

Instructions for completion of the Annual Water Use Report

All facilities should, at a minimum, complete Sections 1 and 2.

Section 1. Facility Information

If any of the prefilled information has changed or is incomplete please click on the “Edit Facility Information” link at the bottom of Section 1 and complete. If this has already been pre-filled accurately, please continue to Section 2.

<u>Registrant:</u>	the registered owner name can not be changed through this system. If this needs to be changed please contact DWR.
<u>Facility Name:</u>	name of the specific facility that is reporting annual water usage. If this needs to be changed please contact DWR.
<u>Facility ID:</u>	DWR facility identification number.
<u>County:</u>	county the facility is located in.
<u>Mailing Address:</u>	address for receiving correspondence concerning the facility. This will be the mailing address for correspondence to the listed “contact person”.
<u>Contact Person:</u>	knowledgeable individual who can be contacted concerning water use at the facility. Not necessarily the owner.
<u>Phone:</u>	telephone number of the “contact person”.
<u>Facility type:</u>	type of business conducted at facility.
<u>Sub-basin:</u>	river sub-basin the facility is located within. Please use this map as reference for selecting the sub-basin. Please contact DWR, if you are unsure which sub-basin your facility is located in.
<u>Email:</u>	email address for the “contact person.”
<u>Title:</u>	business title for the “contact person.”
<u>Fax:</u>	facsimile number for the “contact person”, if available.

Section 2. Withdrawal Information

Section 2-A: Please click on the “Edit Monthly Withdrawal Table” link and complete the water withdrawal table.

<u># of days used:</u>	number of days water was withdrawn (pumped from the source) in the given month.
<u>Average daily withdrawal:</u>	total amount of water withdrawn for the given month divided by the number of days used for that month.
<u>Maximum day withdrawal:</u>	maximum amount of water withdrawn on any one day for the given month.

Section 2-B: Please click on “add ground source” or “add surface source” depending upon your water source type and complete the required information. If this has already

been pre-filled accurately, please continue to Section 3. Please note that DWR considers all water that resides above the ground surface is surface water and all water below the ground surface is considered ground water.

For Ground Water Source:

Source Name: common name for the well (i.e. Well #1 or Well @18).
County: county the well is located in.
Sub-basin: sub-basin the well is located in.
Latitude/Longitude: decimal degree coordinates of the groundwater well. Use the map to the right of the table to complete, if necessary.
Average daily withdrawal: annual daily water use average specific to the groundwater well. Divide total annual water use by the total number of days in the year that water was withdrawn.
of days withdrawn: total number of days in the year that water was withdrawn or pumped from the groundwater well.
Pumping Capacity: maximum amount of water the groundwater well pump is rated for. Often referred to in gallons per minute (gpm) on a plate fastened to the side of the pump. Please use the “GPM to MGD converter” to assist you with the conversion of the units.
Well Depth: total depth of the well.
Pump Intake Depth: depth to the intake for the pump.
Screen Depth (top and bottom): depth from the ground surface to the top of the well screen and to the bottom of the well screen.
Well diameter: diameter of the groundwater well.

For Surface Water Source: Surface waters include all public and private ponds, lakes, rivers, streams, canals, sloughs, or other bodies of standing or moving water above ground.

Source Name: common name for the surface water. Please use the name that the facility staff use to refer to the surface water body.
County: county the surface water is located in.
Sub-basin: sub-basin the surface water is located in.
Latitude/Longitude: decimal degree coordinates of the pump used to withdrawal from the surface water . Use the map to the right of the table to complete, if necessary.
Average daily withdrawal: annual daily water use average specific to the surface water. Divide total annual water use by the total number of days in the year that water was withdrawn or pumped.
of days withdrawn: total number of days in the year that water was withdrawn or pumped from the surface water.
Pumping Capacity: maximum amount of water the surface water pump is rated for. Often referred to in gallons per minute (gpm) on a plate fastened to the side of the pump. Please use the

“GPM to MGD converter” to assist you with the conversion of the units.

Section 3. Discharge Information

Section 3-A: If your facility has conducted a discharge of water to a surface water or to a municipal treatment system, please click on the “edit monthly discharge table” and complete the required information. **DWR does not consider water used for irrigation purposes as discharged.** Most facilities that report a discharge have a Discharge permit; however, there are some facilities that discharge water and are not required to be permitted including, aquaculture and thermal electric production operations. Please contact DWR if you have any questions or concerns regarding whether your facility has a reportable discharge.

<u># of days discharged:</u>	number of days water was discharged in the given month.
<u>Average daily discharge:</u>	total amount of water discharged for the given month divided by the number of days discharged for that month.
<u>Maximum day discharge:</u>	maximum amount of water discharged on any one day for the given month.

Section 3-B: Please click on “add new discharge” and complete the required information. If this has already been pre-filled accurately, please continue to Section 4.

<u>Identifier or Permit Number:</u>	discharge permit name and number or common name for the receiving surface water or municipal treatment system.
<u>County:</u>	county the discharge pump is located in.
<u>Sub-basin:</u>	sub-basin the discharge pump is located in.
<u>Latitude/Longitude:</u>	decimal degree coordinates of the discharge pump. Use the map to the right of the table to complete, if necessary.
<u>Average daily discharge:</u>	annual average daily discharge. Divide total annual water discharged by the total number of days in the year that water was discharged.
<u># of days discharged:</u>	total number of days in the year that water was discharged.
<u>Permitted Capacity:</u>	maximum daily amount of water your facility is allowed to discharge per your discharge permit. If your facility does not have a discharge permit use the maximum volume your discharge pump is rated for (GPM) or estimates for the amount of water that flows through the system daily.

Section 4: Transfer Information.

Complete this section only if your facility discharges water to a sub-basin other than the sub-basin the water was originally withdrawn from. Please note that simply maintaining a “transfer pump” does not necessarily indicate that your facility has a sub-basin transfer. Use this map to assist you with determining if you have a sub-basin transfer. Please contact DWR if you require assistance or have any questions regarding sub-basin transfers of water.

Section 4-A: If your facility has conducted a sub-basin transfer in 2009 please click on “Add New Transfer” and complete the required information.

<u>Description of Transfer:</u>	Describe the type of sub-basin water transfer that has been or is currently being conducted at your facility. Include any comments regarding the transfer.
<u>Source Sub-basin:</u>	Identify the sub-basin that the water is withdrawn from using the list in the drop-down menu. Please use this map for assistance.
<u>Receiving Sub-basin:</u>	Identify the sub-basin that the water is discharged to using the list in the drop-down menu. Please use this map for assistance.
<u>Daily Transfer Capacity:</u>	Maximum volume of water that can be transferred, according to the specifications of the pump being used.

Section 4-B: If your facility has conducted a sub-basin transfer of water, please click on the “Edit Monthly Transfer Table” and complete the required information.

<u># of days transferred:</u>	number of days water was transferred between sub-basins in the given month.
<u>Average daily transfer:</u>	total amount of water transferred between sub-basins for the given month divided by the number of days transferred between sub-basins for that month.
<u>Maximum day transfer:</u>	maximum amount of water transferred between sub-basins on any one day for the given month.

Comments: If you have any comments regarding the water withdrawal and transfer registration program or if any section requires an explanation of the information provided please click “Add Comments”. This is especially useful when describing primary and secondary sources of water withdrawn. For example, if your facility uses a groundwater well to recharge an irrigation pond, please describe your water withdraw system.