

Guidance for Small Water Supplier Conservation Reporting

Draft: November 14, 2016

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Small Water Supplier Reporting Basics

Small Water Supplier Conservation Reporting is required under the State Water Board's emergency regulation approved in May 2016. For more information on the emergency regulation, click [HERE](#) (see section 865(g)). Reports are due on December 15, 2016.

The Small Water Supplier Conservation [Reporting Tool](#) (Reporting Tool) accepts the water conservation report required under the State Water Resources Control Board's (State Water Board's) drought emergency water conservation regulation (Emergency Regulation) for public water systems that provide water for human consumption to fewer than 3,000 service connections and produce less than 3,000 acre-feet of water annually.

The Reporting Tool will remain accessible for suppliers that are not able submit their reports by the December deadline.

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Guidelines on Who Must Submit a Small Water Supplier Conservation Report

A report must be submitted for any public community water system that is not classified as an urban water supplier and provides water for human consumption to between 15 and 3,000 service connections or regularly serves at least 25 residents year round. A decision tree of who must submit a small water supplier conservation report can be found [HERE](#).

If your system only supplies commercial, industrial, or institutional properties, you do not have to report.

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How to Report

Use the State Water Board's web-based [Reporting Tool](#). Small water suppliers are not required to register to access the State Water Board's web-based reporting tool. Just fill out the short form and submit it electronically.

System Notes

- **The system will log you off after 20 minutes of non-activity.**
Partially entered information will be lost if this occurs and must then be reentered.
- When entering numbers, do not use commas or decimals—enter just the number.
- Upon submission, you will receive an email acknowledging receipt of your report. If you do not receive a confirmation, check for error messages on your online form. Fix errors and then click on the submit button.
- To correct a reporting error, re-submit the Report (in its entirety); we will use the most recently submitted report.

Tip: Assemble your information before trying to enter it into the reporting tool. See below for a list of the information needed.

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List of Information to Report

Before you enter information at the [Reporting Tool](#), you will need to gather this information:

- ___ **1. Water System Number.** The public water system (PWS) ID number is in this format (CAxxxxxxx). It starts with "CA" and is followed by 7-digits, without any space between CA and the numbers. If you don't know your public water system (PWS) ID number, also called "Water System No." you can look it up using this link: <https://sdwis.waterboards.ca.gov/PDWW/>. Write down this number, you will need it.
- ___ **2. Contact information for the person submitting report:** name, title, telephone, email
- ___ **3. Water production units of measure:** you will select one of the following: gallons, million gallons, 100 cubic feet, acre-feet
- ___ **4. Water production data for each month in 2013** (this may have already been entered and if so, these numbers will automatically appear in the form)
- ___ **5. Water production data for each month: December 2015 through November 2016**
- ___ **6. Conservation activities:** List of any actions taken to help your customers save water
- ___ **7. Watering days:** Maximum number of watering days allowed per week from June – November 2016
- ___ **8. Leak Detection:** Information about efforts to detect leaks and inform customers about leaks (you will be asked to answer a few yes or no questions)

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If some of information listed above is not available, you are still required to submit a report. Use the comment box on the form to explain.

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Complete and submit your report [HERE](#).

Step 1a: Go to the On-line Form and enter your Water System Number

- Where it says "**Enter the water system number directly,**" enter your 7-digit water system number immediately after the "CA", without spaces. Click on "**Look up...**" After you click on "Look Up..." information entered previously for 2013 will appear in the spaces below.

Enter the water system number directly...

CA

OR

EAR User Account Name

Tip: You don't need to enter the user account name.

Many users find it easier to enter their 7-digit water system number and then click on "Look up". Information on your system, including the system name, will appear in Steps 1 and 3 of the report.

Step 1b: Enter in the contact information for the person submitting this report. It looks like this on the online form:

1: Water System Information and Contact (required)

| | |
|------------------------|----------------------|
| Public Water System ID | <input type="text"/> |
| Water System Name | <input type="text"/> |
| Your Name | <input type="text"/> |
| Title | <input type="text"/> |
| Telephone | <input type="text"/> |
| Email Address | <input type="text"/> |

Enter or edit your contact information. Upon submission, a confirmation email will be sent to this email address.

You do not need to enter information into the gray-shaded cells.

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Step 2: Select the units of measure for which you will be reporting all water production numbers. The Reporting Tool asks you to select the reporting unit so you do not need to make conversions. Those conversions are based on these factors:

| Unit Conversion Factors | |
|--|----------------------------|
| If Total Monthly Potable Water Production (TMP) is in: | Unit Conversion Factor (C) |
| Gallons (G) | 1 |
| Million Gallons (MG) | 1,000,000 |
| Hundred Cubic Feet (CCF) | 748 |
| Acre Feet (AF) | 325,851 |

Click on “Select” to see several choices (gallons, million gallons, 100 cubic feet, acre-feet) and pick the unit of measure for your water system. It looks like this on the form:

2: Select Units of Measure

-- Select --

Select the units of measure for which you will be reporting all production figures.

Step 3: Enter your total monthly potable water production for January through December 2013 (baseline year) and December 2015 through November 2016.

Total monthly potable water production includes the following:

- all residential (single, multi-family, etc.),
- commercial,
- industrial,
- institutional,
- agricultural (commercial and non-commercial),
- landscaping, and
- non-revenue (e.g., lost) water.

Water that is produced but not used in your service area (e.g., water transferred or sold to another water supplier) should not be included in your total potable water production.

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If your 2013 production numbers were pre-populated, please check the numbers for accuracy, enter incorrect or missing information. Enter monthly data starting with December 2015 and ending with November 2016 (we start with December 2015 as it continues from November 2015, the last month in your report submitted last year). Some small water suppliers do not have water production information. If this is your situation, leave the number fields blank and use the comments field to explain why water production data are not available (e.g. no meters). You may also provide your best estimate in the number fields and use the comments field to explain how you made the estimate. A portion of the table appears below so you can see what it looks like.

Tip: Enter numbers without commas or decimals. Otherwise, you will get an error message when you submit your form!

| | |
|-----------|-----------|
| 100000 | OK format |
| 100,000 | not OK |
| 100000.02 | not OK |

3: Enter Total Monthly Potable Water Production (required)

Enter your total potable water production for each month in 2013 and for December 2015 - November 2016.

Total Potable Water Production is all potable water that enters into a supplier's distribution system, excluding water placed into storage and not withdrawn for use during the reporting month. Total Potable Water Production includes non-revenue water. Water that is produced but not used in your service area (e.g., water transferred or sold to another water supplier) should not be included in your Total Potable Water Production. If your 2013 production numbers were pre-populated from your EAR Account, please check the numbers for accuracy.

Tip: Leave shaded cells blank.

| | 2013 Production | 2015-16 Production |
|----------|-----------------|--------------------|
| Dec 2012 | | |
| Jan | | |
| Feb | | |

(This table continues with other months and a comment box)

Step 4: Enter actions to conserve water. List any water supplier actions that were taken over the reporting period to encourage or require customers to conserve water.

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4: Actions to Conserve Water (required)

As a water supplier, describe the actions taken to encourage or require your customers to conserve water.

Please list:

Step 5: Enter the maximum number of outdoor watering days per week from the drop down list. Click on “select” and click on a number. Choices are 0 to 7.

5: Number of Watering Days (optional)

If there was a limit to the number of watering days per week, select the maximum number of days per week outdoor watering was allowed between June and November 2016.

-- Select --

Step 6: Answer leak detection questions. For each question below, click on “select” and pick the answer that best describes your leak detection actions or program.

6: Leak Detection

a) Do you have a leak detection program?
-- Select --

b) Do you alert customers about potential leaks on their premises?
-- Select --

c) What is the average response time to customer leak notifications? *(Answer, if applicable)*
-- Select number of days

d) Would you be interested in technical assistance to improve your leak detection and repair program?
-- Select --

Step 7. Enter comments to explain answers, if needed. Use this comments box to add information about your answers above.

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7: Comments (optional)

Please enter any comments or explanations you may have.



Use the comment box to provide additional information or explanations. You may also include references to documents (the tools does not allow attached documents).

Step 8: Click the “Submit” button after completing your report.

8: Submission

By clicking the **Submit Report** button, you certify that, to the best of your knowledge, the information provided is true and accurate.

Upon submission, you will receive an email confirming receipt of your conservation report, which will include a copy of your submitted report. If you do not receive a confirmation email, please email drinc@waterboards.ca.gov.

Thank you!

Submit Report

After clicking on “Submit Report,” check the bottom of your screen. The text below appears: when a report is submitted:

Thank you for your submission...an email is being generated to the address you specified within the report. If the information in the email is incorrect, please re-submit your report.

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Also, a confirmation email is sent to the email address you provided in Step 1. It shows the information you submitted. If you do not receive the confirmation email, check the online form for errors and re-enter your information.

For assistance with the reporting tool, please email drinc@waterboards.ca.gov.

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Revising Reports

Previously submitted reports cannot be revised and re-submitted. If you need to re-submit this report for any reason (such as a data entry error or the need to update data), please re-file the complete report in its entirety for the same Public Water System ID. State Water Board staff will access your most recent report for each Public Water System.

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Terms and Definitions

Commercial Agricultural Water: Commercial agricultural water is water provided for commercial agricultural use that meets the definition of [Government Code section 51201, subdivision \(b\)](#). The emergency regulation adopted on May 31, 2016 allows urban water suppliers to subtract commercial agriculture deliveries from total potable water production if they comply with specific requirements outlined in the [Agricultural Water Use Exclusion document](#).

Commercial, Industrial, and Institutional Water: Commercial, Industrial and Institutional (CII) water includes all indoor and outdoor water used by the CII sector. This includes water used for outdoor landscapes on CII properties.

Non-revenue Water: Non-revenue water includes water lost due to system leaks and theft and non-billed water used to fight fires.

Total Potable Water Production: All potable water that enters into a water supplier's distribution system, excluding water placed into storage and not withdrawn for use during the reporting month. Total Potable Water Production includes all non-revenue water, including water loss. Water that is produced but not used in your service area (e.g., water transferred or sold to another water supplier) should not be included in your total potable water production.

Urban Water Supplier: A water provider that produces 3,000 acre-feet of water per year or serves 3,000 or more service connections.

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Frequently Asked Questions (FAQ): Small Community Water Supplier Conservation Report

1. Q: Is my district a small community water supplier?

A: If your district is a public water system that is not classified as an urban water supplier and provides water for human consumption to between 15 and 3,000 service connections or regularly serves at least 25 residents year round, you are required to comply with the emergency regulation. A decision tree of who must submit a small water supplier conservation report can be found [HERE](#).

2. Q: We didn't exist in 2013, do we still have to complete a report?

A: Yes. You still need to report and provide information for December 2015 – November 2016. Use the comment box on the reporting form to explain missing information and indicate the name of the former supplier and appropriate contact information, if known.

3. Q: Could you please let me know when and how the original notification was distributed?

A: The State Water Board sent information via multiple listservs to inform stakeholders about the emergency regulations in May 2016. Additionally, the State Water Board has a comprehensive website on the water conservation emergency regulation: http://www.waterboards.ca.gov/water_issues/programs/conservation_portal/emergency_regulation.shtml

4. Q: We have a transient system that is used for industrial purposes, do we have to report?

A: A public water system that is classified as a transient non-community water system per [USEPA guidance](#), is required to comply with the emergency regulation. If your system only supplies commercial, industrial, or institutional properties, you do not have to report. A decision tree of who must submit a small water supplier conservation report can be found [HERE](#).

5. Q: Does this reporting requirement apply to non-transient, non-community water systems?

A: A public water system that is classified as a non-transient non-community water system per [USEPA guidance](#), is required to comply with the emergency regulation. If your system only supplies commercial, industrial, or institutional properties, you do not have to report. A decision tree of who must submit a small water supplier conservation report can be found [HERE](#).

6. Q: We report monthly as an urban water supplier and in our monthly reports we include information from a small supplier. Does the monthly report cover our reporting

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requirements so we do not report again as a small supplier?

A: Small systems that are already accounted for in monthly urban water supplier reporting, **should not** submit separate small supplier conservation reports.

7. **Q: As I report as an urban water supplier, was the message was sent to me in error?**

A: Our database isn't refined enough to only select small suppliers. For small systems that are already accounted for in monthly urban water supplier reporting, separate small supplier conservation reports should not be submitted.

8. **Q: We have multiple systems and are not sure which ones need to report?**

A: Any public water system that is not classified as an urban water supplier and provides water for human consumption to between 15 and 3,000 service connections or regularly serves at least 25 residents year round is required to submit a small supplier conservation report, unless the system only supplies commercial, industrial or institutional properties. A decision tree of who must submit a small water supplier conservation report can be found [HERE](#).

9. **Q: Where can I look up information on our water system?**

A: You may research the particulars about a water system by making an inquiry at this link: <https://sdwis.waterboards.ca.gov/PDWW/>

10. **Q: We are a business and only supply water to our employees. Do we have to report?**

Any public water system that is not classified as an urban water supplier and provides water for human consumption to between 15 and 3,000 service connections or regularly serves at least 25 residents year round is required to submit a small supplier conservation report unless the system only supplies commercial, industrial or institutional properties. A decision tree of who must submit a small water supplier conservation report can be found [HERE](#).

11. **Q: We do not have monthly production data, only billing data, what should we do?**

A: You are required to submit production data, not customer billing data. If you do not track monthly production data, please note that in the comment box and provide your best estimate of water produced each month.

12. **Q: We have an influx of seasonal visitors, how should we report this?**

A: Please provide information on your population fluctuations in the comment box.

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13. Q: We get water from wells – can I look at billing statements to determine use?

A: You are required to report on production from those wells, not customer use. If you do not track the water produced by each well, please note that in the comment box and provide your best estimate of monthly production.

14. Q: We do not produce water for any customers, we buy 100 percent of our water from another source. What do we need to report?

A: Water your district purchases from another source and sells to customers counts as produced water. Every supplier needs to report the specified monthly production data.

15. Q: Should I send attachments that demonstrate actions we have taken (e.g., resolution/ordinances)?

A: The web-based report form is not able to accept attachments. In the comment box you can reference any resolutions/ordinances passed to restrict outdoor irrigation or to reduce use by other means.

16. Q: I already report monthly as an urban supplier. We have more than 3,000 service connections, but fewer than 3,000 AF of water production. Should I be reporting?

A: As you already are providing monthly reports as a large urban water supplier and have more than 3,000 service connections, you should not report as a small water supplier.

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