Notice
Guidance on Submittal of Water Use Report
November 20, 2020

A new section of the Oil Conservation Division (OCD) rules went into effect on October 13, 2020 pursuant to Section 70-2-12(B)(15) NMSA (the “Produced Water Act”) as amended 2019. OCD Rule 19.15.16.21 NMAC provides for a “Water Use Report” where operators shall report amounts of water used when hydraulically fracturing a well. As of October 13, 2020, OCD Rule 19.15.16.19(B) requires that water use shall be disclosed to the OCD within 45 days after completion, recompletion or other hydraulic fracturing treatment of a well.

Pursuant to OCD Rule 19.15.16.21 NMAC, the OCD has included a Water Use Report tool for recording water usage on the OCD ePermitting website. The purpose of this document is to explain how this Water Use Report tool is used to report water usage and how to edit previously submitted reports in the event that information has been input incorrectly or incompletely.

Creating a New Water Use Report
As seen below, this report is located under the completions sub-menu along with various other forms if you are logged into the OCD Permitting system.
Selecting “Water Use Report” from the Submit Form => Completions submenu will open the blank page as shown below.

Click the button to create a new Water Use Report or click a draft in the list to continue working on it. Either action will take you to the Water Use Report detail screen.
To find a well, start by typing in the API# in the first field, labeled “Well” (1). As the API# is entered, a list will appear of matching API#’s with well names for your OGRID. Once found, selecting the appropriate well from the list will automatically populate the well name and API# as shown below.

The “Fractured On” field (2) requires the ready date of the well. This is the date that all completion operations are completed so that a total sum of all water used in the development of that well can be reported.

The last 4 fields are for reporting total water usage (3). Each field is to be entered in gallons with respect to the type of water used as defined next to each entry. In this example, we have indicated that 25 million gallons of produced water was used along with 60 thousand gallons of fresh water.
Once the necessary information is entered, selecting the review tab will display the screen below. Here, the information that was input in the previous screen is displayed again for final review (1) and to be validated (2). If the data displayed here is accurate and complete, please select the button titled “Submit to OCD” (3).

After submitting the water usage report, you will automatically be redirected to a chronological list of submitted reports, with the most recent reports submitted listed first. The submitted report will be displayed here along with any other recently submitted water usage reports.
Amending an existing Water Use Report

If information is input incorrectly or incompletely, the report can be amended. The example below is an amendment to the report listed above. To amend a report, the user must select the option to create a new water report. On the subsequent screen, select the correct well (1) and report date (2) to be amended. Check the selection box to indicate an amendment to an existing report (3).

In this example below, the produced water and freshwater volumes were amended to reflect 60 thousand gallons of produced water used and 25 million gallons of fresh water.

Once the necessary information is amended, selecting the review tab will display the screen below. Here, the information that was entered in the previous screen is displayed again for final review (1) and to be validated (2). If an existing report cannot be located for amendment based on the information provided, that information will be shown here. After review to ensure the data is accurate and complete, select the button titled “Submit to OCD”(3).
After submitting the Water Use Report, you will automatically be redirected to a chronological list of approved reports. The submitted report will be displayed here along with any other recently submitted water usage reports.

How to publicly access OCD Water Use Report data
The reported data is accessible in the Water Use Report by clicking here and using the search function.

For any questions, please contact the OCD Administration and Compliance Bureau at OCDAdminComp@state.nm.us (505) 476-3441.