

Russian River Tributaries- Informational Order

EXAMPLE: SUBSURFACE (GROUNDWATER) DIVERSION

Russian River Tributaries Emergency Regulation Informational Order (Login)

- Please fill out and submit a separate web form below for **each** water source (i.e., surface water diversion, groundwater diversion, or water supplied by an entity to the specified parcel). As you move through the form, use the browser's back function to return to a previous section to revise your information.
- To print or review the example forms, [click here](#).

Questions regarding this form can be directed to: Phone: 916-322-8422 or Email: rr_tribs_emergency_reg@waterboards.ca.gov

If you have previously started this form you can **continue** by entering your Identification Code and Password, and clicking "Submit."

If you are **adding another water source** for this Identification Code, please check here . This will create an additional record and avoid overwriting previously submitted information

You will need to note the time stamp added to the Identification Code, to access the additional record for the additional water source. Your Password will remain the same.

If you forgot your login information for an additional water source or sources please log in using your original Identification Code and password. All additional water sources associated with this Identification Code will be displayed under the login box below. You can then type the appropriate Identification Code into the login box. Your password will remain the same.

Note: Start by entering your Identification Code, and entering your Password - 3 capital letters followed by 3 numbers (e.g., ABC123).

The Identification Code is your 12-digit parcel number **including dashes** (e.g., 123-456-789-000) or your 7-digit water supplier number (e.g., 4901234) as shown on the letter you received by mail.

The password will be the six-digit code shown on the letter you received by mail.

Items marked with an asterisk* are required.

Enter Your **Identification Code*** here:

Password*:

Submit

Do not copy and paste. Hidden spaces or characters will cause an error to occur. If you get an error message, clear the Identification Code field, and type in the Identification Code and 6-digit extension (if applicable), e.g., 123-456-789 123456.

If you don't know your Identification Code or Password, please contact:

Email: rr_tribs_emergency_reg@waterboards.ca.gov

Phone: 916-322-8422

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EXAMPLE: SUBSURFACE (GROUNDWATER) DIVERSION

Identification Code:

Primary Owner*:

The mailing address shown below was obtained from parcel records from the Sonoma County Recorder. You may update the address in the Division of Water Rights records by entering the new information below. [Check here if you are updating your address information.](#) To update your county property records, please contact the Sonoma County Recorder's office at <http://www.sonoma-county.org/recorder/contactus.asp>.

Mailing Address:

City: **State:** CA | **Zip:**

Telephone*:

Email:

Person filing this form, only if other than the Primary Owner above:

Name:

Mailing Address:

City: **State:** CA | **Zip:**

Telephone: **Email:**

How many sources supply water to this parcel? (This includes all sources of water, including water suppliers, groundwater wells, and surface water diversions. For example, if you received water from a water supplier, have two groundwater wells, and a surface water diversion, you would report 4).

Please note that if you have more than one source of water, you should first complete this form for your first source of water. After you have fully completed the form for the first source of water, the confirmation page will prompt you to return to the start page and click on the "If you are adding another water source for this Identification Code, please check here" to add an additional water source (e.g., groundwater well, municipal supply, surface water diversion). Please note that the Identification Code will appear with the addition of a random six digit number to identify this as a new and additional water source. The Password will remain the same.

Select the total number of water sources for this parcel here



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EXAMPLE: SUBSURFACE (GROUNDWATER) DIVERSION

Subsurface Water Diversion (Groundwater Well) ▼

Select "Subsurface Water Diversion (Groundwater Well)" here

The remaining questions will be only those relevant for the water source you select. Note: Groundwater and subsurface water diversions refer to groundwater wells. If you are diverting from a groundwater well that is associated with a Water Right recorded with the State Water Resource Control Board's Division of Water Rights, enter this information as a "Surface Water Diversion".

Water Source: Landowners who have more than one parcel supplied by the same source should select the appropriate source (i.e., Surface Water Diversion or Subsurface Water Diversion (Groundwater Well)) for the parcel with the source and report all water use under that parcel's information. The parcels which do not have their own water source should be reported as "Served by Water Supplier" and then select "Other Water Supplier" from the Water Supplier Details drop down menu and provide the requested information for the water source (i.e., name of owner, parcel number, etc.).

The "Contract Water" option applies to all water suppliers and some bulk water purchases. Most landowners who are supplied water by other private parties should select "Served by Water Supplier" and then select "Other Water Supplier" from the Water Supplier Details drop down menu.

The "No Water Available at Parcel" option should be selected only if no surface water diversion or groundwater diversion, municipal water or other potable or non-potable source of water is currently available at the parcel.

Save and Continue

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EXAMPLE: SUBSURFACE (GROUNDWATER) DIVERSION

Please only report functional **water** supply wells. Do not report dry borings, environmental borings, monitoring wells, abandoned wells or destroyed wells. If this groundwater well is associated with a Water Right recorded with the State Water Resources Control Board's Division of Water Rights, go back to the Water Source selection, select "Surface Water Diversion," and follow the prompts.

Well Location Coordinates (Decimal Degrees, i.e. a location of 38.22015 and 122.55987 - Report accuracy to exactly 5 decimal places (required), and do not enter negative symbols. If the field shows 'Invalid Format', clear the value and input it again to 5 decimal places). Please refer to the [Resource and Guidance Table](#) for instructions to find the coordinates or use the online [Russian River Mapping Lookup Tool](#) to get the coordinates of your groundwater well:

Latitude*: | Longitude*:

Are there multiple groundwater wells (functional water supply wells) on this parcel? Yes | No

Well Completion Report Information

The following questions will help match the reported information to the corresponding Well Completion Report on file with the Department of Water Resources. You may either:

(1) Submit the Well Completion Report(s) to the State Water Resources Control Board via email. If you have Well Completion Report(s), it can be emailed to rr_tribs_emergency_reg@waterboards.ca.gov. Landowners or water suppliers shall provide their Identification Code (from the Informational Order letter) and contact information in the email. If your groundwater well was drilled prior to 1965, you must: (a) use this option, or (b) explain why you cannot provide the Well Completion Report in the text box below and provide as much of the information requested in item 2 below as known. Check the box

if you are emailing your Well Completion Report.

Or

(2) Provide the following information, which will allow the State Water Resources Control Board to locate your Well Completion Report(s) rather than have you request such information from the Department of Water Resources. Individuals shall provide as much of the following information as possible: please provide a brief explanation in the text box for any information you are unable to provide.

10 Characters Left

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EXAMPLE: SUBSURFACE (GROUNDWATER) DIVERSION

Parcel Owner at time of drilling:

Well Driller (Company or Individual):

Total depth of completed groundwater well-Below Ground Surface (in feet, no decimals):

Year of Well Completion/Year Well Drilled (YYYY)*:

If exact year is unknown, enter approximate year and check box.

Diameter of well casing (inches)*:

[Save and Continue to Water Use Information](#)

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EXAMPLE: SUBSURFACE (GROUNDWATER) DIVERSION

Use(s) of Water – Subsurface Diversion (groundwater well). Select all uses that apply to your groundwater well. **Completion of this section is required.** Water Suppliers with multiple sources of water that serve the same distribution system should report all uses of water and places of use associated with the distribution system for each water source.

Water Suppliers should report Total Monthly Water Use (volume) for this specific water source only.

<input type="radio"/> Municipal (Applies to Water Suppliers only)	<input type="text"/>	Population Served.
<input type="radio"/> Domestic (Including small gardens and landscaping)		
<input type="radio"/> Stockwatering	<input type="text"/>	Number and type Stock (e.g., cows, horses, goats)
<input type="radio"/> Frost Protection		
<input type="radio"/> Heat Control		
<input type="radio"/> Aquaculture		
<input type="radio"/> Fish and Wildlife Preservation and Enhancement		
<input type="radio"/> Industrial		
<input type="radio"/> Mining		
<input type="radio"/> Agriculture (DO NOT complete this item if Domestic is your only Beneficial Use)		

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Enter crop types and associated acreages below. Indicate whether the crop is irrigated or dry-farmed under the 'Irrigated' Drop menu. If the same crop is irrigated and dry farmed (i.e. five acres are dry farmed and seven acres are irrigated), the crop type should be listed twice and the different irrigation methods and acreages noted.

1. Crop Type: , Acres: , Irrigated:

2. Crop Type: , Acres: , Irrigated:

3. Crop Type: , Acres: , Irrigated:

4. Crop Type: , Acres: , Irrigated:

5. Crop Type: , Acres: , Irrigated:

Drop Down Menu Selections	
Crop Type	Irrigation Method
Annual Crops	Drip/Micro-sprinkler
Nursery or Ornamental	Dry-Farmed
Orchard	Flood
Other	Furrow
Pasture	Other
Perennial Crops	Other Sprinkler
Vineyard	

If "Other" is selected, provide other crop type or other irrigation method(s) in text box.

Place(s) of Use - List all parcel numbers served by this water source (list all parcels, separated by commas. If greater than ten (10) parcels served, submit a table or list electronically to rr_tribs_emergency_reg@waterboards.ca.gov, and check the box indicating the list of parcels is being submitted

electronically **If other parcels are served by this diversion, you must report all usage information for the water from this diversion (i.e., report the water usage for this parcel and any other parcels that receive water from this parcel).**

17 Characters Left

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EXAMPLE: SUBSURFACE (GROUNDWATER) DIVERSION

Domestic Beneficial Use - People Served Domestically by Month (Do Not Use Commas)

Water Use Instructions: Reminder: To aid in completing this section, it is recommended you print and review the [sample forms](#) completely in advance of completing this form online.

Please record the amount of water diverted/used from this source. For 2015, report the actual use for January through July, then the projected use for August through December. You are required to provide information for all water use associated with this groundwater well, including water used on other parcels.

All data must be reported in acre-feet (volume) unless your **ONLY Beneficial Use of water is domestic**. The unit conversion tool below can be used to convert gallons to acre-feet.

Note: If you have no alternative method of estimating your diversion, and your **only** Beneficial Use of water is domestic you have two options:

Option 1: For each month, in the "Domestic Beneficial Use - People Served Domestically by Month" table below, provide the number of people that are served domestically with water from the groundwater well. The State Water Board will estimate the monthly water use for the water source using the monthly residential gallons per person values shown in the "Estimated Residential-Gallons Per Capita (Person) per Month (R-GPCM) for Russian River Tributaries Region" table below.

For more information on these values, please [click here](#).

Estimated Residential-Gallons per Capita (person) per Month (R-GPCM) for Russian River Priority Tributaries Region:

Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1,846	1,784	2,461	2,505	2,899	4,111	4,298	4,292	3,545	3,138	2,215	1,846

OR

Option 2: If you believe the estimated use calculated with the monthly values (Option 1) is not representative of your use, you may use the following website: <http://www.wecalc.org/calc/> or another method to estimate your monthly usage.

All other diverters (i.e., diverters with Beneficial Uses other than domestic) must estimate the amount of water diverted/used using other methods and report their usage in acre-feet. For information on estimating the amount of water diverted/used, please visit:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/wm_alt_mthds.shtml

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If you selected domestic as a Beneficial Use above, please enter the number of people served domestically by the groundwater well for each month in the table below. (In most cases this will be the number of people that reside on the parcel(s) and use the groundwater well for domestic use). For August through December 2015 please enter the anticipated number of people that will be served by this groundwater well.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014:												
2015:												

Check this box if your only Beneficial Use is domestic (including small gardens and landscaping), and you would like the State Water Resources Control Board to estimate your monthly water use based on the values entered in the "Domestic Beneficial Use People Served" table above and the values in the "Estimated Residential-Gallons per Capita (Person) per Month Table" (the water use results will not be displayed). If you select this option and check the box, do not enter any values in the "Total Monthly Water Use Associated with Groundwater Well" table below. Instead respond to the remaining questions that follow the "Total Monthly Water Use Associated with Groundwater Well" table. If your sole Beneficial Use is domestic and you want to provide more accurate use calculations than those provided from the estimated values in the "Estimated Residential-Gallons per Capita (Person) per Month" table please enter your total monthly use in the table below.

To convert units of volume, enter a value in one box, then click in the other box to see the result. Do not use commas.

Gallons per Minute to cubic feet per second:

1 gallon per minute (GPM) = 0.00222801666 cubic feet per second (CFS)

GPM = CFS

Gallons to acre-feet:

325851.43 gallons = 1 acre-foot.

gallons = acre-feet

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EXAMPLE: SUBSURFACE (GROUNDWATER) DIVERSION

MONTHLY WATER USE ASSOCIATED WITH GROUNDWATER WELL (IN ACRE-FEET OR GALLONS - USE CONVERSION TOOLS ABOVE IF NECESSARY)

***Please note: If your sole Beneficial Use is domestic and you chose to use the Estimated Residential-Gallons per Capita (Person) per Month option above DO NOT fill out this table. If you selected more than one Beneficial Use or a Beneficial Use Other than Domestic, you must provide the total monthly water use associated with the groundwater well (in acre-feet) in the table below.**

Enter only numeric values, do not include units, and do not leave any field blank. If no diversion or no projected diversion for a given month, enter zero (0). Please note that blank fields or any entry with non-numeric characters will appear as zeros (0.000) after submittal. Be sure to select the appropriate units (gallons or acre-feet); report in acre-feet if you use water for Beneficial Uses other than domestic.

Month	2014 Use		2015 Use	
	Units*	<input type="text"/>	Units*	<input type="text"/>
January:				
February:				
March:				
April:				
May:				
June:				
July:				
August:				
September:				
October:				
November:				
December:				

Drop Down Menu Selections
Units
Acre-feet
Gallons

Drop Down Menu Selections
Method of Measurement or Estimate
Bucket/Float Stopwatch
Calibrated Meter
Electricity Records
Engine Fuel/Hour Meter
Estimated Residential R-GPCM Method
Other
Pipe Trajectory Method
Pump/Equipment Label
Slide/Sluice Gate
Staff Gauge/ Pressure Transducer and Rating Curve
Water Duty Estimates
Weir

Select the method used to measure or estimate your groundwater well use. *

If your sole Beneficial Use is domestic and you are using the State Water Board's values to estimate water usage for the groundwater well, select "Estimated Residential R-GPCM Method" from the drop down box above.

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If you selected "Other" under the method used to measure or estimate your groundwater well diversion, provide information on the method in the text box at the bottom of the form.

What is the estimated pumping rate of your groundwater well (in gallons per minute)?

(NOTE: If your only Beneficial Use of water is domestic, you do not need to complete this item.)

Static Water Level **(Optional)**:

You may provide information on the static water level of your groundwater well. **This is optional.** The static water level is the depth to groundwater under non-pumping (static) water conditions. This level is often measured when you have your groundwater well serviced or tested.

Static Water Level of Groundwater Well (Feet):

Approximate Date of Static Water Level Measurement (MM/YYYY):

If you have a Storage Pond/Reservoir, enter the amount of storage: , and the units:

If you have a Water Tank, enter the amount of storage: , and the units:

Drop Down Menu Selections
Units
Acre-feet
Gallons

Please enter any comments or explanations below. You may expand on responses to any portion of the form, or provide additional information not already included or submitted electronically via email. Do not copy and paste text.

Characters Left

CERTIFY AND SUBMIT

I declare that the information in this form is true to the best of my knowledge and belief. After submitting this information, you will have an opportunity to add a water source following the steps described below.

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To report additional water sources (i.e., another surface water or groundwater diversion) for this parcel, follow these steps:

- Step 1: Submit this response form by clicking the "Submit Information and Go to Confirmation Page" button above.
- Step 2: Click on the "Start Page" link near the top of the Confirmation Page.
- Step 3: Log in again using the same Identification Code and Password provided in your Information Order letter.
- Step 4: **Check the box** "If you are adding another water source for this Identification Code, please check here". This will create a modified Identification Code for this additional water source. Make a note of this new Identification Code. It will be your original Identification Code plus a different eight-digit number for each additional water source.

SAMPLE