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Questions & Answers

Completing Your Annual WUE Report

Answers to commonly asked questions

Do I submit a WUE report if I don't have all the information?

Yes, submit your water use efficiency (WUE) report even if you don't have all of the information. When you submit your report, it shows us that you are making an effort to comply with the WUE rule. Use the space provided within the report to explain how and when you will complete any requirements that you haven't done yet, such as establishing your WUE goals.

What should I enter in the "Customer WUE Goal (Demand Side)" section?

You must identify the customer goal that was established by your elected governing board. The goal must indicate the **measurable water savings over a period of time**. Example: "Reduce average daily per capita consumption by 8 gallons by 2015."

I have a source meter, but not all of my service meters. How do I:

Establish a goal?

Your only option is to establish a goal based on your source meter readings. Consider a goal that may reduce seasonal outdoor water use. Example: "Reduce the amount of water pumped from our source well by 2 percent in July and August each year through 2017."

Report my "Authorized Consumption"?

Step 1: If you're not fully metered, estimate the percentage of metered connections. If you're not 100% metered, the next field is required.

Explain your meter installation plan for the question "If not 100% metered, current status of meter installation."

Mobile home parks don't have to install meters, so just enter "mobile home park."

Step 2: Leave the "Authorized Consumption" field **blank** if you are partially metered or don't have any customer meters. Don't estimate what you think your customers used or enter "0" in this field.

Is "Authorized Consumption" the same as my water right quantity?

No! Authorized consumption is the annual amount of metered water consumed by your customers, plus any estimated and authorized unmetered uses, such as water main flushing or water tank cleaning. Never estimate an unmetered connection to a customer.

Washington State Department of Health
Environmental Public Health
Office of Drinking Water

HELPING TO ENSURE SAFE AND RELIABLE DRINKING WATER

How do I complete "Total Water Produced and Purchased" if I don't have a source meter?

Just enter "0" until you get one installed. Remember, source meters were required back in 2007. Develop a plan and budget to get one installed as soon as possible. You won't be able to comply with many aspects of the WUE rule without this basic information.

What if I just started reading my meters or don't have information for the full year?

The annual report asks, "Incomplete or missing data for the year?" If you have partial data, just check "Yes" and explain why you don't have a full year of data. Keep in mind, this may result in a higher or lower calculated leakage percentage than expected, which is why it's important to explain what happened in the spaces provided.

How do mobile home parks comply with the 10 percent leakage standard?

Mobile home parks will never need to report "authorized consumption" but they're still required to meet the 10 percent leakage standard. However it's not a calculated value. Mobile home parks should estimate leakage through night testing. Here is what you need to do:

- Leave the "Authorized Consumption" field blank.
- Include your estimated leakage value by explaining your night testing results. This can be done in the last section of the annual report where we ask you to identify all efforts to reduce water loss.

Can I make changes to my WUE report after it's submitted?

No. Only DOH staff can amend your WUE report. If you need to make any changes, send the request to Larry Granish at larry.granish@doh.wa.gov or call 360-236-3141.

Who should I call if I'm having trouble submitting my report?

Call our helpdesk at 360-236-3113.

Are there other WUE resources available?

WUE Data Collection Tool
WUE Annual Reporting Worksheet
WUE Online Reporting Database
WUE Guidebook
WUE website

More information is also available on our water use efficiency website at http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/WaterUseEfficiency.aspx

You can also contact Mike Dexel, WUE Program Lead, at 360-236-3154 or email michael.dexel@doh.wa.gov