

Procedures for Sharing Groundwater Data with the Texas Water Development Board

January 2022

The Texas Water Development Board (TWDB) collects groundwater-related information from a variety of sources across Texas and processes them for inclusion in the Groundwater Database (GWDB). The following procedure will outline how to submit groundwater-related data to the TWDB.

State Well Number Assignment

Before data can be added to the TWDB's GWDB the well must have a state well number. This will ensure the correct information is attributed to the correct well. The state well number is unique to the GWDB and should only be assigned by TWDB staff. There is no need to assign state well numbers to all water wells in Texas, only wells where data are shared with the TWDB need state well numbers.

For wells that need state well numbers assigned:

1. Provide all the information available for the well, including a driller's log or State of Texas Well Report (with or without a tracking number).
 - a. State of Texas Well Reports for wells drilled prior to 2003 can be searched for on the TCEQ's [Water Well Report Viewer](#).
 - b. State of Texas Well Reports for wells drilled from 2003 to the present can be searched for on the TWDB's [Groundwater Data Viewer](#) or on the TWDB's [Submitted Drillers Reports \(SDR\) Database page](#).
2. The following parameters are the minimum required for TWDB staff to assign a state well number:
 - a. Coordinates - latitude and longitude
 - b. Method for obtaining coordinates (GPS, map, Google Earth, etc.)
 - c. Datum of coordinates (NAD83, WGS84)
 - d. Second form of location identification (location sketch or map image, cross streets, narrative, etc.)
 - e. Well use (domestic, irrigation, stock, unused, etc.)
 - f. County
 - g. Cooperator/district well number or identification - only required if one exists

An example of the basic information, typically submitted in an Excel spreadsheet format (although other formats are acceptable), that is necessary to assign a state well number:

LATITUDE	LONGITUDE	METHOD FOR OBTAINING COORDINATES	DATUM OF COORDINATES	LOCATION IDENTIFICATION	COUNTY	WELL USE	DISTRICT WELL NUMBER
		GPS, map, Google Earth, etc. Also provide format of coordinates (degrees, minutes, seconds; decimal degrees; degrees decimal minutes; etc.)	NAD83, WGS84: your GPS unit should provide you with this information	Provide either an address or narrative of well location, or provide a location sketch in separate attachment	County the well is located in	Observed or reported use of the well (domestic, irrigation, stock, unused, etc.)	Only required if one exists
320203	954518	GPS - degrees, minutes seconds	NAD83	17750 N US HWY 287	Anderson	Domestic	

A state well number assignment Excel template can be downloaded from the [GWDB Data Submission webpage](#).

3. Additional information that is helpful but not required includes:
 - a. Well owner
 - b. Well driller
 - c. Date drilled
 - d. Well depth
 - e. Screened intervals
 - f. Aquifer
 - g. Driller's log or State of Texas Well Report (with or without a tracking number)

Water Level Measurements

All groundwater level data shared with the TWDB must provide the following minimum parameters:

- TWDB assigned state well number
- Depth to water from land surface in feet – submitted value should have the measuring point already subtracted.
- Complete date of measurement (month, day, year)
- Instrument used for measurement (steel tape, eline, etc.)
 - **Note:** Continuous Acoustic Technology (CAT) was added as a new method in 2021. Please use this method for measurements obtained from on-site continuous sonic (acoustic) devices.
 - Click [here](#) for TWDB-approved water level methods.
- Any comments about the measurement - only required if they exist (e.g. pumping, recently pumping, spotty tape, changed well use, etc.). Please also include information on who measured the water level if it was somebody other than the cooperater, such as a Public Water Supply or consultant.

The water level parameters listed above can be submitted in any format, however large data deliveries must be in a comma-separated values (CSV) file or an Excel spreadsheet.

A water level submission Excel template can be downloaded from the [GWDB Data Submission webpage](#).

Submit the data by sending it to GroundwaterData@twdb.texas.gov.

Well Updates

Groundwater Database (GWDB)

It is inevitable that over time some information about a water level observation well may change; a new well owner, new pump or change in well use, for example. Additionally, wells may need to be dropped from the program. Updates can also be submitted for wells that are not part of a water level observation program, such as if a well has been plugged or if the latitude and longitude coordinates are incorrect.

If any changes to a water level observation well are observed or reported, or if a well is being dropped as an observation well, send the updated information about the well with the water levels.

Remember that state well numbers are unique to the well, so if a well is dropped and a new one is added, it must be assigned a different state well number, even if it is right next to the old one.

Submitted Drillers Report (SDR) Database

Updates to sites in the Submitted Drillers Reports database can also be submitted, however owner names do not get updated on State of Texas well reports. The owner name listed on the well report is intended to record the name of the person who had the well drilled. The most common updates to sites in the Submitted Drillers Reports database are corrections to the latitude and longitude.

Additional well updates or updates to State of Texas well reports can be submitted at any time by sending an email to GroundwaterData@twdb.texas.gov with the requested changes.

Water Quality Data

To share water quality analyses please contact Heather Dodson (Heather.Dodson@twdb.texas.gov; 512-936-0847) or Rebecca Storms (Rebecca.Storms@twdb.texas.gov; 512-475-3302).

Click [here](#) to download a water quality submission Excel template.