

Water Production Reports

Owners of non-exempt wells must submit biannual reports detailing groundwater production, usage, and meter readings.

By **January 31**, for groundwater produced from July 1 to December 31 of the previous year, and by **July 31**, for groundwater produced from January 1 to June 30 of the current year, the owner of any non-exempt well within the District must submit a Water Production Report (WPR), meter logs, and fee payment for groundwater produced. Monthly production is to be submitted on a WPR form provided by the District. The WPR submittal must include 1.) a completed WPR Form, 2.) a true and correct copy of the meter log from your records and 3.) fee payment to be considered complete.

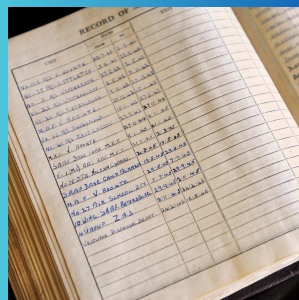
WPRs, meter logs, and fee payments received after the corresponding due date will be subject to additional penalties/fees. The District does not issue invoices for WPR payments; all fees, as calculated on the WPR form, must be received by the District by the due date. After the submission is processed, the District will send a paid invoice.

WPR Submittal must include all three of the following items:

WPR Form



Meter Log



Fee Payment



1.) Completing a WPR Form

To complete a WPR Form, you'll need essential well information such as the well number, permit number, and any applicable amounts, along with monthly meter readings.

The beginning meter reading will be the ending meter reading from the previous month.

GROUNDWATER PRODUCTION (in gallons)			
MONTH	BEGINNING METER READING	END METER READING	TOTAL AMOUNT PRODUCED
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
TOTAL PRODUCED FOR REPORTING PERIOD		IN GALLONS	

Enter the beginning and ending meter readings for each month into the table and total them to determine the total gallons produced during the reporting period. Fees are calculated by dividing the total production by 1,000 and multiplying the result by the current fee rate. After completing the form, it must be signed and dated by an authorized representative of the well owner or entity.

2.) Meter Logs

The report must also include a true and correct copy of the meter log. Non-Exempt well owners must read each water meter associated with the well and record the meter readings and the actual amount of pumpage in a log at least monthly. Copies of the logs must be included with the Water Production Report.

WELL ID	METER ID	DATE	METER READING
1234	5678	1/15/20	1000
1234	5678	1/22/20	1050
1234	5678	1/29/20	1100
1234	5678	2/5/20	1150
1234	5678	2/12/20	1200
1234	5678	2/19/20	1250
1234	5678	2/26/20	1300
1234	5678	3/5/20	1350
1234	5678	3/12/20	1400
1234	5678	3/19/20	1450
1234	5678	3/26/20	1500
1234	5678	4/2/20	1550
1234	5678	4/9/20	1600
1234	5678	4/16/20	1650
1234	5678	4/23/20	1700
1234	5678	4/30/20	1750
1234	5678	5/7/20	1800
1234	5678	5/14/20	1850
1234	5678	5/21/20	1900
1234	5678	5/28/20	1950
1234	5678	6/4/20	2000
1234	5678	6/11/20	2050
1234	5678	6/18/20	2100
1234	5678	6/25/20	2150
1234	5678	7/2/20	2200
1234	5678	7/9/20	2250
1234	5678	7/16/20	2300
1234	5678	7/23/20	2350
1234	5678	7/30/20	2400
1234	5678	8/6/20	2450
1234	5678	8/13/20	2500
1234	5678	8/20/20	2550
1234	5678	8/27/20	2600
1234	5678	9/3/20	2650
1234	5678	9/10/20	2700
1234	5678	9/17/20	2750
1234	5678	9/24/20	2800
1234	5678	10/1/20	2850
1234	5678	10/8/20	2900
1234	5678	10/15/20	2950
1234	5678	10/22/20	3000
1234	5678	10/29/20	3050
1234	5678	11/5/20	3100
1234	5678	11/12/20	3150
1234	5678	11/19/20	3200
1234	5678	11/26/20	3250
1234	5678	12/3/20	3300
1234	5678	12/10/20	3350
1234	5678	12/17/20	3400
1234	5678	12/24/20	3450
1234	5678	12/31/20	3500

Meter logs or MORs (Monthly Operating Reports) are records of the well operator's meter readings, usually handwritten, documenting the meter reading and corresponding date. These logs are used to verify the information provided on the WPR Form and to address any discrepancies that may arise in the calculations.

3.) Fee Payment

The fees calculated based on total production for the period, as shown on the WPR form, are due by the specified due date. Failure to pay by this date will result in a late payment penalty, as outlined in Rule 6.4.



Payments can be made by check or by contacting the District to arrange payment via credit card. The District does not issue invoices for WPR payments as the fees due are calculated on the WPR Form; however, once the WPR is processed, the District will send a paid invoice. All payments must be received by the District by the due date for the WPR submission to be considered complete.

District Forms and Rules

To access WPR Forms, visit our [Forms and Documents](#) page. To obtain more information about Water Production Report requirements, please refer to the current [District Rules](#). Both resources are available on our [Forms and Documents](#) page.

[Forms and Documents](#)

[District Rules](#)

Contact

For further information, please visit our website at www.ntgcd.com

Northern Trinity Groundwater Conservation District

The mission of the District is to manage, preserve, and protect the groundwater resources of Tarrant County, Texas.

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