CALIFORNIA
Water Boards

Clearinghouse Reporting User Guide

Last Modified: 12/07/2023

Water Boards – Division of Drinking Water

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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).

Developed by the Water Boards Division of Drinking Water (DDW), Drought Response Program.

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08/30/2022 – Initial issue for Monthly and Weekly Drought Order Reporting.
12/09/2022 – Updates including the addition of SB 552 Monthly Drought & Conservation Reporting requirements and updates to Monthly and Weekly Drought Order Reporting.
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.

Clearinghouse Reporting User Guide

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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	**Quarterly** Deadline for Community Water Systems & Schools conducting Monthly Drought & Conservation Reporting	**Monthly** Deadline for Single and Aggregated Urban D&C Reporting
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.	• Monthly Drought & Conservation Reporting • Single and Aggregated Urban & Drought Conservation Reporting • Monthly Potential Water Outage Reporting • Weekly Water Outage Reporting	• 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.	• Monthly Drought & Conservation Reporting • Single and Aggregated Urban & Drought Conservation Reporting • Monthly Potential Water Outage Reporting • Weekly Water Outage Reporting	• 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	• Clearinghouse Annual Inventory Report • Monthly Drought & Conservation Reporting • Single and Aggregated Urban & Drought Conservation Reporting • Monthly Potential Water Outage Reporting	• 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.	• Monthly Drought Order Reports • Single and Aggregated Urban & Drought Conservation Reporting	• 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.	• Monthly Drought Order Reports • Single and Aggregated Urban & Drought Conservation Reporting	• 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

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

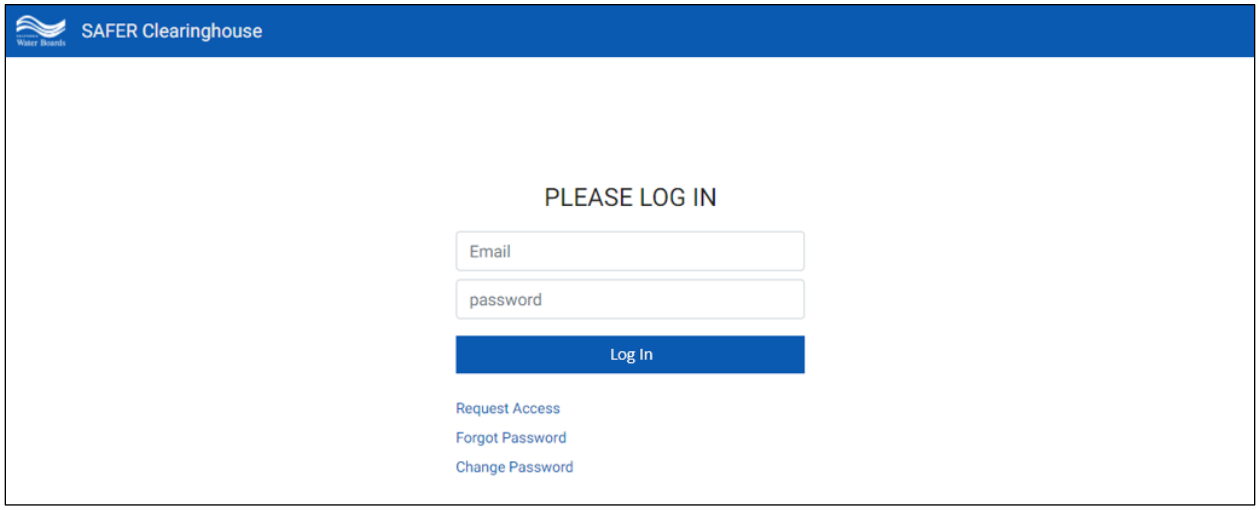
The SAFER Clearinghouse can be accessed at https://wbappsrv.waterboards.ca.gov/safer, which will open the login page (Figure 1).

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



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

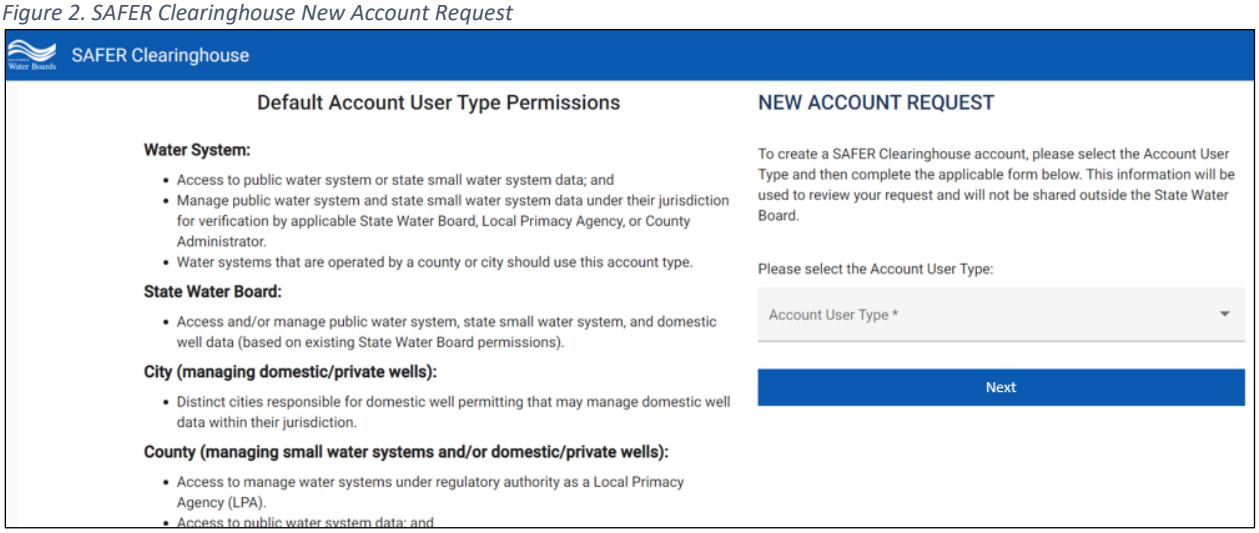


Table 4. Description of Account User Types

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 Contactor

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:

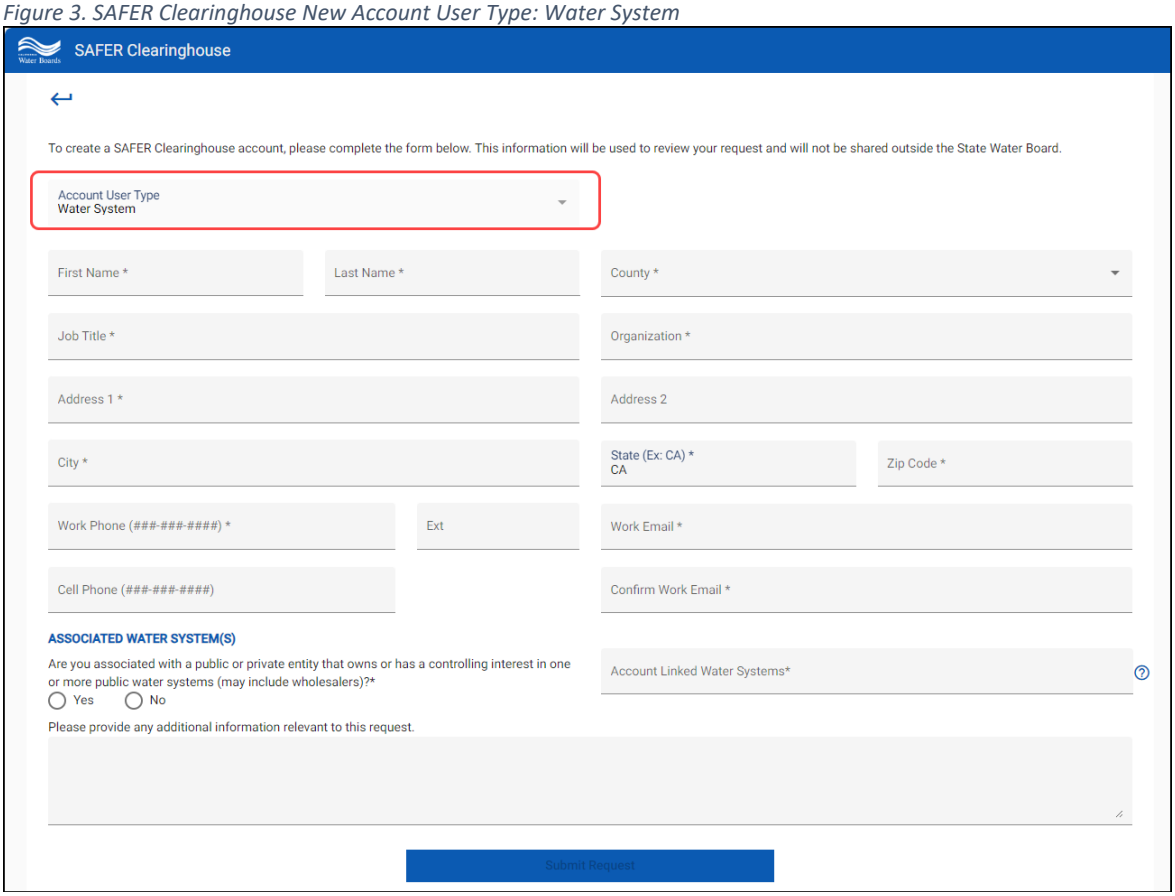
- First Name
- Job Title
- City
- Work Phone
- Last Name
- Organization
- State
- Work Email
- County (physical location)
- Address
- Zip Code

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



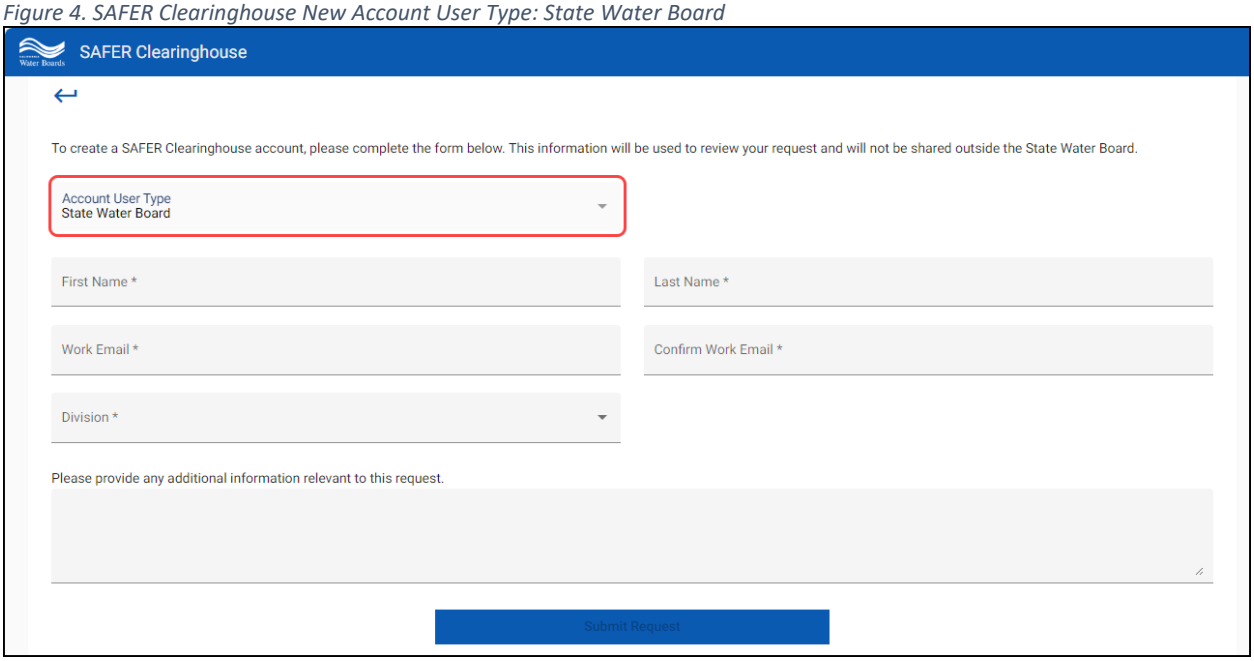
2.2.1. New Accounts for State Water Board

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



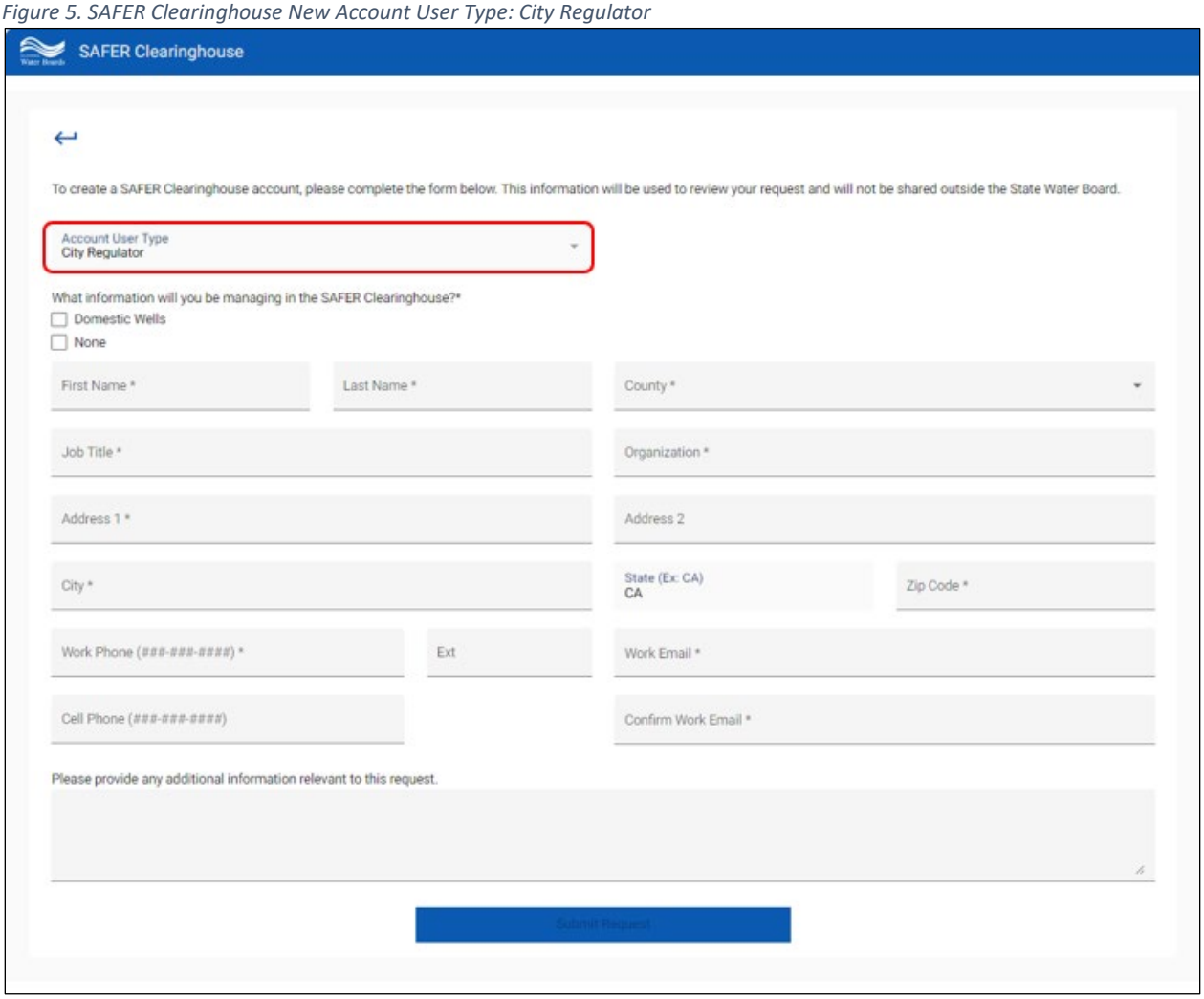
2.2.2. New Accounts for City Regulator

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



2.2.3. New Accounts for County Regulator

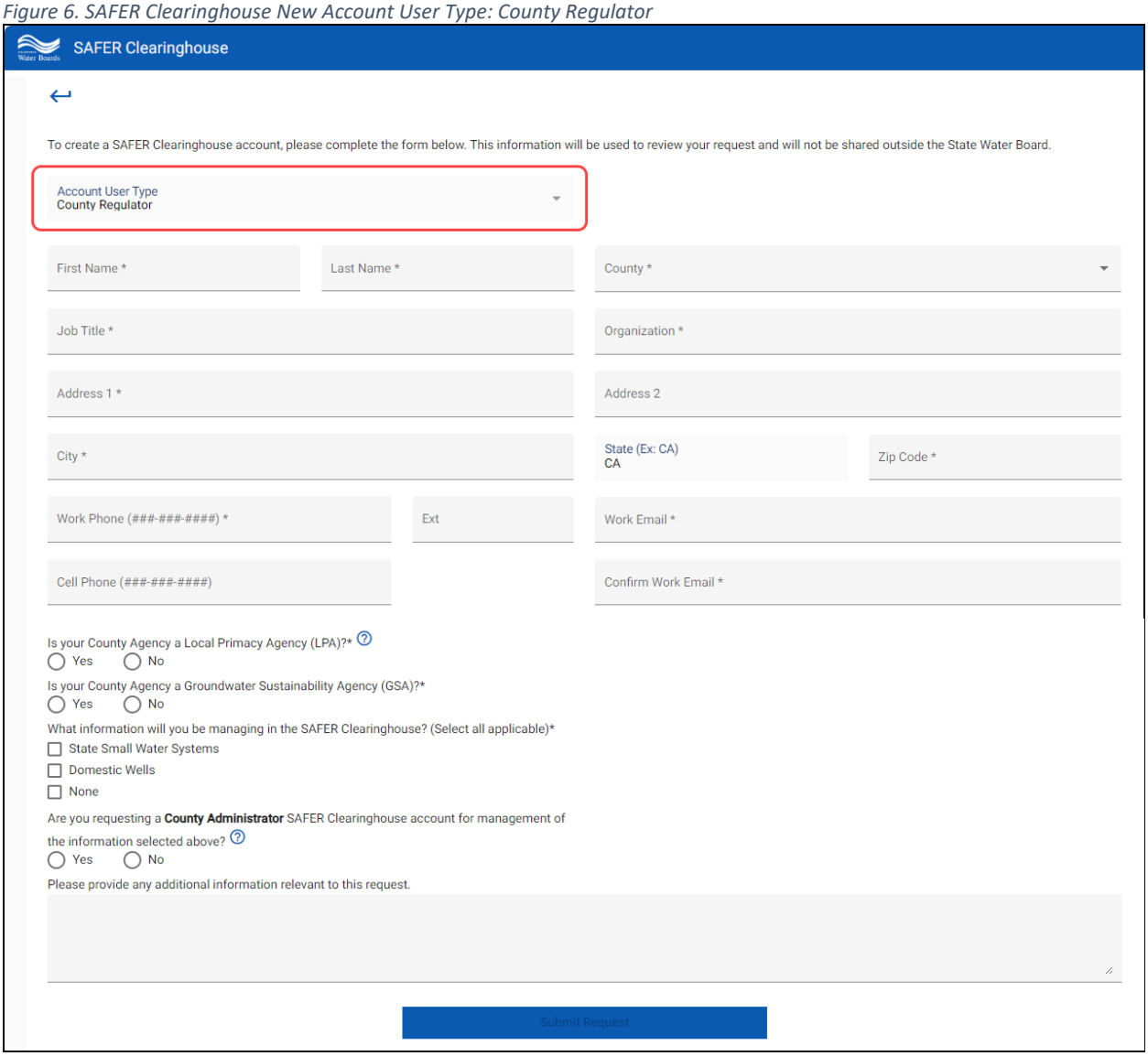
New accounts for LPA County staff must select the Account User Type of "**County Regulator**" as shown in Figure 6. Required contact fields include:

- 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



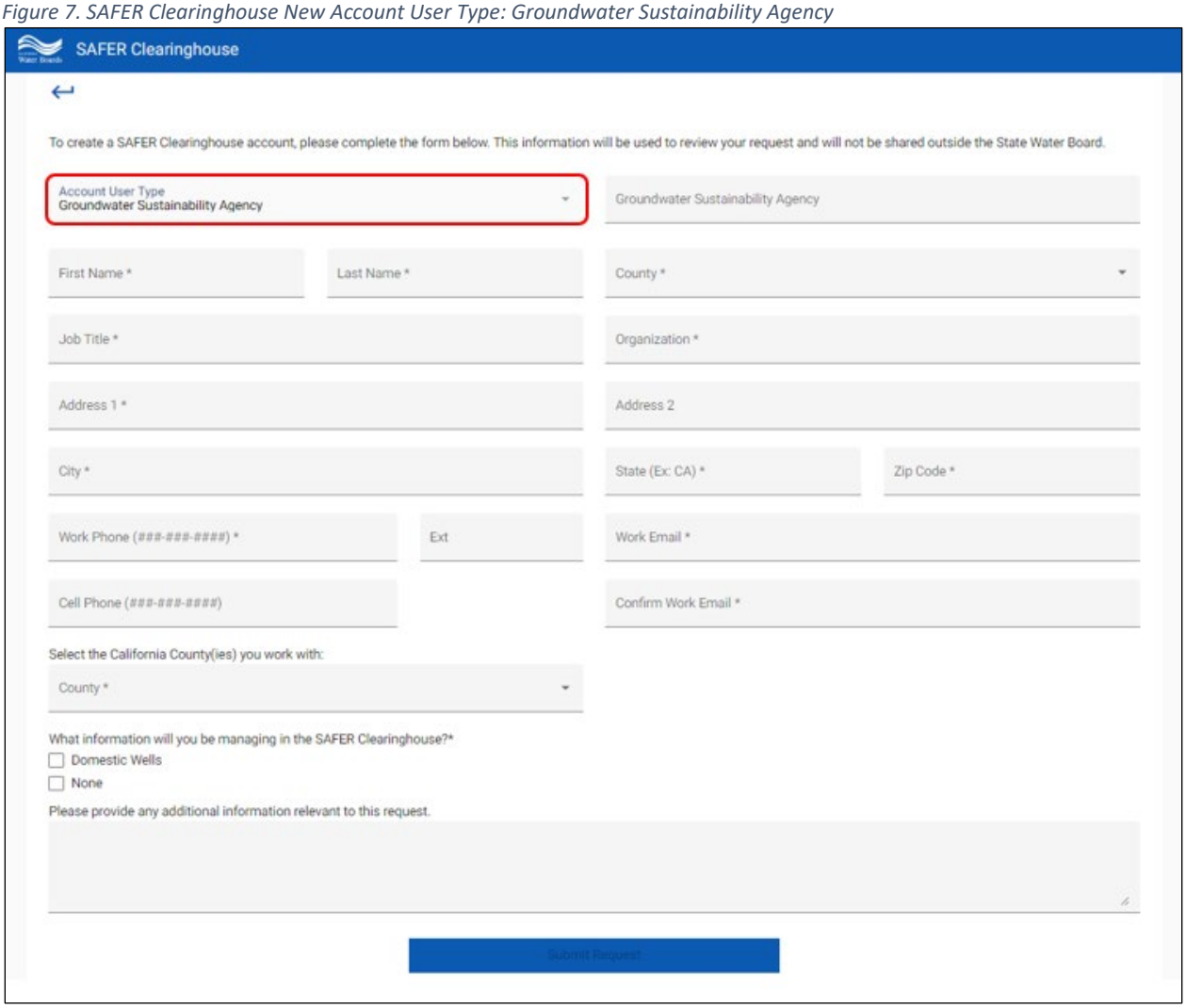
2.2.4. New Accounts for Groundwater Sustainability Agency Employees

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.

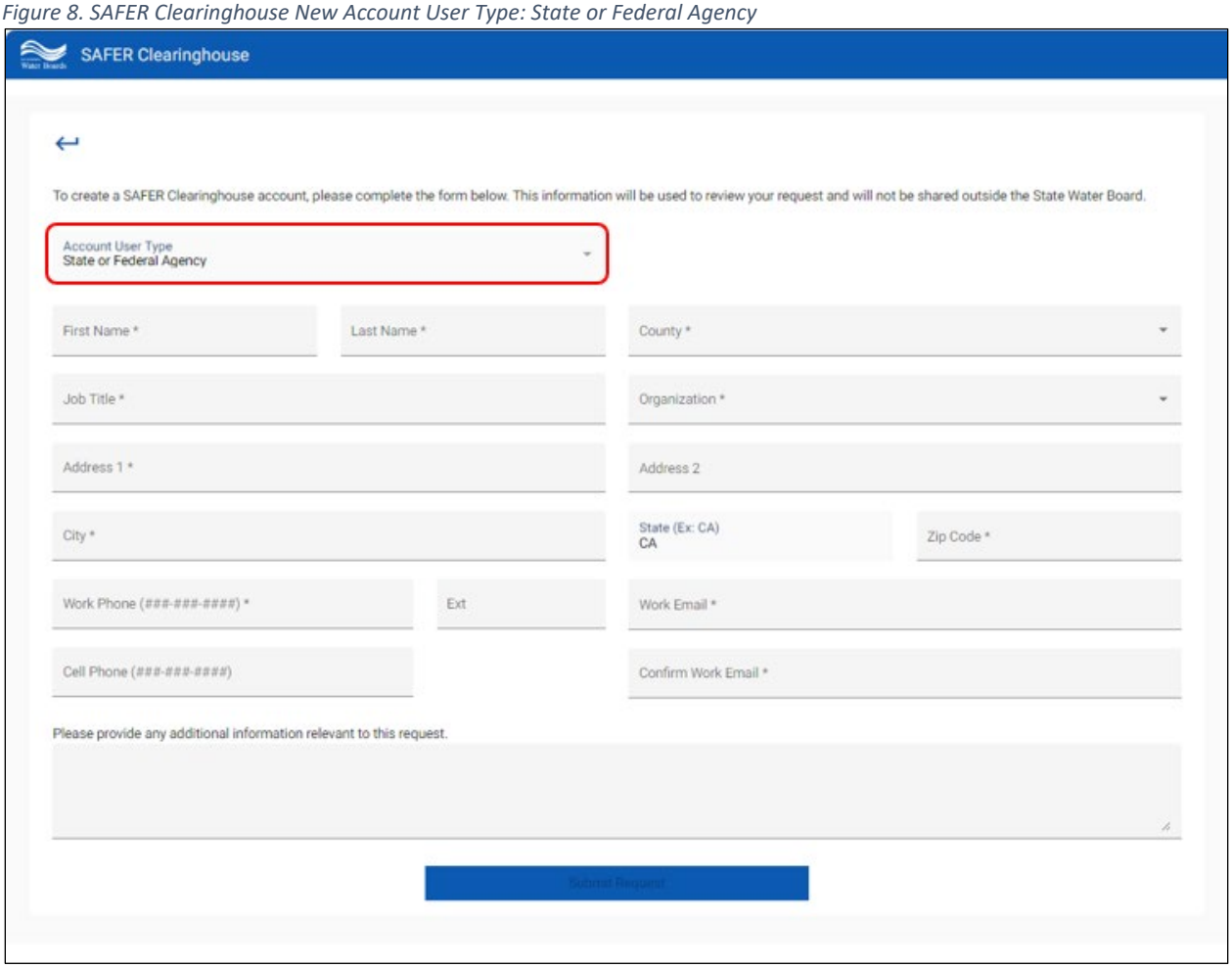
Figure 7. SAFER Clearinghouse New Account User Type: Groundwater Sustainability Agency



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

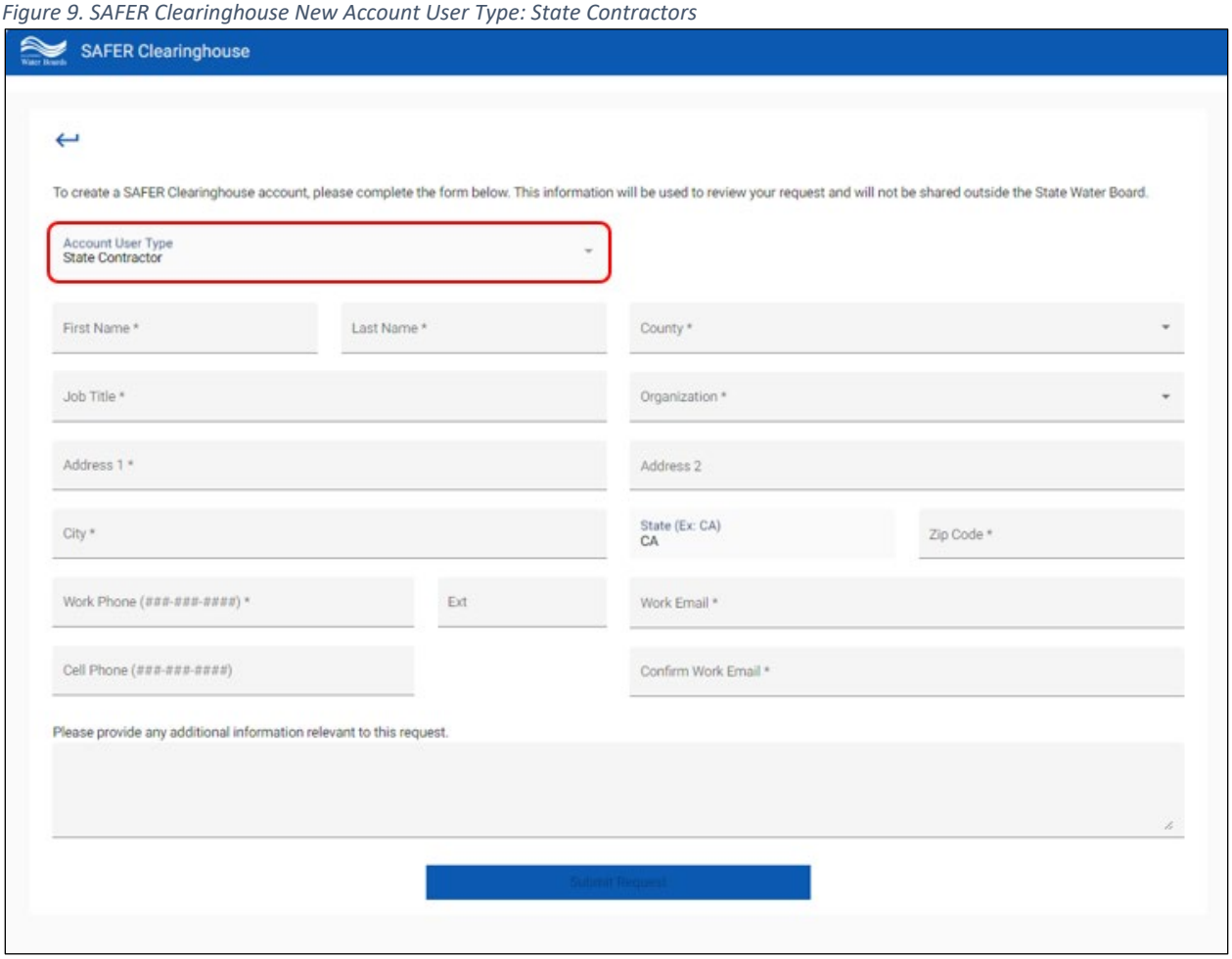


2.2.6. New Accounts for State Contactor

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

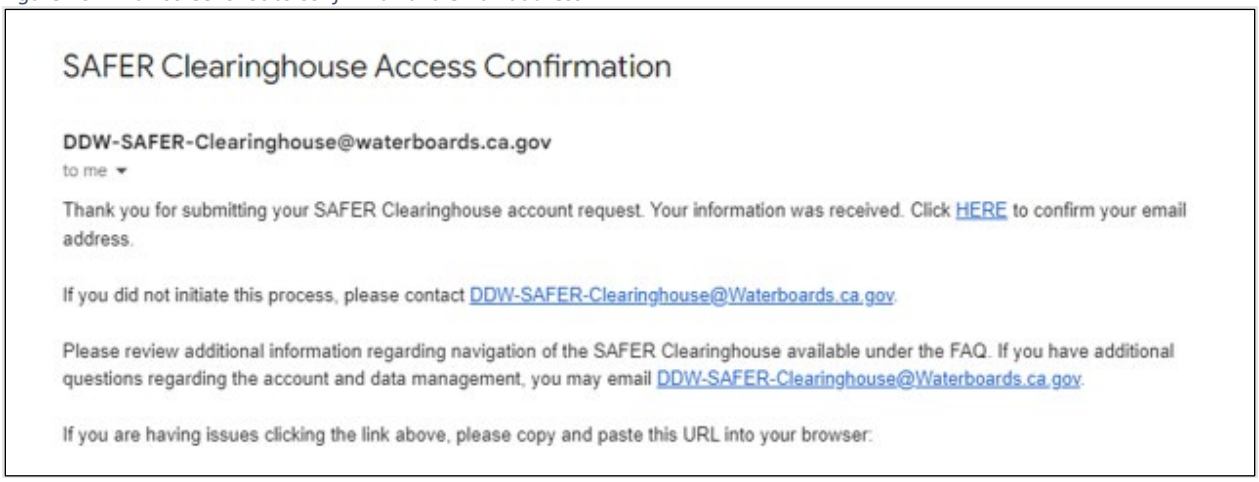


2.2.7. Email Verification for New Accounts

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.

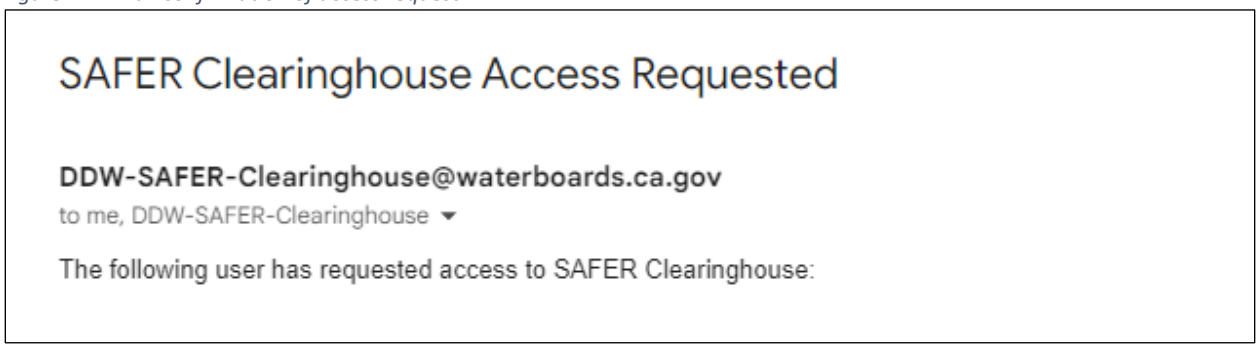
Note: State Water Board staff will not receive the SAFER Clearinghouse access confirmation email and will not need to verify their email address.

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



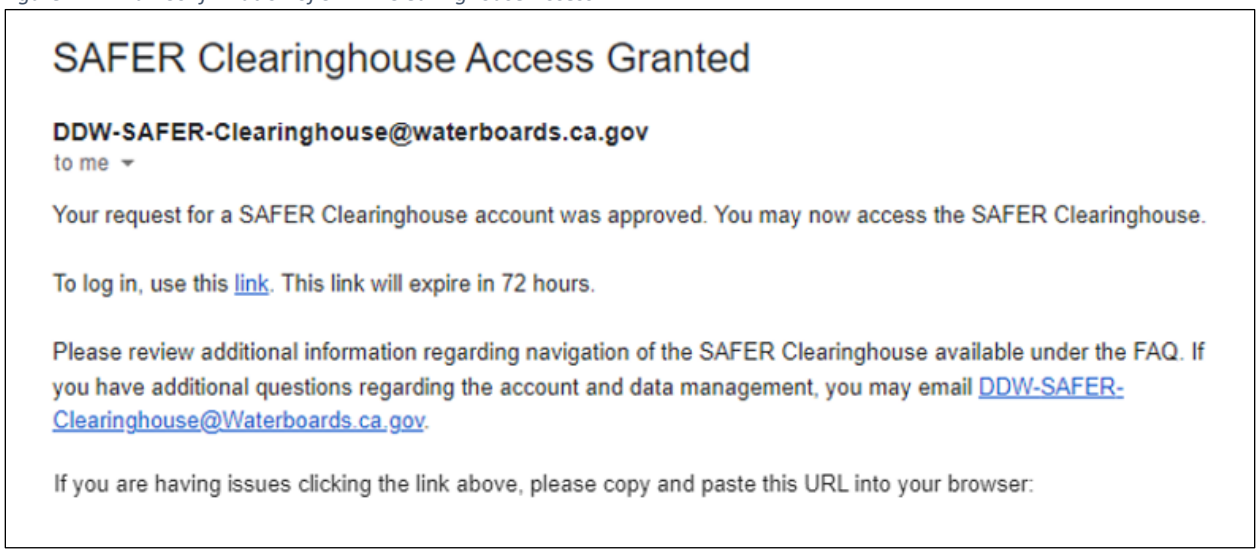
2.2.8. Access Granted for New Accounts

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



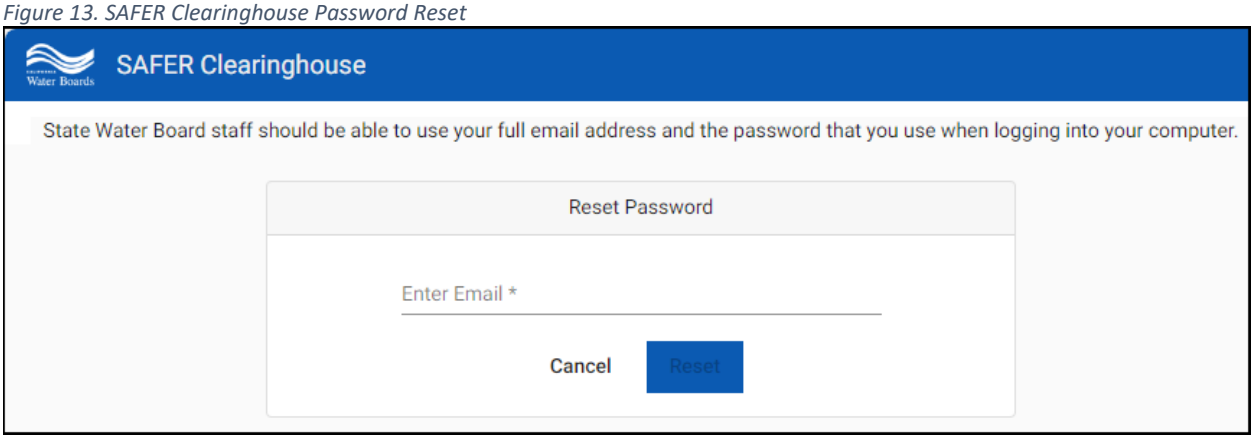
If you have not received a notification of account access, or if believe your access request has been denied in error, please contact DDW-SAFER-Clearinghouse@Waterboards.ca.gov.

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



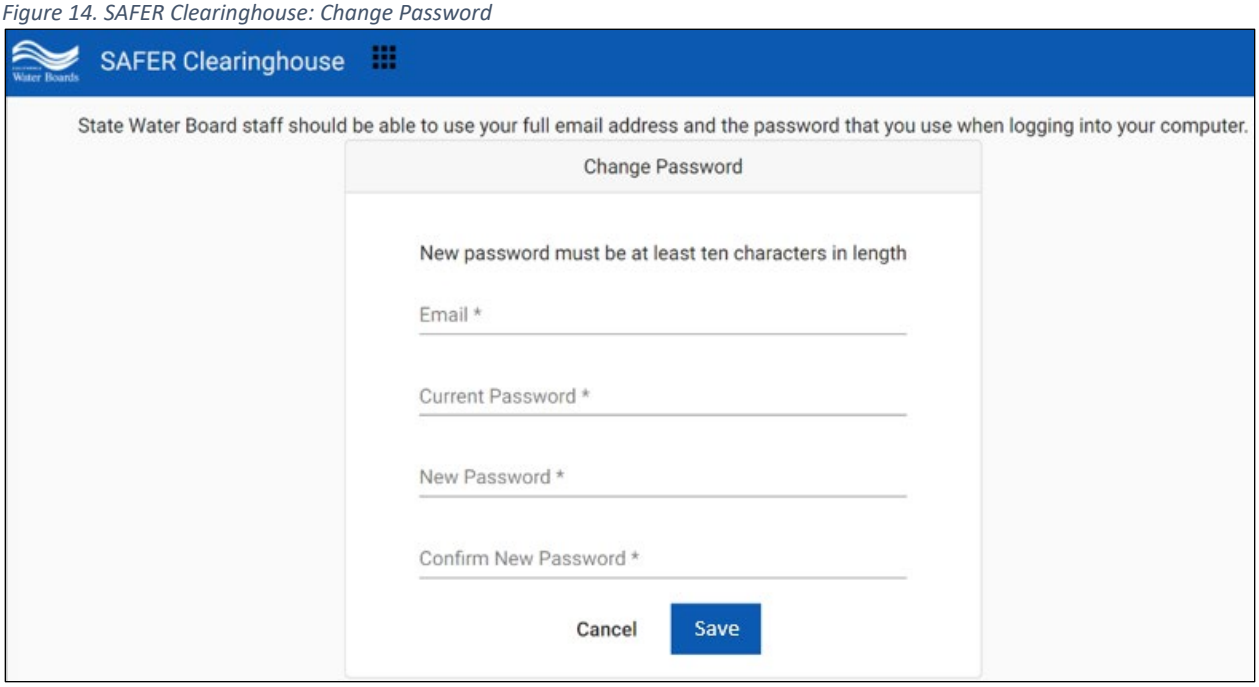
2.4. Change Password

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



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

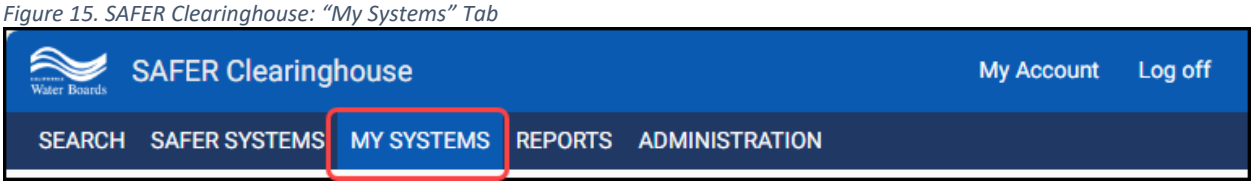
Note: Information on how to access Reports can be found below and in Section 5.

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

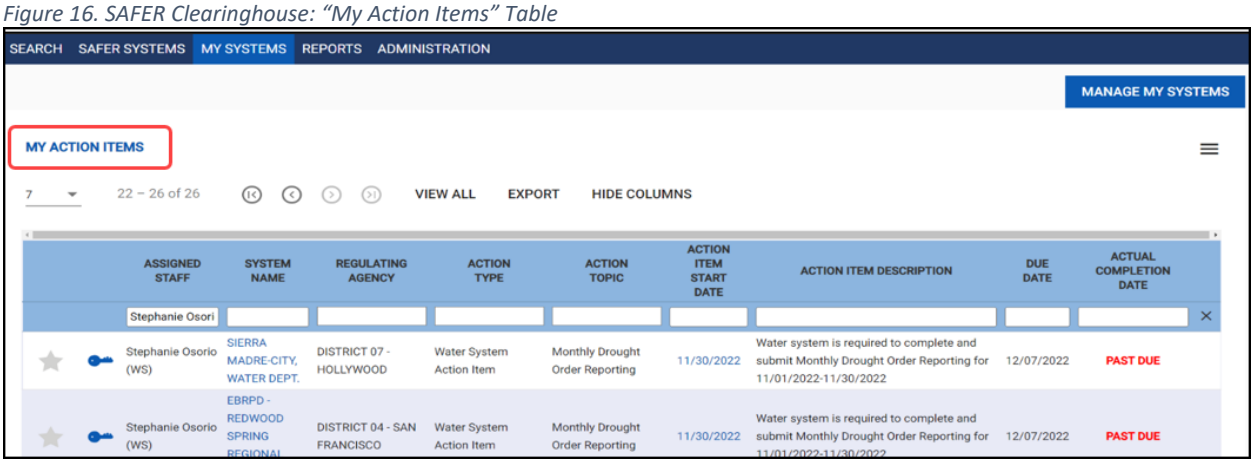


3.2. My Action Items Table

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.

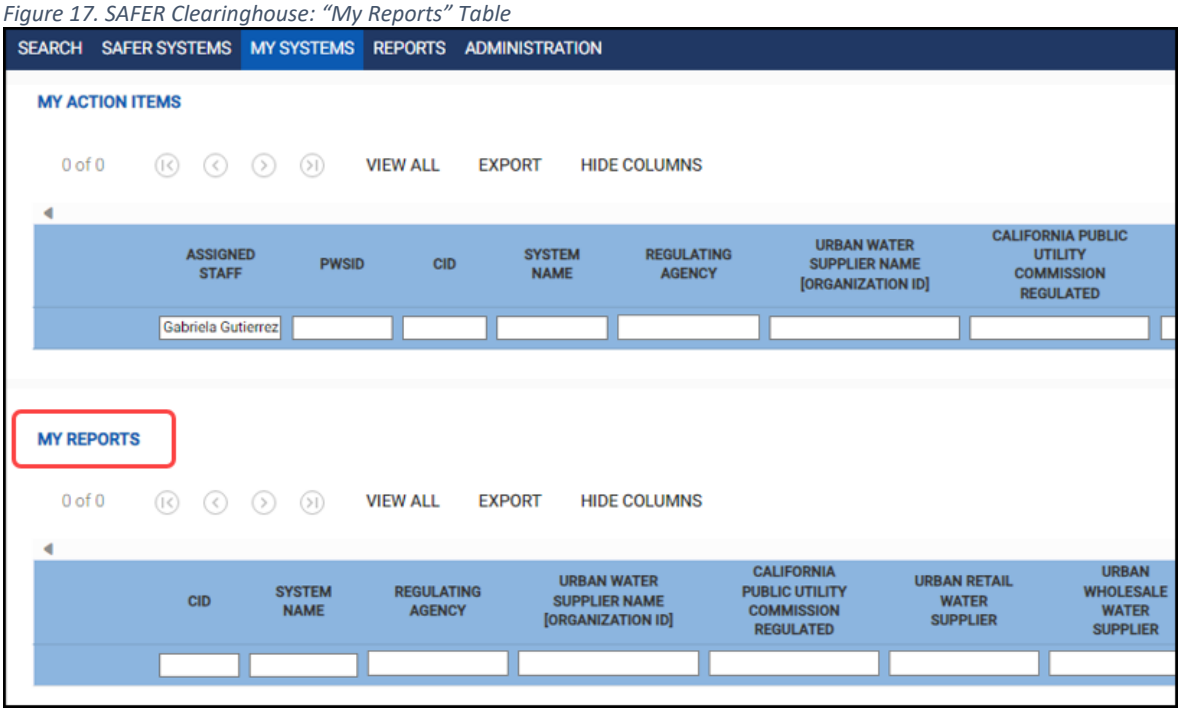
Figure 16. SAFER Clearinghouse: "My Action Items" Table



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

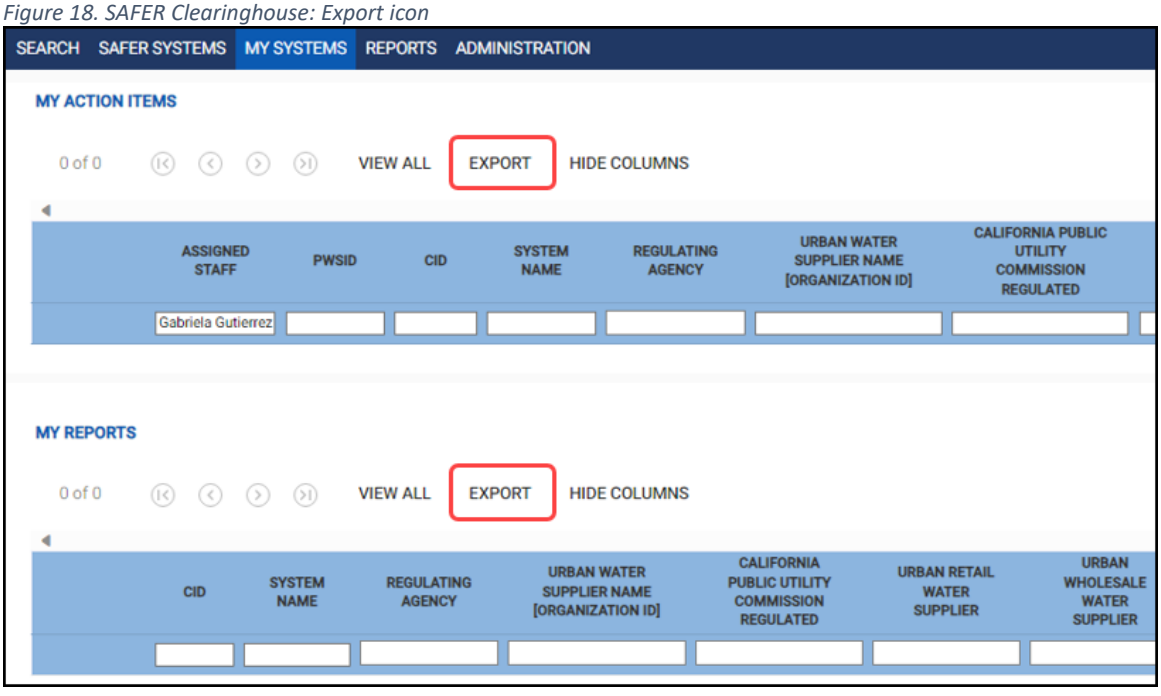


3.3.1. Important Tabs and Icons

3.3.1.1. Export

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

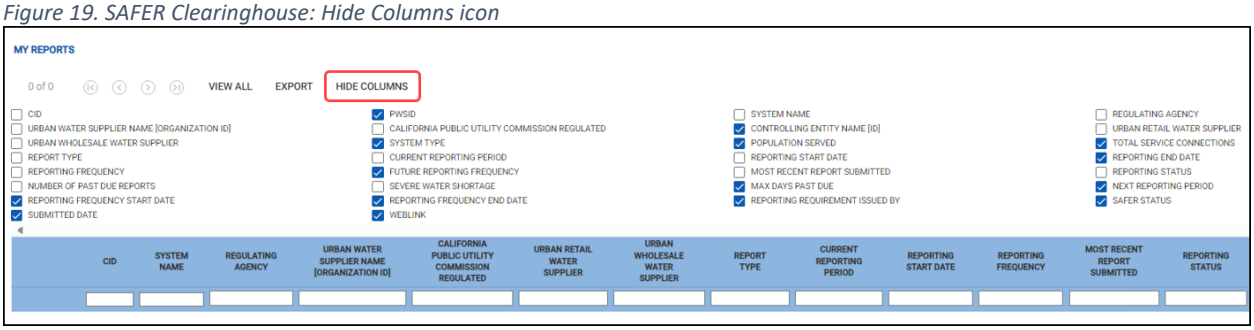
Figure 18. SAFER Clearinghouse: Export icon



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



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"

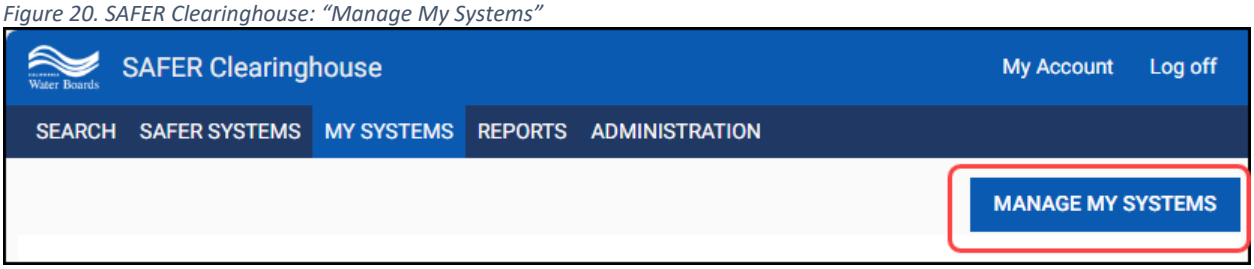


Figure 21. SAFER Clearinghouse: Manage My Systems Icons

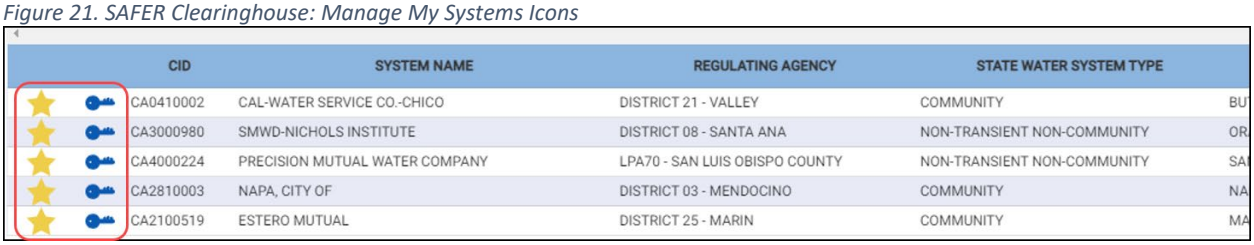


Table 5. Icon Definitions for Figure 21

	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.

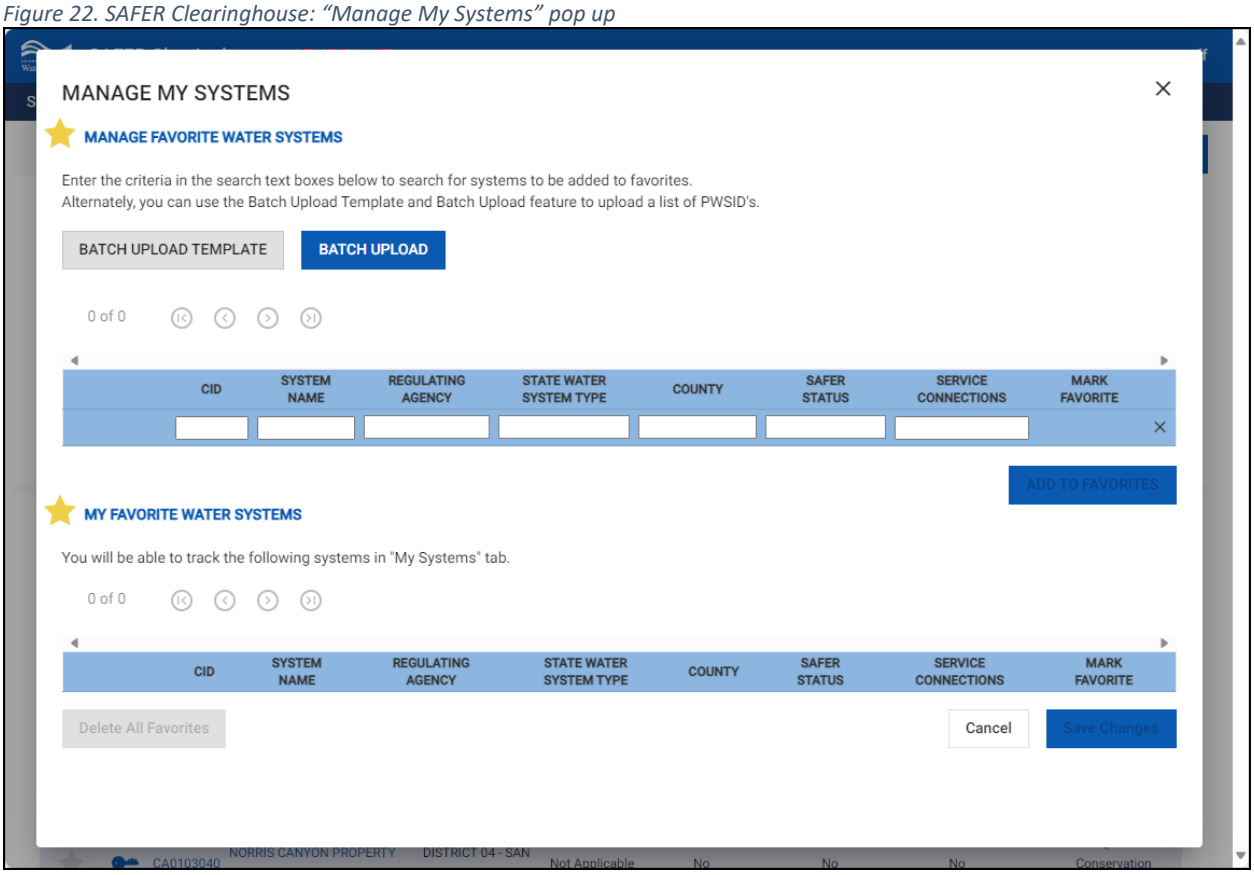
3.4. Manage My Systems

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.

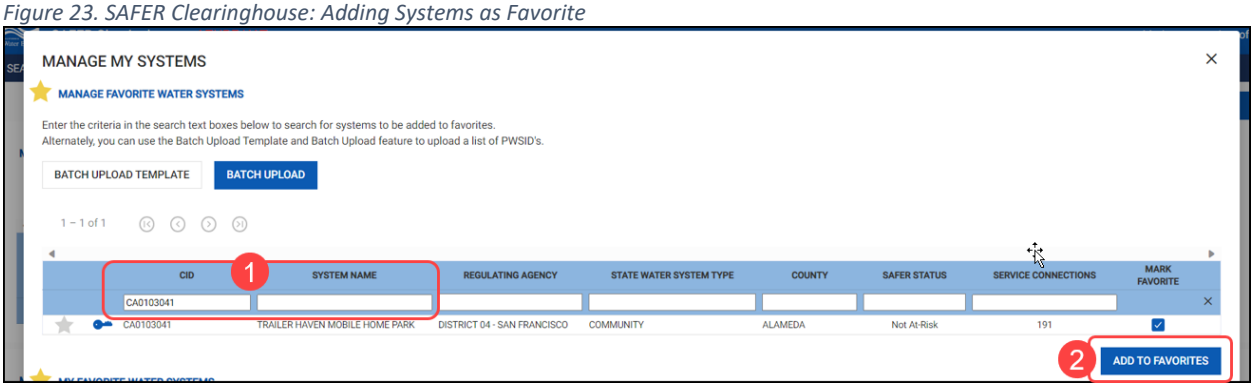
After selecting the "**Manage My Systems**" button, a pop-up screen will appear (Figure 22).

Figure 22. SAFER Clearinghouse: "Manage My Systems" pop up



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: "CAxxxxxxx", 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

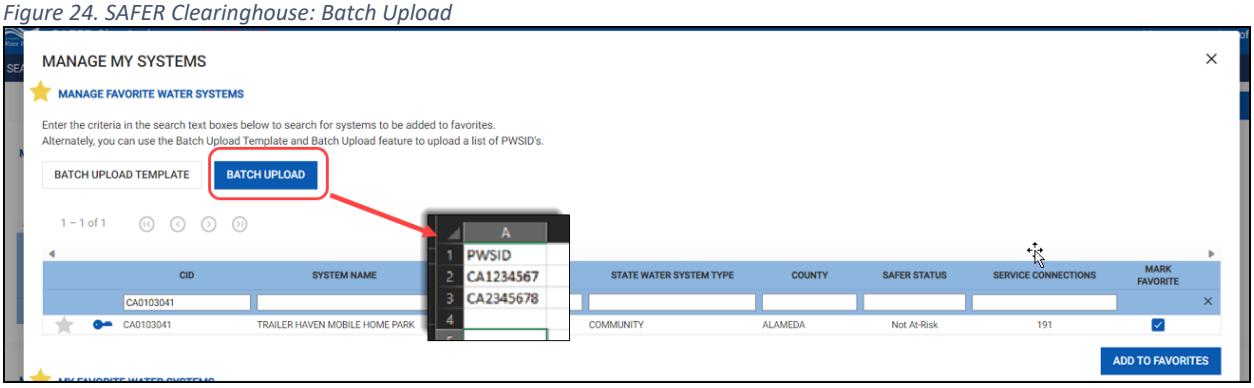
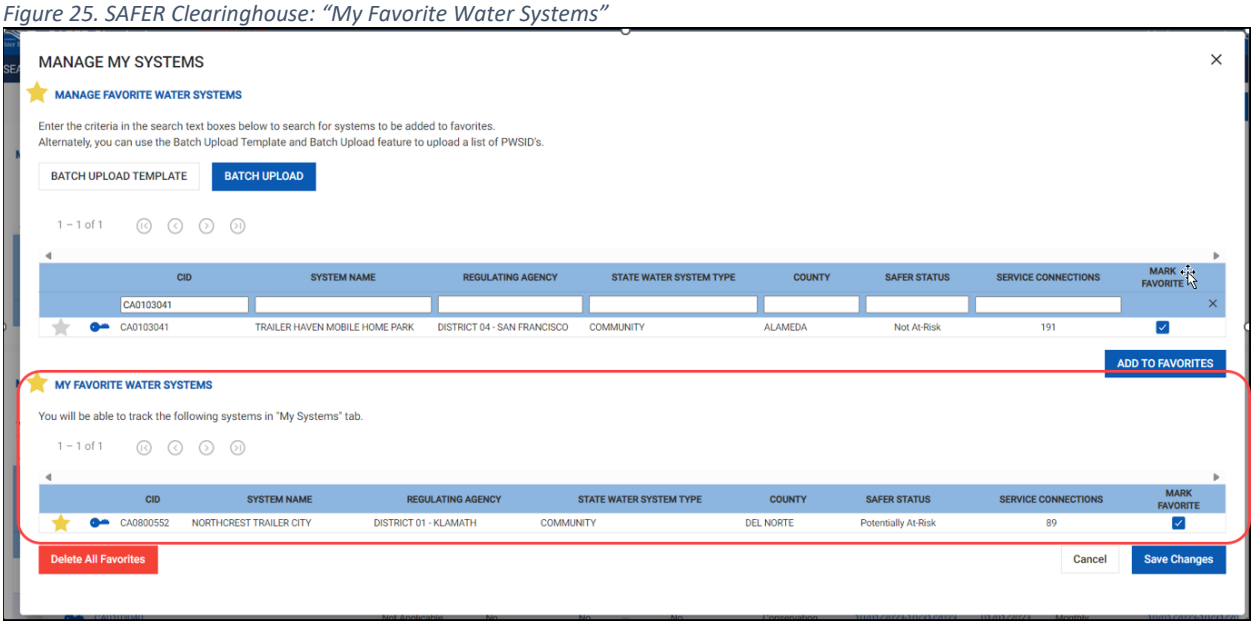


Figure 25. SAFER Clearinghouse: "My Favorite Water Systems"



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

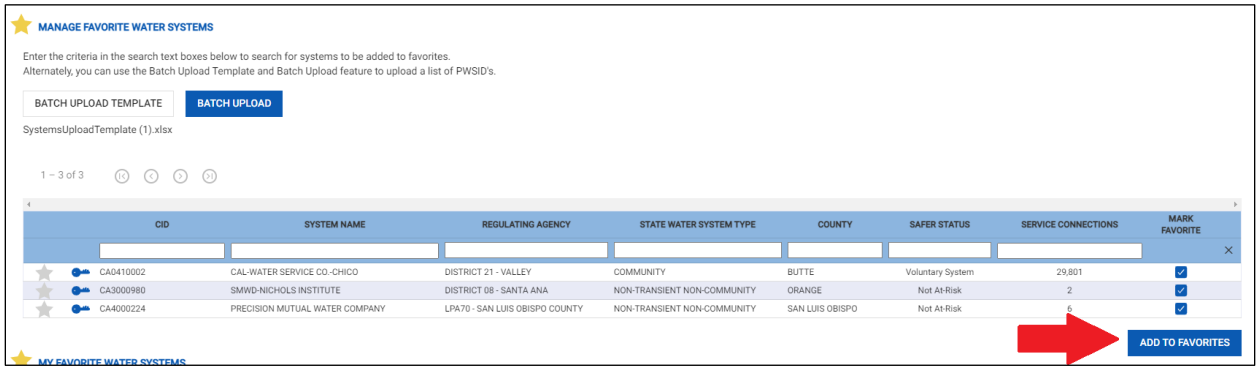
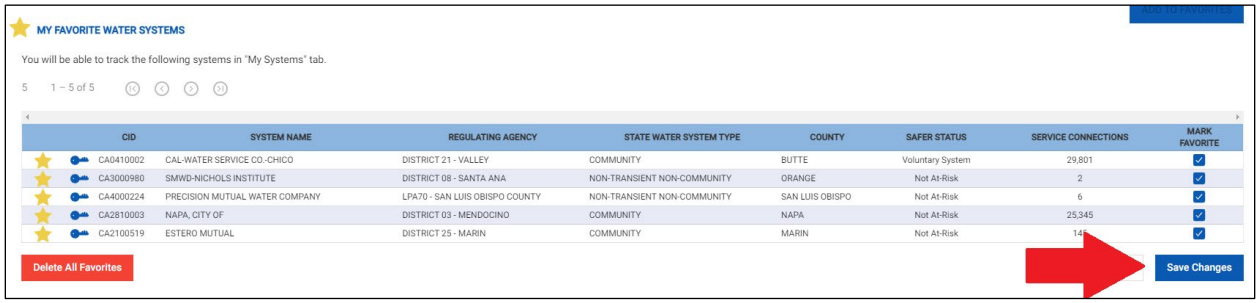


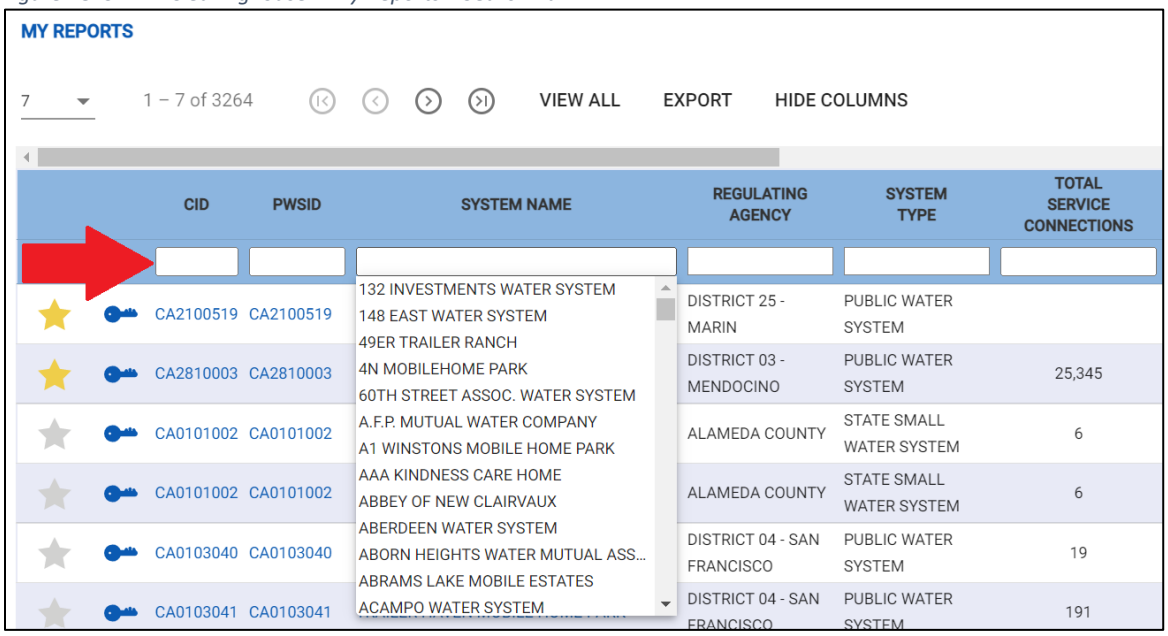
Figure 27. SAFER Clearinghouse: "My Favorite Water Systems": Save Changes



3.4 My Reports Table Columns

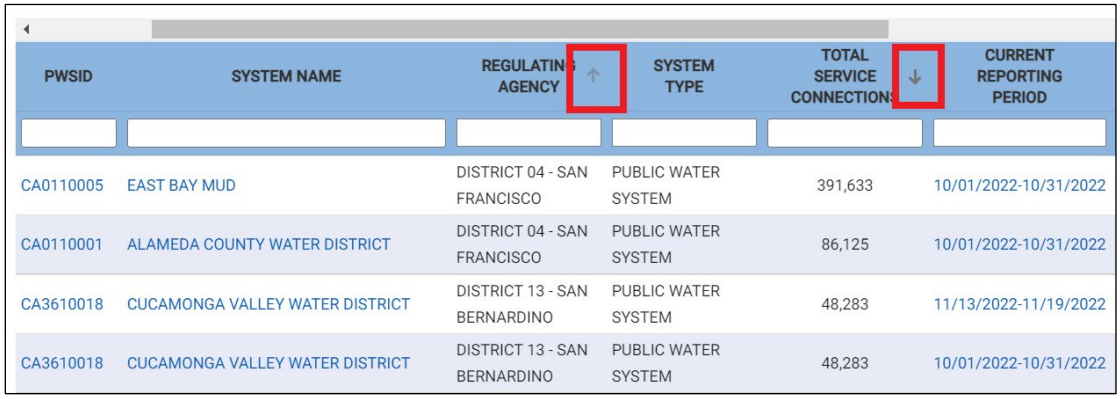
The search functionality is located below each column header (Figure 28). Click on the search field and narrow the result set by typing in key words.

Figure 28. SAFER Clearinghouse: "My Reports": Search Bar



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 CONNECTIONS	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.
    - **T**he 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”.

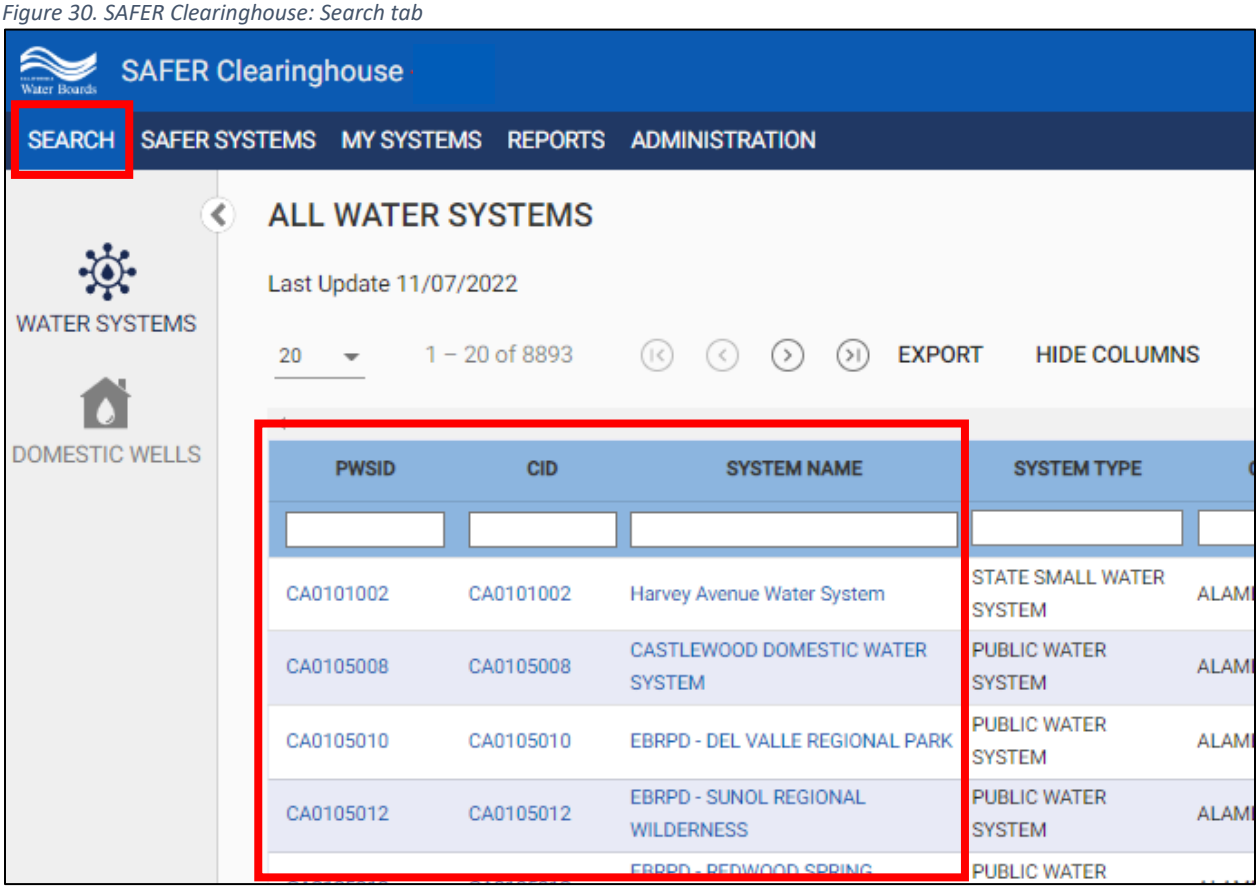
- **Reporting Requirement Issued By** - Specifies who issued the requirement:
  - Water Board Division of Drinking Water (DDW)
  - Local Primacy Agency (LPA)
  - Water Board Office of Research and Planning (ORPP)
  - Or if reporting is conducted voluntarily
- **Weblink** - When clicked, this URL sends 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).

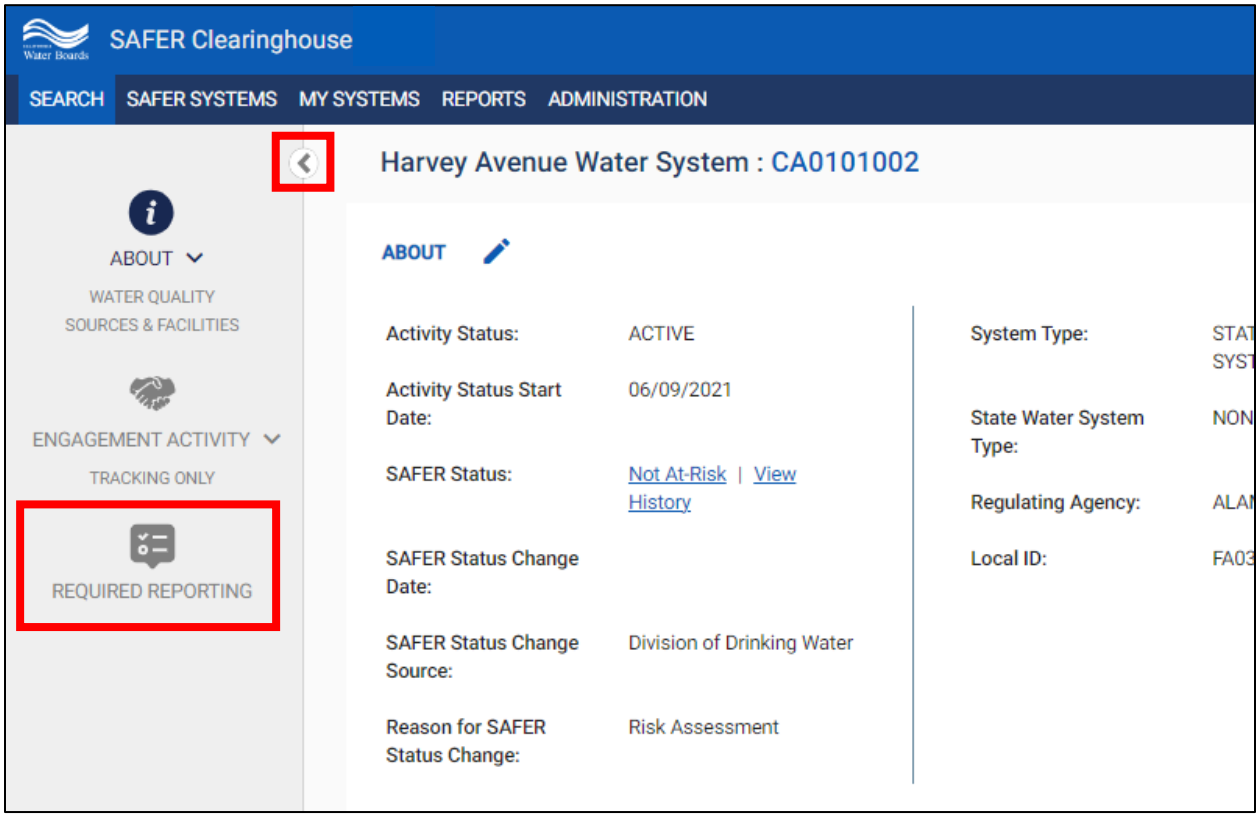
Figure 30. SAFER Clearinghouse: Search tab



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).

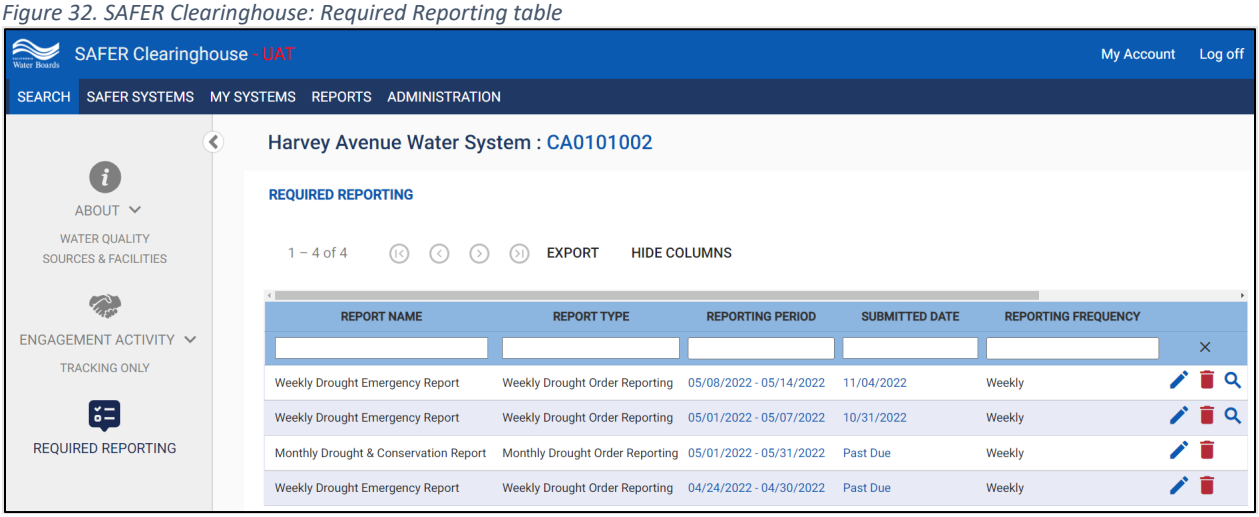
Note: The left-hand bar may be minimized by clicking the arrow icon on the top left-hand corner of the Water System "About" profile page.

Figure 31. SAFER Clearinghouse: Required Reporting icon



Clicking on "**Required Reporting**" will link to the system's "Required Reporting" Table, as pictured in Figure 32.

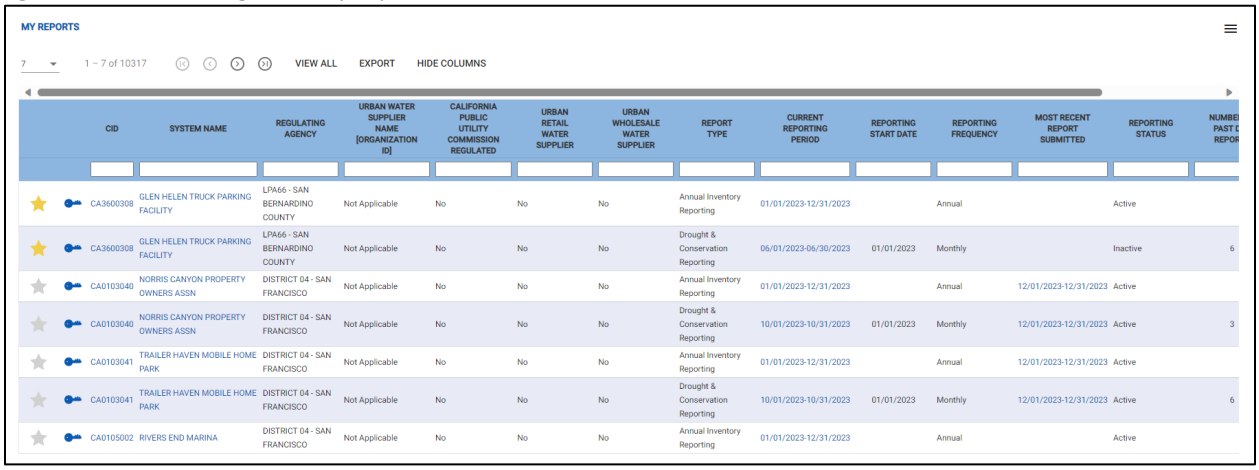
Figure 32. SAFER Clearinghouse: Required Reporting table



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.

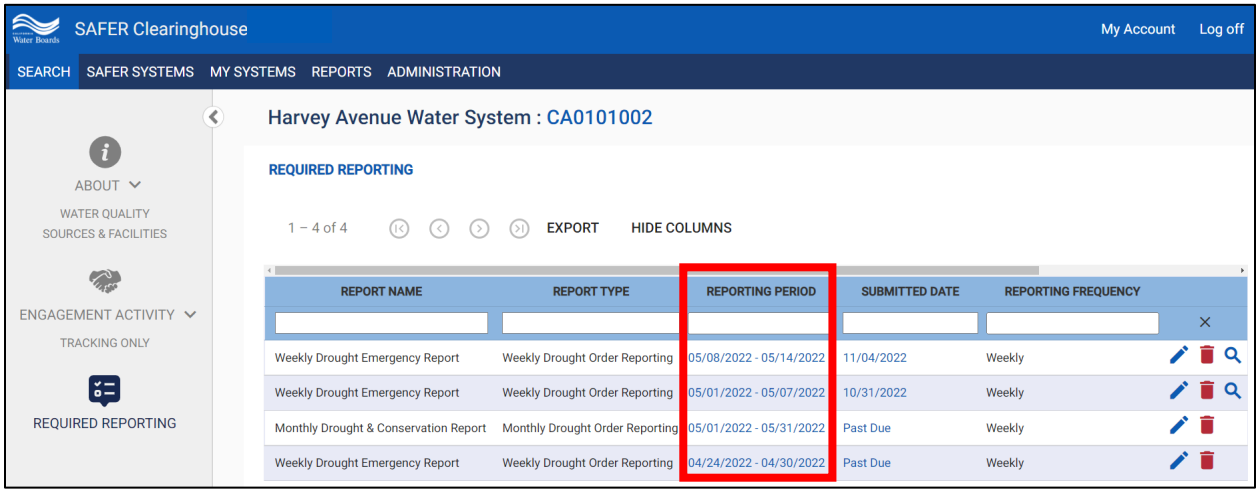
Figure 33. SAFER Clearinghouse: My Reports table



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



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 (🗑) 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 (✎) 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.

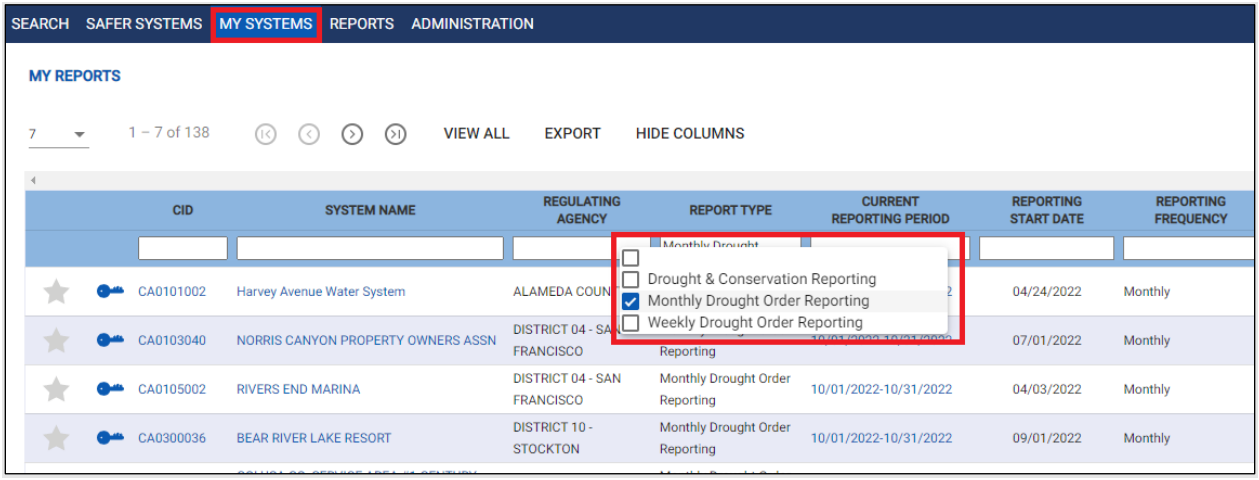
5. Monthly Reporting

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



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

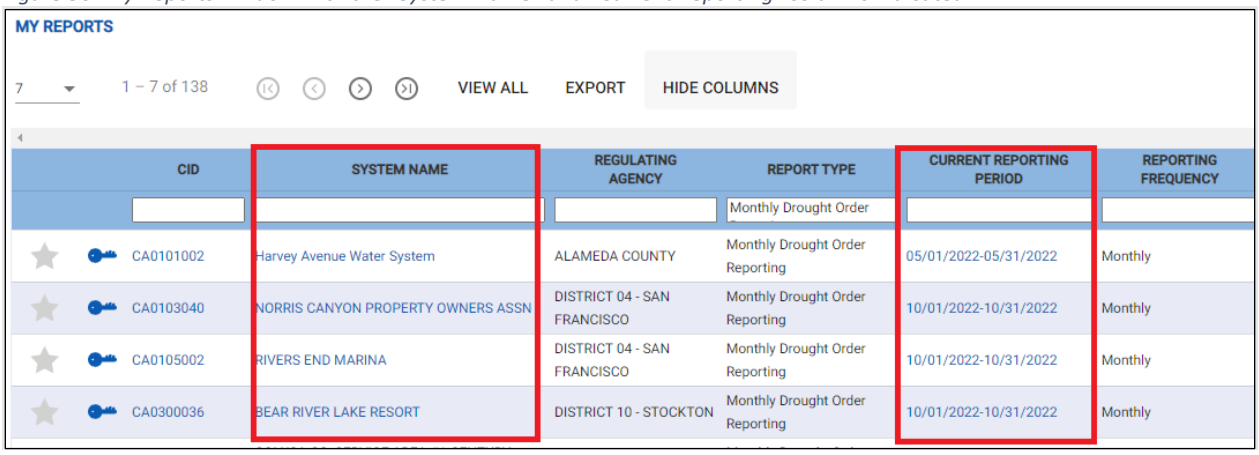
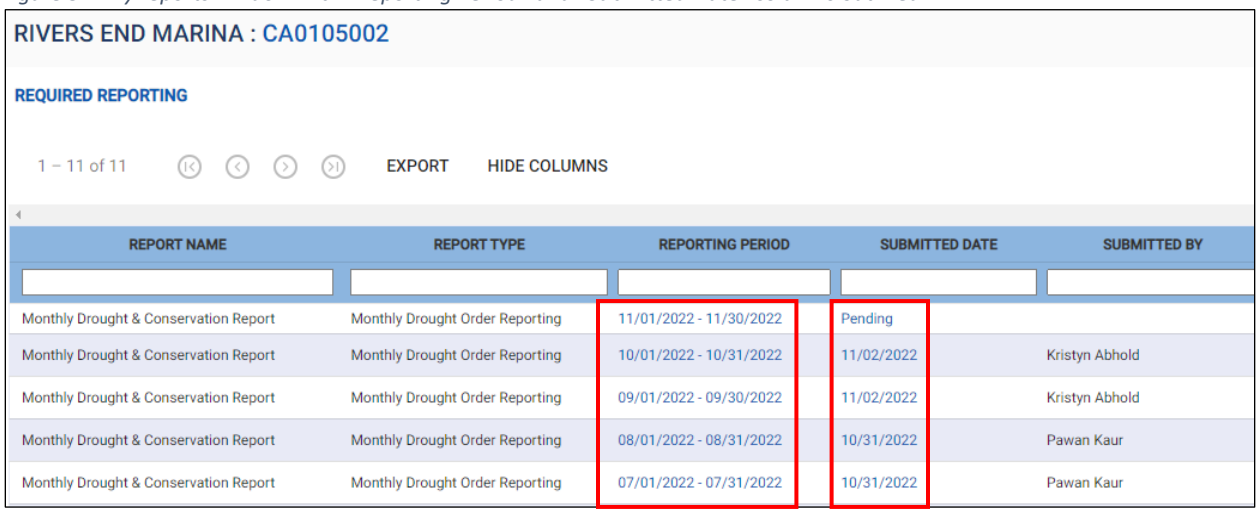


Figure 37. My reports window with "Reporting Period" and "Submitted Date" columns outlined



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 icons indicate complete data entry.
	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 icons indicate required data entry fields are missing. (*Reports with red icon tabs cannot be submitted until all the required fields are populated*)

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.

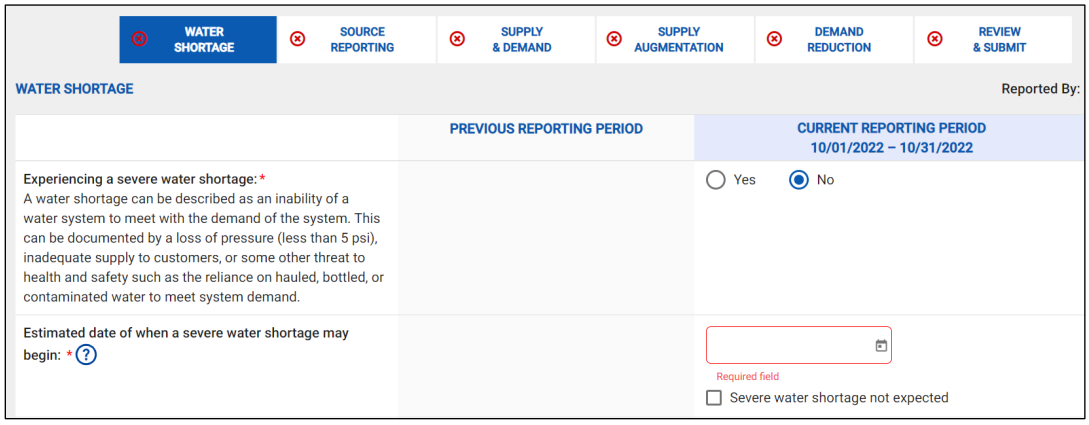
Note: Any questions that end with a red star symbol are mandatory.
Tabs that have unanswered mandatory questions will be marked with the red status icon (shown in Section 5.2.1) and will result in the inability to submit the report. This will be explained further in Section 5.8 – Review & Submit.

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.

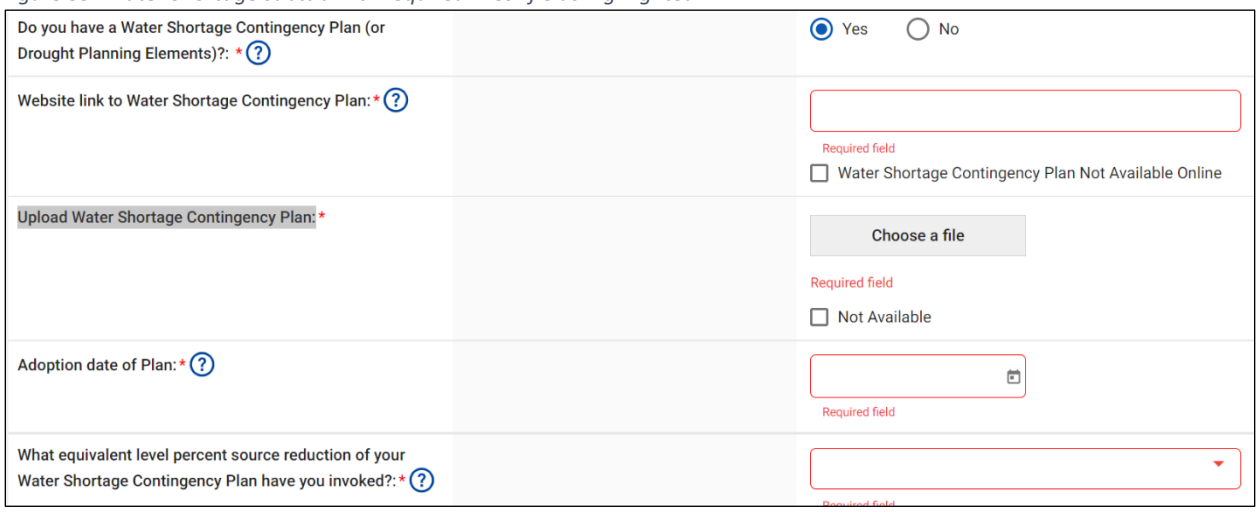
- If the answer to the "**Experiencing a severe water shortage**" question is:
  - "**Yes**": users must specify the date when the severe water shortage began in the date box below.
  - "**No**": users must either specify the estimated date of an anticipated severe water shortage or the "Severe water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

Figure 38. Water Shortage subtab



- 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 data 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



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"

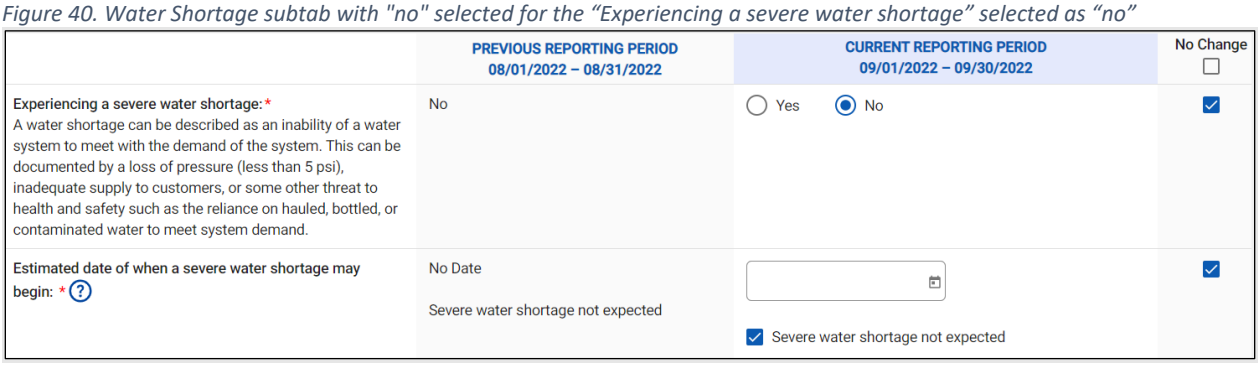


Table 7. Water Shortage expected date question help tips

Question Name	Help Tip Definitions
Estimated date of when a Severe Water Shortage may begin:	Enter the nearest date at which one or more of the following may occur: • 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"

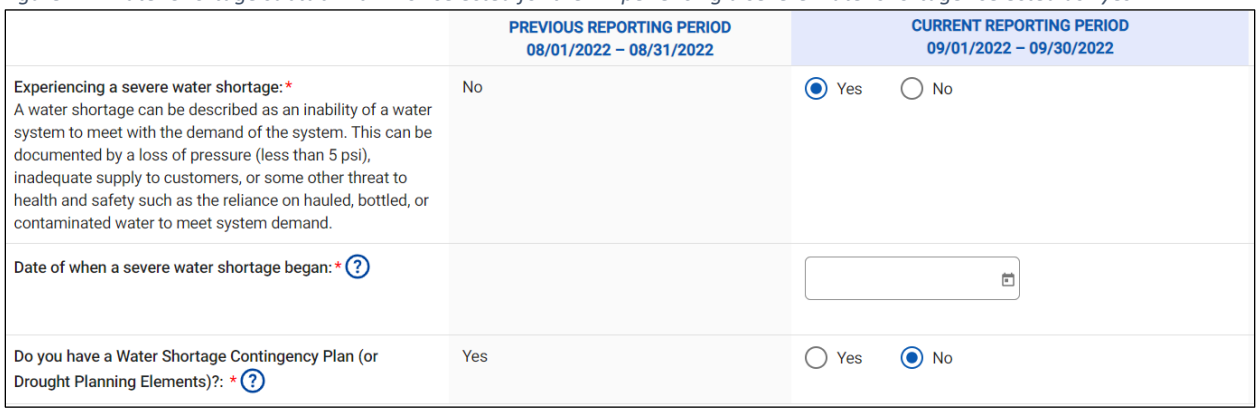


Table 8. Water Shortage begin date & contingency plan questions help tips

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?	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)) 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))

Figure 42. Water Shortage detail questions

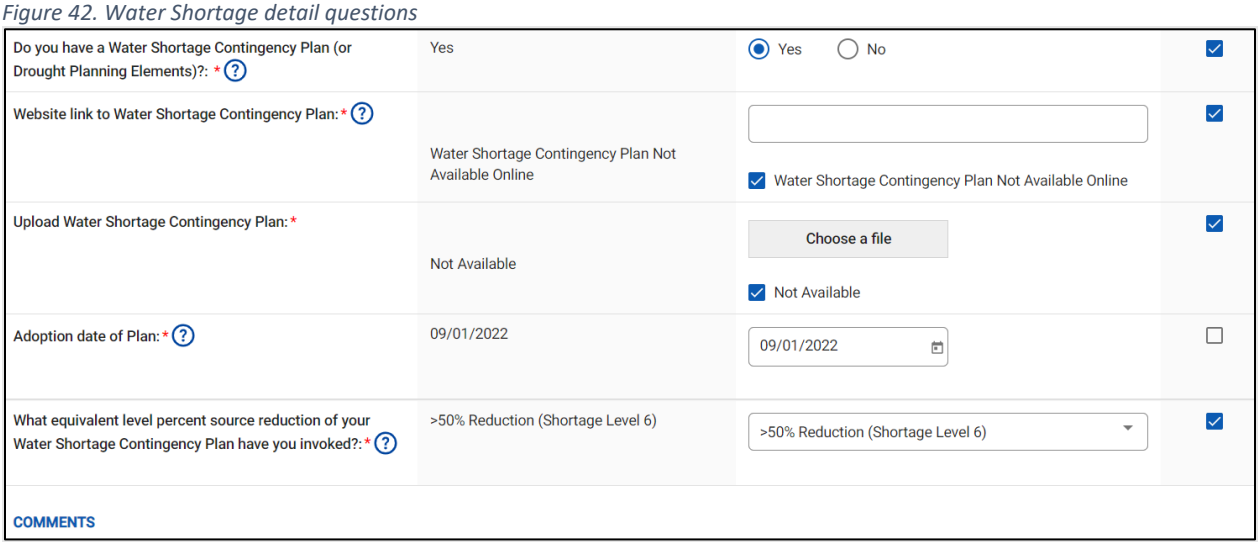
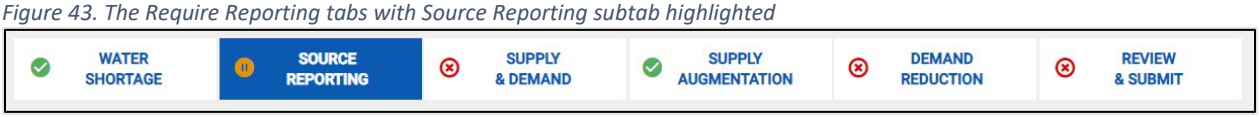


Table 9. Water Shortage detail question help tips

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?	Please select one of the following options: • 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:

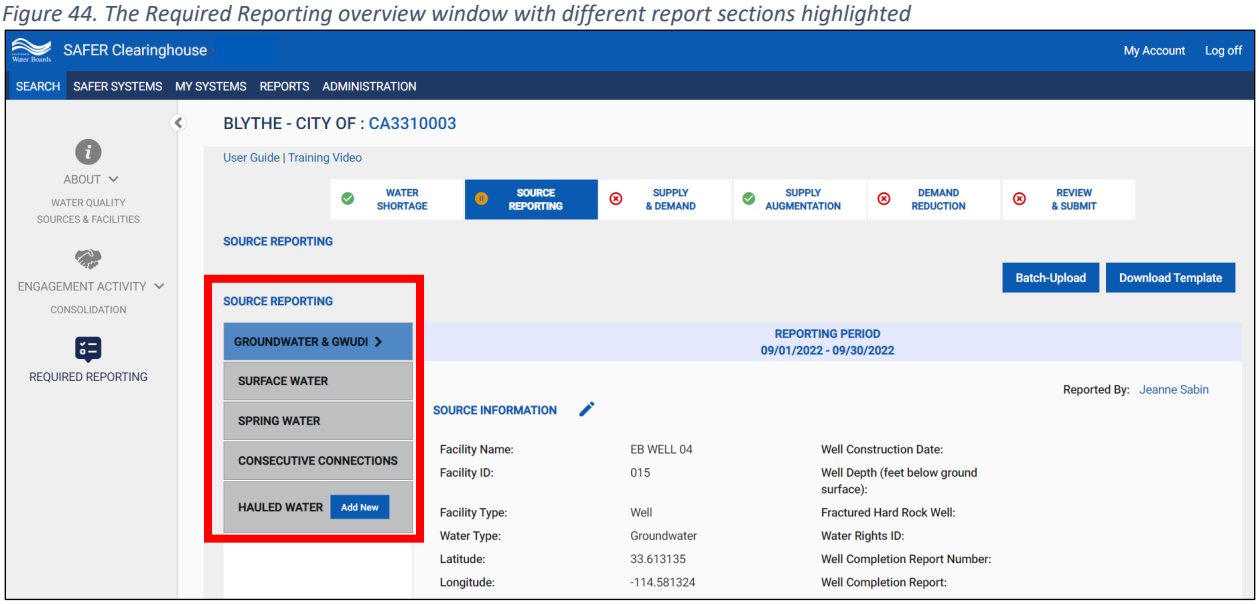
- Groundwater & GWUDI
- Consecutive Connections
- Surface Water
- Hauled Water
- Spring Water

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



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

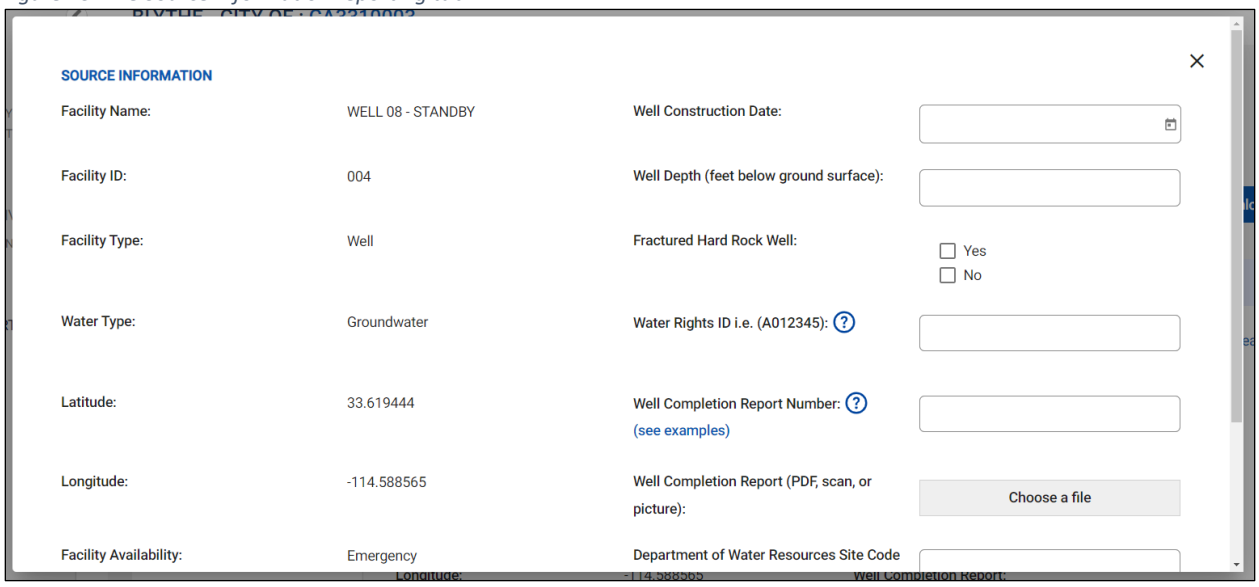
- Green icons indicate complete data entry.
- Yellow icons indicate missing/incomplete data entry. This occurs when the user selects "Not Available" for any of the required items. The report can still be submitted with unavailable data however, **the user must provide the information (edit and resubmit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

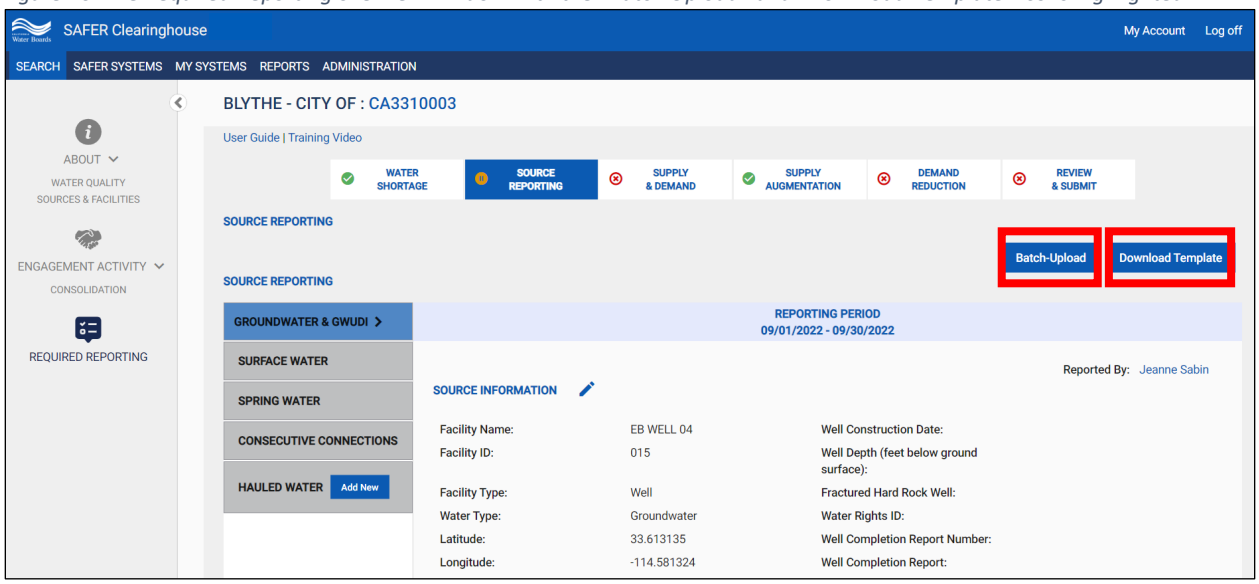
Figure 45. The Source Information reporting tab



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.

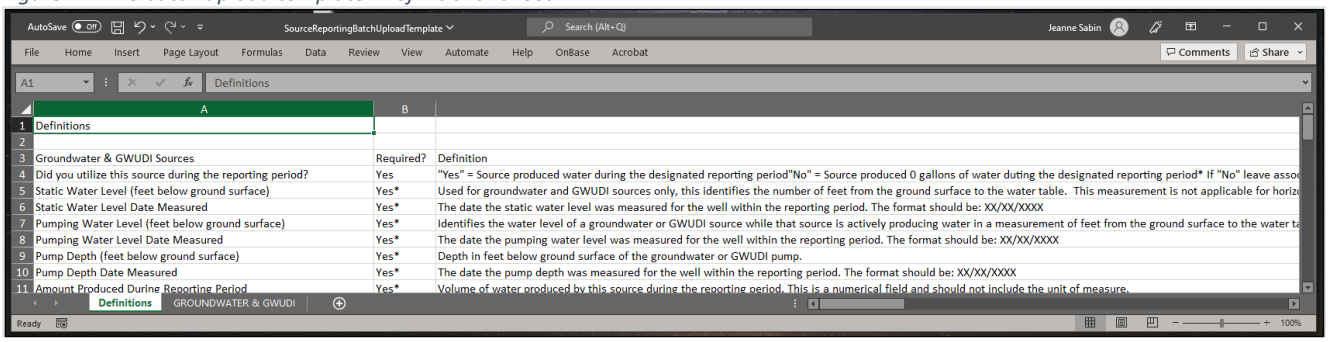
Figure 46. The Required Reporting overview window with the "Batch Upload" and "Download Template" icons highlighted



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



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.

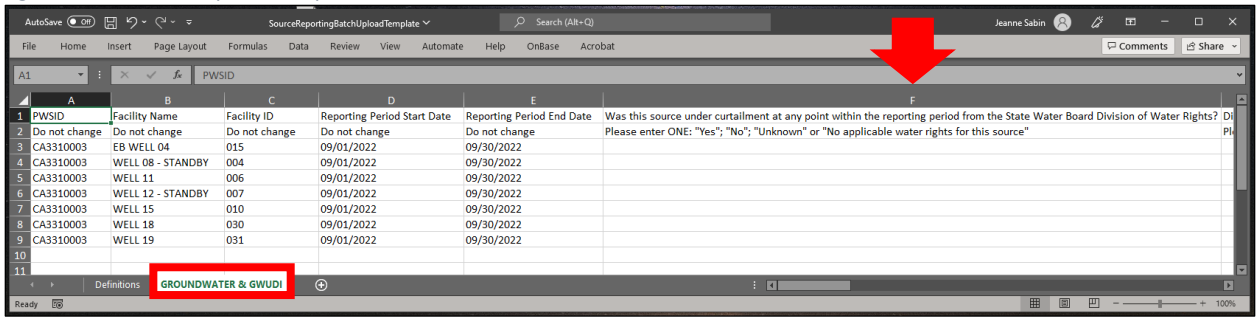
Each of these source type tabs contain editable cells for each active source for each requested data question column.

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

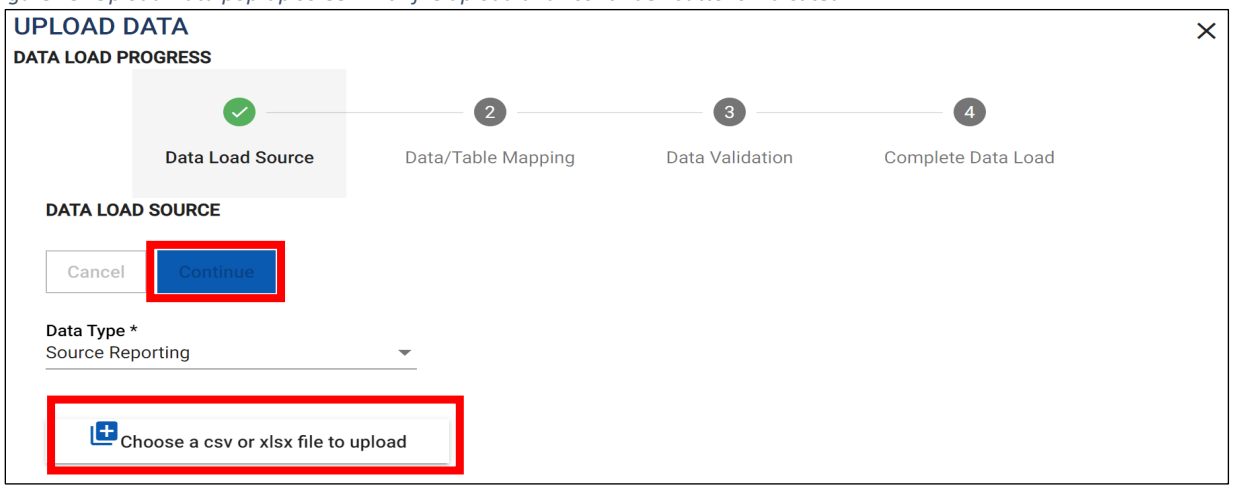


	A	B	C	D	E	F
1	PWSID	Facility Name	Facility ID	Reporting Period Start Date	Reporting Period End Date	Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?
2	Do not change	Do not change	Do not change	Do not change	Do not change	Please enter ONE: "Yes"; "No"; "Unknown" or "No applicable water rights for this source"
3	CA3310003	EB WELL 04	015	09/01/2022	09/30/2022	
4	CA3310003	WELL 08 - STANDBY	004	09/01/2022	09/30/2022	
5	CA3310003	WELL 11	006	09/01/2022	09/30/2022	
6	CA3310003	WELL 12 - STANDBY	007	09/01/2022	09/30/2022	
7	CA3310003	WELL 15	010	09/01/2022	09/30/2022	
8	CA3310003	WELL 18	030	09/01/2022	09/30/2022	
9	CA3310003	WELL 19	031	09/01/2022	09/30/2022	
10						
11						

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.

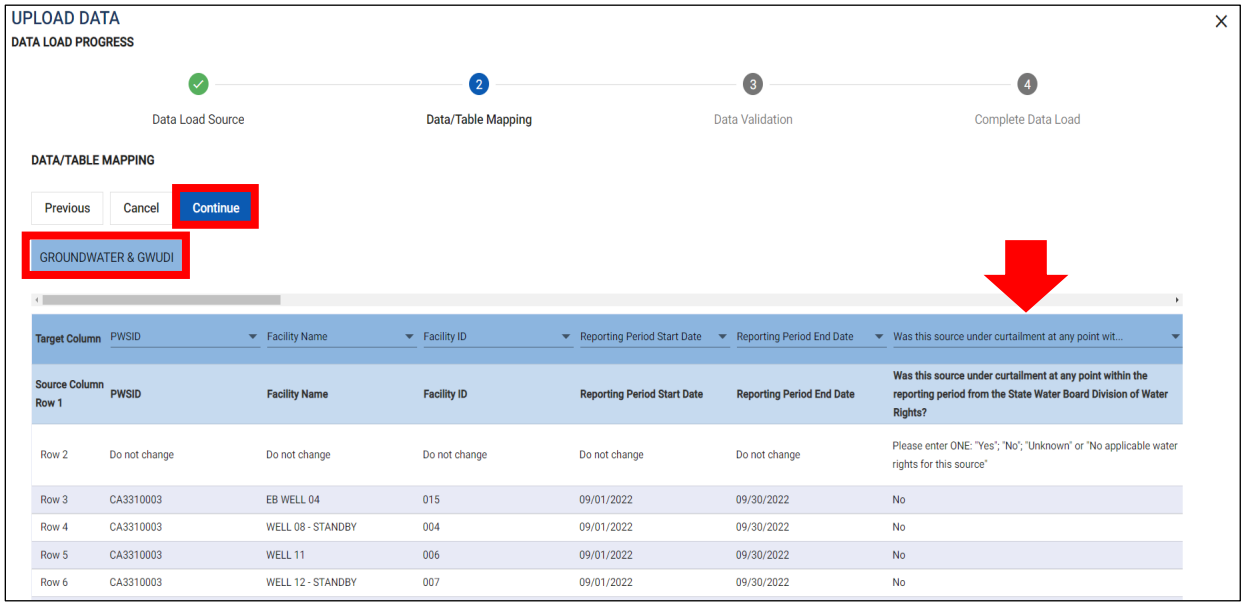
“**Batch-Upload**” creates a pop-up on the screen titled “**Upload Data**”, as pictured below. Uploading data consists of four steps, “Data Load Source”, “Data/Table Mapping”, “Data Validation”, and Complete Data Load”.
First, in “Data Load Source”, click the button at the bottom of the “Upload Data”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



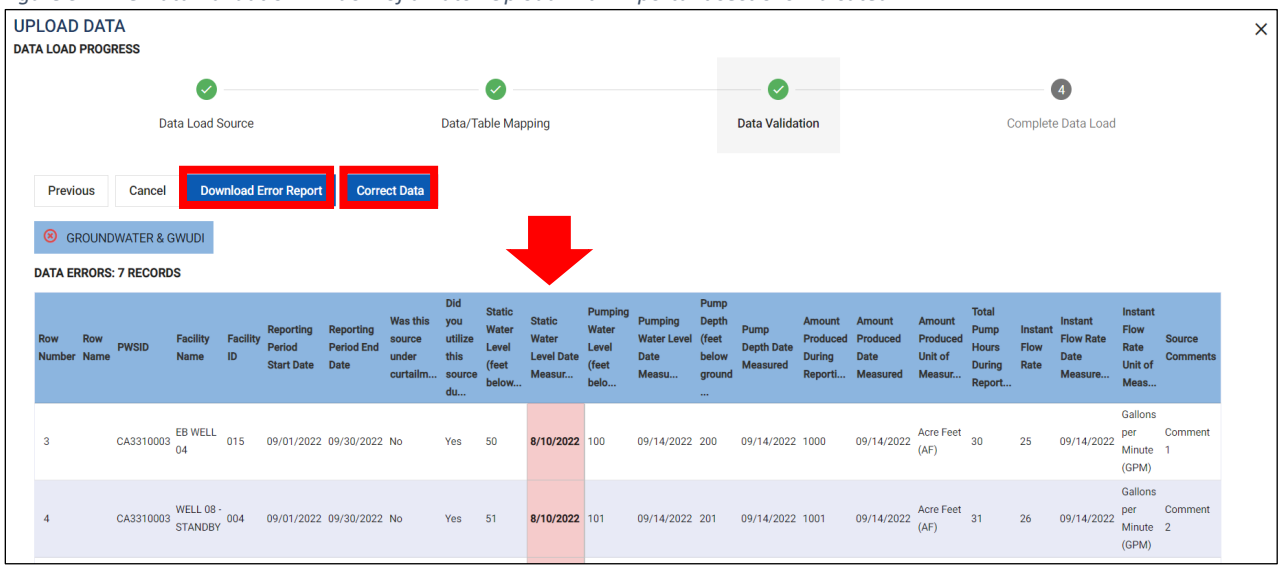
On the second upload step "**Data/Table Mapping**", the data entered within the Batch Upload Template which was successfully uploaded can be viewed within the "Upload Data" pop-up window. For systems with active sources from more than one source type, this data can be reviewed by clicking on the separate 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



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.

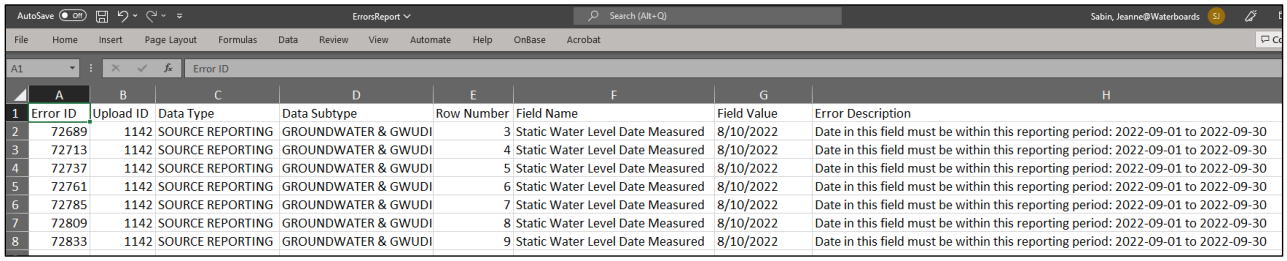
Figure 51. The Data Validation window of a Batch Upload with important sections indicated



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 Measur...	Pumping Water Level (feet belo...	Pumping Water Level Date Measu...	Pump Depth (feet below ground ...	Pump Depth Date Measured	Amount Produced During Reporti...	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

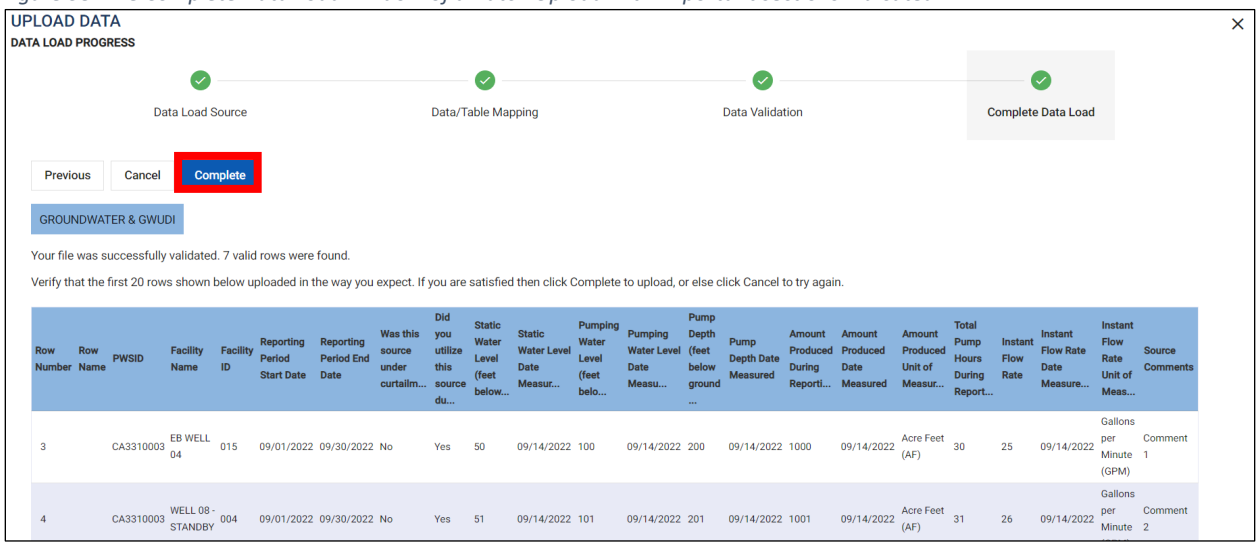


	A	B	C	D	E	F	G	H
1	Error ID	Upload ID	Data Type	Data Subtype	Row Number	Field Name	Field Value	Error Description
2	72689	1142	SOURCE REPORTING	GROUNDWATER & GWUDI	3	Static Water Level Date Measured	8/10/2022	Date in this field must be within this reporting period: 2022-09-01 to 2022-09-30
3	72713	1142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

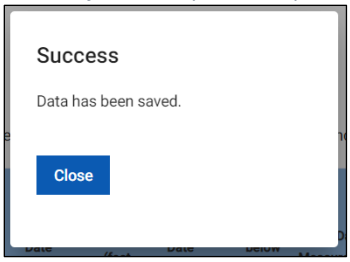
Figure 53. The Complete Data Load window of a Batch Upload with important sections indicated



Row Number	Row Name	PWSID	Facility Name	Facility ID	Reporting Period Start Date	Reporting Period End Date	Was this source under curtailm...	Did you utilize this source du...	Static Water Level (feet below...	Static Water Level Date Measur...	Pumping Water Level (feet belo...	Pumping Water Level Date Measu...	Pump Depth (feet below ground ...	Pump Depth Date Measured	Amount Produced During Reporti...	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	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



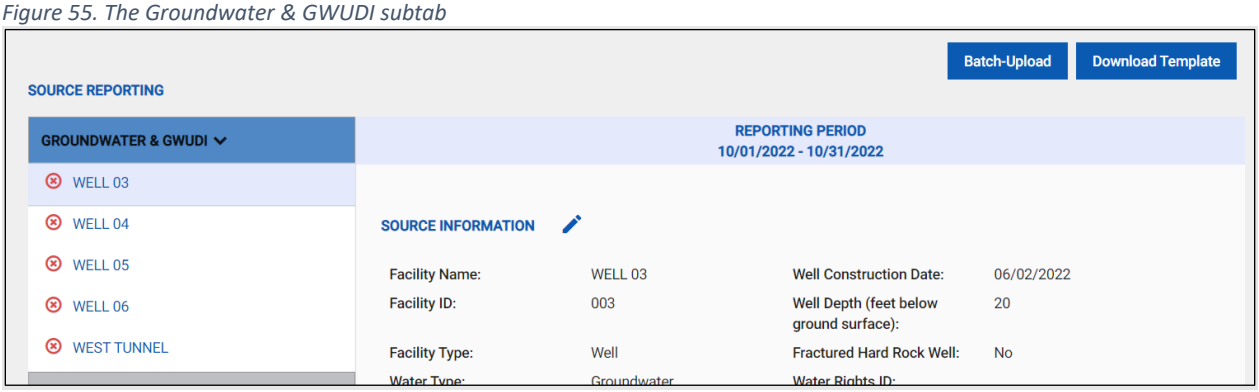
After a successful batch upload, all data should be viewable within the "Source Reporting" tab for each active source. The same Batch Upload Template can be modified and used for subsequent drought reports. **Please note, any data included in the Batch Upload Template being uploaded must be updated to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



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

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

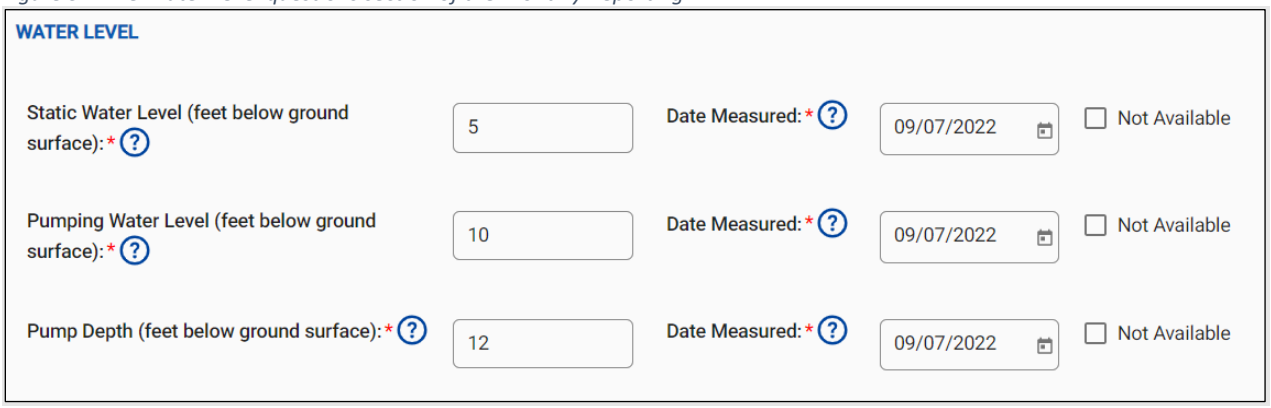


Table 11. The Water Level question help tips

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

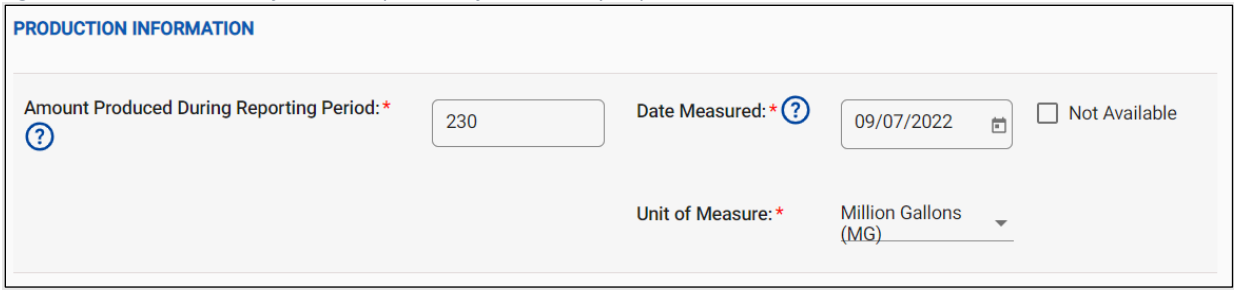


Table 12. The Production Information help tips

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

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

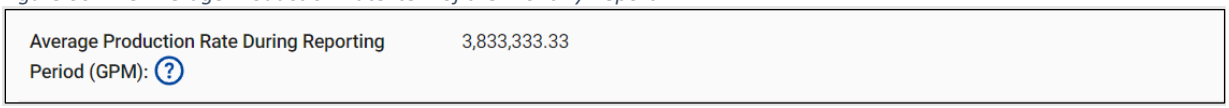


Table 14. The Average Production Rate item help tips

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

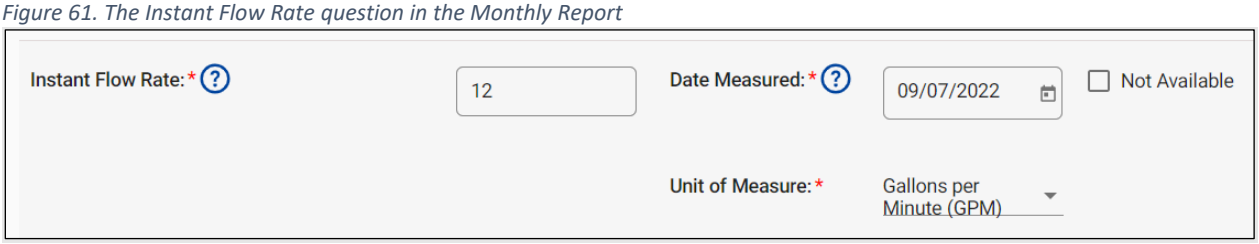


Table 15. . The Instant Flow Rate question help tips

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

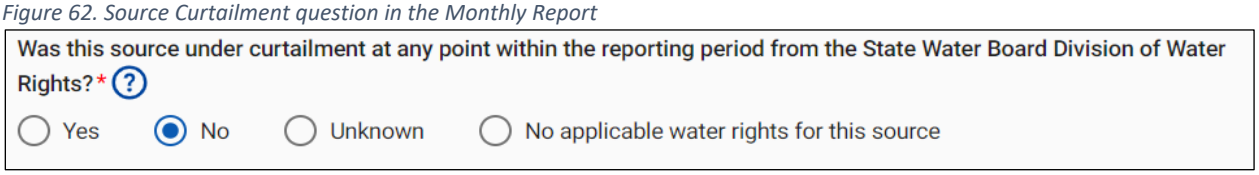


Table 16. Source Curtailment help tips

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?	**"Yes"** = One or more of the water rights for this source were curtailed during the specified reporting period. **"No"** = The source has a water right that was not actively being curtailed during the specified reporting period. **"Unknown"** = It is unknown if there is a water right or if curtailment was active during this reporting period. **"No applicable water rights for this source"** = There are no water rights associated with this source.

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

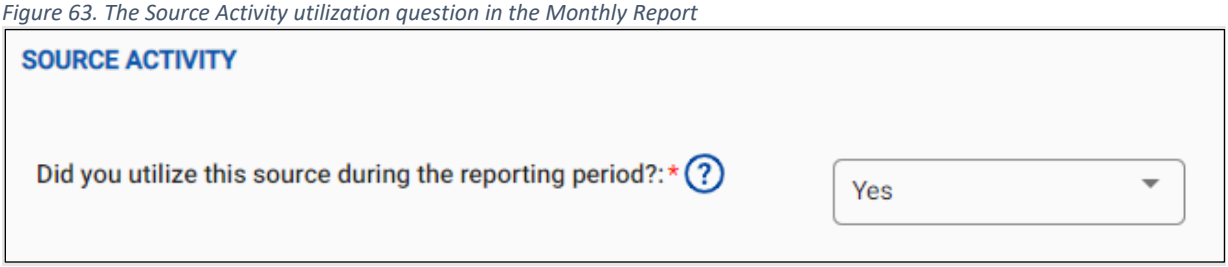


Table 17. The Source Activity help tips

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

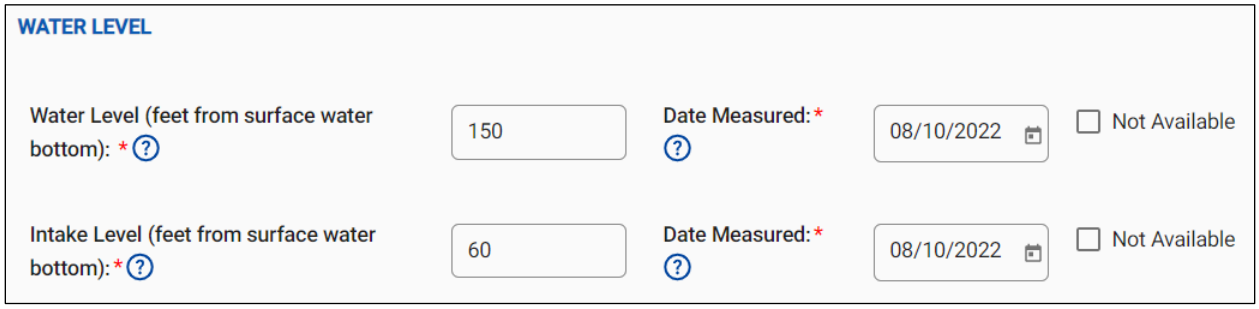


Table 18. Water Level help tips

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

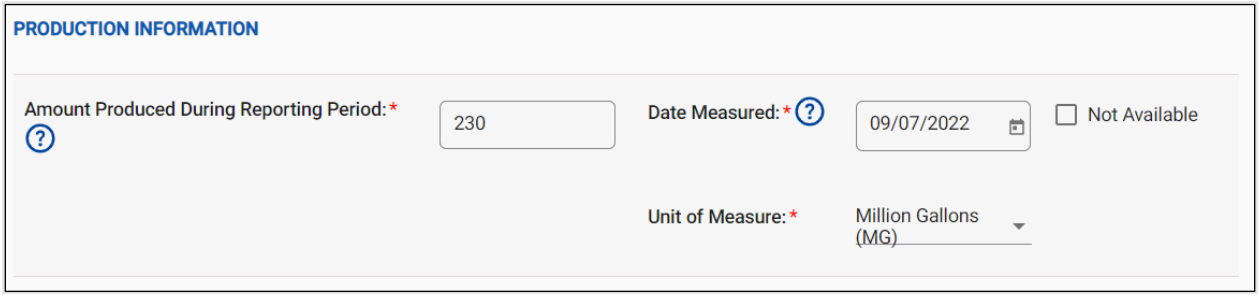


Table 19. Production Information help tips

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

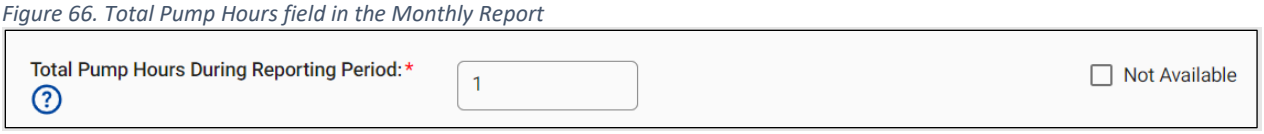


Table 20. Total Pump Hours help tips

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

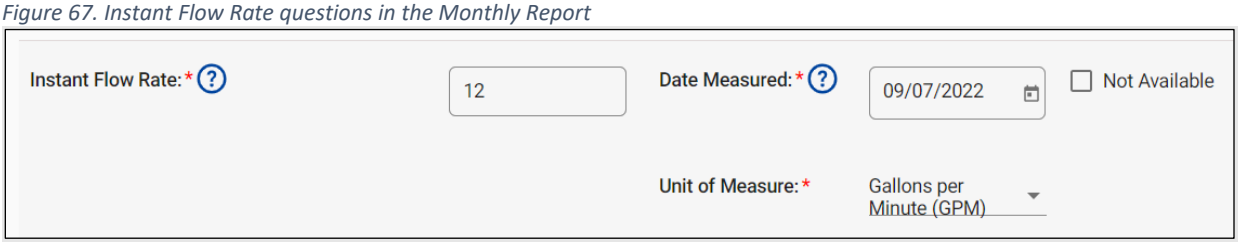


Table 21. Instant Flow Rate help tips

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

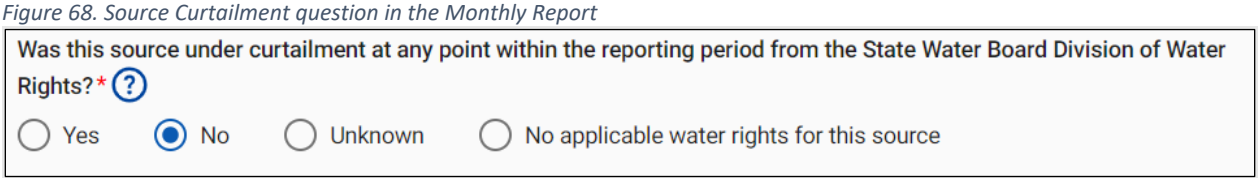


Table 22. Source Curtailment help tips

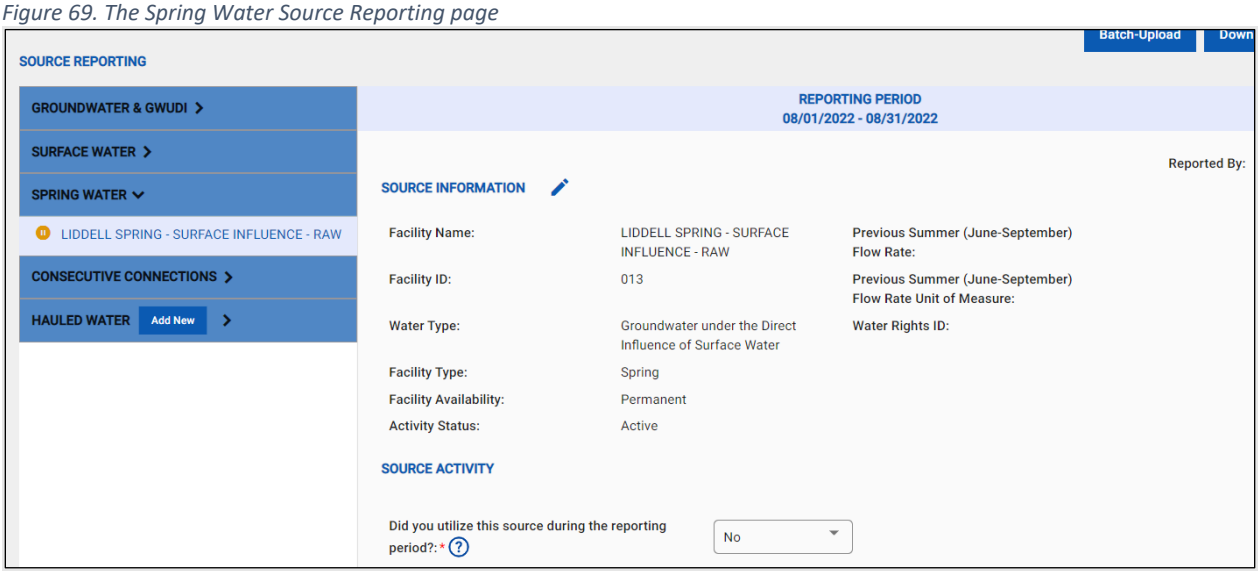
Question Name	Help Tip Definitions
Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?	**"Yes"** = One or more of the water rights for this source were curtailed during the specified reporting period. **"No"** = The source has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

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

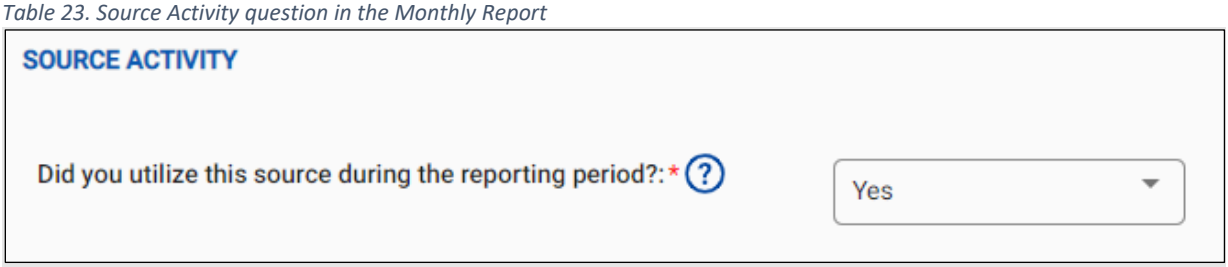


Table 24. Source Activity help tips

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

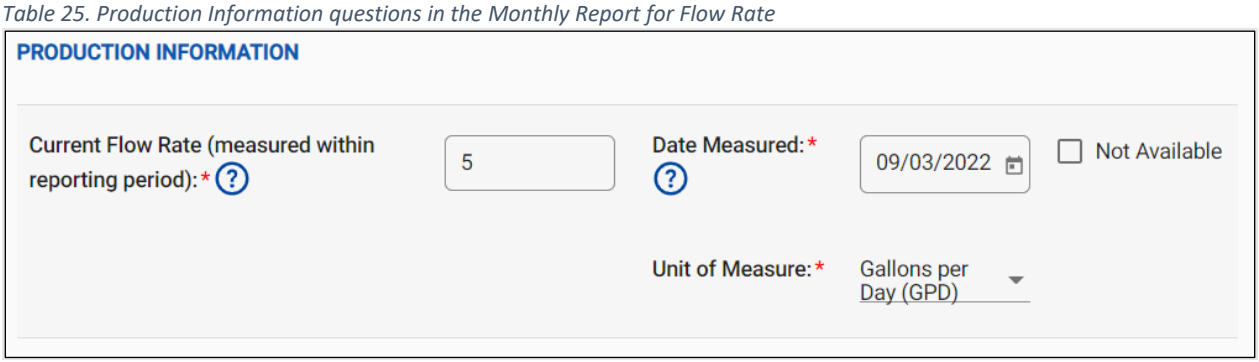


Table 26. Production Information Flow Rate help tips

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

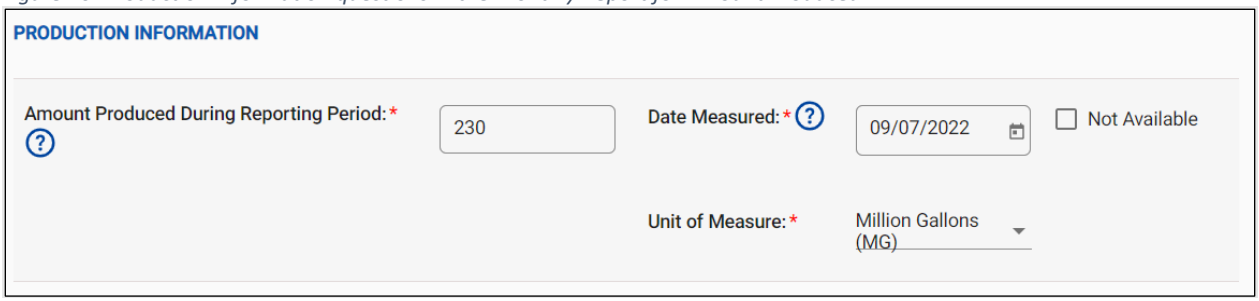


Table 27. Production Information Amount Produced help tips

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

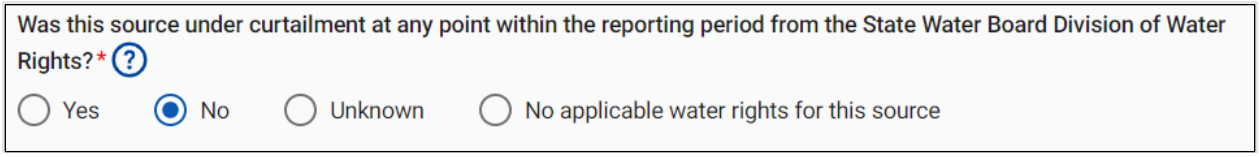


Table 28. Source Curtailment help tips

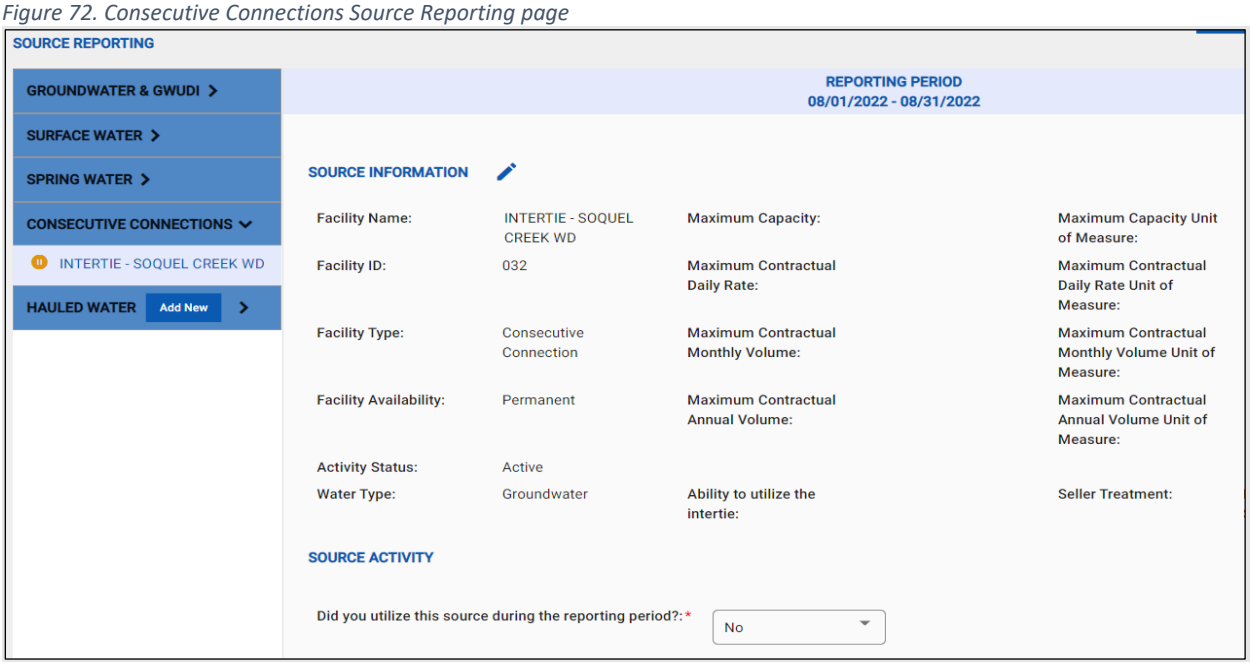
Question Name	Help Tip Definitions
Was this source under curtailment at any point within the reporting period from the State Water Board Division of Water Rights?	**"Yes"** = One or more of the water rights for this source were curtailed during the specified reporting period. **"No"** = The source has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

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.

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



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

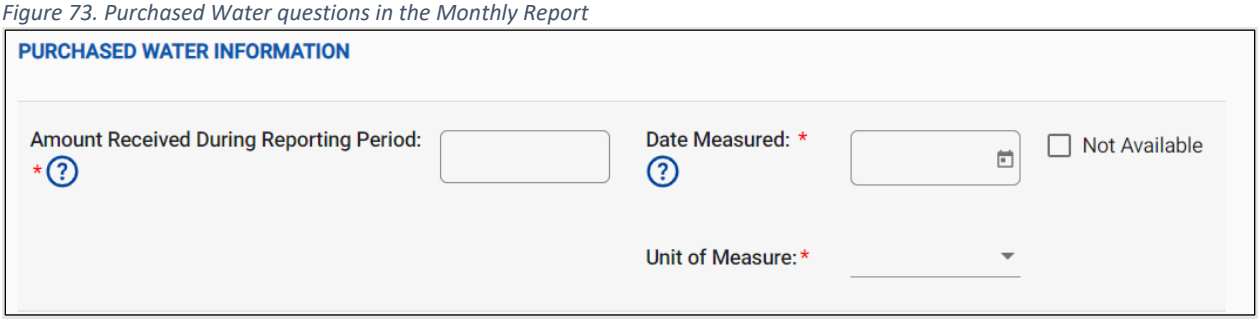


Table 29. Purchased Water help tips

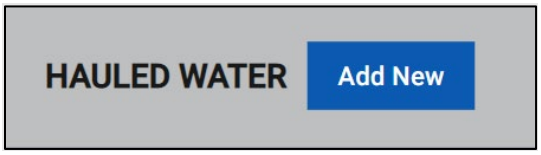
Question Name	Help Tip Definitions
Amount Received During Reporting Period	Enter the quantity of water received by the system via a consecutive connection with another public water system.
Amount Received Date Measured	Enter the date the quantity of water received by the system via a consecutive connection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

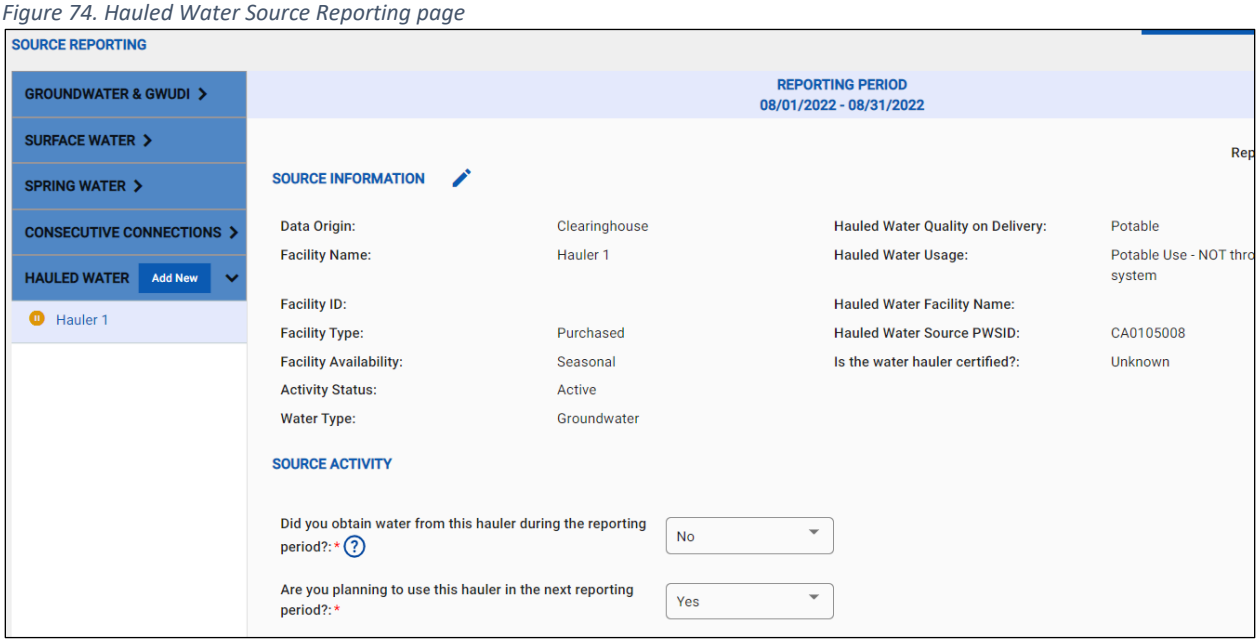
- This field is where the user could enter the water system that is providing the hauled water. The user could enter the water system number or name to select it from a drop-down list.

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



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

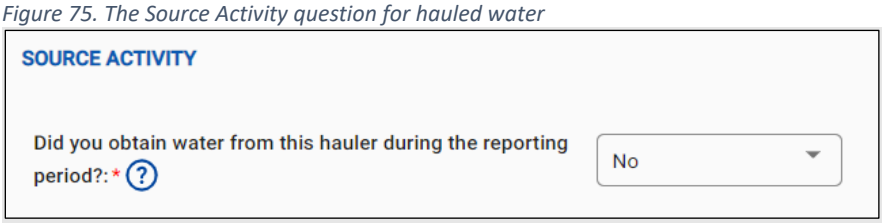


Table 31. Source activity help tips

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

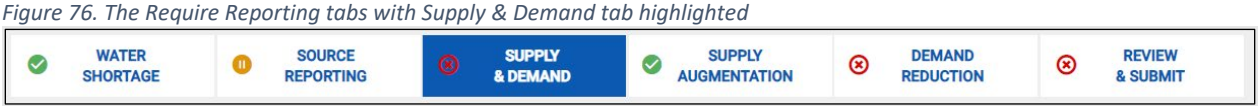
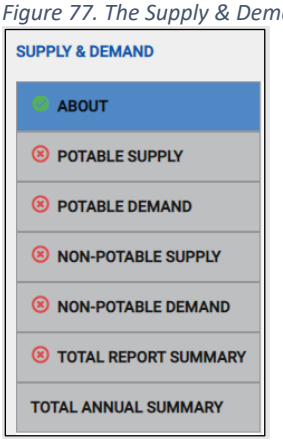


Figure 77. The Supply & Demand Reporting subtabs



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.

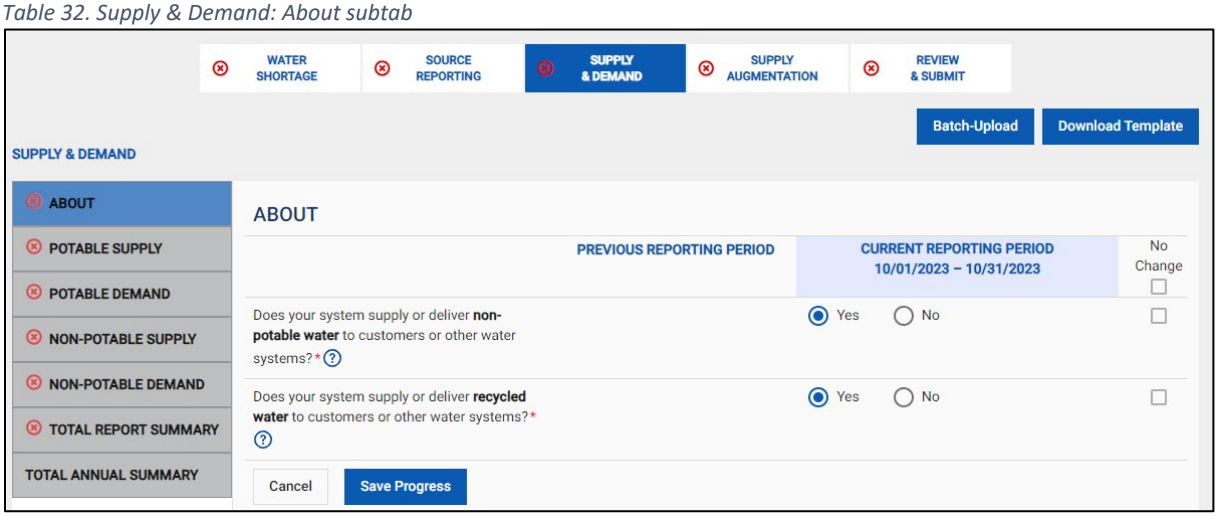
All water systems must answer the "**About**", "**Potable Supply**", "**Potable Demand**" and "**Total Report Summary**" subtabs. The "**Non-Potable Supply**" and "**Non-Potable Demand**" subtabs are added when users answer "**Yes**" to at least one of the questions in the "**About**" subtab. Lastly,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

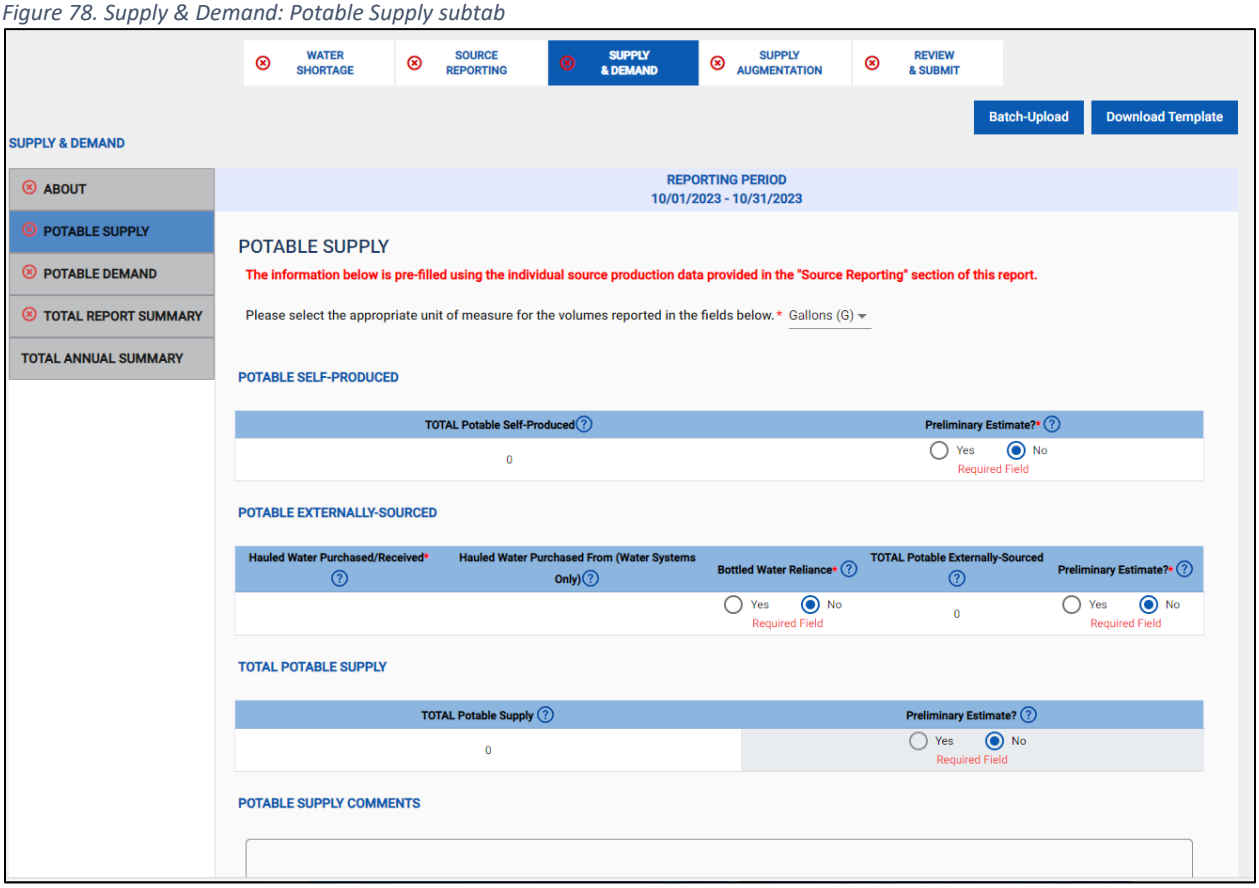
Question Name	Help Tip Definitions
Does your system supply or deliver non-potable water to customers or other water systems?	Mandatory - user selects one: "**Yes**" - Water system supplies or delivers water that is not treated to State drinking water standards to customers or other water systems. This 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



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

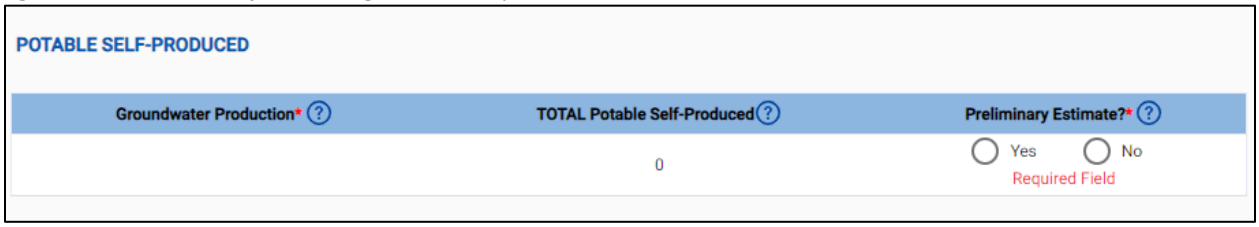


Table 34. The Potable Self-Produced groundwater help tips

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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

Figure 80. The Potable Externally-Sourced groundwater questions

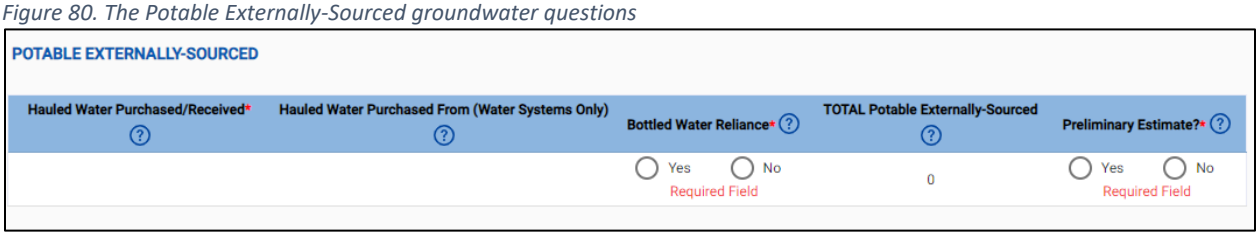


Table 35. The Potable Externally-Sourced groundwater help tips

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
	"**Yes**" **-** Relied on bottled water as a source of potable supply during the reporting period. "**No**" **-** Did not rely on bottled water during the reporting period.
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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

Figure 81. Total Potable Supply groundwater questions

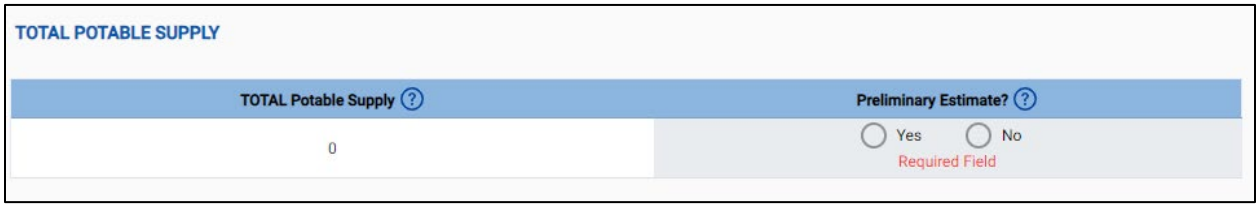


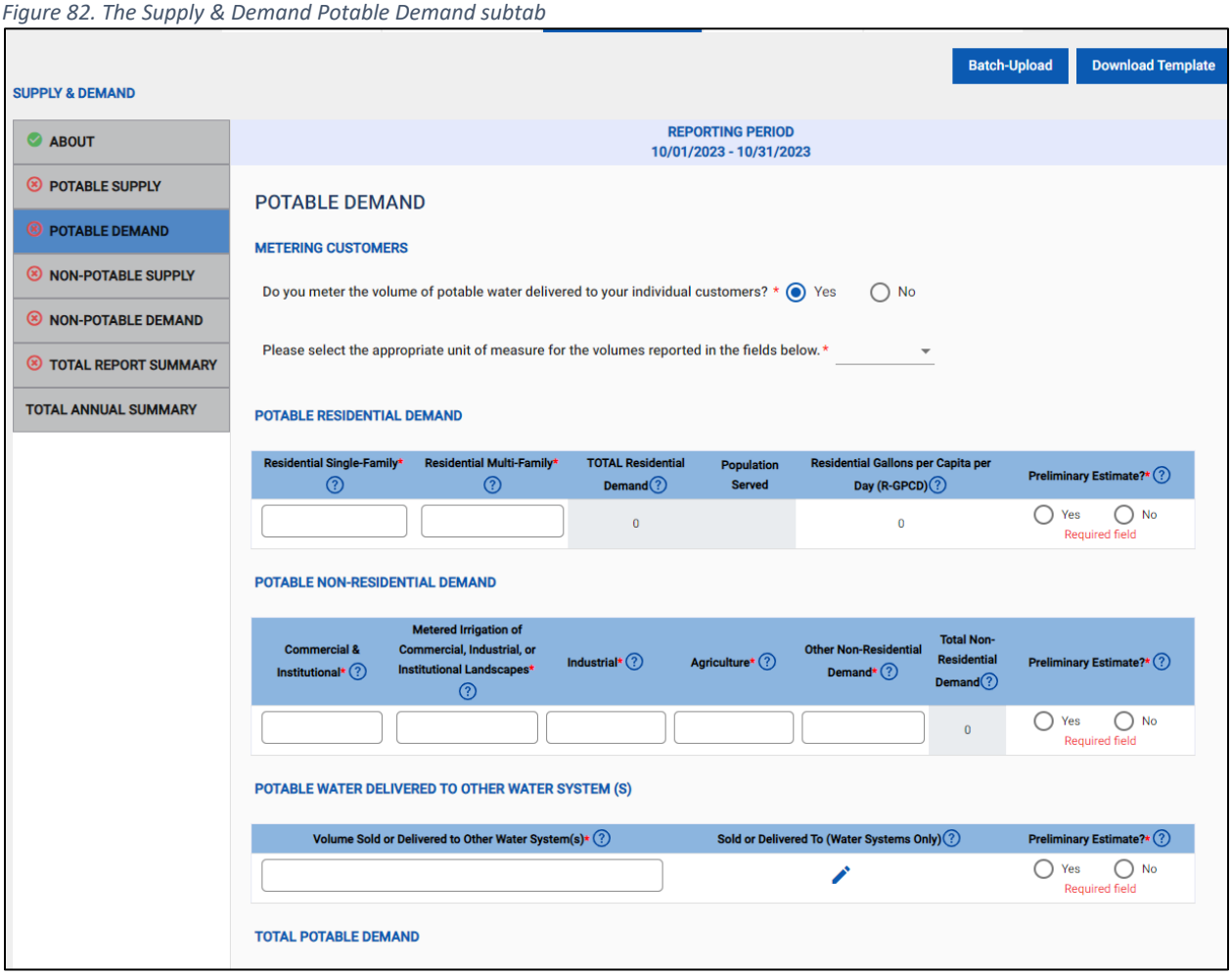
Table 36. Total Potable Supply groundwater help tips

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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

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



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

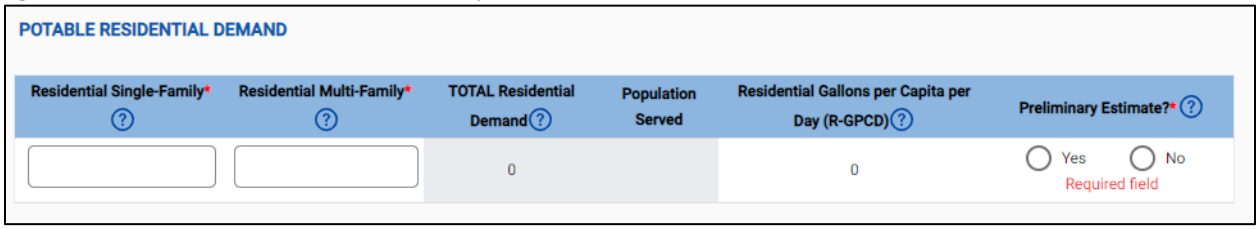


Table 37. Potable Demand Residential Demand help tips

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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

Figure 84. Potable Demand Non-Residential Demand questions

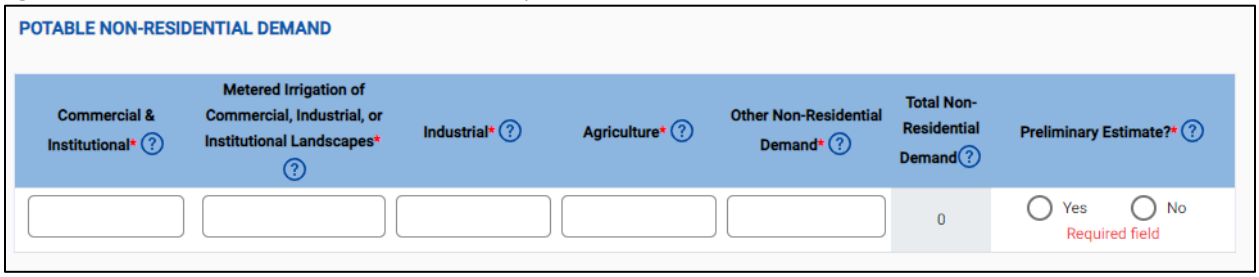


Table 38. Potable Demand Non-Residential Demand help tips

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

Field Name	Help Tip Definitions
Metered Irrigation of Commercial, Industrial, or Institutional Landscapes	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. 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.
Industrial	Total volume of potable water used for industrial purposes. Specifically, potable water used for manufacturing establishments including factories, assembly plants, and other manufacturing industries. This does not include other potable water deliveries to Industrial customers that is dedicated to irrigation.
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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

Figure 85. Potable Water Delivered to Other Water Systems questions

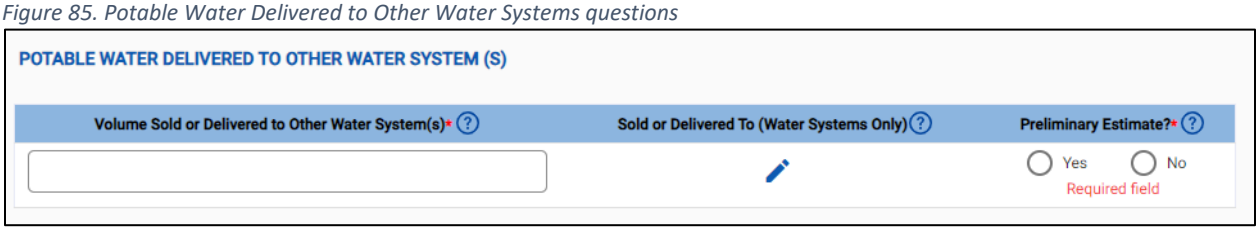


Table 39. Potable Water Delivered to Other Water Systems help tips

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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

Figure 86. Total Potable Demand questions

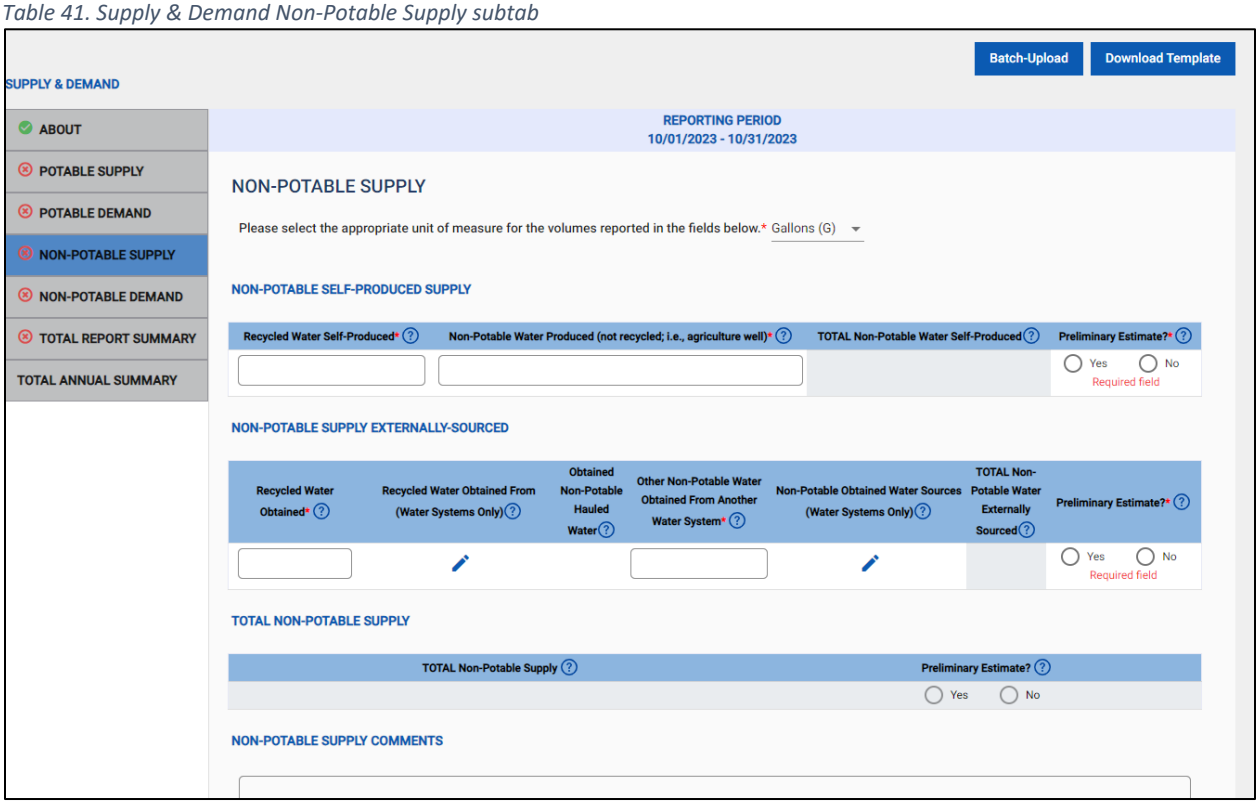
Table 40. Total Potable Demand help tips

Field Name	Help Tip Definitions
TOTAL Potable Demand	Total volume of potable water used for both residential and non-residential purposes.
Preliminary Estimate?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

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



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

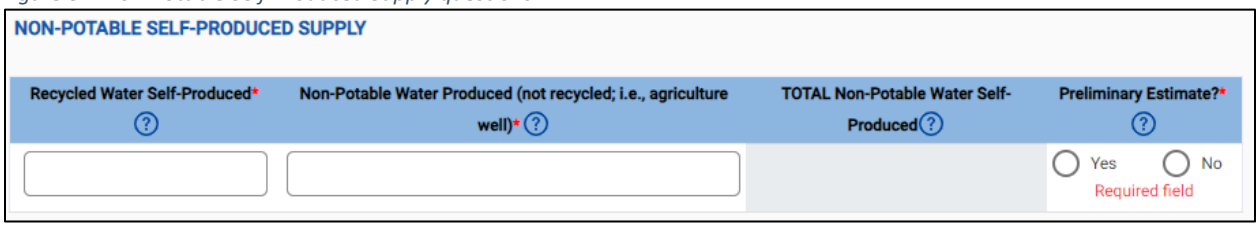


Table 42. Non-Potable Self-Produced Supply help tips

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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

Figure 88. Non-Potable Supply Externally-Sourced questions

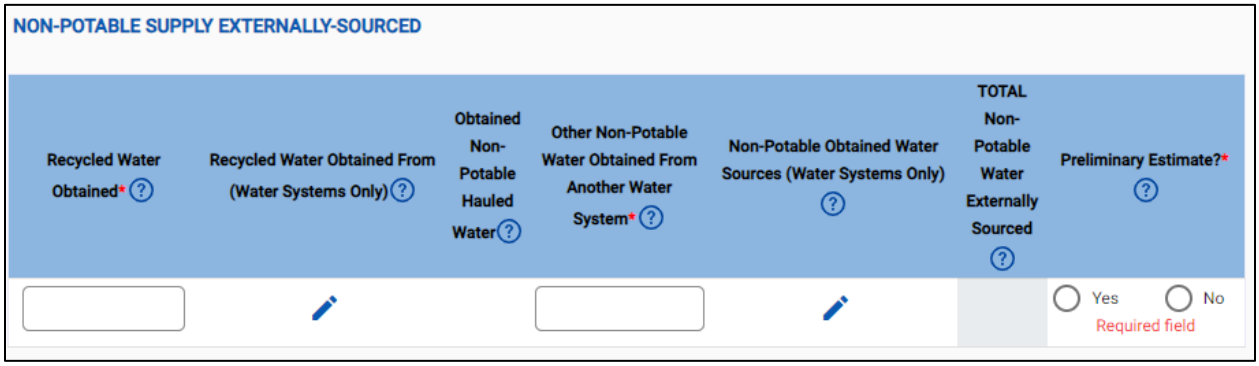


Table 43. Non-Potable Supply Externally-Sourced help tips

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?	"**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.

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

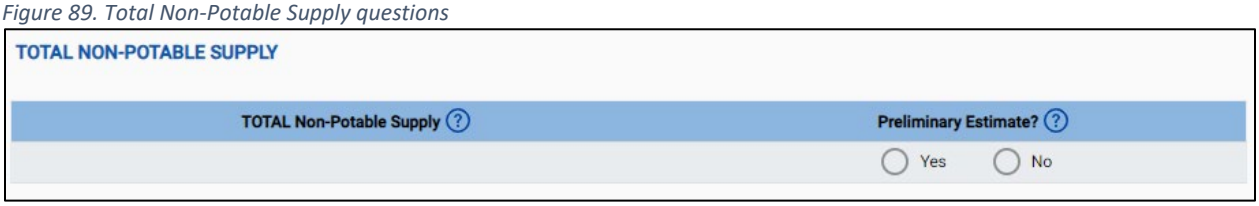


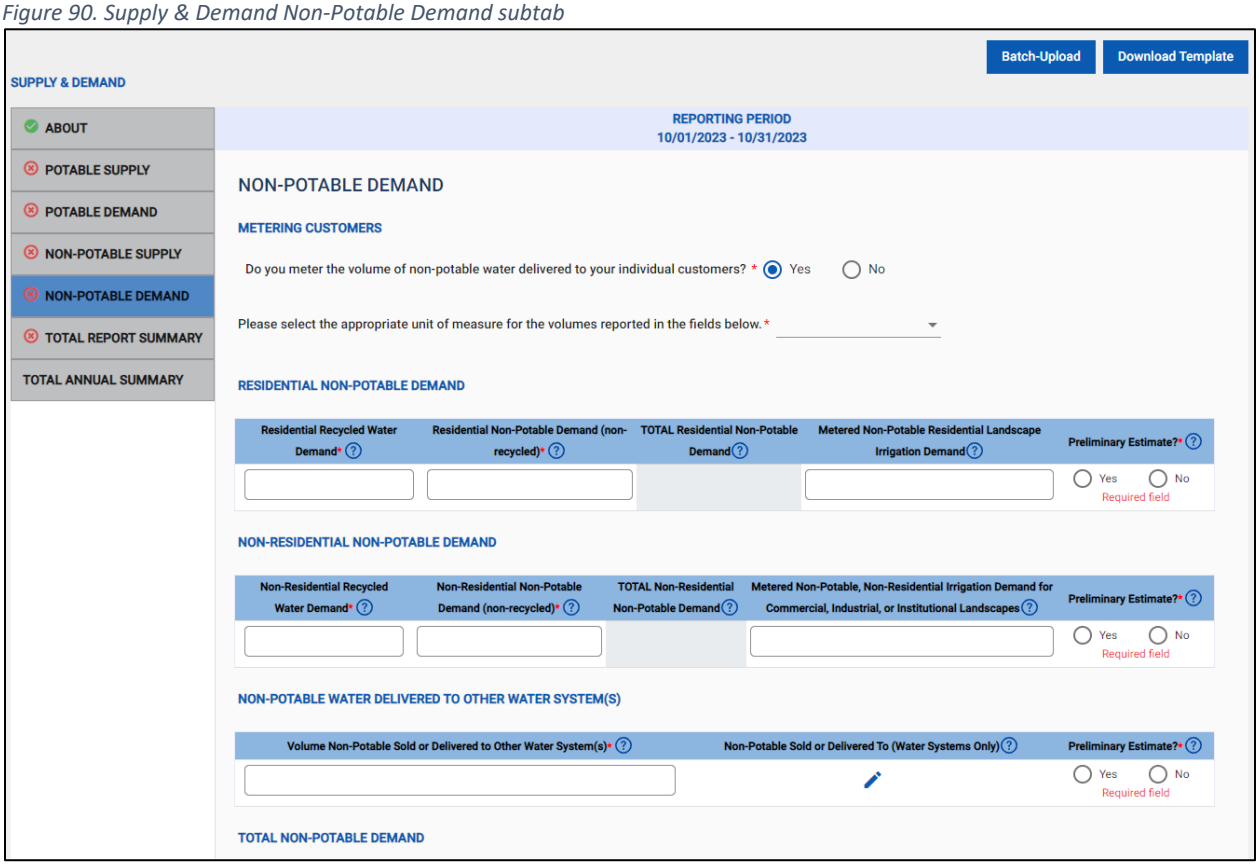
Table 44. Total Non-Potable Supply help tips

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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

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

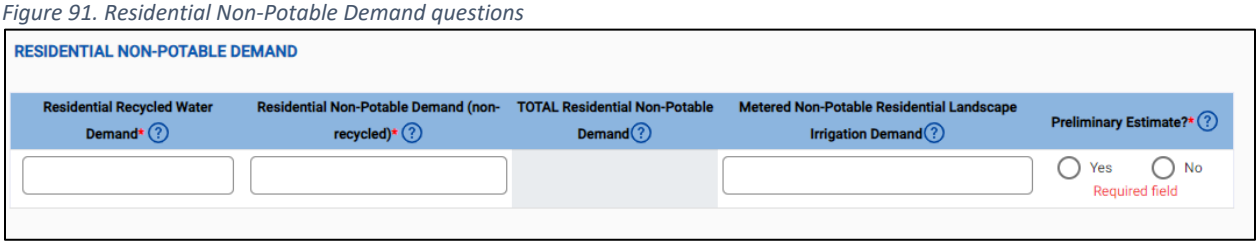


Table 45. Residential Non-Potable Demand help tips

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	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. 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.
Preliminary Estimate?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

Figure 92. Non-Residential Non-Potable Demand questions

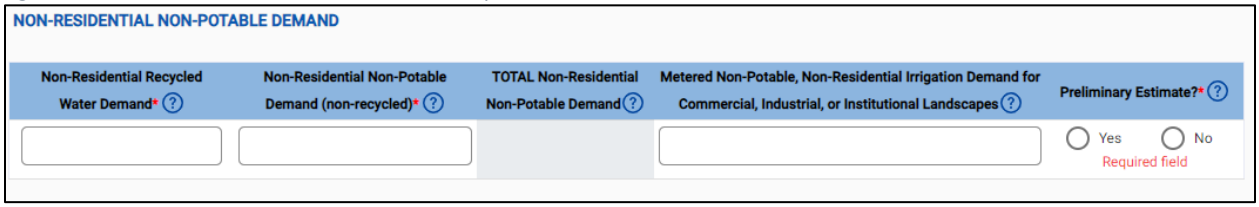


Table 46. Non-Residential Non-Potable Demand help tips

Field Name	Help Tip Definitions
Non-Residential Recycled Water Demand	Total volume of recycled water used by users other than single-family or multi-family homes. This may include the following: "**Commercial**" - Retail establishments, office buildings, laundries, campgrounds, gas stations, golf courses, etc. "**Institutional**" - Schools, prisons, hospitals, dormitories, nursing homes, hotels, etc. "**Industrial**" - Manufacturing establishments including factories, assembly plants, other manufacturing industries, etc. "**Agricultural**" - irrigation of commercially grown crops, nurseries, etc. "**Other**" - fire suppression, street cleaning, line flushing, construction / temporary meters, etc.
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	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. 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.
Preliminary Estimate?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

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

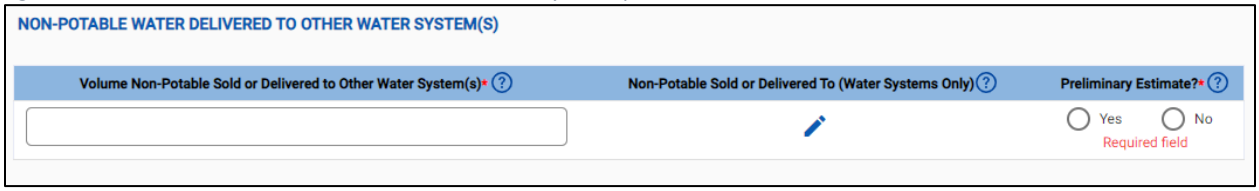


Table 47. Non-Potable Water Delivered to Other Water Systems help tips

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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

Figure 94. Total Non-Potable Demand questions

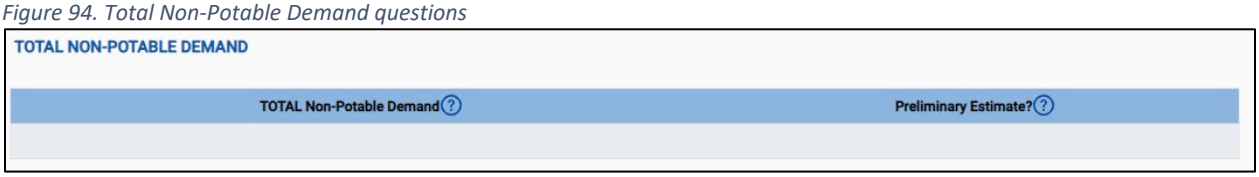


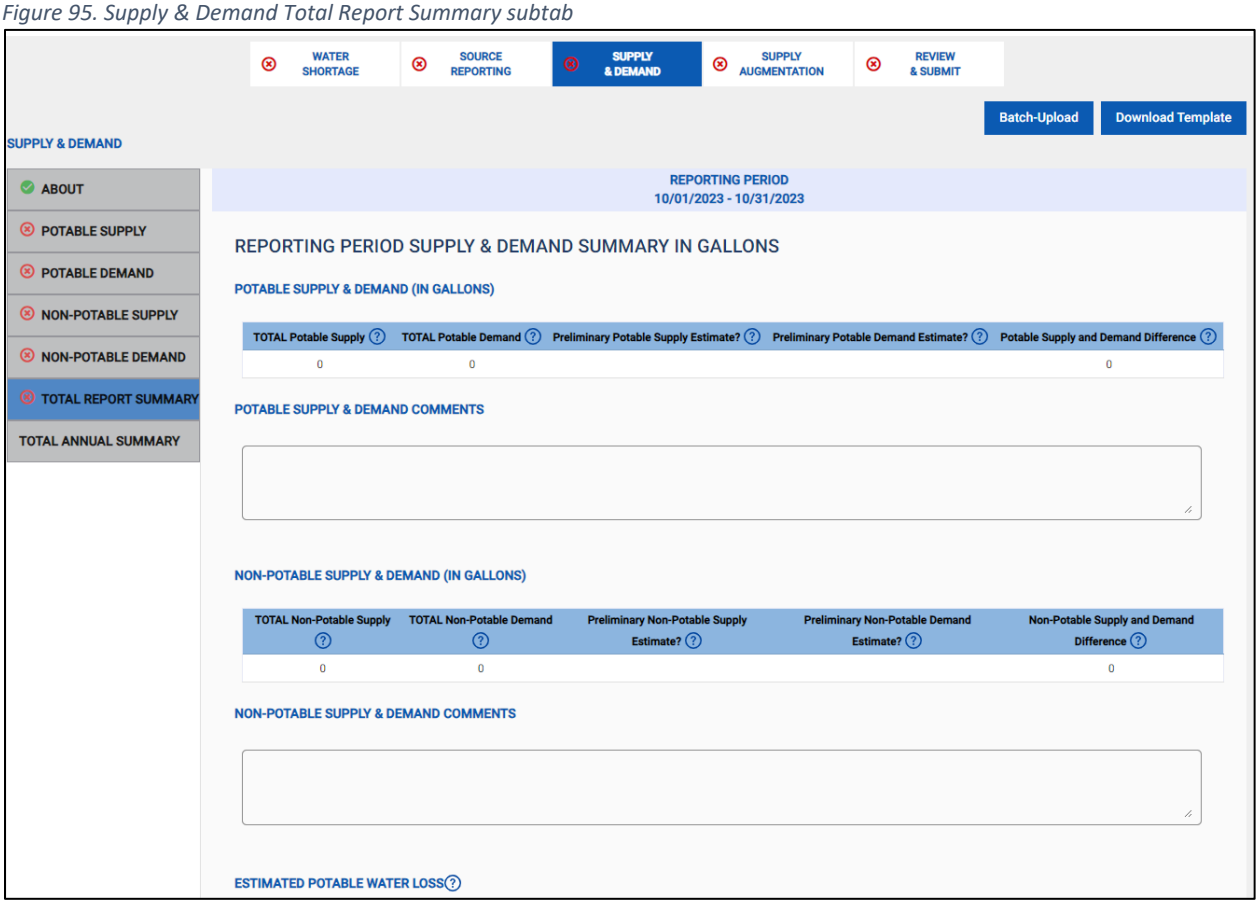
Table 48. Total Non-Potable Demand help tips

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?	"**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. "**No**" - Water system is confident that the values provided are true and accurate to the best of their knowledge.

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



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

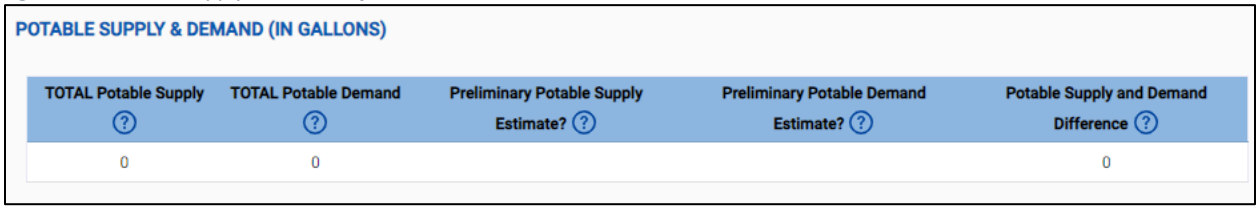


Table 49. Potable Supply & Demand help tips

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?	**"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. **"No"** - Water system is confident that the values provided are true and accurate to the best of their knowledge.
Preliminary Potable Demand Estimate?	**"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. **"No"** - Water system is confident that the values provided are true and accurate to the best of their knowledge.
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

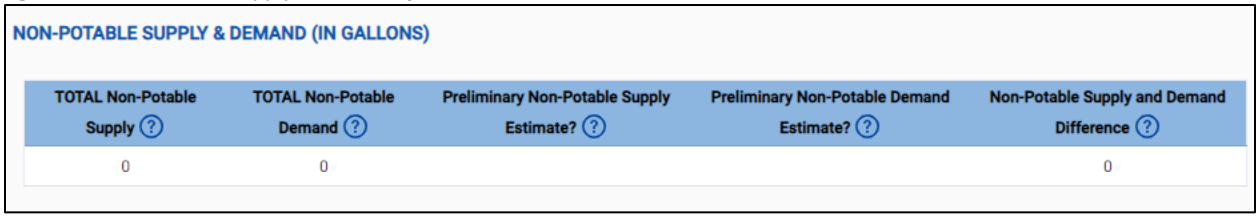


Table 50. Non-Potable Supply & Demand help tips

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?	**"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. **"No"** - Water system is confident that the values provided are true and accurate to the best of their knowledge.
Preliminary Non-Potable Demand Estimate?	**"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. **"No"** - Water system is confident that the values provided are true and accurate to the best of their knowledge.
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

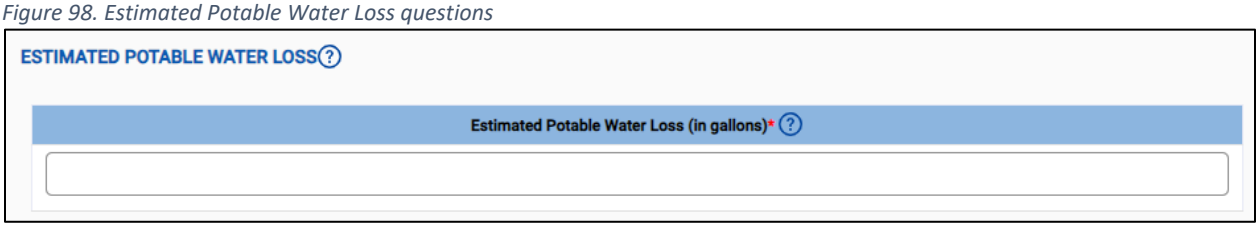


Table 51. Estimated Potable Water Loss help tips

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

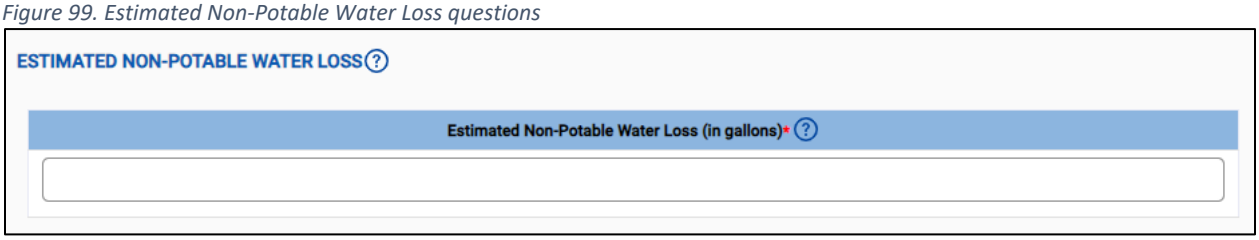


Table 52. Estimated Non-Potable Water Loss help tips

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

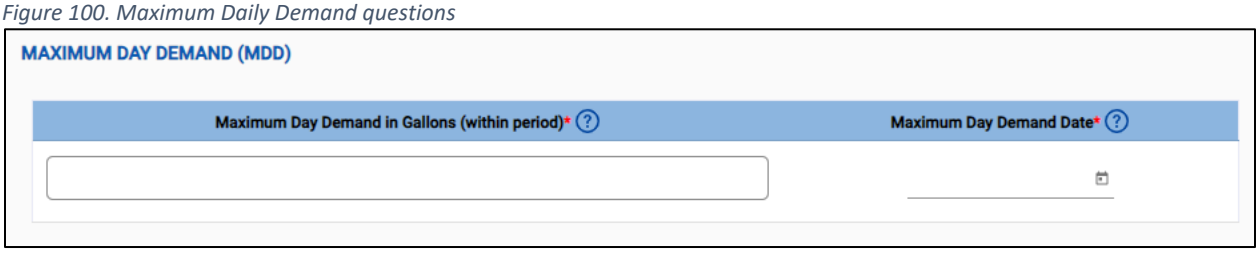


Table 53. Maximum Daily Demand help tips

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.

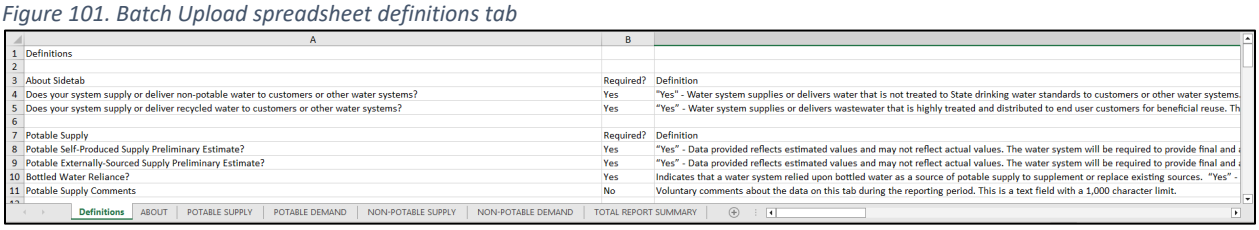
5.5.7. Batch Upload

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**".

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 Sidetab	Required?	Definition
4	Does your system supply or deliver non-potable water to customers or other water systems?	Yes	"Yes" - Water system supplies or delivers water that is not treated to State drinking water standards to customers or other water systems.
5	Does your system supply or deliver recycled water 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
6			
7	Potable Supply	Required?	Definition
8	Potable Self-Produced Supply Preliminary Estimate?	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?	Yes	"Yes" - Data provided reflects estimated values and may not reflect actual values. The water system will be required to provide final and
10	Bottled Water Reliance?	Yes	Indicates that a water system relied upon bottled water as a source of potable supply to supplement or replace existing sources. "Yes" -
11	Potable Supply Comments	No	Voluntary comments about the data on this tab during the reporting period. This is a text field with a 1,000 character limit.

Definitions | ABOUT | POTABLE SUPPLY | POTABLE DEMAND | NON-POTABLE SUPPLY | NON-POTABLE DEMAND | TOTAL REPORT SUMMARY

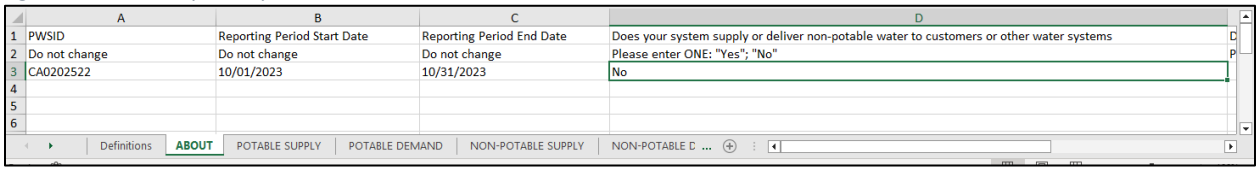
Any generated errors will prevent batch upload from completing successfully. To be considered valid, all data entered within the Batch Upload Template must match the formatting as described in the second cell of the column as well as the first "Definitions" tab. A few common batch upload errors are detailed 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
2	Do not change	Do not change	Do not change	Please enter ONE: "Yes"; "No"
3	CA0202522	10/01/2023	10/31/2023	No
4				
5				
6				

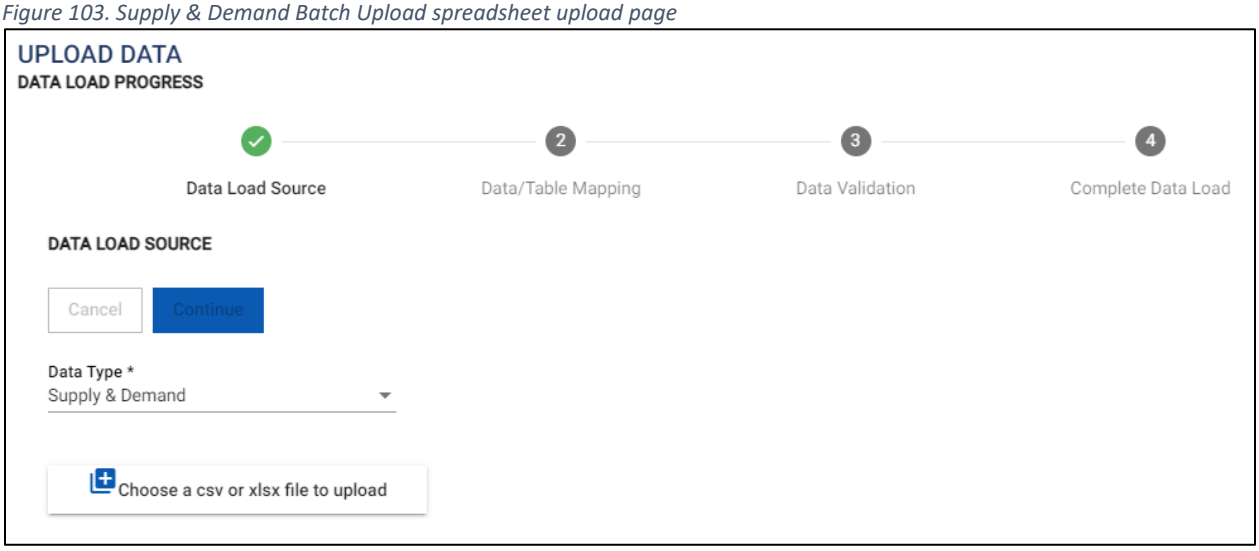
Definitions | ABOUT | POTABLE SUPPLY | POTABLE DEMAND | NON-POTABLE SUPPLY | NON-POTABLE D ...

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.

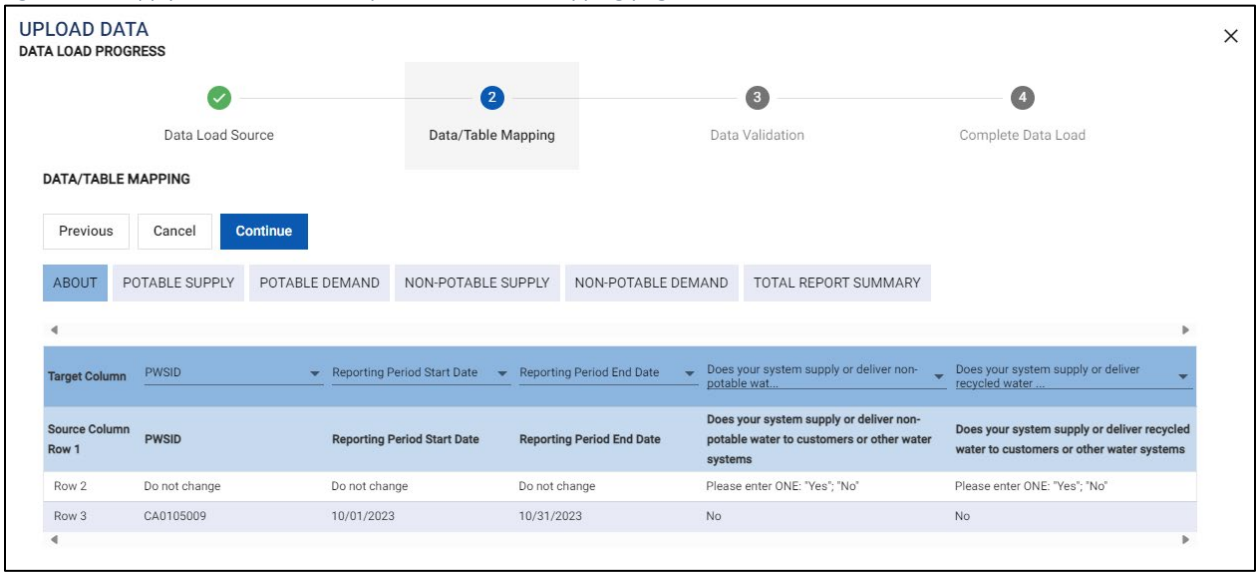
“**Batch-Upload**” creates a pop-up on the screen titled “**Upload Data**”, as pictured below. Uploading data consists of four steps, “Data Load Source”, “Data/Table Mapping”, “Data Validation”, and “Complete Data Load”. First, in “Data Load Source”, click the button at the bottom of the “Upload Data”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



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



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

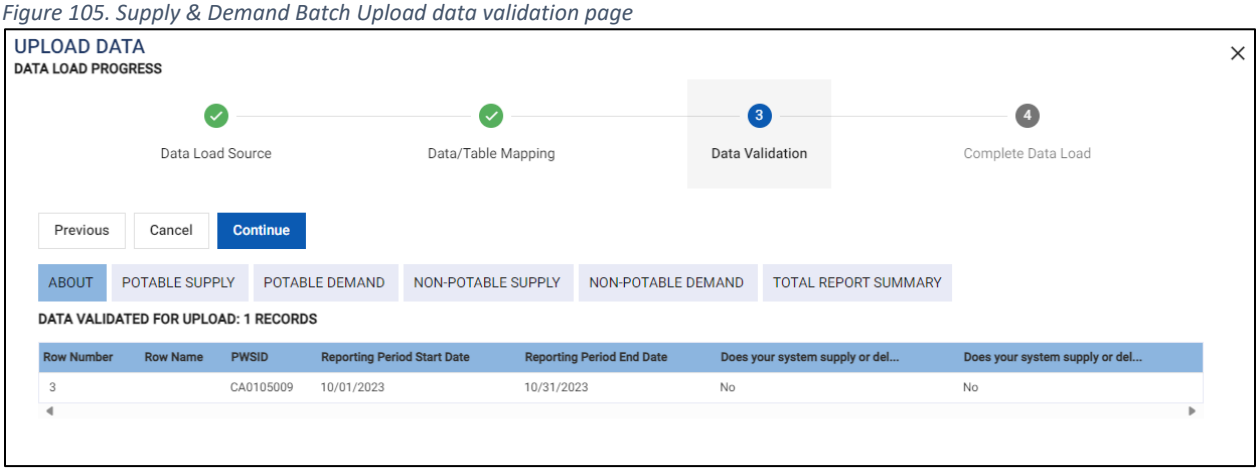
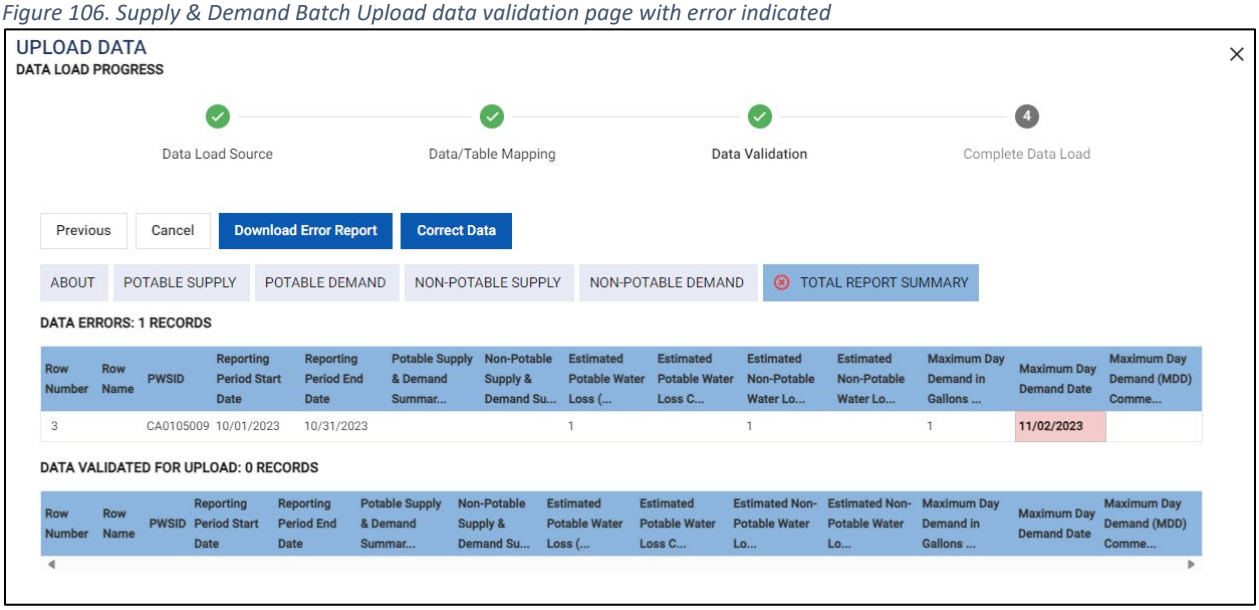
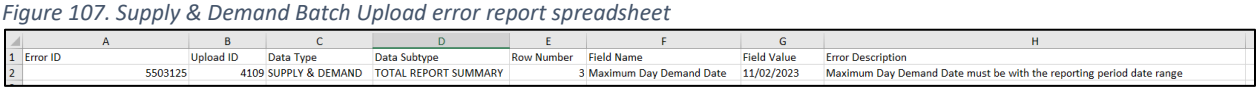


Figure 106. Supply & Demand Batch Upload data validation page with error indicated



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

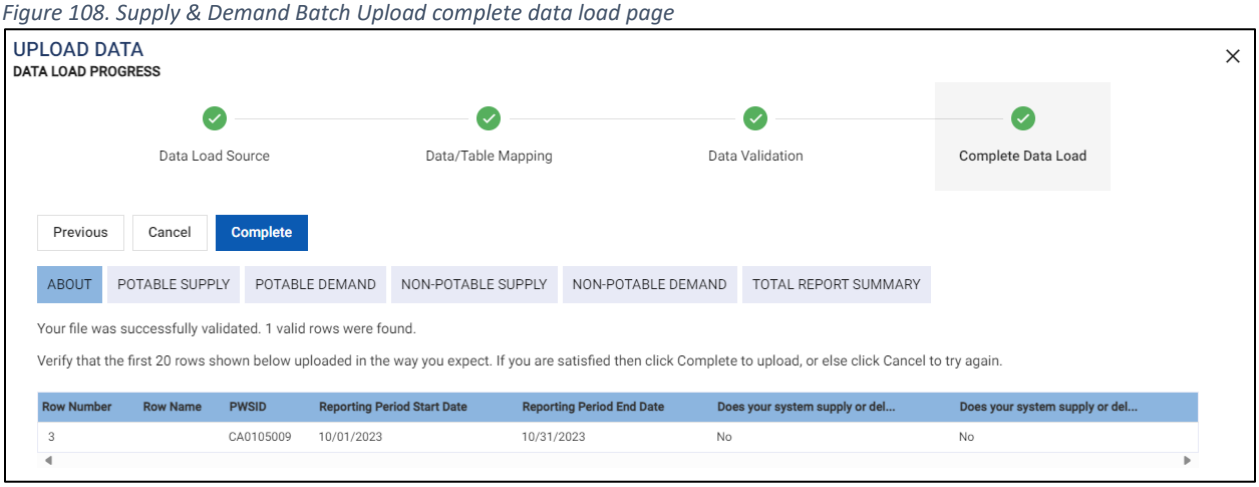


	A	B	C	D	E	F	G	H
1	Error ID	Upload ID	Data Type	Data Subtype	Row Number	Field Name	Field Value	Error Description
2	5503125	4109	SUPPLY & DEMAND	TOTAL REPORT SUMMARY	3	Maximum Day Demand Date	11/02/2023	Maximum Day Demand Date must be with the reporting period date range

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.

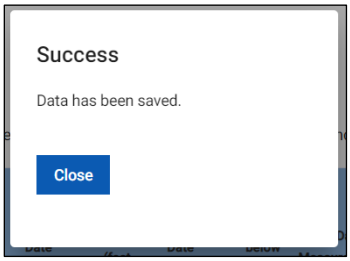
If no errors are present, upload will progress to the fourth and final step, "**Complete Data Load**". To complete data load click the blue "**Complete**" button.

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

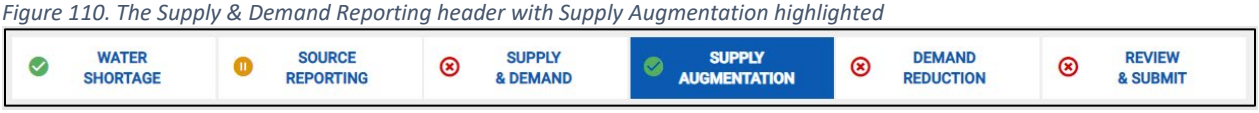
The "**Total Annual Summary**" sub-tab summarizes monthly and annual total supply and demand (in gallons). Should users want to make modifications to reported supply and demand data for any month, the drought report can be accessed by clicking on that month where data can be changed instantaneously in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



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

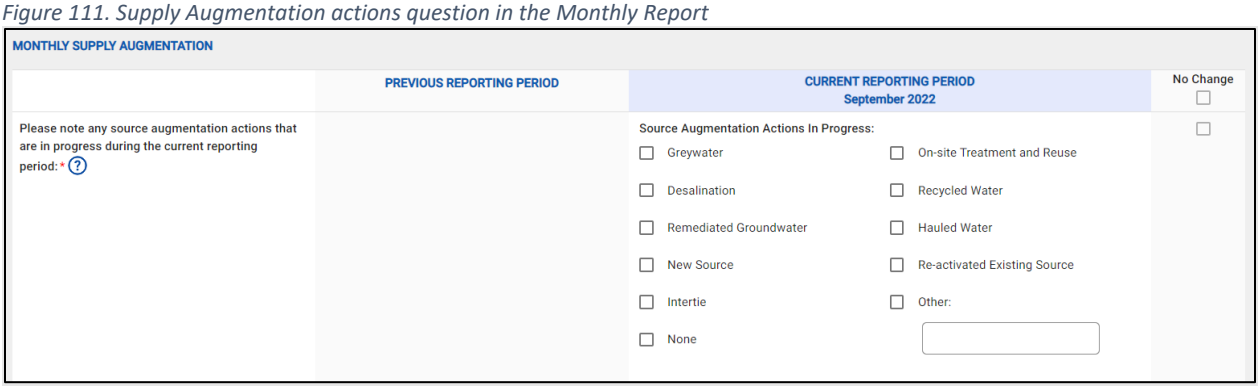


Table 54. Supply Augmentation help tips

Question Name	Help Tip Definitions
Supply Augmentation Actions in Progress	List all actions in progress with the intent to augment the system's sources of supply. Select all that apply for the following responses: "**Greywater**" - Water that is reused onsite, on the customers property, without any treatment. "**On-site Treatment and Reuse**" - Wastewater that is treated and reused onsite, on the customers property. "**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. "**Recycled Water**" - Wastewater that is highly treated and distributed to end user customers for beneficial reuse. "**Remediated Groundwater**" - Treatment and beneficial use of a highly contaminated or extremely impaired 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"

Question Name	Help Tip Definitions
	(https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/docs/process_memo_97-005-r2020_v7.pdf). "**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. "**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. "**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. "**Intertie**" - A water pipeline, consecutive connection, used to obtain potable water from a nearby water system. "**Other**" - Selecting Other requires a text box to be filled for that field. "**None**" - No actions are being taken or explored.

Figure 112. New Source question in the Monthly Report

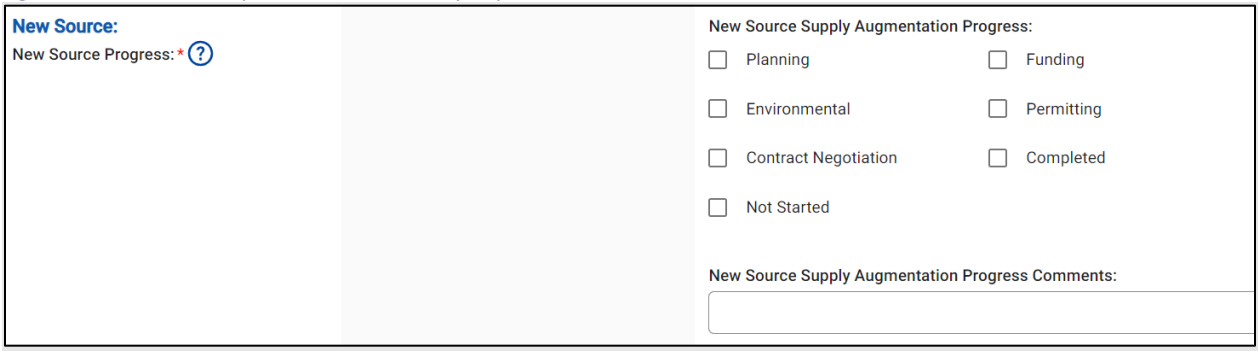


Table 55. New Source help tips

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

Question Name	Help Tip Definitions
	"**Environmental**" - Activities related to compliance with the California Environmental Quality Act (CEQA) and federal equivalent National Environmental Policy Act (NEPA). "**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. "**Contract Negotiation**" - Activities related to securing land or easement agreements, water rights, consulting services, construction management, etc. "**Completed**" - This project has been completed and permitted. "**Not Started**" - Activities have not yet been started for this action.

Figure 113. Supply Augmentation Progress questions

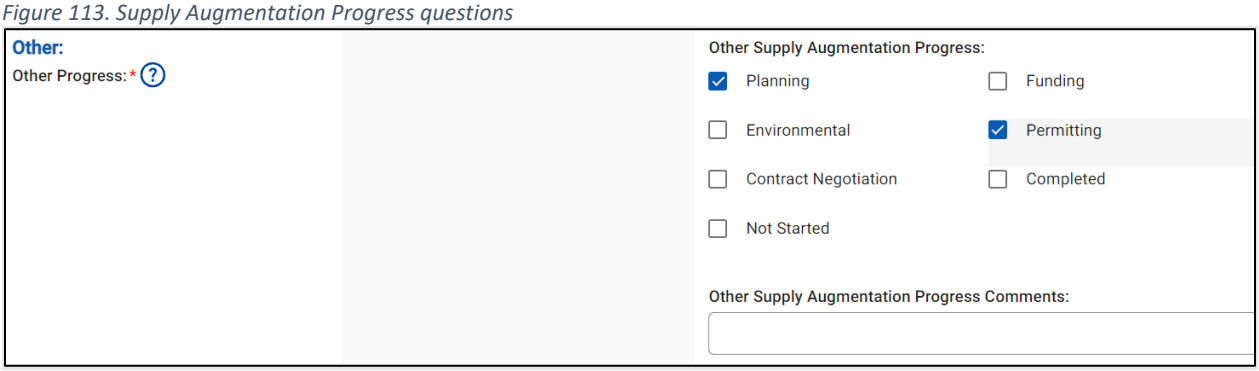


Table 56. Supply Augmentation Status help tips

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

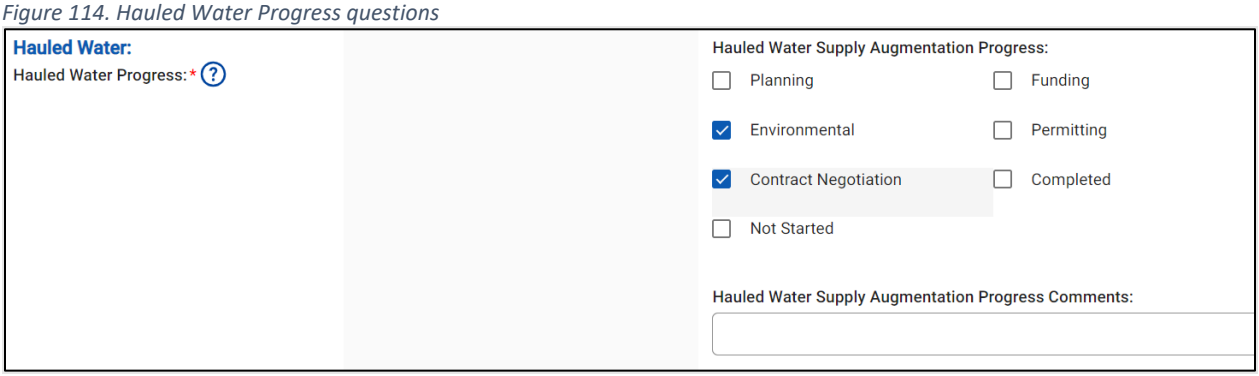


Table 57. Supply Augmentation Hauled Water help tips

Question Name	Help Tip Definitions
Supply Augmentation Hauled Water Status	Include the status of the Hauled Water supply augmentation action in progress. Select all that apply for the following responses: **"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. **"Funding"** - Activities related to securing the funding necessary for hauling water. This could include internally or externally sourced funding. **"Environmental"** - Activities related to compliance with the California Environmental Quality Act (CEQA) and federal equivalent National Environmental Policy Act (NEPA). **"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. **"Contract Negotiation"** - Activities related to securing land or easement agreements, water rights, consulting services, construction management, etc. **" Completed"** - This project has been completed and permitted. **"Not Started"** - Activities have not yet been started for this action.

Figure 115. Source Augmentation Re-Activated Source questions

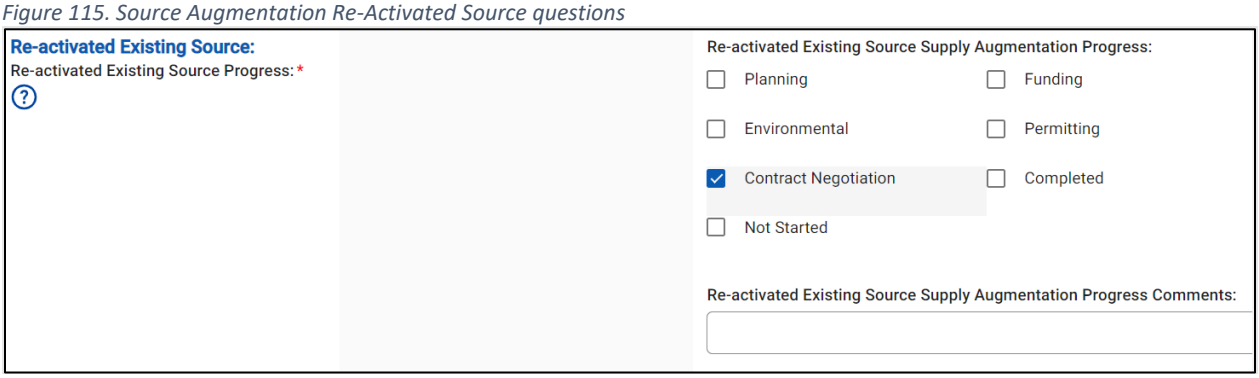


Table 58. Source Augmentation Re-Activated Source help tips

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

Figure 116. Source Intertie questions

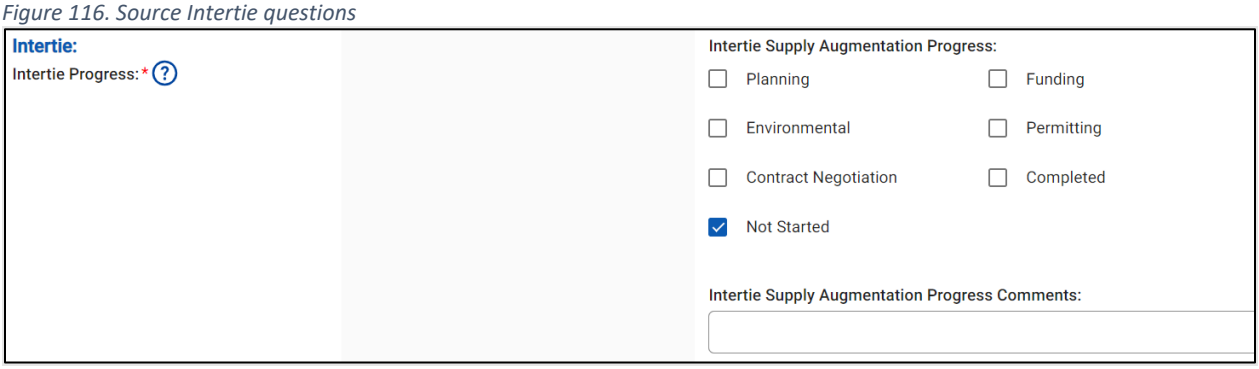


Table 59. Source Intertie help tips

Question Name	Help Tip Definitions
Supply Augmentation Intertie Status	Include the status of the Intertie supply augmentation action in progress. Select all that apply for the following responses: **"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. **"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. **"Environmental"** - Activities related to compliance with the California Environmental Quality Act (CEQA) and federal equivalent National Environmental Policy Act (NEPA). **"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. **"Contract Negotiation"** - Activities related to securing land or easement agreements, water purchase agreement, water rights, consulting services, construction management, etc. **"Completed"** - This project has been completed and permitted. **"Not Started"** - Activities have not yet been started for this action.

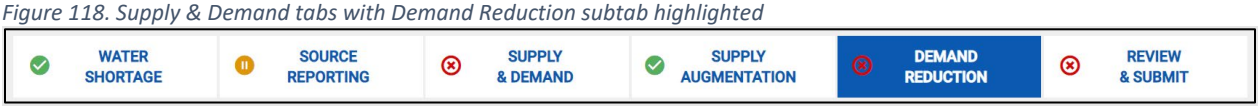
Figure 117. Intertie Water System ID questions

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

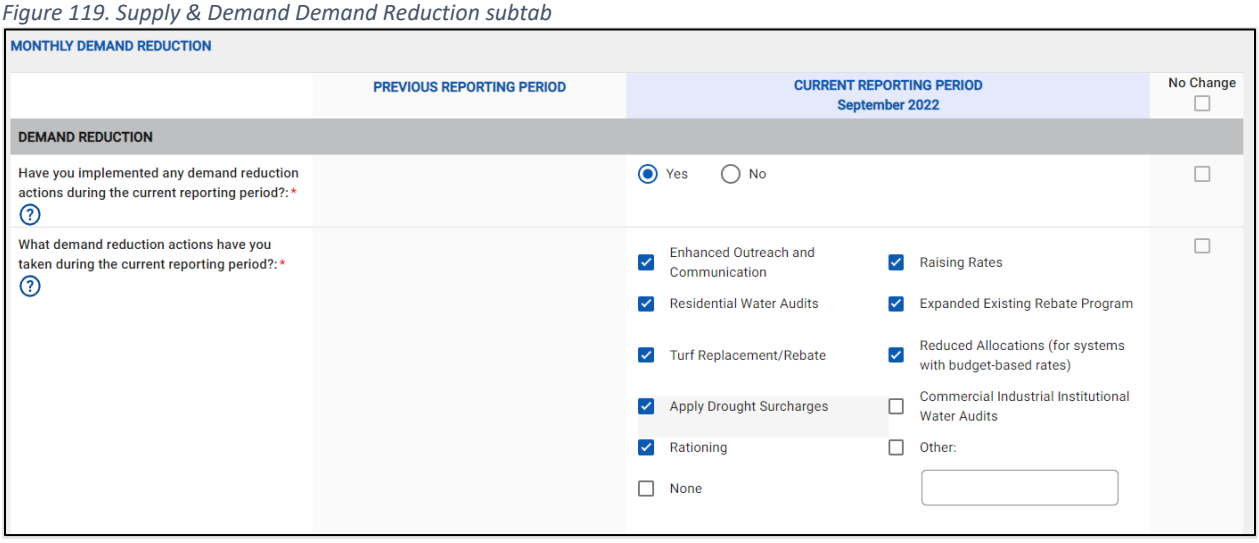


Table 61. Demand Reduction help tips

Question Name	Help Tip Definitions
Yes/No Implemented Demand Reduction Actions during the Current Reporting Period	**"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. **"No"** = The water system has not implemented any demand reduction actions during the previous month.
Demand Reduction Actions Implemented during the Current Reporting Period	Enter the demand reduction actions taken during the previous month. Select all that apply from the following responses: **"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. **"Raising Rates"** - General base or variable rate increases in water bills designed to disincentivize excessive water usage and/or encourage conservation. **"Residential Water Audits"** - Implementation of a program to inform residential customers of excessive water use or unintended water loss. **"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. **"Turf Replacement/Rebate"** - Implementation of a program to fund or otherwise incentivize the replacement of turf with water efficient or drought tolerant landscaping. **"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. **"Apply Drought Surcharges"** - Application of a surcharge to a water bill designed to disincentivize excessive water usage and encourage conservation. **"Commercial Industrial Institutional Water Audits"** - Implementation of a program to inform commercial, industrial, or institutional customers of excessive water use or unintended water loss.

Question Name	Help Tip Definitions
Yes/No Implemented Demand Reduction Actions during the Current Reporting Period	**"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. **"No"** = The water system has not implemented any demand reduction actions during the previous month.
	"Rationing" - Limitations on volume or flows allowed for customers.

Figure 120. Demand Reduction actions questions

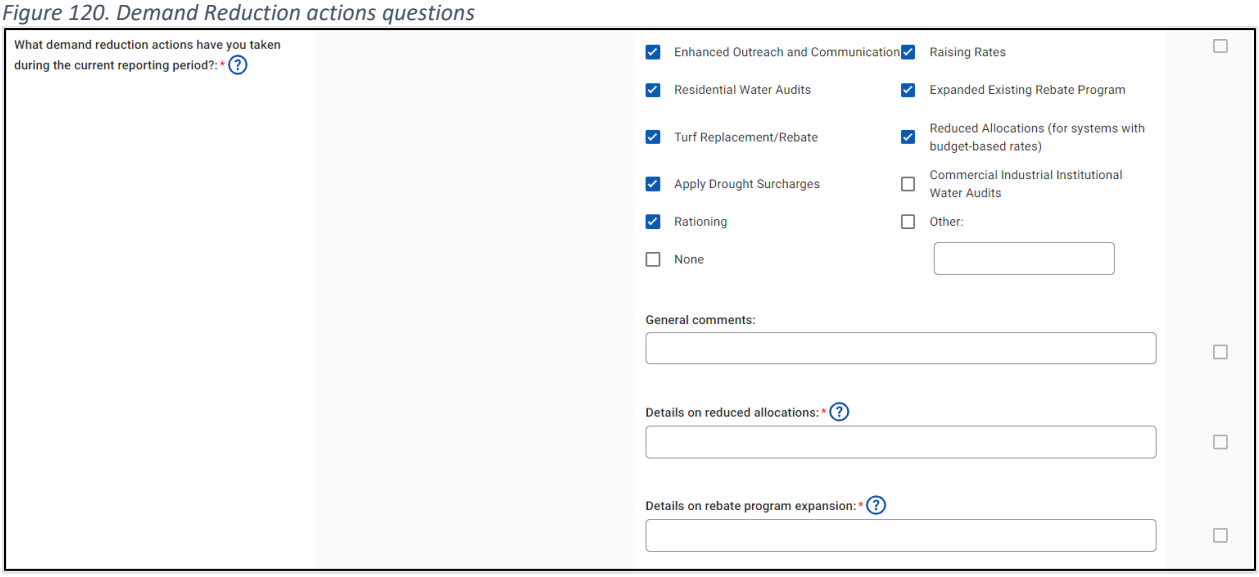


Table 62. Demand Reduction actions help tips

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

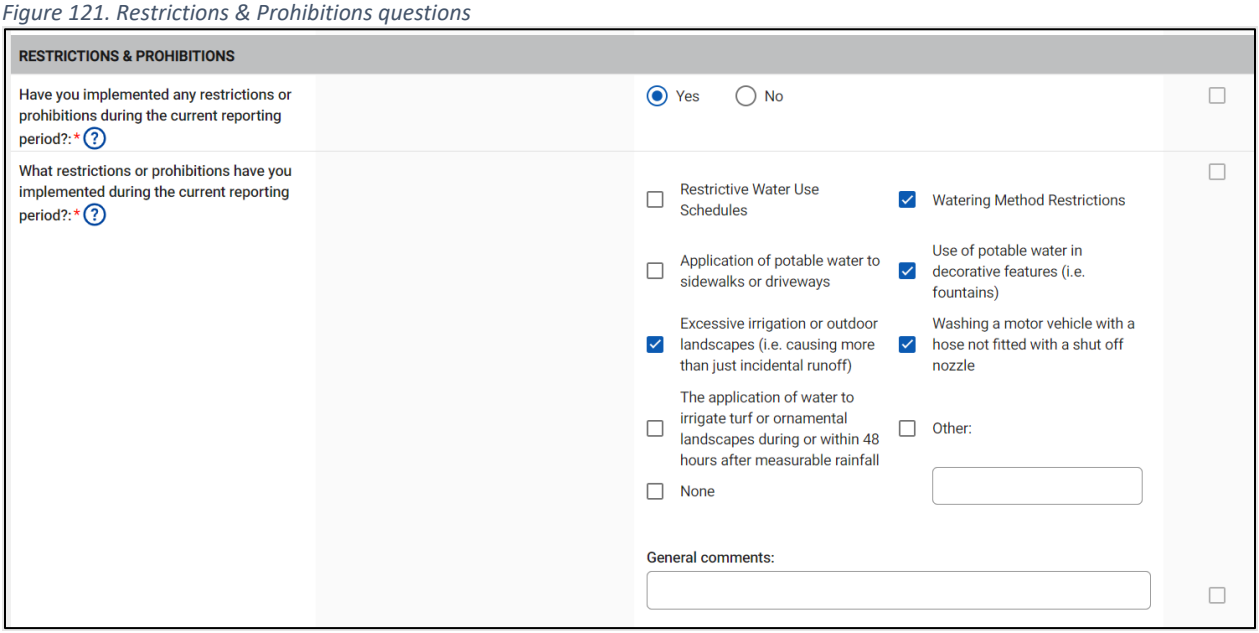


Table 63. Restrictions & Prohibitions help tips

Question Name	Help Tip Definitions
Yes/No Implemented Restrictions during the Current Reporting Period	**“Yes”** = The water system has implemented water use restrictions or prohibitions during the previous month. **“No”** = The water system has not implemented any water use restrictions during the previous month.
Restrictions implemented during the Current Reporting Period	Enter the water use restrictions or prohibitions implemented during the previous month. Select all that apply from the following responses: **"Weekly Watering Restrictions"** - Limitations on the times or days a customer is allowed to water outdoors. **"Watering Method Restrictions"** - Limitations on equipment or practices utilized to water outdoors, not already listed separately below. **"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. **"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. **"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). **"Washing a motor vehicle with a hose not fitted with a shut off nozzle"** -

Question Name	Help Tip Definitions
	Prohibition of potable water to wash a motor vehicle with a hose or similar apparatus and no shut off nozzle. **"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.

Figure 122. Specific Prohibitions & Restrictions questions

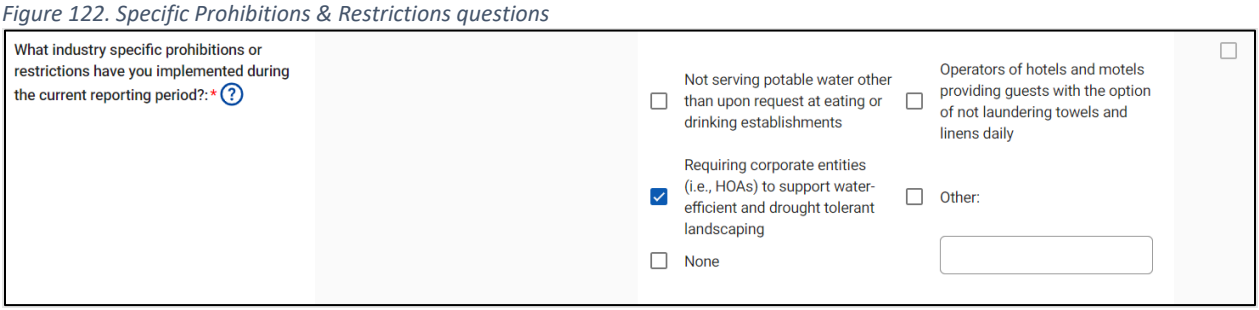


Table 64. Specific Prohibitions & Restrictions help tips

Question Name	Help Tip Definitions
Industry Prohibitions implemented during the Current Reporting Period	Enter the industry prohibitions implemented during the previous month. Select all that apply from the following responses: **"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. **"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. **"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.

Figure 123. Water Waste Activities questions

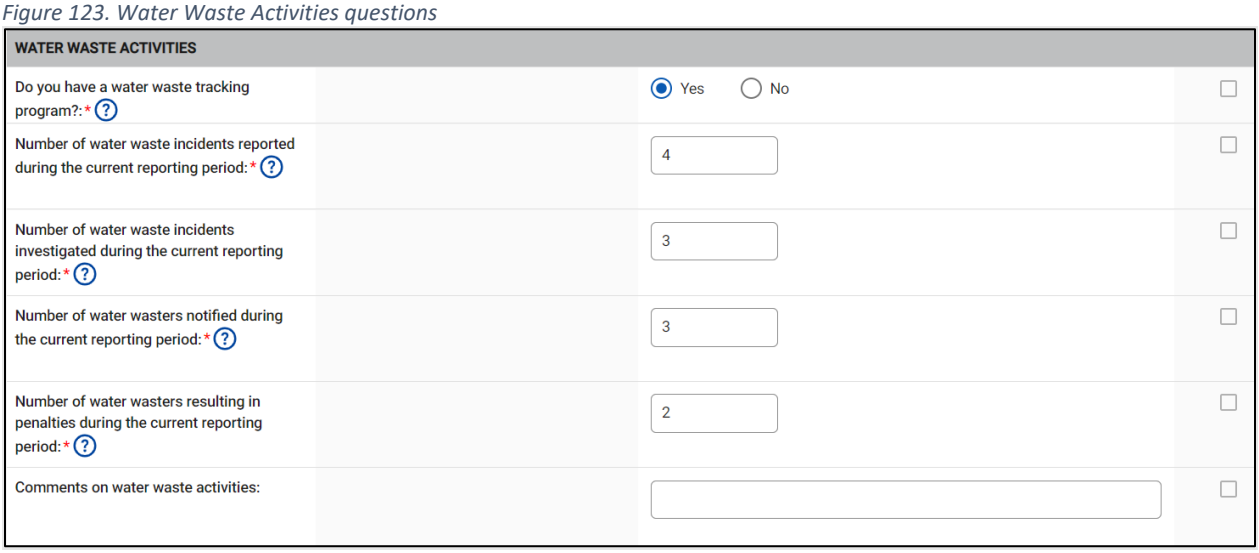


Table 65. Water Waste Activities help tips

Question Name	Help Tip Definitions
Yes/No Water Waste Activities Tracking Program	**"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. **"No"** = The water system has not implemented any water waste activities tracking program during the previous month.
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

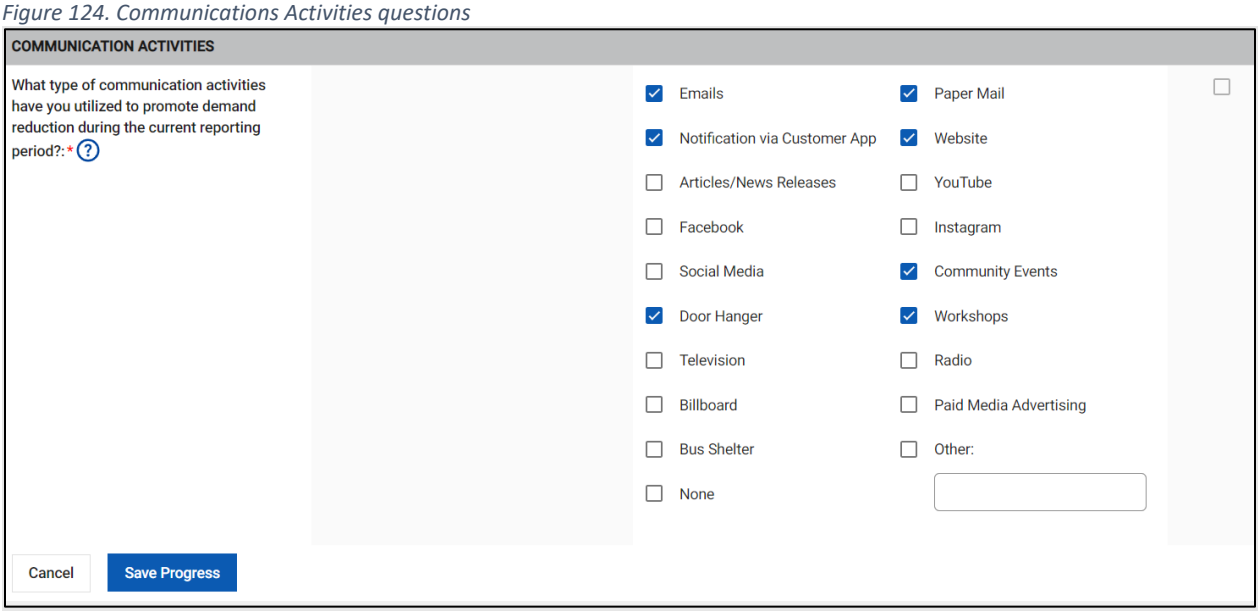


Table 66. Communications Activities help tips

Question Name	Help Tip Definitions
Communication Activities Last Month	Enter the communication activities implemented during the previous month. Select all that apply from the following responses: **"Emails"** - Electronic correspondence with customers designed to promote conservation. **"Paper Mail"** - Mailings or billing inserts designed to promote conservation. **"Notification via Customer App"** - Notifications within a customer phone application designed to promote conservation. **"Website"** - Postings or notices on a water system's website designed to promote conservation. **"Articles/News Releases"** - Release or promotion of articles or news releases written to promote conservation. **"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. **"Community Events"** - Gatherings (virtual or in person) for water system customers where conservation is promoted. **"Door Hanger"** - A notice displayed on a customer's property designed to promote conservation.

Question Name	Help Tip Definitions
	"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. **"Television"** - Programming, public service announcements or advertisements broadcasted on a television channel designed to promote conservation. **"Radio"** - Programming, public service announcements or advertisements broadcasted on a radio station designed to promote conservation. **"Billboard"** - Advertisements posted on a billboard or other similar display (for example street signs) designed to promote conservation. **"Paid Media Advertising"** - Advertisements posted in a medium not included above designed to promote conservation. **"Bus Shelter"** - Advertisements posted on a bus/train shelter or other similar display designed to promote conservation.

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.

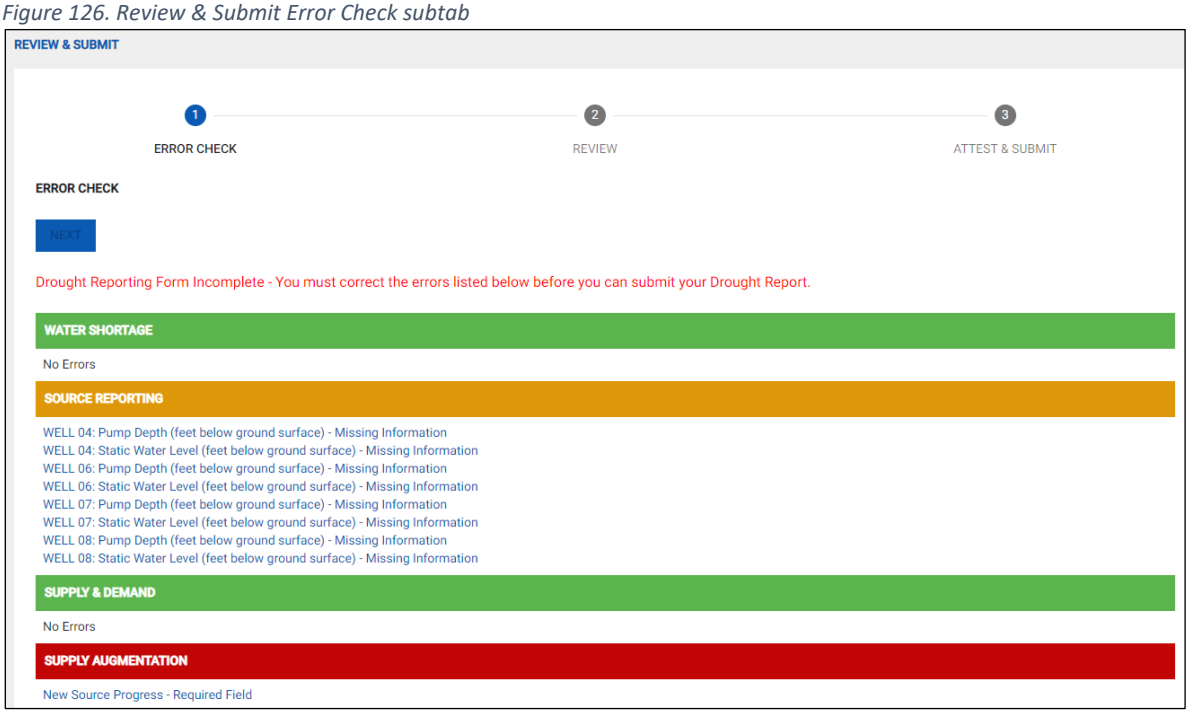
Figure 125. Supply & Demand tabs with Review & Submit tab highlighted

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 finalize and re-submit it. **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.

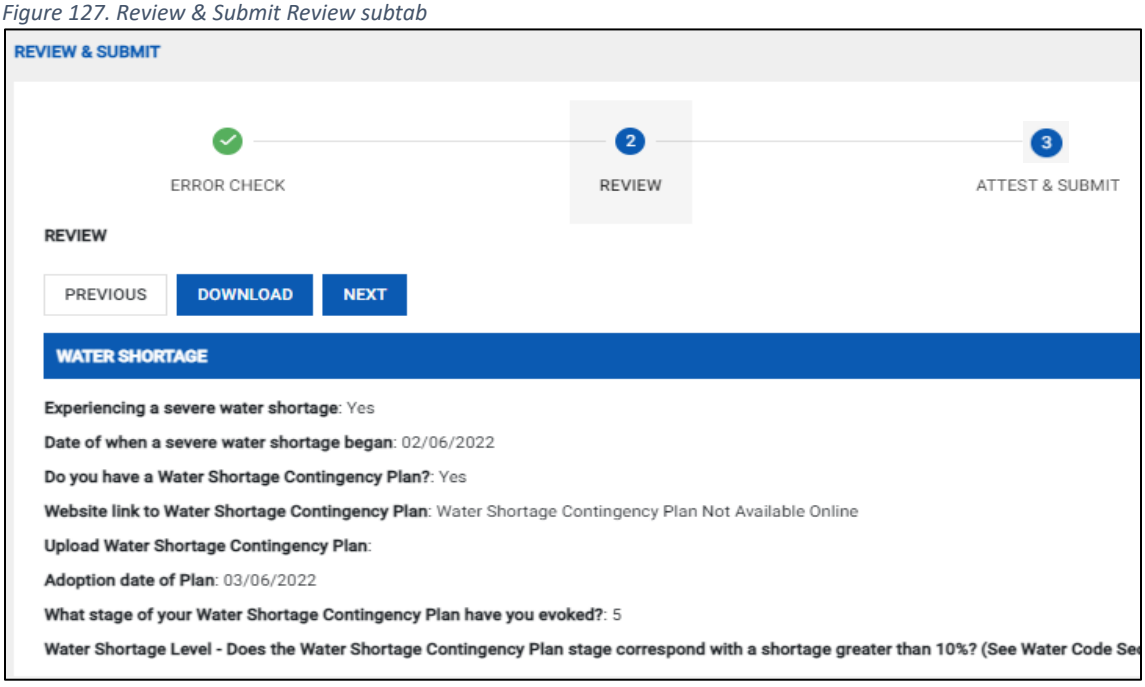
Figure 126. Review & Submit Error Check subtab



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

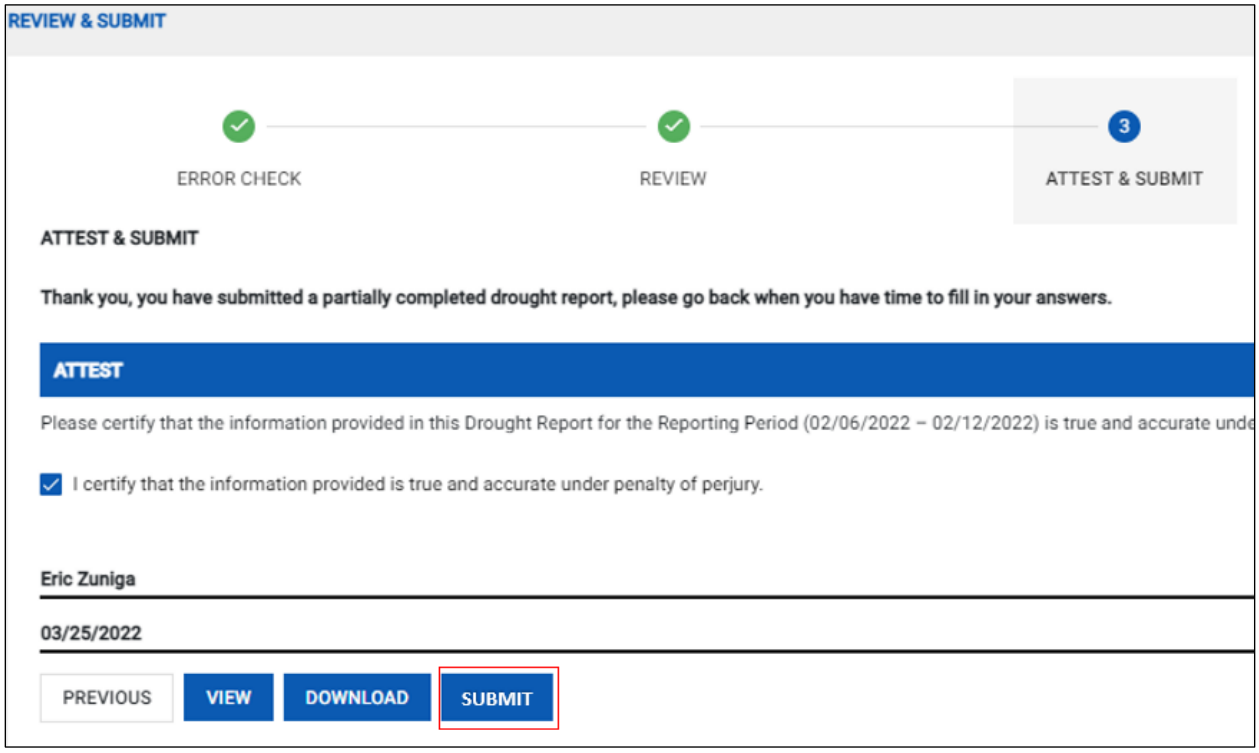


Step 3: Attest & Submit

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



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

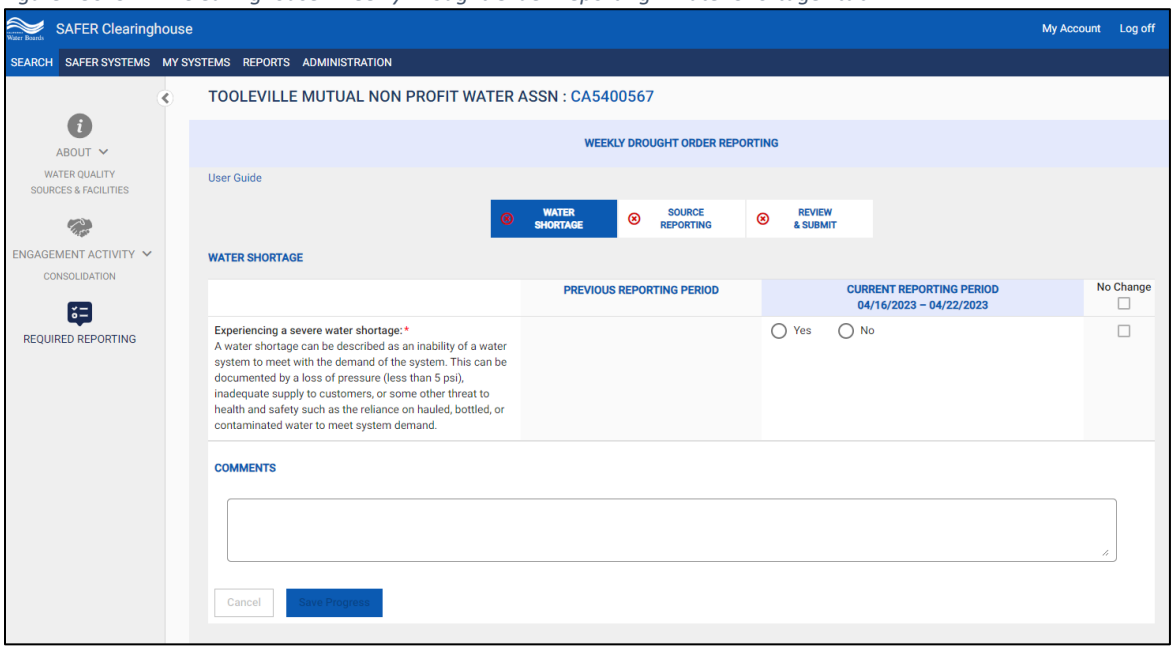
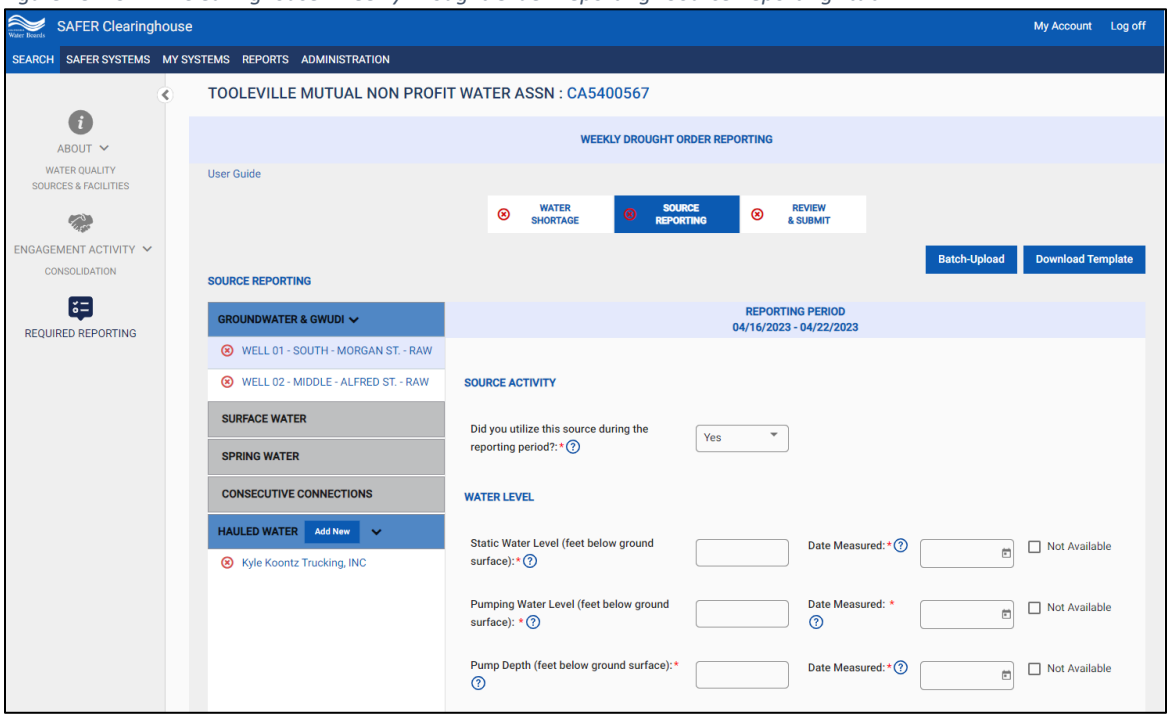


Figure 131. SAFER Clearinghouse: Weekly Drought Order Reporting "Source Reporting" tab



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

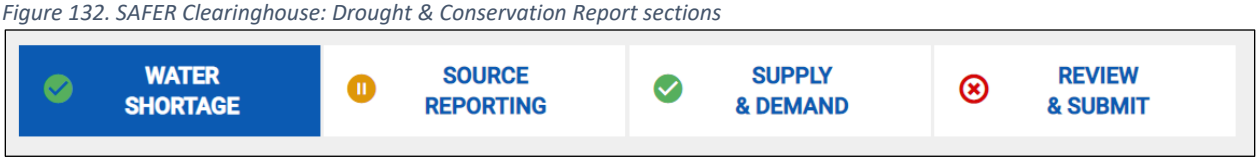
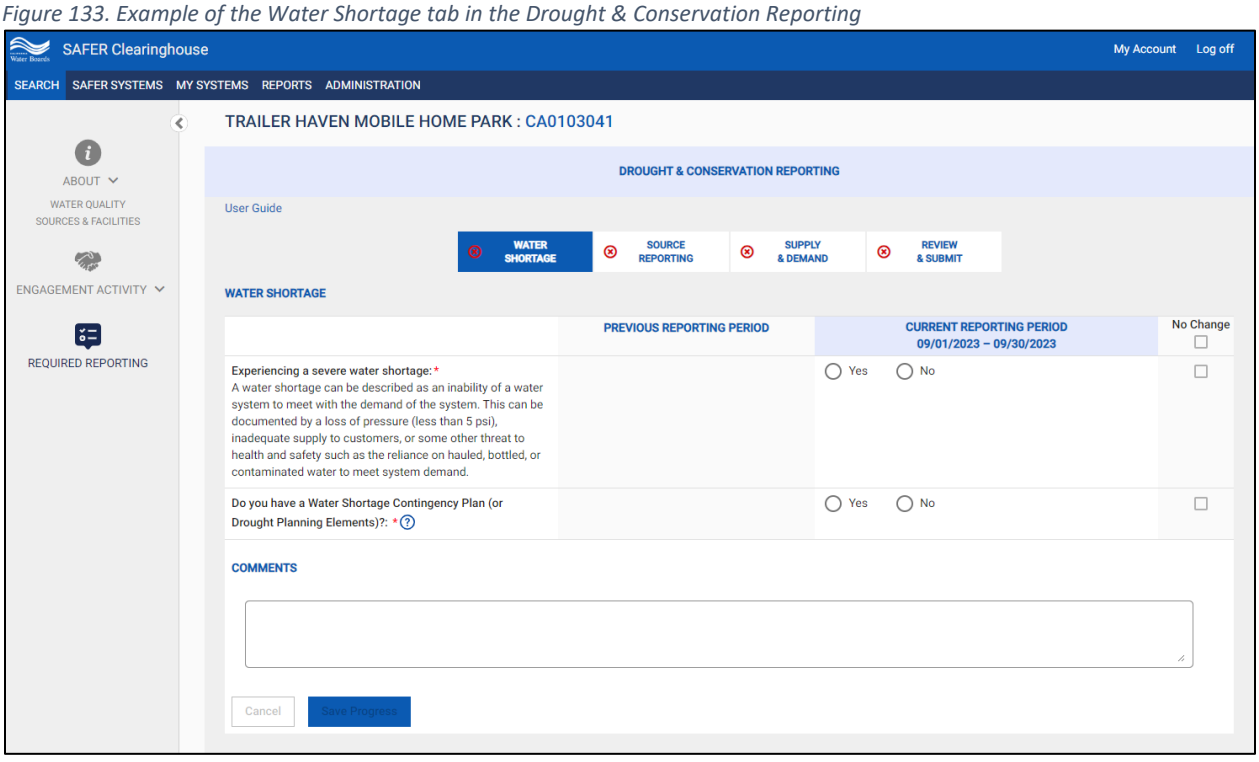


Figure 133. Example of the Water Shortage tab in the Drought & Conservation Reporting



8. Email Notifications

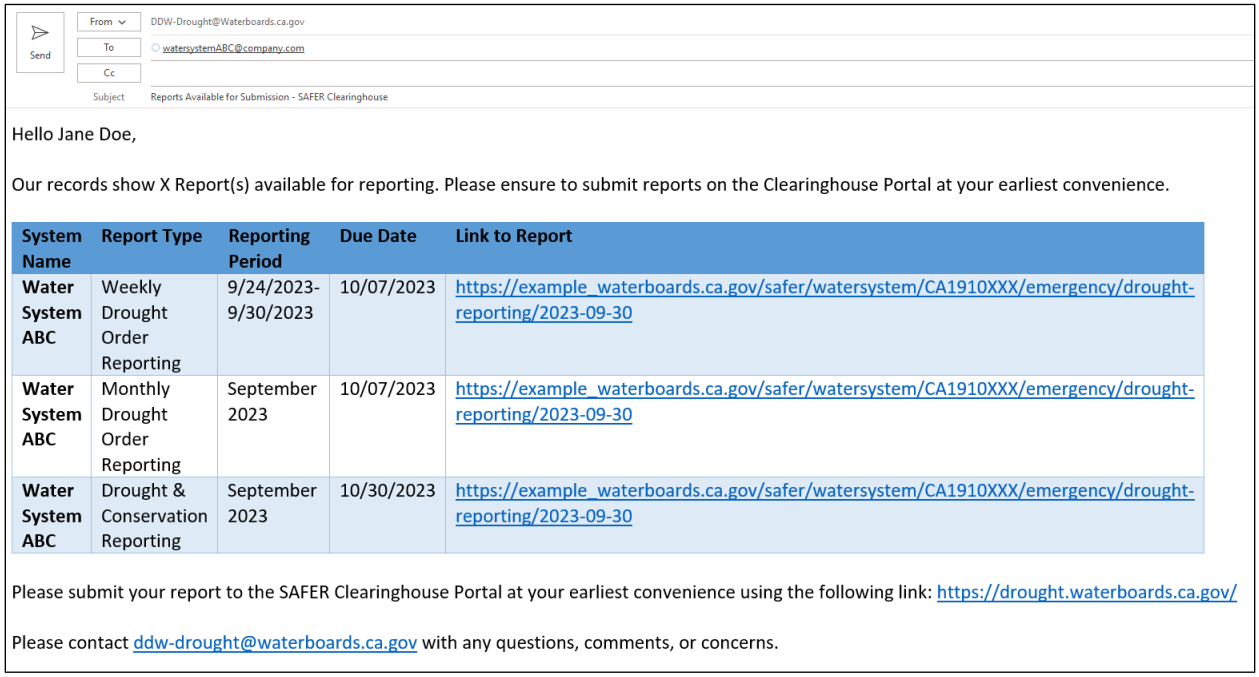
The SAFER Clearinghouse generates email notifications that are intended to deliver important information about Clearinghouse reporting to water systems.

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



Send

From: DDW-Drought@Waterboards.ca.gov

To: watersystemABC@company.com

Cc:

Subject: Reports Available for Submission - SAFER Clearinghouse

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/

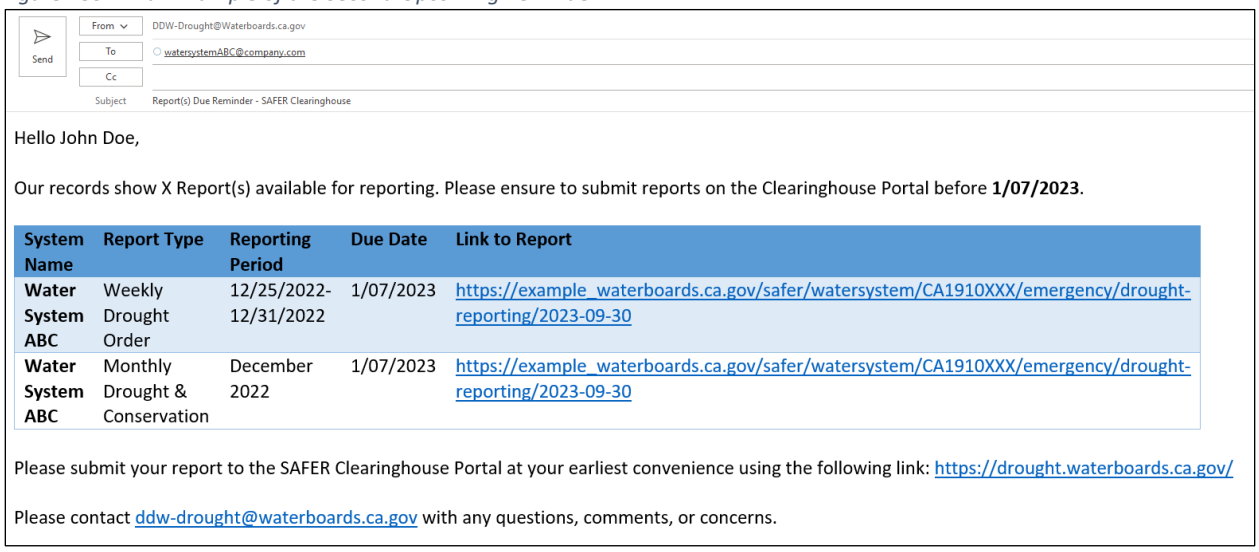
Please contact ddw-drought@waterboards.ca.gov with any questions, comments, or concerns.

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

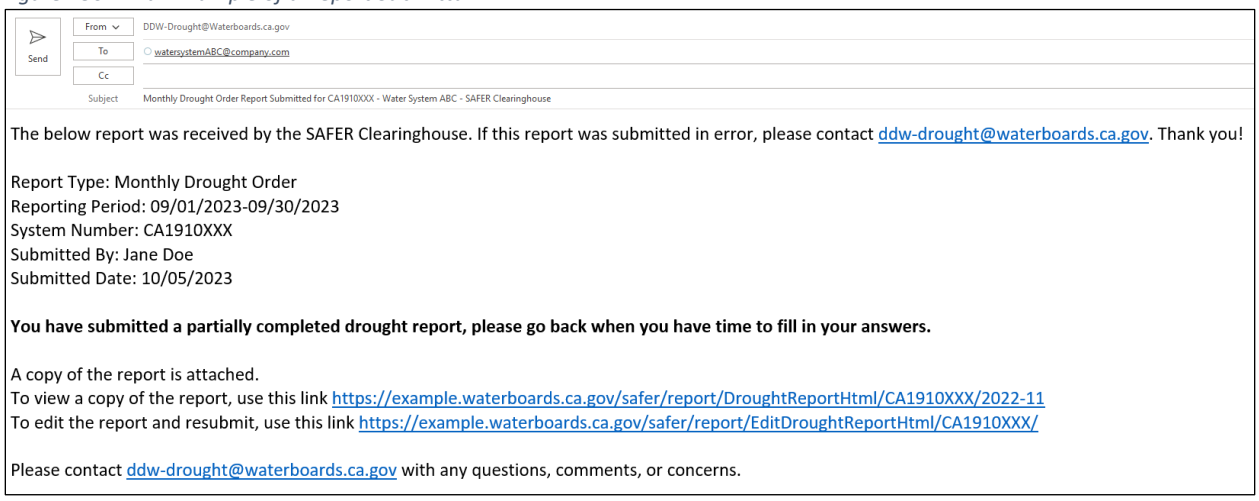
Please submit your report to the SAFER Clearinghouse Portal at your earliest convenience using the following link: https://drought.waterboards.ca.gov/

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.

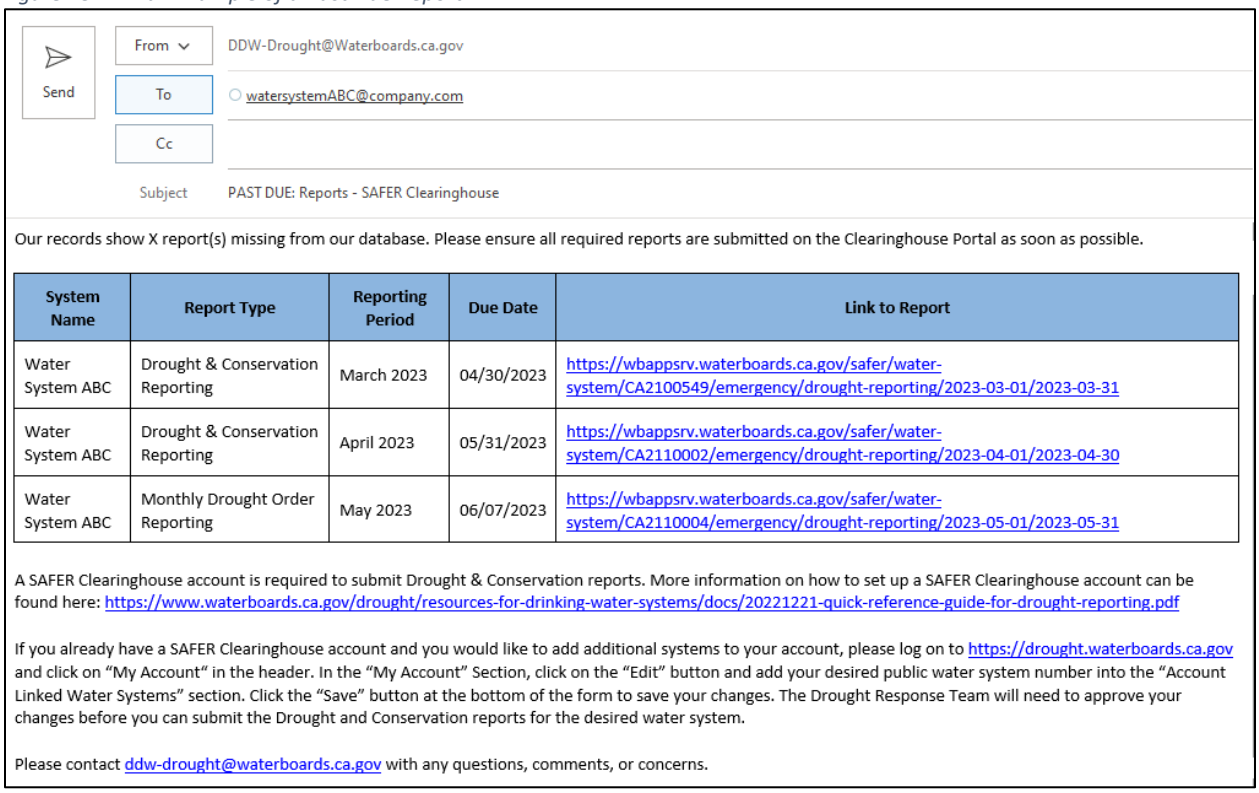
A copy of the report is attached.
To view a copy of the report, use this link https://example.waterboards.ca.gov/safer/report/DroughtReportHtml/CA1910XXX/2022-11
To edit the report and resubmit, use this link https://example.waterboards.ca.gov/safer/report/EditDroughtReportHtml/CA1910XXX/

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



Send | From: DDW-Drought@Waterboards.ca.gov | To: watersystemABC@company.com | 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://wbappsrv.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://wbappsrv.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://wbappsrv.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

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

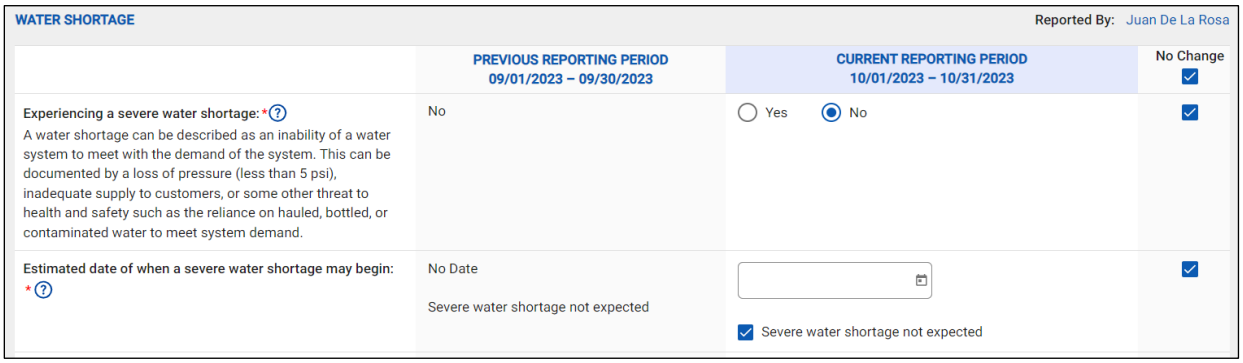


Figure 140. SAFER Clearinghouse Aggregated Urban D&C Report: Water Shortage

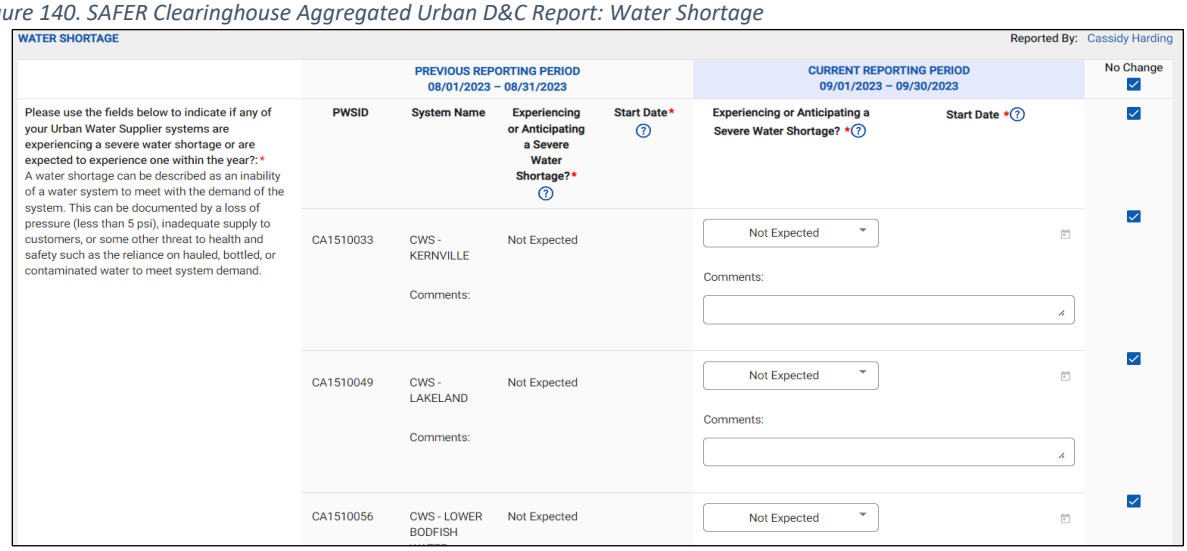


Table 67. Help Tip Definitions for Figure 140 and Figure 141

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.	**Currently Experiencing** - Water System is currently experiencing a severe water shortage. **Anticipated** - Water System believes that one of the following may occur to the System: * Loss of an existing source could cause a severe water shortage. * Water storage is expected to be fully depleted. **Not Expected** - System does not expect to suffer from a severe water shortage.
If previous question "Experiencing/Anticipating a Severe Water Shortage?" is yes then: Date of When a Severe Water Shortage Began <u>or</u> If previous question "Experiencing/Anticipating a Severe Water Shortage?" is no then: Estimated Date of When a Severe Water Shortage May Begin	The date must fall before the Reporting Period End Date. <u>or</u> Enter the nearest date at which one or more of the following may occur: • 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.	Date Selected will depend on answer of the question "**Experiencing or Anticipating a Severe Water Shortage?***". If the previous response was: **Currently Experiencing** - Enter the date when the current severe water shortage began. **Anticipated** - Enter the date (or nearest date) which one of the following may occur: * Loss of an existing source could cause a severe water shortage. * Water storage is expected to be fully depleted. **Not Expected** - Do not enter a date, field will be disabled.

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

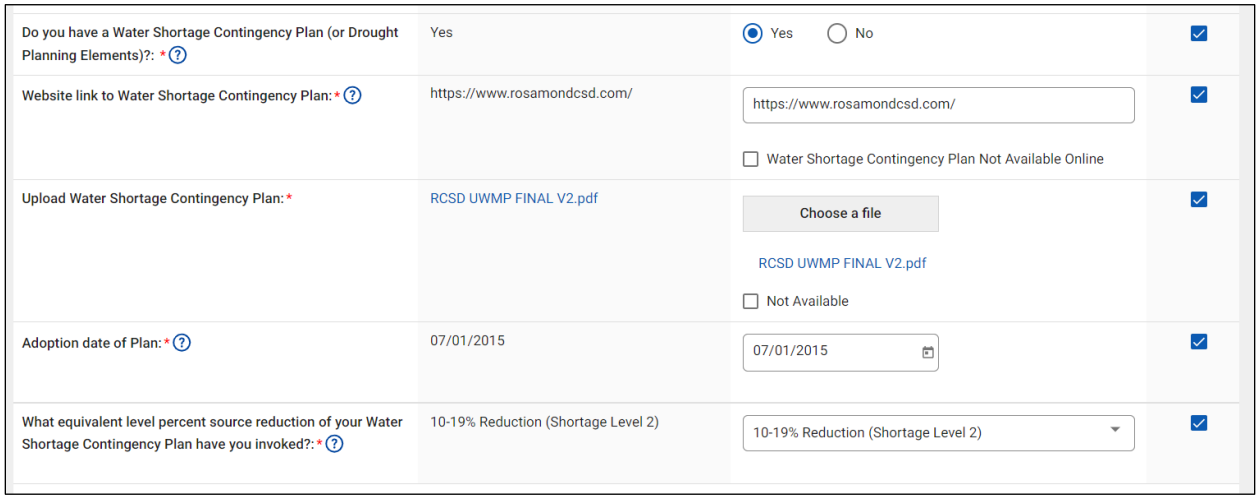


Table 68. Help Tip Definitions for Figure 142

Question Name	Single and Aggregated Urban D&C Help Tip Definitions
Do you have a Water Shortage Contingency Plan?	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)) 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))
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	Please select one of the following options: • 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.

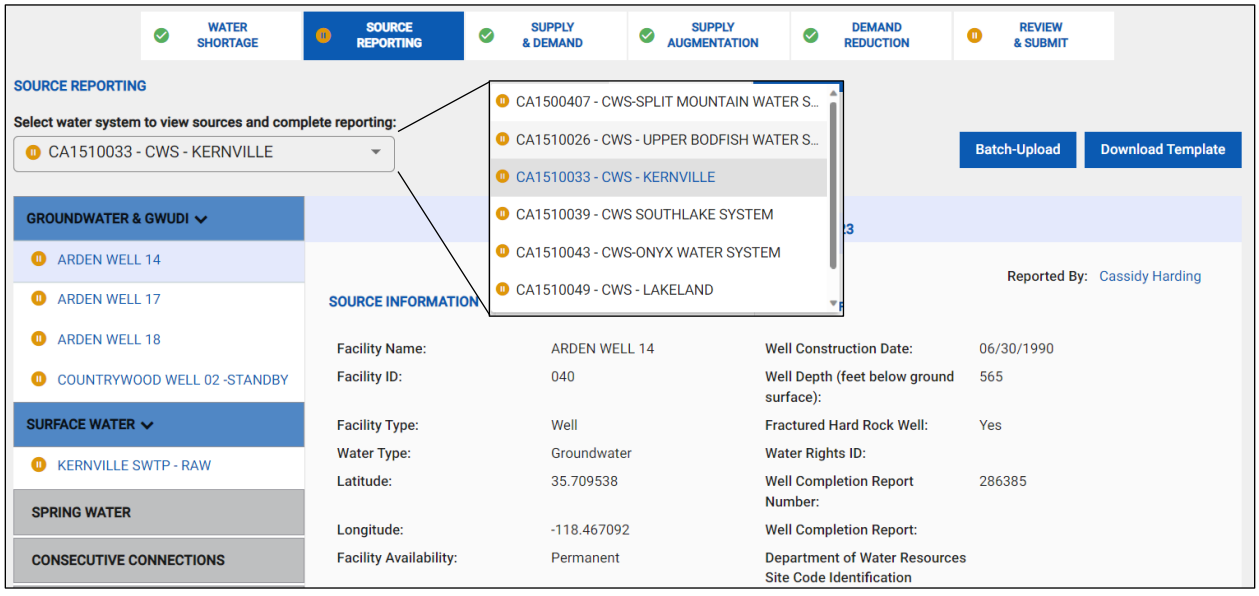
Question Name	Single and Aggregated Urban D&C Help Tip Definitions
Plan have you invoked?	• 20-29% Reduction (Shortage Level 3) = Level 3 has been invoked or an equivalent 30% reduction level. • 30-39% Reduction (Shortage Level 4) = Level 4 has been invoked or an equivalent 40% reduction level. • 40-49% 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



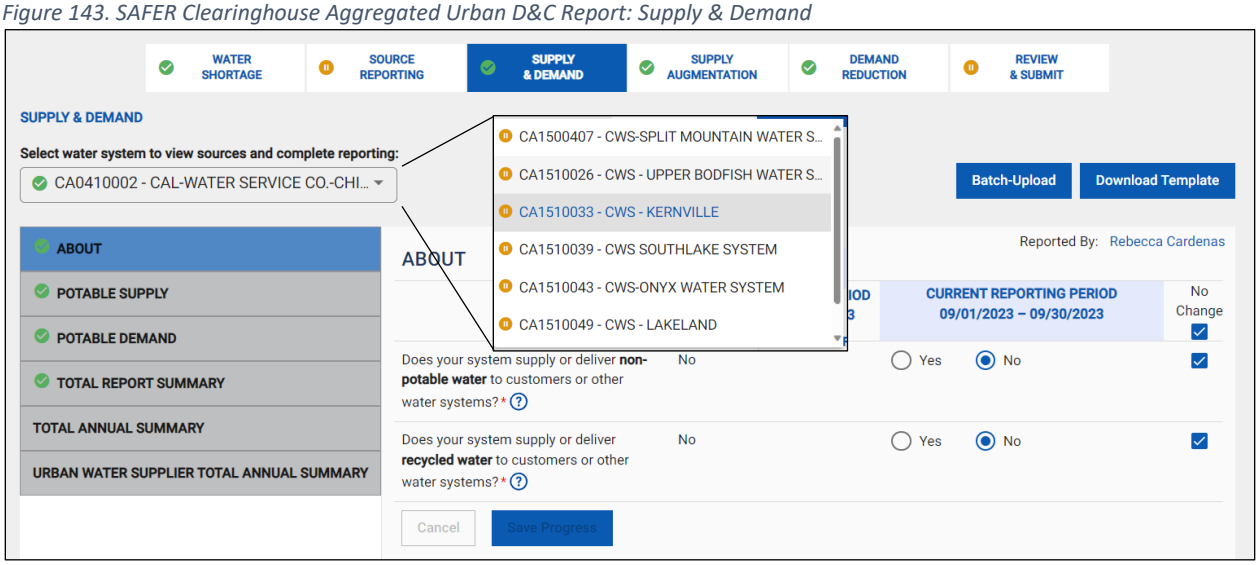
Since the Source Reporting tab is almost identical to the Single and Aggregated Urban D&C reports, refer to Sections 5.4.3 to 5.4.7 for locations and descriptions of the help tips.

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



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

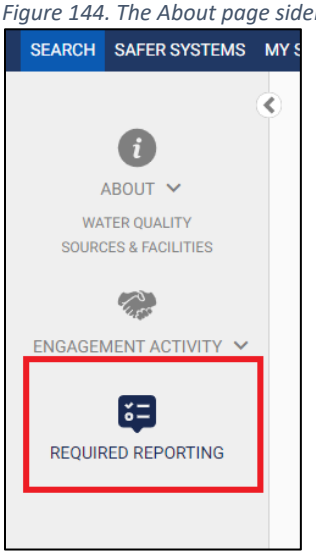
The Clearinghouse Annual Inventory Report was created to assist water systems with submitting annual production and demand data. This data were previously captured in the Electronic Annual Report (EAR). As community water systems and schools are now required to submit monthly D&C reports through the 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

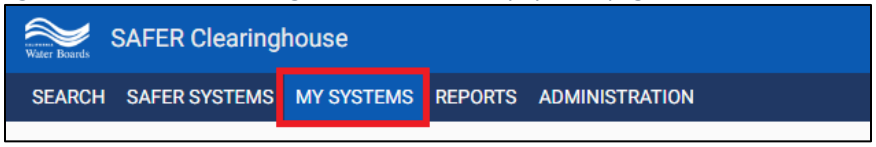


The **Required Reporting tab** will show a list of all the system's required reports. This list may include monthly D&C reports if they are required. This list of required reports will also include a link to the **Annual Inventory Reporting**, as shown in Figure 146 below. Clicking on the hyperlink in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

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

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:

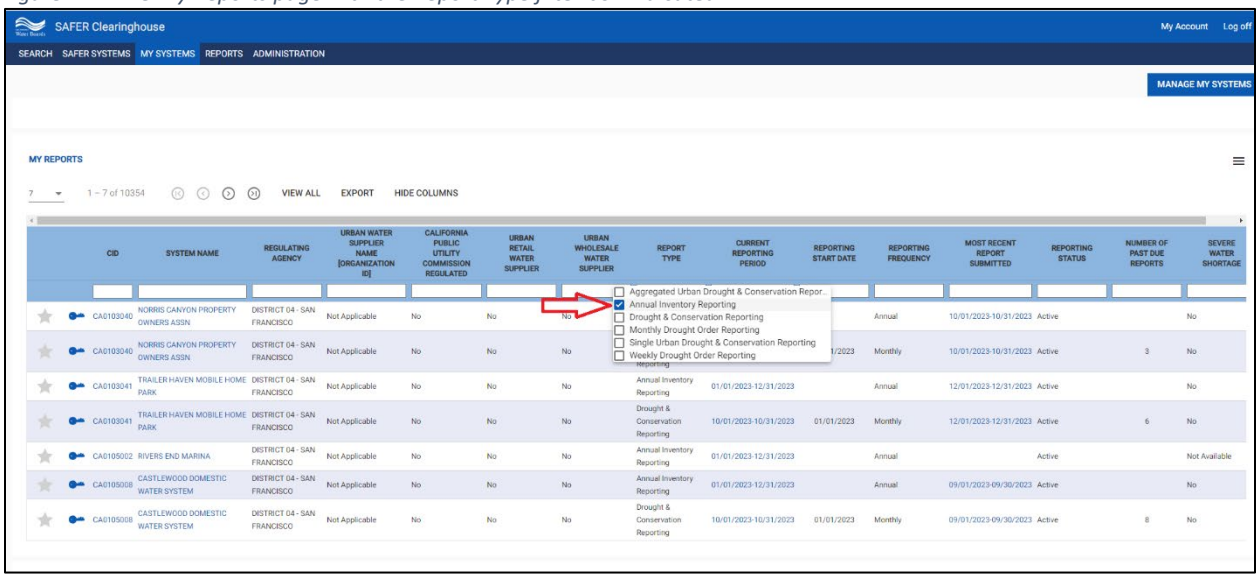
Figure 146. The SAFER Clearinghouse header with My Systems page icon indicated



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



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.

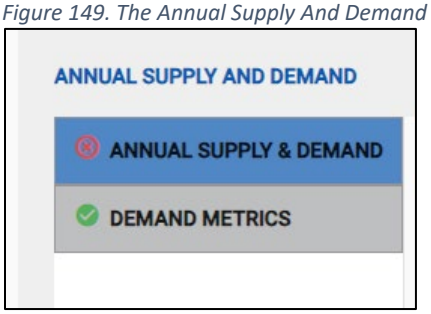
Figure 148. The two main tabs of the Clearinghouse Annual Inventory Report page

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:

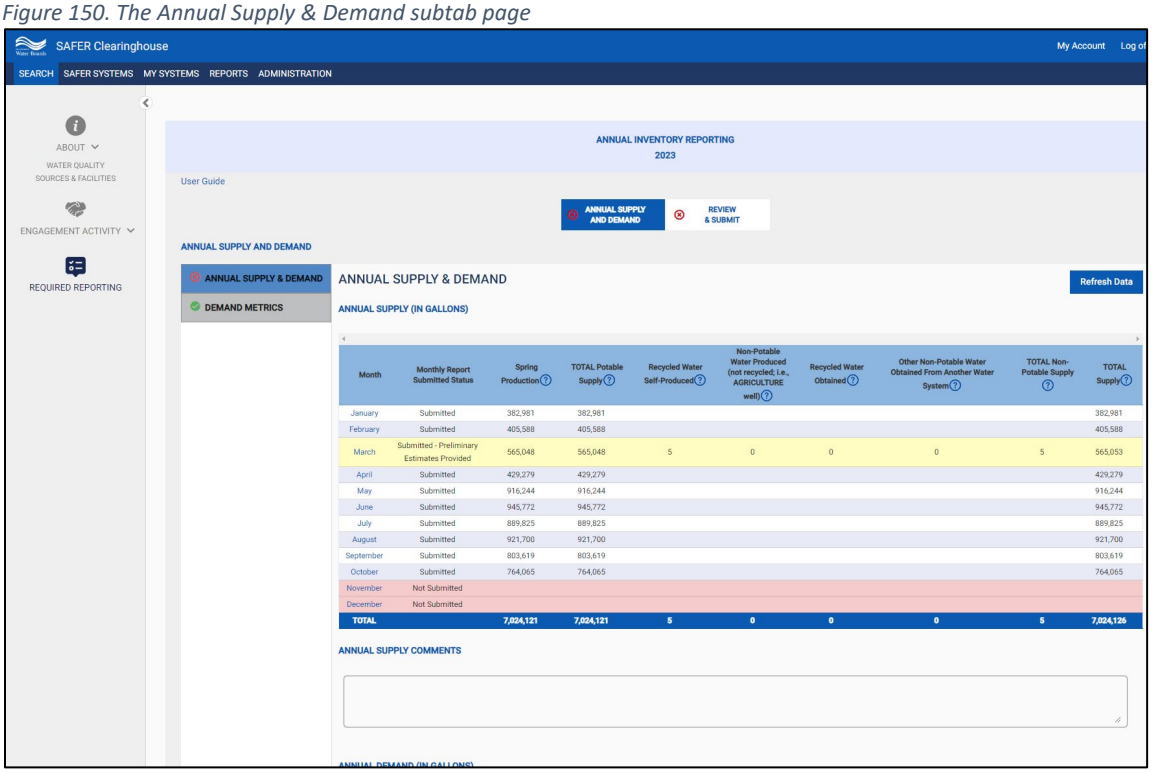
- **Annual Supply**
- **Annual Demand**.

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

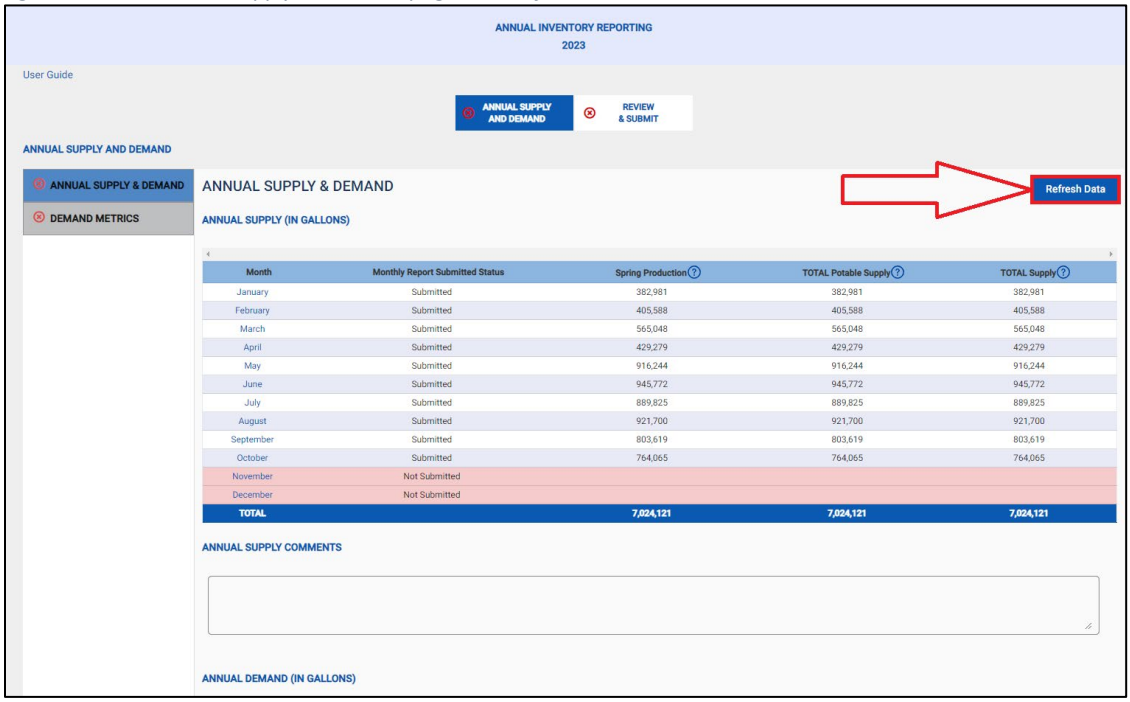
All the monthly reports need to have "Submitted" status to be able to submit the Clearinghouse Annual Inventory Report. If any reports do not have this status, they will need to be completed and submitted. In the case of previously submitted preliminary data, final data will need to be entered and re-submitted 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



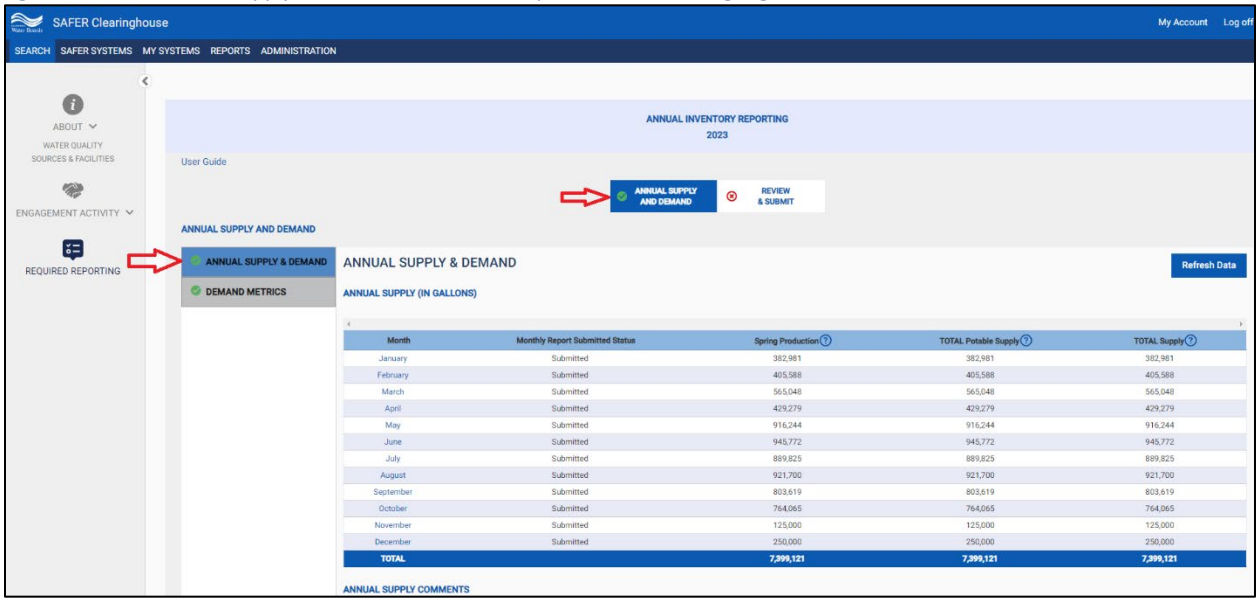
A "**Refresh Data**" button is located on the right side of the page above the Annual Supply table. As you are submitting finalized monthly reports, the Refresh Data button can be selected to refresh the Clearinghouse Annual Inventory Report to pull in data from the newly submitted monthly D&C reports.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

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



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.

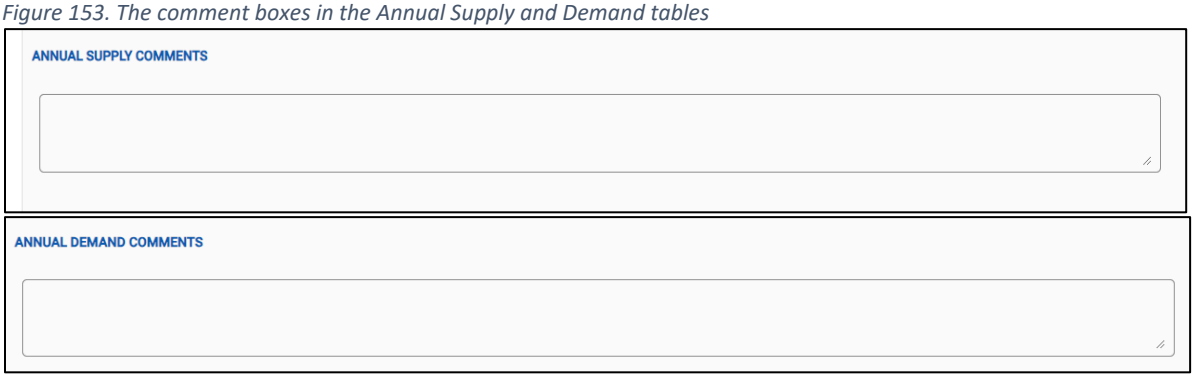
Figure 152. The Annual Supply & Demand tab with completed indicators highlighted



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



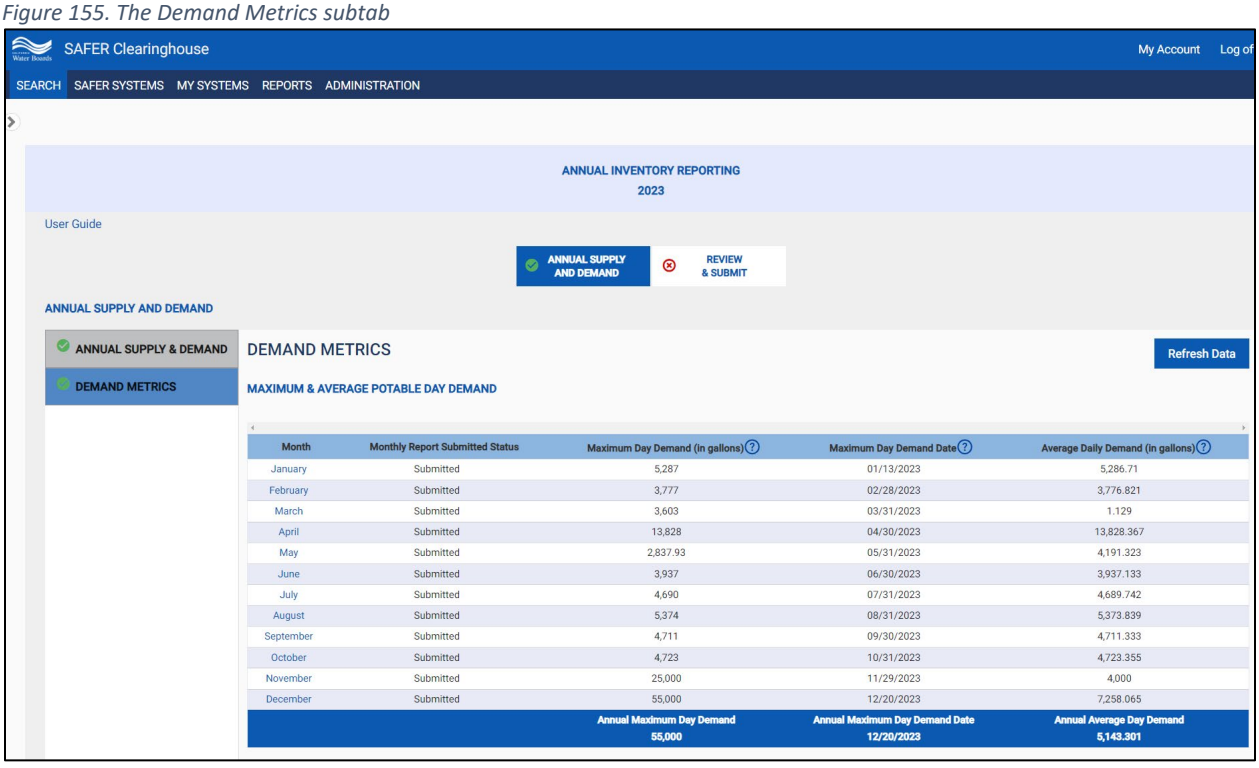
10.3. Annual Supply and Demand: Demand Metrics Subtab

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

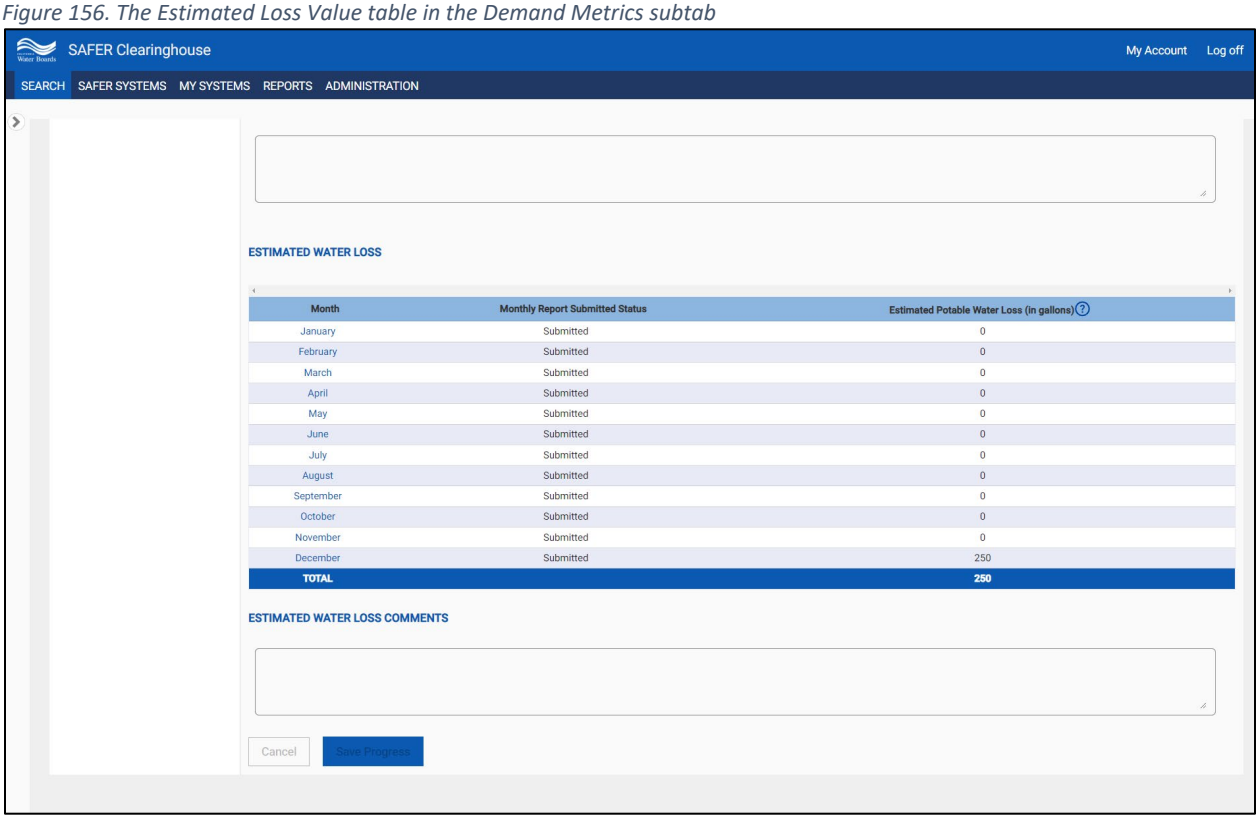
The **Demand Metrics** subtab has two tables: the “**Maximum & Average Potable Day Demand**” table and the “**Estimated Water Loss**” table. The Maximum & Average Potable Day Demand table is populated with Maximum Day Demand (MDD) and Average Day Demand data from the system’s monthly D&C reports. The 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



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



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.