

**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.**

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| --- | --- | --- | --- |
| 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:**

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

**Select Your Measuring Method and Check the Appropriate Units Below**

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| --- | --- | --- | --- | --- |
|  | Pressurized Flow  ground or surface water | ***or*** |  | Open Channel Flow |

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| --- | --- | --- | --- |
| **Date** | **Meter Reading**  **Total Volume** | **Staff Gage Reading**  **(for open channel only)** | **Peak Flow** |
| Month/Day/Year  mm/dd/yyyy | gallons  acre-feet  other: | feet  other: | gallons per minute  cubic ft per second  other: |
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Attach an additional sheet if you need more space.

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| --- | --- | --- | --- |
| Month/Day/Year  mm/dd/yyyy | **Meter Reading**  **Total Volume** | Staff Gage Reading | Peak Flow |
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| **Total Annual Volume =** |  |  |  |

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| **COMMENTS:** |
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| 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:**

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

