**Water Use Registration Viewer Website Instructions**

<u>Filter Functions</u>

The filter functions on the Water Use Registration Viewer Website, shown below, give users various options to narrow or filter specific data.



Search fields with drop-down lists shown as: [All ▼] are set to "All" by default. Only one value can be selected from these drop-down lists.

- **Water Use Type** - at least one type needs to be selected. Use the arrow box [▼] to select one or more of the listed types.

To search by a facility ID, set all search fields to "All" , check the "(Select All)" box in Water Use Type and choose one of the following facility ID search fields:

- **WUDS PF ID** - To search for data by WUDS Primary Facility ID, uncheck the box for "NULL" and enter the 5-digit ID number.

- **eFACTS PF ID** - To search for data by eFACTS Primary Facility ID, uncheck the box for "NULL" and enter the ID number.

- **PWS ID** - To search for data by Public Water Supplier ID, uncheck the box for "NULL" and enter the 7-digit ID number.

- **Client ID** - To search for data by eFACTS Client ID, uncheck the box for "NULL" and enter the ID number.

   Note, these searches will return data only for the selected ID number. Otherwise, leaving the "NULL" box checked will return data for all permits that meet all other selected criteria.

- **SF Type** - To search for data by sub facility type, check one or more of the listed types checkbox.

- **SF Status** - To search for data by sub facility status, check one or more of the listed status checkbox.

- **County** - To search for data by facilities within a specific county, change the default selection from "All" to the appropriate county.

- **Municipality** - To search for data by facilities within a specific municipality, change the default selection from "All" to the appropriate municipality. If a county is selected, only the municipalities for that county will be listed in the drop-down.

- **Region** - To search for data by facilities within a specific hydrologic region, change the default selection from "All" to the appropriate region.

- **Sub Region** - To search for data by facilities within a specific hydrologic sub region, change the default selection from "All" to the appropriate region. If a region is selected, only sub regions for that region will be listed in the drop-down.

- **Basin** - To search for data by facilities within a specific hydrologic basin, change the default selection from "All" to the appropriate basin.  If a sub region is selected, only the basins for that sub region will be listed in the drop-down.

- **Sub Basin** - To search for data by facilities within a specific hydrologic sub basin, change the default selection from "All" to the appropriate region. If a basin is selected, only the sub basins for that basin will be listed in the drop-down.

- **Watershed** - To search for data by facilities within a specific hydrologic watershed, change the default selection from "All" to the appropriate region. If a sub basin is selected, only the regions for that sub basin will be listed in the drop-down.

When all criteria have been selected, click the "View Report" button on the upper right side of the screen to generate the report. The report may take several minutes to complete, depending on the amount of data and other variables such as network performance.
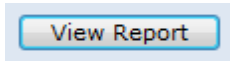
If the report is blank upon completion, there are no data to report based on the input selections. The following message will display: **No data was found using the criteria entered. Please revise your choices and try again.** Consider reevaluating the input selections (for example, if a specific County was selected and a specific facility ID was entered, change the County selection to "All").

The user does not have to clear all other selections to modify report criteria and generate a revised report.

To generate a precise report, only make one or two criteria selections. If the results appear incomplete, reselect "All" and view the report again. If the report returns too many results, add one criterion selection at a time.

Upon loading, the report will be displayed beneath the search fields. The search criteria and the input selections will be listed at the top of the first page of the report.
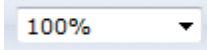
Report Controls

The following controls are available to manage the report:

- **Navigation Bar** - Allows the user to navigate through multiple pages of a report.
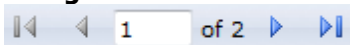
- **Zoom** - Allows the user to change the display size of the report within the browser.

  [ 100%  ▼ ]

- **Find** - Allows the user to search for specific terms within the report.

  [          ] Find | Next

- **Export** - Allows the user to export the report into multiple file formats.

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  If the user intends to sort or filter the data, DEP recommends using CSV. Clicking on any file format generates a popup that asks whether the user wants to save or open the file. Users can save the file to the location of their choice.

  **Note:** To save the CSV file, the "Save as type" must be changed from the default "Unicode Text" to "Excel Workbook" so that the file will be saved as an Excel document.

- **Refresh** - Allows the user to refresh the report.

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- **Export to Data Feed** - Allows the user to open or save the report in a data feed format (advanced).

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Interpreting the Report

An explanation for each column is provided below:

**CLIENT ID** - The DEP numerical ID for the eFACTS Client.
**WUDS PRIMARY FACILITY ID** - The DEP WUDS 5-digit numerical ID for the primary facility.
**EFACTS PRIMARY FACILITY ID** - The DEP eFACTS numerical ID for the primary facility.
**PUBLIC WATER SUPPLY ID** - The DEP 7-digit numerical ID for the Public Water Supplier.
**WUDS SUB FACILITY ID** - The DEP WUDS ID for the sub facility.
**CLIENT** - The name of the client.
**PRIMARY FACILITY** - The name of the primary facility.
**SUB FACILITY** - The name of the sub facility.
**ADDRESS1** - The 1st mailing street address for the primary facility.
**ADDRESS2** - The 2nd mailing street address for the primary facility.
**CITY** - The mailing address city name for the primary facility.
**STATE** -  The mailing address state abbreviated for the primary facility.
**ZIP CODE** - the mailing address zip code for the primary facility.
**USETYPE** – The water use type description.  The following are the categories of each water use type or sector. (Note, all types may not be listed in the search field):
  **Public Water Supply** - Water distributed to the public through a physically connected system of treatment, storage and distribution facilities serving a group of largely residential customers that may also serve industrial, commercial, and other institutional operators.  Also, mobile home parks and homeowner associations as well as institutions both civilian and military that are self-supplied community water systems.
  **Commercial and Institutional** - Water used by motels, hotels, restaurants, office buildings and institutions, both civilian and military that would not otherwise be considered public water supplies.  Also, this category includes amusement, and recreational water uses such as snowmaking and water slides.

**Industrial** - Water used in the manufacture of metals, chemicals, paper, food and beverage and other products.

**Irrigation** - Water artificially applied on lands to assist in the growing of crops and pastures or in the maintenance of recreational lands, such as parks and golf courses.

**Livestock** - Water used by animals such as cows, horses, cattle, sheep, goats, hogs and poultry. Water used in fish hatchery (aquaculture) operations is also included under this category.

**Mining** - Water used in the extraction or washing of minerals, such as coal and industrial minerals. Withdrawals for the purpose of dewatering quarries or other types of mines are also included in this category.

**Oil and Gas** - Water used for unconventional oil and gas exploration, such as hydraulic fracturing. Water used for conventional oil and gas exploration is also included in this category.

**Thermoelectric Power - Once-Through Cooling** - Water used for circulating through pipes for cooling and discharged to a nearby waterway.

**Thermoelectric Power - Recirculated Cooling** - Water used for circulating through pipes for cooling which evaporates.

**Self-Supplied Thermoelectric Power - Non-cooling Water** - Water used other than for cooling where cooling by water is not utilized.

**Wastewater Collection and Treatment** - Includes water used at wastewater and treatment collection facilities.

**Hydroelectric Power** - Includes "run of the river" use which is not considered a water withdrawal or consumptive use. Water removed from a stream channel and used to drive turbines that generate electric power. This category also includes "off-stream use" for pumped-storage systems (e.g., reservoir storage) that return water to the source.  Reporting for this category is mandatory.

**SUB FACILITY TYPE** - The description of the sub facility type; surface water withdrawal, ground water withdrawal, or interconnection.

**SUB FACILITY STATUS** - The activity status of the sub facility; active or inactive.

**SUB FACILITY DESIGNATION** - The description of the sub facility designation.

**REGISTRATION YEAR** - The year the source was registered with DEP.

**POTABILITY INDICATOR** - Indicate whether the ultimate use of the water is potable (drinkable), non-potable use, or both.

**COUNTY** - The name of the county where the source is located.

**MUNICIPALITY** - The name of the municipality where the source is located.

**SOURCE INITIATED DATE** - The date the source went into use.

**PUMP CAPACITY** - The value of the well pump's capacity in gallons per minute.

**CASING 1 STARTING DEPTH** - The well casing starting depth in feet, first section.

**CASING 1 ENDING DEPTH** - The well casing ending depth in feet, first section.

**CASING 2 STARTING DEPTH** - The well casing starting depth in feet, second section.

**CASING 2 ENDING DEPTH** - The well casing ending depth in feet, second section.

**CASING 3 STARTING DEPTH** - The well casing starting depth in feet, third section.

**CASING 3 ENDING DEPTH** - The well casing ending depth in feet, third section.

**SCREEN 1 STARTING DEPTH** - The well screen starting depth in feet, first section.

**SCREEN 1 ENDING DEPTH** - The well screen ending depth in feet, first section.

**SCREEN 2 STARTING DEPTH** - The well screen starting depth in feet, second section.

**SCREEN 2 ENDING DEPTH** - The well screen ending depth in feet, second section.

**SCREEN 3 STARTING DEPTH** - The well screen starting depth in feet, third section.

**SCREEN 3 ENDING DEPTH** - The well screen ending depth in feet, third section.

**PUMP INTAKE SETTING** - The depth of the pump in the well in feet.

**WELL DIAMETER** - The diameter of the well in inches.

**DRILL DAY** - The day the well was drilled.

**DRILL MONTH** - The month the well was drilled.

**DRILL YEAR** - The year the well was drilled.

**WELL DEPTH** - The total depth of the well in feet below land surface.

**MEASURE METHOD** - The method used to measure the amount of water; Metered, Calculated, or Estimated

**MEASURE METHOD DESCRIPTION** - A brief description explaining the calculated or estimated method was used.

**MEASURE ACCURACY** - The accuracy of the meter used; Excellent (<5% Error), Good (<10% Error), Fair (<25% Error), Poor (>25% Error).

**MEASURING DEVICE BRAND** - The brand of the meter used, if applicable.

**MODEL NUMBER** - The model number of the meter used, if applicable.

**CAPACITY RATING** - The maximum capacity of the meter used, if applicable.

**DEVICE SIZE** - The diameter size of the meter used, if applicable.

**TESTED BY** - The name of the person/company/agency that last tested the meter, if applicable.

**LAST DATE TESTED MONTH** - The month the meter was last tested, if applicable.

**LAST DATE TESTED DAY** - The day the meter was last tested, if applicable.

**LAST DATE TESTED YEAR** - The year the meter was last tested, if applicable.

**MONTH QUANTITY JAN** - The total gallons used in January.

**MONTH DAYS USE JAN** - The total days used in January.

**MONTH QUANTITY FEB -** The total gallons used in February.

**MONTH DAYS USE FEB -** The total days used in February.

**MONTH QUANTITY MAR** - The total gallons used in March.

**MONTH DAYS USE MAR** - The total days used in March.

**MONTH QUANTITY APR** - The total gallons used in April.

**MONTH DAYS USE APR** - The total days used in April.

**MONTH QUANTITY MAY** - The total gallons used in May.

**MONTH DAYS USE MAY** - The total days used in May.

**MONTH QUANTITY JUN** - The total gallons used in June.

**MONTH DAYS USE JUN** - The total days used in June.

**MONTH QUANTITY JUL**- The total gallons used in July.

**MONTH DAYS USE JUL** - The total days used in July.

**MONTH QUANTITY AUG** - The total gallons used in August.

**MONTH DAYS USE AUG** - The total days used in August.

**MONTH QUANTITY SEP** - The total gallons used in September.

**MONTH DAYS USE SEP** - The total days used in September.

**MONTH QUANTITY OCT** - The total gallons used in October.

**MONTH DAYS USE OCT** - The total days used in October.

**MONTH QUANTITY NOV** - The total gallons used in November.

**MONTH DAYS USE NOV** - The total days used in November.

**MONTH QUANTITY DEC** - The total gallons used in December.

**MONTH DAYS USE DEC** - The total days used in December.

**ANNUAL WATER USE** - The total gallons used for the year.

**ANNUAL DAYS USE** - The total days used for the year.

**PEAK DAY USE** - The daily peak or maximum water use in gallons for the reported year.

**PEAK DAY DATE** - The date of the daily peak or maximum water use occurred for the reported year.

**LATITUDE DECIMAL** - The latitude location of the source in decimal degrees. Note, values are null for any locations deemed sensitive.

**LONGITUDE DECIMAL** - The longitude location of the source in decimal degrees. Note, values are null for any locations deemed sensitive.

**HORIZONTAL REFERENCE DATUM CODE** - The horizontal reference datum code used to locate the source.

**HORIZONTAL REFERENCE DATUM** - The horizontal reference datum used to locate the source.

**QUADRANGLE MAP** - The USGS 7.5 minute quadrangle map name.

**REGION** - The 2-digit hydrologic region name.

**SUBREGION** - The 4-digit hydrologic sub region name.

**BASIN** - The 6-digit hydrologic basin name.

**SUBBASIN** - The 8-digit hydrologic sub basin name.

**WATERSHED** - The 10-digit hydrologic watershed name.

**HUC 2** - The 2-digit hydrologic unit.

**HUC 4** - The 4-digit hydrologic unit.

**HUC 6** -The 6-digit hydrologic unit.

**HUC 8** - The 8-digit hydrologic unit.

**HUC 10** - The 10-digit hydrologic unit.

Assistance

For questions regarding this report please contact DEP's State Water Plan Section at e-mail: **epwaterreporting@pa.gov** or Telephone: 717.772.4048.  To report problems with this report please contact DEP's Application Support Help Desk at 717.705.3768.