SURFACE WATER RIGHTS DATA:

FILLING OUT WATER USE REPORT FORMS ONLINE and SUBMITTING ELECTRONICALLY

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Online Water Use Report (WUR) Options

Water Right holders can submit Water Use Report (WUR) data online using TCEQ's electronic submission system, called SUNSS SWRD. The SUNSS system (Non-CROMERR Submission System) includes a module called SWRD (Surface Water Rights Data). Note that this submittal system is not applicable to Water Right holders in Watermaster Areas.

Water Right holders have two options for submitting their surface water use information online:

- Water Right holders can enter their surface water use information into an online form in SUNSS and submit that data to TCEQ.
- Water Right holders can also use TCEQ Excel spreadsheet templates to upload their water use information into the SUNSS work area.

If you only have a few forms to submit, then you may find entering data into the online form is easiest. If you have numerous forms to submit, then using the Excel file templates may be easiest.

This document contains information on filling out the WUR forms online and submitting electronically.

WUR Legal Requirement

Section 11.031 of the Texas Water Code requires that Water Right holders submit a water use report for their 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. Texas Water Code, Section 11.031

Section 37.10 of the Texas Penal Code states that intentionally or knowingly making or causing to be made false material statements or representation in a submittal is a criminal offense subject to criminal penalties. Texas Penal Code, Section 37.10

How to Access the WUR Online Form

1. Go to the SUNSS login page at **https://www.tceq.texas.gov/goto/sunss/**.
2. Enter the information below and then click 'Login':
    - Your legal name including first name and last name.
    - Your email address.
    - Confirm your email address.
3. On the 'SUNSS Home' page in 'Available Forms', look for a section called 'Surface Water Rights Data (SWRD)'. It is toward the bottom of the list.

4. Under Surface Water Rights Data, click on Annual Water Use Reports (WUR).
5. This will bring up the ‘SWRD Work Area’ screen to ‘Fill out a New Annual Water Use Report (WUR)’.

Please be consistent and login with the same credentials (same name and email address) each time. If you want to exit the application and come back later, you must log back in with the same credentials to see the saved work.

How to Start a New WUR Online

To start a new WUR form in the SUNSS SWRD work area, the user will need to provide the reporting year and a Form Identification Code.

The Report Year is identified on the WUR form that you received from TCEQ. Reports of surface water used are mailed at the beginning of January for reporting the previous calendar year’s water use.

The Form Identification Code is a code that uniquely identifies a Water Use Report, and it is printed on the WUR form that was mailed out to Water Right holders. The Form Identification Code is printed on the bottom of the back page of the WUR.

You can enter data for a WUR, save the data, and come back later to the WUR to work on it. However, you must have the Form Identification Code or a Form Password for the WUR to continue working on it. If you have selected a saved WUR, you will be taken to the last screen that you were filling out.

Setting a Form Password

When you initially start a New WUR form and enter a Form ID code, a screen called 'SWRD Verify Water Use Report' will display. This screen has basic information about the Water Right holder and the Water Use Report. You can set up an optional Form Password at the bottom of this verify WUR screen.

You can create a Form Password that can be used instead of the Form ID code. Setting a Form Password is advantageous because you can set up the same easy-to-remember password to access all of the WURs in your work area.

Creating a Form Password is optional, and you only need to set up the password once and it will remain set. If a Form Password is not set, it will default to the Form ID code. Using the same password for all the WURs in your work area will allow you to sign and submit or delete multiple water use reports at one time.

The password must be between 8 and 15 characters and contain at least one number and one letter.

How to Edit a Saved WUR

You can enter data for a WUR, save the data, and come back later to the WUR to work on it. However, you must have the Form Identification Code or the Form Password for the WUR to continue working on it.

To edit a saved WUR, click on the reference number for the WUR in the work area. Provide the Form ID Code or the Form Password, and the system will provide access to the last screen that you were filling out.

How to Delete Saved WURs

To delete a single saved WUR, go to the SWRD Work Area, and click on the red X icon for the WUR you wish to delete. You will have to provide either a Form ID code or a Form Password to complete this action.

To delete multiple saved WURs at one time, each WUR that you want to delete must have the same Form Password. Select the check boxes for the WURs you wish to delete and click on the 'Delete Selected' button at the bottom of the screen. Provide the common Form Password for the WURs to complete the action. Only the forms that match the password you provide will be deleted.

How to Complete a WUR

Verify the WUR

Once you are logged into the SUNSS SWRD work area, and have entered a Report Year and Form Identification Code, the system will prompt you to verify the WUR, including your Water Right Number, WUR use, Authorization use, Owner Name, and Address. If applicable, you can provide additional information about address changes, ownership changes, and owner name changes.

You can also set up an optional Form Password at the bottom of this screen. You can set up a common easy-to-remember password to access all of the WURs in your work area. See the section called "Setting a Form Password".

Report Amounts Information

The next screen for monthly amounts that will be displayed is dependent upon the WUR Use that is being reported. You will be prompted to provide information specific to each WUR Use as you navigate through the form.

- Industrial and Mining uses have monthly diverted amounts and consumed amounts.
- Agriculture monthly diverted amounts are broken out between Irrigation and Non-Irrigation (Wildlife, Aquaculture, Stock raising, and/or Other Agriculture).

- The Other Use category asks for monthly diverted amounts and used amounts. The Other Use category includes multiple uses: Recreation, Instream, Wetlands, Public Parks, Game Preserves, Hydroelectric, Flood Control, Navigation, Water Quality, and Other. You must select which of these Other Uses were diverted or used.

Some WUR Uses for Water Rights without authorized diversion, such as some recreation authorizations, do not ask for monthly amounts and will automatically skip forward to the next section, called 'Impoundment/Reservoir Information'.

After the monthly amounts and the maximum diversion rate are entered, click on 'Next'. The system will then display the calculated total amounts for the year. Please do not use commas when entering numbers for reported amounts including amounts for diverted, consumed, or used.

No Water Use Indicated

If you reported zero amounts for all months, with a total of zero for the year, the system displays a section that will ask for the primary reason why there was no diversion. You must select the primary reason from the dropdown list that is provided. Examples of reasons for no water use included in the dropdown are "drought" or "pending amendment". A comment box is also available to provide additional information regarding the reasons.

Impoundment/Reservoir Information

If your permit authorizes an on-channel surface impoundment or reservoir, the system will ask for the condition of the dam and whether there is a low flow outlet. See the FAQs for additional information related to Dam Safety.

Water Use Report Comments and Contact

Please make any comments about the WUR that you would like to make. There is a 500-character limit in this comment field. Also, please provide the name, phone number and email address for the person who should be contacted regarding any questions the TCEQ may have regarding the WUR.

Water Use Report Review Screen

All the information about the WUR and data that was provided will be displayed in the review screen, including any comments that were made. Please review this information carefully to make sure that everything is correct. To make any changes, you must go back to the previous sections to update.

IMPORTANT: You can always press "Previous" to go back to the previous screen and continue your data entry or to make edits.

WUR Certification, Sign, and Submit for a single WUR

You are asked to certify that the WUR is complete and accurate to the best of your knowledge. On the Sign and Submit WUR screen, enter the information below and click "Sign and Submit".

- Enter your Legal Name in the "Legal Name" field.
- Check the box which states, "This constitutes an electronic signature legally equivalent to my written signature."

WUR Certification, Sign, and Submit for multiple WURs at one time

If you have multiple WURs in your work area that you want to sign and submit, you can do this all at once, simultaneously, for all your forms. Please review each WUR carefully to make sure that everything is correct before you sign and submit. The following conditions must be met to submit multiple WURs at one time:

- You have set up a common Form Password for all WURs.
- All WURs have a form status of "Review WUR".
- You have selected the forms you want to submit using the checkboxes in the "Select" column.

After selecting the forms to submit, click the button at the bottom labelled "Submit Selected", and then provide a Form Password. Note that only the forms that match the password you provide will be included in the sign and submit certification. Enter your Legal Name, check the box regarding electronic signature, and click "Sign and Submit".

You will receive a confirmation page that you can print, and you will receive one confirmation email for each WUR that you have submitted.

Confirmation Screen to Print for your Records

After you sign and submit, a Confirmation Screen will display. Click on the ‘Print’ link at the top of the page to print a copy for your records of the data that you have entered.

If you sign and submit multiple WURs at one time, you can print each individual WUR by clicking on 'View WUR' and then clicking on 'view and print the copy of record (COR)'.

Confirmation Email

You will receive a confirmation email from TCEQ for each WUR that you submit. This email will confirm your submittal of the WUR to TCEQ, including a confirmation number and a reference number.

Additional Resources

Additional Resources can be found at TCEQ's Water Availability Division (WAD) home page at the URL below. Information on applications for changes of ownership or new permits and amendments can be found here, as well as links to the Water Right Viewer, which provides maps of Water Rights and associated data.

https://www.tceq.texas.gov/permitting/water_rights/wawr_permits.html

If you forget your Form Password, if you don't know your Form ID code, or if you have questions regarding the WUR forms or submitting WUR data online, please call TCEQ at (512) 239-4600, or email WUR@tceq.texas.gov for assistance.

Frequently Asked Questions (FAQs)

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.

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".

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 some recreation authorizations, 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? 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 for Irrigation and Non-Irrigation.

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? The online form has a check box for "Change Address". Click this box if the mailing address needs to be corrected or updated for the individual or party (Water Right holder) that should be receiving correspondence regarding Annual Water Use Reports. When you click on the check box, another section will be displayed that provides fields to enter 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? The online form has a check box for "Change Ownership or Owner Name". When you click on the check box, another section will be displayed that provides fields to enter a description of the changes requested. TCEQ updates the records based upon copies of certified and/or recorded information provided to TCEQ as part of a change of ownership application. The owner of record will continue to receive annual water use reports until a change of ownership is completed. Please note that TCEQ staff will send you follow-up correspondence regarding any ownership change.

I changed my name. How can I change my name on this water right? The online form has a check box for "Change Ownership or Owner Name". When you click on the check box, another section will be displayed that provides fields to enter a description of the changes requested. To report an owner name change, please provide the previous name and the new name and the reason for the change. Please note that TCEQ staff will send you follow-up correspondence regarding an owner name change.

Can I start a WUR, exit the application, and come back later to finish it? Yes, the system will allow the user to save a WUR, exit the system, and then re-enter the system later to work on the saved WUR. However, you must have the Form Identification Code or a Form Password for the WUR to continue working on it. To edit a saved WUR, click on the reference number for the WUR in the work area. If you have selected a saved WUR, you will be taken to the last screen that you were filling out.

Will I get a confirmation email after I submit the WUR to TCEQ online? Yes, once you click the Sign and Submit button, the system will send an email that confirms the WUR submittal. If you had multiple WURs that you signed and submitted at one time, you will still

receive one confirmation email for each WUR.

I got an error message when I tried to start a WUR. What should I do? If you attempt to start a WUR and get an error message, please make sure that you entered the Form Identification Code and Report Year correctly. If you continue to get an error message, then it is possible the WUR has already been submitted, the WUR that was mailed was returned to sender (TCEQ) by the US Postal Service, or that the Form ID code was invalidated due to an action by one of the Owners or by TCEQ. Please call TCEQ at (512) 239-4600 or email WUR@tceq.texas.gov so that we can reset the system and you can continue to work online.

Why is there a 15-minute timer at the top of each screen for the online WUR submittal? TCEQ external reporting applications are required to have a timeout of 20 minutes with no activity. When you are editing a form on the screen, there is no interaction with the TCEQ system and the expiration time continues to count down. The timer in SUNSS SWRD is meant to give you a warning at 15 minutes on a page to allow you to press "Next" in order to keep your session active. If you press "Next", the timer will reset. You can always then press "Previous" to go back to the previous screen and continue your data entry or to make edits.

Why is a Form ID Code or Form Password necessary to submit a WUR online? Each Form ID Code corresponds to a specific WUR form in the TCEQ system. The Form ID Code is part of the security system for SUNSS SWRD. SUNSS security allows anyone to login with a name and email address. There is nothing to stop one person from entering another person's name and email. The Form ID Code limits the access and submission of an individual WUR to the external users who receive the form. The system does not have a way to link an individual logging into SUNSS to a specific WUR without the Form ID Code.

Please note that you can set up a common easy-to-use password for each WUR, and you can use this password instead of the Form ID code. You can set up the same password for all the WURs in your work area.

What can I do if I forget my Form Password? If you forget your Form Password, please call TCEQ at (512) 239-4600. We can reset your password for you so that you can login and not lose any data.

What should I do if I have questions or need help with the online form? Please call TCEQ at (512) 239-4600, or email to WUR@tceq.texas.gov for assistance.

Contact Information

Please call TCEQ at (512) 239-4600, or email to WUR@tceq.texas.gov for assistance.

WUR Definitions

Water Right Holder - Water Right Holder(s) are the owner(s) of the Water Right. For contracts, Water Right Holder(s) are the buyer(s) of a Water Supply Contract. A CN number is a customer number and is a unique TCEQ identifier for each Water Right Holder.

Diverted Amount - The Monthly Diverted Amount is the amount of water diverted (taken) each month from the water source (stream, river, lake or impoundment) that is authorized in the water right. If there was no diversion of water, enter zero (0) for each applicable month. Please do not use commas when entering numbers for reported amounts.

Consumed Amount - The Monthly Consumed Amount is the amount of water (out of the diverted amount) that was 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 (ex. through cooling, evaporation, or absorption of the processed materials). Consumed amount is only reported for Industrial and Mining uses. Please do not use commas when entering numbers for reported amounts.

Used Amount - The Monthly Used amount is the amount of permitted water that could remain in the watercourse under the terms of your permit. Used amount is only reported for the Other WUR Use category. The used amount should not include water that is stored in a reservoir or impounded. Please do not use commas when entering numbers for reported amounts.

Permitted Water Diverted from a Watercourse - Permitted Water diverted from a watercourse is the amount of water diverted (taken) from the water source (stream, river, lake, or impoundment) that is authorized by the terms of the Water Right permit. Permitted Water Diverted from a Watercourse is only reported for the Other WUR Use category.

Permitted Water Allowed to Remain in a Watercourse - Permitted Water allowed to remain in the watercourse under the terms of your permit is water that you purposely allowed to stay in the watercourse without taking it or diverting it because you have a specific authorization by the terms of the water right permit. Permitted Water allowed to remain in the watercourse does not include water stored in a reservoir or impounded. Authorizations for storage in a reservoir should not be included here. Permitted Water Allowed to Remain in a Watercourse is only reported for the Other WUR Use category.

Contracted Water Diverted from a Watercourse - Contracted Water diverted from a watercourse is the amount of water diverted (taken) from the water source (stream, river, lake, or impoundment) that is authorized by the terms of the water supply contract.

Contracted Water Allowed to Remain in a Watercourse - Contracted Water allowed to remain in the watercourse under the terms of your permit is water that you purposely allowed to stay in the watercourse without taking it or diverting it because you have a specific authorization by the terms of the water supply contract. Contracted Water allowed to remain in the watercourse does not include water stored in a reservoir or impounded. Authorizations for storage in a reservoir should not be included here.

Other Uses for Which Water Was Diverted - Select all uses for which permitted water was diverted from a watercourse. These uses should be in your WR authorizations within your permit. For the purposes of reporting on your annual Water Use Report, these uses are grouped together: Recreation, Instream, Wetlands, Public Parks, Game Preserves, Hydroelectric, Flood

Control, Navigation, Water Quality, and Other. If you are authorized for a use that is not on the list, then choose "Other".

Amount Unit of Measure (UOM) - Amounts can be reported in either Acre-Feet (AF) or Gallons (GAL). Amounts reported in Gallons will be converted to acre feet with this conversion factor: 1 Acre-Feet = 325,851.428571 Gallons.

Maximum Diversion Rate - Maximum Diversion Rate is the rate that the amount of diverted water is pumped or taken over a given timeframe. It is measured in either Cubic Feet per Second (CFS) or Gallons per Minute (GPM). Diversion Rate is typically stated within the permit or certificate. If rate is reported in GPM, it will be converted to CFS with this factor: 1 CFS = 448.831169 GPM.

Permitted On-Channel Impoundment or Reservoir - 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.

Irrigation - Irrigation is the use of water for the irrigation of crops, trees, and pastureland. Only report amounts for irrigation in this column. Do not double count with non-irrigation agricultural uses, which should be reported separately in the column on the right-hand side titled "Wildlife, Aquaculture, Stock raising and/or Other Agriculture".

Wildlife, Aquaculture, Stock raising and/or Other Agriculture - Wildlife, aquaculture, stock raising, and other agriculture are non-irrigation agricultural uses, and include using water for raising, feeding, or keeping animals, as well as fish farming. Do not double count with irrigation, which should be reported separately in the column on the left-hand side titled Irrigation.

Low Flow Outlets - 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".