

**Long Island Public Water Supply  
Water Conservation Annual Reporting Form**

**District name** \_\_\_\_\_

**Year** \_\_\_\_\_

**Section 1- General Information:**

Water District street address		Water District town and zip code	
Water District general phone number		Water District email address	
Superintendent name		Superintendent phone number	
Superintendent email address			
Cross connection control contact		Cross connection control contact phone number	
Cross connection control contact email address			
Water conservation contact		Water conservation contact phone number	
Water conservation contact email address			

**Section 2: Water Usage (Please enter pumpage in thousands of gallons):**

Water production for calendar year		Water consumption for calendar year	
Total metered production		Total metered consumption	
Average day production (total/365)		Average day consumption	
Peak day production (largest single day)		Population served	
Peak season daily average (May-Sept.)		Per capita usage per day (avg. day/population served)	
		Non-peak season daily average (Oct.–April)	

**Section 3 – Water Usage by Type (Please enter pumpage in thousands of gallons):**

Please quantify water usage by consumer type.			
Type	Quantity	Type	Quantity
Residential		Municipal	
Commercial		Other:	
Industrial		Other:	

**Section 4 – Water Supply Audit (Please enter pumpage in thousands of gallons):**

Water Supply Audit for Calendar Year			
Total metered water production (from section 2)		Total	% of Total
Total metered water consumed (from section 2)		Subtract	
Authorized unmetered usage (e.g. unmetered public buildings, firefighting and training, main flushing, street cleaning)		Subtract	
		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-registered	Subtract	
	Unrepaired leakage	Subtract	
	Other:	Subtract	
			<b>0</b>

**Section 5 - Customer Billing:**

Please discuss the District’s water rate structure.	
When was the last time your rate structure was reviewed?	
When was the last time your rate structure was revised?	
When is the next time the District will review its rate structure?	

**Section 6 - Infrastructure:**

**Meters:**

Please discuss the District's master and customer meter program.			
Please discuss the District's master and customer meter replacement program.			
Are all sources of water supply including major interconnections equipped with master meters? If no, please provide a schedule for master meter installation at all wells and major interconnections.			
Are all of the service services metered? If no, please provide a schedule for service meter installation at all customer services.			
How often are the meters calibrated?		Master	Service
Are the meters calibrated in accordance with the manufacture's recommendations? (NYSDEC recommends yearly calibration for master meters and 15 years for in accordance with AWWA manual M6 for customer meters.)		Master	Service
When was the last time the meters were calibrated?		Master	Service
Please list the average age of the meters.		Master	Service
Please list the range age of the meters.		Master	Service
Please list the number and percentage of meters replaced over the last year and the percent of total replaced last year.		Master	Service
		#	%
Please list the number and percentage of meters which will be replaced next year.		Master	Service
		#	%
Please list the number and percentage of meters that were recalibrated over the last year.		Master	Service
		#	%
Please list the number and percentage of meters that will be recalibrated next year.		Master	Service
		#	%

**Piping Replacement:**

Please discuss the District's water main replacement program and current implementation status.	
Please list the number of miles of piping in your distribution system.	
Please list the average age of the piping, and the age and length of the oldest sections of piping.	
Please list how many feet/miles of main were replaced over the last year. Also list as percentage of total water main within the District.	
Please list how many feet/miles will be replaced next year. Also list as percentage of total water main within the District.	

**Leak Detection:**

Please describe the District's leak detection program and current implementation status.		
How many miles of pipe were surveyed for leaks using sonic leak detection over the past year? Also list as percentage of the total water main within the District.		
What type of leak detection equipment was used?		
How many leaks were discovered? How many were repaired?	Discovered	Repaired
How many miles of pipe will be surveyed using sonic leak detection next year? Also list as percentage of total water main within the District.		
What type of leak detection equipment will be used?		

Does the District have a program to flag customers with unusually high water usage? If so please describe.	
How many users were flagged this past year?	
Were surveys conducted for all flagged users? And how many leaks were discovered/repared?	

**Section 7 – Outreach and Public Education:**

Please discuss the outreach and public education efforts made over the past year and what will be done next year. (Attach additional pages if necessary.)	
Were presentations given at local schools or to local organizations? If yes, please list how many and please describe. Please also describe what efforts will be made next year.	
Has social media been used to reach out to the public? Discuss efforts made this year and efforts planned for next year.	
How many pamphlets/bill stuffers were sent to customers this year? (Please attach a copy of each bills stuffer/pamphlet.)	
How many pamphlets/ bill stuffers will be sent next year?	
Has the District distributed information to residential customers on household water saving devices and ways to reduce water use? If so, please describe what was done.	
Has the District distributed water conservation information to industrial and commercial users that promotes water recycling and reuse? If yes, please describe what was done.	

**Section 8 - Reducing Water Use:**

**Top 10 Water Users**

Please list the top 10 water users for your District and how much water they used this past year.		
Account/User Name	Water Used This Year	Type of Service (i.e. Residential, Commercial, Industrial, etc.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Please describe the water District's plan for reducing the water usage of the top ten largest accounts. Please include an implementation schedule.		
Has the District conducted a water audit for each of the above listed facilities? If not, please provide a deadline for implementation of a water audit program with the top ten accounts.		
Was the District able to find ways to help the top ten users reduce water usage?		

**Indoor Water Use Reduction:**

Please describe the District’s plan to reduce indoor water use. Discuss efforts achieved over the past year and planned measureable objectives for next year. (Attach additional pages if necessary.)	
Have public buildings within the District been retrofitted with water saving fixtures?	
Have audits been performed on public buildings to see where additional water savings can be achieved?	
Does the District prohibit the use of water for cooling purposes, including but not limited to air conditioning, refrigeration, engine cooling, condensation, etc.? If not, please list a deadline for development of such a prohibition.	

**Outdoor Water Use Reduction:**

Has the District been able to achieve the goal of 5 percent annual irrigation demand reduction (with an ultimate overall goal of 15 percent reduction)? Please evaluate and discuss irrigation demand reduction pumpage numbers since the new water conservation program was implemented. Please provide any formulas used to calculate the reduction. (Attach additional pages if necessary.)	
Has the District set up a system to permit irrigation systems? If so, please describe. If no, please provide a deadline for developing an irrigation permitting system. (Attach additional pages if necessary.)	
Upon request of an irrigation permit application, does the District provide an irrigation conservation package?	
Does the District require that rain sensors, moisture sensors, or other smart controllers be installed for new systems?	

Does the District require periodic audits of irrigation systems (i.e. certification that sensors are still functioning?) If yes, please describe.	
Does the District restrict irrigation to a certain percentage of the total property? If yes, please state what percentage is allowed to be irrigated.	
Has the District developed and implemented a plan to work with local planning boards to ensure that the landscaping that they are requiring for new developments is water efficient/ low water use native landscaping? If yes, please describe what has been done. If no, please provide a time frame for developing and implementing a plan to work with the local planning boards.	
Has the District reached out to local irrigation contractors and landscapers to promote water efficient irrigation techniques and landscaping? If yes, please describe. If not please provide a schedule for implementation of such a program.	
Has the District implemented any outdoor water use incentive programs? If yes, please describe.	
Does the District have a permitting system in place of in-ground and above ground pool installations? If yes, please describe.	
Does the District require that pools be equipped with a recirculation and filter system?	
Does the District prohibit the use of water for filling ponds, lakes and any other natural or manmade water body?	
Does the District prohibit the use of water for outdoor spray ponds or fountains which do not recirculate water?	
Please describe and discuss other outdoor water conservation efforts being made by the District. Please describe efforts achieved over the past year and planned measureable objectives for next year. (Attach additional pages if necessary.)	

**Section 9 - Drought Protection and Emergency Measures:**

Please discuss the plan that the District has in place to enforce water restrictions during droughts and other water emergencies.  
(Attach additional pages if necessary.)

**Section 10 – Funding Sources:**

Please verify that the necessary funding sources are in place to support current and future plan water conservation efforts discussed in this report.

Signature \_\_\_\_\_

**Section 11 – Certification of Water Conservation Program:**

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.

Signature \_\_\_\_\_