Using OneStop Data Provider
To Report Water Use Data

Last Updated: March 8, 2023
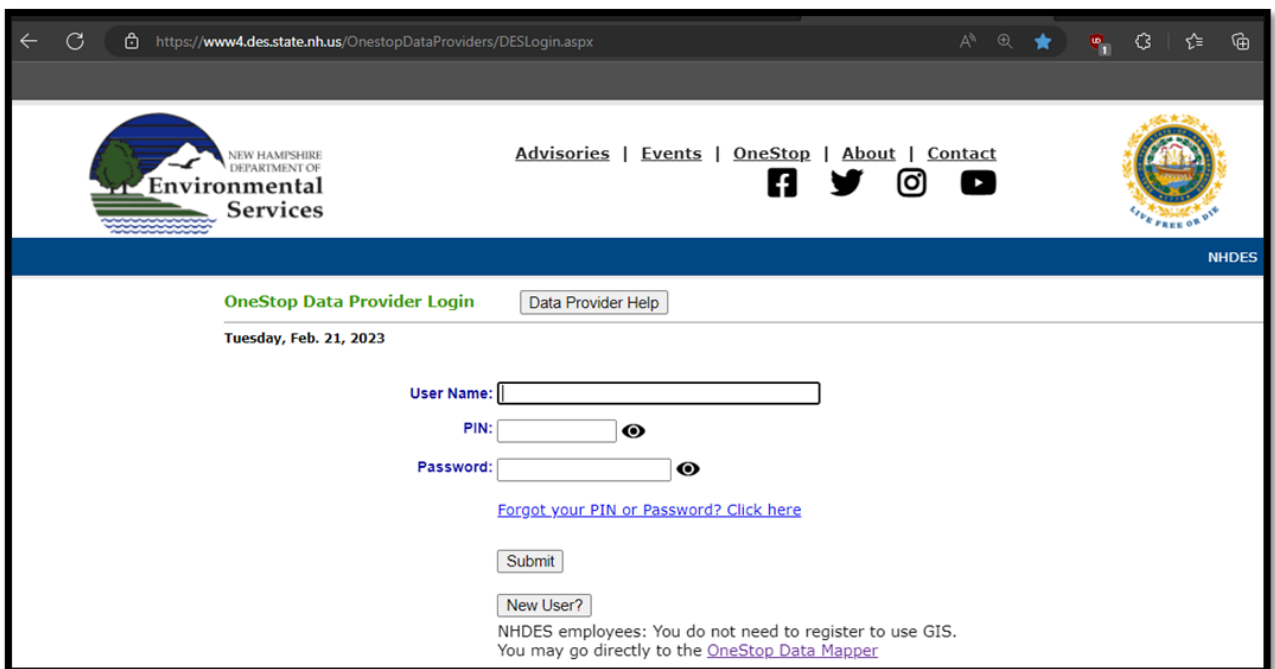
NEW HAMPSHIRE
DEPARTMENT OF
**Environmental
Services**

For more information, contact:
NHDES Water Use Registration & Reporting Program
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
Phone: (603) 271-2947
Fax: (603) 271-0656
wateruse@des.nh.gov

I. Logging In

1) Go to the [NHDES Home page](#).

2) Click on the **OneStop** link located on the top right side of the page.

3) In the grey box on the right side of the page, click on the link [OneStop Data Provider](#).

4) The NHDES Login page will appear. If you do not have a pin and password, reference the document ["Becoming an Authorized Data Provider to Report Water Use"](#) before continuing.

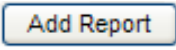5) Type in your **User Name**. (This is your email address).

6) Type in your **PIN** Number.

7) Type in your **Password.**

8) Click on the "Submit" button.

9) The "Data Provider Activities Screen" will be displayed. Click on the activity called "Water Use Reporting." Now, the "Welcome Screen" will be displayed.

   Note: There may be multiple activities displayed depending on your data provider registration.

II.   Adding & Submitting a Water Use Report

1) **Select the facility** from the dropdown menu that you would like to update.

   a) This step may not be necessary for many of you because you are only associated with one facility and it will already be selected by default.

2) **Select the reporting period** from the dropdown menu labeled "-Pick Reporting Period-" that you would like to provide data for. This will represent the calendar quarter that water use occurred.

3) **Select the year** that corresponds with the previously selected reporting period using the dropdown menu labeled "-Pick Reporting Year-".

4) Click [Add Report]. The water use reporting screen will be displayed.

   a) If you click on the add button before selecting the options above, the application will alert you that you must select the information to continue.

5) **Review the measurement method and calibration date** for each source and destination that is registered with NHDES. The table should contain the values most recently reported to NHDES. If they are correct, you can proceed to step 6. If the information is not accurate, update using the dropdown menu and calendar icon.

a) You may "Close Meth/Cal" table when through, but it is not necessary.

6) Enter the **Total Monthly Water Use** (in gallons) for each month for the source or destination specified. If a source or destination was not used during the reporting period, type in "0". The application will not allow you to submit data if a field in the total monthly water use column is left blank.

   a) If your facility is a hydroelectric generating station, report the amount of electricity produced in **KWH**. If you prefer to report in gallons, contact staff at wateruse@des.nh.gov.

7) Enter the **Daily Max. Use** (in gallons) for each month only if the cell is highlighted yellow and daily meter readings are taken. Otherwise, leave this column blank.

   a) You may leave these fields blank if the cells are not highlighted yellow, in which case, you are not required to report daily water use data and a permit does not require you to report the data.

   b) If your facility is a hydroelectric generating station, report the amount of electricity produced in **KWH**. If you prefer to report in gallons, contact staff at wateruse@des.nh.gov.

8) If Daily Max was submitted, also enter a **Date of Daily Max. Use** by entering the date in MM/DD/YYYY format or clicking the calendar icon. The calendar will open to the default month, and you need only to select the correct day.

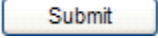   a) A date must be selected if a daily maximum is provided or the application will not allow you to submit data. If you do not provide a daily maximum volume, the date field may be left blank.

9) When you are through updating the water use record, select one of the following:

   a) [Save] : Saves any water use data that you have input so that you may revisit at a later time to update. If you select this option, the data will simply be saved, and you will remain at the same screen. You can continue to make changes or return to the welcome screen by selecting Return.

   b) [Submit] : Sends the information to NHDES for review. You will receive a warning message to ensure you are ready to submit. If you select OK, the application will run a general validation check to ensure the record is complete and free of errors. If the report does not pass, you will be alerted to correct specific information.

   [Save] [Submit] [Return]
   Errors must be corrected prior to submission.
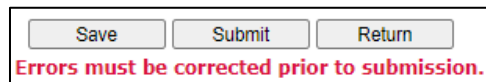
   If it passes, you will be directed to a screen that verifies the submission has been successful.

10) Once the data has been successfully submitted, NHDES will complete a compliance check of the incoming data and will either accept or reject the data. **You will receive a notification email indicating if the data has been accepted or rejected.** If accepted, the email will include a link to a copy of the report submitted. If rejected, the email will include an explanation of why the data was rejected and a request for you to correct the data or contact NHDES for clarification. The rejected data will either need to be corrected and resubmitted, or if based on further correspondence with NHDES it is agreed the data is correct, the data will again need to be submitted. See Section III. Editing a Pending Report for instructions on correcting and resubmitting data.

III.   Editing a Rejected/Pending Report

(Reference the Welcome Screen in Section I)

If you have saved a water use/contact record without submitting the record or if NHDES has rejected a record, the Welcome Screen will alert you with a message at the top of the screen **"You have water use and/or contact updates pending"**. A table will be on the welcome screen containing any pending records.

Facility	Type	Status	Status Date	Reporting Period		
99999 TEST RECORD	Water Use	PENDING		Quarter 1 - Jan-Mar 2023	View/Edit	Delete

1) Click on the appropriate link for the record that you would like to modify.

a) **View/Edit** : Will open the record to allow you to make changes. If the data was rejected by NHDES, reference the rejection email for clarification of needed changes. Make the necessary change and either select "Save", or if you are ready to submit the data, select "Submit". If you are not ready to make changes, click "Return".

Water - Drinking Water and Groundwater Bureau - Water Use Reporting

Save   Submit   Return

Identification Number: **99999** · Facility Name: **TEST RECORD** Owner Name: **NHDES WU PROGRAM**

b) **Delete** : Will permanently remove the record. If you select this option, you will receive a warning message that will allow you to cancel the operation or continue deleting the record.

IV. Viewing History

(Reference the Welcome Screen in Section I)

If you have submitted records in the past, the **Show History** option will be available to you at the welcome screen. These records may not be edited but may be viewed by selecting the "View" button. There are three categories of records in the history table:

➢ Submitted: Records that have been submitted to NHDES but have not been reviewed.

➢ Accepted: Records that have been submitted to NHDES, reviewed by NHDES for common errors, and accepted.

➢ Rejected: Records that have been submitted to NHDES, reviewed for common errors, and returned to you for additional information or clarification.

V. Viewing and Editing Contact and Ownership Information

(Reference the Welcome Screen in Section I)

1) From the Welcome Screen, select the facility from the dropdown menu that you would like to update. This step may not be necessary for many of you because you are only associated with one facility, and it will already be selected by default.

2) From the Welcome Screen, click [Update Contact] . The contact information screen will be displayed.

3) Review the "Contact Information" and "Owner Information" fields as necessary.

4) Select [Return] at the top of the web page to return to the Welcome Screen. You will receive a warning message after selecting this tab because data will be lost without first saving or submitting the information. Selecting OK will allow you to return to the Welcome Screen.

5) Email wateruse@des.nh.gov with your changes to the secondary contact or owner information.

VI. Editing Data Provider Contact Information

(Reference the Data Provider Activities Screen in Section I)

1) From the Data Provider Activities Screen, click **Change Profile** under **Managing Your Account**.

2) Click [Edit] to change your data provider's email, company name, address, phone, or secondary email.

3) Click [Submit] to finish and submit your changes.

VII. Adding a New Water Source or Destination

(Reference the Welcome Screen in Section I)

A form is available to notify NHDES of a new or previously unregistered water source or destination.

1) From the welcome screen, click the link at the bottom of the page called Add a Source/Destination.

2) Download the form and complete the required information.

3) Return the form to NHDES using one of the following methods:

   a) Send the completed document by **Regular Mail** to
   NHDES Drinking Water & Groundwater Bureau
   Water Use Registration and Reporting Program
   PO Box 95
   Concord, NH 03302-0095

   b) **Email** the completed document to wateruse@des.nh.gov.

   c) **Fax** the completed document to 603-271-0656.