

Michigan Online Water Use Reporting

PAGE 1

DIRECT QUESTIONS AND COMMENTS TO:

Abigail Eaton
517-241-3933
eatona@michigan.gov



Environmental Stewardship Division
Michigan Department of Agricultural and Rural Development
PO Box 30017
Lansing, MI 48909

1. Welcome page

- Type in <http://www.deq.state.mi.us/wur> into your browser's address bar.
- This brings you to the *Welcome page*. Click on the MDARD logo to proceed.

2. Creating an account

- You are directed to the *Login page*.
- Click on "Create a new account." See Page 2 for further instructions.

THE WELCOME PAGE

Michigan's Water Use Reporting Program

MICHIGAN.GOV
Michigan's Official Web Site

[Michigan.gov Home](#) | [Water Use Reporting Home](#) | [Contact MDARD](#) | [Contact DEQ](#)

Welcome to the Michigan Online Water Use Reporting System

For agricultural producers, click the logo to the right to report to the Michigan Department of Agriculture and Rural Development



For all other facilities, click the logo to the right to report to the Michigan Department of Environmental Quality



[Michigan.gov Home](#) | [MDARD Home](#) | [Contact MDARD-WUR](#) | [DEQ Home](#) | [Contact DEQ-WUR](#) | [State Web Sites](#)
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LOGIN PAGE

Michigan's Water Use Reporting Program

MICHIGAN.GOV
Michigan's Official Web Site

[Michigan.gov Home](#) | [Water Use Reporting Home](#) | [Contact MDARD](#) | [Contact DEQ](#)

Login

Username

Password

[Create a new account](#)
[Forgot my password](#)

[Michigan.gov Home](#) | [MDARD Home](#) | [Contact MDARD-WUR](#) | [DEQ Home](#) | [Contact DEQ-WUR](#) | [State Web Sites](#)
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Michigan Online Water Use Reporting

PAGE 2

2: Creating an account, cont.

NEW USER PAGE:

- At the *New User page*, enter a username and password of your choice, and provide a working email address.
- Your password must be at least 8 characters long and contain at least one of each of the following: number, lower-case letter, upper-case letter, and special character.
- Hit the “Continue” button.

CONTACT INFORMATION PAGE:

- You are now directed to the *Contact Information page*. Enter your information. Anything marked by an asterisk is required.
- The Login edits section of the *Contact Information page* gives you the option to change your username or password now or in the future. Make any desired changes.
- Hit “Save/Continue” when finished.

NEW USER PAGE

Please enter the username and password you would like to use.
You may be prompted to choose another username or if your choice is not available.

New User

All the fields with * are required.

* Username:

* Password:

* Re-type password:

* E-mail address:

Continue

CONTACT INFORMATION PAGE

Contact Information

Link to Historical Data

Enter Farm Information

1

2

3

Please fill out contact information. All the fields with * are required.

*First Name:

*Last Name:

*Mailing Address:

*City:

*State:

*Zip:

*Primary Phone: (e.g. 1234567890, 1234567890X123)

Office Phone:

Cell Phone:

*Email:

Fax:

Login edits (optional)

Username:

New Password:

Re-type New password:

Save/Continue

Michigan Online Water Use Reporting

PAGE 3

3. Logging into your account

LOGIN PAGE:

- Once you have created an account, go to the *Login page*, enter your username and password, and hit “Login”.
- You will be directed to the *Contact Information page*. Update your information if needed and press “Save/Continue”.

FORGOT YOUR PASSWORD?:

- Click the “Forgot my password” link on the *Login page*.
- Enter the email associated with your account, and hit “Submit”.
- An email will be sent to that account with a temporary password.
- Login using the temporary password.
- Update your password on the *Contact Information page* under the “Login edits” section.

LOGIN PAGE

The screenshot shows the login page for Michigan's Water Use Reporting Program. At the top, there is a header with the program name and the Michigan.gov logo. Below the header, there are navigation links for Michigan.gov Home, Water Use Reporting Home, Contact MDARD, and Contact DEQ. The main content area features a 'Login' section with two input fields for 'Username' and 'Password', a 'Login' button, and two links: 'Create a new account' and 'Forgot my password'. The footer contains additional navigation links for MDARD Home, Contact MDARD-WUR, DEQ Home, Contact DEQ-WUR, and State Web Sites, along with links for Privacy Policy, Link Policy, Accessibility Policy, and Security Policy, and a copyright notice for 2001-2010 State of Michigan.

FORGOT PASSWORD PAGE

The screenshot shows the 'Forgot My Password' page. The header includes the Water Use Program logo and the Department of Agriculture & Rural Development. Navigation links for Michigan.gov Home, Water Use Reporting Home, and MDARD Home are present. The main content area is titled 'Forgot My Password' and asks the user to provide the email address associated with their account. There is an input field for 'Account E-mail address:' and a 'Submit' button. The footer contains navigation links for Michigan.gov Home, Water Use Reporting Home, MDARD Home, Privacy Policy, Link Policy, and Accessibility Policy.

4. Linking to historical data

HISTORICAL DATA:

- After you've created an account, you will be directed to the *Link to Historical Data* page.
- For MDARD to access historical water use reports, we attempt to connect users of the new water use reporting system with previous water use reports.
- You will only be asked to do this once.

SELECTING YOUR RECORDS:

- Check the box next to any of the farm addresses for which you have previously reported.
- If the system is unable to connect you to your previous records, it does not mean that you are not in the system. Please contact MDARD to let them know. You may still proceed to input your water use reporting information.
- When finished, press "Continue."

LOGIN PAGE

The screenshot shows the 'Water Use Program' interface for the Department of Agriculture & Rural Development. The page is titled 'Link to Historical Data' and is part of a four-step process. Step 2 is highlighted. The main content area contains instructions: 'In order to create a link to your previously reported data, select any of the addresses you are associated with on the right. This will provide a means for MDA to connect with your historical records. If you have any questions, please contact MDA.' To the right, there is a list of addresses with a checkbox next to the first one, 'Sparty Mascot, 1140 S. Anthony Hall, East Lansing, MI 48823'. A 'Continue' button is located at the bottom right of the main content area. The footer contains navigation links for Michigan.gov Home, Water Use Reporting Home, MDARD Home, Contact MDARD-WUR, State Web Sites, Privacy Policy, Link Policy, Accessibility Policy, and Security Policy, along with a copyright notice for 2001-2010 State of Michigan.

5. Farm information

FARM REPORTING OPTIONS:

- You may report multiple farms by their pumps under one “umbrella” farm or you may choose to report multiple farms on a farm by farm basis.
- If you are reporting multiple individual farms, make sure to add all of your farms before moving forward to add your pumps.

ENTERING FARM INFORMATION:

- All users entering data into the new water use reporting system for the first time must completely enter all of their farm information and withdrawal data into the system.
- This will *not* have to be done in subsequent reporting years, unless new farms are acquired with high capacity pumps.
- Enter a farm name and address and press “Save Farm.” As shown to the right, you will be prompted to add more farms if needed.
- When finished adding all farms, hit the “Done Adding Farms” button.

FARM INFORMATION PAGE

Water Use Program
Department of Agriculture & Rural Development

MICHIGAN.GOV
Michigan's Official Web Site

[Michigan.gov Home](#) | [Water Use Reporting Home](#) | [MDARD Home](#) | [Contact MDARD-WUR](#) | [Logout](#)

Contact Information Link to Historical Data **Enter Farm Information** Enter Pump/Well Information

1 2 **3** 4

Since this is the first time you are reporting through the new system you must provide information about your farm(s) and pump(s). Please add your farm(s) using the form below. All the fields with * are required.

Farm Information

*Farm Name:

Street address is same as contact information

*Street Address:

*City:

*State:

*Zip:

List of Farms:


SUCCESSFULLY ADDED FARM

Successfully added farm *Dairy Farm*.

Would you like to add another farm?

6. Pump information

ENTERING PUMP INFORMATION:

- After you enter all of your farm information, you are directed to the *Pump Information page*.
- Select a farm name from the farm drop-down menu, enter the necessary information including your Water Withdrawal Assessment Tool (WWAT) Registration Number if it is a newly registered pump, and select a pump location (see the next page).
- Make sure the pump capacity is correct. You will not be able to edit it later.
- Click the  icon if you have questions about a certain input.
- Hit "Save Pump." You will be prompted to add more pumps if needed. Click "Done Adding Pumps" when finished.
- A message will prompt you to confirm you are ready to move on and input water use for your pumps. Click "Yes, Continue" unless you need to add more pumps.

PUMP INFORMATION PAGE

Water Use Program
Department of Agriculture & Rural Development

Michigan.gov Home | Water Use Reporting Home | MDARD Home | Contact MDARD-WUR | Logout

Contact Information | Link to Historical Data | Enter Farm Information | Enter Pump/Well Information

1 2 3 4

You have successfully added information about your farm(s). Please provide information about the pumps located at the farm(s) using the forms below. All the fields with * are required.
If you make a mistake on this page, edits and deltions can be made at the end of this initial data gathering.

List of Pumps:

Pump Information

*Farm Name: Dairy Farm
*Pump Name: 1
*County: Ingham
*Township: East Lansing
*Current Status: Active
*Capacity: 700 GPM
WWATID: 12-3456078-90
*Source: Ground Water

Pump Location: (type below or use the map at right)

Dec. Degrees: °
Deg. Min. Sec.: °
Deg. Min. Dec.: °
Latitude (Y): 42.704799
Longitude (X): -84.477868

Save Pump

Done Adding Pumps

Map

Expand Map | Get Lat/Long

CONFIRM PUMP INFORMATION

Please review the pumps you just added to your farms:

Farms	Pumps
Dairy Farm	- Pump 1
	- Pump 2
	- Pump 3

Are you ready to leave this page and begin inputting use for these pumps?

No, I need to add more pumps | Yes, continue

Michigan Online Water Use Reporting

6. Pump information, cont.

SELECTING PUMP LOCATION:

- Enter the latitude and longitude of the pump as it has been previously reported. You may choose to report in 1) Decimal Degrees; 2) Degrees, Minutes, Seconds or 3) Degrees, Minutes Decimal.
- The pump will appear on the map as a push-pin. This also allows you to verify that the location of the pump as reported is correct.
- If you have not reported and do not know the latitude and longitude of the pump, you can click the “Get Lat/Long” button under the map.
- The map expands. Pan the map to find your pump location and hit the “Get Lat/Long” tab in the top left-hand corner of the screen. Place the crosshairs at the pump location and click once. Click OK when you have the correct coordinates. A message will indicate that the coordinates have been changed. Click OK again.
- Hit “Close” at the left of the screen to return to the *Pump Information* page.

PUMP INFORMATION PAGE

SELECT PUMP LAT / LONG ON MAP

7. Water use information

EDITING FARM/PUMP INFORMATION:

- You can still add/delete farms or pumps, or edit existing information from this page. If desired, you should do so before you enter water use data.
- To add a farm or pump, click the “Add New Farm” or “Add New Pump” button.
- To edit information, select the appropriate farm or pump, correct the information, and hit “Save Farm” or “Save Pump.”
- A green box reading “Farm record saved” or “Pump record saved” will indicate you successfully saved the information.

EDIT FARM/PUMP INFORMATION

Farm Information

Farms: Dairy Farm

Farm Name: Dairy Farm
Street: 100 Farm Lane
Address: 100 Farm Lane
City: East Lansing
State: Michigan
Zip: 48823

Map

Pump Information (for farm Dairy Farm)

Pumps: Pump 1

Pump Name: Pump 1
County: Ingham
Township: East Lansing
Capacity: 700 GPM
Source Code: Ground Water
WWAT ID: 12-3456078-90

Location (type in below or use Map above)

Dec. Degrees:
Deg. Min. Sec.:
Deg. Min. Dec.:
Latitude (Y): 42.704799
Longitude (X): -84.477868

7. Water use information, cont.

ENTERING WATER USE INFORMATION

- Select the appropriate farm and pump to report water volume and use. You can select the farm or pump by using the drop-down menus or the “Next Pump” or “Previous Pump” buttons where applicable.
- Specify the pump’s current status from the drop-down menu. If you did not use the pump this year you may indicate so here.
- Report the water volume in gallons or acre inches for each month. If reporting in acre inches, do not report inches multiplied by acreage – the system will do this calculation for you and convert to gallons. As a rule of thumb, the number of inches per month reported should normally not exceed twelve (12).
- Indicate the type of water use using the drop-down menus and note the acreage for all irrigated uses.
- When finished, hit the “Save” button for that pump, and repeat this process until you’ve added water use data for every pump.

EDIT FARM/PUMP INFORMATION

ENTER WATER USE INFORMATION

8. Submitting your report

SUBMIT REPORT BUTTON:

- Click "Submit Report" once you have added all of your water volume use data for all pumps under all farms.

SPECIFYING CONSERVATION PRACTICES:

- You will be prompted by a message asking you to specify conservation practices. Click the button.
- Check off any practices that apply to your farm. If none apply, leave it blank. Hit "Save Selections."

REVIEW YOUR REPORT:

- You will be prompted with a message containing a link to review your report before you officially submit it.
- View the link and double check that your information has been input correctly. **You will not be able to modify your water use for the reporting year after you have submitted your complete report.**

OFFICIAL SUBMISSION:

- Cancel the submission if you find errors in the report and edit your information. Otherwise, check the required box and hit "Yes, Submit Report." You will be prompted to either logoff or print your report.
- If you happen to submit a report in error, or have questions or concerns, please contact Abigail Eaton at MDARD (eatona@michigan.gov).

SPECIFY CONSERVATION PRACTICES

2010 WATER USES AND CONSERVATION PRACTICES
(Submitted in accordance with P. A. 451 of 1994, MCL 324.32708)

Conservation Practices Implemented

The Water Use Reporting Law requires farms reporting their water use to the MDA to include applicable water conservation practices, and an implementation plan for those practices. Please check all boxes that represent conservation practices used on your farm. The practices listed are found in the Generally Accepted Agricultural Management Practices (GAAMPS) for Irrigation Water Use. For more information, please visit <http://michigan.gov/mda>. Click on Farming; next, click on Environment; and then click on GAAMPS.

Reporting Year: 2012

System Management

Determine all water applications accurately

Monitor pumping plant efficiency

Evaluate the irrigation system uniformity

Maintain the irrigation system in good working condition

Operate sprinkler systems to minimize drift and off-target application

Ensure sprinkler nozzle/drip applicator flow rates are matched to the infiltration rate of the soil

Record Keeping

For each crop irrigated, keep records on the crop type and location

Keep records on the source of the water used

REVIEW REPORT

Michigan Department of Agriculture
2012 Water Use Report (pending submission)

Contact Information

Name: Sparty Mascot
Address: 100 Farm Lane
East Lansing, MI 48823
Phone: 1234567890
Email: youngla9@msu.edu

Water Use Information

Farm Name: Dairy Farm
Farm Address: 100 Farm Lane
East Lansing, MI 48823
of Pumps: 3

1. Pump Name: Pump 1
Unique ID: 45
County: Ingham
Township: East Lansing
Latitude: 42.704799
Longitude: -84.477868
Source: Ground Water
Capacity: 700 GPM

2012 Status: Active
2012 use: 28,232,000 gallons

2012 monthly use (gallons):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	0	0	0	4,544,000	6,048,000	6,552,000	7,056,000	4,032,000	0	0	0

OFFICIAL SUBMISSION

You are about to submit your Water Use Reporting for 2012. Once you submit, you will not be able to go back and edit use information for 2012. You will be able to add farms and pumps to your profile, but you will not be able to report use for those pumps for 2012. If you have more farms and/or pumps to report on, click 'Cancel Report Submission' below and add them to your profile.

Click the link below to view all the information that will be submitted:
[2012 water use report \(pending submission\)](#)

NOTE: If the values in the report do not match what you input on the underlying forms, it is likely that those values have not been saved on the system. Click 'No, cancel submission' below and press 'Save' where appropriate. Then review the report again.

I have reviewed applicable water use conservation measures; and, to the best of my knowledge, all of the information I am submitting in this water use report is true and accurate.

Would you like to submit the report?