

Frequently Asked Questions about Water Use Reporting

Q: I know my User ID but can't remember my password. How do I access this information?

A: Your User ID and Password are the same number, so your User ID can be entered in BOTH the User ID and the Password boxes.

Q: Can I report my meter readings?

A: Please report your actual water use by subtracting the previous month's reading from the next month's meter reading.

Q: If I didn't use my well, surface water diversion, or reservoir this year do I still need to report?

A: Yes. We ask that you report zero use for any month water was not used. If a water use report is not submitted to the Department for every point of diversion, there is no way for us to know if it simply wasn't used, or if the owner is out of compliance with reporting requirements by not filing a report.

Q: If I have several water rights that use the same diversion point or well, do I need to submit a separate report for the amount of water diverted at that point or well for each water right?

A: No. You may report the combined amount from all your water rights that use that diversion point.

Q: How do I correct a mistake made during data entry, or revise data that has been previously submitted?

A: The online system does not allow users to change data once it has been submitted. To request a revision, please call (503) 986-0905, send a message to wateruse@wr.d.state.or.us, or submit a paper form (http://www.oregon.gov/owrd/wr/docs/WU_Reporting_Form_2013.pdf) with the correct information. Clearly indicate that you are submitting revised data, and send it to the Department by mail, by email to wateruse@wr.d.state.or.us, or FAX to 503-986-0902.

Q: How do I find a qualified person to help report my water use?

A: Certified Water Right Examiners (CWREs) are professionals who have specific knowledge and experience with water rights. To find a CWRE in your area, check online at http://apps.wrd.state.or.us/apps/wr/cwre_license_view/, or call the Water Resources Department.

Q: What if I would prefer to complete and mail in a paper report of water use?

A: You may obtain the form from the www.oregon.gov/OWRD website by selecting *Water Use Reporting* from the right side menu, then "*Water Use Report Form*"; or call (503) 986-0905 to request the form to be sent or faxed to you. Or you may obtain a form at your local watermaster's office.

Q: What is meant by "Facility"?

A: A descriptive name or number to identify the well, surface water diversion point, or pond/reservoir. This might include a Well ID Tag or Well Log number, a name such as "Bear Spring", etc.

Q: What if I don't know my "Report ID" for my well, surface water diversion point or pond/reservoir?

A: Call (503) 986-0905 or e-mail wateruse@wr.d.state.or.us and state the application, permit or certificate number of your water right, to learn the Report ID numbers for any associated wells or diversion points.

Q: A water right associated with a property that I've sold is still listed on my account. What do I need to do to remove it?

A: If the water right is still in the permit stage, you will need to fill out an Assignment form (http://www.oregon.gov/owrd/pubs/docs/forms/req_assign_8_21_09.pdf) to assign the water right to the new owners. If the right already has a certificate, you will need to submit an Ownership Update form (http://www.oregon.gov/owrd/pubs/docs/forms/ownership_update.pdf) to update the Department's records. Once the ownership change has been recorded with the Department, the water right will be removed from your account and added to the new owner's.