

# Water Withdrawal Reporting Form

Due by **March 31<sup>st</sup>** of each year

Prior to filling out this form, please read the instructions on the last page

## Section 1 of 6 – Basic Information

Facility Name  Facility Street Address  Reporting Year

City  Zip  Town  County

Contact Name  Email  Telephone

Source Name	Source Type	Well Depth	Max Rate	Units
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Average Day Withdrawal Units Maximum Day Withdrawal Units NYSDEC Permitted Withdrawal Units

Submitted By:  Title  Date

### Water Withdrawal Category (Check One)

- Agricultural
- Bottled / Bulk Water
- Commercial
- Environmental
- Industrial
- Institutional
- Mine Dewatering
- Oil / Gas Production
- Power Production:
  - Fossil Fuel
  - Nuclear
  - Other Pwr
- Public Water Supply
- Recreational:
  - Golf Course
  - Snow Making
  - Other Rec
- Other Category

## Water Withdrawal Reporting Form

### Section 2 of 6 – Water Use

Calculation Method

If multiple methods are used, choose the one that measures the greatest percentage of water in your system.

**E** = Estimated

**M** = Metered readings

**W** = Flow through a weir

**P** = Flow through a pipe or pump run times

**C** = Pump curve calculation

*Units: Must be in gallons per month	January	February	March	April	May	June
Withdrawn						
Transferred / Imported / Purchased						
Consumed						
Returned						
Diversions In / Out (If Applicable)						

For transferred water or diversions out use a negative (-) sign

*Units: Must be in gallons per month	July	August	September	October	November	December
Withdrawn						
Transferred / Imported / Purchased						
Consumed						
Returned						
Diversions In / Out (If Applicable)						

Describe location of returned water:

## Water Withdrawal Reporting Form

### Section 3 of 6 – Interbasin Diversions & General Maps

#### Interbasin Diversions

Fill out this section only if water is being transferred between major drainage basins. To determine basin name, go to the DEC Major Drainage Basins map (<http://www.dec.ny.gov/lands/56800.html>). Then, enter the basin names below. Describe the locations of originating and receiving sites in the site description boxes (e.g. Town water intake on Route 12 at northern end of Pleasant Lake to Stony Reservoir near Bear Road).

##### Originating Major Drainage Basin

Basin Name

Originating Site Description

##### Receiving Major Drainage Basin

Basin Name

Receiving Site Description

#### General Map

**\* Note** – A map is required only for Interbasin Diversions (6 NYCRR Part 601.18(e)(2)) and Agricultural Water Withdrawals (6 NYCRR Part 601.17(b)(2))

Please submit a map showing the location of all withdrawals and any points of return flow.

A paper copy of a USGS map or other high-quality map or an electronically generated map can be faxed, mailed, or emailed. Please ensure that the map scale is sufficient to be able to see specific locations. Designate all water withdrawal locations on the map. Add markers to locate any related dams, wetlands, weirs, or diversion structures. Label the name of each point.

Submit your map to DEC in one of the following ways:

- Print and mail to the address in Section 6 of this Form or fax to (518) 402-8290. Include cover letter identifying facility owner.
- Print, scan and email to [awqrsdec@dec.ny.gov](mailto:awqrsdec@dec.ny.gov)
- Copy electronically and email to [awqrsdec@dec.ny.gov](mailto:awqrsdec@dec.ny.gov)



## Water Withdrawal Reporting Form

### Section 4B of 6 – Non-Public Water Supplies

**Non-Public Water Suppliers must answer all questions in this section. For Public Water Supplies – return to Section 4A**

1. Are all sources of supply including major interconnections equipped with master meters? Yes          No
2. How many times were master meters read in the past year?
3. How many times were master meters calibrated in the past year?
4. Are there secondary meters located within the facility or system? Yes          No
5. Identify other water conservation and efficiency measures currently used in your system (e.g. Best Management Practices such as recycling process and cooling waters, use of drip irrigation and moisture probes, utilizing storm water runoff and reclaimed wastewater or conducting facility water audits):

## Water Withdrawal Reporting Form

### Section 5 of 6 – Outside Sales to Other Water Systems or Facilities

Permittees must record any sales occurring outside of their water service area or facility and include the information requested below.

**If this does not apply to your facility, please proceed to the next section.**

Purchaser Name	Facility Type	Type of Sale	Contracted Amount (gallons per day)	Water Sold in Year (gallons per year)	Average Amount (gallons per day)	Maximum Amount (gallons per day)

#### Facility Type:

**PWS** = Public Water Supply; **IND** = Industrial; **COM** = Commercial; **INS** = Institutional; **O/G** = Oil or Gas; **REC** = Recreational; **BOT** = Bottled or Bulk

#### Type of Sale:

**C** = Continuous; **I** = Intermittent; **E** = Emergency

#### Average Amount:

To calculate Average Amount, divide total water (gallons) used in a year by number of days of purchase. Total is in gallons per day.

#### Maximum Amount:

Maximum Amount is the one day greatest use in the year of record, shown in gallons per day.

## Water Withdrawal Reporting Form

### Section 6 of 6 – Legally Responsible Party Information & Submittal Instructions

#### Legally Responsible Party Information:

Name of Company/Legally Responsible Party for the Facility:

Legally Responsible Party Address:

Printed Name of Representative\*:

Title of Representative\*:

**Certification Statement:** I hereby certify that the information provided on this reporting form is true to the best of my knowledge and belief. I understand that false statements made in this reporting form are made under penalty of perjury and that they are punishable under section 210.45 of the New York State Penal Law.

Representative\* Signature: \_\_\_\_\_

Date:

**\*Legally Responsible Party Representative** - The legally responsible party representative is: 1) For a corporation - the president, secretary, treasurer, or vice president of the corporation in charge of a principal business function; or other responsible corporate officer as specified in 6 NYCRR 601.22(a)(1)(i) or (ii); 2) For a partnership or sole proprietorship - general partner or proprietor, respectively; 3) For a municipality, State, Federal or other public agency - the principal executive officer or ranking elected official. For a Federal agency, the principal executive officer includes the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrators of EPA).

**Submittal Instructions:** When all required fields have been filled in, submit the form to NYSDEC in one of the following ways:

**Mail:** New York State Department of Environmental Conservation  
Attn: Water Withdrawal Reporting Program  
4th Floor  
625 Broadway  
Albany, NY 12233-3508

**Email (Scan Form):** [awqrsdec@dec.ny.gov](mailto:awqrsdec@dec.ny.gov)

**Fax:** (518) 402-8290

## Water Withdrawal Reporting Form

### Instructions & Definitions

Agricultural Purpose	The practice of farming for crops, plants, vines and trees, and the keeping, grazing or feeding of livestock, for sale of livestock or livestock products. Agricultural facilities should complete this form for annual registration.
Public Water Supply	Supply water to the public. Examples include: municipality, hotel, apartment, restaurant, church, campground, etc.
Source Name	Name of well or surface water body (e.g., Well No. 1, Alcove Reservoir, etc.). List all sources including unused or back-up wells.
Source Type	<b>S</b> = Stream or River. <b>L</b> = Pond or Lake. <b>R</b> = Reservoir. <b>BW</b> = Bedrock Well. <b>UW</b> = Unconsolidated Well (e.g., sand and gravel). <b>SP</b> = Spring. <b>P</b> = Purchased.
Well Depth	Total depth in feet below ground surface. Leave blank for surface sources.
Max Rate	Maximum potential withdrawal rate of the water source. Will be equal to or greater than Permitted Rate.
Units (Max Rate)	Gallons per minute (gpm), gallons per day (gpd), or million gallons per day (mgd). Write in or use the drop-down menu.
Average Day Withdrawal	Total amount withdrawn during reporting year divided by total days withdrawn.
Maximum Day Withdrawal	Largest single day withdrawal rate of the source during the reporting year.
NYSDEC Permitted Withdrawal	If permit information is unknown, contact NYSDEC at <a href="mailto:awqrsdec@dec.ny.gov">awqrsdec@dec.ny.gov</a> or (518) 402-8182. Note - If you do not currently have a permit, report the sum of all sources simultaneously pumping at full rate.
Calculation Method	If multiple methods are used, choose the one that measures the greatest percentage of water in your system <b>E</b> = estimated. <b>M</b> = metered readings. <b>W</b> = flow through a weir or flume. <b>P</b> = flow through a pump or pump run time. <b>C</b> = Pump curve calculation.
Withdrawn	Amount of water removed from all sources. This includes groundwater and/or surface water.
Transferred/Imported	Amount of water brought in from or sent to another facility, includes bulk sales. For transferred water use a negative (-) sign.
Consumed	Amount of water not returned (e.g. water incorporated into a product or lost through evaporation). Public water suppliers must use metered sales to customers. Irrigation is considered "consumed water".
Returned	Amount of water discharged to a water treatment system or discharged back to the environment. Irrigation is not returned water.
Diversions In / Out	Amount of water, if any, diverted from/to another major drainage basin. For Diversions Out, use a negative (-) sign.
Location of Returned Water	State the general area where returned water is discharged. Example: "Hudson River near Poughkeepsie", "Groundwater near Auburn".
Major Drainage Basins	Report only "Major Basin" transfers. Use the internet link available on the form and enter Basin name into the box indicated. Describe the location of originating withdrawal and receiving discharge. Be as specific as possible.
Water Audit	A water audit is a thorough examination of the accuracy of water records and system control equipment to determine water system efficiency and to identify, quantify, and verify water and revenue losses. Water audits are beneficial in identifying the amount of unaccounted-for water.