

**INSTRUCTIONS FOR COMPLETING THE WATER WITHDRAWAL REPORT FORM**

1. Update the property name to something that makes sense to you.
2. Complete any known information that isn't pre-filled. Strike through any incorrect information and make corrections.
3. Update the source name to something that makes sense to you.
4. Enter the measurement code for this source. (see p.2)
5. Enter the water use code for this source. (see p.2-3)
6. If you check this box and it matches department records, you will **not** be mailed a reporting form for this source next year.
7. If you did **not** withdraw from this source, indicate the reason why.
8. Indicate your role in relation to this water source

**Return Completed Forms To:**  
 Department of Natural Resources  
 Water Use Section - DG/5  
 PO Box 7921, Madison WI 53707-7921  
 dnr.wi.gov

**Water Withdrawal Report**  
 Form 3300-275 (R 11/12)  
<http://dnr.wi.gov/topic/WaterUse/>

Notice: Pursuant to chs. NR 820 & 856 Wis. Adm. Code, this form is required to report monthly volumes of the withdrawal on an annual basis. Reports must be submitted by March 1 for the previous year's withdrawals. Personally identifiable information provided on this form is not intended to be used for any other purposes but may be made available to requesters under Wisconsin's Open Records law (s. 19.31-19.39, Wis. Stats.)

**1. Property Information** All sources on the same property have the same property #.

Property Name (Assigned by Owner): \_\_\_\_\_ Property # \_\_\_\_\_

OWNER # \_\_\_\_\_ OPERATOR # \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**2. Source Information** Each source has a unique #.

Source Name (Assigned by Owner): \_\_\_\_\_ Source # \_\_\_\_\_

b. PLSS: \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Township \_\_\_\_\_ N, Range \_\_\_\_\_ E W

c. Hicap Well #: \_\_\_\_\_ d. Constructed Year: \_\_\_\_\_ e. Unique Well #: \_\_\_\_\_

f. Pump Capacity (GPM): \_\_\_\_\_ g. Well Depth (ft): \_\_\_\_\_ h. Casing Diam (in): \_\_\_\_\_

**3. Water Withdrawal Reporting for \_\_\_\_\_** Report each source separately.

Measurement Code: \_\_\_\_\_

Month	Gallons Pumped or Withdrawn <i>Indicate zero gallons with a single "0"</i>
Example	_____ Gallons
January	_____ Gallons
February	_____ Gallons
March	_____ Gallons
April	_____ Gallons
May	_____ Gallons
June	_____ Gallons
July	_____ Gallons
August	_____ Gallons
September	_____ Gallons
October	_____ Gallons
November	_____ Gallons
December	_____ Gallons

b. Water Use Code: \_\_\_\_\_

c. Comments: \_\_\_\_\_

d.  This source is approved exclusively for single family residential uses and the withdrawal capacity is less than or equal to 20 gallons per minute (GPM).

e.  I did **not** withdraw from this source in \_\_\_\_\_.  
 If you checked, select from the reasons below:

1)  Filled & Sealed Well   2)  Temporarily Capped Well   3)  Well Not Drilled   4)  Do Not Know of this Well or Source  
 5)  No Need for Water This Year   6)  Surface Water Source Temporarily Offline   7)  Surface Water Source Permanently Terminated

**4. Certification and Signature**

I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this water use report. I certify that the information contained in this form and attachments is accurate and complete.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Owner  Agent of Owner (if not, operator)  Operator   
 Company \_\_\_\_\_ Date Signed \_\_\_\_\_

Verify the details regarding this source. Enter any additional information you know.

**Every month must have an amount recorded.**  
 If no water was withdrawn in a month, indicate with a single "0"

**CONTACT INFORMATION**

For questions or comments concerning registration and reporting, please contact the Water Use Program within the Wisconsin Department of Natural Resources (WDNR). To contact the Water Use Program by phone or email, see the information provided below. To contact the Water Use Program by mail, please send letters to the address listed in the upper left hand corner of this page.

**Registration and Reporting Help**  
 (608) 266-2299

**Water Use Program Email**  
[DnrWaterUseRegistration@wisconsin.gov](mailto:DnrWaterUseRegistration@wisconsin.gov)

**Water Use Program Website**  
[dnr.wi.gov](http://dnr.wi.gov) keyword search: water use

## MEASUREMENT CODES

Listed below are all of the approved methods that may be used to estimate or measure your water withdrawals. For each source, please identify the method that you used and record the appropriate Measurement Code on your Water Withdrawal Report. In order to help you easily identify the appropriate code(s), the codes have been organized based on the type of withdrawal.

### METHODS FOR PUMPED WATER WITHDRAWALS

- TFM - Measured with a totalizing flow meter. Flow meters must be read and documented at least once a month.
- THM - Pump operation is timed with an hour meter and the pumping capacity is used to calculate the total volume of water withdrawn. The operation time and pumping capacity shall be documented for each period of use.
- MHP - Flow rate is measured by discharge from a horizontal pipe on a daily basis for the first week and weekly thereafter. For sources with flow rate variability, flow rate must be measured daily.
- COTH - Estimate your withdrawal by calculating the amount of water withdrawn from a specific irrigation or flooding event.
- OTH - Alternative method that has been approved by the Water Use Section of the WDNR. All alternative methods must be reviewed and approved by the Department prior to using it. Please contact the [Water Use Program](#) to discuss other measurement techniques.

### METHODS FOR GRAVITY FLOW WITHDRAWALS

- MRW - Rectangular or V-Notch weir. A weir is a structure that is used in an open channel to measure the rate of flow of water. The rate of flow is based on the depth of water at a designated location upstream of the weir. For sources with little or no flow rate variability, flow rate must be measured on a daily basis for the first week and weekly thereafter. For sources with flow rate variability, flow rate must be measured daily.
- MHP - Flow rate is measured by discharge from a horizontal pipe on a daily basis for the first week and weekly thereafter.
- COTH - You may estimate your withdrawal by calculating the amount of water withdrawn for a specific irrigation or flooding event. For example, you can estimate the amount of water withdrawn for a flooding event if you know the number of acres flooded and the depth of the flooding.
- OTH - Alternative method that has been approved by the Water Use Section of the WDNR. All alternative methods must be reviewed and approved by the department prior to using it. Please contact the [Water Use Program](#) to discuss other measurement techniques.

### METHODS FOR SOURCES THAT ARE PUMPED OR FLOW AT A RATE OF LESS THAN 70 GALLONS/MINUTE ONLY

- LER - Estimate the volume of withdrawal from a domestic well that supplies a home or building (multiplying the number of persons in the home by 2,000 gallons to estimate the monthly withdrawal)
- LED - Estimate your withdrawal for dairy and animal husbandry based on the number of animals served. (\*See list below for animal types)
- LERD - Estimate for both animal husbandry and residential use based on the number of persons (2,000 gallons per person per month) and animals (\*see list below for animal type) served.
- LEC - Estimate for campgrounds (10 gallons per day per person if no one showers or does laundry, otherwise 35 gallons per day per person)
- LEO - Estimate shop well, maintenance building, etc. (20 gallons per person per day of use)
- LET - Estimate based on rate of flow (timed to fill a container of known volume, such as a five gallon bucket or small barrel) and hours/minutes used.
- LEW - Estimate for office settings or other settings where the water is solely used for domestic and sanitary purposes (20 gallons per person per day).
- LEP - Estimate for hand or wind powered pumps, enter 1000 gallons for every month the well is in use.

\* For withdrawals that are pumped or flow at a rate of 70 gallons per minute or less that are used for animal husbandry, you may estimate your withdrawal based on the number of animals served by the withdrawal. Please use the following monthly water use estimates for each type of livestock: Dairy Cattle: 1,200 gallons per month; Beef Cattle: 750 gallons per month; Horses: 350 gallons per month; Hogs, Ostriches, Emus: 100 gallons per month; Sheep, Goats, Llamas, Alpacas: 60 gallons per month; and Chickens: 3 gallons per month.

## WATER USE CODES

For each water source, please describe how the water was used by selecting a Water Use Code (four digit code). Once you have identified the appropriate code, please record the Water Use Code on your Water Withdrawal Report in Section 3b.

### DOMESTIC SUPPLY

- DS11 - Private/Single Residence, potable use (examples are single homes or housing units)
- DS12 - Private/Multiple Residences, non-community potable use for less than 25 persons served (examples are condominium or apartment building with less than 10 units, a shared well or withdrawal serving less than 7 houses or 10 mobile homes)

### IRRIGATION

- IR10 - Agricultural (examples are corn, potatoes, grains, vegetables and forages), other than a specifically listed use below
- IR21 - Forestry and tree farm, including the growing of evergreens, trees and shrubs
- IR22 - Orchards, greenhouses, and plant nurseries, including the growing of herbs, seeds, flowers and ornamentals
- IR23 - Cranberries, includes irrigation and harvest; does not include water used to process food products (See IN31)
- IR24 - Berries, does not include cranberries
- IR25 - Sod
- IR31 - Golf course
- IR32 - Park and recreation fields
- IR99 - Other non-agricultural irrigation, including lawn & landscape watering; does not include supplementing water levels in ponds & lakes (See OT13)

### OTHER AGRICULTURAL USE

- LV10 - Dairy farming, includes all water uses on farm except irrigation and residential domestic use
- LV20 - Non-dairy farming and animal husbandry, includes all water uses on farm except irrigation and residential domestic use
- AQ10 - Aquaculture (fish farms and fish hatcheries), includes all water uses at facility except potable use (See PS43 or CO99)

## **INDUSTRIAL**

- IN10 - Paper and paper products manufacturing
- IN31 - Food product manufacturing, including meat, pet, vegetable and fruit food products; does not include dairy or water bottling
- IN32 - Dairy product manufacturing
- IN41 - Water bottling
- IN42 - Beverage manufacturing; does not include water bottling
- IN51 - Chemical manufacturing (examples: paints, adhesives, asphalt, fuels, detergents, resins, plastics and rubber); does not include bio-fuels
- IN53 - Chemical manufacturing, bio-fuel fuel product (example, ethanol)
- IN61 - Mine and quarry dewatering, does not include mineral preparations or manufacturing
- IN62 - Mineral preparations and manufacturing (examples are washing and sorting), not including industrial sand preparation
- IN63 - Construction, dewatering use only
- IN64 - Construction, other use (example, dust suppression); does not include dewatering
- IN65 - Industrial sand preparations (aka "frac sand"; examples are washing and sorting)
- IN98 - Industrial use for manufacturing, other than a specifically listed use above (examples are lumber, furniture, foundries, machinery, electrical and transportation equipment, and leather products)
- IN99 - Industrial use, other than a specifically listed use above; does not include manufacturing use

## **COMMERCIAL AND INSTITUTIONAL**

- CO21 - Recreation, non-potable use for winter sports, including snow making and ice-skating ponds/rinks
- CO22 - Recreation, non-potable use other than a specifically listed use, including amusement facilities such as water parks, aquariums, and zoos
- CO30 - Geothermal systems used for building heating, ventilation and air conditioning (HVAC) systems
- CO99 - Commercial or institutional potable use at places not regulated as a public water supply (serves less than 25 persons or is used less than 60 days per year), other than a specifically listed use above (examples are campgrounds, businesses, stores, offices, foundations, and other organizations, cleaning services, private k-12 schools, places of worship)

## **ELECTRICITY GENERATION**

- EG21 - Thermoelectric, once-through cooling, fossil fuel
- EG22 - Thermoelectric, once-through cooling, nuclear
- EG31 - Thermoelectric, recirculated cooling, fossil fuel
- EG99 - Electricity generation water use, other than listed, including generation from renewable sources

## **FIRE PROTECTION, REMEDIATION, AND OTHER USES**

- OT01 - Fire protection
- OT11 - Groundwater remediation, gradient control, or contaminant plume control
- OT12 - Wastewater treatment, includes wastewater treatment plants [defined in NR 114.03(14)]
- OT13 - Supplementing water levels in aesthetic ponds or lakes; does not include storage ponds for irrigation or fire protection
- OT14 - Flowing well discharge, where the water is not used for any other listed purpose
- OT98 - Other withdrawal, not defined by any other water-use purpose, approved at less than 70 gallons per minute
- OT99 - Other withdrawal, not defined by any other water-use purpose, approved at 70 or more gallons per minute

## **PUBLIC WATER SUPPLIES** [defined and regulated under NR 809 and NR 811 of the Wis. Adm. Code]

### **Municipal Water Systems** [defined in NR 811.02(20)]

- PS11 - Public/Municipal/Community [defined in NR 811.02(20)], other than a specifically listed use below
- PS12 - Hospitals and health institutions; does not include other health care facilities such as dental offices and hospices (See PS45)
- PS13 - Military and correctional facilities

### **Other-Than-Municipal (OTM) Community Water Systems** [defined in NR 811.02(23)]

- PS21 - Public/OTM/Community, other than a specifically listed use below
- PS22 - Single-unit housing, including subdivisions, estates, and mobile home or trailer parks
- PS23 - Multi-unit housing, including duplexes, apartments, resort developments, and condominiums

### **Non-Transient, Non-Community Water Systems** [defined in NR 809.04(48)]

- PS31 - Public/Non-Transient/Non-Community (examples are day cares and factories); all uses except academic institutions
- PS32 - Academic institutions, does not include K-12 schools as defined in NR 812.07(94) but serves at least 25 of the same persons over 6 months per year (See PS50 for K-12 schools)

### **Transient, Non-Community Water Systems** [defined in NR 809.04(78)], potable use for more than 25 persons at least 60 days of the year]

- PS41 - Public/Transient/Non-Community, other than a specifically listed use below
- PS42 - Lodging (examples are hotels, motels and campgrounds)
- PS43 - Eating and drinking establishments (examples are restaurants and taverns)
- PS44 - Businesses and retail stores, including office parks and malls
- PS45 - Other transient, non-community water systems (examples are dental offices, hospices, churches, airports, bus stations)

### **Schools that are public water supplies** [defined in NR 812.07(94)]

- PS50 - K-12 schools, potable use for more than 25 persons served in a school as defined in NR 812.07(94); does not include irrigation withdrawals or facilities that only have 4 year old kindergarten (See PS31 or PS32)



## Water Use Reporting - Frequently Asked Questions and Answers



**I did not receive a form for one of my wells or surface water withdrawals** - Please contact Water Use Program staff to determine if all of your sources are properly registered.

**I received a form for a well or surface water source that I am unaware of** - Please contact Water Use Program staff for additional information regarding the source.

**What if my method for measuring is not listed in the instruction handout?** The Measurement Code lists all of the approved measurement methods. Alternative measurement methods for water withdrawals are allowed, but require approval by the WDNR. If you would like to use an alternative method, please contact the Water Use Program.

**What if I have more than one water use?** For multiple uses, select the code that uses the most water and write in the additional use code(s) in the comment box.

**If I report online, do I need to send in the paper forms too?** No. If you submitted a water use report using the online system, do not mail the paper form for that source. Please print a summary of your reporting from the online system to keep for your records.

**What if I forgot my Wisconsin User ID or password?** If you forgot your ID, please see your letter or contact the Water Use Program to be emailed a reminder of your ID. If you forgot your password, please see the Wisconsin User ID help page to recover your password: <https://on.wisconsin.gov/WAMS/HelpMyLoginAccount>

**What if I did not withdraw water from this well or surface water source last year?** You must still submit the report and explain why you did not withdraw from that source last year on the reporting form. Please be aware that an inactive well must be properly filled and sealed within three years by a Wisconsin licensed well driller or pump installer to prevent groundwater contamination.

**What if the well has been filled and sealed (abandoned)?** If the well was filled and sealed, you must present documentation to have the well removed from our records. Please contact Water Use Program staff for help determining what documentation is needed. Until the WDNR has record of this documentation, you will be responsible for annual reporting and any fees associated with that well.

**What if I want to terminate my surface water withdrawal?** Please complete the Termination of Water Withdrawal Registration Form 3300-271. This form is available from the following Water Use Program webpage: [dnr.wi.gov](https://dnr.wi.gov) keyword search: [water use](#)

**What if I no longer own the property or the portion of the property where this source is located?** If you no longer own the property, please attach a letter directly to your Water Withdrawal Report informing the WDNR of the change in ownership. In addition, contact Water Use Program staff to provide additional details so that the new owner can be identified.

**I own a public water supply system. Do I still need to report my withdrawals?** If a municipal operator supplied data to the public water EMOR system for the entire year, that data will be used to prefill the water withdrawal reporting. Operators will be required only to verify or amend this data in February. Non-municipal public systems are still required to report their water use data at this time.

**What if I have a question not listed above?** Visit our website: [dnr.wi.gov](https://dnr.wi.gov) keyword search: [water use](#) or you may contact Water Use Program staff by phone or email.

### CONTACT INFORMATION

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