titled "MAXIMUM & AVERAGE POTABLE DAY DEMAND" containing a table. The table has columns for Month, Monthly Report Submitted Status, Maximum Day Demand (in gallons), Maximum Day Demand Date, and Average Daily Demand (in gallons). The table shows data for each month from January to December, with the final row summarizing the annual maximum and average demands.

The second table on the Demand Metrics subtab displays the Estimated Water Loss values that were submitted on the monthly D&C reports as shown in the picture below.

Figure 156. The Estimated Loss Value table in the Demand Metrics subtab

The screenshot shows the SAFER Clearinghouse interface with the 'Demand Metrics' subtab selected. The main content area displays the 'ESTIMATED WATER LOSS' table. The table has three columns: Month, Monthly Report Submitted Status, and Estimated Potable Water Loss (in gallons). The status for all months is 'Submitted' except for December, which is also listed as 'Submitted'. The total estimated water loss is 250 gallons. Below the table is a comment box labeled 'ESTIMATED WATER LOSS COMMENTS' with a 'Save Progress' button at the bottom.

Month	Monthly Report Submitted Status	Estimated Potable Water Loss (in gallons) <small>(?)</small>
January	Submitted	0
February	Submitted	0
March	Submitted	0
April	Submitted	0
May	Submitted	0
June	Submitted	0
July	Submitted	0
August	Submitted	0
September	Submitted	0
October	Submitted	0
November	Submitted	0
December	Submitted	250
TOTAL		250

Comment boxes are located under both the **Maximum & Average Day Demand** table and the **Estimated Water Loss** table. The comment boxes are optional but are to provide a space for additional detail or explanation of anomalous results in the data.

The submission status of the **monthly D&C reports** determines the completion status of the **Demand Metrics** subtab. When all twelve monthly reports are submitted, the tab status turns green. If there are fewer than twelve monthly reports submitted, the tab status will remain red.

10.4. Review & Submit Tab

The Review & Submit Tab is currently in development and this section will be expanded as it is completed.