

# New Water Conservation Reporting System for Commercial, Industrial and Institutional Sectors

*Reporting Period: January 2 – March 30*

Instructions for completing the DNR Water Conservation Report for Commercial, Industrial, and Institutional water appropriation permittee:

1. Complete your MPARS annual water use report and pay fee by **February 15**, at [www.mndnr.mparis](http://www.mndnr.mparis).
2. Complete your Water Conservation Report by **March 30**, at [www.espwater.org](http://www.espwater.org).

## Invitation process

1. If you are a new user, please contact: [espwater.support@energyplatforms.com](mailto:espwater.support@energyplatforms.com) or 866- 258-6913.
2. You should receive an email invitation to set up an account with **ESPWater** (a DNR contractor).
  - a. If you do not see it in your Inbox, check your Spam or Junk folder.
  - b. If you still cannot find the invitation, contact: [espwater.support@energyplatforms.com](mailto:espwater.support@energyplatforms.com) or 866- 258-6913.
3. From the email invitation click the link. Enter your email address and create a password.
4. Click “Create” and it will take you to the ESPWater reporting form.
5. After you create a password, do not use the link in the invitation email, use/bookmark [www.espwater.org](http://www.espwater.org) for all future data entry.
6. If you forget your password, there is a place to create a new one.
7. 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 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 customer support at [espwater.support@energyplatforms.com](mailto:espwater.support@energyplatforms.com)

## Dashboard

Default page is the Instructions page – this page includes instructions and background information. Help contact information is at the bottom of the Dashboard page.

## Navigation

- Navigate the tool by clicking on the tabs at the top of the page, under the DNR logo.

- Each tab is a separate page with checkboxes to select your response.
- There are five pages: General Water Management; Facility Water Management; Heating and Cooling; Process and Product; and Reuse.
- Click the tab to reach each of the five data entry pages.
- Clicking on the DNR Logo will bring you back to the Dashboard and instructions.
- In the upper right is your name. By clicking on the name you can reset password, edit profile, and logout.

## Help

- At the top of each section is general information for that section.
- Many fields have an 'i' icon to the left of the item. Click on that for specific information. Close the information icon by clicking the 'X'.
- For policy or data questions contact Carmelita Nelson at [carmelita.nelson@state.mn.us](mailto:carmelita.nelson@state.mn.us) or 651-259-5034.
- For tech support, software, or account questions contact Lori Bovitz at [espwater.support@energyplatforms.com](mailto:espwater.support@energyplatforms.com) or 866-258-6913.

## Data Reminders

- The first year please enter baseline data. In addition to **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 and only report activities from the past year.
- Only include savings measure for projects you initiated or partnered with.
- Only you or your authorized staff can enter data, we will not enter the data for you.
- This is not general public data but partner agencies may view the data for research purposes (Met Council, Minnesota Department of Health, Minnesota Rural Water Association, University of Minnesota).

## General water management

- Starting at the top of the page, enter your organization's North American Industrial Classification 4-digit number. If unknown, see <https://www.census.gov/eos/www/naics>.
- Answer questions by checking appropriate boxes.
- Click the small information icon for tips.
- Add Comments to explain data as needed. Select 'Not Applicable' if the question does not apply to your organization.
- Click 'Add New' and type in description of change. Add as many as needed.
- Each time you complete a section select 'Save' at the bottom.
- Reminders will appear to save a section, tell you if a section is not complete yet.
- After saving, scroll to the top and select next tab.

## Facility water management, heating and cooling, process and product, and reuse

- Enter conservation efforts your organization has implemented in the past.
- Only enter data that your organization initiates or is a key partner (for example with the soil and water conservation districts, Minnesota Department of Health, or a watershed district).
- If your organization completed projects or measures that are not in the list, you can add customized ones by clicking “Add New” in the appropriate section.
- After saving, scroll to the top and select next tab. Continue through all five tabs.

## Final submission

- Finish answering the questions in the five tabs, select save at the bottom of each section.
- **There is no submit button.** Save each section as completed and you are done.
- You can continue to edit the report until March 30.

## Training

A 45-minute training video is available at (skip the first 35 seconds):  
[Water Conservation Reporting System Training Video.](#)