

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)  
REPORT OF SURFACE WATER USED FROM JANUARY 1, 2017 TO DEC 31, 2017**

**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 by **March 01, 2018**.

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)

Please contact the TCEQ at (512) 239-4691 if you have questions or need assistance completing the form. E-Mail inquiries may be sent to [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 field (indicate either CFS or GPM for this field). 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, and state "No Diversion" along with a brief reason why in the *Comments* section on the form.

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/USED 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.

It is acceptable for the MONTHLY DIVERTED AMOUNT and the MONTHLY CONSUMED AMOUNT to be the same.

<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	

See the reverse side for Frequently Asked Questions.

## Frequently Asked Questions:

**What is an on-channel impoundment?** An on-channel impoundment is a reservoir, pond, or lake constructed on a creek, stream, or other channel that impounds state water.

**How do I determine what the condition of my dam is?** If you received a water use report form that asks the condition of your dam, please state the condition. (ex. good, fair, or poor) If you have any questions about the condition of your dam, please contact the Dam Safety Section at (512) 239-0326 for assistance. If you do not have a dam, state “N/A” or “Not Applicable”.

**What is a working low flow outlet?** Some water use reports ask if you have working low flow outlets on your impoundment(s). Some examples of a low flow outlet are pumps, pipes, or other structures that allow the passage of water not authorized to be impounded. If your impoundment has a means to release inflows, answer Yes to this question. If your water right requires you to maintain a working low flow outlet and you do not have one or it is not working, answer No. If you do not have an impoundment or are not required to maintain a low flow outlet, write “N/A” or “Not Applicable” next to this question.

**I don't see columns for diversion on my water use report form. Where are the columns?** If a water right is not authorized for diversion, such as recreation, the water use report form may have no columns at all. Please complete the form by checking the appropriate boxes and/or completing the comments section.

**What do I enter in the Maximum Diversion Rate field?** Most water rights authorize a maximum diversion rate. The rate is stated on your water use permit or certificate of adjudication. If you pumped water at the rate stated on your permit or certificate of adjudication, it is not necessary to complete the Maximum Diversion Rate field. If you pumped at a different rate than stated on the permit/certificate of adjudication, enter that rate in the Maximum Diversion Rate field and check the appropriate box, cfs or gpm (cubic feet per second or gallons per minute).

**My address has changed. How can I change the address on my water use report form?** Check the box in the upper right section of the water use report form (under “I am reporting water used for the water right holder(s) listed below.”). On the reverse side of the water use report form, state “Change of Address” and indicate the new address where you would like to receive correspondence and next year's water use report form.

**I no longer own this water right. How can I change the owner on this water right?** Check the box in the upper right section of the water use report form (under “I am reporting water used for the water right holder(s) listed below.”). On the reverse side of the water use report form, state “Change of Owner” and indicate the name of the new owner and new owner's address. The owner of record will continue to receive annual water use reports until a change of ownership is completed.

**I changed my name. How can I change my name on this water right?** Check the box in the upper right section of the water use report form (under “I am reporting water used for the water right holder(s) listed below.”). On the reverse side of the water use report form, state “Change of Name” and indicate your new name.