

DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) WATER WITHDRAWAL REGISTRATION AND REPORTING FORM For New Facilities

Annual reporting of new and existing water withdrawals from groundwater or surface water users that meet or exceed the established withdrawal amount (see below, Reporting Requirements) is required under the Water Withdrawal Reporting Regulation (9 VAC 25-200-10 et seq). The annual reporting period runs from January 1 to December 31. DEQ notifies known facilities that meet or may meet reporting thresholds in early December. Annual water withdrawal data is requested by month from all surface water and/or groundwater sources during the reporting period. Online reporting is available and individuals are encouraged to use this method for their reporting; however, if a user does not have access to the internet, hard copies of the reporting forms must be submitted to DEQ. Whether submitted online or by hardcopy, water withdrawal reports must be received by the reporting deadline of January 31. Water withdrawal reporting enables the development of an accurate water budget, thereby assisting DEQ in planning for the Commonwealth's future water needs. A copy of the Water Withdrawal Reporting Regulation is available online at the following web address and is included in this packet for your convenience: <http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterSupplyPlanning/AnnualWaterWithdrawalReporting.aspx>.

Reporting Requirements:

Pursuant to the Regulation, every required reporter shall have installed and shall operate a gaging device or methodology before commencing withdrawal and shall operate the device or methodology routinely thereafter. The gaging device or methodology shall measure the cumulative volume of water withdrawn at or near the source of withdrawal, or at the water treatment plant. All records of water withdrawal and gage calibration shall be retained by the user for a period of three years.

Withdrawals in Virginia for crop production (including nurseries and sod farms) must be reported by **anyone withdrawing at least one million gallons in any month**. Withdrawals in Virginia for ALL other purposes (including, but not limited to, livestock production, mining operations, public water supplies, manufacturing, power production, and golf courses) must be reported for **anyone whose average daily withdrawal during any single month exceeds 10,000 gallons per day**. Water users exempted from the regulation are encouraged to voluntarily report their water withdrawals.

If you report groundwater withdrawals to DEQ under a Groundwater Withdrawal permit, please continue to do so to meet your permit requirements. You do not need to duplicate reporting for permitted groundwater withdrawals under this regulation. Your monthly information, submitted to your regional permit writer, is imported into the water withdrawal reporting database. However, surface water withdrawals that also occur at permitted groundwater withdrawal sites must be reported, either as part of your permitted groundwater withdrawal reporting or through this reporting process. If you report surface water withdrawals to DEQ under a Virginia Water Protection permit, please continue to do so to meet your permit requirements. You must also report under this regulation as instructed below.

Please read the following Reporting Instructions, complete all applicable sections of the reporting form, and return to this office as soon as possible. Note that the email addresses included as Primary and Secondary Contacts will receive an email annually reminding them of the reporting requirements and providing instructions for providing the information. If you have any questions concerning the requested information, please contact Heather Mackey at heather.mackey@deq.virginia.gov or 804-698-4399.

Forms should be mailed to:

Department of Environmental Quality
ATTN: Heather Mackey, Office of Water Supply
PO Box 1105
Richmond, VA 23218

Reporting Instructions:

- If you did not have a withdrawal that met the reporting threshold in 2013, but expect you may in future years, simply put zeros on the form in the appropriate location and note “no withdrawal this year” as your source status.
- If the withdrawal or measuring point has been abandoned and you do not plan to make future withdrawals, please check the box next to "Permanently Abandoned" in the "Source Status" field, and write the year it was abandoned in the space provided.
- The reporting form requests Max Day/Max Month withdrawal information. If you do not collect this information, please estimate your maximum day and note the month this withdrawal occurred. Calculations for estimating your withdrawal volumes are posted at <http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterSupplyPlanning/AnnualWaterWithdrawalReporting.aspx>.

Description of Fields on Reporting Form:

ACTION TYPE - Identifies the appropriate action: Withdrawal, Delivery, Release, Return, System Delivery, or System Release. By default this item is set to “Withdrawal” for golf course irrigation.

COMMENTS - Please note any unusual circumstances here. Examples include dates of malfunctioning water meters, dates of source start up or abandonment, explanations for sharp changes in water withdrawal amounts due to temporary or permanent process shut downs or system changes, measurements reflecting clustered wells, etc.

DEQ WELL ID - If the source is a well or spring, DEQ will assign a Well Identification Number.

FACILITY - The facility name should be the name of a physical industrial or commercial plant, the name of a water supply utility, or the name of a farm (for some agricultural users). For example, the owner, McCann Packing, may have two plants/facilities, Accomack Packing and Southern Shores Seafood, or the owner, Accomack County, may operate the facility Accomack County Water Company which maintains several small public water supply systems. In an agricultural example, the owner, Eliza Bloomington, may have several non-contiguous farms/facilities, Evergreen East, Evergreen West, and the Old McCoy Farm. Each facility should have a unique name and every effort should be made to reconcile the name for a single Owner with other permitting programs. All names are to be spelled out if space permits, and punctuation is not used.

FACILITY LOCATION – Use the drop down box to select the jurisdiction in which the facility is located.

GW PERMIT, VDH PWSID, VPDES PERMIT: If applicable, enter permit numbers for the Virginia Department of Health (VDH) Public Water System Identification (PWSID) program, DEQ groundwater permit (GW PERMIT), or Industrial VPDES permit.

GAGE – A device or methodology for measuring cumulative volume of water withdrawn. For users subject to the Virginia Department of Health Waterworks Regulations, the gage shall satisfy the provisions of those regulations and shall produce volume determinations within $\pm 10\%$ of truth. For all other users, the gage shall be consistent with sound generally accepted engineering practice and shall produce volume determinations within $\pm 10\%$ of truth.

LATITUDE AND LONGITUDE – the earth coordinates of the facility location and the withdrawal intake (*please enter in decimal degrees*). If you don't already have this information, it can be obtained in a couple of ways: open Google Earth and hover over a withdrawal intake to obtain its exact coordinates or type your mailing address into the white box on the bottom right of www.mapper.acme.com to obtain the Lat/Long for a mailing address.

USER ID (to be assigned by DEQ): _____

MEASURING METHOD - Identifies the method used to determine water withdrawal amounts, Metered or Estimated. If Metered is used, check "source" if the meter is at the source. Check "customer" if it is metered anywhere other than at the source. If the withdrawal is estimated, describe the method used (e.g., pump time curves, etc.). Instructions for estimating your withdrawal volumes are posted at the following location:

<http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterSupplyPlanning/AnnualWaterWithdrawalReporting.aspx>.

MAXIMUM DAY WITHDRAWAL, MONTH MAX DAY Occurred - Enter the maximum withdrawal within a single day in million gallons (MG) and select the month during which the maximum day occurred. If unable to measure the maximum day and/or month, please estimate the volume and provide the month.

OWNER - The official or legal name of the individual or corporation of the facility for which a permit might be issued. For individuals, enter the first name first, without the courtesy title.

SOURCE TYPE – Identify the appropriate classification for the measuring point: Surface Water, Groundwater, or Transferred Water. Transferred Water is water that is withdrawn by an entity or locality then transferred to another entity/locality. In other words, it is water bought or sold and is not a withdrawal.

SOURCE STATUS - By default, this entry is set to "In Active Use," indicating that you did in fact withdraw water from this measuring point during the previous year. If you did not withdraw water at this measuring point during the previous year, but plan to continue to use this withdrawal in the future mark "No Withdrawal This Year." If you have permanently abandoned this withdrawal point mark "Permanently abandoned." Please contact the DEQ planner listed below for "source abandoned" confirmation.

SUB-TYPE – Identify the raw water source sub-type (Reservoir, Stream, Well, Spring, None).

SYSTEM - Mostly used for public utilities or water companies with permits for individual systems that may have subsystems. You may use the facility name if no other descriptor is appropriate.

USE TYPE – Use the drop down box to select from Commercial, Fossil Power, Hydro Power, Irrigation, Manufacturing, Mining, Nuclear Power, Other, or Public Water Supply. By default, this item is set to "commercial" which is the use type for golf courses, among other facilities.

WATER SOURCE/WELL NAME - Use the common name of the raw water source for the withdrawal, such as the James River, Farm Pond, or Well #1.

WATER WITHDRAWAL AMOUNT or BULK TRANSFERS in Million Gallons (MG)" reporting box. Report the withdrawal volumes in million gallons for JANUARY THROUGH DECEMBER. If your withdrawal is in gallons, please divide by 1,000,000. Example: If your withdrawal for January was 65,323 gallons, please record that as 0.065323. If your July withdrawal was 465,000 gallons, please record that as 0.465. If you have any questions, contact the DEQ planner listed in this document.

Facility Contact Information

PRIMARY CONTACT

CONTACT NAME:

Address:

PO Box:

City:

State and Zip:

Phone:

Contact Title:

eMail Address:

SECONDARY CONTACT (if applicable; Waterworks Operator, Lessee, etc.)

CONTACT NAME:

Address:

PO Box:

City:

State and Zip:

Phone:

Contact Title:

eMail Address:

System Information

Note: ' *** ' indicates a mandatory field.

OWNER NAME: ***

FACILITY NAME: ***

SYSTEM: ***

USE TYPE: ▼

FACILITY LOCATION (County/City/Town): ▼

LATITUDE:

LONGITUDE:

COMMENTS: _____

USER ID (to be assigned by DEQ): _____

Primary Withdrawal Point (also known as measuring point(s); all Measuring Points will be assigned a Measuring Point Identification Number or MP ID by DEQ).

Water Source/Well Name:

Source Type:

Sub-Type:

Source Status:

- In Active Use
- No Withdrawal This Year
- Permanently Abandoned***
(If "Permanently Abandoned", Please indicate the year removed from operation:)

Action Type:

MP ID:

DEQ Well ID (if applicable):

GW Permit:

VDH PWSID:

VPDES Permit #:

Intake Location

(County/City/Town): ***

River Basin:

Latitude:

Longitude:

Measuring Method:

- Metered
- Estimated***

If Estimated, Please Describe:

Source/Customer Metering:

- Source
- Customer

Water Withdrawal Amount in Million Gallons (MG)		
Current Withdrawals	Previously Reported	
Calendar Year: 2014		
Jan (MG):	<input type="text"/>	***
Feb (MG):	<input type="text"/>	***
Mar (MG):	<input type="text"/>	***
Apr (MG):	<input type="text"/>	***
May (MG):	<input type="text"/>	***
Jun (MG):	<input type="text"/>	***
Jul (MG):	<input type="text"/>	***
Aug (MG):	<input type="text"/>	***
Sep (MG):	<input type="text"/>	***
Oct (MG):	<input type="text"/>	***
Nov (MG):	<input type="text"/>	***
Dec (MG):	<input type="text"/>	***
Total (MG):	0.0000	

Please enter Lat/Lon in Decimal Degrees - To convert from Degrees:Minutes:Seconds to Decimal Degrees go here -

<http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>

Maximum Day:

***MG

Month Max Day occurred:

Additional Withdrawal Point(s) (duplicate to add additional withdrawal or measuring points).

Water Source/Well Name:

Category: SIC:

Type: Sub-Type:

Source Status:
 In Active Use
 No Withdrawal This Year
 Permanently Abandoned***
 (If "Permanently Abandoned", Please indicate the year removed from operation:)

Action Type:

MP ID:

DEQ Well ID (if applicable):

GW Permit:

VDH PWSID:

VPDES Permit #:

Intake Location (County/City/Town):

River Basin:

Latitude:

Longitude:

Measuring Method:
 Metered
 Estimated***

If Estimated, Please Describe:

Source/Customer Metering:
 Source Customer

Water Withdrawal Amount or Bulk Transfers in Million Gallons (MG)		
	Current Withdrawals	Previously Reported
Calendar Year: 2014		
Jan (MG):	<input type="text"/> ***	
Feb (MG):	<input type="text"/> ***	
Mar (MG):	<input type="text"/> ***	
Apr (MG):	<input type="text"/> ***	
May (MG):	<input type="text"/> ***	
Jun (MG):	<input type="text"/> ***	
Jul (MG):	<input type="text"/> ***	
Aug (MG):	<input type="text"/> ***	
Sep (MG):	<input type="text"/> ***	
Oct (MG):	<input type="text"/> ***	
Nov (MG):	<input type="text"/> ***	
Dec (MG):	<input type="text"/> ***	
Total (MG):	0.0000	

Please enter Lat/Lon in Decimal Degrees - To convert from Degrees:Minutes:Seconds to Decimal Degrees go here - <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>

Maximum Day: ***MG

Month Max Day occurred: ***

Additional Withdrawal Point(s) (duplicate to add additional withdrawal or measuring points).

Water Source/Well Name:

Category: SIC:

Type: Sub-Type:

Source Status:

In Active Use

No Withdrawal This Year

Permanently Abandoned***
(If "Permanently Abandoned", Please indicate the year removed from operation:)

Action Type:

MP ID:

DEQ Well ID (if applicable):

GW Permit:

VDH PWSID:

VPDES Permit #:

Intake Location (County/City/Town):

River Basin:

Latitude:

Longitude:

Measuring Method:

Metered

Estimated***

If Estimated, Please Describe:

Source/Customer Metering:

Source Customer

Water Withdrawal Amount or Bulk Transfers in Million Gallons (MG)		Previously Reported
Current Withdrawals		
Calendar Year: 2014		
Jan (MG):	<input type="text"/> ***	
Feb (MG):	<input type="text"/> ***	
Mar (MG):	<input type="text"/> ***	
Apr (MG):	<input type="text"/> ***	
May (MG):	<input type="text"/> ***	
Jun (MG):	<input type="text"/> ***	
Jul (MG):	<input type="text"/> ***	
Aug (MG):	<input type="text"/> ***	
Sep (MG):	<input type="text"/> ***	
Oct (MG):	<input type="text"/> ***	
Nov (MG):	<input type="text"/> ***	
Dec (MG):	<input type="text"/> ***	
Total (MG):	0.0000	

Please enter Lat/Lon in Decimal Degrees - To convert from Degrees:Minutes:Seconds to Decimal Degrees go here - <http://www.fcc.gov/mb/audio/bickel/DDMMSS-decimal.html>

Maximum Day: ***MG

Month Max Day occurred: ***