INDUSTRIAL USERS

Instructions for Completing the Large Quantity User Registration Forms

This form is for facilities that withdraw water only for their business. If you are a water company providing "drinking" water, do not use this form. Water providers must use the **Water Provider** form.

Complete all fields on the form. You may download the MicrosoftWord version to use on a computer, or print the .pdf version if you wish to complete the form by hand. Mail your completed form to:

West Virginia Department of Environmental Protection
Office of Water and Waste Management, Water Use Section
Attn: Jennifer Bannister
601 57th Street, SE
Charleston, West Virginia 25304

or e-mail to: dep.water.use@wv.gov

Some fields are self explanatory, so instructions are omitted for them. However, you must **complete all fields**. Please do **NOT** use the word "SAME" in any of your responses. If you are not able to provide the information, write "NONE" or "N/A" in the response box. For example, if you only have a street mailing address, such as "223 Smith Lane", use it to complete question **2. Facility Mailing Address 1**; For line **3. Facility Mailing Address 2**, enter "NONE".

SECTION ONE – GENERAL INFORMATION

1. **Facility Name**: If you completed the water use survey, you are a registered user. If the facility name changes, please note the old and new names on the form.

7. **Facility E-Mail (if Available)**: If your facility has an e-mail address, such as *ABC_Shoes @klunkmail.com*, that is checked by a facility employee, enter it here.

10. **Facility SIC Code**: This is the Standard Industrial Code for your business. If you don't know your code, you can determine it at this web site: http://www.sec.gov/info/edgar/siccodes.htm

11. **Facility NAICS Code**: This is the North American Industrial Classification System code. You may find your code at: http://www.naics.com/index.html

13. **Facility FEIN**: This is the **F**ederal **E**mployer **I**dentification **N**umber. Obtain it from your accounting department.

14 -- 19. **Facility Physical Address**: These refer to the actual physical location of your facility. Complete these boxes even if the mailing address and the physical address is the same.

29 – 32. **Contact Information**: Supply this information for the person who can respond to questions about the survey. The person should have knowledge of how the water was measured, how the location information was determined, etc.

35. **Type of Water Use**: Check as many as apply.

41. **Where do you discharge?:** Check all boxes that apply. You must also complete a questionnaire for each discharge location (see Section IV, below).

SECTION II – MULTIPLE FACILITIES FORM

If you serve multiple facilities, for example if you provide water to two adjacent factories that are not owned by your company, complete one form for each facility.

SECTION III – WATER WITHDRAWALS

You must complete one of these forms for each discreet withdrawal point. Surface water and groundwater are on different forms.

Decimal Latitude and Longitude: Carried out to at least seven decimal places. Most GPS systems can be set to provide readings in a decimal format. If the data you have is in degrees, minutes, seconds, you may convert it to decimal format at: http://www.fcc.gov/mb/audio/bickel/DDDMMSS-decimal.html

How was location determined?: Was it from a survey, a topographic map, a GPS unit, etc. If it was from a GPS unit, please give the make and model number of the unit.

Water Source Name: Such as: Elk River, or Sutton Lake, etc.

Water Source Type: pond, river, ground water well, etc.

Water Provider Form: If you purchase water from another source, you must complete the water provider form for each facility.

SECTION IV -- WATER DISCHARGE

Complete one form for each type of discharge you checked in question 41.

"Latitude" and "Longitude" format and "How was location determined?" questions are to be completed as described in SECTION III above.