



Water Resources Program

Water Use Data Collection Reporting Form

Pressurized Flow & Open Channel Flow

Fill out a form for each measuring device and submit to Ecology by January 31st each year.

Organization:			Contact Name:
Address:			City:
State:	Zip:	Phone:	E-mail:

All Water Right Certificates, Permits, Change Authorizations, or Claims that this device measures MUST BE LISTED:

Meter Type:	Brand:	Model No.:
Serial No.:	Source Name:	Device Rollover No.:

Select Your Measuring Method and Check the Appropriate Units Below

<input type="checkbox"/> Pressurized Flow ground or surface water	<i>or</i>	<input type="checkbox"/> Open Channel Flow
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Date	<input type="checkbox"/> Meter Reading <input type="checkbox"/> Total Volume	Staff Gage Reading (for open channel only)	Peak Flow
Month/Day/Year mm/dd/yyyy	<input type="checkbox"/> gallons <input type="checkbox"/> acre-feet <input type="checkbox"/> other:	<input type="checkbox"/> feet <input type="checkbox"/> other:	<input type="checkbox"/> gallons per minute <input type="checkbox"/> cubic ft per second <input type="checkbox"/> other:

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Month/Day/Year mm/dd/yyyy	<input type="checkbox"/> Meter Reading <input type="checkbox"/> Total Volume	Staff Gage Reading	Peak Flow
Total Annual Volume =			

Attach an additional sheet if you need more space.

COMMENTS:

I hereby certify that all information reported on this form is correct to the best of my knowledge.

Printed Name: _____

Signature or Electronic Signature

Date: _____

**INSTRUCTIONS for
Water Use Data Collection Reporting Form
Pressurized Flow & Open Channel Flow**

- 1) This form can be used for both PRESSURIZED FLOW and OPEN CHANNEL SYSTEMS
- 2) Fill out one form for each measuring device.
- 3) Please sign and date before submitting.

CONTACT INFORMATION:

- Fill out contact information to the best of your knowledge.

METER INFORMATION:

- Fill out the basic meter information. It is important to list the meter's serial no. and the name of source for the diversion/withdrawal being reported. This will ensure that your information is correctly reported to Ecology.
- If applicable, indicate the number on which the meter rolls over to "0."

WATER RIGHT, CHANGE AUTHORIZATIONS, OR CLAIMS INFORMATION:

- List which water right certificate(s), permit(s), change authorization(s), or claim(s) that the meter measures. This is needed to accurately report your water use.

PRESSURIZED OR OPEN CHANNEL SYSTEMS:

- Do not forget to indicate the kind of system you have, pressurized (a well, pumped surface water diversion) or open channel (flume, weir).

DATE:

- Indicate the month, day, and year of the reading. If you are supplying a monthly total volume, list the last day of the month for that volume.

METER READING, TOTAL VOLUME, OR STAFF GAGE READINGS:

- Indicate if you are supplying a meter reading (totalizer reading) or total volume.
- Check the appropriate units of measure (i.e. gallons, acre-ft, or other). If you use another unit of measure, fill in the unit type.
- Or, if you are providing staff gage readings, please indicate the reading and unit of measure.

PEAK FLOW:

- Check the appropriate units of measure i.e. gallons per minute (gpm), cubic feet per second (cfs), or other. If you use another unit of measure, fill in the unit type.
 - You should make reasonable efforts to take the peak flow measurement when demand is close to maximum.
 - For meters read manually, enter the flow registered by the flow indicator.
 - For meters that do not have an indicator (only a totalizer), measure the use over a period of several minutes to estimate the flow and use that value. For example, if 700 gallons is used over 3.3 minutes, report 212 gpm (700/3.3).
 - For meters with electronic data collection, fill in the highest flow rate during the shortest interval data is collected. For example, if your meter takes a reading once every 15 minutes, then report the highest flow for a 15-minute period during each month.
 - For open channel systems, look up the staff gage reading on the rating table for your weir to determine the rate of flow and record that reading as Peak Flow on the form.

Please check the region in which the project is located:

<input type="checkbox"/> Southwest Regional Office PO Box 47775 Olympia, WA 98504-7775 (360) 407-6300	<input type="checkbox"/> Northwest Regional Office PO Box 330316 Shoreline, WA 98133-9716 (206) 594-0000
<input type="checkbox"/> Central Regional Office 1250 W Alder St. Union Gap, WA 98903-0009 (509) 575-2490	<input type="checkbox"/> Eastern Regional Office 4601 N Monroe St. Spokane, WA 99205-1265 (509) 329-3400
<input type="checkbox"/> Office of Columbia River 1250 W Alder St. Union Gap, WA 98903-0009 (509) 575-2490	<input type="checkbox"/> Bellingham Field Office 1440 10th St. Ste 102 Bellingham, WA 98225-7043 (360) 715-5200

