

FDEP Guidance for Preparing Annual Agency Reuse Reports

Statutory Requirements

Section 403.0645(3), Florida Statutes (F.S.), directs use of reclaimed water at state facilities to the greatest practicable. To enable monitoring of progress in this area, Section 403.0645(4), F.S., requires that each state agency, state university, and water management district submit a summary of its activities designed to utilize reclaimed water at its facilities. These reports, which will be referred to as “Annual Agency Reuse Reports,” also are to include a summary of the agency’s current use of reclaimed water at its facilities. Annual Agency Reuse Reports are to be submitted to the Secretary of the Florida Department of Environmental Protection by February 1 of each year.

Definitions

Campus – A collection of two or more buildings or facilities at a common location. Examples include university campuses and state parks, which will include multiple buildings or facilities.

FDEP – The Florida Department of Environmental Protection.

DMS – The Florida Department of Management Services.

Domestic Wastewater – Wastewater derived principally from dwellings, business buildings, institutions, and the like; sanitary wastewater; sewage.

Disposal – Effluent disposal involves the wasteful practice of releasing treated effluent back to the environment using ocean outfalls, surface water discharges, and deep injection wells.

Effluent – Water that is not reused after flowing out of any plant or other works used for the purpose of treating, stabilizing, or holding wastes. Effluent is “disposed” of.

Reclaimed Water – Water that has received at least secondary treatment and basic disinfection and is reused after flowing out of a domestic wastewater treatment facility.

Reuse – The deliberate application of reclaimed water for a beneficial purpose. Criteria used to classify projects as "reuse" or "effluent disposal" are contained in Rule 62-610.810, F.A.C. The term “reuse” is synonymous with “water reuse.”

State Facilities – Parks, rest areas, visitor welcome centers, buildings, college campuses, and other facilities.

Water Reuse – Synonymous with “reuse.” The deliberate application of reclaimed water for a beneficial purpose.

Objectives

Sections 403.064 and 373.250, F.S., establish the encouragement and promotion of water reuse as state objectives. Section 403.0645, F.S., directs the state agencies, state universities, and water management districts to use reclaimed water to the greatest extent practicable, in order to:

1. Conserve potable quality water; and
2. Educate the public about water reuse and reclaimed water.

Water Reuse in Florida

Water reuse has become an integral part of wastewater management and water resources management in Florida and reuse is a key element of the state's efforts to conserve water. During the past 20 years, Florida has risen to be recognized as a national leader (along with California) in water reuse. Approximately 659 million gallons per day (mgd) of reclaimed water was reused for beneficial purposes in 2010. This represents an average per capita reuse of 35.08 gallons per day per person and includes the irrigation of 525 golf courses, 877 parks, 324 schools, and over 281,000 residential lawns. Reusing 659 mgd of reclaimed water is estimated to have avoided the use of over 121 billion gallons of potable quality water while serving to add more than 80 billion gallons back to available ground water supplies.

The total reuse capacity of Florida's domestic wastewater treatment facilities has gone from 362 mgd in 1986 to 1,562 mgd in 2010 which amounts to an increase of 331 percent! The current reuse capacity represents about 62 percent of the total permitted domestic wastewater treatment capacity in Florida.

Available Reuse Options

Reclaimed water can be used for a wide range of activities, including landscape irrigation, toilet flushing, aesthetic features (decorative ponds and fountains), cooling water, agricultural irrigation, construction dust control, making concrete, laundries, and others. Exhibit 1 presents a listing of possible uses along with rule citations for FDEP rules governing those uses. Rule 62-610.810, F.A.C., provides guidance on what types of activities are considered to be "reuse."

Report Content and Format

This section presents the basic format requirements for preparation of the Annual Agency Reuse Reports. This section also outlines the contents of the reports and provides information related to the annual submittals of these reports.

Elaborate Reports Not Required – Elaborate, lengthy, or voluminous reports are not needed.

Report/Agency Identification – At the top of the first page of the Annual Agency Reuse Report, please include the following:

20XX Annual Agency Reuse Report
Agency/University/District Name

Contact Person – Please include the name, title, phone, and email for the person that can be contacted for additional information or clarification related to the report.

Narrative – Please include a short narrative (generally limited to 5 pages) that includes the following sections:

1. Discussion of actions taken to increase the use of reclaimed water at facilities owned, operated, occupied, or controlled by your agency, university, or district. Copies of related documents may be included in an appendix.
2. Discussion of other activities designed to encourage and promote water reuse in Florida. This could include such things as funding programs for water reuse facilities, granting of easements for reclaimed water pipelines, regulation of local planning activities, development of college courses or curricula, holding of seminars, and other activities in support of water reuse by other parties.
3. Discussion of public education activities associated with use of reclaimed water at your facilities. This would include efforts to inform and educate the public through the use of signage and interpretive exhibits at your facilities that use reclaimed water.
4. A summary of reclaimed water use at facilities owned, operated, occupied, or controlled by your agency, university, or district. Please include a summary table. For organizations having large numbers of facilities, the table may include summary information organized by geographic region (summary by counties is preferred). If summary data is presented in this table, it is suggested that data for individual facilities be included as an appendix. If a summary table is included, it should include the following columns (from left to right):
 - a. County.
 - b. Number of facilities in the county.
 - c. Types of facilities.
 - d. Number of facilities where a utility provides reclaimed water service in the local area.
 - e. Number of facilities having a domestic wastewater treatment facility on-site.
 - f. Number of facilities using reclaimed water.
 - g. What activity for which reclaimed water is used.

Column totals should be shown.

If the table lists individual facilities, it should include the following columns (from left to right):

- a. County.
- b. Name of the facility.
- c. Type of facility.
- d. City/location.
- e. Does a utility provide reclaimed water service in the local area (Y/N)?
- f. Is there a domestic wastewater treatment facility on-site (Y/N)?
- g. What activity for which reclaimed water is used.

Column totals and subtotals by county should be shown.

Appendices – Appendices are not required. However, appendices may be used to provide additional information or details related to the four discussion topics identified in the previous section. Appendices may include the following:

1. Copies of documents and correspondence used to encourage and direct use of reclaimed water at your facilities.
2. Documentation of other activities designed to encourage and promote water reuse (such as funding programs or regulation of local planning activities).
3. Documentation of public education activities (possibly including images of signs and interpretive displays).
4. More detailed listing of individual facilities and their use of reclaimed water. This could be a listing of individual facilities presenting the same information identified in the previous section. Use of an Excel spreadsheet is recommended. It is suggested that individual facilities be listed and grouped by counties (with counties arranged alphabetically).

Electronic Images – If you have electronic images of reuse success stories and examples of innovative uses of reclaimed water that you would be willing to share, please provide them on a disk attached to your Annual Agency Reuse Report or directly by email to the Water Reuse Coordinator, whose email address can be found at www.dep.state.fl.us/water/reuse/contacts.htm.

Period Covered – The report will summarize reuse activities during the preceding calendar year. For example, the Annual Agency Reuse Reports that will be submitted by February 1, 2012 will address activities conducted during the January 2011 to December 2011 period. These will be identified as the “2011 Annual Agency Reuse Reports.”

Submittal Deadline – Annual Agency Reuse Reports are to be submitted by February 1 each year.

Submittal Addresses – Please submit the Annual Agency Reuse Reports to the following two addresses:

FDEP Secretary
Florida Department of Environmental Protection
3900 Commonwealth Boulevard – MS 10
Tallahassee, FL 32399

Water Reuse Coordinator
Florida Department of Environmental Protection
2600 Blair Stone Road – MS 3540
Tallahassee, FL 32399-2400

Paper copies should be submitted to the FDEP Secretary. Electronic or paper copies may be submitted to FDEP’s Water Reuse Coordinator, whose email address can be found at www.dep.state.fl.us/water/reuse/contacts.htm.

Reporting Data for a Campus

In reporting data for a campus (defined as a collection of two or more buildings), there is no need to report for each individual building and facility. Campuses such as universities and state parks should be considered as one entity for reporting purposes.

Reporting for Rented Building Space

Information for building space rented from entities outside of state government is to be included in the Annual Agency Reuse Report for the agency that occupies the building space. Agencies occupying rented building space are encouraged to urge their landlords to use reclaimed water to the greatest extent practicable in cases where reclaimed water service is available in the vicinity of the building.

Reporting for Buildings Owned by DMS

The DMS owns and manages many state buildings. Many of these buildings house other state agencies. The DMS will include information on all DMS-owned buildings in the DMS Annual Agency Reuse Report. As a result, agencies occupying DMS-owned buildings are not required to report data on those DMS-owned buildings.

Assistance Related to Water Reuse and State Buildings

Water Reuse – FDEP maintains a comprehensive webpage dealing with water reuse found at www.dep.state.fl.us/water/reuse. For reuse information specific to state agencies, state universities, and water management districts can be found at www.dep.state.fl.us/water/reuse/agencies.

Questions related to water reuse and the Annual Agency Reuse Reports should be directed to the Water Reuse Coordinator or Water Reuse Specialist. Up-to-date contact information can be found at www.dep.state.fl.us/water/reuse/contacts.htm.

DMS Building Data – DMS’ Facilities Program is responsible for the overall management all DMS owned or operated building and structures. For more information, including a directory of DMS buildings, go to their website at www.dms.myflorida.com/business_operations/real_estate_development_management or contact DMS directly at 850-488-2786.

Reclaimed Water Availability – FDEP publishes an annual reuse inventory that is posted on the reuse webpage and can be found at www.dep.state.fl.us/water/reuse/inventory.htm. Appendix B lists domestic wastewater facilities (organized by county) that provide reclaimed water for one or more reuse activity. Appendix D provides additional information on the types of reuse activities within the listed reuse systems. In reviewing Appendix D, look for “reuse type” PAA&LI (public access areas & landscape irrigation) and for activities shown as being associated with “Part III” (the part in the reuse rules that regulates these types of reuse activities). F DEP district offices may be able to provide additional information related to the possible existence of reclaimed water service in the vicinity of individual buildings and other facilities. FDEP districts are featured at www.dep.state.fl.us/secretary/dist. However, for details related to reclaimed water service, agencies, universities, and water management districts will need to contact the local reclaimed water or wastewater utilities.