

## Water Use Reporting Program - Frequently Asked Questions and Answers

**1. How do I keep track of my water use?**

Using the totalizing feature of your flowmeter, record an initial reading for each well before water use begins, then record another reading for each well at the end of each month. For additional information regarding how to read a (totalizing) flow meter, see instructions for how to read totalizing flow meters at: <http://www.oregon.gov/owrd/Forms/Pages/default.aspx>, or call 971-345-7489 or your local watermaster.

**2. Do I report my meter readings?**

No, meter readings need to be converted into a total monthly volume. Subtract the previous month's reading from the reading taken at the end of the current month to come up with the volume used during the previous month. Be sure you know what unit of measurement your meter reads in and if your meter has a multiplication factor; these will be displayed on the face of the meter.

**3. What if I forgot my User ID?**

The User ID is listed on the "Reference" line of the reminder letter/email from the Department.

**4. When are the reports due?**

Reports are due each year by December 31, for the Water Year just completed. A Water Year is the 12-month period October 1, for any given year through September 30, of the following year. The water year is named by the calendar year in which it ends and includes 9 of the 12 months. For example, the 2021 water year begins October 1, 2020, and ends September 30, 2021.

**5. Can I report monthly, or by calendar year, instead of by Water Year?**

Yes, the online reporting system will allow you to enter data an unlimited number of times during the year. If reporting at the end of the calendar year, remember that the October-December amounts will be reported as part of the next Water Year. For example, October 2020 is the first month of the 2021 Water Year.

**6. What if I no longer own the property or the portion of the property where the source is located?**

Please contact Water Use Reporting Program staff, [owrd.waterusereporting@water.oregon.gov](mailto:owrd.waterusereporting@water.oregon.gov) or 971-345-7489. If this is for a water right permit, an assignment needs to be done to change the water right and water use reporting from your name to the new owner. If this is for a water right certificate, an "Ownership Update for Certificated Rights Only" Form should be submitted so the Department has current contact information and so the water use reporting can be changed to the new owner. The assignment forms and the ownership update form can be found on the Department's website: <http://www.oregon.gov/owrd/Forms/Pages/default.aspx>.

**7. What is a Facility?**

The "facility" is a point of diversion, a well, or a reservoir. A facility name should make sense to you; it may include a reference to a Well Log, Well Tag Number, or other descriptive name requested by the water right holder. To assign or update a facility name, email

owrd.waterusereporting@water.oregon.gov or call 971-345-7489, or fill the name in when you submit a paper reporting form.

**8. What is a Report ID?**

Report IDs are unique numbers assigned to each point of diversion (POD), to each point of appropriation (POA), and each reservoir. When submitting a paper Water Use Recording and Reporting Form, the Report ID should be filled in at the top of the column of monthly entries.

**9. There is a Report ID on my list that I am not aware of, what should I do?**

Each Report ID under your log in has been assigned to you for reporting. Look at your water rights, contact the Department at owrd.waterusereporting@water.oregon.gov or 971-345-7489 if you have questions.

**10. What if my diversion or well has not been developed, or was not used for a few months, or for the entire water year?**

If it is a non-canceled water right that requires reporting, reporting is required. Report zeroes for any month(s) when water was not used, including if a well or other water diversion structure has not yet been constructed or developed.

**11. If a well or point of diversion is used for more than one water right, do I need to figure out the amount used for each water right?**

\*No, simply report the total amount used from the well/POD. If you are aware of water right(s) for a well/POD, that are not linked to the Report ID, please notify the Department at owrd.waterusereporting@water.oregon.gov or 971-345-7489.

\*there are a few exceptions to this.

**12. How do I change information I've submitted?**

To correct data for the current year:

- Log into your online account, select the relevant reporting point and click on the underlined year to return to the data entry screen. After making the correction(s), click "Submit"; or
- Email (owrd.waterusereporting@water.oregon.gov), or mail, a reporting form, clearly marked revised or amended, to the Department, or call 971-345-7489.

To correct data in a previous year's report:

- Email (owrd.waterusereporting@water.oregon.gov), or mail, a reporting form, clearly marked revised or amended, to the Department, or call 971-345-7489.

**13. If I report online, do I need to send in the paper reporting form also?**

No. If you report online, do not send the paper reporting form.

**14. Can I update my mailing address, phone number and email online for water use reporting?**

Yes, you can update the contact information except the name and company name.

**15. How do I change the name or company name for water use reporting?**

Contact the Department at owrd.waterusereporting@water.oregon.gov or 971-345-7489.