

III. WATER SOURCES AND METERING

For unmetered systems, please provide your best estimates for water production and/or consumption.

Are all sources of supply (including major interconnections) equipped with master meters?	
How often are they read?	
How often are they calibrated?	
Are there secondary meters located within the facility or system?	If yes, how many?
Describe secondary metering system if applicable:	

Water Production for Calendar Year	
Total metered water production:	gallons per year
Average day production (total/days of use):	gallons per day
Maximum day production (largest single day):	gallons per day

What are your future goals and schedule for water metering?

<p style="text-align: center;">Best Management Practices:</p> <p style="text-align: center;"><i>* 100% metering of all sources of water withdrawal.</i></p> <p style="text-align: center;"><i>* Source and secondary meters must be tested and calibrated annually.</i></p>
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IV. WATER AUDITING

The process of conducting an audit of a water system will enable the collection of data on how much and where water enters, leaves and is used within a facility or system. Another goal of a water audit is to estimate unaccounted-for water use, which includes: Losses through leaks, improperly-functioning or inoperative system controls and unmetered sources of water. The water audit provides a system with a baseline against which water-conservation measures can be evaluated.

Do you conduct a water audit at least once each year?

If yes, please submit a copy of your latest audit in addition to completing the following section.

** Water Audit for Calendar Year

Total metered water production (from previous section)		Total		
Sources of Water Use	Metered or Estimated?			% of Total
Process Water		subtract		
Cooling Water		subtract		
Wash Water		subtract		
Sanitary		subtract		
Incorporation into Product		subtract		
Irrigation		subtract		
		subtract		
		subtract		
TOTAL UNACCOUNTED-FOR WATER		Sub-total		
Unaccounted-for water breakdown	Meter under-registration	subtract		
	Unrepaired leakage	subtract		
	Other:	subtract		
** Water measurement and accounting techniques are available in NYSDEC's Water Conservation Manual, http://www.dec.ny.gov/lands/39346.html			0	

What are your future goals for water system auditing?

Best Management Practices:

** At least once each year, a system water audit must be conducted using metered water production and consumption data to determine unaccounted-for water.*

** Keep accurate estimates of unmetered water use.*

** Quantify all authorized water uses by consumption categories.*

V. LEAK DETECTION AND REPAIR

Do you regularly survey your facility for leakage? Are leaks repaired in a timely manner? If applicable, do you regularly survey underground piping for water leakage?						
Total length of underground piping	Percent of piping surveyed each year	Length of pipe surveyed each year	Listening equipment used	Year of last survey	Number of leaks found	Number of leaks repaired

What are your future goals for water system leak detection and repair?

Best Management Practices:

- * *Check any underground water distribution systems for leaks each year.*
- * *Fix every detectable leak as soon as possible.*
- * *Have an on-going system rehabilitation program.*

VI. WATER REUSE, RECYCLING AND DROUGHT PLANNING

Does your facility reuse or recycle primary use water?

If yes, describe process:

Does your facility use reclaimed rainwater, storm water runoff or wastewater?

If yes, describe process:

Describe any equipment or processes that promote the efficient use of water by your facility:

Does your system include storage tanks or ponds to meet short term water demands?

Describe any actions that can be taken to reduce water use during times of drought:

What are your future goals for recycling or reducing water usage?

Best Management Practices:

** Reuse or recycle water whenever possible.*

** Employ efficient irrigation techniques*

** Develop a plan to reduce water use during times of drought.*

VI. SIGNATURE PAGE AND DISCUSSION

Facility Name:	WWA No. For Dept Use
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Signature:	Signatory:
Title:	Date:

DISCUSSION:

Effective February 15, 2011, New York State Environmental Conservation Law ([§ECL 15-1501](#)) has required that all applications for a NYSDEC [Water Withdrawal Permit](#) include a water conservation program. This Water Conservation Program Form (WCPF) is a required submittal of all such applications.

The WCPF has been set up to cover the following basic elements of a water conservation program: Source Water Inventory, Water Usage and Metering, Water Auditing, Leak Detection/Repair, and Water Use Reduction. The Best Management Practices listed at the bottom of each page represent DEC water conservation policy objectives and should be incorporated into your program development. Additional water conservation measures that are specific to your category of water usage should also be incorporated into your individual program.

Water withdrawal permit applicants can consult the NYSDEC publication entitled “A Survey of Methods for Implementing and Documenting Water Conservation in New York”.

The [American Water Works Association \(AWWA\)](#) is also an excellent source of information regarding water conservation practices and procedures. Information ranging from technical manuals to online resources and tools can be found at <http://www.awwa.org>.