

# Water Withdrawal Reporting Form

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

Section 1 of 6 - Basic Information

Prior to filling out this form, please read the instructions on the last page  
*This form not for Agricultural Facilities*

Facility Name  Facility Street Address  Reporting Year

City  Zip  Town  County

Contact Name  Email  Telephone

Source Name	Source Type	Well Depth	Max Rate	Units	MGD
<input type="text" value="Cold Brook"/>	<input type="text" value="R"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Mang Brook"/>	<input type="text" value="R"/>	<input type="text"/>	<input type="text" value="0.6"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Average Day Withdrawal  GPD Units Maximum Day Withdrawal  GPD Units

Maximum System Capacity or NYSDEC Permitted Withdrawal  MGD 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

## Water Withdrawal Reporting Form

### Section 2 of 6 - Water Use

Calculation Method  M

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Withdrawn	18,391,674	17,053,139	18,738,205	16,405,912	19,228,966	18,014,699
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	19,475,107	20,981,095	19,763,066	20,392,307	17,677,685	18,094,653
Transferred / Imported / Purchased						
Consumed						
Returned						
Diversions In / Out, if any						

Describe location of returned water

**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](mailto:awqrsdec@dec.ny.gov)
- Copy electronically and email to [awqrsdec@dec.ny.gov](mailto: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>). 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

Basin Name

Receiving Major Drainage Basin

Originating Site Description

Receiving Site Description

**Water Withdrawal Reporting Form**  
**Section 4 of 6 - Water Conservation and Efficiencies**

Instructions: Check one of the boxes below for EITHER Section A or Section B, as appropriate for your facility type.  
A list of questions pertinent to that facility type will appear. Please answer all questions.

- Section 4A: Public Water Supply Facilities
- Section 4B: Non-Public Water Supply Facilities

If the incorrect box is selected, just scroll back up a page and change selection

NOTE: All permitted water withdrawal systems must have a Water Conservation Program.

# Water Withdrawal Reporting Form

## Section 4A: Public Water Supply Facilities

Public water suppliers must answer all the questions in this section

1. Are all sources of supply including major interconnections equipped with master meters?  Yes  No
2. What percentage of your system is metered?  % Average age of meters, in years:  Range of age of meters, in years:
3. How often were customer meters read this past year? (choose from drop list)
4. Number of water service connections:  Total population served:
5. How many customer meters were recalibrated and/or replaced in the past year?
6. Miles of pipe in water distribution system:  Length of pipe replaced in the past year:  Units:
7. Miles of pipe on which leak detection was performed using sonic listening equipment:  Type of equipment used:
8. How many system-wide water audits were performed in the past year?
9. Residential charge per 1000 gallons of water: \$
10. What percentage of the water withdrawn was not billed to customers?  % Lost to distribution system leakage?  %
11. Was information about household water saving devices and ways to reduce water use distributed to residential customers?  Yes  No
12. Was water conservation information about promoting recycling and reuse distributed to industrial and commercial customers?  Yes  No
13. Do you have lawn sprinkling time restrictions (e.g. odd/even days) during periods of peak demand?  Yes  No
14. 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.
15. Please review your permit(s) for any specific water conservation conditions and report below on progress made in past year:

N/A

## Water Withdrawal Reporting Form

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

Instructions:

Permittees must record any sales to outside water systems or facilities. If this applies to your facility, please check the box titled, "Section 5 - Outside Sales" and fill in the information requested.

If your facility does not sell water to systems or facilities other than your own, skip the section by clicking the box for "No Outside Sales".

- Section 5 - Outside Sales
- No Outside Sales

If the incorrect box is selected, just scroll back up a page and change selection

## **Water Withdrawal Reporting Form Section 6 of 6 - Forward Form To NYSDEC**

Unless required fields have not been filled in, the form can now be sent to NYSDEC. To send the form electronically, simply click the green box titled, "Click here to submit by email after filling out all sections of this form". Alternatively, the form can be printed and then mailed or faxed to NYSDEC at the address found on the first page.

When the form is sent by clicking the "submit by email" button, an automatic confirmation is returned. If this does not arrive within 10 minutes, please contact [awqrsdec@dec.ny.gov](mailto:awqrsdec@dec.ny.gov)

Click here to submit by email  
after filling out all sections  
of this form

Print Form

Print Blank Form For  
Handwritten Submission

Clear Entire  
Form

## 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 <a href="mailto:awqrsdec@dec.ny.gov">awqrsdec@dec.ny.gov</a> 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.