

## Instructions for Online Reporting and Payment of Surface Water Withdrawals

Below is a set of instructions to guide the user through the online reporting process. If you need additional guidance while online, look for this icon  to select one of the helpful instructional videos.

1. Go to the Water Supply Charges web pages on DRBC's website <http://www.nj.gov/drbc/about/regulations/water-charging-program.html> and select the **Click Here to Begin Online Reporting** button.
2. Select the **Water Supply Charges Program** link.

Enter the **User Name** and **Password** provided to you by DRBC. **Please create a new password after logging into the system for the first time. Use the "Change Password" button in the upper right corner of the screen.**

*Important! The User Name and Password were created using the most current contact information we had on file. Please notify DRBC if the contact person has changed so we can modify the User Name. The password can be changed any time after you login.*

3. Read and select the **Certification Statement** and click the **Login** button.
4. On the Contact Information page, review the contact information. Is this information correct? Edit if necessary by selecting **No, Edit**. If edits are not needed, click **Yes, Continue** to go to the Surface Water Dashboard.
5. On the Surface Water Dashboard, go to the **Choose a System & Source to Report and/or Pay** table to select the blank data entry form for the period you are reporting for (ex. 2013 or 1<sup>st</sup> Quarter 2013). From this point, you are three steps away from completing the report submission.

*User Tip: Invoices will be archived on the Surface Water Dashboard if you need to reference past water withdrawals and/or balances due. To view an invoice, go to the **Past Invoices** table located below the **Choose a System & Source to Report and/or Pay** table and select the invoice you are interested in.*

6. **Step 1-** complete the surface water use report form by entering water withdrawal data for the surface water sources listed for the facility. PLEASE ENTER YOUR DATA IN UNITS OF MILLION GALLONS.

After the water use data entry is complete, select the **Continue** button at the bottom of the page to continue to Step 2.

*User Tip: You have the option to save data as it is entered on the form to prevent data loss. To do this, click on the **Save Data** button at the bottom of the page. After saving the data you will be able to log-out and return to complete the report submission later if you need to.*

7. **Step 2-** confirm the data and submit the report to DRBC by selecting the **SUBMIT** button at the bottom of the page.

*User Tip: You must select the SUBMIT button to complete the submission process.*

8. **Step 3-** an invoice will automatically be generated and e-mailed to the contact person.

*Important! If you do not receive a copy of the invoice your data may not have been submitted. Please check the Surface Water Dashboard for the status of the report. If the Status field reads “Not Reported” or “In Progress”, return to the report. You may need to select the **SUBMIT** button to complete the submission process.*

9. Submit payment to DRBC by check. Either include a copy of the invoice with the check or reference the invoice number on the check. Quarterly reports are due thirty days after the close of the calendar year quarter. A late fee of 1% per month will be applied to payments more than 30 days overdue.

## **Other Helpful Information:**

### **Ground Water Deductions**

For golf courses reporting and paying for their surface water withdrawals: ground water is exempt from charges per DRBC’s Water Supply Charges Program. Ground water pumped to supplement a surface water source (such as an irrigation pond) will not be subject to charges if both the surface water and well intakes are metered and metered data is reported on the form. To apply for the deduction, select the “Click Here” link in the Ground Water Deduction section of the form (located below the surface water use table(s)). Enter the total monthly metered withdrawals from the well(s) that were used to supplement the surface water source. If more than one well is used to supplement a surface water source, enter the combined monthly total in the table. The total amount of ground water you report will be deducted from your usage.

### **Consumptive Use Measurements**

Consumptive Use is a required field on the online forms. DRBC’s *Water Supply Charges Regulations*, Section 5.5.1.D, defines consumptive use as water that is withdrawn and not returned to the surface waters of the basin. This can include water lost through evaporation, incorporated into a product during manufacturing, or exported from the Delaware River Basin. Some industry standards for consumptive use rates include 90% of total water use for golf course irrigation, 22% of total water use for snowmaking and 10-15% of total water use for public water supply.

## **Questions or Comments?**

Please contact [swcinfo@drbc.gov](mailto:swcinfo@drbc.gov)