

DIRECTIONS ON USING THE GENERIC EXCEL MDW REPORT FORM

Quarterly Reports: **1st Qrt. - due no later than April 30th**
2nd Qrt.- due no later than July 30th
3rd Qrt.- due no later than October 30th
4th Qrt.- due no later than January 30th

1. Projects may use this Excel spreadsheet to compile their water use and withdrawal data for the reporting quarter to transfer into the MDW using the paste from spreadsheet method for entering data onto the MDW.
2. Projects can use this form to report surface water withdrawal, groundwater withdrawal and elevation, passby data, and total consumptive use (not payable consumptive use). There are many columns for projects to utilize accordingly, and more can be added if necessary.
3. Feel free to re-name the columns accordingly to your project's approval and sources once you have downloaded the file to your computer.
4. Data must be entered as follows:
 - a. Actual gallons.
 - b. No averaging of numbers unless otherwise approved by the Commission.
 - c. No negative values. This applies to those consumptive water use projects that may calculate a negative value on some days. These should be entered in as 0's.
 - d. If there is a day or extended period of time where there is no use, you must enter 0's.
5. Projects may have to report water withdrawals from sources that do not have an approved amount with the Commission, and these are identified in the MDW as 'non-regulated'.
6. In order to copy and paste data from the Generic Excel Spreadsheet, please follow these instructions:
 - a. Highlight two columns at the same time, but not the headings, just the date and gallons used or withdrawn.
 - b. If you are also reporting water levels, highlight three columns at the same time, but not the headings, just the date and gallons used or withdrawn, and your water level.
 - c. To do this, left click on the first date, hold and drag to the corresponding column(s), continue to hold, and drag down to the last date of the report period and let go. All columns will be highlighted.
 - c. Go to your home tab and select the 'Copy Button' that looks like two pieces of paper.
 - d. Go to your MDW and left click anywhere in the box for the source you are reporting. Then right click your mouse button and click on 'Paste'.
 - e. Then follow the instructions in the MDW Guidance Document on how to proceed from that point.

If you need assistance, please contact Dorinda Kennedy at (570) 731-4839 ext. 1500.