



## WATER WELL/DEWATERING SYSTEM CONSTRUCTION PROCESS

After a well is constructed, modified or decommissioned, a well report must be filed within 30 days to the Department of Ecology. Well reports are filled out by the person who constructed the well. This is typically a Washington State licensed well operator.

The following form is used for *water wells and dewatering systems only*. Below are the instructions for filling out a water well report. After the form has been printed and filled out, it should be mailed to the Department of Ecology Regional Office responsible for the area the well work was conducted.

### INSTRUCTIONS

**Type of Work** – This form is used for BOTH construction and decommissioning of a well. Please check the appropriate box. For decommissioning – enter the original construction Notice of Intent No. here (if available).

**Dimensions** – Nominal diameter of uncased boring (drill bit size) and total depth drilled. Depth of completed well may be different from total depth drilled.

**Construction Details** – Choose either *Casing* or *Liner*. Enter nominal diameter and depth range. Check the type of material and whether it was welded or threaded. A description of mechanically locked liners may be added to the Driller's Log/Construction Procedures section.

**Perforations** – Well casing perforations; read each statement and answer appropriately.

**Screens** – Well screens and screen assembly information. A K-packer is designed to provide a sand tight seal between a well screen assembly and casing.

**Sand/Filter Pack** – Read each statement and answer appropriately.

**Surface Seal** – Read each statement and answer accurately.

**Water Levels** – *Casing stick-up* means the height, in feet, the well casing rises above ground surface (preferably measured to the hundredth [ie. 2.34 ft]). *Static water level* is the depth, in feet, to the water surface inside the well or boring (preferably measured to the hundredth [ie. 6.78 ft]). A *static* water level implies the measurement is not disturbed by pumping or drilling, or a nearby well that is pumping. Include the date the measurement was taken. Artesian pressure is the gauge reading of a flowing artesian well with the valve closed (shut-in pressure), reported in psi.

**Well Tests** – A pumping test is the process of pumping groundwater out of a well and measuring the water level response through time. This process is the best way to determine the efficiency of the well. *Drawdown* is the amount the water level is lowered below static level when pumping. A *bailer test* is a common way to test well efficiency while cable-tool drilling, whereby a tool called a bailer is used to pull up and dump water onto the ground, simulating pumping. An *air test* is commonly used when drilling an air-rotary well to estimate well production, since an air compressor is always on hand.

**Notice of Intent No.** – The number issued by the Department of Ecology for tracking purposes (e.g., W123456). Should start with a W, A or D for this form.

**Unique Ecology Well ID Tag No.** – The number issued by the Department of Ecology that is stamped on a metal tag that is attached to the actual well. (e.g., AAA-000)

**Site Well Name (if more than one well):** If there is more than one well on the site, you may identify each well with a site well name or number and place it in this space. This is different from the Unique Ecology Well ID Tag No.

**Water Right Permit/Certificate No.** – If the well will use more than 5,000 gallons per day or irrigate more than ½ acre of land, you must have a water right. This number should be written here.

**Property Owner Name** – The name of the property owner.

**Well Street Address** – The physical address where the well is located. (Note: NOT the mailing address.)

**City** – City where the well is located.

**County** – County where the well is located.

**Tax Parcel No.** – County tax parcel number - enter *ROW* for right-of-way.

**Was a variance approved?** – A variance request is submitted to a regional well coordinator if the regulations cannot be met. Explain the request here.

**Location** – The quarter-quarter, quarter, section, township and range (TRS) of the well. For example: the SE ¼-¼ of the NE ¼, S10, T20N, R05 – and then check box for West or East of the Willamette Meridian [WWM/EWM] for range. The web-based State Well Report Viewer in *map view* is one of the best places to determine well location using the TRS system.

**Latitude/Longitude** – Using a GPS or web-based coordinates, enter the latitude and longitude of the well using the WGS84 coordinate system. Please input to the fifth decimal place.

**Driller's Log/Construction or Decommission Procedure** – Describe the geologic materials encountered while boring. Also, decommissioning procedures, additional location notes, or unusual aspects of the project can be written here.

**Well Construction Certification** – Read the statements; enter the Driller and Drilling Company information; sign and date in the blanks provided. A sponsor is the licensed driller that is responsible for a trainee according to 173-162 WAC.