

# Ground Water (Water Levels)

## Description with Step by Step Instructions

### Description:

This tool provides detailed information set about wells.

Information includes:

- Surface water elevation
- Location data
- Aquifer
- Depth
- Permit dates

Ground water data may be selected based on division/district, and may be further refined using the following criteria:

- **Well Name**
- **Permit Number**
- **Location Number**
- **USGS Site ID**
- **Legal Location**
- **Designated Basin**
- **Aquifer**

### Use (How-To):

1. From the CDSS Home Page, mouse-over "View Data" on the menu bar, then click "Groundwater (Water Levels)".
2. Towards the top of the page, there is a drop-down list labeled "Water Division/District". Select a water division (1 through 7) or a water district (organized by division) from the list.
3. Choose a tab to define the rest of your search options. The search tabs are: "Well Name", "Permit Number", "Location Number", "USGS Site ID", "Legal Location", "Designated Basin", and "Aquifer".
  - **Well Name:** Enter the full name of the desired well
  - **Permit Number:** Type in the well's permit information. Enter the number in the 1<sup>st</sup> box, the suffix code in the 2<sup>nd</sup>, and suffix in the 3<sup>rd</sup>.
  - **Location Number:** Specify the well location number
  - **USGS Site ID:** Enter the USGS Site ID
  - **Legal Location:** Enter legal location (Public Land Survey) information; Drop-down lists are provided as a convenience for some of the fields. Enter as many of the fields you want – the less you enter, the broader the results will be. You must at least have a range, township, and PM. When searching by something as specific as PLS, we recommend you not restrict the results to a specific district or division. The PLS fields are:
    - **Q10:** 10 acre quarter section – a dropdown list is provided containing ordinal abbreviations
    - **Q40:** 40 acre quarter section – a dropdown list is provided containing ordinal abbreviations
    - **Q160:** 160 acre quarter section – a dropdown list is provided containing ordinal abbreviations
    - **Section:** 2 boxes are provided – a text box for the section number, and a dropdown to specify "U", as the upper section indicator (optional)
    - **Township:** 3 boxes are provided – a text box for the township number (required), a dropdown to specify "H" as the half township section indicator (optional), and a dropdown to specify the township direction: "N" for North and "S" for South (optional but typically included)

- **Range:** 3 boxes are provided – a text box for the range number (required), a dropdown to specify “H” as the half range indicator (optional), and a dropdown to specify the township direction: “E” for East and “W” for West (optional but typically included)
  - **PM:** Principle Meridian – indicates which survey (required). A dropdown provides a list of single letter abbreviations: “S” = Sixth, “N” = New Mexico, “C” = Costilla Survey, “B” = Baca (Luis Maria Baca Grant) Survey, and “U” = Ute Survey
  - **Designated Basin:** Select a designated basin from the drop-down list
  - **Aquifer:** Select the aquifer in which the well is located. You may specify the source of the aquifer data.
4. Once you have specified your search criteria, click the “Submit Request” button.
  5. If there are matching results for your search, you will see a results grid in the middle of the page. You may scroll through the list to view the results; you may also choose to display or export the results in another format (step 6).
  6. Once you have a results grid, the contents of that grid may be exported to any of the formats listed in the drop-down list in the “Summary Report” box: “Adobe Acrobat”, “HTML Web Format”, “MS Excel”, “Comma Delimited File (CSV)”, or “Tab Delimited File”. Choose the format you prefer and click the “Generate Report” button.
  7. Follow the ensuing instructions from your web browser to either open the report on your screen or save it to your computer.
  8. You may select a well in the list to view its time series report. Click on the well row in the results grid.
  9. The row you selected will now be highlighted blue, and the controls in the “Time Series Report” section are now enabled. Specify the date range for the report using the two boxes labeled “Time Series Period.” Note: The boxes will be pre-filled with dates that define the period of record for the selected data, so do not define dates outside of those bounds.
  10. Click the button representing your desired report output:
    - **Summary:** A detailed report of well data. Water surface elevation measurements are shown in a graph on the report.
    - **Table:** Shows Date, Depth, Elevation, and Change in tabular format. This report may be saved in MS Excel format.