

Water Right Holder's Name				Water Right Holder's Business Name or Entity Name						User ID#			
Water Right Holder's Email				Water Right Holder's Complete Mailing Address						Phone Number			
Well or POD name													
➔ Report ID number		Permit: - Other:			Permit: - Other:			Permit: - Other:			Permit: - Other:		
Describe the units of measurement as AF (acre-feet), G (gallons), KG (thousand gallons), MG (million gallons), CF (cubic feet), or MCF (million cubic feet)													
OCTOBER	20												
NOVEMBER	20												
DECEMBER	20												
JANUARY	20												
FEBRUARY	20												
MARCH	20												
APRIL	20												
MAY	20												
JUNE	20												
JULY	20												
AUGUST	20												
SEPTEMBER	20												
OCTOBER	20												
NOVEMBER	20												
DECEMBER	20												
TOTAL													
Unit of Measurement (Volume)		G AF	KG CF	MG MCF	G AF	KG CF	MG MCF	G AF	KG CF	MG MCF	G AF	KG CF	MG MCF
Measurement Method (meter, staff gage, rate x time, etc.)													
Number of acres irrigated from this well or POD, if applicable													

**I certify this information is true and accurate to the best of my knowledge.**

Signature x Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Name and Title (print) \_\_\_\_\_ Company \_\_\_\_\_

***Please complete and mail to: OWRD; Water Use Reporting Program; 725 Summer Street NE, Ste A: Salem, OR 97301***



## Water Use Reporting Instructions

### I Would Like To...

#### **Report Online**

1. Go to: [www.oregon.gov/OWRD](http://www.oregon.gov/OWRD). If "Water Use Reporting" is available under "Water Rights" on the home page, select that, otherwise, at the top of the page, select "Programs", then "Programs Home", then "Water Use Reporting".
2. Select "Access Online Reporting".
3. Enter your User ID number (**see reverse side of this sheet**) and Password (same number). Once you are logged in, view and update your contact information as appropriate. Then click "Next", here is a list of points of diversion you are to report on.
4. Click the "Select" link to the left of a point of diversion. (Previously reported data will be displayed.)
5. To add data, find the red lettering at the bottom of the window that says "Add data for this point of diversion for selected year:". Then use the dropdown menu to select the desired water year, and click "Add".
6. After filling in data fields, click the "Submit" button, and follow the prompt in the pop up window to review data and correct any errors. Then proceed by clicking "OK".
7. A confirmation message stating "The report has been submitted successfully" will appear. Close the Facility Water Use Report screen by either clicking on the "X" in the upper right corner or clicking "Return to the list of all reporting IDs".
8. Repeat steps 4-7 for each point of diversion.
9. To print a copy of the report for your records, use the "Generate report for all points of diversion for a selected year" link.

Or

#### **Submit a paper-version Water Use Report**

Use the columns to list monthly water use amounts for each point of diversion or well, or the amount of water stored in a reservoir. Report zeroes for any month when water is not being used. Keep a copy of the report for your records and submit the information to the Department by December 31 each year. We encourage you to submit your water use data online when available, and to use the paper form for record keeping purposes. For more information email: [owrd.waterusereporting@water.oregon.gov](mailto:owrd.waterusereporting@water.oregon.gov) or call 971-345-7489. To look up water rights, report water use online, or obtain additional forms, visit our web site: [www.oregon.gov/OWRD](http://www.oregon.gov/OWRD).

**The reporting deadline for each water year, which runs from October to September, is December 31<sup>st</sup>**

**Questions?** Please contact us via email at [owrd.waterusereporting@water.oregon.gov](mailto:owrd.waterusereporting@water.oregon.gov) or call 971-345-7489.