



Florida Department of Environmental Protection

Annual Reuse Report

Part I – Instructions

1. This form is to be submitted on or before January 1 following the completion of each fiscal year (October 1 through September 30). Submittal is required by Rule 62-610.870, F.A.C. This report will be used to develop and maintain a reuse inventory. It will not be used for determination of compliance with permit limitations, other than requirements to submit this report. If flow monitoring information is not available for individual reuse types or types of users, please provide your best estimates of flows allocated to individual reuse types or types of users.
2. Submit the report (including all attachments):
 - a. Electronically using the DEP Online Business Portal (<https://www.fldepportal.com/DepPortal/go/home>).
 - b. To the appropriate water management district.
3. When submitting the form electronically through the DEP online business portal, you do not need to submit a hard copy of the form as well to the Department. Once the form is submitted and accepted through the DEP online business portal, a copy of the report will be generated and available through the DEP online document warehouse. That copy of the report can be submitted to the appropriate water management district to fulfill reporting requirements.
4. Completion of this report is required for all domestic wastewater facilities having permitted capacities of 0.1 mgd or larger which contribute reclaimed water to one or more reuse systems permitted under Chapter 62-610, F.A.C. This form is to be completed annually for each separate reuse system. For purposes of this form, "reuse system" means a network of pipes, pumping facilities, storage facilities, and appurtenances designed to convey and distribute reclaimed water from one or more domestic wastewater treatment facilities to one or more users of reclaimed water.
5. Use the units specified in the form. For flows, show annual average flows (in mgd). This can be obtained by averaging daily flows over a 365-day period, dividing the total annual volume by 365, or by averaging the 12 monthly average flow values.
6. Be sure to submit the required attachments (see Part X on pages 8 and 9 of this form).
7. The cover sheet of your permit will identify portions of your project classified as "reuse" and portions classified as "effluent disposal." Rule 62-610.810, F.A.C., lists the criteria for classifying projects (or portions of projects) as "reuse" or "effluent disposal."

Part II - General Information

1. Reporting Period: October 1, 2024 through September 30, 2025

2. Date Submitted: _____

3. Person Completing This Form

Name: Kendrah Wilkerson

Title: Town Manager

Organization: The Town of Havana

Mailing Address: 110 14th Ave East

City/State/Zip Code: Havana, FL 32333

Telephone: (850) 539-2820

E-mail: Manager@townofhavana.com

4. Reuse System Name: Havana WWTF

5. Domestic Wastewater Treatment Facilities Providing Reclaimed Water to This Reuse System

a. Location of Facilities

City: Havana

County: Gadsden

DEP District (check one):

- ☒ Northwest (Pensacola)
- ☐ Northeast (Jacksonville)
- ☐ Southwest (Tampa)
- ☐ Central (Orlando)
- ☐ Southeast (West Palm Beach)
- ☐ South (Ft. Myers)

Water Management District (check one):

- ☒ Northwest Florida (Havana)
- ☐ Suwannee River (Live Oak)
- ☐ Southwest Florida (Brooksville)
- ☐ St. Johns River (Palatka)
- ☐ South Florida (West Palm Beach)

b. Domestic Wastewater Treatment Facility Information

Enter the name of the facility, the DEP identification number, disinfection level,^a permitted capacity, and annual average flow for each treatment facility providing reclaimed water to this reuse system.

Table I. Facility Information

Facility Name	DEP Identification Number	Disinfection Level ^a	Permitted Capacity (mgd)	Average Flow (mgd)
Please see the attached sheet.	Please see the attached sheet.	Please see the attached sheet.	Please see the attached sheet.	Please see the attached sheet.
Total Treated Wastewater				0.135

^a Enter one of the following codes for disinfection level for each treatment facility:

HI = High-level disinfection, as described in Rule 62-600.440(6), F.A.C.

IM = Intermediate disinfection, as described in Rule 62-600.440(7), F.A.C.

BA = Basic disinfection, as described in Rule 62-600.440(5), F.A.C.

LL = Low-level disinfection, as described in Rule 62-600.440(8), F.A.C.

HB = High-level disinfection & basic disinfection for portions of the treated flow.

FT = Full treatment disinfection, as described in Rule 62-610.563(3)(b), F.A.C.

Part III - Reclaimed Water and/or Effluent Available for Reuse or Disposal

Table II. Available Reclaimed Water and/or Effluent

Source of Water	Average Flow (mgd)
Treated Wastewater [Enter the Total Average Flow from Table I]	0.135
Supplemental Water Supplies added by the utility - Surface Water	0
Supplemental Water Supplies added by the utility - Stormwater	0
Supplemental Water Supplies added by the utility - Ground Water	0
Supplemental Water Supplies added by the utility - Drinking Water	0
Demineralization Concentrate (Blended with final reclaimed water only)	0
Water Recovered from ASR ^b	0
Total Water Available for Reuse or Disposal [Should be equal to the Total Reuse Flow in Table III below]	0.1350

^b Aquifer Storage and Recovery (ASR) - This activity is described in Rule 62-610.466, F.A.C. If you have an ASR system included in your permit for the reuse system, please make separate entries in

both Part III (for the total average flow withdrawn from the ASR well) and in Part VI (for the total average flow injected into the ASR well).

Part IV - Reuse

For each reuse activity, enter the permitted capacity, average flows, and acreage. Do not duplicate any of these entries in Part V of this form. Using available flow records, other available information, and your best judgment, please allocate the average flows for all treatment facilities among the reuse types listed in this part. Make discrete entries (do not show ranges). Show totals at the bottom of the table.

Table III. Reuse Activities

Reuse Type	Reuse Sub-Type	Part	Capacity (mgd)	Flow (mgd)	Area (acres)
Public Access Areas & Landscape Irrigation	Golf Course Irrigation	III			
	Residential Irrigation	III			
	Other Public Access Areas	III			
Agricultural Irrigation & Sprayfields	Edible Crops (Be sure to attach the inventory of edible crop irrigation. See Part X of this form.)	III			
	Grass, Pasture, Other Crops	II	0.4	0.1206	174
Ground Water Recharge & Indirect Potable Reuse	Rapid Infiltration Basins (Including Some Perc Ponds) ^c	IV			
	Absorption Fields ^c	IV			
	Surface Water Augmentation (Discharge to Class I Waters)	V			
	Injection to Potable Aquifers	V			
Industrial	At Treatment Plant	VII	0.015	0.0144	0
	At Other Facilities	VII			
Toilet Flushing		III			
Fire Protection		III			

Wetlands				
Other (Specify)				
Total Reuse [Enter total flow on Line 1 in Part VI of this form.]		0.415	0.135	174.0

"To be considered "reuse," either of the following conditions must exist:

- * There are multiple basins or absorption fields that are routinely wetted, dried, and maintained in accord with Part IV of Chapter 62-610, F.A.C., or
 - * Continuously-loaded ponds must meet the higher treatment/disinfection requirements in Rule 62-610.525, F.A.C.
- If neither condition is met, the perc pond or absorption field is "effluent disposal" and should be recorded in Part V in this form (under "Other").

Part V - Effluent Disposal

For each effluent disposal activity, enter the permitted capacity and average flow. Do not duplicate any of these entries in Part IV of this form. Using available flow records, other available information, and your best judgment, please allocate the average flows for all treatment facilities among the effluent disposal types listed in this part. Make discrete entries (do not show ranges) for capacity and flow. Show totals at the bottom of the table.

Table IV. Disposal Activities

Disposal Type	Disposal Sub-Type	Permitted Capacity (mgd)	Average Flow (mgd)
Surface Water Discharges	Ocean Outfall		
	To Coastal or Estuarine Waters		
	To Wetlands	N/A	N/A
	To Other Surface Waters		
Deep Well Disposal			
Other (specify)			
Total Flow Disposed [Enter total flow on Line 2 in Part VI of this form.]		0.0	0.0

Part VI - Summary of Reuse and Disposal

Table V. Reuse and Disposal Summary

Reuse or Disposal Activity	Average Flow (mgd)
1. Reuse (From Total Flow of Table III)	0.135
2. Effluent Disposal (From Total Flow of Table IV)	0.0
3. Flow Stored in ASR (See note ^b on ASR in Part III.)	0.0
Total (Should equal Total Flow of Table II) ^d	0.135

^d The totals in Tables II and V will not be equal if one of the following conditions exists (check as appropriate):

- ☐ The reuse system includes an ASR system and the amounts injected and withdrawn during the year differ.
- ☐ The reuse system includes one or more reuse activities in which reclaimed water is returned to the treatment facility after its use, where it is then available for reuse or disposal.

Part VII – Reuse Activities, Numbers of Customers, and Backup Discharges

- How many single-family residences have reclaimed water service?

- How many golf courses are irrigated using reclaimed water?

- How many parks or playgrounds are irrigated using reclaimed water?

- How many schools are irrigated using reclaimed water?

- Is reclaimed water used to flush toilets? ☐ Yes ☐ No If yes, list locations where reclaimed water is used for toilet flushing: _____

- Is reclaimed water used for fire protection? ☐ No ☐ Yes, in sprinkler systems
☐ Yes, in fire hydrants ☐ Yes, other (please describe): _____

- How many cooling towers use reclaimed water from this reuse system? _____

8. List or describe any unique or unusual uses of reclaimed water. _____

9. Is there a surface water discharge that serves as a backup discharge for the reuse system?

- ☒ No ☐ Yes, a Limited Wet Weather Discharge permitted under Rule 62-610.860, F.A.C.
☐ Yes, permitted under the APRICOT Act [Section 403.086(7), F.S.]
☐ Yes, permitted under other rules governing surface water discharges

10. Do you require construction of reclaimed water piping in new residential or other developments?

- ☐ Yes ☒ No

11. Do you require connection to the reclaimed water system when reclaimed water service becomes available?

- ☐ Yes ☒ No

Part VIII – Cross-Connection Control Activities

Rule 62-610.469, F.A.C., imposes cross-connection control requirements on reuse systems permitted under Part III of Chapter 62-610, F.A.C. This includes requirements for the implementation of cross-connection control programs by all public water supply systems serving areas that are within the general reclaimed water service area. Color-coding, labeling, and separation distance requirements are included. In addition, inspections within the reclaimed water service area are required. For purposes of this form, "cross-connection" means a pipe-to-pipe connection between drinking water pipes and reclaimed water pipes.

1. Are all public water supply systems serving areas that are within the general reuse service area actively implementing and enforcing their cross-connection control programs?

- ☐ Yes ☐ No

a. Have all of these cross-connection control programs been accepted by the DEP or the approved county health department? ☐ Yes ☐ No

2. How many illegal cross-connections have been identified during the reporting period?

a. How many of these cross-connections have been eliminated?

b. Please, attach a description of identified cross-connections and efforts taken to eliminate them.

3. How many new connections were made to the reclaimed water system during the reporting period? _____

a. How many of the new reclaimed water connections were inspected at the time of initial connection? _____

4. How often are the reclaimed water connections of existing residential reclaimed water customers inspected (i.e., daily, weekly, monthly, annually)? _____
- a. How often are the reclaimed water connections of existing non-residential reclaimed water customers inspected (i.e., daily, weekly, monthly, annually)? _____
5. In addition to the number of new connections inspected in Item 3 above, how many existing connections were inspected during the reporting period? _____

Part IX - Rates Charged for the Use of Reclaimed Water

Please, list the fees charged for the use of reclaimed water. Please do not enter wastewater or sewer charges. If reclaimed water is provided at no cost, enter zeroes in both blanks. If the fee structure includes both flat rate and gallonage charge components, make a positive entry in both spaces. Make all entries in the units shown.

1. How much do you charge a single-family residential customer (assume a 0.2-acre lot) for the use of reclaimed water?

Flat rate (\$/month/connection) _____

Gallonage charge (cents/1000 gal.) _____

2. How much do you charge non-residential customers, such as golf courses, (assume 0.1 mgd on a 50-acre site) for the use of reclaimed water?

Flat rate (\$/month/connection) _____

Gallonage charge (cents/1000 gal.) _____

Part X - Required Attachments

Check, as appropriate, and attach the required documentation.

- ☐ **Inventory of Edible Crop Irrigation** - If reclaimed water is used to irrigate edible crops at commercial agricultural sites, attach a copy of the current edible crop irrigation inventory as required by Rules 62-610.475 and 62-610.870, F.A.C. The inventory shall include the following information:

- a. Name of the agricultural operation.
- b. Name and telephone number of the owner or operator of the agricultural operation.
- c. Address of the agricultural operation.
- d. Edible crops irrigated using reclaimed water.
- e. Type of application (irrigation) method used.
- f. Approximate area (acres) under irrigation using reclaimed water on which edible crops are grown.

☐ **Inventory of Storage Facilities** - If this reuse system was permitted under Part III of Chapter 62-610, F.A.C., attach a copy of the current inventory of storage facilities, as required by Rules 62-610.464, 62-610.830, and 62-610.870, F.A.C. The inventory shall include the following information:

- a. Name or identifier for the storage system.
- b. Location.
- c. Function of the storage system (system storage or reject storage).
- d. Type of facility (covered tank, uncovered tank, lined pond, unlined pond).
- e. Indication of whether or not the storage facility is a water of the state or discharges to a water of the state.
- f. Distance to the nearest public water supply well.
- g. Distance to the nearest potable water supply well, which is not a public water supply well.
- h. Volume of each storage tank/pond and the total storage volume of all storage tanks and ponds (in units of million gallons).

☐ **Summary of Public Notification Program** - If this reuse system was permitted under Part III of Chapter 62-610, F.A.C., attach a summary of the public notification program activities during the reporting period, as required by Rule 62-610.468(6), F.A.C. The summary shall include the following:

- a. Details of written public notification activities (include copies of written notices).
- b. Summary of activities involving the news media.
- c. Use of advisory signs.
- d. Other public notification activities.

☐ **Summary of Metering and Rate Structure** - As noted in 403.064(16), Florida Statutes, utilities implementing reuse projects are encouraged to meter use of reclaimed water by all end users and to charge for the use of reclaimed water based on the actual volume used when such metering and charges can be shown to encourage water conservation. Metering and the use of volume-based rates are effective water management tools for the following reuse activities: residential irrigation, agricultural irrigation, industrial uses, landscape irrigation, irrigation of other public access areas, commercial and institutional uses such as toilet flushing, and transfers to other reclaimed water utilities. As required by 403.064(16), F.S., if this reuse system provides reclaimed water for any of the uses listed above, attach a summary of the utility's metering activities and the rate structure that the utility currently employs or plans to employ. The summary shall include the following:

- a. Number of meters employed to monitor volume of reclaimed water used by customers.
- b. If information is available, please provide per capita reclaimed water use for areas that meter and for unmetered areas. If available, please provide historical per capita usage data for before and after the utility began metering reclaimed water.
- c. Provide information on the type of rate structure (i.e., inclining or declining block rates) for reclaimed water employed by the utility.
- d. Provide a description of the utility's use of master meters (i.e., for a subdivision) or the use of individual meters (i.e., for single-family residential customers).
- e. Provide a summary of the utility's plans for metering reclaimed water customers.

☒ **None of these items are required for this reuse system.**

Part XI - Permittee's Certification

I certify that the statements made in this report of reclaimed water utilization are true, correct, and complete to the best of my knowledge and belief.

Date: 12/2/25 M T M
Phone: (850) 539-2820 Daniel Presnal Project Manager
Signature
Name and Title (please print/type)

Company Name: The Town of Havana

Address: 110 14th Ave East

City/State/Zip Code: Havana, FL 32333

E-Mail: Manager@townofhavana.com



**FLORIDA DEPARTMENT OF
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Jay Collins
Lt. Governor

Alexis A. Lambert
Secretary

DW Treatment Facilities

Facility Name	DEP Identification Number	Disinfection Level	Permitted Capacity (mgd)	Average Flow (mgd)
Havana WWTF	FLA100765	BA	.4	0.135