

Finding Synopsis		Recommendation
1.1	Monitoring and reporting processes do not appear to be formally/adequately documented	<ul style="list-style-type: none"> • Develop standard operating procedures (SOPs) • Establish protocols to disseminate SOPs
1.2	Timeliness of Annual Use Form (AUF) submission does not appear to be consistent with NDCC submission requirement (i.e., February 1)	<ul style="list-style-type: none"> • Comply with NDCC • Request amendment to NDCC • Develop and implement an online reporting tool
2.1	Water Use Program is primarily reliant on self-reporting by the permit holder	<ul style="list-style-type: none"> • Implement remote terminal metering devices • Develop SOPs and guidelines for field inspection activities
2.2	Reporting processes (e.g., annual, monthly) are manual in nature	<ul style="list-style-type: none"> • Develop and Implement an online reporting tool
2.3	Reporting practices allow permit holders to report use allocation data for multiple permits on a single AUF	<ul style="list-style-type: none"> • Ensure enforcement of current policies relative to permit use reporting • Conduct customer outreach to educate permit holders
2.4	Inconsistency within the document management system and across file types	<ul style="list-style-type: none"> • Develop SOPs for document management activities • Explore technology/database enhancements
2.5	Use reports (i.e., AUFs) vary in both quantity and quality of use information	<ul style="list-style-type: none"> • Ensure enforcement of established policies relative to information requirements • Conduct customer outreach to educate permit holders • Explore technology enhancements, including an online reporting tool
2.6	Well run processes (e.g., measuring, data entry) are manual in nature	<ul style="list-style-type: none"> • Explore the use of electronic recording devices
2.7	Element #2 Testing Results	<ul style="list-style-type: none"> • Verify protocols are in place to help ensure compliance with established policies
3.1	Element #3 Testing Results	<ul style="list-style-type: none"> • Verify protocols are in place to help ensure compliance with established policies
4.1	Inconsistency in the application of reporting conditions placed on temporary permits	<ul style="list-style-type: none"> • Define and document criteria used to determine use reporting requirements
4.2	Variations in the consistency of use data and timeliness of reporting	<ul style="list-style-type: none"> • Ensure enforcement of policies regarding reporting deadlines • Conduct customer outreach to educate permit holders
4.3	Inconsistency with regards to field inspection practices	<ul style="list-style-type: none"> • Develop SOPs and guidelines for field inspection activities
4.4	Element #4 Testing Results	<ul style="list-style-type: none"> • Verify protocols are in place to help ensure compliance with established policies
5.1	Violation enforcement policies and procedures do not appear to be formally documented	<ul style="list-style-type: none"> • Develop SOPs regarding the identification, imposition and collection of penalties • Reallocate violation responsibilities to the Hydrologist responsible for the area in which the violation occurred
5.2	Penalties assessed from 2010 - 2012	<ul style="list-style-type: none"> • This finding is for informational purposes
6.1	Identification of use violation	<ul style="list-style-type: none"> • Explore increase utilization of technology • Standardize and document procedures