

Susquehanna River Basin Commission

a water management agency serving the Susquehanna River Watershed



Surface Water Withdrawal Reporting Form Instructions

1. The attached form should be completed and submitted annually, or as otherwise required¹, for each surface water source approved by the Susquehanna River Basin Commission (SRBC). We would appreciate receiving similar information on other water sources in your system; however, this is not required by our regulations.
2. Withdrawal information should be reported as daily pumpage, in gallons, from each source. The pumpage should be recorded at the same time each day. If you have more than one source, also complete the summary form to provide information for total daily withdrawals from all sources. Provide monthly totals and a quarterly or annual total, as applicable.
3. If there is no withdrawal from a surface water source for a limited time period, report zero use in the provided column(s). If there was no withdrawal during the entire reporting period, you still must submit a report. Provide an explanation for prolonged zero use.
4. This report must be type written or computer printed. If you would like, you may re-create this form on spreadsheet software. SRBC can provide a copy of the original Microsoft Excel spreadsheet on disk, or customize a reporting form upon request.
5. Please print the preparer's name, sign and date the water use report form.
6. If possible, please submit your reports via e-mail to the attention of Todd Hitz, thitz@srbc.net, or submit the report on a 3.5-inch floppy disk. If submitting the form in electronic format, a signature is not required.

If you need any assistance, please contact Project Review staff at (717) 238-0425.

¹ Reporting requirements are specified in most docket approvals and are for annual reports covering the calendar year or quarterly reports. Some projects also may have a consumptive water use approval, and these projects must submit the required monitoring data for their withdrawal(s) with the consumptive water use report.

RECORD OF DAILY SURFACE WATER WITHDRAWAL (gallons)

Project Name: _____

Source Name: _____

Report Period: _____ Prepared By: _____ Signature & Date: _____

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
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26												
27												
28												
29												
30												
31												
Totals												
										Annual Total		

SUMMARY OF TOTAL DAILY SURFACE WATER WITHDRAWAL (gallons)

Project Name: _____

Names of Sources: _____

Report Period: _____ Prepared By: _____ Signature & Date: _____

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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25												
26												
27												
28												
29												
30												
31												
Totals												
										Annual Total		

RECORD OF DAILY SURFACE WATER WITHDRAWAL (gallons)

Project Name: **Sample** _____

Source Name: **Pond** _____

Report Period: 1st Quarter, 1999 Prepared By: John Doe, Operator Signature & Date: _____

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	5,000	65,000	94,000									
2	0	58,000	72,000									
3	56,000	165,000	0									
4	36,000	0	4,000									
5	5,000	56,000	89,000									
6	45,000	6,000	0									
7	7,000	29,000	10,000									
8	147,000	8,000	98,000									
9	0	9,000	9,000									
10	128,000	73,000	45,000									
11	5,000	65,000	94,000									
12	0	58,000	72,000									
13	56,000	165,000	0									
14	36,000	0	4,000									
15	5,000	56,000	89,000									
16	45,000	6,000	0									
17	7,000	29,000	10,000									
18	147,000	8,000	98,000									
19	0	9,000	9,000									
20	128,000	73,000	45,000									
21	5,000	65,000	94,000									
22	0	58,000	72,000									
23	56,000	165,000	0									
24	36,000	0	4,000									
25	5,000	56,000	89,000									
26	45,000	6,000	0									
27	7,000	29,000	10,000									
28	147,000	8,000	98,000									
29	0		9,000									
30	128,000		45,000									
31	31,000		99,000									
Totals	1,318,000	1,325,000	1,362,000	0	0	0	0	0	0	0	0	0
	Annual Total										4,005,000	

RECORD OF DAILY SURFACE WATER WITHDRAWAL (gallons)

Project Name: Sample

Source Name: Susquehanna River

Report Period: 1st Quarter, 1999 Prepared By: John Doe, Operator Signature & Date: _____

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	10,000	22,000	87,000									
2	60,000	50,000	100,000									
3	12,000	12,000	12,000									
4	75,000	110,000	70,000									
5	14,000	14,000	30,000									
6	0	25,000	15,000									
7	5,000	16,000	84,000									
8	17,000	0	22,000									
9	79,000	64,000	0									
10	0	19,000	30,000									
11	10,000	22,000	87,000									
12	60,000	50,000	100,000									
13	12,000	12,000	12,000									
14	75,000	110,000	70,000									
15	14,000	14,000	30,000									
16	0	25,000	15,000									
17	5,000	16,000	84,000									
18	17,000	0	22,000									
19	79,000	64,000	0									
20	0	19,000	30,000									
21	10,000	22,000	87,000									
22	60,000	50,000	100,000									
23	12,000	12,000	12,000									
24	75,000	110,000	70,000									
25	14,000	14,000	30,000									
26	0	25,000	15,000									
27	5,000	16,000	84,000									
28	17,000	0	22,000									
29	79,000		0									
30	0		30,000									
31	40,000		250,000									
Totals	856,000	913,000	1,600,000	0	0	0	0	0	0	0	0	0
Annual Total											3,369,000	

SUMMARY OF TOTAL DAILY SURFACE WATER WITHDRAWAL (gallons)

Project Name: Sample

Names of Sources: Pond and Susquehanna River

Report Period: 1st Quarter, 1999 Prepared By: John Doe, Operator Signature & Date: _____

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	15,000	87,000	181,000									
2	60,000	108,000	172,000									
3	68,000	177,000	12,000									
4	111,000	110,000	74,000									
5	19,000	70,000	119,000									
6	45,000	31,000	15,000									
7	12,000	45,000	94,000									
8	164,000	8,000	120,000									
9	79,000	73,000	9,000									
10	128,000	92,000	75,000									
11	15,000	87,000	181,000									
12	60,000	108,000	172,000									
13	68,000	177,000	12,000									
14	111,000	110,000	74,000									
15	19,000	70,000	119,000									
16	45,000	31,000	15,000									
17	12,000	45,000	94,000									
18	164,000	8,000	120,000									
19	79,000	73,000	9,000									
20	128,000	92,000	75,000									
21	15,000	87,000	181,000									
22	60,000	108,000	172,000									
23	68,000	177,000	12,000									
24	111,000	110,000	74,000									
25	19,000	70,000	119,000									
26	45,000	31,000	15,000									
27	12,000	45,000	94,000									
28	164,000	8,000	120,000									
29	79,000		9,000									
30	128,000		75,000									
31	71,000		349,000									
Totals	2,174,000	2,238,000	2,962,000	0	0	0	0	0	0	0	0	0
Annual Total											7,374,000	