Use this worksheet to gather your WUE information, and **then go to our** [**Fortress online reporting system**](https://fortress.wa.gov/doh/eh/portal/odw/wue/default.aspx) **to enter your data**. Do not mail, fax, or e-mail this worksheet to Department of Health.

### Submit your WUE report information online at our [Fortress online reporting system](https://fortress.wa.gov/doh/eh/portal/odw/wue/default.aspx).

 **Indicates a required field.**

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| Today’s Date Click or tap to enter a date. |
| **General System Information**System Name |
| System ID#Add text here |
| Your First NameAdd address here. | Your Last NameAdd address here. |
| **Your Title**Add text here | **Your Phone Number**Add text here |
| Your Email AddressEmail Address |
| **Meter Installation Information** |
| **Estimate the percentage of metered connections.**[ ]  Less than 50%[ ]  50-75%[ ]  More than 75%[ ]  100% |
| **If not 100% metered—Did you submit a meter installation plan to DOH?** [ ]  **Yes** [ ]  **No** **Within your meter installation plan, what date did you commit to completing meter installation?** Click or tap to enter a date.**Current status of meter installation.*****Note:*** *Only required if your water system isn’t fully metered. Space limited to 500 characters.*Click or tap here to enter text. |
| ***Note:*** *Do not include things such as graphs, tables, or pictures when reporting to us online. Instead, include this information on your web site or in your annual WUE report to your customers. Be brief and concise when reporting to us, the online form limits the amount of space you have. After 30 minutes of inactivity, the database will automatically close. Avoid characters, symbols, bold or underline text, and special fonts, these may be seen as a security risk by the database.* |

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| **Production, Authorized Consumption, and Distribution System Leakage Information** |
| **Reporting Year** Click or tap here to enter text.***Note****: Your reporting year is last year’s information (similar to a tax year).*Twelve-Month WUE Reporting Period: Click or tap to enter a date. to Click or tap to enter a date.***Note:*** *Choose any time period to collect annual data, it doesn’t have to be January-December.*Incomplete or missing data for the year? [ ]  Yes[ ]  NoIf yes, explain./***Note:*** *Space limited to 1,000 characters.*Click or tap here to enter text.***Note:*** *When submitting annual data, you need to report Total Water Produced and Purchased (TP)* ***and*** *Authorized Consumption (AC). The WUE reporting database automatically calculates annual Distribution System Leakage Volume and Percent. It also calculates the three-year average if you have submitted three annual WUE reports.* *TP is defined as the annual amount of water pumped from all sources + any water purchased from another water purveyor.* *AC is defined as the annual amount of metered water consumed by your customers + any estimated and authorized unmetered uses such as water main flushing or water tank cleaning. AC* ***is not*** *your total authorized/permitted water rights.* |
| **Total Water Produced & Purchased** (TP) = Annual Volume in gallons Click or tap here to enter text.***Note:*** *TP is defined as the annual amount of water pumped from all sources + any water purchased from another water purveyor. Report your total Annual Volume in gallons.* |
| **Authorized Consumption** (AC) = Annual Volume in gallons Click or tap here to enter text.***Note:*** *AC* ***is not*** *your total authorized/permitted water rights. AC is defined as the annual amount of metered water consumed by your customers + any estimated and authorized unmetered uses such as water main flushing or water tank cleaning. Report your total Annual Volume in gallons* |
| **Goal-Setting Information** |
| **Date of the most recent public forum to establish WUE goals.** Click or tap to enter a date.***Note:*** *You must re-establish a customer goal every six years through a public process. With prior approval from DOH, you may be allowed to set goals less frequently.***Has goal been changed since last performance report?** [ ] Yes [ ]  No |
| **Customer WUE Goal (Demand Side)** Tip: [See DOH Fact Sheet 331-402 (PDF)](http://www.doh.wa.gov/sites/default/files/legacy/Documents/Pubs/331-402.pdf).***Note:*** *You must identify the customer goal that was established by your elected governing board that indicates the measurable water savings over time. Space limited to 1,000 characters.****Example****: “Within five years, reduce average daily per capita consumption by eight gallons.”*Click or tap here to enter text. |

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| **Customer (Demand Side) Goal Progress** *(Space limited to 1,000 characters.)****Note***1. *Identify any WUE measures (such as conservation rates, or low-flow showerheads) you are currently implementing.*
2. *Estimate how much water you have saved.*
3. *Report progress toward meeting goals within your established timeframe.*
4. *If you established a goal to maintain a historic level (such as maintaining daily consumption at 65 gallons per day) you must explain why you are unable to reduce water use below that level.*

Click or tap here to enter text.***Note:*** *Do not include graphs, tables, or pictures when reporting to us online. Instead, include this information on your web site or in your annual WUE report to your customers. Be brief and concise when reporting to us, the online form limits the amount of space you have. After 30 minutes of inactivity, the database will automatically close. Avoid characters, symbols, bold or underline text, and special fonts, these may be seen as a security risk by the database and could be removed from your text. You can review your entire report before electronic submission.* |
| **Additional Information Regarding Supply and Demand Side WUE Efforts** |
| ***Note:*** *If you established a supply side goal (such as “Reduce leakage to 10% in 5 years”), identify here and include all efforts to reduce water loss. Include any other information that describes how you and your customers use water efficiently. Space limited to 2,000 characters.*Click or tap here to enter text.***Note:*** *Do not include graphs, tables, or pictures when reporting to us online. Instead, include this information on your web site or in your annual WUE report to your customers. Be brief and concise when reporting to us, the online form limits the amount of space you have. After 30 minutes of inactivity, the database will automatically close. Avoid characters, symbols, bold or underline text, and special fonts, these may be seen as a security risk by the database and could be removed from your text. You can review your entire report before electronic submission.* |
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| The following questions help us understand more about water usage, water resources management, response to drought, and financial capacity. We will use the questions as an indicator for us to provide technical assistance, not for regulatory purposes. **All questions are voluntary.** |
| **Drought or Other Water Shortage Responses** |
| 1. **Did you activate any level of a water shortage response plan the previous year?**

[ ]  Yes. [ ]  No. [ ]  There was no need to. |
| 1. **If you activated a water shortage response plan the previous year, what level did you activate? Check all that apply.**

[ ]  Advisory Conservation. [ ]  Voluntary Conservation. [ ]  Mandatory Conservation. [ ]  Rationing.[ ]  Other…Click or tap here to enter text. |

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| 1. **What factors caused your water shortage the previous year? Check all that apply.**

[ ]  Drought.[ ]  Fire.[ ]  Landslide.[ ]  Earthquakes.[ ]  Flooding.[ ]  Water Supply Limitations.[ ]  Climate Change. |
| 1. **Looking back to the 2015 drought, did you activate any level of a water shortage response plan that year?**

[ ]  Yes. [ ]  No. [ ]  There was no need.  |
| 1. **If you activated a water shortage response plan in 2015, what level did you activate? Check all that apply.**

[ ]  Advisory Conservation.[ ]  Voluntary Conservation.[ ]  Mandatory Conservation.[ ]  Rationing.[ ]  Other. |
| 1. **What factors caused your water shortage in 2015? Check all that apply.**

[ ]  Drought.[ ]  Fire.[ ]  Landslide.[ ]  Earthquakes.[ ]  Flooding.[ ]  Water Supply Limitations.[ ]  Climate Change. |
| **Water Loss Control** |
| **Are you currently using the American Water Works Association Water Audit methodology to evaluate water loss?**[ ]  Yes[ ]  No |
| **Do you validate water loss with other individuals familiar with the water system or through a third party?**[ ]  Yes[ ]  No |
| **Would you like technical assistance in collecting more accurate water use data and reducing non-revenue water?**[ ]  Yes[ ]  No |

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| **Conservation Rates** |
| **Did you install service meters on all connections within the last ten years?** *Note: some public water systems such as mobile home parks and RV parks are exempt from installing meters for all connections.*[ ]  Yes[ ]  No |
| **In the past ten years since the WUE rule has passed, have you changed your rates?**[ ]  Yes, we changed the rates. Please explain why. (i.e. encourage water conservation, needed more revenue, etc.)Click or tap here to enter text.[ ]  No, we did not change the rates. Please explain why not. (i.e. UTC limitations, HOA bylaws/covenants make it too difficult, etc.)Click or tap here to enter text. |
| **What type of rate structure are you using now? Check all that apply.**[ ]  Declining block rate. Charges for consumption, per unit of water, decrease for progressively larger water use.[ ]  Flat rate. All customers pay the same, regardless of how much is used.[ ]  Uniform rate. Charges for consumption are the same, per unit of water. [ ]  Increasing block rate. Charges for consumption, per unit of water, increase for progressively larger water use.[ ]  Seasonal rate. Charges for consumption increase during higher demand, such as during the warmer months. [ ]  Excessive water use rate. Customers that use much more than average pay a higher rate. |
| **What changes have you made to your rate structures to encourage water conservation in the past six years? Check all that apply.**[ ]  Implemented or enhanced the seasonal rate.[ ]  Switched from a declining block rate to a uniform rate.[ ]  Switched from a flat/uniform rate to an increasing block rate.[ ]  Implemented an excessive water use rate.[ ]  Implemented drought surcharges. |
| **Residential Daily Consumption of Water** |
| **Do you collect household-level water use information for metered connections?**[ ]  Yes[ ]  No |
| **If you track this information, indicate the average water use per capita?**Click or tap here to enter text.Gallons per day. |
| **If you track this information, indicate the average water use per residential single-family home?**Click or tap here to enter text.Gallons per day. |
| **Do any of your single-family homes receive their outdoor water use from another water provider such as an irrigation district?**[ ]  Yes[ ]  No |
| **If yes, estimate what percentage of single-family homes receive their outdoor water use from another water provider.**Click or tap here to enter text. percent. |
| **Water Level Measurements** |
| **If you have a well, do you measure the water levels at least once per year?**[ ]  Yes[ ]  No |
| **If yes, would you be willing to share that data with us in order to monitor how water levels in aquifers are changing over time?**[ ]  Yes[ ]  No |
| **Monthly/Seasonal Water Usage** |
| **What was your maximum daily water volume consumed for the previous year?**Click or tap here to enter text. |
| **If tracked, please report the monthly total water consumed for the previous year.**January: Click or tap here to enter text.February: Click or tap here to enter text.March: Click or tap here to enter text.April: Click or tap here to enter text.May: Click or tap here to enter text.June: Click or tap here to enter text.July: Click or tap here to enter text.August: Click or tap here to enter text.September: Click or tap here to enter text.October: Click or tap here to enter text.November: Click or tap here to enter text.December: Click or tap here to enter text. |
| **Estimate the percentage of water that comes from the following sources.**Surface water Click or tap here to enter text. percent.Groundwater Click or tap here to enter text. percent.Purchased water Click or tap here to enter text. percent. |

Statutory Authority [RCW 70.119A.180](http://app.leg.wa.gov/RCW/default.aspx?cite=70.119A.180) | Rule Authority [WAC 246-290-840](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-290-840)

# For More Information

Find more resources on our [Publications and Forms webpage](https://doh.wa.gov/community-and-environment/drinking-water/publications-and-forms).

Contact our nearest regional office from 8 AM to 5 PM, Monday through Friday. If you have an after-hours emergency, call 877-481-4901.

[Eastern Region](https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/OfficesandStaff/EasternRegionalOfficeStaff), Spokane Valley 509-329-2100.

[Northwest Region](https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/OfficesandStaff/NorthwestRegionalOfficeStaff), Kent 253-395-6750.

[Southwest Region](https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/OfficesandStaff/SouthwestRegionalOfficeStaff), Tumwater 360-236-3030.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov. If in need of translation services, call 1-800-525-0127.