

**DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)**  
**ANNUAL WATER WITHDRAWAL REPORTING FORM OWS-3N INSTRUCTIONS**

The following instructions are for completing the Virginia Department of Environmental Quality's Annual Water Withdrawal Reporting form OWS-3N for reporting all water withdrawals from surface water and/or groundwater sources during the period January 1 through December 31. Water withdrawal reporting is required annually under State Water Control Board (SWCB) Water Withdrawal Reporting Regulation (9 VAC 25-200-10), et seq. The purpose of withdrawal reporting is to enable appropriate planning for the State's future water needs through the collection of accurate information. A copy of the regulation is available on this website: <http://lis.virginia.gov/000/reg/TOC09025.HTM#C0200> . Submit Water Withdrawal Reports to DEQ either on a hardcopy form or online. If you opt for online reporting, contact DEQ for login information and please note that *you are not required to submit a hardcopy, signed certification to this office.*

**Reporting Requirements:**

Withdrawals in Virginia for agricultural crop production (including nurseries and sod farms) must be reported by **anyone whose withdrawal exceeds one million gallons in any single month**. Withdrawals in Virginia for ALL other purposes (including, but not limited to livestock production, mining operations, public water supplies, manufacturing, power production, and golf courses) must be reported by **anyone whose average daily withdrawal during any single month exceeds 10,000 gallons per day**. The regulation requires that reporting information include the user's name, address, sources and locations of the withdrawal, the cumulative volume of water withdrawn during each month of the calendar year, the maximum day withdrawal and the month in which it occurred, and the method of measurement used to calculate the withdrawal. Water users exempted from the regulation may voluntarily report their water withdrawals.

If you report groundwater withdrawals to DEQ under a groundwater withdrawal permit, please continue to do so to meet your permit requirements. You do not need to duplicate reporting for permitted groundwater withdrawals under this regulation. DEQ imports the monthly information submitted to your regional permit writer into the water withdrawal reporting database. **However, you must report the surface water withdrawals that also occur at permitted groundwater withdrawal sites, either as part of your permitted groundwater withdrawal reporting or through this reporting process.** If you report surface water withdrawals to DEQ under a Virginia Water Protection (VWP) permit, please continue to do so to meet your permit requirements. In addition to the VWP reporting requirement, you must also report under this regulation as instructed below.

**Hardcopy Reporting:**

If you prefer to submit your withdrawal information in a hardcopy format, please complete all applicable sections of reporting form OSW-N3, and return to this office **no later than January 31** of the year following the water withdrawals. If you have any questions concerning the requested information, or if you would like information about online reporting, please contact the DEQ staff listed on the following webpage: <https://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterSupplyPlanning/AnnualWaterWithdrawalReporting.aspx>. Mail completed forms to:

Department of Environmental Quality  
ATTN: Office of Water Supply  
P. O. Box 1105  
Richmond, VA 23218

**Reporting Instructions:**

- If you did not withdraw from one or more source points, but expect you may in future years, simply input zeros on the form in the appropriate location and note "no withdrawal this year" in the "Source Status" field.
- If the source point is abandoned and you do not plan to make future withdrawals, please check the box next to "Permanently Abandoned" in the "Source Status" field, and write the year abandoned in the space provided.

- The regulation requires the use of a methodology or the installation and operation of a gaging device at or near the withdrawal source to measure the cumulative volume of groundwater and/or surface water withdrawn. The gage or methodology used must be consistent with sound generally accepted engineering practice and produce volume determinations within 10% of accuracy. You will find help in calculating your withdrawal volumes at the following website: <http://www.deq.virginia.gov/Portals/0/DEQ/Water/WaterSupplyPlanning/IRR%20AGR%20Estimations%2007152015.pdf>. In addition, the regulation requires retention of water withdrawal and gage calibration records by the user for a period of three years.
- The regulation requires that you report the maximum withdrawal within a single day and the month during which the maximum day withdrawal occurred. If you do not collect this information at this time, please estimate your maximum day withdrawal and note the month this withdrawal occurred.
- If you have developed a new source withdrawal (measuring) point at an existing facility, please use the form on the last printed page entitled “Additional Water Withdrawals.” Fill in as much information as possible. Contact your DEQ water supply planner with any questions you may have. Examples of new sources include an additional pond, movement of a stream intake from one stream to a different stream, an additional groundwater well, etc.
- If you have a new measuring point at a new facility, please contact your DEQ water supply planner. The planner must establish the new measuring point/facility in the database prior to data entry.

**Description of Fields on Reporting Form:**

**ACTION TYPE** - Identifies the appropriate action – write in one of the following: Withdrawal, Delivery, Release, Return, System Delivery, or System Release. “Withdrawal” refers to any withdrawal of raw water. “Release” (reported by a wholesale waterworks) refers to the amount of finished or raw water sold by and released from a wholesale waterworks TO a recipient waterworks. The meter reading at a wholesale waterworks is the volume of water usually reported as “released”. A wholesale waterworks is a waterworks that treats source water as necessary to produce finished water and then delivers some or all of that finished water to another waterworks. A consecutive waterworks is a waterworks that has no water production or source facility of its own and that obtains all of its water from another permitted waterworks or receives some or all of its finished water from one or more wholesale waterworks. “Delivery” (reported by the recipient) refers to the amount of finished or raw water purchased by and delivered to a recipient waterworks FROM a wholesale waterworks. The meter reading by the receiving waterworks is the volume of water usually reported as “delivered”. “In-System Release” refers to the water released from a water plant TO a service area within a system owned and/or operated by the same waterworks. The meter reading at the water plant is the volume of water usually reported as an “in-system release”. “In-System Delivery” refers to the water delivered to a service area FROM a raw water source or a water plant within a system owned and/or operated by the same waterworks. The meter reading at the service area connection is the volume of water usually reported as an “in-system delivery”. “Return Flows” are surface water or groundwater withdrawals that are returned (discharged) to the same waterbody. Return flows are essentially non-consumptive.

**CATEGORY (of use)** – write in the correct category of water use, Agriculture, Commercial, Fossil Power, Hydro Power, Agricultural Irrigation, Manufacturing, Mining, Nuclear Power, or Public Water Supply.

**COMMENTS** – Note any unusual circumstances that occurred during the reporting period. Examples may include dates of malfunctioning water meters, dates of source start up or abandonment, explanations for sharp changes in water withdrawal amounts due to temporary or permanent process shut downs or system changes, measurements reflecting clustered wells, etc.

**DEQ WELL ID** – This is a DEQ assigned identification number for groundwater wells or springs.

**GW PERMIT, VDH PWSID, VPDES PERMIT:** Enter permit numbers for applicable programs, such as the Virginia Department of Health (VDH) Public Water System Identification (PWSID) number, DEQ groundwater permit (GW PERMIT) or Virginia Pollutant Discharge Elimination System (VPDES) permit.

INTAKE LOCATION – Write in or select the county, city, or town where the source point (source withdrawal) is located.

LATITUDE AND LONGITUDE – Indicate the earth coordinates of the withdrawal intake/well location (*please enter in decimal degrees*).

MAXIMUM DAY withdrawal, MONTH MAX DAY occurred - Indicate the maximum withdrawal within a single day in million gallons (MG) and write in or select the month during which the maximum day occurred. If your withdrawal is measured in gallons, please convert to MG (million gallons) by dividing by 1,000,000.

MEASURING METHOD and SOURCE/CUSTOMER METERING- Indicate the method used to determine water withdrawal amounts, “Metered” or “Estimated.” If your withdrawals are metered, check "Source" if the meter is at the source; check "Customer" if it is metered anywhere other than at the source. If you estimate your withdrawal amounts, please describe the method used (e.g., pump time curves, etc.).

SIC reference - Verify that your facility is classified under the appropriate Standard Industrial Classification (SIC). SIC is a system used by the United States Government for classifying industries.

SOURCE TYPE – Write in the appropriate classification for the measuring point: Surface Water, Groundwater, or Transferred Water. Transferred Water is water that is withdrawn by a waterworks owner or operator and transferred to another waterworks owner or operator. It is water bought or sold and is not a direct withdrawal from a source point.

SUB-TYPE – Write in or select the raw water source sub-type as a Reservoir, Stream, Well, Spring, as appropriate.

WATER SOURCE/WELL NAME – Write in the commonly used name of the raw water source for the withdrawal, such as the “James River,” “Farm Pond,” or “Well #1.”

WATER WITHDRAWAL AMOUNT or BULK TRANSFERS - Report the withdrawal or transfer volumes in MG for JANUARY through DECEMBER. If your withdrawal is measured in gallons, please convert to MG by dividing by 1,000,000. Example: If your withdrawal for January was 65,323 gallons, please record as 0.065323. If your July withdrawal was 465,000 gallons, please record as 0.465.

If you have any questions, contact your DEQ water supply planner.  
<http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterSupplyPlanning/AnnualWaterWithdrawalReporting.aspx>