

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)

REPORT OF SURFACE WATER USED

JANUARY 1, 2021 TO DECEMBER 31, 2021

For your convenience, you can now fill out the Water Use Report (WUR) online and submit it electronically at:

<https://www.tceq.texas.gov/goto/sunss/>

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.

INSTRUCTIONS

IMPORTANT: The deadline to submit your water usage to the TCEQ is **March 01, 2022**. You will need to complete a water use report form for each purpose of use authorized in your water right. You may access Water Use Report information online at:

www.tceq.texas.gov/goto/water-use-report/

If you do not use the on-line submittal option, please **report all figures in acre-feet** (see conversion figures and abbreviations tables below) except in the Maximum Diversion Rate column where you will indicate either CFS or GPM. If you do not have exact figures for any column, please 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. You can attach a supplemental sheet, if necessary, to explain any figures reported or to submit any comments.

Water Right Types:	Abbreviations/Conversions:
1 Permit/Application	GPM - Gallon(s) per Minute
2 Claim	CFS - Cubic Feet per Second
3 Certified Filing	1 Acre-Foot = 325,851 Gallons
6 Certificate of Adjudication	1 CFS = 448.8 Gallons per Minute
9 Water Supply Contract	

NOTE: The **MONTHLY DIVERTED AMOUNT** column is where you will write in the amount of water diverted (taken) monthly from the water source (stream, river, lake or impoundment) authorized in your water right. If there was no diversion of water, please 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 CONSUMED/USED AMOUNT** column is where you will write in the amount of water (out of the MONTHLY DIVERTED AMOUNT) that was actually used/consumed (not returned to a water body) each month. It is acceptable for the MONTHLY DIVERTED AMOUNT and the MONTHLY CONSUMED AMOUNT to be the same. In some instances, there are some water right holders that are authorized to divert a large amount of water but only consume a fraction of the diverted water.

Please contact the TCEQ at (512) 239-4600 if you have questions or need assistance completing the form. E-Mail inquiries may be sent to WUR@tceq.texas.gov

See the reverse side for Frequently Asked Questions.

Frequently Asked Questions:

IMPORTANT: Submitting your water usage report (WUR) electronically will also allow you to change your address, file a change of ownership, and complete a name change. Online submittals can be done here: <https://www.tceq.texas.gov/goto/sunss/>

What is an on-channel impoundment? An on-channel impoundment is a reservoir, pond, or lake that is constructed on a creek or stream and that is authorized to be used under a water right.

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 TCEQ 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 impoundments(s). A low flow outlet is a pump, pipe or other structure that allows 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 am going to submit a WUR and I don't see columns for diversion on the 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.

I diverted water for irrigation use. Where should I enter my data on the form? If you diverted for irrigation purposes, enter the amounts in the column on the left labeled “Irrigation” on your form. If you diverted water for other agriculture or wildlife purposes, enter the amounts in the column on the right labeled “Wildlife, Aquaculture, Stock raising and/or Other Agriculture”.

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 WUR form that I will be mailing in? 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? On the WUR, please 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? If completing the WUR manually, please 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.