Welcome to Part 1 of a two-part water use compliance educational curriculum prepared by Salmonid Restoration Federation. This curriculum is also available as a video webinar series on our website at www.calsalmon.org.

This curriculum is designed to provide a step-by-step walkthrough of how to fill out the Initial Statement of Diversion and Use, as required by the State Water Resources Control Board.

On each page, space is provided for you to take notes and write down specific questions as you go through the process of filling out your Initial Statement of Diversion and Use. Your notes can make it easier for you to get your remaining questions answered.

After reviewing this curriculum and filling out as much of the Initial Statement of Diversion and Use as you can, Salmonid Restoration Federation staff are available to assist you if you have any additional questions or concerns.
Additionally, when you come into compliance it helps to provide the state with justification for keeping water local rather than diverting it to other areas.

Write down any questions or notes in the space provided:
Generally speaking, there are three steps to ensuring that your water use is in compliance with California water law.

- **Step 1: File an Initial Statement of Diversion and Use**
- **Step 2: Determine if you need an appropriative right**
  - Hint: The answer is “yes” if you store water on your property
  - Simple way to obtain an appropriative right is the Small Domestic Use (SDU) Registration form
- **Step 3: Fish and Wildlife Protection**
  - Typically covered under a CA Department of Fish and Wildlife Lake and Streambed Alteration Agreement (aka “1600 Agreement” or an “LSAA”)
  - Due to the drought, an Emergency program is in place to allow some landowners to self-certify that they meet criteria for fish and wildlife protection via the SDU registration

Write down any questions or notes in the space provided:
What does this video cover?

* This video provides a step-by-step overview on how to fill out an initial Statement of Diversion and Use.

* Completing this form is the first step in coming into compliance with state water law.

* The form can be found on the State Water Board Website: http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/ (under Statement Program Forms at the bottom of the page)

Write down any questions or notes in the space provided:
As a landowner, you have a right to reasonably use surface water on your property. This is called a “riparian water right.” You do not need the approval of the State Water Board to exercise this right.

**BUT** state law does require you to **report** your use to the State Water Board.

**Exceptions:**
- You are diverting from a “true” spring that does NOT flow off your property
- You have an appropriative water right permit, license, or registration from the Water Board

**Be aware that even if your water source is a well,** it may be considered surface water, particularly if it is close to a surface stream, under “subterranean stream jurisdiction.”

**For additional information about these and other exceptions,** please review the information and instructions for Completing the Initial Statement at the end of the form.

Write down any questions or notes in the space provided:
Initial Statement Overview (Cont’d)

* What an Initial Statement DOES:
  * Provides an official record of compliance with state law
  * Requires you be notified if someone upstream applies for the right to divert water
  * Allows you to protest proposed diversions that impact your supply

* What an Initial Statement DOESN’T DO:
  * Establish a water right
  * Allow winter water storage

Write down any questions or notes in the space provided:
The Initial Statement is free and needs to be renewed every year by July 1.

Information in the form must be based on the prior year of water use.

You need to file an Initial Statement for each point of diversion on your property.

The 2015 legislature amended the California Water Code to require annual filing of statements of diversion and use. An Initial Statement needs to be renewed annually by July 1.

If you are filling out the form in 2015, your answers will be based on your water use in the year 2014.

Write down any questions or notes in the space provided:
At the top of each page of the form, there are a few lines of information that you will need to fill out.

Write down any questions or notes in the space provided:

- **Diverter Name**: This is the name of the person responsible for the diversion
- **Source/Tributary**: Write in the name of the body of water that you are diverting from. If your are diverting from an unnamed spring, you can write “Unnamed spring”
- **Diversion Works Name**: This applies to diversion facilities that are large and have a legal name
In section A, fill out the diverter’s information. If you are the person responsible for the diversion, this would be your information. If you are filling out the form for someone else, fill in that person’s information for them.

Write down any questions or notes in the space provided:
Under number 1, you can check the Riparian box if your property has or borders a natural lake or stream. Number 2 is where you indicate the name of the water course where your point of diversion is located. An example of Seely Creek as a tributary of Redwood Creek on the South Fork of the Eel River is provided.

Write down any questions or notes in the space provided:
You only need to select one of the boxes for Question 3.

If you are going to provide the location of your point of diversion using latitude and longitude measurements, Google Earth is a free and helpful resource. If your preference is to use a USGS topographic map, those are available for free online.

Be sure to indicate on the map where your point of diversion is and include the map as an attachment when you submit your paperwork. Also, don’t forget to include your parcel number and county at the end of Question 3.

Write down any questions or notes in the space provided:
To find your Public Land Description to the nearing 40 acres, you’ll need to reference your parcel map. At the top of the parcel map you might see a series of abbreviations and numbers. In this sample map on this slide, the parcel has “SECS (Sections) 28, 29, 30, 31, 32 & 33” listed, as well as “T3S” (which refers to Township) and “R3E” (which refers to Range). You can see in the example how the Public Land Description would be filled out based on this information.

Write down any questions or notes in the space provided:
The place of use description can be a brief, 1-2 sentence description of where or how the water from your point of diversion is used. Next, you’ll need to include both a USGS topographic map and a county assessor’s parcel map. On both maps, indicate where the place of use is.

Write down any questions or notes in the space provided:
For Question 5, estimate the irrigation area in acres, the number of people served, any stock watering, and any other uses for the water that comes from your point of diversion.

Examples of use include: domestic, dust control, fire protection, fish/wildlife protection and enhancement, frost protection, incidental power, and recreational. Other uses are listed in the Instructions of the Initial Statement of Diversion and Use form at the end of the document.

Write down any questions or notes in the space provided:
Under Question 6, there are several lines of information to complete. Diversion Works refers to large-scale diversions that have a legal name. You can leave that box blank if it does not apply to you. Next, fill in the year in which the diversion began (or your best estimate). A few other definitions that are helpful for this section are included in the bottom half of the slide.

Write down any questions or notes in the space provided:

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<table>
<thead>
<tr>
<th>Diversion Works Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Name of Diversion Works: If named</strong></td>
</tr>
<tr>
<td>List any related existing water rights, if applicable (for example, an appropriative right using the same diversion works)</td>
</tr>
</tbody>
</table>

**Type of Diversion Facility (select one):**
- Gravity
- Water Course Pump
- Well Pump
- Other (please specify)

Do you directly divert water? Capacity of Direct Diversion Works (specify unit and amount)
- Yes
- No
- Cubic feet per second
- Gallons per minute
- Gallons per day

Do you divert water to storage?
- Yes
- No
- In-stream storage (Complete Section E)
- Off-stream storage (Complete Sections A & B)

Capacity of Storage Diversion Works (specify unit and amount)
- Capacity of Storage Tank or Reservoir (specify unit and amount)
- Capacity of Storage Tank or Reservoir (specify unit and amount)
- Capacity of Storage Tank or Reservoir (specify unit and amount)

- Direct Diversion means you (1) divert water for immediate use or (2) divert water for short term collection into a sump, holding reservoir, or tank from which it will be used at a more convenient rate.
- Diversion to Storage is defined as water that is (1) diverted in times of higher streamflow for use in times of lower streamflow and (2) held in a tank/reservoir for more than 30 days. Capacity of your diversion: Use your pump rate specifications or measure the rate. A bucket and stopwatch works well and it is usually easy to disconnect the inlet pipe to your tank to facilitate measuring the flow. Divide volume/time and report in gallons/minute.
Daily water use estimates can be calculated using the State Water Resources Control Board’s guidelines:

- 55 gallons per day per person
- 18.5 gpd per 100 square feet of irrigated garden
- 2500 gallon fire protection water reserve

Write down any questions or notes in the space provided:
If you don’t already have one in place, we highly recommend installing a water meter on your diversion. Meters are not expensive and are getting cheaper all the time, and they can really help you to budget you water use. Water meters are not currently required by law, but there is a good chance that they will be in the not-too-distant future, so now is a great time to get ahead of the game and install one on your diversion.

Write down any questions or notes in the space provided:

* Before you select an option for question 8, look over the list of measurement devices provided in 8a. If you don’t use any of the devices listed, select the second option, “Direct measurement using a device listed in Section 8a is not locally cost effective for water directly diverted and/or diverted to storage.”
If you indicated that the listed measurement devices were not locally cost effective, skip to 8b. Select any of the boxes that explain why the listed measurement devices are not locally cost effective. Next, indicate how you go about measuring your water use by selecting any of the methods that apply.

Write down any questions or notes in the space provided:
Report the maximum gallons per day (gpd) pumped on any one day for each month.

Example: If your pumping rate is 10 gallons per minute, multiply by 1440 minutes per day for a maximum diversion rate of 14,400 gpd.

Write down any questions or notes in the space provided:
Recent Water Use

<table>
<thead>
<tr>
<th>10. Recent Water Use</th>
<th>Maximum</th>
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</thead>
<tbody>
<tr>
<td>Provide the annual water use in recent years:</td>
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<tr>
<td>Minimum</td>
<td>Gallons</td>
<td></td>
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* With the drought, most people are using less water
* Use this section to show an estimate of maximum and minimum water use in years with adequate water

Write down any questions or notes in the space provided:
Water Conservation Efforts

Briefly describe water conservation in household or garden, etc. NOTE: Technically, the SWRCB only requests this information for water conservation under pre-1914 water rights.

Wastewater reclamation and conjunctive use: Usually these do not apply.

Write down any questions or notes in the space provided:
Submit Your Initial Statement

* Mail the completed form and maps to:

State Water Resources Control Board
Division of Water Rights
PO Box 2000
Sacramento, CA
95812-2000

* The Initial Statement can be mailed at the same time as your completed Small Domestic Use Registration (SDU) form, but you cannot submit the SDU form prior to submitting your Initial Statement.

Write down any questions or notes in the space provided:
Thank you for viewing this presentation. Please contact Salmonid Restoration Federation with any questions at water@calsalmon.org, or visit our website at www.calsalmon.org.