

Instructions for Completing Non-Totalizing Report Form

This report form is for all open channel measurements. The form may also be used for closed conduit measuring devices which do not totalize volume. Supplemental forms must be completed for open channel measurements which are based on rated sections or rated structures.

A label has been attached to page 1 of the report form which identifies the diversion name or facility, source of water, and water right owner or contact name. The water right owner name may be blank if there are multiple water right holders from the same diversion. The diversion or facility name describes either the name of the diversion (*i.e.*; *Bell Ditch*), or the name of the diversion facility (*i.e.*; *Idaho Trout Co. Hatchery at Billingsley Creek*). The label must remain attached to the form.

Section I: Please use this section to identify the current water right owner. If the current owner is a new owner within the last 12 months, please list the former or original owner in the space provided. If a person other than the water right owner is submitting the report and/or is the person who should be contacted regarding measurement of this diversion, please identify that person and his or her address and phone number in the space provided under 'Operator or Contact Person'.

Section II: This section may be used to show daily diversion rates. **Each diversion must be measured and recorded at least once per week** (once every seven days) or more frequently if conditions change or diversion adjustments are made. All flows must be recorded in cubic feet per second (CFS). **Weekly measurements and recordings must be made unless IDWR or the measurement district has authorized a different schedule.** Record the diversion flow rate on this form for each day a measurement is taken. Daily flows may be recorded if the user wishes or is already measuring on a daily basis. A flow rate of 0 (zero) cfs should be entered for any day where water is not diverted. Total annual flow and volume will be computed by IDWR or the district. **IDWR will assume constant flow rates between measurements.**

Section IIIA: Please use this section to describe the type of measuring device or devices being used. *Example: 'A six foot contracted Cippolletti weir installed in ditch approximately 100 feet below headgate.'* An additional description may be required for more complex measurements, or for multiple measuring devices from the same source. *Example: 'Three separate four foot suppressed rectangular weirs, and two separate five foot contracted rectangular weirs installed in outflow of fish hatchery raceways. Measurements at these five weirs are combined to account for total diversion from Spring Creek as reported in Section 2 of this report.'*

Section IIIB: For seasonal use (*i.e.*; irrigation), or diversions/use made during only part of the year, please show the beginning (turn-on) and ending (turn-off) diversion dates for annual period of use. Short periods of non-use within the season should be shown on the log sheet as 0 (zero) cfs daily flow rates.

Section IIIC: Attach copy of measuring device table if this is the first year of reporting or if you have not previously submitted a measuring device table to IDWR with a previous water measurement report. (*Submittal of tables in future years will be required only if existing measuring device has been changed or re-rated, or if a new measuring device has been installed.*)

Section IV: Use this space to submit additional explanation or any comments pertaining to your measurements.

Section V: Affix signature, title and date in space provided and submit \$25 report processing fee with report.

