ENERGY AND ENVIRONMENT CABINET
DEPARTMENT FOR ENVIRONMENTAL PROTECTION
DIVISION OF WATER
300 SOWER BOULEVARD
FRANKFORT, KENTUCKY 40601

How to Use the Uniform Kentucky Water/Monitoring Well Reporting Record

(July 2024)

Brief History of the Well Record eForm:

Apr 2008	Uniform Kentucky Well Construction Record (UKWCR) made available for download from the Kentucky Well Driller Certification Program Web page
Mar 2010	Electronic submittal of UKWCR made possible through Uniform Kentucky Well Construction Record eForm, available via DEP eForms site
Feb 2017	User accounts with login capability made available through Kentucky Business One Stop Portal (KyBOS), requiring a new One Stop User Account
Apr 2019	DEP eForms page becomes EEC eForms site; user account management migrated to Kentucky Online Gateway (KOG) Portal, requiring new KOG User Account
Mar 2020	Uniform Kentucky Water/Monitoring Well Reporting Record (UKWMWRR) eForm (Form 77) replaces UKWCR eForm (Form 14) with newer functionality allowing users to submit record of installation, modification or decommissioning of any temporary or permanent monitoring or water well
Jul 2024	New version of eForms releases with new EEC authentication for users to access EEC eForms using a single account (no longer needing KOG User Accounts)

The EEC eForms site allows the user to both submit records via eForm and manage those submittals through the EEC eForm Dashboard.

This document provides instructions on **how to use the Uniform Kentucky Water/Monitoring Well Reporting Record (eForm)**.

If you have questions that are not addressed in this document, please contact the Kentucky Water Well Drillers Program (DOWDrillersProgram@ky.gov) and we will be glad to assist you.

Table of Contents

Accessing the eForm 3

EEC eForms site 4

Choosing the eForm to Load 4

Option 1: Blank eForm 4

Option 2: Previously saved eForm to complete 4

Option 3: Previously submitted eForm to use as template 4

Entering Data Into the eForm 5

Start Tab 5

Purpose of Application 5

Enter the Kentucky Well ID (AKGWA) number 5

Owner Well ID# 5

Reference Point 5

Well Use 5

Section: Monitoring Wells 7

Overview of data needed for completion of Monitoring Well eForms 7

Install only 7

Install and Plugging 15

Maintenance/Rework 21

Plugging/Decommission 26

Lost/Destroyed 31

Section: Water Wells 34

Overview of data needed for completion of Water Well eforms 34

Install only 35

Install and Plugging 43

Maintenance/Rework 50

Plugging/Decommission 54

Lost/Destroyed 60

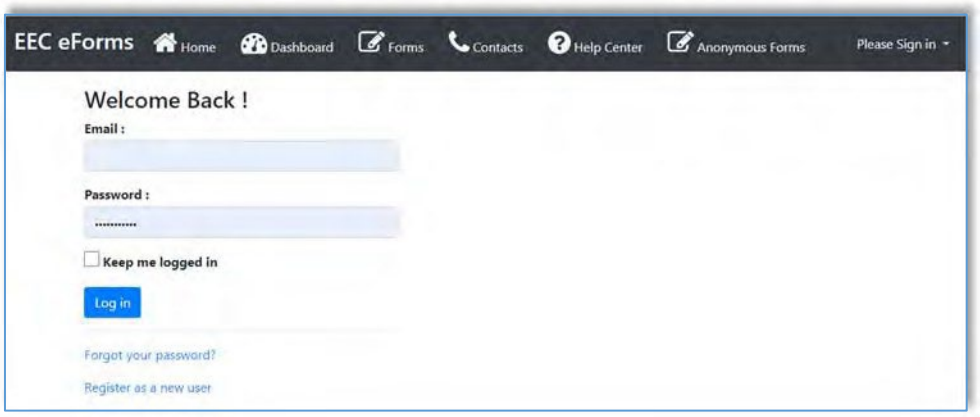
Reminders 63

Accessing the eForm

The Uniform Kentucky Well Construction Record eForm is accessible via a link on the **Kentucky Well Drillers Program Web page**,

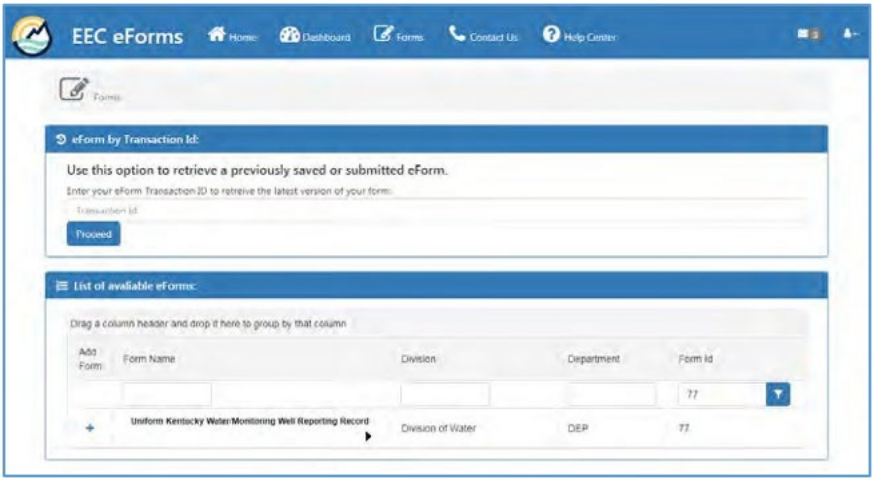
(https://eec.ky.gov/Environmental-Protection/Water/GW/Pages/GWRecords.aspx), as shown below:

This link should forward you directly to the Uniform Kentucky Water/Monitoring Well Reporting Record (https://dep.gateway.ky.gov/eForms/Home/Forms?FormId=77) on the EEC eForms site or the main EEC eForms page (https://dep.gateway.ky.gov/eForms) if you aren't already signed in:



EEC eForms site

screenshot of eForms site filtered to the Well Record eFormOnce you have an active account, enter your Username and Password, and then click **Sign in**. You should then be directed to the



EEC eForms site filtered to the Well Record eForm (77):

Bookmark the **EEC eForms** site so you can return to it after you've submitted your first eForm.

Choosing the eForm to Load

Option 1: Blank eForm

Use this option the *very first time* you use the eForm.

Click on **Plus Sign** button

New eForm page opens (this may take several seconds)

Option 2: Previously saved eForm to complete

Use this option if you have an *incomplete* but saved eForm (*not yet submitted* to DEP)

Option 3: Previously submitted eForm to use as template

Use this option if you have a *previously submitted* eForm

See the document ***HowToNavigateEECeFormsDashboard.pdf*** for detailed instructions

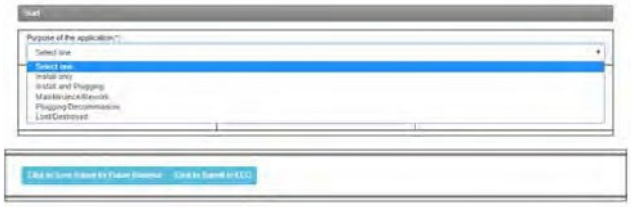
Entering Data Into the eForm

Start Tab

Purpose of Application

Selection will determine populating screens moving forward.

- Install Only
- Install and Plugging
- Maintenance/rework
- Plugging/Decommission
- Lost/Destroyed



Enter the Kentucky Well ID (AKGWA) number

- 800x-xxxx - Monitoring Well numeration
- 000x-xxxx - Water Well numeration

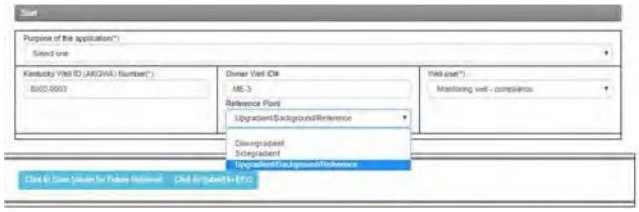
***If a Maintenance/Rework, Plugging/Decommission, or Lost/Destroyed purpose is selected, and the AKGWA number for the well has not previously been entered in our system, an Invalid AKGWA number error will appear. Please contact DOWDrillersProgram@ky.gov for assistance before proceeding.

Owner Well ID#

- Well ID Number

Reference Point

- Downgradient
- Sidegradient
- Upgradient/Background/Reference

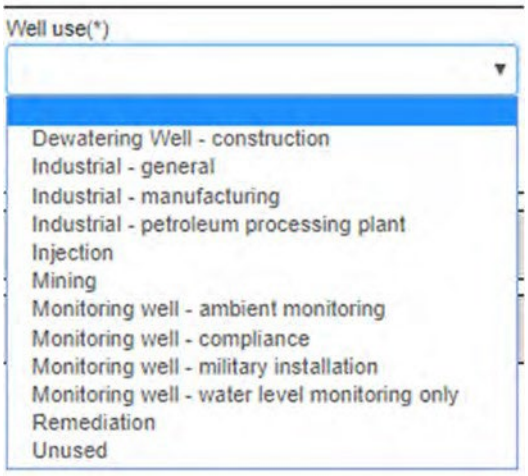


Well Use

Options are dependent on Purpose and Well ID (AKGWA) entered.

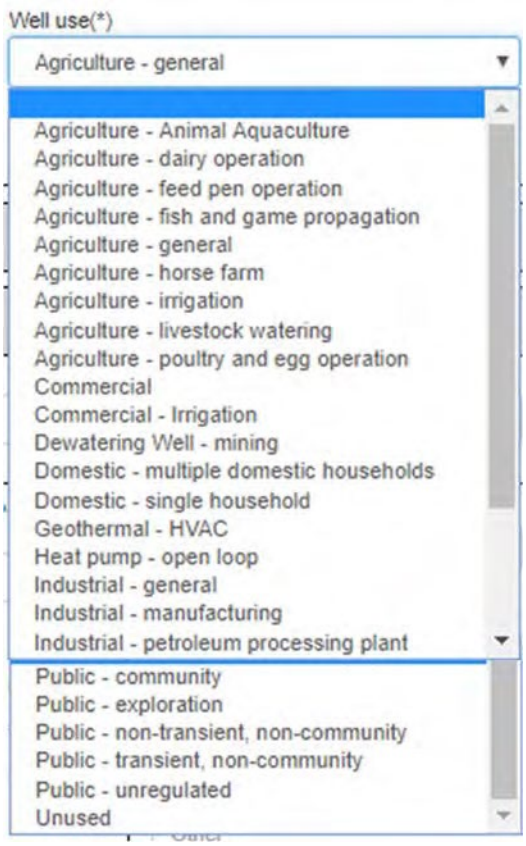
Option 1: For AKGWAs 800x-xxxx - Monitoring Well

- Dewatering Well - Construction
- Industrial - General
- Industrial - Manufacturing
- Industrial - Petroleum processing plant
- Injection
- Mining
- Monitoring well - Ambient monitoring
- Monitoring well - Compliance
- Monitoring well - Military installation
- Monitoring well - Water Level monitoring only
- Remediation
- Unused



Option 2: For AKGWAs 000x-xxxx - Water Well

- Agriculture - Animal Aquaculture
- Agriculture - Dairy operation
- Agriculture - feed pen operation
- Agriculture - fish and game propagation
- Agriculture - general
- Agriculture - horse farm
- Agriculture - irrigation
- Agriculture - livestock watering
- Agriculture - poultry and egg operation
- Commercial
- Commercial - Irrigation
- Dewatering well- mining
- Domestic - multiple domestic households
- Domestic - Single household
- Geothermal - HVAC
- Heat Pump - Open Loop
- Industrial - General
- Industrial - Manufacturing
- Industrial - Petroleum processing plant
- Public - community
- Public - Exploration
- Public - Non-transient, Non-community
- Public - transient, Non-community
- Public - Unregulated
- Unused



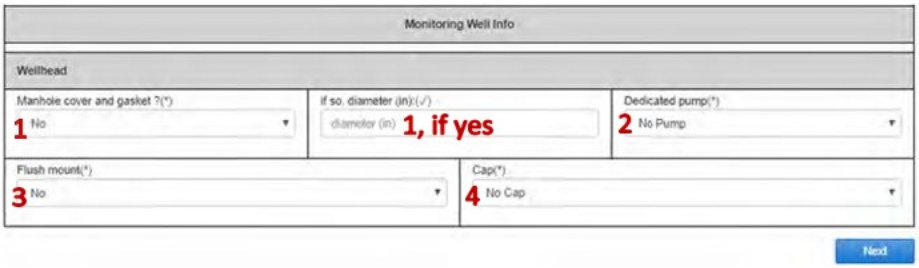
Section: Monitoring Wells

Overview of data needed for completion of Monitoring Well eForms

1. Install
   - Start - Purpose
   - Monitoring Well Info
   - Owner/Site Info
   - Well Specs
   - Well Location
   - Construction
   - Affirmation
2. Install & Plugging
   - Start - Purpose
   - Owner/Site Info
   - Well Specs
   - Well Location
   - Construction
   - Decommission
   - Affirmation
3. Maintenance/Rework
   - Start - Purpose
   - Owner/Site Info
   - Well Specs
   - Well Location Maintenance/Rework
   - Affirmation
4. Plugging/Decommission
   - Start - Purpose
   - Owner/Site Info
   - Well Specs
   - Well Location
   - Decommission
   - Affirmation
5. Lost/Destroyed
   - Start - Purpose
   - Owner/Site Info
   - Well Specs
   - Lost/Destroyed
   - Affirmation

Install only

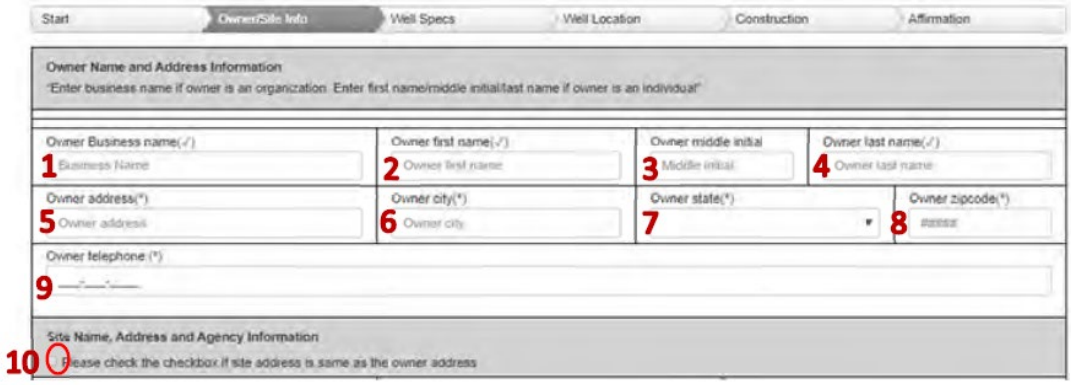
Monitoring Well Information



1. Manhole Cover and Gasket (*)
   - Yes, If so Diameter in Inches
   - No
2. Dedicated Pump?
   - No Pump
   - Submersible Bladder
   - Submersible - Centrifugal
3. Flush Mount? (*)
   - Yes
   - No
4. Cap? (*)
   - Lockable
   - Not Lockable
   - No Cap
   - Water-tight and Lockable

Once finished hit **Save** to complete at a later date, or **Next** to continue to the next screen

Owner and Site Info



1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information.

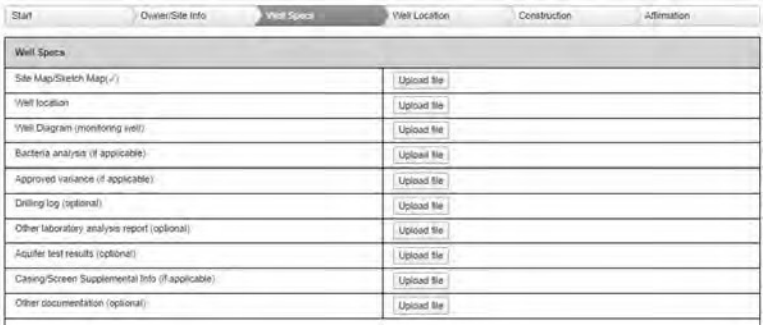
Site name, Address, and Agency Information

1. Agency Interest (AI) Number: if known, entering AI will auto-populate site information. if known, entering AI will auto-populate site information.
2. Program types
   - CERCLA
   - KPDES
   - Mining
   - PWS
   - RCRA
   - Solid Waste
   - UST
   - Water Withdraw
3. Permit or ID Number
4. Site Name (*)
5. Site Telephone
6. Site Address (*)
7. Site City(*)
8. Site State (*)
9. Site Zip code (*)

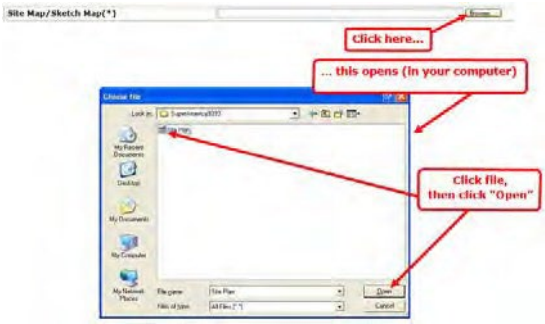
Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

Supporting Documentation



- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)

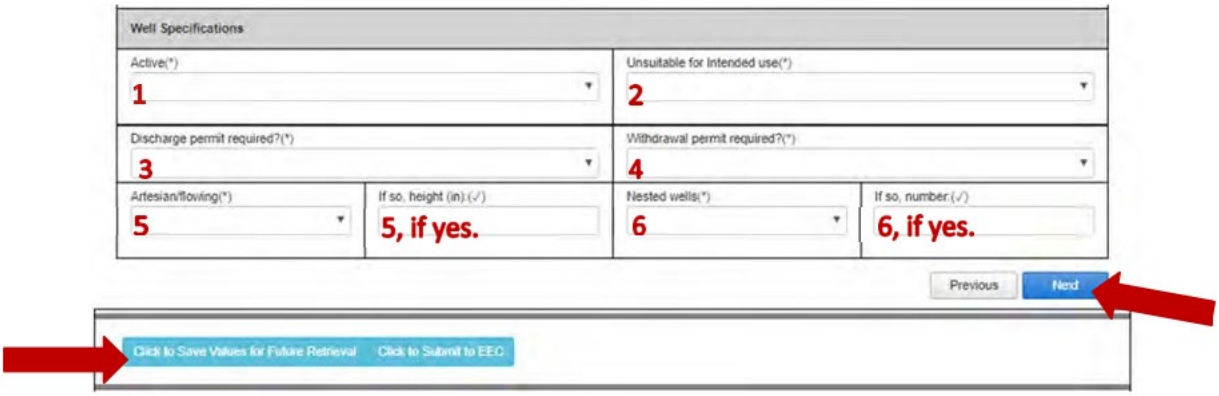


How to upload file

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.

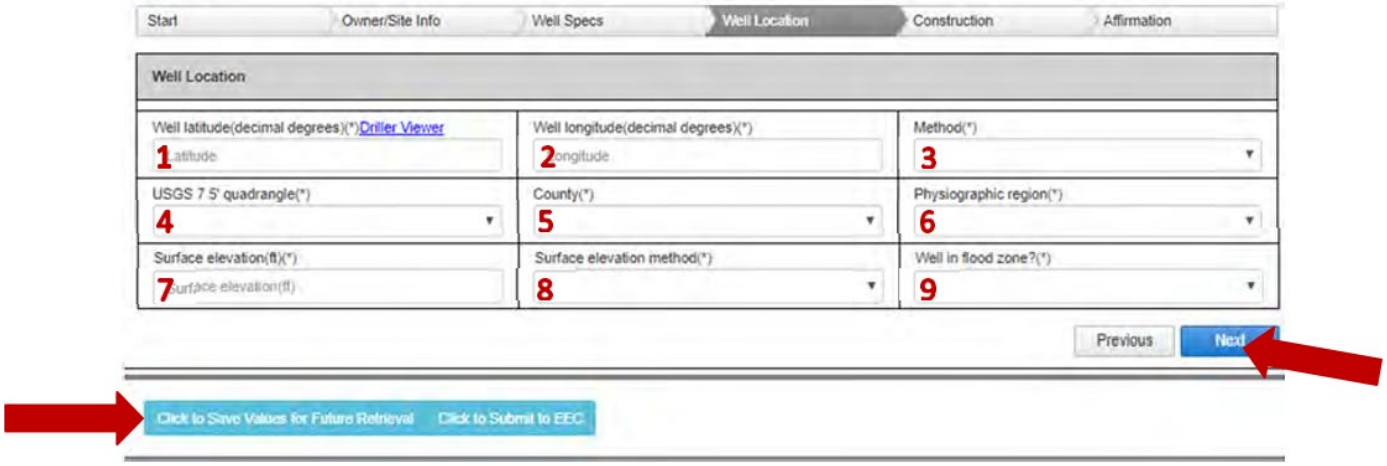
Well Specifications

1. Is the well Active? (*)
   - Yes or No
2. Unsuitable for Intended use? (*)
   1 Yes or No
3. Discharge permit required? (*)
   - Yes • No
4. Withdrawal permit required? (*)
   - Yes or No
5. Artesian/flowing? (*)
   - Yes - If so, height (in):
   - No
6. Nested Wells? (*)
   - Yes - If so, number:
   - No



Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Location

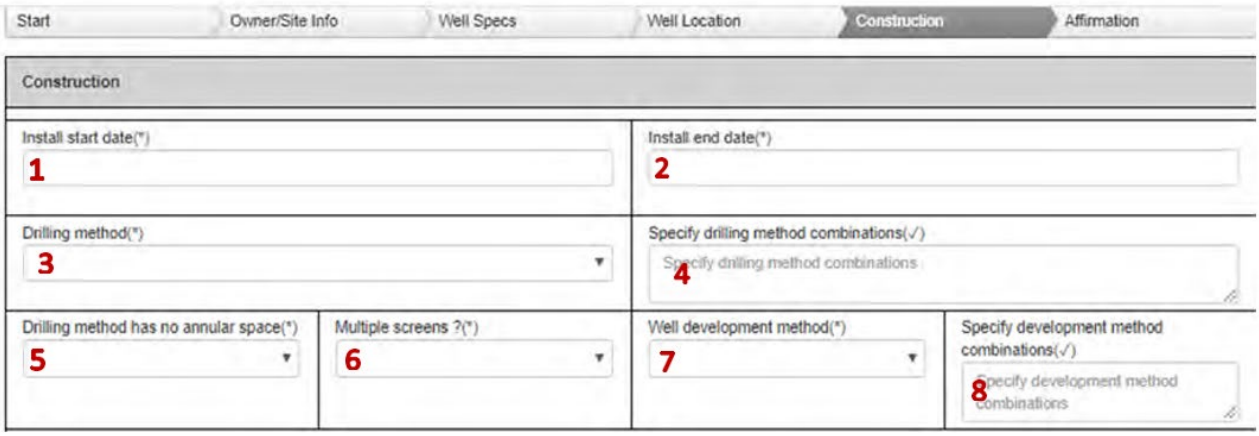


1. Well Latitude (*) Driller Viewer (Link to Map)
    - Must be in Decimal Degrees
2. Well Longitude (*)
    - Must be in Decimal Degrees
3. Method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
4. USGS 7.5' Quadrangle (*)
    - This is a dropdown containing all available quadrangles.
5. County (*)
    - This is a dropdown containing all available Counties
6. Physiographic region (*)
    - Bluegrass
    - E. Coal Field
    - Jackson Purchase
    - Mississippian Plateau
    - Ohio River Alluvium
    - W. Coal Field

    - Paper Map
    - Survey

7. Surface Elevation (ft.) (*)
8. Surface elevation method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper Map
    - Survey
9. Well in flood zone? (*)
    - Yes
    - No

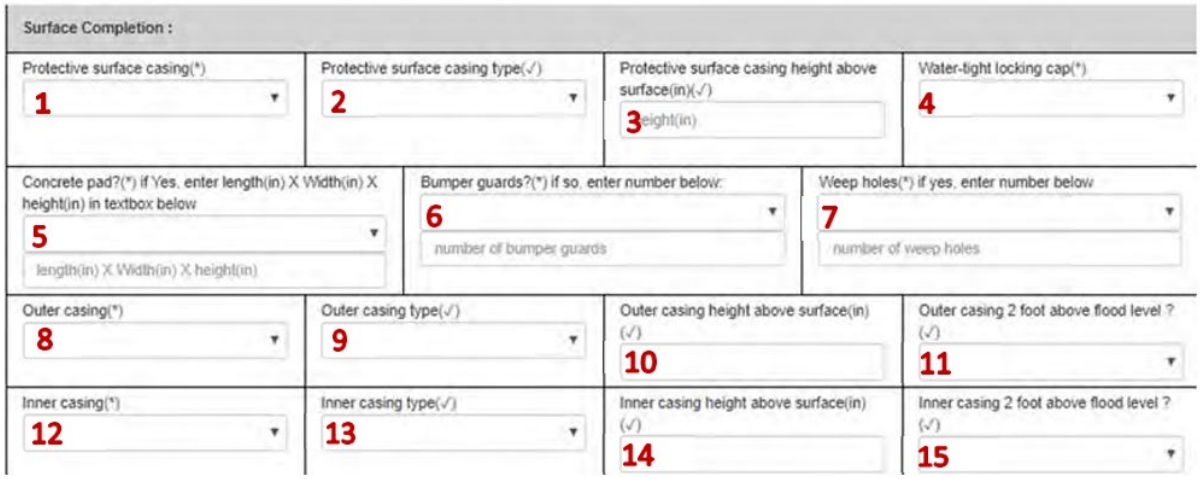
Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.



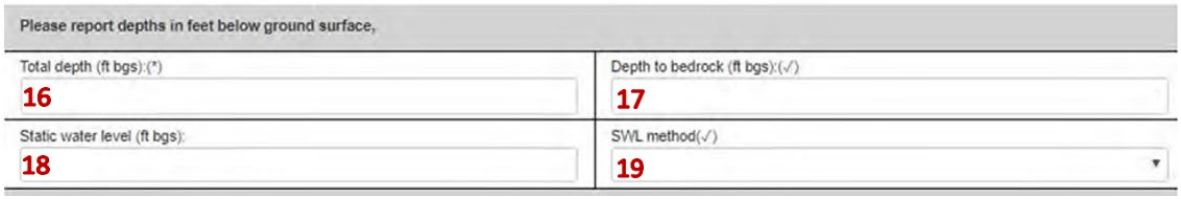
Construction

1. Install Date (*)
2. Install End Date (*)
3. Drilling Method (*)
   - Air Hammer
   - Auger - HS
   - Auger - SS
   - Auger - Bucket
   - Auger - Hand
   - Cable tool
   - Combo (specify)
   - Core
   - Direct Push (DPT)
   - Dual Circulation
   - Excavation
   - Jet Wash
   - Rotary - Air
   - Rotary - Mud
   - Rotary - Reverse
   - Sand Point
   - Sonic
4. Specify drilling method combinations: *Comments Box*
5. Drilling method has no annular space (*)
   - Yes • No
6. Multiple screens? (*)
   - Yes • No
7. Well development method(*)
   - Surging
   - Jetting
   - Pumping
   - Backwashing
   - Bailing
   - Compressed air
   - Combinations of methods (Specify)
8. Specify development method combinations: *Comments Box*

Construction: Surface Completion

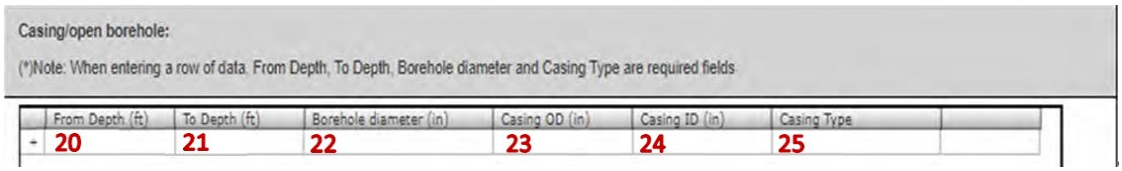


1. Protective surface casing (*)
    - Yes • No
2. Protective surface casing type
    - Aluminum
    - Steel
    - PVC
3. Protective surface casing height above surface(in)
4. Water-tight locking cap (*)
    - Yes • No
5. Concrete pad?(*) if Yes, enter length(in) X Width(in) X height(in) in textbox below
    - Yes • No
6. Bumper guards?(*) if so, enter number below:
    - Yes • No
7. Weep holes(*) if yes, enter number below
    - Yes • No
8. Outer casing (*)
    - Yes • No
9. Outer casing type
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile
10. Outer casing height above surface(in)
11. Outer casing 2 foot above flood level?
    - Yes • No
12. Inner casing
    - Yes • No
13. Inner casing type
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile
14. Inner casing height above surface(in)
15. Inner casing 2 foot above flood level?
    - Yes • No

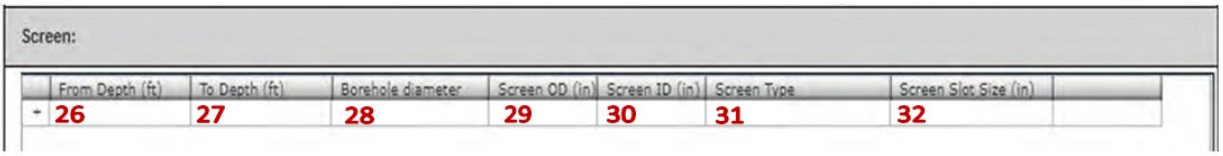


16. Total depth (ft bgs):
17. Depth to bedrock (ft bgs):
18. Static water level (ft bgs):
19. SWL method
    - Estimated
    - Measured
    - Reported

Construction: Casing/Open Borehole



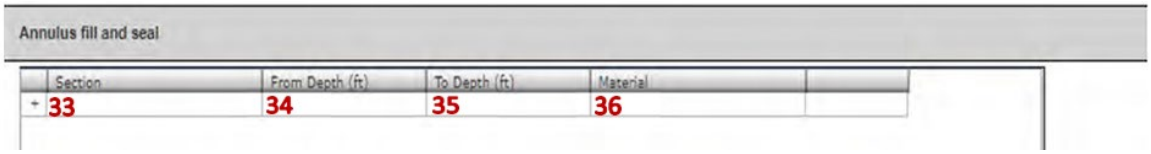
20. From Depth (ft)
21. To Depth (ft)
22. Borehole diameter (in)
23. Casing OD (in)
24. Casing ID (in)
25. Casing Type
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile

- 

26. From Depth (ft)
27. To Depth (ft)
28. Borehole diameter (in)
29. Screen OD (in)
30. Screen ID (in)
31. Screen Type Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon) PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile

32. Screen Slot Size (in)
33. Section
- Grout
- Seal
- Filterpack

34. From Depth (ft)
35. To Depth (ft)
36. Material
- Backfill
- Bentonite
- Bentonite chips
- Bentonite pellets
- Cement – neat
- Clay
- Concrete
- Cuttings
- Gravel
- Mixture – bentonite & cement
- Mixture – bentonite & cuttings
- Mixture – cement & cuttings
- Natural Formation
- Open Hole
- Packer – formation
- Packer – inflatable
- Packer – mechanical
- Rock Sand



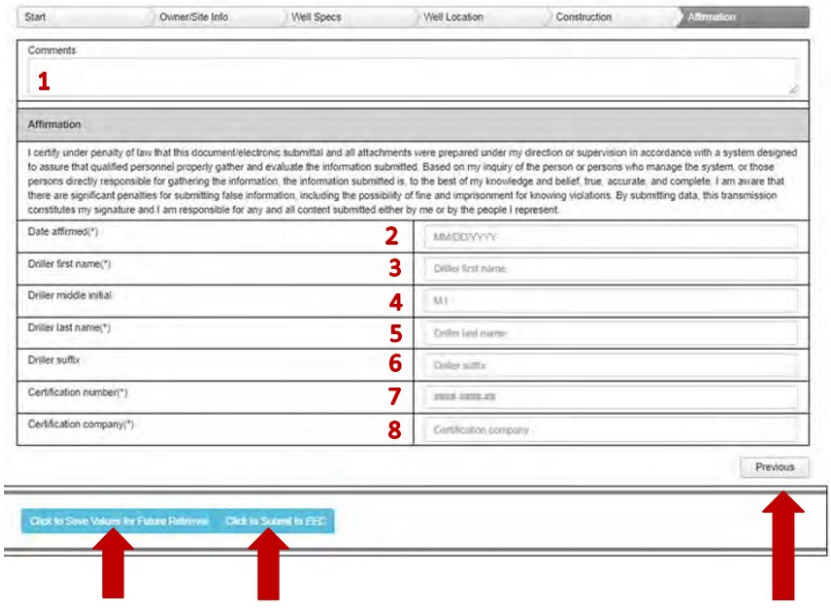
37. From Depth (ft)
38. To Depth (ft)
39. Description

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Install and Plugging

- Start - Purpose
- Owner/Site Info
- Well Specs
- Well Location
- Construction
- Decommission
- Affirmation

Owner and Site Info

1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information.

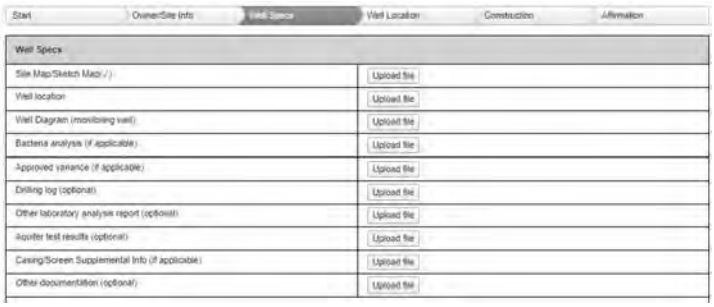
Site name, Address, and Agency Information

1. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
2. Program types
   - CERCLA
   - KPDES
   - Mining
   - PWS
   - RCRA
   - Solid Waste
   - UST
   - Water Withdraw
3. Permit or ID Number
4. Site Name (*)
5. Site Telephone number
6. Site Address (*)
7. Site City(*)
8. Site State (*)
9. Site Zip code (*)

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

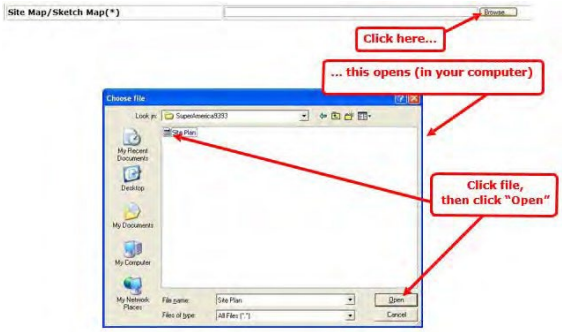
Supporting Documentation



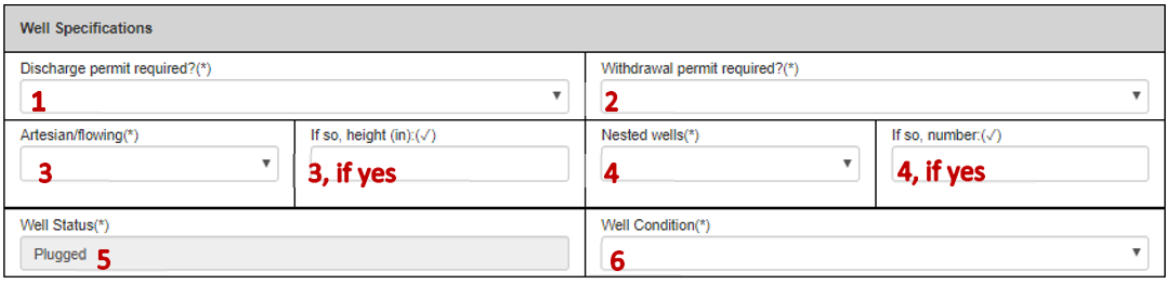
- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)

How to upload file:

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.



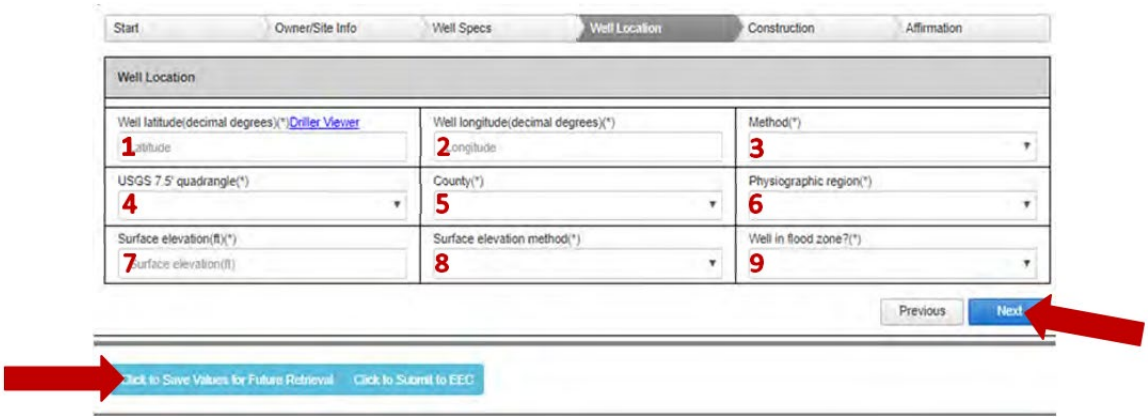
Well Specifications:



1. Discharge permit required? (*)
   - Yes
   - No
2. Withdrawal permit required? (*)
   - Yes
   - No
3. Artesian/flowing? (*)
   - Yes - If so, height (in):
   - No
4. Nested Wells? (*)
   - Yes - If so, number:
   - No
5. Well Status (*)
   - Is prepopulated as Plugged.
6. Well Condition
   - Over-drilled and grouted
   - Plugged and decommissioned

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

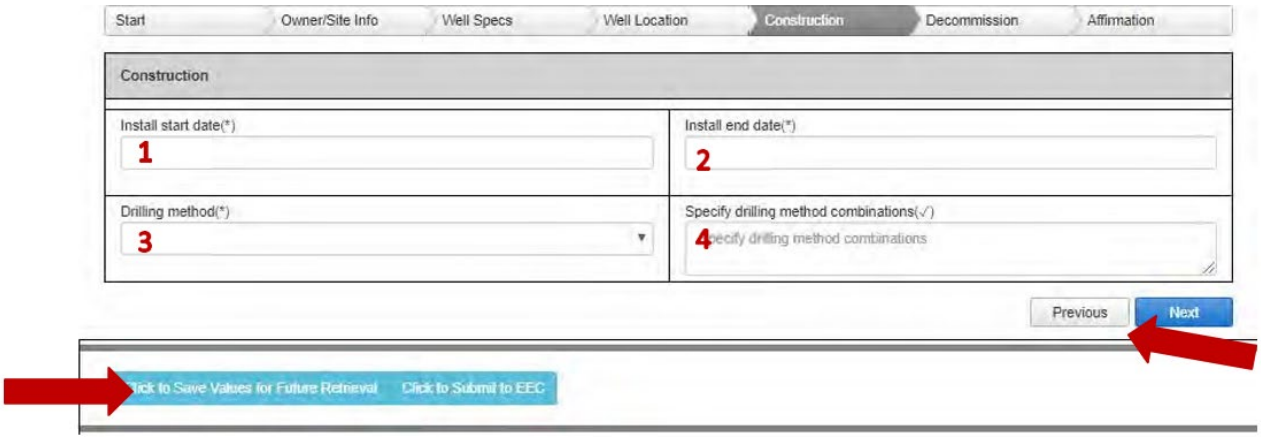
Well Location



1. Well Latitude (*) Driller Viewer (Link to Map)
    - Must be in Decimal Degrees
2. Well Longitude (*)
    - Must be in Decimal Degrees
3. Method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper Map
    - Survey
4. USGS 7.5’ Quadrangle (*)
    - This is a dropdown containing all available quadrangles.
5. County (*)
    - This is a dropdown containing all available Counties
6. Physiographic region (*)
    - Bluegrass
    - E. Coal Field
    - Jackson Purchase
    - Mississippian Plateau
    - Ohio River Alluvium
    - W. Coal Field
7. Surface Elevation (ft.) (*)
8. Surface elevation method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper Map
    - Survey
9. Well in flood zone? (*)
    - Yes
    - No

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Construction:

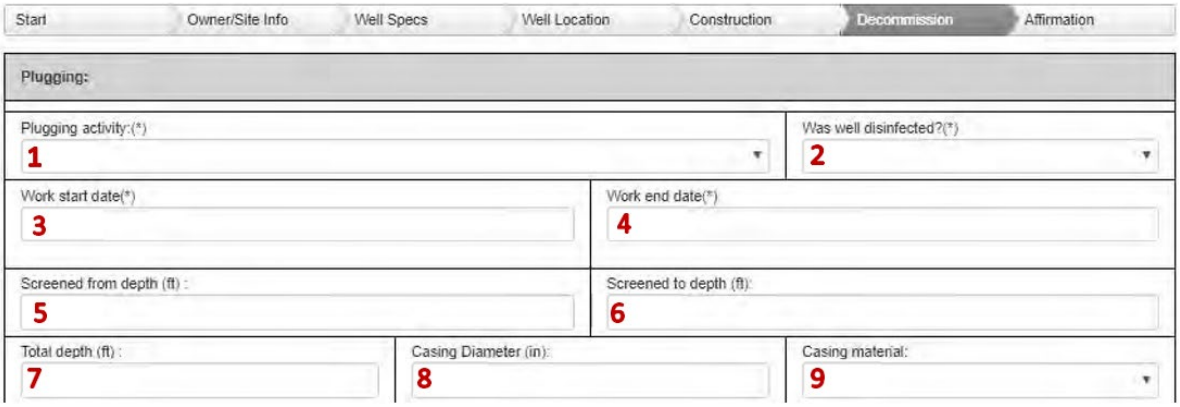


1. Install Date (*)
2. Install End Date (*)
3. Drilling Method (*)
   - Air Hammer
   - Auger - HS
   - Auger - SS
   - Auger - Bucket
   - Auger - Hand
   - Cable tool
   - Combo (specify)
   - Core
   - Direct Push (DPT)
   - Dual Circulation
   - Excavation
   - Jet Wash
   - Rotary - Air
   - Rotary - Mud
   - Rotary - Reverse
   - Sand Point
   - Sonic
4. Specify drilling method combinations: *Comments Box*

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

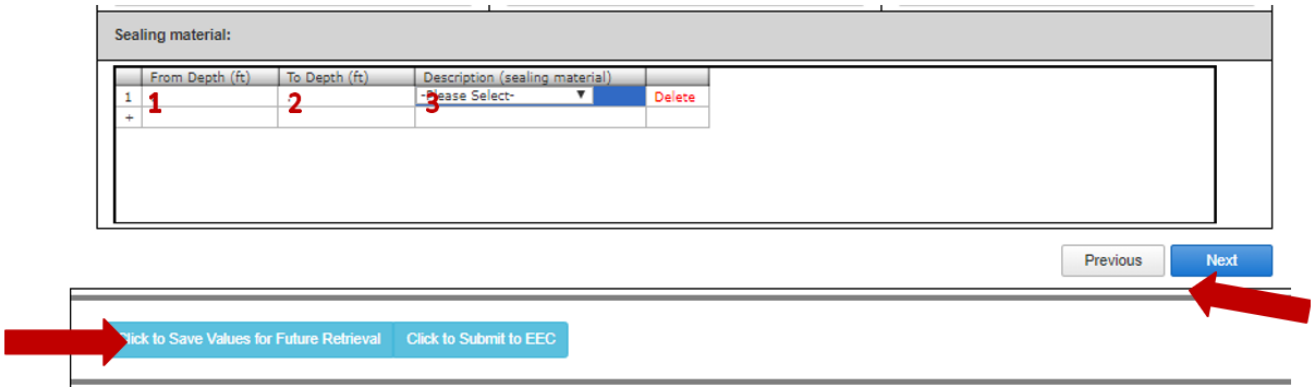
Decommission:

Plugging:



1. Plugging Activity (*)
    - Casting cutoff (min 5ft bgl), borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Casting cutoff (min 5ft bgl), borehole grouted from bottom to top
    - Permanent bridge installed over void, borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Permanent bridge installed over void, borehole grouted from bottom to top
    - Well casing pulled, borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Well casing pulled, borehole grouted from bottom to top
    - Well over-drilled casing-screen-grout-filter pack removed, borehole filled w/ gravel, sand, bottom to SWL, grouted SWL to top
    - Well over-drilled casing-screen-grout-filter pack removed borehole grouted from bottom to top
    - Hole drilled, well not set, plugged.
2. Was well disinfected? (*)
    - Yes
    - No
3. Work Start Date(*)
4. Work End Date (*)
5. Screened from Depth (ft)
6. Screened to Depth (ft)
7. Total Depth (ft)
8. Casing Diameter (in)
9. Casing Material:
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile

Sealing Material:



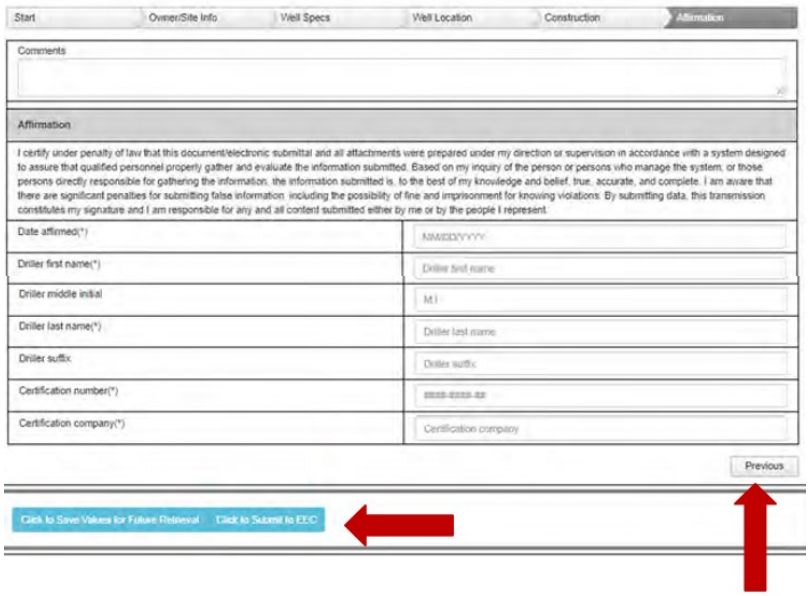
1. From Depth (ft)
2. To Depth (ft)
3. Description (Sealing Material) - Select One
    - Bentonite Chips
    - Bentonite (Granular)
    - Bentonite (Pellets)
    - Cement neat
    - Concrete
    - DGA
    - Mixture - bentonite/Cement grout
    - Sand
    - Washed Gravel

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)

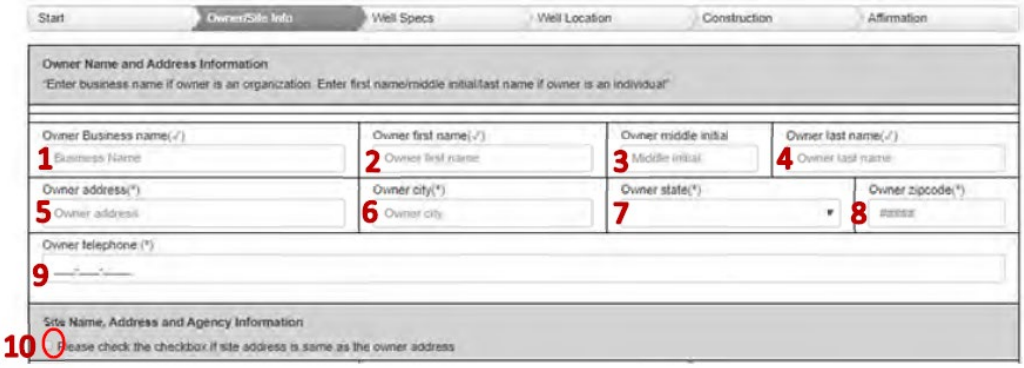


Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Maintenance/Rework

- Start - Purpose
- Owner/Site Info
- Well Specs
- Well Location
- Maintenance/Rework
- Affirmation



Owner and Site Info

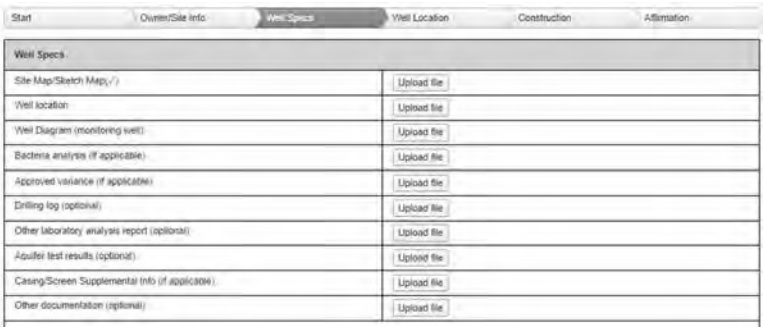
1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information

Site name, Address, and Agency Information

1. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
2. Program types
   - CERCLA
   - KPDES
   - Mining
   - PWS
   - RCRA
   - Solid Waste
   - UST
   - Water Withdraw
3. Permit or ID Number
4. Site Name (*)
5. Site Telephone number
6. Site Address (*)
7. Site City(*)
8. Site State (*)
9. Site Zip code (*)

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

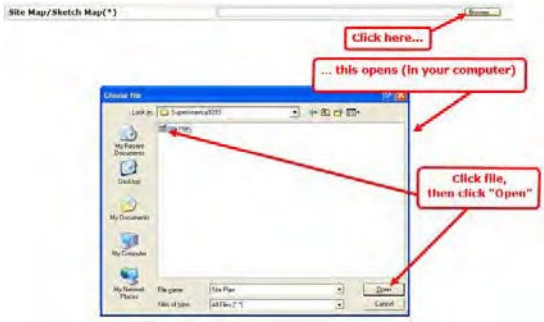


Supporting Documentation

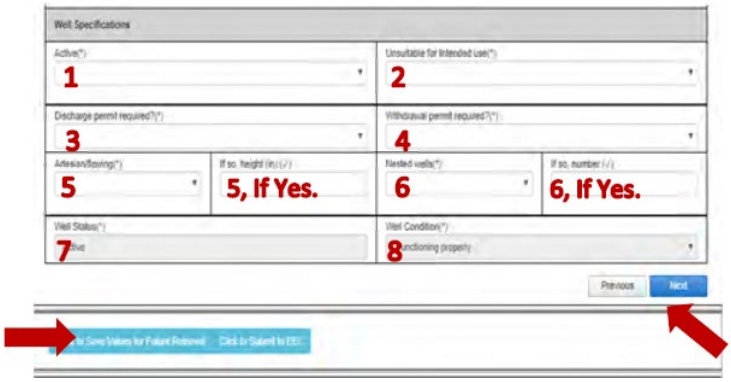
- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)

How to upload file:

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.



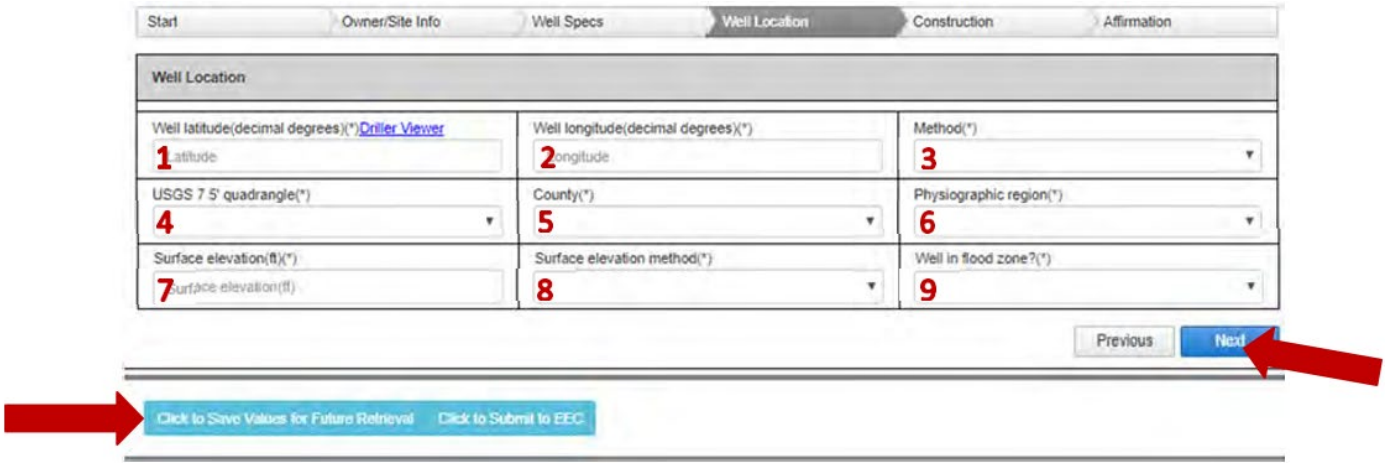
Well Specifications



1. Active? (*)
   - Yes
   - No
2. Unsuitable for Intended use(*)
   - Yes
   - No
3. Discharge Permit Required? (*)
4. Withdrawal permit required? (*)
   - Yes
   - No
5. Artesian/flowing? (*)
   - Yes, - If so, height (in)
   - No
6. Nested Wells? (*)
   - Yes – If so, number:
   - No
7. Well Status (*)
   - Prepopulated as Active
8. Well Condition
   - Prepopulated as Functioning Properly

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen

Well Location



1. Well Latitude (*) Driller Viewer (Link to Map)
    - Must be in Decimal Degrees
2. Well Longitude (*)
    - Must be in Decimal Degrees
3. Method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS

    - Paper Map
    - Survey

4. USGS 7.5’ Quadrangle (*)
    - This is a dropdown containing all available quadrangles.
5. County (*)
    - This is a dropdown containing all available Counties
6. Physiographic region (*)
    - Bluegrass
    - E. Coal Field
    - Jackson Purchase
    - Mississippian Plateau
    - Ohio River Alluvium
    - W. Coal Field

7. Surface Elevation (ft.) (*)
8. Surface elevation method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper Map
    - Survey
9. Well in flood zone? (*)
    - Yes
    - No

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Maintenance/Rework

1. Work Start Date (*)
2. Work End Date(*)

Replacement:

3. Replacement (Select One)
    a. Replace - backfill
    b. Replace - Improper seal
    c. Replace - Screen
    d. Replace - Pit-less adapter
    e. Other
4. Reason for replacement

Modification:

5. Repair (Select One)
    a. Deepen
    b. Extend Casing above ground
    c. Extend Protective cover
    d. Install Liner
    e. Install Packer
    f. Repair Casing
    g. Repair Concrete Pad
    h. Repair Steel Protective Casing
    i. Other
6. Other - *Comments Box*
    f. r

Maintenance/Cleaning

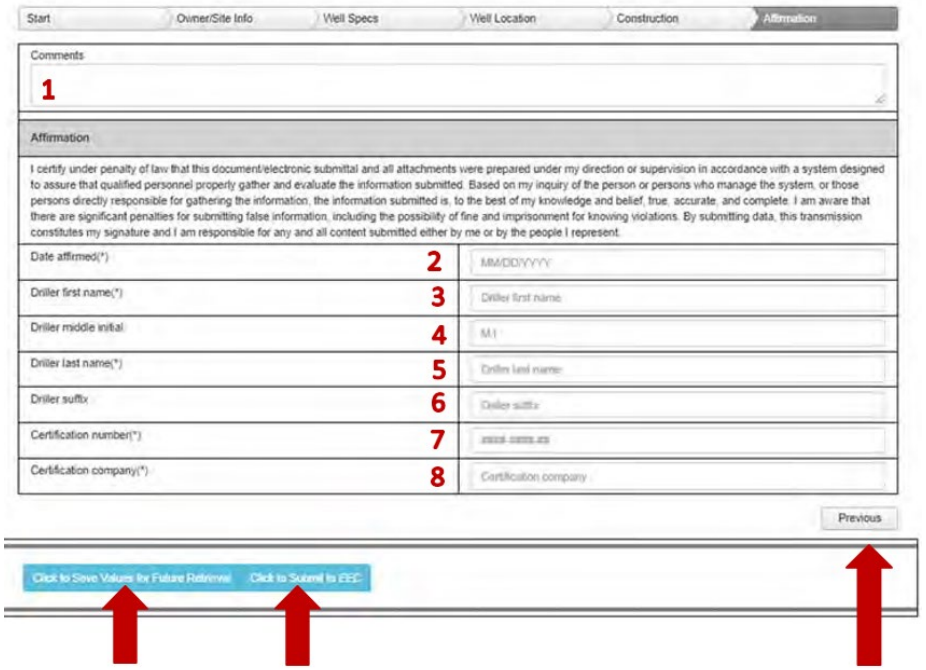
7. Maintenance
    a. Corrosion
    b. Screen Blocked by Biological Activity
    c. Screen Blocked by Mineral Deposition
    d. Screen Blocked by Mineral Deposition
    e. Screen Blocked by Sediment
    f. Other
    g. Well Filled with Sediment
8. Cleaning Type
    a. Chemical treatment
    b. Mechanical removal
9. Cleaning method: Comment box

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



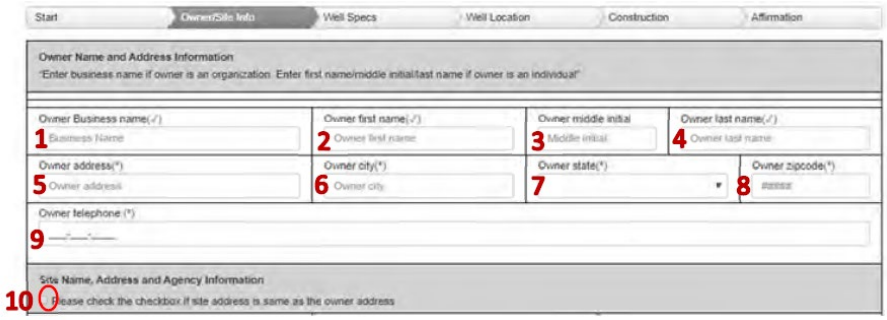
Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Plugging/Decommission

- Start - Purpose
- Owner/Site Info
- Well Specs
- Well Location
- Decommission
- Affirmation

Owner and Site Info



1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information.

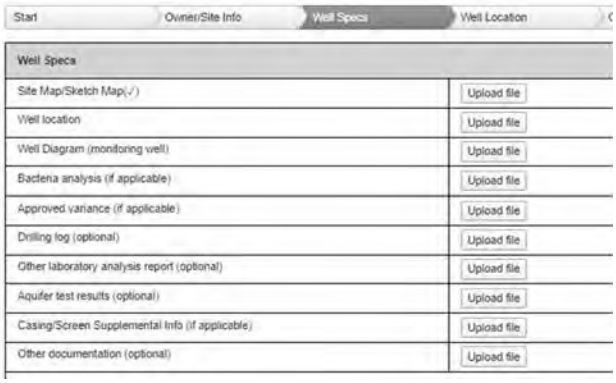
Site name, Address, and Agency Information

1. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
2. Program types
   - CERCLA
   - KPDES
   - Mining
   - PWS
   - RCRA
   - Solid Waste
   - UST
   - Water Withdraw
3. Permit or ID Number
4. Site Name (*)
5. Site Telephone number
6. Site Address (*)
7. Site City(*)
8. Site State (*)
9. Site Zip code (*)

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

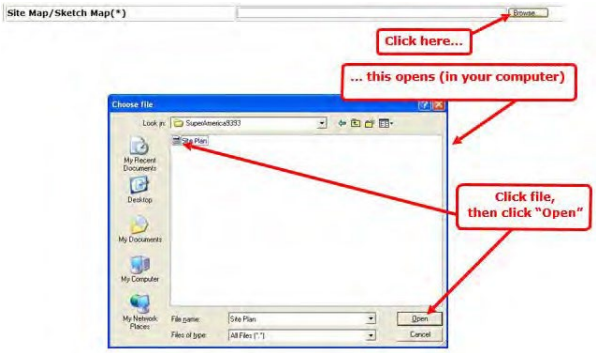
Supporting Documentation



- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer
- test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)

How to upload file:

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.

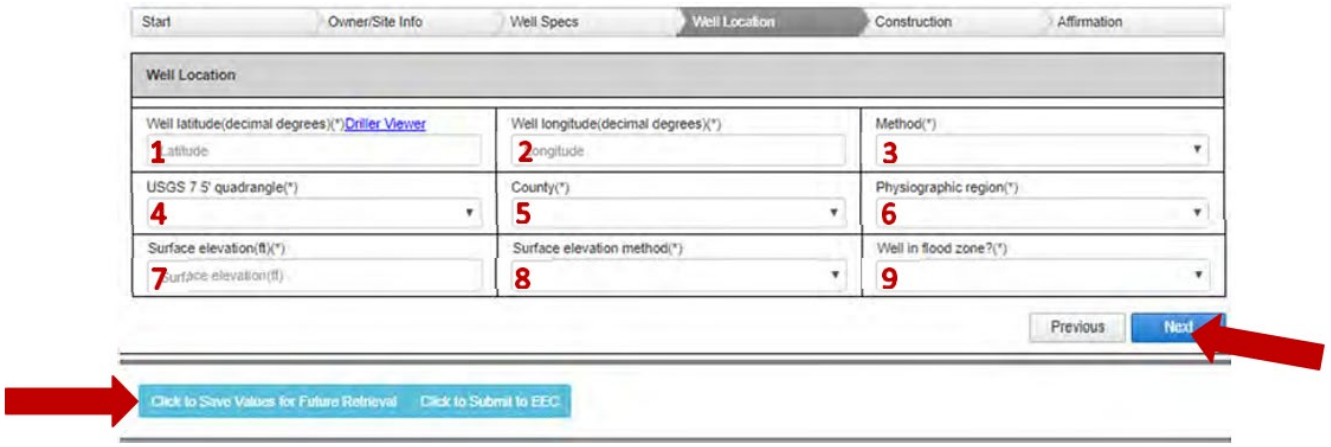


Well Specifications:

1. Well Status (*)
    - Is prepopulated as Plugged.
2. Well Condition
    - Over-drilled and grouted
    - Plugged and decommissioned

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Location



1. Well Latitude (*) Driller Viewer (Link to Map)
    - Must be in Decimal Degrees
2. Well Longitude (*)
    - Must be in Decimal Degrees
3. Method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
4. USGS 7.5’ Quadrangle (*)
    - This is a dropdown containing all available quadrangles.
5. County (*)
    - This is a dropdown containing all available Counties
6. Physiographic region (*)
    - Bluegrass
    - E. Coal Field
    - Jackson Purchase
    - Mississippian Plateau
    - Ohio River Alluvium
    - W. Coal Field

- Paper Map
- Survey

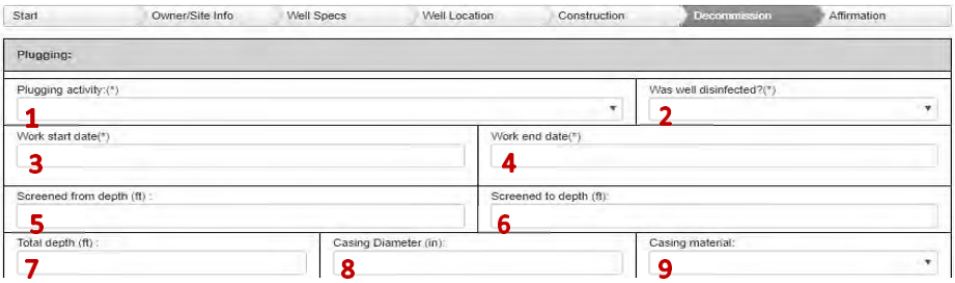
7. Surface Elevation (ft.) (*)

8. Surface elevation method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper Map
    - Survey
9. Well in flood zone? (*)
    - Yes
    - No

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

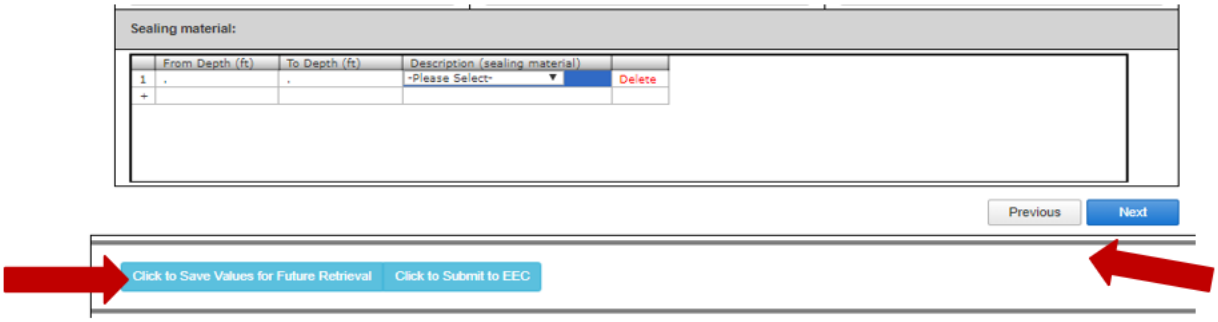
Decommission:

Plugging:



1. Plugging Activity (*)
   - Casting cutoff (min 5ft bgl), borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
   - Casting cutoff (min 5ft bgl), borehole grouted from bottom to top
   - Permanent bridge installed over void, borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
   - Permanent bridge installed over void, borehole grouted from bottom to top
   - Well casing pulled, borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
   - Well casing pulled, borehole grouted from bottom to top
   - Well over-drilled casing-screen-grout-filter pack removed, borehole filled w/ gravel, sand, bottom to SWL, grouted SWL to top
   - Well over-drilled casing-screen-grout-filter pack removed borehole grouted from bottom to top
   - Hole drilled, well not set, plugged.
2. Was well disinfected? (*)
   - Yes
   - No
3. Work Start Date(*)
4. Work End Date (*)
5. Screened from Depth (ft)
6. Screened to Depth (ft)
7. Total Depth (ft)
8. Casing Diameter (in)
9. Casing Material:
   - Concrete
   - Iron
   - Multiport PVC
   - Natural Formation
   - Open Hole
   - PE(polyethylene)Tubing
   - PTFE(Teflon)
   - PVC
   - Steel
   - Steel -Galvanized
   - Steel - Stainless
   - Tile

Sealing Material:



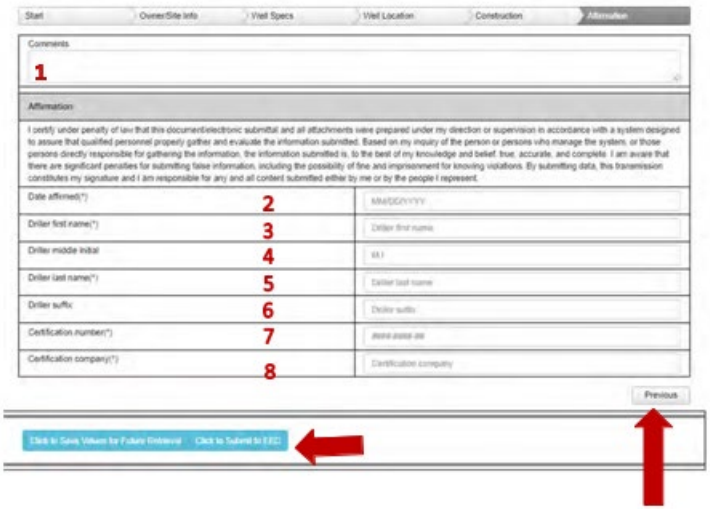
1. From Depth (ft)
2. To Depth (ft)
3. Description (Sealing Material) - Select One
    - Bentonite Chips
    - Bentonite (Granular)
    - Bentonite (Pellets)
    - Cement neat
    - Concrete
    - DGA
    - Mixture - bentonite/Cement grout
    - Sand
    - Washed Gravel

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



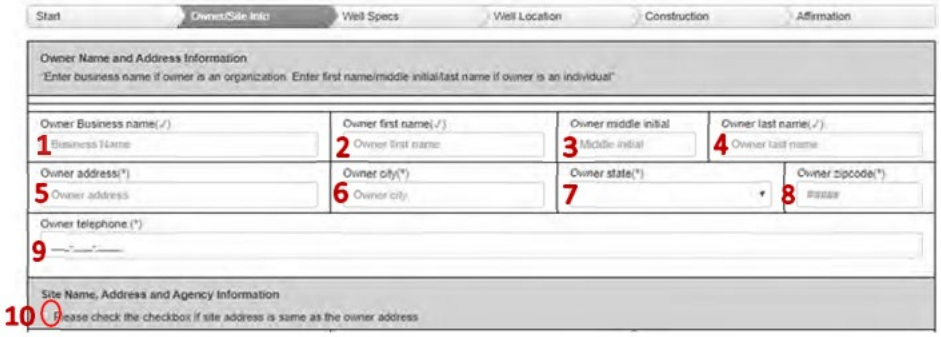
Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Lost/Destroyed

- Start - Purpose
- Owner/Site Info
- Well Specs
- Lost/Destroyed
- Affirmation

Owner and Site Info



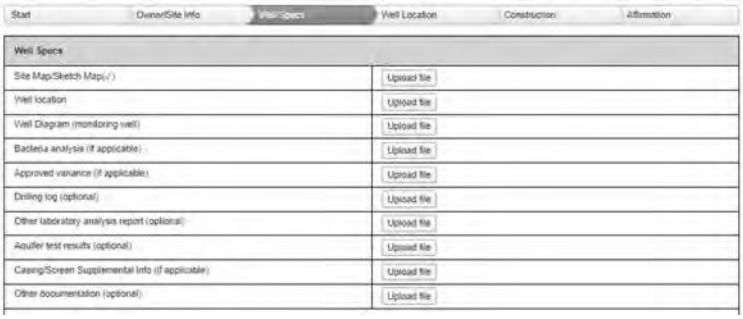
1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information.

Site name, Address, and Agency Information

1. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
2. Program types
   - CERCLA
   - KPDES
   - Mining
   - PWS
   - RCRA
   - Solid Waste
   - UST
   - Water Withdraw
3. Permit or ID Number
4. Site Name (*)
5. Site Telephone number
6. Site Address (*)
7. Site City(*)
8. Site State (*)
9. Site Zip code (*)

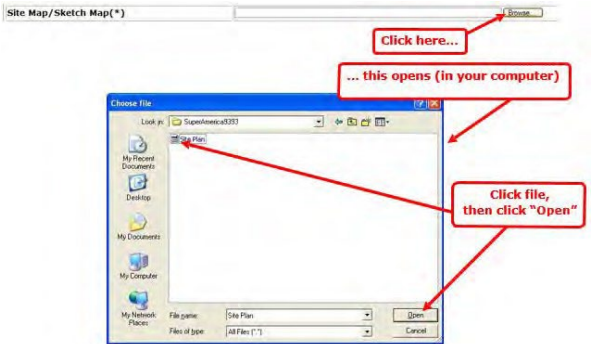
Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs



Supporting Documentation

- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)



How to upload file

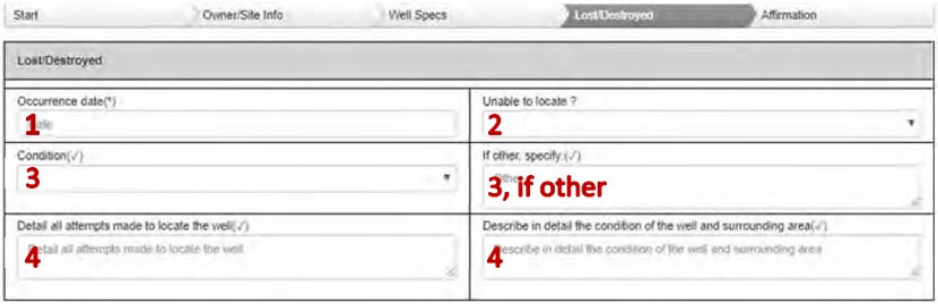
Hit the Upload file button, which will bring up the window to browse to file location and select for upload.

Well Specifications

1. Well Status (*)
    - Is prepopulated as Lost/Destroyed
2. Well Condition
    - No Selection option.

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Lost/destroyed



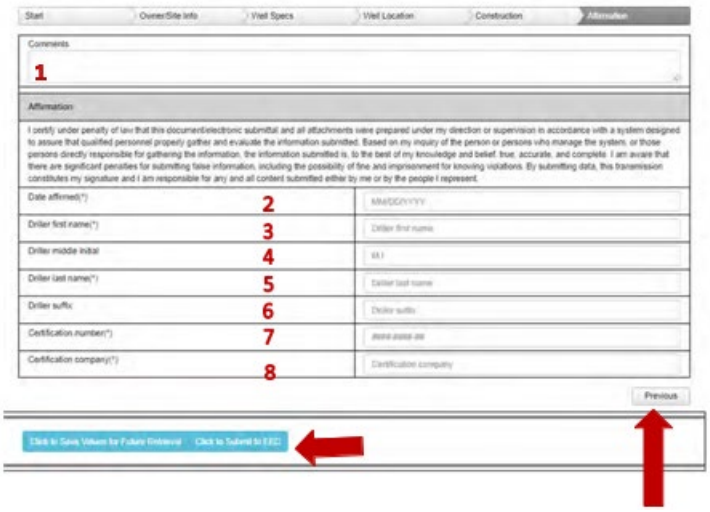
1. Occurrence date (*)
2. Unable to locate?
   - Yes
   - No
3. Condition
   - Collapsed
   - Destroyed
   - Excavated
   - Flooded
   - Mined Through
   - Paved Over
   - Vandalized
   - Other: If other, Specify.
4. Detail all attempts made to locate well: *Comments Box*
5. Describe in detail the conditions of the well and surrounding area: *Comments Box*.

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Section: Water Wells

Although the Uniform Kentucky Well Construction Record was designed to be completed for either monitoring wells or water wells, there is some information relevant to water wells only.

It is important to complete as much information as possible when submitting a well construction record, but there are times when certain information is not available. Required fields are indicated on the form as (*); you will be unable to submit the information to DOW unless each of these fields is completed.

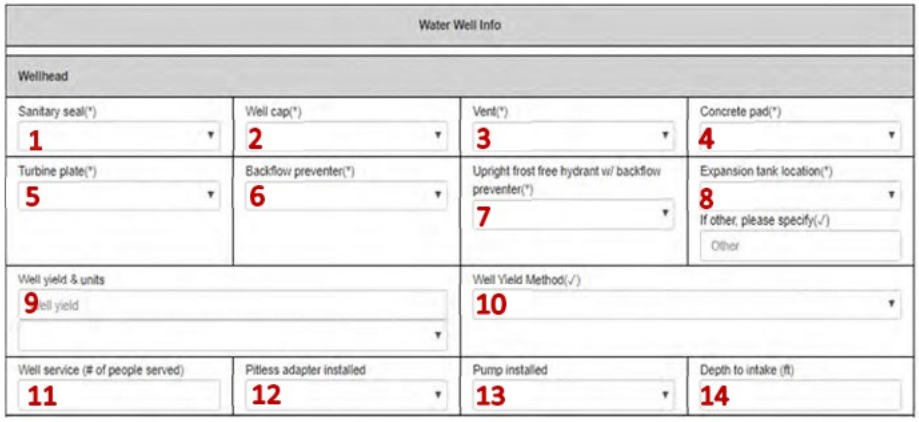
Keep in mind that although the fields in the water wells only section are not "required" for submittal of the eForm, they are **required for compliance** if you are submitting a water well record.

Overview of data needed for completion of Water Well eforms

1. Install
   - Start - Purpose
   - Water Well Information
   - Owner/Site Info
   - Well Specs
   - Well Location
   - Construction
   - Affirmation
2. Install & Plugging
   - Start - Purpose
   - Owner/Site Info
   - Well Specs
   - Well Location
   - Construction
   - **Decommission**
   - Affirmation
3. Maintenance/Rework
   - Start - Purpose
   - Owner/Site Info
   - Well Specs
   - Well Location
   - **Maintenance/Rework**
   - Affirmation
4. Plugging/Decommission
   - Start - Purpose
   - Owner/Site Info
   - Well Specs
   - Well Location
   - **Decommission**
   - Affirmation
5. Lost/Destroyed
   - Start - Purpose
   - Owner/Site Info
   - Well Specs
   - **Lost/Destroyed**
   - Affirmation

Install only

Water Well Information

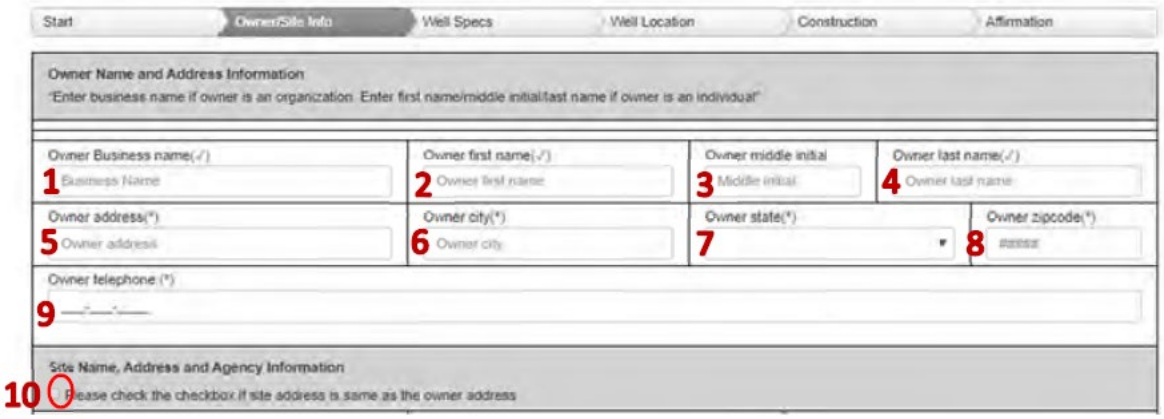


1. Sanitary Seal (*)
   - Yes
   - No
2. Well Cap (*)?
   - Yes
   - No
3. Vent? (*)
   - Yes
   - No
4. Concrete Pad? (*)
   - Yes
   - No
5. Turbine Plate? (*)
   - Yes
   - No
6. Backflow Preventer? (*)
   - Yes
   - No
7. Upright frost free hydrant w/ backflow preventer? (*)
   - Yes
   - No
8. Expansion Tank Location: (*)
   - Basement
   - Garage
   - Set in Pit
   - Underground
   - Well Head
   - Well House
   - Other, please specify
9. Well Yield & Units, *comments box*, select measurement units.
   - gpm, (gallons per minute)
   - gph, (gallons per hour)
   - gpd, (gallons per day)
10. Well Yield Method
    - Estimated
    - Measured
11. Well service (# of people served), *comments box*
12. Pitless adapter installed
    - Yes
    - No
13. Pump Installed?
    - Bailer or Bucket
    - Hand
    - Jet
      - Submersible - Bladder
      - Submersible - centrifugal
      - Turbine
      - No Pump
14. Depth to Intake (ft) - *Comments box*

15. Appearance
    - Clear
    - Cloudy
    - Muddy
    - Turbid
16. Color, *Comments Box*
17. Odor/Taste type
    - None
    - Iron
    - Sulfur
    - Salt
18. Odor/Taste level
    - None
    - Slight
    - Medium
    - High

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Owner and Site Info



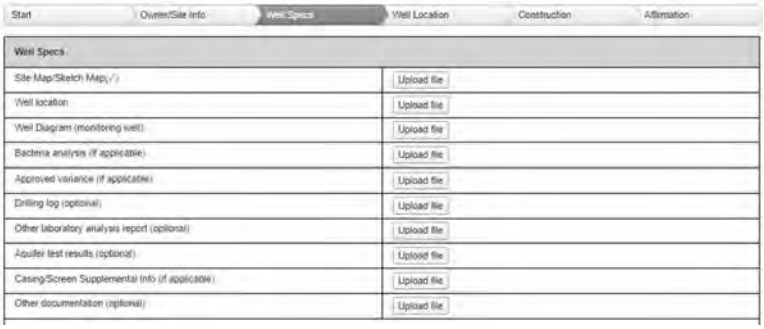
1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information.

Site name, Address, and Agency Information

11. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
12. Program types
    - CERCLA
    - KPDES
    - Mining
    - PWS
    - RCRA
    - Solid Waste
    - UST
    - Water Withdraw
13. Permit or ID Number
14. Site Name (*)
15. Site Telephone number
16. Site Address (*)
17. Site City(*)
18. Site State (*)
19. Site Zip code (*)

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

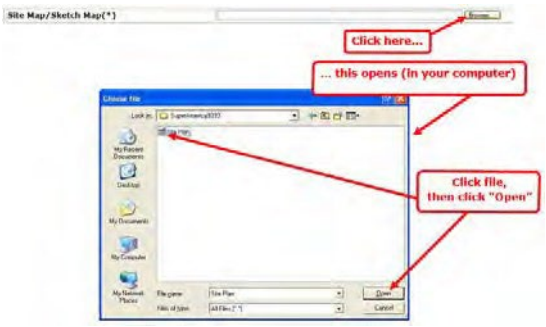


Supporting Documentation

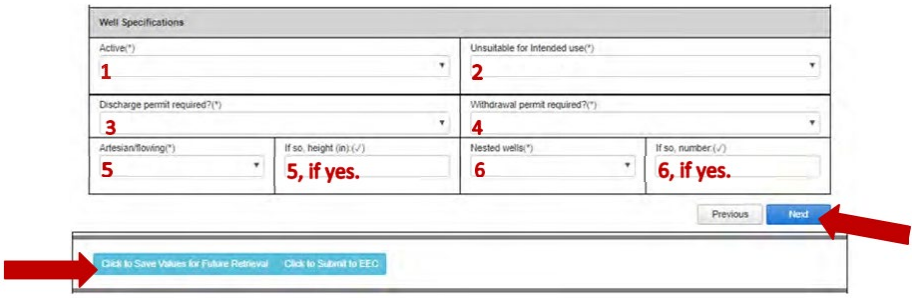
- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)

How to upload file:

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.



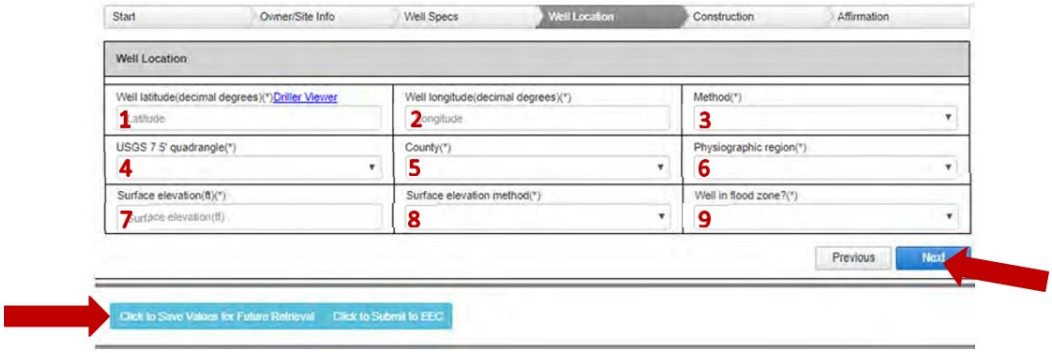
Well Specifications:



1. Is the well Active? (*)
   - Yes • No
2. Unsuitable for Intended use? (*)
   - Yes • No
3. Discharge permit required? (*)
   - Yes • No
4. Withdrawal permit required? (*)
   - Yes • No
5. Artesian/flowing? (*)
   - Yes - If so, height (in):
   - No
6. Nested Wells? (*)
   - Yes - If so, number:
   - No

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Location

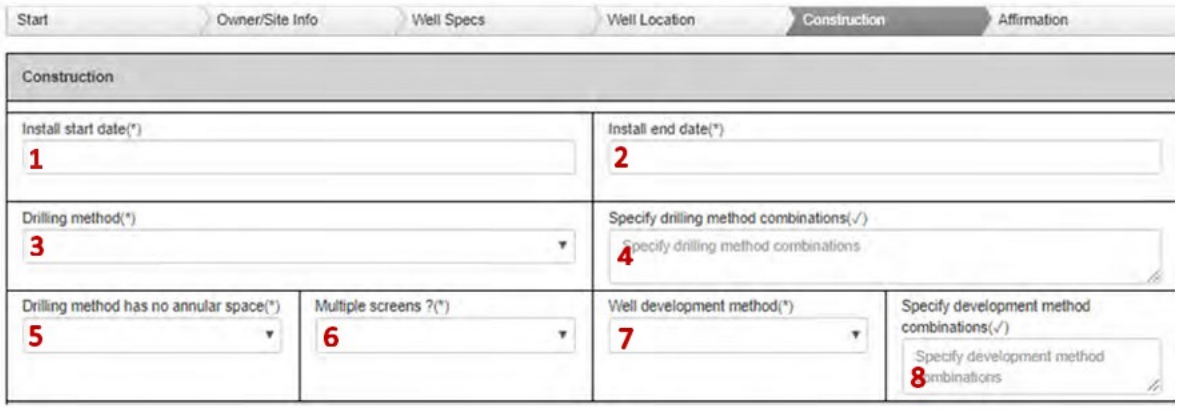


1. Well Latitude (*) Driller Viewer (Link to Map)
   - Must be in Decimal Degrees
2. Well Longitude (*)
   - Must be in Decimal Degrees
3. Method (*)
   - Driller Viewer (Link to map, found above)
   - GIS
   - GPS
   - Paper Map
   - Survey
4. USGS 7.5’ Quadrangle (*)
   - This is a dropdown containing all available quadrangles.
5. County (*)
   - This is a dropdown containing all available Counties

6. Physiographic region (*)
   - Bluegrass
   - E. Coal Field
   - Jackson Purchase
   - Mississippian Plateau
   - Ohio River Alluvium
   - W. Coal Field
7. Surface Elevation (ft.) (*)
8. Surface elevation method (*)
   - Driller Viewer (Link to map, found above)
   - GIS
   - GPS
   - Paper Map
   - Survey
9. Well in flood zone? (*)
   - Yes
   - No

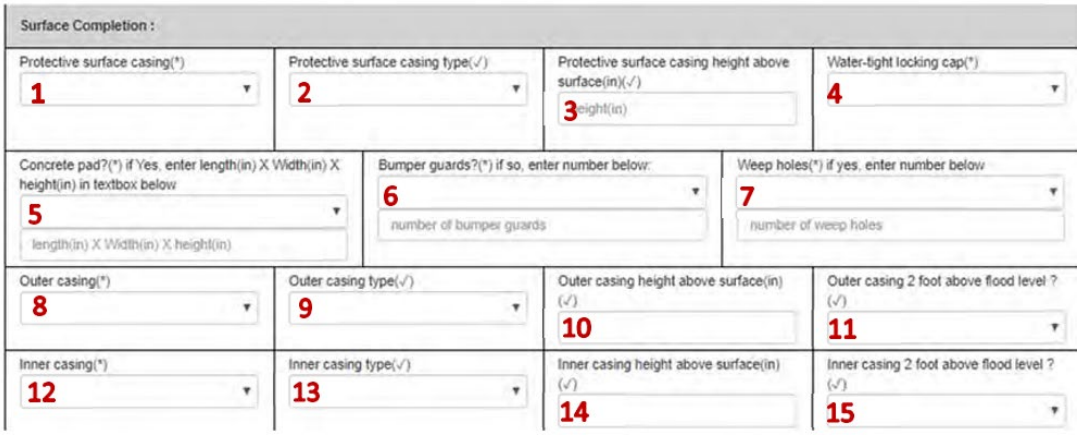
Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Construction:



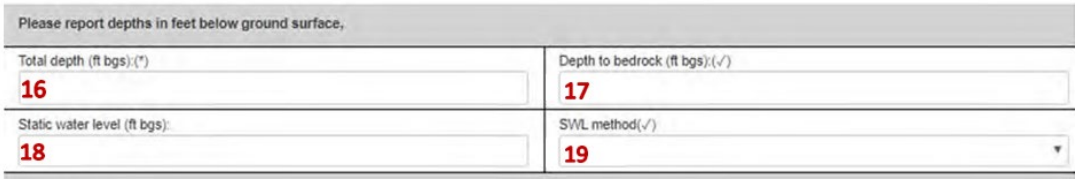
1. Install Date (*)
2. Install End Date (*)
3. Drilling Method (*)
   - Air Hammer
   - Auger - HS
   - Auger - SS
   - Auger - Bucket
   - Auger - Hand
   - Cable tool
   - Combo (specify)
   - Core
   - Direct Push (DPT)
   - Dual Circulation
   - Excavation
   - Jet Wash
   - Rotary - Air
   - Rotary - Mud
   - Rotary - Reverse
   - Sand Point
   - Sonic
4. Specify drilling method combinations: *Comments Box*
5. Drilling method has no annular space (*)
   - Yes
   - No
6. Multiple screens? (*)
   - Yes
   - No
7. Well development method(*)
   - Surging
   - Jetting
   - Pumping
   - Backwashing
   - Bailing
   - Compressed air
   - Combinations of methods (Specify)
8. Specify development method combinations: *Comments Box*

Construction: Surface Completion



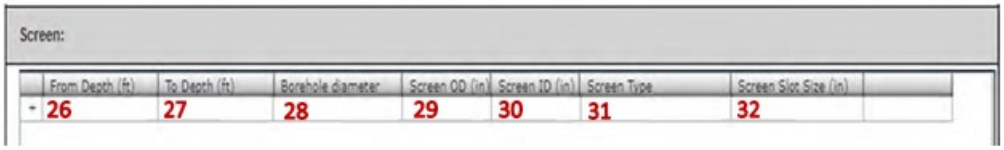
1. Protective surface casing (*)
    - Yes
    - No
2. Protective surface casing type
    - Aluminum
    - Steel
    - PVC
3. Protective surface casing height above surface(in)
4. Water-tight locking cap (*)
    - Yes
    - No
5. Concrete pad?(*) if Yes, enter length(in) X Width(in) X height(in) in textbox below
    - Yes
    - No
6. Bumper guards?(*) if so, enter number below:
    - Yes
    - No
7. Weep holes(*) if yes, enter number below
    - Yes
    - No
8. Outer casing (*)
    - Yes
    - No
9. Outer casing type
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile

10. Outer casing height above surface(in)
11. Outer casing 2 foot above flood level?
    - Yes
    - No
12. Inner casing
    - Yes
    - No
13. Inner casing type
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile
14. Inner casing height above surface(in)
15. Inner casing 2 foot above flood level?
    - Yes
    - No

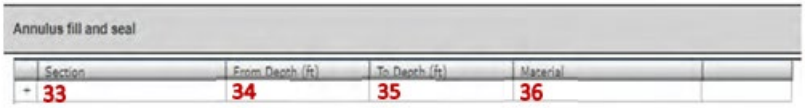


16. Total depth (ft bgs)
17. Depth to bedrock (ft bgs):
18. Static water level (ft bgs):
    - Estimated
    - Measured
    - Reported

20. From Depth (ft)
21. To Depth (ft)
22. Borehole diameter (in)
23. Casing OD (in)
24. Casing ID (in)
25. Casing Type
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile



26. From Depth (ft)
27. To Depth (ft)
28. Borehole diameter (in)
29. Screen OD (in)
30. Screen ID (in)
31. Screen Type
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon) PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile
32. Screen Slot Size (in)



33. Section
    - Grout
    - Seal
    - Filterpack
34. From Depth (ft)
35. To Depth (ft)
36. Material
    - Backfill
    - Bentonite
    - Bentonite chips
    - Bentonite pellets
    - Cement - neat
    - Clay
    - Concrete
    - Cuttings
    - Gravel
    - Mixture - bentonite & cement
    - Mixture - bentonite & cuttings
    - Mixture- cement & cuttings
    - Natural formation
    - Open hole
    - Packer - formation
    - Packer - inflatable
    - Packer - mechanical
    - Rock
    - Sand

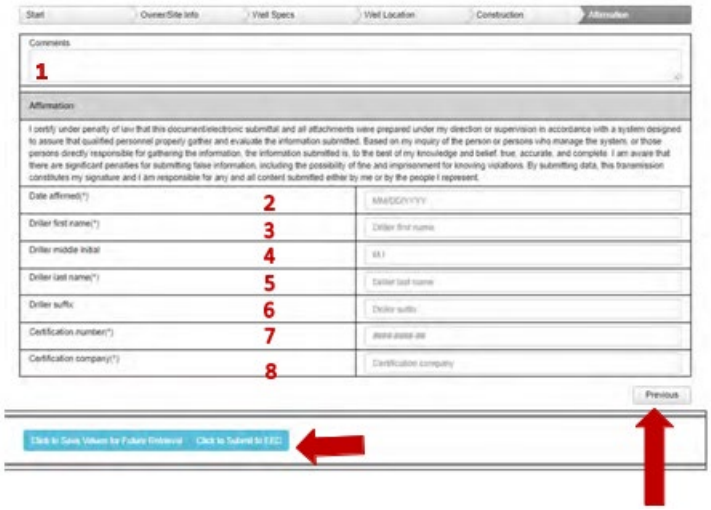
37. From Depth (ft)
38. To Depth (ft)
39. Description

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



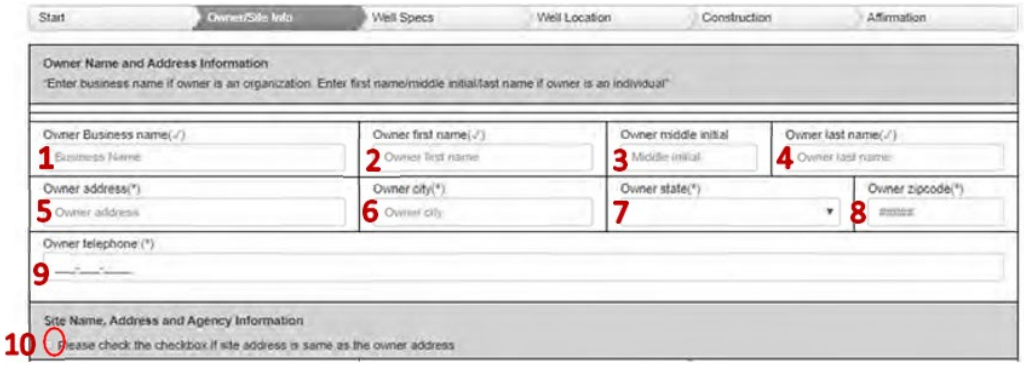
Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Install and Plugging

- Start - Purpose
- Owner/Site Info
- Well Specs
- Well Location
- Construction
- Decommission
- Affirmation

Owner and Site Info



1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information.

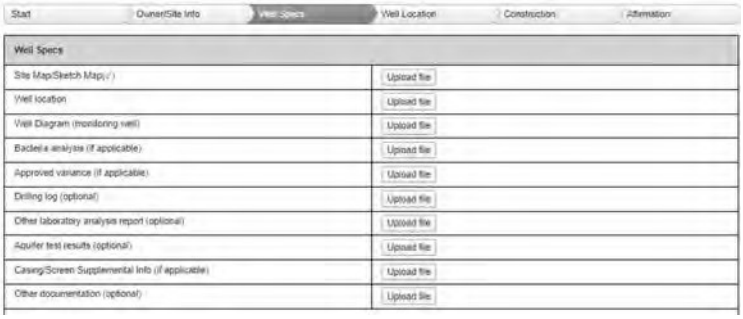
Site name, Address, and Agency Information

1. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
2. Program types
   - CERCLA
   - KPDES
   - Mining
   - PWS
   - RCRA
   - Solid Waste
   - UST
   - Water Withdraw
3. Permit or ID Number
4. Site Name (*)
5. Site Telephone number
6. Site Address (*)
7. Site City(*)
8. Site State (*)
9. Site Zip code (*)

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

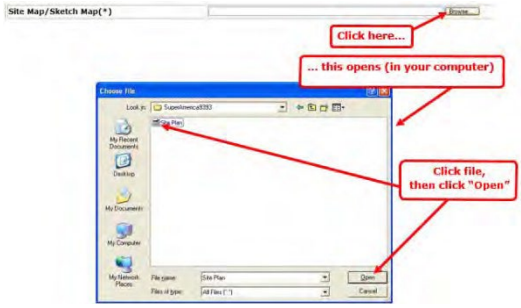
Supporting Documentation



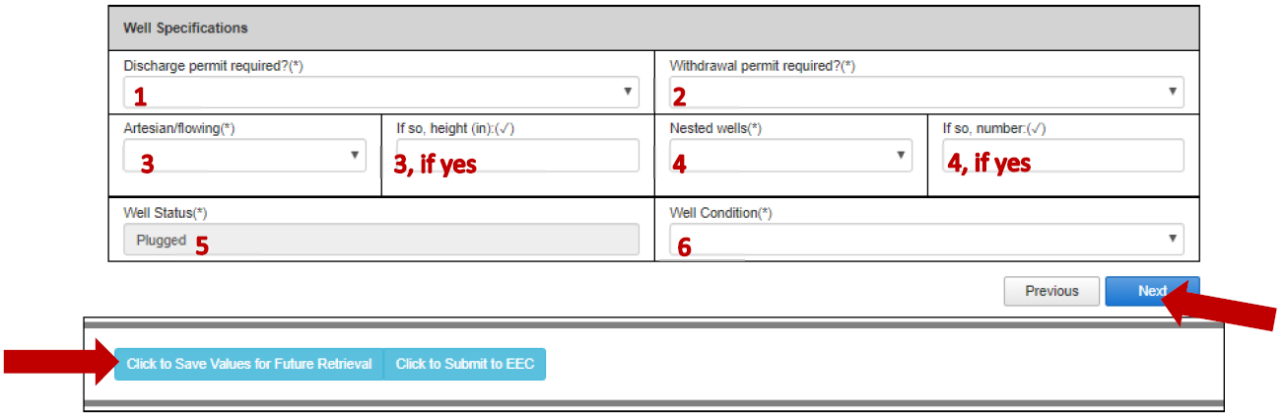
- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)

How to upload file:

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.



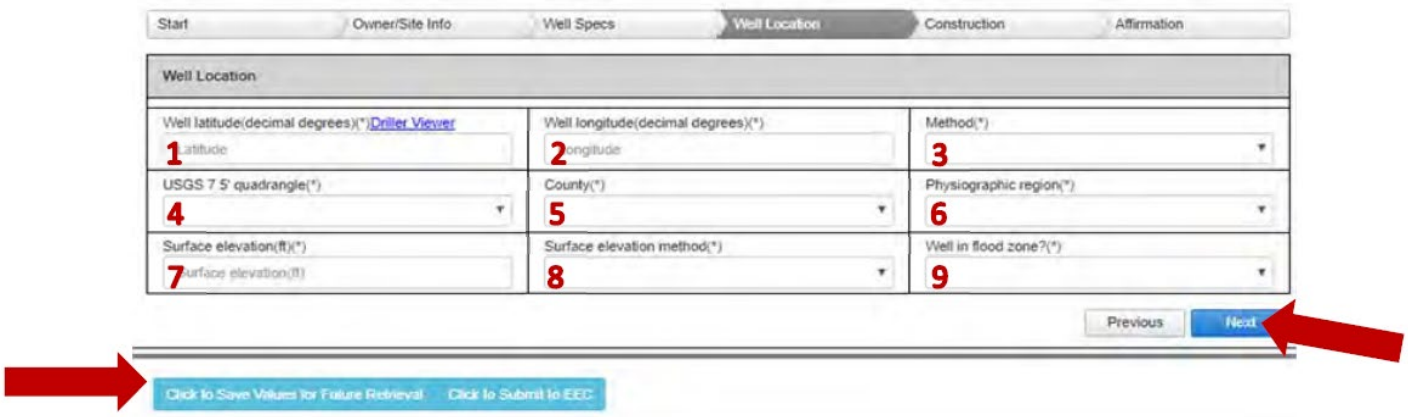
Well Specifications:



1. Discharge permit required? (*)
   - Yes
   - No
2. Withdrawal permit required? (*)
   - Yes
   - No
3. Artesian/flowing? (*)
   - Yes - If so, height (in):
   - No
4. Nested Wells? (*)
   - Yes - If so, number:
   - No
5. Well Status (*)
   - Is prepopulated as Plugged.
6. Well Condition
   - Over-drilled and grouted
   - Plugged and decommissioned

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Location



1. Well Latitude (*) Driller Viewer (Link to Map)
    - Must be in Decimal Degrees
2. Well Longitude (*)
    - Must be in Decimal Degrees
3. Method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS

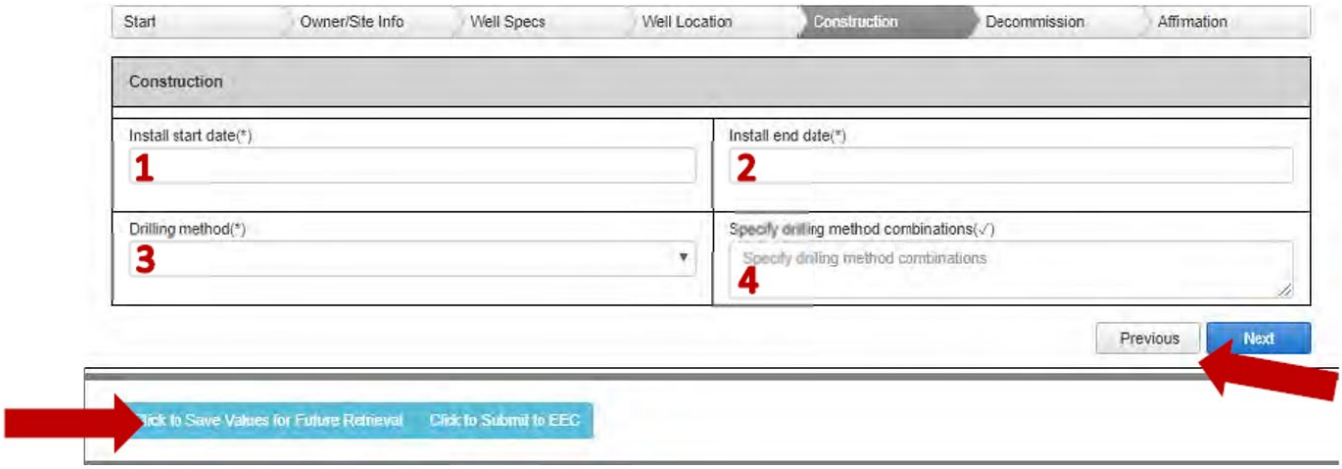
    - Paper Map
    - Survey

4. USGS 7.5' Quadrangle (*)
    - This is a dropdown containing all available quadrangles.
5. County (*)
    - This is a dropdown containing all available Counties
6. Physiographic region (*)
    - Bluegrass
    - E. Coal Field
    - Jackson Purchase
    - Mississippian Plateau
    - Ohio River Alluvium
    - W. Coal Field

7. Surface Elevation (ft.) (*)
8. Surface elevation method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper Map
    - Survey
9. Well in flood zone? (*)
    - Yes
    - No

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Construction:

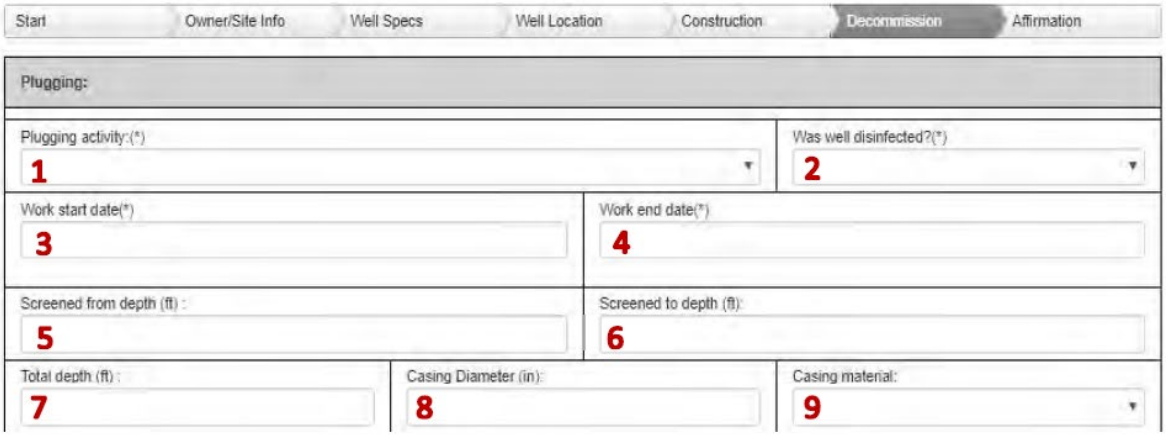


1. Install Date (*)
2. Install End Date (*)
3. Drilling Method (*)
   - Air Hammer
   - Auger - HS
   - Auger - SS
   - Auger - Bucket
   - Auger - Hand
   - Cable tool
   - Combo (specify)
   - Core
   - Direct Push (DPT)
   - Dual Circulation
   - Excavation
   - Jet Wash
   - Rotary - Air
   - Rotary - Mud
   - Rotary - Reverse
   - Sand Point
   - Sonic
4. Specify drilling method combinations: *Comments Box*

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

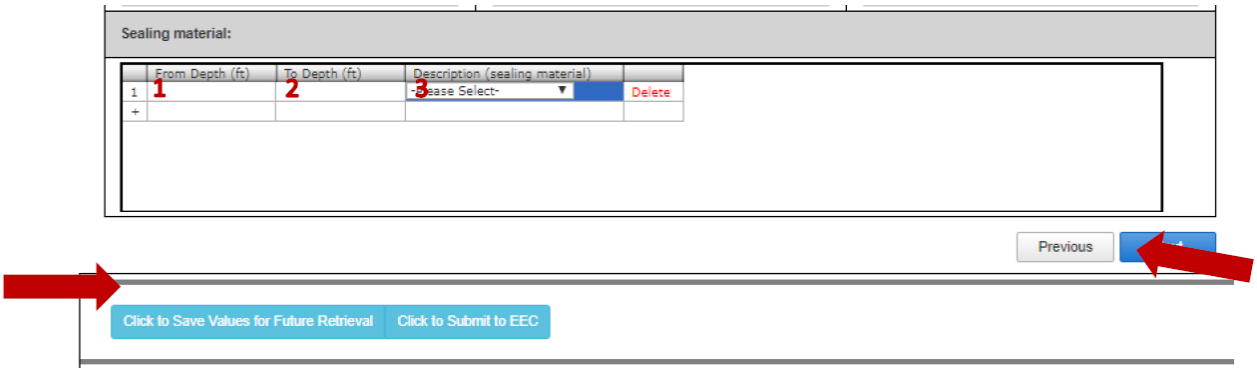
Decommission:

Plugging:



1. Plugging Activity (*)
    - Casting cutoff (min 5ft bgl), borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Casting cutoff (min 5ft bgl), borehole grouted from bottom to top
    - Permanent bridge installed over void, borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Permanent bridge installed over void, borehole grouted from bottom to top
    - Well casing pulled, borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Well casing pulled, borehole grouted from bottom to top
    - Well over-drilled casing-screen-grout-filter pack removed, borehole filled w/ gravel, sand, bottom to SWL, grouted SWL to top
    - Well over-drilled casing-screen-grout-filter pack removed borehole grouted from bottom to top
    - Hole drilled, well not set, plugged.
2. Was well disinfected? (*)
    - Yes
    - No
3. Work Start Date(*)
4. Work End Date (*)
5. Screened from Depth (ft)
6. Screened to Depth (ft)
7. Total Depth (ft)
8. Casing Diameter (in)
9. Casing Material:
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile

Sealing Material:



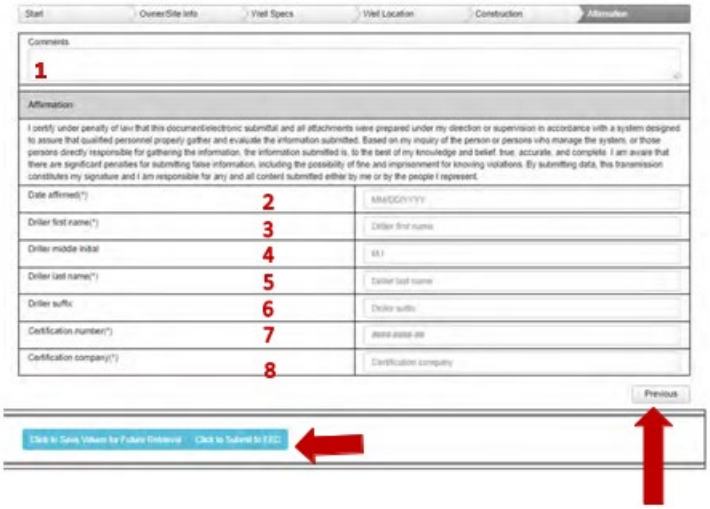
1. From Depth (ft)
2. To Depth (ft)
3. Description (Sealing Material) - Select One
    - Bentonite Chips
    - Bentonite (Granular)
    - Bentonite (Pellets)
    - Cement neat
    - Concrete
    - DGA
    - Mixture - bentonite/Cement grout
    - Sand
    - Washed Gravel

Once finished hit save to complete at a later date, Previous to go back or Next to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



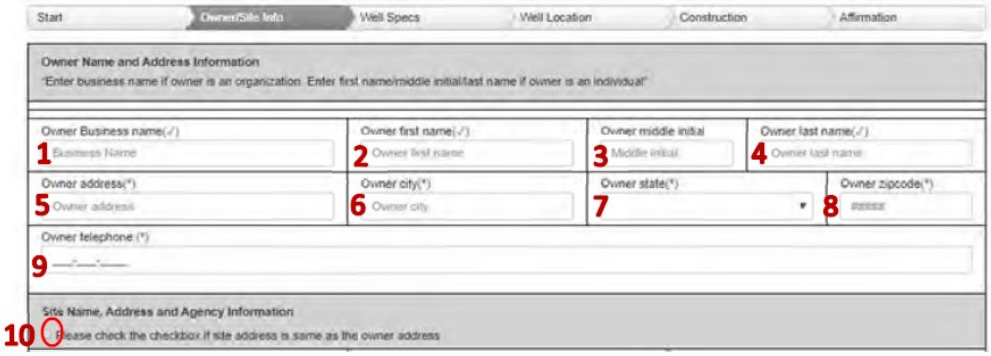
Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Maintenance/Rework

- Start - Purpose
- Owner/Site Info
- Well Specs
- Well Location
- Maintenance/Rework
- Affirmation

Owner and Site Info



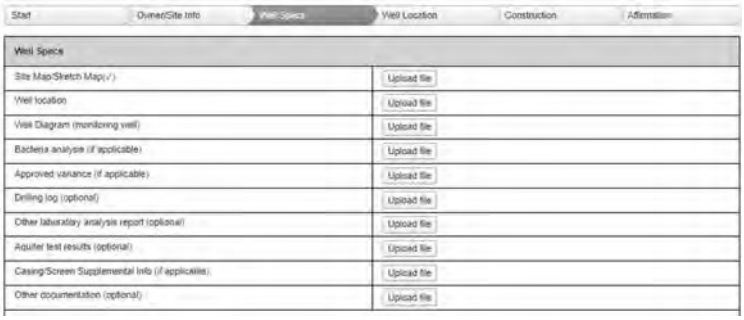
1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information

Site name, Address, and Agency Information

10. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
11. Program types
    - CERCLA
    - KPDES
    - Mining
    - PWS
    - RCRA
    - Solid Waste
    - UST
    - Water Withdraw
12. Permit or ID Number
13. Site Name (*)
14. Site Telephone number
15. Site Address (*)
16. Site City(*)
17. Site State (*)
18. Site Zip code (*)

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

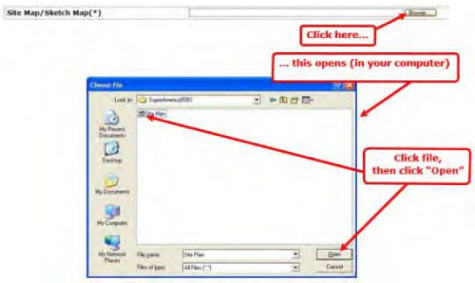


Supporting Documentation

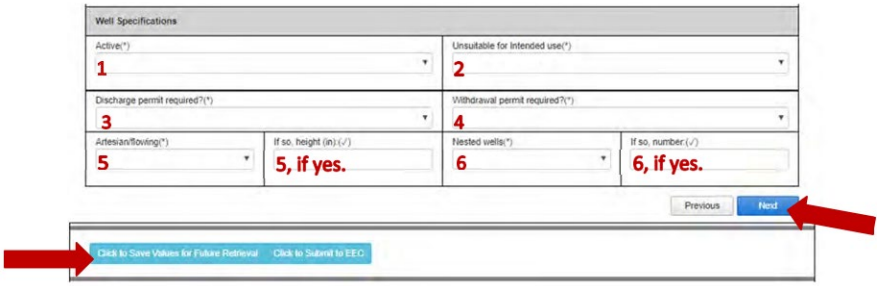
- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)

How to upload file:

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.



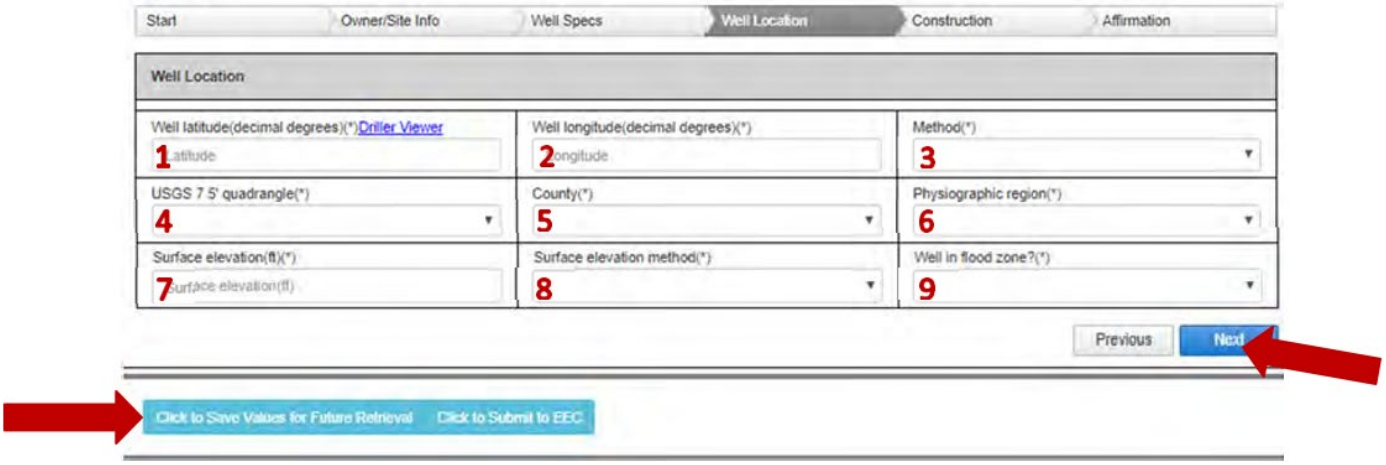
Well Specifications:



1. Active? (*)
   - Yes
   - No
2. Unsuitable for Intended use (*)
   - Yes
   - No
3. Discharge Permit Required? (*)
4. Withdrawal permit required? (*)
   - Yes
   - No
5. Artesian/flowing? (*)
   - Yes - If so, height (in):
   - No
6. Nested Wells? (*)
   - Yes - If so, number:
   - No
7. Well Status (*)
   - Prepopulated as Active.
8. Well Condition
   - Prepopulated as Functioning Properly

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Location



1. Well Latitude (*) Driller Viewer (Link to Map)
    - Must be in Decimal Degrees
2. Well Longitude (*)
    - Must be in Decimal Degrees
3. Method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper survey
4. USGS 7.5' Quadrangle (*)
    - This is a dropdown containing all available quadrangles.
5. County (*)
    - This is a dropdown containing all available Counties
6. Physiographic region (*)
    - Bluegrass
    - E. Coal Field
    - Jackson Purchase
    - Mississippian Plateau
    - Ohio River Alluvium
    - W. Coal Field

7. Surface Elevation (ft.) (*)
8. Surface elevation method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper Map
    - Survey
9. Well in flood zone? (*)
    - Yes
    - No

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Maintenance/Rework

1 Work Start Date (*)

2 Work End Date(*)

Replacement:

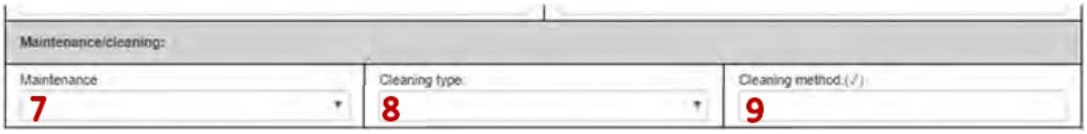
3. Replacement (Select One)
    a. Replace - backfill
    b. Replace - Improper seal
    c. Replace - Screen
    d. Replace - Pit-less adapter
    e. Other

4. Reason for replacement

Modification:

5. Repair (Select One)
    a. Deepen
    b. Extend Casing above ground
    c. Extend Protective cover
    d. Install Liner
    e. Install Packer
    f. Repair Casing
    g. Repair Concrete Pad
    h. Repair Steel Protective Casing
    i. Other
6. Other - *Comments Box*

Maintenance/Cleaning



7. Maintenance
    a. Corrosion
    b. Screen Blocked by Biological Activity
    d. Screen Blocked by Mineral Deposition
    e. Screen Blocked by Sediment
    f. Other
    g. Well Filled with Sediment

8. Cleaning Type
    a. Chemical treatment
    b. Mechanical removal

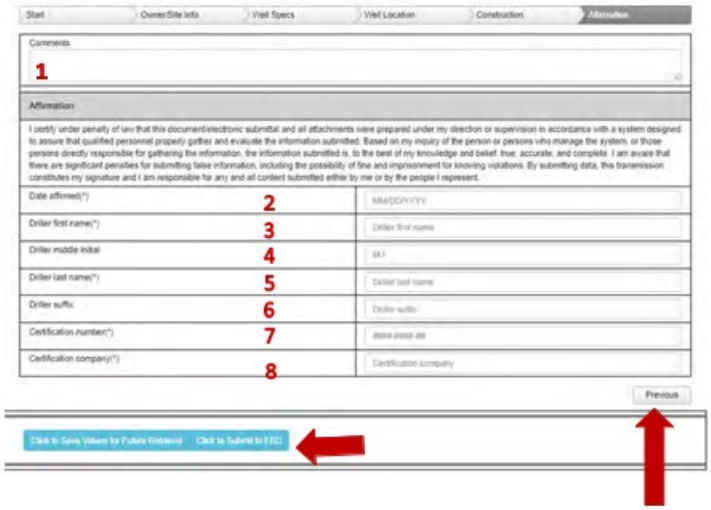
9. Cleaning method: Comment box

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



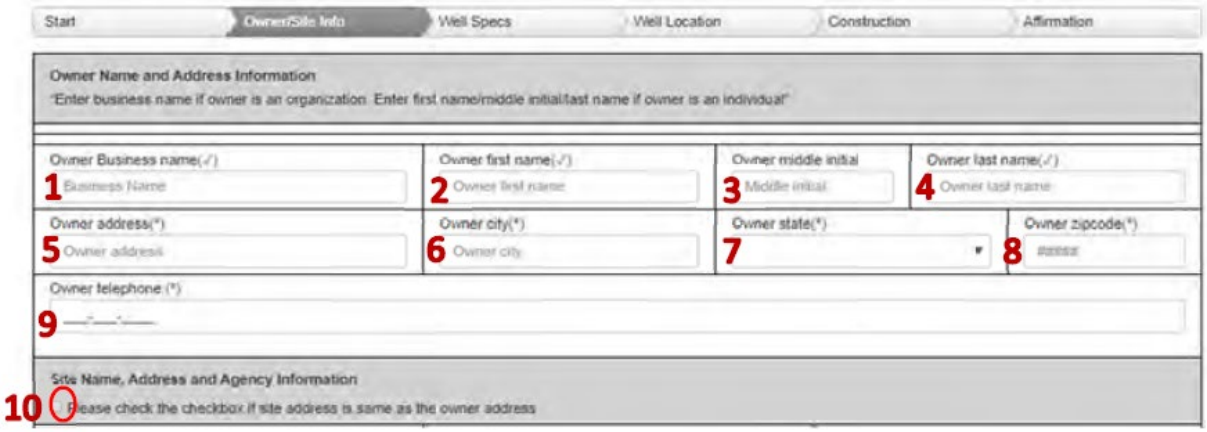
Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Plugging/Decommission

- Start - Purpose
- Owner/Site Info
- Well Specs
- Well Location
- **Decommission**
- Affirmation

Owner and Site Info



1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information.

Site name, Address, and Agency Information

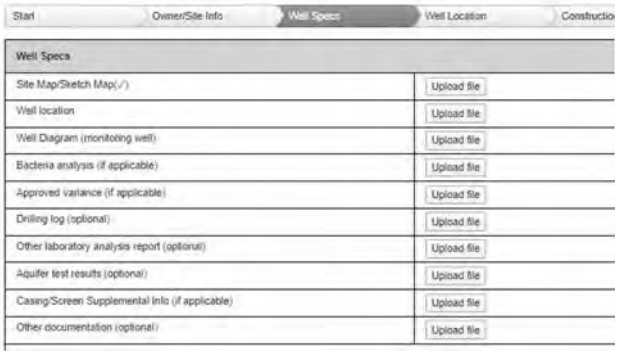
1. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
2. Program types
   - CERCLA
   - KPDES
   - Mining
   - PWS
   - RCRA
   - Solid Waste
   - UST
   - Water Withdraw
3. Permit or ID Number
4. Site Name (*)
5. Site Telephone number
6. Site Address (*)
7. Site City(*)
8. Site State (*)
9. Site Zip code (*)

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

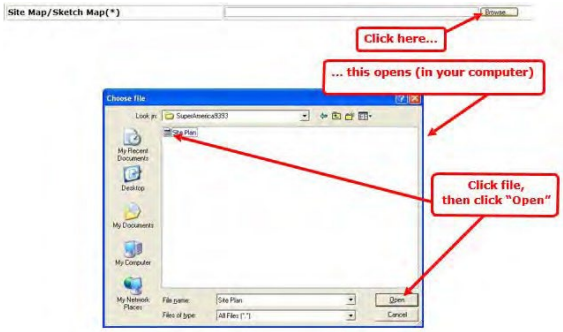
Supporting Documentation

- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable)
- Other documentation (optional)



How to upload file:

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.

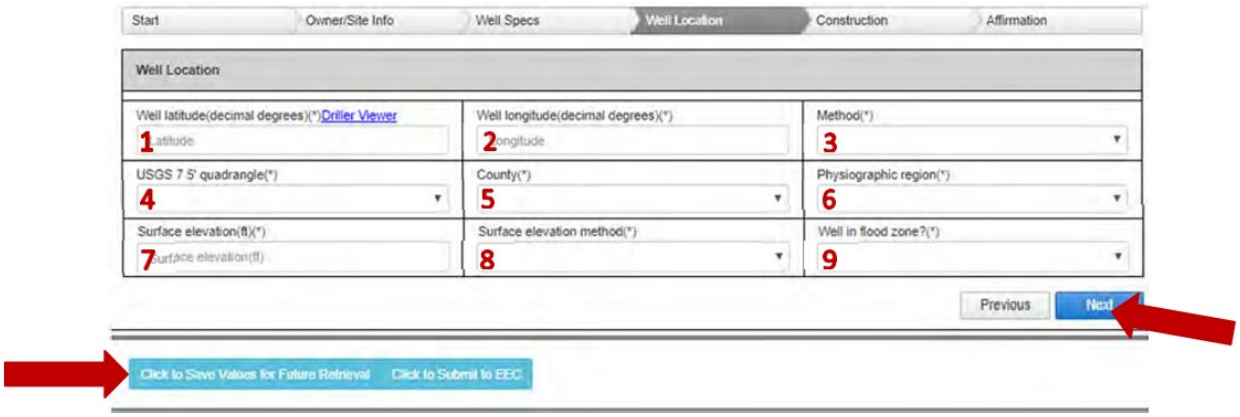


Well Specifications:

1. Well Status (*)
    - Is prepopulated as Plugged.
2. Well Condition
    - Over-drilled and grouted
    - Plugged and decommissioned

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Location



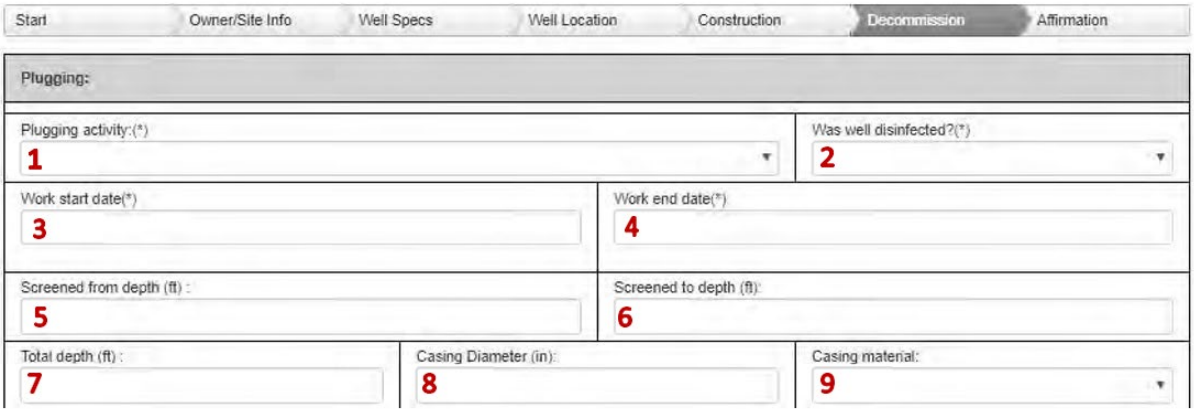
1. Well Latitude (*) Driller Viewer (Link to Map)
    - Must be in Decimal Degrees
2. Well Longitude (*)
    - Must be in Decimal Degrees
3. Method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - Paper Map
    - Survey
4. GPSUSGS 7.5’ Quadrangle (*)
    - This is a dropdown containing all available quadrangles.
5. County (*)
    - This is a dropdown containing all available Counties
6. Physiographic region (*)
    - Bluegrass
    - E. Coal Field
    - Jackson Purchase
    - Mississippian Plateau
    - Ohio River Alluvium
    - W. Coal Field

7. Surface Elevation (ft.) (*)
8. Surface elevation method (*)
    - Driller Viewer (Link to map, found above)
    - GIS
    - GPS
    - Paper Map
    - Survey
9. Well in flood zone? (*)
    - Yes
    - No

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

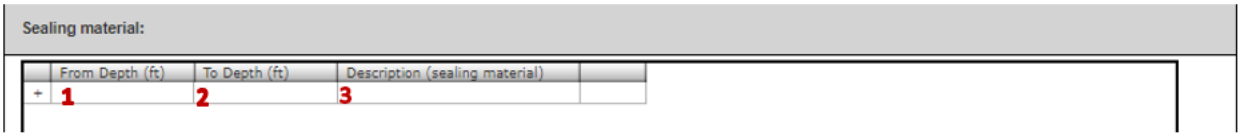
Decommission:

Plugging:



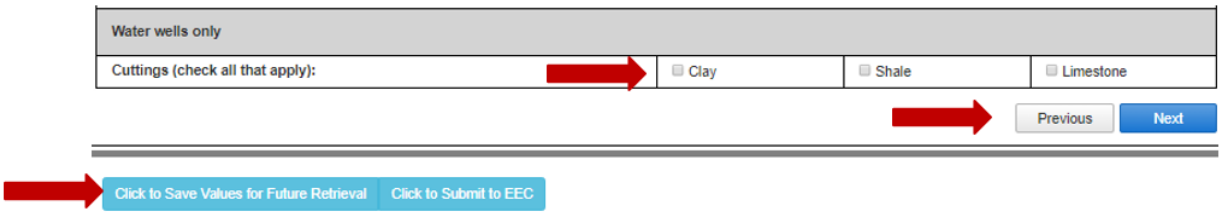
1. Plugging Activity (*)
    - Casting cutoff (min 5ft bgl), borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Casting cutoff (min 5ft bgl), borehole grouted from bottom to top
    - Permanent bridge installed over void, borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Permanent bridge installed over void, borehole grouted from bottom to top
    - Well casing pulled, borehole filled w/gravel/sand/bottom to SWL, grouted SWL to top
    - Well casing pulled, borehole grouted from bottom to top
    - Well over-drilled casing-screen-grout-filter pack removed, borehole filled w/ gravel, sand, bottom to SWL, grouted SWL to top
    - Well over-drilled casing-screen-grout-filter pack removed borehole grouted from bottom to top
    - Hole drilled, well not set, plugged.
2. Was well disinfected? (*)
    - Yes
    - No
3. Work Start Date(*)
4. Work End Date (*)
5. Screened from Depth (ft)
6. Screened to Depth (ft)
7. Total Depth (ft)
8. Casing Diameter (in)
9. Casing Material:
    - Concrete
    - Iron
    - Multiport PVC
    - Natural Formation
    - Open Hole
    - PE(polyethylene)Tubing
    - PTFE(Teflon)
    - PVC
    - Steel
    - Steel -Galvanized
    - Steel - Stainless
    - Tile

Sealing Material:



1. From Depth (ft)
2. To Depth (ft)
3. Description (Sealing Material) - Select One
    - Bentonite Chips
    - Bentonite (Granular)
    - Bentonite (Pellets)
    - Cement neat
    - Concrete
    - DGA
    - Mixture - bentonite/Cement grout
    - Sand
    - Washed Gravel

Cuttings



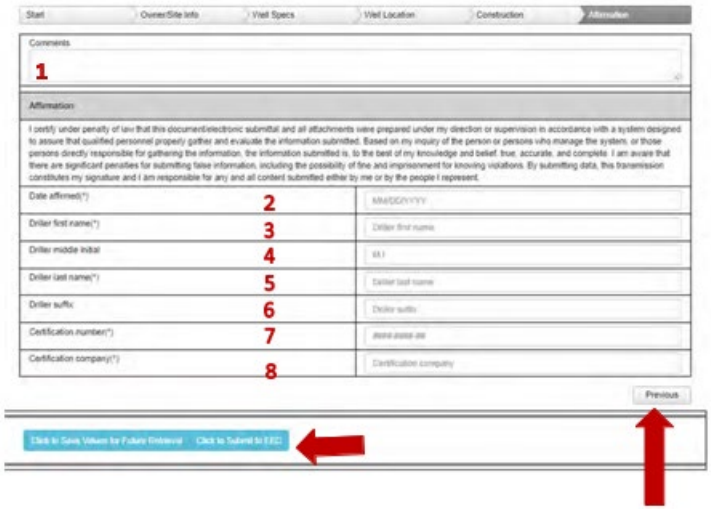
- Check all that apply for cuttings present in decommission/plugging process.

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



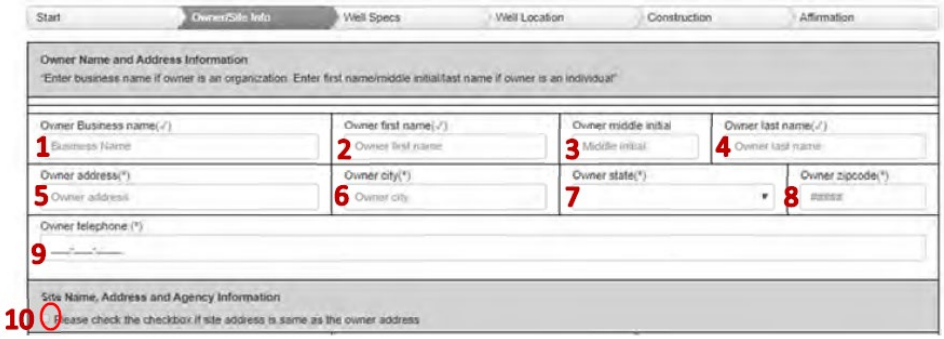
Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Lost/Destroyed

- Start - Purpose
- Owner/Site Info
- Well Specs
- **Lost/Destroyed**
- Affirmation

Owner and Site Info



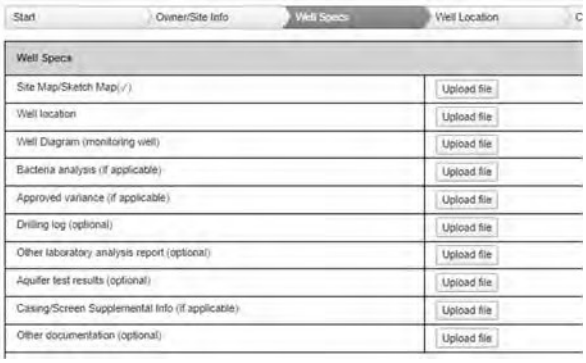
1. Owner Business name
2. Owner first name
3. Owner middle initial
4. Owner last name
5. Owner address (*)
6. Owner City(*)
7. Owner State (*)
8. Owner Zip code (*)
9. Owner telephone (*)
10. If the Site Name, Address and Agency information is the same as the owner information, check the box to auto-populate the Site Name and Address information

Site name, Address, and Agency Information

10. Agency Interest (AI) Number: if known, entering AI will auto-populate site information.
11. Program types
    - CERCLA
    - KPDES
    - Mining
    - PWS
    - RCRA
    - Solid Waste
    - UST
    - Water Withdraw
12. Permit or ID Number
13. Site Name (*)
14. Site Telephone number
15. Site Address (*)
16. Site City(*)
17. Site State (*)
18. Site Zip code (*)

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Well Specs

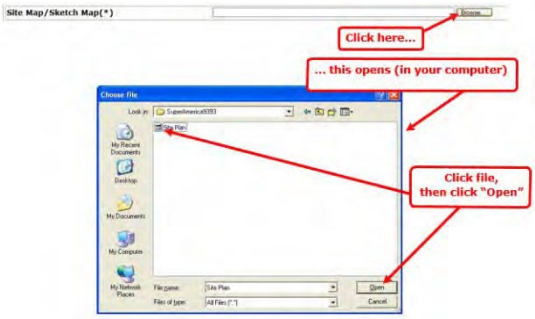


Supporting Documentation

- Site Map/Sketch Map
- Well location
- Well Diagram (monitoring well)
- Bacteria analysis (if applicable)
- Approved variance (if applicable)
- Drilling log (optional)
- Other laboratory analysis report (optional)
- Aquifer test results (optional)
- Casing/Screen Supplemental Info (if applicable
- Other documentation (optional)

How to upload file:

Hit the Upload file button, which will bring up the window to browse to file location and select for upload.



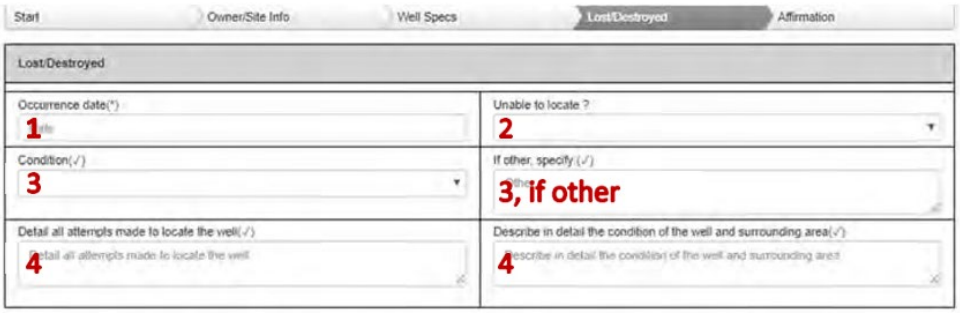
Well Specifications:

1. Well Status (*)
    - Is prepopulated as Lost/Destroyed
2. Well Condition
    - No Selection option.

Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Lost/destroyed

1. Occurrence date (*)
2. Unable to locate?
    - Yes
    - No
3. Condition
    - Collapsed
    - Destroyed
    - Excavated
    - Flooded
    - Mined Through
    - Paved Over
    - Vandalized
    - Other: If other, Specify.
4. Detail all attempts made to locate well: *Comments Box*
5. Describe in detail the conditions of the well and surrounding area: *Comments Box*.

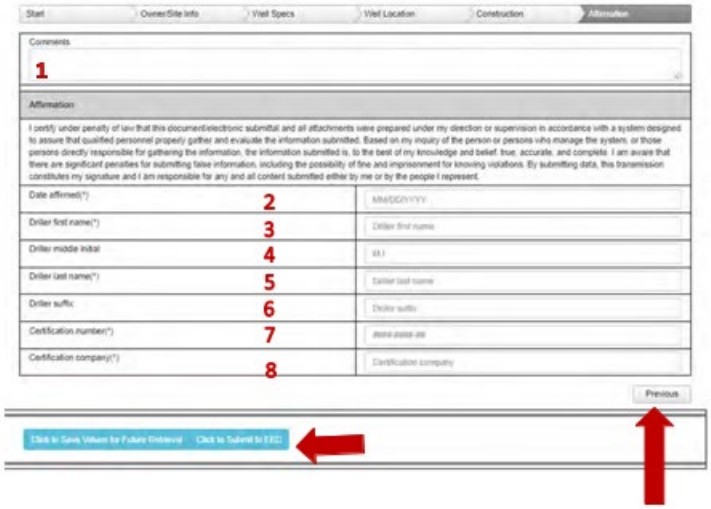


Once finished hit **Save** to complete at a later date, **Previous** to go back or **Next** to continue to the next screen.

Affirmation

This will always be the same no matter the situation presented:

1. Comments
2. Date Affirmed (*)
3. Driller First Name (*)
4. Driller Middle Initial
5. Driller Last Name (*)
6. Driller Suffix
7. Certification Number (*)
8. Certification Company(*)



Once completed you have 3 options

1. Previous to review
2. Save for future retrieval
3. Submit to EEC - If you have errors within the form somewhere you will be asked to review and correct before it will allow the submission

Reminders

If, for some reason, our database does not show a record that you have submitted, our programmers can track it down using your Submittal ID. You might also need to use your eForm ID to pull up a previous record to use as a template.

We highly recommend using a spreadsheet to keep these IDs on hand. This could be something as simple as the one shown below:

AI	Site	AKGWA	Submittal ID
69479	One Stop Market	8007-3458	111251
69479	One Stop Market	8007-3459	111264
69479	One Stop Market	8007-3460	111266
58467	Lowes Gulf	8007-3436	107980
58467	Lowes Gulf	8007-3437	107995

If You Need More Information…

Again, if you have questions that are not addressed in this document, please contact the Kentucky Water Well Drillers Program (DOWDrillersProgram@ky.gov) and we will be glad to assist you.

Latitude and longitude must be reported in decimal degrees. We have provided you a link to a converter (from degrees-minutes-seconds to decimal degrees) next to the Site Latitude field. Clicking this link will open the converter in a separate window (so you will not lose the information already entered on the eForm) and allow you to convert your coordinates. Copy-and-paste your coordinates into the latitude and longitude fields on the eForm, then close the separate window.

You must include a negative sign with the longitude (*e.g.*, -84.206738)

Be sure to leave the 'N' and 'W' prefixes in the latitude and longitude fields before clicking 'Convert' or you will not get correct values!