



Department of
Environmental
Conservation

NYSDEC Water Withdrawal Reporting

Bureau of Water Resources Management

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*Presented to an advisory committee of the DRBC.
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Annual Water Withdrawal Reporting

Any water withdrawal system (with some exemptions) with the capacity to withdraw 100,000 gallons per day or more must report amounts withdrawn to DEC annually. The "capacity" is determined by maximum potential withdrawal of the water source(s), not by the typical or actual withdrawal. For public water supplies the capacity includes redundant wells.

Agricultural facilities follow different water withdrawal reporting and permitting procedures. Please review those pages for complete information.

<http://www.dec.ny.gov/lands/86940.html>



New York State Department of Environmental Conservation
 Division of Water, Bureau of Water Resources Management
 625 Broadway, Albany, NY 12233-3508

Dec. '15

Water Withdrawal Reporting Form

Due by March 31st each year

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

This form not for Agricultural Facilities

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

Source Name Source Type Well Depth Max Rate Units

Source Name Source Type Well Depth Max Rate Units

Source Name Source Type Well Depth Max Rate Units

Source Name Source Type Well Depth Max Rate Units

Source Name Source Type Well Depth Max Rate Units

Source Name Source Type Well Depth Max Rate Units

Average Day Withdrawal Units Maximum Day Withdrawal Units Maximum System Capacity or NYSDEC Permitted Withdrawal Units

Submitted by Title Date

Water Withdrawal Category

(Check One)

Agricultural - Must use form at <http://www.dec.ny.gov/lands/86904.html>

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



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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 any | | | | | | |

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 any | | | | | | |

Describe location of returned water



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Water Withdrawal Reporting Form
Section 3 of 6 - General Map and Interbasin Diversions

General Map Required

Please submit a map showing the location of all withdrawals and any points of return flow. Precise locations will remain confidential.

A map is not necessary if one was submitted in a previous year and no changes have occurred.

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, weirs, or diversion structures. Label the name of each point.

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

- Print and mail or fax to 518 402-8290. Include cover letter identifying facility owner.
- Print, scan and email to awqrsdec@dec.ny.gov
- Copy electronically and email to awqrsdec@dec.ny.gov

Interbasin Diversions

Fill out this section only if water is being transferred between major drainage basins. To determine basin ID, go to the [DEC Major Drainage Basins map \(http://www.dec.ny.gov/lands/56800.html\)](http://www.dec.ny.gov/lands/56800.html). Then enter the basin ID by using the drop down menus under Originating and Receiving Major Drainage Basin headings 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



Water Withdrawal Reporting Form

Section 4A: Public Water Supply Facilities

Public water suppliers must answer all the questions in this section

- Are all sources of supply including major interconnections equipped with master meters? Yes No
- What percentage of your system is metered? % Average age of meters, in years: Range of age of meters, in years:
- How often were customer meters read this past year? (choose from drop list)
- Number of water service connections: Total population served:
- How many customer meters were recalibrated and/or replaced in the past year?
- Miles of pipe in water distribution system: Length of pipe replaced in the past year: Units:
- Miles of pipe on which leak detection was performed using sonic listening equipment: Type of equipment used:
- How many system-wide water audits were performed in the past year?
- Residential charge per 1000 gallons of water: \$
- What percentage of the water withdrawn was not billed to customers? % Lost to distribution system leakage? %
- Was information about household water saving devices and ways to reduce water use distributed to residential customers? Yes No
- Was water conservation information about promoting recycling and reuse distributed to industrial and commercial customers? Yes No
- Do you have lawn sprinkling time restrictions (e.g. odd/even days) during periods of peak demand? Yes No
- Do you have a plan that takes progressive steps to further reduce outdoor water use during drought conditions with an ordinance or procedure to assure compliance? Yes No If yes, please forward a copy to the address shown in Section 1 of this form.
- Please review your permit(s) for any specific water conservation conditions and report below on progress made in past year:



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 must use the form titled "Registration and Water Withdrawal Reporting Form for Agricultural Facilities". |
| 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 | S = Stream or River. L = Pond or Lake. R = Reservoir. BW = Bedrock Well. UW = Unconsolidated Well (e.g., sand and gravel). SP = Spring. P = 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). Use 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. |
| Maximum Sys Capacity or Permitted Withdrawal | If permit information is unknown, contact NYSDEC at awqrsdec@dec.ny.gov or 518-402-8182. Maximum system capacity is 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 E = estimated. M = metered readings. W = flow through a weir or flume. P = flow through a pump or pump run time. C = 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 ID into the box indicated (use drop down menu). 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. |



<http://www.dec.ny.gov/pub/103459.html>

