

INSTRUCTIONS FOR COMPLETING THE WATER WITHDRAWAL ANNUAL REPORT

WATER WITHDRAWAL FACILITY

The owner, contact, withdrawal mode and other information for your registered water withdrawal facility is listed on the front page of the annual report form. Please review this information for accuracy and make any changes or corrections in the space provided. New wells and/or intakes need to be registered with the ODNR Division of Soil & Water Resources (formerly the Division of Water). Please add new wells or intakes to the bottom of the list. If a well or intake has been removed or taken out of service and will not be used at any future time, please cross it off the list and mark "inactive." Please contact the Division if the Facility is no longer in use.

WITHDRAWALS

Water withdrawals are reported on the back page of the annual report form. Report the amounts withdrawn in units of millions of gallons. Round the number to two decimal places. For example, 7,635,730 gallons would round to 7.64 million gallons. NOTE: The second page of the form may be photocopied if additional space is needed. If you use additional sheets, sign and date each one, and include your registration number at the top of the form.

GROUND WATER

Report the well identification number. This is the number that you assign to a well. Your registered well identification numbers are listed on the front page of the annual report form. Report the monthly withdrawals for each well in millions of gallons. Sum all values for each well and enter that amount under "Total Per Year." Sum all "Total Per Year" amounts and enter that amount under "Grand Total." Sum each month's withdrawal and enter that amount under "Total." Enter the daily maximum and the daily minimum amounts withdrawn for each month under "Maximum" and "Minimum." For the "Minimum" enter zero (0) if no water was withdrawn during any day of the month. Report the number of days per month the facility wells were in operation and enter that figure under "Days in Operation." Sum each month's number of days in operation and enter the amount under "Total Operation Days." If you do not have meters on your wells, estimate to the best of your ability! Indicate whether ground water withdrawal amounts are based on metered readings. If not, explain how withdrawal amounts were determined.

SURFACE WATER

Report the intake identification number. This is the number that you assign to an intake. Your registered intake identification numbers are listed on the front page of the annual report form. Report the monthly withdrawals for each intake in millions of gallons. Sum all months for each intake and enter that amount under "Total Per Year." Sum all "Total Per Year" amounts and enter that amount under "Grand Total." Sum each month's withdrawal and enter that figure under "Total." Enter the daily maximum and the daily minimum amounts withdrawn for each month under "Maximum" and "Minimum." For the "Minimum" enter zero (0) if no water was withdrawn during any day of the month. Report the number of days per month the facility intakes were in operation and enter that amount under "Days in Operation." Sum each month's number of days in operation and enter the amount under "Total Operation Days." If you do not have meters on your intakes, estimate to the best of your ability! Indicate whether surface water withdrawal amounts are based on metered readings. If not, explain how withdrawal amounts were determined.

RETURN FLOW

Return flow is that portion of withdrawn water that is not consumed or lost to evapotranspiration during use and is returned to some source. Water used for crop and golf course irrigation is presumed to be 100% consumed and therefore does not need to be reported as return flow. Report the amounts of return flow in units of millions of gallons. Report the monthly flow returns for each source. Sum all return flow values and enter that amount under "Total Per Year." Sum all "Total Per Year" amounts and enter that amount under "Grand Total." Sum each month's return flow and enter that amount under "Total." If you do not have meters on your return flows, estimate to the best of your ability! Indicate whether return flow amounts are based on metered readings. If not, explain how return flow amounts were determined.

NOTE: Indicate whether the information originally supplied on the registration form is still correct. If not, attach a separate sheet indicating the nature of any changes. If needed, a new registration form can be forwarded to you so that you may provide this office with the necessary revisions.

Please be sure to sign and date the annual report form. All the information should be accurate to the best of your knowledge. If the form is not complete, staff from the Division of Soil & Water Resources (DSWR) will contact you for more information. The requirement to submit the annual report will not be met until the completed form is received by the DSWR. The annual report MUST be submitted even if no water was withdrawn. Reports MUST be received by March 1 of the next calendar year. If you have any questions, contact DSWR at 614/265-6938.