

Instructions for filling out the hard copy Monthly Ground Water Use Report Form

- Name: Name of individual or representative of the entity that is the well owner who operates the well.
- Company: Name of entity that owns and operates the well.
- Address: Address of the individual or entity that is the well owner who operates the well, it should include the street address, city, state and zip code.
- Telephone No.: Contact telephone number of the Water Use Reporter (person responsible for submitting the Water Use Reports) for the well. This is the individual or representative who will have username and a password associated with online reporting and email notifications.
- Email: Email address of the Water Use Reporter for the well. This is required for the Reporter to use and verify online reporting.
- Report Month: Month represented for the data submitted in the report.
- Year: Year of month represented by the data submitted in the report must be in a 4-digit number format.
- State Well No.: State Well Number of well for which pumpage is reported (an 8-digit number format X-XXXX-XXX, which is automatically filled with online reporting).
- Well Name: Name of well (s) reported as specified by user, which is automatically filled with online reporting.
- Period Begin Date: Start date of interval of pumping represented in the Report, the date must be in the format MM/DD/YYYY. Normally, this would be the next day after the report period end date from the previous month (this is automatically filled with online reporting).
- Period End Date: End date of interval of pumping represented in the Report, the date must be in the format MM/DD/YYYY. (NOTE: Period End Date and Period Begin Date for the next period must not overlap- i.e., the same date).

Quantity Pumped:	Amount in gallons pumped during the time interval period of the report. Care must be taken to ensure proper reading of the totalizer, either directly or requiring a multiplier. Note: Wells constructed after 1997 require a totalizer to determine the quantity pumped.
Chloride:	Result of chloride content of the ground water removed from the well reported in milligrams per liter (mg/L) or parts per million (ppm). Various wet chemical analyses or laboratories can be used to estimate this parameter.
Date (Chloride):	Date when the sample of groundwater was collected for chloride testing, the date must be in the format MM/DD/YYYY.
Conductivity:	Conductivity of the ground water removed from the well reported in microsiemens per centimeter ($\mu\text{S}/\text{cm}$) using a conductivity meter. This is a more economical alternative to providing direct chloride measurements. Please ensure you follow the manufacturer's instructions for calibration of the meter.
Date (Conductivity):	Date when the sample of groundwater was tested for conductivity, the date must be in the format MM/DD/YYYY.
Temperature:	Temperature of groundwater removed from the pump in degrees Celsius or Fahrenheit. Normally all one needs to do is enter the number since a typical ranges do not overlap between the units (typical °F range between 60° and 100°, typical °C range between 15° and 38°).
Non-Pumping Water Level:	Lowest measured water level when the pump is off and just prior to turning a pump back during the time interval period. Should be depth to water below a point related to the required elevation benchmark on well pad. Measurement should be relative to Mean Sea Level (in feet).
Date (Water Level):	Date when the depth of ground water was taken, the date must be in the format MM/DD/YYYY.
Time (Water Level):	Time when the depth of ground water was taken, the time must be in a 4-digit number in 24-hour format HHmm.
Submitted by:	Water Use Reporter name (printed) responsible to file reports (automatically filled when using online reporting).