

Consumptive Diversion Water Use Reporting Form Instructions

Updated November 2024

For Consumptive Diversion Permits, check your permit conditions for the annual report due date. For Consumptive Diversion Registrations, all annual reports are due by January 31st of each year. If you have questions regarding the annual water use reporting form, please contact the Consumptive Diversion Program at DEEP.WaterUseReport@ct.gov.

Select the version of the form that is best for you to fill out

Traditional vs. Vertical Form

On the bottom ribbon of the water use reporting form, select one of the two Excel sheets to fill out – Traditional Water Use Form or Vertical Water Use Form. Water use data only needs to be populated in one form. The Traditional Form lists the months horizontally in multiple columns. The Vertical Form lists the days of the year vertically in rows only. The Printer Friendly sheet will auto-populate with the data submitted on the selected form. You may print out a copy of the Printer Friendly sheet for your records, if needed.

Filling out the form

Diversion Permit or Registration Number

Use the drop-down arrow to select the permit or registration number that is the subject of this report. Only one permit or registration number may be selected for each form. If you have multiple diversions to report, save a separate version of this water use reporting form for each diversion.

Diversion(s)

Once a permit or registration number is selected, the Diversion box will auto-populate with one or more diversions associated with that permit or registration number. Select from the auto-populated list the diversion that is to be reported. Only one diversion may be selected for each form.

Permittee/Registrant

When you select a Diversion, this field will auto-populate with the Permittee or Registrant.

Reporting Units

Use the drop-down arrow to select the reporting units that will be used in the report. The two options for reporting units are million gallons per day (mgd) or gallons per day (gpd).

Maximum Authorized Daily Volume

When you select a Diversion, this field will auto-populate with the Maximum Authorized Daily Volume.

Diversion Type	When you select a Diversion, this field will auto-populate with the Diversion Type.
Diversion Description	When you select a Diversion, this field will auto-populate with the Diversion Description that DEEP has on file. If no Diversion Description auto-populates or if the description is incorrect, provide a one sentence description in the comment box on the form.
Contact Person	Enter the name of the person to be contacted by DEEP if any questions should arise regarding this report.
Contact Phone Number	Enter the phone number of the person to be contacted by DEEP if any questions should arise regarding this report.
Contact Email	Enter the email address of the person to be contacted by DEEP if any questions should arise regarding this report.
Method of Measurement	Use the drop-down arrow to select the method of measurement used to report water use. The two options for method of measurement are metered or estimated. If estimated, you must include a description of the estimation method used in the comment section found at the bottom of the form.
Certification Statement	"I have personally examined and am familiar with the information submitted in this document and all attachments and certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief, and I understand that any false statement made in this document or its attachment may be punishable as a criminal offense in accordance with Section 22a-376 under 53a-157 of the Connecticut General Statutes."
Name	Enter the full name of the person certifying that the information provided on this form is correct. By typing your name, you certify that the information submitted on the form and all attachments is true, accurate, and complete to the best of your knowledge and belief.
Date	Enter the date in the format mm/dd/yyyy.
No Withdrawals Dropdown	If no withdrawals took place during the reporting year, use the drop-down arrow to select No Withdrawals. By selecting this option, the table does not need to be completed with zeros.

Water Use Data Reporting

Enter daily water use values in the provided cells. For flows metered or estimated less frequently than daily, average the daily flows over the period of operation and report the average for each day. Daily exceedances will highlight in yellow.

Submitting the form

Once the form is completed, save it, and submit as an Excel file by email to DEEP.WaterUseReport@ct.gov. Do not submit a PDF version of the report. If the auto-populated information associated with a permit or registration is incorrect, provide the corrected information in the email when submitting the water use reporting form.

Other requirements

Please refer to the special and operating conditions of your permit, as it may require additional data reporting beyond this form.