



## Instructions for Submitting Annual Streamflow Release Data

Required by the Connecticut Streamflow Standards and Regulations  
(RCSA Sec. 26-141b-1 to 26-141b-8)

### Overview:

The Connecticut Streamflow Standards and Regulations (RCSA Sec. 26-141b-1 to 26-141b-8) requires dam owners who are required to make streamflow releases to submit an annual report to CT DEEP. This document provides instructions for how to submit that data, please review it carefully. There are two parts to submitting streamflow release data: (1) through a Survey123 (S123) web application form, and (2) attaching an Excel file (.xls or .xlsx) to the S123 form. It is recommended that you populate the Excel file with your streamflow release data prior to starting the S123 form. A template will be provided to all dam owners. The template is also provided on [www.ct.gov/deep/streamflow](http://www.ct.gov/deep/streamflow). A separate reporting form must be submitted for each dam. **The reporting form is due by March 31<sup>st</sup> of each year.**

### For the Excel Template:

1. In Cell A1, where it says, 'Enter Release ID Here', remove that text and enter the streamflow release ID (SF-XXXXXXXX) for the dam. The release ID should start with "SF-" followed by a 9-digit number. The release ID was provided to you in your release plan approval letter. It will also be displayed on the S123 reporting form once you select your dam. If you have trouble finding the release ID for your dam, please contact Melissa Czarnowski at [melissa.m.czarnowski@ct.gov](mailto:melissa.m.czarnowski@ct.gov).
2. In Cell B1, where it says, 'Enter Dam Name Here', remove that text and enter the name of the dam.
3. In Cell A3, make sure the start date corresponds with the correct reporting year. If it is not the correct year, please correct it, and auto populate Column A with the correct reporting year. If you need help with this step, please contact Melissa Czarnowski at [melissa.m.czarnowski@ct.gov](mailto:melissa.m.czarnowski@ct.gov).
4. For each day, enter the measured release value in Column B (ReleaseAmount).
5. In column C (Units), using the drop-down arrow, select the appropriate release amount units (the only options allowed are cubic feet per second (cfs) and gallons per minute (gpm)). Once you select the first unit in Cell C3, the remaining cells can be auto populated by double clicking the bottom right corner of the cell. You can also auto populate the remaining cells by clicking on the bottom right corner of the cell and dragging it down to December 31. If you need help with this step, please contact Melissa Czarnowski at [melissa.m.czarnowski@ct.gov](mailto:melissa.m.czarnowski@ct.gov).
6. If the release needed to be reduced at any time throughout the year, enter the release adjustment reason in Column D (Adjustment) for the appropriate day(s). Release adjustment explanations are provided below:
  - a. Drought Advisory – select this if the drought trigger as identified in your water supply plan is a drought advisory. From July 1 through October 31 (rearing and growth bioperiod), 100% of the required dry release shall be met. For the remainder of the year, you may reduce the required dry release to 75%.
  - b. Drought Watch – select this if the drought trigger as identified in your water supply plan is a drought watch. You may reduce the required dry release to 50%.
  - c. Drought Warning – select this if the drought trigger as identified in your water supply plan is a drought warning. You may reduce the required dry release to 25%.
  - d. Drought Emergency – select this if the drought trigger as identified in your water supply plan is a drought emergency. You may cease making releases during this time.
  - e. Antecedent Wet Period – from July 1 through October 31, select this if the median natural flow during the antecedent period (the previous 14 days from when the required release is calculated) **equals or exceeds** the bioperiod Q25. For example, if the rearing and growth bioperiod Q25 of a stream downstream of a reservoir is 10.9 cfs, and the median natural inflow to the reservoir during the past 14 days is equal to or greater than 10.9 cfs, the rearing and growth bioperiod Q50 of 4.98 cfs would be required.

- f. Antecedent Dry Period – from July 1 through October 31, select this if the median natural flow during the antecedent period is **less than** the bioperiod Q25. For example, if the rearing and growth bioperiod Q25 of a stream downstream of a reservoir is 10.9 cfs, and the median natural inflow to the reservoir during the past 14 days is less than 10.9 cfs, the rearing and growth bioperiod Q80 of 2.14 cfs would be required.
  - g. Natural Inflow – select this if the natural inflow is less than the required streamflow release amount. You must release the natural inflow amount.
  - h. Margin of Safety – select this if releases cause the margin of safety to be less than adequate. **This requires submittal of a work plan to DEEP.** Please contact [melissa.m.czarnowski@ct.gov](mailto:melissa.m.czarnowski@ct.gov) if you cannot maintain an adequate margin of safety.
7. Save the Excel file as 'ReleaseID\_ReportingYear' (Example: SF-201309837\_2024)

### For the S123 Form:

The S123 Form can be accessed here: <https://arcg.is/159yH1>

A link to the form is also provided on [www.ct.gov/deep/streamflow](http://www.ct.gov/deep/streamflow)

1. Submission Type – select 'New Submission' if this is a brand new submittal for this dam and year. Select 'Resubmission' if you have already submitted incorrect data for this dam and year and need to resubmit the correct data. If you select Resubmission, a Resubmission Reason text box will appear. Please explain why you are resubmitting data for this dam and year (for example, the data you submitted for the New Submission was for a different dam).
2. Dam Owner – select the owner of the dam
3. Dam Name – a list of dams associated with the dam owner will appear in the drop-down menu. Select the name of the dam that you are submitting annual streamflow release data for. If you use a different dam name, please inform DEEP staff at [DEEP.StreamFlowClass@ct.gov](mailto:DEEP.StreamFlowClass@ct.gov).
4. Once you select the dam name, the Release ID associated with that dam and the required streamflow release associated with that dam will auto-populate in the fields below. This is for informational purposes.
5. Contact Person – provide the name of the contact person who can be reached if there are any questions regarding this submittal
6. Contact Phone – provide the phone number for the contact person
7. Contact Email – provide the email address for the contact person
8. Reporting Year – select the year in which the streamflow release data is referencing
9. Attach Release Data – attach the streamflow release data in the Excel format provided
10. Comments (optional) – provide any additional information regarding streamflow releases (such as explanations as to why releases were reduced, operational issues, volume estimation methodology, etc.)
11. Signature – provide the signature of the contact person who is responsible for submitting this form
12. Verification text – type the characters you see in the image
13. Send – press the send button to submit the data

### Questions can be directed to:

Melissa Czarnowski

[melissa.m.czarnowski@ct.gov](mailto:melissa.m.czarnowski@ct.gov)

203-273-1055