

## Procedure for Ordering Water by Farm Tract Water Users

The farmer calls the Dispatcher (915) - 872-4029 and gives the following information:

1. **OWNER NUMBER** (owner number) (unit #)
  - a. Owner Number: An Owner is built in the District's database in alphabetical order and given a number to identify the Owner.
  - b. Unit Number: The Unit number is a number used to identify the area within the District where the property is located.
- NOTE: IF YOU HAVE REQUESTED TO HAVE YOUR LAND "PARCELED"** (separated so that you can identify different farms or different schools) - you must tell the dispatcher what farm or school you are ordering irrigation water for. If you fax in your order - the fax must identify which "parcel" you are ordering for.
2. **FARM NAME**  
The Dispatcher will verify the name that comes up for the Owner Number you are giving them.
3. **CANAL OR LATERAL TO BE USED**  
if your farm has several Canals or Laterals - make sure and tell the Dispatcher which one you are using.
4. **TURNOUT NUMBER**  
All Turnouts within the District are stenciled with a number showing the number of miles it is from its' Canal or Lateral Heading (the beginning of the Canal or Lateral)
5. **CROP(S)**  
Give the Dispatcher the name of the crop(s) you are ordering the irrigation water for. Give the Dispatcher what irrigation # you are on - 1st, 2nd.
6. **ACRES**  
Give the Dispatcher the amount of acres you are going to use the irrigation water on.
7. **READY DATE**  
Give the Dispatcher the date you will be ready to receive your irrigation water. This date is taken in case there is any extra water in the system before the DUE DATE - this can be due to cancellations, rain in other areas of the District or an Operational Spill from New Mexico, etc..

**NOTE: \*\*\*\* DO NOT EXPECT TO RECEIVE IRRIGATION WATER THE SAME DAY YOU ORDER IT. \*\*\*\***

If You Order Water **Before**  
**0800 hours**  
**TUESDAY**  
The **EARLIEST** Delivery Day  
Will Be The Following:

If You Order Water **Before**  
**0800 hours**  
**FRIDAY**  
The **EARLIEST** Delivery Day  
Will Be The Following:

**MONDAY**  
**TUESDAY**  
**WEDNESDAY**  
**THURSDAY**

8. **DUE DATE**  
This date is given to you by the Dispatcher at the time the water order is placed. The DUE DATE is the date the District feels the farmer's irrigation water will arrive. The calculation for this date is based on the date the water is ordered and the amount of time it takes to travel from Caballo Dam.
9. The Water Order is then printed out and sent to the appropriate Unit - the Ditchrider or that Unit will contact him / her whenever the water is ready for the farmer to open his / her turnout and irrigate their property.

**DURING ALLOTMENT SEASON DON'T WAIT UNTIL MONDAY TO ORDER YOUR WATER - MONDAY IS VERY BUSY !!!**

**REMEMBER - YOU CAN PLACE ORDERS ANY TIME**

**YOU HAVE 15 DAYS FROM THE DATE OF THE REPORT TO NOTIFY THE DISTRICT OF ANY PROBLEMS ON THE CURRENT MONTHS WATER ORDERS**

**WHEN YOU ARE ORDERING YOUR WATER - YOU MUST BE READY TO RECEIVE IT AS SOON AS WE CONTACT YOU - YOU MUST ANSWER YOUR PHONE OR RETURN OUR CALL IN A TIMELY MANNER. DON'T EXPECT THE DISTRICT TO NOTIFY YOU THAT YOUR DITCH IS DIRTY - IF THIS IS NOT FOLLOWED - YOUR ORDER WILL BE CANCELLED - NO EXCEPTIONS**

**DON'T TRY TO ADJUST THE CHECKS - THIS CAN CAUSE THE DITCHRIDER TO HAVE A DITCH BREAK OR OVERFLOW. IF YOU ARE CAUGHT ADJUSTING THE CHECKS - THE DISTRICT WILL CANCEL YOUR IRRIGATION AND YOU WILL HAVE TO RE-ORDER.**

**ALL UNITS - CHECK WITH THE DISTRICT TO MAKE SURE WATER WILL BE AVAILABLE IN YOUR CANAL OR LATERAL**

**BEFORE**  
**YOU DO ANY PLANTING**