

# Water Level Reporting Program

## Frequently Asked Questions



### **It is my first time reporting water levels. What do I need to do?**

To satisfy the Water Level Reporting requirements, make sure [official department forms](#) are filled out and submitted on time by a qualified water level measurer. Review your water right to learn about your unique reporting requirements, such as when to take the measurement, how many years to report, who is qualified to measure water levels, and what information should be submitted.

### **How do I view my reporting requirements? (e.g. deadlines, frequency, qualifications for a water level measurer)**

Search for your water right in [Water Rights Information System \(WRIS\)](#) and open the permit document in the Processing History tab. Your water right outlines when to take the measurement, how many years to report, who is qualified to measure water levels, and what information should be submitted.

### **When is reporting due?**

Every permit is different, but most permits require the measurement to be made by the end of March, and the report to be submitted within 30 days of measurement. To verify your measurement deadline, go to [WRIS](#) and read the reporting requirements laid out in the permit document.

### **For how many years do I need to report?**

Every water right is different, but most require an initial March water-level measurement once well construction is complete and annually thereafter. Some permits have a 7-year requirement, which requires a measurement annually until use of water begins, as well as seven consecutive annual measurements after the first year of water use (adding up to at least 8 consecutive years of measurement). Other permits have a Reference Level Only requirement, which requires a measurement annually until use of water begins, as well as one annual measurements after the first year of water use (adding up to at least 2 consecutive years of measurement). To verify your measurement schedule, go to [WRIS](#) and read the reporting requirements laid out in the permit document.

### **Who is qualified to take water level measurements?**

Every permit is different, but most permits require the measurement to be taken by a certified water rights examiner (CWRE), registered professional geologist, registered professional engineer, licensed well constructor, or license pump installer. For your convenience, here is a [list of CWREs](#) and a [list of well constructors](#). To verify qualified water level measurers for your permit, go to [WRIS](#) and read the reporting requirements laid out in the permit document.

## **What information am I required to report?**

Every permit is different, but most permits require the following information to be submitted: well log id or well tag number, permit number, date of measurement, water level measurement, measurement method, measurement status, and name of measurer. To verify your requirements, go to [WRIS](#) and read the reporting requirements laid out in the permit document.

## **How do I view past measurements on my well?**

You can view past measurements on your well by visiting our database [Groundwater Information System](#). Search for the Log ID or Well Tag, click Details, and see the Measured Water Level section. Please note that it might take a few months for water levels to be appear in the database after being submitted.

## **How do I notify you of an address change or ownership change?**

Please email [OWRD.WaterLevelReporting@water.oregon.gov](mailto:OWRD.WaterLevelReporting@water.oregon.gov) and include the permit number and address change. It is the responsibility of the owner to notify the Department of changes in address or ownership.

## **Why didn't I receive the mailing?**

There are multiple reasons the mailing may not have gotten to you. We may have an outdated address on file, or the letter may have gotten lost in the mail. Alternatively, you may have fulfilled your reporting requirement. If you did not receive a mailing and believe that you should have received one, please contact us. Please note that permit holders are required to report regardless of whether they received a reminder letter. Failing to report static water levels may result in enforcement.

## **How do I change information I've submitted?**

To correct data submitted, email [OWRD.WaterLevelReporting@water.oregon.gov](mailto:OWRD.WaterLevelReporting@water.oregon.gov) or mail a reporting form to the Department with revisions clearly marked.

## **How do I make sure a water level is static?**

Take at least 2 measurements, at least 2 minutes apart. If they agree within 0.02 feet, call it static. Otherwise, keep measuring until you get to a consistent pattern (rising or falling) or agreement within 0.02 feet over at least 2 minutes. More discussion about Static Water Level Reporting can be found in this video: [2023 Certified Water Right Examiner training](#).

If you still have questions after reading these frequently asked questions, please review the [Static Water Level Reporting](#) page on our website for more information, or you can contact us by emailing us at [OWRD.WaterLevelReporting@water.oregon.gov](mailto:OWRD.WaterLevelReporting@water.oregon.gov) or calling us at 971-720-0864.