

Russian River Tributaries Emergency Regulation Informational Order – Resources and Guidance Table

This table provides an overview of the information that the State Water Resources Control Board (State Water Board) is requiring as part of the Russian River Tributaries Emergency Regulation Informational Order (Informational Order). The table provides information on where a responsible party¹ may obtain the requested information. Please note that all footnotes are located at the end of the document.

Key² Groundwater (GW), Surface Water (SW), Domestic (D), Agriculture (A)	Information Requested in Informational Order	How Information may be Obtained
GW, SW	<p><u>Ownership Information- (12-Digit Parcel Number or 7-Digit Water Supplier ID, Owner Name and Contact Information)</u></p> <ul style="list-style-type: none"> • Sample Parcel Number= “123-456-789-000” • Sample Water Supplier ID= “4901234” • Passwords are three uppercase letters, followed by three numbers included in the Informational Order letter. Sample password= “ABC123” • Landowners are responsible for reporting all water use on their properties and from diversions on their property, including that of renters, water rights holders, tenants and other properties served by a landowner’s diversion. 	<ul style="list-style-type: none"> • Notification of the Informational Order will be mailed to the landowner on record with the Sonoma County Recorder’s Office³ or the Water Supplier on record with the State Water Board, and will include the Parcel number(s) or Supplier ID(s), respectively. • The parcel number or water supplier ID must be entered into the login screen exactly as shown on the letter, including any zeros and dashes. • If an agent is completing the form for the landowner or water supplier, the agent should contact the landowner or water supplier to verify current contact information. • County Property Records can be updated by contacting the Sonoma County Recorder’s Office⁴. • To update ownership or mailing addresses with the State Water Board, please email rr_tribs_emergency_reg@waterboards.ca.gov or call 916-322-8422. Documentation of ownership change must be provided.
GW, SW	<p><u>Water Source(s) – (Water Supplier, Surface Water Diversion, Subsurface Water Diversion (Groundwater Well), Contract Water, “No Water Available at Parcel”)</u></p> <ul style="list-style-type: none"> • If multiple sources of water serve a parcel, each source must be entered separately by logging into the form and clicking the button to add an additional water source • Wells which divert surface water (including underflow) under a Water Right or Claim on file 	<ul style="list-style-type: none"> • Most urban residents get water from a municipal supplier. Landowners that receive water from a municipal water supplier should be able to identify the supplier through billing records, or by using the State Water Board’s Drinking Water Supply Service Area Lookup Tool⁵. • Landowners who have more than one parcel supplied by the same source should select the appropriate source (i.e., Surface Water Diversion or Subsurface Water Diversion (Groundwater Well)) for the parcel with the source and report all water use under that parcel’s information. Parcels that do

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GW, SW	<p><u>Water Suppliers</u></p>	<ul style="list-style-type: none"> • Water suppliers responding under their 7-digit Identification Code should select "Contract Water" as the water source and identify the parcel number(s), Water Right Application ID(s) (if applicable) or other water supplier(s) which supply their distribution system. • Water suppliers with surface water diversions or groundwater wells within a priority tributary watershed should report the diversion details under the Identification Code for the parcel where the diversion is located. If a water supplier owns multiple water sources, the water supplier should report all

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		<p>places of use and Beneficial Uses for the distribution system for each diversion unless a water source is designated for a specific beneficial use that is not applicable to the other water sources. (For example, if all water sources are used to provide water for domestic and agriculture, then these two uses – domestic and agriculture – should be reported for each water source. However, if only one of multiple water sources is used for hydropower, as well as domestic and agriculture, then hydropower would only be reported for that one water source.) Water suppliers should also report the “Total Monthly Water Use” (volume) by diversion (i.e., the specific production of a groundwater well or amount diverted from a surface water diversion).</p>
GW	<p><u>Subsurface Water Diversions (Groundwater Wells) – Well Location and Well Completion Report</u></p> <ul style="list-style-type: none"> • Provide Well Location • Provide: <ul style="list-style-type: none"> ○ Well Completion Report - or - ○ Provide information necessary for the State Water Board to locate the Well Completion Report 	<p>Users of groundwater wells must provide accurate coordinates for their well(s) (units of Decimal Degrees, accurate to five decimal places). This information can be obtained using a GPS device, GPS equipped mobile phone, or the State Water Board’s Russian River Tributaries Emergency Regulation – Maps and Mapping Tool⁶. With the Maps and Mapping Tool, users can locate a property using the address lookup or navigation tools, then zoom-in to the closest view and click on the location of the well, well house, or structure housing the well. The coordinates will appear in a popup box, only when zoomed to the closest view. These coordinates may be copied and pasted or typed into the Informational Order Form (the negative sign does not need to be included when typing the values but does need to be included if copying and pasting).</p> <p>Groundwater well users have two options for submitting information related to their Well Completion Reports. They may either:</p> <ol style="list-style-type: none"> 1. Submit their own Well Completion Report by email following

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GW		<p>the instructions provided in the Online Informational Order Form. If your groundwater well was drilled prior to 1965, you must: (a) use this option, or (b) explain why you cannot provide the Well Completion Report in the text box and provide as much of the information requested in the Online Informational Order Form about your groundwater well as known; or</p> <p>2. Provide information to the best of your ability and knowledge to help the State Water Board locate the corresponding Well Completion Report for your groundwater well(s). The information requested in the section is the same information that the Department of Water Resources requests to locate Well Completion Reports. Specific information requested includes:</p> <ul style="list-style-type: none"> • Owner at time of drilling and Well Drilling Company – refer to property records, Well Completion Reports or County records • Total Depth of Well – refer to maintenance records, property/real estate records, or Well Completion Reports • Year of Well Completion (required) – refer to property records or Well Completion Reports. For domestic wells, the date of well drilling is often around the date the residence was constructed. • Diameter of well casing (required) – the diameter of the well casing may be directly measured. In most cases the well casing is a capped metal pipe rising 1-3 feet above a concrete pad. A well casing is generally between 6-24 inches, and will have a smaller water pipe emerging through the top or side. Measure and report the diameter (width) of the well casing in inches.

Russian River Tributaries Emergency Regulation Informational Order – Resources and Guidance Table

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SW	<p><u>Surface Water Diversion – Water Right Type</u></p> <ul style="list-style-type: none"> Riparian Water Right Claim, Pre-1914 Appropriative Water Right Claim, Post-1914 Appropriative Water Right, or Other Water Right Post-1914 Appropriative Water Right holders will not be asked additional details about their diversions (except for 2014 and 2015 water use) if the information has already been reported to the State Water Board’s Division of Water Rights. 	<ul style="list-style-type: none"> Surface water diverters will be asked to identify their water right type and provide the Application ID or Statement ID on file with the State Water Board’s Division of Water Rights. Water right holders should maintain records related to their surface water diversions. Information on water rights can be located with the Application ID or Statement ID using the Electronic Water Rights Information Management System⁷ (eWRIMS). Riparian and Pre-1914 Appropriative Water Right Claims are those with a Statement ID starting with the letter “S.” Post-1914 Appropriative Water Rights are those with an Application ID starting with the letter “A,” “C,” “D,” “L,” “H,” “T,” or “WW.”
SW	<p><u>Surface Water Diversion – Riparian Water Right Claim</u></p> <ul style="list-style-type: none"> Riparian land is land that touches the stream from which water is drawn Riparian diversions can only take a portion of the natural flow of the stream, and cannot store water. 	<ul style="list-style-type: none"> Diverters claiming Riparian water rights, whose parcels are not adjacent to a stream, will need to email documentation of the preserved riparian right to: rr_tribs_emergencyreg@waterboards.ca.gov. Documents related to land titles, which may include preservation of a riparian water rights claim, may be available from the Sonoma County Recorder’s Office⁸.
SW	<p><u>Surface Water Diversion – Pre-1914 Appropriative Water Right Claim</u></p>	<ul style="list-style-type: none"> Diverters claiming Pre-1914 Appropriative Water Rights will report the Year of Priority Claimed. Records containing this information will vary for each claimant.
SW	<p><u>Surface Water Diversion- Other</u></p> <ul style="list-style-type: none"> Most surface water diversions require a Permit or License, or the filing of a Statement of Diversion and Use with the State Water Board’s Division of Water Rights. The collection of rainwater from rooftops, or the collection of dispersed sheet-flow (runoff water not flowing in a channel) does not require a water right. 	<ul style="list-style-type: none"> If you are unsure if you need to file a statement, or would like to register a previously unreported surface water diversion, please contact the State Water Board’s Division of Water Rights at: 916-341-5300, or visit the Frequently Asked Questions⁹ webpage. For information related to the surface water diversions and use of springs (click here)¹⁰. Diverters of surface water without a record on file with the

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		State Water Board's Division of Water Rights will be asked to describe the diversion and either: (1) provide information that supports the claim that the diversion is not subject to the jurisdiction of the State Water Board; or (2) file the appropriate documentation (statement or application) for the diversion.
GW, SW, A	<u>Surface Water Diversion and Subsurface Water Diversion (Groundwater Well) – Use Information (Part A)</u> <ul style="list-style-type: none"> • Beneficial Uses • Place(s) of Use 	<ul style="list-style-type: none"> • Water users will be asked to identify the Beneficial Uses of water associated with their surface water diversion and/or groundwater well. Some of the more common Beneficial Uses are provided, including Municipal, Domestic, Stockwatering, Irrigation (Agriculture), Frost Protection and Heat Control). A full list of Beneficial Uses can be found in the California Code of Regulations¹¹, Title 23, Division 3, Chapter 2, Article 2, Section 659-672. • If “Agriculture” is selected as a Beneficial Use, the crop type(s) and associated acreages will need to be reported. The irrigation methods will also need to be noted, including dry farming. A web-based planimeter such as the ACME Planimeter¹² or Google Earth Pro¹³ (free) can be used to measure crop acreage, if unknown. • The diverter will report what parcel number(s) are served by their diversion. Parcel maps and information can be found on the Sonoma County Assessor's Office¹⁴ website.
GW, D, A	<u>Subsurface Water Diversion (Groundwater Well) – Use Information (Part B)</u> <ul style="list-style-type: none"> • Volume of monthly diversion (actual for 2014 and January through July 2015, projected for August-December 2015) • Estimated pumping rate of groundwater well (<i>does not apply to groundwater well users whose only beneficial use is domestic</i>) 	<ul style="list-style-type: none"> • The groundwater well user will report the volume of water used for all parcels served by this groundwater well. • Users will report the measured or estimated monthly volume of water use associated with the groundwater well for 2014 and January-July 2015, and the projected monthly volume of water use for August-December 2015. • Users with existing meters, gauges or other flow measuring devices may use those to help estimate rates and volumes of water diverted.

Russian River Tributaries Emergency Regulation Informational Order – Resources and Guidance Table

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GW, D, A	<ul style="list-style-type: none"> • Storage Volume (if applicable) 	<ul style="list-style-type: none"> • Users without existing measurement devices have a number of options to help estimate the volume of water use associated with their groundwater well(s). The State Water Board's webpage provides resources for estimating diversions¹⁵ and some useful definitions of water measurement terms¹⁶. • Groundwater well users who have no alternative method of estimating their diversion, and whose sole Beneficial Use is Domestic, can use the monthly values of per capita water use provided in the Online Informational Order Form. These monthly values are to be multiplied by the number of people served from the groundwater well. • For Domestic groundwater well users who believe their use is higher or lower than the regional average, the Pacific Institute¹⁷ maintains a website with a water use calculator that can also be used to estimate domestic water use. While use of this calculator will take some time, it can provide accurate results. • All groundwater well users with Beneficial Uses other than Domestic must estimate their water use using other methods. • All diverters are asked to identify the method used to measure or estimate their pump rate and estimate the volume of water used. The "Regional R-GPCD Method" is listed for those who utilize the monthly values provided to estimate their monthly use. • Diverters who have storage ponds, reservoirs or tanks, will be asked to estimate the volume of storage. By estimating the average, length, width, and depth the volume of the storage can be determined- an online volume calculator¹⁸ may help with this estimation. Alternatively, the volume can be estimated by measuring the surface area when full (in acres), multiplying by the maximum depth in feet, then multiplying by

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		a correction factor of 0.7 (the result has the units of acre-feet) <ul style="list-style-type: none"> • The information and link in the bullet directly above can be used to estimate the volume of swimming pools. • Unit conversion tools are provided in the Online Informational Order Form to convert from gallons to acre-feet.
SW	<p><u>Surface Water Diversion – Use Information (Part B)</u></p> <ul style="list-style-type: none"> • Volume of monthly diversion (actual for 2014 and January through July 2015, projected for August-December 2015) • Maximum rate of diversion (in cubic feet per second) • Surface water diverters will report either: <ul style="list-style-type: none"> ○ A direct diversion (i.e., water is immediately put to beneficial use with no storage); <li style="text-align: center;">-or- ○ A Diversion to Storage and Use from Storage • Storage Volume (if applicable) 	<ul style="list-style-type: none"> • The surface water diverter will report the volume and rate of diversion and use for all parcels served by the diversion. Surface water diverters would be asked to report the monthly volume and rate of diversion for 2014 and January-July 2015, and the projected monthly volume of water diverted for August-December 2015. • By selecting your Water Right Application ID the Online Informational Order Form will identify surface water diverters who have submitted timely reports for their 2014 surface water use. If your Application ID is listed you do not need to enter your diversion and use information for 2014. If your Application ID is not included in the list, you must provide 2014 diversion and use data. All parties must provide 2015 diversion and use data. • Surface water diverters with existing meters, gauges or other flow measuring devices may use those to help estimate rates and volumes of water diverted. • Surface water diverters without existing measurement devices have a number of options to help estimate the rate and volume of their diversion. The State Water Board's webpage provides resources for estimating diversions¹⁹ and some useful definitions of water measurement terms²⁰. • All surface water diverters are asked to identify the method used to measure or estimate their diversion. • Diverters who have storage ponds, reservoirs or tanks, will be asked to estimate the volume of storage. By estimating the average, length, width, and depth the volume of the storage

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		can be determined- an online volume calculator²¹ may help with this estimation. Alternatively, the volume can be estimated by measuring the surface area when full (in acres), multiplying by the maximum depth in feet, then multiplying by a correction factor of 0.7 (the result has the units of acre-feet) <ul style="list-style-type: none"> • Unit conversion tools are provided in the Online Informational Order Form to convert gallons to acre-feet, and gallons per minute to cubic feet per second.
SW	<u>Surface Water Transfers</u>	Water transfers include the sale of surface water diverted under a Pre-1914 or Post-1914 Appropriative Water Right that is diverted from the stream in a location other than the original point of diversion. If this occurred in 2014 or is anticipated to occur in 2015, the seller must provide details including the volume and timing of the transfer.
GW, SW	<u>Comments and Certification</u>	Diverters are given the opportunity to add comments to clarify any information in the Online Informational Order Form. The responsible party must certify the submitted information is true to the best of their knowledge and belief.

¹ For purposes of this document, the terms “users,” “diverters,” and “responsible party” are used broadly to refer to landowners and water suppliers who are required to respond to the Informational Order.

² This Key is provided to aid in the completion of the Online Informational Order Form. The Key provides information about whether the requested information is for surface water diversions (SW), subsurface diversions (groundwater wells - GW), or both. Additionally, the Key provides a reference to where there is specific information and resources related to agricultural (A) and domestic (D) use of water.

³ If mail was returned from the address on record with the Sonoma County Recorder’s Office, addresses for individuals were changed to a working address for the party, or the property address; for companies, addresses were updated using internet accessed public records.

⁴ <http://www.sonoma-county.org/recorder/contactus.asp>

⁵ http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/water_supplier.shtml

Russian River Tributaries Emergency Regulation Informational Order – Resources and Guidance Table

- 6 http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/water_action_russianriver.shtml#RRiverTribMaps
- 7 http://www.waterboards.ca.gov/waterrights/water_issues/programs/ewrims/index.shtml
- 8 <http://www.sonoma-county.org/recorder/searching.asp> or 585 Fiscal Drive, Suite 103F, Santa Rosa, CA 95403 (707-565-2651)
- 9 http://www.waterboards.ca.gov/waterrights/board_info/faqs.shtml
- 10 http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/#general
- 11 <https://govt.westlaw.com/calregs/>
- 12 <http://acme.com/planimeter/>
- 13 <https://www.google.com/earth/explore/products/desktop.html>
- 14 <http://www.sonoma-county.org/assessor/>
- 15 http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/wm_alt_mthds.shtml
- 16 http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/wm_keyterms.shtml
- 17 <http://www.wecalc.org/calc/>
- 18 <http://www.dep.state.pa.us/dep/deputate/waterops/redesign/calculators/volcalchtm.htm>
- 19 http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/wm_alt_mthds.shtml
- 20 http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/wm_keyterms.shtml
- 21 <http://www.dep.state.pa.us/dep/deputate/waterops/redesign/calculators/volcalchtm.htm>