

# **SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT**



## **Online Permit Information Center External User Documentation**

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## PURPOSE

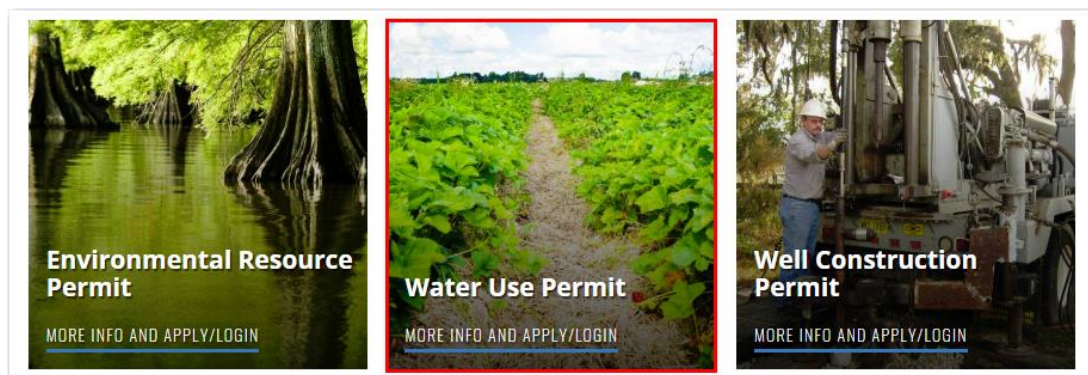
The purpose of this document is to assist external users in accessing the online Permit Information Center (ePIC) dashboard to enter data. This document not only describes how to register, but also describes data entry procedures in detail.

## HOW TO REGISTER


1. Go to the Southwest Florida Water Management District's website at

<http://www.swfwmd.state.fl.us/permits/>

2. Click on 'More Info and Apply/Login' link on the 'Water Use Permit' picture.



3. Next, click on 'Apply/Login for a Permit Now'.



**Water Use Permit**

A Water Use Permit (WUP) allows withdrawal of a specified amount of water, either from the ground or from a lake or river.

A Water Use Permit (WUP) authorizes the consumptive use of particular quantities of ground or surface water. The Florida Statutes (Chapters 120 and 373) and Florida Administrative Code (Chapters 40D-1 and 40D-2) prescribe rules for applying for a water use permit. The applicant submits the application form, all required supplemental information forms, and all required documentation so that the District Water Use Permit Bureau evaluation staff can determine if the use of water is reasonable and beneficial, does not interfere with any presently existing legal use of water, and is consistent with the public interest. It is the responsibility of the applicant to provide reasonable assurances for this on both an individual and cumulative basis. Information pertaining to the District's water use permitting process is described in Chapters 40D-1 and 40D-2 of the Florida Administrative Code and the District's Water Use Permit Applicant's Handbook.

[Apply/Login for a Permit Now »](#)

**FAQ/Quick Links**

[Learn About the New WUP ePIC Online Permit Information Center or Login to Submit Data »](#)

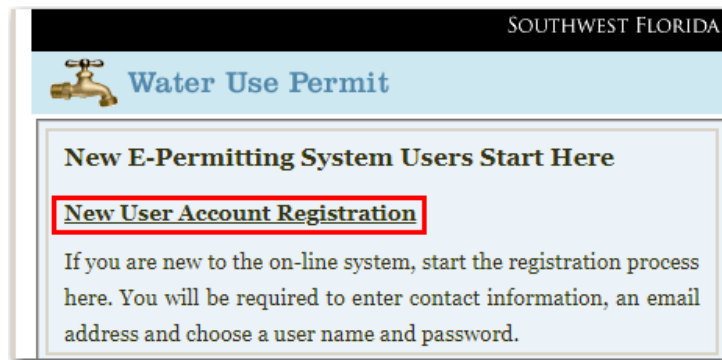
**Permit Mapping**

Find Water Use Permits via the District's permit map. The map is available from 6 a.m. to 10 p.m. [View Map »](#)

**Resources**

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4. Next, click on 'New User Account Registration' link as shown below:



5. Then the 'Electronic Transaction Agreement' page will appear. At the bottom of the page, you must click on 'I Agree' and then 'Next', as shown below. If you click on 'I Disagree' the system will not let you proceed.

**Electronic Transaction Agreement**

When you provide a user name and password to initiate electronic transactions with the District, you are establishing an Electronic Account that enables you to send and receive documents and information electronically to and from the District. By creating this Electronic Account, you agree to the following terms and conditions for conducting electronic transactions with the District. Please read the entire agreement and make sure you understand it before accepting it. If you do not agree with the following terms and conditions, then you will need to apply for a permit or license or provide compliance data on paper and physically submit such application or compliance data by regular mail or other delivery to the appropriate District office.

1. **Required Information.** All required information fields must be filled in before an application or compliance data can be submitted electronically to the District. All required attachments must be included where indicated and be in an acceptable format as specified before the application or compliance data can be electronically submitted to the District.
2. **Fee Payment.** Payment of the application fee is required at the time an application is submitted on-line to the District. On-line payment of application fees can be processed through use of a credit card, a debit card with a Visa® or Mastercard® logo, or through submittal of payment at a District office for which you will be provided a receipt number to enter during the on-line payment process. Please note that payment by credit/debit card is provided as a service for which a nonrefundable convenience fee may be charged by the credit handler for use of this service.
3. **Receipt of Electronic Application or Compliance Data.** Electronic transactions with the District comply with the Uniform Electronic Transaction Act, Section 668.50, Florida Statutes. Accordingly, an electronic record is considered to be received by the District when the record enters the District's information processing system designated for the purpose of receiving the record. For those permit applications or permit compliance data that may be submitted by you in the capacity of an agent on behalf of the applicant/permittee, your electronic signature also certifies that you are a legally authorized agent of the applicant/permittee and have a writing signed by the applicant/permittee which documents your authorization to submit and sign the permit application or compliance data as an agent of the applicant/permittee. You may be required to attach a copy of the written agent authorization.  
Well contractors are cautioned that allowing any other person to use your well contractor's license constitutes grounds for which disciplinary action may be taken by the District, pursuant to Section 373.333(4)(c), F.S. Further, Section 373.336(x), F.S., provides that it is unlawful for any person to practice water well contracting without an active water well contractor's license or to present as his or her own the license of another.
8. **Electronic Notices.** By applying for permits or licenses on-line, you agree to accept electronic notices from the District (such as notices of receipt of permit applications, notices of agency action on applications, requests for additional information as part of a permit or license application on-line submittal, or notices concerning permit/license compliance matters). You will receive such notices electronically at the e-mail address provided to the District and will not receive such notices by U.S. mail. If you instead wish to receive notices by regular U.S. mail, you must submit a written request to the District to receive such notices by regular U.S. mail. If you have signed up to receive notices from the District electronically, you are responsible for promptly updating your Electronic Account information to reflect changes in telephone number, e-mail address or mailing address. If the District is unable to send a notice electronically to the e-mail address you have provided, or the District discovers any errors in your telephone number, e-mail address or mailing address, the District may stop sending electronic notices to you and may close your Electronic Account.

☒ I Agree ☐ I Disagree

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The 'Account Information' page will now appear.

6. Fill in the requested information on the screen and select 'Next', as shown below.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

**Water Use Permit**

**Account Information**

Party Type\* Individual

First Name\* Eryn

Middle Initial

Last Name\* Worthington

Address 1\* 2379

Address 2

City\* Brooksville

State\* FL

ZIP Code\* 34604

Phone Number\* 352 - 796 - 7211

Email\* eryn.worthington@watermatters.o

Confirm Email\* eryn.worthington@watermatters.o

Help

[View Electronic Transaction Agreement](#)

Back Next

If the Party information entered in this step is recognized by the system, you may have the option to choose this existing Party by selecting 'Use Party.' If you choose not to use this existing information, the system allows you to choose 'Use Entered Party' and continue with the registration.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

**Water Use Permit**

**Account Information**

Below is a list of parties found in are system that match the party you entered. You can select an existing party by clicking on the Use Party button or click the use Party entered button to use the party that you entered.

Name	Address	City	Phone	Email	Action
Harold Worthington	7175 21 Street East	Sarasota	941-3717617	HWorthington@valleycrest.com	Use Party

Use Entered Party

- After a Party selection is made, an 'Account Information' page loads. Enter a username and password.

**Note:** Password must be 8 characters in length.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

**Water Use Permit**

**Account Information**

Please complete the additional Login Information below.

**Help**  
[View Electronic Transaction Agreement](#)

Party Type\* Individual  
First Name\* Eryn  
Middle Initial  
Last Name\* Worthington  
Address 1\* 2379 Broad St  
Address 2  
City\* Brooksville  
State\* FL  
ZIP Code\* 34604  
Phone Number\* 352-796-7211  
Email\* eryn.worthington@watermatters.or  
Confirm Email\* eryn.worthington@watermatters.or

**Login Information**

User Name\* TestPIC  
Password\* .....  
Retype password\* .....

Cancel Save

- Select 'Save'.

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9. Next, Select the 'Submit Permit Data' button.

The screenshot shows the 'Water Use Permit' interface for the Southwest Florida Water Management District. The header includes the district name and a 'Water Use Permit' title with a faucet icon. Navigation links for 'Permits', 'My Account', 'Logout', and 'Help' are present. The main section is titled 'Permittee Home Page' and welcomes 'Eryn Worthington'. It offers two main options: 'Condition Reporting' and 'Search for a permit to renew, formal modification, short modification, or view documents and letters'. Under 'Condition Reporting', the 'Submit Permit Data' button is highlighted with a red box. The search section includes a text input for the 'Permit Number' and a 'Search' button. Below these, a list of permits is shown, with one entry for '20006197.014 HICKORY GROVE' expiring on 7/24/2019. At the bottom, there is an 'Apply for a new Permit' button and a note about its use.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

**Water Use Permit**

Permits My Account Logout Help

**Permittee Home Page**

Welcome Eryn Worthington to the water use permitting system.

Select one of the following options:

**Condition Reporting:**

**Submit Permit Data** Submit permit condition data and permit status reports

**Transfer a Permit** Submit an application to transfer ownership of an existing Water Use Permit

**Search for a permit to renew, formal modification, short modification, or view documents and letters**

Search for a Water Use Permit (WUP) by entering the base Permit Number (example: 217 not 20.000217) below, then click the Search button.

Permit Number

Search

Reply to Correspondence, View Documents, and Renew or Modify an Existing Permit. Below is a list of all permits and applications (whether incomplete or already submitted and under review). To respond to pending correspondence (and view available documents), click the Documents link for the appropriate permit number.

**20006197.014 HICKORY GROVE** Expires on 7/24/2019

This permit will expire soon

[Formal Modification](#) [Short Modification](#) [Renew](#)

**Apply for a new Permit** Use this link to apply for a new Water Use Permit for property where a permit does not exist. This link is not for the renewal of an existing permit.

The ePIC data collection site will open. The Permittee must register and delegate you to enter data for their permits.

If you will be entering the data for your Permit, you are finished with the registration process. If you need to delegate another user to enter data for you, please call a Water Use Compliance Business Process Technician at 813-985-7481.

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## DATA THE EPIC CENTER ACCEPTS

ePIC accepts condition data for the following:

### **Crop Reporting**

#### **Annual**

Manual  
Spreadsheet Upload

#### **Recreation**

Manual  
Spreadsheet Upload

#### **Seasonal**

Manual  
Spreadsheet Upload

### **Meter Reporting**

Manual  
Spreadsheet Upload

### **Water Level Reporting**

Manual  
Spreadsheet Upload

### **Water Quality Reporting**

Manual  
Spreadsheet Upload

### **Pumpage Reporting**

Manual  
Spreadsheet Upload

### **Crop Protection**

Manual

### **Other Reporting Conditions**

Instructions on how to submit condition data for each of these areas is on the following pages.

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## REMARK CODES

Remark codes are used to define what the user is reporting for the associated reporting categories.

When inputting data into the system you can choose from the following remark codes: Pick the appropriate remark code which best describes the status for your condition.

### Abandoned

If your withdrawal has been abandoned, choose this remark code. If a user selects a remark code of “Abandoned”, the system will no longer allow condition data to be entered for this withdrawal. He or she will receive an email report indicating this rule.

### Capped

If your withdrawal has been capped/plugged, choose this remark code. If a user selects a remark code of “Capped”, the system will no longer allow condition data to be entered for this withdrawal. He or she will receive an email report indicating this rule.

### Not Available

If an anomaly has occurred and you are not able to obtain an accurate meter reading, choose this remark code. A comment is required to be entered in the appropriate ‘Comments’ field.

### Reading

If a meter reading value is entered and the User clicks ‘Submit’, the system will automatically insert a remark code of “Reading”.

### New/Restart Meter Reading

To establish a new meter in the system the first time you go to submit data, the remark code will default to “New/Restart Meter Reading”. The following information will need to be provided:

- The meter serial number
- An estimated pumpage amount
- The current meter reading

Also, if there is a new meter for the withdrawal or the meter is repaired, choose this remark code. The following information will need to be provided:

- The new meter serial number or select the option to use the existing serial number
- An estimated pumpage amount
- The start date of when pumpage is being estimated
- The current meter reading

A comment is required to be entered in the appropriate ‘Comments’ field when the remark code of “New/Restart Meter Reading” is selected.

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### Rollover

When a meter rolls over to zero and begins again, choose this remark code.

Submit the meter reading value and the system will automatically perform the calculation for the rollover. The pumped amount will display, taking in consideration the meter rollover.

### Withdrawal Not Used

If you are not using the withdrawal for the selected time period, use this remark code.

### Above Measuring Device

If a water level measurement is above the measuring device, use the remark code of “Above Measuring Device” and do not enter a water level value.

### Below Measuring Device

If a water level measurement is below the measuring device, use the remark code of “Below Measuring Device” and do not enter a water level value.

### Missing/Damaged Gauge

If you are unable to obtain a water level due to a missing/damaged gauge, use the remark code of “Missing/Damaged Gauge” and do not enter a water level value.

### Not Accessible

If you are unable to obtain a water level measurement, use the remark code of “Not Accessible” and do not enter a water level value.

### Reading

If a water level value is entered and the User clicks ‘Submit’, the system will automatically insert a remark code of “Reading”.

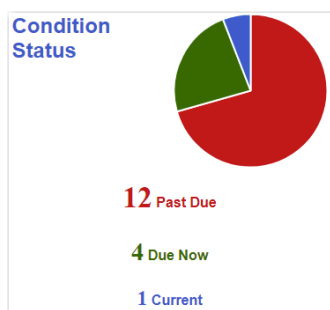
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## PERMIT CONDITION STATUS SCREEN

The 'Permit Condition Status' page is intended to inform users on the status of their permit conditions.

### Condition Status Graph

To the right of the 'Alert' and 'Upload' pop-outs, the system displays a 'Condition Status' graphical pie chart.



This graph displays the total of all conditions that have condition due records that apply to the entered permit number. Red indicates the number of "Past Due" condition due records. Green indicates the number of "Due" condition due records. Blue indicates the number of "Current" condition due records.

### Water Conservation Credit Balance

To encourage conservation and to account for severe climatic conditions for certain crops and plants, the District has designed a water-conserving credit system for "carrying forward" any unused permitted irrigation quantities. These unused quantities may then be used as needed in subsequent years at the site for which they were earned or assigned.

A water conservation credit balance will only display if the permit fits the following criteria, otherwise the grid will show the permit number only:

- The calculated credit balance and the date the information was last updated will display.
- Selecting the permit number directs you to the general information for this permit and the active revision.

Showing 1 to 5 of 21 entries		
Permit	As Of Date	Balance
2715	10/3/2017	4,816,875,024
2871	10/3/2017	116,205,400
3842	10/3/2017	593,541,200
4091	4/15/2015	0
5293	10/3/2017	44,992,698

Search:

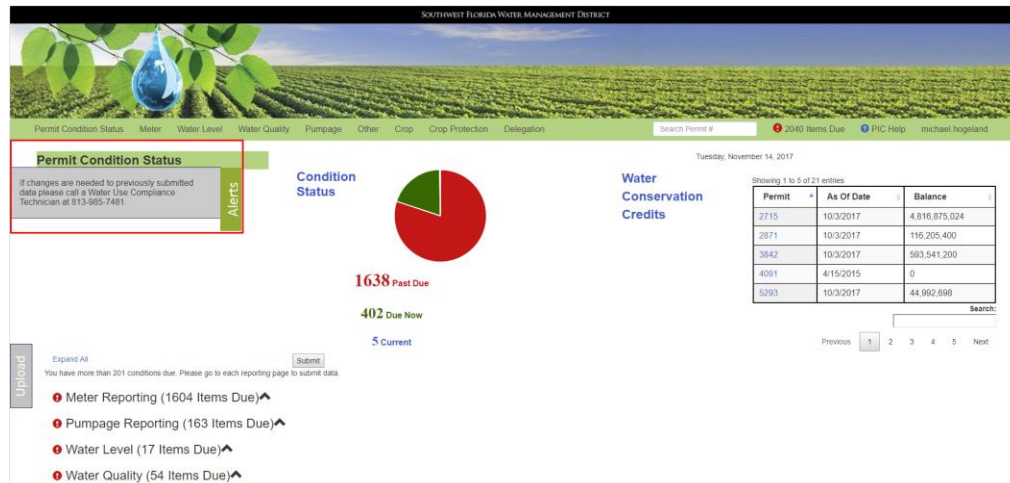
Previous 1 2 3 4 5 Next

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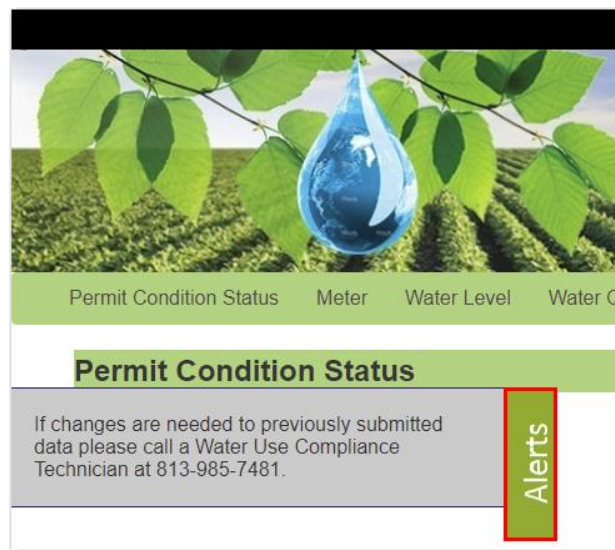
## Alerts

On the left-hand side of the screen you will find 'Alert' messages.

The 'Alerts' section provides an area for District staff to leave important information for Permittees.



This section can be collapsed by clicking on the 'Alerts' tab.

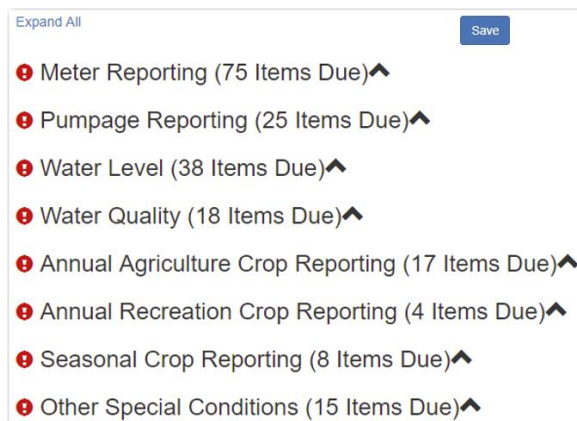


If the District is not trying to relay important information to the Permittee, a generic message will display: "If changes are needed to previously submitted data please call a Water Use Compliance Business Process Technician at 813-985-7481."

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## Condition Status Reporting Categories

Users have the option to submit condition data on the 'Permit Condition Status' screen. The 'Permit Condition Status' screen displays a list of reporting categories containing the current number of 'Due' and 'Past Due' records associated with the user ePIC account.



An indicator will populate to the left of the reporting category identifying the overall status of the condition submittal type.



Indicates that all conditions have been satisfied and no action is required. This represents a status of "Current".



Indicates that the reporting window is open, and one or more conditions are due. This represents a status of "Due".



Indicates that one or more conditions are past due. This represents a status of "Past Due".



Indicates that one or more conditions will become due but are not yet able to be satisfied. This represents the status of 'Coming Due'.

For complete descriptions of the 'Reporting Categories', navigate to the ['Reporting Windows'](#).

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To record your data on the 'Permit Condition Status' page, perform the following steps:

1. Using Google Chrome, login to the ePIC system using your designated 'Username' and 'Password'. To register/logon see the '[How to Register](#)' section.
2. Once logged in, you will be greeted with the 'Permit Condition Status' screen. From the 'Permit Condition Status' screen, the user will click on the arrow next to the due or past due reporting type to enter their data information.

When a User clicks on the reporting condition, the system will expand a data entry grid.

3. Once all data has been entered, the user will click the 'Save' tab above the reporting sections.

To complete all data entries, see [Manual Reporting](#) for additional information on how to complete those sections.

**Note:** If the user has more than 200 conditions due, they will be required to submit their data by accessing each reporting page, or by using the spreadsheet feature. See [Manual Reporting](#) and [Spreadsheet Download](#) for additional information on how to complete those sections.

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## MANUAL REPORTING

The issuance of a WUP requires that the withdrawals will not result in any unmitigated adverse impacts on the water resources and existing legal users. To ensure the criteria continues to be met after a WUP is issued, checking and reporting activities may be needed as conditions of the permit.

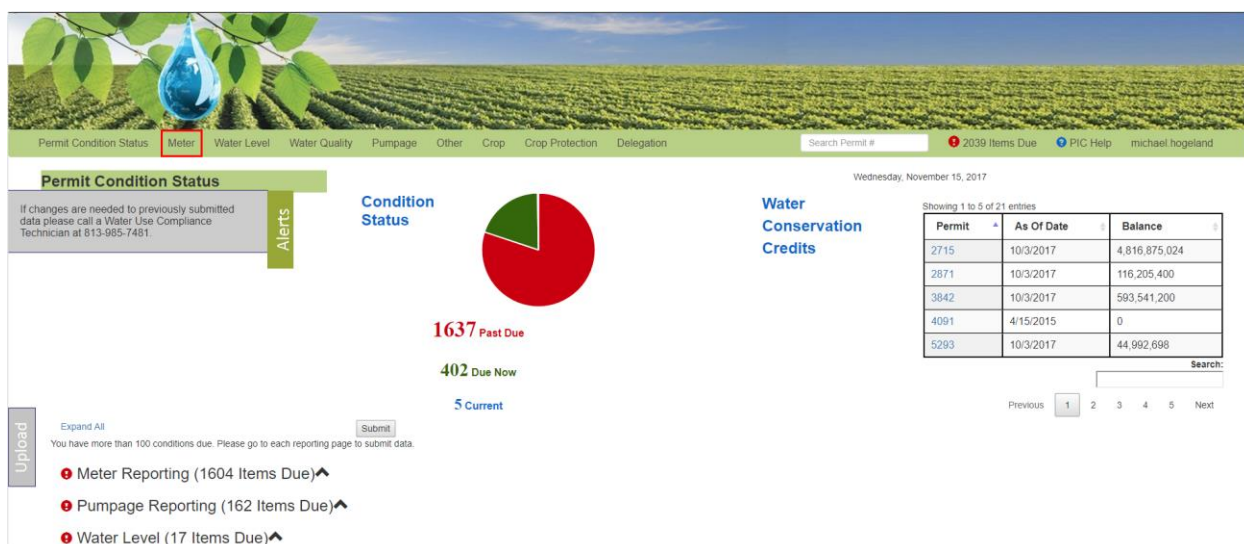
Data is used for District-wide planning purposes and by local governments and utilities.

### Meter Reading

Recording meter pumpage data provides a means to develop historical records and accurately project future water needs. This data is gathered to determine reasonable demand, assess impacts to the resources, and to ensure that quantities withdrawn do not exceed permitted pumpage.

To record your meter readings, perform the following steps:

1. Using Google Chrome, login to the ePIC system using your designated 'Username' and 'Password'. To register/login see the '[How to Register](#)' section.
2. Once logged in, you will be greeted with the 'Permit Condition Status' screen. From the 'Permit Condition Status' screen, click on the 'Meter' tab to enter your meter reading information.



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3. Locate the permit and withdrawal, by selecting the following:

- 'Permit'
- 'Withdrawal Point'
- 'Sequence #'
- 'Condition'

**Note:** Typically, there is only one 'Sequence #' per WUP, however some permit withdrawals include multiple. If there is more than one meter sequence for a withdrawal, an additional sequence will display in the 'Sequence #' drop-down menu.

The screenshot shows the 'Meter Reporting' section of a web application. It features a sidebar with 'Alerts' and a main form area. The form has four dropdown menus: 'Permit' (labeled 'a'), 'Withdrawal Point' (labeled 'b'), 'Sequence #' (labeled 'c'), and 'Condition' (labeled 'd'). The 'Condition' dropdown is currently set to '(Active) REPORT METER READINGS PRODUCTION WD PTS [30]'.

Once the correct 'Permit', 'Withdrawal Point', 'Condition', and 'Sequence #' has been selected, information about the selected reporting criteria will display. The current status of each record will appear in the "Status" field indicating whether a meter reading is required to be submitted or not. The definition of each status in the "Status" column can be found in the '[Reporting Categories](#)' section.

4. Locate the record that is 'Past Due' or 'Due Now'.

The screenshot shows the 'Meter Reporting' interface with a table of records. The table has columns for Status, Reporting For, Permit-DID [-Seq] (Owner ID), Remark, Date Meter Read, Reading, Gallons Pumped, and Received. The 'Status' column has three rows: 'Coming Due', 'Due Now', and 'Past Due'. The 'Past Due' row is highlighted with a red box. The 'Status' column also has a 'More' link for each row.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Date Meter Read	Reading	Gallons Pumped	Received
Coming Due	Nov-2017	2715-31 [1] (AREA H)	--Select One--	Last Recorded: 7/31/2017	Last Reading: 0	Gal pumped Nov 2016: 8,267,000	
Due Now	Oct-2017	2715-31 [1] (AREA H)	--Select One--	Last Recorded: 7/31/2017	Last Reading: 0	Gal pumped Oct 2016: 1,021,000	
Past Due	Sep-2017	2715-31 [1] (AREA H)	--Select One--	Last Recorded: 7/31/2017	Last Reading: 0	Gal pumped Sep 2016: 3,206,000	

5. To input meter data, the user will need to select or enter data in the following areas:
  - a. Select 'Remark' code (a complete list of these codes is listed in the ['Remark Codes'](#) section of this document).
  - b. Enter a 'Date Meter Read' – this is the date you read and recorded the meter reading information.  
**Note:** The 'Last Recorded' date is displayed above this data entry cell.
  - c. Enter a meter 'Reading' – this is the reading amount that displayed on the meter.  
**Note:** The 'Last Reading' value is displayed above this data entry cell.
  - d. Each reporting category will have a 'More' column to the far right of the row.

Upload	Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Date Meter Read	Reading	Gallons Pumped	Received	
	Coming Due	Nov-2017	2715-31 [1] (AREA H)	--Select One--	Last Recorded: 7/31/2017	Last Reading: 0	Gal pumped Nov 2016: 8,267,000		More
	Due Now	Oct-2017	2715-31 [1] (AREA H)	--Select One-- <b>a</b>	Last Recorded: 7/31/2017 <b>b</b>	Last Reading: 0 <b>c</b>	Gal pumped Oct 2016: 1,021,000		More <b>d</b>
	Past Due	Sep-2017	2715-31 [1] (AREA H)	--Select One--	Last Recorded: 7/31/2017	Last Reading: 0	Gal pumped Sep 2016: 3,206,000		More
	Past Due	Aug-2017	2715-31 [1] (AREA H)	--Select One--	Last Recorded: 7/31/2017	Last Reading: 0	Gal pumped Aug 2016: 7,968,000		More
	Received	Jul-2017	2715-31 [1] (AREA H)	Not Available	Last Recorded: 6/30/2017 7/31/2017	Last Reading: 0	Gal pumped Jul 2016: 12,041,000 0	8/10/2017	More

**Note:** 'Gallons Pumped' and 'Received' dates are not available for entry.

6. When the 'More' dropdown is selected, or if a 'Remark' code is selected that requires additional information, an additional line expands for further data entry.
  - a. Upon selecting a 'New/Restart Meter Reading' remark code, users are required to input a 'New Serial #'.  
**Note:** Users are able to select 'Use Existing Serial #' or 'Serial # Not Known' if applicable.
  - b. Enter a 'Comment' regarding the meter record.  
**Note:** Users are required to enter a 'Comment' when 'Abandoned', 'Capped', 'New/Restart Meter Reading', or 'Rollover' remark codes are selected.
  - c. Upon selecting 'New/Restart Meter Reading', 'Rollover', or 'Not Available' remark codes, users are required to input the 'Estimate (Gallons)'. If these remark codes are not selected, the field is not available to entry.
  - d. The permit's 'Project', 'Permittee', and 'Condition Description (Code)' will be displayed on the 'Meter' record.  
**Note:** The permits current 'Meter Serial #' is displayed on the left-hand column of this form.

Meter Serial #: 20162307-04	New Serial #:	<b>a</b>	Estimate (Gallons):	<b>c</b>
	Use Existing Serial #			
	Serial # Not Known			
Site ID: 614478	<b>b</b>	<b>d</b>	Project: FGUA-Seven Springs Permittee: Michael Hogeland Condition (Code): REPORT METER READINGS PRODUCTION WD PTS (30)	
Comment:				

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7. When finished entering all the required Permit data, select 'Save'.

Received	Feb-2017	2715-31 [1] (AREA H)	Not Available	Last Recorded: 1/30/2017 2/27/2017	Last Reading: 866,823,000	Gal pumped Feb 2016: 9,723,000 1,035,714	3/10/2017	More
Received	Jan-2017	2715-31 [1] (AREA H)	Reading	Last Recorded: 12/29/2016 1/30/2017	Last Reading: 866,823,000 866,823,000	Gal pumped Jan 2016: 64,000 0	2/10/2017	More
Received	Dec-2016	2715-31 [1] (AREA H)	Reading	Last Recorded: 11/30/2016 12/29/2016	Last Reading: 865,724,000 866,823,000	Gal pumped Dec 2015: 8,004,000 1,099,000	1/9/2017	More
Received	Nov-2016	2715-31 [1] (AREA H)	Reading	Last Recorded: 10/28/2016 11/30/2016	Last Reading: 857,457,000 865,724,000	Gal pumped Nov 2015: 12,412,000 8,267,000	12/12/2016	More

Cancel
Save

The system confirms the data was submitted successfully, with a reminder message stating, "Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician."

You can find more information about the 24-hour edit period by navigating to the ['24-hour rule'](#) section in this document.

Meter Reporting

Tuesday, November 7, 2017

Permit: 2715

Withdrawal Point: 31

Condition: (Active) REPORT METER READINGS PRODUCTION WID PTS (30)

Project Name: Mosaic Agricultural & Streamsong GC

Permittee: Michael Hogeland

County: Hardee

Search Data

Minimum date: 10/1/2016 Maximum date: 11/1/2017

[Export To Excel](#)

1 record(s) saved. 0 had errors. Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Date Meter Read	Reading	Gallons Pumped	Received	
Coming Due	Nov-2017	2715-31 [1] (AREA H)	--Select One--	Last Recorded: 10/7/2017	Last Reading: 867,000,000	Gal pumped Nov 2016: 8,267,000		More
Due Now	Oct-2017	2715-31 [1] (AREA H)	--Select One--	Last Recorded: 10/7/2017	Last Reading: 867,000,000	Gal pumped Oct 2016: 1,021,000		More
Saved successfully								
Received	Sep-2017	2715-31 [1] (AREA H)	Reading	Last Recorded: 7/31/2017 10/7/2017	Last Reading: 0 867,800,000	Gal pumped Sep 2016: 3,206,000 177,800	11/7/2017	More

For a complete list of requirements for 'Meter Reporting', navigate to the ['Meter Reporting Requirement Chart'](#).

**Note:** Permittees shall no longer be required independently submit quantities used where an automatic meter reading device (AMR) is installed. The AMR will provide withdrawal data to the District, except in the case of device failure.

Status	Reporting For	Permit-DID [-Seq] (Permittee ID)	Remark	Date Meter Read	Reading	Gallons Pumped	Received	
Received via AMR	Dec-2017	179-2 [1] (HOME-2)	Reading	Last Recorded: 12/7/2017 12/1/2017	Last Reading: 90,567,000 90,593,000	Gal pumped Dec 2016: 75,000 36,000	12/21/2017	More

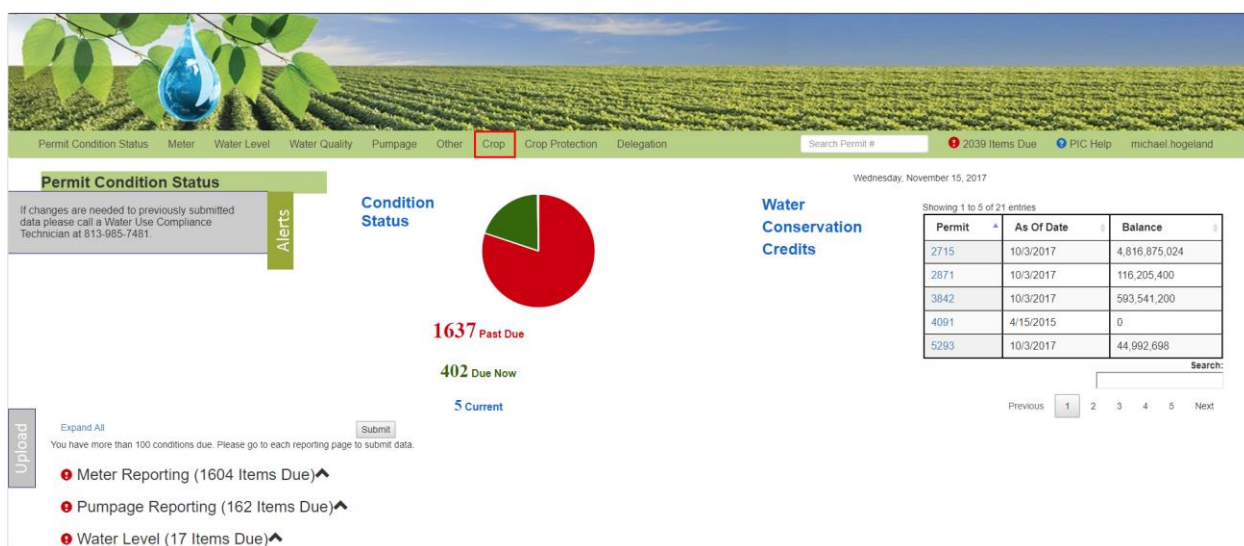
## Crop Reporting

All permittees with WUPs with 100,000 gallons per day (GPD) or greater annual average quantities shall record data for each metered facility.

Crop reporting data gives means to develop historical records to accurately project future water needs. This data is gathered to determine reasonable demand, assess impacts to the resources, and to ensure quantities and crops match permitted information to decide if modifications or adjustments of WUPs are necessary.

To record your crop reporting data, perform the following steps:

1. Using Google Chrome, login to the ePIC system using your designated 'Username' and 'Password'. To register/logon see the '[How to Register](#)' section.
2. Once logged in, you will be greeted with the 'Permit Condition Status' screen. From the 'Permit Condition Status' screen, click on the 'Crop' tab to enter your crop information.



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Three 'Crop Reporting' categories are available for reporting crop data:

- a. 'Annual Agriculture'
- b. 'Annual Recreation'
- c. 'Seasonal'

The screenshot shows a web interface for 'Crop Reporting'. At the top, there is a navigation bar with links: Permit Condition Status, Meter, Water Level, Water Quality, Pumpage, and O. Below this is a green header for 'Crop Reporting'. On the left, there is a vertical sidebar with the word 'Alerts'. The main content area has three tabs: 'Annual Agriculture', 'Annual Recreation', and 'Seasonal'. The 'Annual Agriculture' tab is highlighted with a green border and labeled 'a'. The 'Annual Recreation' tab is labeled 'b' and the 'Seasonal' tab is labeled 'c'. Below the tabs, there is a message: 'Please select a permit to continue.' Below this message is a form with the following fields: 'Permit:' with a dropdown menu showing '- Select -', 'Withdrawal Point:' with a dropdown menu, 'Sequence #:' with a dropdown menu, and 'Condition:' with a dropdown menu.

### Annual Agriculture Reporting

Permittees must demonstrate that the quantities applied for relate to reasonable irrigation, livestock, aquaculture, and other agricultural needs. This demonstration is typically accomplished by providing information on the types and acreage of crops to be irrigated, the crop growing season, the irrigation systems used, crop establishment, application of chemicals and fertilizers, and other specified use information.

1. Select the 'Annual Agriculture' tab.

This screenshot is similar to the one above, but the 'Annual Agriculture' tab is now selected and highlighted with a green border. The other tabs, 'Annual Recreation' and 'Seasonal', are no longer highlighted. The rest of the interface, including the navigation bar, sidebar, and form fields, remains the same.

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2. Locate the permit and withdrawal information that needs to be entered, by selecting the following:
  - a. 'Permit'
  - b. 'Withdrawal Point'
  - c. 'Condition'

The screenshot shows the 'Crop Reporting' section of a web application. It has three tabs: 'Annual Agriculture', 'Annual Recreation', and 'Seasonal'. The 'Annual Agriculture' tab is selected. Below the tabs, there are three dropdown menus: 'Permit:', 'Withdrawal Point:', and 'Condition:'. The 'Permit:' dropdown is set to '2648' and is highlighted with a red box and a red 'a'. The 'Withdrawal Point:' dropdown is set to '2' and is highlighted with a red box and a red 'b'. The 'Condition:' dropdown is set to 'REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY [474]' and is highlighted with a red box and a red 'c'.

Once the correct 'Permit', 'Withdrawal Point', and 'Condition' have been selected, information about the selected crop reporting criteria will display. The current status of each record will appear in the "Status" field indicating whether a crop report is required to be submitted or not. The definition of each status in the "Status" column can be found in the ['Reporting Categories'](#) section.

3. Locate the record that is 'Past Due' or 'Due Now'.

The screenshot shows the 'Crop Reporting' section of a web application. It has three tabs: 'Annual Agriculture', 'Annual Recreation', and 'Seasonal'. The 'Annual Agriculture' tab is selected. Below the tabs, there are three dropdown menus: 'Permit:', 'Withdrawal Point:', and 'Condition:'. The 'Permit:' dropdown is set to '4108'. The 'Withdrawal Point:' dropdown is set to 'District: 7 - Permittee: 7'. The 'Condition:' dropdown is set to 'REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY [474]'. To the right of these dropdowns, there is a 'Project Name:' field with the value 'LH Zellwin 4108'. Below this, there is a 'Permittee:' field with the value 'Michael Hogeland' and a 'County:' field with the value 'Polk'. To the right of these fields, there is a 'Search Data' section with two date input fields: 'Minimum date: 2/1/2012' and 'Maximum date: 2/1/2017'. Below these date fields, there is a blue button labeled 'Export To Excel!'. Below the search and project information, there is a table with the following columns: 'Status', 'Reporting For', 'Permit-DID [-Seq] (Owner ID)', 'Soil Type', 'Was This Withdrawal Used', 'Used For', 'Comments', 'Received', and 'More/Less'. The table contains three rows of data. The first row has a status of 'Past Due' (indicated by a red exclamation mark icon) and a reporting period of 'Jan-Dec 2016'. The second row has a status of 'Due Now' (indicated by a green triangle icon) and a reporting period of 'Jan-Dec 2015'. The third row has a status of 'Received' (indicated by a blue checkmark icon) and a reporting period of 'Jan-Dec 2014'. The 'Past Due' and 'Due Now' rows are highlighted with a red box.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Soil Type	Was This Withdrawal Used	Used For	Comments	Received	More/Less
Past Due	Jan-Dec 2016	4108-7 (7)	CANDLER	Was this withdrawal used? --Select One--	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?			More
Due Now	Jan-Dec 2015	4108-7 (7)	CANDLER	Was this withdrawal used? --Select One--	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?			More
Received	Jan-Dec 2014	4108-7 (7)	CANDLER	Was this withdrawal used? Yes	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		9/29/2017	Less



4. To input 'Annual Agriculture' reporting data, the user will need to select or enter data in the following areas:
  - a. Select 'Yes' or 'No' from the "Was this Withdrawal Used?" drop-down.
    - i. If 'No' is selected, the user is not required to enter any further data and may select 'Save'.
    - ii. If 'Yes' is selected, the 'More' form will expand and the user will be required to enter further data.
  - b. "Comments are **NOT** required for this type of reporting.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Soil Type	Was This Withdrawal Used	Used For	Comments	Received	
Past Due	Jan-Dec 2016	179-3 (Block 12 Well)	LAKE	Was this withdrawal used? <span style="border: 1px solid red; padding: 2px;">--Select One--</span> <span style="border: 1px solid red; padding: 2px;">a</span>	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?	<span style="border: 1px solid red; padding: 2px;">b</span>		More
Received	Jan-Dec 2015	179-3 (Block 12 Well)	SEFFNER	Was this withdrawal used? Yes <span style="border: 1px solid black; padding: 2px;">v</span>	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		12/2/2016	Less

**Note:** 'Received' date is not available for entry.

The user is **NOT** required to answer the following three questions under 'Used For' on this page:

- a. "Was this withdrawal point used for cold protection?"
  - b. "Was tailwater recovery water used to supplement irrigating the crops listed?"
  - c. "Was this withdrawal used for any non-irrigation water use?"
5. When "Yes" is selected from 'Was this Withdrawal Used?', the 'More' drop-down expands and an additional line expands for further data entry.
    - a. Select a "Crop" from the drop-down.
    - b. Entering the "Acres" is required upon selecting a "Crop".
    - c. The system will determine if the WUP location is in the Northern Tampa Bay (NTB) region, if so the user is **required** to select an "Irrigation Method" from the drop-down.

Add Crop			
<input type="checkbox"/> DELETE	Crop: <span style="border: 1px solid red; padding: 2px;">--Select One--</span> <span style="border: 1px solid red; padding: 2px;">a</span>	Acres: <span style="border: 1px solid red; padding: 2px;">b</span>	
Irrigation Method: <span style="border: 1px solid red; padding: 2px;">--Select One--</span> <span style="border: 1px solid red; padding: 2px;">c</span> (only in NTB)			

If the user needs to report multiple crops, select 'Add Crop' and an additional crop reporting row will display.

Add Crop			
<input type="checkbox"/> DELETE	Crop: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>	Acres: <span style="border: 1px solid red; padding: 2px;"></span>	
Irrigation Method: <span style="border: 1px solid red; padding: 2px;">--Select One--</span> (only in NTB)			
<input type="checkbox"/> DELETE	Crop: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>	Acres: <span style="border: 1px solid red; padding: 2px;"></span>	
Irrigation Method: <span style="border: 1px solid red; padding: 2px;">--Select One--</span> (only in NTB)			



If user needs to delete an extra crop reporting row, select the 'DELETE' box located at the top-left hand corner of the record. The record will be labeled as 'marked for deletion' and will be deleted upon saving the record.

The screenshot shows the 'Add Crop' form with two rows. Each row has a 'DELETE' button in the top-left corner. The second row's 'DELETE' button is highlighted with a red box, and a red label 'marked for deletion' is placed next to it. The form includes fields for Crop (dropdown), Planting Date, Acres, Bed Prep (days), Season Length (days), Irrigation Method (dropdown), and a checkbox for 'Used plastic mulch?'.

6. When finished entering all required permit data, select 'Save'.

The screenshot shows the bottom of the permit data form. It includes a 'Cancel' button and a 'Save' button. Above the buttons, there are checkboxes for 'Used for non-irrigation?', 'Used for tailwater recovery?', and 'Used for cold protection?'. The 'Save' button is highlighted with a red box.

The system confirms the data was submitted successfully, with a reminder message stating, "Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician."

You can find more information about the 24-hour edit period by navigating to the ['24-hour rule'](#) section in this document.

The screenshot shows a confirmation message at the top: "2 record(s) saved; 0 had errors. Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician." Below this is a table with columns: Status, Reporting For, Permit-DID [-Seq] (Owner ID), Soil Type, Was This Withdrawal Used, Used For, and Comments. The first row shows a record for Jan-Dec 2016, 179-3 (Block 12 Well), LAKE, with a 'Was this withdrawal used?' dropdown set to 'Yes'. Below the table is the 'Add Crop' form, which has a 'Saved successfully' label and a 'DELETE' button. The form includes fields for Crop (dropdown), Acres, Bed Prep (days), Season Length (days), Irrigation Method (dropdown), and a checkbox for 'Used plastic mulch?'.

For a complete list of requirements for 'Crop Reporting', navigate to the ['Annual Agriculture Requirements Chart'](#).

## Annual Recreation Reporting

Permittees must demonstrate that the quantities applied for relate to reasonable irrigation for community common areas, golf courses, cemeteries, sport playing fields, and lawn & landscape. This demonstration is typically accomplished by providing information on the types and acreage of recreation and aesthetic use to be irrigated.

1. Select the 'Annual Recreation' tab.

The screenshot shows the 'Crop Reporting' section of a web application. At the top, there is a navigation bar with links: 'Permit Condition Status', 'Meter', 'Water Level', 'Water Quality', and 'Pumpage'. Below this, the 'Crop Reporting' header is displayed. On the left, there is a vertical 'Alerts' sidebar. The main content area has three tabs: 'Annual Agriculture', 'Annual Recreation' (which is highlighted with a red box), and 'Seasonal'. Below the tabs, a message reads 'Please select a permit to continue.' A form is displayed with the following fields: 'Permit:' with a dropdown menu showing '- Select -'; 'Withdrawal Point:' with a dropdown menu; 'Sequence #:' with a dropdown menu; and 'Condition:' with a dropdown menu.

2. Locate the permit and withdrawal information that needs to be entered, by selecting the following:
  - a. 'Permit'
  - b. 'Withdrawal Point'
  - c. 'Condition'

This screenshot shows the same 'Crop Reporting' interface as the previous one, but with data entered into the form fields. The 'Annual Recreation' tab is still selected. The 'Permit:' dropdown now shows '7602' (highlighted with a red box labeled 'a'). The 'Withdrawal Point:' dropdown shows '2' (highlighted with a red box labeled 'b'). The 'Sequence #' dropdown shows '1'. The 'Condition:' dropdown shows 'REPORT ANNUAL REC/AESTH IRR. & GOLF COURSE SWUCA ONLY [475]' (highlighted with a red box labeled 'c').

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Once the correct 'Permit', 'Withdrawal Point', and 'Condition' have been selected, information about the selected criteria will display. The current status of each record will appear in the "Status" field indicating whether a crop report is required to be submitted or not. The definition of each status in the "Status" column can be found in the [Reporting Categories](#) section.

3. Locate the record that is 'Past Due' or 'Due Now'.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Soil Type	Was This Withdrawal Used	Used for	Comments	Received Date
Due Now	Jan-Dec 2016	4645-4 (4)		Was this withdrawal used? --Select One--	Used for cold protection? Used for tailwater recovery? Used for non-irrigation?		
Past Due	Jan-Dec 2015	4645-4 (4)		Was this withdrawal used? --Select One--	Used for cold protection? Used for tailwater recovery? Used for non-irrigation?		
Received	Jan-Dec 2014	4645-4 (4)		Was this withdrawal used? No	Used for cold protection? Used for tailwater recovery? Used for non-irrigation?		11/30/2017

4. To input 'Annual Recreation' reporting, the user will need to select or enter data in the following areas:

- Select 'Yes' or 'No' from the "Was this Withdrawal Used?" drop-down.
  - If 'No' is selected, the user is not required to enter any further data and may select 'Save'.
  - If 'Yes' is selected, the 'More' form will expand and the user will be required to enter further data.
- 'Comments' are **NOT** required for this type of reporting.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Soil Type	Was This Withdrawal Used	Used for	Comments	Received Date
Due Now	Jan-Dec 2016	4645-4 (4)		Was this withdrawal used? --Select One--	Used for cold protection? Used for tailwater recovery? Used for non-irrigation?		
Past Due	Jan-Dec 2015	4645-4 (4)		Was this withdrawal used? --Select One--	Used for cold protection? Used for tailwater recovery? Used for non-irrigation?		
Received	Jan-Dec 2014	4645-4 (4)		Was this withdrawal used? No	Used for cold protection? Used for tailwater recovery? Used for non-irrigation?		11/30/2017

**Note:** 'Received' date is not available for entry.

The user is **NOT** required to answer the following three questions under 'Used For' on this page:

- "Was this withdrawal point used for cold protection?"
- "Was tailwater recovery water used to supplement irrigating the crops listed?"
- "Was this withdrawal used for any non-irrigation water use?"

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5. When 'Yes' is selected from "Was this Withdrawal Used?", the 'More' drop-down expands and an additional line expands for further data entry.
  - a. Select a 'Recreation or Aesthetic Use' from the drop-down menu.
  - b. Entering the "Total Acres" is required upon selecting a 'Recreation or Aesthetic Use'.  
**Note:** The three acres' categories may not equal more than "Total Acres".
  - c. Indicate any acreage that falls into the three acres' categories (i.e. Shrubs/Tree Acres, Fairway Acres, Green/Tee Acres).
    - i. Entering the "Green/Tee Acres" is only **required** when "Golf Course" is selected as the 'Recreation or Aesthetic Use'.
  - d. The system will determine if the WUP location is in the Northern Tampa Bay (NTB) region, if so the user is **required** to select an "Irrigation Method" from the drop-down.

Add Crop			
<input type="checkbox"/> DELETE	Recreation or Aesthetic Use: --Select One--	Total Acres:	
	Shrubs / Trees Acres:	Fairway Acres:	Green / Tee Acres:
	Irrigation Method: --Select One--		

If the user needs to report multiple crops, select 'Add Crop' and an additional crop reporting row will display.

Add Crop			
<input type="checkbox"/> DELETE	Recreation or Aesthetic Use: --Select One--	Total Acres:	
	Shrubs / Trees Acres:	Fairway Acres:	Green / Tee Acres:
	Irrigation Method: --Select One--		
<input type="checkbox"/> DELETE	Recreation or Aesthetic Use: --Select One--	Total Acres:	
	Shrubs / Trees Acres:	Fairway Acres:	Green / Tee Acres:
	Irrigation Method: --Select One--		

If user needs to delete an extra crop reporting row, select the 'DELETE' box located at the top-left hand of the record. The record will be labeled as 'marked for deletion' and will be deleted upon saving the record.

Add Crop			
<input type="checkbox"/> DELETE	Crop: --Select One--	Planting Date:	Acres:
	Bed Prep (days):	Season Length (days):	<input type="checkbox"/> Used plastic mulch?
	Irrigation Method: --Select One--		
<input checked="" type="checkbox"/> DELETE	Crop: --Select One--	Planting Date:	Acres:
marked for deletion	Bed Prep (days):	Season Length (days):	<input type="checkbox"/> Used plastic mulch?
	Irrigation Method: --Select One--		

6. When finished entering all the required permit data, select 'Save'.

The system confirms the data was submitted successfully, with a reminder message stating, "Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician."

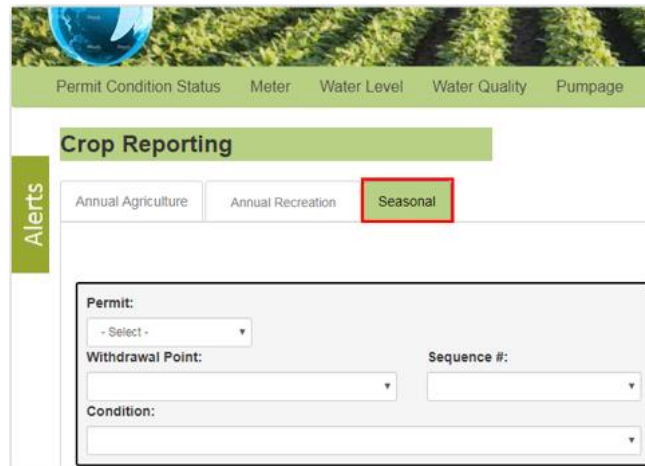
You can find more information about the 24-hour edit period by navigating to the ['24-hour rule'](#) section in this document.

For a complete list of requirements for 'Crop Reporting', navigate to the ['Annual Recreation Requirements Chart'](#)

## Seasonal – Winter/Spring & Summer/Fall Reporting

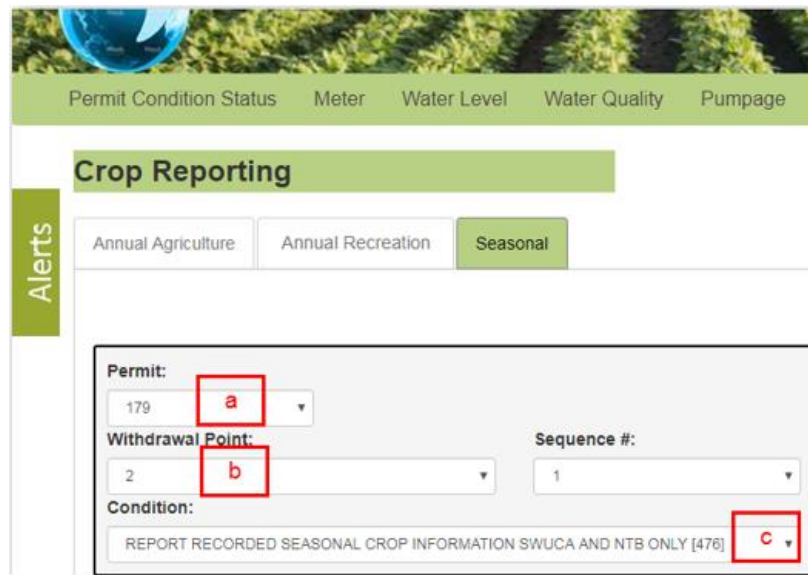
Seasonal crops are allocated irrigation quantities for field preparation and crop establishment. This quantity is for raising the water table depending on the season and soil type. Summer/Fall crops are assumed to need half of the quantity for this parameter than Winter/Spring crops because Fall crops are preceded by the wet season.

1. Select the 'Seasonal' tab.



The screenshot shows the 'Crop Reporting' section of a web application. At the top, there is a navigation bar with links: 'Permit Condition Status', 'Meter', 'Water Level', 'Water Quality', and 'Pumpage'. Below this is a green header for 'Crop Reporting'. On the left, there is a vertical 'Alerts' sidebar. The main content area has three tabs: 'Annual Agriculture', 'Annual Recreation', and 'Seasonal'. The 'Seasonal' tab is highlighted with a red box. Below the tabs, there is a form with the following fields: 'Permit:' with a dropdown menu showing '- Select -', 'Withdrawal Point:' with a dropdown menu, 'Sequence #:' with a dropdown menu, and 'Condition:' with a dropdown menu.

2. Locate the permit and withdrawal information that needs to be entered, by selecting the following:
  - a. 'Permit'
  - b. 'Withdrawal Point'
  - c. 'Condition'



This screenshot shows the same 'Crop Reporting' form as the previous one, but with specific values entered and highlighted with red boxes. The 'Permit:' dropdown is set to '179' and is labeled with a red box 'a'. The 'Withdrawal Point:' dropdown is set to '2' and is labeled with a red box 'b'. The 'Sequence #' dropdown is set to '1'. The 'Condition:' dropdown is set to 'REPORT RECORDED SEASONAL CROP INFORMATION SWUCA AND NTB ONLY [476]' and is labeled with a red box 'c'.

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Once the correct 'Permit', 'Withdrawal Point', and 'Condition' have been selected, information about the selected criteria will display. The current status of each record will appear in the "Status" field indicating whether a crop report is required to be submitted or not. The definition of each status in the "Status" column can be found in the [Reporting Categories](#) section.

### 3. Locate the record that is 'Past Due' or 'Due Now'.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Soil Type	Was This Withdrawal Used	Used For	Comments	Received Date
Past Due	Win 2016 - Spr 2017	74-2 (2)	ZOLFO	Was this withdrawal used? --Select One--	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		
Due Now	Sum 2016 - Fall 2016	74-2 (2)	ZOLFO	Was this withdrawal used? --Select One--	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		
Received	Win 2015 - Spr 2016	74-2 (2)	ZOLFO	Was this withdrawal used? No	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		11/30/2017

Seasonal "Reporting For" is divided between 'Winter/Spring' reporting and 'Summer/Fall' reporting.

### 4. To input 'Seasonal' reporting, the user will need to select or enter data in the following areas:

- Select 'Yes' or 'No' from the "Was this Withdrawal Used?" drop-down.
  - If 'No' is selected, the user is not required to enter any further data.
  - If 'Yes' is selected, the 'More' form will expand and the user will be required to enter further data.
- "Comments are **NOT** required for this type of reporting.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Soil Type	Was This Withdrawal Used	Used For	Comments	Received Date
Past Due	Win 2016 - Spr 2017	74-2 (2)	ZOLFO	Was this withdrawal used? --Select One-- <b>a</b>	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?	<b>b</b>	
Due Now	Sum 2016 - Fall 2016	74-2 (2)	ZOLFO	Was this withdrawal used? --Select One--	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		
Received	Win 2015 - Spr 2016	74-2 (2)	ZOLFO	Was this withdrawal used? No	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		11/30/2017

**Note:** 'Received' date is not available for entry.

The user is **NOT** required to answer the following three questions under 'Used For' on this page:

- "Was this withdrawal point used for cold protection?"
- "Was tailwater recovery water used to supplement irrigating the crops listed?"
- "Was this withdrawal used for any non-irrigation water use?"

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5. When 'Yes' is selected from "Was this Withdrawal Used?", the 'More' drop-down expands and an additional line expands for further data entry.
  - a. Select a "Crop" from the drop down.
  - b. Entering "Acres", "Planting Date", and "Season Length (days)", in numerical form, is **required** upon selecting a "Crop"
  - c. Indicating "Was Mulch used?" is **NOT** required upon selecting a "Crop".
  - d. The system will determine if the WUP location is in the Norther Tampa Bay (NTB) region, if so the user is required to select an "Irrigation Method" from the drop-down.

Add Crop				
<input type="checkbox"/> DELETE	Crop: <span style="border: 1px solid red; padding: 2px;">--Select One--</span> <span style="border: 1px solid red; padding: 2px;">a</span>	Planting Date: <span style="border: 1px solid red; padding: 2px;">b</span>	Acres: <span style="border: 1px solid red; padding: 2px;">b</span>	
	Bed Prep (days): <span style="border: 1px solid red; padding: 2px;"></span>	Season Length (days): <span style="border: 1px solid red; padding: 2px;">b</span>	<input type="checkbox"/> Used plastic mulch? <span style="border: 1px solid red; padding: 2px;">c</span>	
	Irrigation Method: <span style="border: 1px solid red; padding: 2px;">--Select One--</span> <span style="border: 1px solid red; padding: 2px;">d</span>			

**Note:** The user is **NOT** required to enter 'Bed Prep (days)' on this page.

If user needs to report multiple crops, select 'Add Crop' and an additional crop reporting row will display.

Add Crop				
<input type="checkbox"/> DELETE	Crop: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>	Planting Date: <span style="border: 1px solid red; padding: 2px;"></span>	Acres: <span style="border: 1px solid red; padding: 2px;"></span>	
	Bed Prep (days): <span style="border: 1px solid red; padding: 2px;"></span>	Season Length (days): <span style="border: 1px solid red; padding: 2px;"></span>	<input type="checkbox"/> Used plastic mulch?	
	Irrigation Method: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>			
<input type="checkbox"/> DELETE	Crop: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>	Planting Date: <span style="border: 1px solid red; padding: 2px;"></span>	Acres: <span style="border: 1px solid red; padding: 2px;"></span>	
	Bed Prep (days): <span style="border: 1px solid red; padding: 2px;"></span>	Season Length (days): <span style="border: 1px solid red; padding: 2px;"></span>	<input type="checkbox"/> Used plastic mulch?	
	Irrigation Method: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>			

If user needs to delete an extra crop reporting row, select the 'DELETE' box located at the top left hand corner of the records. The record will be labeled as 'marked for deletion' and will be deleted upon saving the record.

Add Crop				
<input type="checkbox"/> DELETE	Crop: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>	Planting Date: <span style="border: 1px solid red; padding: 2px;"></span>	Acres: <span style="border: 1px solid red; padding: 2px;"></span>	
	Bed Prep (days): <span style="border: 1px solid red; padding: 2px;"></span>	Season Length (days): <span style="border: 1px solid red; padding: 2px;"></span>	<input type="checkbox"/> Used plastic mulch?	
	Irrigation Method: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>			
<input checked="" type="checkbox"/> DELETE <span style="border: 1px solid red; padding: 2px;">marked for deletion</span>	Crop: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>	Planting Date: <span style="border: 1px solid red; padding: 2px;"></span>	Acres: <span style="border: 1px solid red; padding: 2px;"></span>	
	Bed Prep (days): <span style="border: 1px solid red; padding: 2px;"></span>	Season Length (days): <span style="border: 1px solid red; padding: 2px;"></span>	<input type="checkbox"/> Used plastic mulch?	
	Irrigation Method: <span style="border: 1px solid red; padding: 2px;">--Select One--</span>			



6. When finished entering all required permit data, select 'Save'.

Past Due	Win 2016 - Spr 2017	2715-159 (GILLARD SW)	SPARR	Was this withdrawal used? --Select One--	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?			More
Current	Sum 2016 - Fall 2016	2715-159 (GILLARD SW)	SPARR	Was this withdrawal used? No	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		1/31/2017	More

Cancel
Save

The system confirms the data was submitted successfully, with a reminder message stating, "Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician."

You can find more information about the 24-hour edit period by navigating to the ['24-hour rule'](#) section in this document.

1 record(s) saved; 0 had errors. Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Soil Type	Was This Withdrawal Used	Used For	Comments	Received Date	
Received	Win 2016 - Spr 2017	2715-159 (GILLARD SW)	SPARR	Was this withdrawal used? Yes	<input type="checkbox"/> Used for non-irrigation? <input type="checkbox"/> Used for tailwater recovery? <input type="checkbox"/> Used for cold protection?		11/7/2017	Less

Saved this row successfully. 1 crop record(s) saved; 0 had errors.

[Add Crop](#)

Saved successfully

☐ DELETE

Crop: Cauliflower

Planting Date: 7/12/2017

Acres: 7.0

(At least one crop record is required when Withdrawal Used is 'Yes'.)

Bed Prep (days):

Season Length (days): 17

☒ Used plastic mulch?

For a complete list of requirements for 'Crop Reporting', navigate to the ['Seasonal Winter/Spring & Summer/Fall Requirement Chart'](#).

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## Water Level Reporting

The purpose of water level monitoring is to ensure that existing legal uses, off-site land use, water resources, and associated environmental features are not adversely impacted by withdrawals. A groundwater level monitoring program may include water table levels, potentiometric surface levels, or both.

To record your water level readings, perform the following steps:

1. Using Google Chrome, login to the ePIC system using your designated 'Username' and 'Password'. To register/logon see the '[How to Register](#)' section.
2. Once logged in, you will be greeted with the 'Permit Condition Status' screen. From the 'Permit Condition Status' screen, click on the 'Water Level' tab to enter your water level reading.

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3. Locate the permit and withdrawal information that needs to be entered, by selecting the following:
  - a. 'Permit'
  - b. 'Withdrawal Point'
  - c. 'Condition'

The screenshot shows the 'Water Level' section of a web application. On the left is a green sidebar with the word 'Alerts'. The main form has a header with tabs: 'Permit Condition Status', 'Meter', 'Water Level', 'Water Quality', 'Pumpage', and 'Other'. The 'Water Level' tab is selected. The form contains three dropdown menus: 'Permit' (with value 11771 and label 'a'), 'Withdrawal Point' (with value 325 and label 'b'), and 'Condition' (with value '(Active) REPORT MEASURED GROUND WATER LEVEL(S) (NGVD) [5]' and label 'c'). A 'Sequence #' dropdown is also present with value 1.

Once the correct 'Permit', 'Withdrawal Point', and 'Condition' have been selected, information about the selected criteria will display. The current status of each record will appear in the "Status" field indicating whether a crop report is required to be submitted or not. The definition of each status in the "Status" column can be found in the ['Reporting Categories'](#) section.

4. Locate the record that is 'Past Due' or 'Due Now'.

The screenshot shows the 'Water Level' form with the 'Status' column highlighted in red. The table has columns: Status, Reporting For, Permit-DID [-Seq] (Owner ID), Remark, Date Level Read, Water Level Value, Received Date, and More. The 'Status' column has three rows: 'Due Now' (Nov 2017), 'Due Now' (Oct 2017), and 'Past Due' (Sep 2017). The 'Past Due' row is highlighted in red. The 'Status' column also has a 'Due Now' row with a red circle icon.

5. To input water level data, the user will need to select or enter data in the following areas:
  - a. Select 'Remark' code (a complete list of these codes is listed in the ['Remark Codes'](#) section of this document).
  - b. Enter a 'Date Level Read' – this is the date you read and recorded the water level information.  
**Note:** The 'Previous Date Read' is displayed above this data entry cell.
  - c. Enter a 'Water Level Read' - this is the reading amount that was monitored during the reporting period.  
**Note:** The 'Previous Value' amount is displayed above this data entry cell.
  - d. Each reporting category will have a 'More' column to the far right of the data entry grid.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Date Level Read	Water Level Value	Received Date	
Due Now	Nov 2017	7637-20 [1] (20)	--Select One-- <b>a</b>	Previous Date Read: 6/30/2017 <b>b</b>	Previous Value: 6.50 <b>c</b>		<b>d</b> More ▼
Due Now	Oct 2017	7637-20 [1] (20)	--Select One--	Previous Date Read: 6/30/2017	Previous Value: 6.50		More ▼
Past Due	Sep 2017	7637-20 [1] (20)	--Select One--	Previous Date Read: 6/30/2017	Previous Value: 6.50		More ▼

**Note:** 'Received' date is not available for entry.

6. When the 'More' dropdown is selected, or if a 'Remark' code is selected that requires additional information, an additional line expands for further data entry.
  - a. Enter a 'Comment' regarding the water level record.  
**Note:** Users are required to enter a 'Comment' when 'Missed/Damaged Gauge' and 'Not Accessible' remark codes are selected.
  - b. The permits current 'Project, Permittee, and Condition Description (Code)' will be displayed for the 'Water Level' record.

Comment: 283217	<b>a</b>	<b>b</b> Project: ALOHA UTILITIES INC Permittee: Michelle Eddy Condition Description (Code): REPORT MEASURED GROUND WATER LEVEL(S) (NGVD) (5)
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7. When finished entering all required permit data, select 'Save'.

1 Past Due	Nov 2016	7637-20 [1] (20)	--Select One--	Previous Date Read: 10/31/2015	Previous Value: 0.55		More
1 Past Due	Oct 2016	7637-20 [1] (20)	--Select One--	Previous Date Read: 10/31/2015	Previous Value: 0.55		More
1 Past Due	Sep 2016	7637-20 [1] (20)	--Select One--	Previous Date Read: 10/31/2015	Previous Value: 0.55		More
1 Past Due	Aug 2016	7637-20 [1] (20)	--Select One--	Previous Date Read: 10/31/2015	Previous Value: 0.55		More

Cancel
Save

Footer text  
 © 2017 - Southwest Water Florida Management District  
 UserName mhogeland PermitNumber 7637 WithdrawalNbr  
 email our WMIS help desk

The system confirms the data was submitted successfully, with a reminder message stating, "Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician."

You can find more information about the 24-hour edit period by navigating to the ['24-hour rule'](#) section in this document.

Permit Condition Status Meter Water Level Water Quality Pumpage Other Crop Crop Protection Delegation Search Permit # 1673 Items Due PIC Help michael.hogeland

**Water Level** Tuesday, November 7, 2017

**Alerts**

Permit: 7637  
 Withdrawal Point: District 20 - Permittee: 20  
 Condition: (Active) REPORT SURFACE WATER LEVEL(S) (NOVD) (9)

Sequence #: 1

Project Name: Riverside Club Community Golf-Boating  
 Permittee: Michael Hogeland  
 County: Hillsborough

Search Data  
 Minimum date: 11/1/2016 Maximum date: 11/1/2017  
 Export To Excel

1 record(s) saved, 0 had errors. Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Date Level Read	Water Level Value	Received Date	More
Due Now	Nov 2017	7637-20 [1] (20)	--Select One--	Previous Date Read: 9/14/2017	Previous Value: 7.00		More
Due Now	Oct 2017	7637-20 [1] (20)	--Select One--	Previous Date Read: 9/14/2017	Previous Value: 7.00		More
Saved successfully	Sep 2017	7637-20 [1] (20)	Normal	9/14/2017	7.00	11/7/2017	More

**Upload**

For a complete list of requirements for 'Water Level', navigate to the ['Water Level Requirement Chart'](#).

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## Water Quality Reporting

WUPs involving withdrawals that may cause adverse environmental impact to surface water bodies, including wetlands, may be required to monitor water quality.

The specific water quality parameters required to be monitored will depend on the type of water body and may include but not limited to: temperature, dissolved oxygen, specific conductance, pH, and other specified use information.

To record your water quality readings, perform the following steps:

1. Using Google Chrome, login to the ePIC system using your designated 'Username' and 'Password'. To register/logon see the '[How to Register](#)' section.
2. Once logged in, you will be greeted with the 'Permit Condition Status' screen. From the 'Permit Condition Status' screen, click on the 'Water Quality' tab to enter your water quality information.

Permit Condition Status

If changes are needed to previously submitted data please call a Water Use Compliance Technician at 813-985-7481.

Alerts

Condition Status

1637 Past Due

402 Due Now

5 Current

Water Conservation Credits

Showing 1 to 5 of 21 entries

Permit	As Of Date	Balance
2715	10/3/2017	4,816,875.024
2871	10/3/2017	116,205,400
3842	10/3/2017	593,541,200
4091	4/15/2015	0
5293	10/3/2017	44,992,698

Search:

Previous 1 2 3 4 5 Next

Upload

Expand All

You have more than 100 conditions due. Please go to each reporting page to submit data.

Submit

Meter Reporting (1604 Items Due) ^

Pumpage Reporting (162 Items Due) ^

Water Level (17 Items Due) ^

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3. Locate the permit and withdrawal information that needs to be entered, by selecting the following:
  - a. 'Permit'
  - b. 'Withdrawal Point'
  - c. 'Condition'

The screenshot shows the 'Water Quality' alerts interface. At the top, there's a navigation bar with 'Permit Condition Status', 'Meter', 'Water Level', 'Water Quality', 'Pumpage', and 'Other'. Below this is a green header for 'Water Quality'. On the left, a vertical green bar says 'Alerts'. The main form has three dropdown menus: 'Permit' (11771), 'Withdrawal Point' (7), and 'Condition' (CHLORIDES ANALYSIS REPORT [116]). Each dropdown is highlighted with a red box and a letter: 'a' for Permit, 'b' for Withdrawal Point, and 'c' for Condition.

Once the correct 'Permit', 'Withdrawal Point', and 'Condition' have been selected, information about the selected criteria will display. The current status of each record will appear in the "Status" field indicating whether a crop report is required to be submitted or not. The definition of each status in the "Status" column can be found in the [Reporting Categories](#) section.

4. Locate the record that is 'Past Due' or 'Due Now'.

The screenshot shows the 'Alerts' and 'Upload' sections of the ePIC system. The 'Alerts' section at the top has the same filters as the previous screenshot. Below it, the 'Project Name' is 'Site Certification PA 77-09', 'Permittee' is 'Florida Power Corp Dba Duke Energy', and 'County' is 'Citrus'. There's also a 'Search Data' section with date ranges. The 'Upload' section at the bottom shows a table with three rows: 'Due Now', 'Past Due', and 'Received'. The 'Past Due' row is highlighted with a red box.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Sample Collection Date	Water Quality Value	Units	Received
Due Now	Sep-Nov 2017	3672-1 (PW-1)	--Select One--	Previous Sample Collection Date: 5/17/2017	Previous Value: 16.90	mg/L	
Past Due	Jun-Aug 2017	3672-1 (PW-1)	--Select One--	Previous Sample Collection Date: 5/17/2017	Previous Value: 16.90	mg/L	
Received	Mar-May 2017	3672-1 (PW-1)	Normal	Previous Sample Collection Date: 2/14/2017	Previous Value: 7.40	mg/L	6/6/2017

5. To input water quality data, the user will need to select or enter data in the following areas:
  - a. Select 'Remark' code (a complete list of these codes is listed in the ['Remark Codes'](#) section of this document).
  - b. Enter the 'Sample Collection Date' – this is the date you read and recorded the water quality information.  
**Note:** The last recorded sample collection date is displayed above this data entry cell.
  - c. Enter the 'Water Quality Value' - this is the value amount that was monitored during the reporting period.  
**Note:** The 'Previous Value' amount is displayed above this data entry cell.
  - d. Each reporting category will have a 'More' column to the far right of the row.

Status	Reporting For	Permit.DID [Seq] (Owner ID)	Remark	Sample Collection Date	Water Quality Value	Units	Received	
Due Now	Jun-Aug 2017	11771-312 (ELW2A)	<span style="border: 1px solid red;">a</span> --Select One--	<span style="border: 1px solid red;">b</span> Previous Sample Collection Date: 5/15/2017	<span style="border: 1px solid red;">c</span> Previous Value: 297.00	mg/L		<span style="border: 1px solid red;">d</span>
Received	Mar-May 2017	11771-312 (ELW2A)	Normal	Previous Sample Collection Date: 2/9/2017	Previous Value: 273.00 297.00	mg/L	6/13/2017	More
Received	Dec-Feb 2017	11771-312 (ELW2A)	Normal	Previous Sample Collection Date: 6/17/2016	Previous Value: 299.00 273.00	mg/L	3/9/2017	More
Past Due	Sep-Nov 2016	11771-312 (ELW2A)	--Select One--	Previous Sample Collection Date: 6/17/2016	Previous Value: 299.00	mg/L		More

**Note:** 'Units' and 'Received' date fields are not available for entry.

6. When the 'More' dropdown is selected, or if a 'Remark' code is selected that requires additional information, an additional line expands for further data entry.
  - a. Enter a 'Comment' regarding the water level record.  
**Note:** Users are required to enter a 'Comment' when the 'Not Available' remark code is selected.
  - b. The permits current 'Project, Permittee, and Condition Description (Code)' will be displayed for the 'Water Quality' record.

Comment:	<span style="border: 1px solid red;">a</span>	<span style="border: 1px solid red;">b</span> Project: FGUA-Seven Springs Permittee: Michael Hogeland Condition (Code): CHLORIDES ANALYSIS REPORT (116, ID:7469698)
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7. When finished entering all required permit data, select 'Save'.

<input checked="" type="checkbox"/> Received	Mar-May 2015	3182-19 (3)	Normal	Previous Sample Collection Date: 2/10/2015	Previous Value: 20.00 15.00	mg/L	6/16/2015	More
<input checked="" type="checkbox"/> Received	Dec-Feb 2015	3182-19 (3)	Normal	Previous Sample Collection Date: 11/19/2014	Previous Value: 24.00 20.00	mg/L	3/9/2015	More
<input checked="" type="checkbox"/> Received	Sep-Nov 2014	3182-19 (3)	Normal	Previous Sample Collection Date: 8/18/2014	Previous Value: 70.00 24.00	mg/L	12/10/2014	More

Cancel
Save

Southwest Florida Water Management District Headquarters  
 7601 US Hwy 301, Tampa, Florida 33637-6759 (Google map)  
 Telephone: 325-754-3456 or 1-800-423-1476 (FL only) ext 5678  
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The system confirms the data was submitted successfully, with a reminder message stating, "Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician."

You can find more information about the 24-hour edit period by navigating to the ['24-hour rule'](#) section in this document.

The screenshot shows the 'Water Quality' dashboard. At the top, there's a navigation bar with 'Permit Condition Status', 'Meter', 'Water Level', 'Water Quality', and 'Pumpage'. Below this, the 'Water Quality' section is active, showing a date of 'Friday, June 30, 2017'. On the left, there's a sidebar with 'Alerts' and 'Upload' buttons. The main area contains a form for entering permit data, including fields for Permit, Withdrawal Point, Sequence #, Condition, Project Name, Permittee, and County. A 'Search Data' box is also present. Below the form, a message states: '1 record(s) saved. 0 had errors. Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician.' At the bottom, there's a table with columns: Status, Reporting For, Permit-DID [-Seq] (Owner ID), Remark, Sample Collection Date, Water Quality Value, Units, Received, and a 'More' button. The table shows three records for permit 3672-10 (MZZS) with 'Received' status.

For a complete list of requirements for 'Water Quality', navigate to the ['Water Quality Requirement Chart'](#).

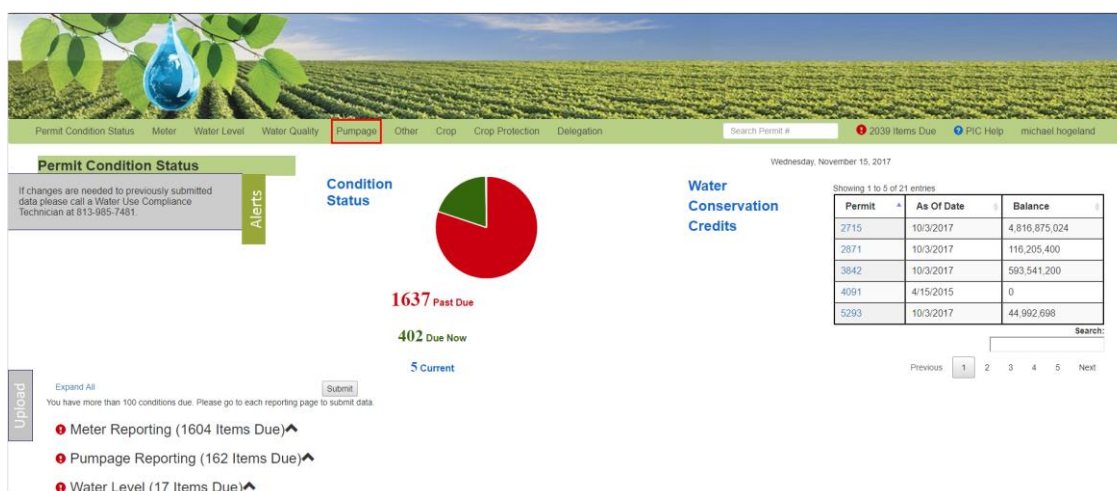
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## Pumpage Reporting

Reporting pumpage data provides a means to develop historical records in order to accurately project future water needs. This data is gathered to determine reasonable demand, assess impacts to the resources, and to ensure that quantities withdrawn do not exceed permitted pumpage.

To record your pumpage readings, perform the following steps:

1. Using Google Chrome, be sure to login to the ePIC system using your designated 'Username' and 'Password'. To register/login see '[How to Register](#)' section.
2. Once logged in, you will be greeted with the 'Permit Condition Status' screen. From the 'Permit Condition Status' screen, click on the 'Pumpage' tab to enter your pumpage estimate information.



3. Locate the permit and withdrawal by selecting the following:
  - a. 'Permit'
  - b. 'Withdrawal Point'
  - c. 'Condition'

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Once the correct 'Permit', 'Withdrawal Point', and 'Condition' have been selected, information about the selected criteria will display. The current status of each record will appear in the "Status" field indicating whether a crop report is required to be submitted or not. The definition of each status in the "Status" column can be found in the [Reporting Categories](#) section.

4. Locate the record that is 'Past Due' or 'Due Now'.

**Alerts**

Permit: 10541

Withdrawal Point: District: 1 - Permittee: 1

Condition: (Active) REPORT PRODUCTION PUMPAGE FROM RESOURCE [2]

Project Name: Jones Potato Farm

Permittee: Michael Hogeland

County: Manatee

Search Data

Minimum date: 11/1/2016 Maximum date: 11/1/2017

[Export To Excel](#)

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Period Start Date	Period End Date	Pumped Amount	Received
Due Now	Nov-2017	10541-1 (1)	--Select One--	Last Pumpage Start Date: 6/1/2017	Last Pumpage End Date: 6/30/2017	Previous Pumped Amount: 0	
Past Due	Oct-2017	10541-1 (1)	--Select One--	Last Pumpage Start Date: 6/1/2017	Last Pumpage End Date: 6/30/2017	Previous Pumped Amount: 0	

**Note:** The user may notice two symbols under the 'Status' column that read 'Submit via Meter Reading' and 'Received via Meter Reporting'. These symbols indicate that Pumpage records, associated with the selected permit, are to be satisfied by 'Meter Reporting'.

Withdrawal must be satisfied by entering a Meter reading value. Please make the appropriate changes through Meter reading.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Period Start Date
Submit via Meter Reading	Sep-2017	4108-2 (2)	--Select One--	Last Pumpage Start Date: 6/30/2017
Submit via Meter Reading	Aug-2017	4108-2 (2)	--Select One--	Last Pumpage Start Date: 6/30/2017
Received via Meter Reporting	Jul-2017	4108-2 (2)	Reading (Submitted via Meter Reading)	Last Pumpage Start Date: 5/31/2017 6/30/2017

For complete descriptions of the 'Reporting Categories', navigate to the [Reporting Windows](#).

5. To input pumpage data, the user will need to select or enter data in the following areas:
  - a. Select 'Remark' code (a complete list of these codes is listed in the ['Remark Codes'](#) section of this document).
  - b. Enter a 'Period Start Date' – this is the start date to begin recording the pumpage estimate information.  
**Note:** The 'Last Pumpage Start Date' is displayed above this data entry cell.
  - c. Enter a 'Period End Date' – this is the end date to read and record the pumpage estimate information.  
**Note:** The 'Last Pumpage End Date' is displayed above this data entry cell.
  - d. Enter a 'Pumped Amount' – this is the estimate amount that displayed on the meter.  
**Note:** the 'Previous Pumped Amount' value is displayed above this data entry cell.
  - e. Each reporting category will have a 'More' column to the far right of the row.

**Permit:** 11771

**Withdrawal Point:** 17

**Condition:** (Active) REPORT PRODUCTION PUMPAGE FROM RESOURCE (2)

**Project Name:** TBW-CONSOLIDATED PERMIT

**Permittee:** Michael Hogeland

**County:** Pasco

**Search Data**

10/1/2016 10/1/2017

Minimum date: 9/1/2011 Maximum date: 10/1/2017

[Export To Excel](#)

Status	Reporting For	Permit-OID [-Seq] (Owner ID)	Remark	Period Start Date	Period End Date	Pumped Amount	Received	
Due Now	Oct-2017	11771-17 (COS23)	--Select One--	Last Pumpage Start Date: 9/1/2017	Last Pumpage End Date: 9/10/2017	Previous Pumped Amount: 17,000		More
Past Due	Sep-2017	11771-17 (COS23)	--Select One-- <span style="border: 1px solid red; padding: 0 2px;">a</span>	Last Pumpage Start Date: 9/1/2017 <span style="border: 1px solid red; padding: 0 2px;">b</span>	Last Pumpage End Date: 9/10/2017 <span style="border: 1px solid red; padding: 0 2px;">c</span>	Previous Pumped Amount: 17,000 <span style="border: 1px solid red; padding: 0 2px;">d</span>		More <span style="border: 1px solid red; padding: 0 2px;">e</span>
Received	Aug-2017	11771-17 (COS23)	Estimate	Last Pumpage Start Date: 8/1/2011 9/1/2017	Last Pumpage End Date: 8/31/2011 9/10/2017	Previous Pumped Amount: 0 17,000	10/16/2017	More

**Note:** 'Received' date is not available for entry.

6. When the 'More' dropdown is selected, or if a 'Remark' code is selected that requires additional information, a data entry grid will appear below.
  - a. Input a 'Comment' regarding the pumpage record.  
**Note:** Users are required to enter a 'Comment' when 'Abandoned', 'Capped', or 'Could not estimate pumpage' remark codes are selected.
  - b. The permit's 'Project', 'Permittee', and 'Condition (Code)' are not available for entry.

<p>Comment: <span style="border: 1px solid red; padding: 0 2px;">a</span></p>	<p><span style="border: 1px solid red; padding: 0 2px;">b</span> Project: TBW-CONSOLIDATED PERMIT          Permittee: Michael Hogeland          Condition (Code): REPORT PRODUCTION PUMPAGE FROM RESOURCE (2, ID:7747602)</p>
---	---

7. When finished entering all the required Permit data, select 'Save'.

❌ Past Due	Dec-2016	10541-1 (1)	--Select One--	Last Pumpage Start Date: 12/8/2016	Last Pumpage End Date: 12/10/2016	Last Pumpage Value: 0		More ▾
✅ Received	Nov-2016	10541-1 (1)	Could Not Estimate	Last Pumpage Start Date: 4/1/2016 12/8/2016	Last Pumpage End Date: 4/30/2016 12/10/2016	Previous Pumped Amount: 4,642,000	11/15/2017	More ▾

Cancel
Save

Southwest Florida Water Management District Headquarters  
 7601 US Hwy 301, Tampa, Florida 33637-6759 (Google map)  
 Telephone: 325-754-3456 or 1-800-423-1476 (FL only) ext 5678  
 © 2017 - Southwest Florida Water Management District

email our ePermitting help desk

The system confirms the data was submitted successfully, with a reminder message stating, "Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician."

You can find more information about the 24-hour edit period by navigating to the ['24-hour rule'](#) section in this document.

Permit Condition Status Meter Water Level Water Quality Pumpage Other Crop Crop Protection Search Permit # 2738 Items Due PIC Help mhogeland

**Pumpage Reporting** Wednesday, June 7, 2017

**Alerts**

Permit: 10541  
 Withdrawal Point: 1  
 Condition: (Active) SUBMIT PUMPAGE QUANTITIES ONLY - EXISTING WITHDRAWAL POINTS [B30]  
 Project Name: Jones Potato Farm  
 Permittee: Michael Hogeland  
 County: Manatee

Search Data  
 5/1/2017 6/1/2017  
 Minimum date: 5/1/2017 Maximum date: 6/1/2017  
 Export To Excel

1 record(s) saved. 0 had errors. 1 records had no data submitted. Data successfully received by the District. Our system allows some data to be updated up to 24 hours after the initial submittal. After this, if updates are needed, please contact a Water Use Permit technician.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Remark	Period Start Date	Period End Date	Pumped Amount	Received	
⚠️ Due Now	Jun 2017	10541-1 (1)	--Select One--	Last Pumpage Start Date: None	Last Pumpage End Date: None	Last Pumpage Value: 0		More ▾
✅ Saved successfully	May 2017	10541-1 (1)	Estimate	5/17/2017	5/18/2017	15,000	6/7/2017	More ▾

**Upload**

For a complete list of requirements for 'Pumpage', navigate to the ['Pumpage Reporting Requirement Chart'](#).

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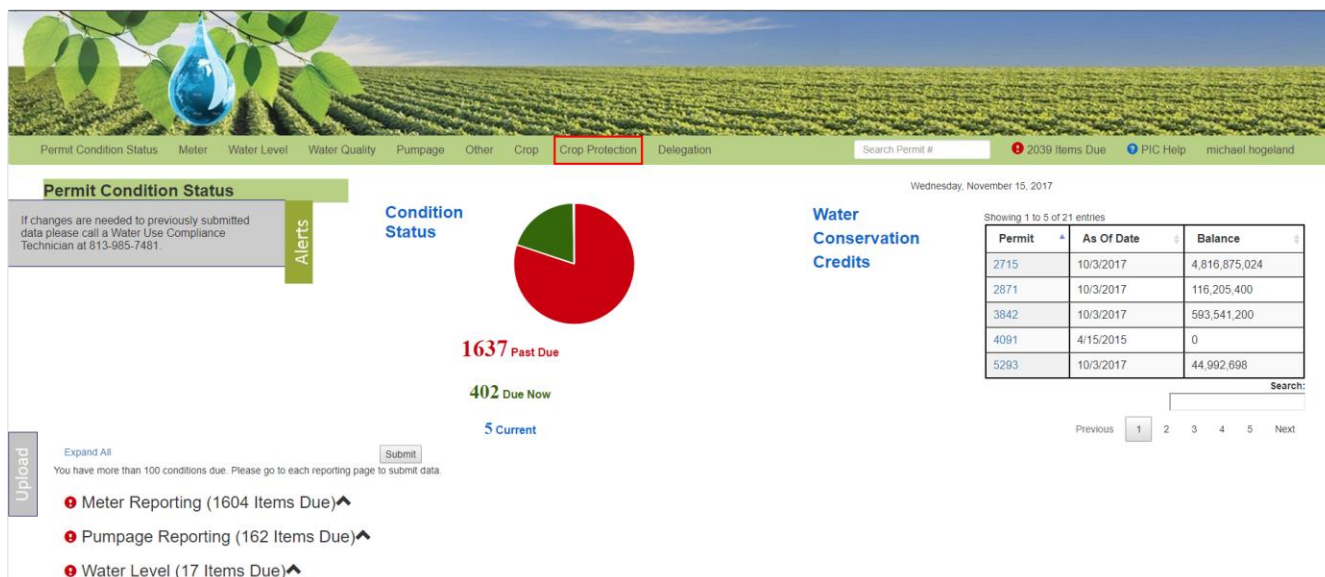
## Crop Protection Reporting

Crop protection quantities are identified based on the number of acres to be protected, the crop grown, the irrigation system used, and the hours of pumpage required. If the number of hours is not known, the maximum quantity will be based on the best available data for crop protection recurrence and duration.

The District allows irrigation for crop protection provided that: 1) the maximum quantities listed on the permit is not exceeded; 2) irrigation for this purpose will not cause water to go to waste; and, 3) Permittees whose maximum daily permitted water use is equal to or exceeds 1,000,000 gallons per day (gpd) shall document and report the beginning hours, ending hours and dates on the monthly pumpage report.

To record your crop protection data, perform the following steps:

1. Using Google Chrome, login to the ePIC system using your designated 'Username' and 'Password'. To register/login see the '[How to Register](#)' section.
2. Once logged in, you will be greeted with the 'Permit Condition Status' screen. From the 'Permit Condition Status' screen, click on the 'Crop Protection' tab to enter your crop protection information.



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3. Locate the permit and withdrawal, by selecting the following:
  - a. 'Permit'
  - b. 'Reporting For'
  - c. 'Condition'

**Crop Protection**

**Alerts**

**Permit:** 5293 (a)

**Reporting For:** DEC-2016 (b)

**Condition:** RPT.GALLONS USED FOR CROP AND FREEZE PROTECTION(1) (c)

Once the correct 'Permit', 'Reporting For', and 'Condition' have been selected, information about the selected reporting criteria will display. The current status of each record will appear in the "Status" field indicating whether a crop protection recording is required to be submitted or not. The definition of each status in the "Status" column can be found in the ['Reporting Categories'](#) section.

4. Locate the record that is 'Past Due' or 'Due Now'.

**Crop Protection** Thursday, November 30, 2017  
District Staff working with permit: 7854 (DeSoto)

**Alerts**

**Permit:** 4645

**Reporting For:** DEC-2016

**Condition:** RPT.GALLONS USED FOR CROP AND FREEZE PROTECTION(1)

**Project Name:** Rosin Brothers Trust

**Permittee:** Wendy Tipton

**County:** DeSoto

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Was this Withdrawal Used	Received	Total Gallons: 0
▲ Due Now	Dec 2016	7854-1 (G-1)	--Select One--		More ▼
● Past Due	Dec 2016	7854-2 (G-2)	--Select One--		More ▼

**Upload**

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5. To input 'Crop Protection' reporting data, the user will need to select or enter data in the following areas:
  - a. Select 'Yes' or 'No' from the "Was this Withdrawal Used?" drop-down.
    - i. If 'No' is selected, the user is not required to enter any further data and may select 'Save'.
    - ii. If 'Yes' is selected, the 'More' form will expand and the user will be required to enter further data.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Was this Withdrawal Used	Received	
Past Due	Dec 2016	5293-7 (2)	--Select One-- <span style="border: 1px solid red; padding: 0 2px;">a</span>	<input type="text"/>	More ▼
Past Due	Dec 2016	5293-8 (3)	--Select One--	<input type="text"/>	More ▼

**Note:** 'Received' date is not available for entry.

6. When "Yes" is selected from 'Was this Withdrawal Used?', the 'More' drop-down expands and an additional line expands for further data entry.
  - a. Enter a 'Start Date' – this is the start date to begin recording the pumpage amount for Crop Protection.
  - b. Enter a 'End Date' – this is the end date to read and record the pumpage amount for Crop Protection.
  - c. Enter a 'Gallons Pumped' – this is the pumped amount that displayed on the meter.

Add Irrigation Event					
<input type="checkbox"/> DELETE	Start Date: <span style="border: 1px solid red; padding: 0 2px;">a</span>	Start Time: --Select One--	End Date: <span style="border: 1px solid red; padding: 0 2px;">b</span>	End Time: --Select One--	Gallons Pumped: <span style="border: 1px solid red; padding: 0 2px;">c</span>
(At least one irrigation record is required when "Was this Withdrawal Used" is "Yes".)					

The user is **NOT** required to select a "Start Time" or "End Time", although if a time is selected the inverse time is required.

If the user needs to report multiple crop protection amounts, select 'Add Irrigation Event' and an additional reporting row will display.

Add Irrigation Event					
<input type="checkbox"/> DELETE	Start Date:	Start Time: --Select One--	End Date:	End Time: --Select One--	Gallons Pumped:
(At least one irrigation record is required when "Was this Withdrawal Used" is "Yes".)					
<input type="checkbox"/> DELETE	Start Date:	Start Time: --Select One--	End Date:	End Time: --Select One--	Gallons Pumped:
(At least one irrigation record is required when "Was this Withdrawal Used" is "Yes".)					



If user needs to delete an extra irrigation event row, select the 'DELETE' box located at the top-left hand corner of the record. The record will be labeled as 'marked for deletion' and will be deleted upon saving the record.

The screenshot shows the 'Add Irrigation Event' form. It has two rows. The first row has a 'DELETE' button. The second row has a 'DELETE' button and a red box around it with the text 'marked for deletion'.

7. When finished entering all required permit data, select 'Save'.

The screenshot shows the 'Add Irrigation Event' form. The 'Save' button is highlighted with a red box.

The system confirms the data was submitted successfully, with a reminder message stating, "Your data has been processed and can be updated up to 24 hours after submittal. If updates are needed after the 24 hour edit period, please contact a Water Use Permit Compliance Technician."

You can find more information about the 24-hour edit period by navigating to the ['24-hour rule'](#) section in this document.

The screenshot shows the 'Crop Protection' form. The 'Save' button is highlighted with a red box.

For a complete list of requirements for 'Crop Protection Reporting', navigate to the ['Crop Protection Requirement Chart'](#).

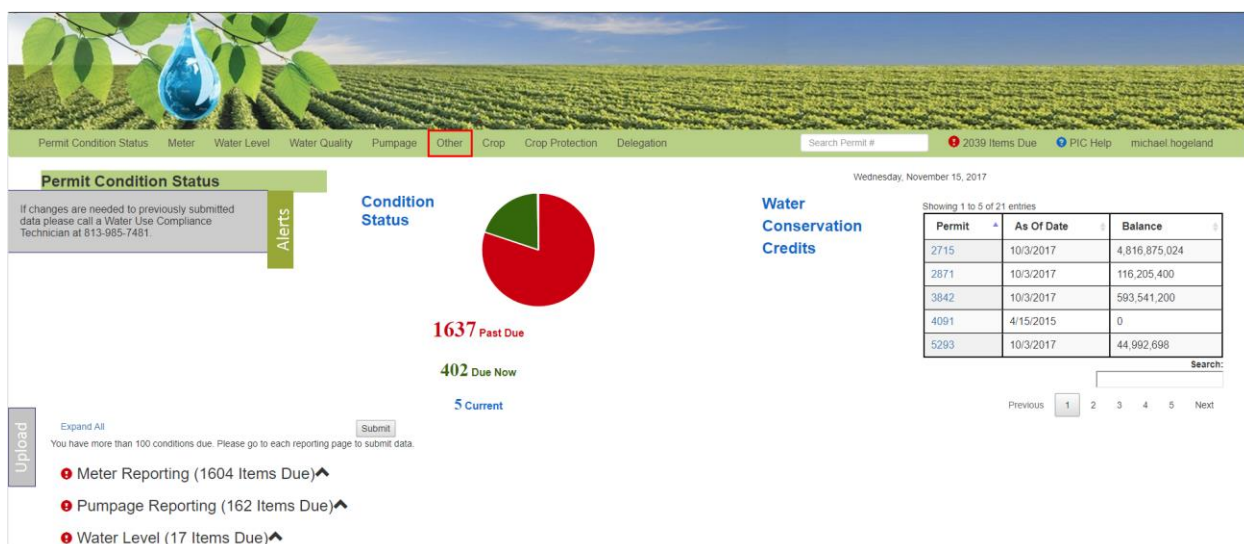
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## Other Special Reporting

There are two categories of permit conditions that will be applied to WUPs, standard conditions and special conditions. Standard conditions contain general information and operational constraints that generally apply to all water uses. Special conditions vary among use classes, source classes, and geographic locations, and may be project-specific. Occasionally, special conditions require additional data that the District requires to be mailed or emailed in.

To record your 'Other Reporting' conditions, perform the following steps:

1. Using Google Chrome, login to the ePIC system using your designated 'Username' and 'Password'. To register/logon see the '[How to Register](#)' section.
2. Once logged in, you will be greeted with the 'Permit Condition Status' screen. From the 'Permit Condition Status' screen, click on 'Other' to enter your other reporting information.



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3. Locate the permit and withdrawal, by selecting the following:
  - a. 'Permit'
  - b. 'Withdrawal Point'
  - c. 'Condition'

Once the correct 'Permit', 'Withdrawal Point', and 'Condition' has been selected, information about the selected reporting criteria will display. The current status of each record will appear in the "Status" field indicating whether data is required to be submitted or not. The definition of each status in the "Status" column can be found in the ['Other Reporting Categories'](#) section.

4. Locate the record that is 'Past Due' or 'Due Now'.

Above the 'Past Due' or 'Due Now' record, users will notice a District message stating "Reports must be directly mailed or emailed to a Water Use Permit Compliance Technician." Users are required to mail or email the desired reports to Southwest Florida Water Management District's Tampa service office or directly email a Water Use Permit Compliance Technician to satisfy the 'Past Due' or 'Due Now' record.

Status	Reporting For	Permit-DID [-Seq] (Owner ID)
Reports must be directly mailed or emailed to a Water Use Permit Compliance Technician.		
Past Due	May 2017	2871-13 (C13-3)

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A Water Use Permit Compliance Technician will receive the report and review the information. Once the Water Use Compliance Technician confirms all the required data has been received, they will submit and satisfy the record.

Other Reporting

Friday, September 29, 2017

Alerts

**Permit:**  
2871

**Withdrawal Point:**  
13

**Condition:**  
METER ACCURACY TEST (650)

**Sequence #:**  
1

**Project Name:**  
Tamiams Citrus 64 Grove

**Permittee:**  
Michael Hogeland

**County:**  
Hardee

**Search Data**

5/1/2017  
Minimum date: 5/1/2017

5/1/2017  
Maximum date: 5/1/2017

Export To Excel

Status	Reporting For	Permit-DID [-Seq] (Owner ID)	Condition	Received Date
Reports must be directly mailed or emailed to a Water Use Permit Compliance Technician.				
<b>Received</b>	May 2017	2871-13 (C13-3)	Condition Description (Code): METER ACCURACY TEST (650)	9/29/2017

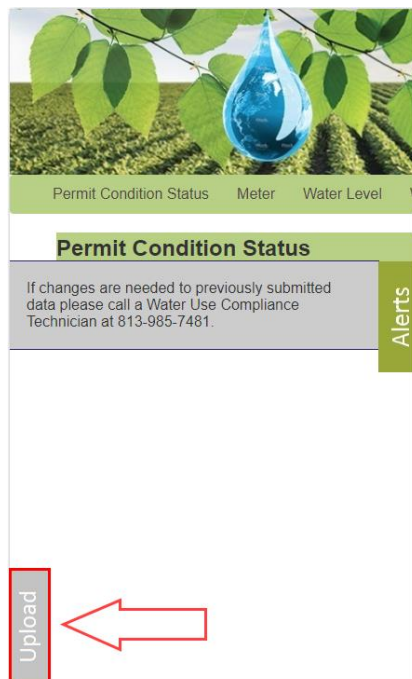
Upload

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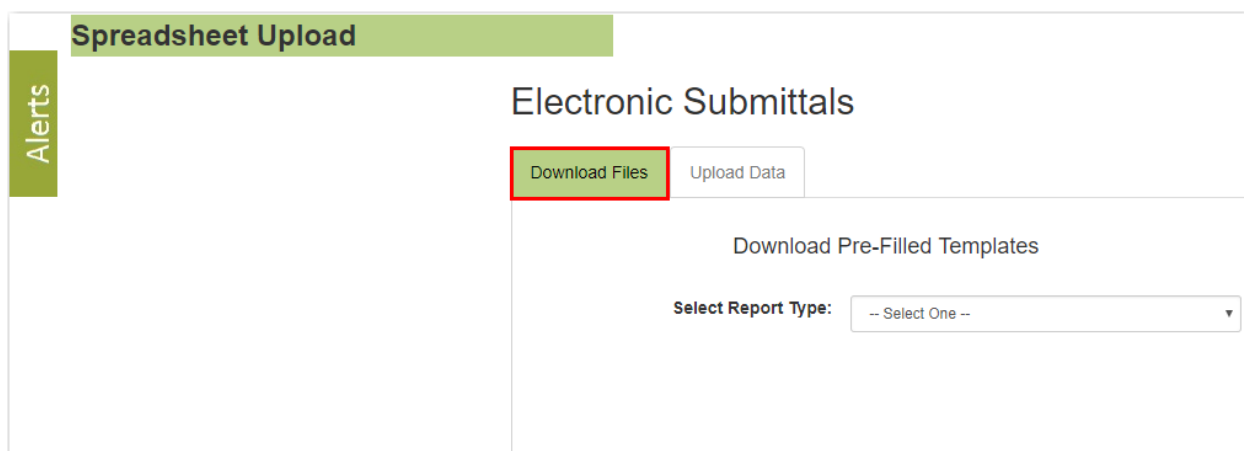
## SPREADSHEET DOWNLOAD

On the left-hand side of the screen is an 'Upload' tab. This feature is for users who prefer to use spreadsheet templates to upload their data into the system.

1. Select the word 'Upload' and the system will navigate to the 'Spreadsheet Upload' page.



The page will default to the 'Download Files' tab.



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- From the 'Select Report Type' drop-down menu, select the type of report you would like to generate a spreadsheet template for.

The screenshot shows the 'Electronic Submittals' section of the 'Spreadsheet Upload' interface. It features two tabs: 'Download Files' (active) and 'Upload Data'. Under the 'Download Files' tab, there is a section titled 'Download Pre-Filled Templates'. This section contains a 'Select Report Type:' label followed by a dropdown menu. The dropdown menu is open, displaying a list of report types: '-- Select One --', '-- Select One --', 'Crop Protection Reporting', 'Crop Reporting', 'Meter Reporting', 'Pumpage Reporting', 'Rainfall Reporting', 'Water Level Reporting', and 'Water Quality Reporting'. A mouse cursor is pointing at the second '-- Select One --' option. At the bottom left of the interface, the text 'West Florida Water Management District Headquarters' is visible.

- Next, select a permit number in the 'Enter Permit Number' field.

This screenshot shows the same 'Electronic Submittals' interface. The 'Select Report Type:' dropdown menu is now closed, and 'Meter Reporting' is selected. Below it, the 'Select Permit:' dropdown menu is highlighted with a red rectangle, showing the value '3842'. The 'Reporting For:' dropdown menu remains closed, showing '-- Select One --'. The 'Download Files' tab is still active.

Notice when selecting an applicable permit number, the 'Reporting For' drop-down menu will appear. If the permit is not coded for a reporting category, then the 'Reporting For' drop-down will state "No permits associated" and a spreadsheet cannot be generated.

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- Select a month/year from the 'Reporting For' drop-down menu. Users may also select "All", which will include all month/year combinations on the template for condition data due to the District.

The screenshot shows the 'Electronic Submittals' interface. At the top, there's a green bar labeled 'Spreadsheet Upload'. Below it, the title 'Electronic Submittals' is centered. There are two buttons: 'Download Files' (highlighted in green) and 'Upload Data'. Under 'Download Pre-Filled Templates', there are three dropdown menus: 'Select Report Type:' (set to 'Meter Reporting'), 'Select Permit:' (set to '3842'), and 'Reporting For:' (highlighted with a red box). The 'Reporting For' dropdown is open, showing options: '-- Select One --', '-- Select One --', 'ALL', 'NOV-2017' (highlighted in blue), 'OCT-2017', 'SEP-2017', and 'AUG-2017'. At the bottom left, it says 'West Florida Water Management District Headquarters'.

- Click 'Download File'.

**Note:** If you are attempting to submit data via excel spreadsheets on a tablet or iPad, you will need an application that can edit and save Microsoft Excel spreadsheets.

A pre-filled Excel spreadsheet template will generate listing unsatisfied conditions due for a withdrawal. Use this spreadsheet for uploading your condition due data.

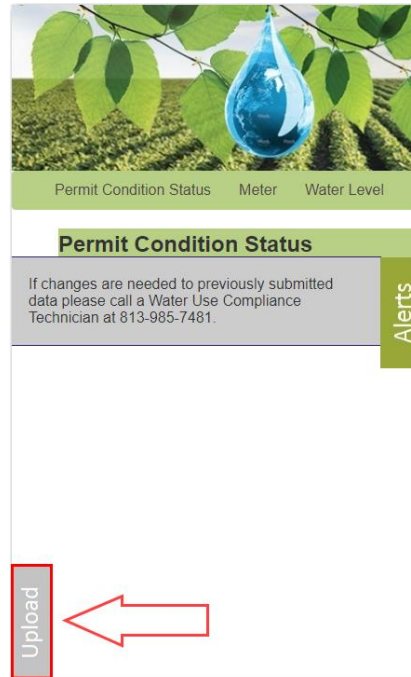
Please review the Instruction tab if you require additional information on spreadsheets. After the data has been inserted on the spreadsheet, save the file to your PC.

The screenshot shows an Excel spreadsheet titled 'Meter Reporting Permit 5136 - Report For Nov 2016 - Excel'. The spreadsheet has columns for 'Reporting For', 'Meter Serial Number', 'Date Meter Read', 'Remark Code', 'Meter Reading', and 'Comments'. The 'Instructions' tab is highlighted with a red box. The spreadsheet contains data for three reports: Nov-2016, Nov-2016, and Nov-2016. The 'Date Meter Read' column has a note: '\*Please use the dropdown for select\*'. The 'Meter Reading' column has a dropdown arrow. The 'Comments' column has a dropdown arrow. The spreadsheet is open in the 'Home' tab of the Excel ribbon.

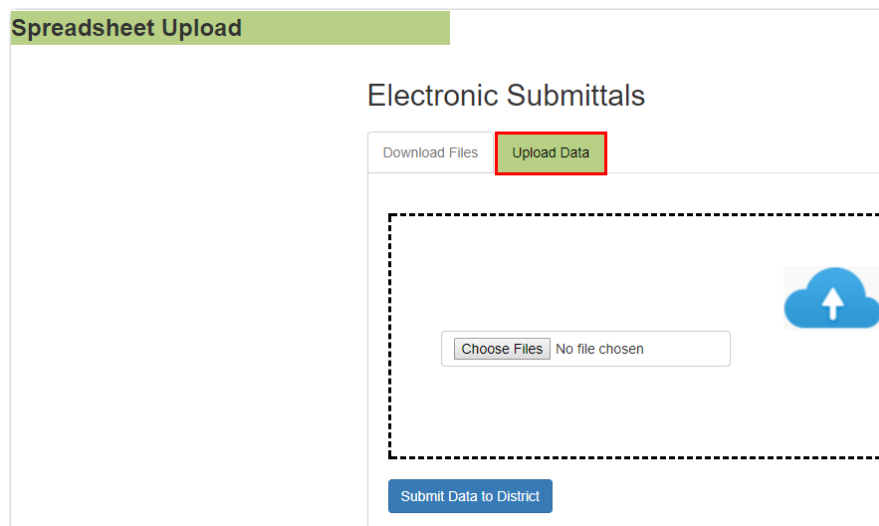
## SPREADSHEET UPLOAD

On the left side of the screen is an 'Upload' tab. This feature is for users who prefer to use spreadsheet templates to upload data into the system.

1. Click on the word 'Upload' and the system will expand the page out to the right.



2. Click on the 'Upload Data' tab.



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- From the 'Upload Data' tab, click 'Choose Files' to browse for the file on your computer. You can also drag and drop or select multiple uploads at one time.
- Once the file(s) are located and populated into the field, click 'Submit Data to District' button.

**Spreadsheet Upload**

**Electronic Submittals**

Download Files Upload Data

Choose Files No file chosen

**File(s) To Submit To District**  
Meter Reporting Permit 10420 - Report For Feb 2017.xlsx

Submit Data to District

The status of your upload will display below in the 'Results' section.

**Spreadsheet Upload** Wednesday, November 15, 2017

**Electronic Submittals**

Download Files Upload Data

Choose Files No file chosen

Uploads complete.  
See 'Results' below for details.

Submit Data to District

**Results:**  
File: Meter Reporting Permit 12299 - Report For Nov 2016.xlsx -  
Meter spreadsheet upload complete: 0 record(s) saved, 1 record(s) had errors.  
Data error(s) are listed below as well as in the spreadsheet.  
ORA-20333: ORA-01400: cannot insert NULL into ("PERMIT"."WUP\_METER\_READING"."WITHDRAWAL\_METER\_ID") ORA-06512: at "PERMIT.PIC\_METER\_READING\_PKG", line 541 ORA-06512: at line 1  
Please correct any errors and re-upload the spreadsheet.

You will then receive an email notification. The message will either state that the file was processed successfully, or an error has been found with the file.

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If an error has been detected, simply select the link and an Excel spreadsheet file will open containing the errors.

Florida Water Management District						
Meter Pumpage Report Form						
Reporting For	Meter Serial Number	Date Meter Read	Remark Code	Meter Reading	Comments	Received Date
		MM/DD/YYYY	<small>* Please use the dropdown for select *</small>			<small>(Used by District staff only)</small>
Nov-2016	892298		Abandoned			
Nov-2016	944788-8					
Nov-2016	20130572-08					

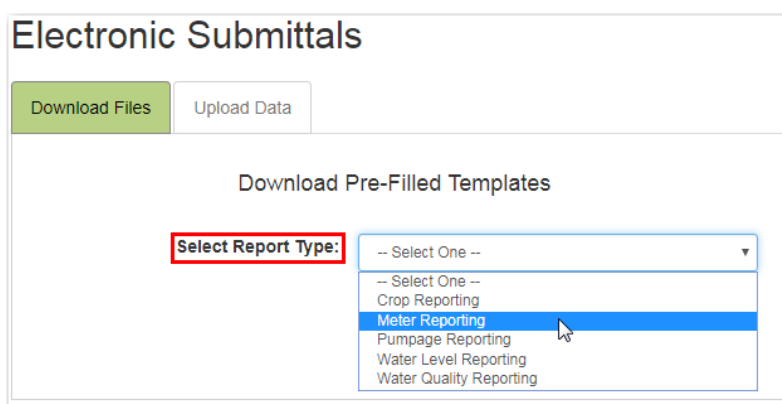
Date Meter Read is required. Please enter a date. Received Date is required. Please enter a date. The selected Remark Code is

## Meter Reading

Recording meter reading data provides a means to develop historical records and accurately project future water needs. This data is gathered to determine reasonable demand, assess impacts to the resources, and to ensure that quantities withdrawn do not exceed permitted pumpage.

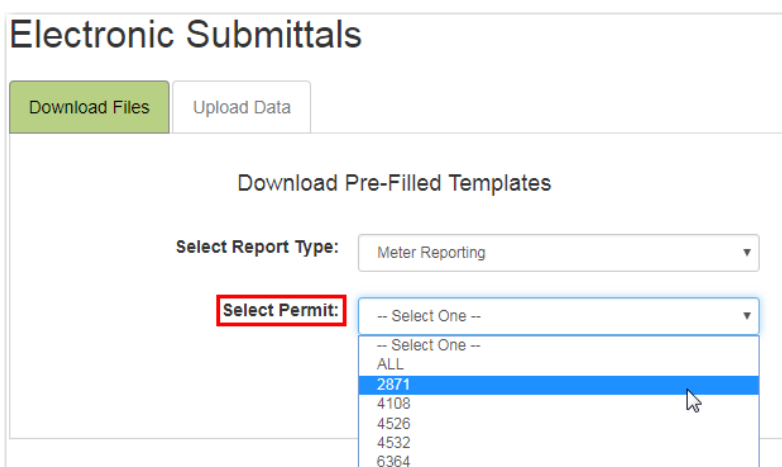
To record your meter reporting spreadsheet, perform the following steps:

1. On the 'Download Files' tab, be sure to select 'Meter Reporting' from the 'Select Report Type' drop-down menu.



The screenshot shows the 'Electronic Submittals' interface. At the top, there are two tabs: 'Download Files' (highlighted in green) and 'Upload Data'. Below the tabs is a section titled 'Download Pre-Filled Templates'. In this section, there is a label 'Select Report Type:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: '-- Select One --', '-- Select One --', 'Crop Reporting', 'Meter Reporting' (highlighted in blue), 'Pumpage Reporting', 'Water Level Reporting', and 'Water Quality Reporting'. A mouse cursor is pointing at the 'Meter Reporting' option.

2. Select a permit number in the "Select Permit" field.



The screenshot shows the 'Electronic Submittals' interface. At the top, there are two tabs: 'Download Files' (highlighted in green) and 'Upload Data'. Below the tabs is a section titled 'Download Pre-Filled Templates'. In this section, there is a label 'Select Report Type:' followed by a dropdown menu that has 'Meter Reporting' selected. Below this, there is a label 'Select Permit:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: '-- Select One --', '-- Select One --', 'ALL', '2871' (highlighted in blue), '4108', '4526', '4532', and '6364'. A mouse cursor is pointing at the '2871' option.

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3. Select a “Reporting For” period from the drop-down menu and then select the “Download File” button.

### Electronic Submittals

Download Files
Upload Data

#### Download Pre-Filled Templates

Select Report Type: Meter Reporting

Select Permit: 2871

**Reporting For:** AUG-2017

Download File

4. A pre-filled template will generate for unsatisfied conditions due for a withdrawal. The default display of the spreadsheet will list the withdrawal (District ID) numbers numerically.
  - a. For assistance downloading the pre-filled template, refer to the ‘[Spreadsheet Download](#)’ section of the document.

Florida Water Management District						
Meter Pumpage Report Form						
Reporting For	Meter Serial Number	Date Meter Read MM/DD/YYYY	Remark Code	Meter Reading	Estimated Pumpage	Comments
May-2017	944810		*Please use the dropdown for select			
May-2017	944898					
May-2017						
May-2017						
May-2017						

5. Enter in data for all required columns listed.

Reporting For	Meter Serial Number	Date Meter Read MM/DD/YYYY	Remark Code	Meter Reading	Estimated Pumpage	Comments
Aug-2017	95717189	8/12/2017	Not Available		1500	Test
Aug-2017	25250100	8/13/2017	Reading	12345678		Test
Aug-2017	95717190	8/14/2017	Reading	23456789		Test
Aug-2017	9600386	8/15/2017	Reading	34567891		Test
Aug-2017	0102152	8/16/2017	Reading	45678912		Test
Aug-2017	330672	8/17/2017	Reading	56789123		Test

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- a. Under the 'Date Meter Read' column, enter the date the meter was read during the 'Reporting For' month and year.

Reporting For	Meter Serial Number	Date Meter Read MM/DD/YYYY	Remark Code
Aug-2017	20162307-04	8/23/2017	
Aug-2017	85248-6		
Aug-2017	1479651		
Aug-2017	1210645		
Aug-2017	20050381-06		
Aug-2017	951565-6		
Aug-2017	N/A		

- b. Under the 'Remark Code' column, indicate the 'Remark Code' that is associated with the permit.
- i. A complete list and description of these codes is listed in the ['Remark Codes'](#) section of this document.

Meter Serial Number	Date Meter Read MM/DD/YYYY	Remark Code	Meter Reading
20162307-04	8/23/2017		
85248-6		Abandoned	
1479651		Capped	
1210645		Not Available	
20050381-06		Reading	
951565-6		Restart Meter Reading	
		Rollover	
		Withdrawal Not Used	

- c. Entering data in the 'Meter Reading', 'Estimated Pumpage', and 'Comments' columns vary on the selected 'Remark Code'.
- i. For a complete list of requirements for 'Meter Reporting', navigate to the ['Meter Reporting Requirement Chart'](#).

Remark Code	Meter Reading	Estimated Pumpage	Comments

Florida Water Management District						
Meter Pumpage Report Form						
Reporting For	Meter Serial Number	Date Meter Read MM/DD/YYYY	Remark Code	Meter Reading	Estimated Pumpage	Comments
May-2017	944810		*Please use the dropdown for select			
May-2017	944898					
May-2017						
May-2017						
May-2017						

**Note:** If no 'Remark Code' is selected and a meter reading value is entered on the spreadsheet, the system will default to a 'Remark Code' of "Reading". If a meter is new to the system, the 'Remark Code' should default to read "New/Restart Meter".

### Crop Reporting

All permittees with WUPs for 100,000 gallons per day (GPD) or greater annual average quantities shall record for each metered facility.

Crop reporting data gives means to develop historical records to accurately project future water needs. This data is gathered to determine reasonable demand, assess impacts to the resources, and to ensure quantities and crops match permitted information to decide if modifications or adjustments of WUPs are necessary.

To record your crop reporting spreadsheet, perform the following steps:

1. On the 'Download Files' tab, be sure to select 'Crop Reporting' from the "Select Report Type" drop-down menu.

### Electronic Submittals

Download Files
Upload Data

Download Pre-Filled Templates

Select Report Type:

-- Select One --
-- Select One --
Crop Reporting
Meter Reporting
Pumpage Reporting
Water Level Reporting
Water Quality Reporting

2. Select a permit number in the “Select Permit” field.

Electronic Submittals

Download Files Upload Data

Download Pre-Filled Templates

Select Report Type: Crop Reporting

Select Permit: -- Select One --

-- Select One --  
ALL  
2871  
4108  
6364  
6765  
8566

3. Select the “Select Crop Type” (i.e. Annual Agriculture, Annual Recreation & Aesthetic, Seasonal – Winter/Spring, Seasonal – Summer/Fall).

Electronic Submittals

Download Files Upload Data

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Select Report Type: Crop Reporting

Select Permit: 2871

Select Crop Type: Annual Agricultural

Annual Agricultural  
Annual Agricultural

4. Select a “Reporting For” period from the drop-down menu and then select the “Download File” button.

Electronic Submittals

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Select Report Type: Crop Reporting

Select Permit: 2871

Select Crop Type: Annual Agricultural

Reporting For: Jan-Dec 2016

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5. A pre-filled template will generate for unsatisfied conditions due for a withdrawal. The default display of the spreadsheet will list the withdrawal (District ID) numbers numerically.
  - a. For assistance downloading the pre-filled template, refer to the '[Spreadsheet Download](#)' section of the document.

Southwest Florida Water Management District												
Irrigation Water Use Form												
Annual Crops												
Permit Information												
Permit Number	DID	Permittee ID	Condition Description	Reporting For	Soil	Was this withdrawal used? (Please use the dropdown for selection)	Crop Type (Please use the dropdown for selection)	Acres	Was this withdrawal used for cold protection? (Please use the dropdown for selection)	Was tailwater recovery water used to supplement crop irrigation? (Please use the dropdown for selection)	Was this withdrawal used for non-irrigation water use? (Please use the dropdown for selection)	Comments
<div><div></div></div>	<div><div></div></div>	<div><div></div></div>		<div><div></div></div>		<div><div></div></div>		<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
9390	1	1	REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2014	POTTING SOIL							
9390	3	3	REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2014	POTTING SOIL							
9390	4	4	REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2014	POTTING SOIL							
9390	5	5	REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2014	POTTING SOIL							
9390	7	7	REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2014	POTTING SOIL							
9390	8	8	REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2014	POTTING SOIL							
9390	9	9	REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2014	POTTING SOIL							
9390	10	10	REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2014	POTTING SOIL							

6. Enter in data for all required columns listed.
  - a. For a complete list of requirements for 'Crop Reporting', navigate to the '[Crop Reporting Requirement Chart](#)'.

Southwest Florida Water Management District									
Irrigation Water Use Form									
Annual Crops									
Reporting For	Soil	Was this withdrawal used? (Please use the dropdown for selection)	Crop Type (Please use the dropdown for selection)	Acres	Was this withdrawal used for cold protection? (Please use the dropdown for selection)	Was tailwater recovery water used to supplement crop irrigation? (Please use the dropdown for selection)	Was this withdrawal used for non-irrigation water use? (Please use the dropdown for selection)	Comments	
Jan-Dec 2014	POTTING SOIL	Yes	Alfalfa	1	Yes	No	No	Test	
Jan-Dec 2014	POTTING SOIL	Yes	Cabbage, Bok Choy	1	No	No	Yes	Test	
Jan-Dec 2014	POTTING SOIL	No							
Jan-Dec 2014	POTTING SOIL								

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## Annual Agriculture Reporting

Permittees must demonstrate that the quantities applied for relate to reasonable irrigation, livestock, aquaculture, and other agricultural needs. This demonstration is typically accomplished by providing information on the types and acreage of crops to be irrigated, the crop growing season, the irrigation systems used, crop establishment, application of chemicals and fertilizers, and other specified use information.

1. Download the Annual Agriculture pre-filled template (Refer to the '[Spreadsheet Download](#)' section for steps on how to perform this task). All unsatisfied conditions due records for a withdrawal will be displayed in the spreadsheet. The default spreadsheet will list the withdrawal (District ID) numbers numerically in ascending order.
2. Under the 'Was this withdrawal used?' column, indicate if the withdrawal was used for crops by selecting "Yes" or "No" from the drop down.
  - a. For a complete list of requirements for 'Annual Agriculture', navigate to the '[Annual Agriculture Requirement Chart](#)'.

Soil	Was this withdrawal used? (Please use the dropdown for selection)	Crop Type (Please use the dropdown for selection)
POMONA		
POMONA	Yes	
POMONA	No	
POMONA		
POMONA		

- b. If the withdrawal was used, select a "Crop Type" from the drop down.

Was this withdrawal used? (Please use the dropdown for selection)	Crop Type (Please use the dropdown for selection)	Acres
Yes		
	Alfalfa	
	Beans, Dry	
	Beans, Green	
	Biofuel Crops	
	Blueberries	
	Broccoli	
	Cabbage, Bok Choy	
	Caladiums	

- i. Entering the “Acres” is required upon selecting a “Crop Type”.

Was this withdrawal used? (Please use the dropdown for selection)	Crop Type (Please use the dropdown for selection)	Acres
Yes	Beans, Dry	

3. If the permit location is in the NTB you will be **required** to select an “Irrigation Method” from the drop down.

Condition Description	Reporting For	Crop Type (Please use the dropdown for selection)	Acres	Irrigation Method (only if in NTB)
REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2015			
REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2015			
REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2015			
REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2015			
REPORT RECORDED ANNUAL CROP INFORMATION-SWUCA AND NTB ONLY (474)	Jan-Dec 2015			

“Comments” are **NOT** required for this type of reporting.

Was this withdrawal used for cold protection? (Please use the dropdown for selection)	Was tailwater recovery water used to supplement crop irrigation? (Please use the dropdown for selection)	Was this withdrawal used for non-irrigation water use? (Please use the dropdown for selection)	Comments

The user is **NOT** required to answer the three listed questions on this form. No errors will be returned if they are left blank.

- “Was this withdrawal point used for cold protection?”
- “Was tailwater recovery water used to supplement irrigating the crops listed?”
- “Was this withdrawal used for any non-irrigation water use?”

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## Annual Recreation & Aesthetic Reporting

Permittees must demonstrate that the quantities applied for relate to reasonable irrigation for community common areas, golf courses, cemeteries, sport playing fields, and lawn & landscape. This demonstration is typically accomplished by providing information on the types and acreage of recreation and aesthetic use to be irrigated.

1. Download the Annual Recreation & Aesthetic pre-filled template (Refer to the '[Spreadsheet Download](#)' section for steps on how to perform this task). All unsatisfied conditions due records for a withdrawal will be displayed in the spreadsheet. The default spreadsheet will list the withdrawal (District ID) numbers numerically in ascending order.
2. Under the 'Was this withdrawal used?' column, indicate if the withdrawal was used for crops by selecting "Yes" or "No" from the drop down.
  - a. For a complete list of requirements for 'Annual Recreation', navigate to the '[Annual Recreation Requirement Chart](#)'.

Soil	Was this withdrawal used? (Please use the dropdown for selection)	Recreation or Aesthetic Use (Please use the dropdown for selection)
ARENTS	Yes No	
ARENTS		
ARENTS		

- b. If the withdrawal was used, select a "Recreation or Aesthetic Use" from the drop down.

Was this withdrawal used? (Please use the dropdown for selection)	Recreation or Aesthetic Use (Please use the dropdown for selection)
Yes	
	Cemetery/Parks/Playgrounds Golf Course Irrigation of Community Common Areas Lawn & Landscape Sports Playing Fields

- i. Entering the "Total Acres" is **required** upon selecting a "Recreation or Aesthetic Use". The three acres' categories may not equal more than "Total Acres".

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- ii. Indicate any acreage that falls into the three acres' categories (i.e. Shrubs/Tree Acres, Fairway Acres, Green/Tee Acres).
- iii. Entering the "Green/Tee Acres" is only **required** when "Golf Course" is selected as the "Recreation or Aesthetic Use".

Recreation or Aesthetic Use (Please use the dropdown for selection)	Total Acres	Shrubs/Trees Acres	Fairway Acres	Green/Tee Acres
Golf Course				

3. If the permit location is in the NTB you will be **required** to select an "Irrigation Method" from the drop down.

Condition Description	Reporting For	Total Acres	Shrubs/Trees Acres	Fairway Acres	Green/Tee Acres	Irrigation Method (Only in NTB)
REPORT ANNUAL REC/AESTH IRR. & GOLF COURSE SWUCA ONLY (475)	Jan-Dec 2013					
REPORT ANNUAL REC/AESTH IRR. & GOLF COURSE SWUCA ONLY (475)	Jan-Dec 2013					
REPORT ANNUAL REC/AESTH IRR. & GOLF COURSE SWUCA ONLY (475)	Jan-Dec 2013					
REPORT ANNUAL REC/AESTH IRR. & GOLF COURSE SWUCA ONLY (475)	Jan-Dec 2013					
REPORT ANNUAL REC/AESTH IRR. & GOLF COURSE SWUCA ONLY (475)	Jan-Dec 2013					
REPORT ANNUAL REC/AESTH IRR. & GOLF COURSE SWUCA ONLY (475)	Jan-Dec 2013					

“Comments” are **NOT** required for this type of reporting.

Was this withdrawal used for cold protection? (Please use the dropdown for selection)	Was tailwater recovery water used to supplement crop irrigation? (Please use the dropdown for selection)	Was this withdrawal used for non-irrigation water use? (Please use the dropdown for selection)	Comments

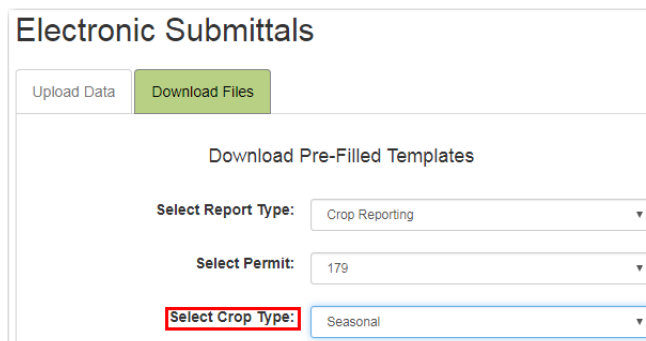
The user is **NOT** required to answer the two listed questions on this form. No errors will be returned if they are left blank.

- “Was this withdrawal point used for cold protection?”
- “Was tailwater recovery water used to supplement irrigating the crops listed?”
- “Was this withdrawal used for any non-irrigation water use?”

## Seasonal – Winter/Spring & Summer/Fall Reporting

Seasonal crops are allocated irrigation quantities for field preparation and crop establishment. This quantity is for raising the water table depending on the season and soil type. Summer/Fall crops are assumed to need half of the quantity for this parameter than Winter/Spring crops because Fall crops are preceded by the wet season.

1. Select 'Seasonal' from the "Select Crop Type" drop-down menu.



Electronic Submittals

Upload Data Download Files

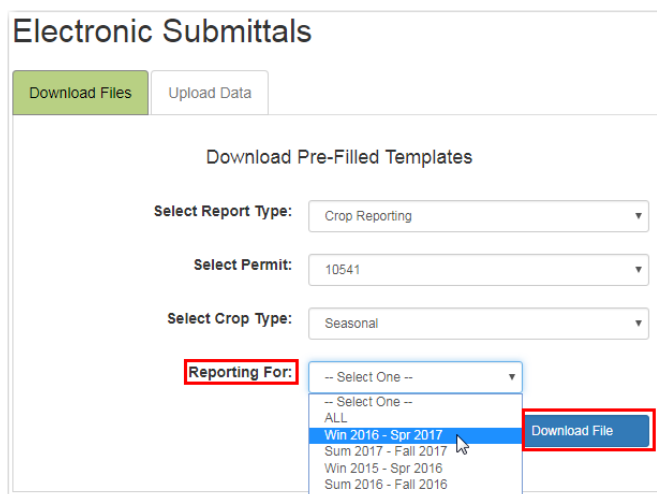
Download Pre-Filled Templates

Select Report Type: Crop Reporting

Select Permit: 179

Select Crop Type: Seasonal

2. Select a "Reporting For" period from the drop-down menu and then select the "Download File" button.
  - a. Seasonal "Reporting For" is divided between 'Winter/Spring' reporting and 'Summer/Fall' reporting.



Electronic Submittals

Download Files Upload Data

Download Pre-Filled Templates

Select Report Type: Crop Reporting

Select Permit: 10541

Select Crop Type: Seasonal

Reporting For: -- Select One --  
-- Select One --  
ALL  
Win 2016 - Spr 2017  
Sum 2017 - Fall 2017  
Win 2015 - Spr 2016  
Sum 2016 - Fall 2016

Download File

3. A pre-filled template will generate for unsatisfied conditions due for a withdrawal. The default display of the spreadsheet will list the withdrawal (District ID) numbers numerically.
  - a. For assistance downloading the pre-filled template, refer to the '[Spreadsheet Download](#)' section of the document.
4. Under the 'Was this withdrawal used?' column, indicate if the withdrawal was used for crops by selecting "Yes" or "No" from the drop down.

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- a. For a complete list of requirements for ‘Seasonal’, navigate to the ‘[Seasonal Winter/Spring & Summer/ Fall Requirement Chart](#)’.

Soil	Was this withdrawal used? (Please use the dropdown for selection)	Crop Type (Please use the dropdown for selection)
SEFFNER		
SEFFNER	<div> <div>Yes</div> <div>No</div> </div>	

- b. If the withdrawal was used, select a “Crop Type”.

Was this withdrawal used? (Please use the dropdown for selection)	Crop Type (Please use the dropdown for selection)
Yes	<div> <div>Alfalfa</div> <div>Beans, Dry</div> <div>Beans, Green</div> <div>Biofuel Crops</div> <div>Blueberries</div> <div>Broccoli</div> <div>Cabbage, Bok Choy</div> <div>Caladiums</div> </div>

- Indicating “Was Mulch used?” is **required** upon selecting a “Crop Type”.
- Entering values in numerical form is **required** for “Acres”, “Planting Date” and “Season Length (days)”.

Was plastic mulch used?	Bed Prep (days)	Acres	Planting Date	Season Length (days)
<div> <div>Yes</div> <div>No</div> </div>				

5. If the permit location is in the NTB you will be **required** to select an “Irrigation Method” from the drop down.

Condition Description	Reporting For	Was plastic mulch used?	Bed Prep (days)	Acres	Irrigation Method (Only in NTB)
REPORT RECORDED SEASONAL CROP INFORMATION SWUCA AND NTB ONLY (476)	Win 2016 - Spr 2017				Center Pivot
REPORT RECORDED SEASONAL CROP INFORMATION SWUCA AND NTB ONLY (476)	Win 2016 - Spr 2017				Drip
					Fully Enclosed Seepage
					Low Volume Spray
					Seepage
					Sprinkler
					Volume Gun

“Bed Prep (days)” and “Comments” are **NOT** required for this type of reporting.

Bed Prep (days)	Acres	Irrigation Method (Only in NTB)	Planting Date	Season Length (days)	Was this withdrawal used for cold protection? (Please use the dropdown for selection)	Was tailwater recovery water to supplement crop irrigation? (Please use the dropdown for selection)	Was this withdrawal used for non-irrigation water use? (Please use the dropdown for selection)	Comments

The user is **NOT** required to answer the three listed questions on this form. No errors will be returned if they are left blank.

- “Was this withdrawal point used for cold protection?”
- “Was tailwater recovery water used to supplement irrigating the crops listed?”
- “Was this withdrawal used for any non-irrigation water use?”

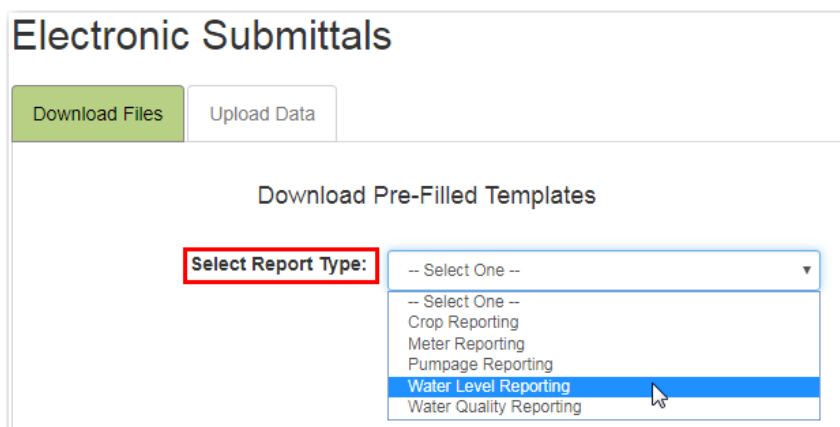


## Water Level Reporting

The purpose of water level monitoring is to ensure that existing legal uses, off-site land use, water resources, and associated environmental features are not adversely impacted by withdrawals. A groundwater level monitoring program may include water table levels, potentiometric surface levels, or both.

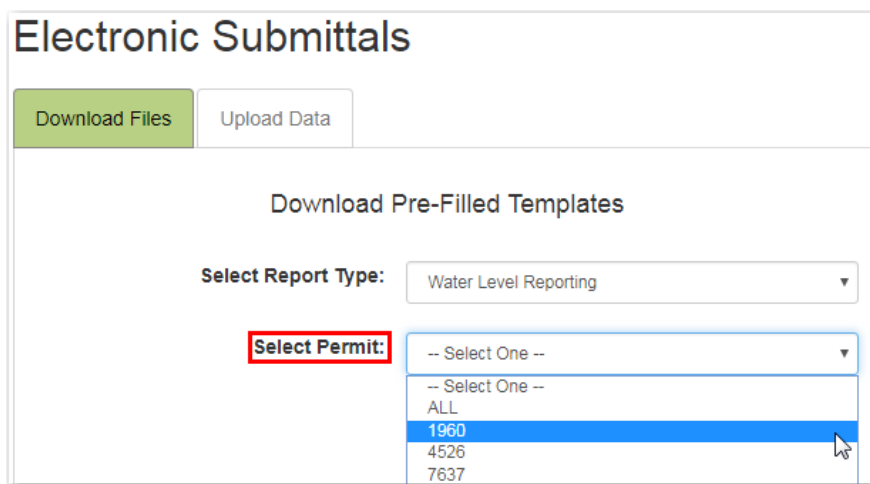
To record your water level reading spreadsheet, perform the following steps:

1. On the 'Download Files' tab, be sure to select 'Water Level Reporting' from the 'Select Report Type' drop-down menu.



The screenshot shows the 'Electronic Submittals' interface. At the top, there are two tabs: 'Download Files' (highlighted in green) and 'Upload Data'. Below the tabs is a section titled 'Download Pre-Filled Templates'. Under this section, there is a label 'Select Report Type:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: '-- Select One --', 'Crop Reporting', 'Meter Reporting', 'Pumpage Reporting', 'Water Level Reporting' (highlighted in blue), and 'Water Quality Reporting'. A mouse cursor is pointing at the 'Water Level Reporting' option.

2. Select a permit number in the "Select Permit" field.



The screenshot shows the 'Electronic Submittals' interface. At the top, there are two tabs: 'Download Files' (highlighted in green) and 'Upload Data'. Below the tabs is a section titled 'Download Pre-Filled Templates'. Under this section, there are two labels: 'Select Report Type:' followed by a dropdown menu showing 'Water Level Reporting', and 'Select Permit:' followed by a dropdown menu. The 'Select Permit' dropdown menu is open, showing a list of options: '-- Select One --', '-- Select One --', 'ALL', '1960' (highlighted in blue), '4526', and '7637'. A mouse cursor is pointing at the '1960' option.

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3. Select a “Reporting For” period from the drop-down menu and then select the “Download File” button.

### Electronic Submittals

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#### Download Pre-Filled Templates

Select Report Type: Water Level Reporting

Select Permit: 1960

**Reporting For:** AUG-2017

Download File

4. A pre-filled template will generate for unsatisfied conditions due for a withdrawal. The default display of the spreadsheet will list the withdrawal (District ID) numbers numerically.
  - a. For assistance downloading the pre-filled template, refer to the ‘[Spreadsheet Download](#)’ section of the document.

est Florida Water Management District				
Water Level Report Form				
Reporting For	Date Level Read MM/DD/YYYY	Remark Code <small>*Please use dropdown for selection</small>	Water Level Value	Comments
Jun 16-30 2017				
Jun 1-15 2017				
Jun 16-30 2017				
Jun 1-15 2017				

5. Enter in data for all required columns listed.

Permit Number	DID	Owner ID	Condition Description	Reporting For	Date Level Read MM/DD/YYYY	Remark Code <small>*Please use dropdown for selection</small>	Water Level Value	Comments
1960	50	S.R.50	REPORT SURFACE WATER LEVEL(S) (NGVD) (9)	Aug 2017	8/17/2017	Normal	170	Test

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- a. Under the 'Date Level Read' column, enter the date the water level was read during the 'Reporting For' month and year.

Reporting For	Date Level Read MM/DD/YYYY	Remark Code
Aug 2017	8/17/2017	*Please use dropdown for selection

- b. Under the 'Remark Code' column, indicate the 'Remark Code' that is associated with the permit.
- i. A complete list and description of these codes is listed in the ['Remark Codes'](#) section of this document.

Reporting For	Date Level Read MM/DD/YYYY	Remark Code	Water Level Value
Aug 2017	8/17/2017	*Please use dropdown for selection Above Below Measuring Device Missing Normal Not Accessible	

- c. Entering data in the 'Water Level Value' and 'Comments' columns vary on the selected 'Remark Code'.
- i. For a complete list of requirements for 'Water Level Value' and 'Comments', navigate to the ['Water Level Requirement Chart'](#).

Remark Code	Water Level Value	Comments
*Please use dropdown for selection		

est Florida Water Management District				
Water Level Report Form				
Reporting For	Date Level Read MM/DD/YYYY	Remark Code <small>* Please use dropdown for selection</small>	Water Level Value	Comments
Jun 16-30 2017				
Jun 1-15 2017				
Jun 16-30 2017				
Jun 1-15 2017				

**Note:** If no 'Remark Code' is selected and a water level value is entered on the spreadsheet, then the system will default to a 'Remark Code' of "Normal".

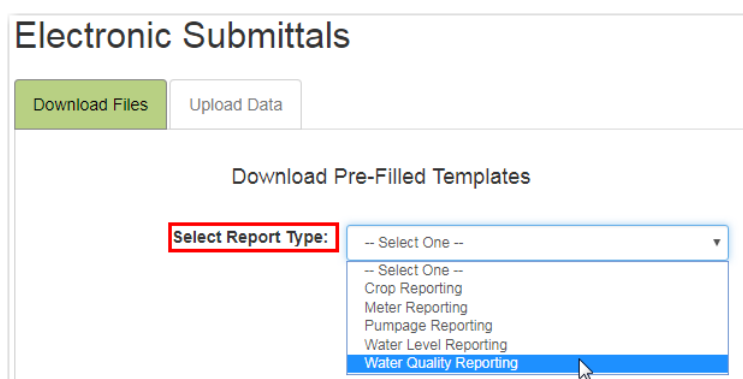
## Water Quality Reporting

WUPs involving withdrawals that may cause adverse environmental impact to surface water bodies, including wetlands, may be required to monitor water quality.

The specific water quality parameters required to be monitored will depend on the type of water body and may include but not limited to: temperature, dissolved oxygen, specific conductance, pH, and other specified use information.

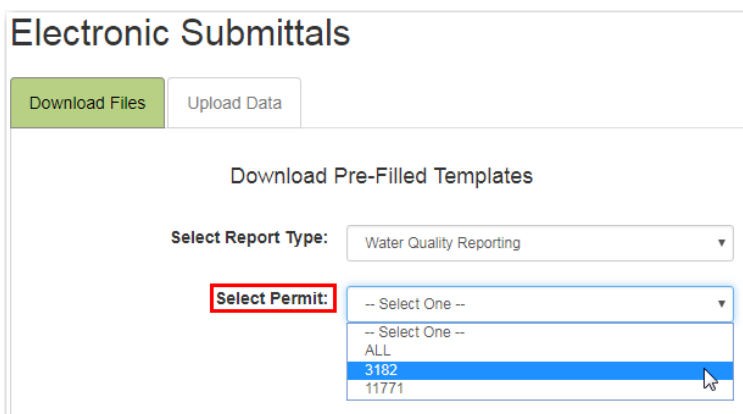
To record your water quality reading spreadsheet, perform the following steps:

1. On the 'Download Files' tab, be sure to select 'Water Quality Reporting' from the 'Select Report Type' drop-down menu.



The screenshot shows the 'Electronic Submittals' interface. At the top, there are two tabs: 'Download Files' (active) and 'Upload Data'. Below the tabs, the section is titled 'Download Pre-Filled Templates'. There is a label 'Select Report Type:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: '-- Select One --', 'Crop Reporting', 'Meter Reporting', 'Pumpage Reporting', 'Water Level Reporting', and 'Water Quality Reporting'. The 'Water Quality Reporting' option is highlighted in blue, and a mouse cursor is pointing at it.

2. Select a permit number in the "Select Permit" field.



The screenshot shows the 'Electronic Submittals' interface. At the top, there are two tabs: 'Download Files' (active) and 'Upload Data'. Below the tabs, the section is titled 'Download Pre-Filled Templates'. There is a label 'Select Report Type:' followed by a dropdown menu set to 'Water Quality Reporting'. Below this, there is a label 'Select Permit:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: '-- Select One --', 'ALL', '3182', and '11771'. The '3182' option is highlighted in blue, and a mouse cursor is pointing at it.

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3. Select a "Reporting For" period from the drop-down menu and then select the "Download File" button.

### Electronic Submittals

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Select Report Type: Water Quality Reporting

Select Permit: 3182

Reporting For:

AUG-2017

Download File

4. A pre-filled template will generate for unsatisfied conditions due for a withdrawal. The default display of the spreadsheet will list the withdrawal (District ID) numbers numerically.
  - a. For assistance downloading the pre-filled template, refer to the '[Spreadsheet Download](#)' section of the document.

Southwest Florida Water Management District					
Water Quality Report Form					
Reporting For	Sample Collection Date MM/DD/YYYY	Remark Code *Please use dropdown for selection	Water Quality Value	Units	Comments
Mar-May 2017				mg/L	
Mar-May 2017				mg/L	
Mar-May 2017				mg/L	
Mar-May 2017				mg/L	
Mar-May 2017				mg/L	

5. Enter in data for all required columns listed.

Permit Number	DID	Owner ID	Condition Description	Reporting For	Sample Collection Date MM/DD/YYYY	Remark Code *Please use dropdown for selection	Water Quality Value	Units	Comments
3182	19	3	CHLORIDES ANALYSIS REPORT (116)	Jun-Aug 2017	7/17/2017	Normal	1700	mg/L	Test
3182	19	3	SPECIFIC CONDUCTIVITY ANALYSIS REPORT (173)	Jun-Aug 2017	7/18/2017	Not Available		mg/L	Test
3182	19	3	SULFATE ANALYSIS REPORT (174)	Jun-Aug 2017	7/19/2017	Below Detection Limit		mg/L	Test
3182	21	1	CHLORIDES ANALYSIS REPORT (116)	Jun-Aug 2017	7/20/2017	Normal	1800	mg/L	Test
3182	21	1	SPECIFIC CONDUCTIVITY ANALYSIS REPORT (173)	Jun-Aug 2017	7/21/2017	Normal	1300	mg/L	Test
3182	21	1	SULFATE ANALYSIS REPORT (174)	Jun-Aug 2017	7/22/2017	Withdrawal Not Used		mg/L	Test

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- a. Under the 'Sample Collection Date' column, enter the date the water quality was read during the reporting month.

Reporting For	Sample Collection Date MM/DD/YYYY	Remark Code *Please use dropdown for selection
Jun-Aug 2017	7/17/2017	
Jun-Aug 2017		
Jun-Aug 2017		
Jun-Aug 2017		

- b. Under the 'Remark Code' column, indicate the 'Remark Code' that is associated with the permit.
- i. A complete list and description of these codes is listed in the '[Remark Codes](#)' section of this document.

Reporting For	Sample Collection Date MM/DD/YYYY	Remark Code *Please use dropdown for selection	Water Quality Value
Jun-Aug 2017	7/17/2017		
Jun-Aug 2017		Below Detection Limit	
Jun-Aug 2017		Normal	
Jun-Aug 2017		Not Available	
Jun-Aug 2017		Withdrawal Not Used	
Jun-Aug 2017			

- c. Entering data in the 'Water Quality Value' and 'Comments' columns vary on the selected 'Remark Code'.
- i. For a complete list of requirements for 'Water Quality Value' and 'Comments', navigate to the '[Water Quality Requirement Chart](#)'.

Remark Code *Please use dropdown for selection	Water Quality Value	Units	Comments
		mg/L	
		mg/L	
		mg/L	
		mg/L	
		mg/L	

Southwest Florida Water Management District Water Quality Report Form					
Reporting For	Sample Collection Date MM/DD/YYYY	Remark Code *Please use dropdown for selection	Water Quality Value	Units	Comments
Mar-May 2017				mg/L	
Mar-May 2017				mg/L	
Mar-May 2017				mg/L	
Mar-May 2017				mg/L	
Mar-May 2017				mg/L	

**Note:** If a water quality value is entered on the spreadsheet, then the system will default to a Remark Code of "Normal".

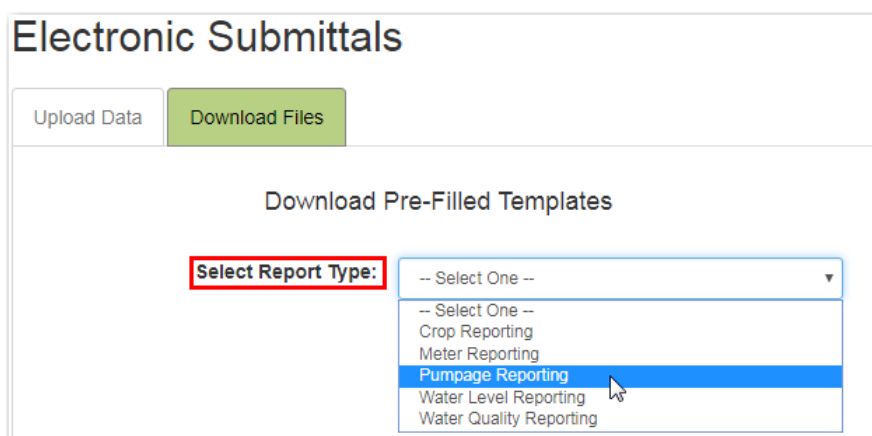
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## Pumpage Reporting

Reporting pumpage data provides a means to develop historical records in order to accurately project future water needs. This data is gathered to determine reasonable demand, assess impacts to the resources, and to ensure that quantities withdrawn do not exceed permitted pumpage.

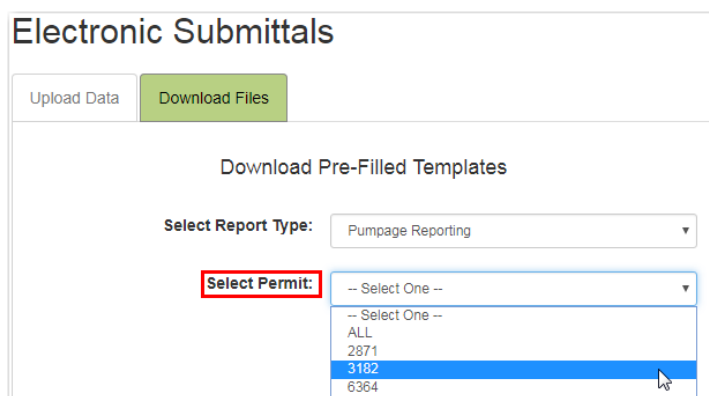
To record your pumpage reading spreadsheet, perform the following steps:

1. On the 'Download Files' tab, be sure to select 'Pumpage Reporting' from the 'Select Report Type' drop-down menu.



The screenshot shows the 'Electronic Submittals' interface. At the top, there are two tabs: 'Upload Data' and 'Download Files'. The 'Download Files' tab is active. Below the tabs, the text 'Download Pre-Filled Templates' is displayed. Under this text, there is a label 'Select Report Type:' followed by a dropdown menu. The dropdown menu is open, showing the following options: '-- Select One --', 'Crop Reporting', 'Meter Reporting', 'Pumpage Reporting' (which is highlighted in blue), 'Water Level Reporting', and 'Water Quality Reporting'. A mouse cursor is pointing at the 'Pumpage Reporting' option.

2. Select a permit number in the "Select Permit" field.



The screenshot shows the 'Electronic Submittals' interface. At the top, there are two tabs: 'Upload Data' and 'Download Files'. The 'Download Files' tab is active. Below the tabs, the text 'Download Pre-Filled Templates' is displayed. Under this text, there is a label 'Select Report Type:' followed by a dropdown menu. The dropdown menu is open, showing the following options: '-- Select One --', 'Crop Reporting', 'Meter Reporting', 'Pumpage Reporting' (which is highlighted in blue), 'Water Level Reporting', and 'Water Quality Reporting'. A mouse cursor is pointing at the 'Pumpage Reporting' option.

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3. Select a "Reporting For" period from the drop-down menu and then select the "Download File" button.

### Electronic Submittals

Upload Data

Download Files

Download Pre-Filled Templates

Select Report Type:

Pumpage Reporting

Select Permit:

3182

Reporting For:

AUG-2017

Download File

4. A pre-filled template will generate for unsatisfied conditions due for a withdrawal. The default display of the spreadsheet will list the withdrawal (District ID) numbers numerically.
  - a. For assistance downloading the pre-filled template, refer to the '[Spreadsheet Download](#)' section of the document.

hwest Florida Water Management District					
Water Use/Pumpage Report Form					
Reporting For	Remark Code	Period Start Date	Period End Date	Pumped Amount	Comments
Jun 2017	* Please use dropdown for selection	MM/DD/YYYY	MM/DD/YYYY		
Jun 2017					
Jun 16-30 2017					
Jun 1-15 2017					

5. Enter in data for all required columns listed.

Permit Number	DID	Owner ID	Condition Description	Reporting For	Remark Code	Period Start Date	Period End Date	Pumped Amount	Comments
3182	51	Pasco_Imported	REPUMP PUMPAGE - SURFACE WITHDRAWAL (34)	Aug-2017	Estimate	8/17/2017	8/25/2017	171700	Test

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- a. Under the 'Period Start Date' and 'Period End Date' columns, enter the date the pumped amount was read during the reporting month.

Reporting For	Remark Code	Period Start Date	Period End Date	Pumped Amount	Comments
	<small>* Please use dropdown for selection</small>	MM/DD/YYYY	MM/DD/YYYY		
Aug-2017		8/17/2017	8/25/2017		

- b. Under the 'Remark Code' column, indicate the 'Remark Code' that is associated with the permit.
- A complete list and description of these codes is listed in the ['Remark Codes'](#) section of this document.

Reporting For	Remark Code	Period Start Date	Period End Date	Pumped Amount	Comments
	<small>* Please use dropdown for selection</small>	MM/DD/YYYY	MM/DD/YYYY		
Aug-2017		8/17/2017	8/25/2017		
	Abandoned				
	Capped				
	Couldnt Estimate Pumpage				
	Estimate				
	Withdrawal Not Used				

- c. Entering data in the 'Pumped Amount' and 'Comments' columns vary on the selected 'Remark Code'.
- For a complete list of requirements for 'Pumped Amount' and 'Comments', navigate to the ['Pumpage Reporting Requirement Chart'](#).

Remark Code	Period Start Date	Period End Date	Pumped Amount	Comments
<small>* Please use dropdown for selection</small>	MM/DD/YYYY	MM/DD/YYYY		
Estimate	8/17/2017	8/25/2017		

hwest Florida Water Management District					
Water Use/Pumpage Report Form					
Reporting For	Remark Code	Period Start Date	Period End Date	Pumped Amount	Comments
	<small>* Please use dropdown for selection</small>	MM/DD/YYYY	MM/DD/YYYY		
Jun 2017					
Jun 2017					
Jun 16-30 2017					
Jun 1-15 2017					

**Note:** If a pumped amount value is not entered on the spreadsheet, then the system will default to Remark Code of "Estimate".

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## PERMITS DATA EMAIL BOXES

External Users submit data via External Email Boxes to the following email addresses:

Bartow – [PermitsDataPic.Bar@watermatters.org](mailto:PermitsDataPic.Bar@watermatters.org)

Brooksville – [PermitsDataPic.Bkv@watermatters.org](mailto:PermitsDataPic.Bkv@watermatters.org)

Sarasota – [PermitsDataPic.Sar@watermatters.org](mailto:PermitsDataPic.Sar@watermatters.org)

Tampa – [PermitsDataPic.Tpa@watermatters.org](mailto:PermitsDataPic.Tpa@watermatters.org)

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## REPORTING WINDOWS

### Current

The permit condition is satisfied, no action necessary.

### Due Now

The permit condition is not satisfied and the window for reporting is open.

- Meter Reporting window opens on the 11<sup>th</sup> of the month.
- Annual Agricultural and Recreation Crop Reporting window opens in January.
- Seasonal Crop Reporting window opens in November for Summer/Fall crops and in June for Winter/Spring crops.
- Water Quality/Water Level window open dates are dependent on the frequency set for the condition.

### Past Due

The permit condition is not satisfied and is past due.

- Meter Reporting condition becomes past due after the 11<sup>th</sup> of the following month.
- Annual Agricultural and Recreation Crop Reporting condition becomes past due after March 31st.
- Seasonal Crop Reporting condition becomes past due after March 1<sup>st</sup>.
- Water Quality/Water Level window becomes past due is dependent on the frequency set for the condition.

### Coming Due

The permit condition is not able to be satisfied yet, no action necessary.

- One or more conditions will become due but are not yet able to be satisfied. This represents the status of 'Coming Due'.

### Submit via Meter Reporting

The permit condition is required to be satisfied by 'Meter Reporting'.

- Locate the associated permit under 'Meter Reporting' to satisfy the record.

### Received via Meter Reporting

The permit condition has been satisfied by 'Meter Reporting', no action necessary.

### Automatic Meter Reading (AMR)

Permittees shall no longer be required to independently submit quantities used where an automatic meter reading device (AMR) is installed. The AMR will provide withdrawal data to the District, except in the case of device failure.

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## 24-HOUR EDIT WINDOW

Submitted data by external users displays in an editable format for a 24-hour time period before it becomes read-only. Data can be corrected by another spreadsheet upload.

**Note:** The only exception to this rule is if a Flow Meter Remark Code of “Abandoned” or “Capped” is used.

Once the 24-hour period is complete, the external user must contact the District to correct data.

## CONDITION FREQUENCY FLAGS

Based on the condition assigned to the Water Use Permit, a reporting frequency flag is enabled, requiring the permittee to report water use on a frequency schedule. Also, the ‘Available Start Date’ and ‘Last Available Date’ are displayed in [Appendix B](#) for each reporting frequency.

Reporting frequency possibilities are:

Monthly: Reporting every month.

Quarterly: Reporting every three months.

Annually: Reporting every year.

Weekly: Reporting every week.

Daily: Reporting every day.

Specific Event: Reporting required for a specific event.

One Time: Always ‘Other Special Reporting’ conditions and a condition due record is generated for a one-time reporting requirement.

Bi-Weekly: Reporting every other week.

Bi-Monthly: Reporting every two months.

Semi-Annually: Reporting every six months.

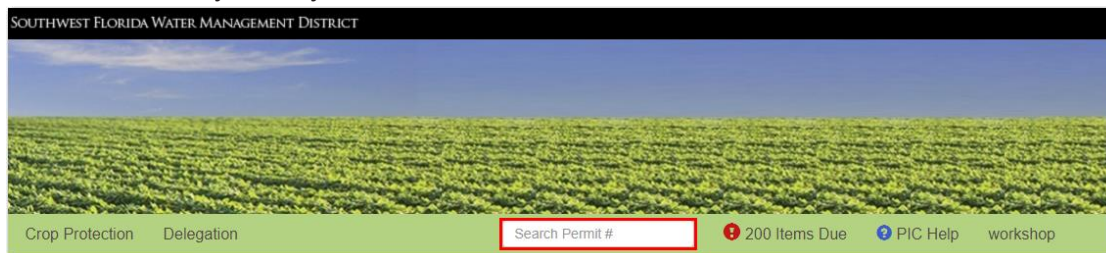
Bi-Annually: Reporting every other year.

Tri-Annually: Reporting three times a year.

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# WUP PUBLIC RECORDS SEARCH

1. On ePIC's menu bar, enter in the desired permit number in the field labeled 'Search Permit #' and select 'Enter' on your keyboard.



2. Select the 'View Details' link for the "Approved" permit revision.

**WATER MANAGEMENT INFORMATION SYSTEM** Data Warehouse current as of May 26, 2016 11:07 AM

Water Use Permit Information Use Results

Click any column heading to sort the list of permits in ascending order (A-Z) by that column heading.

< Previous Page | Next Page > | Page 1 of 1 | View All | Viewing: 1 - 10 of 10 Records | Total qualifying records: 10

View Details	Permit #	Rev #	Project Name	Issue Date	Complete Date	Permit Status	Permittee Name	A
<a href="#">View Details</a>	4412	007	MYAKKA CITY FARM	08/28/2001	07/20/2001	Inactive	Pacific Land LTD/Attn: Billy L. Heller, Jr.	5
<a href="#">View Details</a>	4412	008	MYAKKA CITY FARM	01/01/2003	01/01/2003	Inactive	Pacific Land LTD/Attn: Billy L. Heller, Jr.	5
<a href="#">View Details</a>	4412	009	MYAKKA CITY FARM	04/22/2003	04/22/2003	Inactive	Pacific Land LTD/Attn: Billy L. Heller, Jr.	5
<a href="#">View Details</a>	4412	010	MYAKKA CITY FARM	02/02/2005	01/13/2005	Inactive	Pacific Land LTD/Attn: Billy L. Heller, Jr.	5
<a href="#">View Details</a>	4412	011	MYAKKA CITY FARM	09/21/2005	09/01/2005	Inactive	Pacific Land LTD/Attn: Billy L. Heller, Jr.	5
<a href="#">View Details</a>	4412	012	MYAKKA CITY FARM	05/22/2008	05/12/2008	Inactive	Pacific Land LTD/Attn: Billy L. Heller, Jr.	5
<a href="#">View Details</a>	4412	013	Myakka City Farm	08/31/2012	06/29/2012	Approved	Pacific Land LTD/Attn: Billy L. Heller, Jr.	5

Change order of search results  
Change Layout

Download all search results  
Download Data

Note: Max# of records displayed is: 300  
Change Max# of records to return, then click Search button to activate.

Search Reset

**Need help?**  
Email: [WMISHelpDesk@watermatters.org](mailto:WMISHelpDesk@watermatters.org)  
Phone: 352-754-3456 or 1-800-423-1476 (FL only) ext. 5678.

**Water Use Permit Search**  
To find water use permits meeting any of the criteria, make one or more selections above. Then click the Search Button to execute your search, and a list of water use permits meeting the search terms will display on the Results Tab.

There are several tabs of information that will appear for the Permit.

**Water Use Permit: 4412.013**

General Info Withdrawals Use Fees Documents Map Noticing

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There are three report options you can locate from the 'General Info' tab. All shown below, simply click on the 'Run Report' button for the option of your choosing.

**Water Management Information System**  
Data Warehouse current as of May 26, 2016 11:07 AM

**Water Use Permit: 4412.013** [Back to Search Results](#)

General Info | Withdrawals | Use | Fees | Documents | Map | Noticing

**Applicant/Permittee Information**

Name: Pacific Land LTD/Attn: Billy L. Heller, Jr.  
Address: 503 10th Street West  
City/State: Palmetto FL  
ZIP Code: 34221  
Phone: (941) 722-3291  
Permit Mail Method: Email

**Other - Applicant/Permittee**

Name:   
Address:   
City/State:   
ZIP Code:   
Phone:   
Permit Mail Method:

**Owner**

Name: Pacific Land LTD/Attn: Billy L. Heller, Jr.  
Address: 503 10th Street West  
City/State: Palmetto FL  
ZIP Code: 34221  
Phone: (941) 722-3291

**Permit Information**

Permit Dept: SARASOTA  
Project Name: Myakka City Farm  
Type: 500,000 GPD or Greater  
Class: Renewal  
Entered By: Pacific Land LTD/Attn: Billy L. Heller, Jr.  
Received: 8/24/2011  
Issued: 8/31/2012  
Completed: 6/29/2012  
Default: 9/27/2012  
Waiver Effective: N/A  
Waiver Expiry: N/A  
Amended: N/A  
Info Sent: 1/18/2012  
Info Received: 12/21/2011  
Expired: 8/31/2022  
Deleted: N/A  
Delete Reason: N/A  
WMIS Create ☒ Permit

Acres Total: 3,223.00 Avg GPD: 3,417,300  
Acres Owned: 3,223.00 Peak GPD: 9,510,000  
Acres Controlled: 0.00 Max GPD: N/A  
Acres Serviced: N/A Drought GPD: 3,417,300  
Acres Leased: N/A Existing Legal Use Date: N/A

**Permit Reviewing**

Permit File of Record **Run Report** | 12-Month Running Average Pumpage Graph **Run Report** | Withdrawal Pumpage Report Excel **Run Report**

- To retrieve a copy of your Permit select the Documents tab.

**Water Use Permit: 4412.012**

General Info | Withdrawals | Use | Fees | Documents | Map

Most Permits are accessible here but some are not available yet. If you do not see your Permit you will have to contact the Service Office number listed below which services your Permit and request a copy of your Water Use Permit.

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- Using the scroll bar on the right of the screen scroll down and locate the PDF file labeled 'Permit', all shown below. Or you can double click on 'Document Type' and the system will display the documents in alphabetical order.

[Back to Search Results](#)

### Water Use Permit: 4412.013

General Info Withdrawals Use Fees Documents Map Noticing

☐ Include all revisions

Not all file of record information is displayed here. The information that is not displayed may be in draft status or has been deemed "exempt" from public view and copying using this online viewing tool. Access to redacted versions of this information (when applicable) can be obtained by visiting the appropriate service office or by contacting the District at 352-754-3456 or 1-800-423-1476 (FL only) ext. 5678. Florida Statute 119 requires the District to state the basis for any claimed exemption. A detailed explanation and the specific statutory exemption are available by contacting the District at the phone numbers provided above.

Group Documents By: Document Type Group

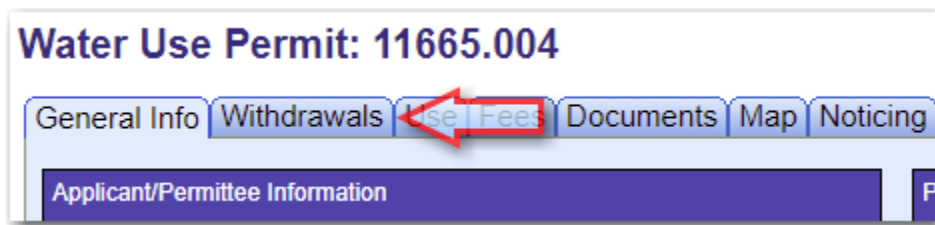
Doc	Document Type	Date	Revision	Due Date	Download
	WUP Delinquent Letter	1/4/2013 10:49:37 AM	13		
	WUP Delinquent Letter	12/3/2012 3:35:13 PM	13		
	WUP Delinquent Letter	10/30/2012 9:07:49 AM	13		
	Certificate of Mailing	9/10/2012 12:00:00 PM	13		
	Permit	8/31/2012 10:04:54 AM	13		
	WUP Delinquent Letter	8/29/2012 12:00:00 AM	13		
	WUP Delinquent Letter	8/29/2012 12:00:00 AM	13		
	Proof of Ownership - Application	8/16/2012 8:20:15 AM	13		
	General Correspondence	7/30/2012 1:27:07 PM	13		

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## Retrieving Data

To obtain the values you have entered for past meter readings, water levels or other data sets you will need to go to the 'Withdrawals' tab.



Notice each of your withdrawals listed.

**Water Use Permit: 11665.004**

General Info Withdrawals **Use** Fees Documents Map Noticing

Click on a checkmark in the table below to see specific data associated with the withdrawal. ☐ Include Deleted Withdrawals.

< Previous Page | Next Page > | Page 1 of 1 | View All | Viewing: 1 - 7 of 7 Records | Total qualifying records: 300

District ID #	USER ID	Pumpage	Repump Pumpage	Ground Water Levels	Surface Water Levels	Water Quality	Meter Reading	Rainfall Evt	DELETE
1	P-1	✓					✓		
2	P-2	✓					✓		
3	P-3	✓					✓		
4	P-4	✓					✓		
5	P-5	✓					✓		
6	W-6	✓					✓		
7	W-7	✓					✓		

Download data from the grid above  
Export to Excel

Scroll over to the right and locate the Meter Reading column you want to retrieve your data for and click on the check box.

**Water Use Permit: 11665.004**

General Info Withdrawals **Use** Fees Documents Map Noticing

Click on a checkmark in the table below to see specific data associated with the withdrawal. ☐ Include Deleted Withdrawals.

< Previous Page | Next Page > | Page 1 of 1 | View All | Viewing: 1 - 7 of 7 Records | Total qualifying records: 300

District ID #	ter Levels	Surface Water Levels	Water Quality	Meter Reading	Rainfall Evt	DELETE REASON	DELETE DATE	WD TYPE
1				✓				Withdrawal of Groundwater
2				✓				Withdrawal of Groundwater
3				✓				Withdrawal of Groundwater
4				✓				Withdrawal of Groundwater
5				✓				Surface Withdrawal
6				✓				Withdrawal of Groundwater
7				✓				Withdrawal of Groundwater

Download data from the grid above  
Export to Excel

Click on the check mark and additional information will appear at the bottom of the screen which includes your selected data. If needed, you can change the date range to be able to search for additional information.

**Water Use Permit: 11665.004**

General Info | Withdrawals | **Use** | Fees | Documents | Map | Noticing

Click on a checkmark in the table below to see specific data associated with the withdrawal. ☐ Include Deleted Withdrawals.

< Previous Page | Next Page > | Page 1 of 1 | View All | Viewing: 1 - 7 of 7 Records | Total qualifying records: 300

District ID #	USER ID	Pumpage	Repump Pumpage	Ground Water Levels	Surface Water Levels	Water Quality	Meter Reading	Rainfall Evt	DELET
1	P-1	✓					✓		
2	P-2	✓					✓		
3	P-3	✓					✓		
4	P-4	✓					✓		
5	P-5	✓					✓		
6	W-6	✓					✓		
7	W-7	✓					✓		

Download data from the grid above  
Export to Excel

Specific data for District ID # 4  
Pumpage | Repump Pumpage | Ground Water Levels | Surface Water Levels | Water Quality | Meter Reading | **Rainfall Evt**

Choose a Year From: 2016 To: 2018 Refresh

SITE ID	PERMITTEE NAME FOR DID	CONDITION DESCRIPTION	MONTH/YEAR	RECORDED DATE	RECORDED VALUE	SEC
24179	P-4	REPORT METER READINGS PRODUCTION WD PTS	January 2016	02/01/2016	8,071,000	1
24179	P-4	REPORT METER READINGS PRODUCTION WD PTS	February 2016	03/01/2016	8,071,000	1
24179	P-4	REPORT METER READINGS PRODUCTION WD PTS	March 2016	04/01/2016	9,364,000	1

Download data from the tab above  
Excel Format

Click on the 'Excel Format' button to download the data to an Excel file.

**Note:** You can only retrieve data for one withdrawal at a time.

## HELP FILE

There is a Help File located in all screens of the ePIC that contain a wealth of information including most of the information contained in this document. We encourage you to utilize this tool to learn more about the ePIC and when encountering problems.

You can access the help file by selecting the 'PIC Help' tab.



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## CONTACT PERSONNEL FOR THE EPIC

### Hardee/Highlands/Polk Counties

Michael Cote – 7601 US Hwy. 301, Tampa, FL 33637-6759

Phone: (813) 438-6974

1-800-836-0797 (Florida only)

Fax: (813) 367-3054.

**Email data to:** [Michael.Cote@swfwmd.state.fl.us](mailto:Michael.Cote@swfwmd.state.fl.us)

### Hillsborough/Sarasota Counties

Michelle Eddy – 7601 US Hwy. 301, Tampa, FL 33637-6759

Phone: (813) 438-6529

1-800-836-0797 (Florida only)

Fax: (813) 367-3054.

**Email data to:** [Michelle.Eddy@swfwmd.state.fl.us](mailto:Michelle.Eddy@swfwmd.state.fl.us)

### Charlotte/Citrus/DeSoto/Hernando/Lake/Levy/Manatee/Marion/Pasco/Pinellas/ Sumter Counties

MaryEllen Fugate – 7601 US Hwy. 301, Tampa, FL 33637-6759

Phone: (813) 438-6831

1-800-836-0797 (Florida only)

Fax: (813) 367-3054.

**Email data to:** [MaryEllen.Fugate@swfwmd.state.fl.us](mailto:MaryEllen.Fugate@swfwmd.state.fl.us)

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## APPENDIX A

### Reporting Remarks Requirement Chart

The requirement charts below list the required fields regarding 'Remark' codes for each 'Reporting Category'.

### Meter Reporting Requirement Chart

The below table indicates each 'Remark' code and the available fields that will need to be completed with that selection.

Remark	Date Meter Read	Meter Reading	Estimated Gallons Pumped	Meter Serial Number	Comment
Reading	Required	Required	X	X	optional
Abandoned	Required	X	X	X	Required
Capped	Required	X	X	X	Required
Withdrawal Not used	Required	X	X	X	optional
*New/Restart	Required	Required	Required	Required	Required
Not Available	Required	X	Required	X	Required
Rollover	Required	Required	X	X	optional

**X** – Not available for data entry.

**Optional** – The user will not receive an error if data is inputted or left blank.

\* – The user is required to enter an updated serial number, select 'Use Existing Serial #', or select 'Serial # Not Known'.

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### Crop Reporting Requirement Chart

The below table(s) indicates each field that can be selected and the available fields that will need to be completed with that selection.

Was This Withdrawal Used?	Used for non-irrigation?	Used for tailwater recovery?	Used for Cold Protection	Comment
Required	optional	optional	optional	optional

**\*If 'Yes' is selected, see chart(s) below for respected reporting type.**

**\*If 'No' is selected, submit data by selecting 'Save'.**

**Optional** – The user will not receive an error if data is inputted or left blank.

### Annual Agriculture Requirement Chart

Crop	Acres	Irrigation Method (NTB Only)
Required	Required	Required

### Annual Recreation Requirement Chart

Recreation or Aesthetic Use	Shrubs / Tees Acres	Fairway Acres	Green / Tee Acres	Total Acres	Irrigation Method (NTB Only)
Cemetery/Parks/Playgrounds	optional	optional	optional	Required	Required
Golf Course	Required	Required	Required	Required	Required
Irrigation of Community Common Areas	optional	optional	optional	Required	Required
Lawn & Landscape	optional	optional	optional	Required	Required
Sport Playing Fields	optional	optional	optional	Required	Required

### Seasonal Winter/Spring & Summer/Fall Requirement Chart

Crop	Planting Date	Acres	Bed Prep (days)	Season Length (days)	Used plastic mulch?	Irrigation Method (NTB Only)
Required	Required	Required	optional	Required	optional	Required

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### Water Level Requirement Chart

The below table indicates each 'Remark' that can be selected and the available fields that will need to be completed with that selection.

Remark	Date Level Read	Water Level Value	Comment
Above Measuring Device	Required	X	optional
Below Measuring Device	Required	X	optional
Missing/Damaged Gauge	Required	X	Required
Not Accessible	Required	X	Required
Normal	Required	Required	optional

**X** – Not available for entry associated with the 'Remark' code selected.

**Optional** – The user will not receive an error if data is inputted or left blank.

### Water Quality Requirement Chart

The below table indicates each 'Remark' that can be selected and the available fields that will need to be completed with that selection.

Remark	Sample Collection Date	Water Quality Value	Comment
3Below Detection Limit	Required	X	optional
Not Available	Required	X	Required
Normal	Required	Required	optional
Waive Condition Due	Required	X	Required
Withdrawal Not used	Required	X	optional

**X** – Not available for entry associated with the 'Remark' code selected.

**Optional** – The user will not receive an error if data is inputted or left blank.

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### Pumpage Reporting Requirement Chart

The below table indicates each 'Remark' that can be selected and the available fields that will need to be completed with that selection.

Remark	Period Start Date	Period End Date	Pumped Amount	Comment
Abandoned	Required	Required	X	Required
Capped	Required	Required	X	Required
Could not estimate Pumpage	Required	Required	X	Required
Estimate	Required	Required	Required	optional
Withdrawal Not Used	Required	Required	X	optional

**X** – Not available for entry associated with the 'Remark' code selected.

**Optional** – The user will not receive an error if data is inputted or left blank.

### Crop Protection Requirement Chart

The below table indicates each field that can be selected and the available fields that will need to be completed with that selection.

Was This Withdrawal Used?
Required

**\*If 'Yes' is selected, see chart(s) below for respected reporting type.**

**\*If 'No' is selected, submit data by selecting 'Save'.**

**Optional** – The user will not receive an error if data is inputted or left blank, although if a time is selected the inverse time becomes required.

Start Date	End Date	Start Time	End Time	Gallons Pumped
Required	Required	optional	optional	Required

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