

WATER CONSERVATION AND DROUGHT OR
WATER SUPPLY EMERGENCY MANAGEMENT PLAN REPORT
FOR PUBLIC WATER SUPPLY SYSTEMS

PERMITTEE: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NO. _____

PROGRAM INTEREST NO.: _____

DATE: _____

Submit to: Mail Code 401-03
Bureau of Water Allocation & Well Permitting
P.O. Box 420
Trenton, New Jersey 08625-0420

See your Water Allocation Permit for your submittal schedule

NOTE: You must read and complete all sections of the worksheet. Your Water Allocation Permit requires water conservation and water management activities that you may not usually consider in this context but no section may be omitted.

Please discard your file copies of the previous worksheets and/or delete or update computerized forms. Your report must be submitted on an exact replica of this worksheet, either a photocopy or a computerized version, with the original kept on file for future reference. An incomplete worksheet will be returned to you. If there is not enough space provided for your information, additional pages should be used.

I. WATER CONSERVATION COMPONENTS

A. WATER SYSTEM

1. Allocation: _____ mgm, _____ gpm, _____ mgy

2. Sources of water:
number of wells _____
number of surface intakes _____
bulk purchase _____ mgd, _____ mgm, _____ mgy

3. Metering: (circle one)
raw water source Y N
finished water Y N
delivered water Y N

4. Date of last source meter calibration: _____

5. System Capacity:
 treatment _____ mgd
 delivery _____ mgd
 storage _____ mg

	Number of Connections	Number of Meters
6. Customer Base		
residential	_____	_____
commercial	_____	_____
industrial	_____	_____
municipal	_____	_____
total	_____	_____

7. Interconnections:
 existing/size _____
 under construction _____
 planned (5 year) _____

use (circle one) bulk, emergency, other (describe)

Agreements for use: Y (give details) N

8. Map or diagram of the system. Submit only once unless there are changes.

B. ANALYSIS OF WATER USE

1. Demand: Report demand from the most recent year for which you have complete data as the base year; identify the years the data refers to.

	mgd	mgm	mgd	gpm
base year 20__	_____	_____	_____	_____
previous year 20__	_____	_____	_____	_____
peak (base year)	_____	_____	_____	_____
next year 20__	_____	_____	_____	_____
5 year 20__	_____	_____	_____	_____

2. Customers:
 estimated population _____ (20__ year)
 names of municipalities served _____

3. Per Capita Use
 To produce standardized data, please use the following methods of calculation, using data from the years identified under B.1 - Demand.

Average use = total annual pumpage in gallons) 365 days) number of people served.

Minimum use = minimum month pumpage (gal.)) days in month) number of people

Maximum use = peak month pumpage (gal.)) days in month) number of people

	Current year 20__	Last year 20__
Average	_____	_____
Minimum	_____	_____
Maximum	_____	_____

Calculation based on: (circle one)
 total pumpage residential use only

4. Management of Peaks: (describe approach)

5. Projections of Growth: Service Connections
 new in past year _____
 expected this year _____
 projected 5 year _____

C. UNACCOUNTED-FOR WATER

1. Leak Detection & Repair Program
 - a. frequency of surveys (performed on a regular schedule, as conditions require, etc.) _____

 - b. miles of mains surveyed per year _____
 valves tested _____
 hydrants tested _____
 - c. methods employed _____

 - d. equipment used _____

e. equipment owned/rented/borrowed/consultant employed

2. Leak Repair Activities (for last calendar year)

a. leaks detected:	number	size	repaired
mains	_____	_____	_____
valves	_____	_____	_____
hydrants	_____	_____	_____

b. estimate of water saved _____

c. manpower/equipment available to make repairs

3. Long-range plans to reduce unaccounted-for water (for example, over the next three years) _____

4. Service Meter Repair/Replacement Procedures

a. regular schedule or as needed basis _____

b. average age of meters in use _____

c. approximate number of direct read _____

remote read _____

5. Calculate Unaccounted-for Water, past two years - DO NOT INCLUDE ANY ESTIMATED WATER USE.

100 - $\frac{\text{gallons of water billed}}{\text{gals. of water entering dist. system}} \times 100 = \% \text{ unacc't}$

100 - _____ x 100 = _____ % (20__)

100 - _____ x 100 = _____ % (20__)

6. Estimate water supply used for fire fighting and unmetered municipal buildings. _____ mgy

D. WATER RATES

1. Attach a copy of your rate schedule or a summary of it.

2. Note any planned or proposed changes in rates.

3. Meter reading and billing schedule - _____

E. PUBLIC EDUCATION/AWARENESS

List efforts undertaken to date and those planned:

1. Assess public awareness of local and regional water supply problems.

2. Describe and/or include samples of information distributed to water users.

3. Describe activities undertaken in the past 3 years to meet with environmental committees and watershed associations to explore the concept of water conservation education.

4. Describe the assistance given to schools and civic organizations to promote the best use of local water resources.

II. DROUGHT OR WATER SUPPLY EMERGENCY MANAGEMENT COMPONENTS

A. Management of Localized Water Supply Problems

1. Storage, backup supplies, equipment and interconnections on standby status:

NOTE: The following section refers to local restrictions, which may be voluntary or mandatory, as decided by local officials when necessary, to manage local shortages only. The restrictions that apply when a drought emergency is declared by the Governor are not to be included here.

2. List ordinances that have been adopted to promote water conservation and provisions for their enforcement:

3. Indicate which of the above ordinances are implemented during the following local conditions:

- a. Drought warning _____
- b. Drought emergency _____
- c. Precipitation deficits _____
- d. Reservoir storage deficits _____

4. Distribution of water conservation devices/
retrofit program/rebate program: _____

5. Regulations requiring reuse or recycling of water:

B. Voluntary Transfers Via Interconnections

1. Describe conditions under which voluntary transfers of water into your system are made via existing interconnections:

2. Describe existing interconnections and agreements for their use during temporary emergencies and during localized drought emergencies:

3. Give schedule for exercising interconnections:

C. Purveyors with Water Supply Reservoirs with Capacity over 2.0 Billion Gallons ONLY;

1. Attach a rule curve that can be used to establish storage level thresholds for your reservoir or note that there is one on file with the Bureau of Water Allocation & Well Permitting.

2. Explain the management steps to be taken as drought conditions progress approaching drought warning or drought emergency levels of the rule curve.