

## Jennifer Blackman

---

**From:** California Water Boards <public@info.waterboards.ca.gov>  
**Sent:** Tuesday, December 5, 2023 9:02 AM  
**To:** Jennifer Blackman  
**Subject:** New Annual Reporting Requirement: Clearinghouse Annual Inventory Report (CAIR)

Having trouble viewing this? [View it as a webpage](#)



Dear Public Water Systems,

We are writing to notify you of an important new annual reporting obligation titled the Clearinghouse Annual Inventory Report (CAIR) that will take effect on **January 1, 2024**.

The CAIR includes the annual supply and demand data of all public water systems in California. It will replace section 6 of the Electronic Annual Report (eAR) and serve as a centralized location for public water systems to report supply and demand data to the State Water Board.

A view-only version of the CAIR is now available in the SAFER Clearinghouse Portal so you can preview the questions and sections that will need to be completed. While not yet enabled for submissions, we encourage you to review your system's information to identify any updates that may be required or any issues encountered.

Additionally, you will find attached a draft Technical Reporting Order which combines all eAR and Clearinghouse reporting requirements into one streamlined document. Please submit any comments or feedback on this draft order to [clearinghouse-reporting@waterboards.ca.gov](mailto:clearinghouse-reporting@waterboards.ca.gov) by **December 31, 2023**.

Those already submitting monthly data, such as community water systems and NTNC schools, will simply verify the accuracy of pre-populated data and can include comments, if needed. Systems not currently reporting in the Clearinghouse will need to request an account and enter required details, following the step-by-step instructions in the updated 2024 User Guide (attached). A quick reference guide on how to create a Clearinghouse account can also be found here <https://www.waterboards.ca.gov/drought/resources-for->

[drinking-water-systems/docs/20221221-quick-reference-guide-for-drought-reporting.pdf](https://www.waterboards.ca.gov/drinking-water-systems/docs/20221221-quick-reference-guide-for-drought-reporting.pdf)

We strongly encourage the creation of an account prior to the report being active on January 1, 2024 to avoid unnecessary delays in account approval. Please visit <https://wbappsrv.waterboards.ca.gov> and click on Request Access to create a Water System account.

The CAIR will reduce redundant reporting obligations while providing regulators valuable information to support data reporting needs across California. Please reach out with any other questions or concerns as you prepare for this new annual reporting deadline of **March 31, 2024**.

Sincerely,

Eric J. Zúñiga, P.E.

Drought Response Program Manager

Division of Drinking Water

---

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#).

You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit [subscriberhelp.govdelivery.com](https://subscriberhelp.govdelivery.com).

This service provided to you at no charge by the [California Water Boards](#).

---

This email was sent to [jblackman@bcpubd.org](mailto:jblackman@bcpubd.org) using govDelivery Communications Cloud on behalf of: California Water Boards · 1001 I Street · Sacramento, CA 95814

**GOVDELIVERY** 