



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

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Dear Water System Owner or Operator:

It is again time to report to the State Water Resources Control Board's (State Board) Division of Drinking Water (DDW) on the operation of your public water system during the past year (2018). This annual report is intended to provide DDW with updated information regarding your water system, including contact information, population served, number of service connections, modifications made in the previous year, etc. Information in this report is also used by the Department of Water Resources (DWR) as well as other State Board divisions and offices. Your accurate and timely completion of this report is appreciated.

In addition, if you have already prepared the 2018 Consumer Confidence Report (CCR), you can also upload it at this time by going to the MY CCR UPLOADS tab.

The 2018 electronic Annual Report (2018 EAR) is due to be submitted by April 19, 2019.

Please note that if you have previously registered for access to the EAR website, you do not need to register again to begin completing the 2018 EAR. Simply login to the EAR Portal using your user name (email address) and password; then go to the **MY EAR REPORTS** tab. Each previously submitted report will have a link on this page. At the bottom of the page is a link to start the 2018 EAR.

To access the EAR website, please go to the following link <http://drinc.ca.gov/ear/>. You may find that some of the report is "pre-populated" with information from our Safe Drinking Water Information System (SDWIS) database. Please check this information to make sure it is still correct and current. To assist you in completing this year's report, you can also pre-populate each section of the report (except for the Water Supplied, Water Rates and Deliveries, Improvements, Complaints, and Conservation sections) with information from last year's report by clicking "Prefill this Section" on the left-hand side just above the section tabs.

If you need to add another water system to your registered list: You must ensure you are registered for each water system for which you must submit a report. To register for a new system, you must login to the eAR Portal using your user name (email address) and password, then go to the **MY PROFILE** tab and add a water system from the list. Within 3 to 5 days after you have added the new water system to your list, and we have reviewed your registration, you will receive an email to allow you access to start a report for that new public water system(s). You may begin creating the 2018 eAR for any water systems for which you have prior approval while you are waiting for the approval for the newly added water system.

If you forgot your password:

Password: You must first login using your user name (email address). When you are at the screen requiring your password, click on the link **FORGOT PASSWORD?** Your password will be forwarded to your email account.

If you are not a registered user of the EAR portal, go to the following link

<http://drinc.ca.gov/EAR/registration.aspx>. All of the 'required' fields must be completed. You must then select and ADD each water system you represent. Be sure to select the correct Local Primacy Agency (Nevada County). Otherwise, your water system will not show up on the list. You need only register once to complete reports for multiple systems for which you are responsible. Within 3 to 5 days after you have registered and your local regulatory agency has approved your registration, you will receive an email from the DRINC Portal Administrator to allow you access to complete and submit a report for your Public Water System(s).

Remember to keep a record of your password created during the registration process.

Please find the EAR's frequently asked questions and the new User Guidance Document at the links below:

Frequently Asked Questions: https://drinc.ca.gov/ear/WS_FAQ.htm

User Guidance Document: <https://drinc.ca.gov/ear/eAR%202018%20guidance%20doc.pdf>
(the user guidance document link can also be found in the online frequently asked questions)

The Division recommends you to edit, or if you have not done so create, your service area boundaries and enter them in the **Drinking Water Systems Geographic Reporting Tool**, also known as the **Water Boundary Tool**. The Tool could be accessed through the DRINC Portal website or directly at <http://cehtp.org/page/water/main>. This web-based tool is designed to produce high resolution, digital maps of drinking water system customer service areas for the entire state of California. The tool enables water systems to digitizing their customer service area boundaries and creates a geographic information system (GIS) layer which is useful for identifying neighboring systems and emergency preparedness, for public health prevention and response, and for public health research.

Thank you for your cooperation in completing the 2018 Annual Report. Please feel free to contact me via phone or email if you have any questions.

Thank you,



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