

FAQ for Water Utilization form

1) Q) **Why do I have to report water transfers?**

- A) 1) Most water allocation permits require the transfers be reported.
- 2) The recommendations of the recently completed interconnection study recommended collecting the water transfer information to improve overall water management & drought management planning.
- 3) Prior to 2003, all systems with water allocation permits reported totals and water transfers on quarterly reports; this is a reinstatement of that practice.

2) Q) **I don't understand what I need to do.**

- A) Instructions are available on the Division of Water Supply website at: http://www.nj.gov/dep/watersupply/WS_Qtr_WU_Instr.pdf. Start collecting the total volume of water exported to and imported from each public community system connected to your water system, and the total ground water and surface water from own sources placed into the system on a monthly basis.

The following describes the parameters on the Water Utilization Report.

Total Water from Ground Water Sources Into System	If your facility has a water allocation permit(s), look at one of the corresponding month's total diversion data from wells. The total well diversion should not exceed this parameter, and should be close to it and in some cases if no filtration is used, the total of the well diversions may = Total Water from Ground Water Sources Into System.
Total Water from Surface Water Sources Into System	If your facility has a water allocation permit(s), look at one of the corresponding month's total diversion data from surface sources. The total surface water diversion should not exceed this parameter, and should be close to it and in some cases if all filtration water is recycled, (possible but not common) the total of the surface diversions may = Total Water from Surface Water Sources Into System.
Total Water Exported	This total should match or be close to the sum of the water exported to each water system. It may be more if they export to large non-community water systems or if they are missing interconnections on the form. Any discrepancies should be reported.
Total Water Imported	This total should match or be close to the Total of the water imported to each water system. It may be more if you import from large non-community water systems or if there are missing interconnections on the form. Any discrepancies should be reported.
Water Exported to (System)	See Total Water Exported for this relationship. Each interconnection, or group of interconnections connected to the same system will have a line on the form for water exported to this system. Report the amount of water exported to this system. If no water was exported to this system report 0.
Water Imported From (System)	See Total Water Imported for this relationship. Each interconnection, or group of interconnections connected to the same system will have a line on the form for water imported from this system. Report the amount of water imported from this system. If no water was imported from this system report 0.

The following list summarizes the most common reporting errors.

- If total water imported or exported was reported, the amount of water imported or exported must also be reported on the individual or group of interconnections to and from the same system.
- The total water imported or exported for each of the interconnections should be approximately equal to the total water imported or exported for the entire system.
- The total groundwater and/or surface water into system is equal to approximately the amount of the systems' surface and/or groundwater sources pumped into your system. This is NOT the amount of water imported and/or exported over an interconnection. If your facility has a water allocation permit, the amount diverted and reported for all wells and/or surface intakes on the Public Quarterly Water Monitoring and Diversion Report should be approximately equal to the total groundwater and/or surface water into system.

3) **Q) Do I need to do the AWWA water audit for 2008 (2009)?**

- A) We recommend that you become familiar with the AWWA water audit and run through the 2008 audit for your system, for your own information. It is possible the 2009 water audit data may be required in January of 2010, but it is more likely that 2010 water audit data will be required January 2011.

4) **Q) Can't you add up the transfers from each system to get the totals (why do I have to report total transfers when I give you the transfers to each system?)**

- A) The Division anticipates that our data system will be performing a semi-automated check between the total transfers and component transfers as a check for major errors.

5) **Q) I always export (sell, send) water and never import (import, buy, receive) water. Why do I always have to report on water that never flows in that direction?**

- A) The Division has records of nearly 1000 interconnections, and the exporter/importer is often not clear in the records, and many are bi-directional. In addition, having two-way reporting will allow capture of systems with flow in both directions or where an emergency reversal of flow occurs. Just report a 0 in the month where no flow in that direction occurred.

6) **Q) Do I have to report a flow for each and every interconnection?**

- A) No, if there are multiple interconnections between your system and another system, the totals transferred between each interconnected system are reported. Report only the total system to system flow.

7) **Q) My report is missing a water system I am connected to.**

- A) Submit the information on the missing system, noting the name of system, PWSID, and interconnection(s) details in writing to the Bureau Water Systems and Well Permitting.
- 8) Q) **My report has a system on it that I am not connected to at all.**
- A) Submit the information on the incorrect system, noting the name of system, PWSID, and interconnection(s) details in writing to the Bureau Water Systems and Well Permitting and request the system to be taken off the forms. Report 0 until the forms are modified.
- 9) Q) **My report has another system on it that only I have an emergency interconnection with.**
- A) Report 0, unless an emergency occurs, and then report any transfers that occur during an emergency.
- 10) Q) **I sell water to a water system but I don't have an interconnection with them, I export the water to a third party and it's delivered through their system. How do I report this?**
- A) Report only the water exported from your system directly through physical interconnections. The other system will report the subsequent transfer to the third party.
- 11) Q) **I don't have any interconnections and I already report how much water goes in the system on a daily basis daily on my Monthly Operator's Report (or water allocation forms). Why do I have to report water placed in the system from ground and surface sources?**
- A) In some cases, the water placed in the system is not the same number as water diverted. Water Diverted would include well development, water used for filter backwash, etc. The monthly operator's report cannot currently be data managed, so now this data will be data managed which will allow the Department to make better determinations of system demand for permit decisions and keep surplus deficit information accurate.
- 12) Q) **January is already over when we got the notification and I did not take a meter reading at the end of January to report the water transfer information.**
- A) See if the other water system took an end of month reading, if not, take a reading today and estimate for January. Note in the row comments on the form when you report that the value is an estimate and what the estimate is based on.
- 13) Q) **Can you tell me the other water systems I have interconnections with?**
- A) Contact the Bureau of Water Systems and Well Permitting to obtain a report that will list interconnected Systems to your PWSID.
- 14) Q) **I can't get on the internet, can you send me a paper form?**
- A) Water Utilization forms cannot be entered from paper. Please find a local library or a friend's computer where you can log on and enter the data.