

## DEP Announces Changes Related to Reporting Water Use

The West Virginia Department of Environmental Protection is working to get the word out about reporting changes for our Large Quantity User (LQU) Survey. The survey is due every year between January 1 and March 31<sup>st</sup>. This year all monthly water use data will be reported through our Electronic Submission System (ESS) on the DEP website ([www.dep.wv.gov](http://www.dep.wv.gov)).

Effective Jan. 1, 2015 the minimum reporting threshold became 300,000 gallons withdrawn from surface or groundwater sources in a 30-day period. Anyone withdrawing at that 300,000 gallon threshold or higher must collect water use data for each month so the data can be included in our survey. The LQU survey is submitted to the DEP's Water Use Section of the Division of Water and Waste Management on an annual basis. These annual surveys, completion of which is mandatory under the act, must include the *actual* monthly water withdrawal.

Any entity that bottles water for resale is included in the LQU survey. Excluded from the LQU this classification is water designated for farm use, including watering livestock or poultry on a farm, although farmers can volunteer their data. Entities that purchase water from a water provider also are not considered LQUs.

### FAQs (Frequently Asked Questions)

1. Do I list My Name or Company Name for "Applicant" at the beginning of the LQU Survey?  
Please use Company Name in this field.
2. When is the Large Quantity User (LQU) water survey due?  
The survey is due every year between January 1 and March 31<sup>st</sup>.
3. What is the threshold for submission of water use in the state of WV?  
If your company uses more than 300,000 gallons of water in any 30 day period during the year, your company is required to report to the WVDEP LQU Survey. In the survey you are required to report monthly water use withdrawal.
4. How do we report our water use?  
You will use the ESS system on the WVDEP's website. The monthly water usage data that your company collects during the year is reported starting January the following year (example 2015 data is reported starting in January 2016)

5. What is ESS?

Electronic Submission System. This is where you will begin filling out your LQU Survey for water data. It can be found as an option at the WVDEP's website
6. How do I get a username and password?

If you already use the ESS system to complete your environmental reporting, you can use the existing username/password you already have set up. If you don't have a username/password, you can request one on the ESS site.
7. When I request a username/password I am asked to attach a letter naming my representatives, what does this mean?

Refer to the instruction manual. There will be step by step instructions on how to sign up for a username and password in ESS. Examples;  
Security Administrator, oversees submission and submits documents for approval.  
Master Consultant, completes the survey (A small company may have this as the same person). A sample letter is available when you are on the request page in ESS.
8. Can company information (address, phone number, etc.) be prepopulated into the forms since they already insert that information into other applications on ESS?

Some companies have more than one facility, so we can't pre-populate facility information.  
We are working on this as a possibility next year.
9. "Add # Row" button is confusing. Can it be changed to say "Add # Source?"

No. System level objects cannot be customized because applications across ESS must stay consistent in order to avoid further confusion.
10. I'm getting an error when submitting my application. Why?

Check forms for accuracy and also make sure that your total annual water usage (if this applies to your form) was entered in correctly and is the sum of your reported monthly water usage.
11. My annual water usage is below the new reporting threshold. Do I need to report?

No, but you are welcome to volunteer your water usage.
12. How do I determine the aquifer for my groundwater source?

Refer to the Aquifer map on the Water Use home page.