



Report Online:
<https://programs.iowadnr.gov/wacop/>

Annual Water Use Report for Permit #: _____

Year: _____

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

		Amount Used (in units of)	Determination of Water Withdrawn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 No water withdrawn from source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Total Water Withdrawn by Month	January		Check any that apply: 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

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, Fax: 515-725-8202, or Mail: Iowa DNR Water Use Program, 502 E 9th St, Des Moines IA 50319



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 31st.

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 or 515-725-0341.