

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



Note: It is anticipated that online reporting will be available when the first quarter form is due and reporting online will be required for the 2nd quarter 2009 water use, which is due by July 31, 2009. Instructions will be provided when the system comes online.

General Instructions:

1. Reports shall be completed and submitted to the Bureau of Water Allocation by the due date specified on the form, and is 30 days after the end of the monitoring period. Failure to submit the completed form by that date will result in automatic violation of the specified permit.
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 regulated entity.
2. 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 quarter.
3. 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.**

Quarterly Water Use Report:

1. Each registered/approved diversion source is preprinted on the form. If a well or intake is not included on the form, it may not be an approved diversion source and your permit may need to be modified to include the additional diversion source(s). If this is the case you must obtain a Water

Allocation Permit application form from the Division's website at <http://www.nj.gov/dep/watersupply/bwa-001a.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.)

2. The following columns are contained on the reporting form:

a) **SUBJECT ITEM** - Contains information identifying the well or intake.

- i) 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).
- ii) 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 allocation Permit. 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 nine 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).
- iii) 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).
- iv) 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.

b) **PARAMETER** - the value required to be monitored for the applicable well or intake in that row.

c) **QUANTITY/RESULT** – The value fields where monitoring data is recorded. **Quantity/Result and Date are the only columns of the Monitoring Results Form that require values.** Data is entered by the Division exactly as provided by the regulated entity.

- i) **Only numbers, greater than, less than, and minus signs followed immediately by a number, and decimal points are acceptable values in the Quantity/Results fields. DO NOT USE WORDS OR N/A IN ANY OF THE FIELDS.** Any non-numeric marks will generate a violation upon data entry that will automatically be available to the Department's Enforcement Element.
- ii) **If water is not diverted from a source in a particular month(s), report Water Diverted as the number zero (0).** Please do not use dashes or N/A.

- iii) **If Static Water Levels or chemical monitoring was not performed as required for the timeframe, leave the Quantity/Result and Sample Date fields blank.**

NOTE THAT REQUIRED STATIC WATER LEVELS OR CHEMICAL MONITORING ARE REQUIRED EVEN IF THE SOURCE WAS NOT USED

- iv) **Static Water Levels must be reported in decimal feet (for example 9.45).** If Static Water Levels are reported in feet and inches, or if the feet (‘) or inches (”) character is used in the value, a reporting violation occurs.
- v) **Grey fields marked “NOT REQD” indicate that no sampling or reporting is required for that source/parameter/month combination for the permitted activity.**
- vi) **Do not write comments in the Quantity/Results field.** Please enter any explanations of reporting data on the cover page or in the margin.
- d) **SAMPLE DATE** – Dates a parameter is sampled. Sample dates are not required for the quantity of Water Diverted because the value is a total of all water diverted in a month. Sample dates are required for all other reporting parameters. For other parameters that are monthly totals (such as Water Injected or Water Returned), report the last day of the reporting month for the sample date.
- The correct, full date that a water level, sample, or month end reading is taken must be entered in the following format: MM/DD/YYYY. For example, 10/21/2003 or 5/30/2003.
- e) **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 change the reporting units. (See the document *Calculating and Reporting CORRECTED Storage Pond Values* for additional information).

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> or contact the Bureau of Water Allocation at (609) 292-2957 to obtain additional information.