Westlands Water District

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August 14, 2015

This notice contains important information about the following:

- **2015-2016 Water Year Crop Data Collection – Due September 16, 2015**

2015-2016 Water Year Crop Data Collection

The collection of crop data is required by the District's water service contract with the U.S. Bureau of Reclamation. Accurate and timely crop information is needed to document the District's water need, its efficient use, and the impacts of water shortages from both hydrologic and regulatory restrictions.

The Crop Report may conveniently be completed online using your customer web account and the web page labeled Crop Report on the selection menu. Filing your crop data online will provide more accurate data and efficient summarization of that data for submission to Reclamation. A page of help notes is attached to this notice to assist you with using the online crop report form.

Please account for all CFSA acres by indicating the appropriate crop (or fallow if applicable) for each field in your account. Indicate any fields that are double cropped and the type of crops. For each crop listed, indicate the irrigation type(s) used, and any other conditions that may apply to that particular field.

For permanent crops that are nonbearing, indicate the type of tree crop or vine crop. Also indicate any crops that are not harvested and the type of crop not harvested. Be as specific as possible with regard to crop varieties or market. For example:

Cotton:	Pima or acala
Tomatoes:	Processing or fresh market
Onions:	Processing or fresh market
Melons:	Cantaloupe, honeydew, or watermelon
Grapes:	Wine, table, or raisin
Lettuce:	Spring or Fall

The District's Terms and Conditions for Agricultural Water Service state that water service shall not be provided to any water user who fails to submit crop information by the deadline. Your accurate and prompt compliance is appreciated and will ensure continued water deliveries.

If you require a paper Crop Report form because you do not have access to a computer or need assistance with using the online Crop Report, please contact the Customer Accounting Department at (559) 241-6250. The Crop Report Data Entry web page will be available for data entry through September 16, 2015. Please complete your online Crop Report no later than September 16.

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Enter your account number and select Crop Report from the selection menu on your private customer web page. You will be presented with a current list of fields based on the District's records.

Edit: Click the pencil at the far left of each field, or double-click the row you wish to edit. When the record is activated a green check mark and a red x will appear in place of the pencil. When all information for a given field is entered, you must click the green check mark to update the record. To cancel the entry, click the red x. If you have not accounted for all of the CFSA acres for a given field, a new row for that field will be created for you until all acres are accounted for.

Crop Acres: Enter the applicable acres for the crop grown.

Crop Name: Select crop name or fallow. With the exception of alfalfa seeds, all other seed crops will be reported as Seed Crop - Misc. All types of peppers are reported as Peppers - Misc.

Irrigation Type: Refer to the Legend shown on the Crop Report web page and check the appropriate boxes in the form to indicate the type(s) of irrigation systems used. If the crop selected is fallow, do not select an irrigation type. There is also a column titled "Other Irrigation Type." This new feature will allow for additional irrigation types that are not included in the Legend, such as "Dry Land Farming."

Other Field Characteristics: Check the appropriate boxes to indicate other conditions applicable to that field, such as E for Tailwater reused from other field or R for Tailwater reused on same field. Other choices include NB for Non-Bearing (permanent crops or vines) and NH for Not Harvested (as in the case of nursery crops).

Enter a Double Crop: Select the (+) from the column titled Add Double Crop on the row of the field where multiple crops were grown during the year. Enter Crop Acres, Crop Name, Irrigation Type and other field characteristics as appropriate and save the record. Before adding information for a double crop, entries for the first crop must total all of the acres in a particular field.

Status: The Status column should have the word Saved for each field that has been accurately updated. If you have a status message other than Saved, additional entries or corrections are required.

Delete Row: To remove an added row, click on the trash can in the far right column of the screen and the record will be deleted.

Sorting: You can sort by any column header by clicking the column title. The first click will sort the data ascending. Another click will sort the data descending. A third click will put the data back in default sort order.

Searching: You can search or filter data by entering characters in the blank boxes under the column headers and then click the filter icon.

Verify Report is Complete: If you filter out any records that have a Saved status, the remaining rows require additional entries or corrections. After all records show "Saved Status" the entry process is complete.

Reports: Click the Report Options button on the bottom left of the Crop Report Data Entry screen if you would like a printout of your entries. Note: It is not necessary to send a report to Westlands Water District as the information can be viewed online.

Due Date: Your Crop Report data will be available for online edit by you until the due date. After the due date you may view but not edit the data.

Call Customer Accounting at (559) 241-6250 for additional help.