2020 Annual Report Tutorial: Large Municipal Providers

For additional assistance and resources, please contact the Active Management Area Municipal Planner at 602-771-8585
Get your PRE-POPULATED Annual Report Forms Online!

Go to: https://new.azwater.gov/ama/online-annual-reporting

Forms are available by request in Excel format.
Get Personalized Help

* Staff is available by EMAIL, PHONE or MEETING to help you fill out your report BEFORE the filing deadline. Time slots fill up fast, so don’t wait!
Large Municipal Provider
Annual Report Process
(a.k.a. 56-report)
Forms have remained largely unchanged this year because...

* Focus towards improving Excel Annual Report Workbooks (available to all large providers by request), FEATURING:
  * Interactive Excel with linked cells and formulas
  * Reduce paperwork and errors for you and ADWR staff

* Long term goal is to be able to get online reporting tool available to all Large providers - Lots of work to get there!
* Well Worksheet, W-1
* Schedule A
* Schedule D
* Schedule E (Parts A & B)
* Schedule F-1 (Parts 1, 2 & 3)
* Schedule F-2
* Schedule F-3
* Schedule G2
* Schedule S
* Schedule AWS
* Schedule CER
* Schedule SSPZ
Well Worksheet: Start here!

* Well Worksheets (WW) are available using:
  * Totalizer (W-1) - MOST COMMON
  * Electrical readings (W-2 & W-4)
  * Natural gas readings (W-3 & W-5)
  * Hours (W-6)
* You DO NOT need to submit WWs IF you have a SCADA system and agreement with ADWR.
  * If you would like to submit SCADA records only in the future, please talk to staff
* Meter readings & certain well info is required
Well Worksheet: W-1, Totalizer

<table>
<thead>
<tr>
<th>DWR WELL REGISTRATION NO.</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>55-501247</td>
<td>NE NE NE26 2N 1E</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF MEASURING DEVICE</th>
<th>MAKE / MODEL</th>
<th>UNITS MEASURED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totalizer</td>
<td>Sensus</td>
<td>1000 GAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTALLATION OR OVERHAUL DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/25/09</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POWER CO. NAME</th>
<th>ACCOUNT NO.</th>
<th>POWER METER NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>APS</td>
<td>35876421</td>
<td>920345</td>
</tr>
</tbody>
</table>

The meter was replaced on 9/25/09.

The end reading was 195,652, but the meter rolled over twice.

There are two meter readings and a breakdown estimate.

<table>
<thead>
<tr>
<th>4</th>
<th>DOES ENERGY METER SERVE USES OTHER THAN THE WELL PUMP?</th>
<th>ENTER &quot;Y&quot; OR &quot;N&quot; IN COLUMNS 5 OF SCHEDULE A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>INITIAL</th>
<th>6</th>
<th>ENDING</th>
<th>7</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,794,529</td>
<td>(2) 195,652</td>
<td>401,123</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8</th>
<th>ACRE FEET</th>
<th>9</th>
<th>BREAKDOWN ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,333</td>
<td>127</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter total Acre-feet Shown in 0 in Column 13 | 10 | TOTAL IN ACRE.FEET |
|                                            |     | 1,460 |
Well Worksheet: W-1, Totalizer

* Boxes 5 & 6- Initial & Ending meter readings
  * For ROLLOVER, use ( ) to report how many times
  * For REPLACEMENT, enter new start and ending reads
* Box 8- Enter amount in ACRE-FEET (325,851 gallons = 1 AF)
* Box 9- Enter Breakdown estimate in acre-feet PLUS:
  * Meter malfunction report must be submitted IF meter is broken longer than 72 hours (ALL meter types)
  * Supplemental documentation included with annual report on estimation methods during breakdown (see A.A.C R12-15-904 for approved methods) (ALL meter types)
* Repair meter within 30 days (ALL meter types)
Well Worksheets are used to fill out Schedule A

- Transfer the amount pumped, including breakdown estimate in **ACRE-FEET** to Schedule A where applicable

If amounts on the WW and Schedule A do not match each other OR the calculated meter readings do not match with pumped amount recorded on the WW,

YOU WILL BE REQUIRED TO AMEND YOUR REPORT
# Schedule A: Report of Pumping

## Schedule A
**Report of Pumping**

**Annual Report 2018**

*Note: Pumpage for each well must be shown on the attached well worksheets. Information for up to four wells may be shown on each worksheet.*

<table>
<thead>
<tr>
<th>DWR WELL REGISTRATION NO.</th>
<th>SSP SUBZONE (Certain municipal and industrial wells in PINAL AMA only)</th>
<th>Depth to Static Water Level (Designated Providers Only)</th>
<th>Recovered Water Pumped</th>
<th>Total Water Pumped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date #1</td>
<td>Msmt #1</td>
<td>Msmt #2</td>
<td>Groundwater Pumped</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Well Running? (Y/N)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*From Box 11, Schedule A attached*

The total of all groundwater withdrawn will be recorded on summary page.
Schedule A: Report of Pumping

* Report water withdrawn pursuant to Well Worksheets OR SCADA agreements (approved munis only)
  * Groundwater
  * Recovered Waters
    CAP, surface, effluent
* Southside Protection Zone (SSPZ) - PINAL AMA ONLY
  * Applies ONLY to certain wells inside the SSPZ
  * Applies ONLY to certain Municipal and Industrial users
    * ADWR will begin reporting enforcement starting report year 2017 for municipal providers with applicable wells
Schedule A: Report of Pumping

* List of ALL WELLS
  * Service area wells you own and operate
    * You may include a well you operate but DO NOT own. Please verify with owner which entity is reporting pumpage
  * SRP direct connect wells (labeled clearly)
  * Specify water type accordingly
    * Groundwater
    * Recovered CAP
    * Recovered surface water
    * Recovered effluent- including waters entering reclaimed system
      * Specify recovered effluent as either INSIDE or OUTSIDE the area of impact
When Schedule A has RECOVERED WATERS…

* Waters classified as any type of RECOVERED must be also reported on the municipality’s Recovery Well Report (74-)

* Recovered effluent must also be reported on Schedule F-1 Part 3

* Recovered Waters must also be recorded on Schedule E as received pursuant to recovery well permit

Changes or errors to EITHER the 56- or the 74- report are likely to require amendments to the corresponding report and CAGRD report if you are a MSA
### Schedule D: Water Deliveries

**SCHEDULE D**

REPORT OF WATER DELIVERIES TO OTHER WATER RIGHTS

**ANNUAL REPORT 2018**

<table>
<thead>
<tr>
<th>RIGHT NO. DELIVERED TO</th>
<th>DWR WELL NUMBER</th>
<th>CUSTOMER ACCOUNT NUMBER</th>
<th>FILING ON BEHALF</th>
<th>HOW MEASURED OR ESTIMATED</th>
<th>ACRE-FEET DELIVERED BY TYPE OF WATER</th>
<th>TOTAL ACRE-FEET Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GW</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CAP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EFF</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SRP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other SW</td>
<td></td>
</tr>
</tbody>
</table>

Note: If you delivered water to a storage facility, enter the amount here and cross refer to Schedule G.

**EXCHANGE WATER GIVEN**

<table>
<thead>
<tr>
<th>EXCHANGE NO. RECEIVING WATER</th>
<th>DWR WELL NO. IF APPLICABLE</th>
<th>ACRE-FEET EXCHANGED BY TYPE OF WATER</th>
<th>TOTAL ACRE-FEET EXCHANGED</th>
</tr>
</thead>
<tbody>
<tr>
<td>67-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>68-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>69-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ACRE-FEET EXCHANGED**

<table>
<thead>
<tr>
<th>TOTAL ACRE-FEET EXCHANGED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

After adding up deliveries, report this number on the summary page.

* Deliveries to Other Rights here

* Deliveries on Exchanges here
* Record ALL water types and amounts delivered to any of the following types of right holders:
  * Municipal (56-)
  * IGFR, Type-1/Type-2 GFR (58-)
  * Irrigation Districts (57-)
  * Withdrawal Permits (59-)
  * Recharge Projects / Water Storage Permit (73-)

* Do NOT list:
  * Billed Customers (i.e. residential or commercial)
  * Individual users (62-) see Schedule F-2. HOWEVER...
    * You SHOULD report deliveries to a 58- right that has a 62- permit
Before you submit, ask yourself...

* Does the amount sent to storage and recharge facilities match with: Schedule E Part B? UWS Summary (70-)?
* Does the amount you delivered to other right-holders match with what they reported?
* Does effluent delivered match with Schedule F-1 Part 3?
* Does the exchange amount match with SRP or CAP reports?

If you answered “No,” then you may need to amend
Schedule E: Part A- Water Received
Part B- Water Delivered to storage

Part A

<table>
<thead>
<tr>
<th>SCHEDULE E Part A -- Municipal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: If any information pre-printed on this form is incorrect, please make the necessary corrections. For information not already pre-printed on this form, please follow the directions below.</td>
</tr>
<tr>
<td>ANNUAL REPORT  2018</td>
</tr>
</tbody>
</table>

WATER RECEIVED FROM OTHER SOURCES

ANNUAL REPORT  2018

<table>
<thead>
<tr>
<th>Irrigation District/Provider Number</th>
<th>Your District User/Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider/District Name</td>
<td>Number of acres eligible to receive surface water</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Right / Permit Number</th>
<th>Supplying Water</th>
<th>Measurement Method</th>
<th>Groundwater</th>
<th>In-Use Groundwater</th>
<th>Decreased/Appropriative</th>
<th>Normal Flow</th>
<th>Spillwater</th>
<th>CAP</th>
<th>Other</th>
<th>(Describe Other water)</th>
<th>Total Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I Total Acre-feet Received</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Right / Permit Number</th>
<th>Supplying Water</th>
<th>Measurement Method</th>
<th>Groundwater</th>
<th>Decreased/Appropriative</th>
<th>Normal Flow</th>
<th>Spillwater</th>
<th>CAP</th>
<th>Other</th>
<th>(Describe Other water)</th>
<th>Total Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part II Total Acre-feet Received</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exchange No.</th>
<th>Supplying Water</th>
<th>Measurement Method</th>
<th>Exchanged outside service area?</th>
<th>Payback for</th>
<th>Acre-feet Received in Exchange by Water Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange No.</td>
<td></td>
<td></td>
<td></td>
<td>Quantity</td>
<td>Type</td>
</tr>
<tr>
<td>97</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>88</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>69</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part III Total Acre-feet Received in Exchange

Schedule B Part A Total afeet of Water Received or Diverted from Other Sources (Part I + Part II + Part III) A

Water from PRIMARY sources (SRP, CAP)

Recovered Water, From 58-rights, Other Munis, etc

Exchange Water received, even if only “on paper”
Schedule E:
Part A- Water Received
Part B- Water Delivered to storage

Part A

* Received Waters include:
  * CAWCD: M&I, Leased, excess CAP
  * SRP: Dec & Appr., Normal, Spill, Plan 6
  * Irrigation Districts (57-)
  * Recovered Waters (74-)
  * Other Municipalities (56-)
  * Irrigation and Non-irrigation rights (58-)
  * Effluent

Report **ALL** waters received even if “paper water” first. That is - water sent directly to storage that will be physically received through a recovery permit later.
Schedule E: Part A- Water Received
Part B- Water Delivered to storage

* If you are a municipality with storage and recovery permits, **Part A** and **Part B** work together
  * If you do not store and recover, then you do not need to fill out Part B.

* “Why am I reporting water received from CAP or SRP if I’m already reporting it as Recovered Waters?”
  * Compare to a checking and savings account
    * “Receive direct deposit into checking account, transfer it to savings, then transfer it back to checking account in order to spend it”
Exchanges

Exchanges are complex. Please remember...

* Record amounts even if exchanged “on paper”
* Specify if the **delivered** exchanged amount that was sent out of the Service Area or kept inside the SA (SRP lands)
* Specify if the **received** amount DID NOT ENTER THE SERVICE AREA

* Don’t worry about converting water types according to the Exchange Giver Ruler.
* Record the amounts as they are ACTUALLY received or given- and leave the calculations to us!

ADWR staff verifies your reported amounts against the other party. Errors in reporting may require amendments
**Schedule E: Water Resources**

**Part A - Water Received**

**Part B - Water Delivered to Storage**

---

**SCHEDULE E Part B -- Municipal**

*Record “physical” water delivered to storage facility*

*EFFLUENT generated goes here too! Don’t forget to include it on Sch F-1 Part 3*

*Check for correct Storage permit # (73-) to avoid amending*

---

**ANNUAL REPORT 2018**

### Part I - Water Delivered to Recharge / Storage Facilities on the Provider’s Behalf

<table>
<thead>
<tr>
<th>Right / Permit Number Supplying</th>
<th>Name of Entity Storing on Your Behalf</th>
<th>Measurement Method</th>
<th>Water Storage Permit Number (73-xxxxxxx)</th>
<th>Acre-feet Delivered to be Stored by Water Type (including losses)</th>
<th>Total Delivered to be Stored</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Salt/Verde</td>
<td>Plan S</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

Total Acre-feet Delivered to be Stored by Water Type: 1

Total Water Delivered to Be Stored (before losses are subtracted - this should match your UWS (70) report): Sum Box 1 and Box 2 above: 2

Total Water Delivered from all sources (from Box A on Schedule E Part A): 3

Total volume of effluent sent to recharge from Schedule F1-Part3, Part II D: 4

Total Water Received for Summary Page, Box 4 minus Box 3 plus Box 5: 5

---
Schedule E: Part A- Water Received  
Part B- Water Delivered to storage

**Part B...**

- Record water received but sent DIRECTLY to a storage facility
- You MUST still report it as received in Part A- You can’t store something you didn’t get!
- Please verify you are reporting on the correct Storage permit # (73-) to avoid amending

<table>
<thead>
<tr>
<th>Right/Permit Number Supplying</th>
<th>Name of Entity Storing on Your Behalf</th>
<th>Measurement Method</th>
<th>Water Storage Permit Number (T3-xxxxxxx)</th>
<th>Acre-feet Delivered to be Stored by Water Type (including losses)</th>
<th>Total Delivered to be Stored</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Salt/Verde</td>
<td>Plan 0</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**Total Acre-feet Delivered to be Stored by Water Type:**

2

**Part II - Water Delivered to Recharge / Storage Facilities by the Provider**

<table>
<thead>
<tr>
<th>Measurement Method</th>
<th>Water Storage Permit Number (T3-xxxxxxx)</th>
<th>Acre-feet Delivered to be Stored by Water Type (including losses)</th>
<th>Total Delivered to be Stored</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Salt/Verde</td>
<td>Plan 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Total Acre-feet Delivered to be Stored by Water Type:**

2

**Total Water Delivered to Be Stored (before losses are subtracted - this should match your UWS (70) report):** Sum Box 1 and Box 2 above:

3

**Total Water Received from all sources (from Box A on Schedule E Part A):**

4

**Total volume of effluent sent to recharge from Schedule F1-Part I, Part II: D:**

5

**Total Water Received for Summary Page, Box 4 minus Box 3 plus Box 5:**

6
## Schedule E: Part A- Water Received

### Part B- Water Delivered to storage

**SCHEDULE E Part B -- Municipal**

<table>
<thead>
<tr>
<th>WATER DELIVERED TO STORAGE FACILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWNER</td>
</tr>
<tr>
<td>RIGHT NO.</td>
</tr>
</tbody>
</table>

### ANNUAL REPORT 2018

**Part I – Water Delivered to Recharge / Storage Facilities on the Provider’s Behalf**

<table>
<thead>
<tr>
<th>Right / Permit Number Supplying</th>
<th>Name of Entity Storing on Your Behalf</th>
<th>Measurement Method</th>
<th>Water Storage Permit Number (73-xxxxx.xxxx)</th>
<th>Acre-feet Delivered to be Stored by Water Type (including losses)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$alV/Verde</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Acre-feet Delivered to be Stored by Water Type**

<table>
<thead>
<tr>
<th>Part II – Water Delivered to Recharge / Storage Facilities by the Provider</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Measurement Method</th>
<th>Water Storage Permit Number (73-xxxxx.xxxx)</th>
<th>Acre-feet Delivered to be Stored by Water Type (including losses)</th>
<th>Total Delivered to be Stored</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$alV/Verde</td>
<td>Plan 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Acre-feet Delivered to be Stored by Water Type**

- All waters delivered to storage should be recorded on Schedule D.
- Total Water Received should be recorded on Summary Page as RECEIVED from Other Sources.
Schedule E: Part A- Water Received
Part B- Water Delivered to storage

SRP Waters

* List your water types as SRP has reported it.
* Please Include SRP summary with report.
* Verify against SRP D-4S
* SRP Direct Connect Wells should be clearly marked on your Sch A as well as they TYPE of water pumped.
Schedule E:
Part A - Water Received
Part B - Water Delivered to storage

CAP

* Broken out by Outfall is helpful
  * i.e. GRUSP
  * Direct to treatment

* Report even if sent directly to storage

* Verify against CAWCD report

---

Table 1: Monthly M&I Deliveries

<table>
<thead>
<tr>
<th>Subcontract</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holoholm CDR @ Assign</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>260</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>260</td>
<td>700</td>
</tr>
<tr>
<td>Holoholm CDR @ Assign</td>
<td>0</td>
<td>0</td>
<td>360</td>
<td>360</td>
<td>124</td>
<td>0</td>
<td>0</td>
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<td>572</td>
<td>656</td>
</tr>
</tbody>
</table>

* Excess inflow is Nevada unused appropriation stored in Arizona.

Amounts are shown in acre-feet. Schedules may not reflect recent change requests.
Schedule E: Part A- Water Received
Part B- Water Delivered to storage

Before you submit, ask yourself...

* Does the amount received from CAP or SRP match with their records? Did I include a copy of their statement?
* Does the amount received from other right-holders match what they reported?
* Does recovered water match what was reported in 74- report?
* Did I record all sources and types of water, physical & contractual?

If you answered “No,” then you may need to amend
Schedule F-1 Part 1: Housing Units

* Report Housing Units -
  * July 1, 2019 – July 1, 2020
  * Record difference between the two dates
  * Do NOT report service connections
* Group Quarters include facilities such as senior care or juvenile detention
* Record INDIVIDUAL PERSONS, not building units or service connections

SCHEDULE F-1 PART 1
HOUSING UNITS AND POPULATION
ANNUAL REPORT 2018

Pursuant to the Third Management Plan, municipal water providers are required to supply the following information. This information is used to determine actual and target GPD numbers for Large Municipal Providers and for planning information for Small Municipal Providers.

DEFINITION OF A HOUSING UNIT
A housing unit means a group of rooms or a single room occupied as separate living quarters. Examples of a housing unit include a single-family home, a townhouse, a condominium; an apartment, a permanently setup mobile home or a unit in a multi-family complex. A housing unit may be occupied by a family, a family and unrelated persons living together, two or more unrelated persons living together, or by one person. The number of housing units is not the number of service connections. Mobile homes in an overnight or limited-stay mobile home park or a unit in a campground, motel, hotel, or other temporary lodging facility are not considered housing units.

SINGLE-FAMILY HOUSING
A single-family housing unit is a detached dwelling. Include mobile homes not located in a mobile home park.

MULTI-FAMILY HOUSING
A multi-family housing unit is a mobile home in a master-metered mobile home park or any permanent housing unit having homes and persons, or quarters such as college dormitories, fraternity or sorority houses, nurses dormitories, rooming houses, hotels with permanent residents and congregate housing for the elderly.

GROUP QUARTERS POPULATION
Group quarters means living quarters occupied by one or more people under care or custody, such as orphanages, nursing homes and prisons, or quarters such as college dormitories, fraternity or sorority houses, nurses dormitories, rooming houses, hotels with permanent residents and congregate housing for the elderly.

<table>
<thead>
<tr>
<th>Housing Units (not service connections)</th>
<th>Single-Family</th>
<th>Multi-Family</th>
<th>Group Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total housing units or group quarter population as of July 1, 2017.</td>
<td>5</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Indicate the net change (added and deleted) of housing units or group quarter population between July 1, 2017 and July 1, 2018.</td>
<td>4</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Total housing units as of July 1, 2018.</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

Please contact the AWA Office if you need assistance completing this form.

(602) 771-6868
Schedule F-1 Part 2: Potable Deliveries

* Residential and Non-residential deliveries via potable system
  * Does NOT include right holders such as other Municipalities, irrigation districts, or grandfathered water rights
  * NON-potable may be effluent and/or non-potable groundwater well
Schedule F-1 Part 2: Potable Deliveries

Common Questions:

* “Other Turf” are turf facilities LESS than 10 acres

* “Other” may be metered or unmetered. You MUST submit supplemental explanation on “Other”

* If it is unmetered, you must also explain your measuring method

* Turf Related Facilities includes turf-related facilities (10 or more acres of turf or other high water use landscaping) and landscaped public rights-of-way identified as Individual Users.
If you report deliveries to “Other”...

* You must explain what deliveries are classified
  * Common “Other”: Fire Dept., line/hydrant flushing, stand pipe, water truck fills

* You may NOT include uses associated with water loss
  * This includes: leaks, breaks, meter & measurement errors, evaporation, illegal connections, phreatophyte consumption. **These items contribute to Lost & Unaccounted for (L&U)**
Schedule F-1 Part 3: Reclaimed Water

* Available Effluent
* Generated

* Recovered Annual/LTSC
  * Must match Sch E Part A & Sch 74

* Received from other providers
  * Must match Sch E Part A
Schedule F-1 Part 3: Reclaimed Water

* Effluent Use MUST equal Effluent available

* If recovered, distinguish between potable & non-potable

* Include deliveries to other right-holders
  * Must match with Sch D

* Include deliveries to other right-holders
  * Must match UWS Summary

* Record anything unused as “Discharged”
Schedule F-2: Turf Facilities Filing on their Own Behalf

* An Individual User (62-) is a facility that receives water from a municipal provider for non-irrigation use (>10 acres of turf or lake)

* For potable deliveries, if your system is:
  * 100% groundwater, report water as groundwater (GW)
  * Combined water supplies, report water as commingled
Schedule G-2: Turf-Related Facilities

* For Turf-facilities OVER 10 acres **AND** not an Individual User (IU)
  * If a turf-related facility has NOT been issued a ADWR IU permit, then it is the provider’s responsibility to report

* Facility number required
  * If not already pre-printed

* You may ONLY include non-turf use (i.e. restrooms, clubhouse) if it is **METERED**
Individual Users vs. Provider Reporting Responsibilities

* An Individual User is:
  * Responsible for completing their own Annual Report
  * Accountable for their own conservation compliance requirements
  * Verified with municipal water delivery amounts

* Adding a facility to the Sch F-2 does not designate an IU and will result in an amendment
* Turf-Related facility must be legally noticed before they become an IU
* See our Industrial Specialist to learn about designating a Turf Facility- forms online, too.
Responsibility for Compliance with Individual User Requirements

* 5-112. B.

3. A municipal provider shall be responsible for complying with an individual user requirement set forth in subsection A of this section for a new individual user unless one of the following applies:

a. The municipal provider identifies the new individual user to the director on a form provided by the Department. If the provider identifies the new individual user to the director within 90 days after the provider begins serving water to the new individual user, the municipal provider shall not be responsible for complying with the individual user requirement at any time. If the provider identifies the new individual user to the director more than 90 days after the provider begins serving water to the new individual user, the provider shall be responsible for complying with the individual user requirement beginning on the date the new individual user first receives water from the provider until the end of the calendar year in which the provider identifies the individual user to the director.

b. The director has given written notice of the individual user requirement to the individual user and the individual user is responsible for complying with the requirement.

4. A new individual user that has been given written notice of an individual user requirement by the director shall be responsible for complying with the individual user requirement beginning on the date specified in the notice.
You must submit images if you had:

* Changes to Distribution System:
  * i.e. new wells, water lines, treatment or storage

* Changes to Service Area:
  * i.e. expanded boundaries, annexed lands

Contact AMA & Data Management for submittal instructions. **Arc Map geodatabase or shapefiles are preferred.** Other formats may be acceptable.
Other Schedules

* Institutional Provider
  * Submit Schedule I-1
    * inmate population and correctional facility use

* Large Untreated Provider
  * Submit Schedule U
    * Include # of acres you deliver to flood/urban irrigation with type and volume of water

Both these respective schedules should generate automatically if you use the pre-populated forms and not a blank form. Please call if it did not.
* Use groundwater amounts from Schedule A - especially if you have recovered waters

* Very important to verify info to avoid amending!

* A report without a payment will still get late fees.
NON-designated large municipal providers are regulated under Non-Per Capita Conservation Program (MNPPCP) and are required to submit Schedule CER.

**Part 1:**

* Tiers are based on service connections
* Based on your tier, you are required to implement either 1, 5, or 10 BMPs

### Part 1 - Service Area Tier Information

The amount of BMPs required to be implemented in your Service Area is based on the amount of total service connections. If your Service Area has three consecutive years with more service connections than your current Tier, you are required to submit an updated Provider Profile and implement the additional required amount of BMPs. If you are demonstrating potential to transition to a higher tier and would like assistance or additional information, please contact the ADWR Municipal Planner.

<table>
<thead>
<tr>
<th>Tier 1 (1-5000 connections) - 1 additional BMP</th>
<th>Tier 2 (5001-30000 connections) - 5 additional BMPs</th>
<th>Tier 3 (30000+connections) - 10 additional BMPs</th>
</tr>
</thead>
</table>
| Current Tier in 2020

**Total service connections in 2020** [Data from Schedule F-1 Part 2]  
Did your system transition to a higher tier during this reporting year? If yes, has a new Provider Profile been submitted?  
Have you submitted a copy of your current rate structure to ADWR?
Part II - Rate Structure and Public Education Program

Municipal providers are encouraged to implement a TIERED RATE STRUCTURE. All providers regulated under an NPCCP must submit a copy of their current rate structure, unless no changes have been made.

* Do you have a TIERED rate structure? [ ]
* Have you implemented a rate change in the last 12 months? [ ]

The Public Education program is required under the NPCCP. No less than twice a year, a provider must communicate the importance of water conservation and inform them of information available regarding water conservation. Additionally, the provider shall provide free written information on water conservation to customers on request, and make available information in provider’s office. For more information on these requirements, please see the Management Plan for your AMA, Chapter 5.

* Do you provide free written materials in your office? [ ]
* Do you provide free written materials by request? [ ]

How often are customers communicated the importance of water conservation?

- Once Annually
- Semi-Annually
- Quarterly
- Monthly
- More than Monthly

How are customers communicated the importance of water conservation?

- Message on Bills
- Bill Inserts
- Newsletter
- Postcard or Mailing
- Other Digital Medium
- Other Print Medium

Part 2:

* Provide information about your Public Information Program (required under the NPCCP)

Part 3:

* BMPs implemented and evaluation of them
* For BMP rating, use a text answer such as “highly effective,” “slightly effective,” “Neutral,” etc...

<table>
<thead>
<tr>
<th>Category 1: Public Awareness/Public Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Local and/or regional messaging program</td>
</tr>
<tr>
<td>1.2 Special events/programs/community presentations</td>
</tr>
<tr>
<td>1.3 Market surveys</td>
</tr>
</tbody>
</table>
Schedule SSPZ:

* Pinal AMA only
* Only certain wells inside the SSPZ to determine impact to tribal lands

See A.R.S. 45-2602 for more statutory information
Part 1 - Committed Demand
- Estimated future demand for undeveloped but recorded plats

Part 2 - Projected Annual Demand
- Projected annual demand for current and future years

Part 3 - Water Quality

Schedule AWS
*Designated Providers need to fill out
Part 4- Water withdrawn, diverted, or received

* Water Used Directly
  * CAP (Sch D & E)
  * SRP (Sch D & E)
  * Eff. (Sch D, E, & F-1 Pt. 3)

* Water Pumped (Sch. A, D & E)
  * GW pumped, received
  * Recovered waters
## Schedule AWS

### Part 5 - Water Withdrawals

- **Total water for use within Service Area (Sch A & 74)**
- **Groundwater Exemption** (i.e. poor quality, water logged areas)
- **CAGRD - Groundwater amount reported as excess**

**Please submit CAGRD form as supplemental info**

---

### PART 5 - GROUNDWATER WITHDRAWALS - CONSISTENCY WITH GOAL REQUIREMENT

<table>
<thead>
<tr>
<th>A. Total Groundwater for Use within the Service Area in 2020:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total from Part 4.D.4 above</td>
</tr>
<tr>
<td>2. Water Withdrawn as Recovered Long-Term Storage Credits</td>
</tr>
<tr>
<td>3. Water Withdrawn as Recovered Annual Storage Credits</td>
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</table>

<table>
<thead>
<tr>
<th>B. Groundwater Exemptions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Groundwater from Part 5.A.4 above</td>
</tr>
<tr>
<td>2. Poor Quality Groundwater Withdrawn *</td>
</tr>
<tr>
<td>3. Water Logged Groundwater Withdrawn</td>
</tr>
<tr>
<td>4. Drought Exemption Groundwater Withdrawn **</td>
</tr>
<tr>
<td>5. Part 5.B.1 above - sum of Parts 5.B.2 through 5.B.4 above</td>
</tr>
<tr>
<td>6. Amount from line 5.B.5 above reported to the CAGRD as Excess Groundwater</td>
</tr>
<tr>
<td>7. Part 5.B.5 above - Part 5.B.6 (groundwater subtracted from allowance account) ***</td>
</tr>
</tbody>
</table>

*Groundwater Allowance is based on your reported water in Parts 4 & 5. Accuracy is crucial*
Recharge & Recovery
Annual Report Process
(a.k.a. 70- or 74- report)
Recharge & Recovery Reports

* **UWS Summary and Schedule (70-):** Annual Underground Water Storage Report

* **GSF Summary and Schedule (72-):** Annual Groundwater Savings Facility Report

* **RW Summary and Schedule (74-):** Annual Recovery Well Report

Many providers have multiple Recharge and Recovery rights so... Blank forms are NOT available online - only pre-populated forms.
PRE-POPULATED Annual Report Forms Here!

Go to: https://new.azwater.gov/ama/online-annual-reporting
Get Your Pre-Populated Forms

- Enter your Long Term Storage Account number (70-) for the UWS Summary.
- Enter your GSF permit number (72-) for the GSF Summary (only if you do not have a 70-).
- Enter your Recovery Well permit number (74-) for the RW Summary.

Indicate if water was used
* Pre-populated form lists ALL active permits connected to your Long Term Storage Account (70-)
  * USF permits (71-)
  * GSF permits (72-)
  * Water Storage (73-)

* HOWEVER... This form is NOT for Recovered Water (74-)
Pre-Populated forms are important because:

- **BARCODE** allows ADWR to input data accurately.
- Permit numbers change often, resulting in amendments for the provider if the wrong permit number is entered.
# UWS Schedule (70-)

**UWS - SCHEDULE**

**ANNUAL REPORT 2018**

**PERMIT HOLDER:** CENTRAL ARIZONA WATER CONSERVATION DISTRICT

**LTSA NO.:** 70-441120.0000

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### STORAGE/SAVINGS FACILITY INFORMATION

**Please attach 2 copies of any supplemental material required by the permits.**

<table>
<thead>
<tr>
<th>Facility Permit No.</th>
<th>Facility Name</th>
<th>Water Storage Permit No.</th>
<th>Water Storage Permit Holder</th>
<th>Volume of Water Delivered to Facility (Acre-Feet) (5)</th>
<th>Total Volume Delivered By Each Storier (Acre-feet) (6)</th>
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<tbody>
<tr>
<td>73-593305.1300</td>
<td>TONOPAH DESERT RECHARGE</td>
<td>73-593305.1300</td>
<td>AQUA CAPITAL MANAGEMENT LP</td>
<td>CAP</td>
<td>EFFLUENT</td>
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<td>CAP</td>
<td>EFFLUENT</td>
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<td>CITY OF GOODYEAR</td>
<td>CAP</td>
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<td>SURFACE</td>
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### WATER STORAGE INFORMATION

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<th>Water Storage Permit No.</th>
<th>Facility Name</th>
<th>Volume of Water Delivered to Facility (Acre-Feet) (4)</th>
<th>Total Volume of Water Delivered (Acre-feet)</th>
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<tr>
<td>73-53450.0400</td>
<td>QUEEN CREEK IRRIGATION DISTRICT GROUNDWATER SAVINGS</td>
<td>CAP</td>
<td>EFFLUENT</td>
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<tr>
<td>Facility Permit No.</td>
<td>Facility Name</td>
<td>Water Storage Permit No.</td>
<td>Water Storage Permit Holder</td>
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<td>73-634550.0006</td>
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</tbody>
</table>

- **Storage/Savings Facility Information (top portion)**
- Owner / Operator of the facility reports all deliveries, by water type, to the facility - BEFORE LOSSES - for all water storage permits allowed to store with that facility.
Water Storage Information (bottom portion)

* Owner of a water storage permit reports volume of water delivered, by water type - BEFORE LOSSES - pursuant to each water storage permit.

* Must match with 56- report Schedules D, E or F-1 Part 3 as applicable.
If you prefer an EXCEL version over ADWR’s website PDF version, please be aware that ADWR will not accept an Excel version unless:

* All information in the Excel version matches the Pre-Populated PDF of the UWS Schedule

* UWS Summary page PDF WITH BARCODE and signatures is attached

* To request the Excel version, contact the Municipal Planner

* For additional help completing the forms, please contact the Recharge section at 602-771-8737
If you do NOT have a Long Term Storage Account (70-), you must submit this report.

If you DO have a LTSA, then it is included in your 70- report.
Any large provider may have more than one 74- permit
* You are required to file an annual report for each individual 74- permit
* You must file even if no water was recovered = File Zero Use

Recovered Waters (Sch 74-) must match other Schedules:
* 56- reports: Schedule A, Schedule E - Part A & Schedule F-1 Part 3, as applicable

Changes, errors or discrepancies will likely result in amendments to more than one Schedule. Please verify all amounts are recorded as you intended before submitting.
* Annual Recovery is water recovered the same year it was sent to storage - no withdrawal fees

* Long term storage credit withdrawal fee =$1 per acre-foot

* Total volume recovered is Annual Recovery + LTSC
You must list the water storage permit number(s) under which the recovered water was stored.

Storage Facility type? GSF or USF

Recovered within 1 mile? yes or no

Subtotals of all water types

Match Sch. A
When completing the **Schedule 74**, all of the columns are important:

* **Column 1** – all the wells associated with that recovery well permit should be pre-populated for you

* **Column 2** – list the water storage permit number(s) under which the recovered water was stored

* **Column 3** – note whether the facility where the water was stored is a USF or GSF

* **Column 4** – Note whether the well is located within 1 mile of the facility where the water was stored
* Column 5 – Annual Recovery – enter the volume of water recovered by type
* Column 6 – Long Term Storage Credit (LTSC) Recovery – enter the volume of water recovered by type
* Column 7 – Total it up!
* Row 8 – Subtotal of all water types
* Cell 9 – Total Annual Recovery
* Cell 10 – Total LTSC Recovery
* Cell 11 – Total Volume Recovered
How do we review your Report?

* Verify all amounts both RECEIVED & DELIVERED to other right-holders
  * SRP
  * CAWCD
  * CAGRD
  * Other Munis
  * Individual Users

* Check for Meter Reading accuracy and acre-feet conversions

* Does acre-feet match with all other schedules submitted including Recovery & Recharge?

* Is something abnormal from prior years?
  * i.e. triple effluent use from last year or deliveries to a new muni
What do we do with your Report?

- Lost & Unaccounted for water
  - 10% max for Large Providers
- GPCD Conservation Program
  - Calculate GPCD
  - Including Flex balances
- Modified Non Per Capita Conservation Program
  - Evaluate BMPs
  - Determine GPCD for informational purposes
- Groundwater Allowance
- Long Term Storage Account (LTSA)
- Planning for next Management Plans

Some calculations exclude NON-potable waters.

It is very important to be clear on all reports for accuracy. Too much info is better than too little!
Call AMA section at (602) 771-8585 or Recharge section at 602-771-8737 if you have questions or would like to schedule an individual appointment prior to March 31st.

Email Contact Information:

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Shannon Reif (Recharge) - slreif@azwater.gov

General Questions - earp@azwater.gov