



**NEW WATER CONSERVATION REPORTING SYSTEM FOR IRRIGATION AND LIVESTOCK OPERATIONS SECTORS-
REPORTING PERIOD: OCTOBER – MARCH 30**

Instructions for completing the DNR Water Conservation Report for Irrigation and Livestock Operations water appropriation permittee:

1. First, complete your MPARS annual water use report and pay fee by **Feb. 15** at www.mndnr.mpars
2. Complete your Water Conservation Report by **March 30** at <https://espwater.org>
Note: The first time, you cannot log into ESPWater using your MPARS account. You must create a new account in ESPWater. See step 3 for details on how to set up your account.
3. Initial Invitation Process
 - a. For Irrigators, between Oct. 12 and 14 you should receive an email invitation to set up an account with **ESPWater** (a DNR contractor).
 - b. For Livestock Operators, in early January you should receive an email invitation to set up an account with **ESPWater** (a DNR contractor).
 - c. If you do not see it in your Inbox, check your Spam or Junk folder.
 - d. If you still cannot find the invitation contact espwater.support@energyplatforms.com or 866-258-6913 (email preferred).
 - e. From the email invitation click the link. Enter your email address and create a password.
 - f. Click “Create” and it will take you to the ESPWater reporting form.
 - g. After you create a password, do not use the link in the invitation email, use/bookmark www.espwater.org for all future data entry.
 - h. If you forget your password click the “Can’t access your account?” link on the login page for ESPWater.
 - i. If additional people in your office need to have access for water conservation reporting, the primary contact in your organization should have Admin privileges (Click on your name in the upper right corner to access) and they can send additional invitations. Only invite people in your organization. If you need help, contact ESPWater customer support at espwater.support@energyplatforms.com.
4. Dashboard
 - a. Default page is the Instructions page – this page includes instructions and background information.
 - b. You can print out the questions as a worksheet if you prefer. At the top of the page there is a “Reporting Year” drop down menu. Click the drop-down menu and select “Blank Form”. Then click “Download Report” to download the form and print. You will still need to fill in the data electronically.
 - c. Help contact information is at the bottom of the Instructions page.
5. Navigation

- a. Navigate the tool by clicking on the tabs in the blue ribbon at the top of the page, just under the DNR logo
 - b. Each tab is a separate page with checkboxes to select your response.
 - c. There are 2-pages of data entry: Irrigation and Livestock. If you only do irrigation, ignore the livestock page. If you only do livestock, look at the irrigation page to review the data for your water sources (this is view-only and the values cannot be edited in ESPWater) then complete data entry on the livestock page.
 - d. Clicking on the DNR Logo will bring you back to the Instructions page.
 - e. In the upper right is your name. By clicking on the name you can reset password, edit profile or access administration features, and **logout**.
6. Help
- a. If you see an 'i'- icon to the left of the item, click on that for specific information. Close the information icon by clicking the 'X'.
 - b. For Policy or data questions contact Carmelita Nelson at the DNR Carmelita.nelson@state.mn.us or 651-259-5034.
 - c. For tech support, software, or account questions contact Lori Bovitz at ESPWater esewater.support@energyplatforms.com or 866-258-6913.
7. Data Reminders
- a. This first year please enter baseline data. In addition to this **calendar year water conservation efforts, include all past efficiencies that your organization has implemented, even if it was ten years ago**. In future years you will see previous data.
 - b. Only include savings measure for projects you initiated or partnered with.
 - c. Only you or your authorized staff can enter data, we will not enter the data for you.
 - d. This is not general public data, but partner agencies may view the data for research purposes (UMN, MN Dept. of Health, MN Dept. of Agriculture, etc.).
8. [Irrigation](#) page
- a. Starting at the top, check that all your DNR appropriation permits are listed (they should be the same ones you entered water use data for in MPARS).
 - b. Answer questions by checking appropriate boxes.
 - c. If your organization completed projects or measures that are not in the list, you can add customized ones by clicking "Other" in the appropriate section.
 - d. Each time you complete a section select 'Save' at the bottom of that section.
 - e. Reminders will appear to save a section, tell you if a section is not complete yet.
 - f. After saving, scroll to the top and select Livestock tab if you also have livestock watering permits. If you do not have a livestock watering permit you are done. See Final submission below.
9. [Livestock](#) page
- a. Only enter data that your business initiates or is a key partner (for example with the SWCD, MDA or a watershed district).
 - b. If your organization completed projects or measures that are not in the list, you can add customized ones by clicking "Other" in the appropriate section.
 - c. Each time you complete a section select 'Save' at the bottom of that section.
10. Final submission
- a. Finish answering the questions in the tabs, select Save at the bottom of each section.

- b. **There is no submit button.** Simply save each section as completed and you are done.
- c. Go back to the Instructions page after completing the report to get your Summary Report and a Certificate of Completion.

A 40-minute training video is available at:

[MN DNR Water Conservation Reporting System](#). Scroll to the blue ribbon that says Irrigation and Livestock Operations.