

SURVEY OF GROUND & SURFACE WATER USE - YEAR ENDING DECEMBER 31, 2011

Dear Survey Recipient:

Please consider this letter your official notification to complete the annual water use survey for 2011. **Surveys are due March 1st, 2012.** There are 3 methods available to complete the survey (paper copies of the survey are not being mailed this year):

- 1) Complete the survey online at <http://www.twdb.texas.gov/wrpi/wus/online.asp>
- 2) Survey forms can be downloaded from <http://www.twdb.texas.gov/wrpi/wus/wus.htm>
- 3) Survey forms can be mailed to you by calling the number at the end of this letter.

The Texas Water Development Board (TWDB) is legislatively directed to plan for, and to assist financially, the development and management of the water resources of Texas. The usefulness of the TWDB's water planning and funding activities is dependent upon the accuracy and completeness of the information that water users provide. To this end, the TWDB annually collects and maintains accurate information concerning the current use of water and requests water use data for the calendar year ending December 31, 2011 from each supplier.

Texas State Law (Section 16.012m of the Texas Water Code) REQUIRES all recipients of the Survey of Ground and Surface Water Use to submit a completed survey. Failure to return a complete survey will result in ineligibility for TWDB financial assistance until the surveys are completed and ineligibility to obtain water right permits, amendments or renewals from the Texas Commission on Environmental Quality.

The survey can be entered online at <http://www.twdb.texas.gov/wrpi/wus/online.asp>. During the initial visit, you will be asked to register your name, phone number, email address, a user name, and password. Upon registering, you may log into the TWDB program management system where you will be presented with various agency programs, including the Water Use Survey. (If you had previously registered with the agency to fill out the Water Loss Audit, you may use the same log-in to access the Water Use Survey as well.)

If your registered email is the same contact email that is currently in the Water Use Survey database, you will see the system or facilities you have access to. If you do not see the system or facility you need, you can request access to the survey number listed above right corner of this letter. Generally, the requests will be approved within several hours, but may take up to one business day. Once approved to fill out the

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To provide leadership, planning, financial assistance, information, and education for the conservation and responsible development of water for Texas

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online survey for a particular system, you may select the system and will then be taken to a set of overall online survey instructions which can be printed or downloaded as a PDF.

A major advantage of the online survey is that the water intake sources and sales reported in 2010 are listed as default 2011 sources. Also, at any point in the survey process, the information can be saved and a draft survey of currently entered data can be printed. A final report of the successfully submitted survey can also be downloaded for your own file.

Downloadable forms can also be found under Survey Forms & Instructions at <http://www.twdb.texas.gov/wrpi/wus/wus.htm>. For the correct answer sheet, please select the corresponding Form Type and include the Survey Number, County, and Basin on the answer sheet that is listed on the top right hand corner of this letter. Upon completion, the answer sheet can be faxed or mailed to the contact information listed below. Incomplete surveys may be returned for the necessary information.

Please note that this report is not the same as the Water Loss Audit and it does not replace the separate annual water use report that the Texas Commission on Environmental Quality (TCEQ) may also require for surface water rights.

If you need assistance, please feel free to contact the Water Use Survey Team. We will be glad to assist you in any way we can. If we are unavailable at the time of your call and you leave a message, please include your name, Survey Number, call-back number and mailing address (if needing a mailed survey).

Telephone: 512-463-7952
Fax: 512-936-0889
E-mail: waterusesurvey@twdb.texas.gov
TWDB website: www.twdb.texas.gov

Mailing Address:

TWDB Water Use Survey Team
P.O. Box 13231 Capitol Station
Austin, Texas 78711-3231

Thank you for your cooperation and assistance. We look forward to receiving a completed water use survey from you soon.