Filling Out & Submitting Your Quarterly Pumpage Report

Step 1: Navigate to https://haysgroundwater.com/
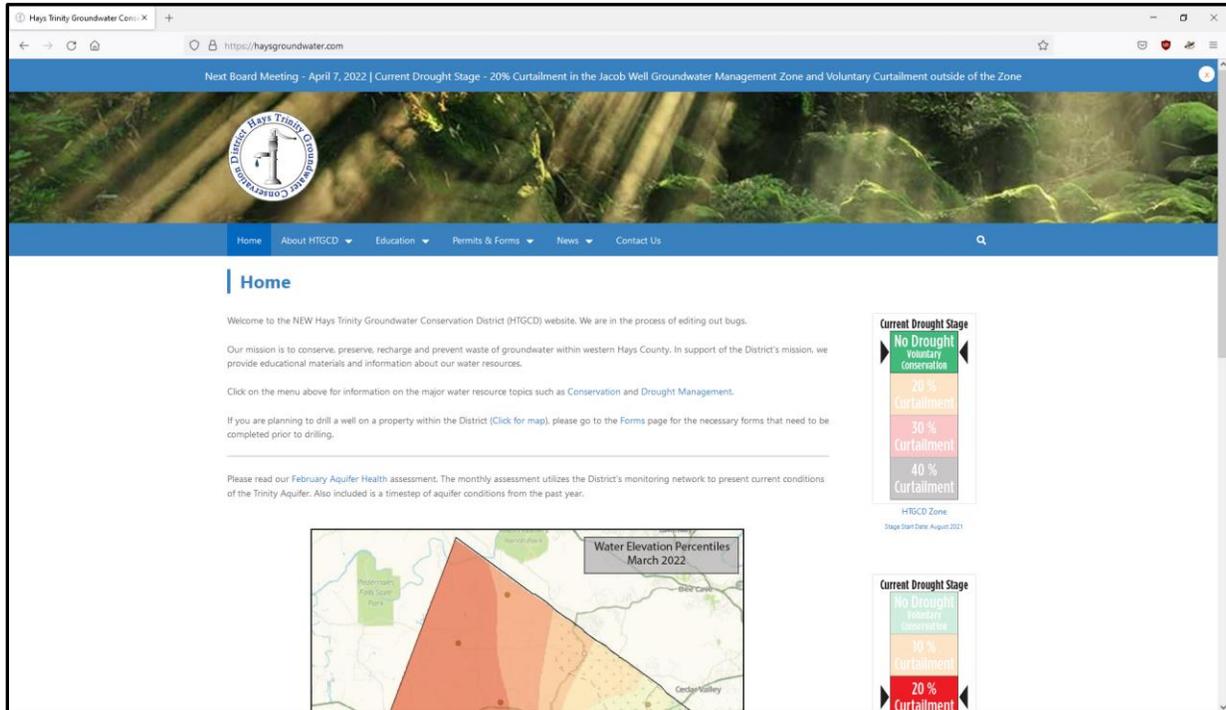
Step 2: Scroll to the bottom of the page and find the Login panel. Enter your credentials and log in.
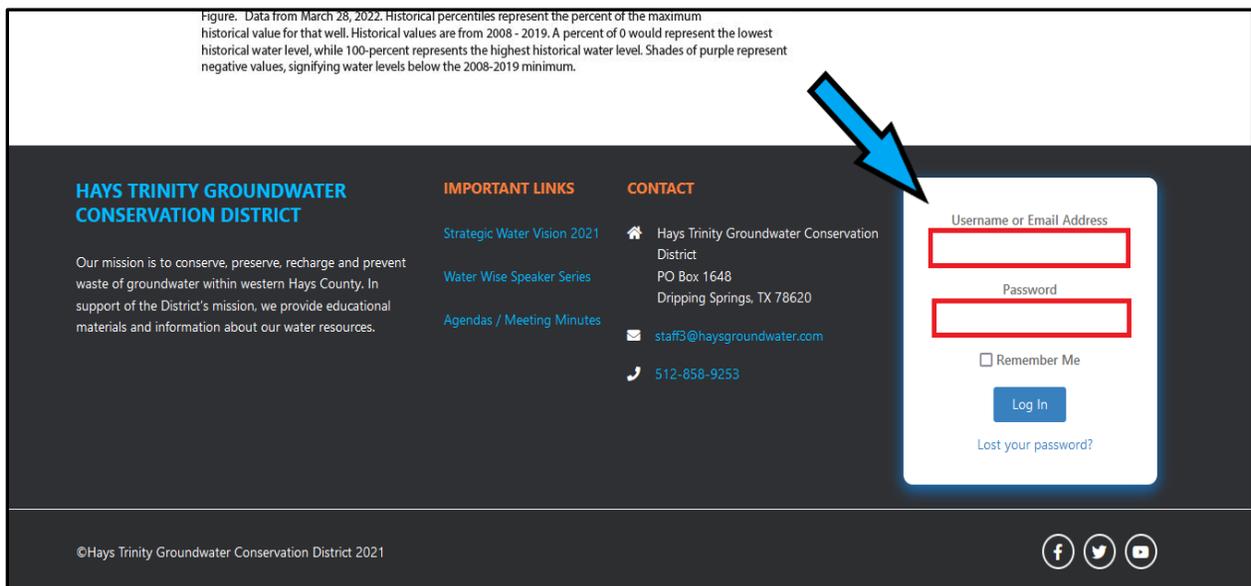
Step 3: You will be directed to the Quarterly Pumpage Report page. Select your permit from the "Permit Holder" dropdown list, then the correct year & quarter from their respective drop-down lists. Click the "Go" button to pull up the blank report.

* YOU MUST CLICK "GO" BEFORE FILLING OUT THE REST OF THE REPORT. *

Step 4: OPTIONAL – If you keep track of water level in your well(s), fill out the boxes in the "Water Level Information" field. The well names will appear automatically.

Step 5: Fill out the first 3 rows of the report. "Groundwater Pumped Total" is the monthly usage gathered from your meter readings. "Other Water Sources" is any water from a source other than groundwater, like trucked in water (if zero, leave this field blank). "Sold / Used" is total water sold and used for the quarter, including groundwater. The "YTD Totals" & "Qtr Totals" columns will be filled in automatically, along with the "Loss" & "Loss Percent" rows below.

	YTD Totals	Qtr Totals	January	February	March
Ground water Pumped Total			1254877	2974446	1533874
Other Water Sources					
Sold / Used			1205784	1417881	1466223
Total # Service Connections					
New Service Connections					
Notes / Comments, New Connection Address					
Loss		1673309	49093	1556565	67651
Loss Precent		29.03%	3.91%	52.33%	4.41%
Explain Loss					

Save Print

Step 6: Fill out the "Total # Service Connections" row, even if no new connections have been made. The "New" row can be left blank if there are no new connections.

TEST WELL — 152.3 — 01 / 03 / 2022 | 164.1 — 02 / 01 / 2022 | 170.9 — 03 / 02 / 2022

	YTD Totals	Qtr Totals	January	February	March
Ground water Pumped Total		5763197	1254877	2974446	1533874
Other Water Sources					
Sold / Used		4089888	1205784	1417881	1466223
Total # Service Connections			2	2	2
New Service Connections					
Notes / Comments, New Connection Address					
Loss		1673309	49093	1556565	67651
Loss Precent		29.03%	3.91%	52.33%	4.41%
Explain Loss					

Save Print

Step 7: Fill out the comment section if you have anything else to note. If the loss percentage for any given month is above 15%, you'll need to provide an explanation as to why in the "Explain Loss" row.

Step 8: Review the information you've submitted. If everything is accurate, click the "Save" button. If the report was submitted successfully, a green box will appear on the right side of the screen with the message: "Pumpage Report Updated Successfully".