Volumetric Annual Report of Wastewater and Recycled Water

Help Guide for Volumetric Annual Report in GeoTracker

STATE WATER RESOURCES CONTROL BOARD

GEOTRACKER ESI

CALIFORNIA
Water Boards
STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

Last Revised: April 28, 2020

Purpose

The State Water Resources Control Board (State Water Board) adopted an amendment to the Recycled Water Policy on December 11, 2018 (effective on April 8, 2019), which includes numeric goals for the increased use of recycled water, two narrative goals to encourage recycled water use in groundwater-overdraft and coastal areas, and annual reporting requirements statewide for the volume of wastewater and recycled water.

Wastewater and recycled water dischargers are required to annually report monthly volumes of influent, wastewater produced, and effluent, including treatment level and discharge type. As applicable, dischargers are additionally required to annually report recycled water use by volume and category of reuse. A summary of the volumetric reporting requirements is shown below:

Annual Volumetric Reporting	**Wastewater Treatment Plants *without* Recycling**	**Wastewater Treatment Plants *with* Recycling**	**Water Recycling Treatment Plants**
Influent (monthly)	**X**	**X**	**X**
Production (monthly)	**X**	**X**	**X**
Discharge (monthly)	**X**	**X**	**X**
Reuse (monthly)		**X**	**X**
Reuse by Category (annually)		**X**	**X**

The Water Boards recognize the importance of recycled water as a critical water supply for California and an important resource for improving our water resilience. The State Water Board will evaluate the feasibility of the current recycled water goals and track progress towards those goals through data generated by the volumetric annual report.

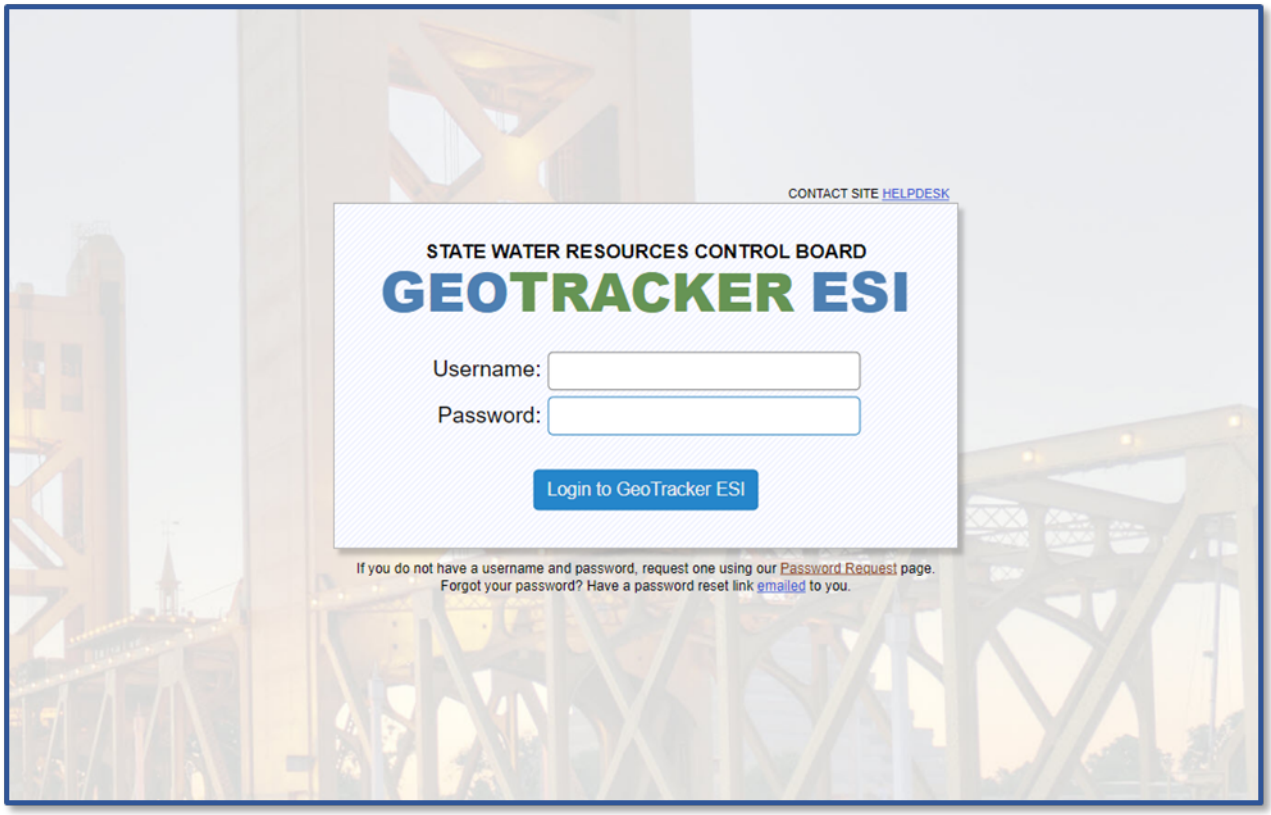
This guide is intended to assist dischargers in the submission of the volumetric annual report in GeoTracker.

For assistance with the volumetric annual report, email recycledwater@waterboards.ca.gov or call Rebecca Greenwood at (916) 341-5858.

For assistance with creating a GeoTracker account, email geotracker@waterboards.ca.gov

Accessing GeoTracker and the Volumetric Annual Report

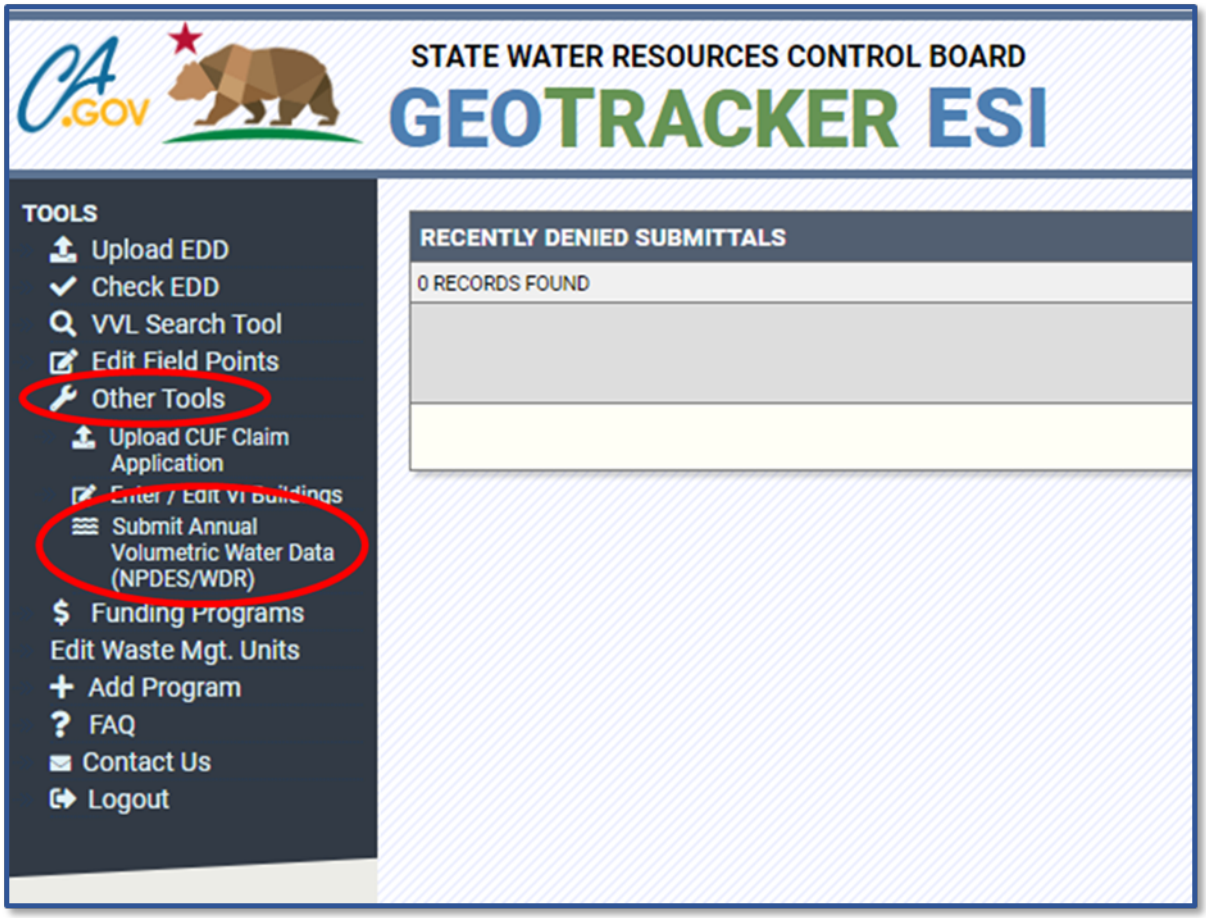
1. Log on to GeoTracker Electronic Submittal of Information (ESI) at: geotracker.waterboards.ca.gov/esi



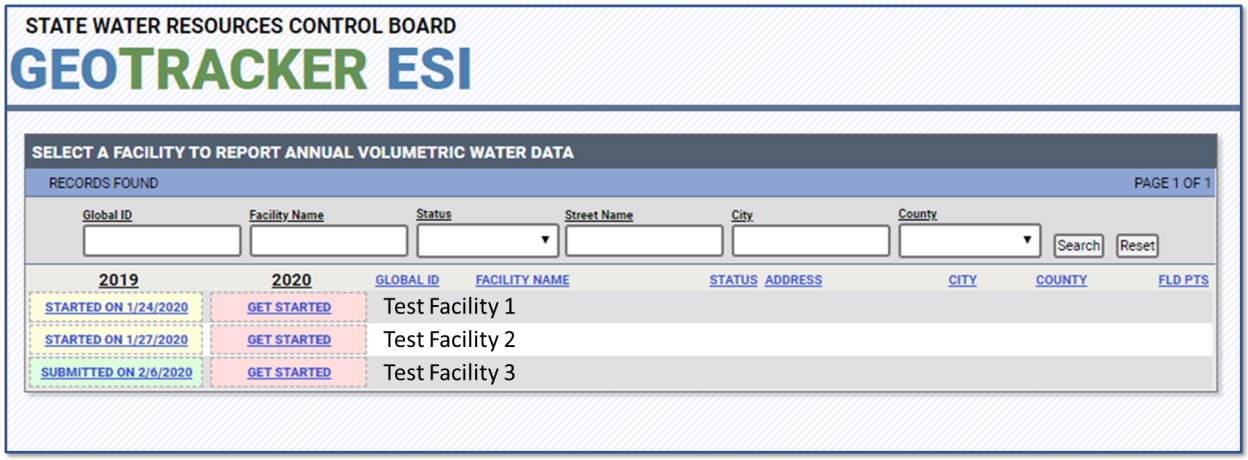
If you do not already have a GeoTracker Username and Password you can request one: Request Username and Password

2. A facility must be requested to be linked to your new account before the report can be accessed. Request access to the facility from the left hand side menu under “Facility Management” and “Request Additional Facilities”.

3. Once logged on to GeoTracker ESI with a facility linked, access the volumetric annual report from the left-hand side menu by selecting “Other Tools” and “Submit Annual Volumetric Water Data (NPDES/WDR).”



4. Select a Facility and reporting year to start or continue a report.



Red tone box link denotes that the report has not yet been started.

Yellow tone box link denotes that the report has been started but not completed.
Green tone box link denotes that the report has been completed and submitted.

If you do not already have a facility linked to your account you can request access to a facility by following the linked guide: Request Facility Access

Section I: Facility Classification

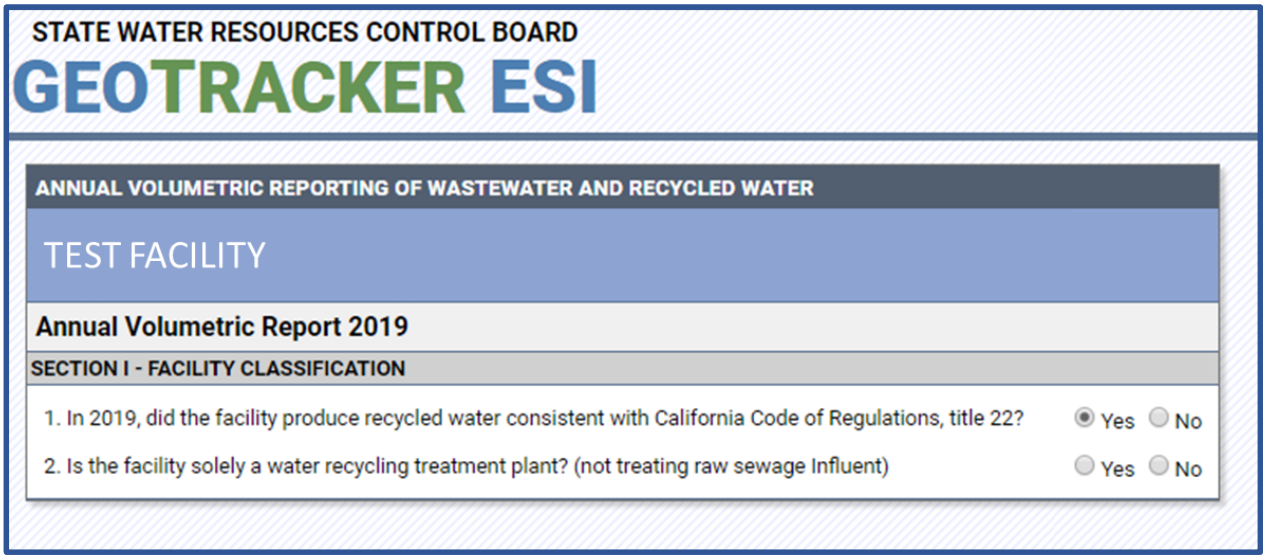
The answers to the facility classification questions in Section I dictate which Sections and questions the facility must report based on whether the facility is currently producing recycled water consistent with California Code of Regulations, title 22.

1. Answer Section I, Question 1.

If you answer **YES** to Section I, Question 1, continue to Section I, Question 2.

If you answer **NO** to Section I, Question 1, then this section is complete and you will proceed to Section II (as described on page six of this help guide). Section III of the volumetric annual report will not be applicable to facilities that answer NO to Section 1, Question 1.

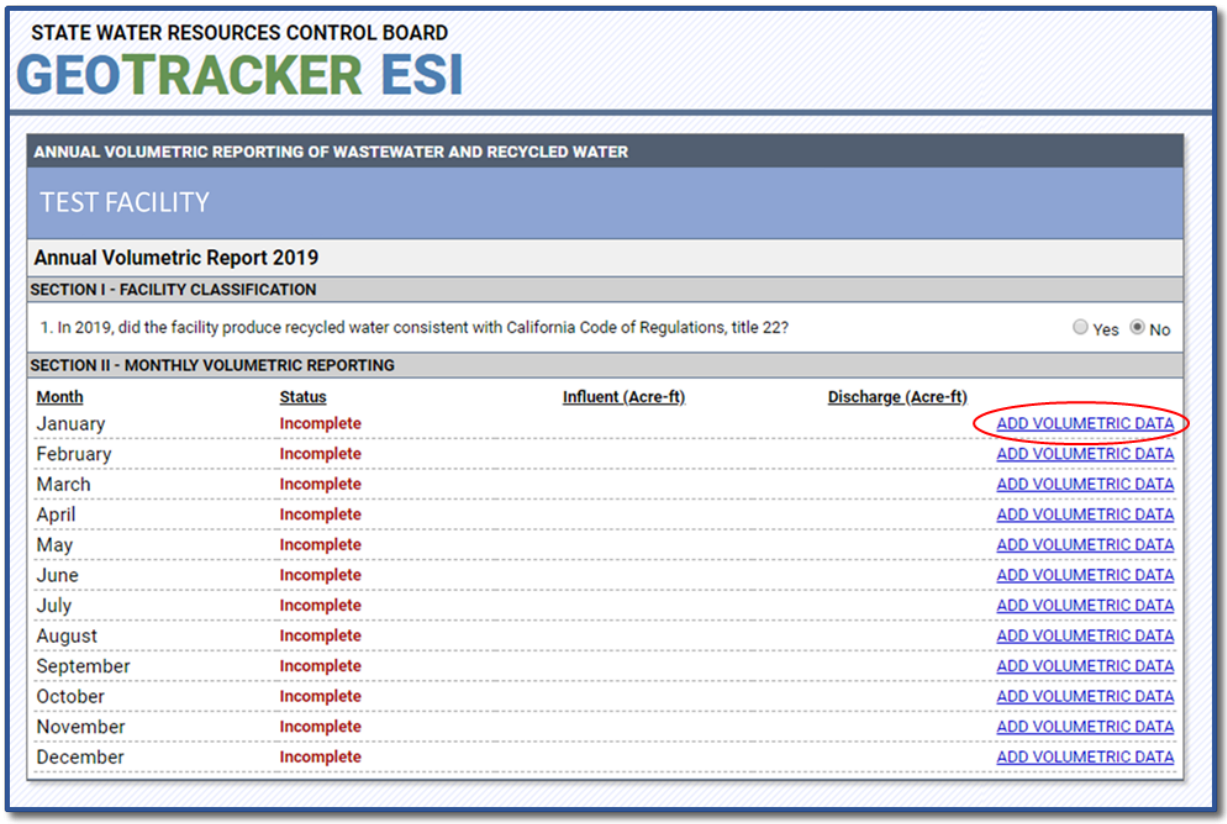
2. Answer Section I, Question 2.



Section II: Monthly Volumetric Reporting

The Recycled Water Policy requires volume data for wastewater and recycled water to be reported annually at a monthly frequency.

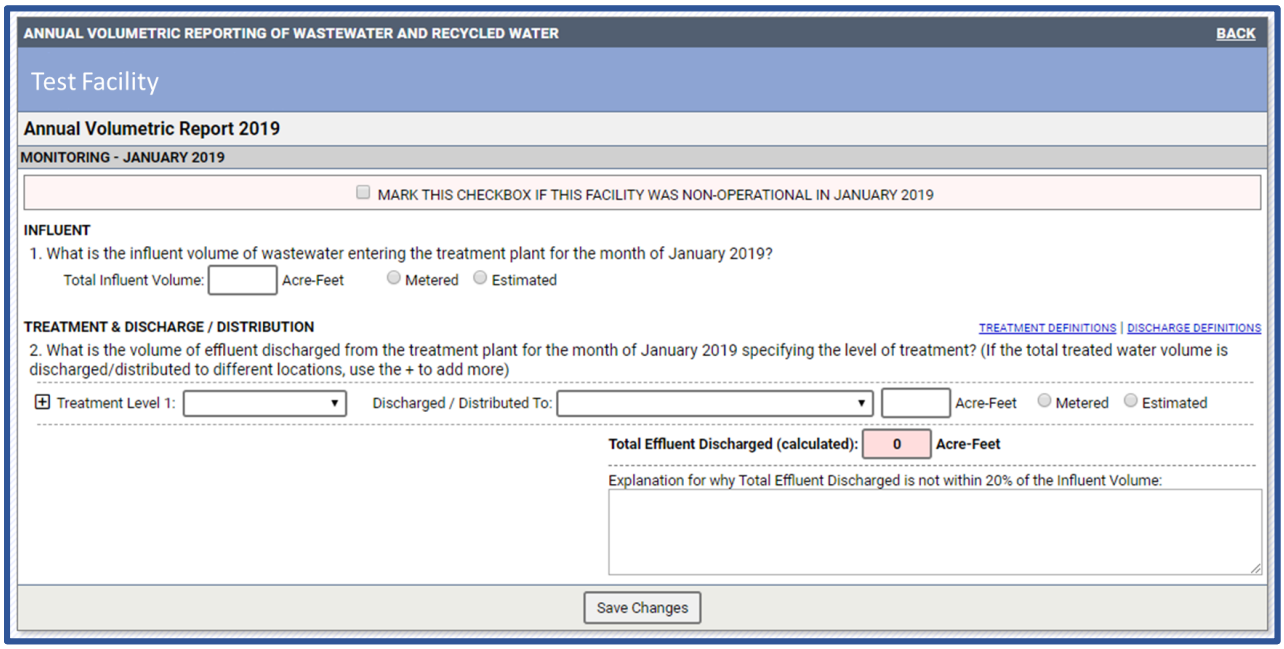
1. To begin data entry for a particular month, select “ADD VOLUMETRIC DATA” link to the right of that month in Section II.



The status will display as incomplete if data have not been entered for each month.

When data have been entered and saved, the status will display as complete and a summary of volumes entered for that month will display for the month.

2. Once you select “ADD VOLUMETRIC DATA” for a particular month, you will proceed to a series of questions on influent, treatment level, and discharge/distribution. The questions will vary based on the answers to facility classification questions in Section I.



If a facility is non-operational for the month, select the check box marked, “Mark this checkbox if this facility was non-operational in X Month, 2019.” Then, select “Save Changes” at the bottom of the screen and data entry is complete for that month.

If a facility is operational for the month, answer Questions 1 and 2. Then, select “Save Changes” at the bottom of the screen and data entry is complete for that month.

Volume is required to be entered in Acre-Feet. To convert from gallons per day to acre-feet per month, use the following formula:

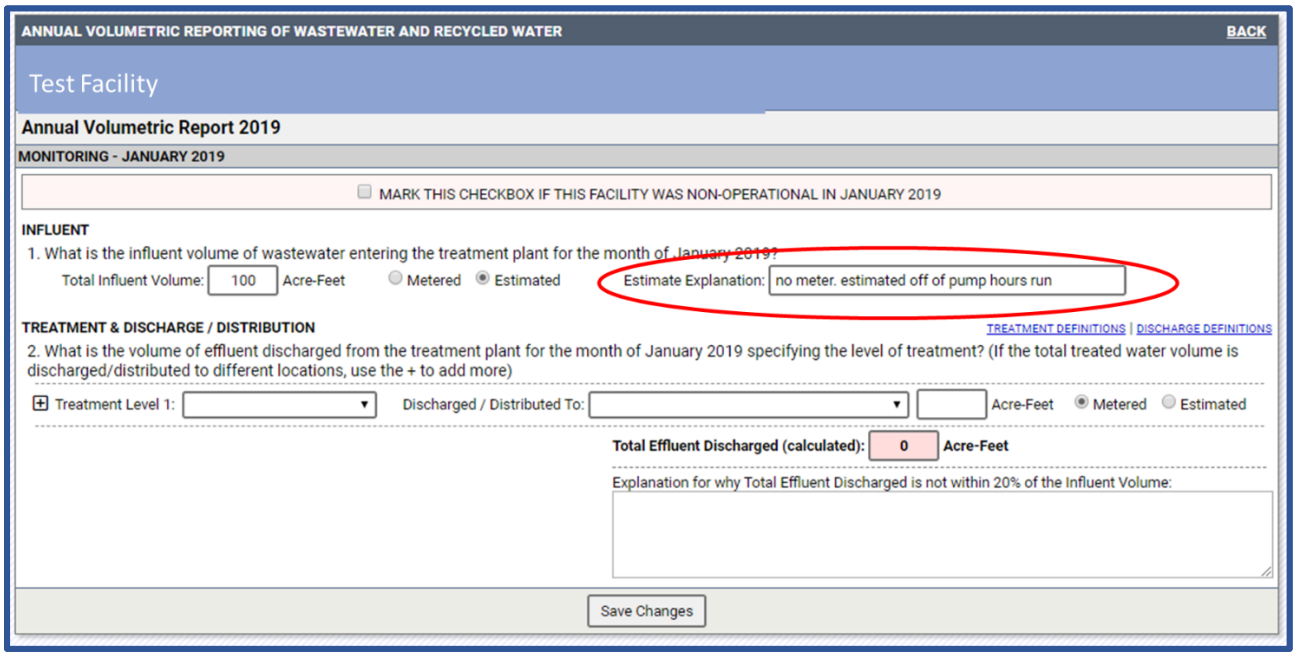
Divide the gallons per day value by 10,713.

$$\frac{10{,}713\,\frac{gallons}{day}}{10{,}713} = 1.0\,\frac{Acre\ Feet}{Month}$$

Example:

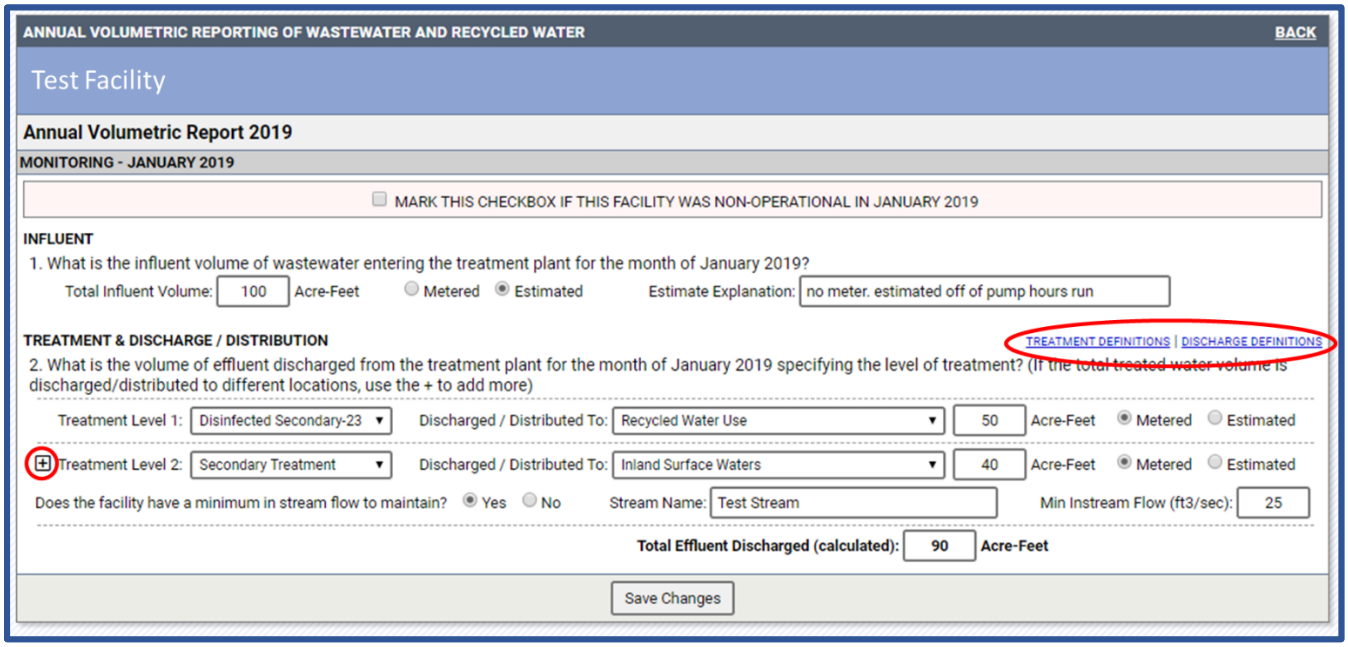
$$\frac{30{,}000\,\frac{gallons}{day}}{10{,}713} = 2.8\,\frac{Acre\ Feet}{Month}$$

3. Enter the influent volume for the month and select whether the entered volume is measured from a meter or is estimated. If the volume is estimated an explanation is required.



4. Enter the discharged/distributed volume for the month specifying level of treatment. If the volume is estimated, an explanation is required.

Use the + button to the left of the treatment level to enter additional discharge/distribution locations or treatment levels.

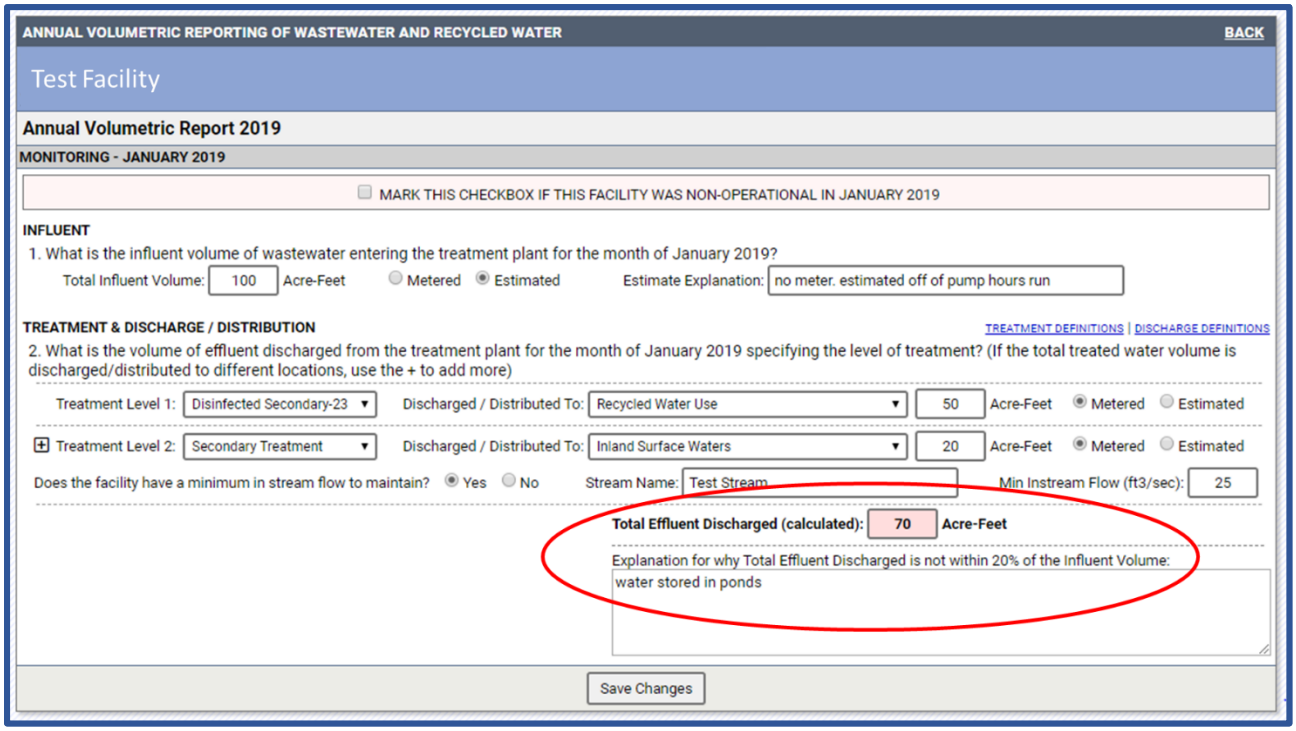


Treatment and Discharge/Distribution definitons can be found on the link on the page or at the end of this help guide.

If wastewater is discharged to inland suface waters, an additional question must be answered about minimum in-stream flow requirements. If your permit requires a minimum in-stream flow, enter the stream name and enter the minimum in-stream flow in cubic feet per second.

If wastewater is distributed to a Recycled Water Producer for further treatment, select the Recycled Water Producer from the drop-down list.

5. As a quality check, the report module compares the sum of the discharged/distrubuted volume to the influent volume entered in Question 1. If the sum is not within 10% of the influent volume, provide an explantion as to why there is a discrepancy.



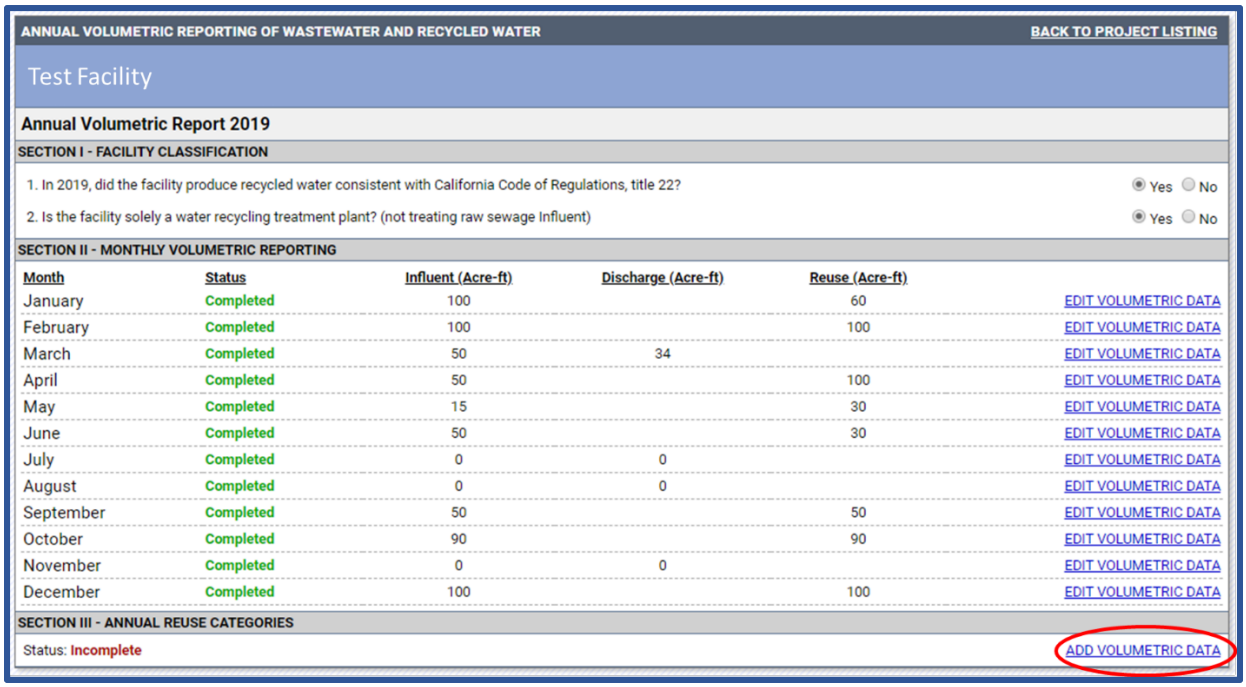
Repeat steps 2 through 5 for all months. When all months are complete, proceed to Section IV if the facility is not producing recycled water. Proceed to Section III if the facility is producing recycled water.

Section III: Annual Recycled Water Use Categories

The Recycled Water Policy requires facilities producing recycled water to report the annual volumes of recycled water in recycled water use categories.

THIS SECTION IS NOT REQUIRED FOR FACILITIES NOT PRODUCING RECYLED WATER.

1. Select the "ADD VOLUMETRIC DATA" link to the right in Section III to enter data for the annual reuse categories.



ANNUAL VOLUMETRIC REPORTING OF WASTEWATER AND RECYCLED WATER — BACK TO PROJECT LISTING

Test Facility

Annual Volumetric Report 2019

SECTION I - FACILITY CLASSIFICATION

1. In 2019, did the facility produce recycled water consistent with California Code of Regulations, title 22? (Yes / No)
2. Is the facility solely a water recycling treatment plant? (not treating raw sewage Influent) (Yes / No)

SECTION II - MONTHLY VOLUMETRIC REPORTING

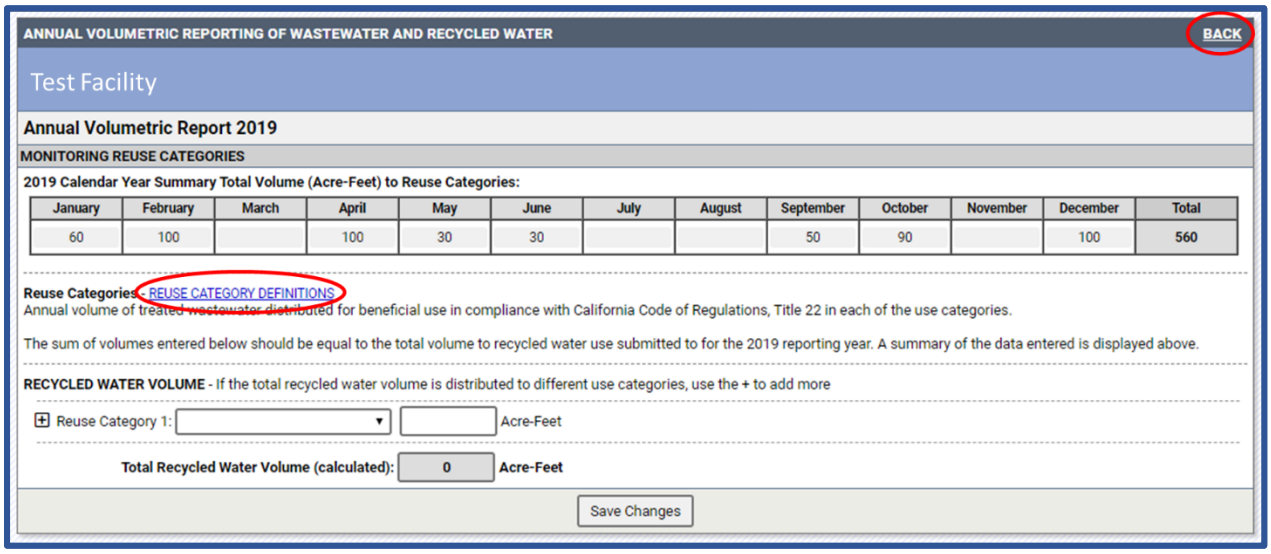
Month	Status	Influent (Acre-ft)	Discharge (Acre-ft)	Reuse (Acre-ft)	
January	Completed	100		60	EDIT VOLUMETRIC DATA
February	Completed	100		100	EDIT VOLUMETRIC DATA
March	Completed	50	34		EDIT VOLUMETRIC DATA
April	Completed	50		100	EDIT VOLUMETRIC DATA
May	Completed	15		30	EDIT VOLUMETRIC DATA
June	Completed	50		30	EDIT VOLUMETRIC DATA
July	Completed	0	0		EDIT VOLUMETRIC DATA
August	Completed	0	0		EDIT VOLUMETRIC DATA
September	Completed	50		50	EDIT VOLUMETRIC DATA
October	Completed	90		90	EDIT VOLUMETRIC DATA
November	Completed	0	0		EDIT VOLUMETRIC DATA
December	Completed	100		100	EDIT VOLUMETRIC DATA

SECTION III - ANNUAL REUSE CATEGORIES

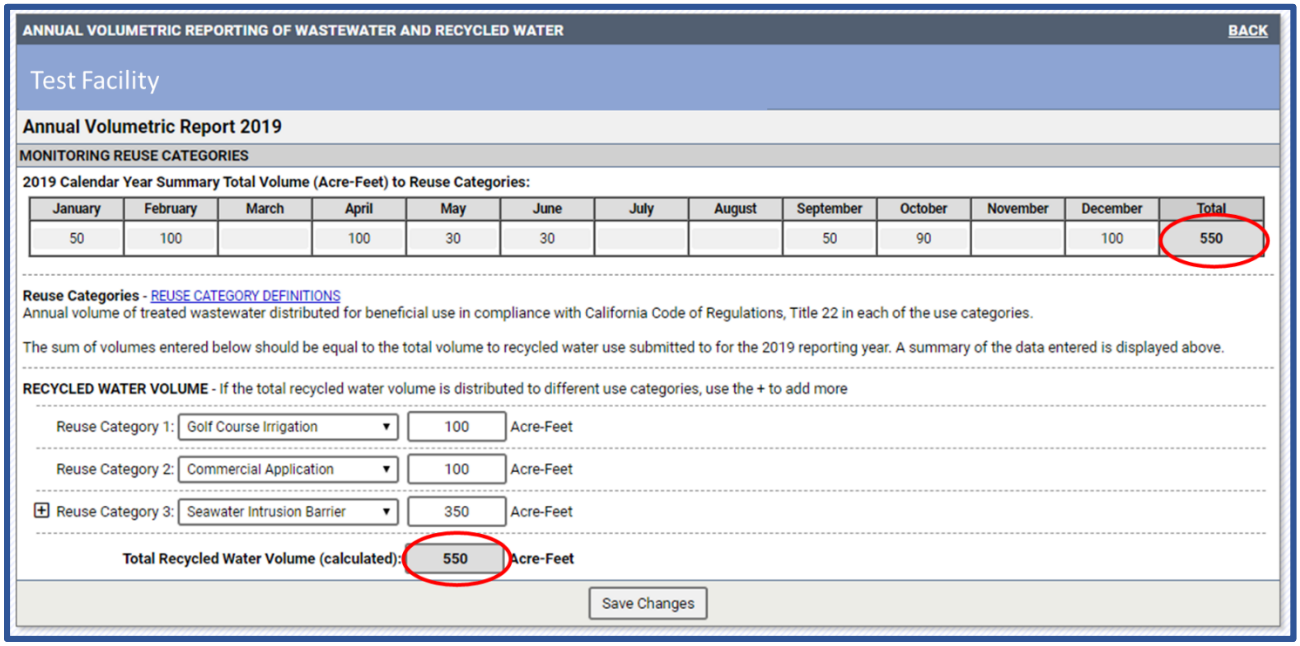
Status: Incomplete — ADD VOLUMETRIC DATA

2. A summary table displays all volumes that were entered in Section II in the category marked “Recycled Water Use.” These numbers are read-only in the summary table. To make edits to a volume for a particular month you must edit the monthly data in section II. To edit, use the “BACK” link in the top right corner to return to the volumetric annual report without changes saved. Then select, “EDIT VOLUMETRIC DATA” for the month you want to edit.

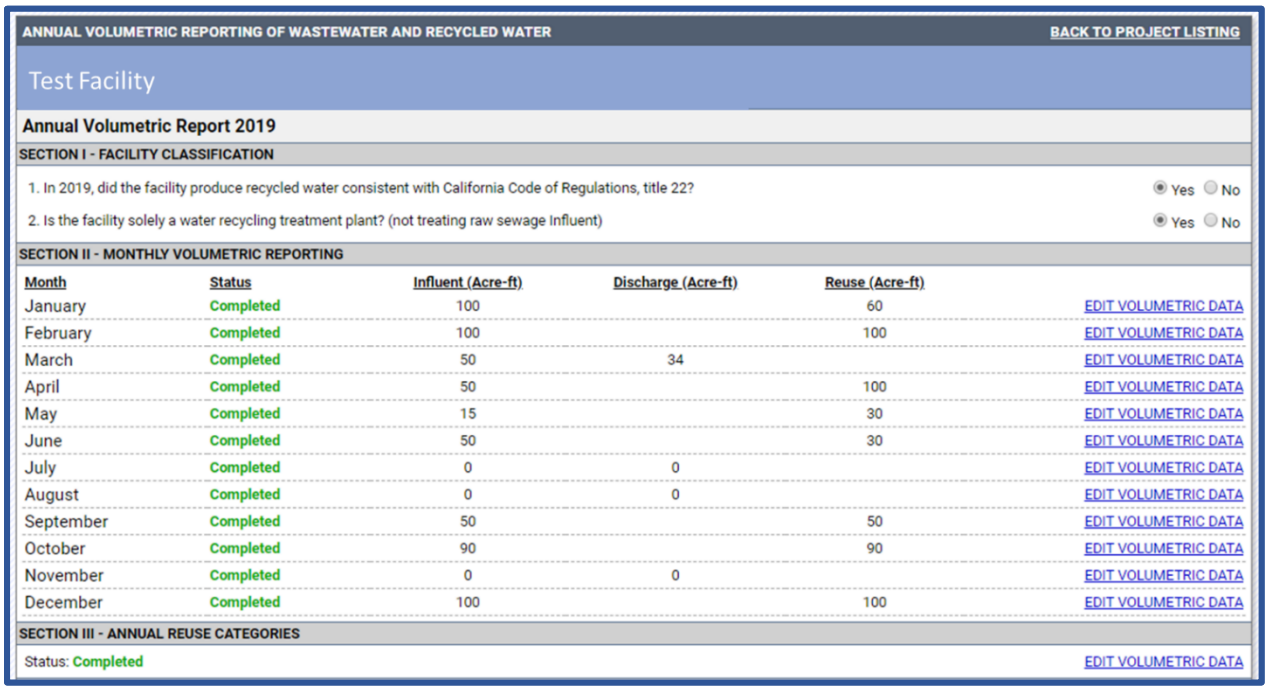
Reuse category definitons can be found on the link on the page or at the end of this help guide.



3. Enter the total volume of recycled water used in each use category for the calendar year. If the facility produces recycled water for multiple use categories, use the + button to the left of the reuse category to enter additional recycled water use categories. The sum of all entered categories should match the sum of the recycled water distributed for the year. You will not be able to continue if the totals do not match.



4. Once all categories are entered, select “Save Changes” and you will return to the volumetric annual report. Proceed to Section IV.



ANNUAL VOLUMETRIC REPORTING OF WASTEWATER AND RECYCLED WATER — BACK TO PROJECT LISTING

Test Facility

Annual Volumetric Report 2019

SECTION I - FACILITY CLASSIFICATION

1. In 2019, did the facility produce recycled water consistent with California Code of Regulations, title 22? (Yes / No)
2. Is the facility solely a water recycling treatment plant? (not treating raw sewage Influent) (Yes / No)

SECTION II - MONTHLY VOLUMETRIC REPORTING

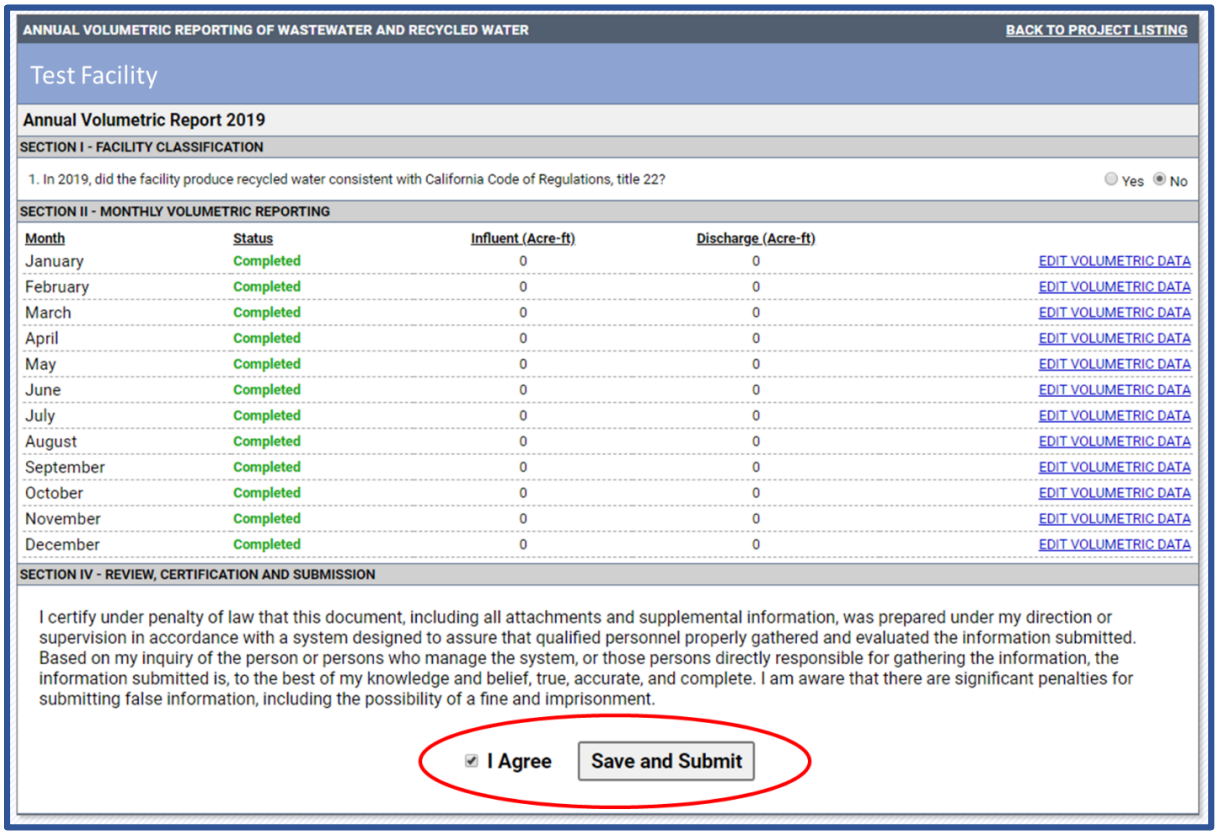
Month	Status	Influent (Acre-ft)	Discharge (Acre-ft)	Reuse (Acre-ft)	
January	Completed	100		60	EDIT VOLUMETRIC DATA
February	Completed	100		100	EDIT VOLUMETRIC DATA
March	Completed	50	34		EDIT VOLUMETRIC DATA
April	Completed	50		100	EDIT VOLUMETRIC DATA
May	Completed	15		30	EDIT VOLUMETRIC DATA
June	Completed	50		30	EDIT VOLUMETRIC DATA
July	Completed	0	0		EDIT VOLUMETRIC DATA
August	Completed	0	0		EDIT VOLUMETRIC DATA
September	Completed	50		50	EDIT VOLUMETRIC DATA
October	Completed	90		90	EDIT VOLUMETRIC DATA
November	Completed	0	0		EDIT VOLUMETRIC DATA
December	Completed	100		100	EDIT VOLUMETRIC DATA

SECTION III - ANNUAL REUSE CATEGORIES

Status: Completed — EDIT VOLUMETRIC DATA

Section IV: Certification and Submission

Upon completion of all applicable Sections of the volumetric annual report, certify and submit the report by agreeing with the certification statement and selecting “Save and Submit.”



ANNUAL VOLUMETRIC REPORTING OF WASTEWATER AND RECYCLED WATER — BACK TO PROJECT LISTING

Test Facility

Annual Volumetric Report 2019

SECTION I - FACILITY CLASSIFICATION

1. In 2019, did the facility produce recycled water consistent with California Code of Regulations, title 22? ○ Yes ◉ No

SECTION II - MONTHLY VOLUMETRIC REPORTING

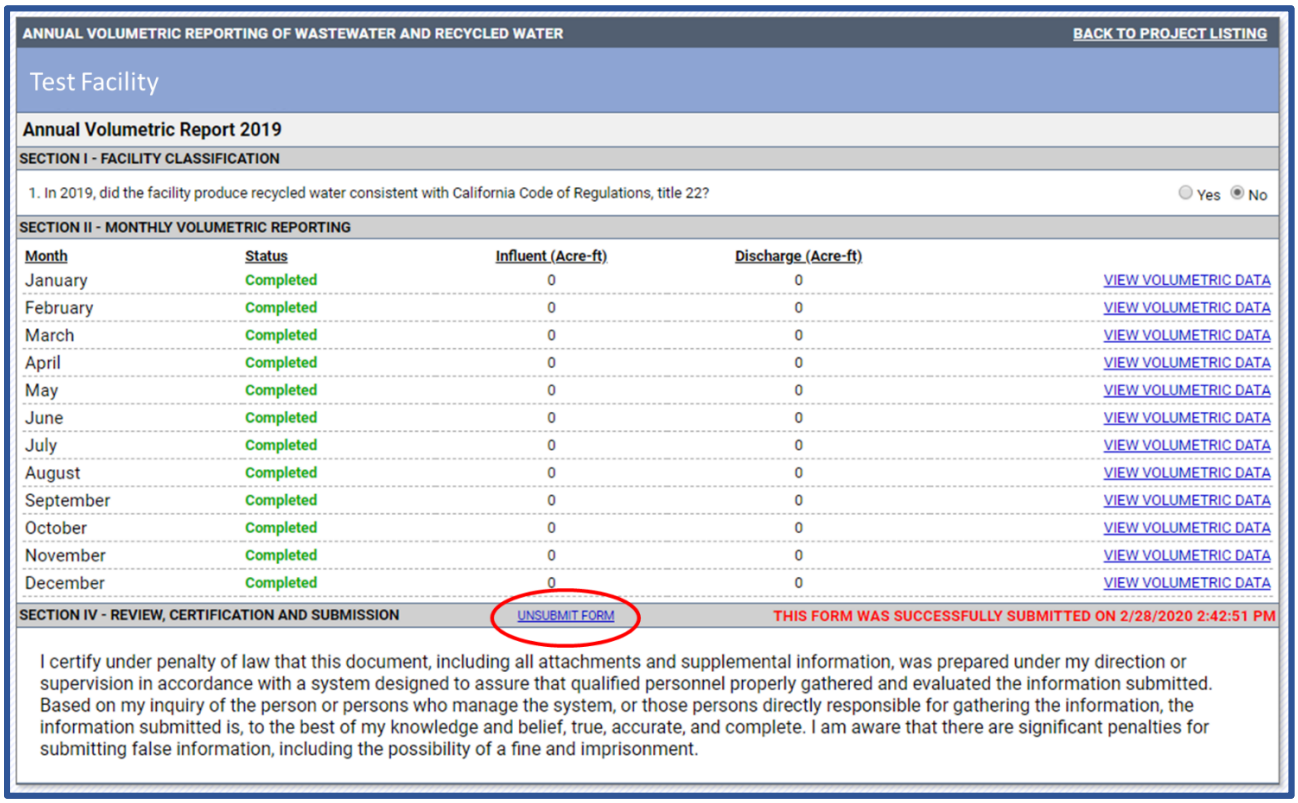
Month	Status	Influent (Acre-ft)	Discharge (Acre-ft)	
January	Completed	0	0	EDIT VOLUMETRIC DATA
February	Completed	0	0	EDIT VOLUMETRIC DATA
March	Completed	0	0	EDIT VOLUMETRIC DATA
April	Completed	0	0	EDIT VOLUMETRIC DATA
May	Completed	0	0	EDIT VOLUMETRIC DATA
June	Completed	0	0	EDIT VOLUMETRIC DATA
July	Completed	0	0	EDIT VOLUMETRIC DATA
August	Completed	0	0	EDIT VOLUMETRIC DATA
September	Completed	0	0	EDIT VOLUMETRIC DATA
October	Completed	0	0	EDIT VOLUMETRIC DATA
November	Completed	0	0	EDIT VOLUMETRIC DATA
December	Completed	0	0	EDIT VOLUMETRIC DATA

SECTION IV - REVIEW, CERTIFICATION AND SUBMISSION

I certify under penalty of law that this document, including all attachments and supplemental information, was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment.

☑ I Agree Save and Submit

To amend a submitted volumetric annual report, use the “UNSUBMIT FORM” link to make any changes. The volumetric annual report will need to be resubmitted after changes are made.



ANNUAL VOLUMETRIC REPORTING OF WASTEWATER AND RECYCLED WATER — BACK TO PROJECT LISTING

Test Facility

Annual Volumetric Report 2019

SECTION I - FACILITY CLASSIFICATION

1. In 2019, did the facility produce recycled water consistent with California Code of Regulations, title 22? ○ Yes ◉ No

SECTION II - MONTHLY VOLUMETRIC REPORTING

Month	Status	Influent (Acre-ft)	Discharge (Acre-ft)	
January	Completed	0	0	VIEW VOLUMETRIC DATA
February	Completed	0	0	VIEW VOLUMETRIC DATA
March	Completed	0	0	VIEW VOLUMETRIC DATA
April	Completed	0	0	VIEW VOLUMETRIC DATA
May	Completed	0	0	VIEW VOLUMETRIC DATA
June	Completed	0	0	VIEW VOLUMETRIC DATA
July	Completed	0	0	VIEW VOLUMETRIC DATA
August	Completed	0	0	VIEW VOLUMETRIC DATA
September	Completed	0	0	VIEW VOLUMETRIC DATA
October	Completed	0	0	VIEW VOLUMETRIC DATA
November	Completed	0	0	VIEW VOLUMETRIC DATA
December	Completed	0	0	VIEW VOLUMETRIC DATA

SECTION IV - REVIEW, CERTIFICATION AND SUBMISSION — UNSUBMIT FORM — THIS FORM WAS SUCCESSFULLY SUBMITTED ON 2/28/2020 2:42:51 PM

I certify under penalty of law that this document, including all attachments and supplemental information, was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment.

Definitions

Treatment:

Primary treatment: A wastewater treatment process that allows those substances in wastewater that readily settle or float to be separated from the water being treated, as defined in California Code of Regulations, title 23, §3671.

Secondary treatment: Treatment beyond primary treatment to remove colloidal and dissolved organic matter and further remove suspended matter, usually by biological processes such as activated sludge and biological filtration treatment, as defined in California Code of Regulations, title 23, §3671.

Tertiary treatment: Treatment beyond secondary treatment, which may include filtration, coagulation and nutrient removal, but excluding disinfection, as defined in California Code of Regulations, title 23, §3671.

Undisinfected secondary, as defined in California Code of Regulations, title 22, §60301.900

Disinfected secondary-23, as defined in California Code of Regulations, title 22, §60301.225

Disinfected secondary-2.2, as defined in California Code of Regulations, title 22, §60301.220

Disinfected tertiary, as defined in California Code of Regulations, title 22, §60301.230

Full advanced treatment, as defined in California Code of Regulations, title 22, §60320.201

Discharge:

Inland surface waters, specifying volume required to maintain minimum instream flow.

Enclosed bays, estuaries and coastal lagoons, and ocean waters.

Natural systems, such as wetlands, wildlife habitats, and duck clubs, where augmentation or restoration has occurred, and that are not part of a wastewater treatment plant or water recycling water treatment plant.

Underground injection wells, such as those classified by U.S. EPA's Underground Injection Control Program, excluding groundwater recharge via subsurface application intended to reduce seawater intrusion into a coastal aquifer with a seawater interface.

Land, where beneficial use is not taking place, including evaporation or percolation ponds, overland flow, or spray irrigation disposal, excluding pasture or fields with harvested crops.

Recycled Water Use, Monthly volume of recycled water distributed. Once all monthly data is filled out you must provide how much recycled water was distributed to each category in Section III of the annual report.

Recycled Water Producer, Monthly volume of treated water provided to a specific recycled water producer who will further treat water to a title 22 standard.

Reuse Categories:

Agricultural irrigation: pasture or crop irrigation.

Landscape irrigation: irrigation of parks, greenbelts, and playgrounds; school yards; athletic fields; cemeteries; residential landscaping, common areas; commercial landscaping; industrial landscaping; and freeway, highway, and street landscaping.

Golf course irrigation: irrigation of golf courses, including water used to maintain aesthetic impoundments within golf courses.

Commercial application: commercial facilities, business use (such as laundries and office buildings), car washes, retail nurseries, and appurtenant landscaping that is not separately metered.

Industrial application: manufacturing facilities, cooling towers, process water, and appurtenant landscaping that is not separately metered.

Geothermal energy production: augmentation of geothermal fields.

Other non-potable uses: including but not limited to dust control, flushing sewers, fire protection, fill stations, snow making, and recreational impoundments.

Groundwater recharge: surface or subsurface application, except for seawater intrusion barrier use.

Seawater intrusion barrier: groundwater recharge via subsurface application intended to reduce seawater intrusion into a coastal aquifer with a seawater interface.

Reservoir water augmentation: the planned placement of recycled water into a raw surface water reservoir used as a source of domestic drinking

Raw water augmentation: the planned placement of recycled water into a system of pipelines or aqueducts that deliver raw water to a drinking water treatment plant that provides water to a public water system as defined in section 116275 of the Health and Safety Code (Water Code § 13561).

Other potable uses: both indirect and direct potable reuse other than for groundwater recharge, seawater intrusion barrier, reservoir water augmentation, or raw water augmentation.