Texas Water Development Board

P.O. Box 13231, 1700 N. Congress Ave.
Austin, TX 78711-3231, www.twdb.texas.gov
Phone (512) 463-7847, Fax (512) 475-2053

SURVEY OF GROUND & SURFACE WATER USE - YEAR ENDING DECEMBER 31, 2014

Dear Survey Recipient:

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. 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, 2014 from each supplier.

Please consider this letter your official notification to complete the annual water use survey for 2014. **Surveys are due March 1, 2015**.

There are 3 methods available to complete the survey.

1) **Complete the survey online after January 5, 2015 at:**

   http://www.twdb.texas.gov/waterplanning/waterusesurvey/survey/online.asp

   During the initial visit, you will be asked to register your name, phone number, email address, and create a user name and password. After 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 previously registered with the agency to fill out the Water Use Survey or Water Loss Audit last year, then you may use the same log-in information to access the survey again this year.** Once you are logged in, if your registered email is the same contact email that is currently in the Water Use Survey database, you will see the system or facility you have access to. If you do not see your system or facility, you can request access to the survey number listed on the top right hand corner of this letter. Generally, the request will be approved within several hours but may take up to one business day. Once approved to fill out the online survey for a particular system, you may select the system and will then be taken to a set of overall online survey instructions.

2) **Download the survey form at:**

   http://www.twdb.texas.gov/waterplanning/waterusesurvey/survey/printable.asp

   Three different form types (Municipal Long, Municipal Short, or Industrial) are available for download from our webpage based upon your system or facility types. Please note that the Municipal Short form is only for those select water users who either provide a limited amount of water to commercial or institutional facilities, or are a mobile home park. Remember to save a copy of the survey on your desktop and print out a paper copy for your records. Upon completion, the survey can be emailed, faxed, or mailed to the contact information listed below. Incomplete surveys may be returned for the necessary information.

Our Mission

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

Board Members

Carlos Rubinstein, Chairman | Bech Bruun, Member | Kathleen Jackson, Member

Kevin Patteson, Executive Administrator

3) Request a survey form to be mailed.

If you choose not to submit the survey through our online data system or enter the data on our downloadable PDF survey, you may fill it out by hand. Contact the Water Use Survey by phone, email, fax, or mail to request a paper copy of the survey form. We will need the system or facility names, mailing address, and survey number. Unless requested, paper copies of the surveys are not mailed.

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 to obtain water right permits, amendments or renewals from the Texas Commission on Environmental Quality (TCEQ) until the surveys are completed.

Please note that the Water Use Survey is not the same as the Water Loss Audit Report or the Water Conservation Plan Annual Report and it does not replace the separate Annual Water Use report that the TCEQ may also require for surface water rights.

If you need assistance, please contact the Water Use Survey Team. We will be glad to assist you. 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 requesting survey forms to be mailed to you).

Water Use Survey Hotline: 512-463-7952
Fax: 512-463-8468
E-mail: waterusesurvey@twdb.texas.gov
TWDB website: www.twdb.texas.gov

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

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

Sincerely,

Water Use Survey Team