Clear Form

Revised 2/2024

Long Island Public Water Supply **Water Supplier name** _____

Water Conservation Annual Reporting Form **Year** _____

Section 1- General Information:

Water Supplier street address		Water Supplier town and zip code	
Water Supplier general phone number		Water Supplier email address	
Superintendent name		Superintendent phone number	
Superintendent email address			
Cross connection control contact		Cross connection control contact phone number	
Cross connection control contact email address			
Water conservation contact		Water conservation contact phone number	
Water conservation contact email address			

Section 2: Water Usage (Please enter pumpage in thousands of gallons):

Water production for calendar year		Water consumption for calendar year	
Total metered production		Total metered consumption	
Average day production (total/365)		Average day consumption	
Peak day production (largest single day)		Population served	
Peak season daily average (May-Sept.)		Per capita usage per day (avg. day/population served)	
		Non-peak season daily average (Oct.–April)	

Section 3 – Water Usage by Type (Please enter pumpage in thousands of gallons):

Please quantify water usage by consumer type.			
Type	**Quantity**	**Type**	**Quantity**
Residential		Municipal	
Commercial		Other:	
Industrial		Other:	

Section 4 – Water Supply Audit (Please enter pumpage in thousands of gallons):

Water Supply Audit for Calendar Year				
Total metered water production (from section 2)		Total		% of Total
Total metered water consumed (from section 2)		Subtract		
Authorized unmetered usage (e.g. unmetered public buildings, firefighting and training, main flushing, street cleaning)		Subtract		
		Subtract		
		Subtract		
		Subtract		
		Subtract		
Water lost to leaks that have since been repaired		Subtract		
TOTAL UNACCOUNTED-FOR WATER		**Sub-total**		
Unaccounted-for water breakdown	Meter under-registered	Subtract		
	Unrepaired leakage	Subtract		
	Other:	Subtract		
			0	

Section 5 - Customer Billing:

Please discuss the Water Supplier's water rate structure.	
When was the last time your rate structure was reviewed?	
When was the last time your rate structure was revised?	
When is the next time the Water Supplier will review its rate structure?	

Section 6 - Infrastructure:

Meters:

Please discuss the Water Supplier's master and customer meter program.				
Please discuss the Water Supplier's master and customer meter replacement program.				
Are all sources of water supply including major interconnections equipped with master meters? If no, please provide a schedule for master meter installation at all wells and major interconnections.				
Are all of the service services metered? If no, please provide a schedule for service meter installation at all customer services.				
How often are the meters calibrated?	Master		Service	
Are the meters calibrated in accordance with the manufacture's recommendations? (NYSDEC recommends yearly calibration for master meters and 15 years for in accordance with AWWA manual M6 for customer meters.)	Master		Service	
When was the last time the meters were calibrated?	Master		Service	
Please list the average age of the meters.	Master		Service	
Please list the range age of the meters.	Master		Service	
Please list the number and percentage of meters replaced over the last year and the percent of total replaced last year.	Master #	%	Service #	%
Please list the number and percentage of meters which will be replaced next year.	Master #	%	Service #	%
Please list the number and percentage of meters that were recalibrated over the last year.	Master #	%	Service #	%
Please list the number and percentage of meters that will be recalibrated next year.	Master #	%	Service #	%

Piping Replacement:

Please discuss the Water Supplier's water main replacement program and current implementation status.	
Please list the number of miles of piping in your distribution system.	
Please list the average age of the piping, and the age and length of the oldest sections of piping.	
Please list how many feet/miles of main were replaced over the last year. Also list as percentage of total water main within the system.	
Please list how many feet/miles will be replaced next year. Also list as percentage of total water main within the system.	

Leak Detection:

Please describe the Water Supplier's leak detection program and current implementation status.		
How many miles of pipe were surveyed for leaks using sonic leak detection over the past year? Also list as percentage of the total water main within the system.		
What type of leak detection equipment was used?		
How many leaks were discovered? How many were repaired?	Discovered	Repaired
How many miles of pipe will be surveyed using sonic leak detection next year? Also list as percentage of total water main within the system.		
What type of leak detection equipment will be used?		

Does the Water Supplier have a program to flag customers with unusually high water usage? If so please describe.	
How many users were flagged this past year?	
Were surveys conducted for all flagged users? How many leaks were discovered/repaired?	

Section 7 – Outreach and Public Education:

Please discuss the outreach and public education efforts made over the past year and what will be done next year. (Attach additional pages if necessary.)	
Were presentations given at local schools or to local organizations? If yes, please list how many and please describe. Please also describe what efforts will be made next year.	
Has social media been used to reach out to the public? Discuss efforts made this year and efforts planned for next year.	
How many pamphlets/bill stuffers were sent to customers this year? (Please attach a copy of each bill stuffer/pamphlet.)	
How many pamphlets/ bill stuffers will be sent next year?	
Has the Water Supplier distributed information to residential customers on household water saving devices and ways to reduce water use? If so, please describe what was done.	
Has the Water Supplier distributed water conservation information to industrial and commercial users that promotes water recycling and reuse? If yes, please describe what was done.	

Section 8 - Reducing Water Use:

Top 10 Water Users

Please list the top 10 water users for your system and how much water they used this past year.		
Account/User Name	Water Used This Year	Type of Service (i.e. Residential, Commercial, Industrial, etc.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Please describe the Water Supplier's plan for reducing the water usage of the top ten largest accounts. Please include an implementation schedule.		
Has the Water Supplier conducted a water audit for each of the above listed facilities? If not, please provide a deadline for implementation of a water audit program with the top ten accounts.		
Was the Water Supplier able to find ways to help the top ten users reduce water usage?		

Indoor Water Use Reduction:

Please describe the Water Supplier's plan to reduce indoor water use. Discuss efforts achieved over the past year and planned measurable objectives for next year. (Attach additional pages if necessary.)	
Have public buildings within the system been retrofitted with water saving fixtures?	
Have audits been performed on public buildings to see where additional water savings can be achieved?	
Does the Water Supplier prohibit the use of water for cooling purposes, including but not limited to air conditioning, refrigeration, engine cooling, condensation, etc.? If not, please list a deadline for development of such a prohibition.	

Outdoor Water Use Reduction:

Please describe the the Water Supplier's plan to reduce outdoor water use by reducing irrigation demand. Discuss efforts achieved over the past year and planned measurable objectives for next year. (Attach additional pages if necessary.)	
Has the Water Supplier set up a system to permit irrigation systems? If so, please describe. If not, please elaborate on any plans the Water Supplier has with developing an irrigation permitting system. (Attach additional pages if necessary.)	
Upon request of an irrigation permit application, does the Water Supplier provide an irrigation conservation package?	
Does the Water Supplier require that rain sensors, moisture sensors, or other smart controllers be installed for new systems?	

Does the Water Supplier require periodic audits of irrigation systems (i.e. certification that sensors are still functioning?) If yes, please describe.	
Does the Water Supplier restrict irrigation to a certain percentage of the total property? If yes, please state what percentage is allowed to be irrigated.	
Has the Water Supplier developed and implemented a plan to work with local planning boards to ensure that the landscaping that they are requiring for new developments is water efficient/ low water use native landscaping? If yes, please describe what has been done. If no, please provide a time frame for developing and implementing a plan to work with the local planning boards.	
Has the Water Supplier reached out to local irrigation contractors and landscapers to promote water efficient irrigation techniques and landscaping? If yes, please describe. If not please provide a schedule for implementation of such a program.	
Has the Water Supplier implemented any outdoor water use incentive programs? If yes, please describe.	
Does the Water Supplier have a permitting system in place of in-ground and above ground pool installations? If yes, please describe.	
Does the Water Supplier require that pools be equipped with a recirculation and filter system?	
Does the Water Supplier prohibit the use of water for filling ponds, lakes and any other natural or manmade water body?	
Does the Water Supplier prohibit the use of water for outdoor spray ponds or fountains which do not recirculate water?	
Please describe and discuss other outdoor water conservation efforts being made by the Water Supplier. Please describe efforts achieved over the past year and planned measurable objectives for next year. (Attach additional pages if necessary.)	

Section 9 – Drought Protection and Emergency Measures:

Please discuss the plan that the Water Supplier has in place to enforce water restrictions during droughts and other water emergencies. (Attach additional pages if necessary.)

Section 10 – 15% Peak Demand Pumpage Reduction

Has the Water Supplier been able to achieve the goal of 15% reduction of their peak pumpage demand when compared to 2012 pumpage? Please evaluate and discuss peak demand reduction pumpage numbers since the new water conservation program was implemented. Please provide any formulas used to calculate the reduction. (Attach additional pages if necessary.)

Section 11 – Funding Sources:

Please verify that the necessary funding sources are in place to support current and future plan water conservation efforts discussed in this report.

Signature _____

Section 12 – Certification of Water Conservation Program:

I hereby affirm that the information provided on this form is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Signature_____

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