

Making Conservation a Way of Life Reporting Form

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To ask questions:

- Put your questions in the Q&A box. We will address as many as we can during this hour
- If we don't get to your question, please email our inbox at waterconservation@waterboards.ca.gov
- We will also have virtual “office hours” on November 18th (check our listserv announcements for the registration link)

Making Conservation a Way of Life

Big picture: AB 1668 and SB 606

- Response to drought and climate change
- Shared recognition that:
 - Targets based on percent reductions were unfair
 - Water efficiency is crucial to water resilience
 - Conservation does more than save water
 - What gets measured, gets managed
 - We can't waste water
- Department and the State Water Board directed to carry out this nuanced (and complex) framework

*"By comparing the amount of water actually used in the previous year with the **urban water use objective**, local urban water suppliers will be in a better position to help eliminate unnecessary use of water; that is, water used in excess of that needed to accomplish the intended beneficial use."*

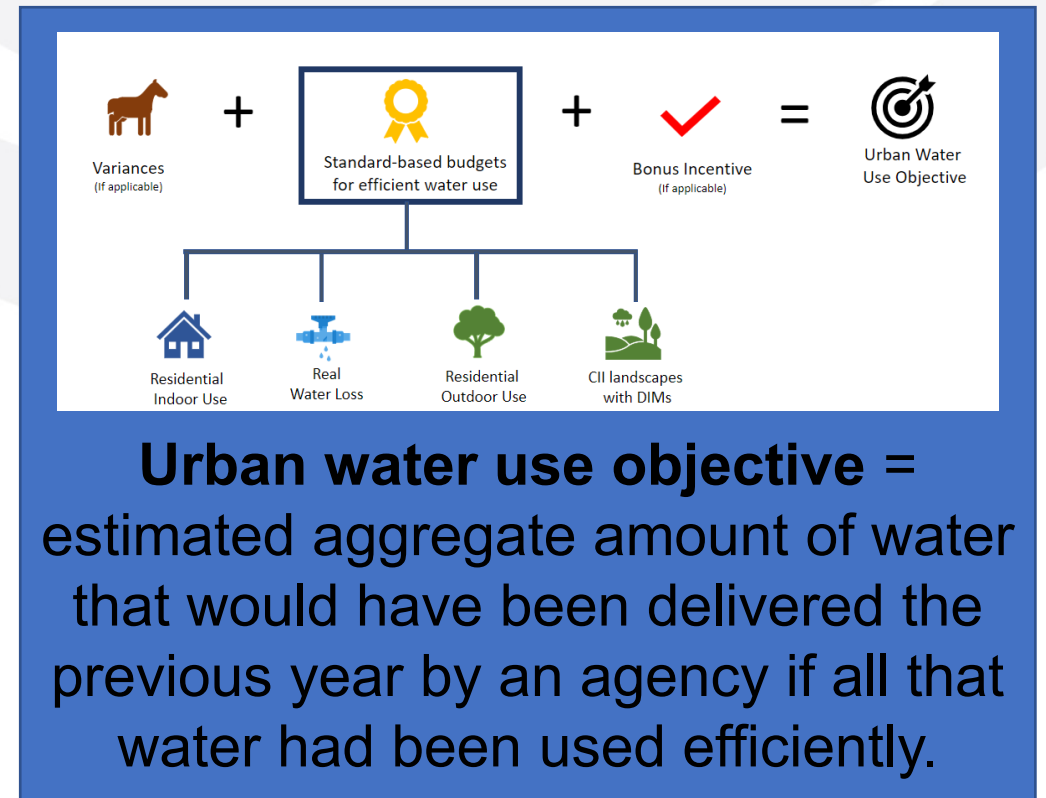
- California Water Code 10609(a)

Making Conservation a Way of Life

Big picture: what does the regulation do?

Regulation establishes:

- Efficiency standards for urban water use.
- Formulas to calculate standard-based budgets and urban water use objectives.
- Performance Measures for Commercial, Institutional, and Industrial (CII) water use
- **Annual reporting requirements**

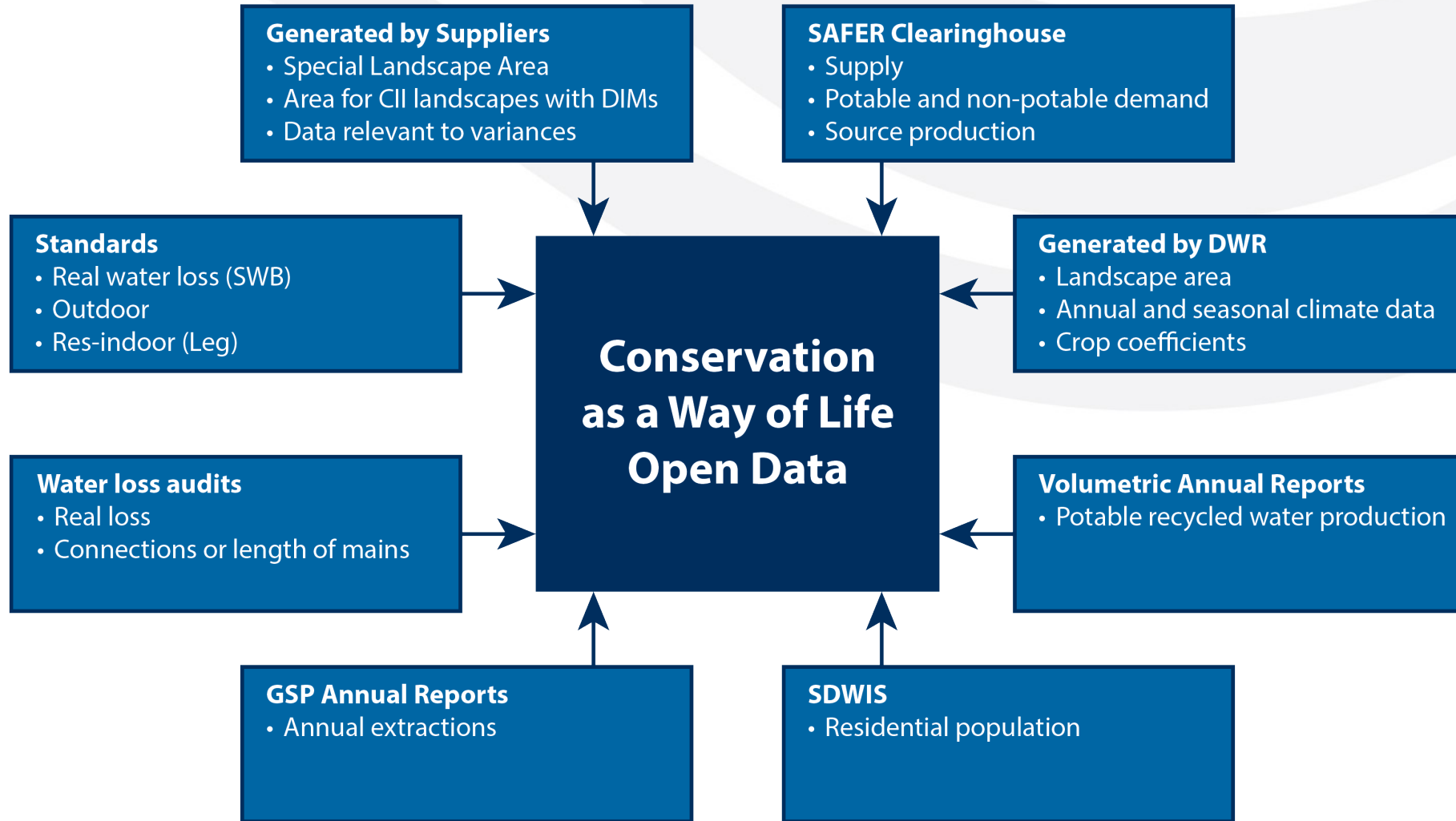


Regarding reporting....

What does the regulation do?

- Establishes that the State Water Board will provide a **machine-readable form**
- Identifies:
 - **What** shall be reported (e.g., residential population)
 - **Which** data shall be used (e.g., res-pop in SDWIS)

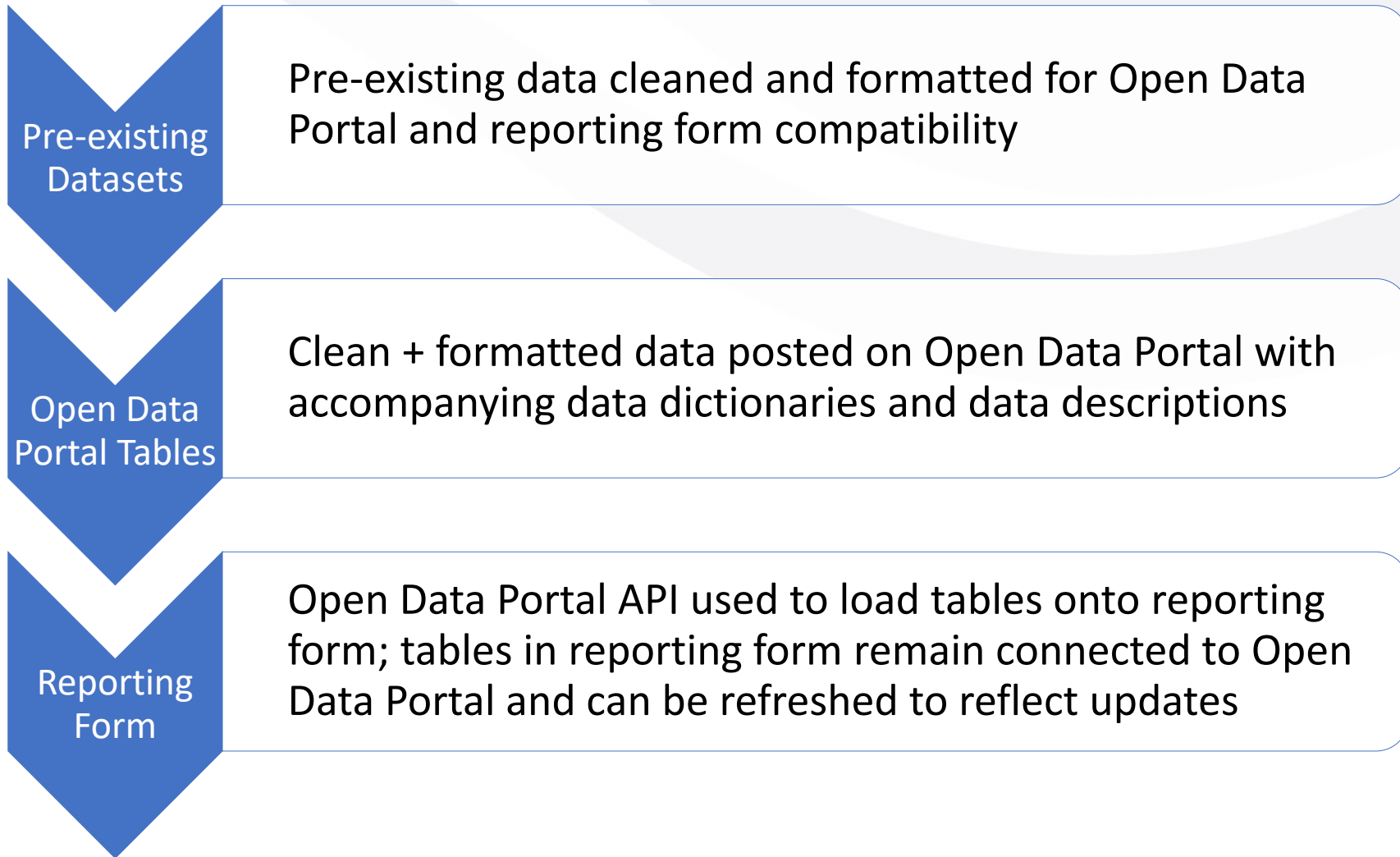
Data streamlining vision



QR Code for Open
Data Portal dataset

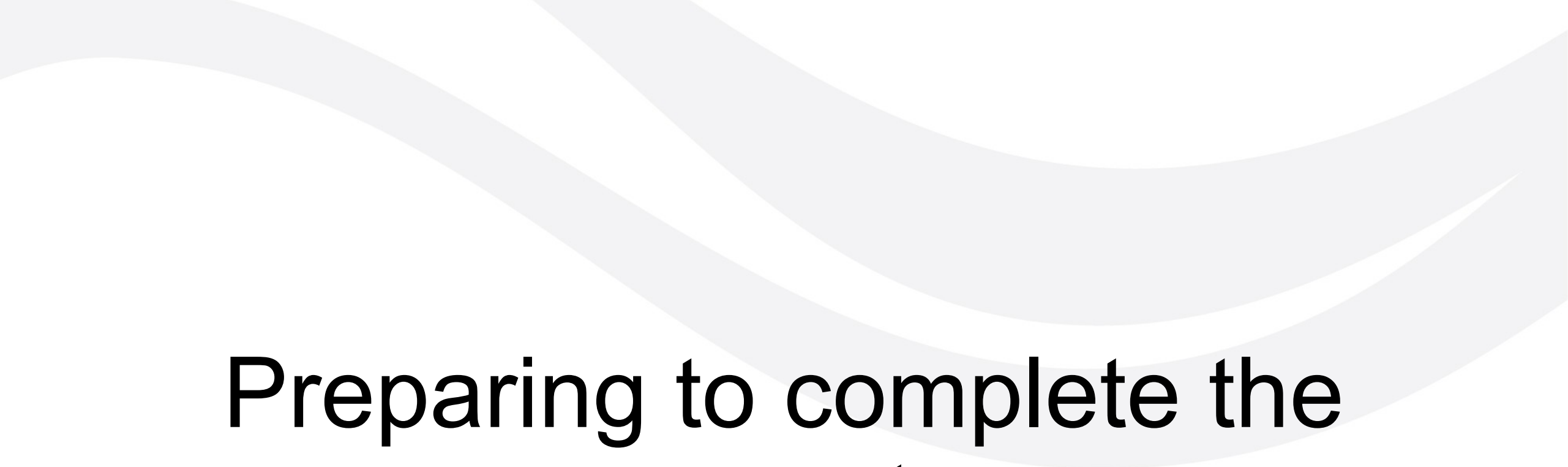


State Water Board data streamlining workflow



QR Code for Open
Data Portal dataset



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Preparing to complete the report

Where to find the reporting form and other materials

- Materials located on regulation web page
 - Guidance materials and FAQs
 - Reporting form (2 versions)
 - Certification statement (2 versions)
 - Variance and temporary provision request template
- Some materials also hyperlinked within reporting form



https://www.waterboards.ca.gov/water_issues/programs/conservation_portal/regs/water_efficiency_legislation.html#materials

Reporting Materials

Annual Urban Water Use Objective and Water Use Reporting Form (FY2024-2025) – Due January 1 (select one)

- [for users utilizing Visual Basic for Applications \(VBA\) content, such as show/hide features](#)
- [for users who can't or don't want to utilize VBA content](#)

Mandatory Certification Statement Form – Due January 1 (select one)

- [with digital certificate](#)
- [without digital certificate](#)

Variance and Temporary Provision Requests – Due October 1 (select one)

- [for users utilizing VBA content, such as show/hide features](#)
- [for users who can't or don't want to utilize VBA content](#)

Other Resources

- [Water Use Efficiency \(WUE\) Data Portal \(Indoor Variance Tools\)](#)

Fact Sheets, FAQs, and Primer

- [Guidance Document for 2024-2025 Urban Water Use Objective Reporting Form \(09/29/2025\)](#)
- [Supplemental Guidance Document for 2024-2025 Urban Water Use Objective Reporting Form \(09/29/2025\)](#)
- [Example Calculations for CII Top Percentile \(09/29/2025\)](#)
- [Making Conservation a California Way of Life Regulation FAQs \(09/29/2025\)](#)
- [Variance and Temporary Provision FAQ \(09/29/2025\)](#)
- [Regulation Fact Sheet \(03/12/2024\)](#)
- [Hoja Informativa \(03/26/2024\)](#)
- [Legislation Fact Sheet \(06/07/2018\)](#)
- [Primer of 2018 Legislation on Water Conservation and Drought Planning](#)

Which version should I choose?

- There are two versions of the reporting form. **You only need to submit one of them!**
 - The “**with VBA**” version has Visual Basic for Applications (VBA) code embedded in the form, which enables features such as automatic hide/reveal of rows. The filename ends in “.xlsm”
 - The “**without VBA**” version does not have VBA. The filename ends in “.xlsx”
 - If your organization’s security settings block VBA functionality, you should use the “without VBA” version
- There are also two version of the certification statement. Use the “digital certificate” version unless you have technical issues that prevent you from filling the form out

Items requiring prior approval

Data point or methodology	Submit request to...	Data can be utilized...
Alternative data or methodology	DWR	Usually annually or up to five years
Special landscape areas	DWR	For up to five years
New construction	SWB	Until updated LAM provided
Variances	SWB	For up to five years
Temporary provisions	SWB	For up to three years

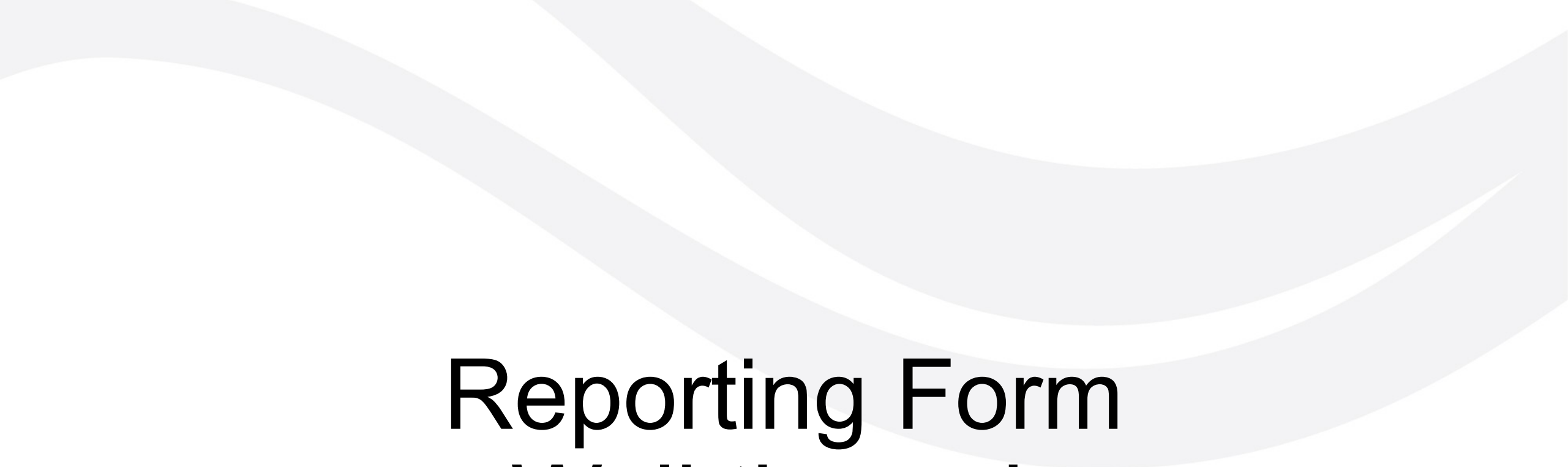
- Variances and provisions submitted after October 1 will be applied to the next reporting period if approved
- No deadline for other data points, but recommended to submit them as early as possible, as review of materials takes time

Correcting existing data on Open Data

- Corrections to data posted on the Open Data Portal page must be done in **source datasets** (Clearinghouse, SDWIS, water loss audits, etc.)
 - Most production and deliveries data (potable and non-potable) can be directly edited in the Clearinghouse
 - Data changes for other datasets may require reaching out to the appropriate team at the Board or Department
 - Open Data Tables will be periodically updated until **mid-December**
 - **Don't wait until the last minute – changes may take time**

QR Code for Open
Data Portal dataset



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Reporting Form Walkthrough

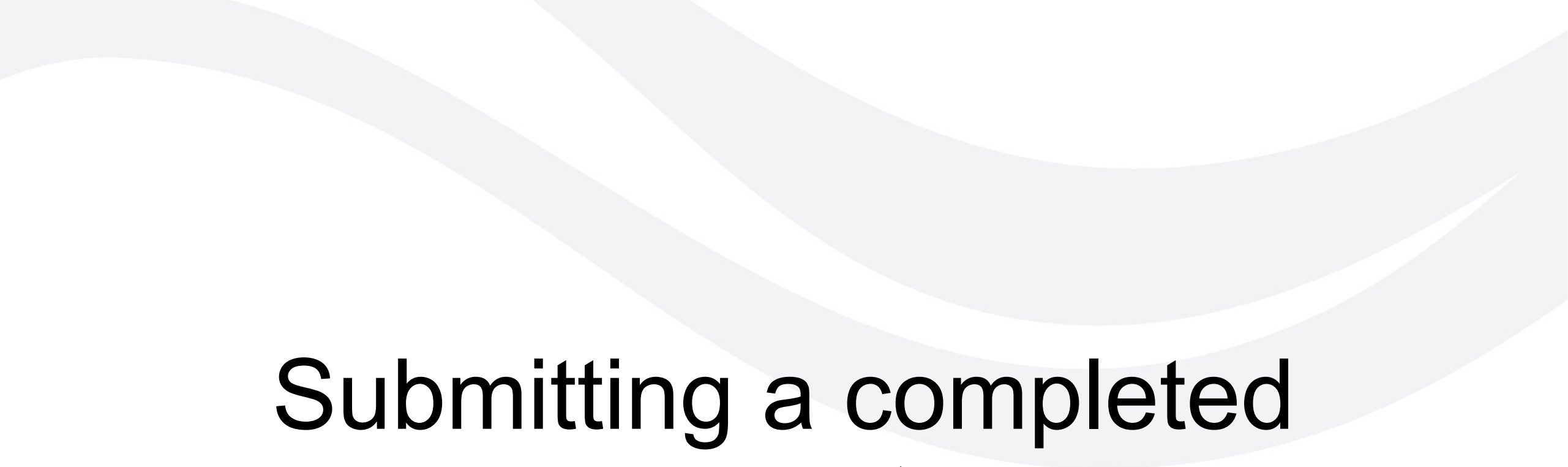
Reporting form data input categories

Cell Color	Type of Data Input Field	Examples
Blue Grey	Prefilled from source table	Aggregated deliveries volumes
Blue	Parameter defined in statute or regulation	Res-Indoor standard, Res-Outdoor standard
Grey	Calculated Total	Reported total potable residential water use
Dark Grey	Budget Total	Residential Indoor water use budget
Green	Mandatory fields (fill-in or drop-down)	number of CII classified accounts, Yes/No responses
Green with cross-hatches	Conditionally mandatory fields, pending prior responses	Follow up responses to Yes/No questions
Gold	Optional	Reporting of additional CII BMPs beyond those required
Gold with cross-hatches	Optional; fillable pending prior responses	Reporting of additional in-lieu technologies beyond those required
Cross-hatches only	Reporting requirement does not apply, based on other responses	CII BMPs for identification methods other than the one selected in the “BMPs (974)” tab

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Live walkthrough

*Guidance document also contains detailed information discussed here

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Submitting a completed report

Final checklist

Tab	Data Subcategory	Status
Landing Page and Navigation	Supplier Contact information	Must provide required contact information
Summary	Number of months with non-zero potable deliveries in the Clearinghouse	No issues detected
Summary	Calculated R-GPCD for each water system	No issues detected
Residential Indoor Budget	Residential Population Value	All requirements satisfied
Residential Indoor Budget	Residential Indoor Variances and Provisions	Not applicable
Residential Outdoor Budget	Net ET ₀ Calculation	Net ET₀ calculated as zero
Residential Outdoor Budget	Residential Outdoor Variances and Provisions	Not applicable
Residential Outdoor Budget	Other required fields	Missing required information
Real Water Loss Budget	Table 1: Water Loss Budget Calculator	All requirements satisfied
Real Water Loss Budget	Table 2: Number of Service Connections and Length of Mains	All requirements satisfied
Bonus Incentive	Planning to utilize bonus incentive? (Yes/No)	All requirements satisfied
Bonus Incentive	Bonus Incentive Methodology and Volume	Not applicable
Bonus Incentive	Augmented Groundwater	Not applicable
Bonus Incentive	Augmented Surface Reservoir	Not applicable
Bonus Incentive	Direct Potable Reuse	Not applicable

- Use the “Required Items Checklist” tab to see if there are any items that need to be addressed
- The links in the leftmost column will take you to the appropriate location within the tab
- Make sure messages in **red** are addressed prior to submittal

Certification Statement

- Must be included with report submission
- Can be signed by general manager, supervisor, or anyone with authority to give final approval at your organization

This signature page accompanies the reporting form provided by the State Water Resources Control Board that urban retail water suppliers must use to fulfill requirements for the “Making Conservation a California Way of Life” regulation.

Once the form has been completed, the supplier’s authorized representative should sign this page and then submit the reporting form, this signature page, and any other supplemental documentation through the WUE Data Portal by January 1, 2026.

Certification Statement by Urban Retail Water Supplier Authorized Representative

This report has been prepared to meet the requirements of California Code of Regulations, title 23, section 975. The signature below certifies that the signatory is authorized to complete this report for fiscal year 2024-2025 and has reviewed the information provided in the report, and that the information provided is true and accurate.



Signature of authorized representative

WUE Portal Submission

- Upload reporting form under “Reporting Form” document type
 - File will be renamed upon upload
- Upload signed certification statement under “Certification Statement” document type
- Upon clicking the “Submit UWUO” button you should receive a confirmation to the email address associated with the WUE Portal account

WUEdata Portal - Test Agency 1 Sign Out

[Back](#) Documents

List of Uploaded Documents				
Document Type	Description	Filename	File Size	
Reporting Form	Reporting form for FY 24-25	RY24-25_UWUO_REPORT_TestAgency1_202509231701.xlsx	4798 KB	✖
Certification Statement	Certification Statement	certification_statement_noDigitalCertificate.pdf	43 KB	✖

Please upload your reporting file and any supporting documentation. The reporting file will be renamed upon file upload.

Upload Documents

FILE DESCRIPTION

DOCUMENT TYPE

-- Select --

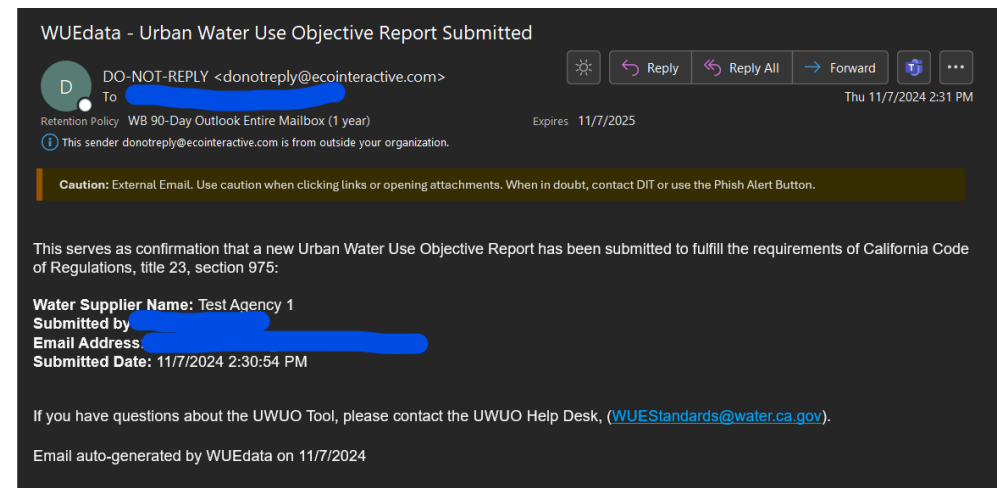
FILE PATH

Choose File No file chosen

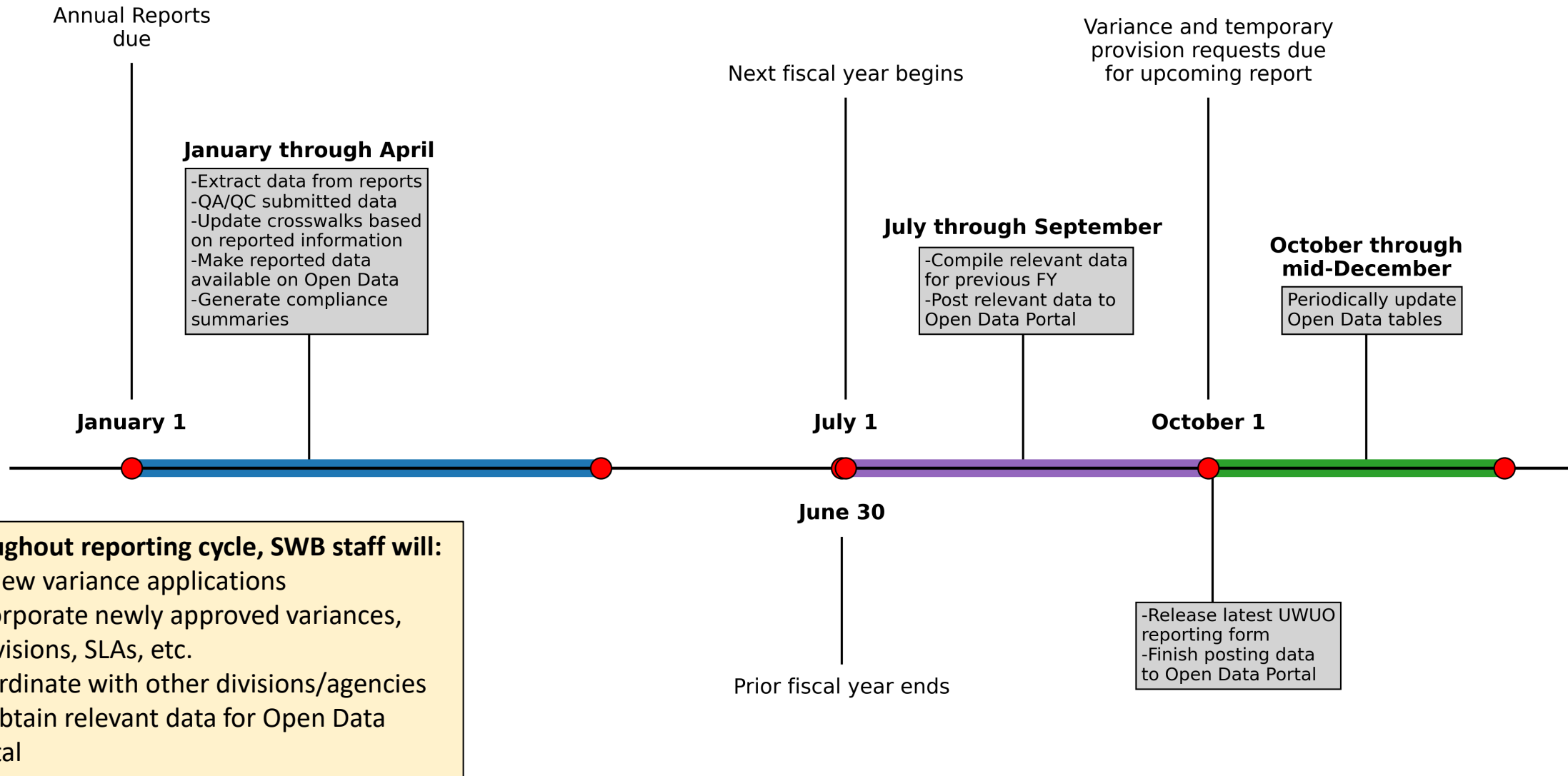
Upload Document

Submit UWUO

Last Submitted on 9/23/2025 11:37:13 AM



Water Board Staff Data Reporting Cycle



Final reminders

- Reports are due **January 1st, 2026**
 - Make sure to refresh the data tables in the form one final time before report submission
 - If staff are planning to go on vacation, ensure that you have a plan in place to get it submitted on time
- The guidance document on our website has all the information provided in this webinar, and more!
- We will have a Q&A session on **November 18th, 2025**