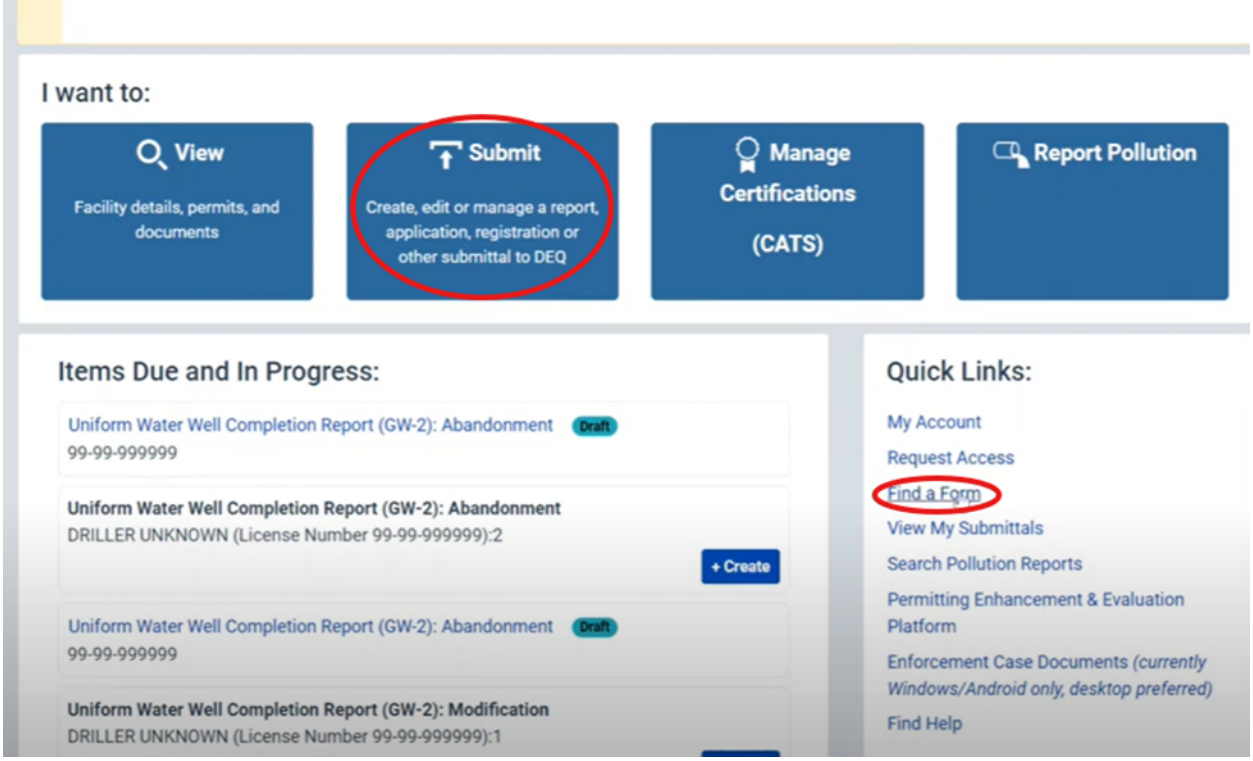
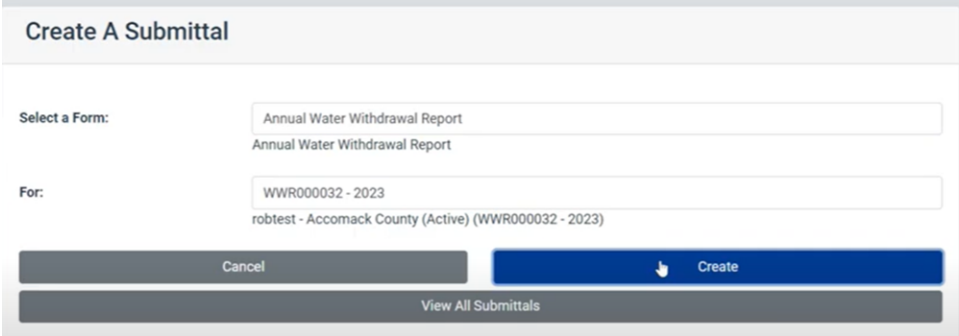
# Submitting Annual Water Withdrawal Reporting Forms

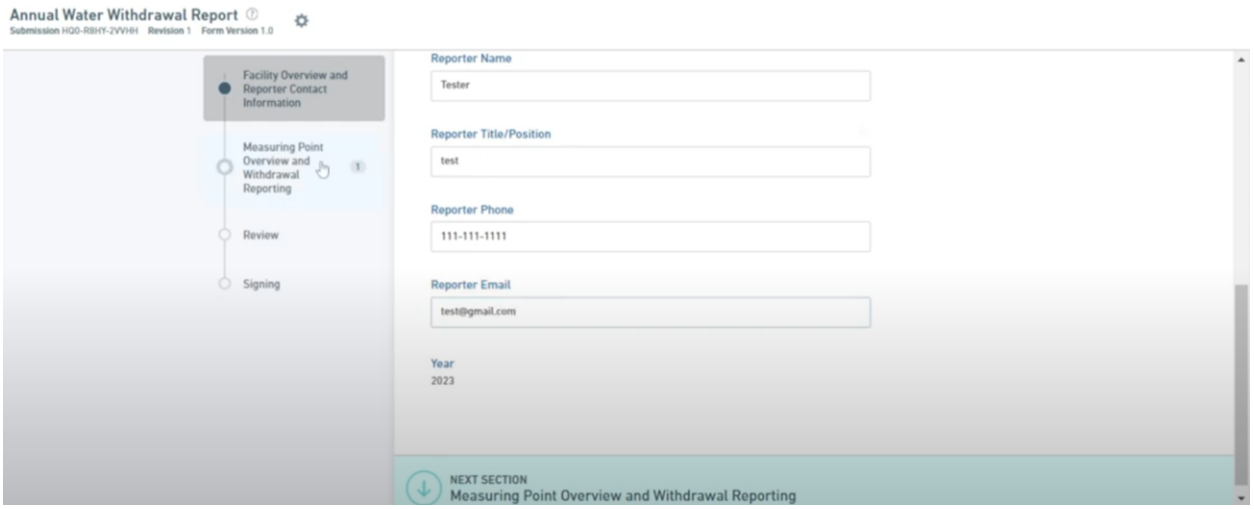
1. Navigate to the myDEQ Portal landing page at: https://portal.deq.virginia.gov/
2. Sign In to your account
3. There are 3 ways to create a water withdrawal reporting form from the dashboard that will each take you to the **Create A Submittal** page in Step 4.
    a. Click on the large **Submit** button under the *I want to:* header
    b. Click on the **Find a Form** link on the *Quick Links:* window
    c. Click the **+ Create** button next to an item due
        i. This will only work shortly before water withdrawal reporting is due (**January 31st of each year)**




4. On the **Create A Submittal** page
    **a.** For **Select a Form**, use the drop-down menu to select **Annual Water Withdrawal Report**
    **b.** Use the drop-down menu next to **For:** to select your facility
    **c.** Click the **Create** button




5. Completing Annual Water Withdrawal Report
    a. On the **Facility Overview and Reporter Contact Information** section
        i. Review the prefilled information to verify it is correct
            1. If information is incorrect, contact the planner assigned to your region to have this corrected. Click here to view the planner map.
        ii. Fill out the **Reporter Name, Title, Phone,** and E**mail** fields
        iii. Click on the **Measuring Point Overview and Withdrawal Reporting** button at the bottom of the screen




    b. The **Measuring Point Overview and Withdrawal Reporting** section will display the measuring points associated with the facility
        i. Click on the measuring point to enter withdrawal data


**ii.** Clicking on the measuring point will bring up the selected well or intake information at the top of the page

iii. The total withdrawal volume from the previous year will be displayed below the map, scroll down to enter reporting data for the current year.

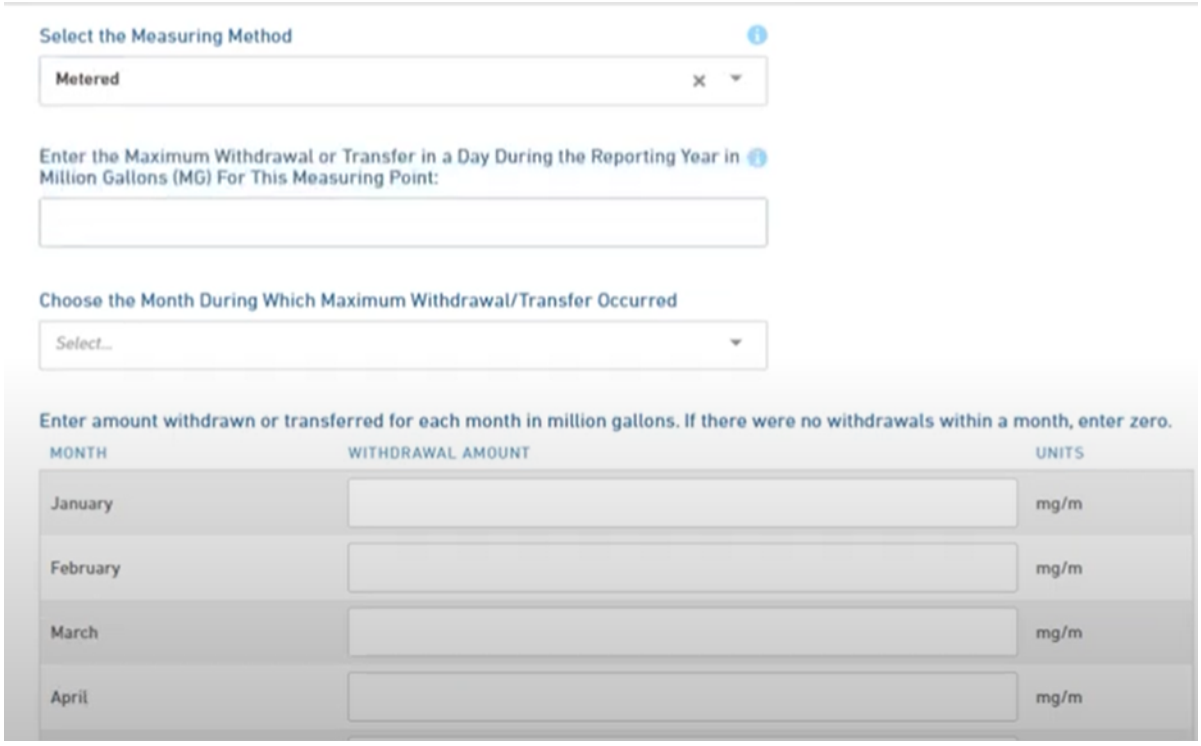
**iv.** Select the **Measuring Method** as either **Metered** or **Estimated**

**v.** Enter the **Max Withdrawal or Transfer in a Day (<u>In Million Gallons)</u>**

1. Select the month in which this withdrawal occurred

**vi.** Enter the withdrawal amount for each month **<u>in millions of gallons per month (MG/m)</u>**

1. A running total will be kept at the bottom




vii. Type in any **additional withdrawal comments** for the selected measuring point (ie. If a leak was detected, or the method of withdrawal estimation)

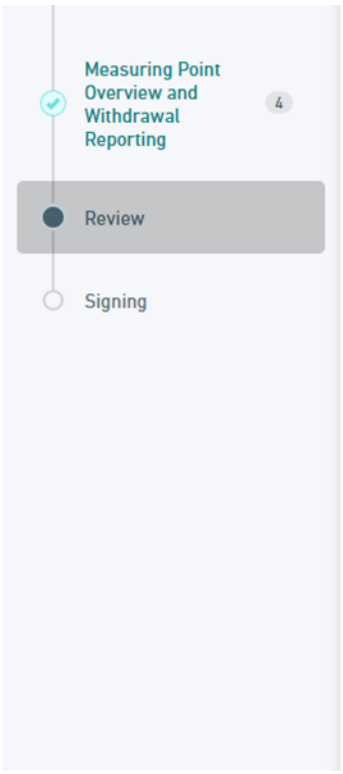
viii. Clicking on the **Next Section Review** button will save the data. Minimize the current measuring point and navigate to the next measuring point.

1. After entering data for the last measuring point, this button will advance you to the **Review Section**

6. **Reviewing Data**

**a.** Ensure all the data shown on this section is correct

**b.** Once you have verified all the information on this section is correct, use the Next **Section Signing** button at the bottom of the page to advance to the signing section




Metered

**Enter the Maximum Withdrawal or Transfer in a Day During the Reporting Year in Million Gallons (MG) For This Measuring Point:**

10.000

**Choose the Month During Which Maximum Withdrawal/Transfer Occurred**

06-June

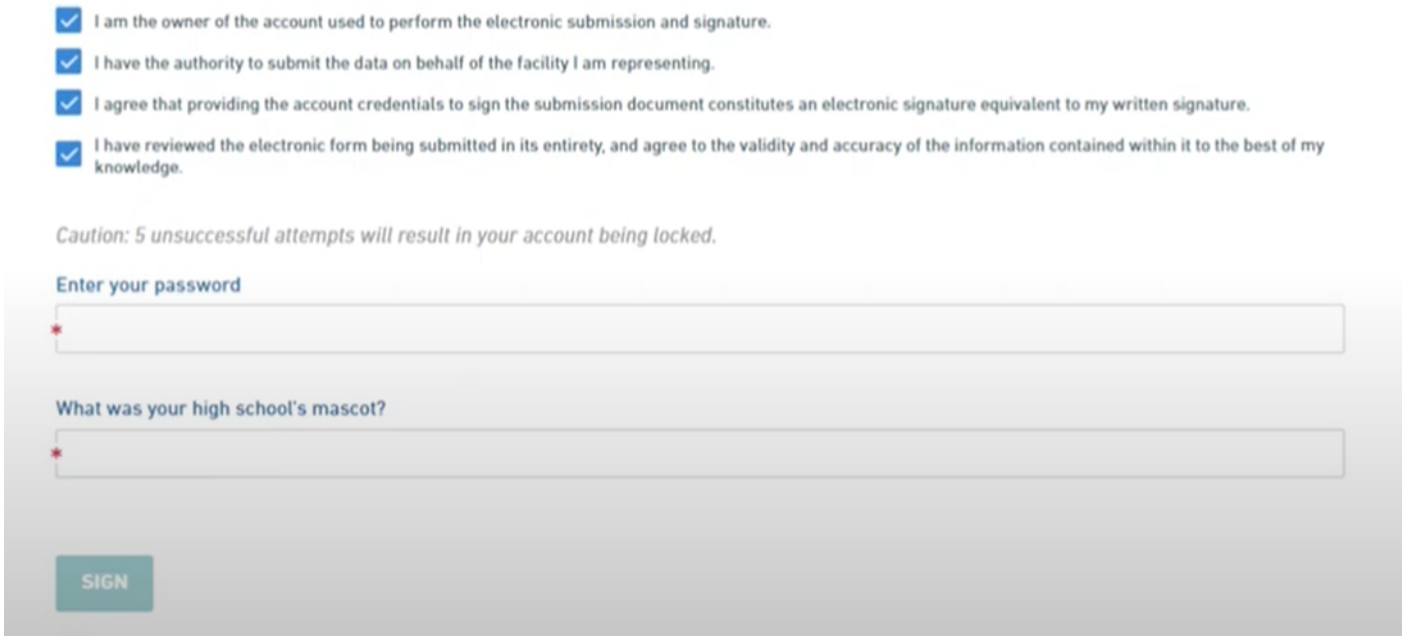
**Enter amount withdrawn or transferred for each month in million gallons. If there were no withdrawals within a month, enter zero.**

| Month | Withdrawal Amount | Units |
|---|---|---|
| January | 0.000 | mg/m |
| February | 0.000 | mg/m |
| March | 0.000 | mg/m |
| April | 54.000 | mg/m |
| May | 43.000 | mg/m |
| June | 222.000 | mg/m |
| July | 111.000 | mg/m |
| August | 34.000 | mg/m |
| September | 23.000 | mg/m |
| October | 0.000 | mg/m |
| November | 0.000 | mg/m |
| December | 0.000 | mg/m |

**Water Withdrawal Amount - Current Withdrawals for Year**

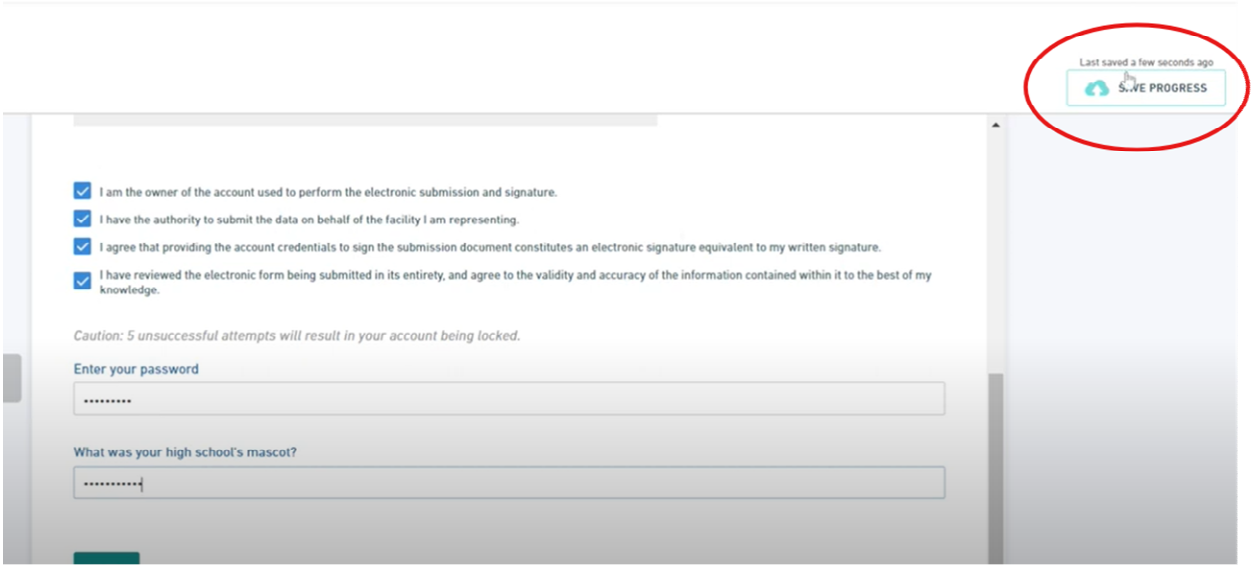
487

7. **Signing**
    a. To certify and sign the form, you must click each of the four boxes next to the certifying statements




    b. Enter the password for your account

*Note that if you do not know your password, you can click on the **Save Progress** button in the top right corner



After saving your progress, click on the **myDEQ Portal** button in the top left and use the **My Account** button to change your password and/or security question.

8. After submitting, you should see the following window verifying the submission is completed