

Appendix J

Water Rights Evaluation





Water Right Self-Assessment Form for Water System Plans

331-372 • 1/13/2017

All water right permits, claims, and certificates must be evaluated in a water right self-assessment for all sources used to supply the water system. The self-assessment compares the parameters and other limitations of existing water rights against current and forecasted water production, as described in your water system plan, to determine whether the rights are adequate to serve your system's current and future water needs.

You must account for all sources of supply and total quantities of water withdrawn from the source. If you purchase water from another purveyor through a non-emergency intertie, you must complete the INTERTIES section of the self-assessment.

A Note on Exempt Wells

If you're seeking DOH approval of a new Group A or Group B water system using an exempt well, you must complete the self-assessment, although certain fields will not apply. Talk to your DOH regional planner about using the Water Right Self-Assessment form for a Small Water System Management Program instead of this version.

Local governments must ensure that an adequate potable water supply is available from the exempt well before issuing a building permit. Before developing a permit exempt well, check with your local authorities on their criteria for establishing an adequate potable water supply for your planned public water system.

Water Right Parameters

Below is a brief description of the parameters associated with a typical water right. For the self-assessment, you only need to describe the last two bulleted items if they apply to your water rights.

Source Type – this refers to whether the source is surface water, groundwater or a spring.

Source Location – this refers to the location of points of groundwater withdrawal or surface water diversion for each right.

Purpose of Use – this refers to the type of use, such as municipal water supply, community domestic, industrial or agricultural purposes.

Place of Use – this describes where water can be put to beneficial use under the right. Under the 2003 Municipal Water Law, RCW 90.03.386, the place of use for a water right held for municipal water supply purposes may be the system's service area as identified in an approved water system plan or small water system management program.

See [Ecology Policy 2030](#) for information on how Ecology administers the Municipal Water Law.



If you need this publication in an alternative format, call 800.525.0127 (TDD/TTY call 711). This and other publications are available at www.doh.wa.gov/drinkingwater.

Period of Use – this refers to time-of-year limitations in which the water right may be put to use. If any water right has a time-of-year limitation, please include this information in the INTERRUPTIBLE WATER RIGHTS section.

Provisions or Limiting Conditions – this refers to any provisions or conditions placed on the water right. If a water right has a limiting condition or other provision, such as a collection and reporting requirement, other than a time-of year limitation, include this information in the ADDITIONAL COMMENTS section at the bottom of the self-assessment and in the water system plan narrative.

See [Ecology Policy 1040](#) for more information on water right terminology. If you have questions about your water rights, please contact the Ecology regional office in your area.

Completing the Water Right Self-Assessment Form

The self-assessment is a Word document to allow users to make changes or to expand the document. You may use another format, if preferred, as long as all required information is included. Below is a description of all fields and how to complete them. This form is divided into four different sections. Each section is described in the headings below.

See the column identifiers (A, B, C, etc) at the bottom of each column for guidance in completing the necessary calculations.

Water Right Permit, Certificate, or Claim Number: This number is assigned by Ecology when a permit application is filed. It's listed at the top of the permit or certificate. For water right claims, this is the registration number stamped in the lower left hand corner of the claim form.

WFI Source #: Identify the individual sources (e.g. well #1, well #2) as defined on the DOH Water Facilities Inventory form. If a water right is associated with multiple sources, list all sources in the same row in this column. If a source is associated with multiple water rights, identify each water right on a separate row.

If you have any source(s) that is not currently being used (categorized as standby, back-up, or emergency), and the source has an associated water right that is not listed in column #1, please include the source and water right information in the ADDITIONAL COMMENTS section. This will identify that the source is still intended for a beneficial use under RCW 90.03.015(4). See [Ecology Policy 1040](#).

EXISTING WATER RIGHTS SECTION *(olive green color, top section)*

This section refers to existing water rights. It does not include any water right applications that have been submitted to Ecology.

Primary Qi (Instantaneous Quantity): This is also known as instantaneous flow rate. It's the amount of water allowed to be taken under the right from the source during a period of peak operation. For surface water, this is generally expressed in terms of cubic feet per

second (cfs). For groundwater, this is generally expressed in terms of gallons per minute (gpm). One cfs equals 448.8 gpm. Please indicate the units of measurement you are using for each source. If there are situations where the flow rate will be limited (e.g. limitations established on the source when other sources are utilized), please note them in the ADDITIONAL COMMENTS section in the form and in the WSP narrative.

Non-Additive Qi: This term was formally known as “supplemental.” Your water rights may use the old terminology. See [Ecology Policy 1040](#) for more information. Not all water rights have non-additive quantities. If a water right has non-additive Qi quantities, include the non-additive quantity in this field. This is generally listed in the “quantity, type of use, period of use” section on both permits and certificates. *Non-additive quantities should not be included in the primary Qi totals.*

Primary Qa (Annual Quantity): This is the amount of water that can be taken from the source under the right on an annual basis. It’s usually expressed in terms of acre-feet. An acre-foot is the amount of water necessary to submerge an acre of land to a depth of one foot. One acre-foot equals 43,560 cubic feet or 325,851 gallons of water.

Non-Additive Qa: This term was formerly known as “supplemental.” Your water rights may use the old terminology. See [Ecology Policy 1040](#) for more information. Not all water rights have non-additive quantities. If a water right has non-additive Qa quantities, include the non-additive quantity in this field. This is generally listed in the “quantity, type of use, period of use” section on both permits and certificates. *Non-additive quantities should not be included in the primary Qa totals.*

CURRENT SOURCE PRODUCTION SECTION *(light green color, top section)*

This section refers to how much water is withdrawn from the source under each water right for the most recent full calendar year. You will need to determine any excess or deficiency for each water right after calculating how much water was withdrawn compared to how much water is allowed under each water right. If demand has decreased over past years, you may wish to include historic maximum production information in the ADDITIONAL COMMENTS section. This will provide a more complete picture of the use of your water rights.

Use the water use data and demand projections from your water system plan to define current and projected water needs. You can determine if you’ll need additional water rights based on the comparison of existing water rights, current water production, and projected 10- and 20-year needs.

Total Qi (Instantaneous Quantity): This refers to the total maximum instantaneous flow rate withdrawn from the source under each water right during the most recent calendar year. For surface water, this is expressed in terms of cubic feet per second (cfs). For groundwater, this is expressed in terms of gallons per minute (gpm). One cfs equals 448.8 gpm.

Current Excess or Deficiency (Qi): Please calculate the excess or deficiency for each water right after comparing the total amount withdrawn against each water right. Please use parentheses for deficient amounts.

Total Qa (Annual Quantity): This refers to the total volume of water withdrawn from each source under each water right during the most recent calendar year. It's usually expressed in acre-feet.

Current Excess or Deficiency (Qa): Please calculate the excess or deficiency for each water right after comparing the total amount withdrawn against each water right. Please use parentheses for deficient amounts.

10-YEAR FORECASTED SOURCE PRODUCTION SECTION *(light blue color, top section)*

This section refers to how much water you project to withdraw from each source in ten years as determined in your water system plan. Please complete this section in the same manner (using the same units of measurement) as the current source production section using your 10-year forecasted amounts.

20-YEAR FORECASTED SOURCE PRODUCTION SECTION *(darker blue color, top section)*

This section refers to how much water you project to withdraw from each source in twenty years as determined in your water system plan. Please complete this section in the same manner (using the same units of measurement) as the current source production section using your 20-year forecasted amounts. If you are unable to provide 20-year forecasts for each source, you may choose to include the combined 20-year total at the bottom.

PENDING WATER RIGHTS SECTION *(second section of form)*

Please complete this section for any water right applications that have been submitted to Ecology. Please include the application number, whether it's a new or a change application, the date submitted, and the total quantities requested.

INTERTIES SECTION *(third section of form)*

This section must be completed by purveyors who purchase any amount of wholesale water. If your system sells water to another public water system, include the quantity sold in the CURRENT SOURCE PRODUCTION section.

Purchasers of wholesale water must account for all water obtained through the intertie for non-emergency supply purposes. This is to ensure that all sources of supply are considered when evaluating whether new water rights are needed within 20 years.

Please identify the maximum quantity of water, expressed in the same manner as the above sections, allowed under each intertie contract. If there are limiting conditions or temporary

agreements that effect the long-term use of the intertie, you must account for such limiting conditions when evaluating the current and forecasted water supply needs in your water system plan.

Finally, purchasers of wholesale water are responsible for ensuring that the underlying water right (held by the purveyor selling water) are adequate for such use. You should confirm that the selling system has accounted for the wholesale area in their water system plan to ensure that the water right authorizes the distribution of water through the intertie.

INTERRUPTIBLE WATER RIGHTS SECTION *(bottom section of form)*

This section refers to water rights that have an annual time-of-year interruption. Please complete this section for any water right listed in the above fields that has a time-of-year interruption. Please include the water right number, describe the limitation, and the time period of interruption. Purveyors with interruptible rights should develop a water shortage response plan as part of their water system plan to describe how demand will be met during periods of interruption through aggressive demand-side conservation, fixing leaks or other means.

ADDITIONAL COMMENTS SECTION *(bottom section of form)*

If the system has any source that is not currently being used on a regular basis (such a source may be categorized as stand-by, back-up, emergency), you should identify the source in this section if the source has an associated water right that is not listed in the above sections. The purpose is to identify that such water rights are still intended for a future beneficial use as required under RCW 90.03.015(4). See Page 2, Item 9 (b) in [ECY Policy 2030](#). For these water rights, please briefly describe the future intended use of the source and when you expect to utilize the water right. This does not refer to sources categorized as seasonal sources.

You should also include any other comments in this section that will explain aspects of your water right portfolio that are not identified above.

