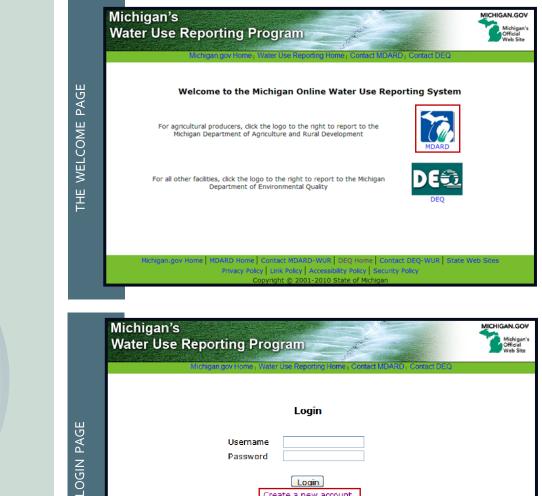
PAGE 1

DIRECT QUESTIONS AND COMMENTS TO:



Environmental Stewardship Division Michigan Department of Agricultural and Rural Development PO Box 30017 Lansing, MI 48909





1. Welcome page

- Type in http://www.deg.state.mi.us/wur into your browser's address bar.
- This brings you to the Welcome page. Click on the MDARD logo to proceed.

2. Creating an account

- You are directed to the Login page.
- Click on "Create a new account." See Page 2 for further instructions.

PAGE 2

2: Creating an account, cont.

NEW USER PAGE:

- At the New User page, enter a username and password of your choice, and provide a working email address.
- Your password must be at least 8 characters long and contain at least one of each of the following: number, lower-case letter, upper-case letter, and special character.
- Hit the "Continue" button.

CONTACT INFORMATION PAGE:

- You are now directed to the *Contact Information* page. Enter your information. Anything marked by an asterisk is required.
- The Login edits section of the Contact Information page gives you the option to change your username or password now or in the future. Make any desired changes.
- Hit "Save/Continue" when finished.

CONTACT INFORMATION PAGE

NEW USER PAGE

Γ	Please enter the username and password you would like to use. You may be prompted to choose another username or if your choice is not available.						
l	New User						
L.	All the fields with * are required.						
L	* Username:						
L							
L	* Password:						
L							
L	* Re-type password:						
L	* E-mail address:						
L	E-IIIdii duuless.						
L		Continue					
L							
	Contact Information	Link to Historical Data Enter Farm Information					
l							
l							
L	Please fill out contact information. All the fields with * are required.						
L	*First Name:						
L	*Last Name:						
L	*Mailing Address:						
L	*City:						
L	*State:	✓					
L	*Zip:						
L	*Primary Phone:	(e.g. 1234567890, 1234567890X123)					
l	Office Phone:						
L	Cell Phone:						
L	*Email:						
L	Fax:						
L							
	Login edits (optional)						
L	Username:						
	New Password:						
	New Password: Re-type New password:						
		Save/Continue					

PAGE 3

3. Logging into your account

LOGIN PAGE:

- Once you have created an account, go to the Login page, enter your username and password, and hit "Login".
- You will be directed to the Contact Information page.
 Update your information if needed and press "Save/ Continue".

FORGOT YOUR PASSWORD?:

- Click the "Forgot my password" link on the Login page.
- Enter the email associated with your account, and hit "Submit".
- An email will be sent to that account with a temporary password.
- Login using the temporary password.
- Update your password on the *Contact Information* page under the "Login edits" section.

Wat	ter Use Reporting Program
	Login Username Password Login Create a new account Forgot my password
	Nichigani.gov.Home MDARD Home Contact MDARD-WUR DEQ Home Contact DEQ-WUR State Web Sites Privacy Policy Link Policy Accessibility Policy Security Policy Copyright © 2001-2010 State of Michigan



PAGE 4

4. Linking to historical data

HISTORICAL DATA:

- After you've created an account, you will be directed to the Link to Historical Data page.
- For MDARD to access historical water use reports, we attempt to connect users of the new water use reporting system with previous water use reports.
- You will only be asked to do this once.

SELECTING YOUR RECORDS:

- Check the box next to any of the farm addresses for which you have previously reported.
- If the system is unable to connect you to your previous records, it does not mean that you are not in the system. Please contact MDARD to let them know. You may still proceed to input your water use reporting information.
- When finished, press "Continue."



PAGE 5

5. Farm information

FARM REPORTING OPTIONS:

- You may report multiple farms by their pumps under one "umbrella" farm or you may choose to report multiple farms on a farm by farm basis.
- If you are reporting multiple individual farms, make sure to add all of your farms <u>before</u> moving forward to add your pumps.

ENTERING FARM INFORMATION:

- All users entering data into the new water use reporting system for the first time must completely enter all of their farm information and withdrawal data into the system.
- This will not have to be done in subsequent reporting years, unless new farms are acquired with high capacity pumps.
- Enter a farm name and address and press "Save Farm." As shown to the right, you will be prompted to add more farms if needed.
- When finished adding all farms, hit the "Done Adding Farms" button.

MICHIGAN.GOV Water Use Program Department of Agriculture & Rural Development Official Neh Sit Contact Information Link to Historical Data Enter Farm Information Enter Pump/Well Information PAGE Since this is the first time you are reporting through the new system you must provide FARM INFORMATION information about your farm(s) and pump(s). Please add your farm(s) using the form below. List of Farms: All the fields with * are required. Farm Information Farm Name: Street address is same as contact information *Street Address: *City: *State: Michigan * *Zip: Done Adding Farms Save Farm FARM SUCCESSFULLY ADDED Successfully added farm Dairy Farm. Would you like to add another farm? Yes No

PAGE 6

6. Pump information

ENTERING PUMP INFORMATION:

- After you enter <u>all</u> of your farm information, you are directed to the *Pump Information page*.
- Select a farm name from the farm drop-down menu, enter the necessary information including your Water Withdrawal Assessment Tool (WWAT) Registration Number if it is a newly registered pump, and select a pump location (see the next page).
- Make sure the pump capacity is correct. You will not be able to edit it later.
- Click the *Q* icon if you have questions about a certain input.
- Hit "Save Pump." You will be prompted to add more pumps if needed. Click "Done Adding Pumps" when finished.
- A message will prompt you to confirm you are ready to move on and input water use for your pumps. Click "Yes, Continue" unless you need to add more pumps.

	gan.gov Home Water Use Reporting I		
Contact Informati	ion Link to Historical Data	Enter Farm Information	Enter Pump/Well Information
bout the pumps located equired.	ided information about your farm(s). Pleas at the farm(s) using the forms below. All t a this page, edits and deltions can be made ion	he fields with * are	of Pumps:
 Farm Name: Pump Name: County: Township: Current Status: Capacity: WWATID Source: 	Dairy Farm 1 Ingham East Lansing Active 700 GPM 12-3456078-90 Ground Water	Ma	Road Aerial Hybrid
	e below or use the map at right)	5	Forest Rd
Deg. Min. Dec.: Latitude (Y): Longitude (X):	0 42.704799 -84.477868	Save Pump	Expand Map Get Lat/Long

Duran 1	
- Pump 1	
- Pump 2	
- Pump 3	
o leave this page and b	egin inputting use for
	•

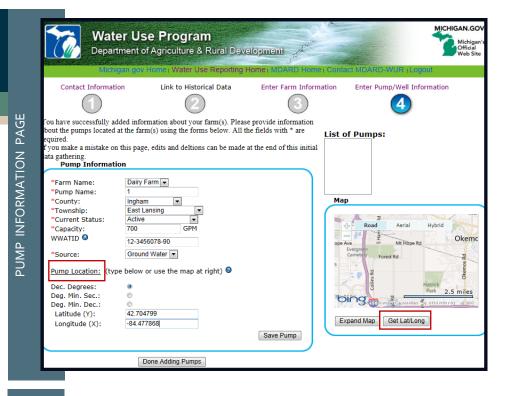
CONFIRM PUMP INFORMATION

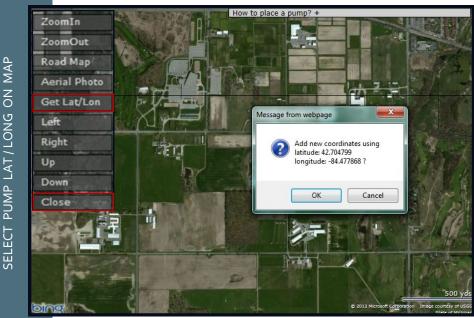
PAGE 7

6. Pump information, cont.

SELECTING PUMP LOCATION:

- Enter the latitude and longitude of the pump as it has been previously reported. You may choose to report in 1) Decimal Degrees; 2) Degrees, Minutes, Seconds or 3) Degrees, Minutes Decimal.
- The pump will appear on the map as a push-pin. This also allows you to verify that the location of the pump as reported is correct.
- If you have not reported and do not know the latitude and longitude of the pump, you can click the "Get Lat/Long" button under the map.
- The map expands. Pan the map to find your pump location and hit the "Get Lat/Long" tab in the top left-hand corner of the screen. Place the crosshairs at the pump location and click once. Click OK when you have the correct coordinates. A message will indicate that the coordinates have been changed. Click OK again.
- Hit "Close" at the left of the screen to return to the Pump Information page.



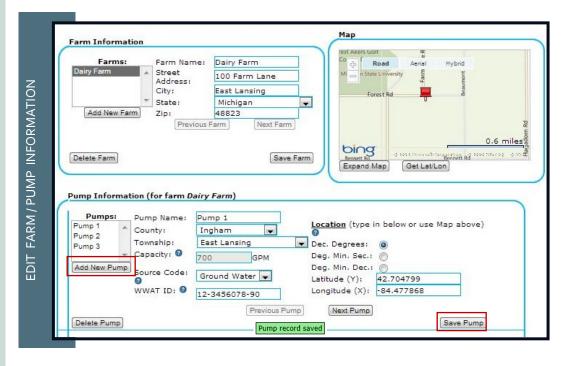


PAGE 8

7. Water use information

EDITING FARM/PUMP INFORMATION:

- You can still add/delete farms or pumps, or edit existing information from this page. If desired, you should do so <u>before</u> you enter water use data.
- To add a farm or pump, click the "Add New Farm" or "Add New Pump" button.
- To edit information, select the appropriate farm or pump, correct the information, and hit "Save Farm" or "Save Pump."
- A green box reading "Farm record saved" or "Pump record saved" will indicate you successfully saved the information.



PAGE 9

7. Water use information, cont.

ENTERING WATER USE INFORMATION

- Select the appropriate <u>farm and pump</u> to report water volume and use. You can select the farm or pump by using the drop-down menus or the "Next Pump" or "Previous Pump" buttons where applicable.
- Specify the pump's current status from the drop-down menu.
 If you did not use the pump this year you may indicate so here.
- Report the water volume in gallons or acre inches for each month. If reporting in acre inches, do not report inches multiplied by acreage – the system will do this calculation for you and convert to gallons. As a rule of thumb, the number of inches per month reported should normally not exceed twelve (12).
- Indicate the type of water use using the drop-down menus and note the acreage for all irrigated uses.
- When finished, hit the "Save" button for that pump, and repeat this process until you've added water use data for every pump.

MICHIGAN.GO Water Use Program Michiga Department of Agriculture & Rural Development Michigan.gov Home | Water Use Reporting Home | MDARD Home | Contact MDARD-WUR | Logout FARM / PUMP INFORMATION Farm Information Farms: Farm Name: Dairy Farm Road Hybrid Aerial Dairy Farm Street 100 Farm Lane Address: City: East Lansing States Michigan . Add New Farm Zip: 48823 Previous Farm Next Farm 0.6 miles bing Bennett Rd Delete Farm Save Farm Expand Map Get Lat/Lon Pump Information (for farm Dairy Farm) Pumps Pump Name: Pump 1 Location (type in below or use Map above) Pump 1 EDIT -County: Ingham Pump 2 Township: East Lansing ▼ Dec. Degrees: Pump 3 Capacity: 🞯 Deg. Min. Sec.: (GPM Add New Pump Deg. Min. Dec.: (6) Source Code: Ground Water 💌 Latitude (Y): 42.704799 Longitude (X): -84.477868 WWAT ID: 2 12-3456078-90 Previous Pump Next Pump Save Pump Delete Pump Pumps: Pump Name: Pump 1 Location (type in below or use Map above) County: Pump 2 Ingham • Pump 3 Township: East Lansing Dec. Degrees: (3) Deg. Min. Sec.: Capacity: 😡 O Add New Pump GPM Deg. Min. Dec.: 0 Source Code: 🚳 Ground Water Latitude (Y): 42.704799 WWAT ID: 0 **USE INFORMATION** 12-3456078-90 -84.477868 Longitude (X): Previous Pump Next Pump Delete Pump Save Pump Reporting Year: 2012 Pump: Pump 1 2012 Pump Status: Active • Water Volume Water Use Report by: Gallons Acre Inches Use Acreage* WATER lan: 0 gallons Corn, field -115 • Feb: 0 gallons -0 gallons Mar: -0 gallons Apr: ENTER • May: 4,544,000 gallons * Acreage is only required for irrigation Jun: 6,048,000 gallons uses. Jul: 6,552,000 gallons 7,056,000 gallons Aug: 4,032,000 gallons Sep: Oct: 0 gallons 0 gallons Nov: 0 gallons Dec: Save 2012 use for pump Pump 1 Water Use record added

PAGE **10**

8. Submitting your report

SUBMIT REPORT BUTTON:

 Click "Submit Report" once you have added <u>all</u> of your water volume use data for all pumps under all farms.

SPECIFYING CONSERVATION PRACTICES:

- You will be prompted by a message asking you to specify conservation practices. Click the button.
- Check off any practices that apply to your farm. If none apply, leave it blank. Hit "Save Selections."

REVIEW YOUR REPORT:

- You will be prompted with a message containing a link to review your report before you officially submit it.
- View the link and double check that your information has been input correctly. You will <u>not</u> be able to modify your water use for the reporting year after you have submitted your complete report.

OFFICIAL SUBMISSION:

- Cancel the submission if you find errors in the report and edit your information. Otherwise, check the required box and hit "Yes, Submit Report." You will be prompted to either logoff or print your report.
- If you happen to submit a report in error, or have questions or concerns, please contact Abigail Eaton at MDARD (<u>eatona@michigan.gov</u>).

2010 WATER USES AND CONSERVATION PRACTICES (Submitted in accordance with P. A. 451 of 1994, MCL 324.32708)

Conservation Practices Implemented

CTICES

PRA(

SPECIFY CONSERVATION

The Water Use Reporting Law requires farms reporting their water use to the MDA to include applicable water conservation practices, and an implementation plan for those practices. Please check all boxes that represent conservation practices used on your farm. The practices listed are found in the Generally Accepted Agricultural Management Practices (GAAMPS) for Irrigation Water Use. For more information, please visit http://michigan.gov/mda. Click on Farming; next, click on Environment; and then click on GAAMPS.
Reporting Year: 2012
System Management
Determine all water applications accurately
Monitor pumping plant efficiency
 Product pumping plant enciency Evaluate the irrigation system uniformity
Maintain the irrigation system in good working condition
Operate sprinkler systems to minimize drift and off-target application
Ensure sprinkler nozzle/drip applicator flow rates are matched to the infiltration rate of the soil
Record Keeping
For each crop irrigated, keep records on the crop type and location
Keep records on the source of the water used

Michigan Department of Agriculture 2012 Water Use Report (pending submission) Sparty Mascot Name: Address: 100 Farm Lane East Lansing, MI 48823 Phone: 1234567890 Email: voungla9@msu.ed REPORT Farm Name: Dairy Farm Farm Address: 100 Farm Lane East Lansing, MI 48823 # of Pumps: 3 REVIEW 1. Pump Name Pump 1 Unique ID: 45 County: Ingham Township East Lansing Latitude: 42,704799 Longitude -84.477868 Source: Ground Water Capacity: 700 GPM 2012 Status: Active 2012 use: 28.232.000 gallons 2012 monthly Jan Feb Mar Apr 0 0 0 0 4,544,000 6,048,000 6,552,000 7,056,000 4,032,000 0 0 0 use (gallons):

