

**CALIFORNIA PUBLIC UTILITIES COMMISSION**  
**Water Division**

**WATER SUPPLY AND CERTIFICATION QUESTIONNAIRE**

**Standard Practice U-18-W**

**San Francisco, CA**  
**February, 2007**

## **A. PURPOSE AND SCOPE**

1. The purpose of this document is to provide guidelines to regulated water utilities on properly preparing and filing the Water Supply and Certification Questionnaire (WSCQ) (see Attachment A) and to provide guidelines for Water Division engineers and analysts (Staff) to utilize in reviewing and processing the WSCQ. This document will guide Staff in the filing requirements for the WSCQ, a detailed review of a WSCQ, the preparation of an approval letter to the Department of Real Estate (DRE) (see Attachment B), and the rejection process for a WSCQ (see Attachment C).

## **B. BACKGROUND**

2. While Public Utilities Code (P. U. Code) Section 1001 allows a utility to contiguously extend its service territory without Commission approval, General Order 103: *Rules Governing Water Service Including Minimum Standards for Design and Construction* (G.O. 103) applies to the extension. In order to assure compliance with G. O. 103, and to allow the Commission to generate an approval letter to DRE, the water utility must provide the Commission with information which supports its ability to meet these service standards. The WSCQ provides that information.

3. Regulated water utilities are required by G.O. 103 to design their water systems to deliver adequate, dependable, and safe water to all customers under maximum consumption conditions as well as to provide, for a sustained period of at least two hours, the fire flow requirements of the local fire protection agency (or, if no local agency exists, the minimum flow requirements outlined in G.O. 103). These design conditions must be met while maintaining normal operating pressures. In addition, G.O. 103 requires that the combined flow from all sources of supply and storage capacity be adequate for four consecutive days of maximum use.<sup>1</sup>

4. In order to verify that the system, after extension or additional customers, can meet these standards, the utility must submit a WSCQ to the Water Division for review and approval. The WSCQ allows Staff to verify that the system can meet the supply requirements of the current customers, the supply requirements of the anticipated

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<sup>1</sup> G. O. 103, Section II (paragraph 3a), Section III (paragraph 4) and Section VIII (paragraph 1a and 2).

customers, and the fire flow requirements of a maximum demand day. The burden of proof for providing this documentation rests with the utility.

5. Staff will normally encounter a WSCQ either through an advice letter requesting a DRE approval letter (e.g. a new subdivision being developed within the utility's service area) or with an advice letter requesting a contiguous service area extension (to extend its service area to incorporate a new customer/subdivision). Approval for a non-contiguous extension (a new service area more than 2000 feet from an existing service area) requires an application.

6. The Water Division has an agreement with the DRE to provide approval letters (referred to as a PUC confirmation letter) for subdivisions which demonstrate the ability to meet G.O. 103 design conditions. DRE's subdivision application (completed by the developer) requires information about the water supplier. If a water utility is regulated by the Commission, the developer must submit a PUC confirmation letter before DRE will approve the subdivision application.

7. G.O. 96-B, *Rules Governing The Filing and Posting of Schedules of Rates, Rules, and Contracts Relating to Rates, Applicable to Gas, Electric, Telecommunications, Water, Sewer System, Pipeline and Heat Utilities*, allows utilities to request Commission action when the request is not so complex as to require an application. The Water Division has historically allowed utilities to submit Water Supply Questionnaires (the precursor of the WSCQ) informally. However, as of April 5, 2000, policy now dictates that all WSCQs be submitted using the advice letter process.

### **C. WSCQ FILINGS GENERALLY**

8. Since the processing time for a WSCQ either accompanying an advice letter requesting a PUC confirmation letter or with an advice letter requesting a modification of the service area maps is 30 days (Tier 2), the utility must allow adequate lead time for processing. The utility bears full responsibility in meeting any deadlines imposed by the developers of the subdivisions or DRE. Processing time will not be modified because a utility has failed to file in a timely fashion.

9. Sometimes Staff will encounter a WSCQ that has been submitted without an assigned DRE number. DRE will accept a PUC confirmation letter for subdivisions using only the subdivision name. Under this circumstance, Staff must verify with the utility that the correct subdivision name is included. By doing this, Staff is able to

release the PUC confirmation letter, thus eliminating a duplicate WSCQ once the DRE number has been assigned.

10. DRE will only accept PUC confirmation letters which are no older than one year. DRE will require the developer to obtain a new PUC confirmation letter if a previous confirmation letter is older than one year. Likewise, the Water Division will only accept supporting documentation and figures in a WSCQ which are less than one year old.

11. Requesting a PUC Confirmation Letter. In the case where the utility is providing service to a new subdivision within its certificated service area and is requesting a PUC confirmation letter, Staff will review the WSCQ and verify that the G.O. 103 design requirements can be met. Typically, this advice letter is a simple filing and requires only verification that the subdivision is within the current certificated service area and that design requirements will be met.

12. Requesting a Service Area Extension. When the utility is extending its line, plant or service to include new customers or a subdivision, the advice letter will not only include the specific material required above, but will also include the following:

- ◆ a statement confirming the copy of the filing has been sent to the appropriate Local Agency Formation Commission,
- ◆ documentation demonstrating that the project for which the service area is being extended has at least preliminary approval of the local permitting agency. This is normally in the form of a letter from the local permitting agency,
- ◆ documentation, normally in the form of a letter, from the local fire protection entity having jurisdiction that it is satisfied with the water supply capability of the system planned for the new area,
- ◆ a fully completed and executed WSCQ, and
- ◆ documentation that the owner of any land who has not requested service has been informed that his/her property is being included in the utility's service area.

The need for this information results from the request of the Association of Local Agency Formation Commissions; the Commission's policy of limiting service area extensions to the land for which specific requests for service have been received; the need for assured fire flows in conformance with local requirements; the Commission's responsibility of certifying to the DRE that a subdivision receiving service from a

regulated utility has an adequate water supply; and the due-process requirement of informing customers of actions that could affect water bills or other costs.

#### **D. REVIEW OF A WSCQ**

13. The WSCQ must clearly show that (1) the “requested area” is, or will be, entirely within the certified service area of the water utility, (2) the water utility has the ability to serve existing customers, the “requested area”, and any projected growth during the development of the “requested area” (collectively referred to as the “entire system”), and (3) that an adequate fire flow exists for the “entire system”.<sup>2</sup>

14. Supporting data, calculations, and conclusions must be included in the WSCQ filing. Supporting data (flow quantities, fire flow test, letter from fire protection agency, number of customers, etc.) may not be older than 1 year from the date of the WSCQ. Calculations must be shown, where required. Any deviation from this format may cause delays in processing or possible rejection of the filing. Should Staff need additional information, Staff will contact the utility.

15. Review of the WSCQ should be done in two steps: (1) an administrative or cursory review and (2) a detailed review. The first review is to ensure all parts of the WSCQ are complete. Staff should immediately reject the WSCQ should any of the conditions outlined in the “Rejecting a WSQ” section below occur. The second step is a detailed review, with Staff verifying supporting data, calculations, and conclusions in the WSCQ. Staff will review each section of the WSCQ and should pay particular attention to the areas as noted below.

16. Rejecting A WSCQ. Staff shall automatically reject any filing under the following conditions:

- a. any filing which is submitted with information older than one year,
- b. failure to complete any requirements of the WSCQ,
- c. failure to provide information, or
- d. failure to verify the WSCQ.

17. The utility shall be sent a rejection letter indicating the reasons for rejection and be instructed to file a new advice letter correcting the deficiencies noted (see Attachment C).

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<sup>2</sup> The “requested area” may be in the form of a subdivision, a single lot, or another water entity.

18. Staff will continue to reject any subsequent refilings if any of the conditions listed above apply. It is the utility's responsibility to file correctly.

19. Reviewing a WSCQ.

a. Section A – WSCQ Processing Information Sheet. This section contains vital information which will aid Staff in processing the WSCQ. Staff should review it to ensure that all information is included. Staff should pay particular attention that the assigned DRE number is listed, whether a PUC confirmation letter (DRE letter) is required or not and that the correct subdivision name and tract number are included.

b. Section B – Water Source and Certification of “Entire System.” This section provides information on the water supply requirements to meet the immediate demands of all customers during the time of maximum system usage. Staff should assure that all areas of this Section are filled in, including the main extension agreement information. A utility should not agree to serve a new subdivision without first having a main extension agreement in place. If the utility states that it does not have such an agreement, Staff should require a written explanation as to why the agreement has not been executed. This explanation should be attached to the WSCQ for future reference.

c. This section also provides information on the current water supply (including sources of supply and storage) available for the “entire system”. It does not allow for planned additions, such as additional sources of supply or storage, to meet additional demand by the new customers or subdivisions. Planned additions are addressed in Section C (Minimum Two Hour Total Flow Conclusion For the “Requested Area”) of the WSCQ.

d. All sources listed should be shown in gallons per minute and all information provided is subject to a one-year age limitation. Should a water supply source be another water agency, the utility must provide a letter from that agency confirming that the flow listed is available as stated in the WSCQ.

e. The total discharge capacity is determined as shown. It is the lesser of the (a) calculated rate of flow or (b) actual pipeline capacity available. The rate of flow available from storage is usually calculated by dividing the storage, in gallons, by 240 minutes. This figure represents the flow available from storage for four hours at the maximum demand. Four hours has been used under the

assumption that most systems have two 2-hour periods of peak or near peak use on a maximum demand day and that usually it is not possible for the storage to be replenished during the time interval between these two peaks.

f. The actual pipeline capacity available is usually dictated by the size, length, and allowable pressure drop of pipeline facilities from storage, or is an actual number measured by the utility. Staff should bear in mind that oftentimes a utility will not know the actual pipeline capacity available, but should be able to calculate this figure. If the utility does not have the expertise to determine this number, then it should say so and utilize the calculated rate of flow as the discharge capacity.

g. Regardless of which figure is utilized for the discharge capacity, should there be less than one maximum day's storage available, the discharge rate should be multiplied by the ratio of the total storage (in gallons) to one maximum day's requirement (in gallons). This adjusted discharge rate would be used as the total discharge capacity available.

h. Staff should pay particular attention to the calculations of "Q<sub>T</sub>," all calculations, and the indicated number of customers. Staff must also verify that a reasonable justification of the "c factor" is given. Generally, the utility will utilize the midpoint for the c factor. Regardless of what value is utilized, the utility must provide a reasonable justification for the c factor used.

i. The supply of water to be made available for a pressure system should be adequate to meet the requirements for the maximum hourly demand. The wells and other sources of supply must be capable of delivering continuously this maximum demand for least two hours. This requirement can usually be determined from the formula  $Q = n * c * f$  or taken directly from Chart 1 in G.O. 103. If additional demands of large users are known to exist these should be added to the total demand obtained from the formula or chart.

j. The maximum hourly demands of flat rate domestic water systems in permanent communities can be fairly accurately estimated at 1-1/2 times the average demand on the maximum day. The use of this method requires some means of recording the total use on the maximum day. The maximum hourly demand of metered domestic water systems in permanent communities is normally 1-3/4 to 2 times the average demand on the maximum day. The maximum hourly and daily demands of water systems in resort or seasonal

communities can usually be estimated at about one half of the demands of a similar system for a permanent community under the same climatic conditions.

k. The system pumping capacity should usually be about 1-1/4 times the total water supply requirement in order to permit the pumps to restore water and pressure in the tanks at the same time as it is meeting the maximum system demand. This results in providing a reasonable safety factor because any centrifugal pump will deliver more water at the lower end of the pressure range than it will average within the pressure range.

l. As a general rule, a pressure system should not be designed to operate for more than one year with a single well facility. Any pressure system should be able to meet its average daily summertime demand when its largest pumping facility is out of service.

m. Section C – Minimum Two Hour Total Flow Conclusion for the “Requested Area.” This section provides information on the minimum 2 hour flow required, either from the applicable fire protection agency or from the flow standards set by the Commission. In the case where there is no governing fire protection agency, the Commission’s standards will govern. The utility must provide a written statement from the applicable fire protection agency outlining its requirements.

n. Staff should pay particular attention that the fire flow letter is attached, the average daily requirement is calculated correctly (“all existing customers” in this calculation does not include customers in the subdivision), all data submitted is no older than 1 year, and all calculations are correct.

o. The total water supply requirement is that flow which is required to meet the immediate demands of all customers during the time of maximum system usage and the applicable two hour fire flow requirement. The term "total water supply requirement" should not be confused with the actual water supply available for any particular water system. A water system having storage facilities which can store in excess of 10% of the maximum day's demand can normally meet its customers' demand with an available water supply which will be appreciably less than the total water supply requirement. Where the available water supply is very limited or seasonal, it will be necessary to provide storage facilities with a capacity large enough to store up to one or more maximum day's demand.



p. Section D – Supporting Documentation. Staff should pay particular attention that all maps are attached (system and subdivision), with all fire flow test(s), water sources, storage facilities, and pressure zones indicated. Verification should be made that all supporting data submitted be no older than 1 year.

q. The system maps and subdivision maps submitted under this section are not the same maps that the utility will submit as its tariff map (e.g. in the case of a service area extension), but are for use only in support of the WSQ.

r. Section E – Certification and Verification Sheet. This sheet should be signed and a title indicated, if applicable. If anything on this sheet is illegible, the utility must resubmit so that it is legible.

## **E. PROCESSING A WSCQ**

20. As stated previously, all WSCQs are to be filed as advice letters. As such, they are subject to the statutory processing time. At the minimum, a 20 day protest period must be observed prior to the release of the PUC confirmation letter. Processing time will not be modified because a utility has failed to file in a timely fashion or has incorrectly filed the WSCQ.

21. Staff should, within 7 days of receipt of the filing, complete the administrative/cursory review and should either accept or reject the filing. If the filing is accepted, Staff should continue with the detailed review. If the filing is rejected, Staff should immediately return the filing to the utility with an accompanying rejection letter.

22. Staff should plan to spend no more than eight hours reviewing a properly submitted WSCQ and preparing a PUC confirmation letter. If the WSCQ is not submitted properly (e.g. not in the format requested), then Staff can require a longer period of time to review the WSQ. It is to the utility's advantage to properly submit a WSQ.

**ATTACHMENT A  
WSCQ AND INSTRUCTIONS**

<p><b>INSTRUCTIONS FOR COMPLETING THE CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC) WATER SOURCE AND CERTIFICATION QUESTIONNAIRE (WSCQ)</b></p>
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The WSCQ is to be completed by the water utility requesting to serve a particular area (“requested area”)<sup>3</sup>. The WSCQ is to be filed as a standard advice letter, in conjunction with a service area extension, if applicable<sup>4</sup>.

The advice letter process allows for a ministerial review while the WSCQ allows certification that the water utility has the ability to serve existing customers, the “requested area”, and projected growth during the development of the “requested area” (collectively referred to as the “entire system”). The WSCQ must clearly show that all of the items below are met:

- (1) The “requested area” is, or will be, either entirely within, or is contiguous<sup>5</sup> to, the certificated service area of the water utility,
- (2) An adequate supply of water is available to supply the “entire system” and each individual pressure zone within the system where the “requested area” is situated,<sup>6</sup>
- (3) An adequate fire flow is available to meet the fire flow requirements of the “requested area”<sup>7</sup>, and
- (4) There is an adequate source of water to meet the “entire system” demand and the fire flow requirements if the water system is located in an adjudicated basin.

Supporting data, calculations, and conclusions are to be included in the WSCQ filing. All supporting data (flow quantities, fire flow test, letter from fire protection agency,

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<sup>3</sup> The “requested area” may be in the form of a subdivision, a single lot, or another water entity.

<sup>4</sup> Utilities are to follow the Water Division’s Standard Practice U-14-W regarding the filing of the advice letter.

<sup>5</sup> Contiguous is defined in the Water Division’s Standard Practice U-14-W as being within 2,000 feet of the existing certified service area.

<sup>6</sup> As defined by the CPUC General Order No. 103

<sup>7</sup> As defined by the CPUC General Order No. 103.

number of customers, etc.) should be no older than 1 year from the date of the WSCQ certification and verification. Calculations must be shown, where required.

Please note that all areas in this WSCQ are to be completed, all attachments are to be provided, and the entire package must be certified and verified. Failure to do any of these will mean automatic rejection of the WSCQ and the filing.

The water utility should provide the information requested in the format as shown in this WSCQ. Should the CPUC analyst need additional information, he or she will contact the water utility. Once completed, the WSCQ is to be forwarded to:

CPUC  
Attention: Water Division  
505 Van Ness Avenue, Room 3106  
San Francisco, CA 94102-3298

Any questions regarding the WSCQ filing process may be directed to Fred Curry, Chief, at the above address, by telephone at (415) 703-1739, or by email at [flc@cpuc.ca.gov](mailto:flc@cpuc.ca.gov).

The WSCQ contains the following:

1. Section A – WSCQ Processing Information Sheet
2. Section B – Water Source and Certification of “Entire System”
3. Section C – Minimum Two Hour Total Flow Conclusion For The “Requested Area”
4. Section D – Supporting Documentation
5. Section E – Certification and Verification Sheet for the WSCQ

**SECTION A – WSCQ PROCESSING INFORMATION SHEET**

(1) Water Utility Information:

Utility Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_

Fax No.: (\_\_\_\_\_) \_\_\_\_\_

Contact Person (name): \_\_\_\_\_

Contact Person (email): \_\_\_\_\_

(2) Department of Real Estate (DRE) Information:

Is a DRE letter required?  Yes  No

If yes, Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_

Assigned DRE No.: \_\_\_\_\_

Contact Person (name): \_\_\_\_\_

Contact Person (email): \_\_\_\_\_

(3) Governing Fire Protection Agency Information:

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_

Contact Person (name): \_\_\_\_\_

Contact Person (email): \_\_\_\_\_

**SECTION A – WSCQ PROCESSING INFORMATION SHEET (CONT.)**

(4) Local Permitting Agency Information:

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_

Contact Person (name): \_\_\_\_\_

Contact Person (email): \_\_\_\_\_

(5) "Requested Area" Information:

Name: \_\_\_\_\_

Tract No.: \_\_\_\_\_

Location: \_\_\_\_\_

County: \_\_\_\_\_

Developer: \_\_\_\_\_

Contact Person (name): \_\_\_\_\_

Contact Person (email): \_\_\_\_\_

No. of Lots: \_\_\_\_\_ No. of Acres: \_\_\_\_\_ No. of Dwelling Units: \_\_\_\_\_

The "requested area" is to be fully developed by \_\_\_\_\_  
(approximate date)

(6) Has a request for service for the "requested area" been received by the water utility?

Yes  No If yes, attach a copy. Date of request: \_\_\_\_\_  
\_\_\_\_\_

(7) Has a will-serve letter been issued for the "requested area"?

Yes  No If yes, attach a copy. Date of issuance: \_\_\_\_\_

(8) Will the "requested area" be served at G.O. No. 103 standards?  Yes  No

(9) Has the "requested area" received the local permitting agency approval?

Yes  No

**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**

(1) Does water system capacity meet or exceed the maximum daily demand requirements for a fully developed service area?

Yes  No

(2) Does water system meet or exceed the minimum two hour total flow requirements for a fully developed service area?

Yes  No

If no to B(1) or B(2), please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Is there a main extension agreement?  Yes  No

(a) If yes, is this a standard agreement?  Yes  No

(i) If yes, what is the date of agreement: \_\_\_\_\_

(ii) If no, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(b) If no, explain why there is not a main extension agreement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

(4) What are the sources of supply (check all that apply)?

- Surface Water (Treated)
- Well Water
- Purchased Water (Treated)
- Purchased Water (Untreated)
- Other. Please specify: \_\_\_\_\_  
\_\_\_\_\_

(5) How firm is the source of supply for the next 5 to 20 years (explain)? Use additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) Are the sources of supply from an adjudicated basin?  Yes  No

If yes, then provide the information below. If no, then proceed to Question B (7).

(a) Water Master Information:

Contact Person (name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_

Fax No.: (\_\_\_\_\_) \_\_\_\_\_

Contact Person (email): \_\_\_\_\_



**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

(b) Adjudication Information:

(1) Total yearly adjudicated amount available to serve system \_\_\_\_\_ AF

**Attach letter from Water Master supporting the total yearly  
adjudicated amount available to serve the system.**

(c) Water Supply Information for Adjudicated Basins:

(1) Yearly amount currently pumping \_\_\_\_\_ AF

(2) Yearly additional amount required for “requested area” \_\_\_\_\_ AF

(3) Total yearly amount required [B(6)(c)(1) + B(6)(c)(2)] \_\_\_\_\_ AF

(d) “Requested Area” Water Supply Calculation:

NOTE: 1 AF = 43,560 cf

Show calculations for yearly additional amount required for the “requested area”

(e) Conclusions for Water Supply Information for Adjudicated Basins:

(1) Total yearly adjudicated amount available [from B(6)(b)(1)] \_\_\_\_\_ AF

(2) Total yearly amount required [from B(6)(c)(3)] \_\_\_\_\_ AF

(3) Apparent excess (or deficiency) [B(6)(e)(1) – B(6)(e)(2)] \_\_\_\_\_ AF

If a deficiency is apparent, then explain plans for meeting such deficiency fully. Include supporting documentation and a statement of the numbers, types, and capacities of new water supply sources or storage facilities. Use additional sheets if necessary.

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**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

All sources used in the calculations below must be available at the present time to supply the entire system. Sources that are not currently available (e.g. out of service wells) cannot be included in these calculations. All sources used in the calculations must be listed individually along with their corresponding supply amounts. All supporting calculations must be shown in Section K.

The water system must be capable of replenishing the storage lost on the peak day, or long weekend, over the intervening periods of below average water consumption.

- (8) Flow currently available for the entire system from all sources, except distribution storage, on the day of maximum demand [from B(13)]<sup>o</sup> \_\_\_\_\_ gpm
- (9) Total discharge capacity currently available for the entire system from distribution storage [from B(15)(a) or B(15)(b)] \_\_\_\_\_ gpm
- (10) Total water supply currently available for the entire system [B(8) + B(9)] \_\_\_\_\_ gpm
- (11) How many independent sources of supply are being utilized? \_\_\_\_\_
- (12) How many such maximum day's storage, or fraction thereof, are available? [from Section B(16)] \_\_\_\_\_ days

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<sup>o</sup> During maximum use hours.

**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

All sources listed must be available at the present time to supply the entire system. Sources that are not currently available (e.g. out of service wells) cannot be included. All sources must be listed individually along with their corresponding supply amounts. Data submitted should be no more than 1 year old. If supply is from another water agency, you must also include a statement from that agency indicating the available quantity.

(13) List all water supply sources, except distribution storage, and show the total in B(8):

	<b>SOURCE DESCRIPTION (WELL, SPRING, ETC.)</b>	<b>FLOW AVAILABLE (GPM)</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
	<b>TOTAL FLOW AVAILABLE</b>	

**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

All sources listed must be available at the present time to supply the entire system. Sources that are not currently available (e.g. out of service tanks) cannot be included. All sources must be listed individually along with their corresponding supply amounts. Data submitted should be no more than 1 year old.

(14) List all distribution storage sources:

STORAGE	DESCRIPTION	QUANTITY (GALLONS)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
	<b>TOTAL STORAGE CAPACITY</b>	

**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

- (15) Total discharge capacity is the lesser of (a) total storage capacity [from B(14)] divided by 240 minutes (4 hours) or (b) the discharge capacity that represents the use of storage during 4 hours of peak or near-peak demand where one or more maximum days' storage are available. If less than one maximum day's storage is available, the resulting rate should be reduced by multiplying it by the ratio of the total storage to one maximum day's requirements.

Show both methods of calculating total discharge capacity. Enter the lesser of these two figures in B(9).

(a) Total storage capacity [from B(14)] divided by 240 minutes:

(b) Discharge capacity that represents the use of storage during 4 hours of peak or near-peak demand where one or more maximum days' storage is available. If less than one maximum day's storage is available, the resulting rate should be reduced by multiplying it by the ratio of the total storage to one maximum day's requirements:

- (16) Show calculation for how many maximum day's storage, or fraction thereof, is available:

**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

(17) The “requested area” is to be fully developed by \_\_\_\_\_

(18) Total number of existing and potential residential and business customers:

(a) Number of residence and business customers in existing filed tariff area \_\_\_\_\_

(b) Vacant or unserved lots in existing filed tariff area entitled to water service (e.g. undeveloped lots in previously approved subdivisions) \_\_\_\_\_

(c) Number of customers in the fully developed “requested area” \_\_\_\_\_

(d) Number of additional customers anticipated during the period of the “requested area” development \_\_\_\_\_

(e) Total number of customers to be served [B(18)(a) + B(18)(b) + B(18)(c) + B(18)(d)] \_\_\_\_\_

(19) Required water supply for total residential and business customers ( $Q_T$ ):

$$Q_F + Q_M = Q_T \Rightarrow ( \quad ) + ( \quad ) = ( \quad )$$

Where,

$Q_F$  = Water supply required for flat rate customers.  
 [from B(22)(a)]

$Q_M$  = Water supply required for metered rate customers.  
 [from B(22)(b)]

**If there is no flat rate service,  $Q_F$  is equal to zero.**

**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

(20) Required water supply for existing and anticipated industrial, irrigation, and public authority commitments, including those of the “requested area”:

**These connections are included in B(18) for domestic supply only.**

	<u>No. of Service Connections</u>	<u>Maximum Demand (gpm)</u>
(a) Industrial Customers °	_____	_____
(b) Irrigation Customers °	_____	_____
(c) Public Authorities °	_____	_____
(d) Subtotal [B(20)(a) + B(20)(b) + B(20)(c)]	_____	_____
	(if none, state so)	

(21) Total water supply requirements for the entire system:

(a) Residential and business water supply requirements [from B(19)]	_____ gpm
(b) Industrial, irrigation, and public authority requirements [from B(20)(d)]	_____ gpm
(c) Total water supply requirements for the entire system [B(21)(a) + B(21)(b)]	_____ gpm

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° If any of the maximum demands entered always occur during periods of off-peak system demand, indicate instead your estimate of the demand of each such class of service during the period of maximum system demand.



**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

(22) Show calculations for total required water supply for residential and business customers ( $Q_T = Q_F + Q_M$ ), where the sum of the water supply required for flat rate customers ( $Q_F$ ) and the water supply required for metered rate customers ( $Q_M$ ) equals the total required water supply ( $Q_T$ ).

$$Q = N * c * f$$

Where,

N = The total number of existing and potential residence and business customers [from B(18)(e)].

c = Gallons per minute (gpm), a water use variable depending upon whether the area is to be served at flat or metered rates and depending upon other factors such as area, experience, community, standard of living, climate, class of consumer, quality, and cost of water and sewer facilities. Varies between 5 and 9 for flat rate service and 2 and 5 for metered service, reflecting maximum day domestic usage.

f = A factor to reflect diversity which varies roughly as follows:

For 10 Customers .....	1.80
For 25 Customers .....	1.33
For 50 Customers .....	.97
For 100 Customers .....	.70
For 300 Customers .....	.41
For 1,000 Customers .....	.30 (Minimum)

(a)  $Q_F = (\text{_____}) * (\text{_____}) * (\text{_____}) = \text{_____ gpm}$

(b)  $Q_M = (\text{_____}) * (\text{_____}) * (\text{_____}) = \text{_____ gpm}$

(23) Provide breakdown of residential and business customers in the system used to determine c factor [from B(18)(e)]:

TYPE OF CUSTOMER	NUMBER OF CUSTOMERS
FLAT RATE	
METERED RATE	
<b>TOTAL CUSTOMERS</b>	

**SECTION B – WATER SOURCE AND CERTIFICATION OF “ENTIRE SYSTEM”**  
**(CONT.)**

(24) Justify c factor used in calculations (varies between 5 and 9 for flat rate service and 2 and 5 for metered service):

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**SECTION C – MINIMUM TWO HOUR TOTAL FLOW REQUIREMENT FOR THE “REQUESTED AREA”**

**G.O. No. 103 requires that fire flows are to be calculated on the basis of a residual pressure of 20 p.s.i.g. in the distribution system under flowing conditions.**

(1) Fire Flow Required: \_\_\_\_\_ gpm, as indicated in the attached letter [from Section D] dated \_\_\_\_\_, from the applicable fire protection agency.

(2) Average Daily Requirement (ADR) within the “requested area”. Determined by calculating the average daily requirement per existing customer (in gpm) and multiplying it by the number of customer connections (lots) planned in the “requested area”:

$$\text{(No. of lots planned)} \times \frac{\text{(Present annual consumption, in gallons)}}{\text{(All existing customers)} \times (365 \text{ days}) \times (1440 \text{ minutes/day})}$$

Indicate calculation:

$$\begin{aligned} \text{ADR} &= \left( \frac{\text{_____}}{\text{_____} \times (365) \times (1440)} \right) \times \text{_____} \\ &= \text{_____ gpm} \end{aligned}$$

(3) Total minimum two hour flow requirement for the “requested area”:

(a) Land use fire flow requirement of local fire protection agency [from C(1)] \_\_\_\_\_ gpm

(b) Average daily requirement within the “requested area” [from C(2)] \_\_\_\_\_ gpm

(c) Total minimum two hour total flow requirement for the “requested area” [C(3)(a) + C(3)(b)] \_\_\_\_\_ gpm

**SECTION C – MINIMUM TWO HOUR TOTAL FLOW CONCLUSION FOR THE “REQUESTED AREA” (CONT.)**

**Data submitted should be no more than 1 year old.**

- (4) State the flow available from the existing system for two hours, at a point clearly designated on the water system plan. If the “requested area” is to be served by extension of an existing system, then attach a plan of the proposed extension \_\_\_\_\_ gpm

How was the two hour flow determined?

\_\_\_\_\_ i. Fire flow test made on \_\_\_\_\_ (date)

\_\_\_\_\_ ii Other. (Explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (5) Flow available from new sources of supply provided in support of the “requested area”. Indicate on water system plan (e.g. well supply or connection to other supply agency) \_\_\_\_\_ gpm
- (6) Distribution storage discharge capacity (two hour flow available) [from B(9)] \_\_\_\_\_ gpm
- (7) Total two hour flow available to the “requested area” [C(4) + C(5) + C(6)] \_\_\_\_\_ gpm
- (8) Minimum two hour flow requirement in the “requested area” [from C(3)(c)] \_\_\_\_\_ gpm
- (9) Apparent excess (or deficiency) in total two hour flow [C(7) – C(8)] \_\_\_\_\_ gpm

## **SECTION D – SUPPORTING DOCUMENTATION**

**Data submitted should be no more than 1 year old.**

- (1) Attach any requests for service [for Section A].
- (2) Attach any will-serve letters [for Section A].
- (3) Attach a copy of the local permitting agency approval letter [for Section A].
- (4) Attach additional information regarding firmness of source of supply [for Section B].
- (5) Attach letter from Water Master supporting the total yearly adjudicated amount available to serve the system [for Section B].
- (6) Attach additional information regarding the sources of supply [for Section B].
- (7) Attach a map which delineates the “requested area” and which clearly shows the relationship of the “requested area” to the certificated service area of the utility. Indicate on the map the locations of:
  - (a) all fire flow test(s) conducted
  - (b) all water sources
  - (c) all storage facilities
  - (d) all pressure zones
- (8) Attach the plan of the proposed water extension and flow availability at identified point(s).
- (9) Attach a map which clearly shows the details of the “requested area”.
- (10) Attach the water system plan.
- (11) Attach the supporting documentation for the two hour flow [for Section C].
- (12) Provide supporting documentation for any new sources listed [for Section C].
- (13) Attach any plans and supporting documentation for meeting any deficiency [for Section C].
- (14) Attach a letter from the applicable fire protection agency stating their fire flow requirement [for Section C].

(15) The flow standards for public fire protection purposes, set forth below, are those the CPUC considers appropriate for application on an average statewide basis. However, the CPUC recognizes that there are widely varying conditions bearing on fire protection throughout the urban, suburban, and rural areas of California. Therefore, the standards prescribed by the local fire protection agency or other prevailing local governmental agency will govern. Such local flow standards shall be provided whether greater or lesser than those set forth below [for Section C].

<u>Land Use</u>	<u>Minimum Flow</u>
Rural, residential with a lot density of two or less per acre, primarily for recreational and/or part-time occupancy.	250 gpm
Lot density of less than one single-family residential unit per acre.	500 gpm
Lot density of one or two single-family residential units per acre.	750 gpm
Lot density of three or more single-family residential units per acre, including mobile home parks.	1,000 gpm
Duplex residential units, neighborhood business of one story.	1,500 gpm
Multiple residential, one and two stories light commercial or light industrial.	2,000 gpm
Multiple residential, three stories or higher, heavy commercial or heavy industrial.	2,500 gpm

**SECTION E – CERTIFICATION AND VERIFICATION SHEET FOR THE WSCQ**

I am the owner, co-owner, or an officer in the corporation shown as the water public utility. I have read the statements in this document and known them to be true of my own knowledge, except as to the matters which are stated on information or belief, and as to those matters I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, at \_\_\_\_\_, California.

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Signature (If corporate officer, also show title.)

**ATTACHMENT B**  
**SAMPLE DRE LETTER**



**PUBLIC UTILITIES COMMISSION**

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



March 7, 2000

File No. 615-4

Department of Real Estate  
Sacramento Subdivision Section  
P.O. Box 187005  
SACRAMENTO CA 95818

To Whom It May Concern:

This is in reference to Department of Real Estate File No. XXXXXXLA-FOO, the Dudley Do-Right Subdivision (Tract No. 1234) located in Los Angeles County. The Water Supply Questionnaire dated January 3, 2000, was completed by the Any Water Company.

From the data provided by the Any Water Company, it has been concluded by our staff that an adequate water supply is available to meet the anticipated requirements. In addition to domestic requirements, the utility will furnish fire protection to the developments in the minimum amount of 3,750 gallons per minute. This amount meets the fire protection requirements of the local fire protection agency.

We have no objection to the issuance of a final subdivision report.

Very truly yours,

\_\_\_\_\_, Program and Project Supervisor  
Water Branch  
Water Division

cc: Stanley Any  
Any Water Company  
Address  
City State ZIP

**ATTACHMENT C  
SAMPLE REJECTION LETTER**

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



May , 20XX

Any Water Company  
Address  
City State ZIP

Dear Mr. Any:

This is to inform you that Any Water Company's (Any) advice letter (AL) No. 1001 is being rejected and is being returned to you for the reasons indicated below:

- Incorrect version of the Water Supply and Certification Questionnaire (WSCQ) was submitted. The current WSCQ form was not utilized for filing. For your convenience, the current WSCQ form is attached. You should utilize this form when resubmitting your filing.
- Information provided in the WSCQ exceeds the one-year age limitation.
- Failure to complete all areas of the WSCQ. Area not completed was: \_\_\_\_\_
- Failure to provide all attachments. Attachment not provided was: \_\_\_\_\_
- Failure to verify the WSCQ.

All WSCQ filings are subject to automatic rejection if the areas listed above are not met.

Please refile a new WSCQ advice letter, correcting the deficiencies listed above. When refiling the WSCQ, you should bear in mind that the statutory processing time for advice letters is 30 days. It is the utility's responsibility to file the WSCQ in such a manner to allow CPUC Staff the ability to process the filing within the standard processing time. The utility bears the full responsibility in meeting any deadlines imposed by the developers of the subdivisions. Processing time will not be modified because a utility has failed to file in a timely fashion.

As a reminder, in accordance with General Order (G.O.) 96, rejected tariff sheets shall be retained in the utility's file of cancelled and suspended sheets and sheet numbers and advice letter numbers of rejected filings shall not be reused.

Should you wish further information, or should you have questions regarding the WSCQ, you may contact me at (415) 703-XXXX.

Very truly yours,

\_\_\_\_\_, Chief  
Water Branch  
Water Division

## Attachments