Instructions for Validated Water Audit Submittal to DWR

You will receive 4 files from the Water Loss TAP.
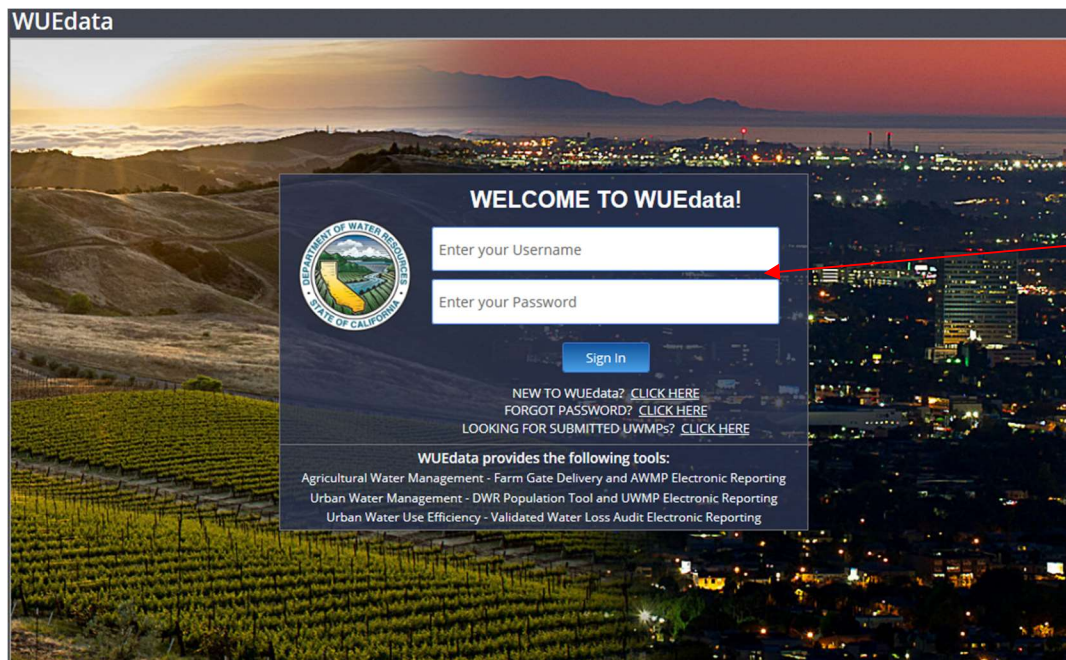
- Certified Validation Report **Item 1** in PDF format   (include in DWR submittal – see Step 5)
- Certified Validation Report **Items 2 & 3** in WORD format (include in DWR submittal – see Step 1 and 5)
- Validated Water Audit in .XLS format   (include in DWR submittal – see Step 5)
- Validation Review Notes in PDF format   (*DO NOT* include in DWR submittal)

Step 1: Complete your Certified Validation Report

Item 1 is already completed and provided to you by your validator (in PDF format). Items 2&3 – <u>you</u> complete this part on the template provided to you by your validator (in Word format). Once completed, print the Word doc for an executive's signature as noted, and **scan/combine items 1-3 (first 2 bullets noted above) into a single PDF**.

Step 2: Go to DWR Upload Portal

https://wuedata.water.ca.gov/secure/login_auth.asp

Use the same login credentials from your Urban Water Management Plan submittal.
Follow the help options below the blue sign in button if you have any trouble.

Note: The Water Loss TAP doesn't have access to this system and won't be able to assist you with this step!

Water Use Efficiency Data (WUEdata)

Main Menu

DWR Population Tool	Urban Water Management Tools
DWR's Population Tool allows urban water suppliers to more accurately calculate their population using GIS and census data.	The UWMP Tool allows urban water suppliers to electronically submit their Urban Water Management Plans (UWMPs) to DWR.
👤 Launch Population Tool	**⊞ Launch UWMP Tool**
Validated Water Loss Audit Report Tool	**Agricultural Water Management Tools**
The Validated Water Audit Report Tool allows water suppliers to electronically submit their AWWA v5 Worksheet and Certified Validation Report to DWR.	The AWMP Tools allow water suppliers to electronically submit Farm Gate Delivery data and Agricultural Water Management Plans (AWMPs) to DWR.
⊞ Launch Water Audit Tool	**⊞ Launch AWMP Tools**

Step 3:
Click here

WUEdata - Water Audit Tool

WELCOME TO THE VALIDATED WATER LOSS AUDIT TOOL

This tool is for the online submittal of validated water loss audits by urban retail water suppliers, as required by Section 10608 of the California Water Code. It is also allowed for use by wholesale water suppliers on a volunt

Please
below

Use the search form below to link urban water suppliers to your WUEdata account.

Water Supplier Search: [Close Window]

Begin searching by entering a partial name - for example "Los Angeles". Enter more terms to narrow your search. Click the correct supplier in the search results.

If you are unable to find your Water Supplier, please contact the WUEdata Help Desk.

[   ] Search

After s   part
Valida

If you need assistance, please contact the WUEdata Help Desk.

Launch the Water Audit Tool using the Agency Below: Add Water Supplier

Water Supplier Name		
No are linked to your WUEdata account.		

Step 4:
Search for your utility. If you're already setup in the system from your UWMP submittal, it should recognize you. If not, allow at least a 24 hour lead time for the system to process your request before you can proceed with the submittal. Contact help desk if you have questions.

Note: The Water Loss TAP doesn't have access to this system and won't be able to assist you with this step!

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VALIDATED WATER LOSS AUDIT SUBMITTAL INSTRUCTIONS

Online submittals of validated water loss audits by urban retail water suppliers are to be performed by loading two separate files, as required by Section 700.5 of the California Code of Regulations. Specifically, the two part report should include the following:

AWWA v5 Spreadsheet: An operating Excel spreadsheet with system-specific data entered into each field of the AWWA Free Water Audit Software version 5.0 worksheets, with a DVS.

Certified Validation Report: This component must include the following:

1. A statement confirming the Level 1 validation, including: the validation findings, the water audit validator's qualifications, and the date of the Level 1 validation review.
2. Information identifying steps to increase the validity of data and reduce the volume of apparent losses and real losses, as informed by the annual validated water audit.
3. The following Water Loss Audit Certification Statement, signed by the chief financial officer, the chief engineer or the general manager of an urban retail water supplier:

"This water loss audit report meets the requirements of California Code of Regulations Title 23, Division 2, Chapter 7 and the California Water Code Section 10608.34 and has been prepared in accordance with the method adopted by the American Water Works Association, as contained in their manual, _Water Audits and Loss Control Programs, Manual M36, Fourth Edition_ and in the Free Water Audit Software."

If you need assistance, please contact the WUEdata Help Desk.

	FILE PATH	
AWWA v5 Spreadsheet:		Browse...
Certified Validation Report (PDF):		Browse...

Reminder from Step 1:
Item 1 is already completed and provided to you by your validator (in PDF format)

Items 2&3 – **you complete this part on the template** provided to you by your validator (in Word format) Once completed, print the Word doc for an executive's signature as noted, and scan/combine items 1-3 into a single PDF.

Step 5:
Upload 2 files:
1) Validated Water Audit in .XLS format

2) Certified Validation Report as a single (combined) PDF of items 1-3 noted above

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