

PUBLIC WATER SYSTEM STATISTICS Instructions

Please return this original form by April 5, 2013 to the Department of Water Resources in the enclosed return mail envelope addressed to: **Department of Water Resources, Attention: Dong Chen/PWSS, P.O. Box 942836, Sacramento, CA 94236-0001** or email the completed form to pwss@water.ca.gov (see below). Please note any significant events in your service area that affected water use for the year on the back of the form or in the email. This could include a major change in the cost of water supplies, price change, a water supply shortage, an annexation, or new industry.

To complete the form electronically, go to <http://www.dwr.water.ca.gov/>. Click on "Administrative Corner" at the right and bottom of the web page, and click on "FORMS" on the expanded list. Click on MS Excel symbol for Form 38 – Public Water System Statistics. Choose "Save As" to save it to your computer. Input your data and save it (you may want to print a hard copy to save for yourself). **Please be sure to input your mailing information in the mailing label cell, including your public water system number and our regional office code (NRO, NCRO, SCRO, SRO).** To return to the next line while in the mailing label cell, hold down the **alt key** and press **enter**. Send an e-mail with the completed Excel file attached. The e-mail should be sent to pwss@water.ca.gov. If you like to fax the completed forms to us, the fax number to use is **(916) 651-7059**. If you have any questions, please contact Dong Chen by email at dchen@water.ca.gov or by telephone at (916) 651-9659.

Section 1 - General Information

Please check and update the information on the label. List the **names** of communities served by the system; identify both incorporated and unincorporated areas. Estimate population served at year end (December 31).

Section 2 - Active Service Connections

Please provide the number of active metered and unmetered connections at year-end. Use the definitions below to classify the connections by customer class.

Section 3 - Total Water Into the System

Please provide monthly summaries of self-produced and purchased water supplies introduced into the system. Exclude water supplies which are used for groundwater recharge or wholesaled to other agencies. If recycled or untreated water supplies are delivered, please list these monthly totals separately in the space provided.

Section 4 - Metered Water Deliveries

Please provide monthly summaries of metered water deliveries. Use the following definitions to classify the water deliveries by the different customer classes. If the summaries of deliveries to a customer class include recycled water, please check the box next to that customer class.

Customer Class Definitions

Single-family residential - Single family, detached dwellings.

Multi-family residential - Apartments, condominiums, townhouses, duplexes, and trailer parks.

Commercial / Institutional - Retail establishments, office buildings, laundries, schools, prisons, hospitals, dormitories, nursing homes, hotels.

Industrial - All manufacturing establishments.

Landscape irrigation - Parks, play fields, cemeteries, median strips, and golf courses.

Other - Fire suppression, street cleaning, line flushing, construction meters, temporary meters.

Agricultural irrigation - Irrigation of commercially-grown crops.

Please add your comments on the back of the form.