



Frequently Asked Questions (FAQ)

Water Use Reporting Program – Oregon Water Resources Department (OWRD)

1. Do I need to report water use?

Many water users in Oregon are required to report their water use to OWRD, including:

- a) Individuals with a requirement specified in their water right Certificate or Permit
- b) Government entities (ORS 537.099, OAR 690-085)
- c) Some recipients of a water project grant or loan (OAR 690-093-0150)
- d) Water users impacted by a Serious Water Management Problem Area designation (OAR 690-085) (see owrd.info/swmpa)

Individuals with a water right Certificate or Permit that requires water use to be reported to OWRD should check their water right. If your water right Certificate or Permit has a water use reporting requirement, the document will contain language like “The permittee shall keep a complete record of the volume of water diverted each month, and shall submit a report...” You can obtain information about your water right from OWRD’s Water Right Information Search website (see owrd.info/wris). Please contact the OWRD’s Water Rights Service Division for further clarification on your reporting requirement.

Water users without a reporting requirement may choose to voluntarily report their water use to the OWRD. **Benefits of reporting water use include** (1) supporting a water user’s claim of beneficial use in the future, (2) providing data for a future water right transaction, (3) tracking past water use that can be accessed and used by an individual for planning activities, (4) communicating water use to OWRD staff, including watermasters, and (5) contributing to scientific and regional water use studies that improve water management in Oregon.

2. What do I report?

- a) Metadata (method of measurement, name of reporter, company, phone number, and total number of acres irrigated for irrigation water rights)
- b) Amount of water used monthly at each Point Of Diversion (POD) or Point Of Appropriation (POA)
- c) Units (gallons or acre-feet)

3. How do I submit my water use?

OWRD prefers online submissions, but you can submit a paper form by mail as well. See this short video on how to report online: owrd.info/water-use. You will get an annual reminder letter with written instructions on how to submit a report online. Written instructions can be found at the end of this FAQ.

4. How do I change the information I’ve submitted?

To correct data for the current year:

- Log into your online account, select the relevant report ID and click on the underlined year to return to the data entry screen. After making the correction(s), click “Submit”; or
- Contact the Water Use Reporting Program Coordinator, or mail a reporting form that is clearly marked as revised or amended.

To correct data in a previous year’s report:

- Contact the Water Use Reporting Program Coordinator, or mail a reporting form that is clearly marked as revised or amended.

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

You can update contact information online except for the name or company name. Water Use Reporting contact information will also be updated to reflect Ownership Update and Assignment forms submitted to the OWRD.

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

You must contact the Water Use Reporting Program Coordinator for this change.

7. **Who do I contact** about Water Use Reporting?

Questions regarding	Program	Contact
For questions on your water right, application, or water use program requirements , including your requirement to report water use or water level data, how water data is used at OWRD, claims of beneficial use, proving up on a water use permit, water right enforcement, and the impact of missing water use.	Water Rights Services Division	Email: WRD_DL_Customerservice@water.oregon.gov Office: 503-986-0900
For questions on how to submit data, set up a user ID and password, and update an address for the water use reporting program.	Water Use Reporting Program	Email: OWRD.WaterUseReporting@water.oregon.gov Cell: 971-345-7489
For questions on how to submit data, set up a user ID and password, and update an address for the water level reporting program.	Water Level Reporting Program	OWRD.WaterLevelReporting@water.oregon.gov Cell: 971-720-0864
All other questions, suggestions, or complaints.	General/ Other	Email: WRD_DL_Customerservice@water.oregon.gov Office: 503-986-0900

8. **How do I set up an account with water use reporting?**

The Water Use Reporting Program Coordinator will set up an account when you are assigned a Permit or Certificate, and you will receive a letter in the mail with your login information. If you need to set up a new water-use reporting account, contact the Water Use Reporting Program Coordinator.

9. **How do I measure my water use?**

OWRD accepts water use data collected using a variety of approaches, though any method used should result in complete and accurate data. Most water users with a water use reporting requirement use a totalizing flowmeter to measure water use. Monthly water use can be determined from a totalizing flowmeter by taking the difference between two meter readings over a one-month period. For example, monthly water use can be determined by:

(1) If this is a newly acquired water right, record a baseline reading once water use begins. This may be in the middle of the month. After the baseline reading, the second reading should be recorded at the end of the month first month —after the month's water use ends.

(2) Record a second reading at the end of the second month of use —after that month's water use is complete.

(3) Subtract the prior reading from the reading taken at the end of the current month to determine monthly water use.

For additional information regarding how to read a (totalizing) flow meter, see instructions for how to read totalizing flow meters at (owrd.info/flowmeters), or call your local watermaster.

10. Do I report the number shown on my meter?

No, you need to report monthly water use. Totalizing flowmeter readings need to be converted to monthly water use by subtracting the previous month's reading from the reading taken at the end of the current month to come up with the volume used over one month. Be sure to note 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. If you have a multiplication factor, you will need to account for that in the numbers you report.

11. What if I forgot my User ID?

The User ID is highlighted yellow at the top of the reminder letter from the OWRD. You may contact the Water Use Reporting Program Coordinator if you are unable to locate your User ID in your records.

12. When are the reports due?

Reports are due each year by December 31 for the water year just completed. A water year is October 1 of the previous year to September 30 of the current year. For example, the 2021 water year begins October 1, 2020, and ends September 30, 2021.

13. Can I report monthly, or by calendar year, instead of by water year?

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.

14. What if I no longer own the water right?

Please inform the new property owner that the property has a water right attached to it.

- If this is for a water right **Permit**, a "Request for Assignment" form should be submitted to change the water right permit and water use reporting to the name of the new owner.
- If this is for a water right **Certificate**, an "Ownership Update for Certificated Rights Only" form should be submitted by the new property owner so the OWRD 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 OWRD's website: owrd.info/wr-forms.

15. What is a Facility?

The "facility" is a point of diversion (POD) or a point of appropriation (POA), such as a well, sump, spring, reservoir, stream, or other location where water is being extracted. 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, contact the Water Use Reporting Program Coordinator or fill the name in when you submit a paper reporting form.

16. What is a Report ID?

Report IDs are unique numbers assigned to each POD or POA. 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. A Report ID is different than a Facility name.

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

Each Report ID in your account has been assigned to you for reporting. Look at your water rights and contact the Water Use Reporting Program Coordinator if you have questions.

18. **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.

19. **If a well or point of diversion (POD) is used for more than one water right**, do I need to report the amount used for each one separately?

No. Report the total amount of water used from the well or POD. If you know of any additional water right(s) associated with that well or POD that are not linked to the Report ID, please contact the Water Use Reporting Program Coordinator.

Note: There are a few exceptions to this rule.

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

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

Reporting Water Use Online at www.oregon.gov/OWRD

- Step 1:** In the Water Rights section on the home page, click [Water Use Reporting](#).
- Step 2:** Click [Access Online Reporting](#).
- Step 3:** Enter your User ID and Password (they are the same) in the boxes. If you don't know your User ID number, call (971) 345-7489 or email owrd.waterusereporting@water.oregon.gov.
- Step 4:** Once you are logged into your account, view your contact information and update it if needed; then click the small **Next** button at the lower left.
- Step 5:** Report IDs are listed for each diversion. To view more than five reports points at a time, change the number in the *Records per Page* box and press **Enter** on your keyboard, or select [View All](#).

Water Use Reporting Entry

COMPANY NAME
CONTACT NAME
STREET ADDRESS
CITY, STATE ZIP
User ID: XXXXX

Records per Page: [View All](#)

	Report ID	Facility	Associated Water Right(s)	Point of diversion location description from water right
Select	77699	WELL 1	Cert: 99999*	WELL 1; 2S-8E-4-SE SE; 1024 FT N & 40 FT W FROM SE COR, S 4
Select	77700	BEAR CREEK POD 1	Permit S-94321*	POD 1; 2S-8E-5-NE NW; 960 FT S & 1440 FT E FM NW COR, S 5

- Step 6:** Click the [Select](#) link next to the desired Report ID. Previously reported data appears.
- Step 7:** To add data, scroll down to the red lettering near the bottom of the window. Use the dropdown menu to select the desired water year, and click [Add](#).

Add data for this point of diversion for selected year:

- Step 8:** A set of input boxes appears.

	Unit	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Rpt ID 11717 Water Year: 2022	<input type="text" value="Gallons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Method of measurement used:		<input type="text" value="Flowmeter (recording monthly readings and then reporting the difference between one r"/>											
Additional Comments (optional):		<input type="text"/>											
* Name of the person submitting the report:		<input type="text"/>											
Company, if applicable:		<input type="text"/>											
Phone number, if different from that of water right holder:		<input type="text"/>											
If used for irrigation, total number of acres irrigated:		<input type="text"/>											

Enter the volume of water used for each month (zero for no use). After all other applicable information is entered, click the **Submit** button. If there are any errors, a message will appear. Fix errors as required and then click the **Submit** button again.

- Step 9:** A confirmation message “*The report has been submitted successfully*” will appear. Your water use is submitted and saved!
- Step 10:** To report use for another Report ID, click the blue [Return to the list of all reporting IDs](#) link at the bottom of the screen. Repeat steps 6-9 for each Report ID.
- Step 11:** After you are finished with reporting, you can click the [Generate report for all points of diversion for a selected year](#) link at the left, select the Water Year from the dropdown menu, and click the **Search** button. The report can be downloaded or printed.