



**1. Permit Information**

Permit Holder: \_\_\_\_\_  
 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range \_\_\_\_\_  E  W County: \_\_\_\_\_

**2. Source:** \_\_\_\_\_  
 Use a separate form for each source; combine wells/intakes on the same source

Year	Amount Used (in units of)		Determination of Water Withdrawn		
	<input type="checkbox"/> Million Gallons	<input type="checkbox"/> Gallons	<input type="checkbox"/> Metered	<input type="checkbox"/> Calculated	<input type="checkbox"/> No water withdrawn from source
	<input type="checkbox"/> Acre-feet	# Acres:			
<b>Total Water Withdrawn by Month</b>	January		<b>Check any that apply:</b> <input type="checkbox"/> Plugged well(s) using this source - list: _____ <input type="checkbox"/> Removed intake(s) using this source - list: _____  <b>Comments:</b>		
	February				
	March				
	April				
	May				
	June				
	July				
	August				
	September				
	October				
	November				
	December				
<b>Annual Total:</b>					

**3. Well Water Levels (groundwater sources only)** Pump Duration = time between static and pumping measurements

Local Well Name	Static Water Level (feet bgs)	Pumped Water Level (feet bgs)	Pump Duration (hours)	Pumping Rate (gallons per minute)	Date

Unable to take accurate water level measurements (bgs) = below ground surface Add pages if needed

**4. Certification and Signature**

I certify the above information is true and correct to the best of my knowledge and that I will provide any additional information to the department as requested.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Submittal - Due January 31st**

Report online: <https://programs.iowadnr.gov/wacop/>, Email: [wateruse@dnr.iowa.gov](mailto:wateruse@dnr.iowa.gov), Fax: 515-725-8201, or Mail: Iowa DNR Water Use Program, 6200 Park Ave Ste 200, Des Moines IA 50321.



## ANNUAL WATER USE REPORT FORM

### Detailed Instructions

#### **WATER USE**

1. **REPORT BY SOURCE:** If you are permitted for more than one source (example: two different aquifers, or an aquifer and a stream), you must fill out a separate form for each source. Combine/sum wells or intakes all on the same source.
2. **YEAR:** Verify the correct reporting year. You are typically reporting usage for the prior year.
3. **UNITS:** Check the appropriate box for the units you are reporting (gallons, million gallons, or acre-feet). The number 1,000,000 is reported in units of gallons. The equivalent number in a unit of million gallons is 1.
4. **METER READING:** Record the monthly amount used in gallons or million gallons for each month you pumped, **not** the meter reading.
  - a. Some meters may be reading x10, x100, or x1000. Verify the units of your meter. If you report 2.226, we will record 2 gallons. If your report 22660000, we will record 22,660,000 gallons. Report all significant zeros and insert commas.
5. **ACRE-FEET:** To calculate acre-feet, multiply the number of acres irrigated by the number of inches of water applied, then divide by 12. If your permit is issued in acre-feet but you have gallon totals, we will convert to acre-feet for you.
6. **GALLONS:** When reporting gallons, include all of the zeroes and insert commas.
7. **TO CALCULATE GALLON USAGE:** Multiply the system's operating capacity in gallons per minute by the number of hours the system ran, then multiply by 60 to obtain total gallons.
8. **TOTAL:** Sum all usage and record it in the "Total" row. Please check your math and verify legibility.
9. **ZERO USAGE:** Even if you did not pump any water, you must fill out the report as zero usage and submit. If no report is submitted, that permit is considered delinquent in water use reporting.

#### **WELL WATER LEVELS**

1. **REPORT BY WELL:** If you have more than six wells, make a copy of the sheet or provide a separate sheet for measurements.
2. **MEASUREMENTS ARE IN FEET BELOW GROUND SURFACE:** Measurement should be the depth to water in your well from the ground surface. This applies to both pumping and static levels. The measurement should **not** be in feet above airline (to convert, subtract reading from airline depth), or pressure of water above airline or transducer (typically given in pounds per square inch, or PSI).
3. **WATER LEVELS SHOULD BE A SINGLE PUMP CYCLE:** Levels should be taken from a single instance of a pump cycle, with a date of measurement provided.

**This report is due by January 31<sup>st</sup>.**

**If anything has changed with the number and types of sources on your permit, or the permit needs to be terminated or transferred to a new owner, please contact the Water Use program at [WaterUse@dnr.iowa.gov](mailto:WaterUse@dnr.iowa.gov) or 515-725-0341.**