

INSTRUCTIONS FOR COMPLETING THE 2011 WATER WITHDRAWAL REPORT FORM

Complete any known information that isn't pre-filled. Strike through any incorrect information and make clearly legible corrections.

1. and 2. Update your Property Name and Source Name to what makes sense to you. →

3a. See pages 1-2 →

3b. See pages 2-3 →

3d. If you check this box, we will confirm this with your approval letter and next year you will **not** be mailed a reporting form for this source. →

3e. If you did **not** withdraw from this source in 2011, indicate which reason best explains WHY. →

The form is titled "Water Withdrawal Report Interim Form - 2011 (1/2012)". It includes a header with the State of Wisconsin Department of Natural Resources logo and contact information. A notice states: "Notice: Personally identifiable information provided on this form is not intended to be used for any other purposes but may be made available to requesters under Wisconsin's Open Records law (s. 19.35, Wis. Stats.)."

1. Property Information

OWNER # 405789	OPERATOR # 405789	Property #
Company Name Owner Name (Last, First) Address Line 1 Address Line 2 City, State, ZIP Code Phone: (608) 339-4000 E-Mail: address@gmail.com	Company Name Owner Name (Last, First) Address Line 1 Address Line 2 City, State, ZIP Code Phone: (608) 339-4000 E-Mail: address@gmail.com	

PROPERTY NAME: _____ Source # _____

2. Source Information

a. Source Name Assigned by Owner: Common Name _____ b. Hicap Well # (If Applicable): 123456789

c. Unique Well # (If Applicable): 456789 d. Public Water System ID (If Applicable): 123456789

e. PLSS: 00 Q0, 00 Q, Section 00 N, Township 00 N, Range 00 W

3. Water Withdrawal Reporting for 2010

a. Measurement Code: _____

b. Water Use Code: _____

c. Comments: _____

Month	Gallons Pumped or Withdrawn If zero gallons, please indicate with a single "0"
Example	0
January	_____ Gallons
February	_____ Gallons
March	_____ Gallons
April	_____ Gallons
May	_____ Gallons
June	_____ Gallons
July	_____ Gallons
August	_____ Gallons
September	_____ Gallons
October	_____ Gallons
November	_____ Gallons
December	_____ Gallons

d. This source is approved exclusively for single family residential uses and the withdrawal capacity is less than or equal to 20 GPM.

e. I did **not** withdraw from this source in 2011.

If you checked "e", choose from the reasons below:
 Filled & Sealed Well Temporarily Capped Well Well Not Drilled Do Not Know of this Well or Source No Need for Water This Year
 Surface Water Source Temporarily Offline Surface Water Source Permanently Terminated

4. Certification and Signature

I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this water use report. I certify that the information contained in this form and attachments is accurate and complete.

Name - Print _____

Signature _____ Company _____ Date _____

Mail signed form to: WDNR, Water Use Section - DG/5; PO Box 7921; Madison, WI 53707-7921.
 If you reported your water use online, do not mail in this form.

← **Every month must have an amount recorded.**

If no water was withdrawn in a month, indicate with a single "0"

← Indicate your role in relation to this water source.

CONTACT INFORMATION

For questions or comments concerning registration and reporting, please contact the Water Use Program within the Wisconsin Department of Natural Resources (WDNR). To contact the Water Use Program by phone or email, see the information provided below. To contact the Water Use Program by mail, please send letters to the address listed in the upper left hand corner of this page.

Registration and Reporting Help
 (608) 266-2299

Water Use Program Email
DnrWaterUseRegistration@wisconsin.gov

Water Use Program Website
www.dnr.state.wi.us/org/water/dwg/wateruse.html

MEASUREMENT CODES

Listed below are all of the approved methods that may be used to estimate or measure your water withdrawals. For each source, please identify the method that you used and record the appropriate Measurement Code on your Water Withdrawal Report in Section 3a. In order to help you easily identify the appropriate code(s), the codes have been organized based on the type of withdrawal.

METHODS FOR PUMPED WATER WITHDRAWALS

- TFM - Measured with a totalizing flow meter. Flow meters must be read and documented at least once a month.
- THM - Pump operation is timed with an hour meter and the pumping capacity is used to calculate the total volume of water withdrawn. The operation time and pumping capacity shall be documented for each period of use.
- MHP - Flow rate is measured by discharge from a horizontal pipe on a daily basis for the first week and weekly thereafter. For sources with flow rate variability, flow rate must be measure daily.
- COTH - Estimate your withdrawal by calculating the amount of water withdrawn from a specific irrigation or flooding event.
- OTH - Alternative method that has been approved by the Water Use Section of the WDNR. All alternative methods must be reviewed and approved by the Department prior to using it. Please contact the Water Use Program to discuss other measurement techniques.

(Measurement Codes continued on next page...)

METHODS FOR GRAVITY FLOW WITHDRAWALS

- MVW - V-Notch weir. A weir is a structure that is used in an open channel to measure the rate of flow of water. The rate of flow is based on the depth of water at a designated location upstream of the weir. For sources with little or no flow rate variability, flow rate must be measured on a daily basis for the first week and weekly thereafter. For sources with flow rate variability, flow rate must be measured daily.
- MRW - Rectangular weir. (See MVW above for the description and requirements concerning weirs.)
- MHP - Flow rate is measured by discharge from a horizontal pipe on a daily basis for the first week and weekly thereafter.
- COTH - You may estimate your withdrawal by calculating the amount of water withdrawn for a specific irrigation or flooding event. For example, you can estimate the amount of water withdrawn for a flooding event if you know the number of acres flooded and the depth of the flooding.
- OTH - Alternative method that has been approved by the Water Use Section of the WDNR. All alternative methods must be reviewed and approved by the department prior to using it. Please contact the [Water Use Program](#) to discuss other measurement techniques.

METHODS FOR SOURCES THAT ARE PUMPED OR FLOW AT A RATE OF LESS THAN 70 GALLONS/MINUTE ONLY

- LED - Estimate your withdrawal for dairy and animal husbandry based on the number of animals served. (*See list below for animal types)
- LER - Estimate the volume of withdrawal from a domestic well that supplies a home or building (multiplying the number of persons in the home by 2,000 gallons to estimate the monthly withdrawal)
- LEO - Estimate the volume of withdrawal for a farm shop well, maintenance building, etc. (20 gallons per person per day of use)
- LEP - For hand or wind powered pumps, multiply the number of pumps by 1,000 gallons to estimate the monthly withdrawal.
- LERD - Estimate for both animal husbandry and residential use based on the number of persons (2,000 gallons per person per month) and animals (*see list below for animal type) served.
- LET - Estimate based on rate of flow (timed to fill a container of known volume, such as a five gallon bucket or small barrel) and hours/minutes used.
- LEW - Estimate for office settings or other settings where the water is solely used for domestic and sanitary purposes (20 gallons per person per day).
- LEC - Estimate for campgrounds (10 gallons per day per person if no one showers or does laundry, otherwise 35 gallons per day per person)
- LEF - Estimate for flowing wells based on flow over a weir, flume or vertical pipe as described in **Appendix 16 of Groundwater and Wells, 1986.

* For withdrawals that are pumped or flow at a rate of 70 gallons per minute or less that are used for animal husbandry, you may estimate your withdrawal based on the number of animals served by the withdrawal. Please use the following monthly water use estimates for each type of livestock: Dairy Cattle: 1,800 gallons per month; Beef Cattle: 750 gallons per month; Horses: 350 gallons per month; Hogs, Ostriches, Emus: 100 gallons per month; Sheep, Goats, Llamas, Alpacas: 60 gallons per month; and Chickens: 3 gallons per month.

** Driscoll, F.G., 1986, Groundwater and Wells (Second edition): Johnson Division, St. Paul, Minnesota, 1089 p.

WATER USE CODES

For each water source, please describe how the water was used by selecting a Water Use Code (four digit code). Once you have identified the appropriate code, please record the Water Use Code on your Water Withdrawal Report in Section 3b.

DOMESTIC SUPPLY, includes apartment buildings, condominiums and small schools that are not public water supplies

- DS11 - Private/Single Residence, potable use (such as a single home or housing unit)
- DS12 - Private/Multiple Residences, potable use for less than 25 persons served not considered a community water system [defined in NR 811.02(9)] (such as condominium or apartment building with less than 10 units, a shared well or withdrawal serving less than 7 houses or 10 mobile homes)
- DS20 - Private/School (limited to K-12), potable use for less than 25 persons served in a school as defined in NR 812.07(94); does not include irrigation withdrawals or facilities that only have 4 year old kindergarten

IRRIGATION

- IR10 - Agricultural (examples are corn, potatoes, grains, vegetables and forages), other than a specifically listed use below
- IR21 - Forestry and tree farm, including the growing of evergreens, trees and shrubs
- IR22 - Orchards, greenhouses, and plant nurseries, including the growing of herbs, seeds, flowers and ornamentals
- IR23 - Cranberries, includes irrigation and harvest; does not include water used to process food products (See IN31)
- IR24 - Berries, does not include cranberries
- IR25 - Sod
- IR31 - Golf course
- IR32 - Park and recreation fields
- IR99 - Other non-agricultural irrigation, including lawn & landscape watering; does not include supplementing water levels in ponds & lakes (See OT13)

OTHER AGRICULTURAL USE

- LV10 - Dairy farming, includes all water uses on farm except irrigation and residential domestic use
- LV20 - Non-dairy farming and animal husbandry, includes all water uses on farm except irrigation and residential domestic use
- AQ10 - Aquaculture (fish farms and fish hatcheries), includes all water uses at facility except potable use (See PS43 or CO99)

INDUSTRIAL

- IN10 - Paper and allied products manufacturing
- IN20 - Furniture, lumber and wood products manufacturing
- IN31 - Food product manufacturing, including meat, pet, vegetable and fruit food products; does not include dairy or beverage products
- IN32 - Dairy product manufacturing
- IN41 - Beverage, water bottling
- IN42 - Beverage, does not include dairy products and bottled water
- IN51 - Chemical manufacturing (examples: paints, adhesives, asphalt, pharmaceuticals, detergents, resins, plastics and rubber); does not include fuels
- IN52 - Chemical manufacturing, fuel products other than bio-fuels
- IN53 - Chemical manufacturing, bio-fuels (example, ethanol)
- IN61 - Mining and quarrying, including metallic and non-metallic minerals; does not include mineral preparations or manufacturing (See IN62)

(Water Use Codes continued on next page...)

- IN62 - Mineral (metallic and non-metallic) preparations (examples are washing and sorting) and manufacturing, including stone, clay, glass, and concrete products
- IN63 - Construction, dewatering use only
- IN64 - Construction, other use (example, dust suppression); does not include dewatering
- IN70 - Well drilling water supply
- IN80 - Metal or metal products manufacturing, including foundries and fabrication use
- IN98 - Industrial use for manufacturing, other than a specifically listed use above (examples are machinery, electrical and transportation equipment, and leather products)
- IN99 - Industrial use, other than a specifically listed use above; does not include manufacturing use

COMMERCIAL AND INSTITUTIONAL (see also non-community water system water use codes)

- CO11 - Cleaning services, laundry and fabric
- CO12 - Cleaning services, motor vehicle
- CO13 - Cleaning services, other washing; does not include laundry, fabric or motor vehicle cleaning
- CO21 - Recreation, non-potable use for winter sports, including snow making and ice-skating ponds/rinks
- CO22 - Recreation, non-potable use other than a specifically listed use, including amusement facilities such as water parks, aquariums, and zoos
- CO30 - Geothermal systems used for building heating, ventilation and air conditioning (HVAC) systems
- CO99 - Commercial or institutional potable use at places not regulated as a public water supply (serves less than 25 persons or is used less than 60 days per year), other than a specifically listed use above (examples are campgrounds, businesses, stores, offices, foundations, and other organizations)

ELECTRICITY GENERATION

- EG11 - Hydroelectric, in-stream
- EG12 - Hydroelectric, off-stream
- EG21 - Thermoelectric, once-through cooling, fossil fuel
- EG22 - Thermoelectric, once-through cooling, nuclear
- EG31 - Thermoelectric, recirculated cooling, fossil fuel
- EG32 - Thermoelectric, recirculated cooling, nuclear
- EG99 - Electricity generation water use, other than listed, including generation from renewable sources

FIRE PROTECTION, REMEDIATION, AND OTHER USES

- OT01 - Fire protection
- OT11 - Groundwater remediation, gradient control, or contaminant plume control
- OT12 - Wastewater treatment, includes wastewater treatment plants [defined in NR 114.03(14)]
- OT13 - Supplementing water levels in aesthetic ponds or lakes; does not include storage ponds for irrigation or fire protection
- OT14 - Flowing well discharge, where the water is not used for any other listed purpose
- OT15 - Drainage systems to dewater areas or prevent water influx into building basements or foundations (example, agricultural drainage)
- OT98 - Other withdrawal, not defined by any other water-use purpose, approved at less than 70 gallons per minute
- OT99 - Other withdrawal, not defined by any other water-use purpose, approved at 70 or more gallons per minute

PUBLIC WATER SUPPLIES [defined and regulated under NR 809 and NR 811 of the Wis. Adm. Code]

Municipal Water Systems [defined in NR 811.02(20)]

- PS11 - Public/Municipal/Community [defined in NR 811.02(20)], other than a specifically listed use below
- PS12 - Hospitals and health institutions; does not include other health care facilities such as dental offices and hospices (See PS45)
- PS13 - Military and correctional facilities

Other-Than-Municipal (OTM) Community Water Systems [defined in NR 811.02(23)]

- PS21 - Public/OTM/Community, other than a specifically listed use below
- PS22 - Single-unit housing, including subdivisions, estates, and mobile home or trailer parks
- PS23 - Multi-unit housing, including duplexes, apartments, resort developments, and condominiums

Non-Transient, Non-Community Water Systems [defined in NR 809.04(48)]

- PS31 - Public/Non-Transient/Non-Community (examples are day cares and factories); all uses except academic institutions
- PS32 - Academic institutions, does not include K-12 schools as defined in NR 812.07(94) but serves at least 25 of the same persons over 6 months per year (See PS50 for K-12 schools)

Transient, Non-Community Water Systems [defined in NR 809.04(78)], potable use for more than 25 persons at least 60 days of the year]

- PS41 - Public/Transient/Non-Community, other than a specifically listed use below
- PS42 - Lodging (examples are hotels, motels and campgrounds)
- PS43 - Eating and drinking establishments (examples are restaurants and taverns)
- PS44 - Businesses and retail stores, including office parks and malls
- PS45 - Other health care facilities (examples are dental offices and hospices); does not include hospitals and health institutions
- PS46 - Places of worship (example, church); does not include those that double as a school
- PS47 - Transportation hubs (examples are airports and railroad depots)

Schools that are public water supplies [defined in NR 812.07(94)]

- PS50 - K-12 schools, potable use for more than 25 persons served in a school as defined in NR 812.07(94); does not include irrigation withdrawals or facilities that only have 4 year old kindergarten (See PS31 or PS32)



Water Use Reporting - Frequently Asked Questions and Answers



If I withdraw from both surface water and groundwater on my property, do I need to report both types of withdrawals? Yes. Regardless of the type of water source, you must report your total monthly withdrawals in gallons for all sources. You should have received a separate form for each of your water sources. If you need additional forms, go to: <http://dnr.wi.gov/org/water/dwg/greatlakes/registration.htm>

What if I did not start measuring my withdrawal until I registered in June of 2011? If you were not required to measure your water withdrawal for a source until you registered in June of 2011, then you do not need to report pumpage for any months prior to the registration of that source. Please cross out those months on that reporting form and place the following comment in section 3c. of that reporting form: "This source was not registered until June of 2011."

What if my method for measuring is not listed in the instruction handout? The Measurement Code lists all of the approved measurement methods. Alternative measurement methods for water withdrawals are allowed, but require approval by the WDNR. If you would like to use an alternative method, please contact the Water Use Program at (608)266-2299 or send an email to DnrWaterUseRegistration@wisconsin.gov

If I report using the online system, do I need to send in the paper forms too? No. If you submitted your water use reporting using the online system, do not mail the paper forms. Please print a summary of your reporting from the online system to keep for your records.

What if I forgot my Wisconsin User ID or password? If you forgot your ID, please see your letter or contact the Water Use Program to be emailed a reminder of your ID. If you forgot your password, please see the Wisconsin User ID help page to recover your password: <https://on.wisconsin.gov/WAMS/HelpMyLoginAccount>

What if I did not withdraw water from this well or surface water source last year? You must still submit the report and explain why you did not withdraw from that source last year in part 3e. of the reporting form. Please be aware that a well that has been taken out of service must be properly filled and sealed within three years by a Wisconsin licensed well driller or pump installer to prevent groundwater contamination.

What if the well has been filled and sealed (abandoned)? If the well was filled and sealed, you must present documentation to have the well removed from our records. If you have already submitted a Filling and Sealing Report, we may not have been able to correlate the form with the proper well. Please check our online system <http://dnr.wi.gov/wars/Home.aspx> and if you find a Filling and Sealing Report for your well, please contact Water Use Staff at (608) 266-2299. If you cannot locate the report, a well driller or pump installer must inspect the well site. If they deem the well was properly filled and sealed, they will complete a partial Filling and Sealing form as "Verification Only." This documentation will be considered complete and the well will be removed from the WDNR's High Capacity Well inventory. Until the WDNR has record of this documentation, you will be responsible for annual reporting.

What if I want to terminate my surface water withdrawal? Please complete Termination of Water Withdrawal Registration Form 3300-271. This form is available from the following Water Use Program webpage: <http://dnr.wi.gov/org/water/dwg/greatlakes/registration.htm>

What if I no longer own the property or the portion of the property where this source is located? If you no longer own the property, please attach a letter directly to your Water Withdrawal Report informing the WDNR of the change in ownership (i.e. that you no longer own the property and to whom you sold the property). **Surface Water Sources** – The former owner will need to mail a letter to the Water Use Program formally requesting that any approvals associated with this source be transferred to the new owner. (The Water Use Program is working on drafting a change of ownership form for such transfers to speed this process.) **Wells** - The new owner will need to complete the High Capacity Well Ownership Change Form 3300-266, which is available from the following website: <http://dnr.wi.gov/org/water/dwg/hicap.html>

I own a public water supply system. Do I still need to report my withdrawals? This reporting requirement does not replace the monthly operating report requirement with which you are familiar. You are still required to submit monthly operating reports in addition to submitting total monthly withdrawals by source. We hope to combine these reporting requirements for reporting in future years.

What if I have a question not listed above? Visit our website: www.dnr.wi.gov/org/water/dwg/wateruse.html or you may contact the Water Use Program at (608)266-2299 or send an email to DnrWaterUseRegistration@wisconsin.gov