

Bryan W. Shaw, Ph.D., P.E., *Chairman*
Toby Baker, *Commissioner*
Zak Covar, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

January 2, 2014

RE: Reporting of Surface Water Used for the Year Ending December 31, 2013

Dear Water Right Holder:

Pursuant to Texas Water Code § 11.031, water right owners must provide annual water use data to the TCEQ. It is important for the TCEQ to have accurate, complete surface water use information to understand actual water use by water right owners. This data is especially important during drought conditions.

Please complete and return the enclosed *Report of Surface Water Used for the Year Ending December 31, 2013* by **March 1, 2014**. Instructions for completing the form are enclosed for your reference.

For your convenience, you may submit the form electronically to WUR@tceq.texas.gov.

We appreciate your cooperation in this matter in order to aid the effective management of water rights. Please note that you are required to submit a report even if you did not use any water under your water right.

Effective September 1, 2013, a person who fails to file a water use report 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.

Please contact the Water Rights Permitting Team at (512) 239-4691 if you have questions or need assistance completing the form. E-mail inquiries may be made to WUR@tceq.texas.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "REH".

Ron Ellis, Manager
Water Rights Permitting & Availability Section
Water Availability Division