

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)**  
**REPORT OF SURFACE WATER USED FOR EACH YEAR ENDING DECEMBER 31st**

**REQUIREMENT TO SUBMIT WATER USE REPORT:**

**Section 11.031 of the Texas Water Code requires that you submit a water use report for your water right every year. Effective September 1, 2013, a person who fails to file is liable for a penalty each day in an amount not to exceed: (1) \$100 per day for a water right authorization of 5,000 acre-feet or less per year; or (2) \$500 per day for a water right authorizing more than 5,000 acre-feet per year.**

**For your convenience, the form may be submitted electronically to [WUR@tceq.texas.gov](mailto:WUR@tceq.texas.gov)**

**INSTRUCTIONS**

The water use report form is due back to the TCEQ each year by **March 1st**.

Complete a water use report form for each purpose of use authorized in your water right. You may copy this form if you did not receive the appropriate number of forms. Except for the Use, the forms are generic. You may access this form and other Water Right information on-line at:

**[http://www.tceq.texas.gov/permitting/water\\_rights/water-right-permits-annual-water-use-report](http://www.tceq.texas.gov/permitting/water_rights/water-right-permits-annual-water-use-report)**

Need help? Contact the TCEQ at (512) 239-4691 or **[WUR@tceq.texas.gov](mailto:WUR@tceq.texas.gov)**

**Report all figures in acre-feet** (conversion figures and abbreviations are below) except the Maximum Diversion Rate column (indicate either CFS or GPM for this column). If you do not have exact figures for any column, estimate the monthly and yearly values. If it is not possible to provide the TCEQ with the information requested in the above format (acre-feet, etc.) please provide the units of measure used. Attach a supplemental sheet if necessary to explain any figures reported or to submit any comments.

If there was no diversion of water, enter zero (0) for each applicable month in the table, along with a brief reason why on the *Comments* line under the table.

The **MONTHLY DIVERTED AMOUNT** column is the amount of water diverted (taken) monthly from the water source (stream, river, lake or impoundment) authorized in your water right.

The **MONTHLY CONSUMED AMOUNT** column is the amount of water (out of the MONTHLY DIVERTED AMOUNT) that was actually used/consumed (not returned to a water body) each month. Some water right holders are authorized to divert a large amount of water but consume only a fraction of the diverted water.

The **MONTHLY RETURN FLOW** column is the amount of water you **may have** returned (monthly) to a stream, lake, river, etc. If applicable, please specify if a portion of the MONTHLY RETURN FLOW is from a source(s) (like groundwater) other than the specified water right.

It is acceptable for the MONTHLY DIVERTED AMOUNT and the MONTHLY CONSUMED AMOUNT to be the same. The MONTHLY RETURN FLOW may also be zero.

<b>Water Right Types:</b>	<b>Abbreviations/Conversions:</b>
1 Permit/Application	GPM - <b>G</b> allon(s) <b>p</b> er <b>M</b> inute
2 Claim	CFS - <b>C</b> ubic <b>F</b> eet per <b>S</b> econd
3 Certified Filing	1 Acre-Foot = 325,851 Gallons
6 Certificate of Adjudication	1 CFS = 448.8 Gallons per Minute
9 Water Supply Contract	