



**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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How to use point of diversion reports and queries in NMWRRS

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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."

**POINT OF DIVERSION REPORT SELECTION**

Report with Well Drill Dates and Depths

Report with Ownership Information  
(If multiple owners exist, report only returns the first one listed)

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. In order 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 panels, or sections, for the selection criteria using the “+” or “-” buttons right side of each panel (Figure 2). Open panels are included in searches; closed panels are not included.

Please enter your search selection criteria:  
*PLEASE NOTE: Open sections are included in the search, closed sections are not.*

<b>POD</b> <span style="float: right;">➔ -</span>			
POD Basin	<input type="text"/>	POD Nbr	<input type="text"/>
	<input type="text"/>	POD Suffix	<input type="text"/>
<i>Note: The pod sub basin will show up once you choose a basin.</i>			
<input type="button" value="Reset"/>			
<b>Well ID Tag</b> <span style="float: right;">➔ +</span>			
<b>Owner Name</b> <span style="float: right;">+</span>			
<b>Basin/County</b> <span style="float: right;">+</span>			
<b>UTMNAD83 Radius Search</b> <span style="float: right;">+</span>			
<b>PLSS</b> <span style="float: right;">+</span>			
<b>Grant</b> <span style="float: right;">+</span>			
<b>Filter by Use</b> <span style="float: right;">+</span>			

**Figure 2: Panels of Search Selection Criteria with Expand and Collapse Buttons**



**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.

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).

POD Basin
A(Animas)
B(Bluewater)
C(Carlsbad)
CC(Curry County)
CD(CLOVERDALE)
CL(CAUSEY LINGO)
CP(Capitan)
CR(Canadian River)
CT(CLAYTON)
E(Estancia)
FS(Fort Sumner)
G(Gallup)
GSF(Gila-San Francisco)
H(Hondo)
HA(HACHITA)
HC(HAGERMAN CANAL)
HS(Hot Springs)
HU(Hueco)
J(Jal)
L(Lea County)
LA(Las Animas Creek)
LRG(Lower Rio Grande)
LV(Lordsburg Valley)
LWD(Livestock Wtr Decl)
M(Mimbres)
MR(MOUNT RILEY)
NH(Nutt-Hockett)
P(Portales)
PL(Plavas)

**Figure 3: POD Basin Dropdown Menu**

*Step 7* Choose the file type, or **format**, of the report, and click the gray “**View POD Report**” button at the bottom of the web page (Figure 4).

The screenshot shows a web interface for report generation. At the top, a header reads "YOUR REPORT RESULTS WILL BE SORTED BY". Below this, there is a "Sort by Criteria:" dropdown menu with "File Number (basin, nbr, suffix)" selected. A tooltip for this dropdown lists "POD Number (POD Basin, POD Nbr, POD suffix)" and "Use". Below the sorting options is a "FORMAT OF REPORT OUTPUT:" section with four radio buttons: "PDF", "HTML (default)" (which is selected), "Excel", and "TEXT (CSV)". At the bottom of this section are two buttons: "View POD Report" and "Clear Form". A "NOTE" at the very bottom states: "NOTE: POD Locations were taken from the Water Right Documents and may not have been field verified."

**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 in order 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 search panel titled "Well ID Tag". At the top, there are two tabs: "POD" and "Well ID Tag", with the latter being active. Below the tabs is an example of a well tag: a yellow rectangular tag with "NEW MEXICO OFFICE OF THE STATE ENGINEER" at the top, "ID 1033A" in the center, and a QR code on the right. Below the example, the text reads "Example OSE Well Tag with highlighted Well ID Tag Number." Underneath is a search input field labeled "Well ID Tag Number" with a placeholder text: "Use an (\*) for a wildcard search" and "Leave blank to return all tags". A "Reset" button is located below the input field.

**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* Choose the file type, or **format**, of the report, and click the gray “**View POD Report**” button at the bottom of the web page (Figure 6).

The screenshot shows a web interface for report generation. At the top, a header reads "YOUR REPORT RESULTS WILL BE SORTED BY". Below this, there are two sections: "Sort by Criteria:" and "FORMAT OF REPORT OUTPUT:". The "Sort by Criteria:" dropdown menu is open, showing options: "File Number (basin, nbr, suffix)", "POD Number (POD Basin, POD Nbr, POD suffix)", and "Use". The "FORMAT OF REPORT OUTPUT:" section contains four radio buttons: "PDF", "HTML (default)" (which is selected), "Excel", and "TEXT (CSV)". Below these options are two buttons: "View POD Report" and "Clear Form". At the bottom, a note states: "NOTE: POD Locations were taken from the Water Right Documents and may not have been field verified."

**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 screenshot shows a search panel with three expandable sections: "POD", "Well ID Tag", and "Owner Name". The "Owner Name" section is expanded, revealing two input fields labeled "(First)" and "(Last)", and a "Reset" button. A red arrow points to the "(First)" input field.

**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* Choose the file type, or **format**, of the report, and click the gray “**View POD Report**” button at the bottom of the web page (Figure 8).

The screenshot shows a web interface for generating a report. At the top, a header reads "YOUR REPORT RESULTS WILL BE SORTED BY". Below this is a "Sort by Criteria:" dropdown menu with a blue border, currently displaying "File Number (basin, nbr, suffix)". A dropdown menu is open below it, showing "POD Number (POD Basin, POD Nbr, POD suffix)" and "Use". Below the sorting options is a section titled "FORMAT OF REPORT OUTPUT:" with four radio button options: "PDF", "HTML (default)" (which is selected), "Excel", and "TEXT (CSV)". At the bottom of the form are two buttons: "View POD Report" and "Clear Form". A note at the very bottom states: "NOTE: POD Locations were taken from the Water Right Documents and may not have been field verified."

**Figure 8: Results Sorting and Report Output Format Options**

### 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).

**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* Choose the file type, or **format**, of the report, and click the gray “**View POD Report**” button at the bottom of the web page (Figure 10).

**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.

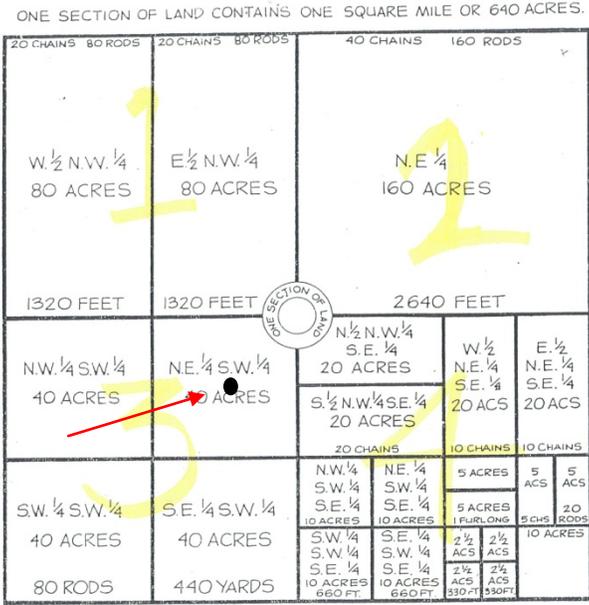
Historically, the OSE did not require that PODs be described by coordinates. The OSE only began consistently requiring coordinates after mid-2007.

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 NE1/4 SW1/4 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).

YOUR REPORT RESULTS WILL BE SORTED BY

Sort by Criteria:

FORMAT OF REPORT OUTPUT:

PDF  HTML (default)  Excel  TEXT (CSV)

NOTE: POD Locations were taken from the Water Right Documents and may not have been field verified.

**Figure 13: Results Sorting and Report Output Format Options**

*Step 6* Choose the file type, or **format**, of the report, and click the gray “**View POD Report**” button at the bottom of the web page (Figure 13).



NOTE Use the [UTM Conversion Tool](#) 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 quarter section, 1/16 section (1/4 1/4 section), and 1/64 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** Choose the file type, or **format**, of the report, and click the gray “**View POD Report**” button at the bottom of the web page (Figure 14).

The screenshot shows a web form with a light blue background. At the top, a header reads "YOUR REPORT RESULTS WILL BE SORTED BY". Below this, 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 is a "FORMAT OF REPORT OUTPUT:" label. Underneath, there are four radio button options: "PDF", "HTML (default)", "Excel", and "TEXT (CSV)". The "HTML (default)" option is selected. At the bottom of the form, there are two buttons: "View POD Report" and "Clear Form". Below the buttons, a note reads: "NOTE: POD Locations were taken from the Water Right Documents and may not have been field verified."

**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.

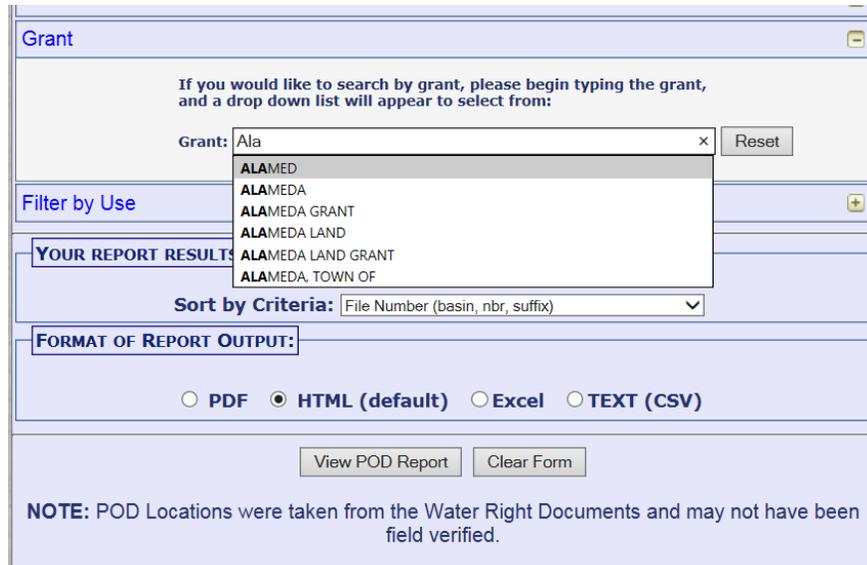
Land grant names are typically entered based upon the spelling on the original water right document. Therefore, the same grant may be entered with multiple spellings, e.g., Alameda, Alameda Grant, Town of Alameda Grant, *etc.* The [wild card](#) (\*) search is recommended.



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

**Step 1** Open Grant search panel.

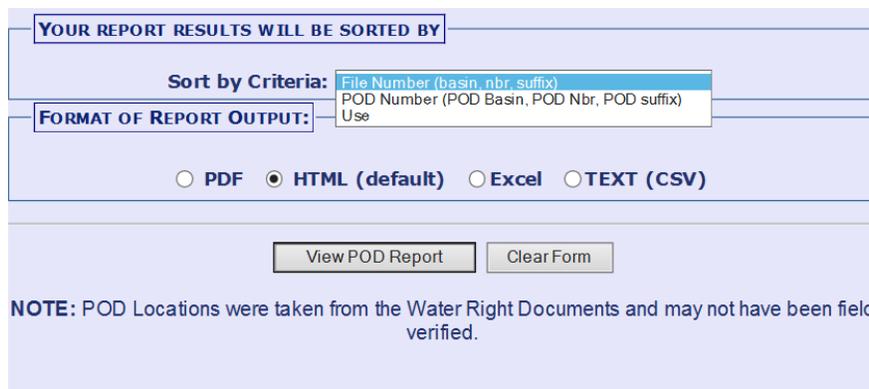
**Step 2** Begin typing the land grant name in the white search field. A dropdown list will appear to select from (Figure 15).



**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* Choose the file type, or **format**, of the report, and click the gray **“View POD Report”** 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.

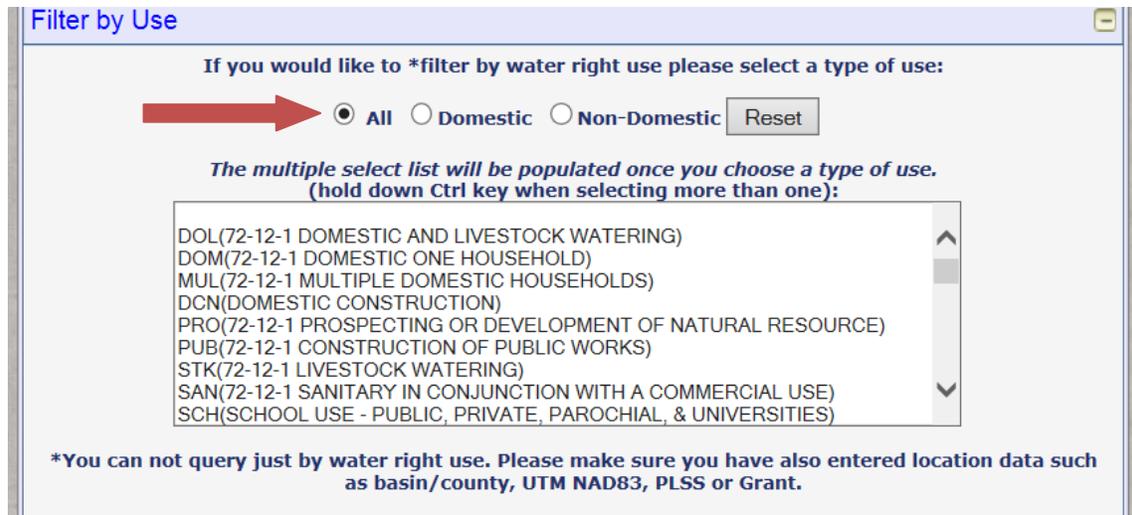
 You cannot query by purpose of use only. The “Filter by Use” must be used with other query selection criteria.

**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).

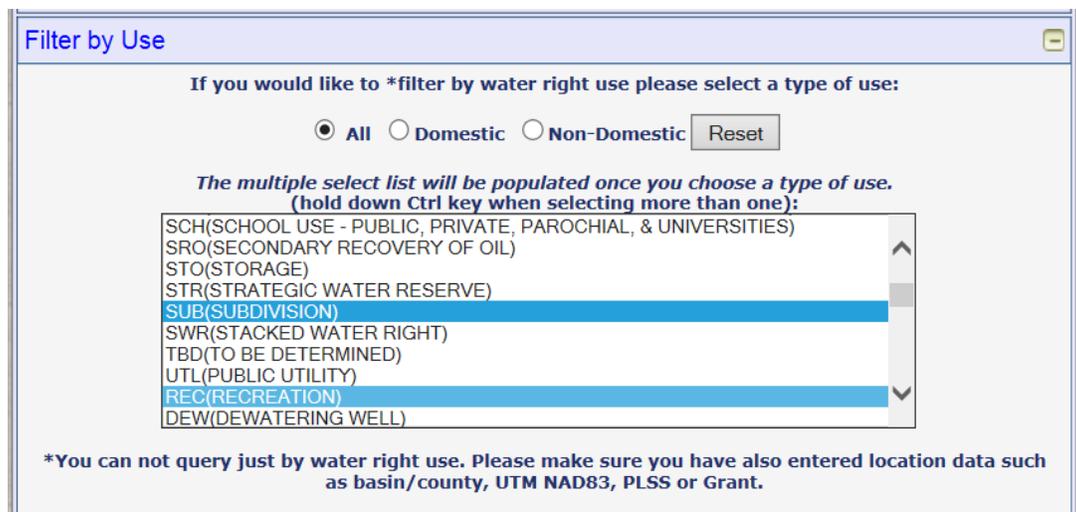
**Step 3** Open the Filter by Use panel.

**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).



**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).

The screenshot shows a web form with a light blue background. At the top, a header reads "YOUR REPORT RESULTS WILL BE SORTED BY". Below this, 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 is a "FORMAT OF REPORT OUTPUT:" label. Underneath, there are four radio button options: "PDF", "HTML (default)", "Excel", and "TEXT (CSV)". The "HTML (default)" option is selected. At the bottom of the form, there are two buttons: "View POD Report" and "Clear Form". Below the buttons, a note states: "NOTE: POD Locations were taken from the Water Right Documents and may not have been field verified."

**Figure 19: Results Sorting and Report Output Format Options**

*Step 7* Choose the file type, or **format**, of the report, and click the gray “**View POD Report**” 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.

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