DEPARTMENT OF NATURAL RESOURCES

Instructions for completing the DNR Water Conservation Report for Water Suppliers:

1. Complete your MPARS annual water use report and pay fee by **Feb. 15** at mndnr.gov/mpars
2. Complete your Water Conservation Report by **March 30** at www.espwater.org
3. If you entered data last year, you can go to the ESPWater webpage and enter your email address and password. If you don't remember your password, click the "Can't access account" link to reset your password.
4. New Accounts, if someone in your organization has Admin privileges, they can send you an invitation. If not, contact customer support at espwater.support@energyplatforms.com
5. Dashboard
    a. Default page is the Dashboard page – this page also includes instructions.
    b. The Dashboard numbers are automatically calculated upon completion of the Water Accounting Page. **You cannot enter numbers in the Dashboard.**
    c. If the Dashboard says 'Incomplete' go to the Water Accounting tab and enter remaining data.
    d. Dashboard metrics have expanded and now includes trends.
6. Navigation
    a. Navigate the tool by clicking on the tabs at the top of the page, just under the DNR logo
    b. Each tab is a separate page.
    c. Clicking on the DNR Logo will bring you back to the Dashboard and instructions.
    d. To View another organization's data, click on your organization's name in the upper right. From the dropdown menu of all water suppliers entering data, scroll and select the city.
    e. In the upper right is your name. By clicking on the name you can reset password, edit profile, and logout.
7. Help
    a. At the top of each section is general information for that section.
    b. 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'.
    c. For Policy or data questions contact Carmelita Nelson at the DNR Carmelita.nelson@state.mn.us or 651-259-5034.
    d. For tech support, software, or account questions contact Lori Bovitz at ESPWater espwater.support@energyplatforms.com or 866-258-6913.
8. Data Reminders
    a. Enter data for **calendar year that has just ended.**

b. Enter water and annual savings in gallons (not millions of gallons).

c. Enter costs in dollars.

d. Percentages are integers – enter 5 for 5%, not 0.05.

e. Only include savings measure for projects you initiated.

f. This is not general public data but partner agencies may view the data for research purposes (Met Council, MN Dept. of Health, MN Rural Water Association, and UMN).

9. Water Accounting page

a. Starting at the top, enter data in all the fields outlined in gold.

b. The water source data will be the same as what was reported in your MPARS annual water use, we were not able to make it automatically populate between systems.

c. Enter a zero if not applicable.

d. Each time you complete a section select 'Save' at the bottom.

e. Reminders will appear to save a section, tell you if a section is not complete yet, or if you have entered invalid data (such as a letter instead of a number).

f. Grey fields are derived data totals that will automatically calculate. You do not need to enter data in this fields.

g. There is a map at the top of each section to help you understand where you are in the water supply system.

h. If you have a water source that is not listed please contact customer support.

i. If you don't import or export water, you may skip this section. Import and Export have an 'Add New' option for additional water sources or you may select 'Can't find the Water System' and type in a water system if you do not find it in the list.

j. Add Comments to explain data as needed.

k. Population served is the number of people served by the water supply system, including any people in neighboring communities who are connected to your water supply. It does not include private wells. It should include people in multi-family dwellings.

l. Customer meter technology needs to add up to 100% under Residential and add up to 100% under Non-Residential.

m. Other System Impacts is for reporting major changes anticipated to the water system. Click 'Add New' and type in description of change. Add as many as needed.

n. After saving, scroll to the top and select next tab.

10. Conservation – Direct page is where to enter quantifiable conservation efforts

a. Enter **estimated** savings in gallons and cost of project. Click the information icon for tips

b. Only enter data that the city initiates or partners with.

c. Conservation Measures – Customer rebate programs. Average gallons saved are provided in the second column for some projects and these will auto calculate the total gallons saved. For items with no pre-populated gallons saved, enter an estimate.

d. If your city did not do any customer conservation projects you can leave boxes blank.

e. If your city completed projects or measures that are not in the list, you can add customized ones by clicking "Add New" in the appropriate section.

f. Additional Conservation Projects not accounted for in the measure list or water reuse projects can be added at the bottom of the section. Click Add New in the appropriate section and enter the details for the project.

g. After saving, scroll to the top and select next tab.

11. Conservation – Indirect page is for efforts where gallons saved cannot be measure, such as education and outreach and ordinances.
    a. In the Ordinance/Policy/Code section, select the check boxes for the items that apply to your organization or city.
    b. Education and Outreach enter the number of times you did this activity in the past year. For example if you did 3 facility tours, enter '3' not the number of people on the tours.
    c. Only enter data you for the efforts you have done, leave the other boxes blank. You do not need to enter "0" in those boxes.
    d. If you have completed indirect efforts not included in the list, you can add customized ones by clicking "Add New" in the appropriate section.
    e. Select your Billing Rate structures by selecting the appropriate check box.
    f. After saving, scroll to the top and select Dashboard.
12. Final submission
    a. Go back to the Dashboard and check for 'Incomplete' values. If needed return to Water Accounting page and finish data entry.
    b. **There is no submit button**. Simply save each section as completed.

An hour long training video is available at:

http://www.dnr.state.mn.us/waters/watermgmt_section/appropriations/pwsconserve.html