

Instructions to Report Annual Water Use Online

Use the following link to access the Water Allocation Compliance and Online Permitting (WACOP) application:

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

Contact wateruse@dnr.iowa.gov or 515-725-0341 for assistance.

BEFORE YOU BEGIN: These instructions assume you have already followed the steps to create an A&A Account, log in to WACOP, and link to your water use permit(s). If you have not completed these steps, go back to the Water Allocation and Use Program Page <https://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Supply-Engineering/Water-Allocation-Use> and follow the instructions to create an account and link to your permit(s).

1. Log in to [WACOP](#) from the landing page with your A&A username and password.

WACOP - Home Page

Welcome to the Water Allocation Compliance and Online Permitting (WACOP) Application.

This database stores information about Water Use Permits and allows users to manage their permit(s) online.

For information about the Water Use & Allocation Program, visit <https://www.iowadnr.gov/wateruse>.

Pay Annual Fees

Account

Login

Create an Account

Permit/Registration

Search For a Permit

Search For a Registration

Apply for a Water Use Permit or Registration

PDF Download Water Use Permit Application

2. Your permit(s) should display in the Active Permits & Registrations section of your dashboard. If you do not see your permit(s) in your dashboard, go back to the [Water Allocation and Use Program Page](#) and follow the instructions to link to your permit(s). Select the Report Water Use button next to your permit(s).

WACOP - Dashboard

Link to an application/permit not shown below

Active Permits & Registrations

Pay Annual Fees

Search Clear Search

Page Size 6 Expand All

Action	Permit Number	Log Number	Business Name/Permit Holder	Permit Type	Submitted Date	Status	Action
View Transfer Modify Terminate Report Water Use	10060	28098	Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay)	Water Use	8/3/2015	Active	Renew
View Transfer Modify Terminate Report Water Use	10053	28047	Kitty Fakepay Kat Transfer Company (Kitty Fakepay)	Water Use	10/8/2018	Active	Renew

3. Select the reporting year from the dropdown list. After selecting the year, you will be directed to the online report form for the year selected.

WACOP - Water Use Annual Report

Permit #: 10060 Log #: 28098 Business Name/Permit Holder: Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay) Granted Period: 08/03/2015-08/03/2018

* Please select an Annual Water Use Report year:

- Begin with the well level measurements section. If you do not have a groundwater source, skip this step. If you are unable to take water level measurements, check that box. Otherwise, select the appropriate measurement frequency from the dropdown list, then fill in water level information for each well listed in your table. The name of each source displays at the top of each section.

Aquifer - Alluvial (Primary)

Well Level Measurements

- Water level measurements from each well measured as **depth to water** in feet below ground surface (ft bgs).
- Pumping water level is required for Jordan aquifer sources.
- Pump duration is the length of time between static and pumping water level measurements.

* Measurements Are: Unable to take accurate water level measurements

Well Name	Static Water Level (ft bgs)	Pumped Water Level (ft bgs)	Dump Duration (hrs)	Pumping Rate (gpm)
here kitty kitty	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

• Report water use as a sum total of usage from all wells within the aquifer.

- Next, complete the water use section. Select the unit of measurement and the method used for determining use. Then fill in the monthly amounts.

Water Use

No water withdrawn this year from this source

* Unit of Measurement: * Determination of Water Use:

January:

February:

March:

April:

May:

June:

July:

August:

September:

October:

November:

December:

Subtotal: **0.00**

- If no water was used, check the box and select the reason from the dropdown list.

Water Use

No water withdrawn this year from this source

Reason

- If you have more than one source, fill out the additional sections shown for each source. The name of each source will display at the top of the section.
- You may enter free text comments at the bottom of the form.

Summary

Total Water Usage: 0.00 AFY

Comments:

Comments Limit: 300 characters remaining

9. At the top left of the form, there are buttons to save, delete, clear, or submit the report. The Save as Draft button will save a draft of the report, which you can complete at a later time. The Delete button will delete the draft completely. The Clear button will clear the report contents and reset the form. To submit the report, check the certification box, and click the Submit button.

WACOP - Water Use Report

Permit #: **10060** Log #: **28098** Business Name/F

Report Year: 2021
Annual Allocation: 5.00 AFY

Save as Draft

Clear

Delete

Certify Information

By submitting this report, I certify that the information provided is true, accurate, and complete to the best of my knowledge, and that I will furnish such additional information to the department as may be requested.

* I Certify

Aquifer - Alluvial (Primary)

Well Level Measurements

- Water level measurements from each
- Pumping water level is required for Jo
- Pump duration is the length of time b

* Measurements Are:

Well Name
here kitty kitty

- Report water use as a sum total of usage

Water Use

No water withdrawn this year from th
Reason

Stream/River - Kitty Fakepay 2nd

Water Use

No water withdrawn this year from th

* Unit of Measurement:

10. If you have a saved draft, you can resume the report from your dashboard and the draft will appear in the list of years to select (shown in step 3).
11. If you would like a copy of your submitted report for your records, click the View button next to your permit in your dashboard, navigate to the Water Use Report History tab of the permit view, select the desired year and then click the PDF button in the upper left. More detailed instructions for this can be found in the Viewing Your Water Use Permit Online user guide.

For questions, please contact wateruse@dnr.iowa.gov or 515-725-0341.