

Annual Irrigation Checkup 2024

How To Submit Online Compliance Reports



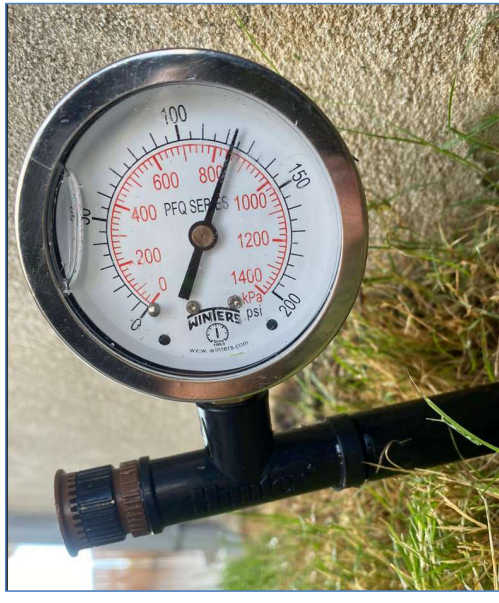
MAKING SAN ANTONIO
WATERFUL



Annual Irrigation Checkup

City Ordinance – January, 2006

- **Reasonable Regulation**
 - Prevent water waste
 - Improve landscape irrigation efficiency
 - Establish effective communication channels
 - **Meets all requirements of the conservation ordinance**

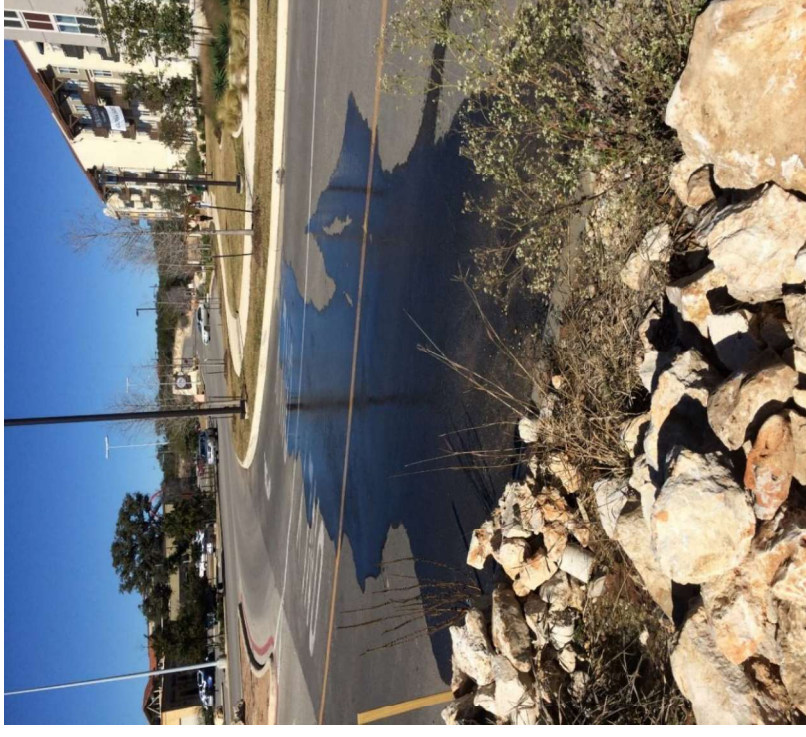


How to submit online compliance reports

Annual Irrigation Check Up Ordinance

Ch. 34, Sec 273(3), Effective January 1, 2006:

*“An annual irrigation system analysis shall be required for **large use and large properties** and shall be submitted in writing to the SAWS Conservation Department **on or before May 1st of each year...**”*



How to submit online compliance reports

Compliance Actions Repair or Retire

Leaving individual zone(s) or entire system off is not an approved compliance action.

– Required to make necessary repairs

OR

- Permanent removal/disable of individual zone, sections or the entire system
 - \$300 rebate for permanent removal of zone valves.
 - Removal of all zone valves wired to a controller meets compliance
 - Do not have to remove entire system

How to submit online compliance reports

Online Irrigation Checkup Form

Access online form on SAWS webpage:

www.saws.org/irrigationcheckup

Submit Inspections Online

Learn "How to file the online Annual Irrigation Checkup" before you submit your online report. See each step of the process and make sure you have all the required information before you click "Get Started" to submit your report. You will need to enter your SAWS Irrigation meter number and checkup key to begin the submission process for each property.

SAWS staff will review submitted reports and upon approval a confirmation email will be sent to the responsible party and licensed irrigator (if applicable) of compliance process completion.

Related Resources available as Adobe PDFs.

- Irrigation System Analysis Form
- Example – Irrigation System Analysis Form
- How To File an Online Compliance Report
- Irrigation Checkup FAQs
- Calculating GPMs
- Special Service Fees


[Help](#)

How to submit online compliance reports

Notification Letters

Provide the required information
for login

SAWS Account Name: SAN ANTONIO WATER SYSTEM
SAWS Service Address: 02800 US HWY 281 N
SAWS Irrigation Account #: [REDACTED]
SAWS Irrigation Meter #: 11625607
Checkup Key: 78212



San Antonio Water System

*****IMPORTANT INFORMATION*****
 Properties must include ALL ACTIVE irrigation accounts on the Online Irrigation Checkup Form. ANY ACCOUNTS ASSOCIATED WITH IRRIGATION NOT DOCUMENTED ON THE SUBMITAL WILL BE NON-COMPLIANT AND ASSESSED THE ADDITIONAL CHARGES.

SAWS Account Name: SAN ANTONIO WATER SYSTEM
 SAWS Service Address: 02800 US HWY 281 N
 SAWS Irrigation Account #: [REDACTED]
 SAWS Irrigation Meter #: 11625607
 SAWS Checkup Key: 78212

March 2, 2022

Per city ordinance, active SAWS accounts that used over a million gallons with an in-ground irrigation system must complete the SAWS Annual Irrigation Checkup by May 1st, 2022. This mandatory inspection must be completed by a current TCEQ licensed Irrigator (LI) and ensures your irrigation system is operating without water waste. It may also identify opportunities to increase the efficiency of your system, saving you water and money.

Complete the Online Irrigation Checkup Form
 After the onsite inspection, the licensed irrigator must include the Irrigation System Analysis Form with the Online Irrigation Checkup Form to meet compliance. The Online Irrigation Checkup Form ensures SAWS Conservation has collected all necessary information for the property and requires acknowledgement that the irrigation system meets all compliance requirements.

Access to the Online Irrigation Checkup Form and the onsite inspection form (Irrigation System Analysis Form) is available at the SAWS Annual Irrigation Checkup webpage:
saaws.org/IrrigationCheckup

Failure to Comply Charges
 Failure to comply with the annual irrigation checkup requirement will result in the assessment of the following additional charges on the account associated with the irrigation system:

- (a) Annual enforcement fee of \$160.27
 This fee shall be assessed on an annual basis until compliance has been met.
- (b) Additional monthly volumetric rate of \$0.2056 per 100 gallons on all irrigation consumption.
 This additional rate shall begin after the May 1st deadline and continue to be assessed until compliance with the annual irrigation checkup has been met.

These charges will be assessed on all accounts associated with the irrigation system. Any accounts associated with irrigation not documented on the submittal of the Online Irrigation Checkup Form will be assessed the additional charges.

Exempt Property by Retiring Irrigation System
 A property can permanently disable its irrigation system and be exempted from the irrigation checkup requirement. A site inspection will be required to verify this before the May 1st compliance deadline. We recommend allowing three weeks to schedule your inspection with SAWS Conservation.

SAWS Conservation offers a rebate for the permanent disabling of individual zone(s) or the entire irrigation system. The irrigation system must be inspected PRIOR to removal to qualify for the rebate.

Please contact me if you have any questions regarding the annual irrigation checkup requirement.


Sincerely,
 Chad Cosper
 San Antonio Water System
 210-233-3443
irrigationcheckup@saaws.org

How to submit online compliance reports

Login Page

SAWS Account Name: SAN ANTONIO WATER SYSTEM
 SAWS Service Address: 02800 US HWY 281 N
 SAWS Irrigation Account #: XXXXXXXXXX
 SAWS Irrigation Meter #: 11625607
 Checkout Key: 78212

- Enter
- Meter #
- Service Address Zip
- Initials
- Click on **Login**



SAWS Irrigation Checkout Portal

Enter the SAWS Meter Number*, Checkout Key and your initials in order to submit and view reports.

* If your meter number has less than eight (8) digits, please add zeroes at the beginning of the number.

Login

For all inquiries regarding the SAWS Annual Irrigation Checkout program, please contact SAWS Conservation at 210-233-3443 or send an email to: irrigationcheckout@saws.org

How to submit online compliance reports



Home Page

Verify the following:

- Meter #
- Controller Count
- SAWS Account Name
- SAWS Service Address

- Click on **Create Report**

Meters for this Account, total count is: 1.

Click on Create Report next to the meter number to create and submit an Online Compliance Report.

Click on Continue Report next to the meter number to continue working an Online Compliance Report that is In Progress.

Note: If the Controller Count confirmed in the 2023 Compliance Report does not match what SAWS provides in the Meter List display below, please contact SAWS Conservation at 210-233-3443 or email at irrigationcheckup@saws.org to have the Controller Count updated before creating the Online Compliance Report.

Action	Meter Number	Controller Count	Meter Group	Meter Name	CheckUp Status	Submission Date	SAWS Account Name	SAWS Service Address
1 Create Report	07045198 ↑	1	None	None	Not Required This Year	None	SAN ANTONIO WATER SYSTEM	26293 US HWY 281 N SVC1 SAN ANTONIO, TX 78260

How to submit online compliance reports



Verify Controller Count

Note: If the Controller Count confirmed in the 2023 Compliance Report does not match what SAWS provides in the Meter List display below, please contact SAWS Conservation at 210-233-3443 or email at irrigationcheckup@saws.org to have the Controller Count updated before creating the Online Compliance Report.

Meters for this Account, total count is: 1.

Click on Create Report next to the meter number to create and submit an Online Compliance Report.

Click on Continue Report next to the meter number to continue working an Online Compliance Report that is In Progress.

Note: If the Controller Count confirmed in the 2023 Compliance Report does not match what SAWS provides in the Meter List display below, please contact SAWS Conservation at 210-233-3443 or email at irrigationcheckup@saws.org to have the Controller Count updated before creating the Online Compliance Report.

Action	Meter Number	Controller Count	Meter Group	Meter Name	CheckUp Status	Submission Date	SAWS Account Name	SAWS Service Address
1 Create Report	07045198 ↑	1	None	None	Not Required This Year	None	SAN ANTONIO WATER SYSTEM	26293 US HWY 281 N SVC1 SAN ANTONIO, TX 78260

How to submit online compliance reports



Step 1: Property Information (All Controllers)

- All info is auto-filled except for the Business Name/DBA
- Verify Assigned Watering Day
- Enter the Business Name you are familiar with and verify the auto-filled info is correct
- **Click Save & Proceed to Step 2**

Property Information
Step 1

Responsible Party
Step 2

Irrigation Company
Step 3

Irrigation System Information
Step 4

Upload ISA Forms
Step 5

Acknowledgements
Step 6

Submit Report
Step 7

The compliance report can now be saved partially completed and be accessed at a later time to complete and submit. To navigate between steps click the blue buttons Back and Save & Proceed at the bottom of each page.

Please confirm the Assigned Watering Day below is correct. In drought restrictions, landscape watering with an irrigation system is allowed once a week on your designated watering day, as determined by your address. Areas without a street address, such as medians and neighborhood entryways, water on Wednesday.

SAWS Meter Number	Name on SAWS Account	Assigned Watering Day	Service Address on Account
07045198	SAN ANTONIO WATER SYSTEM	Tuesday	26293 US HWY 281 N SVC1 SAN AN

Business Name / DBA (commercial locations only)

Looped Meter Information:

☐ Check this box if you have multiple meters that both feed the same irrigation system (i.e. looped meters)

Note: An online compliance report must be submitted for each meter on the looped system. PLEASE PROVIDE CONTROLLER, ZONE COUNT AND PEAK ESTIMATED GALLONS FOR THE SYSTEM ON EACH REPORT.

If checked, list additional Meter Numbers separated by commas here:

The SAWS Annual Online Compliance Report does not apply to my property for the following reason:

☐ The property has never had in-ground irrigation.

☐ The property has a permanently disabled in-ground irrigation system.

Save & Proceed to Step 2

How to submit online compliance reports



Assigned Watering Day

Property Information

Step 1

Responsible Party

Step 2

Irrigation Company

Step 3

Irrigation System Information

Step 4

Upload ISA Forms

Step 5

Acknowledgements

Step 6

Submit Report

Step 7

The compliance report can now be saved partially completed and be accessed at a later time to complete and submit. To navigate between steps click the blue buttons Back and Save & Proceed at the bottom of each page.

Please confirm the Assigned Watering Day below is correct. In drought restrictions, landscape watering with an irrigation system is allowed once a week on the designated watering day as determined by your address. Areas without a street address, such as medians and neighborhood entryways, water on Wednesday.

SAWS Meter Number

19181818

Name on SAWS Account

Nathan Riggs

Assigned Watering Day

Monday

Service Address on Account

20981 Applewhite Rd SA, TX 78264

Business Name / DBA (commercial locations only)

Looped Meter Information:

☐ Check this box if you have multiple meters that both feed the same irrigation system (i.e. looped meters).

Note: An online compliance report must be submitted for each meter on the looped system. PLEASE PROVIDE CONTROLLER, ZONE COUNT AND PEAK ESTIMATED GALLONS FOR THE SYSTEM ON EACH REPORT.

If Checked, list additional Meter Numbers separated by commas here:

The SAWS Annual Online Compliance Report does not apply to my property for the following reasons:

☐ The property has never had in-ground irrigation.
 ☐ The property has a permanently disabled in-ground irrigation system.

Property Information

Step 1

Responsible Party

Step 2

Irrigation Company

Step 3

Irrigation System Information

Step 4

Upload ISA Forms

Step 5

Acknowledgements

Step 6

Submit Report

Step 7

Enter Irrigation System Summary below. All fields are marked with a **red *** and are required for final submission.

Note: The number of controllers is important. You will be required to upload at least one Irrigation System Analysis (ISA) form for each controller.

SAWS Meter Number

19181818

Watering Day

Monday

Total Number of Controllers

6

Total Number of Zones

b

Estimated Peak Monthly Gallons

0

Date of Analysis

mm-dd-yyyy

Return Home

Save & Proceed to Step 5a

Last Digit of Address Watering Day	
0 or 1	Monday
2 or 3	Tuesday
4 or 5	Wednesday
6 or 7	Thursday
8 or 9	Friday
No watering on weekends	

Areas without a street address, such as medians and neighborhood entryways, water on Wednesday.

How to submit online compliance reports



Step 1: Property Information (All Controllers)

- Compliance report, not exemption report

The SAWs Annual Online Compliance Report does not apply to my property for the following reason:

- ☐ The property has never had in-ground irrigation.
- ☐ The property has a permanently disabled in-ground irrigation system.

The screenshot shows the 'Property Information' step of the SAWs Annual Online Compliance Report. A warning modal is displayed, stating: 'Warning! Do not complete this form if there is no irrigation system present or the system has been permanently retired. The irrigation system must be confirmed to have been permanently disabled for the property to be cleared from the irrigation checklist requirement. A site inspection by SAWs Conservation is required. Please contact SAWs Conservation at 210-233-3443 or send an email to: irrigationcheckup@saws.org to schedule the site inspection. The deadline for compliance and avoiding the rate and fee will not be extended if site visit is not completed by May 1. We recommend allowing three weeks to schedule your inspection with SAWs Conservation.' The form fields include: SAWs Meter Number (11625607), Business Name / DBA (SAN ANTONIO WATER SYSTEM), and Address (02800 US HWY 281 N TOWER 2 78212). The 'Business Name / DBA' field is marked as 'SAWS HQ'. The 'SAWS Annual Irrigation Checklist' section has two radio buttons: 'The property has never had in-ground irrigation' (selected) and 'The property has a permanently disabled in-ground irrigation system' (unselected). A 'SAVE & NEXT' button is at the bottom right.

How to submit online compliance reports

Step 2: Responsible Party (All Controllers)

- Please provide contact info for the Responsible Party
 - Individual considered the local point of contact / decision-maker for the property (i.e., property managers, business owners, and facility and operations managers)
- Click **Back** if you need to return to Step 1, **Return Home** or **Save & Proceed to Step 3**

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Property Information Responsible Party Irrigation Company Irrigation System Information Upload ISA Forms Acknowledgements Submit Report

Fill in all applicable fields. Those marked with a red * are required for final submission.

* Local Property Manager/ Responsible Party (Individual First and Last Name)

* Mailing Address

Responsible Party Company Name (if applicable)

* City

* State

* Email Address

* Zip Code

* Main Phone (xxx-xxx-xxxx)

Secondary Phone (xxx-xxx-xxxx)

Sites using less than 1 million gallons of water for irrigation in previous calendar year do not require a licensed irrigator perform the annual irrigation system analysis.

☐ I did not use a licensed irrigator to complete the Online Compliance Report for this property.

Back Return Home Save & Proceed to Step 3

Do Not Use Back Button On Your Browser

How to submit online compliance reports

Step 3: Irrigation Company (All Controllers)

- Please provide all required information for the TCEQ Landscape Irrigator that completed the irrigation hookup (if applicable)
- Click **Back** if you need to return to Step 2, **Return Home** or **Save & Proceed to Step 4**

Property Information
Step 1
Responsible Party
Step 2
Irrigation Company
Step 3
Irrigation System Information
Step 4
Upload ISA Forms
Step 5
Acknowledgements
Step 6
Submit Report
Step 7

Fill in all applicable fields. Those marked with a **red *** are required for final submission. Sites using over 1 million gallons of water for irrigation in previous calendar year must have a TCEQ licensed irrigator perform the annual irrigation system analysis.

*** Irrigator Name**

*** Irrigation Company Name**

*** TCEQ License Number (please enter numeric only, 7 digits max.)**

*** Irrigator Affiliation to Property**

☐ Hired only to complete one-time Online Compliance Report for this property and do not maintain the irrigation system.
☐ Currently contracted for landscape/irrigation maintenance at this property.

*** Email Address**

*** Main Phone (xxx-xxx-xxxx)**

Secondary Phone (xxx-xxx-xxxx)

Back **Return Home** **Save & Proceed to Step 4**

Do Not Use Back Button On Your Browser

How to submit online compliance reports

Controller Count

Beginning in 2024, online compliance reports can be started and saved as “in progress”, allowing you to continue and submit the final compliance report at a later date.

Note: For meters that have 3 or fewer controllers, the Licensed Irrigator will need to collect GPM, Minutes, and Number of Zones for each representative zone type to complete the online compliance report. The Licensed Irrigator should use the ISA Form as a worksheet and keep on file for future reference.

Note: Meters that have 4 or more controllers will be required to upload an Irrigation System Analysis (ISA) form for EACH controller.

Meters with 1-3 controllers-

Irrigation System Analysis (ISA) form is not required to be uploaded.

Meters with 4 or more controllers-

Irrigation System Analysis (ISA) form will be required to be uploaded for each controller.

How to submit online compliance reports

Step 4: Irrigation Analysis Summary (1-3 Controllers)

- Enter system information
 - Date of Analysis
 - Flow Sensor Y/N
 - Master Valve Y/N
- Enter controller information for each representative zone type
 - GPM
 - Total minutes of runtime per week
 - Total number of zones
- Click **Save & Proceed to Step 5**, **Return Home**, **Back** if you need to return to Step 4

Property Information Step 1 Responsible Party Step 2 Irrigation Company Step 3 **Irrigation System Information** Step 4 Upload ISA Forms Step 5 Acknowledgements Step 6 Submit Report Step 7

Fill in all applicable fields. Those marked with an * are required for final submission.
Enter Irrigation system information below.

Please make sure all information is correct. You will not be able to edit once you have submitted the final compliance report.

Note on Rep Zone Types: A value of 0 must be entered for the GPM, Rep Zone Weekly Run Time, and Number of Zones if the system does not have that zone type (spray, rotor, etc.).

Note on Looped Meters: An online Compliance Report must be submitted for each meter on the looped system. Please provide 0's for all system information fields for the 2nd, 3rd, etc. meters after filling out complete information for 1st meter.

SAWS Meter Number	Watering Day	Number of Controllers	*Flow Sensor ? (Y/N)	*Master Valve ? (Y/N)	*Date of Analysis
07045198	Tuesday	1	<input type="text" value="Y"/>	<input type="text" value="Y"/>	mm-dd-yyyy

Controller 1 of 1			
Rep Zone Type	*GPM	*Rep Zone Weekly Run Time	*Number of Zones
Spray	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Rotor	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
MS Rotor	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Drip	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Bubbler	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Back Return Home Save & Proceed to Step 5

How to submit online compliance reports

Step 5: Compliance Actions (All Controllers)

Click **Back** if you need to return to Step 4, **Return Home** or **Save & Proceed to Step 6**

Property Information
Step 1

Responsible Party
Step 2

Irrigation Company
Step 3

Irrigation System Information
Step 4

Compliance Actions
Step 5

Acknowledgements
Step 6

Submit Report
Step 7

Required Acknowledgement:

SAWS Irrigation System Analysis Forms have been completed for every controller on this property and meet all requirements of the city ordinance and include all required information listed on the SAWS website:

- a. Compliance with current watering rules, including assigned watering day and time
- b. Functioning rain sensor for each of the irrigation system controllers
- c. Presence of an approved backflow assembly for all irrigation systems

All critical maintenance issues identified on the Irrigation System Analysis Form have been addressed by one of these compliance actions: Repairs Made, Individual Zone(s) Permanently Disabled, Entire System Permanently Disabled.

Irrigation systems and/or individual zones that operate with water waste do not meet an approved compliance action and compliance report should NOT be submitted.

Any falsifications submitted on the SAWS Online Compliance Report by a currently licensed TCEQ Landscape Irrigator (LI) may be reported to TCEQ.

Any falsifications will also result in SAWS rejection of the Compliance Report, the property status of compliance will be revoked and will be considered non-compliant with the city ordinance requirement until submission and approval of new compliance report.

Back

Return Home

Save & Proceed to Step 6

How to submit online compliance reports

Step 6: Acknowledgements (All Controllers)

- Required to acknowledge that the irrigation system checkup complies with all rules and regulations of the city ordinance

Property Information Step 1 Responsible Party Step 2 Irrigation Company Step 3 Irrigation System Information Step 4 Upload ISA Forms Step 5 Acknowledgements Step 6 Submit Report Step 7

*** Acknowledgements**
All acknowledgements below are required, and must be checked to be able to submit the final Online Compliance Report.

☐ I acknowledge that sites defined as Large Use (using over 1 million gallons of water for irrigation in the previous calendar year) have had a currently licensed TCEQ Landscape Irrigator (LI) complete the annual Compliance Report, including all Irrigation System Analysis Forms.

☐ I acknowledge that all information provided on the SAWS Online Compliance Report is true to the best of my knowledge, and any falsifications will result in SAWS rejection of the Report and the property will be considered non-compliant with this city ordinance requirement.

☐ I acknowledge any falsifications submitted on the SAWS Online Compliance Report by a currently licensed TCEQ Landscape Irrigator (LI) may be reported to TCEQ.

☐ I acknowledge that the falsification or use of a currently licensed TCEQ Landscape Irrigator License # by anyone other than the licensee may be reported to TCEQ.

☐ I acknowledge that the SAWS Online Compliance Report has been completed for all automatic controllers that operate irrigation zones for the property.

☐ I acknowledge that all SAWS Irrigation System Analysis Forms completed for this property meet all requirements of the city ordinance and include all required information listed on the SAWS website:

a. Compliance with current watering rules, including assigned watering day and time

b. Functioning rain sensor for each of the irrigation system controllers

c. Presence of an approved backflow assembly for all irrigation systems

☐ I acknowledge that all SAWS Irrigation System Analysis Forms completed for this property meet all requirements of the city ordinance and include all required information listed on the SAWS website:

- a. Compliance with current watering rules, including assigned watering day and time
- b. Functioning rain sensor for each of the irrigation system controllers
- c. Presence of an approved backflow assembly for all irrigation systems

How to submit online compliance reports

Step 7: Submit Compliance Report (All Controllers)



You are now ready to submit your SAWS Online Compliance Report for this year. You must click the Submit Compliance Report button to complete the submission.

All data fields will be double-checked for accuracy one more time and you will have the opportunity to make updates.

All inputs have been saved to the database and you may logout and login again later for final submission. Clicking on Home in the upper left will take you back to the Irrigation Checkup Portal home page.

[Back](#)

[Return Home](#)

[Submit Compliance Report](#)

How to submit online compliance reports

Step 7: Submit Compliance Report

Home

Property Information

Responsibilities

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Submit Report

Logout

You are now ready to submit your compliance report. All data fields will be double-checked. All inputs have been saved to the database. You will take you back to the Irrigation Management System Home page.

[Back](#)

[Return Home](#)

[Submit Compliance Report](#)

Are you sure you are ready to submit this Online Compliance Report ? If you are not ready click Cancel.

The system will double-check that all required fields have been provided. If any errors exist, they will be displayed in **red font**.

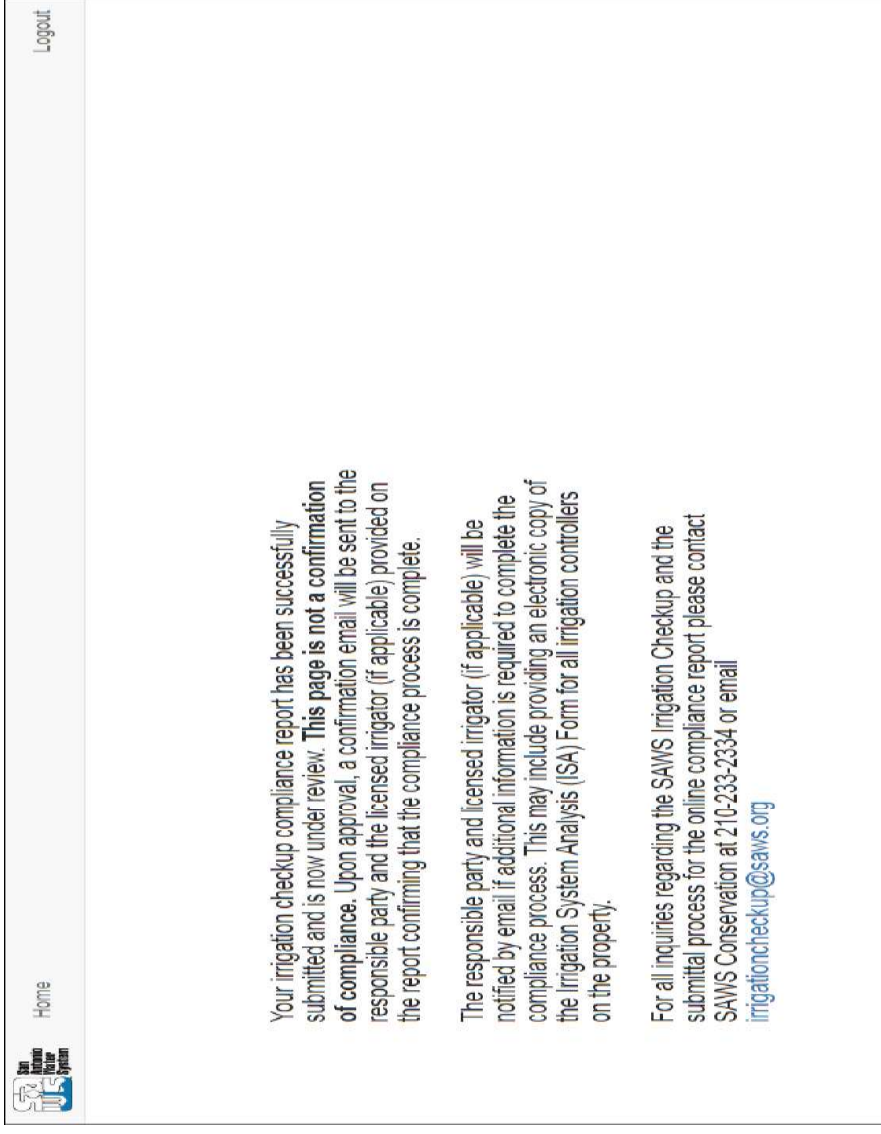
No edits or changes can be made after clicking OK and Proceed with Submission.

[OK and Proceed with Submission](#) [Cancel](#)

How to submit online compliance reports

Confirmation of Successful Submission (All Controllers)

- Report is under review until approval
- Approval email will be sent to Responsible Party and Licensed Irrigator (if applicable)
- Click “Home” to View Report



How to submit online compliance reports

Step 4: Irrigation Analysis Summary (4+ Controllers)

- Enter
 - Total # of controllers
 - Total # of zones
 - Estimated Peak Monthly Gallons
 - Date of Analysis as documented on the Irrigation System Analysis Form(s)
- Click **Save & Proceed to Step 5, Return Home, or Back** if you need to return to Step 3

Home Logout

Property Information Step 1 Responsible Party Step 2 Irrigation Company Step 3 **Irrigation System Information Step 4** Upload ISA Forms Step 5 Acknowledgements Step 6 Submit Report Step 7

Enter Irrigation System Summary below. All fields are marked with a **red *** and are required for final submission.

Note: The number of controllers is important. You will be required to upload at least one Irrigation System Analysis (ISA) form for each controller.

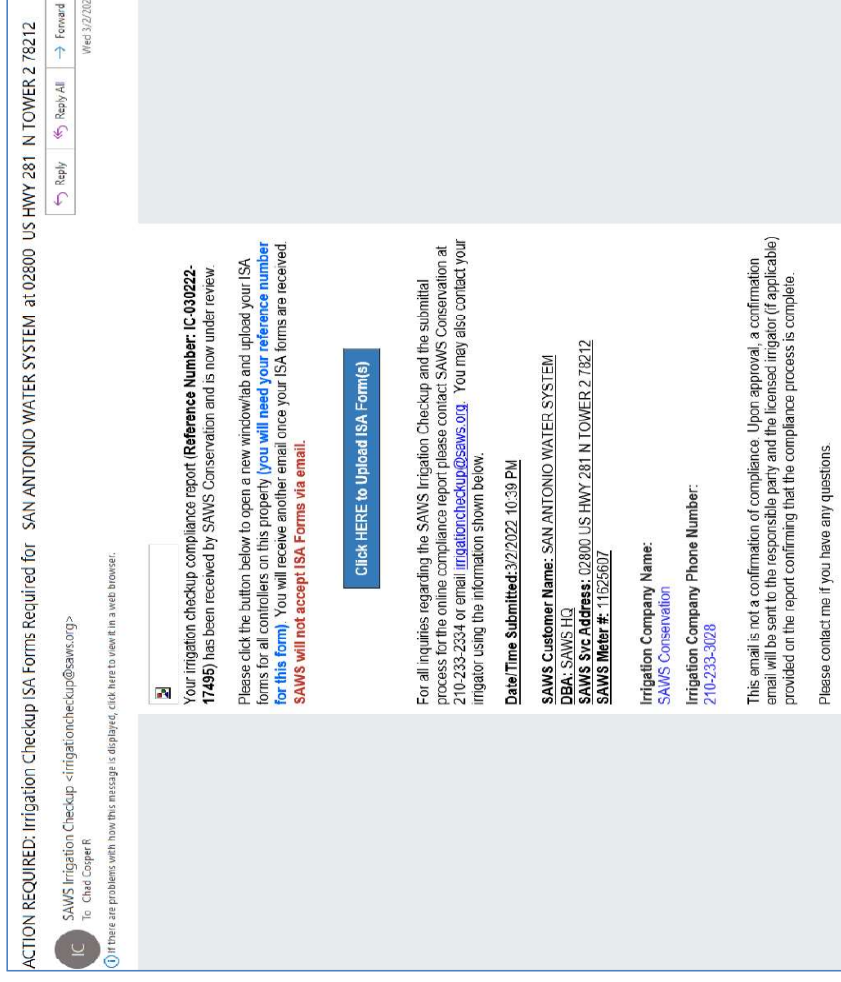
SAWS Meter Number	Watering Day	Total Number of Controllers	Total Number of Zones	Estimated Peak Monthly Gallons	Date of Analysis
08033955	Thursday	8	?	?	mm-dd-yyyy

Back Return Home Save & Proceed to Step 5

How to submit online compliance reports

ISA Form Submission Email (4+ Controllers ONLY)

- Subject line: “ACTION REQUIRED”
- Reference Number for the report
- **Click Here to Upload ISA Form(s)**
- Upload Required
 - Emailed forms not accepted



How to submit online compliance reports



View Report

After successful submission, click **View Report** on the Home screen

Action	Meter Number	Controller Count	Meter Group	Meter Group Name	CheckUp Status	Submission Date	SAWS Account Name	SAWS Service Address
View Report	11973723 ↑	1	000344	SA FRONT GATE LLC	In Compliance	3/6/2024 3:25 AM	FRONT GATE	28925 FRONT GATE FAIR OAKS RANCH, TX 78015
View Report	12721260	1	000344	SA FRONT GATE LLC	In Compliance	3/6/2024 3:23 AM	SA FRONT GATE LLC	29010 FAIRS GATE FAIR OAKS RANCH, TX 78015
View Report	20990852	1	000344	SA FRONT GATE LLC	In Compliance	3/6/2024 3:09 AM	FRONT GATE	28996 BUCKING BULL FAIR OAKS RANCH, TX 78015
View Report	20990853	1	000344	SA FRONT GATE LLC	In Compliance	3/6/2024 3:03 AM	FRONT GATE	29094 SQUARE GATE FAIR OAKS RANCH, TX 78015
No Action Required	20990854	1	000344	SA FRONT GATE LLC	Exempt	3/6/2024 3:26 AM	FRONT GATE	08802 SHADY POND FAIR OAKS RANCH, TX 78015
View Report	39989240	1	000344	SA FRONT GATE LLC	Pending Review	3/4/2024 8:53 PM	SA FRONT GATE LLC	28700 FRONT GATE FAIR OAKS RANCH, TX 78015
View Report	39989254	1	000344	SA FRONT GATE LLC	In Compliance	3/5/2024 2:49 AM	SA FRONT GATE LLC	28698 FRONT GATE FAIR OAKS RANCH, TX 78015
View Report	53458395	1	000344	SA FRONT GATE LLC	In Compliance	3/6/2024 3:20 AM	FRONT GATE	28979 SQUARE GATE FAIR OAKS RANCH, TX 78015

How to submit online compliance reports



View Report

- Scroll down to see all info entered in the report
- Click **Print** if you want a paper copy or PDF

Property Information

Business name/CBA (if not, a residential location)

SAWS Headquarters

SAWS Meter Number associated with the irrigation system

1825607

Name on SAWS Account

SAN ANTONIO WATER SYSTEM

Service Address on Account

02800 US HWY 281 N TOWER 2 T8212

Responsible Party

Local Responsible Party, Individual First and Last Name

Chad Cosper

Responsible Party Company Name (if applicable)

SAWS

Email Address

chad.cosper@saws.org

Main Phone (xxx-xxx-xxxx)

210-233-0028

Mailing Address

2800 US HWY 281 N

City

San Antonio

State

TX

Zip Code

78209

Secondary Phone (xxx-xxx-xxxx)

Home

Print

How to submit online compliance reports

View Report

- Click **Logout** to return to Login Screen
- Click **Home** for home page
- Enter new reports or can login at any time with meter #, Checkup Key and initials and **View Report** for specific property already submitted

How to submit online compliance reports

No more “locked” reports

- Online reports can be started and saved as “In Progress” status

- Action:

Continue Report

SAWS Irrigation Checkout

Beginning in 2024, online compliance reports can be started and saved as “In Progress”, allowing you to continue and submit the final compliance report at a later date.

Note: For meters that have 3 or fewer controllers, the Irrigator will need to collect GPM, Minutes, and Number of Zones for each representative zone type to complete the checkout. Irrigator should use the ISA Form as a worksheet and keep on file for future reference.

Note: Meters that have 4 or more controllers will be required to upload an Irrigation System Analysis (ISA) form for EACH controller.

Meters for this Account, total count is: 1.

Click on Create Report next to the meter number to create and submit an Online Compliance Report.

Click on Continue Report next to the meter number to continue working an Online Compliance Report that is In Progress.

Note: If the Controller Count confirmed in the 2023 Compliance Report does not match what SAWS provides in the Meter List display below, please contact SAWS Conservation at 210-233-3443 or email at irrigationcheckout@saws.org to have the Controller Count updated before creating the Online Compliance Report.

Action	Meter Number	Controller Count	Meter Group	Meter Name	Submission Date	SAWS Account Name	SAWS Service Address
1 Continue Report	18181618 ↑	6	None	None	None	Nathan Riggs	20501 Applewhite Rd SA, TX 78264
					In Progress		

How to submit online compliance reports



Meter Groups

Properties with Multiple Meters

One time Input and Save for the Responsible Party and Licensed Irrigator

Auto fill on Step 2 and Step 3

SAWS Irrigation Checkout

Beginning in 2024, online compliance reports can be started and saved as "in progress", allowing you to continue and submit the final compliance report at a later date.

Note: For meters that have 3 or fewer controllers, the Licensed Irrigator will need to collect GPM, Minutes, and Number of Zones for each representative zone type to complete the online compliance report. The Licensed Irrigator should use the ISA Form as a worksheet and keep on file for future reference.

Note: Meters that have 4 or more controllers will be required to upload an Irrigation System Analysis (ISA) form for EACH controller.

Responsible Party and Irrigation Company Information

Click here to complete the entry and saving of Responsible Party and Irrigation Company information for a Meter Group. This is optional for you to use. Your input will then be available for re-use and automatically applied to all subsequent online compliance report submissions. This may be useful if you have multiple meters and controllers and will be creating multiple Online Compliance Reports. This data is also editable to allow future changes.

One-time Input and Save

How to submit online compliance reports

One time Input and Save

Responsible Party

Responsible Party =
local decision-maker for
the property

Click **Next** to provide LI
contact info

One-time Data Input of Responsible Party and Irrigation Company Information

Meter Group Identifier	Meter Group Name
000352	SAWS HQ

Responsible Party Input 1

Irrigation Company Input 2

Fill in all applicable fields. Those marked with a red * are required. Click Next when complete and proceed to enter Irrigation Company data.

* Local Property Manager/ Responsible Party Enter first and last name	* Mailing Address
Responsible Party Company Name Company name if applicable	* City
* Email Address Enter properly formatted email address with @ symbol	* State Enter a 2-digit state abbreviation
* Main Phone xxx-xxx-xxxx Enter a 10 or 12 character phone number	* Zip Code Enter a 5 digit Zip Code
	Secondary Phone xxx-xxx-xxxx Enter a 10 or 12 character phone number

Next

How to submit online compliance reports

One time Input and Save

Landscape Irrigator (LI)

- LI # must be current for compliance approval

- Affiliation with the property

* Irrigator Affiliation to Property

- ☐ Hired only to complete one-time irrigation checkout for this property and do not maintain the irrigation system.
- ☒ Currently contracted for landscape/irrigation maintenance at this property.

One-time Data Input of Responsible Party and Irrigation Company Information

Meter Group Identifier 000392	Meter Group Name SAWS HQ
Responsible Party Input 1	Irrigation Company Input 2

Fill in all applicable fields. Those marked with a red * are required.
Sites using over 1 million gallons of water for irrigation in previous calendar year must have a TCEQ licensed irrigator perform the annual irrigation system analysis.

* **Irrigator Name**
Enter first and last name

* **Email Address**
Enter properly formatted email address with @ symbol

* **Irrigation Company Name**
Main Phone xxx-xxx-xxxx
Enter a 10 or 12 character phone number

* **TCEQ License Number**
Enter numeric only, up to 7 digits
Secondary Phone xxx-xxx-xxxx
Enter a 10 or 12 character phone number

* **Irrigator Affiliation to Property**
☐ Hired only to complete one-time irrigation checkout for this property and do not maintain the irrigation system.
☒ Currently contracted for landscape/irrigation maintenance at this property.

[Back](#) [Save Data & Return to SAWS Irrigation Checkout main page](#)

Click Save Data & Return to SAWS Irrigation Checkout main page

How to submit online compliance reports

Previously Saved Responsible Party and Irrigation Company Data

Fill in all applicable fields. The City of San Antonio has over 1 million gallons of water used in irrigation system analysis.

*** Irrigator Name**
Chad Cosper

*** Irrigation Company Name**
SAWS Landscape and Irrigation

*** TCEQ License Number**
0020726

*** Irrigator Affiliation**
☐ Hired only
☒ Currently employed

*** Main Phone xxx-xx-xxxx**
210-233-3028

Responsible Party and Irrigation Company Information

A Responsible Party and licensed Landscape Irrigator are already associated with the accounts in this meter group. This information will automatically be applied to all subsequent online compliance report submissions. To review and edit this information click the button below:

[Previously Saved Responsible Party and Irrigation Company Data](#)

[Back](#)

Are you sure that you want to save this Responsible Party and Irrigation Company data? Please double-check your inputs as no edits or changes can be made after you click OK and Proceed.

[OK and Proceed](#) [Cancel](#)

How to submit online compliance reports



Meter Group Responsible Party and LI (steps 2 and 3) auto-filled for all reports in the meter group

Property Information Step 1 Responsible Party Step 2 **Irrigation Company Step 3** Irrigation System Information Step 4 Compliance Actions Step 5 Acknowledgements Step 6 Submit Report Step 7

Responsible Party - Auto-populated from your Meter Group: 000352, SAWS HQ. To confirm, please click Save & Proceed to Step 3.

Name	Company Name	Address
Chad Cosper	SAWS Conservation	2800 US Hwy 281
City	State	Zip
San Antonio	TX	78212
Email	Main Phone	Secondary Phone
chad.casper@saws.org	210-233-3028	

[Back](#) [Return Home](#) [Save & Proceed to Step 3](#)

Property Information Step 1 Responsible Party Step 2 **Irrigation Company Step 3** Irrigation System Information Step 4 Compliance Actions Step 5 Acknowledgements Step 6 Submit Report Step 7

Irrigation Company - Auto-populated from your Meter Group: 000352, SAWS HQ. To confirm, please click Save & Proceed to Step 4.

TCEQ Certificate Holder Name	TCEQ License Number	Company Name
Chad Cosper	0020726	SAWS Landscape and Irrigation
Email	Main Phone	Secondary Phone
chad.casper@saws.org	210-233-3028	

Link to Property
Contracted Irrigator/Landscape for Property

[Back](#) [Return Home](#) [Save & Proceed to Step 4](#)

How to submit online compliance reports



Save Inputs & Return

Edit existing
contact info for RP
and LI

Click Back, Cancel
& Return or Save
Inputs & Return

Meter Group Identifier

000352

Meter Group Name

SAWS HQ

Responsible Party

Input 1

Irrigation Company

Input 2

Fill in all applicable fields. Those marked with a red * are required.
Sites using over 1 million gallons of water for irrigation in previous calendar year must have a TCEQ licensed irrigator perform the annual irrigation system analysis.

* Irrigator Name

Chad Cospel

* Email Address

chad.cospel@saws.org

* Irrigation Company Name

SAWS Landscape and Irrigation

* Main Phone xxx-xxx-xxxx

210-233-3028

* TCEQ License Number

0020726

* Secondary Phone xxx-xxx-xxxx

Enter a 10 or 12 character phone number

* Irrigator Affiliation to Property

☐ Hired only to complete one-time irrigation checkup for this property and do not maintain the irrigation system.
☒ Currently contracted for landscape/irrigation maintenance at this property.

Back

Cancel & Return

Save Inputs & Return

How to submit online compliance reports

Meter Groups

Add Meter to Group

Action	Meter Number	Controller Count	Meter Group	Meter Group Name	CheckUp Status	Submission Date	SAWS Account Name	SAWS Service Address
1 Create Report	11625607 ↑	1	000352	SAWS HQ	Checkup Required-Awaiting Submission	None	SAN ANTONIO WATER SYSTEM	02800 US HWY 281 N TOWER 2 SAN ANTONIO, TX 78212
2 Create Report	62092382	1	000352	SAWS HQ	Checkup Required-Awaiting Submission	None	SAN ANTONIO WATER SYSTEM	02800 US HWY 281 N SVC2 SAN ANTONIO, TX 78212

Note: You can add meters to an existing Meter Group by clicking this button.

Add a Meter to Meter Group

- If your property has more irrigation meters than are shown below, you can add those meters to your existing Meter Group by clicking the green button “**Add a Meter to Meter Group**”

How to submit online compliance reports

Looped Systems

If property has more than one meter feeding the irrigation system, indicate on Step 1 on report for **ALL METERS** on the looped systems.

SAWS Meter Number	Name on SAWS Account	Assigned Watering Day	Service Address on Account
11625607	SAN ANTONIO WATER SYSTEM	Monday	02800 US HWY 281 N TOWER 2 SAN
Business Name / DBA (commercial locations only)			
<div> <input type="checkbox"/> Check this box if you have multiple meters that both feed the same irrigation system (i.e. looped meters). </div> <div> <p>Note: An online compliance report must be submitted for each meter on the looped system. PLEASE PROVIDE CONTROLLER, ZONE COUNT AND PEAK ESTIMATED GALLONS FOR THE SYSTEM ON EACH REPORT.</p> </div> <div> <input type="checkbox"/> If Checked, list additional Meter Numbers separated by commas here: </div>			
<p>The SAWS Annual Online Compliance Report does not apply to my property for the following reason:</p> <div> <input type="checkbox"/> The property has never had in-ground irrigation. <input type="checkbox"/> The property has a permanently disabled in-ground irrigation system. </div>			

Save & Proceed to Step 2

How to submit online compliance reports



Step 4: Looped System Meters

1st Meter on Looped System:

- Enter all system data.

2nd and 3rd, Etc Meters On Looped System:

- Enter Flow Sensor, Master Valve and Date of Analysis
- Enter 0's for the zone data
- Click **Save & Proceed to Step 5**

Property Information
Step 1
Responsible Party
Step 2
Irrigation Company
Step 3
Irrigation System Information
Step 4
Upload ISA Forms
Step 5
Acknowledgements
Step 6
Sumit Report
Step 7

Fill in all applicable fields. Those marked with an * are required for final submission.
Enter irrigation system information below.

Note on Rep Zone Types: A value of 0 must be entered for the GPM, Rep Zone Weekly Run Time, and Number of Zones if the system does not have that zone type (spray, rotor, etc.).

Note on Looped Meters: An online Compliance Report must be submitted for each meter on the looped system. Please provide 0's for all system information fields for the 2nd, 3rd, etc. meters after filling out complete information for 1st meter.

SAWS Meter Number
07045196
Watering Day
Tuesday
Number of Controllers
1
Flow Sensor ? (Y/N)
Master Valve ? (Y/N)
Date of Analysis
mm-dd-yyyy

Controller 1 of 1

Rep Zone Type	*GPM	*Rep Zone Weekly Run Time	*Number of Zones
Spray	0	0	0
Rotor	0	0	0
MS Rotor	0	0	0
Drip	0	0	0
Bubbler	0	0	0

Back
Return Home
Save & Proceed to Step 5

How to submit online compliance reports

Checkup Status-Successful Submission

- **In Progress**
 - Partially completed; must return and Continue Report by May 1st
- **Pending Review**
 - Successful submission, confirmation email sent.
- **Pending ISA Forms**
 - Successful submission; email requesting ISA Form upload sent
- **Pending ISA Form Review**

How to submit online compliance reports

Checkup Status – Successful Submission

- **Pending ISA Forms**
 - Successful submission; email requesting ISA Form upload sent
- **Pending ISA Form Review**
 - ISA Forms successfully uploaded and time stamped
- **In Compliance**
 - Confirmation of compliance email to LI and RP; No further action required
- **Checkup Required-Awaiting Submission**
 - Prior submission not approved; new compliance report required by May 1st

How to submit online compliance reports

Large Property Variance

SAWS considers watering variance requests for especially large landscapes that cannot reasonably apply $\frac{1}{2}$ inch of water to their landscape per week in the course of eight hours on their designated watering day.

How to submit online compliance reports

Large Property Variance

“In the spirit of conservation....”

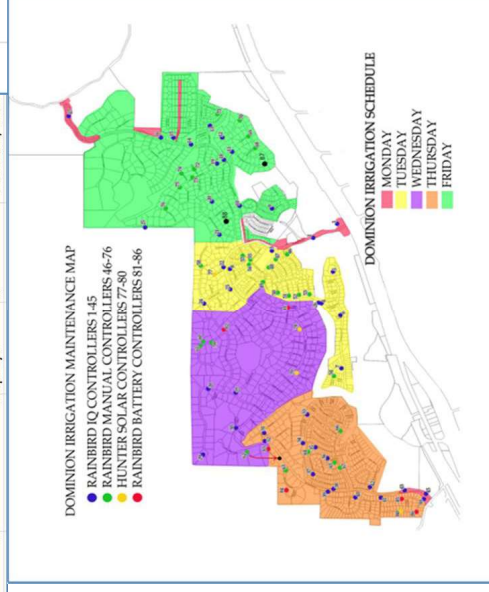
- Outline a viable strategy to significantly reduce total water use to $\frac{1}{2}$ ” or less per week per zone
- Demonstrate potential water savings by prioritizing zones and turning off zones with lower priority

How to submit online compliance reports

Large Property Variance

- Required Information:
 - Table with proposed irrigation schedule for each zone (included in the application package)
 - A list of zones that may be left dormant and not irrigated (to demonstrate conservation efforts)
 - Estimated precipitation rate for each zone type
 - A map of all controller, labeled with the proposed watering days
 - SAWS approved signage

Controller	Zone #	Sprinkler	Watering Day	Start Time	Programmed Run Time (min)	Total Run Time (hr)	Precipitation Rate (in/hr)	Landscape	Zone can be left dormant?	Inches Applied
1	1	Dripline	T	7:00 AM	60	1	0.5	Shrubs	TBD	0.51
1	2	Multistream	M	7:00 AM / 7:00 PM	60	2	0.5	Grass	TBD	0.98
1	3	Sprays	M	7:00 AM / 7:00 PM	20	2	1.3	Flowers/Garden	TBD	0.84
1	4	Multistream	M	7:00 AM / 7:00 PM	20	2	0.5	Grass	TBD	0.33
1	5	Sprays	M	7:00 AM / 7:00 PM	20	2	1.3	Grass	TBD	0.84
1	6	Dripline	T	7:00 AM	60	1	0.5	Shrubs	TBD	0.51
1	7	Multistream	M	7:00 AM / 7:00 PM	60	2	0.5	Grass	TBD	0.98
1	8	Dripline	T	7:00 AM	60	1	0.5	Shrubs	TBD	0.51
1	9	Sprays	M	7:00 AM / 7:00 PM	20	2	1.3	Flowers/Garden	TBD	0.84
1	10	Bubblers	T	7:00 AM	10	1	2.4	Trees	TBD	0.40
2	1	Sprays	M	7:00 AM / 7:00						
2	2	Multistream	M	7:00 AM / 7:00						
2	3	Multistream	M	7:00 AM / 7:00						
2	4	Multistream	M	7:00 AM / 7:00						
2	5	Sprays	M	7:00 AM / 7:00						
2	6	Sprays	M	7:00 AM / 7:00						
2	7	Sprays	M	7:00 AM / 7:00						
Total Inches					Average Inches		Zones			
Expected					405.00		0.5			
Running					358.85		0.44			
							815			
							810			



SAWS Large Property Watering Variance

This HOA/POA common area waters once a week on

MONDAY

* NOTE: SAWS Large Property Variance applies only to the irrigation system for the property and NOT to individual residential properties. See saws.org/WhenToWater for details.



How to submit online compliance reports

Questions and Feedback

irrigationcheckup@saws.org

How to submit online compliance reports