Instructions to Apply to Terminate Your Water Use Permit Online

Use the following link to access the Water Allocation Compliance and Online Permitting (WACOP) application: https://programs.iowadnr.gov/wacop/

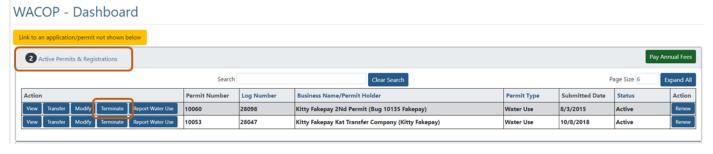
Contact wateruse@dnr.iowa.gov or 515-725-0341 for assistance.

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 user instructions to create an account and link to your permit(s).

1. Log in to <u>WACOP</u> from the landing page with your A&A username and password.

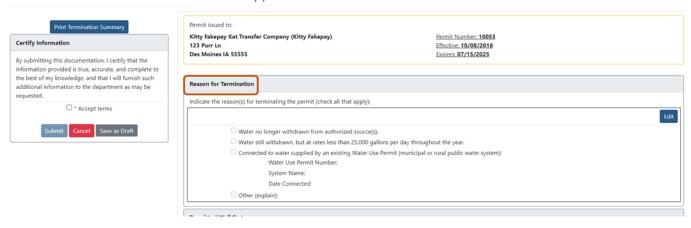


2. Your permit(s) should display in the Active Permits & Registrations section of your dashboard. If you do not see your permit(s) in your dashboard, go back to the <u>Water Allocation and Use Program Page</u> and follow the instructions to link to your permit(s). Click the Terminate button next to your permit.



3. You will now be redirected into the termination application. In the Reason for Termination section of the application, click the Edit button to select your reason for termination.

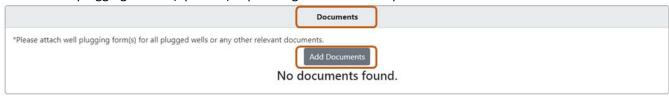
WACOP - Water Use Permit Termination Application



4. If you have wells authorized as a source on your permit, in the Permitted Well Status section of the application, click the Edit button next to each well to indicate the status.



5. In the Documents section of the application, click the Add Documents button to attach any relevant documents, such as well plugging forms. (optional). Uploading documents is optional.



6. In the upper left, you can print a summary of the termination application. You can click the Cancel button to discard the termination application completely, click the Save as Draft button to safe a draft application that can be edited later, or check the box to accept the terms and click Submit to submit the termination application.

Print Termination Summary

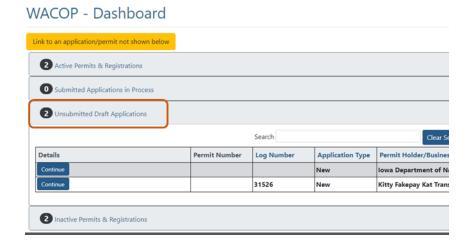
Certify Information

By submitting this documentation, 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.

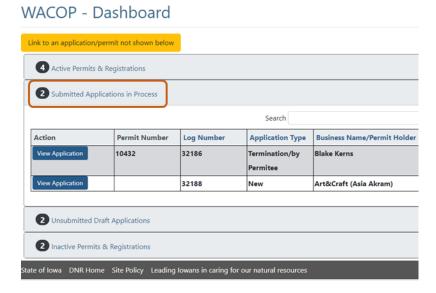
Reason for Indicate the Save as Draft

WACOP - Water Use Permit Terminal

7. If you saved a draft of your application, you can access it later in the Unsubmitted Draft Applications section of your dashboard.



8. If your application was submitted, you can access it at any time in the Submitted Applications in Process section of your dashboard. You will also receive an automated email to the address specified for the permit holder confirming submission of your application. Typical turnaround time is 5 business days. After the termination application is approved, you will receive an automated approval email and you will receive a termination confirmation letter by standard mail.



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