

Instructions for Completing the Water Rights Self-Assessment Forms

Water Right Permit and Certificate Inventory

Under the state water code (1917 for surface water and 1945 for ground water) water can only be put to use once a person has obtained a water right permit from Ecology. **Note:** some small uses of ground water are exempted from the permitting process. Once water has been put to use, in accordance with the conditions of the permit, a certificate of water right is issued. The information requested here should, in most cases, be included on either the permit or certificate. If you have questions on these parameters, contact the local Ecology regional office in your area.

1. **Permit or Certificate Number:** In most cases, this is the number, which is assigned by Ecology upon receipt of an application for a water right permit, (it differs on older water rights). It is listed at the very top of the permit or certificate form.
2. **Name of Rightholder:** This is generally the name of the person that originally obtained the water right permit or certificate. Unless it has been subsequently updated, it may differ from the name of the current rightholder. Use the name listed on the permit or certificate despite the fact that it may no longer be current.
3. **Priority Date:** This is the date that is listed at the very top of the permit or certificate form (next to the permit or certificate number).
4. **Source Name/Number:** Many water right permits and certificates have been issued for water from more than one source. If any permits or certificates are for multiple sources, please identify the individual sources used (e.g. well #1, well #2, etc.) as defined on water right documents. Use a separate line for each source. Do not use DOH assigned source numbers.
5. **Maximum Instantaneous Flow Rate (Qi):** This is the amount of water, which can be taken from this source during a period of peak operation. For surface water, the flow rate is generally expressed in terms of cubic feet per second (cfs). For ground water, the flow rate is generally expressed in terms of gallons per minute (gpm). One cfs equals 448.8 gpm. Please indicate the units of measurement you are using for each source. Any situations where the flow rate allowed in the permit will be limited (e.g. limitations established when other sources are utilized) must be noted.
6. **Maximum Annual Quantity (Qa):** This is the amount of water that can be taken from the source on an annual basis. It is almost always expressed in terms of acre-feet. An acre-foot is the amount of water necessary to submerge an acre of land to a depth of one foot. One acre-foot equals 43, 560 cubic feet or 325,851 gallons of water.
7. **Primary or Supplemental:** Use this column to indicate whether a particular source is for primary or supplemental use. This information is generally listed in the "quantity, type of use, period of use" section on both permits and certificates. If it is not, you will need to understand how your system operates to explain how each source is used in conjunction with others.

8. **Water obtained through Interties:** Water obtained through interties with other purveyors (i.e. where water rights are held by a separate purveyor) for non-emergency supply purposes must also be accounted for. This is necessary to ensure that all supply sources are considered when evaluating the adequacy of water rights. Please identify the maximum volume of water that is allowed for purchase through such interties. Where limiting conditions or temporary intertie agreements exist that effect the long-term use of such supply sources, purveyors must account for such limiting conditions when evaluating the adequacy of water rights. Finally, purveyors who receive water through an intertie are responsible for ensuring that the underlying water rights for water purchases through such an intertie are adequate for such use. This includes ensuring that place of use descriptions in such water rights authorize the distribution of water through the intertie.
9. **Other Information:** Include any other supporting information or materials related to your water right as necessary. This may include supporting written materials needed to fully describe any water right limiting parameters that affect your proposed project.
10. **Water Right Totals:** When identifying the total maximum instantaneous and annual withdrawal rates specified on system water rights please ensure that you have a full understanding of how your rights relate to one another. In many cases supplemental water rights are not issued in addition to existing rights (e.g. not all such rights are additive). Please contact the appropriate Ecology regional office if you are unsure of how to accurately quantify your water right permits and certificates.
11. **Verification of the Adequacy of Water Rights:** Verification of the adequacy of the critical water right parameters is required from the water system manager or operator by checking the correct box at the bottom of the "self assessment" and signing the form.

Water Right Claims Inventory

Registered water right claims are claims to water rights that existed prior to the state water code 1917 for surface water and 1945 for ground water). They were filed in compliance with Chapter 90.14 RCW and, with some limited exceptions, had to be filed on or before June 30, 1974. Two forms were used for filing claims: a long form which requested considerable specific information and a short form which requested minimal information. Depending upon which form was used, you may need to do additional research to provide some of the information requested. Please be as accurate as possible. If you need additional information or assistance regarding these parameters of your claim, or any other parameters identified in this policy, please contact the appropriate Ecology regional office in your area.

1. **Registered Claim Number:** This is the registration number, which is stamped in the lower left hand corner of the claim form.
2. **Name of Claimant:** This is the name of the person that filed the claim. The name on the claim may differ from the name of the current rightholder. Use the name listed at the top of the claim form (line 1 of the long form) despite the fact that it may no longer be current.
3. **Priority Date:** This is the date that the use of the claimed right was initiated. It should be listed on line 4 of the long claim form (was not requested on the short form).

4. **Source Name/Number:** Many single registered claims are for water from more than one source. If any claims are for multiple sources, please identify the individual sources used (e.g. spring #1 or bubbling spring, spring #2, etc). Use a separate line for each individual source. Do not use DOH assigned source numbers.
5. **Maximum Instantaneous Flow rate (Qi):** This is the amount of water that can be taken from this source during a period of peak operation. It should be listed on line 3,A of the long claim form (it was not requested on the short form). For surface water, the flow rate is generally expressed in terms of cubic feet per second (cfs). For ground water, the flow rate is generally expressed in terms of gallons per minute (gpm). One cfs equals 448.8 gpm. Please indicate the units of measurement that you are using for each source. Any situations where the flow rate allowed in the claim will be limited, (e.g. limitations established when other sources are utilized), must be noted.
6. **Maximum Annual Quantity (Qa):** This is the amount of water that can be taken from the source on an annual basis. It should be listed on line 3.B of the long claim form (it was not requested on the short form). It is almost always expressed in terms of acre-feet. An acre-foot is the amount of water necessary to submerge an acre of land to a depth of one foot. One acre-foot equals 43, 560 cubic feet or 325,851 gallons of water.
7. **Primary or Supplemental:** Indicate whether a particular source is for primary or supplemental use. This information was not requested on either claim form, so you will need to understand how your system operates to explain how each source is used in conjunction with others.
8. **Water Obtained through Interties:** Water obtained through interties with other purveyors, (i.e. where water right claims are held by a separate purveyor) for non-emergency supply purposes must also be accounted for. This is necessary to ensure that all supply sources are considered when evaluating the adequacy of water rights. Please identify the maximum volume of water that is allowed for purchase through such interties. Where limiting conditions or temporary intertie agreements exist that effect the long-term use of such supply sources, purveyors must account for such limiting conditions when evaluating the adequacy of water right claims. Finally, purveyors who receive water through an intertie are responsible for ensuring that the underlying water rights for water purchased through such an intertie are adequate for such use.
9. **Other Information:** Include any other supporting information or materials related to our clam as necessary. This may include supporting written materials needed to fully describe any water right limiting parameters that affect your proposed project.
10. **Water Right Claim Totals:** When identifying the total maximum instantaneous and annual withdrawal rates specified on system water right claims please ensure that you have a full understanding of how your claims relate to one another. In many cases supplemental water rights are not issued in addition to existing rights (e.g. not all such rights are additive). Please contact the appropriate Ecology regional office if you are unsure of how to accurately quantify your water right claims.

Verification of the Adequacy of Water Right Claims: Verification of the adequacy of the critical water right parameters is required from the water system manager or operator by checking the correct box at the bottom of the "self-assessment" and signing.