

TWDB

Attachment 10: Executive and Administrative Employee Manuals, Policies, and Procedures

Executive or Administrative Division	Type	Name of Employee Manual, Policy, or Procedure
Governmental Relations	Procedure	Special Legislative Reports
Governmental Relations	Procedure	Bill Analysis and Fiscal Note Procedures and Guidelines
Governmental Relations	Procedure	Invited Testimony and Resource Witness Guidance
Governmental Relations	Policy	Legislative Requests Policy and Guidance
Agency Communications	Policy	Media Policy
Agency Communications	Policy	External Communications Policy
Agency Communications	Policy	Logo and Seal Policy
Agency Communications	Policy	Endorsement Policy
Agency Communications	Procedure	Constant Contact Email Plast Process
Agency Communications	Procedure	Critical Mention Daily Articles Procedures
Agency Communications	Procedure	Inclement Weather Procedures
Agency Communications	Procedure	Media Advisories
Agency Communications	Procedure	Media Inquiries
Agency Communications	Procedure	New Board Member Comm Tasks
Agency Communications	Procedure	Press Releases
Agency Communications	Procedure	Water Weekly Publishing
Internal Audit	Procedures	Internal Audit Policies & Procedures Manual
Internal Audit	Policy	Fraud, Waste, and Abuse Policy
General Counsel	Procedure	Board Meeting Process
General Counsel	Procedure	Board Meeting Presentation Process
General Counsel	Procedure	Board Mailout Process
General Counsel	Procedure	Procedure for Document Routing
General Counsel	Procedure	Rulemaking Checklist
General Counsel	Procedure	Applications and Closings
General Counsel	Procedure	Release of Lien - Paid in Full
General Counsel	Procedure	Responding to and Tracking Public Information Requests
General Counsel	Procedure	Records Management: Board Meeting Documents
General Counsel	Procedure	Access to Central Records
Financial Operations	Report	FY21 2nd Qtr – Quarterly Investment Report
Financial Operations	Procedure	ICRP Procedure January 2021
Financial Compliance	Procedure	20200930_TMAC Stability Review Procedures FY2021 DRAFT
Financial Compliance	Procedure	20200930_TMAC Procedures_Supplemental Review Guide
Financial Operations	Procedure	Loan Reconciliation procedures
Financial Operations	Procedure	Wells Fargo Reconciliation procedures (for collections)
Financial Operations	Procedure	BNY Reconciliation procedures (for collections)
Debt & Portfolio Management	Policy	Debt Management Policy
Debt & Portfolio Management	Policy	Investment Policy
Debt & Portfolio Management	Policy	Underwriting Policy
HR	Policy	Management Authority Levels and Responsibilities Guide
HR	Policy, Procedures	Risk Management Program Manual
HR	Employee Manual	Employee Handbook
HR	Policy, Procedures	Wellness Program and Policy Guide
HR	Policy, Procedures	Hiring Process Guide
HR	Procedure	New Hire Checklists
HR	Procedure	Separation Checklists
Support Services	Policy, Procedures	Personal Property Policies and Procedures
Support Services	Policy, Procedures	Vehicle Management Policy and Procedures
Support Services	Procedure	Emergency Evacuation Procedures
IT	Policy	Vulnerability Assessment Policy
IT	Policy	Vendor Access & Maintenance Policy
IT	Policy	System Development Policy
IT	Policy	Software Licensing Policy

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Executive or Administrative Division	Type	Name of Employee Manual, Policy, or Procedure
IT	Policy	Server Hardening Policy
IT	Policy	Security Monitoring Policy
IT	Policy	Security Exception Policy
IT	Policy	Portable Computing Policy
IT	Policy	Wireless Network Usage Policy
IT	Policy	Privacy Policy
IT	Procedure	TxWISE Issue Reporting Process Flow
IT	Procedure	TxWISE Enhancement Implementation Process
IT	Employee Manual	TxWISE Document Attachment Guidance & Library
IT	Policy, Procedures	Planned Power Outage Policy & Procedure
IT	Procedure	Project Schedule
IT	Procedure	TWDB IT Help Desk Procedures
IT	Policy, Procedures	IT Program Management Policy
IT	Employee Manual	Procedure for Submitting Requests for IT Assistance
IT	Policy	TWDB Guest Wireless Access Acceptance Use Policy
IT	Policy	Ancillary Website Policy
IT	Policy, Procedures	Audio & Video Posting Procedural Policy
IT	Policy	Default Access Policy
IT	Policy	Email Policy
IT	Policy	Encryption Policy
IT	Policy	Password Policy
IT	Policy	Network Access Policy
IT	Policy	Mobile Device Use Policy
IT	Policy	Malware Detection Policy
IT	Policy	Internet Use Policy
IT	Policy	Information Resources Risk Assessment Policy
IT	Policy	Cybersecurity Training Policy
IT	Policy	Change Management Policy
IT	Procedure	Change Management Procedure
IT	Policy	Backup Disaster Recovery Policy
IT	Policy	Administrative Special Access Policy
IT	Policy	Account Management Policy
IT	Policy	Acceptable Use Policy
IT	Policy	Computer Security Incident Management Policy
IT	Procedure	Computer Security Incident Response Procedure
IT	Procedure	Information Resources Disaster Recovery Plan
IT	Procedure	Backup-File Restoration Procedure
IT	Procedure	Employee Onboarding/Offboarding Procedures
IT	Policy	Website Privacy & Security Policy
IT	Policy	Accessibility Policy
IT	Procedure	Continuity of Operations Plan

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Attachment 10: Water Supply and Infrastructure Employee Manuals, Policies, and Procedures

Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Water Supply and Infrastructure Administration	Procedure	WSI Bill Review Team Coordinator (in development)
Water Supply and Infrastructure Administration	Procedure	SWIFT Coordination and Board Items
Water Supply and Infrastructure Administration	Procedure	Process/Policy change Request (in development)
Flood Planning	Procedure	How to write and distribute internal meeting reports (in development)
Flood Planning	Procedure	Posting RFA (drafting SOW, draft contract language, etc) (in development)
Flood Planning	Procedure	Reviewing RFA submittals, RFI requests, Routing documents for signature (CIFs, Exhibits, Risk Assessment, etc.)(in development)
Flood Planning	Procedure	RFQ limited review (only rules and contract inconsistencies), review of subcontract (in development)
Flood Planning	Procedure	Reimbursements (add FP screenshots when possible), progress reports, advance, retainage (in development)
Flood Planning	Procedure	Contract amendments, budget memos, 35% rule (in development)
Flood Planning	Procedure	NTP for releasing Task 5 funds (including checking to make sure TM submitted), and reviewing tech memo (in development)
Flood Planning	Procedure	Internal review and coordination with other divisions (in development)
Flood Planning	Procedure	Final payments, reviewing deliverables, releasing retainage (in development)
Flood Planning	Procedure	Planner's role as TWDB liaison, other internal procedures (in development)
Flood Planning	Procedure	How to update FP webpages (in development)
Program Administration and Reporting	Procedure	ESCROW - After Comm Closes - Scan - Escrow Agreement - Rel# 1
Program Administration and Reporting	Procedure	ESCROW - Bfre new comm folder closes - outlay = escrow
Program Administration and Reporting	Procedure	ESCROW - Bfre new comm folder closes - outlay doesnt equal escrow
Program Administration and Reporting	Procedure	ESCROW LETTER - Final OLs = Final Escrow Releases
Program Administration and Reporting	Procedure	ESCROW LETTER - Outlay doesnt equal Escrow
Program Administration and Reporting	Procedure	ESCROW LETTER - Outlays = Escrow Releases
Program Administration and Reporting	Procedure	OUTLAY - 1st Closings
Program Administration and Reporting	Procedure	OUTLAY - Goldernrods return from Finance
Program Administration and Reporting	Procedure	OUTLAY - New Comm - Board Meeting & Creating Folders
Program Administration and Reporting	Procedure	OUTLAY - On a Budget Change Memo
Program Administration and Reporting	Procedure	OUTLAY - Outlay & Escrow

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Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Program Administration and Reporting	Procedure	OUTLAY - Outlay = Escrow
Program Administration and Reporting	Procedure	OUTLAY - Outlay = Installment
Program Administration and Reporting	Procedure	OUTLAY - Printing & Logging Outlays
Program Administration and Reporting	Procedure	OUTLAY - Zero dollar Outlay
Program Administration and Reporting	Procedure	PAR DWSRF - Desktop Procedures
Program Administration and Reporting	Procedure	PAR SWIFT Abridged App Intake & Prioritization
Program Administration and Reporting	Procedure	PAR CWSRF - Desktop Procedure
Program Administration and Reporting	Procedure	Weekly Activity Report
Program Administration and Reporting	Procedure	Personnel Information
Program Administration and Reporting	Procedure	Executive Mail Log
Program Administration and Reporting	Procedure	Delegation of Authority Protocol
Program Administration and Reporting	Procedure	Clean Watershed Needs Survey Instructional Guidance (in development)
Program Administration and Reporting	Procedure	Travel Guidance & Forms
Program Administration and Reporting	Procedure	Travel Policy & Procedures Jan 2017
Program Administration and Reporting	Procedure	Training
Program Administration and Reporting	Procedure	Supplies & Equipment Inventory
Program Administration and Reporting	Procedure	PAR Review and Approval of Socioeconomic Surveys (in development)
Program Administration and Reporting	Procedure	Socioeconomic Survey Request (in development)
Program Administration and Reporting	Procedure	TEMPLATE-Routing Slip Sr Management
Program Administration and Reporting	Procedure	TEMPLATE-Routing Slips for PAR staff only
Program Administration and Reporting	Procedure	PROMO ITEMS-Purchasing-Design Form Process from Communications
Program Administration and Reporting	Procedure	PAR SWIFT HUB Reports 2020-0110 (in development)
Program Administration and Reporting	Procedure	PAR_SWIFT Preprioritization and Multi-Year Commitment Letters_2020-0110 (in development)
Program Administration and Reporting	Procedure	New Employee Access SAMPLE Email
Program Administration and Reporting	Procedure	New Employee Checklist
Program Administration and Reporting	Procedure	FIF Program Summary

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Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Program Administration and Reporting	Procedure	Mail Operations Procedures
Program Administration and Reporting	Procedure	SWIFT Board meeting items (in development)
Program Administration and Reporting	Procedure	Board agenda item request
Program Administration and Reporting	Procedure	SWIFT program summary sheet (online) (in development)
Program Administration and Reporting	Procedure	Federal Financing Accountability Transparency Act Reporting
Program Administration and Reporting	Procedure	Reporting-Tracking
Program Administration and Reporting	Guidance	SRF Annual Reports
Program Administration and Reporting	Procedure	Reporting-Financial Assistance Summary Report
Program Administration and Reporting	Procedure	Reporting CW and DW NIMS
Program Administration and Reporting	Procedure	Entering CBR-PBR Data
Program Administration and Reporting	Procedure	TxWISE Updates-Orders and Facilities
Program Administration and Reporting	Procedure	DBE Compliance (in development)
Program Administration and Reporting	Procedure	PSAP Quarterly Report (in development)
Program Administration and Reporting	Procedure	Performance Measures
Program Administration and Reporting	Procedure	Colonia Designations
Program Administration and Reporting	Procedure	Completing the Drinking Water Infrastructure Needs Survey and Assessment
Program Administration and Reporting	Procedure	DBE Fair Share Goals Negotiations (in development)
Program Administration and Reporting	Procedure	DBE Annual Utilization Report (in development)
Program Administration and Reporting	Procedure	General SWIFT Reporting
Program Administration and Reporting	Procedure	Disadvantaged-POSA Policy
Program Administration and Reporting	Procedure	AIS Waiver Procedures
Program Administration and Reporting	Procedure	CWSRF WRRDA CE IOP
Program Administration and Reporting	Procedure	CWSRF WRRDA AE IOP
Program Administration and Reporting	Procedure	Fiscal Sustainability Plan IOP
Program Administration and Reporting	Procedure	Dashboard Guidance Documents Creation (in development)
Program Administration and Reporting	Procedure	Initiating and Planning a Dashboard (in development)

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Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Program Administration and Reporting	Procedure	TxWISE Troubleshooting (in development)
Program Administration and Reporting	Procedure	TxWISE Milestone & Checklist Management (in development)
Program Administration and Reporting	Procedure	TxWISE Report Request Process (in development)
Program Administration and Reporting	Procedure	TxWISE Enhancement Process (in development)
Program Administration and Reporting	Procedure	Texas Infrastructure Resiliency Fund Transparency Report (in development)
Program Administration and Reporting	Procedure	SWIFT Biennium Report (in development)
Program Administration and Reporting	Procedure	CBR/PBR/FFATA Data Entry QC (in development)
Program Administration and Reporting	Procedure	EPA Leveraging (in development)
Program Administration and Reporting	Procedure	SRF Funding Determination Letters (in development)
Program Administration and Reporting	Procedure	FIF Allocation and Funding Determination Letters (in development)
Regional Water Project Development	Procedure	Financial Assistance Workshops Procedure
Regional Water Project Development	Procedure	Procedures for Preparing the Planning Memo
Regional Water Project Development	Procedure	Procedures for Adding Commitments to Projects in TxWise
Regional Water Project Development	Procedure	Pre-Application Process
Regional Water Project Development	Procedure	Plans & Specs Training #2
Regional Water Project Development	Procedure	Commitment Screen Data Entry
Regional Water Project Development	Procedure	Procedures for Blue Commitment Folder
Regional Water Project Development	Procedure	RWPD process for Board items Project Funding Requests
Regional Water Project Development	Procedure	Procedures for Processing Applications
Regional Water Project Development	Procedure	TxWise Basic Navigation Procedures
Regional Water Project Development	Procedure	Project Schedule Change
Regional Water Project Development	Procedure	Estimating Cost Savings for State Programs
Regional Water Project Development	Procedure	Site Visit Photo Procedures
Regional Water Project Development	Procedure	Remaining Unused Funds Procedure
Regional Water Project Development	Procedure	Release of Funds
Regional Water Project Development	Procedure	Project Location Lat-Long coordinates instructions

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Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Regional Water Project Development	Procedure	Plans & Specifications Review
Regional Water Project Development	Procedure	Funding of Pavement
Regional Water Project Development	Procedure	Davis Bacon Compliance Review Procedures
Regional Water Project Development	Procedure	Change Order Review Procedures
Regional Water Project Development	Procedure	Biddability & Constructability
Regional Water Project Development	Procedure	Application Review
Regional Water Project Development	Procedure	American Iron and Steel Compliance Review Procedures
Regional Water Project Development	Procedure	EFR Review
Regional Water Project Development	Procedure	Amending the Project Budget
Regional Water Project Development	Procedure	Processing Site Visits Made by Engineers (in development)
Regional Water Project Development	Procedure	Commitment Closing Review
Regional Water Project Development	Procedure	FA Application Review Procedure
Regional Water Project Development	Procedure	Team Manager and FA SWIFT Initial Data Pull for Modeling
Regional Water Project Development	Procedure	FA Closing Procedures
Regional Water Project Development	Procedure	StateParticipation
Regional Water Project Development	Procedure	Fiscal requirements for non-political subdivisions
Regional Water Project Development	Procedure	How To Set Lending Rates edits
Regional Water Project Development	Procedure	Interest Rate Extensions
Regional Water Project Development	Guidance	Internal Risk Scoring and work papers Guidance
Regional Water Project Development	Procedure	Peer review
Regional Water Project Development	Procedure	PreApp Procedures EDAP
Regional Water Project Development	Procedure	Conditions of Pledge
Regional Water Project Development	Procedure	CE Checklist for Internal Review
Regional Water Project Development	Checklist	Federal Internal Review Checklist
Regional Water Project Development	Checklist	State Internal Review Checklist
Regional Water Project Development	Procedure	CE Request Form

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Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Regional Water Project Development	Procedure	EDF_TWDB-0800
Regional Water Project Development	Procedure	EID_TWDB-0801
Regional Water Project Development	Procedure	Procedure Application Review (in Environ Training Manual)
Regional Water Project Development	Procedure	Adopting Enviro Findings
Regional Water Project Development	Procedure	CE Eligibility Determination Procedure (in Environ Training Manual)
Regional Water Project Development	Procedure	Consistency Reviews & TxWISE Documentation (in Environ Training Manual)
Regional Water Project Development	Procedure	Emergency Procedures Flowchart
Regional Water Project Development	Flowchart	Environmental Review Flowchart
Regional Water Project Development	Procedure	Overall Environmental Review Procedure
Regional Water Project Development	Procedure	Procedure Pre-Application Meeting (in Environ Training Manual)
Regional Water Project Development	Procedure	TxWISE Record Instructions for Environmental Findings
Regional Water Project Development	Template	CE Master GO-BY
Regional Water Project Development	Template	DNE Master GO-BY
Regional Water Project Development	Template	ED Master GO-BY
Regional Water Project Development	Template	Emergency MTF Master Template
Regional Water Project Development	Template	FNSI Master GO-BY
Regional Water Project Development	Template	MTF-State Funding Master GO-BY
Regional Water Project Development	Template	SOF Master GO-BY
Regional Water Project Development	Procedure	Certificate Of Approval Procedures
Regional Water Project Development	Procedure	Processing Financial Applications Received Online & Creating TxWISE Projects
Regional Water Project Development	Procedure	Procedure TxWISE Checklist & Milestones
Regional Water Project Development	Procedure	Finalizing SWIFT Debt Service Schedules for SWIRFT Bond Pricing
Regional Water Project Development	Procedure	Financial Compliance Risk Ratings - Procedure for Accessing Ratings in TxWISE (in development)
Regional Water Project Development	Procedure	Process for calculating interest payment savings (SWIFT And other) (in development)
Regional Water Project Development	Procedure	Final Complied WSI 3070 RWPD Board Participation Financing
Regional Water Project Development	Procedure	Manager Review of Interest Rates Set by RWPD Financial Analyst

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Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Regional Water Project Development	Procedure	Assigning commitment numbers (update needed for multi-year change) (in development)
Regional Water Project Development	Procedure	Debt service schedule and cost savings review (in development)
Regional Water Project Development	Procedure	Closing file review for manager (in development)
Regional Water Project Development	Procedure	COA process (in development – result of shift from IFSS to TxWise)
Regional Water Project Development	Procedure	PCC process (in development – result of shift from IFSS to TxWise)
Regional Water Project Development	Procedure	Site visit process (in development – result of shift from IFSS to TxWise)
Regional Water Project Development	Procedure	Best Practices Guide for Entities Closing With TWDB (in development)
Regional Water Project Development	Procedure	Records Inventory and Dispostion Process (update in development)
Regional Water Project Development	Procedure	Land Acquisition Guidance
Regional Water Project Development	Procedure	Land Acquisition Guidance Abridged Version
Regional Water Project Development	Procedure	Determining Term for SWIFT (in development w/OGC)
Regional Water Project Development	Procedure	Estimating Cost Savings for State Programs
Regional Water Project Development	Procedure	Updating Forms and Guidance on External Website (in development)
Regional Water Project Development	Procedure	Entering Authorities in TxWISE (with access rights)
Regional Water Project Development	Procedure	Entering Project Contacts in TxWISE (in development)
Regional Water Project Development	Procedure	Excess funds, returing funds, and right-sizing borrower budgets (in development)
Regional Water Project Development	Procedure	SWIFT Multi-Year Proforma
Regional Water Project Development	Procedure	Processing PCC reports Conducted By Engineers (in development)
Regional Water Project Development	Procedure	Application Reversal Procedures (in development)
Regional Water Project Development	Procedure	SWIFT Abridged Application Review Process
Regional Water Project Development	Procedure	FA Loan Closings Loan Agreements
Regional Water Project Development	Procedure	Internal Risk Scoring for Agriculture Water Conservation Loans
Regional Water Project Development	Procedure	RWPD Closing File Review
Regional Water Project Development	Procedure	RWPD FA TxWISE Data Entry
Regional Water Project Development	Procedure	Authority Fiscal Year Month Setup Training
Regional Water Project Development	Procedure	Processing Electronic Document Submittals (in development)

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Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Regional Water Project Development	Procedure	FA Pledge Guidelines
Regional Water Project Development	Procedure	FA Risk Score Overview
Regional Water Project Development	Procedure	Admin Assistant Instructions for Environmental Findings (in development)
Regional Water Project Development	Procedure	TxWISE Record Instructions for Environmental Findings (in development)
Water Supply and Infrastructure	Procedure	Scoring PIF Process (in development)
Water Supply and Infrastructure	Procedure	Procedure for estimating potential magnitude of hurricane and flood exposure risks to WTPs and WWTPS (in development)
Water Supply and Infrastructure	Procedure	Operational Best Business Practices (in development)
Water Supply and Infrastructure	Procedure	TWDB Web Calendar Administration
Water Supply and Infrastructure	Procedure	Work Session preparation and execution (in development)
Water Supply and Infrastructure	Procedure	Routing Documents To and From Central Records
Water Supply Planning	Procedure	Development of the State Water Plan
Water Supply Planning	Procedure	Population Projection Review Process
Water Supply Planning	Procedure	Livestock Water Demands
Water Supply Planning	Procedure	Calculating Plumbing Code Savings
Water Supply Planning	Procedure	Socioeconomic Impact Analysis for Regional Water Plans
Water Supply Planning	Procedure	Preparing Water Impact Statements for the Legislative Budget Board
Water Supply Planning	Procedure	RWPG Meeting Reporting
Water Supply Planning	Procedure	Regional Planning Performance Measure
Water Supply Planning	Procedure	WUPP Annual Population Estimates by HUC+C232
Water Supply Planning	Procedure	Hydrologic Variance Requests
Water Supply Planning	Procedure	Texas Water Bank and Texas Water Trust
Water Supply Planning	Procedure	Regional Water Planning Representation at Loan Pre-application Meetings
Water Supply Planning	Procedure	Regional Water Plan Review Process
Water Supply Planning	Procedure	Regional and State Water Plan Amendments
Water Supply Planning	Procedure	New Employee Setup & Training
Water Supply Planning	Procedure	Contract Management for Regional Water Planning Grants

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Attachment 10: Water Supply and Infrastructure Employee Manuals, Policies, and Procedures

Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Water Supply Planning	Procedure	Consistency Reviews for Funding Eligibility
Water Supply Planning	Procedure	Project Management of RWPGs
Water Supply Planning	Procedure	RWPG Membership Database
Water Supply Planning	Procedure	Updating Non-Oil & Gas Mining Operation List & Contacts
Water Supply Planning	Procedure	Acquiring Annual Population Estimates From Census
Water Supply Planning	Procedure	MAG Peak Factor Review
Water Supply Planning	Procedure	RWPD, WSP, WSC Loan Review Coordination
Water Supply Planning	Procedure	Administrative Procedures for the Texas Water Service Boundary Viewer
Water Supply Planning	Procedure	WPD Developing Steam Electric
Water Supply Planning	Procedure	New Employee Training and Setup
Water Supply Planning	Procedure	Procedures for Custom Data Requests
Water Supply Planning	Procedure	Procedures for Data Change Requests
Water Supply Planning	Procedure	Procedures for Application Change Requests
Water Supply Planning	Procedure	Procedures for Database Object Requests
Water Supply Planning	Procedure	Developing Steam Electric Power Bridge Table
Water Supply Planning	Procedure	Annual Preparation and Archiving of the Public Water System Boundary Shapefile for the TWSB Viewer
Water Supply Planning	Procedure	Coordination with WSC Staff on Review of Technical Memorandums
Water Supply Planning	Guidance	Administrative Procedures for the WUS Program
Water Supply Planning	Procedure	Processing a MAG Reallocation Request
Water Supply Planning	Procedure	2021 SWIFT Application Review
Water Supply Planning	Procedure	Processing Regional Water Planning Contract Notice-to-Proceed Requests
Water Supply Planning	Procedure	Interregional Conflict Resolution Process
Water Supply Planning	Procedure	Develop Annual Population Estimates for Water User Groups
Water Supply Planning	Procedure	Procedures for Developing Annual Livestock Water Use Estimates
Water Supply Planning	Procedure	Non-surveyed oil and gas water use estimates, including fracking
Water Supply Planning	Procedure	Groundwater Availability Approval (in development)

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Attachment 10: Water Supply and Infrastructure Employee Manuals, Policies, and Procedures

Water Supply and Infrastructure Division	Type	Name of Employee Manual, Policy, or Procedure
Water Supply Planning	Procedure	SWIFT Website & Data Update (annual_5year WSP cycle)
Water Supply Planning	Procedure	TCEQ Drought Restriction Data Annual Update
Water Supply Planning	Procedure	Regional Water Planning Technical Memorandum Review and Simplified Planning Approval
Water Supply Planning	Procedure	Regional Water Planning Area Boundary Review
Water Supply Planning	Procedure	Irrigation Water Demand Projections
Water Supply Planning	Procedure	Developing Annual PWS-Utility-WUG Relationships
Water Supply Planning	Procedure	Population Projections by HUCs
Water Supply Planning	Procedure	RFA Process an Contract Development for Regional Water Planning (in development)
Water Supply Planning	Procedure	Developing Geographic Water Use Split for Livestock
Water Supply Planning	Procedure	Review and Update of SWP Guidance Principles (in development)

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Administration	Procedure	Board Mailout Process
Administration	Procedure	Creating Meeting Reports
Administration	Procedure	Drought Preparedness Council Responsibilities
Administration	Procedure	Guidelines for Contract Deliverables Review Comments
Administration	Procedure	How to Host a Technical Talk
Administration	Procedure	Internal Policy on Contract Management
Administration	Procedure	Priority Research Topics
Administration	Procedure	Technical Notes
Administration	Procedure	Performance Measures and Definitions
Conservation and Innovative Water Technologies	Procedure	Agricultural Water Conservation Grants Program
Conservation and Innovative Water Technologies	Procedure	Agricultural Water Conservation Review of Ag Project Applications Submitted for SWIFT Funding
Conservation and Innovative Water Technologies	Procedure	Best Management Practices Updates
Conservation and Innovative Water Technologies	Procedure	BRACS_Kingdom_Data_Viewing_Tricks
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Append_TDLR_SDR_WellData_to_BRACS
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Build_Aquifer_Determination_Single_Geological_Formation
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Build_Net_Sand_Point_File_for_GIS
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Build_Stratigraphic_Point_File_for_GIS
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Build_Study_Hydrochemical_Facies_Table
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Build_Study_Master_Water_Quality_Table
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Build_Three_TDS_Point_Files_for_GIS
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_CountyDataQAandNewControl
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Cross_Section_References_ForeignKeyTable
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_DB_Simplified_Lithologic_Description_Processing
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Depth_Calibration_TWDBDCR V3.1
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Foreign Key IDs in the BRACS database

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_gBRACS_to_BRACS_GIS
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_gBRACS_to_BRACS_GIS
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GeophysicalWellLog_Lithology_Blueview
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GeophysicalWellLog_Lithology_Kingdom
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GeophysicalWellLog_Log_Run_parameters
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GeophysicalWellLog_Porosity_Clastics_v2
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GeophysicalWellLog_TDS_analysis
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GIS_Create_Well_location_QA_MXD
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GIS_data_management
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GIS_Net_Sand
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GIS_Report_Figures_andGeneralTips
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GIS_Stratigraphy_raster
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GIS_Stratigraphy_raster
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_GIS_studyboundary_snapgrid_dem
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_ImportStratigraphyFromKingdom
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_IrfanView
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Kingdom_add_LAS_files
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Kingdom_export_SLD_from_BRACS_DB
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Kingdom_start_a_project
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Load_Lithology_Manually_Into_BRACS_Database
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Location_From_Header
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_NetSand_WellControl_Review
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_PHREEQC_calculating_specific_conductance_from_MWQ
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Process_Well_DataEntry
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Sources of Water Well Information

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Steps to Append Water Quality Records from USGS Produced Water to MasterWaterQualityTable
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_Supporting_Databases_Training_04062015
Conservation and Innovative Water Technologies	Procedure	BRACS_TechTask_WaterQuality_DataEntry
Conservation and Innovative Water Technologies	Procedure	Conservation Events
Conservation and Innovative Water Technologies	Procedure	Documenting Water Savings for Ag Grant and Ag Loan Projects
Conservation and Innovative Water Technologies	Procedure	Entries into Technical Assistance Database
Conservation and Innovative Water Technologies	Procedure	Flow_Diagram_SurfaceBuilding_20180705
Conservation and Innovative Water Technologies	Procedure	Irrigation Metering Data Collection Program
Conservation and Innovative Water Technologies	Procedure	Irrigation Water Use Estimates
Conservation and Innovative Water Technologies	Procedure	Major Rivers Education Program
Conservation and Innovative Water Technologies	Procedure	Q-Logs_Description_and_Access
Conservation and Innovative Water Technologies	Procedure	Reviewing-Processing Water Conservation Plan Loan Applications
Conservation and Innovative Water Technologies	Procedure	Reviewing Water Conservation Plans-Annual Reports
Conservation and Innovative Water Technologies	Procedure	Review of Water Loss Thresholds for Abridged SWIFT Applications
Conservation and Innovative Water Technologies	Procedure	RRC GAU SC Maps legend_final
Conservation and Innovative Water Technologies	Procedure	TWDB_Open-FileReport_12-02_FourthEdition_BracsDataDictionary
Flood Science and Community Assistance	Employee Manual	Hazard Mitigation Assistance guidance
Flood Science and Community Assistance	Procedure	Community Assistance Contact
Flood Science and Community Assistance	Procedure	Community Assistance Visit
Flood Science and Community Assistance	Procedure	FEMA Base Level Engineering - Guidance
Flood Science and Community Assistance	Procedure	FEMA Community Compliance Program
Flood Science and Community Assistance	Procedure	FEMA Quarterly Report Submittal
Flood Science and Community Assistance	Procedure	Flood Infrastructure Fund Contract and Loan Kickoff meeting and Checklist
Flood Science and Community Assistance	Procedure	Flood Infrastructure Fund Procedures for Category 3 and 4
Flood Science and Community Assistance	Procedure	Flood Mitigation Assistance General Procedures

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Flood Science and Community Assistance	Procedure	Flood Mitigation Assistance Grant and Contract Closeout Procedures
Flood Science and Community Assistance	Procedure	Flood Mitigation Assistance Grant Kickoff Meeting and Checklist
Flood Science and Community Assistance	Procedure	Flood Mitigation Assistance Quarterly Reporting to FEMA
Flood Science and Community Assistance	Procedure	Flood Mitigation Assistance Procurement Review and Concurrence
Flood Science and Community Assistance	Procedure	Flood Mitigation Assistance Subcontract Review Requirements
Flood Science and Community Assistance	Procedure	Flood Risk Mapping
Flood Science and Community Assistance	Procedure	Flood Quilt
Flood Science and Community Assistance	Procedure	General Technical Assistance
Flood Science and Community Assistance	Procedure	NFIP Guidance for Conducting Community Assistance Contacts and Community Assistance Visits
Flood Science and Community Assistance	Procedure	Texas Procurement and Contract Management
Flood Science and Community Assistance	Procedure	Texas Grant Management Standard
Flood Science and Community Assistance	Procedure	TWDB Contracting, Policies, and Procedures
Flood Science and Community Assistance	Procedure	Uniform Grant Management Standards
Groundwater	Employee Manual (BRACS Technical Task)	Adding LAS files to a Kingdom project
Groundwater	Employee Manual	Adding users to OneRain application
Groundwater	Employee Manual (BRACS Technical Task)	Append aquifer test data from Groundwater Database
Groundwater	Employee Manual (BRACS Technical Task)	Appending TDLR Submitted Driller Report well logs to the BRACS database
Groundwater	Employee Manual	Brackish Groundwater Production Zone decision map
Groundwater	Employee Manual (BRACS Technical Task)	BRACS data quality assurance and new well addition
Groundwater	Employee Manual (BRACS Technical Task)	BRACS Study GIS File Management
Groundwater	Employee Manual	BRACS Study Overview
Groundwater	Employee Manual	BRACS Training Objectives
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_BRACSTransactionalProcess_TechTask
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_Kingdom_Data_Viewing_Tricks
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_Tech_Task_Append_TDLR_SDR_WellData_to_BRACS

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_ArcGISOnline_Symbology_draft
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Batch_Load_TDLR_Lithology_Using_Digital_Parser_Into_BRACS_Database
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_BGPZ-MAG_comparison_DRAFT_2020_0123
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_BRACS-support_Email_Group
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Build_Study_Static_Water_Level_Table
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_BulkAppend_TWDB_GWDB_RecordsIntoBracsDatabase_DRAFT
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_BulkAppendQlogRecordsIntoBracsDatabase
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_CompareKingdomtoBracs_DElithology(orstratigraphy)
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Comparison_Logs_Folders_vs_Database
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_CustomerRequestForDigitalGeophysicalWellLogs
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Delete_Duplicate_Wells
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_DownloadData_HPUWD1_website
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_FTP_DataProcessing_Version2_SDR
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_GAM_Geodatabases
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_GeophysicalWellLog_Lithology
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_georeferencing
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_GIS_AquiferTest_Wells_report_figure.shp
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_GIS_Cross-Sections
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_GIS_managingextensions
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_GIS_TWDB_Wells_shp
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_GIS_Volume_Estimates
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_2016_Selectingwellsintersectingaformation
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step1_extract_BGW_GIS_files
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step2_ReviewAquiferProductivity
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step3_ExcludeAdminBoundaries

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step4_FreshWaterImpact
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step5_part2_EWW_automated
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step5_part3_EWW_manual
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step6_InjectionWells_Class II
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step6_part_2_Classes_I_III_IV_V
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_HB30_Criteria_Analysis_step7_BGPZ_public_GIS_files
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Import_RRC_Excel_GL_Files_To_Access
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_IrfanView
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Kingdom_depth_calibrate_raster
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Kingdom_export_SLD_from_BRACS_DB
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Kingdom_export_strat_from_BRACS_DB
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Kingdom_export_strat_from_project_to_project
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Kingdom_LargeXSecs
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Kingdom_Raster_Curve_Management
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Kingdom_Wells_and_Logs_import_and_update_DRAFT
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Load_AT_data_into_tblAquiferTestInformation
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Load_TDLR_SWL_AT_WellConst_Into_BRACS_Database
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Log_Type_Pointfile_Creation
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_LogLibrary_CorpusChristi_DataDownloadInstructions
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Metadata
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Net_Sand_UCPC
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_NetSandQAQCToolforIdentifyingDuplicateLithology (orStratigraphy)
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_NetworkDriveMapping
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_NeuraScannersoftwareinstallation
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_porosity_log_unit_conversion

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Process_AquiferTestInformation_CokerSpreadsheet
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Process_RRC_OTLS_Reproject_to_NAD83
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_ProjectLithology_QAQC
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_raster_colormaps
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_RRC_Well_Data_Update
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_SalinityZoneSurfacePreparation
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Scan_with_Neuralog_scanner
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Scan_with_Neuralog_scanner-public
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_SimplifiedTopotoRasterInterpolation
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Stakeholder_DB_Update
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_StepstoAppendWaterQualityRecordsfromUSGSProducedWatertoMasterWaterQualityTable]
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_stratigraphicdatabasetablesusingVBcode
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Supporting_Databases_Training_04062015.pptx
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_SurfaceGeologicFormations_AquiferRegions
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_SurfacePrep_strat_2018
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_SurfacePreparation_DRAFT
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_TCEQ_ElectricLogDownload
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_TCEQ_PWS_File_Copy
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_TurnfaultsintocliffsforsTopotoRastertool.pdf
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Unprocessed_Well_Logs
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_update_GWDB_tables_and_shapefiles
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Use_ArcGIS_on_Laptop
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Volume_Estimates_cut_and_fill
Groundwater	Employee Manual (BRACS Technical Task)	BRACS_TechTask_Volume_Estimates_Nacatoch
Groundwater	Employee Manual (BRACS Technical Task)	Build aquifer determination table

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Groundwater	Employee Manual (BRACS Technical Task)	Build GIS files for TDS contouring
Groundwater	Employee Manual (BRACS Technical Task)	Build net sand point files for GIS
Groundwater	Employee Manual (BRACS Technical Task)	Build stratigraphic point file for GIS
Groundwater	Employee Manual (BRACS Technical Task)	Build study hydrochemical facies table
Groundwater	Employee Manual (BRACS Technical Task)	Build study master water quality table
Groundwater	Employee Manual (BRACS Technical Task)	Build study net sand well record review
Groundwater	Employee Manual	Calculating targets for quarterly performance measures
Groundwater	Employee Manual	Checking cooperators coordinates
Groundwater	Employee Manual	Checking transmission data on GOES field test site
Groundwater	Employee Manual	Clearing browser caches
Groundwater	Employee Manual	Confidential State of Texas well reports
Groundwater	Employee Manual	Cooperator water levels
Groundwater	Employee Manual (BRACS Technical Task)	Create BRACS_GIS shapefile
Groundwater	Employee Manual (BRACS Technical Task)	Create net sand rasters
Groundwater	Employee Manual (BRACS Technical Task)	Create stratigraphic surface interpolation for a study
Groundwater	Employee Manual (BRACS Technical Task)	Create the Aquifer Test report figures
Groundwater	Employee Manual (BRACS Technical Task)	Create the boundary, snap grid, and DEM files for a study
Groundwater	Employee Manual (BRACS Technical Task)	Create well location QA MXD
Groundwater	Employee Manual	Data Team onboarding new staff
Groundwater	Employee Manual (BRACS Technical Task)	Data_requirements_BRACS_Projects-V1-Complete
Groundwater	Employee Manual	Deleting a state well number in GWDB
Groundwater	Employee Manual (BRACS Technical Task)	Depth calibrate geophysical logs
Groundwater	Employee Manual (BRACS Technical Task)	Entering data from a geophysical well log into the Log Run Parameters form in the BRACS database
Groundwater	Employee Manual (BRACS Technical Task)	Exporting_ArcScene_Docs_to_3D_Web_Scene_ESRI_WhitePaper.pdf
Groundwater	Employee Manual	Fixing a broken plugging report link

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Groundwater	Employee Manual (BRACS Technical Task)	Foreign Key Id Numbers and Names
Groundwater	Employee Manual	Garmin InReach invoices
Groundwater	Employee Manual (BRACS Technical Task)	GeologicReferenceDatabases.txt
Groundwater	Employee Manual (BRACS Technical Task)	Geophysical well log interpretation - Simplified lithology in Kingdom
Groundwater	Employee Manual (BRACS Technical Task)	Geophysical well log interpretation for lithology
Groundwater	Employee Manual (BRACS Technical Task)	Geophysical well log porosity interpretation: clastic formations
Groundwater	Employee Manual (BRACS Technical Task)	GIS_file_checklist_for_BRACS_studies.xlsx
Groundwater	Employee Manual	GM_NewHireOrientation
Groundwater	Employee Manual	Groundwater management plan approval in the Workflow Management System
Groundwater	Employee Manual (BRACS Technical Task)	Guides, tips, and tricks for TWDB Numbered Report maps and figures
Groundwater	Employee Manual	How to import multiple csv files into excel using macro
Groundwater	Employee Manual	How to merge multiple csv files into a single csv file using Windows command prompt
Groundwater	Employee Manual	How to use the distance calculator (for comparing coordinates) spreadsheet
Groundwater	Employee Manual (BRACS Technical Task)	Import stratigraphy from a Kingdom project
Groundwater	Employee Manual (BRACS Technical Task)	Information: Sources of water well information
Groundwater	Employee Manual (BRACS Technical Task)	IWT_TechTask_stakeholder_meeting_tips
Groundwater	Employee Manual	LBB_Water-quality adequacy criteria
Groundwater	Employee Manual (BRACS Technical Task)	Load water quality data into the BRACS database
Groundwater	Employee Manual (BRACS Technical Task)	Load well driller's formation description manually into the BRACS database
Groundwater	Employee Manual (BRACS Technical Task)	Load Well Log Information into the BRACS Database
Groundwater	Employee Manual	Making a state well number confidential
Groundwater	Employee Manual	Management plan routing and approval for GW executive assistant
Groundwater	Employee Manual	Management plan staff review guidance
Groundwater	Employee Manual (BRACS Technical Task)	Obtain the location of a well in GIS using the log header
Groundwater	Employee Manual	Pulling monthly metrics data

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Groundwater	Employee Manual	Pulling quarterly performance measure data
Groundwater	Employee Manual	QuarterlyPerformanceMeasures_FY21
Groundwater	Employee Manual	Recorder Well Installation Guide
Groundwater	Employee Manual	Recorder wells maintenance trip field checklist
Groundwater	Employee Manual (BRACS Technical Task)	Referencing cross-sections to a well in the BRACS database
Groundwater	Employee Manual	Sending mass emails to Texas Well Report Submission and Retrieval (TWRSRS) users
Groundwater	Employee Manual (BRACS Technical Task)	Simplified lithologic description processing
Groundwater	Employee Manual (BRACS Technical Task)	Start a Kingdom project
Groundwater	Employee Manual (BRACS Technical Task)	StateWellNumberGridDiagram.jpg
Groundwater	Employee Manual (BRACS Technical Task)	StateWellNumberGridDiagram.pdf
Groundwater	Employee Manual (BRACS Technical Task)	Strater_TechTask_Make_DB_table_to_export
Groundwater	Employee Manual (BRACS Technical Task)	Supporting databases
Groundwater	Employee Manual (BRACS Technical Task)	TDS interpretation from geophysical well logs
Groundwater	Employee Manual (BRACS Technical Task)	TipsforimprovingGISperformance
Groundwater	Employee Manual	TWDB Workplan Spring Monitoring Program FY2020-rev 5 final
Groundwater	Employee Manual	TWRSRS
Groundwater	Employee Manual (BRACS Technical Task)	UpdateBRACSUserGroupDistributionListforBRACSEmailquestions
Groundwater	Employee Manual	Updating drivers for SQL Server in Access QAQC databases
Groundwater	Employee Manual	Updating groundwater management plan SSRS report
Groundwater	Employee Manual	Uploading USGS water levels
Groundwater	Employee Manual	User Manual 51 - A Field Manual for Groundwater Sampling
Groundwater	Employee Manual	User Manual 52 - A Field Manual for Groundwater-level Monitoring
Groundwater	Employee Manual	User Manual 53 - Safety in Field Activities
Groundwater	Employee Manual	User Manual 54 - A Field Manual for Automated Water Level Recorders
Groundwater	Employee Manual	Water Data for Texas recorder well QAQC tool

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Groundwater	Employee Manual	Water-level and quality Network Adequacy Criteria
Groundwater	Employee Manual	Well Sampling Procedures
Groundwater	Procedure	Add new well in TGWIS
Groundwater	Procedure	Add well numbers in TGWIS
Groundwater	Procedure	Analytical Methods for Determining MAGS
Groundwater	Procedure	Answering Groundwater Public Inquiries
Groundwater	Procedure	Calculating the Groundwater Monitoring LBB Output/Outcome Measures
Groundwater	Procedure	Data Entry to Groundwater Database (GWDB)
Groundwater	Procedure	Developing GAMs
Groundwater	Procedure	DFC to MAG Administrative Process
Groundwater	Procedure	Distributing GAMs
Groundwater	Procedure	Entering well construction data from the State of Texas well report
Groundwater	Procedure	GAM Geodatabase Development Process
Groundwater	Procedure	GAM Grid Update Process
Groundwater	Procedure	GAM Runs for GCD Management Plans
Groundwater	Procedure	GCD Management Plan Review Process
Groundwater	Procedure	Generation of Proposed PGMA Reports
Groundwater	Procedure	Groundwater Level Measuring
Groundwater	Procedure	Groundwater Quality Sampling
Groundwater	Procedure	Hydrographs for TWC Report
Groundwater	Procedure	Internal DFC Appeal Process
Groundwater	Procedure	Inventory Research for New Studies and Groundwater Database Update
Groundwater	Procedure	Lab Services Contract Management
Groundwater	Procedure	Loan Review Procedure
Groundwater	Procedure	MAG Reports Using GAM

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Groundwater	Procedure	Managing Groundwater Recorder Well Data
Groundwater	Procedure	Monitoring E-Line Probe Repair Manual
Groundwater	Procedure	Monitoring E-Line Tape Repair Manual
Groundwater	Procedure	Processing Requested Aquifer Assessments
Groundwater	Procedure	Process to modify groundwater availability models with new data
Groundwater	Procedure	Safety in Field Activities
Groundwater	Procedure	Uploading Cooperator Water Levels to GWDB
Groundwater	Procedure	Uploading Photographs to GWDB
Groundwater	Procedure	Uploading Recorder Water Levels
Groundwater	Procedure	Uploading Scanned Documents to GWDB
Groundwater	Procedure	Uploading Water Quality to GWDB
Groundwater	Procedure	Water Monitoring Trip Preparation
Groundwater	Procedure	Well Inventory and Update
Surface Water	Procedure	Coastal Hydrology
Surface Water	Procedure	Coastal Science Tiltmeter Manual
Surface Water	Procedure	Drought Status Monthly Report
Surface Water	Procedure	EDDI Maps Drought
Surface Water	Procedure	Evaporation Data Audit
Surface Water	Procedure	Evaporation Data QAQC Processing
Surface Water	Procedure	Field Equipment
Surface Water	Procedure	GNOME for Oil Spills
Surface Water	Procedure	Hydro Lab Band Saw Training
Surface Water	Procedure	Hydro Lab Cold Saw Training
Surface Water	Procedure	Hydrographic Survey Field Work Checklists
Surface Water	Procedure	HydroSurvey Contract Management

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Surface Water	Procedure	Hydrosurvey Contracting and Invoicing Procedures
Surface Water	Procedure	Hydrosurvey Data Processing Procedures
Surface Water	Procedure	Hydrosurvey Field Collection Procedures
Surface Water	Procedure	Hydrosurvey Field Safety Procedures & Float Plan Form
Surface Water	Procedure	Hydrosurvey Presurvey Planning Procedures
Surface Water	Procedure	HydroSurvey Processing Reservoir Data
Surface Water	Procedure	Hydrosurvey Python Processing Procedures
Surface Water	Procedure	Hydrosurvey Report Procedures
Surface Water	Procedure	KBDI Maps Drought
Surface Water	Procedure	Metro Reservoir Storage Maps Drought
Surface Water	Procedure	Oil Spill Daily Process
Surface Water	Procedure	Pan Evaporation Data Receiving & Maintenance
Surface Water	Procedure	PDSI Maps Drought
Surface Water	Procedure	Precipitation Maps TWCR
Surface Water	Procedure	Regional Reservoir Storage Map
Surface Water	Procedure	Reservoir Data Maintenance
Surface Water	Procedure	Reservoir Storage Table TWCR
Surface Water	Procedure	Soil Moisture Maps TWCR
Surface Water	Procedure	Standard Safety Operating Procedures for Small Boat Operation and Winching
Surface Water	Procedure	Stream Flow Map TWCR
Surface Water	Procedure	Sub Basin Reservoir Storage Map TWCR
Surface Water	Procedure	Surface Water Safety Manual (and Surface Water Vehicle and Field Safety)
Surface Water	Procedure	TexMesonet
Surface Water	Procedure	TexMesonet Wiring Procedures
Surface Water	Procedure	TexMesonet Station Setup and Activation Procedures

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Attachment 10: Water Science and Conservation Employee Manuals, Policies, and Procedures

Water Science and Conservation Division	Type	Name of Employee Manual, Policy, or Procedure
Surface Water	Procedure	TexMesonet Site Selection Procedures
Surface Water	Procedure	TxBLEND Hydrodynamic and Salinity Transport Model
Surface Water	Procedure	Water Availability Loan Review
Surface Water	Procedure	Weekly Whisps of Water (Water Weekly)
Surface Water	Procedure	WSC Field Skills Verification Form
Surface Water	Procedure	WSC Field Volunteer Best Practice Guidelines
Surface Water	Procedure	WSC Fieldwork Safety During COVID-19 Addendum

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Attachment 10: TNRIS Employee Manuals, Policies, and Procedures

TNRIS Division	Type	Name of Employee Manual, Policy, or Procedure
Geospatial Services	Employee Policy	TNRIS Employee Policy
StratMap	Procedure	StratMap Data Acquisition
StratMap	Procedure	Texas Imagery Service
Geospatial Services	Procedure	Internship Program
Geospatial Services	Procedure	Texas GIS Community Meetings/Texas GIS Forum
Information Services	Procedure	Application Development
Information Services	Procedure	Data Delivery (DataHub)