

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)

REPORT OF SURFACE WATER USED

JANUARY 1, 2025 TO DECEMBER 31, 2025

Fill out the Water Use Report (WUR) online to 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 submission deadline to submit your water usage to the TCEQ is **March 1, 2026**. 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 online 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.

Abbreviations:	Conversions:
GPM - Gallon(s) per Minute	1 Acre-Foot = 325,851 Gallons
CFS - Cubic Feet per Second	1 CFS = 448.8 Gallons per Minute

NOTE: For water rights with diversion, 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.

For Industrial and Mining Use, the **MONTHLY CONSUMED AMOUNT** column is where you will write in the amount of water (out of the MONTHLY DIVERTED AMOUNT) that was actually consumed (not returned to a watercourse) 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.

For Flood Control, Game Preserves, Hydroelectric, Instream, Mariculture, Navigation, Other, Public Parks, Recreation, Water Quality, and Wetlands Use, the **MONTHLY USED AMOUNT** column is the amount of water that was allowed to remain in the watercourse each month under the terms of your water right. The MONTHLY USED AMOUNT should not include water that is stored in a reservoir or water that you diverted.

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

See the reverse side for Frequently Asked Questions.

Frequently Asked Questions:

IMPORTANT: Submitting your water use report (WUR) electronically will also allow you to change your address, and comment about any change of ownership or name change. Submit online 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 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, write “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). A low flow outlet is a pump, pipe or other structure that allows the passage of water over or through the dam. 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 your water right does not authorize a diversion, such as water rights for recreation reservoirs, 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.” Do not double count the diversion amounts in these columns.

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 all water right correspondence, including next year’s water use report form.

I no longer own this water right. How can I change the owner on this water right? TCEQ updates the records based upon copies of certified and/or recorded information provided to the TCEQ as part of a change of ownership application. For instructions visit https://www.tceq.texas.gov/permitting/water_rights/wr-permitting/wr_applications.html. The owner of record will continue to receive annual water use reports until a change of ownership is completed.