

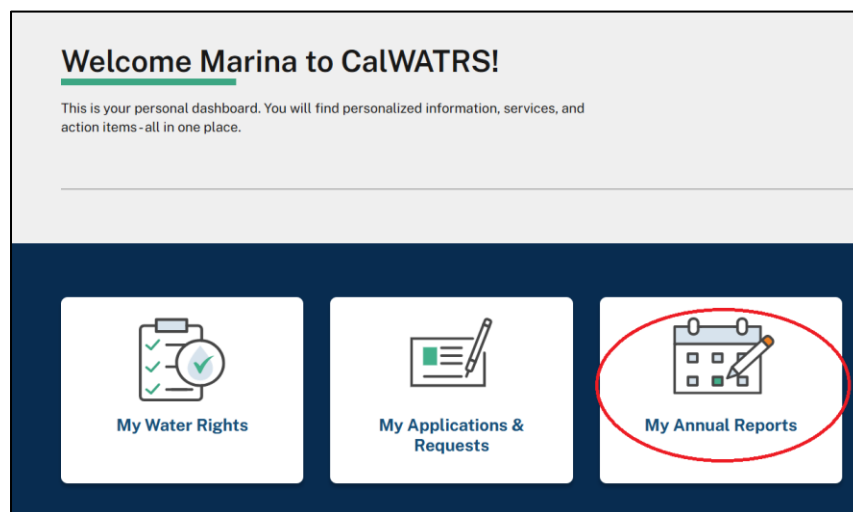


Filing Annual Reports for Appropriative Rights

Annual reports must be filed each year through CalWATRS, and are due by January 31 of each year for the previous water year's (October through September) water diversion and use. Below you will find help on where to access annual reports in CalWATRS, and what information is requested on each page of the annual reports. Please be aware that there are multiple options on some pages, and for brevity every iteration of every page may not be shown below.

Accessing Your Annual Reports

You will need to have created a CalWATRS account and migrated your records in order to access your annual reports, if you have not created an account yet you can find help [here](#). After you log into CalWATRS you will see the "My Annual Reports" button as shown below.



On the Annual Report page it should default to the "Appropriative & Registration" tab, but if you navigate away from this tab you can select it to return to your appropriative water rights. If there are multiple water rights in your account, you will see each one listed, select "view all records" for a given water right to see the reports by year for that water right. If you only have one water right, this page will automatically show the reports for that right by year.

My Annual Reports

As of 2016, all Water Right holders are required to electronically submit Water Diversion and Use Reports to the State Water Resources Control Board on an annual basis (CCR, Title 23, Division 3, Chapter 2.7 Water Diversion and Use Reports).

This table shows the overall reporting statuses for your claims and water rights. Click View All Reports to see the details for individual annual reports

Appropriative & Registration Statement Groundwater Cessation Groundwater Recardation



Search by water right/claim Id

Type Of Water Right	Water Right ID	Issue Date	Overall Status	Action
Appropriative	A025743	5/21/1978	Up to Date	 View All Reports
Appropriative	A025744	5/21/1978	Up to Date	View All Reports
Registration	C000119		Up to Date	View All Reports
Registration	C000120		Up to Date	View All Reports

The down arrow at the end of each row lets you take an action on any annual report record. To start a new annual report, click on the down arrow and select “complete now”, if you are revising an annual report that has already been submitted, you would select “amend”. At any time, including before the annual report has been completed and submitted, you can download a pdf of the annual report to review and share.

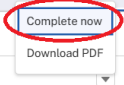
Appropriative - A022276

Issue date: 9/16/2002



Search by Year

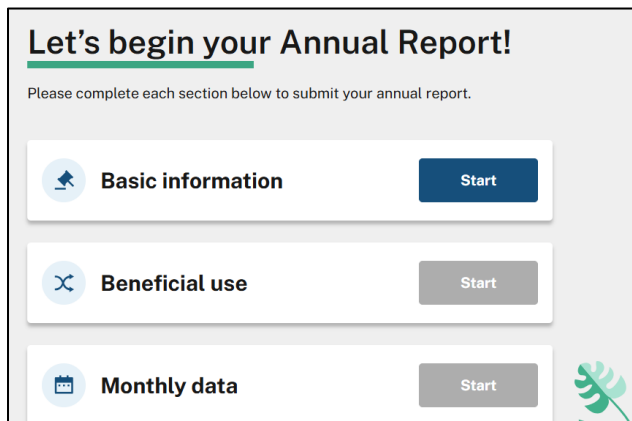
21 items

Water Year	Reporting range	Status	Date received	Due date	Version number	Link to complete
2025	Oct 1, 2024 to Sep 30, 2025	Not started		02/01/2025	1	
2024	Oct 1, 2023 to Sep 30, 2024	Submitted	10/01/2024	02/01/2025	1	
2023	Oct 1, 2022 to Sep 30, 2023	Revised	10/02/2023	02/01/2024	2	
2023	Oct 1, 2022 to Sep 30, 2023	Superseded	10/02/2023	02/01/2024	1	
2022	Oct 1, 2021 to Sep 30, 2022	Revised	10/03/2022	02/01/2023	2	
2022	Oct 1, 2021 to Sep 30, 2022	Superseded	10/03/2022	02/01/2023	1	
2021	Jan 1, 2021 to Sep 30, 2021	Submitted	02/02/2022	02/01/2022	1	

Filling Out Your Annual Report

Starting the Report

After you have selected “complete now” (or “amend”), you will be taken to the section page of your annual report. Select “Start” to begin your annual report. If you are returning to your annual report after partially completing it, you will see which sections have been completed here, and will be able to go right back to the section where you left off.



Let's begin your Annual Report!

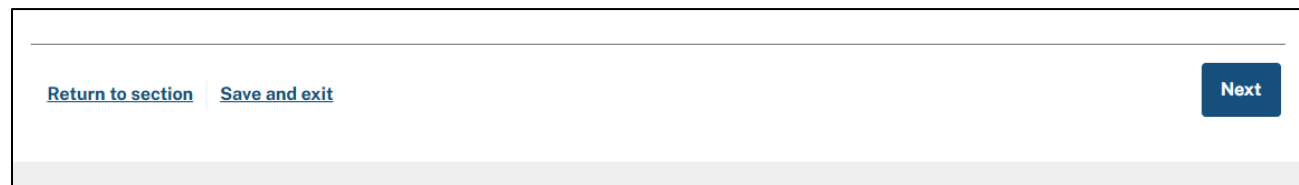
Please complete each section below to submit your annual report.

 Basic information	Start
 Beneficial use	Start
 Monthly data	Start

Navigating Around the Report

At the bottom of each page there are navigation options. If you have completed all information for a page, select the “Next” button to continue on to the next page of the annual report. If you want to return to the section page above at any time, select the “return to section” link and click “continue”. Note that the annual report pages must be completed in the order the sections are listed, you cannot jump ahead to a sections you have not started, but you can go back to a section you have previously completed.

If you want to log out of the system and complete your annual report at another time, make sure to use the “Save and exit” link. This will save all pages that you completed and allow you to pick back up the annual report when you log back in again later. To access a report that is already in progress, navigate back to that annual report and again select “complete now”



[Return to section](#) [Save and exit](#) **Next**

Basic Information Section

Steps

Current Information

Compliance with water right terms and conditions

1

Current water right information

The information seen below is the current information on file for your water right. Please review the information and take the necessary actions to ensure it is accurate.

* Indicates a required field

Application Id

A022276

Permit Number

015174

Do you need to make changes to the contact or owner information below? *

☐ Yes ☐ No

Are you using any water diverted under this right for the cultivation of cannabis? *

☐ Yes ☐ No

Below are the current Primary owner, Non-Primary owner, agents, and consultants associated with this water right. If you have indicated a change needs to be made to this information, there will be a link provided on the following page.

Name	Mailing Street	Phone Number	Email Address	Type
	Apt 4			Agent
	Suite 900	8839		Primary owner

< 1 >

For your reference, below are the approved Uses and Seasons information from the water right for which you are submitting an annual report. If the information presented below does not look accurate, you may need to file a petition.

Recreational, Stockwatering, Irrigation, Frost Protection

Current Information

1. Select if the contacts in the table below look accurate. Selecting “yes” does not allow you to change the information, but tells you where to file these changes. Additionally, select whether any water was diverted for cannabis cultivation.
2. This table is displayed for informational purposes. If changes need to be made, you can file a change of owner or address outside the annual report.
3. The beneficial purpose(s) of use related to your water right are listed here as an informational item.

Steps

- Current Information
- Compliance with water right terms and conditions**

Compliance with water right terms and conditions

All water right holders are required to comply with the terms and conditions set forth by the State Water Resources Control Board. The table below will provide the document with these conditions, if available.

* Indicates a required field

The table below is pre-populated with the water right document related to this annual report.

Document Title	Type of Document	Upload Date	Action
Key Documents for Record Summary A001692.pdf	View Document Link	09/04/2025	

I have currently reviewed my water right and I am complying with all terms and conditions. *

☒ Yes ☐ No

If you have a large number of comments to add, you can upload them as a document towards the end of this report and describe here which document contains your comments

[Return to section](#) [Save and exit](#) [Back](#) [Next](#)

Compliance with Terms and Conditions

4. Select whether you are in compliance with your water right. If you select “no” you will be provided with a comment box to explain why you are not. A copy of your water right is provided in the table above this question, select the down arrow under the word “action” to view or download this document.

Beneficial Use Section

Steps
 Beneficial use details

Beneficial use details

* Indicates a required field

Provide details of your use(s).

Expand the rows in the table below and provide details of your use(s).

Uses
☐ Frost Protection
☒ Irrigation

Uses

Irrigation

☐ Did Not Use

Type of crop

-Select Item- ▼

Acres

Method of application

-Select Item- ▼

☐ Stockwatering
☐ Recreational

- For each beneficial use associated with your water right there are associated questions. Select the down arrow to open these sections, the first section on the list should be open by default.
- Within each section are specific questions about that beneficial use. Please enter information as it makes sense to your water right, but if a question does not make sense or is not relevant to your water right, just leave the field blank.
- Within each section, make sure to select "Save" or your answers will not be recorded for that section.

Monthly Data

Diversion Amounts Part 1

Steps

Diversion amount

Water transfers

8

9

Diversion amount (monthly aggregated)

The tables below should be filled out with the diversion and use totals for the water right you are reporting for. You can utilize the map to reference the features you are reporting for.

Use the information icon in the top right of the map for help with this section

*Indicates a required field

View Map

For the reporting period (October 2024 to September 2025), report the diversion and use totals associated with this water right.

Please choose which statement describes your water diversion and use during this reporting period *

--Clear--

I diverted surface water during this reporting period under this water right

I did not divert surface water during this reporting period but I used water stored from a previous year under this water right

I did not divert or use any water during this reporting period under this water right

8. A map of your water right points of diversion is provided for informational purposes only. If you want to view this select the arrow at the end of this box.
9. These questions unlock the monthly reporting sections below it based on the answer selected.
 - a. Selecting “I diverted surface water during this reporting period under this water right” unlocks all monthly value fields. This selection should apply to the majority of water right reporters that have non-zero values to enter for this annual report. “Diverting surface water” includes both water directly diverted and diverted to storage.
 - b. Selecting “I did not divert surface water during this reporting period but I used water stored from a previous year under this water right” locks all monthly reporting values as zero except for the “use” fields. This selection would only apply to water right holders with large reservoirs that can store water for use over multiple water years.
 - c. Selecting “I did not divert or use any water during this reporting period under this water right” make all reporting values zero and locks all monthly fields. Even if you did not divert any water you are required to file an annual report to keep your water right active, so selecting this option is the fastest way to report that no water was diverted or used during the reporting period.

If you select the last option, you can click next at the bottom of the page and skip to the *Water Transfers* section of this help.

Diversion Amounts Part 2

What unit are you reporting in below? *

Acre-feet

10

Direct diversion

Diversion

POD

Diversion

11

October 2024 (Acre-feet)	November 2024 (Acre-feet)
0.0000000	0.0000000
December 2024 (Acre-feet)	January 2025 (Acre-feet)
0.0000000	0.0000000
February 2025 (Acre-feet)	March 2025 (Acre-feet)
0.0000000	0.0000000
April 2025 (Acre-feet)	May 2025 (Acre-feet)
0.0000000	0.0000000
June 2025 (Acre-feet)	July 2025 (Acre-feet)
0.0000000	0.0000000
August 2025 (Acre-feet)	September 2025 (Acre-feet)
0.0000000	0.0000000
Total	
0.0000000	

12

× Cancel

Save

10. Select which volume units you are entering, you can choose either acre-feet or gallons.
11. Enter number values for each month that you directly diverted water. Zero is an acceptable value if you did not divert that month.
12. Make sure to select “Save” at the end of each diversion and use section, otherwise the values you enter will not be saved when you select “Next” at the bottom of the page.

Repeat the same process for the Diversion to Storage and Amount Used portions of this page.

Maximum Flow Rate Screening

Steps

- Diversion amount
- Maximum flow rate - Screening question**
- Max flow rate
- Water transfers

Maximum flow rate - Screening question

Please select one of the options for the maximum flow rate from below set of options.*

☒ I know the maximum flow rate for my diversion

☐ I do not control the maximum flow rate for my diversion (ex: onstream dams)

☐ I do not know the maximum flow rate for my diversion (This does not excuse any measurement requirements)

[Return to section](#)
[Save and exit](#)

[Back](#)
[Next](#)

13. Select the option that matches with your water right. If you select that you know your flow rate, the next screen will allow you to enter the maximum flow rate for your diversion for each month. The other two selections will skip you to the *Water Transfers* page when you select “Next”.

Maximum Flow Rate

Steps

- Diversion amount
- Maximum flow rate - Screening question
- Max flow rate**
- Water transfers

Maximum Flow Rate

Enter the maximum flow rate for each month at each point of diversion. Make sure you use the “Save” button in the tables below before proceeding to the next page, or your work will not be saved.

Make sure you use the “Save” button in the tables below before proceeding to the next page, or your work will not be saved.

*Indicates a required field

What unit are you reporting in below? *

Cubic feet per second (CFS)

Diversion

[Diversion](#)

POD

Diversion

October 2024 (CFS)

0.0000000

November 2024 (CFS)

0.0000000

14. Select what unit your maximum flow rate is being reported in.
15. Enter your maximum flow rate for each month. If you did not divert that month, zero is acceptable value. Similar to the *Diversion Amounts* section, make sure to select “save” before selecting “Next” or the values will not be captured.

Water Transfers

Steps

✓ Diversion amount

✓ Maximum flow rate - Screening question

✓ Max flow rate

17 ☒ Water transfers

Water transfers or supply contracts

Provide details on any transfers or supply contracts for this report year.

* Indicates a required field

Was any water under this water right transferred?*

☒ Yes
 ☐ No
 16

Water Transfers

Quantity Transferred (Acre-feet) *

Dates which transfer occurred

From*

To*

This transfer was approved by:*

☐ State Water Board
 ☐ DWR
 ☐ USBR
 ☐ Other

Petition Number

Did you have a water supply contract?*

☐ Yes
 ☒ No

16. Both the water transfer and water supply questions open up additional questions for water right holders that are involved with transferred or contracted water. Selecting “No” hides these questions.

17. Most water right holders do not have information to report related to transfers and contracts. If these questions do not make sense to you, please select “No”.

Measurement Devices

Device Information Part 1

Steps Device Information 18 19	Measuring device/measurement method information Additional documentation related to the measurement device or method should be attached to the water use report. You will be able to add attachments before submitting the completed report. * Indicates a required field Your face value is 190 Acre-feet Refer to the measurement regulations to determine your measurement reporting requirements. Please select the option that applies to this water right:* ☐ I have measurement data to upload ☒ I am not required to submit a measurement file consistent with measuring and monitoring regulations (Cal. Code Regs., title 23 chapter 2.8**) ☐ I did not divert, use, or release any water this reporting period ☐ I am not in compliance with my measurement requirements **Title 23 chapter 2.8 Return to section Save and exit Next
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18. The face value (which is the total water allowed to be diverted under your water right) is displayed here for informational purposes as measurement requirements are often based on how much you are allowed to divert, not the amount you actually diverted this reporting period.
19. Measurement requirements are complicated, and a link to more information about these requirements is available above these questions. You can also reach out to dwr-measurement@waterboards.ca.gov if you have questions about measurement reporting requirements. Selecting the first option will open more measurement related questions, the other three options will allow you to go straight to the next section when you select "Next".

Device Information Part 2

****Title 23 chapter 2.8**

The following questions are intended to identify the data types you may need to submit with your annual measurement data files, and to recommend templates that will help with reporting. Templates are not required for this reporting period, but we recommend familiarizing yourself with them in the event requirements change.

Did you divert water to direct diversion?*

☒ Yes ☐ No **20**

Did you divert water to storage?*

☒ Yes ☐ No

Did you store water in a reservoir or storage facility?*

☐ Yes ☒ No

Did you withdraw water from storage to beneficial use?*

☐ Yes ☒ No

Did you release water from a reservoir back to the source?*

☐ Yes ☒ No

Based on your answers, you may find the templates below helpful in reporting your measurement data. You are not required to use templates this reporting year, but you are required to submit data from your measurement devices and/or methods.

[A1 - Diversion to Direct Diversion](#) **21**

[A2 - Diversion to Storage](#)

Please check your storage capacity to understand your required measurement frequency.

The following templates are likely not applicable to your diversion scenario, but are available for you to view and download.

[B - Storage Facility](#)

[C - Withdrawal from Storage Facility to Place of Use](#)

[D - Release from Storage Facility](#)

20. You are required to answer these screening questions to allow the system to suggest data templates for your measurement data. Just answer the questions to the best of your ability, your answers will not require you to actually use any of the templates suggested.
21. Based on the answers to your screening questions, templates are made available for download, which can be used to provide your measurement data during the “upload data” step. These templates are not required, they are only suggestions. If you have questions about these templates or about reporting requirements, please send a message to dwr-measurement@waterboards.ca.gov.

Device Information Part 3

Measuring devices/methods I am submitting data for

Please select the reporting requirement for at least 1 measurement device by expanding the rows in the table below.

Device ID number	Point of measurement ID	Status	Registered date	End date	Type	Device/Method Nickname	Device make	Approximate date of installation	Reporting requirements
☐ M031596 22		Active	10/01/2023		Flow Meter (propeller)	Chrysler Pump 1			
Device ID number M031596 Point of measurement ID Status Active Registered date Jan 20, 2010 End date Type Flow Meter (propeller) Device/Method Nickname Chrysler Pump 1 Device make Approximate date of installation Reporting requirements -Select Item- 23 Cancel Save									
☐ M034689		Active	10/01/2023		Flow Meter (propeller)	Chrysler Pump 1			

Page 1 of 1 < **1** >

[Need to add or change a device?](#) **24**

22. Similar to other screens, select the down arrow to open each section. These measurement devices were imported from your previous annual reports in our old system, if you do not see any devices here, or need to make changes to a device shown here, see step 24.
23. In the "Reporting requirements" dropdown, you are required to associate each device with a "type" of measurement matching the categories shown in *Device Information Part 2*. You can also select multiple types of measurements for each device, but you must select at least one to continue. Make sure to select "Save" in each section before you continue.
24. Measurement devices are maintained in CalWATRS outside the annual report, they are now their own records. If you need to modify or add a new measurement device, you can access them from the home screen and then the "Measurement Device" tile. It is suggested that you save and exit the annual report if you need to change your devices, the annual report will load them when you enter it again.

Upload Data for Devices

Steps

Device Information

Upload Data For Devices

Upload Data For Devices

View and upload data files associated with your measurement devices.

Reporters can currently comply with measurement file requirements by submitting a file under the Original Data field or by submitting a file that matches a template under the Template Data File field. At a future date, reporters must use the provided templates to submit their diversion data.

* Indicates a required field

Measurement Device

25

M031596 - Chrysler Pump 1 - A1 - Diversion to Direct Use

Your previous uploads

26

Upload new data files

If you select "Upload new data files" after already uploading files, the previous files will be replaced by the new files.

After uploading, the system will take time to validate the quality of the file. You may submit your annual report and return to this page after refreshing to see the status of the upload. You will get an email if your upload has failed.

25. Select which device from the previous screen you are uploading data for using this dropdown.
26. After you have selected a device, you will see the "Upload new data files" button, select this to be taken to the upload screen.

Upload - [M031596 - Chrysler Pump 1 - A1 - Diversion to Direct Use]

Measurement Frequency

-Select Item-

27

Volume Units

-Select Item-

Flow Rate Units

-Select Item-

Template Data File

Upload Template Data File

Upload Files

 Or drop files

Original Data

Upload Original Data

Upload Files

 Or drop files

Supplemental files

Upload Supporting Documents

Upload Files

 Or drop files

Signatory

Sam PublicTwo Warner

Key Date

11/4/2025

29

Cancel

Submit

27. Select the frequency and units that makes sense for your data.

28. You can upload measurement data to any of the locations that make sense for your information. One file can be uploaded to each box.

29. The person uploading this information will be automatically filled in here.

14

Steps

- Storage Information

Below is the storage information associated with this water right. If the storage information below is not current, please submit a change petition from the self service portal to report the change in storage details.

* Indicates a required field

Storage Reservoir(s)

Place of Storage name	Type of storage	Did your reservoir spill this year?	How many feet below spillway vertically was the water level at maximum storage?	Have you completely emptied the reservoir?	How many feet below spillway vertically was the water level at minimum storage?	Describe the method used to measure water level
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 Diversion to storage

Place of Storage name

Diversion to storage

Type of storage

Select an Option

Did your reservoir spill this year?

☐ Yes☐ No

How many feet below spillway vertically was the water level at maximum storage?

Have you completely emptied the reservoir?

☐ Yes☐ No

How many feet below spillway vertically was the water level at minimum storage?

Describe the method used to measure water level

- 15

Conservation and Reclamation

*Indicates a required field

During the period covered by this Report, do you want to claim any water conservation under Water Code section 1011?*

33 ☒ Yes ☐ No

If you want to credit the amount of conserved water towards the water use authorized under your water right, as allowed under Water Code section 1011, please show the amounts of water conserved in the boxes below, in acre-feet per month. Please note that to qualify as conservation under Water Code section 1011, the information provided should be sufficient to verify the volumes claimed. Only conserved water amounts claimed under this water right should be listed; conservation amounts applicable to another water right should be reported under that water right.

Make sure you use the "Save" button in the tables below before proceeding to the next page, or your work will not be saved.

What units are you requesting in?*

Acre-feet ▼

Monthly Water Conservation

34 October 2024 (Acre-feet)	November 2024 (Acre-feet)
0.0000000	0.0000000
December 2024 (Acre-feet)	January 2025 (Acre-feet)
0.0000000	0.0000000
February 2025 (Acre-feet)	March 2025 (Acre-feet)
0.0000000	0.0000000

Conservation

33. If you wish to report any water conserved, select yes and enter values for each month, along with answering any other required questions.

34. Make sure to click the "Save" button before you select next to save the values you enter here.

Steps

- Conservation
- Reclamation

Reclamation and conjunctive use

Use the fields below to report your reclamation and conjunctive use.

*Indicates a required field

WATER QUALITY AND WASTEWATER RECLAMATION (Water Code section 1010)
(Amendments to previously claimed credits are subject to review and may not be accepted.)

During the period covered by this Report, did you reduce water used under this water right as a result of using reclaimed water from a waste water treatment facility, water from a desalination facility, or water polluted by waste to a degree which unreasonably affects the water for other beneficial uses?*

☐ Yes ☐ No

Make sure you use the "Save" button in the tables below before proceeding to the next page, or your work will not be saved.

During the period covered by this Report, were you using groundwater in lieu of available surface water authorized under this water right?*

☐ Yes ☐ No

Reclamation and conjunctive use similarly will only allow you to enter monthly values if you select yes, and you must click "Save" in each section. These section do not apply to most water diverters, if they do not apply to you then select no for each question.

Upload Documents

Steps
Upload Files
35

General Report Comments

If you have a large number of comments to add, you can upload them as a document and describe here which document contains your comments

Upload files

Please provide reference documentation or images that provide additional context for the information included on previous screens.

*Indicates a required field

Upload any documentation that would support the information submitted as part of this report including, but not limited to:

- Photographs providing evidence that conservation, reclamation, and conjunctive use reported numbers are accurate
- Photographs providing evidence that no water was diverted in this water year

Are there documents which provide evidence for information provided in this report that you are unable to upload at this time?

☐ Yes ☒ No

Upload Files

Or drop files

[Return to section](#) [Save and exit](#) [Next](#)

35. This box gives you a place to make general comments about your entire annual report. If you have additional details you want to relay, or have information that you were unable to explicitly add and want to include, please enter it here.

36. In addition to the general comments, you may also upload any files you want to support your annual report or provide more information to staff. You can either drag files directly onto the upload box, or click on the "Upload Files" button to add files using your device's menu.

Review and Submit

Steps
 ○ Review
 ● Sign & Submit

Review all information you provided before you submit

Please review all fields below. If there are any errors, click on the "edit" icon below to make changes.


37


Diversion and use

Total Water Diverted	16.000 Acre-feet
Total Water Stored	0.000 Acre-feet
Total water use	14.000 Acre-feet
Max flow rate	0.000 CFS

37. The review page allow you to quickly see all information you have included on your annual report. If you need to change any information, click on the "Edit" button and you will be taken to the section menu where you can navigate back to the section you want to modify. Click on "Next" to proceed to the submission page.

Submit Report

Steps
 ● Review
 ○ Sign & Submit

Sign & Submit

Complete the acknowledgements below before submitting your annual reporting.

*Indicates a required field

☐ I declare under penalty of perjury that the information in this report and any uploaded attachments are true and correct to the best of my knowledge and belief.

By entering your name on the signature line, you are certifying that the information contained in your report is true to the best of your knowledge and belief, under penalty of perjury.

Signature*

Please include your first, middle and last name as it appears on your user profile below.

First Name*

Middle Name

Last Name*

Date



[Return to section](#)
40

38. Check the box to acknowledge that you are submitting true information.

39. Type your name exactly as you registered it to sign the document.

40. Select "Submit" to complete your annual report. *Your annual report is not considered complete until you select "Submit".*



Your annual report was successfully submitted!

Your annual report ID is #AR-2296270. You can view the submitted report and any previous annual reports from the annual reports page of your account.

41

[Go to My Annual reports](#)

When you see this screen, your annual report has been successfully recorded in our system.

41. Note that the “AR” number shown here is the unique record number for the annual report you just filed, it is not your water right number.