TEXAS WATER DEVELOPMENT BOARD

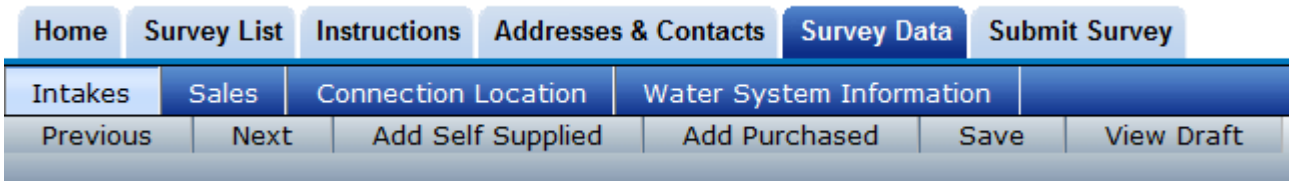
MUNICIPAL LONG WATER USE SURVEY INSTRUCTIONS

Thank you for using the Texas Water Development Board's online Water Use Survey application. Our online system was built with both the customer and data integrity in mind. Our goal is to make the process of completing your Water Use Survey as convenient and accurate as possible. All non-numerical information submitted this year will be saved and displayed in the survey for next year. If you experience difficulty or have suggestions for improvement, please send your feedback to our Water Use Survey team email at: waterusesurvey@twdb.texas.gov

The online survey is structured to flow through a series of tabs and sub-tabs at the top of the page as shown in (Fig. 1). To navigate the survey use the **Previous** or **Next** buttons found at the top and bottom of each page. Additionally you can navigate to specific areas of the survey by clicking on the tab in the dark blue row, as shown in Figure 1 below.

To begin, click **Next**. The resulting page will display contact and address information for this survey. After reviewing and making any necessary changes to the information, the **Next** button will display water source information (**Intakes**) in the Water Use Survey from the previous year. The navigation bar for Intakes is shown below.

Figure 1. Water Use Survey Navigation Bar



Tabs 1 & 2. **Home & Survey List** – Displays all of the surveys that you have access to.

Tab 3. **Instructions** – You are here! This page contains the instructions on how to use this application to submit your survey.

Tab 4. **Addresses & Contacts**

Sub-tab a. **My Contact Info** – Shows who is currently logged in completing the survey.

Sub-tab b. **Survey Contacts** – Shows who all has access to this survey and their contact information.

Sub-tab c. **Survey Address** – Contains the mailing address, PWS ID, and the county and basin.

Tab 5. **Survey Data**

a. **Intakes** – Collects information regarding the water sources and volumes entering the system/facility.

1. Click EDIT to: input survey year volumes

AND/OR

2. Using the Navigation bar Click ADD SELF SUPPLIED or ADD PURCHASED to add new water sources

AND/OR

3. Click DELETE to delete old/outdate water sources.

b. **Sales** – Collects information regarding wholesale water sales to other water systems and sales to industrial facilities.

c. **Connection Location** – Collects the number of direct, retail connections served by the water system within a county boundary.

d. **Water System Information** – Collects information regarding connections and total population served, retail volume of water delivered within a distribution system and unmetered use.

Tab 6. **Submit Survey** – Final page of the survey as shown below in (Fig. 2). If there is an error message, you will not be able to submit the survey. You will need to fix the issue, save, and then **Submit Survey** again. If you have a warning message, then some of the data you entered has been flagged as a possible mistake.

Review the data that was flagged, and if correct, include a comment in the survey comment field explaining why the data is so different than previous years, and continue to submit your survey. Continue through the **Submit Survey** page by clicking **Next** past the warning/error screen, then click the **Submit** button. You will then have a confirmation screen finalizing your survey has been successfully submitted. Click the link provided for downloading and saving a pdf copy of the final water use survey for your records.

Figure 2. Water Use Survey Data Submission Error/Warning List

ERRORS: If errors appear in red below, please review the survey questions identified as being incomplete and enter the necessary information. The survey cannot be submitted and considered complete without providing this information. If you need additional assistance regarding errors, please contact TWDB staff at 512-463-7952 or WaterUseSurvey@twdb.texas.gov.

WARNINGS: If warnings appear below, please review the survey questions identified as **potential** errors. This application compares current survey data to last year's data to identify any potential errors. **If you find that the data is correct, the survey CAN be submitted by selecting "Next" and then "Submit".**

You can **Save** the survey at any time, print a **View Draft** version of the survey and come back later to complete it. However, the survey is not considered administratively complete until all required data is entered and you **Submit Survey**.

Thank you again for your time and effort in completing the Water Use Survey.