Uniform Kentucky Well Construction Record eForm: How to Use It

(revised February 2018)

The Uniform Kentucky Well Construction Record was incorporated by reference in April 2008 and was made available for download from the Kentucky Well Drillers Program Web page. In March 2010, electronic submittal of this record was made possible through the Uniform Kentucky Well Construction Record eForm, also available via this Web page. The eForm allows drillers to comply with state well construction regulations by submitting the necessary documentation electronically rather than through paper copies, saving both time and money. In February 2017, all Department for Environmental Protection (DEP) eForms were migrated to the new Kentucky Business One Stop Portal (KyBOS), requiring a new One Stop User Account.

The eForm was designed to mimic the non-electronic version of the record: however, portions of the form may require further explanation. This document will explain these sections and offer various tips for completing the eForm and submitting the data to Division of Water (DOW), along with instructions on how to set up a One Stop User Account.

Please note: the eForm is currently undergoing revisions which will simplify and speed up the submission process; the improved version should be available by mid-2018. Once the revised version is available, this document will be replaced with one containing examples specific to the new form.

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

The Uniform Kentucky Well Construction Record eForm is accessible via a link on the **Kentucky Well Drillers Program Web page** (http://water.ky.gov/groundwater/Pages/WellDrillersProgram.aspx), as shown below:

This link should forward you to the **Kentucky One Stop Business Portal** (https://onestop.ky.gov/), where you will sign in to your user account:

Create User Account

If you do not already have a user account, you must create one. Follow the link *Click here to create one.*

The **Create Account** page appears:

Enter the following information:

Username is your login name for the Kentucky One Stop Business Portal. It is *not* case-sensitive, but be aware that you will **never** be allowed to change it once created, so choose wisely.

Additionally, the Username must meet the following criteria:
- Be between 8 and 20 characters
- Contain only uppercase and lowercase letters, numbers, hyphens (-) and underscores (_)

Display Name is the name (or nickname) you want the Security System to use when addressing you.

First Name and **Last Name**

Email and **Confirm Email Address** must match. This is the email that you want the Security System to use when corresponding with you. Be aware that you will **never** be allowed to change it once created and may not be used by someone with a different Username.

Password and **Confirm Password** must match. The Password must meet the following criteria.

- Be between 8 and 15 characters
- Contain at least one number and one letter
- Contain at least one special character
- Contain at least one capital letter

The link "*Optional profile information*" expands the page to allow entry of other personal information:

- Prefix (Mr., Ms., etc)
- Middle Name
- Suffix (Sr., Jr., II, etc)
- Street Address (1 or 2)

- PO Box Number
- City
- State
- Zip Code

Once you have completed all required fields, click **Create Account**.

If you encounter any difficulty, please call or email the contact listed below the login:

After you click **Create Account** the **Account Creation Confirmation** page will appear:

Once you receive a confirmation email from the Security System, you must click the link in the email to finish setting up your user account. Once the **Login** page appears, your account has been activated.

DEP eForms pages

Once you have an active account, enter your Username and Password, then click **Sign in**. You should then be directed to the **DEP eForms** main page:
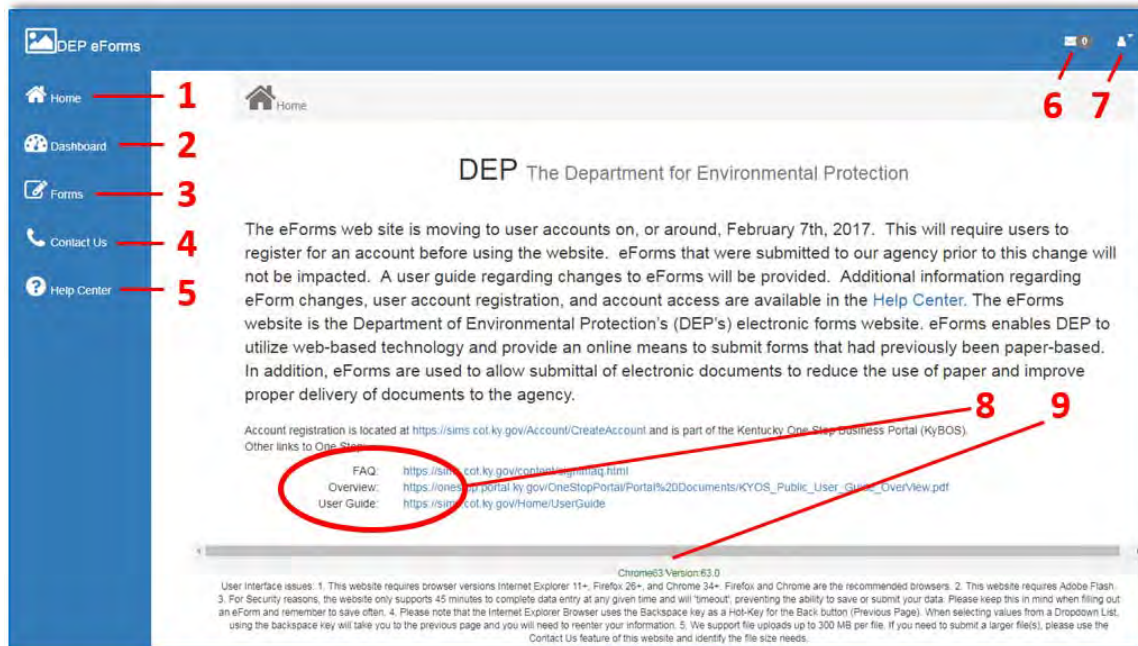
The vertical navigation bar along the left side of the screen is available from any DEP eForms page.

1. Home
2. Dashboard
3. Forms
4. Contact Us
5. Help Center
6. Message Center
7. User Account
8. KyBOS Assistance
9. User Interface Issues

1. Home

This link takes you back to the DEP eForms Main page (shown above).

2. Dashboard

This link takes you to the Dashboard, which includes links to Unread Messages, Incomplete eForms, eForms Pending DEP Review and Completed eForms:
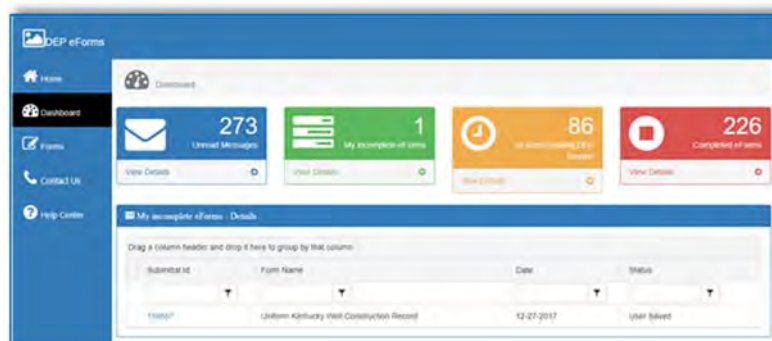
Unread Messages

The **Unread Messages** box will direct you to the List of Messages page containing confirmation emails that were sent to you for each eForm submittal. Click on **View Details** in that box to get to the following page:
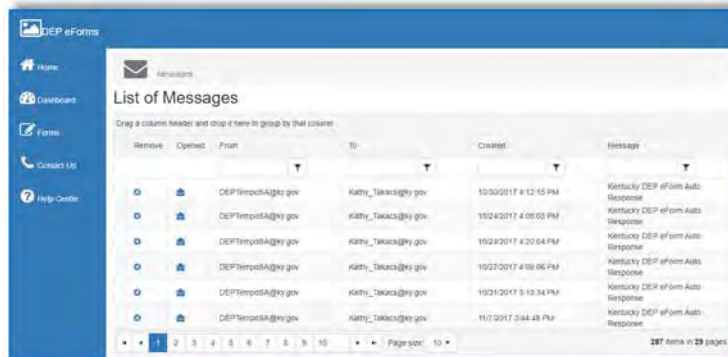
My Incomplete eForms
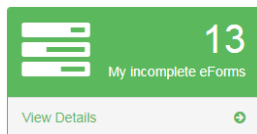
The **My Incomplete eForms** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have saved but not yet submitted.

Click on **View Details** in that box to get to the following page:
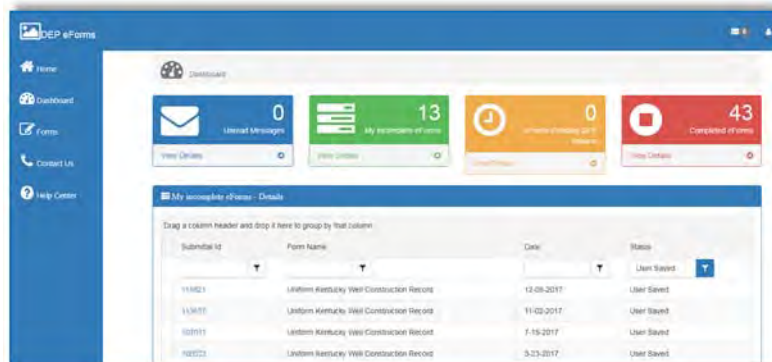
Clicking on one of the Submittal ID numbers will direct you to the **Form Details** page:

eForms Pending DEP Review

The **eForms Pending DEP Review** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that are awaiting DEP staff review.

Click on **View Details** in that box to get to the following page:

Clicking on one of the Submittal ID numbers will direct you to the **Form Details** page:
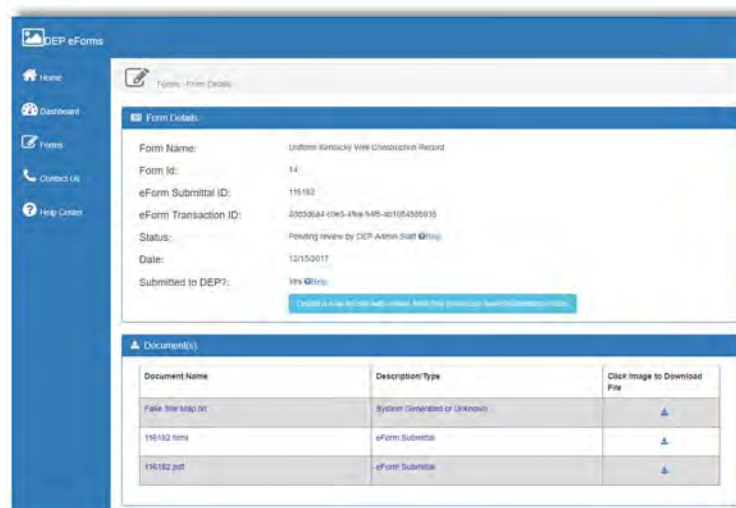
Completed eForms

The **Completed eForms** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that have been reviewed.

Click on **View Details** in that box to get to the following page:
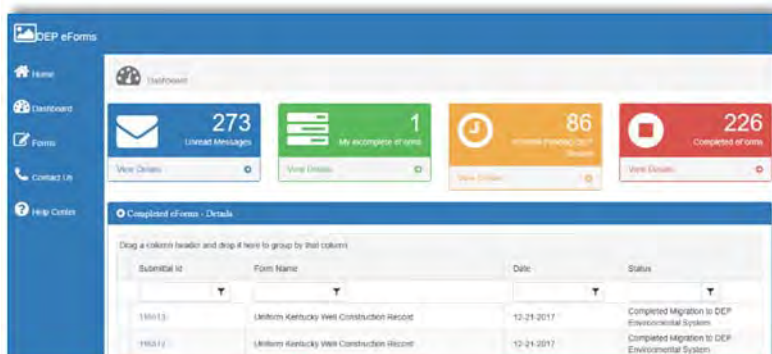
Clicking on one of the Submittal ID numbers will direct you to the **Form Details** page:
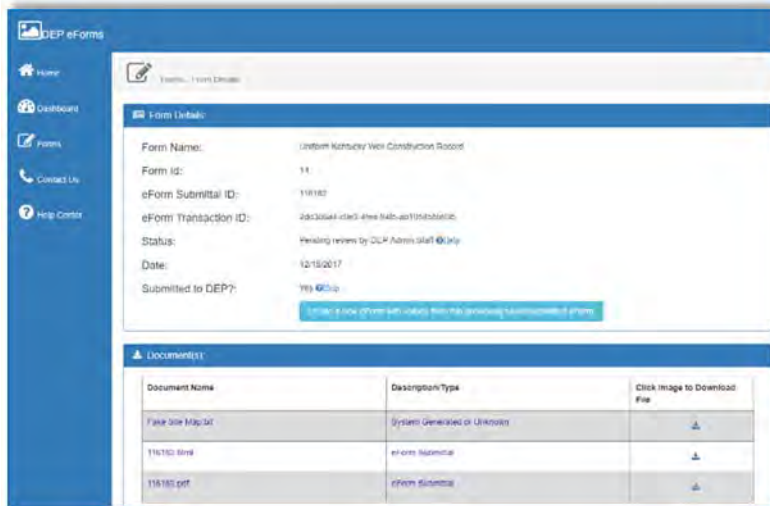
3. Forms

This link takes you to the Forms page, which includes an option to retrieve an eForm by Transaction ID (not Submittal ID) and a list of available eForms:
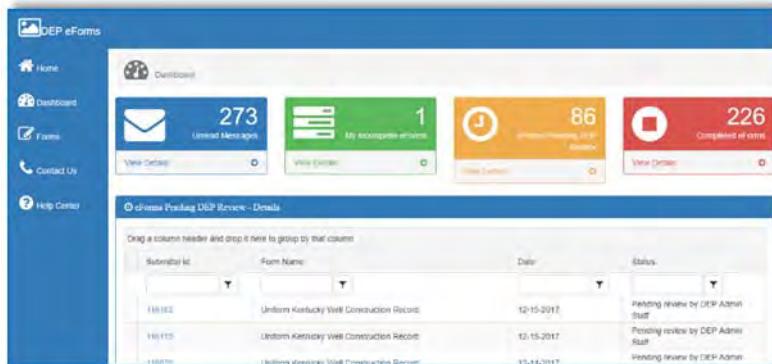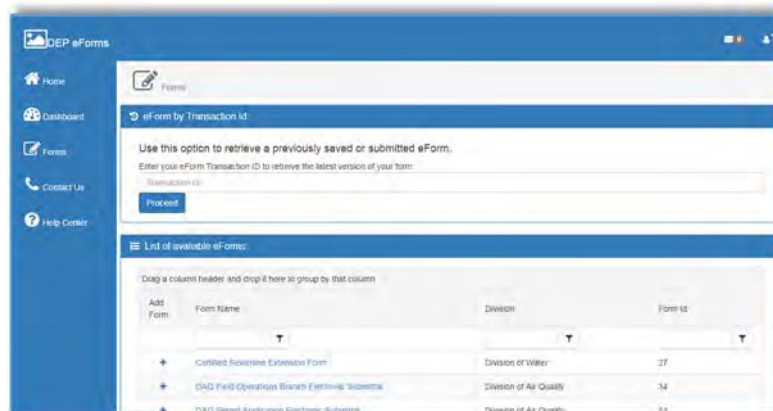

eForm by Transaction ID

You can enter an eForm Transaction ID to retrieve a previously saved or submitted eForm. Please note the *Transaction ID* is not the same as the *Submittal ID*. The *Transaction ID* is a 32-character ID (*e.g.*, 3e8a5a02-b0b0-47be-bd85-512073d1703a) that was used in the first version of the eForms. Since the newer generation of eForms now allows a sequential *Submittal ID* (*e.g.*, 115821), it is much easier to access your eForm through one of the lists of eForms available from the Dashboard.
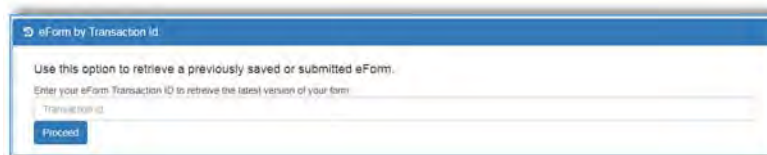
You can filter the list of available eForms to start with a blank version of the Uniform Kentucky Well Construction Record. After you've submitted your first eForm, it's much easier to start with one as a template from the Dashboard than to start a brand new one searching through this list.

4. Contact Us

This link takes you to the Contact Us page, which includes contact information for DEP and an option to send a message to DEP directly. The Division of Compliance Assistance (DCA) will receive the message and respond as soon as possible.

5. Help Center

This link takes you to the Help Center, which includes FAQs, User Help, Other Resources, and a repeat of the Contact Us page.
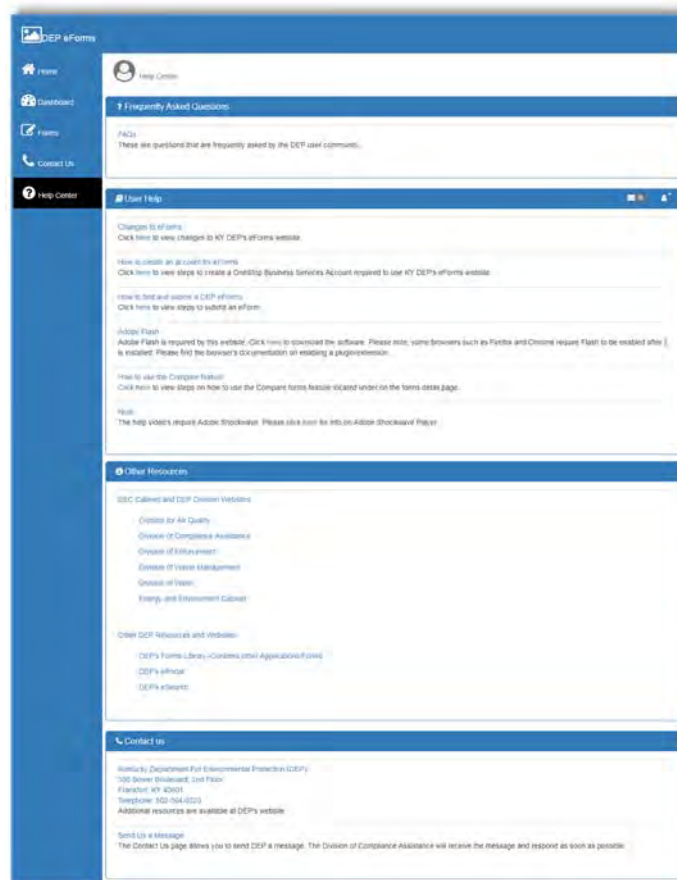
Frequently Asked Questions

This section provides a link to the most recent version of the DEP FAQs page.
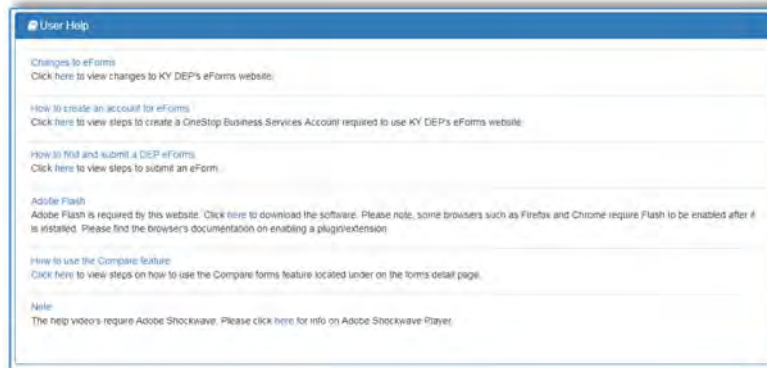
This section provides links to four instructional videos developed by DCA about the DEP eForms page. If you still have questions after going through this document, we recommend viewing these videos for further information. If you still have questions, send a message to DEP through the Contact Us page.

Other Resources
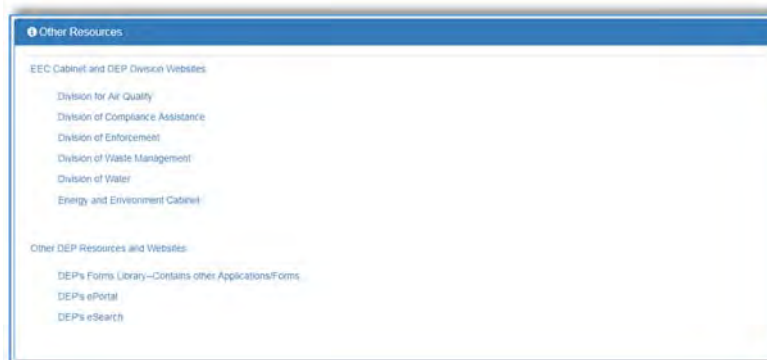
This section provides links to the DEP Division websites and the Energy and Environment Cabinet website. Additionally, links to the DEP Forms Library, DEP ePortal and DEP eSearch are provided.

Contact Us
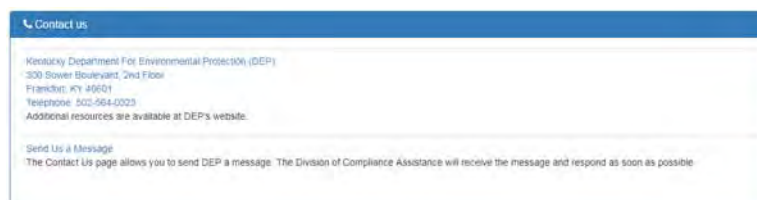
This section provides the DEP contact information, along with a link to the main Contact Us page where you can send a message directly to DEP.

6. Messages

This link takes you directly to the List of Messages. You can also access this list from the Dashboard.
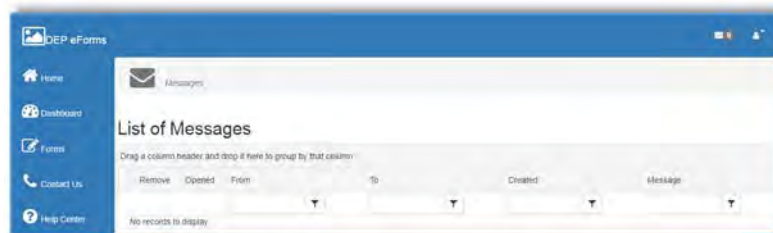
7. Sign Out
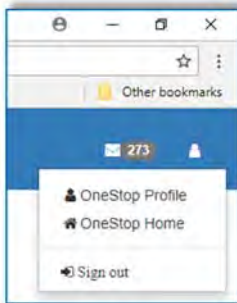
When you are finished submitting records via eForm, it is highly recommended that you sign out of **KyBOS**. Click on the silhouette in the top right corner of the screen. Once the drop down appears, select **Sign Out**.

8. Links to FAQ, Overview, and User Guide

These links take you to documents designed by the Commonwealth Office of Technology (COT) to answer questions specifically about **KyBOS**:
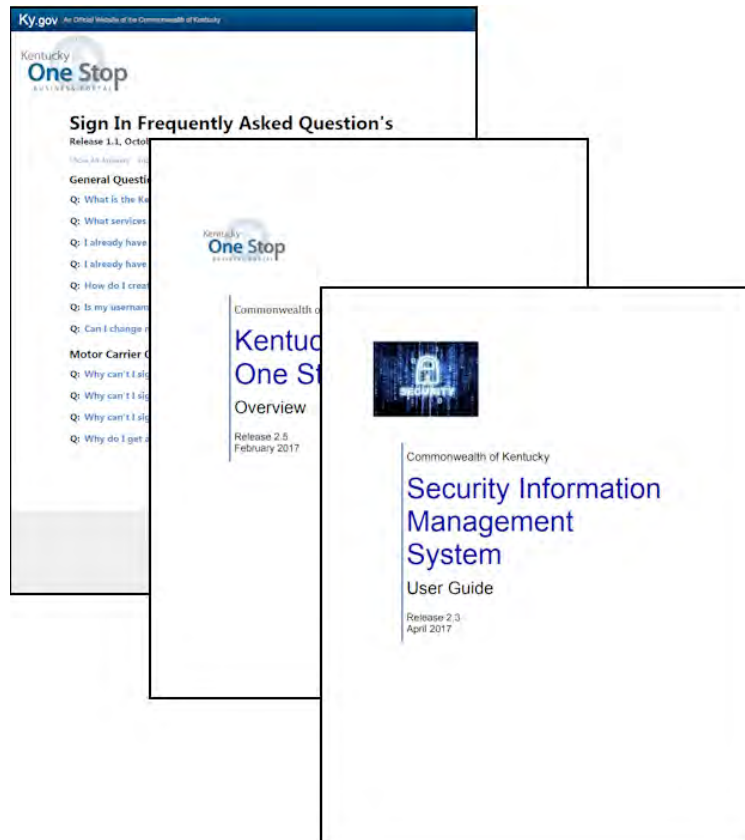
9. User Interface Issues (the Fine Print)

Please keep in mind the following **User Interface Issues**:

This Website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers.

This website requires Adobe Flash.

For Security reasons, the website only supports **45 minutes** to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to save often.

It is recommended that you:
- **Don't leave your desk with the eForm open.**

- **If you need to take a break, save your data and retrieve it later.**

Please note that the Internet Explorer Browser uses the Backspace key as a Hot-key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key takes you to the previous page and you will need to reenter your information.

- **Don't use the backspace key in the eForm.**
    - **You will <u>lose everything</u> entered on the page!**

- **If you need to change what you typed, use the arrow or delete keys.**

We support file uploads (maps, drilling logs, etc.) up to 300 MB per file. If you need to submit a larger file(s), please use the Contact Us feature of this website and identify the file size needs.

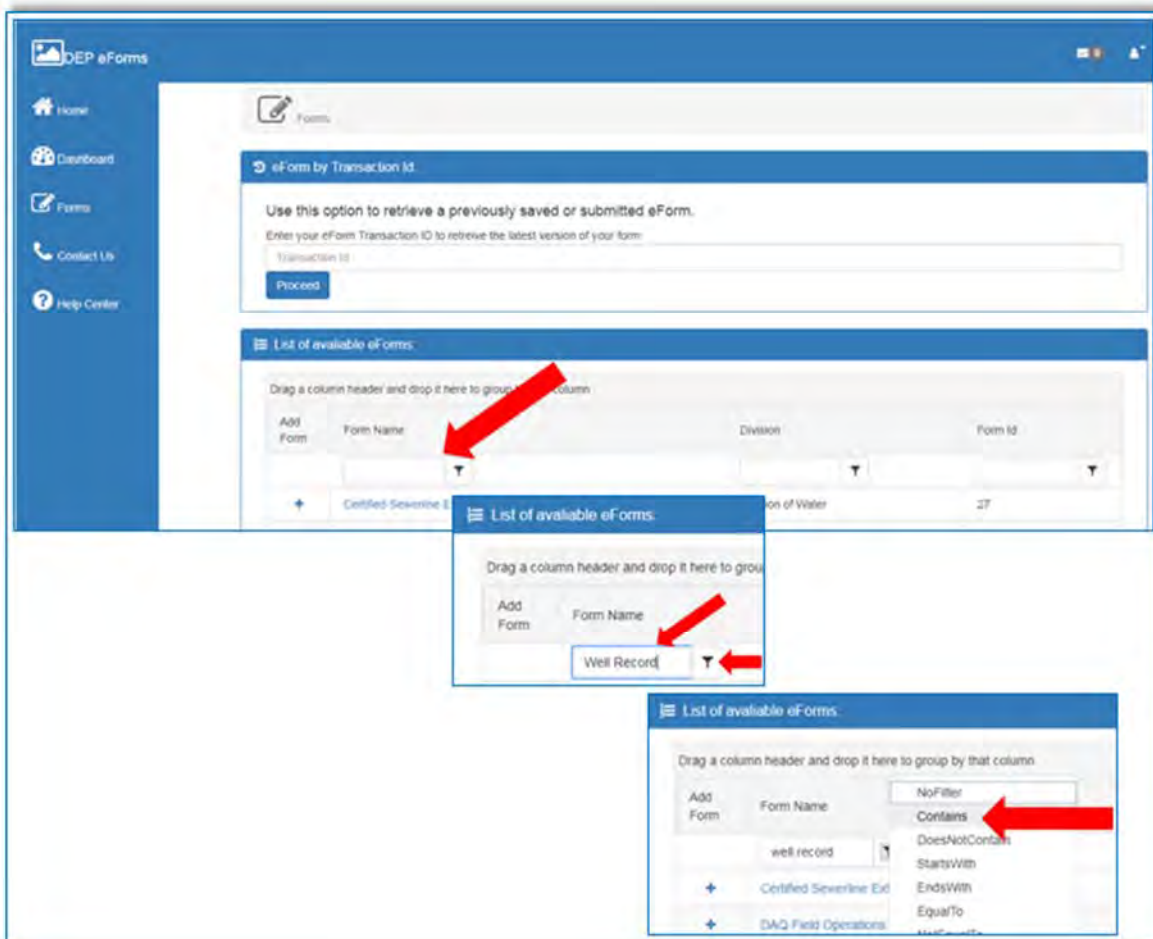# Choosing the eForm to Load

Option 1: Blank eForm

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

Click on **Forms** on left side of screen (**Forms** page appears)
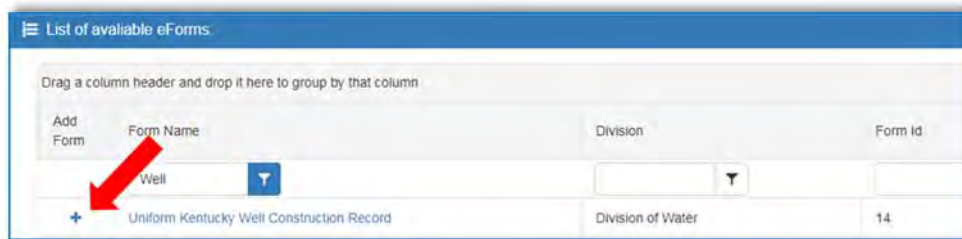
Click in the **Form Name** field and type "Well"
   Click the **Filter** button and choose **Contains** from the list that appears.

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)

Click on **Dashboard** on left side of screen (**Dashboard** page appears)

Click the **View Details** link in the green **My incomplete eForms** box

Click the Submittal ID corresponding to the previously saved eForm
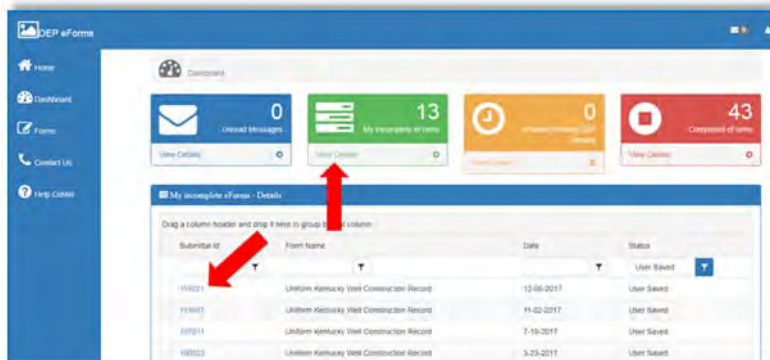
Click the **Continue with this eForm** button
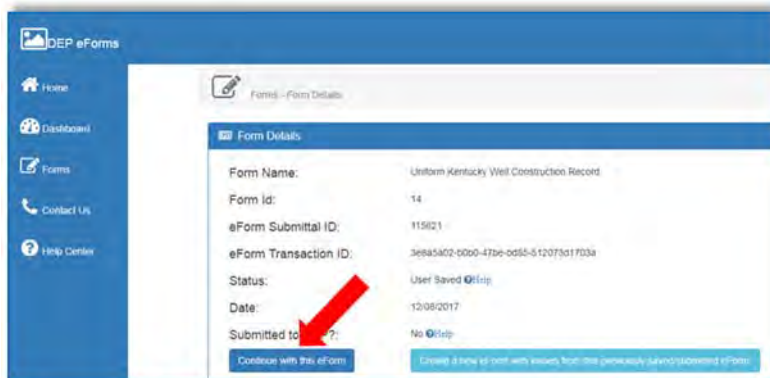
Previously saved, incomplete eForm opens:

Continue data-entry and file uploads…

Option 3: Previously submitted eForm to use as template

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

Click on **Dashboard** on left side of screen (**Dashboard** page appears)
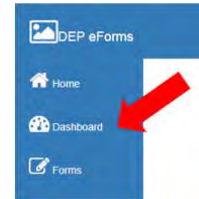
Click the **View Details** link in either the yellow **eForms Pending DEP Review** or red **Completed eForms** box. Click the Submittal ID corresponding to the previously submitted eForm.
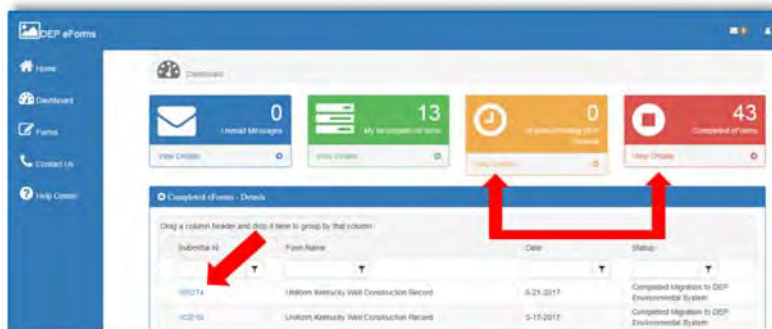
Click **Create a new eForm with values from the previously saved/submitted eForm** button

Previously submitted eForm opens.

⚠️ **BE SURE** to remove or change anything different between the previously entered record and the current record (such as AKGWA #, Owner ID, etc.) before completing data-entry…

eForm

UNIFORM KENTUCKY WELL CONSTRUCTION RECORD

Use this form to report installation of monitoring or water wells.

Form must be completed and submitted to the Division of Water within 60 days of well completion.

See instructions below.

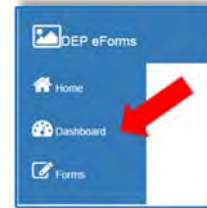One copy to owner and one copy to driller's files.

Owner Name (*)	
Owner First Name(*)	Owner Last Name(*)
Owner Address (*)	
Owner City(*)	State(*) Kentucky Owner Zip(*)
Owner Phone (*)	Owner eMail

Site Name(*)	
Site Address (*)	
Site City(*)	State(*) Kentucky Site Zip(*)
Site Phone	Site eMail
Site Latitude(*)	Site Longitude(*) Method(*)
DMS to DD Converter	

Agency Interest (AI) Number	Facility Type & ID
USGS Topo Map(*)	County(*)
Surface elevation (ft)	Elevation determined by
Physiographic Region (*)	Well Use(*)
Drilling Method(*)	Well Status(*)
Wellhead(*)	Well Condition(*)

Casing / Open Borehole

	From depth (ft)(*)	To depth (ft)(*)	Borehole diameter (in)(*)	Casing diameter (in)(*)	Casing type(*)
Delete					
Add New					

Screen

	From depth (ft)(*)(*)	To depth (ft)(*)(*)	Borehole diameter (in)(*)(*)	Screen diameter (in)(*)(*)	Screen Type(*)(*)	Screen slot size (*)(*)
Delete						
Add New						

Annulus fill and seal

	Section(*)	From depth (ft)(*)	To depth (ft)(*)	Material(*)
Delete	Grout			
Delete	Seal			
Delete	Filter Pack			
Add New				

Lithologic log

	From depth (ft)(*)	To depth (ft)(*)	Description(*)
Add New			

Site Map/Sketch Map(*)	Browse...
Well Diagram (monitoring well)	Browse...
Coliform analysis (if applicable)	Browse...
Signed variance (if applicable)	Browse...
Other laboratory analysis report (if applicable)	Browse...
Casing/Screen Supplemental Info	Browse...

Comments	

Affirmation: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By submitting data, this transmission constitutes my signature and I am responsible for any and all content submitted either by me or by the people I represent.

Signature of certified driller & PIN(*)	Date Signed(*)
Driller First Name(*)	Driller Last Name (*)
Certification Number (*)	Certification Company(*)

Right column

Kentucky Well ID (AKGWA) Number(*)	
Owner Well ID	
Work Start Date (*)	
Work End Date (*)	
Total depth (ft) (*)	
Depth to bedrock (ft)	
Static water level (ft)	
SWL method(*)	
Casing height above surface (in)	

WATER WELLS ONLY

Estimated well yield	
Well Yield Method	
Well service (# of people served)	
Disinfectant amount	
Disinfectant type	
Pitless adapter installed	
Pump installed	
Depth to intake (ft)	

Apparent quality and odor:

Appearance	
Odor Type	
Odor-Level	

Coliform Test

Coliform test type	
Coliform test results	or # colonies p 100 ml
Date Sampled	
Date Analyzed	

| Save For Future Retrieval | S |

Section: Water Wells Only

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. This section is found in the middle-right section of the eForm.

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.

Section: Owner

In order to accommodate both owners as individuals and as businesses, these fields are considered required fields. If you have a business name as the owner, you must enter "na" for the first name and last name in this section.

Note also that the Owner eMail is not a required field, but is recommended if available.

The owner's phone number is a required field, but the site phone number is optional.

Site Name(*)	Chevron #42914
Site Address (*)	I-64 and Van Meter Rd
Site City(*)	Winchester
Site Phone	

| Site City(*) | Winchester | State(*) | Kentucky | Site Zip(*) | 40391 |

| Site Phone | | Site eMail | |

**Owner Phone required;
Site Phone optional**

Section: Location

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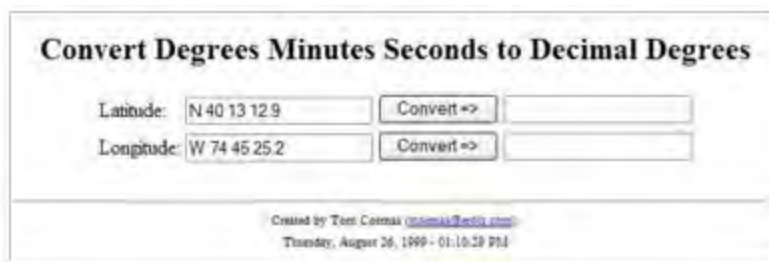
⚠ You must include a negative sign with the longitude (*e.g.*, -84.206738)

⚠ 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!

Section: Well Completion

The drop-down menus on the eForm will only allow one choice. Because of this, we have provided combinations where appropriate, such as "Combined – HS auger and air rotary."

If the combination of methods you used is not listed as an option for Drilling Method, choose the predominant method used and indicate the secondary method in the comments field. If your combination is seen frequently, we can add it to the drop-down list.

Section: Casing

The casing section defaults to one row. If you need to add a row, click "Add New." Once you add a row, however, every field in that row will be a required field.

If you need to report an open borehole instead of casing, use this section. Since all fields in the row will be required, enter the same value for Borehole Diameter and Casing Diameter and select "Open Borehole" for Casing Type.

You can add as many rows as you need.

Section: Screen

The screen section also defaults to one row, but you can also add as many rows as you need.

If you enter data in a field in a format different from what is expected, you will get an error message as soon as you move away from the field that details what format is necessary. This way you don't have to try to backtrack and determine where the error occurred when trying to submit the form – you will know right away what needs to be changed.

Screen

	From depth (ft)(*)(*)	To depth (ft)(*)(*)	Borehole diameter (in)(*)(*)	Screen diameter (in)(*)(*)	Screen Type(*)(*)	Screen slot size (*)(*)
Delete	3.1	22.8	8	4	PVC	.010
Add New						

Works the same as the Casing section

Slot Size must be < 3 digits past decimal otherwise you get an error message:

Screen slot size(*)(*)

.0010   The Format must be between 0.001 and 99.999, with

Section: Lithologic Log

The lithologic log section defaults to no rows. You will need to select "Add New" to add as many rows as you need to enter the complete lithology for this section.

Add as many rows as you need

Section: Well General Info

The owner well ID is not a required field, since most domestic water wells will not have such an ID. However, if you are submitting records for monitoring or water wells at a facility, the owner ID is needed for each well. Please be sure to enter ID numbers less than 10 as a 2-digit number (for example, MW-01).

Static water level method is a required field. If you did not note a static water level, leave the static water level field blank but select "Reported" as SWL method.

If the well was dry, do not enter "0" as static water level; 0 indicates that the static water level occurred at ground level.

Section: Attachments & Comments

Site or sketch map is a required attachment. Other attachments, if available, are recommended.

Be sure to select the right file for the right attachment row. The document is assigned a name based upon which row is selected. If you clicked Browse in the Well Diagram row but attached the site map, the site map would arrive in our database as "Well Diagram."

To include attachments with your eForm submittal, they must be in electronic format, such as .pdf, .doc, .xls, .tif, .jpg, etc., and must be stored somewhere on your computer.

Once your attachments are ready, you must upload them using the "Browse" feature corresponding to each attachment row (see illustration on next page).

Browse for Attachment

Section: Affirmation

The affirmation section uses a PIN number in place of your actual signature. You will need to e-mail us to receive your personal PIN number before using the eForm for the first time. You will use your personal PIN number for each record you submit via the eForm.

Save or Submit eForm

Finally, you must select to either save your record to submit at a later time (for instance, if you needed to get static water level before sending your final record) or to submit your final copy.
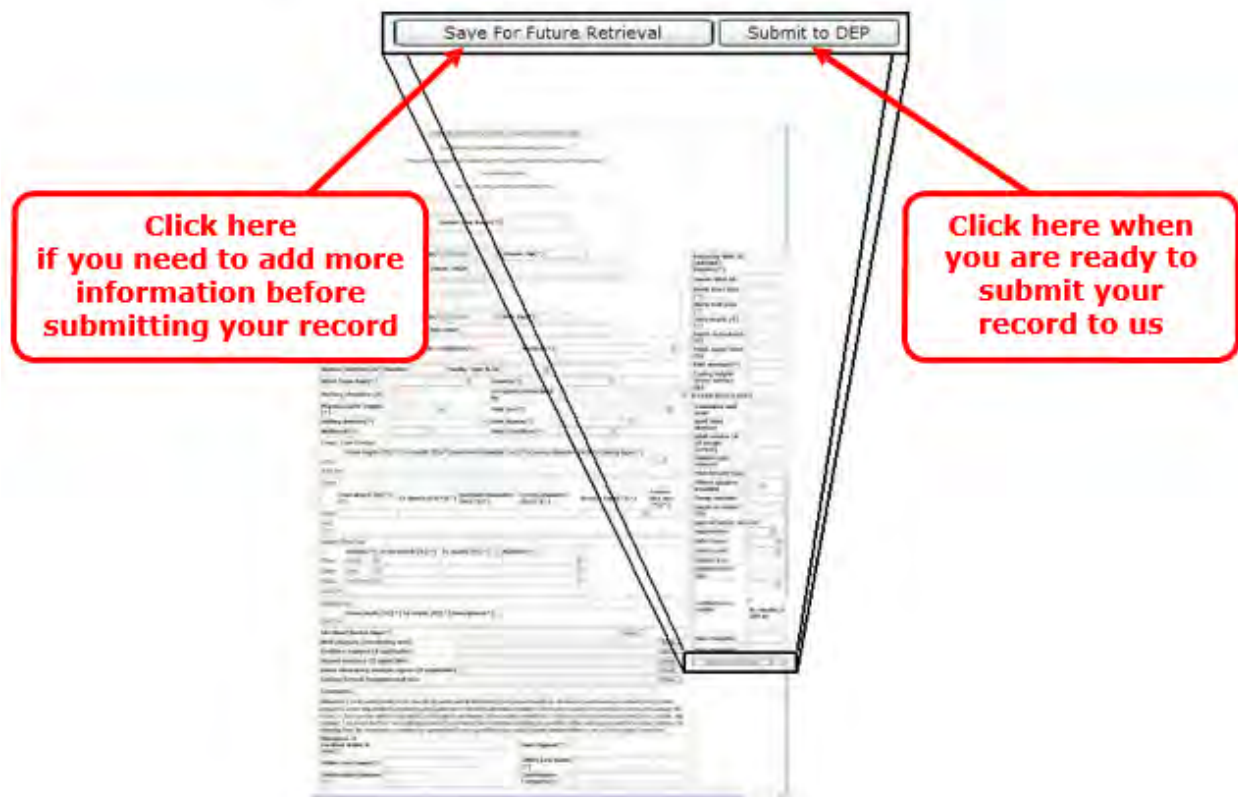
If you **SAVE** your eForm, you will be redirected to the following screen:
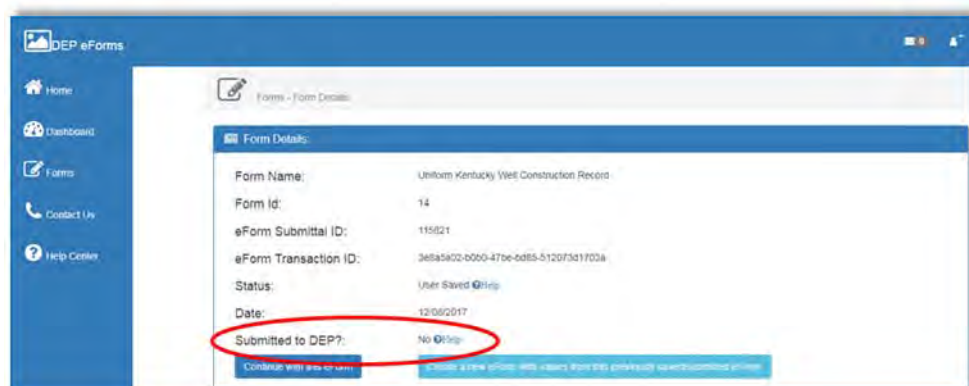
Note that in the Form Details box, the line **Submitted to DEP?** will indicate **No**.

You must complete the eForm with all necessary information before you can submit it to DEP.

If you **SUBMIT** your eForm, you will be redirected to the following screen:

Note that in the **Form Details** box, the line **Submitted to DEP?** will indicate **Yes**.

Make note of the Submittal ID number somewhere on your computer. We recommend creating a simple Excel spreadsheet to keep track of this information:

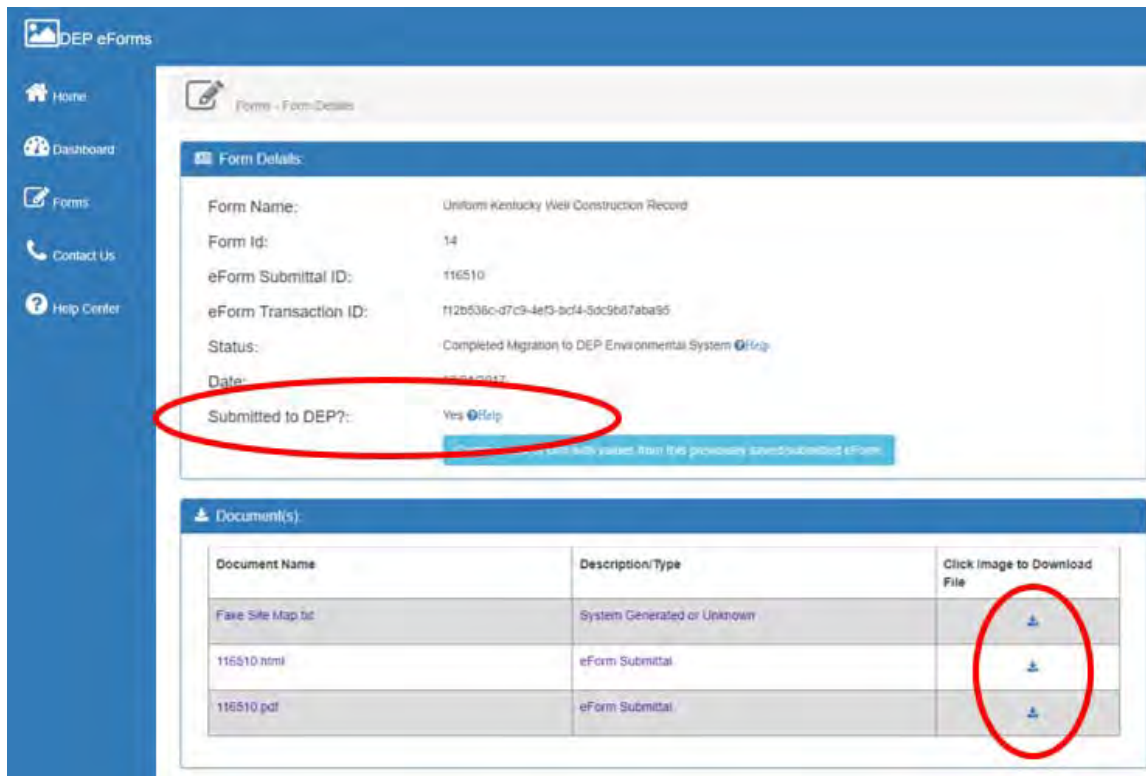| AI	Site	AKGWA	Submittal ID
69479	One Stop Market	8007-3458	111251
69479	One Stop Market	8007-3459	111264
69479	One Stop Market	8007-3460	111266
58467	Lowes Gulf	8007-3436	107980
58467	Lowes Gulf	8007-3437	107995

In the **Documents** Box, you will see all of the documents you uploaded with this eForm. You can click on the symbol in the right-hand column (**Click Image to Download File**) to see the eForm, map, driller log, etc., that were submitted. Two files are computer-generated renditions of the eForm data you entered with the Submittal ID as a filename: one is an HTML file and the other is a PDF file.

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.