



**New Mexico Office of the State Engineer
New Mexico Water Rights Reporting
System (NMWRRS)**

USER GUIDE

OSE

Point of Diversion/Well ID Tag User Guide

How to use point of diversion reports and queries in NMWRRS

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7/24/2024

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LIST OF ACRONYMS AND ABBREVIATIONS

Ctrl – Control key

ID – identification

NA – not applicable

NAD – North American Datum

NMWRRS – New Mexico Water Rights Reporting System

OSE – Office of the State Engineer

PLSS - Public Land Survey System

POD – point of diversion

UTM – Universal Transverse Mercator

WATERS – Water Administration Technical Engineering Resource System

1. Introduction

1.1 Purpose and Scope

The purpose of the Point of Diversion /Well ID Tag queries and reports is to provide the user with multiple ways to locate wells and points of diversion and their associated permits and data. This information is contained within the State Engineer's water rights database and accessed through the New Mexico Water Rights Reporting System (NMWRRS).

The population of the database is an ongoing effort, and not all records are available electronically. In order to view a map of areas in which data are available, please click the [WATERS MAP](#).

Any records not in the database may be viewed at the appropriate [Administrative District Office](#).

2. POD locations

2.1 Point of Diversion locations

Many of the Point of Diversion (POD) locations provided through NMWRRS have not been field verified by Office of the State Engineer (OSE) staff. The locations provided in NMWRRS, in many cases, are the same as provided on the original documents by well drillers, permit holders, or consultants.

If you are a POD owner, and you believe that a POD location is in error, please contact the appropriate [Administrative District Office](#).

3. Reports

3.1 Point of Diversion Report Selection

Prior to searching for points of diversion, you must select whether your report will contain well drill dates and depths or ownership information.

You may also limit the report to active files. Active files exclude wells associated with cancelled or expired permits or files that have otherwise been closed.

3.1.1 Procedure for Selecting Report

Step 1 Click the button next to the desired report type (Figure 1).

Step 2 To limit the report to active files, click on the box next to "Only show active files."

Figure 1: Point of Diversion Report Selection Box from Point of Diversion/Well ID Tag Report Page

3.1.2 Report with Well Drill Dates and Depths

If you choose to have your report show drill dates and depths, the start and finish dates of the well drilling operation will be displayed along with the total depth of the well and the depth to water first encountered during drilling.

3.1.3 Report with Ownership Information

If you choose to display the report with ownership information, the owner of record will be displayed. The owner of record is the owner name last reported to the OSE. To update an owner record, please file a Change of Ownership of Water Right form with the OSE: [Water Rights Forms](#).

3.2 Search Selection Criteria

Select your search criteria by expanding or collapsing the various sections, or panels, for the selection criteria by mouse clicking on the appropriate section (Figure 2). Open sections are included in searches; closed sections are not included.

The screenshot displays the 'OSE WATERS Reports' search interface. On the left is a sidebar with navigation links: Well Log/Meter Information, Water Column/Avg Depth To Water, Water Right Summary, Subfile, Cross Reference, Ditch Water Right Status, Point of Diversion/Well ID Tag, Driller License, Other, Subdivision Review, Search by Subdivision, OSE POD Locations Online Mapping Tool, and a red notice: '**Reports below are only viewable by OSE staff. Public viewers do not have access.**'. Below this is a section titled 'OSE WATERS Reports:' with links for Meter Module, Water Right Activity, Water Right Priority, POD Number/POD Name/QC, Place of Use by PLSS, and Abstract Tracking.

The main search area is titled 'Point of Diversion Report Selection'. It contains three radio buttons: 'Report with Well Drill Dates and Depths', 'Report with Ownership Information' (which is selected), and 'Only show active files'. Below these is a text input field labeled 'POD'. A 'PLEASE NOTE: Open sections are included in the search, closed sections are not.' is displayed. Further down are three input fields: 'POD Basin', 'POD Nbr', and 'POD Suffix'. A note states: 'Note: The pod sub basin will show up once you choose a basin.' Below these fields is a 'Reset' button. A list of search criteria follows: Well ID Tag, Owner Name, Basin/County, UTMNAD83 Radius Search, PLSS, Grant, and Filter by Use. At the bottom, it says 'Your report results will be sorted by:'.

Figure 2: Panels of Search Selection Criteria



NOTE **Wild Card Searches** may be used in **most** search fields by typing an asterisk (*). The asterisk may be used before and after a string of characters to return all records that contain that string.

EXAMPLE If the spelling of the last name “Anderson” is unknown, a wild card search may be conducted by typing “Anders*n.” The search will return all records with owner last names of Andersen and Anderson. If you are unsure of any suffixes, e.g., Jr., Sr., III, etc., you may search “Ander*.”

3.2.1 POD Search

A POD is a point of diversion, and for administrative purposes, may be a structure used to divert surface water or a well. The OSE assigns numbers to each POD. The POD number may, or may not, be the same as the OSE file number or permit number.

The alphabetic prefix for each POD number identifies the administrative basin in which the POD is located.



NOTE Surface water PODs are prefixed with **SD** (surface declaration) or **SP** (surface permit). Searches of groundwater basin prefixes will not return surface PODs.

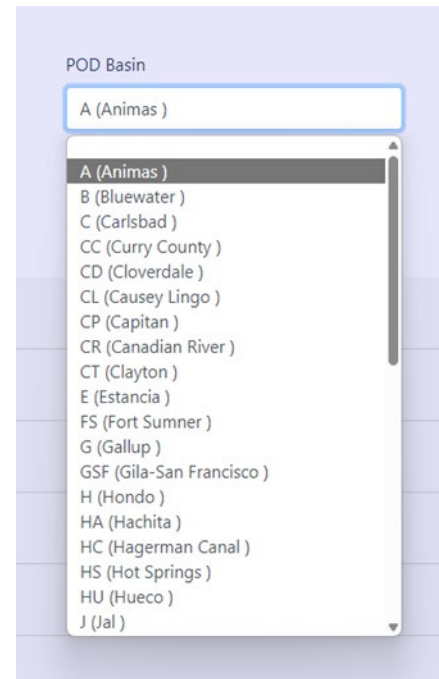


Figure 3: POD Basin Dropdown Menu

The POD Suffix is a unique identifier assigned to PODs when more than one POD exists for the exercise of a water right. For example, a second POD may be suffixed with POD2. However, older PODs may be suffixed as S, S-2, S-3, *etc.*

The wild card (*) cannot be used for any field in the POD search. However, leaving the POD suffix field blank will return all PODs with the given POD basin and POD number.



You cannot use a wildcard (*) in any field in the POD search panel.

Step 1 Select the administrative **POD Basin** in which the well or point of diversion is located from the dropdown menu (Figure 3).

Step 2 Enter the POD number in the box labeled “**POD Nbr,**” if known.

Step 3 Enter the **POD suffix**, if known.

Step 4 The **POD Sub basin** menu will appear after a basin is selected, if there are sub-basin selections available. Select a sub-basin from the menu.

Step 5 Select other search criteria if desired.

Step 6 Near the bottom of the web page, choose how the output is to be **sorted** by choosing a selection from the dropdown menu (Figure 4).

Step 7 Generate the report in the **Format of Report Output** section by clicking the appropriate button at the bottom of the web page (Figure 4).

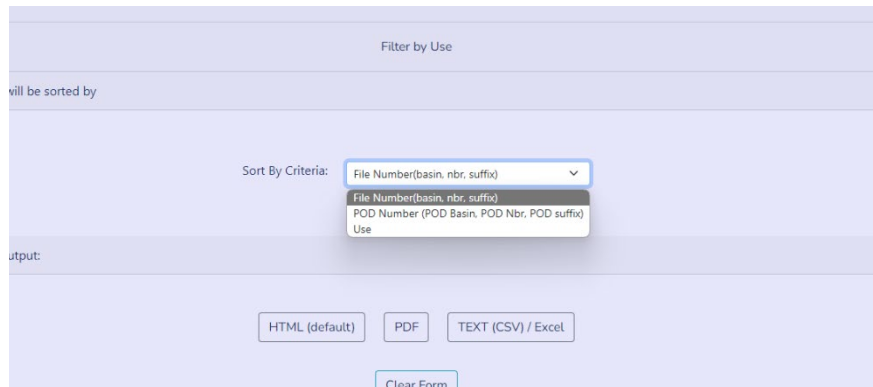
The screenshot shows a web interface with a light blue background. At the top, there is a section labeled "Filter by Use". Below it, a text label "will be sorted by" is partially visible. The main section is titled "Sort By Criteria:" and contains a dropdown menu. The dropdown menu is open, showing four options: "File Number(basin, nbr, suffix)", "File Number(basin, nbr, suffix)", "POD Number (POD Basin, POD Nbr, POD suffix)", and "Use". Below the dropdown menu, there is a section labeled "output:" which contains three buttons: "HTML (default)", "PDF", and "TEXT (CSV) / Excel". At the bottom of the section, there is a "Clear Form" button.

Figure 4: Results Sorting and Report Output Format Options

3.2.2 Well ID Tag Search

The OSE began providing well tags with its permits in mid-2017. The Well ID Tag search allows one to search for the Well ID Tag Number to return the POD number and associated permits and information.

Step 1 Open the Well ID Tag search panel.

Step 2 Enter the Well ID Tag Number and/or wildcard (*) in the white box (Figure 5).

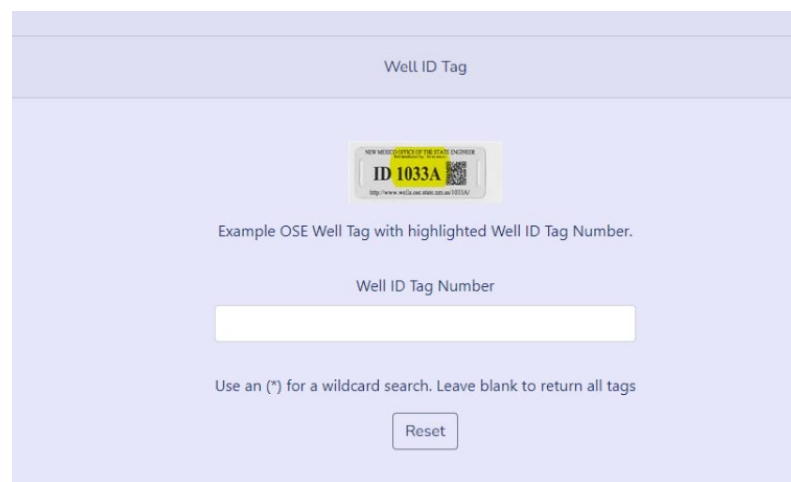
The screenshot shows a web interface with a light blue background. At the top, there is a section labeled "Well ID Tag". Below it, there is a yellow and black graphic that looks like a well tag with the text "NEW MEXICO DEPARTMENT OF THE ENVIRONMENT" and "ID 1033A". Below the graphic, there is a text label "Example OSE Well Tag with highlighted Well ID Tag Number." Below that, there is a text label "Well ID Tag Number" above a white input box. Below the input box, there is a text label "Use an (*) for a wildcard search. Leave blank to return all tags". At the bottom of the section, there is a "Reset" button.

Figure 5: Well ID Tag Number Search Field



NOTE To return **only records with Well ID Tag Numbers**, leave the Well ID Tag Number box blank or add additional search characters. Placing only an asterisk (*) in the Well ID Tag Number box without any other characters will return any record with the Well ID Tag populated in the database, including “NA” records.

Step 3 Select other search criteria if desired.

Step 4 Near the bottom of the web page, choose how the output is to be **sorted** by choosing a selection from the dropdown menu (Figure 6).

Step 5 Generate the report in the **Format of Report Output** section by clicking the appropriate button at the bottom of the web page (Figure 6).

The screenshot shows a web interface with a light blue background. At the top, there is a section labeled "Filter by Use". Below this, there is a label "will be sorted by". In the center, there is a "Sort By Criteria:" label followed by a dropdown menu. The dropdown menu is open, showing three options: "File Number(basin, nbr, suffix)", "POD Number (POD Basin, POD Nbr, POD suffix)", and "Use". Below the dropdown menu, there is a label "Output:". At the bottom, there are three buttons: "HTML (default)", "PDF", and "TEXT (CSV) / Excel". Below these buttons is a "Clear Form" button.

Figure 6: Results Sorting and Report Output Format Options

3.2.3 Owner Name Search

The Owner Name search returns owner name records. However, the search will only return names provided to the OSE. In order to update an owner record, please file a Change of Ownership of Water Right form with the OSE: [Water Rights Forms](#).



NOTE The Owner Name search only returns owners of PODs.

Step 1 Open the Owner Name search panel.

Step 2 Enter the Owner first and last names in the appropriate white boxes. Use an asterisk (*) for wild card searches (Figure 7).

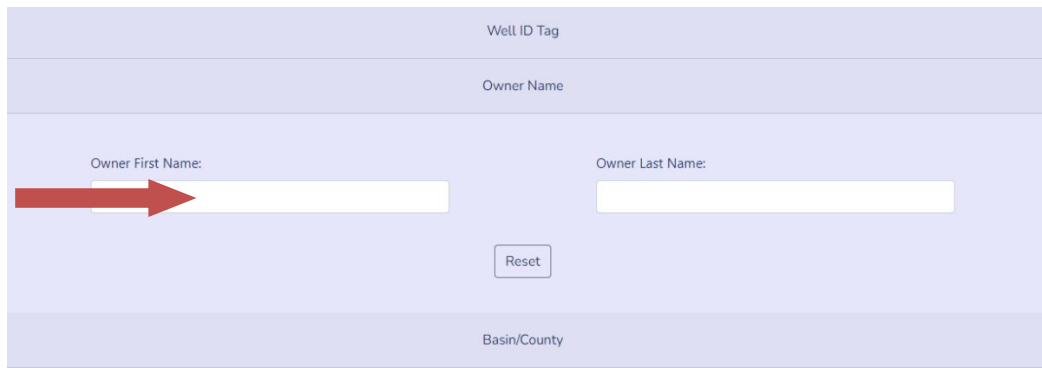
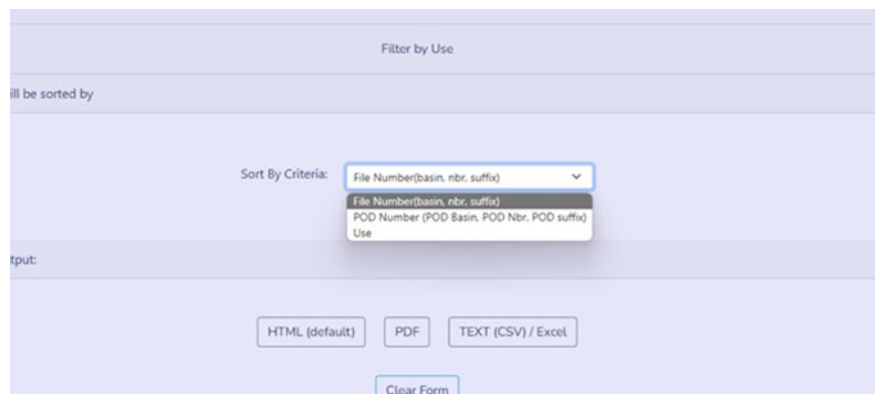
The image shows a search panel with a light blue background. At the top, there is a section labeled 'Well ID Tag'. Below it is a section labeled 'Owner Name'. This section contains two white input fields: 'Owner First Name:' and 'Owner Last Name:'. A red arrow points to the 'Owner First Name:' field. Below these fields is a 'Reset' button. At the bottom of the panel is a section labeled 'Basin/County'.

Figure 7: Owner Name Search Panel with Name Search Fields

Step 3 Select other search criteria if desired.

Step 4 Near the bottom of the web page, choose how the output is to be **sorted** by choosing a selection from the dropdown menu (Figure 8).

Step 5 Generate the report in the **Format of Report Output** section by clicking the appropriate button at the bottom of the web page (Figure 8).

The image shows a search panel with a light blue background. At the top, there is a section labeled 'Filter by Use'. Below it is a section labeled 'will be sorted by'. This section contains a 'Sort By Criteria:' label and a dropdown menu. The dropdown menu is open, showing four options: 'File Number(basin, nbr, suffix)', 'File Number(basin, nbr, suffix)', 'POD Number (POD Basin, POD Nbr, POD suffix)', and 'Use'. Below the dropdown menu is a section labeled 'tput:'. At the bottom of the panel are three buttons: 'HTML (default)', 'PDF', and 'TEXT (CSV) / Excel'. Below these buttons is a 'Clear Form' button.

3.2.4 Basin/County Search

This search returns all PODs in the specified water basin and/or county. The selection of a sub-basin further refines the search.



NOTE The OSE database only includes the county in which the POD was located at the time it was permitted or a declaration received. Since county boundaries have changed since 1907, the search may not reflect all PODs in the county searched.

Step 1 Open the Basin/County search panel.

Step 2 Select the Basin and/or County from the respective dropdown menus.

Step 3 Select a Sub-basin, if desired, from the dropdown menu. The Sub-basin menu appears after a Basin is selected (Figure 9).

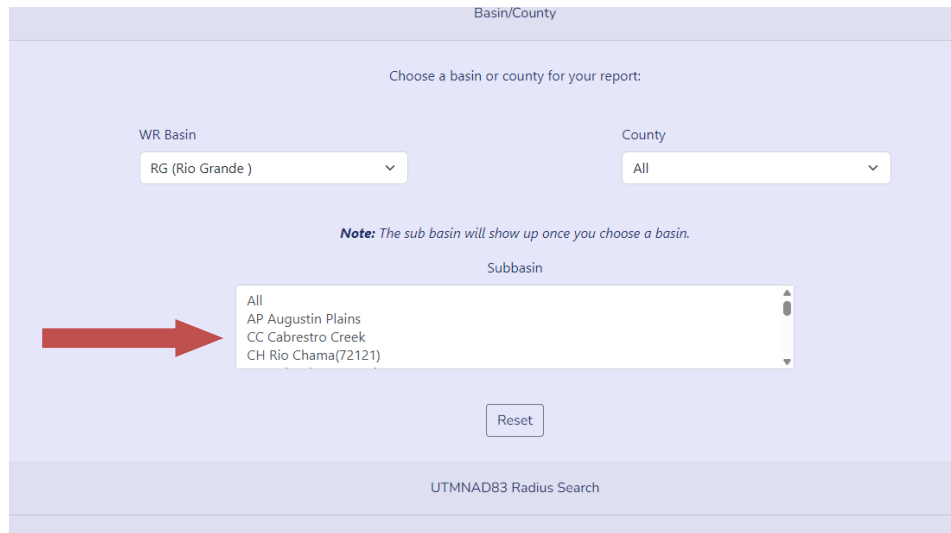
The screenshot shows a web interface titled "Basin/County". It contains a form with the instruction "Choose a basin or county for your report:". There are two dropdown menus: "WR Basin" with "RG (Rio Grande)" selected, and "County" with "All" selected. Below these is a "Note: The sub basin will show up once you choose a basin." and a "Subbasin" dropdown menu. The "Subbasin" menu is open, showing options: "All", "AP Augustin Plains", "CC Cabresto Creek", and "CH Rio Chama(72121)". A red arrow points to the "Subbasin" dropdown. Below the dropdown is a "Reset" button. At the bottom of the panel is a section titled "UTMNAD83 Radius Search".

Figure 9: Subbasin Drop Down Selection Menu

Step 4 Select other search criteria if desired.

Step 5 Near the bottom of the web page, choose how the output is to be **sorted** by choosing a selection from the dropdown menu (Figure 10).

Step 6 Generate the report in the **Format of Report Output** section by clicking the appropriate button at the bottom of the web page (Figure 10).

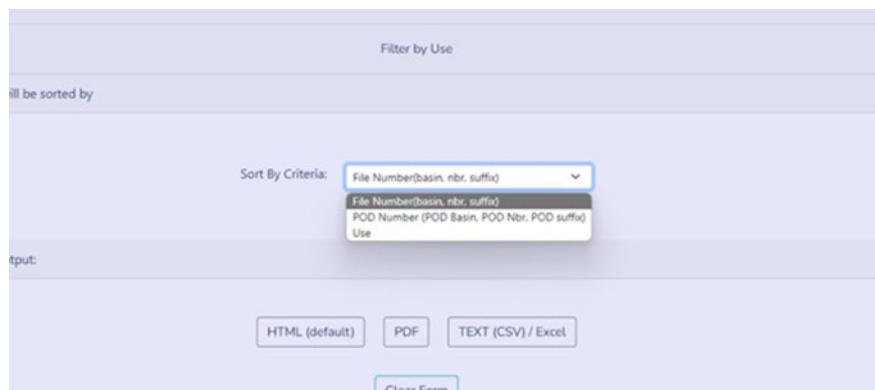
The screenshot shows a web interface titled "Filter by Use". It contains a form with the instruction "will be sorted by". There is a "Sort By Criteria:" dropdown menu with "File Number(basin, nbr, suffix)" selected. Below the dropdown is a "Output:" section with three buttons: "HTML (default)", "PDF", and "TEXT (CSV) / Excel". At the bottom of the section is a "Clear Form" button.

Figure 10: Results Sorting and Report Output Format Options

3.2.5 UTM NAD83 Radius Search

This search feature will return all PODS within the radius of the user-specified set of Universal Transverse Mercator (UTM) coordinates.

Historically, the OSE did not require that PODs be described by coordinates. The OSE only began consistently requiring coordinates after mid-2007.

The POD locations that were only described on OSE documents by Public Land Survey System (PLSS) descriptions will be returned in a UTM radius search report and designated by an asterisk (*) after the Y-coordinate (see below) (Figure 11). The coordinates displayed on the POD report, in such cases, represent the center of the smallest aliquot part provided on the OSE document.

341016 3518180*

Figure 11: Example of UTM coordinates with asterisk denoting that they represent the center of PLSS description on OSE document and not the actual POD location.

For example, if a permit described a well's location as the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of a Section, then the search's displayed coordinates represent a point such as shown in the below (Figure 12).

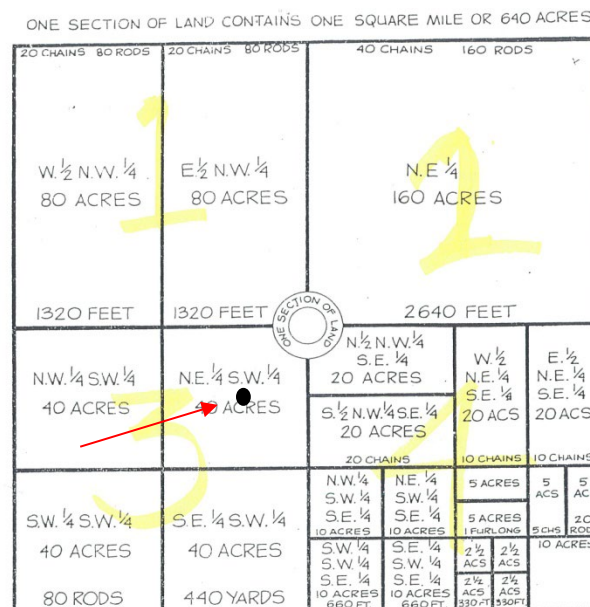


Figure 12: Example map of PLSS subdivisions and acreage with black dot showing center of 40-acre PLSS description

Step 1 Open UTM NAD83 Radius Search panel.

- Step 2* Enter the X and Y coordinates in meters for the center of the search circle.
- Step 3* Enter the search radius in meters inside of the Radius box. The maximum search radius is 50,000 meters (50 kilometers).
- Step 4* Select other search criteria if desired.
- Step 5* Near the bottom of the web page, choose how the output is to be **sorted** by choosing a selection from the dropdown menu (Figure 13).

 The screenshot shows a web interface with a light blue background. At the top, there is a section labeled "Filter by Use". Below this, there is a label "will be sorted by". In the center, there is a "Sort By Criteria:" label next to a dropdown menu. The dropdown menu is open, showing four options: "File Number(basin, nbr, suffix)", "File Number(basin, nbr, suffix)", "POD Number (POD Basin, POD Nbr, POD suffix)", and "Use". Below the dropdown menu, there is a label "tput:". At the bottom, there are three buttons: "HTML (default)", "PDF", and "TEXT (CSV) / Excel". Below these buttons is a "Clear Form" button.

Figure 13: Results Sorting and Report Output Format Options

- Step 6* Generate the report in the **Format of Output Report** section by clicking the appropriate button at the bottom of the web page (Figure 13).



NOTE Use the [OSE POD Locations](#) online GIS application to convert other coordinate systems to UTM.

3.2.6 PLSS Search

This search returns PODs within the selected Public Land Survey System (PLSS) **so long as a PLSS description was provided** on the paper water right document. For a more complete search, the [UTM NAD83 Radius Search](#) is recommended.

- Step 1* Open PLSS search panel.
- Step 2* Select the Township and Range from the respective dropdown menus.

Step 3 Enter the Section number(s).



NOTE Use a dash (-) to represent a range of section numbers, e.g., 1 – 6. Sections may also be separated by commas, e.g., 1,2,36, or semicolons, e.g., 1;2;5;8.



NOTE Use a colon (:) to represent the increment of section numbers returned within a range, e.g., 2 – 36:2 will return PODs in all of the even sections, i.e., increments of two beginning with Section 2. An entry of 1-36:11 means to query all sections in a township in increments of 11, and the result will be PODs in Sections 1, 12, 23, and 34.

Step 4 Enter the Q4 (1/4) section, Q16 section (1/4 1/4 section), and Q64 section (1/4 1/4 1/4 section), if desired.

Step 5 Select other search criteria if desired.

Step 6 Near the bottom of the web page, choose how the output is to be sorted by choosing a selection from the dropdown menu (Figure 14).

Step 7 Generate the report in the **Format of Report Output** section by clicking the appropriate button at the bottom of the web page (Figure 14).

The screenshot shows a web interface with a light blue background. At the top, there is a section labeled "Filter by Use". Below this, there is a label "Will be sorted by". In the center, there is a "Sort By Criteria:" label followed by a dropdown menu. The dropdown menu is open, showing three options: "File Number(basin, nbr, suffix)", "POD Number (POD Basin, POD Nbr, POD suffix)", and "Use". Below the dropdown menu, there is a label "Output:". At the bottom of the interface, there are three buttons: "HTML (default)", "PDF", and "TEXT (CSV) / Excel". Below these buttons is a "Clear Form" button.

Figure 14: Results Sorting and Report Output Format Options

3.2.7 Grant Search

This search returns all PODs for which the specified Land Grant is populated.

Land grant names are based on the United States Bureau of Land Management's CADNSDI dataset. The [wild card](#) (*) search is recommended.



NOTE The [wild card](#) (*) search is recommended when searching by land grant names.

Step 1 Open Grant search panel.

Step 2 Begin typing the land grant name in the white search field. A dropdown list will appear to select from (Figure 15).

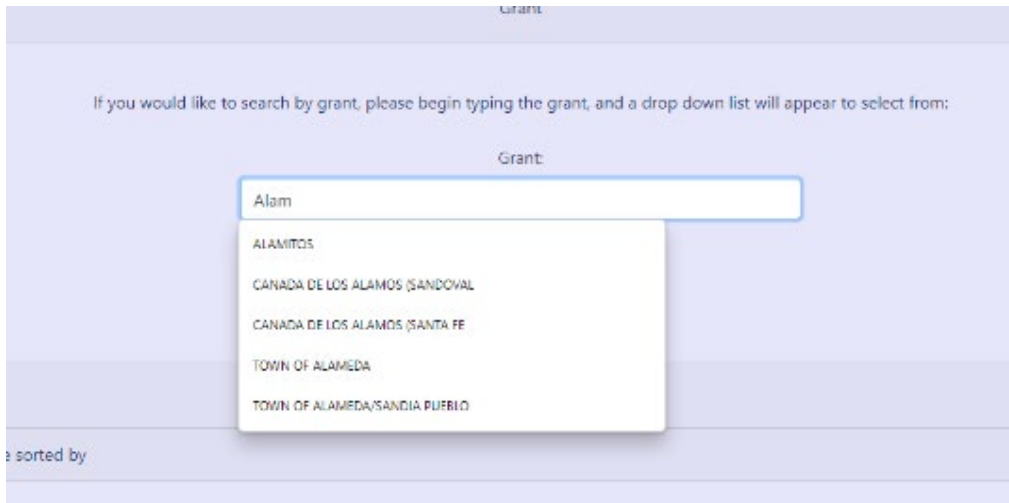


Figure 15: Dropdown list of land grant names

Step 3 Select other search criteria if desired.

Step 4 Near the bottom of the web page, choose how the output is to be sorted by choosing a selection from the dropdown menu (Figure 16).

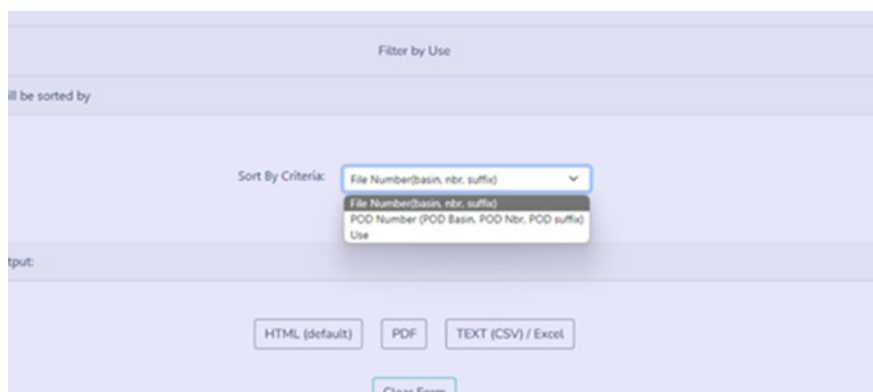


Figure 16: Results Sorting and Report Output Format Options

Step 5 Generate the report in the **Format of Report Output** section by clicking the appropriate button at the bottom of the web page (Figure 16).

3.2.8 Filter by Use

The “Filter by Use” option allows the user to search for PODs by water right purpose(s) of use. The “Filter by Use” must be used with other query selection criteria.



You cannot query by purpose of use only. The “Filter by Use” must be used with other query selection criteria.

Step 1 Open at least one of the other panels: POD; Owner Name; Basin/County; UTMNAD83 Radius Search; PLSS; or Grant.

Step 2 Enter the search terms for the selected panel(s).

Step 3 Open the Filter by Use panel.

Step 4 Select either All uses, Domestic uses, or Non-Domestic uses by clicking the appropriate radio button (Figure 17).

Figure 17: Filter by Use Selection Menu

Step 5 Select the desired use by clicking from the list. Use the scroll bar to see more uses. Use the Ctrl key to select multiple uses (Figure 18).

If you would like to *filter by water right use please select a type of use:

☒ All
 ☐ Domestic
 ☐ Non-Domestic

Reset

The multiple select list will be populated once you choose a type of use.
(hold down Ctrl key when selecting more than one):

AGR (AGRICULTURE OTHER THAN IRRIGATION)
 AUG (AUGMENTATION WELL)
 BPW (BRINE PRODUCTION WELL)
 CEM (CEMETERY)
 CLS (CLOSED FILE)
 COM (COMMERCIAL)
 CON (CONSTRUCTION)
 CPS (CATHODIC PROTECTION WELL)
 DAI (DAIRY OPERATION)
 DCN (DOMESTIC CONSTRUCTION)

Figure 18: Filter by Use Selection Menu Showing Multiple Selections

Step 6 Near the bottom of the web page, choose how the output is to be sorted by choosing a selection from the dropdown menu (Figure 19).

Filter by Use

will be sorted by

Sort By Criteria:

File Number(basin, nbr, suffix)
 File Number(basin, nbr, suffix)
 POD Number (POD Basin, POD Nbr, POD suffix)
 Use

Output:

HTML (default) PDF TEXT (CSV) / Excel

Clear Form

Figure 19: Results Sorting and Report Output Format Options

Step 7 Generate the report in the **Format of Report Output** section by clicking the appropriate button at the bottom of the web page (Figure 19).

GLOSSARY

NMWRRS – the New Mexico Water Rights Reporting System, which provides online searches and access to Office of the State Engineer water rights files that have been entered into the WATERS database.

Office of the State Engineer (OSE) – a regulatory office within the executive branch of New Mexico state government that is headed by the State Engineer, who has the general supervision of waters of the state and the measurement, appropriation, and distribution thereof and such duties as required.

point of diversion (POD) – the legal location where water is diverted from its source. The POD may be a diversion dam, a well, or other structure.

WATERS – the Water Administration Technical Engineering System database that allows the OSE to administer and track water rights and related data. It is also used to provide that data online to the public.