

Guidance for Urban Water Supplier Monthly Reporting

July 1, 2015

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Urban Water Supplier Reporting Basics

The Urban Water Supplier [Reporting Tool](#) accepts your monthly Urban Water Supplier Monitoring Report, which is required under the State Water Resources Control Board's (State Water Board) emergency regulation. For more information on the emergency regulation, click [HERE](#).

Registration and login are required to access the Urban Water Supplier Reporting Tool. To login, click [HERE](#). To register, click [HERE](#).

System Notes

- The system will log you off after 20 minutes of non-activity.
- Help is available for each question by clicking on the  icon.
- When entering values, do not use commas- just the number.
- If the urban water supplier is not listed in the dropdown menu, send a message to the [DRINC Administrator](#).
- Upon submission, you will receive an email acknowledging receipt of your monitoring report.
- To correct a reporting error, re-submit the Monitoring Report (in its entirety); we use the most recently submitted monitoring report for each reporting month.

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Estimating Percent Residential Use (PRU)

Percent Residential Use (PRU) is calculated by dividing the volume of water provided to the residential sector for the reporting month by the total potable water production for the reporting month. When estimating PRU, please use the most accurate data available.

If you are on a bimonthly billing cycle or unable to accurately submit PRU data within the current reporting period, it is recommended that you use billing data for the volume of water provided to residential customers for the same reporting month in the previous year to determine the PRU. However, you should use current data for the reporting month if it is available. Please note the deficiencies in the "Qualification" field at the end of the reporting form. Once correct data are available, you will need to file a revised report for the month with an updated PRU that reflects actual usage for the reporting month.

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Determining Total Population Served

The online reporting tool has been preloaded with Total Population Served (TPS) as provided in your 2010 Urban Water Management Plan or from your most recent Annual Report submitted through the Electronic Annual Reporting (EAR) System. If your Total Population Served (TPS) data are out of date, it should be updated using the [guidance document for estimating service area population](#) prepared by the Department of Water Resources.

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Calculating R-GPCD

Urban water suppliers began reporting R-GPCD (residential gallons per capita per day) in October 2014. The State Water Board recommends the following equation for calculating R-GPCD:

$$\text{R-GPCD} = [(\text{TMP} * \text{PRU} * \text{C}) / \text{TPS}] / \text{number of days in the month}$$

Where: TMP=Total Monthly Potable Water Production

PRU=Percent Residential Use

C=Unit Conversion Factor

TPS=Total Population Served

Note: When calculating R-GPCD, do not remove non-revenue water. The PRU automatically removes non-revenue water from the equation.

Unit Conversion Factors	
If Total Monthly Potable Water Production (TMP) is in	Use this Unit Conversion Factor (C)
Gallons (G)	1
Million Gallons (MG)	1,000,000
Hundred Cubic Feet (CCF)	748
Acre-Feet (AF)	325,851

Urban water suppliers may use another method for calculating monthly R-GPCD, but the State Water Board uses this equation for monthly reporting purposes. If a supplier chooses to use another method for calculating monthly R-GPCD, an explanation of the method must be provided in the “Qualification” field of the reporting form.

All of the variables used in the R-GPCD calculation are also reported monthly as raw data by urban water suppliers. The statewide conservation reports released each month by the State Water Board use the raw data submitted by urban water suppliers by the 15th of the month to calculate R-GPCD.

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Revising Reports

Urban Water Suppliers can make revisions to previous monthly reports at any time. To revise a report, you must resubmit all data for the month in question. You must also provide details on what changed and why the change was made in the “Qualification” field near the end of the reporting form. The

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process for submitting a revised report is the same as submitting a new report. Make sure to select the appropriate **MONTH** and **YEAR** for the month in question.

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Statewide Conservation Reports

The State Water Board releases statewide conservation reports each month based on the data submitted by water suppliers by the 15th of the month. If you submit your data after the 15th, it will not be included in the current statewide conservation reports. However, it will be included in the next month's statewide conservation reports. To view current and past statewide conservation reports, visit the [Conservation Reporting page](#) on the State Water Board's [Water Conservation portal](#).

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Terms and Definitions

Commercial Agricultural Water: Commercial agricultural water is water served for commercial agricultural use that meets the definition of [Government Code section 51201, subdivision \(b\)](#). The emergency regulation adopted on May 5th allows urban water suppliers to exclude commercial agriculture deliveries from total potable water production must comply with specific requirements outlined in the [Agricultural Water Use Exclusion document](#).

Commercial, Industrial, and Institutional Water: Commercial, Industrial and Institutional (CII) water includes all indoor and outdoor water used by the CII sector. This includes agricultural water and landscape water used for parks, medians, etc.

Non-revenue Water: Non-revenue water includes water lost due to system leaks and theft and non-billed water used to fight fires.

Percent Residential Use (PRU): PRU is calculated by dividing the amount of water provided to the residential sector for the reporting month (not including non-revenue water) by the total potable water production for the reporting month.

Residential Gallons per Capita per Day (R-GPCD): R-GPCD is the amount of water used per person per day in a supplier's service area. To view the equation used to calculate R-GPCD, click [HERE](#).

Total Potable Water Production: All potable water that enters into a water supplier's distribution system, excluding water placed into storage and not withdrawn for use during the reporting month. Total Potable Water Production includes all non-revenue water, including water loss. Water that is produced but not used in your service area (e.g., water transferred or sold to another water supplier) should not be included in your total potable water production.

Urban Water Supplier: A water provider that produces 3,000 acre-feet of water per year or serves 3,000 or more service connections.

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