

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.

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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) (<http://water.ky.gov/groundwater/Pages/WellDrillersProgram.aspx>), as shown below:

Division of Water
Well Drillers Program

The Technical Services staff of the Groundwater Section coordinates the Well Drillers Certification Program for water well and monitoring well drillers in accordance with 401 KAR 6:320.

The section also fields questions regarding compliance with state well construction regulations (401 KAR 6:310) and questions regarding problems with and maintenance of water wells and monitoring wells (401 KAR 6:350).

In addition, section staff publish the Kentucky Driller Quarterly newsletter and maintain a current directory of certified water well drillers.

[View as directory](#) [View as map](#)

Several publications to help you with your water well can be found on the water well related concerns page.

Online recertification is available annually from June 1 to Aug. 31.

[ePay: Recertify Online](#) [ePay: Instructions](#)

Online well record submittal is available via the link below.

[Submit Well Records via eForm](#) [Well Record eForm: Instructions](#)

Quick Links

- [Kentucky Driller Quarterly](#)
- [Forms and Applications](#)
- [KYGWA Registration Form](#)
- [KYGWA Tradeshow Location Map](#)
- [Other States Drillers Programs](#)
- [Training Resources](#)
- [Water Well Drillers Certification Board Meetings](#)

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

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky One Stop BUSINESS PORTAL

Kentucky Business One Stop Portal is the gateway to many Commonwealth Services. For a complete list of services, please see our [FAQs](#).

Note: If you own more than one business or use more than one of the services, you do not need to create a user account for each business and/or service. Your Kentucky Business One Stop user account will work for all of them.

For additional information, refer to these User Guides: [One Stop Overview](#) and [One Stop Security](#)

Username

Password

[Forgot Username or Password?](#)

[Sign in](#)

If you do not have a user account, [Click here to create one.](#)

If you are having trouble creating or using your account, please review the [FAQs](#). If you still have questions, please call us at: **502-782-8930**, or email KYBOS.SUPPORT@ky.gov

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Create User Account

If you do not already have a user account, you must create one. Follow the link [Click here to create one](#).

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky One Stop BUSINESS PORTAL

Kentucky Business One Stop Portal is the gateway to many Commonwealth Services. For a complete list of services, please see our [FAQs](#).

Note: If you own more than one business or use more than one of the services, you do not need to create a user account for each business and/or service. Your Kentucky Business One Stop user account will work for all of them.

For additional information, refer to these User Guides: [One Stop Overview](#) and [One Stop Security](#)

Username
Password
Forgot Username or Password?
[Sign in](#)

If you do not have a user account. [Click here to create one.](#)

If you are having trouble creating or using your account, please review the [FAQs](#). If you still have questions, please call us at: **502-782-8930**, or email KYBOS.SUPPORT@ky.gov

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

The **Create Account** page appears:

Ky.gov An Official Website of the Commonwealth of Kentucky

Security Information Management System (SIMS)

Search

User Guide Login

Create Account

Username* Display Name*
First Name* Last Name*
Email Address* Confirm Email Address*
Password* Confirm Password*

Optional profile information

Clear Form Create Account

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**.

The screenshot shows the 'Create Account' form in the Security Information Management System (SIMS). The form has the following fields: Username, Display Name, First Name, Last Name, Email Address, Confirm Email Address, Password, and Confirm Password. Below these fields is a link for 'Optional profile information'. At the bottom right, there is a 'Create Account' button, which is highlighted by a red arrow.

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

The screenshot shows the Kentucky Business One Stop Business Portal login page. The page includes a login form with fields for Username and Password, a 'Sign in' button, and a 'Forgot Username or Password?' link. A yellow note provides information about user accounts for multiple businesses. A red circle highlights contact information for support: 502-782-8930 or email KIBOS.SUPPORT@ky.gov.

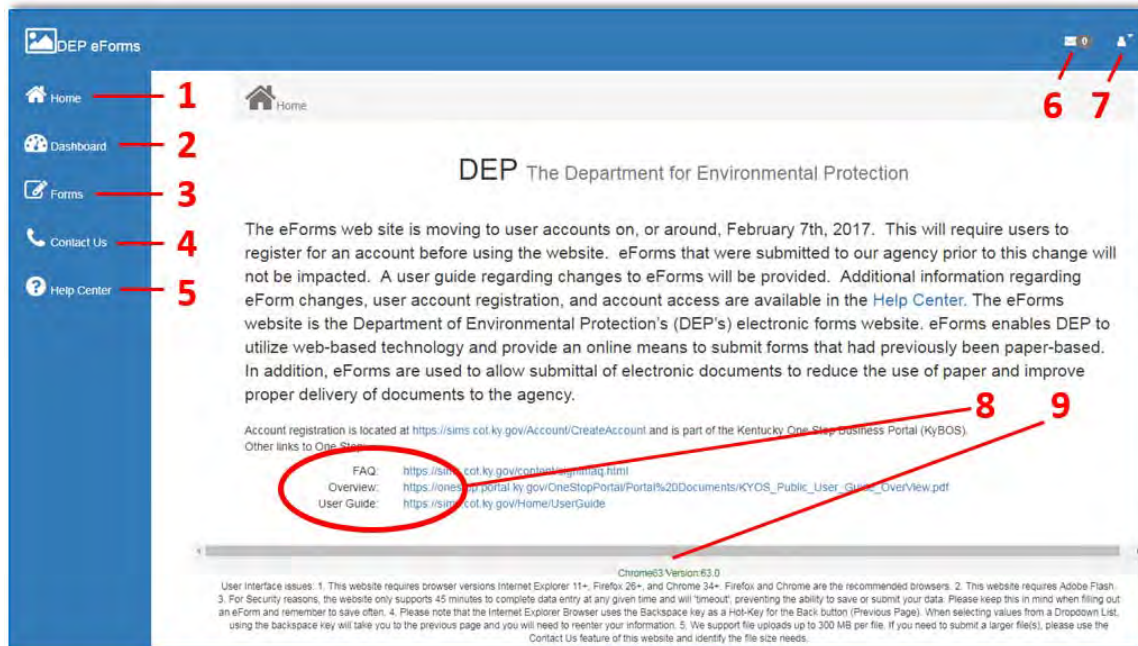
After you click **Create Account** the **Account Creation Confirmation** page will appear:

The screenshot shows the 'Account Creation Confirmation' page. The page displays the following text: "You are almost done registering your user account with Kentucky Business One Stop. You will receive an email which contains directions for activating your user account. Follow the directions contained in that email to finish setting up your user account. You may close this browser window. A new one will be opened for you when you click the link in the confirmation email."

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.

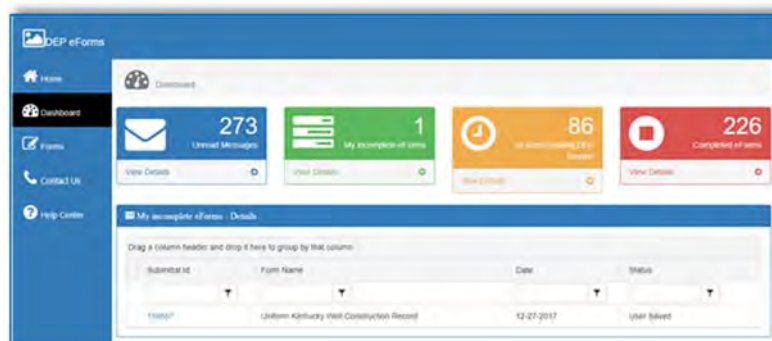
- | | |
|----------------|--------------------------|
| 1. Home | 6. Message Center |
| 2. Dashboard | 7. User Account |
| 3. Forms | 8. KyBOS Assistance |
| 4. Contact Us | 9. User Interface Issues |
| 5. Help Center | |

1. Home

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

2. Dashboard

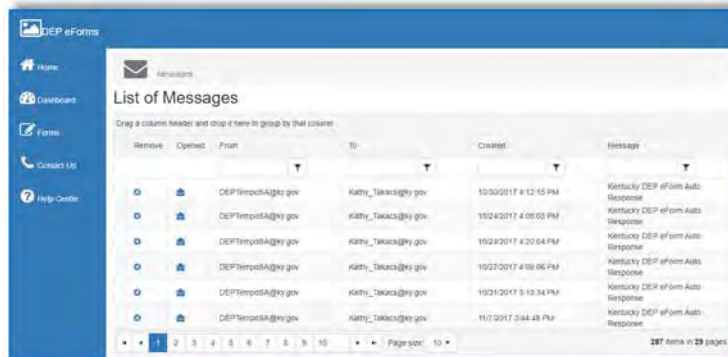
This link takes you to the Dashboard, which includes links to Unread Messages, Incomplete eForms, eForms Pending DEP Review and Completed eForms:



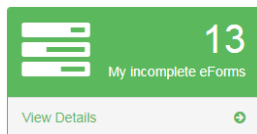
Unread Messages



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:

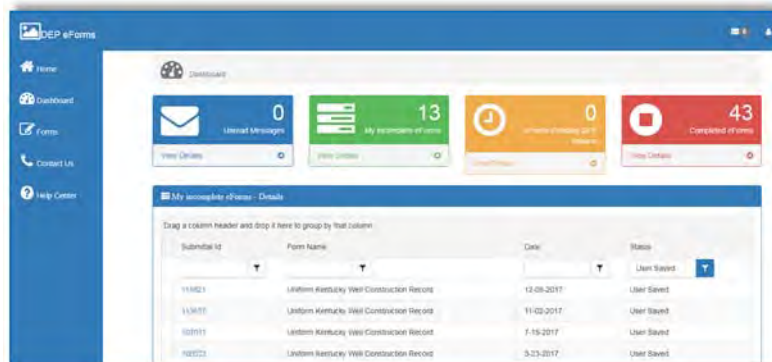


My Incomplete eForms



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:

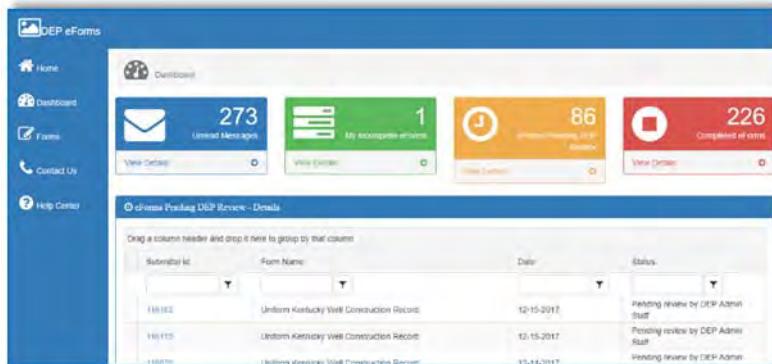


eForms Pending DEP Review

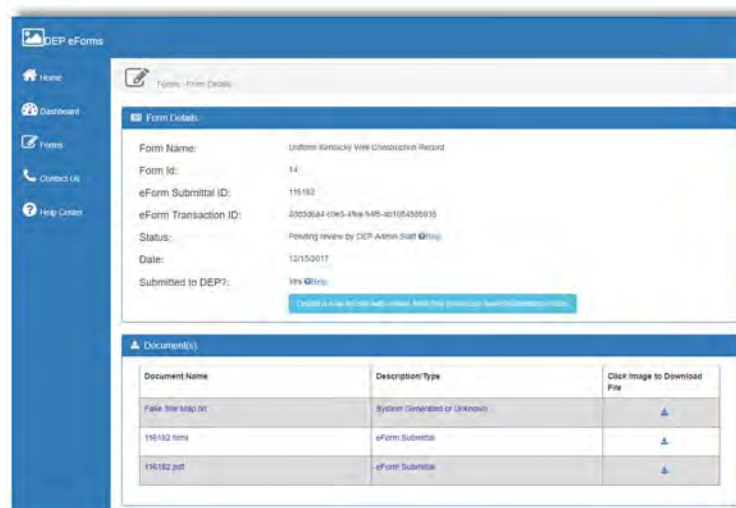


The **eForms Pending DEP Review** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that are awaiting DEP staff review.

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:

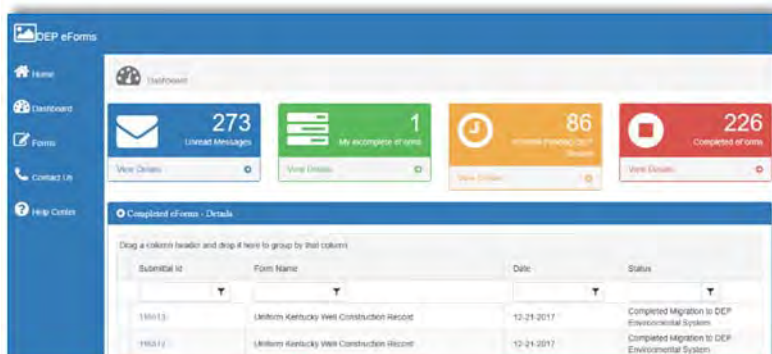


Completed eForms

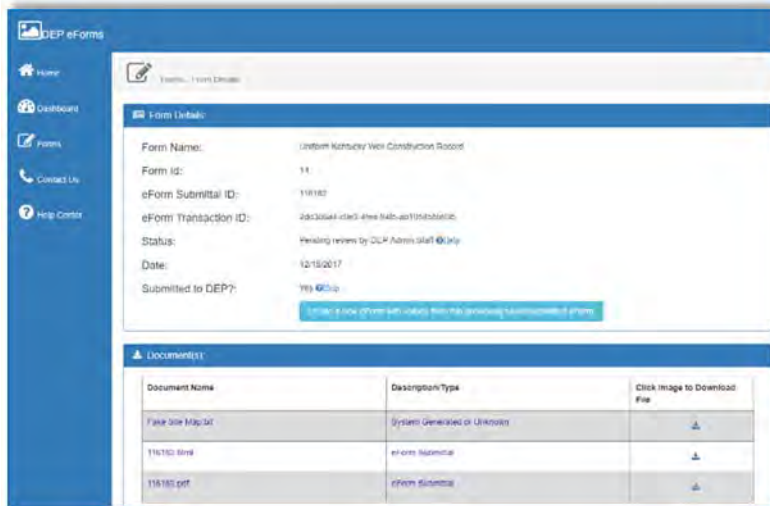


The **Completed eForms** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that have been reviewed.

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

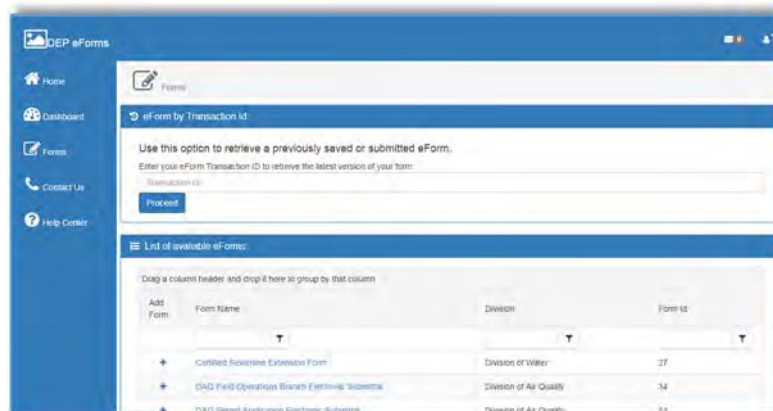


Clicking on one of the Submittal ID numbers will direct you to the **Form Details** page:



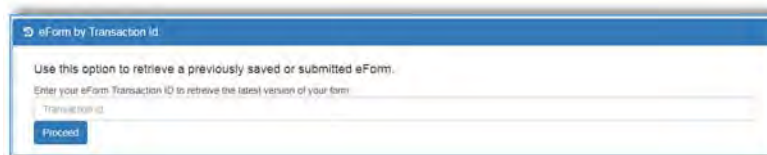
3. Forms

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.



List of Available eForms

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.

Add Form	Form Name	Division	Form Id
+	Certified Sewerline Extension Form	Division of Water	27
+	DAQ Field Operations Branch Electronic Submittal	Division of Air Quality	34
+	DAQ Permit Application Electronic Submittal	Division of Air Quality	54
+	DAQ Source Sampling Section Electronic Submittal	Division of Air Quality	32
+	DCA Application for Reciprocity	Division of Compliance Assistance	20
+	DCA Registration Form For Exams and Training	Division of Compliance Assistance	18
+	DCA Registration Form For Exams and Training (Solid Waste)	Division of Compliance Assistance	25
+	DOW Oil and Gas Registration	Division of Water	2
+	KPDES KYG04 Coal Information Update Form	Division of Water	22
+	KPDES NOI for KYG04 (Coal Mining General Permit)	Division of Water	42

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.

DEP eForms

Home
Dashboard
Forms
Contact Us
Help Center

Contact Us

Kentucky Department For Environmental Protection
300 Sower Boulevard, 2nd Floor
Frankfort, KY 40601
Telephone: 502-782-6189

Send Us a Message

First Name:

Last Name:

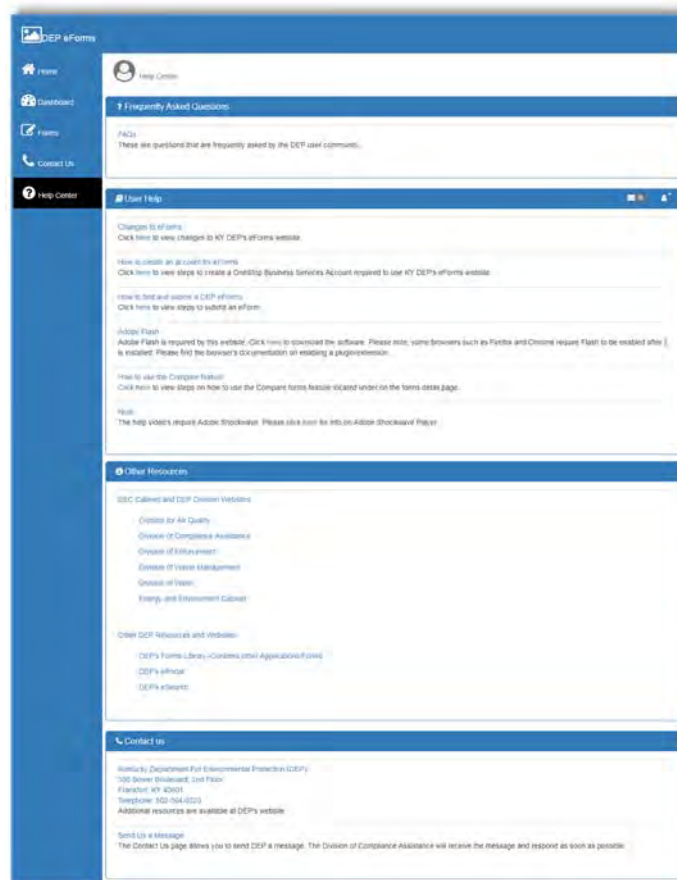
Company Name:

Email Address:

Message:

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.



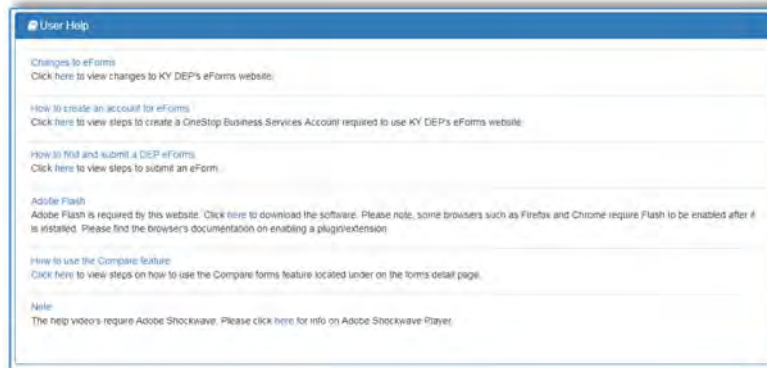
Frequently Asked Questions



This section provides a link to the most recent version of the DEP FAQs page.

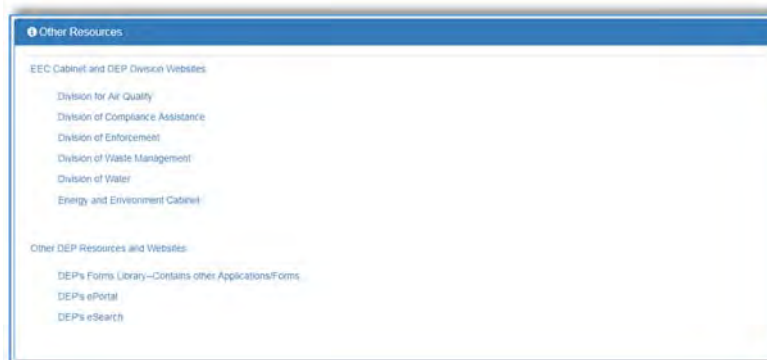


User Help



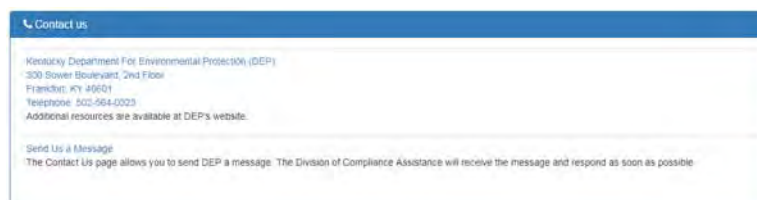
This section provides links to four instructional videos developed by DCA about the DEP eForms page. If you still have questions after going through this document, we recommend viewing these videos for further information. If you still have questions, send a message to DEP through the Contact Us page.

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.

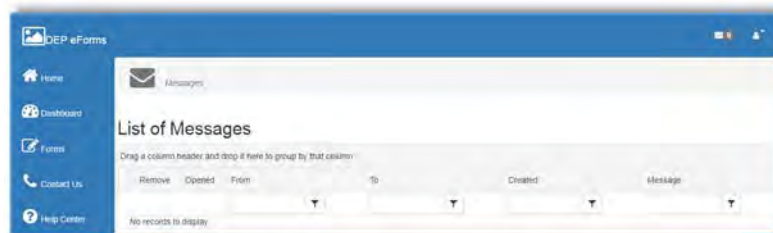
Contact Us



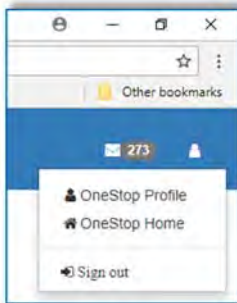
This section provides the DEP contact information, along with a link to the main Contact Us page where you can send a message directly to DEP.

6. Messages

This link takes you directly to the List of Messages. You can also access this list from the Dashboard.



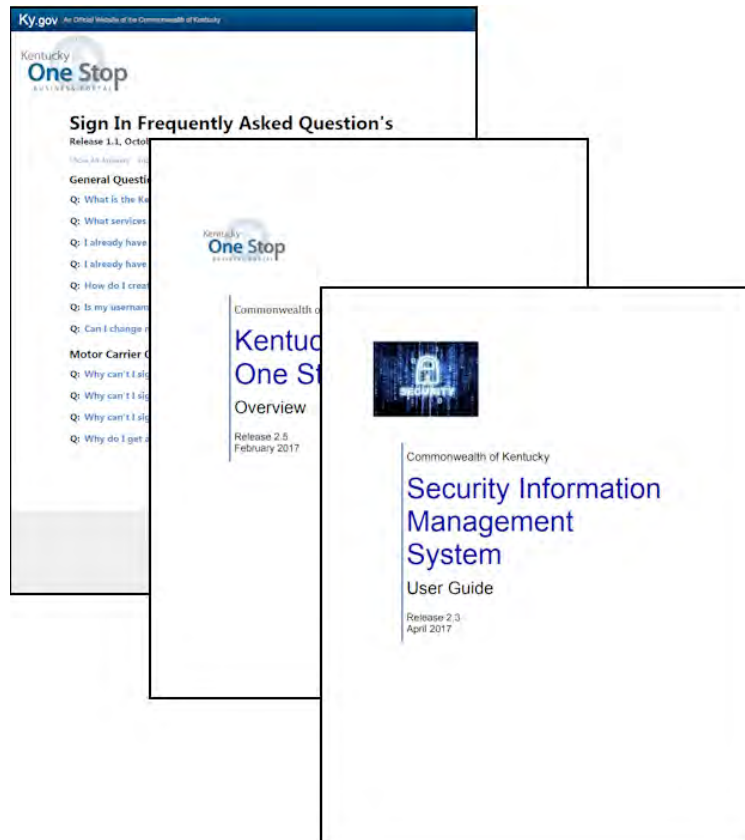
7. Sign Out



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 lose everything 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

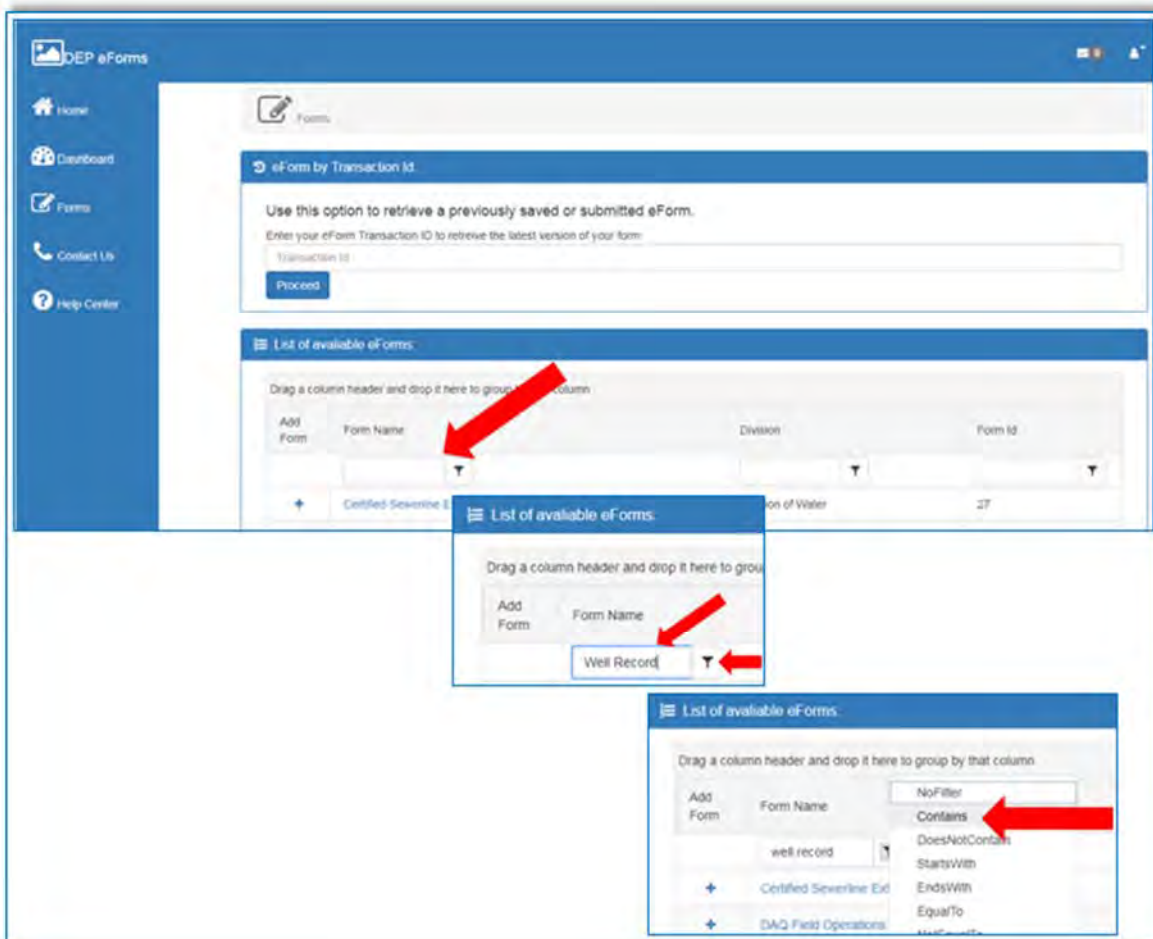
Use this option the *very first time* you use the eForm.

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

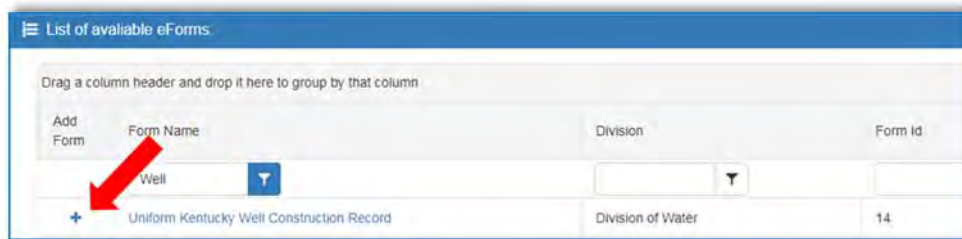


Click in the **Form Name** field and type “Well”

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)

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.

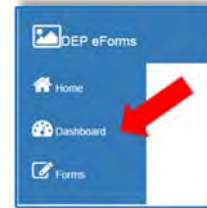
Owner Name(*)			
Owner First Name(*)		Owner Last Name(*)	
Owner Address(*)			
Owner City(*)	State(*)	Kentucky	Owner Zip(*)
Owner Phone(*)		Owner eMail	
Site Name(*)			
Site Address(*)			
Site City(*)	State(*)	Kentucky	Site Zip(*)
Site Phone		Site eMail	
Well Latitude(*)		Well Longitude(*)	Method(*)
<small>DMS to DD Converter</small>			
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(*)	

Kentucky W ID (AKGWA Number(*)
Owner Well
Work Start Date(*)
Work End Date(*)
Total depth (*)
Depth to bedrock (ft)
Static water level (ft)
SWL method
Casing height above surface (in)
WATER WELL
Estimated yield
Well Yield Method
Well service of people served)
Disinfectant amount
Disinfectant
Pitless adap

Option 2: Previously saved eForm to complete

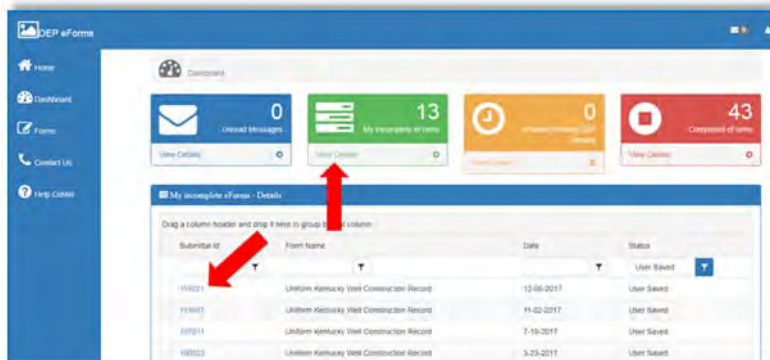
Use this option if you have an *incomplete* but saved eForm (*not yet submitted to DEP*)

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

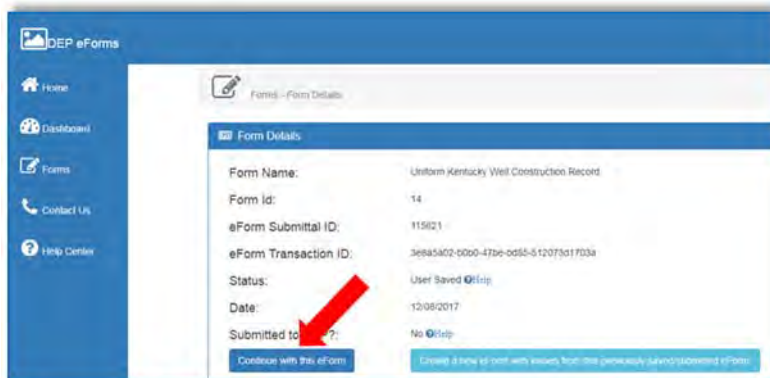


Click the **View Details** link in the green **My incomplete eForms** box

Click the Submittal ID corresponding to the previously saved eForm



Click the **Continue with this eForm** button



Previously saved, incomplete eForm opens:



UNIFORM KENTUCKY WELL CONSTRUCTION RECORD

Use this form to report construction of new wells.

Program participants are authorized to file on-line for this type of permit application.

See additional notes.

See page 10 notes with the right of access file.

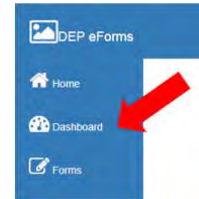
Owner Name(*)	Caroline Adams
Owner First Name(*)	Caroline
Owner Last Name(*)	Adams
Owner Address(*)	1703 Main Street
Owner City(*)	Benton
Owner State(*)	Kentucky
Owner Zip(*)	40303
Owner Phone(*)	502-636-0000
Owner eMail	
Well Name(*)	One West Country Mine
Well Address(*)	1921, Sycamore Highway
Kentucky Well ID (AR/WA) Number(*)	0007-1142
Owner Well ID	000-17
Work Start Date(*)	11/13/2017
Work End Date(*)	11/13/2017
Vertical depth (ft) (*)	00
Depth to bedrock (ft)	00
Static water	1.00

Continue data-entry and file uploads...

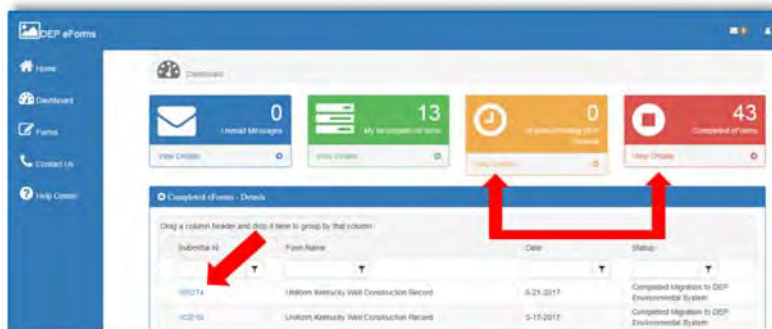
Option 3: Previously submitted eForm to use as template

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.



UNIFORM KENTUCKY WELL CONSTRUCTION RECORD	
Owner Name(*)	Debra Ann
Owner First Name(*)	Debra
Owner Last Name(*)	Ann
Owner Address(*)	2701 Main Street
Owner City(*)	Burlington
Owner State(*)	Kentucky
Owner ZIP(*)	42201
Owner Phone(*)	606-392-0000
Owner eMail	
Well Name(*)	Dev Deep Country Store
Well Address(*)	1723 Symmes Highlands
Well ID	
Well ID (AKGWA)	2017-2142
Owner Well ID	000-00
Work Start Date(*)	11/13/2017
Work End Date(*)	11/13/2017
Well depth (ft) (*)	10
Depth to bedrock (ft)	10
Static water	10

⚠ 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...

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 (in)(*)
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(*)

Well Diagram (monitoring well)

Coliform analysis (if applicable)

Signed variance (if applicable)

Other laboratory analysis report (if applicable)

Casing/Screen Supplemental Info

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(*)	

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

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.

The image shows a screenshot of the Uniform Kentucky Well Construction Record eForm. A callout box on the right side highlights the 'WATER WELLS ONLY' section, which contains the following fields:

WATER WELLS ONLY	
Estimated well yield	<input type="text"/> <input type="button" value="v"/>
Well Yield Method	<input type="text"/> <input type="button" value="v"/>
Well service (# of people served)	<input type="text"/>
Disinfectant amount	<input type="text"/> <input type="button" value="v"/>
Disinfectant type	<input type="text"/> <input type="button" value="v"/>
Pitless adapter installed	<input type="text"/> <input type="button" value="v"/>
Pump installed	<input type="text"/> <input type="button" value="v"/>
Depth to intake (ft)	<input type="text"/>
Apparent quality and odor:	
Appearance	<input type="text"/> <input type="button" value="v"/>
Odor Type	<input type="text"/> <input type="button" value="v"/>
Odor-Level	<input type="text"/> <input type="button" value="v"/>
Coliform Test	
Coliform test type	<input type="text"/> <input type="button" value="v"/>
Coliform test results	or # colonies per 100 ml <input type="text"/>
Date Sampled	<input type="text"/>
Date Analyzed	<input type="text"/>
<input type="button" value="Save For Future Retrieval"/> <input type="button" value="Submit to DEP"/>	

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 image shows a screenshot of a form with several fields. A red callout box with a red arrow pointing to the asterisks in the field labels contains the text: **(*) = required** and **Use "na"**. The form fields are as follows:

Owner Name (*)	Chevron Products Co		
Owner First Name (*)	na	Owner Last Name (*)	na
Owner Address (*)	PO Box 1706		
Owner City (*)	Atlanta	State (*)	Georgia
		Owner Zip (*)	30301
Owner Phone (*)	770-984-3000	Owner eMail	

Section: Site

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

The image shows a screenshot of a web form titled "Section: Site". The form contains several input fields: "Site Name (*)" with the value "Chevron #42914", "Site Address (*)" with "I-64 and Van Meter Rd", "Site City (*)" with "Winchester", "State (*)" with a dropdown menu showing "Kentucky", and "Site Zip (*)" with "40391". Below these are fields for "Site Phone" and "Site eMail". A red callout box with a red arrow pointing to the "Site Phone" field contains the text "Owner Phone required; Site Phone optional". The background of the form is a blurred document.

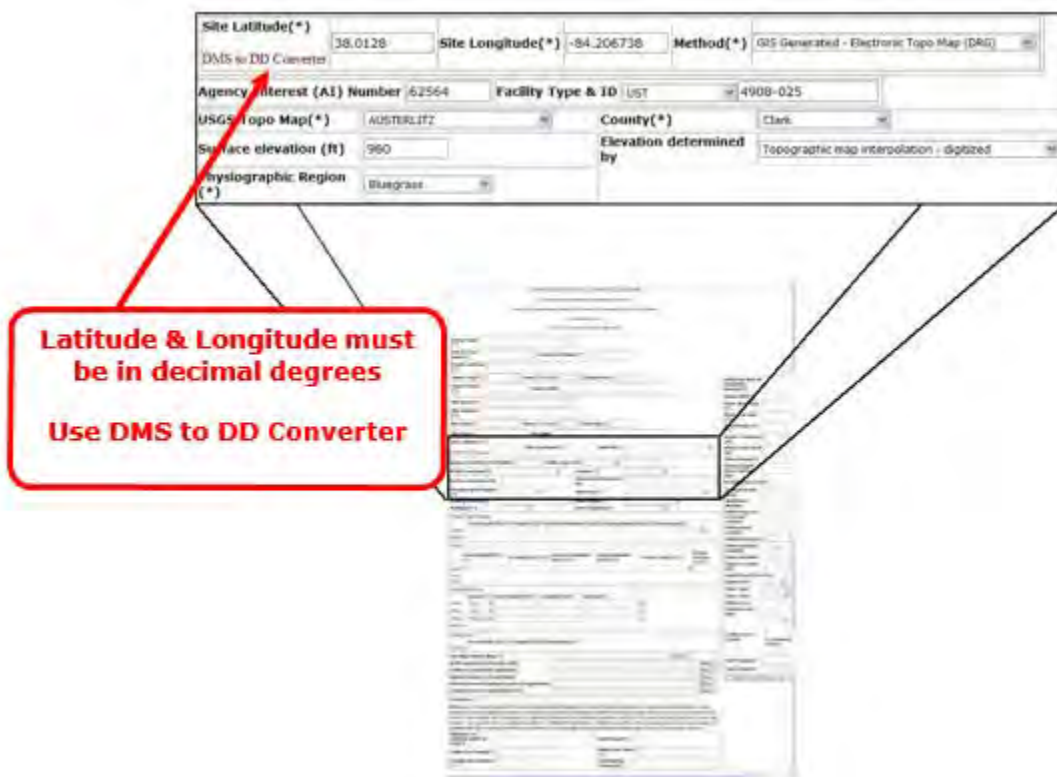
Site Name (*)	Chevron #42914				
Site Address (*)	I-64 and Van Meter Rd				
Site City (*)	Winchester	State (*)	Kentucky	Site Zip (*)	40391
Site Phone		Site eMail			

**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.

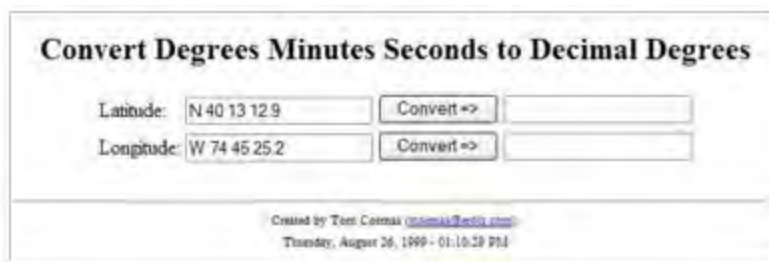
 You must include a negative sign with the longitude (*e.g.*, -84.206738)



The screenshot shows a portion of an eForm with the following fields and values:

Site Latitude(*)	38.0128	Site Longitude(*)	-84.206738	Method(*)	GIS Generated - Electronic Topo Map (DEM)
DMS to DD Converter					
Agency Interest (AI) Number	62564	Facility Type & ID	LIST		4908-025
USGS Topo Map(*)	A057817Z	County(*)	Clark		
Surface elevation (ft)	960	Elevation determined by	Topographic map interpolation - digitized		
Physiographic Region (*)	Bluegrass				

A red box highlights the Site Latitude and Site Longitude fields with the text: **Latitude & Longitude must be in decimal degrees**
Use DMS to DD Converter




Convert Degrees Minutes Seconds to Decimal Degrees

Latitude: N 40 13 12.9

Longitude: W 74 45 25.2

Created by Tom Cozma (tomcozma@redix.com)
Thursday, August 26, 1999 - 01:10:29 PM

 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.

The image shows a screenshot of an eForm for Well Completion. The form is partially obscured by a magnifying glass effect. The visible fields are:

- Well Use(*):** Monitoring well - ambient monitoring
- Drilling Method(*):** Combined - HS auger and air rotary
- Well Status(*):** active
- Wellhead(*):** Flush Mount
- Well Condition(*):** Functioning properly

Two red callout boxes provide instructions:

- Choose only one method; if you used more than one, pick "Combined - ..."** (pointing to the Drilling Method field)
- Choose "Functioning properly"** (pointing to the Well Condition field)

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.

Casing / Open Borehole

	From depth (ft)(*)	To depth (ft)(*)	Borehole diameter (in)(*)	Casing diameter (in)(*)	Casing type(*)
Delete	0	3.1	8	4	PVC

Add New

Defaults to one row; add a row if needed

You can add as many rows as you need.

Casing / Open Borehole

	From depth (ft)(*)	To depth (ft)(*)	Borehole diameter (in)(*)	Casing diameter (in)(*)	Casing type(*)
Delete	0	3.1	8	4	PVC
Delete					

Add New

Add as many rows as you need

If you add too many, use Delete to remove row

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.

The screenshot shows a 'Screen' form with a table of data. The table has columns for 'From depth (ft)(*)', 'To depth (ft)(*)(*)', 'Borehole diameter (in)(*)(*)', 'Screen diameter (in)(*)(*)', 'Screen Type(*)', and 'Screen slot size(*)'. The first row contains the values 3.1, 22.8, 8, 4, PVC, and .010. Below the table are 'Delete', 'Add', and 'New' buttons. A callout box on the left states 'Works the same as the Casing section'. A callout box on the right states 'Slot Size must be < 3 digits past decimal otherwise you get an error message:' and shows an error message for the 'Screen slot size(*)' field: '.0010 The Format must be between 0.001 and 99.999, with'.

	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

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.

The image shows a screenshot of a software interface for a Lithologic log. At the top, there is a table with the following structure:

	From depth (ft)(*)	To depth (ft)(*)	Description(*)
Delete	0	9	Med brown to med gray clay w/ limestone f
Delete	9	22.8	Interbedded clay w/ limestone layers
Add New			

A red callout box with the text "Add as many rows as you need" is connected by a red arrow to the "Add New" button in the table. The background of the screenshot shows a blurred form with various fields and labels.

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.

The image shows a screenshot of a data entry form for a well. The form fields are as follows:

Kentucky Well ID (AKGWA) Number(*)	8002-3030
Owner Well ID	MW-01
Work Start Date (*)	05/21/1990
Work End Date (*)	05/21/1990
Total depth (ft) (*)	22.8
Depth to bedrock (ft)	
Static water level (ft)	
SWL method(*)	Reported
Casing height above surface (ft)	

Four red callout boxes with arrows pointing to specific fields provide the following instructions:

- Be sure to put the dash in the AKGWA** (points to the Kentucky Well ID field)
- Dates must be entered as mm/dd/yyyy** (points to the Work Start Date field)
- SWL method is required; if you don't report a level, still choose "Reported"** (points to the SWL method dropdown menu)
- Use the format "MW-xx" for Owner ID (MW-01, MW-05, MW-12, etc)** (points to the Owner Well ID field)

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.”

The image shows a screenshot of an eForm interface. At the top, there is a table with several rows, each representing a different type of attachment. Each row has a text input field and a 'Browse...' button to its right. The rows are:

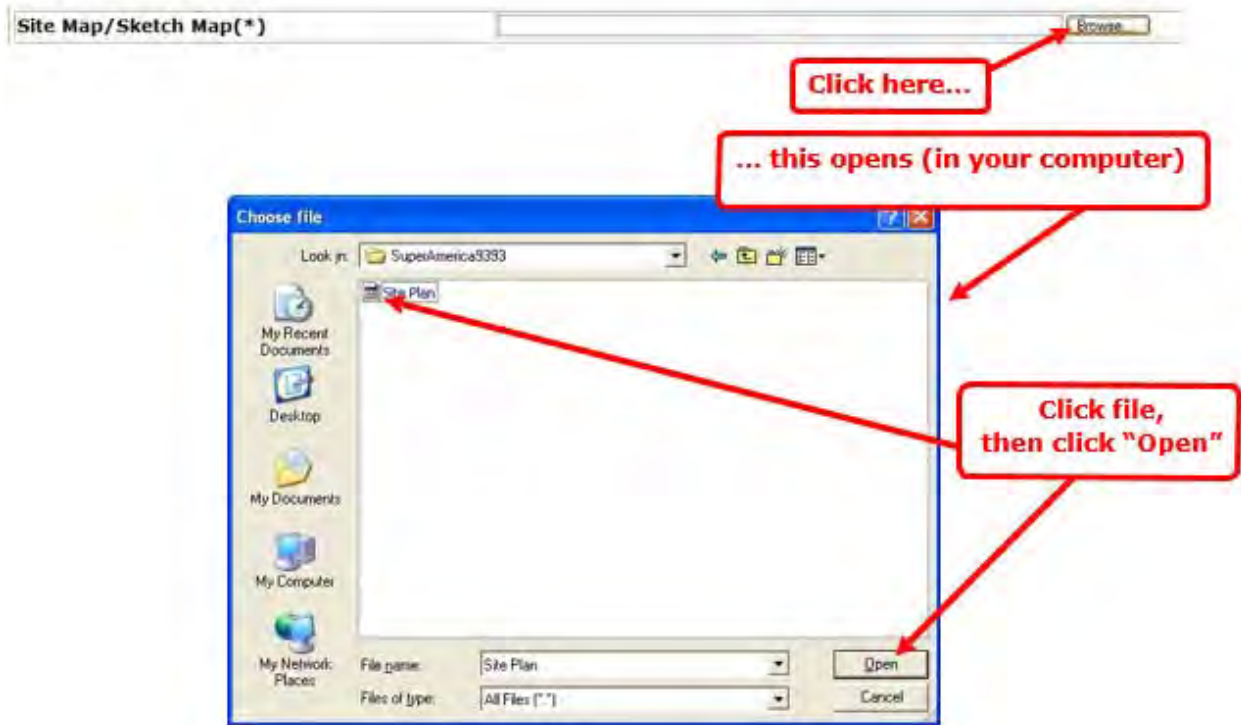
Site Map/Sketch Map(*)	<input type="text"/>	<input type="button" value="Browse..."/>
Well Diagram (monitoring well)	<input type="text"/>	<input type="button" value="Browse..."/>
Coliform analysis (if applicable)	<input type="text"/>	<input type="button" value="Browse..."/>
Signed variance (if applicable)	<input type="text"/>	<input type="button" value="Browse..."/>
Other laboratory analysis report (if applicable)	<input type="text"/>	<input type="button" value="Browse..."/>
Casing/Screen Supplemental Info	<input type="text"/>	<input type="button" value="Browse..."/>

Below this table is a 'Comments' section with a text input field. A red callout box points to this section with the text: "There is still a section for any comments about the well construction". Another red callout box points to the 'Browse...' buttons of the attachment rows with the text: "Be sure to select the right file for the right attachment row".

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.

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(*)	John Q Driller	****	Date Signed(*)	03/04/2010
Driller First Name(*)	John		Driller Last Name(*)	Driller
Certification Number(*)	0567-0789-00		Certification Company(*)	Acme Drilling Co

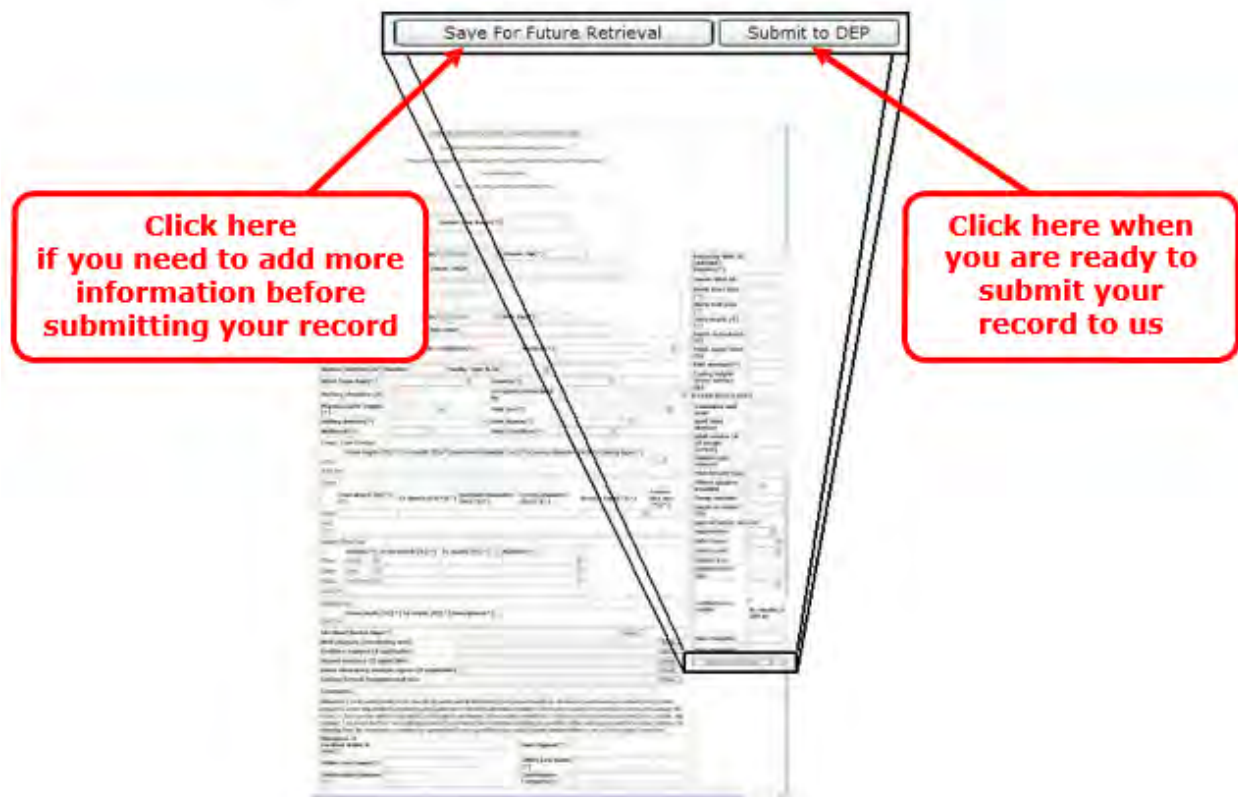
Enter your 10-digit Driller ID (with dashes)

Enter your PIN number

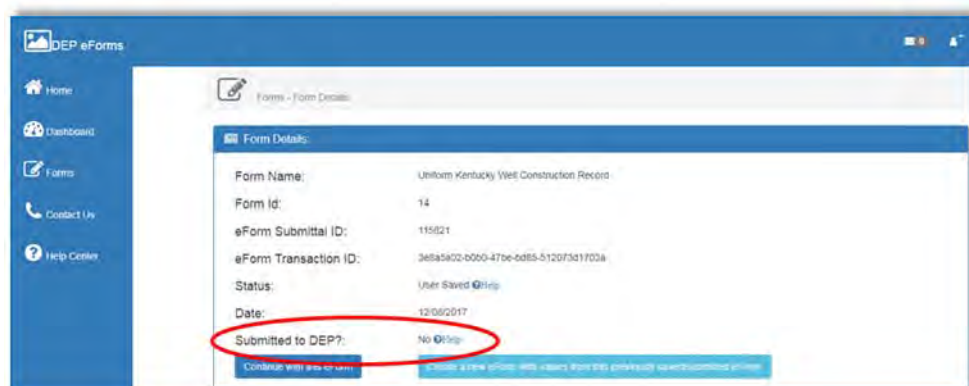
**eMail us at
DOWDrillersProgram@ky.gov
to receive your PIN**

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.

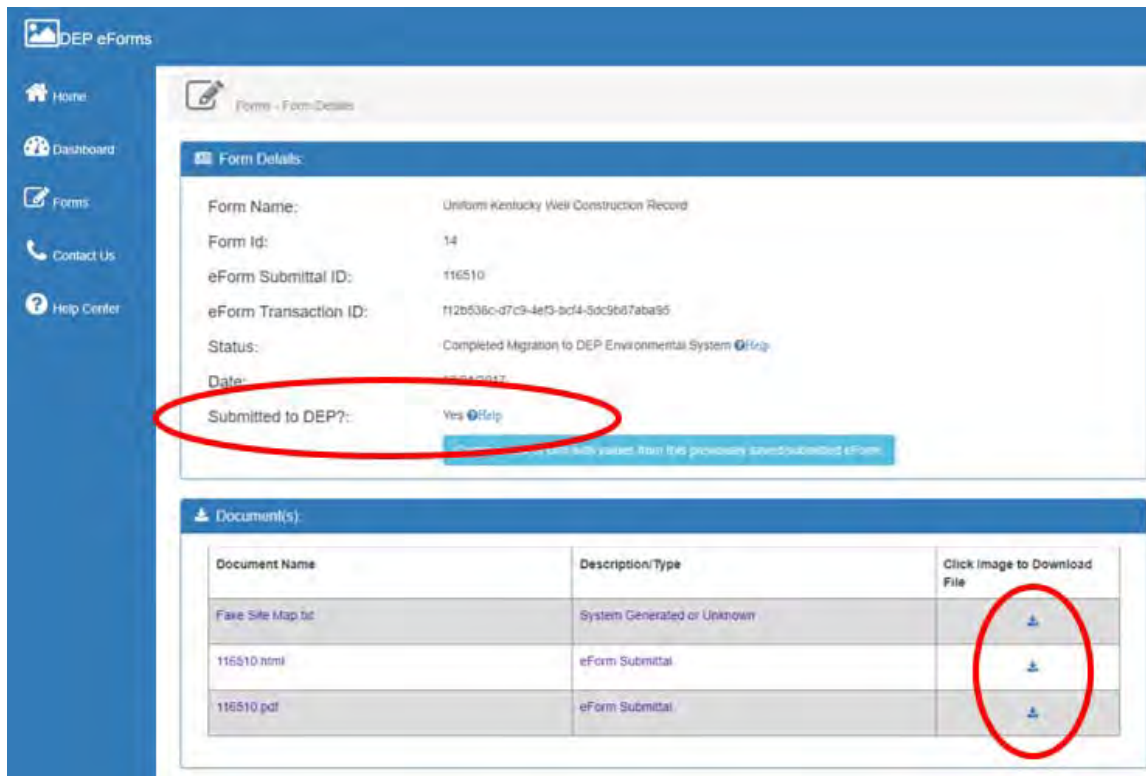


If you **SAVE** your eForm, you will be redirected to the following screen:



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.