



An Equal Opportunity Employer

# Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899  
(352) 796-7211 or 1-800-423-1476 (FL only)  
TDD only: 1-800-231-6103 (FL only)  
On the Internet at [WaterMatters.org](http://WaterMatters.org)

**Bartow Service Office**  
170 Century Boulevard  
Bartow, Florida 33830-7700  
(863) 534-1448 or  
1-800-492-7862 (FL only)

**Sarasota Service Office**  
6750 Fruitville Road  
Sarasota, Florida 34240-9711  
(941) 377-3722 or  
1-800-320-3503 (FL only)

**Tampa Service Office**  
7601 Highway 301 North  
Tampa, Florida 33637-6759  
(813) 985-7481 or  
1-800-836-0797 (FL only)

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December 16, 2011

Reference: 2011 Public Supply Annual Report

Dear Permittee:

The Southwest Florida Water Management District (District) is conducting the annual survey of public and private potable water suppliers for calendar year 2011. The enclosed form, "Public Supply Annual Report for General and Individual Permits (Form No. LEG-R.023.00) is required to be used for this survey for permits with an annual average quantity of 100,000 gallons per year and greater. The form is attached to this letter but can also be found on the District website under *Permits & Rules, Water Use Permit (WUP) under Reporting Forms*. If you properly complete the appropriate portions of the form and include all required attachments, you will be deemed in compliance with this rule requirement. The information provided in these reports also enhances the District's ability to project population growth and future water demands for public supply use in the Regional Water Supply Plan. Your knowledge on these matters is vitally important.

If you have a wastewater treatment facility with a capacity of 100,000 gallons per day or more, please download the Annual Reclaimed Water Suppliers Report (Form No. LEG-R026.00) from the District's website at <http://www.swfwmd.state.fl.us/conservation/reclaimed/>. This allows you to submit required reuse information in a spreadsheet format rather than completing Part E of the Annual Report. An advantage of using this spreadsheet is that it will eventually be used to satisfy the Annual Reuse Report (DEP Form 62-610.300(4)(a)2) required by the Department of Environmental Protection. If your wastewater treatment facility has a capacity of less than 100,000 gallons per day, please use Part E of the Public Supply Annual Report instead.

***Please complete and return the Annual Report Form and any required attachments by April 1, 2012 to the Resource Regulation Permitting Office that administers your permit.*** A map is included in this packet showing each Permitting Office's area of responsibility and mailing address. If you have facilities in more than one water management district, please include the permit numbers of any water use or consumptive use permits that have been issued to you by other water management districts.

For your information, related rule excerpts are presented below. Telephone inquiries about survey questions should be directed to me at the Brooksville Office, extension 4214.

Sincerely,

Brent M. White, Staff Water Conservation Analyst  
Conservation and Water Use Outreach Section  
Resource Projects Department

Enclosures: Public Supply Annual Report Form  
Excerpts from Part B, Basis of Review, Water Use Information Manual  
District Map  
PSSA Information and Instructions



**Excerpts Regarding Public Supply Annual Reports from Part B, Basis of Review, Water Use Information Manual:**

**Public Supply Annual Report For Permits For 100,000 gpd Or Greater.**

The Public Supply Annual Report for permits for 100,000 gpd or greater shall be submitted annually by April 1 and shall consist of the following components described in A.-G., below. Permittees that have interconnected service areas shall provide the information for the entirety of the interconnected system even if the water supply for the system is provided from multiple permits or is imported. Two identical copies of the Annual Report and two identical copies of all required supporting documentation shall be included if submitted in hard copy. "Identical copy" in this instance means, for example, that when the original is in color, then all copies shall also be printed in color.

New 4-27-10.

**A. Per Capita Use Rate.**

The per capita use rate shall be calculated as set forth in the section of this Chapter entitled, "PER CAPITA DAILY WATER USE" and in accordance with the directives included in the section of this Chapter entitled, "DOCUMENTATION OF PER CAPITA DAILY WATER USE CALCULATION FOR THE WATER USE ANNUAL REPORT" below. If a compliance per capita rate of 150 gpd or less is not achieved the permittee shall comply with the requirements in the section entitled Reporting and Compliance With Per Capita Daily Water Use, below.

New 4-27-10.

**B. Residential Use.**

Residential water use consists of the indoor and outdoor water uses associated with each category of residential customer (single family units, multi-family units, and mobile homes), including irrigation uses, whether separately metered or not. The permittee shall document the methodology used to determine the number of dwelling units by type and their quantities used. Estimates of water use based upon meter size may be inaccurate and will not be accepted. If mobile homes are included in the permittee's multi-family unit category, the information for them does not have to be separated. The information for each category shall include all of the following:

1. Number of dwelling units per category.
2. Number of domestic metered connections per category.
3. Number of metered irrigation connections.
4. Annual average quantities in gallons per day provided to each category.
5. Percentage of the total residential water use provided apportioned to each category.

New 4-27-10.

**C. Non-Residential Use.**

Non-residential use consists of all quantities provided for use in a community not directly associated with places of residence. For each category below, the permittee shall include annual average gpd provided and percent of total non-residential use quantities provided. For each category 1 through 6 below, the number of metered connections shall be provided. These non-residential use categories are:

1. IC uses, including associated lawn and landscape irrigation use.
2. Agricultural uses (e.g., irrigation for a nursery).
3. Recreation/Aesthetic Uses, excluding golf course irrigation (e.g., irrigation of Common Areas, stadiums and school yards).
4. Golf course irrigation.
5. Fire fighting, system testing and other accounted uses.
6. Water loss as defined in the section entitled "DEMAND", above.

New 4-27-10.

**D. Conservation.**

The conservation portion of the Public Supply Annual Report For General and Individual Permits shall consist of the following:

1. Description of any ongoing audit program of the water treatment plant and water distribution systems to address reductions in water losses. If the current water loss rate, as determined in Part B of the Public Supply Water Use Annual Report, is greater than 10% of the total distribution quantities, a water audit as described in this Section 3.6 (below) shall be conducted, and the results shall be submitted by the following October 1.

2. An update of the water conservation plan that describes and quantifies the effectiveness of measures currently in practice, any additional measures proposed to be implemented, the scheduled implementation dates, and an estimate of anticipated water savings for each additional measure.

3. A description of the permittee's implementation of water-efficient landscape and irrigation codes or ordinances, public information and education programs, water conservation incentive programs, and which measures and programs, if any, were derived from the Conserve Florida Water Conservation Guide and provide the projected costs of the measures and programs and the projected water savings.

New 4-27-10.

#### **E. Alternative Water Supplied Other Than Reclaimed Water.**

Permittees that provide AWS other than reclaimed water (e.g., stormwater not treated for potable use) shall include the following:

1. Description of the type of AWS provided.
2. County where service is provided.
3. Customer name and contact information.
4. Customer's Water Use Permit number (if any).
5. Customer's meter location connection latitude and longitude.
6. Meter ownership information.
7. General customer use category.
8. Proposed and actual flows in annual average gpd per customer.
9. Customer cost per 1,000 gallons or flat rate information.
10. Delivery mode (e.g., pressurized or non-pressurized).
11. Interruptible Service Agreement (Y/N).
12. Month/year service began.
13. Totals of monthly quantities supplied.

14. A map depicting the area of alternative water use service. This map should include any areas projected to be added within the next year.

New 4-27-10.

#### **F. Suppliers of Reclaimed Water.**

This section F. does not apply to permittees that have a wastewater treatment facility with an annual average design capacity equal to or greater than 100,000 gpd. Instead, those permittees shall submit the SWFWMD Annual Reclaimed Water Supplier Report," described in Section 3.1 above under the subheading "Reclaimed Water Supplier Report."

Permittees that have a wastewater treatment facility with an annual average design capacity less than 100,000 gpd shall have the option to submit the following information as a component of the Annual Report, or to complete the "SWFWMD Annual Reclaimed Water Supplier Report," described in Section 3.1 above under the subheading "Reclaimed Water Supplier Report." Those that opt to complete this Part F of the Annual Report shall include all of the following information:

1. Bulk customer information:
  - a. Name, address, telephone number.
  - b. WUP number (if any).
  - c. General use category (residential, commercial, recreational, agricultural irrigation, mining).
  - d. Month/year first served.
  - e. Line size.
  - f. Meter information.
  - g. Delivery mode (pressurized or non-pressurized).
2. Monthly flow in gallons per bulk customer.
3. Total gpd provided for metered residential irrigation.
4. Disposal information:
  - a. Site name and location (latitude and longitude or as a reference to the service area map).
  - b. Contact name and telephone.
  - c. Disposal method.
  - d. Annual average gpd disposed.

#### **G. Updated Service Area Map**

If there have been changes to the service area since the previous reporting period, the permittee shall update the service area map that is maintained in the District's Mapping and GIS system.

## Significant Use Deductions.

Public supply utilities often supply water for non-residential customers. If this non-residential use complies with any of the following criteria (listed A. Through E. below), the use may be termed a significant use by the applicant and be deducted from the utility's gross total water use prior to calculating their Adjusted Gross Per Capita Use. Whether or not any single significant use described in Part A is deducted for Adjusted Gross Per Capita calculation, all single SU must be reported in the Annual Report. Golf course and multi-family residential use (whether classified by the utility as commercial customer or not) do not qualify as SU.

New 1-1-03, Revised 1-20-09.

### A. Single Significant Uses.

A single significant use is an I/C facility or other non-residential, non-governmental facility (which may consist of one or more buildings under common ownership, maintenance and management control at a single site or campus) that is supplied with greater than or equal to 25,000 gpd of water on an annual average basis (calculated for a calendar year), or whose water use comprises more than 5% of the utility's annual water use (calculated for a calendar year). Facilities that are not related under common ownership, maintenance and management control shall not be combined to meet a single significant use threshold. For reporting purposes, each single SU shall be identified in the Public Supply Annual Report For General and Individual Permits, Form No. LEG-R.023.00 (09/09), incorporated by reference in Rule 40D-2.091, F.A.C., by customer name and the annual gpd supplied to that customer. If the 25,000 gpd criteria is used for a facility, the 5% criteria may not also be used, and vice-versa. This significant use deduction can be used in conjunction with the significant use deductions associated with regional government, higher education, and regional health care facilities as described in Parts C. and D. below. All of the water provided to businesses where water itself is the primary ingredient in the product can be added to these deductions. Such businesses are described in E. below.

Exclusions: This single significant use deduction shall not be used if the permittee:

1. Uses the District-Wide Percent I/C Use method described below, or
2. Includes net commuter population estimates in their service area population estimates.

New 1-1-08, Revised 1-20-09, 4-27-10.

### B. District-Wide Percent Industrial/Commercial Use.

Utilities with a large number of I/C accounts, which fall below the 25,000 gpd single significant use threshold or the 5% of total utility use threshold may combine these smaller uses and deduct the percent of their I/C use that is greater than the District-wide three-year average percent I/C use which will be available annually from the District. Documentation for this method shall include completion and submittal to the District of the I/C worksheet included in the Public Supply Annual Report for General and Individual Permits, Form No. LEG-R.023 (09/09), incorporated by reference in Rule 40D-2.091, F.A.C. The deduction shall be calculated as follows:

1. Sum the total actual use for these accounts and divide by the total Gross Water Use of Part A of the Public Supply Annual Report (supplied by the District) to determine the utility's percent I/C use.
2. From the Public Supply residential water use tables in the District's three most recently published "Estimated Water Use" reports, add the total for each of the three year's Public Supply District "Gross Use" and add each of the three year's District "I/C Use".
3. Divide the summed "I/C Use" by the summed "Gross Use" to derive the District-wide three-year average percent I/C use (to be referred to as the "District-Wide Percent I/C Use").
4. Compare the permittee's percent I/C Use to the District-Wide Percent I/C Use. If the permittees' percent is equal to or less than the District-Wide Percent I/C Use, no deduction may be taken. If the permittee's percent I/C use is higher, subtract the District-wide Percent I/C Use from the permittee's percent I/C use to find the difference in percentages.
5. Multiply the permittee's Gross Use by the difference in percentages.

Example:

1. A permittee's Gross Use is 5 MGD, and their combined I/C Use is 1.5 MGD. Their percent I/C Use is  $(1.5 \text{ MGD} / 5 \text{ MGD}) = 30\%$ .
2. The sum of all Public Supply permittees' "Gross Use" for 2000, 2001, and 2002, as published in the District's 2000, 2001, and 2002 Estimated Water Use Reports, is 1,218 MGD, and the sum of all Public Supply permittees' "I/C Use" for the same three years is 283 MGD.
3. The District-wide Percent I/C Use is  $(283 \text{ MGD} / 1,218 \text{ MGD}) = 23.2\%$ .
4. The permittee's percent is higher, so  $30\% - 23.2\% = 6.8\%$
5.  $6.8\% \text{ times } 5 \text{ MGD} = 0.340 \text{ MGD}$ .

The permittee may deduct 340,000 gpd from their total gross water use when calculating the adjusted gross per capita water use.

Exclusions: This method of significant use calculation may not be used if the permittee:

1. Uses any other significant use deduction method, or
2. Includes net commuter population in its estimate of service area FP.

New 1-1-03, Revised 1-20-09, 4-27-10.

### **C. Combined Regional Government and Higher Education Facilities.**

Some of the water provided to regional governmental or higher educational facilities (which may consist of one or more buildings under common ownership, maintenance and management) that are located inside the utility's service area but also serve persons who live outside of the utility's service area may be deducted. The name and use for each facility deducted must be provided. The deduction shall be calculated as follows:

1. Add the gpd of water provided to all of these facilities.
2. Using the most recent U.S. Census for the county, determine the percent of the permanent county population not living in the utility's service area.
3. Multiply the percent of county residents who do not live within the utility's service area times the combined use of the facilities. The amount calculated can be deducted.

Note: City parks, recreation centers, public and private K-through-12 schools, city or town governmental facilities, local vocational-technological schools and other facilities which generally only serve the service area population shall be excluded. However, water use for K-through-12 schools, that do not serve any of the service area population may be deducted by the applicant. The following are examples of facilities for which the water provided may be partially deducted:

- a. Community colleges, colleges and universities (public or private), and
- b. County, state, and federal regional administrative and maintenance facilities.

Exclusions: The water use of these facilities may not be deducted under the provisions of this section if the permittee:

1. Uses the District-Wide Percent I/C Use method, or
2. Includes net commuter population

New 1-1-03, Revised 1-20-09.

### **D. Individual Regional Health Facilities.**

Some of the water provided to health care facilities such as regional hospitals or specialty clinics (which may consist of one or more buildings at a single site or campus under common ownership, maintenance and management) that are inside the utility's service area but also serve persons living outside the utility service area boundaries may be deducted. The allowable deduction is calculated individually for each health care facility. It is the ratio of annual admissions with patient zip codes outside the service area to the total number of annual admissions times the water provided to the health care facility. The name and water use for each facility must be provided.

Exclusions: The water use of these facilities may not be deducted as an individual significant use under the provisions of this section if the permittee:

1. Uses the District-Wide Percent I/C Use method.
2. Includes commuter population estimates in service area population estimates.

### **E. Individual Industrial/Commercial Facilities Where Water is the Primary Ingredient of the Final Product.**

Individual facilities such as brewers, soft-drink bottlers, and juice reconstitution plants (which may consist of one or more buildings at a single site or campus under common ownership, maintenance and management) where water is the primary ingredient of the final product may deduct 100% of the water in the product. The permittee may choose to also take single significant use deductions described in A. above or use commuter population in its estimate of the FP, but not both.

Exclusions: The water use of such facilities cannot be deducted if the permittee uses the District-Wide Percent I/C Use method.

1-1-03, Revised 1-1-07, 1-20-09

**1. Reclaimed Water (RW), Golf Course (GC) or Stormwater (ST) Deductions** - Some permittees may provide reclaimed water or storm water to entities that are not customers of their potable water system such that the supply does not reduce the public supply utility permittee's unadjusted gross or adjusted gross per capita rates.

ST = Separately metered and reported stormwater quantities captured by the permittee that are included in the utility's permitted quantities for uses inside the service area other than for golf course irrigation. The storm water withdrawal quantities deducted shall not exceed the quantities actually provided, or those that would be permitted for the use by the District, whichever is less. Stormwater quantities deducted as golf course (GC) use above may not be included in this deduction for stormwater. The surface withdrawal points from the stormwater catchments shall be permitted on the provider's water use permit and must be reported as WD in the Annual Report to be deducted.

The stormwater deduction shall not be taken where the quality of the ground water source to be permitted or replaced is of lower water quality but is suitable for the intended use, unless the use of the stormwater in such cases reduces adverse impact to the water resources.

GC = Separately metered golf course irrigation quantities from ground water, surface water, reclaimed water or stormwater provided to golf courses inside the service area. The quantities provided may be deducted only if they are included in the permitted quantities for the service area and reported as WD in the Annual Report. The "GC" withdrawal quantities deducted shall not exceed those actually provided, or those that would be permitted for use by the District, whichever is less.

RW = 50% of reclaimed water that has received at least secondary treatment and is provided as reclaimed water for a beneficial purpose as set forth in Section 3.1 of this Chapter 3. To be deducted, it must be provided to:

- a. any metered use located outside the utility potable service area boundary.
- b. any single-site separately-metered use within the utility potable service area boundary that uses 25,000 gpd or more on an annual average basis during the per capita reporting period, except that no deduction shall be taken for quantities used for:
  - i. residential irrigation (single family, multi-family or mobile home), or
  - ii. common area irrigation, including entranceways, parking lots, irrigated areas within roadway right-of ways (e.g., road and sidewalk medians), open spaces, community areas, and public parks.

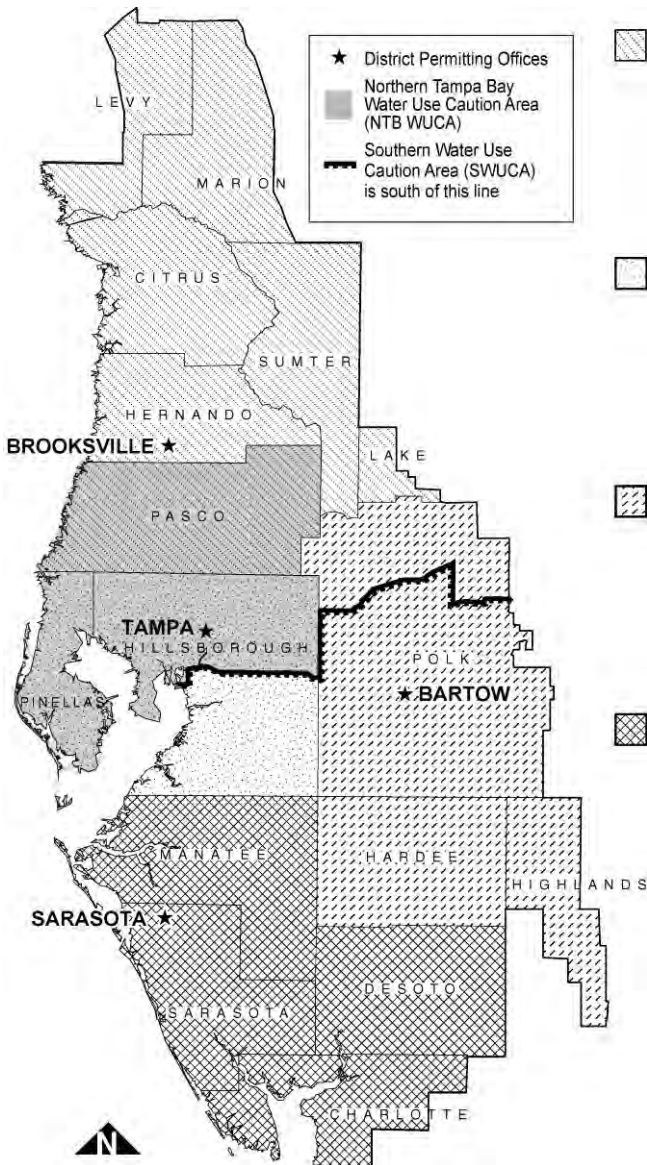
This deduction shall not be taken if the reclaimed water replaces existing demand on the permittee's potable system.

**2. Low Persons Per Household Adjustment** - After completing the calculations above, if the per capita rate is still greater than 150 gpd and the service area Census pph is below 2.01 (calculated as PERMPPH in Part D of the Water Use Permit Information Manual), then the applicant may adjust the pph to a value of 2.01. Then, the permittee may adjust the PERMPPH and SEASPPH to 2.01 and recalculate the FP and the compliance per capita.

New 1-20-09.

# Southwest Florida Water Management District

## Resource Regulation Service Regions



## Resource Regulation Permitting Offices

### Brooksville Regulation Department

*Citrus, Hernando, Lake, Levy, Marion, Pasco, Sumter counties.*  
 2379 Broad Street  
 Brooksville, FL 34604-6899  
 (352) 796-7211 or 1-800-423-1476 (FL only)  
 Fax: (352) 540-6027; Suncom: 628-4150

### Tampa Regulation Department

*Hillsborough, Pinellas counties.*  
 7601 U.S. Hwy. 301  
 Tampa, FL 33637-6759  
 (813) 985-7481 or 1-800-836-0797 (FL only)  
 Fax: (813) 987-6747; Suncom: 587-2070

### Bartow Regulation Department

*Hardee, Highland, Polk counties.*  
 170 Century Boulevard  
 Bartow, FL 33830-7700  
 (863) 534-1448 or 1-800-492-7862 (FL only)  
 Fax: (863) 534-7058; Suncom: 572-6200

### Sarasota Regulation Department

*Charlotte, DeSoto, Manatee, Sarasota counties.*  
 6750 Fruitville Road  
 Sarasota, FL 34240-9711  
 (941) 377-3722 or 1-800-320-3503 (FL only)  
 Fax: (941) 373-7660; Suncom: 531-6900

**TDD: 1-800-231-6103 (FL only) for hearing assistance for all locations.**

The Southwest Florida Water Management District (District) does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the District's functions, including access to and participation in the District's programs and activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact the District's Human Resources Director, 2379 Broad Street, Brooksville, Florida 34604-6899; telephone (352) 796-7211, ext. 4702 or 1-800-423-1476 (FL only), ext. 4702; TDD (FL only) 1-800-231-6103; or email to [ADACoordinator@swfwmd.state.fl.us](mailto:ADACoordinator@swfwmd.state.fl.us).

# Southwest Florida Water Management District

## 20\_\_\_ Public Supply Annual Report for General and Individual Permits **PART A**

Please submit water use information for January 1 – December 31, 20\_\_\_. Completion of this form plus providing the required attachments and documentation is required as a condition on your Water Use Permit. Requirements are given in detail in the Water Use Permit Information Manual, Part B, Chapter 3, Section 3.6.

<b>WUP No(s):</b>		<b>Reporting period (mo/yr-mo/yr):</b>	
<b>Issue Date (of the most recent revision of the WUP):</b>		<b>Contact Phone #:</b>	
<b>Permittee Name:</b>		<b>Contact Name:</b>	
<b>Address:</b>		<b>County:</b>	
	Equation Component	WATER USE CATEGORY	Annual Average Quantity
1	WD	<b>Total Withdrawals</b> ground water, surface water and stormwater. Attach meter readings and pumpage from 1/1/___ through 12/31/___.	gpd
2	IM	<b>Imported Water</b> Supply itemized list of quantities per supplier. If applicable, include the WUP number (CUP No.) of each supplier listed.	gpd
3	EX	<b>Exported Water</b> Supply itemized list of quantities per receiver. If applicable, include the WUP number (CUP No.) of each receiver listed.	gpd
4	TL	<b>Water Treatment Loss</b> (Provide documentation of each type claimed.)	gpd
5	<b>Gross Water Use: WD + IM – EX – TL</b>		<b>gpd</b>
6	FP	<b>Functional Population Served</b> (Supply supporting calculations, see instructions.)	# people
7	<b>Unadjusted Gross Per Capita = <math>\frac{(WD + IM - EX - TL)}{FP}</math></b>		<b>gpcd</b>
8	SU	<b>Significant Uses</b> Provide documentation of deductions as required in the Basis of Review and Attach Part C to summarize significant uses.	gpd
9	GC	<b>Golf Course Deduction</b> (See definitions for requirements and limitations.)	gpd
10	EM	<b>Environmental Mitigation</b> if required by the District per your water use permit (attach documentation of quantities used).	gpd
11	<b>Adjusted Gross Per Capita = <math>\frac{(WD + IM - EX - TL - SU - GC - EM)}{FP}</math></b>		<b>gpcd</b>
12	ST	<b>Stormwater Deduction</b> (See definitions for requirements and limitations.)	gpd
13	RW	<b>Reclaimed Water Deduction</b> (See definitions for requirements and limitations.)	gpd
14	<b>Compliance Per Capita = <math>\frac{(WD + IM - EX - TL - SU - GC - EM - ST - RW)}{FP}</math></b>		<b>gpcd</b>
15	<b>Low Persons Per Household Adjusted Population and Compliance Per Capita</b> (See definitions for requirements and limitations.) (Additional supporting calculations must be provided, see instructions.)		# people gpcd
16	<b>Water Rate Structure and Customer Billing Information:</b> Attach a description of your current water rate structure and customer billing information.		[ ] Attached
17	<b>Per Capita Noncompliance Report:</b> A report explaining why a utility had a Compliance Per Capita rate greater than 150 gpd. The report shall describe measures currently used and proposed to bring the Compliance Per Capita rate to $\leq$ 150 gpd.		[ ] Attached [ ] N/A
18	<b>Water Audit:</b> Attach a description of any ongoing audit program to address reductions in water losses. If the total water loss rate (reported on Part B) is more than 10 % of the total distribution quantities, a water audit (as described in Section 3.6 of Part B of the Water Use Permit Information Manual) shall be conducted and submitted by the following October 1.		[ ] Attached [ ] N/A [ ] Will submit results by following October 1
19	<b>Service Area Map:</b> If your service area has changed (see <i>instructions</i> ), submit a map or file, which shows the current service area as defined in the Basis of Review, Part B, Chapter 2 and complete attached service area information forms.		[ ] Attached [ ] Unchanged

## Instructions and Definitions for Part A:

**Instructions regarding Per Capita:** Only complete the per capita calculations that show a per capita rate of 150 gpd or less. If this is at the Unadjusted Gross Per Capita, the Adjusted Gross Per Capita does not have to be calculated. If the Adjusted Gross Per Capita rate is 150 gpd or less, then the Compliance Per Capita does not have to be calculated.

**WD – Raw Water Pumpage:** Annual average gallons per day ground water, surface water and stormwater withdrawals as metered at the wellhead(s), wellfield's departure point, or surface water intake facility.

**Imported Water:** Annual average water imported or purchased from other supplier(s). Irrigation water, excluding reclaimed water, provided to the applicant's service area by a separate utility shall be counted as imported water.

**Exported Water:** Annual average gallons per day of water transferred in bulk quantities from your utility to other potable water suppliers. Determine quantities at the departure point from your service area.

**Water Treatment Loss:** Annual average gallons per day which are lost in routine treatment for potability. Examples of treatment loss types are desalination reject, membrane cleaning and sand filtration backwash. Treatment losses are calculated as raw water into the plant minus treated water out of the plant. In addition, no more than 1% of treated water volume delivered to the distribution system for flushing distribution lines for potability may be deducted. Treated water volume delivered to the distribution system includes water from withdrawals plus imports, minus exports, minus treatment losses. Treatment loss and line flushing quantities shall be separately calculated and documented.

**Functional Population:** The served permanent population as adjusted by the seasonal resident, tourist, group quarters and net commuter population within a utility's service area as determined in accordance with "Requirements for the Estimation of Permanent and Temporal Service Area Populations," dated January 1, 2007, as set forth in Part D of the *Water Use Permit Information Manual*.

**Significant Uses:** Note: Whether or not any single significant use is deducted, all single significant uses must be reported as provided in the "SU" section, Part C, of the Per Capita section of the Annual Report.

There are five options: **A:** Single Significant Use; **B:** District-Wide Percent I/C Use; **C:** Combined Regional Government and Higher Education Facilities; **D:** Individual Regional Health Facilities; **E:** Individual Industrial/Commercial Facilities Where Water Is the Primary Ingredient or Final Product. Definitions and exclusions of each type are given in the BOR, Chapter 3, Section 3.6. [http://www.swfwmd.state.fl.us/files/database/site\\_file\\_sets/14/wup\\_part\\_b\\_-\\_basis\\_of\\_review.pdf](http://www.swfwmd.state.fl.us/files/database/site_file_sets/14/wup_part_b_-_basis_of_review.pdf)

**Environmental Mitigation Use:** Annual average quantities used by a utility to mitigate withdrawal-related stress to a specified environmental feature as required by the utility's Water Use Permit (WUP).

**Golf Course Deduction:** Separately metered golf course irrigation quantities from ground water, surface water, reclaimed water or stormwater provided to golf courses inside the service area. The quantities provided may be deducted only if they are included in the permitted quantities for the service area and reported as withdrawals (WD) in the Annual Report. The "GC" withdrawal quantities deducted shall not exceed those actually provided, or those that would be permitted for use by the District, whichever is less.

**Reclaimed Water Deduction:** 50% of reclaimed water that has received at least secondary treatment and is provided as reclaimed water for a beneficial purpose as set forth in the BOR, Chapter 3, Section 3.1. To be deducted, it must be provided to:

- a. any metered use located outside the utility potable service area boundary,
- b. any single-site separately-metered use within the utility potable service area boundary that uses 25,000 gallons per day or more on an annual average basis during the per capita reporting period, except that no deduction shall be taken for quantities used for residential irrigation (single family, multi-family or mobile home) or for common area irrigation, including entrances, parking lots, irrigated areas within roadway right-of ways (e.g., road and sidewalk medians), open spaces, community areas, and public parks.

This deduction shall not be taken if the reclaimed water replaces existing demand on the permittee's potable system.

**Stormwater Deduction:** Separately metered and reported stormwater quantities captured by the permittee that are included in the utility's permitted quantities for uses inside the service area other than for golf course irrigation. The stormwater withdrawal quantities deducted shall not exceed the quantities actually provided, or those that would be permitted for the use by the District, whichever is less. Stormwater quantities deducted as golf course (GC) use above may not be included in this deduction for stormwater. The surface withdrawal points from the stormwater catchments shall be permitted on the provider's water use permit and must be reported as withdrawals in the Annual Report to be deducted. The stormwater deduction shall not be taken where the quality of the ground water source to be permitted or replaced is of lower water quality but is suitable for the intended use, unless the use of the stormwater in such cases reduces adverse impact to the water resources.

**Service Area Map:** Please review the public supply service area maps currently in the District's Geographic Information System (GIS) to determine if updating is necessary. Make any changes relative to the existing boundaries in the District's layer and complete the service area information forms attached. If updating is not necessary, please indicate so. Maps may be downloaded from the 'Utility Demographics Resources' section of <http://www.swfwmd.state.fl.us/data/demographics/> or simply viewed using the "Map Viewer."

**Low Persons Per Household Adjustments:** After completing all of the per capita calculations, if the per capita rate is still greater than 150 gallons per day and the service area Census persons per household is below 2.01 (calculated as PERMPPH in Part D of the Water User Permit Information Manual), then the applicant may adjust the PERMPPH and SEASPPH to a value of 2.01 and recalculate the Functional Population and the compliance per capita. Supplemental Documentation must be provided for all calculations in accordance with "Requirements for the Estimation of Permanent and Temporal Service Area Populations," dated January 1, 2007, as set forth in Part D of the *Water Use Permit Information Manual*.

# Southwest Florida Water Management District

## 20\_\_\_\_ Public Supply Annual Report for General and Individual Permits **PART B**

Please submit water use information for January 1 – December 31, 20\_\_.

<b>WUP No(s):</b>	<b>Reporting period (mo/yr-mo/yr):</b>
<b>Permittee Name:</b>	<b>Contact Name:</b>
<b>Address:</b>	<b>County:</b>

**SERVICE CATEGORIES:** Quantities to be reported are **annual average gallons per day** (total number of gallons supplied per reporting period, divided by 365 days per year) and are to include both indoor and outdoor use, whether separately metered or not. On a separate sheet, permittees are to document the methodology used to determine the number of dwelling units by type and their quantities used. Estimates of water use based on meter size will not be accepted. When using "Requirements for the Estimation of Permanent and Temporal Service Area Populations," dated January 1, 2007, as set forth in Part D of the Water Use Permit Information Manual, total dwelling units served from Basis of Review Appendix C, Worksheet A must equal the total units reported below in line 5.

Residential Water Service Category	Number of Dwelling Units	Number of Metered Connections	Annual Average (gpd)	% of Total	Documentation on an Attached Sheet
1. Single Family Dwelling Units					[ ] Yes [ ] No
2. Multiple Family Dwelling Units					[ ] Yes [ ] No
3. Mobile Home Dwelling Units					[ ] Yes [ ] No
4. Residential Irrigation Accounts	N/A				[ ] Yes [ ] No
5. Subtotal of Residential Service					[ ] Yes [ ] No
<b>Non-Residential Water Service Category</b>		<b>Number of Metered Connections</b>	<b>Annual Average Gallons Per Day</b>	<b>% of Total</b>	
6. Industrial/Commercial Uses					
7. Agricultural Uses					
8. Recreational/Aesthetic Uses					
9. Golf Course Irrigation					
10. Fire and Other Accounted Uses					
11. <b>SUBTOTAL</b> (Add items 5 through 10)					
12. Water Loss					
<b>TOTAL</b> (Add items 11 and 12)( = line 5 on Part A)				<b>100</b>	

## Definitions for Part B:

**Note:** Utilities serving municipalities shall provide dwelling unit, use, and connection data for all accounts regardless of whether they are categorized as “inside” or “outside” city for rate purposes. Dwelling units that are intended as public accommodations shall not be included in dwelling unit counts if they are also used in the calculation of tourist population.

**Single Family Dwelling Units:** These are single, detached dwelling units intended for private residential use, whether individually or master-metered. If the utility categorizes mobile homes or duplexes as single family dwelling units that is acceptable if noted and they are not counted in other dwelling unit categories. Provide the number of single family units served (not accounts/connections) and the number of metered connections serving these units.

**Multiple Family Dwelling Units:** These are attached dwelling units in structures containing two or more residences, whether individually or master-metered. Provide the number of dwelling units served (not accounts/connections) and the number of metered connections serving these units. If the utility categorizes mobile homes as multi-family units, that is acceptable if noted and they are not counted in other dwelling unit categories. Data associated with multi-family dwelling units such as water use and metered connections must be reported as residential, even though classified as commercial by the utility.

**Mobile Home Dwelling Units:** Dwelling units capable of being moved from one location to another. This excludes manufactured or prefabricated housing that are not intended to be moved. If mobile homes are counted as single family dwelling units by your utility, they can be included under the single family dwelling unit category, but not both mobile home and single family. Mobile homes can be counted as multiple family dwelling units if so categorized by your utility, but not both mobile home and multiple family. Please note how mobile homes are being categorized if other than in the mobile home category.

**Indoor/Outdoor Residential Use:** Most residential water use is not metered separately for a customer’s indoor and outdoor use. Thus, the metered water quantities on the single or master meter will include both use types. However, if there is a separate meter for outdoor use (irrigation water for associated lawn and ornamentals) for any type of dwelling unit, that “outdoor” quantity is to be documented under the residential irrigation accounts water use.

**Industrial/Commercial Use:** Include retail/wholesale, manufacturing, processing, government buildings, libraries, airports, universities, and other such accounts in this category. Permittees are not to include multi-family connections that are classified internally as commercial accounts in this category; rather, these are to be counted in the Multiple Family Dwelling Units category, and the number of dwelling units provided. Include lawn & landscape irrigation quantities associated with this category.

**Agricultural Use:** Provision of water for the irrigation of hay fields, row crops, citrus, etc., or other agricultural use. This does not include quantities associated with irrigation of a lawn that is connected with a residential account or irrigation of grounds associated with multiple family or mobile home dwelling units.

**Recreational/Aesthetic Use:** Provision of separately metered water for the irrigation of commercial entities, parks, theme parks (water parks, recreational attractions), aquariums or other use for recreational purposes or for visual enhancement (excluding the irrigation for golf courses and associated clubhouse grounds). Note: irrigation accounts associated with residential development use should be counted in the appropriate residential category.

**Golf Course Irrigation:** Provision of separately metered water for the irrigation of golf courses and associated clubhouse grounds.

**Water Loss:** The total water system output minus all accounted uses. Water losses include: leakage associated with transmission and distribution mains, overflow and leakage from storage tanks, leakage near service connections, illegal connections, flushing of distribution lines in excess of 1% of the total distribution volume delivered to the distribution system, unmeasured flows associated with fire suppression, as well as un-metered system testing, under-registration of meters, and other discrepancies between the metered amount of finished water output from the treatment plant less the metered amounts specified herein.

See Water Use Permit Information Manual Part B, Chapter 3, Section 3.6, Subsection entitled Water Use Annual Report for complete definitions.

# Southwest Florida Water Management District

## 20 \_\_\_\_\_ Public Supply Annual Report for General and Individual Permits **PART C**

### Significant Water Use Deductions

Permittees may deduct non-residential significant uses from their Gross Water Use (Line 5 on Part A) if documentation, appropriate water audits, and conservation plans are submitted. Several types of significant uses can be used; however, there are combinations that are disallowed. See Chapter 3, "Significant Use" of Part B of the Water Use Permit Information Manual for expanded explanations of deductions allowed. Information to assist the Permittee is given in italics on this form.

**Exclusions:** *Water supplied for the following may not be included in significant use deductions:*

1. *Service Area population-related water uses such as irrigation of common areas, parks, residential lawn and landscape irrigation.*
2. *Golf course irrigation and multi-family residential use, even if classified by the utility as commercial customers.*

**Quantities** referred to in this form are standard annual average daily quantities. These are total gallons in a calendar year divided by 365 days/year. All quantity information requested in this form should be shown in gallons per day (gpd) for the previous calendar year.

<b>WUP No(s):</b>
<b>Permittee Name:</b>

#### **TYPE A - SINGLE SIGNIFICANT USE**

*A single industrial/commercial (I/C) facility or other non-residential, non-governmental facility that is supplied with greater than or equal to 25,000 gpd of water annually or a quantity equal to 5% or more of the utility's calendar year annual average use. Either the 25,000 gpd criteria or the 5% criteria may be chosen, but not both. The facility may consist of one or more buildings under common ownership, maintenance and management control at a single site or campus. However, buildings that are not related under common ownership, maintenance, and management control cannot be combined to meet a single significant use threshold.*

**Exclusion:** *This deduction cannot be taken with Type B or if net commuter population is included in the calculation of Functional Population.*

This type of significant use deduction is not being taken. **Skip to Type B.**

1. Indicate the criteria used:     25,000 gpd criteria       5% criteria
2. Complete the chart below. Meter readings or copies of bills that show the gallons supplied are required.

Name of User	Contact Person	Email Address	Telephone	Annual Average Quantities Provided (gpd)	
				<b>Total</b>	<b>gpd</b>

- Meter readings attached
- Copies of bills attached

3. **Water Conservation Plan:** Attach a water conservation plan developed by this utility and the user that describes the specific water conservation programs for each user.     Attached

**Public Supply Annual Report for General and Individual Permits Part C: Significant Water Use Deductions**

4. **Water Audit:** Attach a separate water audit for each significant user listed above that documents the type(s) of water uses that occur within the significant user's facility, quantities used per type, leak detection and other water conservation activities undertaken by the user.  Attached

**TYPE B - DISTRICT-WIDE PERCENT I/C USE**

*Utilities with a large number of smaller I/C uses (below the thresholds set in A, above) may combine these smaller uses and compare their I/C use with the District-wide, three-year average percent I/C use. The calculations are given below in the chart. The District-wide, three-year average I/C use percent is available from the District at <http://www.swfwmd.state.fl.us/data/demographics>.*

**Exclusions:** This deduction cannot be taken with **Type A, C, D, or E** or if **net commuter population** is included in the calculation of Functional Population.

This type of significant use deduction is not being taken. **Skip to TYPE C.**

1. Please complete the chart below for the previous calendar year and submit documentation of the actual quantities supplied to each I/C customer included in the total. You may use an Excel spreadsheet for this instead; however, I/C uses must be accounted for by meter size and number of connections.

I/C Use (gpd)	Meter size (inches)	Number of connections
	5/8	
	5/8 x 3/4	
	3/4	
	1	
	1.5	
	2	
	3	
	4	
	6	
	8	
	10	
	12	
	Other =	

a.	gpd	Sum your total actual use for I/C.
b.	gpd	Gross Water Use (Line 5 in Part A).
c.	$(a \div b) \times 100$ %	This is your percent I/C use.
d.	%	District 3-yr. average I/C % Use (years referenced: _____, _____, _____).
e.	$(c - d)$ %	This is the difference between your I/C use and the District three-year average.

If the number in **e.** is positive, you have an eligible deduction; continue to **f.** If the number is negative, you do not have an eligible deduction.

f. 

$(e \times b)$	gpd
----------------	-----

 This is the deduction total.

2. **Water Conservation Plan:** Group the types of I/C uses into similar business types and submit a water conservation plan for each group that shows the water conserving activities that have been required of your I/C customers.  Attached

**TYPE C - COMBINED REGIONAL GOVERNMENT AND HIGHER EDUCATION FACILITIES**

*This deduction is applicable to water quantities provided to regional, state and federal government administrative and maintenance facilities and to public or private college and universities located within your service area that also serve persons who live outside your service area. Water quantities for K-through-12 schools that do not serve any of the service area population may be deducted by the applicant. The facilities may consist of one or more buildings under common ownership, maintenance and management. Both governmental and educational facilities may be deducted.*

**Exclusions:** *This deduction cannot be taken with Type B or if net commuter population is included in the calculation of Functional Population.*

This type of significant use deduction is not being taken. **Skip to TYPE D.**

1. Please provide the following information for the previous calendar year:

Name of Facility	Contact Person / Address / Telephone Number	GPD Provided*

\* Provide documentation such as meter or billing information

2. Complete the calculation table below:

- a. 

	gpd
--	-----

 Sum the GPD provided in the table above.
- b. 

	%
--	---

 From the most recent U.S. Census for your county, calculate the percent of the permanent county population **not** living in your service area.
- c. 

<b>(a x b)</b>	gpd
----------------	-----

 This is your deduction.

3. **Water Conservation Plan:** Attach a water conservation plan specific to each use type that shows the water conserving activities that have been required.  Attached

**TYPE D - INDIVIDUAL REGIONAL HEALTH FACILITIES**

*This deduction is applicable to water quantities provided to regional hospitals or specialty clinics located within your service area that also serve persons who live outside your service area. The regional health facilities may consist of one or more buildings at a single site or campus.*

**Exclusions:** *This deduction cannot be taken with Type B or if net commuter population is included in the calculation of Functional Population.*

This type of significant use deduction is not being taken. **Skip to TYPE E.**

**Public Supply Annual Report for General and Individual Permits Part C: Significant Water Use Deductions**

1. Please list the facility and provide the full name, mailing address, telephone number, and contact person name for the facilities included in this type of significant use deduction. For each facility included, show the gpd provided for each major type of water use within the facility (e.g., potable [including cafeteria], cleaning, etc.)

List Ref.	Name of Facility	Contact Person Address / Telephone	Type of Water Use	GPD Provided for the Use*
1.				
2.				
3.				
4.				

\* Documentation required.

2. Complete the table below with information for the previous calendar year. Use "List Ref." to associate the two tables. Documentation of gallons provided must be attached.

A	B	C	D	E	F
List Ref.	Total Number of Patients	Number of Patients w/ Postal Zip Code Outside Service Area	Divide Col. C by Col. B	Total GPD (sum each use type from the table above)	Multiply Col. E by Col. D (This is the gpd deduction for the referenced facility.)
1.					
2.					
3.					
4.					
				<b>Total</b>	<b>gpd</b>

The total of Column F may be deducted from the Gross Water Use (line 5 in Part A).

**Public Supply Annual Report for General and Individual Permits Part C: Significant Water Use Deductions**

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- 3. **Water Conservation Plan:** Attach a water conservation plan developed by this utility and the user that describes the specific water conservation programs for each user.  Attached
- 4. **Water Audit:** Attach a separate water audit for each health facility significant user listed above that documents the type(s) of water uses that occur within the significant user's facility, quantities used per type, leak detection and other water conservation activities undertaken by the user.  Attached

**TYPE E - INDIVIDUAL I/C FACILITIES WHERE WATER IS THE PRIMARY INGREDIENT OF THE FINAL PRODUCT**

100% of the water contained in the product for brewers, soft-drink bottlers, juice reconstitution plants, and/or bottled water plants may be deducted. Provide meter readings for water quantities provided or copies of bills that quantify gallons provided for the previous year.

**Exclusion:** This deduction cannot be taken with **Type B**.

This type of significant use deduction is not being taken.

1. If this type of significant use is being taken, please provide the following:

a. **Name of Facility:** \_\_\_\_\_

(1) Type of Facility: \_\_\_\_\_

(2) Address: \_\_\_\_\_  
\_\_\_\_\_

(3) Contact Person and telephone number: \_\_\_\_\_

(4) GPD provided for the previous calendar year\*: \_\_\_\_\_

\* Documentation required.  Attached

(5) Percent\*\* of water included in the final product = \_\_\_\_\_%

\*\* Attach a statement from the facility substantiating this percent.  Attached

(6) Allowable deduction: Multiply (4) times (5) = \_\_\_\_\_ gpd

b. **Name of Facility:** \_\_\_\_\_

(1) Type of Facility: \_\_\_\_\_

(2) Address: \_\_\_\_\_  
\_\_\_\_\_

(3) Contact Person and telephone number: \_\_\_\_\_

(4) GPD provided for the previous calendar year\*: \_\_\_\_\_

\* Documentation required.  Attached

(5) Percent\*\* of water included in the final product = \_\_\_\_\_%

\*\* Attach a statement from the facility substantiating this percent.  Attached

(6) Allowable deduction: Multiply (4) times (5) = \_\_\_\_\_ gpd

2. Add the gpd in rows (6) (above and on copies of this page) for the **total deduction:** \_\_\_\_\_ **gpd**

- 3. **Water Conservation Plan:** Attach a water conservation plan developed by this utility and the user that describes the specific water conservation programs for each user.  Attached
- 4. **Water Audit:** Attach a separate water audit for each significant user listed above that documents the type(s) of water uses that occur within the significant user's facility, quantities used per type, leak detection and other water conservation activities undertaken by the user.  Attached

# Southwest Florida Water Management District

## 20 \_\_\_\_\_ Public Supply Annual Report for General and Individual Permits

## PART D

### Providers of Alternative Water Supplies Other Than Reclaimed Water

Please submit information for January 1 – December 31, 20\_\_\_. For all information requested, if you need more room, you may photocopy the appropriate page.

<b>WUP No(s):</b>
<b>Permittee Name:</b>

1.  Check here if you do not provide AWS other than reclaimed water to customers and do not complete this form.
2. **Customer information:** Please complete **TABLE I**, below with information on the AWS other than reclaimed water quantities supplied to bulk customers (entities under a single management company) for non-potable use. If the flow is not metered, leave the meter ownership unchecked, and on an attachment describe how the quantities are calculated for billing purposes.

**TABLE I**

<b>Customer (Account) Name</b>				
<b>Type of AWS* Provided</b>				
<b>Contact Person</b>				
<b>Customer WUP No.</b>				
<b>Customer Address</b>				
<b>County</b>				
<b>Telephone No.</b>				
<b>Month/Year First Served</b>				
<b>Meter Ownership</b>	<input type="checkbox"/> utility <input type="checkbox"/> customer	<input type="checkbox"/> utility <input type="checkbox"/> customer	<input type="checkbox"/> utility <input type="checkbox"/> customer	<input type="checkbox"/> utility <input type="checkbox"/> customer
<b>Customer Meter Location** Latitude/Longitude</b>				
<b>Pressurized (P) or Non Pressurized (NP)</b>				
<b>Rate Charged per 1,000 gallons or Flat Fee</b>				
<b>Interruptible Service (Y/N)</b>				
<b>Proposed Annual Flow (gpd)</b>				

\* Types of AWS include stormwater stored in an impoundment or catchment basin (ST), desalinated brackish water (DBR), desalinated seawater (DSEA), and aquifer storage and recovery (ASR).

\*\* Degrees, minutes, seconds. The latitude and longitude can be obtained from a map where the latitude and longitude is annotated in the margins. (A GPS device does not have to be used.)

**Public Supply Annual Report for General and Individual Permits Part D: Alternative Water Supplies**

3. Complete **TABLE II** below with actual flow quantity information for each customer listed in TABLE I. Attach actual meter readings of quantities of reclaimed water delivered each month during 20\_\_.

**TABLE II**

<b>Gallons Supplied</b>				
<b>Customer Name</b>				
<b>Customer's Use*</b>				
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>September</b>				
<b>October</b>				
<b>November</b>				
<b>December</b>				
<b>Total Gallons</b>				
<b>Divide by 365 for Annual gpd</b>				
	<b>gpd</b>	<b>gpd</b>	<b>gpd</b>	<b>gpd</b>

\* Customer's Use: Provide information on the categories of use (R for Residential irrigation (bulk metered developments); C or Commercial; RA for Recreation/Aesthetic irrigation; M for Mining; and A for Agriculture) and the customer's stated use for the water (such as irrigation).

4. Attach a map depicting the Area of Alternative Use Service. This map should include any areas projected to be added within the next year, if possible.  Attached

# Southwest Florida Water Management District

## 20        Public Supply Annual Report for General and Individual Permits

## PART E

### Suppliers of Reclaimed Water Report

This form is only for Permittees that have a wastewater treatment facility with an annual average design capacity less than 100,000 gpd. Such Permittees may opt to complete the “SWFWMD Annual Reclaimed Water Supplier Report,” Form No. LEG-R.026.00, which is an excel spreadsheet and for which information is required for a fiscal year. Please contact Conservation Projects District staff at 352-796-7211, ext. 4196 for the CD containing the excel file. On this form, submit information for January 1 – December 31, 20\_\_\_. For all information requested, if you need more room, you may photocopy the appropriate page.

<b>WUP No(s):</b>
<b>Permittee Name:</b>

- 1. Bulk customer information:** Please complete **TABLE I**, below with information on your bulk reclaimed water customers. Because your customer may go by a name different from what may be on their Water Use Permit (WUP), please ask them for their WUP number. If they do not have one, put N/A in that space. Provide information on the major category of use (R for Residential irrigation (bulk metered developments); C for Commercial; RA for Recreation/Aesthetic irrigation; M for Mining; and A for Agriculture) and the customer's stated use for the water (such as irrigation). Give the month and year service was first provided, the diameter of your line, ownership of the meter, whether it is pressurized or free-flowing, and the location where your line enters the customer's property (latitude and longitude or a number referenced to map).

**TABLE I**

<b>Customer (Account) Name</b>				
<b>Contact Person</b>				
<b>WUP No.</b>				
<b>Customer Address</b>				
<b>Telephone No.</b>				
<b>Use Category (R, C, RA, M or A)</b>				
<b>Month/Year First Served</b>				
<b>Line Size</b>				
<b>Meter Ownership Information</b>	<input type="checkbox"/> utility <input type="checkbox"/> customer	<input type="checkbox"/> utility <input type="checkbox"/> customer	<input type="checkbox"/> utility <input type="checkbox"/> customer	<input type="checkbox"/> utility <input type="checkbox"/> customer
<b>Meter Location</b>				
<b>Pressurized (P) or Non Pressurized (NP)</b>				

**Public Supply Annual Report for General and Individual Permits Part E: Suppliers of Reclaimed Water**

2. **MONTHLY ACTUAL FLOW:** Complete **TABLE II** below with quantity information for each customer listed in **TABLE I**. Attach actual meter readings of quantities of reclaimed water delivered each month during 20\_\_.

**TABLE II**  
**Gallons Supplied**

<b>Customer Name</b>				
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>September</b>				
<b>October</b>				
<b>November</b>				
<b>December</b>				
<b>Total Gallons</b>				
<b>Divide by 365 for gpd</b>	gpd	gpd	gpd	gpd

3. **Residential Irrigation:** In **TABLE III**, please summarize monthly gallons per day information on quantities of reclaimed water provided for residential irrigation within your service area where the individual residence is metered.

**TABLE III**

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
gpd	gpd	gpd	gpd	gpd	gpd
<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
gpd	gpd	gpd	gpd	gpd	gpd

**Public Supply Annual Report for General and Individual Permits Part E: Suppliers of Reclaimed Water**

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**4. Disposal Information:** Please complete **TABLE IV** with information per disposal site on quantities of treated effluent disposed. Location information, if provided as a latitude and longitude, should be for the point of disposal, if one exists, or for the entrance to the property if a disposal point does not exist. Alternatively, location information may be submitted in this TABLE as a reference number to an attached map if a corresponding reference dot is placed on the map. If a map is submitted, it should be of a scale of no less than 1 inch = 2 miles (or 1"= 10,000'), and be clearly referenced to county, section, township and range. You may use the map the District has in its Geographic Information System for your WUP if it suffices to show this information. Please Contact Conservation Projects District staff for assistance.

**TABLE IV**

<b>Disposal Site Name</b>	<b>Contact Person Name</b>	<b>Area Code Telephone No.</b>	<b>Location</b>	<b>Method of Disposal</b>	<b>Annual Average Quantity</b>
					<b>gpd</b>
					<b>gpd</b>
					<b>gpd</b>
					<b>gpd</b>

# PUBLIC SUPPLY SERVICE AREA INFORMATION

Date =

Section 1 of 4

## UTILITY & CONTACT INFORMATION

Utility Name:

Project/Service Area Name:

WUP No.  Multiple Permits?  Yes  No

Associated WUPs:

County

Utility Address:

City:  State:

Zip Code:

DEP PWSI No(s):

Is the contact information in the PS\_SERVICEAREA map current?  Yes  No  
If yes, go to Section 2.

Utility Contact Name:

Utility Contact Title:

Contact Phone Number:  (  )  Ext.

Contact Email Address:

Map Contact Name:

Map Contact Title:

Map Contact Phone Number:  (  )  Ext.

Map Contact Email Address:

**PUBLIC SUPPLY SERVICE AREA INFORMATION**

Section 2 of 4

**WATER PURCHASE INFORMATION**

Purchases water from any other utility?

Yes  No

If no, please go to Section 3.

Last Year =

Previous Year =

<b>Source 1</b>	1 Utility/Authority Name <input type="text"/>	
	2 WUP No. <input type="text"/>	<i>For District Use Only</i> Utility Information ID <input type="text"/>
	3 Emergency interconnect only? <input type="radio"/> Yes <input type="radio"/> No	<b>If yes, skip 4-5.</b>
	4 Approximate last year purchases in gallons per day: <input type="text"/>	
	5 Approximate previous year purchases in gallons per day: <input type="text"/>	
<b>Source 2</b>	6 Utility/Authority Name <input type="text"/>	
	7 WUP No. <input type="text"/>	<i>For District Use Only</i> Utility Information ID <input type="text"/>
	8 Emergency interconnect only? <input type="radio"/> Yes <input type="radio"/> No	<b>If yes, skip 9-10.</b>
	9 Approximate last year purchases in gallons per day: <input type="text"/>	
	10 Approximate previous year purchases in gallons per day: <input type="text"/>	
<b>Source 3</b>	11 Utility/Authority Name <input type="text"/>	
	12 WUP No. <input type="text"/>	<i>For District Use Only</i> Utility Information ID <input type="text"/>
	13 Emergency interconnect only? <input type="radio"/> Yes <input type="radio"/> No	<b>If yes, skip 14-15.</b>
	14 Approximate last year purchases in gallons per day: <input type="text"/>	
	15 Approximate previous year purchases in gallons per day: <input type="text"/>	

**PUBLIC SUPPLY SERVICE AREA INFORMATION**

Section 3 of 4

**WATER SALE INFORMATION**

Sell water to any other utility?

Yes  No

If no, please go to Section 4.

Last Year =

Previous Year =

<b>Customer 1</b>	1 Utility/Authority Name <input type="text"/>	
	2 WUP No. <input type="text"/>	<i>For District Use Only</i> Utility Information ID <input type="text"/>
	3 Emergency interconnect only? <input type="radio"/> Yes <input type="radio"/> No	<b>If yes, skip 4-5.</b>
	4 Approximate last year sales in gallons per day: <input type="text"/>	
	5 Approximate previous year sales in gallons per day: <input type="text"/>	
<b>Customer 2</b>	6 Utility/Authority Name <input type="text"/>	
	7 WUP No. <input type="text"/>	<i>For District Use Only</i> Utility Information ID <input type="text"/>
	8 Emergency interconnect only? <input type="radio"/> Yes <input type="radio"/> No	<b>If yes, skip 9-10.</b>
	9 Approximate last year sales in gallons per day: <input type="text"/>	
	10 Approximate previous year sales in gallons per day: <input type="text"/>	
<b>Customer 3</b>	11 Utility/Authority Name <input type="text"/>	
	12 WUP No. <input type="text"/>	<i>For District Use Only</i> Utility Information ID <input type="text"/>
	13 Emergency interconnect only? <input type="radio"/> Yes <input type="radio"/> No	<b>If yes, skip 14-15.</b>
	14 Approximate last year sales in gallons per day: <input type="text"/>	
	15 Approximate previous year sales in gallons per day: <input type="text"/>	

# PUBLIC SUPPLY SERVICE AREA INFORMATION

Section 4 of 4

## ACQUISITIONS OF PUBLIC SUPPLY SERVICE AREAS

Are there proposed changes to the public supply service area related to the acquisition of another utility?

Yes  No

If no, section complete. Please submit. If yes, please complete acquisition information.

<b>Acquisition 1</b>	1 Utility/Authority Name	<input type="text"/>				
	2 WUP Number	<input type="text"/>				
	3 Associated WUPs:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4 DEP PWSI No(s).:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	5 Acquisition 1 Contact Name:	<input type="text"/>				
	6 Acquisition 1 Contact Title	<input type="text"/>				
	7 Acquisition 1 Phone Number:	<input type="text"/>	Ext.	<input type="text"/>		
	8 Acquisition 1 email address:	<input type="text"/>				
<b>Please attach documentation of acquisition.</b>						
<i>For District Use Only</i>						
9 Utility Information ID		<input type="text"/>	Service Area ID		<input type="text"/>	

<b>Acquisition 2</b>	10 Utility/Authority Name	<input type="text"/>				
	11 WUP Number	<input type="text"/>				
	12 Associated WUPs:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	13 DEP PWSI No(s).:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	14 Acquisition 2 Contact Person:	<input type="text"/>				
	15 Acquisition 2 Contact Title	<input type="text"/>				
	16 Acquisition 2 Phone Number:	<input type="text"/>	Ext.	<input type="text"/>		
	17 Acquisition 2 email address:	<input type="text"/>				
<b>Please attach documentation of acquisition.</b>						
<i>For District Use Only</i>						
18 Utility Information ID		<input type="text"/>	Service Area ID		<input type="text"/>	

## **Public Supply Service Area General Information Form Instructions**

### **SECTION 1. UTILITY AND CONTACT INFORMATION**

#### **Utility Name**

Please enter the commonly used name for the utility, not the service area name (if there are multiple service areas), nor is it the permittee name unless they are the same. For utility companies with multiple unconnected public supply service areas under the same ownership but are managed and regulated as separate utilities, such as Aquasource or the Florida Governmental Utility Authority, the utility name shall include both the corporate name and the utility's location name. Example: Aloha Utilities – Seven Springs and Aloha Utilities – Tahitian Gardens.

#### **Project/Service Area Name**

For utilities that have separate, unconnected and distinct service areas that are regulated separately, please enter the Project/Service Area Name. This is the commonly used name of that service area. Example: for the Northeast Regional Service Area of Polk County Utilities, the Project/Service Area Name shall be "Northeast Regional Service Area."

**WUP No.** – Please enter the primary Water Use Permit Number

#### **Multiple Permits?**

If there are multiple permits for commonly owned withdrawal facilities that serve the service area, are interconnected, and transfers of water among the permits are routine (not emergency interconnects), indicate "yes". Otherwise, indicate "no." Other utilities that sell water to the utility in question or purchase water from it are not to be included in the determination of Multiple Permits or Associated WUPS. They will be addressed as wholesale sale(s) or purchase(s).

#### **Associated WUPs**

List all WUPs associated with the service area as defined in "Multiple Permits" above.

#### **County**

Please enter the county in which the utility is primarily located.

#### **Utility Address, City, State & Zip Code**

Please enter the mailing address information for the utility.

#### **DEP PWSI No(s).**

The Department of Environmental Protection's Public Water Supply Identifier number(s) for all the treatment facilities supplied by the primary permit and associated WUPs as defined above.

#### **Is the contact information on the PS\_SERVICEAREAS Map current?**

Check the utility and map contact information submitted against the utility and map contact information in the PS\_SERVICEAREA GIS layer on the District's website. If information has not changed, select "yes". Proceed to Section 2. If the contact information has changed, please enter the new information.

#### **Utility Contact Name, Title, Phone Number, Extension and Email Address**

Please provide the person at the utility authorized to answer general utility questions. This is not necessarily the utility director. If such a person is not assigned, the utility director shall be listed.

#### **Map Contact Name, Title, Phone Number, Extension and Email Address**

Please provide the person at the utility authorized to answer public supply service area map questions. If such a person is not assigned, the utility contact will be the map contact.

**Map Source (For District use only)** – Please select one of the following:

*Boundary delineated by Utility on Supplied Map*  
*Hard Copy from Utility Map*  
*Original Digital Data*  
*Original SWFWMD Data*  
*Other*  
*OVERLAP*

**Digitizing Method (For District use only)** – Please select one of the following:

*Converted from AutoCAD Drawing*  
*Converted from Shapefile*  
*Digitized from Hard Copy (Supplied Map)*  
*Digitized from Hard Copy (Utility)*  
*Digitized from Hard Copy (SWFWMD Map)*  
*Other*  
*OVERLAP*

**Service Area Type (For District use only)**

Please select one of the following types of service areas:

*Totally Wholesale Supplied - Exclusive.* A service area where water is provided by a single wholesale entity. For example, the City of Oldsmar owns no withdrawal facilities and all water is supplied by Pinellas County. Since Oldsmar is the revenue receiving utility, Oldsmar's service area is the retail service area. On the other hand, the City of Largo has no withdrawal facilities but has sewer responsibility. Pinellas County supplies the water directly to the retail customers and is the revenue receiving utility. Therefore, water customers in Largo are part of the Pinellas County water retail service area.

*Totally Wholesale Supplied - Nonexclusive.* A retail service where the areas' total water supply is provided by more than one wholesaler. For example, a utility owns no withdrawal facilities and all of its water is supplied by multiple wholesale suppliers. It is assumed that the proportion of water supplied by each wholesaler can be determined (e.g., from the Public Supply Survey, the annual Estimated Water Use report, or the water use permit).

*Partially Wholesale Supplied.* A retail service area where the water supply is provided by utility's own withdrawal facilities and one or more wholesale suppliers. For example, the City of Tampa owns withdrawal facilities and additionally purchases water from Tampa Bay Water. It is assumed that the proportion of water supplied by each wholesaler can be determined.

*Totally Self- Supplied.* A retail service area where the water supply is provided entirely from its own withdrawal facilities. For example, the City of Temple Terrace obtains all of its water from its own withdrawal facilities and is the revenue receiving utility.

*Wholesale Supplier Only.* The utility only has withdrawal facilities and has no retail supply responsibilities. An example is Tampa Bay Water. This type of supplier typically does not have a retail service area but may have population assigned to it.

**Service Area ID (For District use only)**

Found in the PS\_SERVICEAREAS GIS layer. It is a unique boundary identification number assigned to each water service boundary, linking the boundary to Water Use Permit ID(s) and all other related attributes within the tracking database. A boundary ID of 0 indicated a polygon created during the combination of boundaries that is not served and was not delineated by any participating utility. Unresolved overlap polygons were indicated by a service area ID that links to the permits of both utilities that are involved in the overlapping area. If this is a new utility that does not exist elsewhere, alert Mapping and GIS. Mapping and GIS will assign a Service Area ID # for new utilities.

**Utility Information ID (For District use only)**

Found in the PS\_SERVICEAREAS GIS layer. A unique number assigned to each utility. It is a numerical field of the utility IDs that identifies the foreign key link to the UTILITY\_INFORMATION table in Access database, which leads to more detailed water utility information collected under this project. If this is a new utility that does not exist elsewhere, alert Mapping and GIS. Mapping and GIS will assign a Utility Information ID # for new utilities.

**SECTION 2. WATER PURCHASES**

**This form is to document sources of water purchased wholesale by the utility and provide a cross-check of information provided by other utilities. Only wholesale purchases from other utilities for resale in the retail service area of the utility should be identified here.**

**Purchases water from any other utility? Yes or No**

Check as appropriate.

**Last Year:** Last calendar year.

**Previous Year:** Previous-to-last calendar year.

**Source X Utility/Authority Name**

The name of the utility selling the water to the utility in question.

**Source X WUP No.**

The Water Use Permit number.

**Source X Utility Information ID # (For District Use only)**

See description above under "Utility Information ID".

**Emergency connect only? Yes or No.**

Check as appropriate. If "Yes", move on to complete next source information if applicable.

**Approximate last year purchases in gallons per day**

The approximate amount of purchases over the last year from Source X in gallons per day.

**Approximate previous year purchases in gallons per day**

The year in which the above purchases were made from Source X.

**SECTION 3. WATER SALES**

**This form is to document wholesale sales of water by the utility and provide a cross-check of information provided by other utilities. Only wholesale sales to other utilities for resale in their retail service areas of should be identified here.**

**Sells Water to any other utility? Yes or No.**

Check as appropriate.

**Last Year:** Last calendar year.

**Previous Year:** Previous-to-last calendar year.

**Utility Customer X Name**

The name of the wholesale customer purchasing the water from the utility in question. This information can be obtained in the service area layer.

**Customer X WUP No.**

The Water Use Permit number.

**Customer X Utility Information ID # (For District Use only)**

See description above under "Utility Information ID".

**Approximate last year sales in gallons per day**

The approximate amount of purchases by the wholesale customer last year from the utility in question in gallons per day.

**Approximate previous year sales in gallons per day**

The approximate amount of purchases by the wholesale customer last year from the utility in question in gallons per day.

**SECTION 4. ACQUISITIONS**

**This form is to document acquisition of other public supply service areas. The acquirer is now responsible for providing retail water service to the residents of the acquired public supply service area.**

**Are there proposed changes to the public supply service area related to the acquisition of another utility?**

**Yes or No.**

Check as appropriate.

**Acquisition X Utility/Authority Name**

The name of the acquired public supply service area. This information can be obtained from the service area layer.

**Acquisition X WUP No.**

See description above under "WUP No.".

**Acquisition X Associated WUPs**

See description above under "Associated WUPs".

**Acquisition X DEP PWSI No(s).**

See description above under "DEP PWSI No(s)".

**Acquisition X Contact Name, Title, Phone Number, Extension, and Email Address**

The contact information of the person at the acquired public supply service area who will verify the acquisition.

**Utility Information ID # (For District use only)**

See description above under "Utility Information ID".

**Service Area ID # (For District use only)**

See description above under "Service Area ID".



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## Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899

(352) 796-7211 or 1-800-423-1476 (FL only)

TDD only: 1-800-231-6103 (FL only)

On the Internet at [WaterMatters.org](http://WaterMatters.org)

The Southwest Florida Water Management District (District) does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the District's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodations as provided for in the Americans with Disabilities Act should contact the General Services Department at (352) 796-7211 or 1-800-423-1476 (FL only), extension 4527; TDD only 1-800-231-6103 (FL only).

# 2011 Public Supply Annual Report Completion Workshop

The 2011 Public Supply Annual Reports are due by April 1, 2012. All public supply permittees are now required to submit a Public Supply Annual Report. This survey is an important source of information for the District's water supply planning, water use permitting, and water conservation programs. The District is holding free workshops to preview changes to the population methodology and related online tools.

### Who Should Attend:

Water utility staff/representatives responsible for completion of the Public Supply Annual Report will benefit most from attending one of these workshops. There is no charge for the workshops.

### Purpose:

District staff will review updates to the population methodology and demonstrate tools the District provides to help utilities complete the Public Supply Annual Reports quickly and efficiently.

### Workshop Objectives:

- Review the Public Supply Annual Report
- Review how the District has incorporated 2010 Census data
- Review newly updated Utility and District Demographics web site
- Demonstrate how to calculate service area functional population using District data from the web site
- Answer questions about specific sections of the Public Supply Annual Report

### Reservations and Information:

Reservations are encouraged. To register, please send your name, title, utility name, email address, and telephone number to:

Teri Hudson

1-800-423-1476, ext. 4402

[teri.hudson@watermatters.org](mailto:teri.hudson@watermatters.org)

**SEE PAGE 2 FOR DATES AND LOCATIONS**

WORKSHOP  
ANNOUNCEMENT

# 2011 Public Supply Annual Report Workshops Dates and Locations

## **Tuesday, January 17, 2012**

Location: SWFWMD Brooksville Headquarters  
Address: 2379 Broad Street  
Brooksville, FL 34604  
Room: Building 4, Conference Rooms A & B  
Time: 10:00 am -12:00 pm  
Facility phone: 1-800-423-1476

## **Thursday, January 19, 2012**

Location: SWFWMD Sarasota Service Office  
Address: 6750 Fruitville Road  
Sarasota, FL 34240  
Room: Governing Board room  
Time: 10:00 am -12:00 pm  
Facility phone: 1-800-320-3503

## **Monday, January 23, 2012**

Location: SWFWMD Bartow Service Office  
Address: 170 Century Boulevard  
Bartow, FL 33830  
Room: Governing Board room  
Time: 10:00 am -12:00 pm  
Facility phone: 1-800-492-7862

## **Wednesday, January 25, 2012**

Location: SWFWMD Tampa Service Office  
Address: 7601 US Highway 301 North  
Tampa, FL 33637  
Room: Governing Board room  
Time: 10:00 am -12:00 pm  
Facility phone: 1-800-836-0797

**For map and additional facility information, please visit:**  
<http://www.swfwmd.state.fl.us/contact/>