

Central and South Delta Water Agency

GENERAL INFORMATION

re Filling out the SWRCB's Online Form Entitled: "Informational Order Supporting Data" (Due March 6, 2015)

The SWRCB's "Order for Additional Information" (Order WR 2015-0002) applies to a large number of water diverters and points of diversion located within the Delta Watershed. That order contains an "Attachment A" which lists all of those diverters and points of diversion. If you are on that list, you should have received a certified letter containing a copy of the Order. Even if you did not receive the certified letter, you should nevertheless comply with the Order if you are included on that list.¹

Compliance with the Order entails the submittal of an online form entitled, "Informational Order Supporting Data."²

1. Some Important Information Regarding the Online Form:

- a. The form must be filled out and submitted to the SWRCB online which requires a computer connected to the internet. Paper forms will not be accepted.
- b. A separate form must be filled out for each of your points of diversion (i.e., each of your siphons, pumps, floodgates, etc.) listed on Attachment A to the Order. Attachment A lists those points of diversion by their assigned "Statement Numbers" designated as "S0_____." Note that it is often the case that not all of your Statement Numbers will be listed on that attachment. You only need to submit forms for your Statement Numbers that are listed on that attachment.
- c. The Central Delta Water Agency (CDWA) and South Delta Water Agency (SDWA) have prepared a sample, fully filled out form that you can use as a guideline. That sample includes detailed instructions and recommendations on how to respond to every question on the form. That sample form is entitled, "Sample Online Form And Instructions" and will be posted on the County's

¹ While the link might change in the future, as of February 19, 2015, you can view a copy of the Order and its Attachment by going to this link http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/ then clicking on "Drought Information Order Letter" (in the "Announcements" section).

² A copy of that online form can be obtained by clicking on the above link, then clicking on "Online Informational Order Webform."

website: www.sjwater.org as soon as possible.

- d. The Order states that the online forms must be submitted “**no later than March 6, 2015**,” which in CDWA and SDWA’s view is essentially impossible due to the comprehensiveness of the online form, the large number of affected diverters within their boundaries and the extremely short notice that was provide for that deadline. Nevertheless, all landowners must put forth a good faith effort to try to meet that deadline and otherwise submit the online forms as soon as practicable. The CDWA and SDWA will try to assist their landowners as much as possible in furtherance of that objective.

2. **Two Threshold Determinations You Will Need to Make In Order to Fill out the Online Forms.**

- a. **First: You Will Need to Determine What Point of Diversion is Associated With Each Statement Number at Issue.**

First and foremost you will need to determine which of your points of diversion are associated with the Statement Numbers that are listed on Attachment A of the Order, and, hence, which of your points of diversion require the filing of an online report. Many of you have already had to make that determination in recent years in connection with your various water use reporting, but many of you have not yet been required to make such a determination. There are several methods to make that determination.

- i. **Method One:** For every Statement Number there is an “Initial Statement of Water Diversion and Use” that was filed for a particular point of diversion. The Initial Statement was required to identify on a map both the location of the point of diversion as well as the location of the place of use that received water from that point of diversion. Upon the processing of that “Initial Statement” the SWRCB assigned that point of diversion a unique Statement Number. You can find out what Statement Number the SWRCB assigned to each Initial Statement by looking up the Statement Number on the SWRCB’s website. To do so, perform the following steps:

- (1) Go to this website:
<https://ciwqs.waterboards.ca.gov/ciwqs/ewrims/EWPublicTerms.jsp> Then click “Accept.” (Note: you may have to scroll down to the very bottom to find the Accept button.)

- (a) Note: in lieu of clicking on or typing that link, you can get to that link by going to the SWRCB’s home page <http://www.waterboards.ca.gov/> then clicking on “Water Rights” near the top right portion of the screen, then

“eWRIMS Database” in the same portion of the screen, then click on “eWRIMS Database System.” Now you are where you would have been if you clicked on or typed in that long website set forth above. Accordingly, click “Accept” as noted above.

- (2) Then click on “Water Right Records Search.”
- (3) Then in the “Application ID” box, type in your Statement Number, i.e., the entire “S0 _____” number, then click on “Search.”
 - (a) You can also type your name in the “Primary Owner” box then click “Search” to retrieve all the Statement Numbers registered under your name.
- (4) Under either scenario, you should get to a table/spreadsheet that shows your Statement Number under the “Application ID” column. From here you can click on “View Statement” to obtain a copy of the Initial Statement that is assigned to that Statement Number and which should contain a map showing both the location of the point of diversion as well as the location of the place of use that received water from that point of diversion.
 - (a) Note that in some cases that place of use was merely a snapshot of the place of use during the particular year that the Initial Statement was filed. In any event, you should now have a good idea of what point of diversion is associated with that particular Statement Number.
- (5) It should be noted that you also have the option from that table/spreadsheet to click on “Map It.” Clicking on “Map It” will theoretically take you to a map that shows you where your point of diversion is located. Unfortunately, at least in the CDWA’s experience, that “Map It” function performs very poorly and inconsistently. It frequently locks up or does not work at all.

- ii. **Method Two:** The Delta Watermaster has a website that has plotted all of your points of diversion on an interactive map. This map can also be quite helpful to identify the location of your points of diversion and associate them with their respective Statement Numbers. Viewing the Initial Statements, however, has the advantage of also showing you a map of the place of use, which is also essential information to filling out the online forms.

- (1) To get to that interactive map go to this website:
http://www.waterboards.ca.gov/water_issues/programs/delta_watermaster/delta_map/ (Note you can also Google “Delta Watermaster” and get to that site.)
 - (2) From this map you can zoom-in and click on the blue dots which depict the various points of diversion within the legal Delta. When you click on the dots information will pop-up including the Statement Number associated with that point of diversion. The pop-up window also allows you to click on “View in eWRIMS” which will take you to the place that Method One takes you, i.e., to that table/spreadsheet where you can view the Initial Statement.
- b. **Second: You Will Need to Estimate the Amount of Water Diverted from those Statement Numbers (Points of Diversion) in 2014 and Projected to be Diverted in 2015.**
- i. The online form requires you to provide monthly diversions for your Statement Numbers in year 2014 and make projections of your anticipated monthly diversions in 2015.
 - ii. To assist you with estimating those diversion amounts, the CDWA and SDWA have created Microsoft Excel spreadsheets where you can enter the number of acres of the type of crop(s) (or number of acres of wetlands, etc.) that water was delivered to (or projected to be delivered to) from your particular Statement Number (Point of Diversion).
 - iii. Those spreadsheets can be downloaded at www.sjwater.org. (Many of you are already familiar with those spreadsheets in connection with prior reporting requirements.)
 - iv. For the online forms at issue herein, you should use the spreadsheet amounts provided under “The Amounts Directly Diverted” rather than the amounts under “The Amounts Used” since the online forms appear to want estimates of water that was physically diverted through your particular siphon, pump, floodgate, etc., rather than estimates of the ultimate consumptive use of water within your respective places of use.
 - v. Bear in mind that those spreadsheets were created to respond to a different type of reporting, i.e., to the triennial supplemental water reporting, and not to the instant online form. Thus, some of the text in the spreadsheets refers to importing figures into various columns in the triennial report forms. Nevertheless, those spreadsheets can and should be used for the instant online forms. As noted above, simply use the figures generated in

“The Amount Directly Diverted” section of those spreadsheets for the instant online forms.

- vi. Please consult the above-referenced sample, fully filled out online form which contains additional instructions and recommendations on how to apply the information from those spreadsheets into the online form. (Once again, that sample form will be posted on the County’s website: www.sjwater.org as soon as possible.)