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

November 20, 2013

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

Dear Water Right Holder:

In an effort to evaluate the effects of the current drought in a timely manner, we are requesting that you complete and return the enclosed *Report of Surface Water Used for the Year Ending December 31, 2013* by **January 10, 2014**. Instructions for completing the form are enclosed for your reference.

You are receiving this form early to provide sufficient time for you to fully and accurately complete it before the expedited deadline of January 10, 2014.

Pursuant to Texas Water Code 11.031, water right holders shall keep records on a monthly basis, and the statute allows for that information to be requested by TCEQ during times of drought. The commission may also establish a deadline for receipt of this information. We appreciate your cooperation in this matter in order to aid the effective management of water rights in the Colorado River Basin. 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 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 Marian.Chervenka@tceq.texas.gov.

Sincerely,

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