

Instructions for Completing Draft Water Use Reporting Form

The draft water use reporting form is proposed for use by water systems who may be required to report monthly water use prior to and during droughts by the proposed Rules for Drought Management that are currently under discussion. The draft reporting form consists of an Excel spreadsheet with two worksheets: The Monthly Reporting Form, and the Drought Reporting Form.

Monthly Reporting Form

This form is used to routinely record and report monthly water use during non-drought conditions. The permittee enters the data in the yellow-shaded fields on the form, which automatically calculates average daily water use for the month.

Example data have been entered into the Monthly Reporting Form to illustrate how data should be entered and to demonstrate how the form works.

Drought Reporting Form

During Drought Response Level 3, water systems who are required to report monthly water use will submit the Drought Reporting Form in addition to the Monthly Reporting Form. The Drought Reporting Form consists of Worksheets 1 and 2. Worksheet 1 automatically calculates average daily water use for each month of the year immediately preceding the drought, the Default Reduction Target, and adjustments to the Default Reduction Target applicable to the permittee's particular circumstances.

On Worksheet 1 of the Drought Reporting Form, the permittee enters the data in the yellow-shaded fields in Columns C – F on the form which automatically calculates average daily water use for each month of the calendar year immediately preceding the drought in Column G. Worksheet 1 then automatically calculates Drought Response Level 3 Default Reduction Targets in Columns H and I. Worksheet 1 then automatically adjusts the Default Reduction Targets depending upon what adjustment factor applies to the permittee's specific circumstances; these adjustment factors appear in Columns J – W of Worksheet 1.

On Worksheet 2 of the Drought Reporting Form, the permittee enters the data in the yellow-shaded fields in Columns C – F on the form which automatically calculates average daily water use for each month during Level 3 drought in Column G. Worksheet 1 then automatically calculates Drought Response Level 3 Default Reduction Targets in Columns H and I. The permittee then enters the adjustments from Columns J – W of Worksheet 1 that applies to their specific circumstances into the corresponding columns on Worksheet 2. In Column X, the worksheet then automatically calculates the Adjusted Reduction Target. In Column Y, the worksheet then compares monthly water use during Drought Response Level 3 to the Adjusted Reduction Target and determines the degree to which the permittee was able to achieve the Reduction Target. Negative numbers indicate the Reduction Target was successfully achieved.

Example data have been entered into the Monthly Reporting Form to illustrate how data should be entered and to demonstrate how the form works.