



**III. WATER USAGE AND METERING**

The water production data requested in this section should be available from the monthly "Water System Operation Reports" required by the State or Local Department of Health.

For unmetered systems, please provide your best estimates for water production and/or consumption.

Are all sources of supply (including major interconnections) equipped with master meters?			
What percentage of your system is metered?    %		How often are they read?	
Number of service connections?		Total population served?	
How many meters are recalibrated and/or replaced each year?			
<b>Water Production for calendar year _____</b>		<b>Water Consumption for calendar year _____</b>	
Total metered water production :		Total metered water consumption:	
Average day production (total/365):		Average day consumption (total/365):	
Peak day production (largest single day):		Per capita usage per day (avg. day/pop. served):	(gpcd)
<p>What are your future goals and schedule for water system metering? _____</p> <p>_____</p> <p>_____</p>			
<b><u>Recommendations:</u></b>			
<ul style="list-style-type: none"> <li>* 100% metering of all water system connections, including public buildings.</li> <li>* Master meters should be tested and calibrated annually.</li> <li>* Customer meters should be recalibrated or replaced at least once every 15 years or in accordance with an optimum meter replacement schedule developed using the American Water Works Association (AWWA) Manual M6.</li> <li>* Quarterly meter reading and prompt billing with rates that reflect amount of water used.</li> </ul>			

**IV. WATER SUPPLY AUDIT**

Do you conduct a system water audit at least once each year? \_\_\_\_\_.  
 If yes, please submit a copy of your latest audit in addition to completing the following section.

**\*\* Water Supply Audit for Calendar Year \_\_\_\_\_**

			% of Total
Total metered water production (from previous section)	Total		
Total metered water consumed (from previous section)	subtract		
Authorized unmetered usage	subtract		
e.g. Unmetered public bldgs.	subtract		
Firefighting & training	subtract		
Main flushing	subtract		
Street cleaning	subtract		
Water lost to leaks that have since been repaired	subtract		
<b>TOTAL UNACCOUNTED-FOR WATER</b>	<b>Sub-total</b>		
Unaccounted-for water breakdown	Meter under-registration	subtract	
	Unrepaired leakage	subtract	
	Other:	subtract	
** Water measurement and accounting techniques are available in NYSDEC's January 1989, (re-printed February 1998) Water Conservation Manual.		0	

What are your future goals for water system auditing? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recommendations:**

- \* At least once each year, a system water audit should be conducted using metered water production and consumption data to determine unaccounted-for water.
- \* Quantify all authorized water uses by consumption categories (e.g. residential, industrial, municipal etc.).
- \* Keep accurate estimates of authorized unmetered water use (e.g. firefighting, main flushing, etc.).

<b>Name of Applicant:</b>	<b>WSA No.</b>
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**V. LEAK DETECTION AND REPAIR**

Do you regularly survey your system for leaks with listening equipment?						
Total miles of distribution pipe	Percent of system surveyed each year	Miles of pipe surveyed each year	Listening equipment used	Year of last survey	Number of leaks found	Number of leaks repaired
Do you have a regular water system rehabilitation program? _____. If yes, give details: _____						
What are your future goals for water system leak detection and repair? _____ _____ _____.						
<b><u>Recommendations:</u></b>						
<ul style="list-style-type: none"> <li>* Check at least one third of your water distribution system for leaks each year.</li> <li>* Fix every detectable leak as soon as possible.</li> <li>* Have an on-going system rehabilitation program.</li> </ul>						

Name of Applicant:	WSA No.
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**VI. WATER USE REDUCTION**

Have you distributed information to residential customers on household water saving devices and ways to reduce water use? \_\_\_\_\_.

Have you distributed water conservation information to industrial and commercial customers that promotes recycling and reuse? \_\_\_\_\_.

Do you have a program to retrofit public buildings with water savings fixtures and encourage the private sector to do the same? \_\_\_\_\_.

Do you have lawn sprinkling time restrictions during the summer or periods of peak demand? \_\_\_\_\_.  
 If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_.

Do you have a plan that takes progressive steps to further reduce outdoor water use during drought conditions with a procedure to assure compliance? \_\_\_\_\_. If yes, please describe:  
 \_\_\_\_\_  
 \_\_\_\_\_.

What are your future goals for reducing water usage? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

**Recommendations:**

\* Carry out a public information program that promotes water conservation practices by all categories of water users (e.g. residential, commercial, industrial, etc.).

\* Retrofit public buildings with water saving fixtures and encourage the private sector to do the same.

\* Use lawn sprinkling time restrictions (e.g. Odd/even days, morning and evening hours) during the summer and outdoor water use bans during times of drought.

\* Adopt a procedure to be followed in times of drought that calls for a progression of restrictions on water use specifying: who will reduce, how, and by how much, along with actions to be taken to assure compliance.

<b>Name of Applicant:</b>	<b>WSA No.</b>
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**VII. CERTIFICATION OF WATER CONSERVATION PROGRAM:**

To be signed by the owner or official of the municipality or corporation operating this water system.

<p>I hereby affirm that the information provided on this form is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.</p>		
Date: _____	Signature: _____	Title: _____

**DISCUSSION:**

Effective January 1, 1989, New York State Environmental Conservation Law (ECL 15-1501) has required that all new applications for a NYSDEC Public Water Supply Permit include a water conservation program. This Water Conservation Program Form (WCPF) is intended to be a guide in completing this requirement.

The WCPF has been set up to cover the following basic elements of a water conservation program: Source Water Inventory, Water Usage and Metering, Water Supply Auditing, Leak Detection/Repair and Water Use Reduction. The recommended actions listed at the bottom of each page represent DEC water conservation policy objectives and should be factored into your program development. Additional water conservation measures such as increasing block water rate structuring, non-residential water use reduction or water efficient landscaping may also play an important role in your system's program and should certainly be considered when applicable.

Water supply permit applicants can consult the NYSDEC publication entitled, "Water Conservation Manual For Development of a Water Conservation Plan", January, 1989 (Re-printed February 1998) for details regarding the development of these water conservation practices. A PDF version of this manual is available on our website at: [http://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/program.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/program.pdf) Copies can also be obtained through your DEC Regional Offices.

The American Water Works Association (AWWA) is also an excellent source of information regarding water conservation and public water supply systems in general. Information ranging from technical manuals to public education bill stuffers are available from AWWA at reasonable cost by calling 1-800-926-7337.

As a final note, the former "Bureau of Water Resources" has been incorporated into the "Bureau of Water Resource Management" and can now be contacted at (518) 402-8099.