

## On-Line Ground Water Use Reporting Instructions

**Purpose:** To aid and facilitate ground water use reporting online by providing directions for Water Use Reporters by the Commission on Water Resource Management (CWRM).

**To access On-Line Ground Water Use Reporting:** Please contact Robert Chenet at the CWRM (808-587-0243 or [robert.f.chenet@hawaii.gov](mailto:robert.f.chenet@hawaii.gov)).

To submit water use data, visit the CWRM website at:

<http://hawaii.gov/dlnr/cwrml/>

or go directly to:

<http://cwrml.dlnr.hawaii.gov/cwrmlpublic/login.aspx>

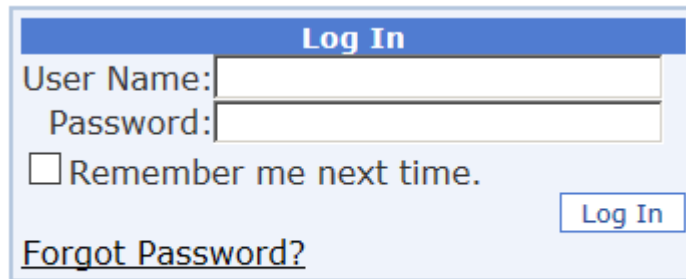
The on-line access provides you with options to review the well's information, historic reported pump quantities and parameters, and files associated with the well (just click on the Well Number to access these options).

Please note the following potential problems that some Reporters have encountered:

1. never use commas- enter only numbers in the Quantity Pumped (gallons) cell (when using the "Submit New Water Use Report" option),
2. enter only numbers in the chloride, conductivity, and temperature fields - using symbols will cause errors (by the values entered as the temperature we can determine if Celsius or Fahrenheit are used),
3. don't overlap dates when submitting a Report, the Start Date should be at least one day after the previously submitted Report's End Date,
4. after entering your start and end dates, always click on the "auto fill dates" feature at the top of the screen, this will insert the dates below where you will enter your data, and
5. a red asterisk appearing under any cell indicates an error in that cell.

If a report has been submitted correctly then after hitting "OK" to the question "Are you sure you want to submit this report?", the screen will show "Transaction Successful" and say Thank you for your submission. We have successfully received your Ground Water Use Report for .....time frame submitted. But once you submit the Report you will not be able to edit or add additional information to that Report. However, if changes are needed contact Robert Chenet and he will make any corrections to the reports.

**Log in Screen:**



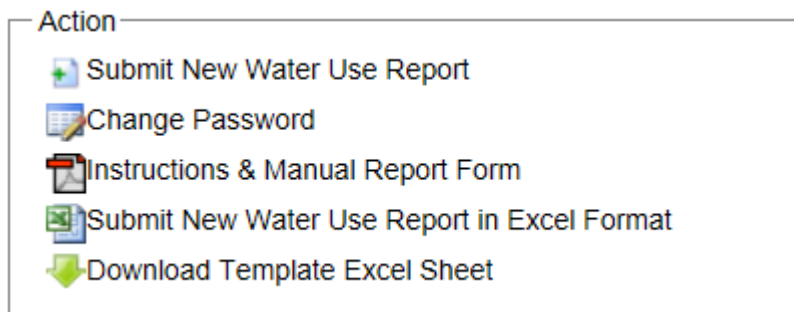
[Contact us](#) for help or login problems.


**To Log In:**


**Enter User Name:** This is the PID number assigned by CWRM to each Ground Water Use Reporter





**Enter password:** (Reporters will be provided a password which they may change their once logged in)



**After logging on the website, the following screen and choices will appear:**





\*  **Submit New Water Use Report** (If this option is chosen by the reporter, then the reporter will be asked to manually enter the data for each well. This option is recommended for single individual well reporters.) For detailed instructions for filling out the On-Line Monthly Ground Water Use Report see Attachment 1.


\*  **Change Password** (provides the opportunity to change the given password to one of the Reporter's choice)

\*  **Instructions & Manual Report Form** (provides the Instructions [in adobe format] for filling out the On Line New Water Use Report  , Instructions for filling out the hard copy Monthly Ground Water Use Report Form  , and the Monthly Ground Water Use Report  .)

\*  **Submit New Water Use Report in Excel Format** (If this option is chosen by the reporter, then the reporter must import a correctly completed and saved Excel sheet file, obtained from **Download Template Excel Sheet** . This option will allow the Reporter to browse the computer the file was saved on, and submit it by importing it.)

\*  **Download Template Excel Sheet** (Provides the reporter with an Excel Sheet populated with wells assigned to the logged in Reporter. Note: the downloaded Excel sheet must not be altered other than entering data in the blank fields. Once the data is correctly entered, and the file saved, the completed sheet may be submitted (using the Submit New Water Use Report in Excel Format .) For detailed instructions for filling out the Template Excel Sheet see Attachment 1.




Confirm that start and end dates in the entered data do not overlap with dates already entered (the data currently residing in the system can be viewed by accessing the data by generating a Water Use Report). Attempts to submit overlapping data will prompt the error-trapping capabilities of the software to reject the submission, and display a "Data already exists for that time period" message.

Click on the  **Instructions & Manual Report Form** for detailed instructions & information about the contents of the online and manual report forms, "Instructions for filling out the On Line New Water Use Report".

Please note that once data has been imported into the CWRM database, either manually, or by using an Excel sheet, no edits by the Reporter may be made. Please contact Robert Chenet at the CWRM (808-587-0243 or [robert.f.chenet@hawaii.gov](mailto:robert.f.chenet@hawaii.gov)) to process any edits to previously submitted data.

### Data Entry Options:

There are two methods for submitting water use data into the database:

- 1) Entering data directly into the fields provided in the on-line form , or
- 2) Importing a completed Excel Sheet  (using the blank Downloadable Template Excel Sheet provided as described above & from the website ).

The reporter is free to choose either method; however, it is recommended that:

Method 1, direct data entry, be used by reporters responsible for a single individual well.

Method 2, downloading a completed Excel [spread]Sheet, be used by reporters responsible for multiple wells.

Reporters with a single well can use either method, taking care not to overlap or create gaps in the data. However, the on-line form has built-in safeguards to disallow the entry of overlapping data and time periods. Therefore, it may be more expedient for Reporters with a single well to use Method 1.

Reporters with multiple wells **should not** attempt to submit data using a combination of both methods, especially during similar reporting periods. If it is more convenient to report different groups of wells during the same reporting period or even different reporting periods then Reporters with multiple wells may wish to modify the list of wells in the Excel [spread]Sheet provided by the system that covers all wells for that reporter. However, it will be the Reporter's responsibility to keep track of the various spreadsheets to insure that the spreadsheet format is not changed other than the grouping of wells. Ultimately, all wells identified on the downloadable Excel [spread]Sheet need to be reported. Importing a completed Excel sheet is recommend, as it is flexible and convenient, and also allows the Reporter to retain a copy of the submitted data for all wells requiring reports. Therefore, it may be more consistent and easier to track reported data for Reporters with a multiple wells to use Method 2 exclusively.

The data fields for pumping wells (agriculture, domestic, industrial, irrigation or municipal) include the following:

- non-overlapping start and finish dates
- gallons pumped during the reporting period
- chloride concentrations (ppm)
- date chlorides were tested
- conductivity ( $\mu\text{S}/\text{cm}$ )
- date conductivity was tested
- temperature ( $^{\circ}\text{C}$  or  $^{\circ}\text{F}$ )
- non-pumping water level (MSL)
- date water level was taken
- time water level was taken

When submitting a completed Excel [spread]Sheet, all pumping wells, including wells classified as unused, must include start and end dates and amount pumped. If water was not pumped from a well during the reporting period, "0" gallons should be entered.

For observation wells other than deep observation wells, Reporters will be able to enter all the options listed above with the pumping wells with the exception of start and end dates, and gallons pumped. For deep observation wells, Reporters will only be able to enter temperature, non-pumping water level, date water level was taken, and time water level was taken. It is assumed that observation wells are used to collect chloride, conductivity, temperature, and

water level data. If an observation well is used to pump ground water, then its usage code should be changed.

## ATTACHMENT 1: Instructions for filling out the On-Line New Water Use Report

<b>Water Use Reporter:</b>	Name login, which is automatically filled. (Not included in Template Excel Sheet)
<b>Special Instructions:</b>	Special instructions as may be required for each reporter as determined by Commission staff. (Not included in Template Excel Sheet)
<b>DATES:</b>	The purpose of this field is to facilitate date entries for a multiple wells in the well section (If report period is the same for all the wells). (Not included in Template Excel Sheet)
Start Date:	Start date of interval of pumping represented in the Report, the date is be in the format MM/DD/YYYY. This field is automatically filled with the next day after the report period end date from the previous water use submission (usually previous month). (Not included in Template Excel Sheet)
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 <u>not</u> overlap- i.e., the same date). (Not included in Template Excel Sheet)
# of days:	Number of days represented by the interval of pumping, this is automatically calculated and filled. (Not included in Template Excel Sheet)
Auto Fill Dates:	Click on this to populate start and finish dates in the well section. This will save time entering dates for multiple wells in well section, if dates are identical. (Not included in Template Excel Sheet)
<b>Memo:</b>	Area provide for any special note concerning the well usage (if a pump is off, gauging device used, etc.). (Not included in Template Excel Sheet)

<b>WELLS:</b>	Pumpage details for individual wells that the water use reporter is responsible for.
Well Number:	State Well Number of well for which pumpage is reported (an 8-digit number format X-XXXX-XXX), which is automatically filled.
Well Name:	Name of well (s) reported as specified by user, which is automatically filled.
Start 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 date can be changed if it is different from the auto filled date.
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 <u>not</u> overlap- i.e., the same date). This date can be changed if it is different from the auto filled date.
Mg:	Amount in millions of gallons pumped during the time interval period of the report. If data is entered here then the gallons field will be automatically calculated and filled. (Not included in Template Excel Sheet)
Gallons:	Amount in gallons pumped during the time interval period of the report. If data is entered here then the millions of gallons field will be automatically calculated and filled. 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.
Mgd:	Amount in millions of gallons per day pumped during the time interval period of the report. This field is automatically calculated and filled. Calculations are done using the start date and end date of individual wells. (Not included in Template Excel Sheet)
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 $^{\circ}\text{F}$ range between $60^{\circ}$ and $100^{\circ}$ , typical $^{\circ}\text{C}$ range between $15^{\circ}$ and $38^{\circ}$ ).
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.