

**Instructions for Completing Water Use Registration Annual Water Use Report Forms**  
**ABSOLUTELY DO NOT FAX THE COMPLETED FORM**  
**DO NOT REPORT BLANKS – REPORT ZERO IF SOURCE NOT USED**

**General Instructions:**

1. Reports shall be completed and submitted to the Bureau of Water Allocation by January 31<sup>st</sup> each year. Failure to submit the completed form by that date will result in automatic violation of the specified Water Use Registration.
2. Forms must be typed or completed in ink only (no pencil).
3. Both the cover page and the Water Use Report must be completed. Incomplete forms will be returned.
4. **The quantity of water diverted from each well or intake must be reported in units of Million Gallons.** See the document *Calculating and Reporting CORRECTED Storage Pond Values* at: <http://www.nj.gov/dep/watersupply/guidance.htm#w> for additional information. **Note that incorrect reporting will result in violations and possible enforcement action.**

**Cover Page:**

1. The cover page includes the following information as entered in our database: Responsible Entity of the Activity, Location of Activity, Report Recipient contact name and address. Please verify this information and make any necessary changes directly on the form. Please note the Report Recipient address must be the same mailing address for all correspondence related to the Water Use Registration.

If a modification was issued during the year, you may have a form to fill out for each activity. Complete both forms fully to cover the entire year.

2. The certification at the bottom of page one must be complete as indicated (Name, Title, Signature, Date, and Phone Number). **Forms will not be accepted without this certification.**

**Annual Water Use Report:**

Each registered/approved diversion source is preprinted on the form. If a well or intake is not included on the form, it is not an approved diversion source and your registration must be modified to include the additional diversion source(s). If this is the case you must obtain a Water Use Registration application form from the Division's website at <http://www.nj.gov/dep/watersupply/dwr-188.pdf>, or you can obtain one by calling (609)-292-2957. (The only exception is when a combined water diversion quantity from a group of wells or intakes must be reported. In this case, water diverted will be reported on a representative group of wells or intakes.)

The following columns are contained on the reporting form:

1. **SUBJECT ITEM** - Contains information identifying the well or intake.
  - a. The first line contains a Department Specific ID Number. Four letters identifying the type of source – well or intake- followed by a 5 or 6 digit number (ex. WSWL66305).
  - b. For wells, the well permit number and the well description/local name follow the ID Number.
    - The well permit number is the number assigned by the Bureau of Water Systems and Well permitting for permission to drill a well. Each well has a unique well permit number as referenced in your Water Use Registration. For purposes of data conversion, all well permit

numbers have been converted to 10-digit numbers. Well permit numbers assigned on or before March 31, 2003 containing less than 10 digits (ex. 2654044, 21-3, 3200432) have been converted to 10 digit numbers. For example, if your well number is 21-3 it will be listed on the form as 2100000003. Wells issued after mid-2008 will have 9 numbers preceded by a 'P' or 'E'.

- The well description/local name is the local identifier and may be a number, name, or combination of both (ex. Well 1, Riverside Ave Well, Williams 1).
  - c. For ponds or intakes, a local identifier (intake number, name, or combination of both) and description (name of the surface water source) follows the ID Number (ex. Intake 1, Swimming River.
  - d. Subject Items are automatically sorted by the Department Specific ID Number (ex. WSWL 66305). Check the source identification information to make sure water diverted quantities are recorded in the correct row for the correct source.
2. **PARAMETER** - Indicates the required monitoring value is Water Diverted for the applicable well or intake in that row.
3. **JANUARY-DECEMBER** – Indicates the months that monitoring must occur. Complete these columns with the monthly quantity of water diverted from each well or intake. These are the only columns of the Annual Water Use Report that require values.
- a. **Sources not used in particular month(s) must be reported as the number zero (0).** If your well has been decommissioned, and a well abandonment report (from a licensed well driller) is submitted to the address on the first page with a request that the well be removed from your forms, the well will be deactivated in our database and will not appear on your future annual water use report forms.
  - b. **Only numbers and decimal points are acceptable values in the boxes. DO NOT USE N/A, COMMAS, WORDS OR ANY NON-NUMERIC MARKS. Any non-numeric marks will generate a violation upon data entry that will automatically be available to the Department's Enforcement Element.**
  - c. Any explanations required should be written on the form on the cover page or on a separate sheet of paper.
  - d. Note to facilities pumping wells into storage ponds: If the monthly total volume of well water pumped to the storage pond is greater than or equal to the monthly storage pond diversion, the storage pond diversion is to be reported as "0". If the monthly total volume of well water pumped to the storage pond is less than the monthly storage pond diversion, subtract the volume of well water placed into the storage pond from the pond diversion, and report the difference as the pond diversion.
4. **REPORT VALUE UNITS** - Indicates the required reporting units of **Million Gallons**. For example, one million gallons must be reported as 1.000, with no commas in the number, and a usage of 2,356,000 gallons, for example, would be reported as 2.356. Please do not write any notes in this column or change the reporting units. (See the document *Calculating and Reporting CORRECTED Storage Pond Values* for additional information).
5. Do not fax the forms. Faxes often can not be read or are cut off.

Visit our website at <http://www.nj.gov/dep/watersupply/guidance.htm#w> to obtain additional information.

Please contact the Bureau of Water Allocation at (609) 292-2957 if you require additional assistance. \_



Note: Reporting online will be required for 2009 water use to be reported in 2010. Instructions will be provided when the system becomes available.