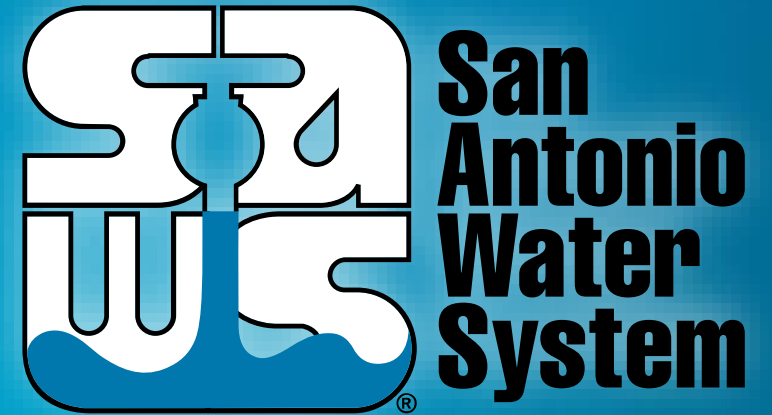


# Annual Irrigation Checkup 2024

## How To Submit Online Compliance Reports



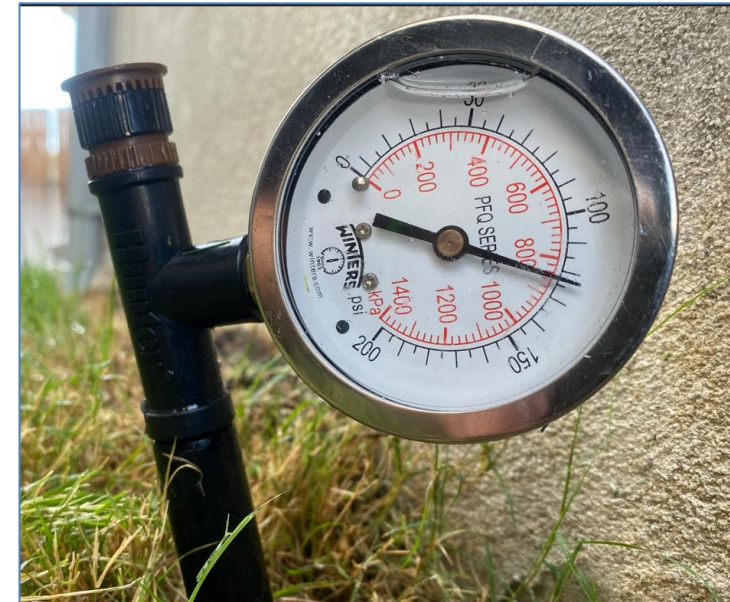
MAKING SAN ANTONIO  
**WATERFUL**



# 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

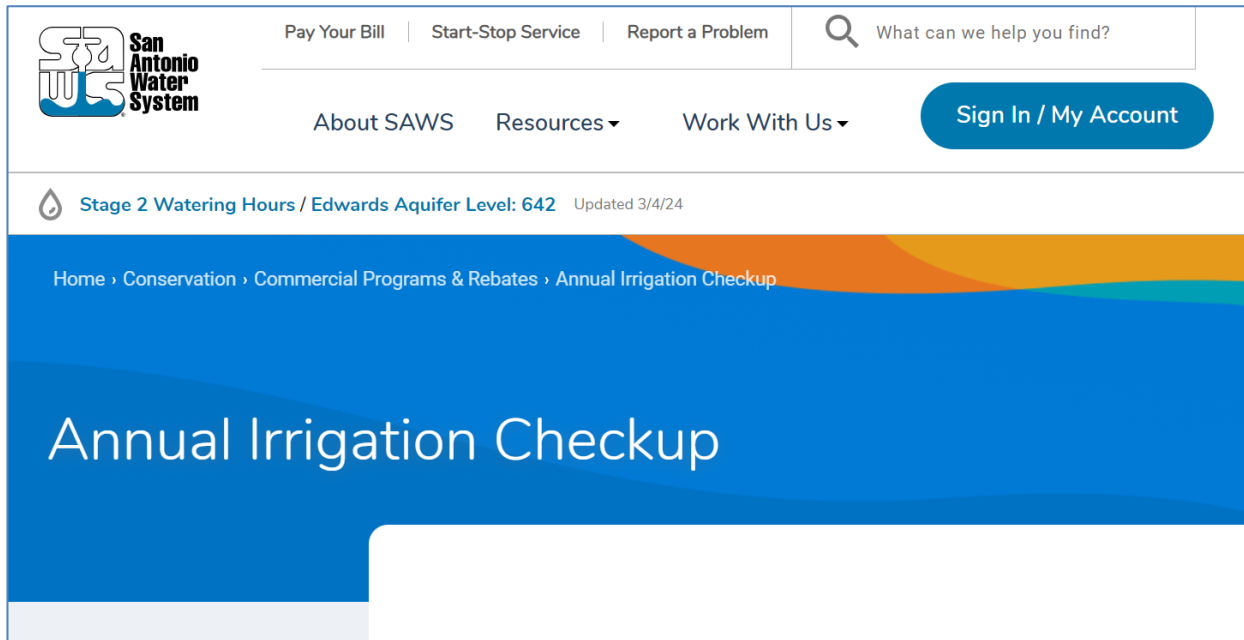
- Permanent removal/disable of individual zone, sections or the entire system
  - \$300 rebate for permanent removal of zone valves.
  - Removal of all zone valves wired to a controller meets compliance
  - Do not have to remove entire system

How to submit online compliance reports

# Online Irrigation Checkup Form

Access online form on SAWS webpage:

[www.saws.org/irrigationcheckup](http://www.saws.org/irrigationcheckup)



The screenshot shows the SAWS website header with navigation links: Pay Your Bill, Start-Stop Service, Report a Problem, and a search bar. Below the header are links for About SAWS, Resources, Work With Us, and a Sign In / My Account button. The main content area features a banner for 'Stage 2 Watering Hours / Edwards Aquifer Level: 642' updated 3/4/24. Below this is a breadcrumb trail: Home > Conservation > Commercial Programs & Rebates > Annual Irrigation Checkup. The title 'Annual Irrigation Checkup' is prominently displayed in a large blue box.

## 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](#)



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



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

March 2, 2022

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

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 1<sup>st</sup>, 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:

[saws.org/IrrigationCheckup](https://saws.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 1<sup>st</sup> 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 1<sup>st</sup> 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@saws.org](mailto:irrigationcheckup@saws.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 #:   
SAWS Irrigation Meter #: 11625607  
Checkup Key: 78212

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

## SAWS Irrigation Checkup Portal

Enter the SAWS Meter Number\*, Checkup 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 Checkup program, please contact  
SAWS Conservation at 210-233-3443 or send an email to: [irrigationcheckup@saws.org](mailto:irrigationcheckup@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](mailto:irrigationcheckup@saws.org) to have the Controller Count updated before creating the Online Compliance Report.

Action	Meter Number	Controller Count	Meter Group	Meter Group 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](mailto: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](mailto:irrigationcheckup@saws.org) to have the Controller Count updated before creating the Online Compliance Report.

Action	Meter Number	Controller Count	Meter Group	Meter Group 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

# 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

# Assigned Watering Day

Property Information

Responsible Party

Irrigation Company

Irrigation System Information

Upload ISA Forms

Acknowledgements

Submit Report

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

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

18181818

Nathan Riggs

Monday

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

Responsible Party

Irrigation Company

Irrigation System Information

Upload ISA Forms

Acknowledgements

Submit Report

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

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

18181818

Monday

6

p

0

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.



# 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 dialog box is displayed in the center, 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 checkup 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 background form shows the 'SAWS Meter Number' as 11625607, the 'SAN ANTONIO WATER SYSTEM' as the provider, and the 'Business Name / DBA (commercial locations only)' as 'SAWS HQ'. The 'The SAWS Annual Irrigation Checkup does not apply to my property for the following reason:' section has the second option, 'The property has a permanently disabled in-ground irrigation system,' selected. A 'SAVE & NEXT' button is visible 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**

The screenshot shows a multi-step process for submitting an online compliance report. The steps are: Step 1 (Property Information), Step 2 (Responsible Party), Step 3 (Irrigation Company), Step 4 (Irrigation System Information), Step 5 (Upload ISA Forms), Step 6 (Acknowledgements), and Step 7 (Submit Report). Step 2 is currently active.

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)**  
[Text Input Field]

**\* Mailing Address**  
[Text Input Field]

**Responsible Party Company Name (if applicable)**  
[Text Input Field]

**\* City** [Text Input Field] **\* State** [Text Input Field]

**\* Email Address**  
[Text Input Field]

**\* Zip Code**  
[Text Input Field]

**\* Main Phone (xxx-xxx-xxxx)**  
[Text Input Field]

**Secondary Phone (xxx-xxx-xxxx)**  
[Text Input Field]

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 checkup (if applicable)
- Click **Back** if you need to return to Step 2, **Return Home** or **Save & Proceed to Step 4**

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

Step 1   Step 2   Step 3   Step 4   Step 5   Step 6   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	* Email Address
<input type="text"/>	<input type="text"/>
* Irrigation Company Name	* Main Phone (xxx-xxx-xxxx)
<input type="text"/>	<input type="text"/>
* TCEQ License Number (please enter numeric only, 7 digits max.)	Secondary Phone (xxx-xxx-xxxx)
<input type="text"/>	<input type="text"/>
* Irrigator Affiliation to Property	
<input type="radio"/> Hired only to complete one-time Online Compliance Report for this property and do not maintain the irrigation system.	
<input type="radio"/> Currently contracted for landscape/irrigation maintenance at this property.	
<input type="button" value="Back"/>	<input type="button" value="Return Home"/>
<input type="button" value="Save &amp; 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.

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

Step 1   Step 2   Step 3   **Step 4**   Step 5   Step 6   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"/>	<input type="text" value="mm-dd-yyyy"/>

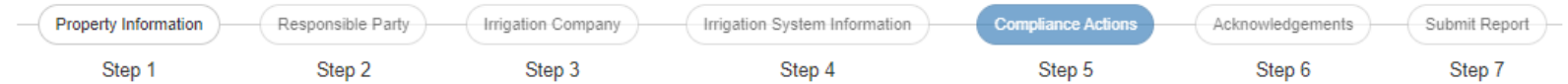
  

**Controller 1 of 1**

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"/>

## Step 5: Compliance Actions (All Controllers)

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



### 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](#)

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

Step 1   Step 2   Step 3   Step 4   Step 5   Step 6   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.

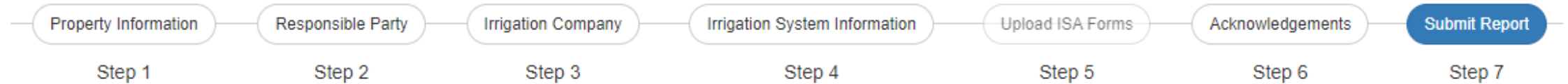
☐ I acknowledge that the falsification or use of a currently licensed TCEQ Landscape Irrigator License # by anyone other than the licensee may be reported to TCEQ.

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

# 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](#)

# Step 7: Submit Compliance Report

Home Logout

Property Information Responsibility

Step 1 Step 2

You are now ready to submit your report. Please click the Submit Compliance Report button to complete the submission.

All data fields will be double-checked before submission.

All inputs have been saved to the database. If you click the Back button, it will take you back to the Irrigation System Information 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.

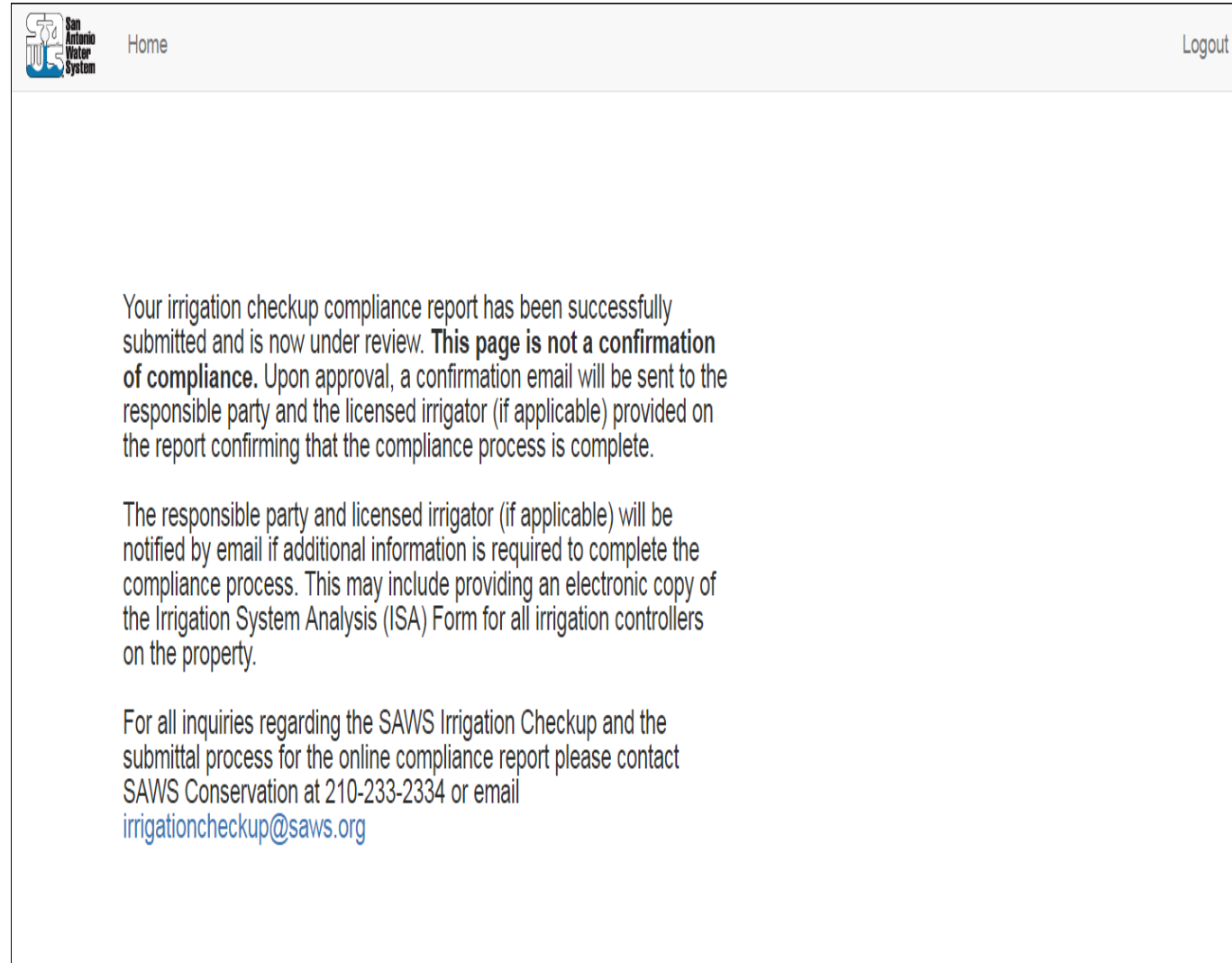
[OK and Proceed with Submission](#) [Cancel](#)

Acknowledgements Submit Report

Step 6 Step 7

# Confirmation of Successful Submission (All Controllers)

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



The screenshot shows a web interface for the San Antonio Water System. At the top left is the logo, and at the top right is a "Home" link. In the upper right corner, there is a "Logout" link. The main content area contains three paragraphs of text. The first paragraph states that the report is under review and is not a confirmation of compliance. The second paragraph explains that a confirmation email will be sent to the responsible party and the licensed irrigator. The third paragraph provides contact information for inquiries regarding the SAWS Irrigation Checkup and the submittal process.

San Antonio Water System Home Logout

Your irrigation checkup compliance report has been successfully submitted and is now under review. **This page is not a confirmation of compliance.** Upon approval, a confirmation email will be sent to the responsible party and the licensed irrigator (if applicable) provided on the report confirming that the compliance process is complete.

The responsible party and licensed irrigator (if applicable) will be notified by email if additional information is required to complete the compliance process. This may include providing an electronic copy of the Irrigation System Analysis (ISA) Form for all irrigation controllers on the property.

For all inquiries regarding the SAWS Irrigation Checkup and the submittal process for the online compliance report please contact SAWS Conservation at 210-233-2334 or email [irrigationcheckup@saws.org](mailto:irrigationcheckup@saws.org)

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

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

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

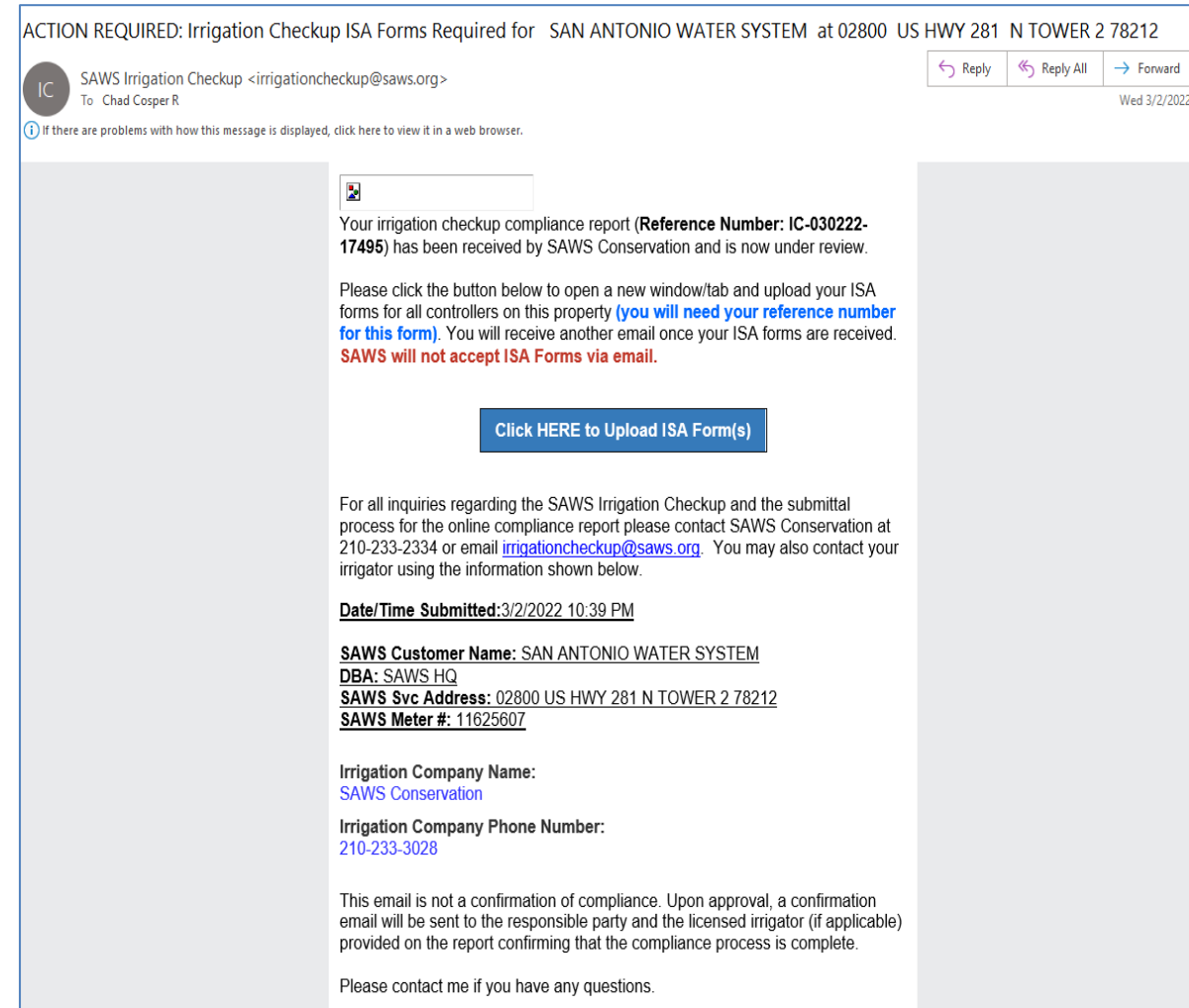
**Note:** The number of controllers is important. You will be required to upload at least one Irrigation System Analysis (ISA) form for each controller.

SAWS Meter Number	Watering Day	* Total Number of Controllers	* Total Number of Zones	* Estimated Peak Monthly Gallons	* Date of Analysis
08033955	Thursday	8	<input type="text"/>	<input type="text"/>	<input type="text" value="mm-dd-yyyy"/>

[Back](#) [Return Home](#) [Save & Proceed to Step 5](#)

# 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



# 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
1	<a href="#">View Report</a>	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
2	<a href="#">View Report</a>	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
3	<a href="#">View Report</a>	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
4	<a href="#">View Report</a>	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
5	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
6	<a href="#">View Report</a>	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
7	<a href="#">View Report</a>	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
8	<a href="#">View Report</a>	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

Checkout Report Status: Pending Review  
Date Submitted: 03/02/2022

Property Information

Business name/DBA (if not, a residential location)	Name on SAWS Account
SAWS Headquarters	SAN ANTONIO WATER SYSTEM
SAWS Meter Number associated with the irrigation system	Service Address on Account
11625607	02800 US HWY 281 N TOWER 2 78212

Responsible Party

Local Responsible Party, Individual First and Last Name	Mailing Address	
Chad Cosper	2800 US HWY 281 N	
Responsible Party Company Name (if applicable)	City	State
SAWS	San Antonio	TX
Email Address	Zip Code	
chad.cosper@saws.org	78209	
Main Phone (xxx-xxx-xxxx)	Secondary Phone (xxx-xxx-xxxx)	
210-233-3028		

Home Print

# 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

# No more “locked” reports

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

- Action:  
Continue Report

## SAWS Irrigation Checkup

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 checkup. 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 [irrigationcheckup@saws.org](mailto:irrigationcheckup@saws.org) to have the Controller Count updated before creating the Online Compliance Report.

Action	Meter Number	Controller Count	Meter Group	Meter Group Name	CheckUp Status	Submission Date	SAWS Account Name	SAWS Service Address
1 Continue Report	18181818 ↑	6	None	None	In Progress	None	Nathan Riggs	20981 Applewhite Rd SA, TX 78264

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 Checkup

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      Irrigation Company

Input 1      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.

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

<b>Meter Group Identifier</b>	<b>Meter Group Name</b>
000352	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.

<b>* Irrigator Name</b> Enter first and last name	<b>* Email Address</b> Enter properly formatted email address with @ symbol
<b>* Irrigation Company Name</b> 	<b>* Main Phone xxx-xxx-xxxx</b> Enter a 10 or 12 character phone number
<b>* TCEQ License Number</b> Enter numeric only, up to 7 digits	<b>Secondary Phone xxx-xxx-xxxx</b> Enter a 10 or 12 character phone number
<b>* Irrigator Affiliation to Property</b> <input type="radio"/> Hired only to complete one-time irrigation checkup for this property and do not maintain the irrigation system. <input checked="" type="radio"/> Currently contracted for landscape/irrigation maintenance at this property.	

Back      Save Data & Return to SAWS Irrigation Checkup main page

Click Save Data & Return to SAWS Irrigation Checkup main page

# Previously Saved Responsible Party and Irrigation Company Data

Fill in all applicable fields. Those sites using over 1 million gallons of water per year require an irrigation system analysis.

\* Irrigator Name  
Chad Cosper

\* Irrigation Company Name  
SAWS Landscape and Irrigation

\* TCEQ License Number  
0020726

\* Irrigator Affiliation to  
☐ Hired only  
☒ Currently employed

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

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

## 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

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

Property Information   **Responsible Party**   Irrigation Company   Irrigation System Information   Compliance Actions   Acknowledgements   Submit Report

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

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

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

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

Property Information   Responsible Party   **Irrigation Company**   Irrigation System Information   Compliance Actions   Acknowledgements   Submit Report

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

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

<b>TCEQ Certificate Holder Name</b>	<b>TCEQ License Number</b>	<b>Company Name</b>
Chad Cosper	0020726	SAWS Landscape and Irrigation
<b>Email</b>	<b>Main Phone</b>	<b>Secondary Phone</b>
chad.cosper@saws.org	210-233-3028	
<b>Link to Property</b>		
Contracted Irrigator/Landscaper 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 Cospers

\* Email Address

chad.cospers@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

# 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 <a href="#">Create Report</a>	<a href="#">11625607</a> ↑	1	000352	SAWS HQ	Checkup Required-Awaiting Submission	None	SAN ANTONIO WATER SYSTEM	<a href="#">02800 US HWY 281 N TOWER 2 SAN ANTONIO, TX 78212</a>
2 <a href="#">Create Report</a>	<a href="#">62092382</a>	1	000352	SAWS HQ	Checkup Required-Awaiting Submission	None	SAN ANTONIO WATER SYSTEM	<a href="#">02800 US HWY 281 N SVC2 SAN ANTONIO, TX 78212</a>

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**”

# 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)

**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](#)

# Step 4: Looped System Meters

## 1<sup>st</sup> Meter on Looped System:

- Enter all system data.

## 2<sup>nd</sup> and 3<sup>rd</sup>, 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   Responsible Party   Irrigation Company   **Irrigation System Information**   Upload ISA Forms   Acknowledgements   Submit Report

Step 1   Step 2   Step 3   Step 4   Step 5   Step 6   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"/>	<input type="text"/>	mm-dd-yyyy

Controller 1 of 1

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

Back   Return Home   Save & Proceed to Step 5

# Checkup Status-Successful Submission

- **In Progress**

- Partially completed; must return and **Continue Report** by May 1<sup>st</sup>

- **Pending Review**

- Successful submission, confirmation email sent.

- **Pending ISA Forms**

- Successful submission; email requesting ISA Form upload sent

- **Pending ISA Form Review**

# 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

# Large Property Variance

SAWS considers watering variance requests for especially large landscapes that cannot reasonably apply ½ inch of water to their landscape per week in the course of eight hours on their designated watering day.

# Large Property Variance

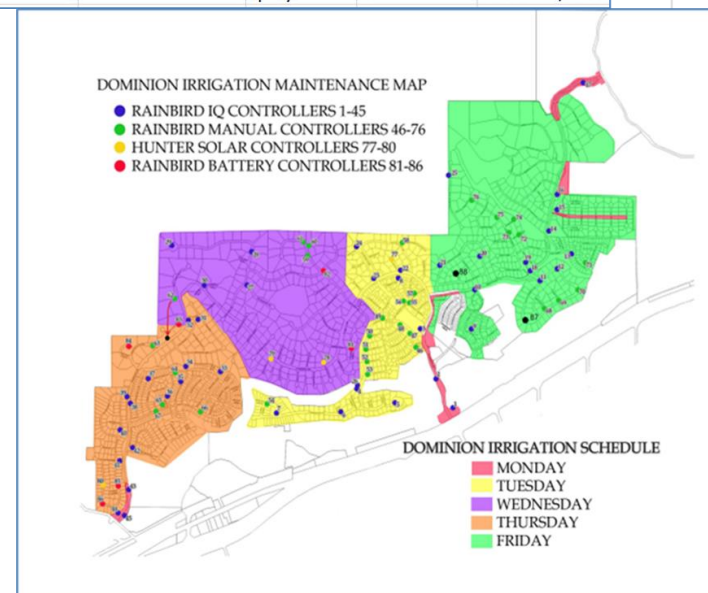
“In the spirit of conservation....”

- Outline a viable strategy to significantly reduce total water use to ½” or less per week per zone
- Demonstrate potential water savings by prioritizing zones and turning off zones with lower priority

# 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	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	815	
Running							358.85	0.44	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](https://saws.org/WhenToWater) for details.

How to submit online compliance reports

# Questions and Feedback

[irrigationcheckup@saws.org](mailto:irrigationcheckup@saws.org)

How to submit online compliance reports