SURFACE WATER RIGHTS DATA: IMPORTING AND SUBMITTING WATER USE REPORT DATA USING TCEQ EXCEL SPREADSHEETS

Table of Contents

Online Water Use Report Options

Water Right holders can submit Water Use Report (WUR) data online using TCEQ's electronic submission system, called SUNSS SWRD. The SUNSS system (Non-CROMERR Submission System) includes a module called SWRD (Surface Water Rights Data). Note that this submittal system is not applicable to Water Right holders in Watermaster Areas.

Water Right holders have two options for submitting their surface water use information online:

- Water Right holders can enter their surface water use information into an online form in SUNSS and submit that data to TCEQ.
- Water Right holders can also use TCEQ Excel spreadsheet templates to upload their water use information into the SUNSS work area.

If you only have a few forms to submit, then you may find entering data into the online form is easiest. If you have numerous forms to submit, then using the Excel file templates may be easiest.

This document contains information on importing Water Use Report (WUR) data using the TCEQ Excel spreadsheet templates, including the data specifications for each field/column header in the spreadsheets and the associated system validation checks.

Importing WUR Data Using Excel Spreadsheet Templates

There are six TCEQ Excel spreadsheet templates available for uploading your water use data. Each template is based on WUR use. WUR Uses with the same required data elements will use the same template or file type. Below are the downloadable WUR template Excel files:

- Agriculture Irrigation and Non-Irrigation - This template is for reporting agriculture uses, including irrigation and non-irrigation uses (Wildlife, Aquaculture, Stockraising, and/or Other Agriculture). The Excel file template is named: wur-agriculture-uses-template.xlsx.
- Industrial or Mining - This template is for reporting industrial and/or mining uses. You can use this template to upload multiple industrial and mining WURs in one file. The Excel file template is named: wur-industrial-mining-uses-template.xlsx.
- Municipal/Domestic or Domestic and Livestock with Diversion - This template is for reporting Municipal/Domestic, Recharge, and/or Domestic and Livestock uses when these uses have a permitted diversion. You can use this template to upload multiple WURs with these uses in one file. The Excel file template is named: wur-munidom-domlivestock-with-div-uses-template.xlsx.
- Other with Diversion - This template is for reporting Other WUR uses when these uses have a permitted diversion. Other WUR uses include Recreation, Instream, Wetlands, Public Parks, Game Preserves, Hydroelectric, Flood Control, Navigation, Water Quality,

and Other. You can use this template to upload multiple WURs with these uses in one file. The Excel file template is named: wur-other-with-diversion-uses-template.xlsx

- Other or Domestic and Livestock without Diversion - This template is for reporting Domestic and Livestock and/or Other WUR uses when these uses do not have a permitted diversion. Note that monthly amounts are not requested on the WUR form for these uses without permitted diversion. Other WUR uses include Recreation, Instream, Wetlands, Public Parks, Game Preserves, Hydroelectric, Flood Control, Navigation, Water Quality, and Other. You can use this template to upload multiple WURs with these uses in one file. The Excel file template is named: wur-other-domlivestock-no-div-uses-template.xlsx.
- All Uses - This template allows the WR holder to upload all WURs for all uses in one template. This template is complicated because it incorporates all required data elements for all WUR uses. WR holders who have many WURs to submit may find this to be the best template to use. The Excel file template is named: wur-all-uses-template.xlsx.

The data specifications for each field in the spreadsheets and the associated system validation checks are outlined in the last section of this document.

General Guidelines on Using the Spreadsheet Templates

Listed below are some general guidelines and information on using the Excel spreadsheet templates:

- A row in the spreadsheet templates represents one WUR, and each WUR can only be on one row.
- You cannot rename the fields/column headers or change the structure of the templates at all, or the spreadsheet will not load.
- Only Excel files with extensions of .xls or .xlsx will load.
- You may rename the Excel file templates before uploading them, but the name cannot contain spaces.
- The spreadsheet must contain a header row, and at least one row of WUR data.
- The system will only import the first tab of data in the Excel spreadsheets. There is a second tab in every template called "Field Values" with additional information about acceptable data values.
- You can provide a common, easy-to-remember, Form Password in the spreadsheets. This is extremely helpful when submitting multiple WURs. The Form Password is in column 'F' in every template.
- The Form ID code that is found on the printed WURs will need to be included in the spreadsheets in Column B.
- If you have an address change, an owner name change, or an ownership change to indicate, you cannot perform these actions using the spreadsheets. Please contact us to provide this information.

- All data in the spreadsheet must have a unit of measure of acre-feet for amounts and of cubic feet per second for diversion rate, where applicable.
- When reporting amounts in the spreadsheet, the visible format of the data in each cell is how the data will load into SUNSS.

When you upload a spreadsheet with data into SUNSS, the WUR forms are loaded into the SWRD Work Area. In the SWRD Work Area, you can review the WUR data, and edit, delete, or sign and submit WURs. You will still need to sign and submit the WURs in SUNSS, but you can do this for all WURs at one time, simultaneously, with a common Form Password for the WURs that was loaded in Column F in the spreadsheets.

How to Import the Spreadsheet Templates into SUNSS SWRD

LOGIN to SUNSS SWRD

Here are the steps for logging into SUNSS SWRD:

1. Go to the SUNSS login page at https://www.tceq.texas.gov/goto/sunss/.
2. Enter the information below and then press 'Login':
   o Your legal name including first name and last name.
   o Your email address.
   o Confirm your email address.
3. On the 'SUNSS Home' page in 'Available Forms', look for a section called 'Surface Water Rights Data (SWRD)'.
4. Under SWRD, click on Water Use Reports (WUR).

This will bring up the 'SWRD Work Area' screen. Here you can click on 'Fill out a New Annual Water Use Report (WUR)' to fill out the WUR form online, or you can click on 'Upload WURs to Work Area Using Spreadsheet'.

Upload WURs to the Work Area Using TCEQ Spreadsheets

On the SWRD Work Area screen, click on 'Upload WURs to Work Area Using Spreadsheet'. You will need to select the 'WUR File Type' from the dropdown list. The WUR File Types are:

- All Uses
- Agriculture Irrigation and Non-Irrigation
- Industrial or Mining
- Municipal/Domestic, Recharge, or Domestic and Livestock with Diversion
- Other with Diversion
- Other or Domestic and Livestock without Permitted Diversion

Next, browse to select the 'File to Upload', and click on Upload File. The system will process the file and then provide the results of the upload, including the Upload Date, the File Name, and the Status Code.

- A Status Code of 'Processed' indicates the file was processed without errors and all WURs were loaded into the Work Area.
- A Status Code of 'Processed with errors' indicates that some WURs were loaded into the Work Area, but some WURs had errors that will need to be fixed.
- A Status Code of 'Error' indicates that no WURs were loaded into the Work Area.

Once the data without errors is loaded into SUNSS, you can view the list of WURs in the Work Area. In the SWRD Work Area, you can review the WUR data, and edit, delete, or sign and submit WURs.

If you need to make any changes or edits to a successfully loaded WUR, you have two options. You can edit directly in SUNSS by clicking on the reference number for the WUR in the Work Area and then making any changes that are needed. Or, you can delete the WUR from the work area, and make changes to the spreadsheet and load the file again.

WUR Certification, Sign, and Submit

If you have multiple WURs in your work area that you want to sign and submit, you can do this all at once, simultaneously, for all your forms. Please review each WUR carefully to make sure that everything is correct before you sign and submit. The following conditions must be met to submit multiple WURs at one time:

- You have set up a common Form Password for all WURs.
- All WURs have a form status of "Review WUR".
- You have selected the forms you want to submit using the checkboxes in the "Select" column.

After selecting the forms to submit, click the button at the bottom labelled "Submit Selected", and then provide the Form Password. Note that only the forms that match the password you provide will be included in the sign and submit certification. Enter your Legal Name, check the box regarding electronic signature, and click "Sign and Submit".

After you sign and submit, a Confirmation Screen will display. Click on the 'Print' link at the top of the page to print a copy for your records of the data that you have entered. If you sign and submit multiple WURs at one time, you can print each individual WUR by clicking on 'View WUR' and then clicking on 'view and print the copy of record (COR)'.

Additional Resources

Additional Resources can be found at TCEQ's Water Availability Division (WAD) home page at the URL below. Information on applications for changes of ownership or new permits and amendments can be found here, as well as links to the Water Right Viewer, which provides maps of Water Rights and associated data.

https://www.tceq.texas.gov/permitting/water_rights/wawr_permits.html

If you forget your Form Password, if you don't know your Form ID code, or if you have questions regarding the WUR forms or submitting WUR data online, please call TCEQ at (512) 239-4600, or email WUR@tceq.texas.gov for assistance.

Data Specifications for Importing the WUR Spreadsheet Templates

This file contains the data specifications for every field in each of the six TCEQ Water Use Report (WUR) spreadsheet templates.

All Uses

Template Name: wur-all-uses-template.xlsx

Col	Col#	Column Name	Load Validation	Example Data
A	1	Report Year (YYYY)	• Required. • Must be numeric and cannot exceed 4-digits. • Must be a valid report year	• 2023
B	2	Form ID Code	• Required. • Cannot exceed 11-characters. • Located on the back of the WUR form you received from TCEQ, and is specific to each WUR. • WUR must exist for Report Year and Form ID code. • WUR cannot already be in the SUNSS SWRD work area. • WUR must not have already been received by the TCEQ.	• 2023AcMAo48

Col	Col#	Column Name	Load Validation	Example Data
C	3	WR Type	• Required. • Cannot exceed: 30-characters • Must match the WUR's WR type.	ADJ WRPERM WSC CF CL WRCP WRTP
D	4	WR Number	• Required. • Must be numeric. • Cannot exceed 5-digits. • Must match the WUR's WR number.	• 14325 • 5409
E	5	WUR Use	• Required. • Cannot exceed 60-characters. • Must be valid for form type. • Must match the WUR's WUR use.	AGRICULTURE DOMESTIC AND LIVESTOCK INDUSTRIAL MINING MUNICIPAL/DOMESTIC OTHER RECHARGE
F	6	Form Password	• Must be between 8 and 15 characters. • Must have 1 alpha and 1 numeric character. • If not provided, Form ID code will be used. • Highly recommended to set one common Form Password for all WURs in the spreadsheets. This will be helpful once the WURs are successfully loaded into the SUNSS SWRD Work area.	• WaterUseRpt1 • WRPERM12345 • Wateruse2023
G-R	7-18	Diverted Amount (Any Use, excluding Agriculture Non-Irrigation: refer to column T) [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • All values will be ignored if WUR use is 'Other with no permitted diversion'. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13
S	19	Diverted Maximum Diversion Rate (CFS)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Value will be ignored if WUR use is 'Other with no permitted diversion'. • Unit of Measure is Cubic Feet per Second (CFS).	• 1234567.12345 • 12345.123 • 12.12 • 13

Col	Col#	Column Name	Load Validation	Example Data
T-AE	20-31	Agriculture Non-Irrigation (Wildlife, Aquaculture, Stockraising, and/or other Ag) Diverted Amount [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • All values will be ignored if WUR use is 'Other with no permitted diversion'. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13
AF	32	Agriculture Non-Irrigation (Wildlife, Aquaculture, Stockraising, and/or other Ag) Maximum Diversion Rate (CFS)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Value will be ignored if WUR use is 'Other with no permitted diversion'. • Unit of Measure is Cubic Feet per Second (CFS).	• 1234567.12345 • 12345.123 • 12.12 • 13
AG-AR	33-44	Consumed Amount (Mining or Industrial) [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • All values will be ignored if WUR use is 'Other with no permitted diversion'. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13
AS-BD	45-56	Used Amount (OTHER) [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • All values will be ignored if WUR use is 'Other with no permitted diversion'. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13
BE	57	If no water used for all amounts, reason why no water was used?	• Cannot exceed 30-characters. • Must be provided if no reported amount values are provided, and WUR use is not 'Other with no permitted diversion'. • Must be blank if reported total amount values are >0, or the answer to the diverted question for column BG is YES. • Must be a valid reason from the list in the Exampe Data column • Value will be ignored if WUR use is 'Other with no permitted diversion'.	DROUGHT OTHER TCEQ ORDER DO NOT OWN OR SELLING PENDING AMENDMENT NO PUMP ON ANOTHER WUR FED CONSERV PROGRAM WATER BANK WATER TRUST CONTRACT ENDED

Col	Col#	Column Name	Load Validation	Example Data
BF	58	No water used reason comment.	• Cannot exceed 200-characters. • Required if no water use reason is OTHER in column BE. • Must be blank if reported total amount values are >0 or the answer to the diverted question for column BG is YES. • Value will be ignored if WUR use is 'Other with no permitted diversion'.	
BG	59	For WUR use OTHER: Did you divert any permitted water from a watercourse?	• Cannot exceed 3-characters. • If provided, must be YES or NO. • Value will be ignored if WUR use is 'Other with no permitted diversion'.	• YES or NO
BH	60	For WUR use OTHER: If column BG is yes, provide the uses for which water was diverted.	• If provided, must be a comma-separated list. • Each use cannot exceed 60-characters. • Each use must be a valid use in the Example data list. • Value will be ignored if WUR use is 'Other with no permitted diversion'.	RECREATION INSTREAM WETLANDS PUBLIC PARKS GAME PRESERVES HYDROELECTRIC FLOOD CONTROL NAVIGATION WATER QUALITY OTHER
BI	61	For WUR use OTHER: Did you allow permitted water to remain in the watercourse under the terms of your permit?	• Cannot exceed 3-characters. • If provided, must be YES or NO. • Value will be ignored if WUR use is 'Other with no permitted diversion'.	• YES or NO
BJ	62	For WUR use OTHER: If column BI is yes, provide all uses for which water was used.	• If provided, must be a comma-separated list. • Each use cannot exceed 60-characters. • Each use must be a valid use in the Example data list. • Value will be ignored if WUR use is 'Other with no permitted diversion'.	RECREATION INSTREAM WETLANDS PUBLIC PARKS GAME PRESERVES HYDROELECTRIC FLOOD CONTROL NAVIGATION WATER QUALITY OTHER
BK	63	Do you have a permitted on-channel impoundment or reservoir? (YES/NO) (If Water Supply Contract, leave blank)	• Cannot exceed 3-characters. • If provided, must be YES or NO. • If Water Supply Contract, value must not be provided.	• YES or NO

Col	Col#	Column Name	Load Validation	Example Data
BL	64	If column BK is yes, what is the condition of your dam? (e.g., Good, Fair, Poor)	• Cannot exceed 50-characters. • Required if column BK is YES.	• Good, Fair, Poor, etc.
BM	65	If column BK is yes, do you have working low flow outlet(s) on your impoundments?	• Cannot exceed 3-characters. • Required if column BK is YES. • If provided, must be YES or NO.	• YES or NO
BN	66	WUR Comments	• Cannot exceed 500-characters.	
BO	67	Contact Name	• Required. • Cannot exceed 150-characters.	
BP	68	Contact Phone	• Required. • Cannot exceed 30-characters.	• Accepted formats: 555-555-5555 or 555-555-5555 EXT. 1234

Agriculture

Template Name: wur-agriculture-uses-template.xlsx

Col	Col#	Column Name	Load Validation	Example Data
A	1	Report Year (YYYY)	• Required. • Must be numeric and cannot exceed 4-digits. • Must be a valid report year	• 2023
B	2	Form ID Code	• Required. • Cannot exceed 11-characters. • Located on the back of the WUR form you received from TCEQ, and is specific to each WUR. • WUR must exist for Report Year and Form ID code. • WUR cannot already be in the SUNSS SWRD work area • WUR must not have already been received by the TCEQ.	• 2023AcMAo48
C	3	WR Type	• Required. • Cannot exceed: 30-characters • Must match the WUR's WR type.	ADJ WRPERM WSC CF CL WRCP WRTP
D	4	WR Number	• Required. • Must be numeric. • Cannot exceed 5-digits. • Must match the WUR's WR number.	• 14325 • 5409

Col	Col#	Column Name	Load Validation	Example Data
E	5	WUR Use	- Required. - Cannot exceed 60-characters. - Must be valid for form type. - Must match the WUR's WUR use.	AGRICULTURE
F	6	Form Password	- Must be between 8 and 15 characters. - Must have 1 alpha and 1 numeric character. - If not provided, Form ID code will be used. - Highly recommended to set one common Form Password for all WURs in the spreadsheets. This will be helpful once the WURs are successfully loaded into the SUNSS SWRD Work area.	- WaterUseRpt1 - WRPERM12345 - Wateruse2023
G-R	7-18	Irrigation Diverted Amount [Jan-Dec] (AF)	- Cannot exceed 13-characters. - If provided, must be numeric and >= 0. - Cannot exceed 7 digits before the decimal or 5 digits after the decimal. - Unit of Measure is Acre-Feet (AF).	1234567.12345 12345.123 12.12 13
S	19	Irrigation Maximum Diversion Rate (CFS)	- Cannot exceed 13-characters. - If provided, must be numeric and >= 0. - Cannot exceed 7 digits before the decimal or 5 digits after the decimal. - Unit of Measure is Cubic Feet per Second (CFS).	1234567.12345 12345.123 12.12 13
T-AE	20-31	Non-Irrigation (Wildlife, Aquaculture, Stockraising, and/or other Ag) Diverted Amount [Jan-Dec] (AF)	- Cannot exceed 13-characters. - If provided, must be numeric and >= 0. - Cannot exceed 7 digits before the decimal or 5 digits after the decimal. - Unit of Measure is Acre-Feet (AF).	1234567.12345 12345.123 12.12 13
AF	32	Non-Irrigation (Wildlife, Aquaculture, Stockraising, and/or other Ag) Maximum Diversion Rate (CFS)	- Cannot exceed 13-characters. - If provided, must be numeric and >= 0. - Cannot exceed 7 digits before the decimal or 5 digits after the decimal. - Unit of Measure is Cubic Feet per Second (CFS).	1234567.12345 12345.123 12.12 13
AG	33	If no water used for all amounts, reason why no water was used?	- Cannot exceed 30-characters. - Must be provided if no reported amount values are provided. - Must be blank if reported total amount values are >0. - Must be a valid reason from the list in the Exampe Data column.	DROUGHT OTHER TCEQ ORDER DO NOT OWN OR SELLING PENDING AMENDMENT NO PUMP ON ANOTHER WUR FED CONSERV PROGRAM WATER BANK WATER TRUST CONTRACT ENDED

Col	Col#	Column Name	Load Validation	Example Data
AH	34	No water used reason comment. (Required when OTHER selected in column AG)	• Cannot exceed 200-characters. • Required if no water use reason is OTHER in column AG. • Must be blank if reported total amount values are >0	
AI	35	Do you have a permitted on-channel impoundment or reservoir? (YES/NO) (If Water Supply Contract, leave blank)	• Cannot exceed 3-characters. • If provided, must be YES or NO. • If Water Supply Contract, value must not be provided.	• YES or NO
AJ	36	If column AI is yes, what is the condition of your dam? (e.g., Good, Fair, Poor)	• Cannot exceed 50-characters. • Required if column AI is YES.	• Good, Fair, Poor, etc.
AK	37	If column AI is yes, do you have working low flow outlet(s) on your impoundments? (YES/NO)	• Cannot exceed 3-characters. • Required if column AI is YES. • If provided, must be YES or NO.	• YES or NO
AL	38	WUR Comments	• Cannot exceed 500-characters.	
AM	39	Contact Name	• Required. • Cannot exceed 150-characters.	
AN	40	Contact Phone	• Required. • Cannot exceed 30-characters.	• Accepted formats: 555-555-5555 or 555-555-5555 EXT. 1234

Municipal/Domestic, Recharge, or Domestic/Livestock with Diversion

Template Name: wur-munidom-domlivestock-with-div-uses-template.xlsx

Col	Col#	Column Name	Load Validation	Example Data
A	1	Report Year (YYYY)	• Required. • Must be numeric and cannot exceed 4-digits. • Must be a valid report year	• 2023
B	2	Form ID Code	• Required. • Cannot exceed 11-characters. • Located on the back of the WUR form you received from TCEQ, and is specific to each WUR. • WUR must exist for Report Year and Form ID code. • WUR cannot already be in the SUNSS SWRD work area. • WUR must not have already been received by the TCEQ.	• 2023AcMAo48

Col	Col#	Column Name	Load Validation	Example Data
C	3	WR Type	• Required. • Cannot exceed: 30-characters • Must match the WUR's WR type.	ADJ WRPERM WSC CF CL WRCP WRTP
D	4	WR Number	• Required. • Must be numeric. • Cannot exceed 5-digits. • Must match the WUR's WR number.	• 14325 • 5409
E	5	WUR Use	• Required. • Cannot exceed 60-characters. • Must be valid for form type. • Must match the WUR's WUR use.	DOMESTIC AND LIVESTOCK MUNICIPAL/DOMESTIC RECHARGE
F	6	Form Password	• Must be between 8 and 15 characters. • Must have 1 alpha and 1 numeric character. • If not provided, Form ID code will be used. • Highly recommended to set one common Form Password for all WURs in the spreadsheets. This will be helpful once the WURs are successfully loaded into the SUNSS SWRD Work area.	• WaterUseRpt1 • WRPERM12345 • Wateruse2023
G-R	7-18	Diverted Amount [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13
S	19	Maximum Diversion Rate (CFS)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Unit of Measure is Cubic Feet per Second (CFS).	• 1234567.12345 • 12345.123 • 12.12 • 13
T	20	If no water used for all amounts, reason why no water was used?	• Cannot exceed 30-characters. • Must be provided if no reported amount values are provided. • Must be blank if reported total amount values are >0. • Must be a valid reason from the list in the Exampe Data column.	DROUGHT OTHER TCEQ ORDER DO NOT OWN OR SELLING PENDING AMENDMENT NO PUMP ON ANOTHER WUR FED CONSERV PROGRAM WATER BANK WATER TRUST CONTRACT ENDED

Col	Col#	Column Name	Load Validation	Example Data
U	21	No water used reason comment.	• Cannot exceed 200-characters. • Required if no water use reason is OTHER in column T. • Must be blank if reported total amount values are >0	
V	22	Do you have a permitted on-channel impoundment or reservoir? (YES/NO) (If Water Supply Contract, leave blank)	• Cannot exceed 3-characters. • If provided, must be YES or NO. • If Water Supply Contract, value must not be provided.	• YES or NO
W	23	If column V is yes, what is the condition of your dam? (e.g., Good, Fair, Poor)	• Cannot exceed 50-characters. • Required if column V is YES.	• Good, Fair, Poor, etc.
X	24	If column V is yes, do you have working low flow outlet(s) on your impoundments? (YES/NO)	• Cannot exceed 3-characters. • Required if column V is YES. • If provided, must be YES or NO.	• YES or NO
Y	25	WUR Comments	• Cannot exceed 500-characters.	
Z	26	Contact Name	• Required. • Cannot exceed 150-characters.	
AA	27	Contact Phone	• Required. • Cannot exceed 30-characters.	• Accepted formats: 555-555-5555 or 555-555-5555 EXT. 1234

Industrial or Mining

Template Name: wur-industrial-mining-uses-template.xlsx

Col	Col#	Column Name	Load Validation	Example Data
A	1	Report Year (YYYY)	• Required. • Must be numeric and cannot exceed 4-digits. • Must be a valid report year	• 2023
B	2	Form ID Code	• Required. • Cannot exceed 11-characters. • Located on the back of the WUR form you received from TCEQ, and is specific to each WUR. • WUR must exist for Report Year and Form ID code. • WUR cannot already be in the SUNSS SWRD work area. • WUR must not have already been received by the TCEQ.	• 2023AcMAo48

Col	Col#	Column Name	Load Validation	Example Data
C	3	WR Type	• Required. • Cannot exceed: 30-characters • Must match the WUR's WR type.	ADJ WRPERM WSC CF CL WRCP WRTP
D	4	WR Number	• Required. • Must be numeric. • Cannot exceed 5-digits. • Must match the WUR's WR number.	• 14325 • 5409
E	5	WUR Use	• Required. • Cannot exceed 60-characters. • Must be valid for form type. • Must match the WUR's WUR use.	INDUSTRIAL MINING
F	6	Form Password	• Must be between 8 and 15 characters. • Must have 1 alpha and 1 numeric character. • If not provided, Form ID code will be used. • Highly recommended to set one common Form Password for all WURs in the spreadsheets. This will be helpful once the WURs are successfully loaded into the SUNSS SWRD Work area.	• WaterUseRpt1 • WRPERM12345 • Wateruse2023
G-R	7-18	Diverted Amount [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13
S	19	Maximum Diversion Rate (CFS)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Unit of Measure is Cubic Feet per Second (CFS).	• 1234567.12345 • 12345.123 • 12.12 • 13
T-AE	20-31	Consumed Amount [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13

Col	Col#	Column Name	Load Validation	Example Data
AF	32	If no water used for all amounts, reason why no water was used?	• Cannot exceed 30-characters. • Must be provided if no reported amount values are provided. • Must be blank if reported total amount values are >0. • Must be a valid reason from the list in the Exampe Data column.	DROUGHT OTHER TCEQ ORDER DO NOT OWN OR SELLING PENDING AMENDMENT NO PUMP ON ANOTHER WUR FED CONSERV PROGRAM WATER BANK WATER TRUST CONTRACT ENDED
AG	33	No water used reason comment.	• Cannot exceed 200-characters. • Required if no water use reason is OTHER in column AF. • Must be blank if reported total amount values are >0.	
AH	34	Do you have a permitted on-channel impoundment or reservoir? (YES/NO) (If Water Supply Contract, leave blank)	• Cannot exceed 3-characters. • If provided, must be YES or NO. • If Water Supply Contract, value must not be provided.	• YES or NO
AI	35	If column AH is yes, what is the condition of your dam? (e.g., Good, Fair, Poor)	• Cannot exceed 50-characters. • Required if column AH is YES.	• Good, Fair, Poor, etc.
AJ	36	If column AH is yes, do you have working low flow outlet(s) on your impoundments? (YES/NO)	• Cannot exceed 3-characters. • Required if column AH is YES. • If provided, must be YES or NO.	• YES or NO
AK	37	WUR Comments	• Cannot exceed 500-characters.	
AL	38	Contact Name	• Required. • Cannot exceed 150-characters.	
AM	39	Contact Phone	• Required. • Cannot exceed 30-characters.	• Accepted formats: 555-555-5555 or 555-555-5555 EXT. 1234

Other with Diversion

Template Name: wur-other-with-diversion-uses-template.xlsx

Col.	Col.#	Column Name	Load Validation	Example Data
A	1	Report Year (YYYY)	- Required. - Must be numeric and cannot exceed 4-digits. - Must be valid report year	2023
B	2	Form ID Code	- Required. - Cannot exceed 11-characters. - Located on the back of the WUR form you received from TCEQ, and is specific to each WUR. - WUR must exist for Report Year and Form ID code. - WUR cannot already be in the SUNSS SWRD work area. - WUR must not have already been received by the TCEQ.	2023AcMAo48
C	3	WR Type	- Required. - Cannot exceed: 30-characters - Must match the WUR's WR type.	ADJ WRPERM WSC CF CL WRCP WRTP
D	4	WR Number	- Required. - Must be numeric. - Cannot exceed 5-digits. - Must match the WUR's WR number.	14325 5409
E	5	WUR Use	- Required. - Cannot exceed 60-characters. - Must be valid for form type. - Must match the WUR's WUR use.	OTHER
F	6	Form Password	- Must be between 8 and 15 characters. - Must have 1 alpha and 1 numeric character. - If not provided, Form ID code will be used. - Highly recommended to set one common Form Password for all WURs in the spreadsheets. This will be helpful once the WURs are successfully loaded into the SUNSS SWRD Work area.	- WaterUseRpt1 - WRPERM12345 - Wateruse2023
G	7	Did you divert any permitted water from a watercourse?	- Cannot exceed 3-characters. - If provided, must be YES or NO.	YES or NO

Col.	Col.#	Column Name	Load Validation	Example Data
H	8	If column G is yes, provide the uses for which water was diverted. (comma-separated list)	• If provided, must be a comma-separated list. • Each use cannot exceed 60-characters. • Each use must be a valid use in the Example data list.	RECREATION INSTREAM WETLANDS PUBLIC PARKS GAME PRESERVES HYDROELECTRIC FLOOD CONTROL NAVIGATION WATER QUALITY OTHER
I-T	9-20	Diverted Amount [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13
U	21	Maximum Diversion Rate (CFS)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Unit of Measure is Cubic Feet per Second (CFS).	• 1234567.12345 • 12345.123 • 12.12 • 13
V	22	Did you allow permitted water to remain in the watercourse under the terms of your permit?	• Cannot exceed 3-characters. • If provided, must be YES or NO.	• YES or NO
W	23	If column V is yes, provide all uses for which water was used. (comma-separated list)	• If provided, must be comma-separated list. • Each use cannot exceed 60-characters. • Each use must be a valid use in Example data list.	RECREATION INSTREAM WETLANDS PUBLIC PARKS GAME PRESERVES HYDROELECTRIC FLOOD CONTROL NAVIGATION WATER QUALITY OTHER
X-AI	24-35	Used Amount [Jan-Dec] (AF)	• Cannot exceed 13-characters. • If provided, must be numeric and >= 0. • Cannot exceed 7 digits before the decimal or 5 digits after the decimal. • Unit of Measure is Acre-Feet (AF).	• 1234567.12345 • 12345.123 • 12.12 • 13

Col.	Col.#	Column Name	Load Validation	Example Data
AJ	36	If no water used for all amounts, reason why no water was used?	• Cannot exceed 30-characters. • Must be provided if no reported amount values are provided, and WUR use is not 'Other with no permitted diversion'. • Must be blank if reported total amount values are >0, or the answer to the allow permitted water to remain in the watercourse question for column V is YES. • Must be a valid reason from the list in the Exampe Data column.	DROUGHT OTHER TCEQ ORDER DO NOT OWN OR SELLING PENDING AMENDMENT NO PUMP ON ANOTHER WUR FED CONSERV PROGRAM WATER BANK WATER TRUST CONTRACT ENDED
AK	37	No water used reason comment.	• Cannot exceed 200-characters. • Required if no water use reason is OTHER in column AJ. • Must be blank if reported total amount values are >0 or the answer to the allow permitted water to remain in the watercourse question for column V is YES.	
AL	38	Do you have a permitted on-channel impoundment or reservoir? (YES/NO) (If Water Supply Contract, leave blank)	• Cannot exceed 3-characters. • If provided, must be YES or NO. • If Water Supply Contract, value must not be provided.	• YES or NO
AM	39	If column AL is yes, what is the condition of your dam? (e.g., Good, Fair, Poor)	• Cannot exceed 50-characters. • Required if column AL is YES.	• Good, Fair, Poor, etc.
AN	40	If column AL is yes, do you have working low flow outlet(s) on your impoundments? (YES/NO)	• Cannot exceed 3-characters. • Required if column AL is YES. • If provided, must be YES or NO.	• YES or NO
AO	41	WUR Comments	• Cannot exceed 500-characters.	
AP	42	Contact Name	• Required. • Cannot exceed 150-characters.	
AQ	43	Contact Phone	• Required. • Cannot exceed 30-characters.	• Accepted formats: 555-555-5555 or 555-555-5555 EXT. 1234

Other or Domestic and Livestock without Permitted Diversion

Template Name: wur-other-domlivestock-no-diversion-uses-template.xlsx

Col	Col#	Column Name	Load Validation	Example Data
A	1	Report Year (YYYY)	• Required. • Must be numeric and cannot exceed 4-digits. • Must be valid report year	• 2023
B	2	Form ID Code	• Required. • Cannot exceed 11-characters. • Located on the back of the WUR form you received from TCEQ, and is specific to each WUR. • WUR must exist for Report Year and Form ID code. • WUR cannot already be in the SUNSS SWRD work area. • WUR must not have already been received by the TCEQ.	• 2023AcMAo48
C	3	WR Type	• Required. • Cannot exceed: 30-characters • Must match the WUR's WR type.	ADJ WRPERM WSC CF CL WRCP WRTP
D	4	WR Number	• Required. • Must be numeric. • Cannot exceed 5-digits. • Must match the WUR's WR number.	• 14325 • 5409
E	5	WUR Use	• Required. • Cannot exceed 60-characters. • Must be valid for form type. • Must match the WUR's WUR use.	OTHER DOMESTIC AND LIVESTOCK
F	6	Form Password	• Must be between 8 and 15 characters. • Must have 1 alpha and 1 numeric character. • If not provided, Form ID code will be used. • Highly recommended to set one common Form Password for all WURs in the spreadsheets. This will be helpful once the WURs are successfully loaded into the SUNSS SWRD Work area.	• WaterUseRpt1 • WRPERM12345 • Wateruse2023
G	7	Do you have a permitted on-channel impoundment or reservoir? (YES/NO) (If Water Supply Contract, leave blank)	• Cannot exceed 3-characters. • If provided, must be YES or NO. • If Water Supply Contract, value must not be provided.	• YES or NO
H	8	If column G is yes, what is the condition of your	• Cannot exceed 50-characters. • Required if column G is YES.	• Good, Fair, Poor, etc.

Col	Col#	Column Name	Load Validation	Example Data
		dam? (e.g., Good, Fair, Poor)		
I	9	If column G is yes, do you have working low flow outlet(s) on your impoundments?	• Cannot exceed 3-characters. • Required if column G is YES. • If provided, must be YES or NO.	• YES or NO
J	10	WUR Comments	• Cannot exceed 500-characters.	
K	11	Contact Name	• Required. • Cannot exceed 150-characters.	
L	12	Contact Phone	• Required. • Cannot exceed 30-characters.	• Accepted formats: 555-555-5555 or 555-555-5555 EXT. 1234