All water right permits, claims, and certificates must be evaluated in a water right self-assessment for all sources used to supply the water system. The self-assessment compares the parameters and other limitations of existing water rights against current and forecasted water production, as described in your water system plan, to determine whether the rights are adequate to serve your system’s current and future water needs.

You must account for **all** sources of supply and total quantities of water withdrawn from the source. If you purchase water from another purveyor through a non-emergency intertie, you must complete the INTERTIES section of the self-assessment.

#### A Note on Exempt Wells

If you’re seeking DOH approval of a new Group A or Group B water system using an exempt well, you must complete the self-assessment, although certain fields will not apply.

Local governments must ensure that an adequate potable water supply is available from the exempt well before issuing a building permit. Before developing a permit exempt well, check with your local authorities on their criteria for establishing an adequate potable water supply for your planned public water system.

# Water Right Parameters

Below is a brief description of the parameters associated with a typical water right. For the self-assessment, you only need to describe the last two bulleted items if they apply to your water rights.

**Source Type** – this refers to whether the source is surface water, groundwater or a spring.

**Source Location** – this refers to the location of points of groundwater withdrawal or surface water diversion for each right.

**Purpose of Use** – this refers to the type of use, such as municipal water supply, community domestic, industrial or agricultural purposes.

**Place of Use** – this describes where water can be put to beneficial use under the right. Under the 2003 Municipal Water Law, RCW 90.03.386, the place of use for a water right held for municipal water supply purposes may be the system’s service area as identified in an approved water system plan or small water system management program.

See [Ecology Policy 2030](https://apps.ecology.wa.gov/publications/SummaryPages/2411100.html) for information on how Ecology administers the Municipal Water Law.

**Period of Use** – this refers to time-of-year limitations in which the water right may be put to use. If any water right has a time-of-year limitation, please include this information in the INTERRUPTIBLE WATER RIGHTS section.

**Provisions or Limiting Conditions** – this refers to any provisions or conditions placed on the water right. If a water right has a limiting condition or other provision, such as a collection and reporting requirement, other than a time-of year limitation, include this information in the water system plan narrative.

See [Ecology Policy 20-11-065](https://apps.ecology.wa.gov/publications/SummaryPages/2011065.html) for more information on water right terminology. If you have questions about your water rights, please contact the Ecology regional office in your area.

# Completing the Water Right Self-Assessment Form

The self-assessment is a Word document to allow users to make changes or to expand the document. You may use another format, if you choose, as long as all required information is included. Below is a description of all fields and how to complete them.

*See the column identifiers (A, B, C, etc) at the bottom of the each column for guidance in completing the necessary calculations.*

**[Water Right Permit, Certificate, or Claim Number:](#WaterRightPermitTable" \o "Go to Section on Form)** This number is assigned by Ecology when a permit application is filed. It’s listed at the top of the permit or certificate. For water right claims, this is the registration number stamped in the lower left hand corner of the claim form.

**[Name on Water Right:](#NameOnWaterRightTable" \o "Go to Section on Form)** This is generally the name of the person that originally obtained the water right. It may differ from the current right holder unless it has been subsequently updated. Use the name listed on the water right even though it may not be current.

**[For Non-Municipal Water Suppliers Only:](#ForNonMunicipalTable" \o "Go to Section on Form)** If your system is not a municipal water supplier, you may not receive DOH approval to add new connections beyond the number of connections identified on the water right. Not all water rights have such a limitation. If your water right specifies a number of connections, list the number in this column. Talk to your regional planner if you are unsure about whether your system is a municipal water supplier.

**[WFI Source #:](#WFISourceTable)** Identify the individual sources (e.g. well #1, well #2) as defined on the DOH Water Facilities Inventory form If a water right is associated with multiple sources, list all sources in the same row in this column. If a source is associated with multiple water rights, identify each water right on a separate row.

If you have any source that is not currently being (categorized as standby, back-up, or emergency), and the source has an associated water right that is not listed in column #1, please include the source and water right information in your Small Water System Management Program. This will identify that the source is still intended for a beneficial use under RCW 90.03.015(4). See [Ecology Policy 20-11-065](https://apps.ecology.wa.gov/publications/SummaryPages/2011065.html).

## **[EXISTING WATER RIGHTS SECTION](#ExistingWaterRightsTable" \o "Go to Section on Form)** *(olive green color)*

This section refers to existing water rights. It does not include any water right applications that have been submitted to Ecology.

**[Primary Qi (Instantaneous Quantity):](#PrimaryQiTable" \o "Go to Column on Form)** This is also known as instantaneous flow rate. It’s the amount of water allowed to be taken under the right from the source during a period of peak operation. For surface water, this is generally expressed in terms of cubic feet per second (cfs). For groundwater, this 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.

**[Non-Additive Qi:](#NonAdditiveQiTable" \o "Go to Column on Form)** This term was formerly known as “supplemental.” Your water rights may use the old terminology. See [Ecology Policy 20-11-065](https://apps.ecology.wa.gov/publications/SummaryPages/2011065.html) for more information. Not all water rights have non-additive quantities. If a water right has non-additive Qi quantities, include the non-additive quantity in this field. This is generally listed in the “quantity, type of use, period of use” section on both permits and certificates. *Non-additive quantities should not be included in the primary Qi totals.*

**[Primary Qa (Annual Quantity):](#PrimaryQaTable" \o "Go to Column on Form)** This is the amount of water that can be taken from the source under the right on an annual basis. It’s usually 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.

**[Non-Additive Qa:](#NonAdditiveQaTable)** This term was formerly known as “supplemental.” Your water rights may use the old terminology. See [Ecology Policy 20-11-065](https://apps.ecology.wa.gov/publications/SummaryPages/2011065.html) for more information. Not all water rights have non-additive quantities. If a water right has non-additive Qa quantities, include the non-additive quantity in this field. This is generally listed in the “quantity, type of use, period of use” section on both permits and certificates. *Non-additive quantities should not be included in the primary Qa totals.*

## **[CURRENT SOURCE PRODUCTION SECTION](#CurrentSourceProductionTable)** *(light green color)*

This section refers to how much water is withdrawn from the source under each water right for the most recent full calendar year. You will need to determine any excess or deficiency for each water right after calculating how much water was withdrawn compared to how much water is allowed under each water right. If demand has decreased over past years, you may wish to include historic maximum production information in the ADDITIONAL COMMENTS section. This will provide a more complete picture of the use of your water rights.

Use the water use data and demand projections from your water system plan to define current and projected water needs. You can determine if you’ll need additional water rights based on the comparison of existing water rights, current water production, and water production at full system build out.

**[Total Qi (Instantaneous Quantity):](#TotalQiTable" \o "Go to Column in Form)** This refers to the total maximum instantaneous flow rate withdrawn from the source under each water right during the most recent calendar year. For surface water, this is expressed in terms of cubic feet per second (cfs). For groundwater, this is expressed in terms of gallons per minute (gpm). One cfs equals 448.8 gpm.

**[Current Excess or Deficiency (Qi):](#CurrentExcessQiTable" \o "Go to Column in Table)** Please calculate the excess or deficiency for each water right after comparing the total amount withdrawn against each water right. Please use parentheses for deficient amounts.

**[Total Qa (Annual Quantity):](#TotalQaTable)** This refers to the total volume of water withdrawn from each source under each water right during the most recent calendar year.

**[Current Excess or Deficiency (Qa):](#CurrentExcessQaTable" \o "Go to Column on Form)** Please calculate the excess or deficiency for each water right after comparing the total amount withdrawn against each water right. Please use parentheses for deficient amounts.

## **[FORECASTED SOURCE PRODUCTION AT FULL BUILD OUT](#TenYearForecastTable" \o "Go to Section on Form)** *(light blue color)*

This section refers to how much water you project to withdraw from each source when your system is fully built out. Please complete this section in the same manner (using the same units of measurement) as the current source production section using projected amounts.

## **[INTERRUPTIBLE WATER RIGHTS SECTION](#InterruptibleWaterRightsTable" \o "Go to Section of Form)** *(yellow, middle of form)*

This section refers to water rights that have an annual time-of-year interruption. Please complete this section for any water right listed in the above fields that has a time-of year interruption. Please include the water right number and the time period of interruption. Purveyors with interruptible rights should develop a water shortage response plan as part of their Small Water System Management Program to describe how demand will be met during periods of interruption. This could be through aggressive demand-side conservation, fixing leaks or by other means.

## **[INTERTIES SECTION](#IntertiesTable" \o "Go to Section on Form)** *(bottom section of form)*

This section must be completed by purveyors who purchase any amount of wholesale water. If your system sells water to another public water system, include the quantity sold in the CURRENT SOURCE PRODUCTION section.

Purchasers of wholesale water must account for all water obtained through the intertie for non-emergency supply purposes. This is to ensure that all sources of supply are considered when evaluating whether your water rights are sufficient to meet forecasted demand.

Please identify the maximum quantity of water, expressed in the same manner as the above sections, allowed under each intertie contract. If there are limiting conditions or temporary agreements that effect the long-term use of the intertie, you must account for such limiting conditions when evaluating the current and forecasted water supply needs in your water system plan.

Finally, purchasers of wholesale water are responsible for ensuring that the underlying water right (held by the purveyor selling water) are adequate for such use. You should confirm that the selling system has accounted for the wholesale area in their water system plan to ensure that the water right authorizes the distribution of water through the intertie.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov. If in need of translation services, call 1-800-525-0127.

**Water Right Self-Assessment Form for Small Water System Management Programs and Project Reports**

|  |  |  |  |
| --- | --- | --- | --- |
| **System Name:** | **System ID#:** | **Type of System: (**Group A Comm, NTNC, TNC, Group B, or New) | **Proposed Type of System:** (if changing) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Water Right](#WaterRightPermit" \o "This number is assigned by Ecology when a permit application is filed. It’s listed at the top of the permit or certificate. For water right claims, this is the registration number stamped in the lower left hand corner of the claim form.)****[Permit, Certificate, Claim # or Exempt](#WaterRightPermit" \o "This number is assigned by Ecology when a permit application is filed. It’s listed at the top of the permit or certificate. For water right claims, this is the registration number stamped in the lower left hand corner of the claim form.)**\*If water right is interruptible, identify limitation in yellow section below | **[Name on Water Right](#NameOnWaterRight" \o "The name of the person that originally obtained the water right. It may differ from the current right holder unless it has been subsequently updated. Use the name listed on the water right even though it may not be current.)** | **[FOR NON-MUNICIPAL SUPPLIERS ONLY:](#ForNonMunicipal" \o "If your system is not a municipal water supplier, you may not receive DOH approval to add new connections beyond the number of connections identified on the water right. If your water right specifies a number of connections, list the number in this column.)**Does water right identify a number of connections? If yes, how many? | **[WFI Source #](#WFISource" \o "Identify sources as defined on the DOH WFI form If a water right is associated with multiple sources, list all sources in the same row in this column. If a source is associated with multiple water rights, identify each water right on a separate row.)**If a source has multiple water rights, list each water right on separate line | **[Existing Water Rights](#ExistingWaterRights" \o "This section refers to existing water rights. It does not include any water right applications that have been submitted to Ecology.)**Qi = Instantaneous Flow Rate Allowed (GPM or CFS)Qa = Annual Volume Allowed (Acre Feet/Year) |
|  |  |  |  | **[Primary Qi](#PrimaryQi" \o "AKA instantaneous flow rate. Amount of water allowed to be taken from the source during a period of peak operation. Units are cubic feet per second (cfs) for surface water and gallons per minute (gpm) for groundwater. 1 cfs = 448.8 gpm.)**Maximum Rate Allowed | **[Non-Additive Qi](#NonAdditiveQi" \o "AKA \“supplemental.\” Not all water rights have non-additive quantities. They are generally listed in the \“quantity, type of use, period of use\” section on both permits and certificates. Non-additive quantities should NOT be included in the primary Qi totals)**Maximum Rate Allowed | **[Primary Qa](#PrimaryQa" \o "Amount of water that can be taken from the source on an annual basis. Usually expressed in acre-feet. An acre-foot is the amount of water necessary to submerge an acre of land to a depth of one foot. 1 acre-foot = 43,560 cubic feet = 325,851 gallons.)**AnnualVolumeAllowed | **[Non-Additive Qa](#NonAdditiveQa" \o "AKA \“supplemental.\” Not all water rights have non-additive quantities. This is generally listed in the \“quantity, type of use, period of use\” section on both permits and certificates. Non-additive quantities should NOT be included in the primary Qa totals.)**Annual VolumeAllowed |
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| 2 |  |  |  |  |  |  |  |
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 Column Identifiers for Calculations: A B

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| **[Current Source Production – Most Recent Calendar Year](#CurrentSourceProduction" \o "How much water is withdrawn from the source under each water right for the most recent full calendar year. Use the water use data and demand projections from your water system plan to define current and projected water needs.)**Qi=Maximum Instantaneous Withdrawal from Source. (GPM or CFS)Qa=Maximum Annual Volume Withdrawn (Acre Feet/Year)This includes wholesale water provided to other systems | **[Forecasted Source Production at Full System Build Out](#TenYearForecast" \o "This section refers to how much water you project to withdraw from each source in ten years as determined in your water system plan.)**Projected maximum withdrawal from source at full build out.This includes wholesale water provided to other systems |  | **[Interruptible Water Rights](#InterruptibleWaterRights" \o "Complete this section for any water right listed above fields that has a time-of-year interruption. Include the water right number, describe the limitation, and the time period of interruption.)**Identify limitations on any water rights listed above that are interruptible |
| **[Total Qi](#TotalQi" \o "Total maximum instantaneous flow rate withdrawn from the source under each water right during the most recent calendar year. Surface water is expressed in cubic feet per second (cfs), groundwater is expressed in gallons per minute (gpm). 1 cfs = 448.8 gpm.)**Instantaneous Flow Rate  | **[Excess or (Deficiency)](#CurrentExcess" \o "Calculate the excess or deficiency for each water right after comparing the total amount withdrawn against each water right. Please use parentheses for deficient amounts.)****[Qi](#CurrentExcess" \o "Calculate the excess or deficiency for each water right after comparing the total amount withdrawn against each water right. Please use parentheses for deficient amounts.)** | **[Total Qa](#TotalQa" \o "The total volume of water withdrawn from each source under each water right during the most recent calendar year, usually expressed in acre-feet.)**Annual Volume  | **[Excess or (Deficiency)](#CurrentExcessQa" \o "Calculate the excess or deficiency for each water right after comparing the total amount withdrawn against each water right. Use parentheses for deficient amounts.)****[Qa](#CurrentExcessQa" \o "Calculate the excess or deficiency for each water right after comparing the total amount withdrawn against each water right. Use parentheses for deficient amounts.)** | [**Total Qi**](#TotalQi)Instantaneous Flow Rate | **[Excess or (Deficiency)](#CurrentExcess" \o "Calculate the excess or deficiency for each water right after comparing the total amount to be withdrawn against each water right. Please use parentheses for deficient amounts.)****[Qi](#CurrentExcess" \o "Calculate the excess or deficiency for each water right after comparing the total amount to be withdrawn against each water right. Please use parentheses for deficient amounts.)** | [**Total Qa**](#TotalQa)AnnualVolume | **[Excess or (Deficiency)](#CurrentExcessQa" \o "Calculate the excess or deficiency for each water right after comparing the total amount to be withdrawn against each water right. Use parentheses for deficient amounts.)****[Qa](#CurrentExcessQa" \o "Calculate the excess or deficiency for each water right after comparing the total amount to be withdrawn against each water right. Use parentheses for deficient amounts.)** |  | **Permit or certificate #** | **Time Period of Interruption** |
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 C =A-C D =B-D E =A-E F =B-F

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| **[INTERTIES](#Interties" \o "Purchasers of wholesale water must account for all water obtained through the intertie for non-emergency supply purposes. Identify the maximum quantity of water allowed under each intertie contract.):** Systems receiving wholesale water complete this section. Wholesaling systems must include water sold through interties in the source production columns above. |
| **Name of Wholesaling System Providing Water**  |  **Quantities Allowed****In Contract** | **Currently Purchased**Quantity currently purchased through intertie  | **Forecasted Purchase at Full System Build Out**Forecasted quantity purchased through intertie |
| **[Maximum](#PrimaryQi" \o "AKA instantaneous flow rate. Amount of water allowed to be taken from the intertie during a period of peak operation. Use units consistent with earlier entries in this form.)****[Qi](#PrimaryQi" \o "AKA instantaneous flow rate. Amount of water allowed to be taken from the intertie during a period of peak operation. Use units consistent with earlier entries in this form.)** | **[Maximum](#PrimaryQa" \o "Amount of water that can be taken from the intertie on an annual basis. Usually expressed in acre-feet. An acre-foot is the amount of water necessary to submerge an acre of land to a depth of one foot. 1 acre-foot = 43,560 cubic feet = 325,851 gallons.)****[Qa](#PrimaryQa" \o "Amount of water that can be taken from the intertie on an annual basis. Usually expressed in acre-feet. An acre-foot is the amount of water necessary to submerge an acre of land to a depth of one foot. 1 acre-foot = 43,560 cubic feet = 325,851 gallons.)** | [**Maximum Qi**](#TotalQi)Instantaneous Flow Rate | **[Excess or (Deficiency)](#CurrentExcess" \o "Calculate the excess or deficiency for each intertie contract after comparing the total amount withdrawn against each contract. Use parentheses for deficient amounts.)****[Qi](#CurrentExcess" \o "Calculate the excess or deficiency for each intertie contract after comparing the total amount withdrawn against each contract. Use parentheses for deficient amounts.)** | [**Maximum Qa**](#TotalQa)Annual Volume | [**Excess or (Deficiency) Qa**](#CurrentExcessQa) | [**Maximum Qi**](#TotalQi)Instantaneous Flow Rate | **[Excess or (Deficiency)](#CurrentExcess" \o "Calculate the excess or deficiency for each intertie contract after comparing the total amount to be withdrawn against each contract. Use parentheses for deficient amounts.)****[Qi](#CurrentExcess" \o "Calculate the excess or deficiency for each intertie contract after comparing the total amount to be withdrawn against each contract. Use parentheses for deficient amounts.)** | [**Maximum Qa**](#TotalQa)Annual Volume | **[Excess or (Deficiency)](#CurrentExcessQa" \o "Calculate the excess or deficiency for each intertie contract after comparing the total amount to be withdrawn against each contract. Use parentheses for deficient amounts.)****[Qa](#CurrentExcessQa" \o "Calculate the excess or deficiency for each intertie contract after comparing the total amount to be withdrawn against each contract. Use parentheses for deficient amounts.)** |
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 A B C =A-C D =B-D E =A-E F =B-F