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/

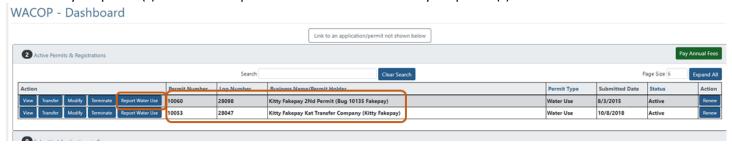
Contact wateruse@dnr.iowa.gov or 515-725-0341 for assistance.

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 <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). Select the Report Water Use button next to your permit(s).

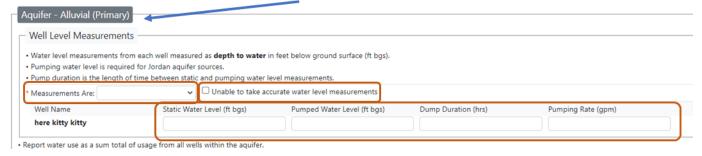


3. Select the reporting year from the dropdown list. After selecting the year, you will be directed to the online report form for the year selected.

WACOP - Water Use Annual Report

	Permit #: 10060	Log #: 28098	Business Name/Permit Holder: Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay)		Granted Period: 08/03/2015-08/0
			(* Please select an Annual Water Use Report year:	~
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4. 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.



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



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

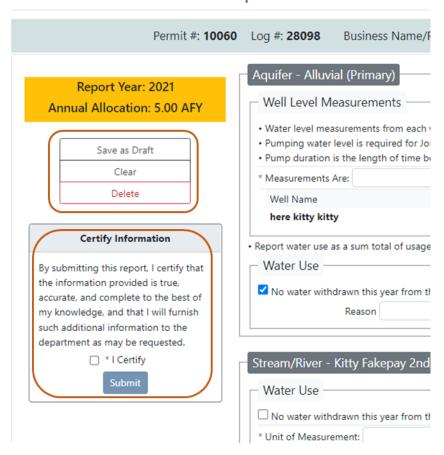


- 7. If you have more than one source, fill out the additional sections shown for each source. The name of each source will display at the top of the section.
- 8. You may enter free text comments at the bottom of the form.



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 safe 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



- 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.