



CWS Annual Water Use Report - Water Provider Summary 2024 Instructions

The CWS Annual Water Use Report – Water Provider Summary 2024 form must be completed for water usage that occurred between **January 1, 2024 and December 31, 2024.**

Due date: June 1, 2025

**Mailing address: Arizona Department of Water Resources
Community Water System Program
1802 W Jackson St. Box #79
Phoenix, AZ 85007**

Areas/Communities Served:

Please indicate the nearest municipalities (i.e. Cities, Towns, or Census Designated Places) physically served by your Community Water System. Example: Prescott Valley/Dewey-Humboldt Area

For further information, contact the Community Water System Program at (602) 771-8610, or by email at ecws@azwater.gov.

Metering vs. Estimating:

When reporting water quantities, you will be asked to indicate if the water was metered, or if not metered, how the quantities are estimated.

- Enter “metered” if you metered or measured water quantities, **or**
- Enter the estimation method. More information on estimation methods provided below under instructions for Parts I & V.

Conversion Factors:

All quantities are requested in acre-feet, except for Part VII. Please use the following conversion factors to convert quantities to acre-feet:

- From gallons, divide quantity by 325,851
- From cubic feet, divide quantity by 43,560

If additional rows are needed for any table, make a copy of the page for the remaining entries and attach to your report.

Part I, II and III - Sources of Supply

Fill out all applicable parts. At least one of these parts must be completed.

Part I: Water Withdrawn

Complete this table if you pump groundwater from a well. If you do not know the well registration number (55-), please call the Community Water System Program at the number listed above for assistance. (Note: springs are considered surface water and should be included in Part II.) **If multiple wells are measured by**

one meter, assign a group # (1-4) indicating which wells are associated with which quantity. There should only be one quantity per one well group #, as follows:

Well Registry 55#	Group Well #	Indicate Metered or How Estimated	Quantity Withdrawn (acre-feet)							
55-UUUUUU		Metered					7	.	6	0
55-VVVVVV	1	Metered			1	0	1	.	1	0
55-XXXXXX	1	Metered						.		
55-YYYYYY	2	Metered				2	3	.	4	0
55-ZZZZZZ	2	Metered						.		

If you do not meter your well, ADWR suggests the following estimation methods:

1. Energy records. Water withdrawal estimation based on energy records requires information on the energy consumption of the well. You can obtain more information on ADWR's website at <https://azwater.gov/cws/annual-reports> .
2. Service connection meters. If you meter your service connections, you can use the total water delivered to customers (from Parts IV and V) to estimate your total water withdrawn. You may choose to fill in the same total water withdrawn as water delivered, or if you have an idea of the percentage of water loss occurring in the distribution system, you should account for that difference.
3. Gallons per capita per day. If you cannot use energy records or service connection meters, you can use an estimate of gallons per capita (person) per day to determine total water used for the year.

Part II: Water Diverted

Complete this table if you divert surface water, including surface water diverted through a well. If multiple sources are measured by one meter, draw a line indicating which sources are associated with which quantities, as shown in the example in Part I above. If you do not meter at the source, see Part I above for information on estimating your water diverted.

Note: Springs are considered surface water and require a water right or claim number to appropriate the water.

Part III: Water Received from Other Water Systems

Complete this table if you received potable water from another water system.

Parts IV and V - Water Deliveries

Fill out all applicable parts. Part V is required for all systems.

*Your total water deliveries in Parts IV and V below should not exceed the total water supply from Parts I, II & III.

Part IV: Water Delivered to Other Water Systems

Complete this table if you delivered potable water to another water system.

Part V: Water Delivered to Customers (This part is required for all systems)

Indicate residential and non-residential connections at the end of the year and the quantities delivered.

Provide as much detail as you can when completing the table. For example:

If you serve only residential customers and you meter or can estimate the single/multi-family portions of your residential deliveries, fill out the first three rows – single-family, multi-family and total residential. If you only know the total residential deliveries, complete the total residential row only.

If you do not meter your service connections, you can use the total water withdrawn/diverted/received (from Parts I, II and III) to estimate your total water delivered. You may use the total quantity from these parts to estimate your deliveries, or if you have an idea of a percentage water loss occurring in the distribution system, you should account for that difference.

Part VI: Effluent Reuse

Complete these tables if you:

1. Treat effluent for reuse, and either use it inside your service area, or deliver it for use outside your service area, and/or
2. Reuse effluent in your service area that is received from another party.

Table A

Enter the name of the wastewater treatment plant and the total amount of effluent generated at the plant.

Table B

Enter each of the effluent uses in this table, on separate lines, and the associated quantities. Note:

1. Include effluent that is recharged.
2. If you are delivering effluent to another party and do not know the uses of the effluent delivered, indicate the receiver's name and "unknown" for the use.
3. Do not include effluent water in Part IV & V – Water Deliveries

Part VII: Storage Facilities

Complete this table if you have potable water storage facilities. A well is not considered to be a storage facility.

Last Step: Signature

Do not forget to sign your Annual Report, including date, printed name and contact information. The Report cannot be accepted without a signature.

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For your report to be considered complete:

- For each part, either the table must be complete, or the “No” option must be checked.
- The report must be signed and dated.

Company Name:	CWS Name:
Address:	CWS ID #:
Areas/Communities Served:	ADEQ ID #:

Due date: June 1, 2025

*This report should include only potable water use, except for Part VI.

For instructions on how to complete this report please see the first four pages

Part I: Water Withdrawn

Do you pump groundwater from a well?

Yes. Complete table ↓

If multiple wells are measured by one meter, assign a group # (1-4) indicating which wells are associated with which quantity. There should only be one quantity per one well group #, as follows:

Well Registry 55# (55-XXXXXX)	Well Group #	Indicate Metered or How Estimated	Quantity Withdrawn (acre- feet)
55 -			.
55 -			.
55 -			.
55 -			.
55 -			.
55 -			.
55 -			.
Total Water Withdrawn (ac-ft):			.

No. Skip to Part II.

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Part II: Water Diverted

Do you divert **surface water**? This includes surface water diverted through a well.

Yes. Complete table ↓

If multiple sources are measured by one meter, draw a line indicating which sources are associated with which quantities. See instructions for an example.

Source of Water Diverted (Colorado R., CAP, Salt R., Verde R., etc.) List the specific name of the source	Water Right or Claim #	Well Registry 55# (include ONLY if surface water is diverted through a well)	Indicate Metered or How Estimated	Quantity Diverted (acre-feet)
		55-		
		55-		
		55-		
		55-		
Total Water Diverted (ac-ft):				

No. Skip to Part III.

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Part III: Water Received from Other Water Systems

Do you receive potable water from **another water system**?

Yes. Complete table ↓

Name of Water System	Source of Other System's Water (if known) (groundwater, Colorado R., CAP, Salt R., Verde R., commingled, etc.)	Well Registry 55# (if known and applicable)					Quantity Received (acre-feet)							
		55-												
		55-												
		55-												
		55-												
		55-												
		55-												
Total Water Received (ac-ft):														

No. Skip to Part IV.

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Part IV: Water Delivered to Other Water Systems

Do you deliver potable water to **another water system**?

Yes. Complete table ↓

Name and Location (city or town) of Water System	Other System's ADEQ or ADWR System ID	Source of Water Delivered List specific source (groundwater, Colorado R., CAP, Salt R., Verde R., commingled, etc.)	Indicate Metered or How Estimated	Quantity Delivered (acre-feet)					
Total Water Delivered to Other Water Systems (ac-ft):									

No. Skip to Part V.

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Part V: Water Delivered to Customers

This part is required for all systems.

See instructions for assistance in completing this table.

Total number of people served

Note: If system is a “standpipe” or “water hauling” system, please indicate “1” for the number of connections, indicate whether metered or estimated, and enter the quantity of water provided to customers.

Customer Type	# of Connections (at end of reporting year 2024)					Indicate Metered or How Estimated	Quantity Delivered (acre-feet)							
Single-Family														
Multi-Family														
Total Residential														
Commercial														
Turf														
Other Non-Residential														
Total Non-Residential														
Total # of Connections:						Total Water Delivered to Customers (ac-ft):								

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Part VI: Effluent Reuse

Do you treat effluent for reuse, and either reuse it inside your service area, or deliver it for use outside your service area?

Yes. Complete **Tables A** and **B** →

No. See next question.

↓
Do you reuse effluent in your service area that is received from another party?

Yes. Complete **Tables A** and **B** →

No. Skip to Part VII.

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Notes for Table B:

- Include effluent that is recharged.
- If delivered to another party and the uses are unknown, enter the receiver's name and "unknown" for the use.
- Do not include effluent water in Part IV & V – Water Deliveries

A	
Name of Waste Water Treatment Facility (WWTF)	Estimated Quantity of Effluent Generated at the WWTF for the Year (acre-feet)
	.
	.
	.

B	
Effluent Uses (inside or outside service area) (List all uses separately – recharge, landscaping, agriculture, horticulture, cooling towers, parks, golf courses, lakes, Construction, etc.)	Estimated Quantity of Effluent for Each Use (acre-feet)
	.
	.
	.
	.
Total Estimated Quantity Reused (ac-ft):	.

Part VII: Storage Facilities

Do you have potable water storage facilities?

Yes. Complete table ↓

Storage Facility Name or Number	Storage Capacity (gallons)
Total Storage Capacity (gallons):	

No. Skip to signature.

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I hereby certify that the information contained in this report is, to the best of my knowledge and belief, true, correct and complete.

Authorized Signature

Title

Date

Printed Name

Email Address

Telephone Number