

# Oregon Water Resources Department

## Instructions for Completing the Municipal Reclaimed Water Registration Form

### **Introduction**

Municipal Reclaimed Water Registrations are for reuse of water that has been first used for municipal purposes, is treated in a sewage or wastewater treatment plant, and is now suitable for beneficial reuse (ORS 537.131). Treated municipal wastewater or “reclaimed water” may be reused for irrigation or other beneficial uses as an exempt use without obtaining a formal water use permit issued by Oregon Water Resources Department (WRD), under certain conditions (ORS 537.132). The reclaimed water must first be treated and discharged under either a national pollutant discharge elimination system (NPDES) or water pollution control facilities (WPCF) permit issued by the Oregon Department of Environmental Quality (DEQ). In addition, the person intending to use the reclaimed water as an exempt use must complete and file a *Municipal Reclaimed Water Registration Form* (Registration Form) with WRD.

When completing the Registration Form, if you do not find the help you need within these instructions, please call 503-986-0900 during business hours and ask to speak with the “Water Reuse Coordinator”. If the Water Reuse Coordinator is unavailable, then the local watermaster in your county may assist you.

These instructions are numbered in the same order as the questions on the Registration Form and should help clarify each question as you progress through the form. The “Registrant” (the user of the reclaimed municipal water) may need to collaborate with the “Supplier” of the reclaimed water to complete the Registration Form. Currently there is no fee for filing the Registration Form.

### **Question 1. Registrant is the User of the Reclaimed Municipal Water**

Please provide the name of the reclaimed water user. Statute ORS 537.132(2) says: “*any person using or intending to use reclaimed water shall file with the Water Resources Department a reclaimed water registration form*”. This person may be a farmer, golf course owner/manager, etc., who is responsible for managing and controlling the actual use of reclaimed water. A Registration Form must be submitted for **each** reclaimed municipal water user. If the reclaimed municipal water user does not own the land where use will occur, the landowner must be identified in Question 2.

### **Q 2. Land Ownership.**

Often the reclaimed water user also owns the property where the use will occur, but not always. If the water user and landowner are the same, simply write: “Same as Registrant”. If the landowner is different than the water user, please identify the landowner with their contact information.

**Q 3. Existing Water Rights**

If applicable, please list all valid water rights located on the lands receiving reclaimed water. List the application, permit, certificate, or the decree with volume and page number, as appropriate. Additional space is provided on page 4 under “Additional Comments” if needed, or copies of the water right(s) may be attached to the Registration Form.

**\*\*NOTE:** If reclaimed water is **USED** instead of existing water rights, ORS 540.610(2)(h) provides a presumption to rebut forfeiture for extended non-use of the existing water rights. However, a Registration Form filed with WRD is not in itself evidence of the use of reclaimed water. The annual reports submitted by the wastewater treatment facility to DEQ document actual use of reclaimed water, so it is prudent for you to keep a copy of these reports.

**Q 4. Wastewater Treatment Facility Discharge Permit**

Please identify the DEQ-issued permit number that authorizes the use of the reclaimed municipal water, the effective date, and the expiration date. If the DEQ permit has not been issued, check the appropriate box indicating whether a permit application is pending with DEQ or not yet submitted. The use of reclaimed municipal water can only occur as an exempt water use under both the authorization of a DEQ-issued wastewater treatment facility discharge permit **and** a “Registration” accepted by WRD. The Registration with WRD will be valid for the same period as the DEQ-issued permit.

**Q 5. Supplier of Reclaimed Municipal Water**

Provide information about the wastewater treatment facility that is supplying the reclaimed municipal water for reuse. Include the name of the organization responsible for the treatment and the specific facility which is supplying the reclaimed municipal water. If the reclaimed municipal water is supplied (delivered) to the user by a different entity than that which treats the wastewater, please identify that supplier in the Additional Comments area on page 4 of the Registration Form.

**Q 6. Municipal Water Provider(s) Whose Sewage ENTERS the Treatment Facility**

Please list the name of the municipal water provider (i.e. a city, water district, water use authority, etc.) that serves the city/area generating the sewage into the treatment plant. Please also name the original source(s) of the municipal water such as the name of the stream, reservoir, or groundwater.

**Q 7. Location of Reclaimed Water Use**

The municipal water supplier has a designated water service boundary that commonly coincides with the urban growth boundary of a city. The intent of this question is to determine if the reclaimed water will be used in a location that would be served by the municipal water provider’s potable water supply if reclaimed municipal water was not available.

**Q 8. Supply Agreement/Contract**

Please indicate the length of the agreement/contract between the reclaimed municipal water supplier and reclaimed municipal water user. Note any limitations to the use of reclaimed water within

agreements/contracts between the reclaimed water supplier and the reclaimed water user. The agreement/contract may either be summarized on the Registration Form, or attached.

**Q 9. Description of Delivery System**

Describe the delivery system from the treatment facility to the place of reclaimed municipal water use. This includes any pipes, canals or other facilities used to transport the reclaimed municipal water. A Registration will not be accepted if the reclaimed municipal water is proposed to be discharged into a stream and subsequently re-diverted for beneficial use by the Registrant.

**Q 10. Intended Use(s) of Reclaimed Municipal Water**

Indicate the intended use of the reclaimed water. This should be the same as listed in the NPDES or WPCF permit submitted to DEQ by the treatment facility. If the use is land application such as for crop irrigation or temperature control, then the total number of acres receiving reclaimed water must be listed. Please list the instantaneous rate of reclaimed water that can be used and the annual period of use. Indicate if the reclaimed water will be used in an aquifer recharge or aquifer storage and recovery project. If the intended use requires explanation, use the “Additional Comments” section on page 4 of the Registration Form.

**Q 11. Why is Reclaimed Water Being Used?**

The intent of this question is to understand the motivation of the reclaimed water user for choosing reclaimed municipal water as a source for the intended use. Please check the primary motivation(s) and add further explanation in the “Other” section of the question, if needed.

**Q 12. Historic Disposal Method**

Please describe how the treated wastewater was disposed of prior to this proposed reuse. Has the treated wastewater previously been discharged into a stream for 5 or more years? If the wastewater has been discharged into a stream for 5 or more years **and** has contributed more than 50% of the total average annual flow, then WRD may notify potentially-affected water right holders about the Registration. If water right holders will be affected by the reduced discharge, they may have a preference to the reclaimed water in accordance with ORS 537.132(4 & 5).

**Q 13 & 14. Map Requirements**

A map must be submitted with the Registration Form that shows the main features of the reclaimed water system from the treatment facility to the place of use, and within the place of use. This can be done using more than one map. A list of map requirements is provided on page 4 of the Registration Form. For the place of use map, please identify the Township, Range and

Section, quarter-quarter sections, and tax lots where use will occur. If the use is for irrigation, please outline of the area of use on the map and identify the acres in each quarter-quarter section. This does **NOT** need to be a surveyed map or certified by an Engineer, Registered Geologist or Certified Water Rights Examiner, however, a high-quality map is more useful.

**Q 15. Additional Comments**

Please provide any additional information that you were not able to include in the space provided. You may also attach additional pages, if needed.

**Q 16. Signatures of Registrant and Reclaimed Municipal Water Supplier**

Please provide the name and title of the Registrant and the Reclaimed Municipal Water Supplier and then sign and date the Registration Form, indicating it is complete and accurate.

**\*\*NOTE:** Once the Registrant and Reclaimed Water Supplier have signed the Registration Form, keep a copy and **send the completed form to the DEQ permit writer** responsible for the facility discharge permit. Once the DEQ water quality manager signs the Registration Form, DEQ will forward it to WRD in Salem. WRD will review the Registration Form and send a response letter to the parties within 60 days from its receipt of the Registration Form.

**Q 17. DEQ Signature (This section is completed by DEQ staff)**

DEQ must sign the Registration Form for the reclaimed water use to qualify as an exempt use of water (ORS 537.132). The DEQ permit writer responsible for permitting the treatment facility producing the reclaimed or “recycled” water, must review and verify the following conditions are met:.

(a) The use of reclaimed water is authorized by the national pollutant discharge elimination system or water pollution control facilities permit issued pursuant to ORS 468B.050 or 468B.053; **\*\***(see note below)

(b) The Department of Environmental Quality, in reviewing an application for a permit pursuant to ORS 468B.050 or 468B.053, has consulted with the Department of Fish and Wildlife on the impact to fish and wildlife to determine that the application of reclaimed water under ORS 537.130, 537.131, 537.132, 540.510 and 540.610 shall not have a significant negative impact on fish and wildlife; and

(c) The Department of Environmental Quality has determined the use of reclaimed water is intended to improve the water quality of the receiving stream.

Once these conditions are verified, a DEQ Water Quality Manager will sign the Registration Form prior to sending it to WRD in Salem.

**\*\* NOTE:** If this Registration Form is received before a facility discharge permit is issued by DEQ, please sign the form and check the box under Question 2 of the Registration Form indicating a permit application, or renewal, is under consideration by DEQ. When the DEQ permit is issued, all three required conditions will be satisfied.

**\*\*NOTE:** DEQ must notify WRD in Salem when DEQ issues the facility discharge permit authorizing the reclaimed municipal water use.

When completing the Registration Form, if you do not find the help you need within these instructions, **please call 503-986-0900 and ask to speak with the “Water Reuse Coordinator”** who can assist you during business hours. If the Water Reuse Coordinator is unavailable, then the local watermaster in your county may assist you.