

Division of Water



Well Record Submittals

February 27, 2020

Presented by Jo Blanset and Dr. Caroline Chan



Today's Topics

- Brief History of eForm
- Access eForm from DOW site
- Kentucky Online Gateway (KOG)
- EEC eForms site
- Well Reporting Record eForm
- Questions



Brief History of eForm

- Apr 2008 Uniform KY Well Const Record in reg
- Mar 2010 eForm available for installations only
- Feb 2017 User accounts made available via KyBOS
 - One Stop User Account required
- Apr 2019 DEP eForms becomes EEC eForms
 - User accounts moved to KOG Portal
 - KOG User Account required
- Mar 2020 New eForm available for all records



Access eForm from DOW site

<https://eec.ky.gov>

Kentucky Energy and Environment Cabinet

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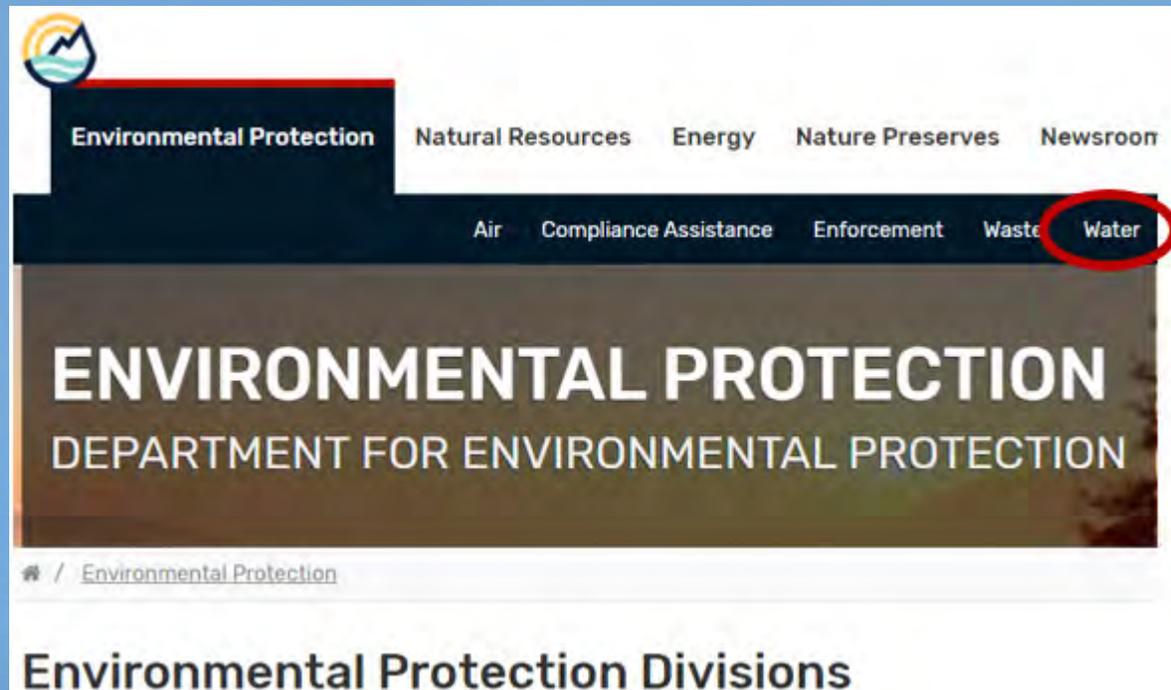
[Environmental Protection](#) [Natural Resources](#) [Energy](#) [Nature Preserves](#) [Newsroom](#) [Administrative Hearing](#)

Energy & Environment Cabinet

Our mission is to provide regulatory guidance, environmental awareness and implement an energy strategy that will bring economic benefits to the Commonwealth while protecting the environment and improving the quality of life for Kentucky businesses, workers and the public in general.

Access eForm from DOW site

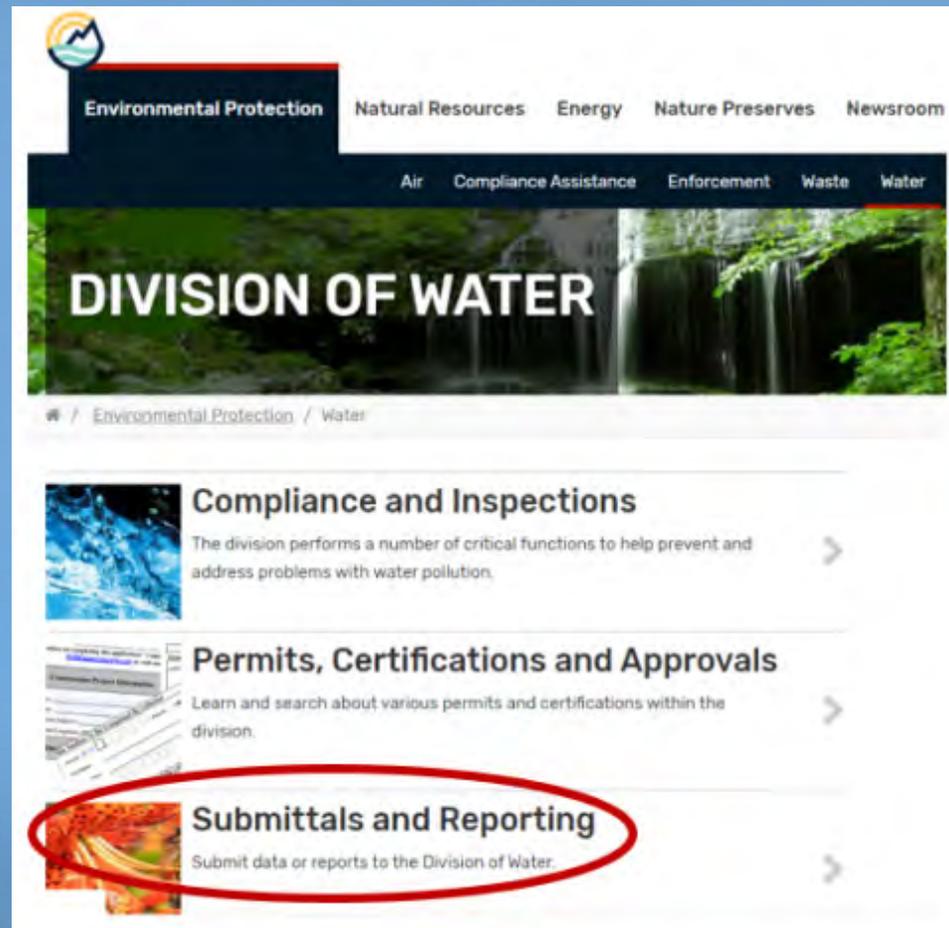
<https://eec.ky.gov/Environmental-Protection/>



The screenshot displays the website for the Department for Environmental Protection. At the top left is a logo featuring a sun, a mountain, and a water drop. Below the logo is a navigation menu with the following items: Environmental Protection, Natural Resources, Energy, Nature Preserves, and Newsroom. A secondary navigation bar contains: Air, Compliance Assistance, Enforcement, Waste, and Water. The 'Water' link is circled in red. Below the navigation is a large banner with the text 'ENVIRONMENTAL PROTECTION' and 'DEPARTMENT FOR ENVIRONMENTAL PROTECTION'. At the bottom of the banner, there is a breadcrumb trail: '# / Environmental Protection'. Below the banner, the heading 'Environmental Protection Divisions' is visible.

Access eForm from DOW site

<https://eec.ky.gov/Environmental-Protection/Water/>



Environmental Protection Natural Resources Energy Nature Preserves Newsroom

Air Compliance Assistance Enforcement Waste Water

DIVISION OF WATER

Home / Environmental Protection / Water

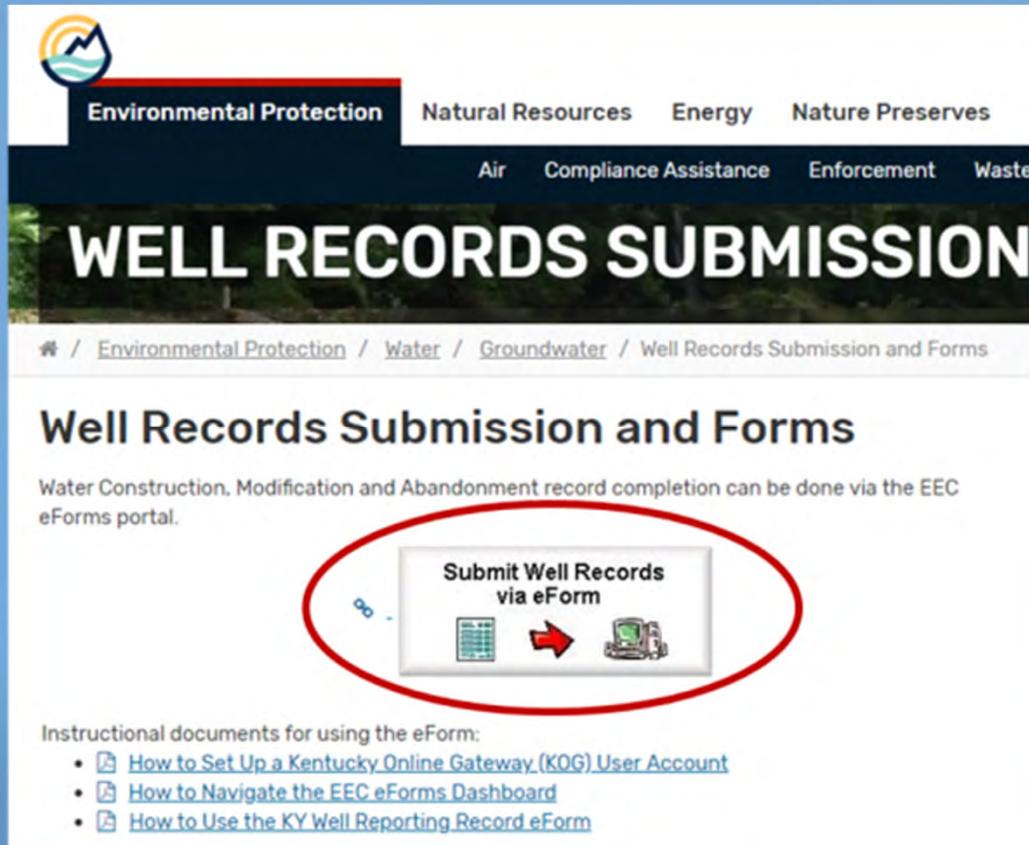
Compliance and Inspections
The division performs a number of critical functions to help prevent and address problems with water pollution.

Permits, Certifications and Approvals
Learn and search about various permits and certifications within the division.

Submittals and Reporting
Submit data or reports to the Division of Water.

Access eForm from DOW site

<https://eec.ky.gov/Environmental-Protection/Water/GW/Pages/GWRecords.aspx>



The screenshot displays the EEC website's 'WELL RECORDS SUBMISSION' page. At the top, there is a navigation menu with 'Environmental Protection' selected, and other options like 'Natural Resources', 'Energy', and 'Nature Preserves'. Below this, there are links for 'Air', 'Compliance Assistance', 'Enforcement', and 'Waste'. The main heading is 'WELL RECORDS SUBMISSION'. A breadcrumb trail shows the path: 'Environmental Protection / Water / Groundwater / Well Records Submission and Forms'. The page title is 'Well Records Submission and Forms'. A paragraph states: 'Water Construction, Modification and Abandonment record completion can be done via the EEC eForms portal.' A red circle highlights a button labeled 'Submit Well Records via eForm' which contains icons for a calendar, a red arrow, and a computer monitor. Below the button, there are three instructional links: 'How to Set Up a Kentucky Online Gateway (KOG) User Account', 'How to Navigate the EEC eForms Dashboard', and 'How to Use the KY Well Reporting Record eForm'.

Environmental Protection Natural Resources Energy Nature Preserves

Air Compliance Assistance Enforcement Waste

WELL RECORDS SUBMISSION

Home / [Environmental Protection](#) / [Water](#) / [Groundwater](#) / Well Records Submission and Forms

Well Records Submission and Forms

Water Construction, Modification and Abandonment record completion can be done via the EEC eForms portal.

Submit Well Records via eForm

Instructional documents for using the eForm:

- [How to Set Up a Kentucky Online Gateway \(KOG\) User Account](#)
- [How to Navigate the EEC eForms Dashboard](#)
- [How to Use the KY Well Reporting Record eForm](#)



Kentucky Online Gateway

- Handles eForm User Accounts
 - No more PIN numbers
- Link goes to Sign In/Create Account page

The screenshot shows the 'Welcome to the Kentucky Online Gateway' page. At the top left is the 'MYKY MyKentucky.gov' logo. At the top right are links for 'FAQ', 'Help', and a language dropdown set to 'English'. The main content area is divided into two columns. The left column contains three bullet points: 'Are you doing business in or with the Commonwealth of Kentucky?', 'Are you a citizen or resident applying for or receiving benefits?', and 'Are you seeking government services from the Commonwealth?'. Below these is a note: 'If you answered "Yes" to any one of these questions, please sign into your existing Kentucky Online Gateway account or click on the button below to create an account.' At the bottom of this column are two buttons: 'SIGN IN' and 'CREATE ACCOUNT'. The right column is titled 'State Employee Gateway Login' and includes the text 'Login to your State Employee account using either your'. Below this are two buttons: 'EMAIL ADDRESS' and 'KHRIS ID', separated by '-OR-'.

Kentucky Online Gateway

Detailed instructions available on web page

Well Records Submission and Forms

Water Construction, Modification and Abandonment record completion can be done via eForms portal.



Instructional documents for using the eForm:

- [How to Set Up a Kentucky Online Gateway \(KOG\) User Account](#)
- [How to Navigate the EEC eForms Dashboard](#)
- [How to Use the KY Well Reporting Record eForm](#)

A collage of four overlapping screenshots from the Kentucky Online Gateway website. The top-left screenshot is titled "Confirm Account" and lists steps for email verification. The middle-left screenshot is titled "Create User Account" and provides instructions on how to register. The middle-right screenshot is titled "Password Retrieval" and explains how to recover a forgotten password. The bottom-right screenshot is titled "How to Set Up a User Account on the Kentucky Online Gateway Portal" and includes a detailed history of the well record system from April 2008 to May 2010, along with contact information for user support.



EEC eForms site

- Dashboard allows you to manage submittals
- Different options for entering data into eForm:
 1. Start with a blank eForm
 2. Open previously saved eForm to finish it
 3. Use previously saved eForm to use as a template

EEC eForms site

Detailed instructions available on web page

Well Records Submission and Forms

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Instructional documents for using the eForm:

- [How to Set Up a Kentucky Online Gateway \(KOG\) User Account](#)
- [How to Navigate the EEC eForms Dashboard](#)
- [How to Use the KY Well Reporting Record eForm](#)

A collage of three screenshots and one document. The top screenshot shows a "Completed eForms" section with a red circle containing the number 29. The middle screenshot shows a "Dashboard" with various status indicators (12, 21, 29) and a "List of Messages" section. The bottom screenshot shows a "How to Navigate the EEC eForms Dashboard" document with a date of February 2020. A large red arrow points from the instructional list on the left towards the dashboard screenshots.



Well Reporting Record eForm

- Not just for installations
- One record to report:
 - Installation
 - Install and Plugging (temporary well)
 - Maintenance / Rework
 - Plugging / Decommission
 - Lost / Destroyed

Purpose of the application(*)
Select one
Select one
Install only
Install and Plugging
Maintenance/Rework
Plugging/Decommission
Lost/Destroyed

Well Reporting Record eForm

UNIFORM KENTUCKY WATER/MONITORING WELL REPORTING RECORD

Use this form to report installation, modification or decommissioning of any temporary or permanent monitoring or water wells

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

(*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field

Start

Purpose of the application(*)

Select one

Kentucky Well ID (AKGWA) Number

Owner Well ID#

Well use(*)

Purpose of the application(*)

Select one

Select one

Install only

Install and Plugging

Maintenance/Rework

Plugging/Decommission

Lost/Destroyed

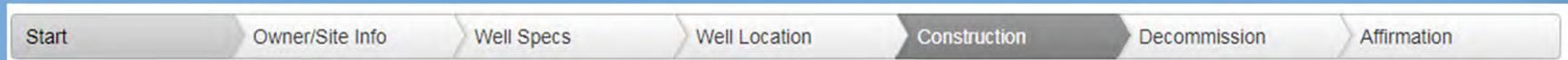
Well Reporting Record eForm

Purpose chosen determines available tabs:

- Install Only



- Install and Plugging



- Maintenance / Rework



- Plugging / Decommission



- Lost / Destroyed



Well Reporting Record eForm

Install and Plugging

- Minimal construction information required

Start	Owner/Site Info	Well Specs	Well Location	Construction	Decommission	Affirmation
Construction						
Install start date(*) <input type="text"/>		Install end date(*) <input type="text"/>				
Drilling method(*) <input type="text"/>		Specify drilling method combinations(✓) <input type="text"/>				

Well Reporting Record eForm

Maintenance / Rework

- Report replacement, modification or maintenance

Start	Owner/Site Info	Well Specs	Well Location	Maintenance/Rework	Affirmation
Work start date(*) <input type="text"/>		Work end date(*) <input type="text"/>			
Replacement :					
Replacement <input type="text"/>		Reason for replacement(✓) <input type="text"/>			
Modification:					
Repair <input type="text"/>		Other:(✓) <input type="text"/>			
Maintenance/cleaning:					
Maintenance <input type="text"/>	Cleaning type: <input type="text"/>		Cleaning method:(✓) <input type="text"/>		

Well Reporting Record eForm

Plugging / Decommission

- Well status automatically determined
- Only have to choose well condition

The screenshot displays a multi-step eForm process. The steps are: Start, Owner/Site Info, Well Specs (current step), Well Location, Decommission, and Affirmation. Below the progress bar, there are sections for 'Supporting Documentation', 'Well Specifications', and 'Well Status(*)'. The 'Well Status(*)' field is a text input containing 'Plugged'. To its right is the 'Well Condition(*)' field, which is a dropdown menu. A red circle highlights the 'Well Condition(*)' dropdown menu.

Start	Owner/Site Info	Well Specs	Well Location	Decommission	Affirmation
Supporting Documentation					
Well Specifications					
Well Status(*)		Well Condition(*)			
Plugged		[Dropdown Menu]			

Well Reporting Record eForm

Lost / Destroyed

- Report details about lost or destroyed well

Lost/Destroyed	
Occurrence date(*) <input type="text" value="Date"/>	Unable to locate ? <input type="text"/>
Condition(✓) <input type="text"/>	If other, specify:(✓) <input type="text" value="Other"/>
Detail all attempts made to locate the well(✓) <input type="text" value="Detail all attempts made to locate the well"/>	Describe in detail the condition of the well and surrounding area(✓) <input type="text" value="Describe in detail the condition of the well and surrounding area"/>

Well Reporting Record eForm

Monitoring vs Water Well: different fields

Start			Owner/Site Info			Well Specs			Well Location			Construction			Affirmation		
Purpose of the application(*)																	
Install only																	
Kentucky Well ID (AKS Number(*)						Owner Well ID#						Well use(*)					
8000-0000																	
Reference Point																	
Monitoring Well Info																	
Wellhead																	
Manhole cover and gasket ?(*)						if so, diameter (in):(✓)						Dedicated pump(*)					
						diameter (in)											

Well Reporting Record eForm

Monitoring vs Water Well: different fields

Start		Owner/Site Info	Well Specs	Well Location	Construction	Affirmation
Purpose of the application(*)						
Install only						
Kentucky Well ID (AKGW) Number(*)		Owner Well ID#		Well use(*)		
0009-0000						
		Reference Point				
Water Well Info						
Wellhead						

Well Reporting Record eForm

Site Address same as Owner Address

Start	Owner/Site Info	Well Specs	Well Location	Construction	Affirmation
Owner Name and Address Information "Enter business name if owner is an organization. Enter first name/middle initial/last name if owner is an individual"					
Owner Business name(✓) Gas Stop	Owner first name(✓) Owner first name	Owner middle initial Middle initial	Owner last name(✓) Owner last name		
Owner address(*) 123 Main St	Owner city(*) Frankfort	Owner state(*) Kentucky	Owner zipcode(*) 40601		
Owner telephone:(*) ____-____-____					
Site Name, Address and Agency Information					
<input checked="" type="checkbox"/> Please check the checkbox if					
Agency Interest (AI) Number: AI #; leave blank if unknown	Program type	Permit or ID Number			
Site Name(*) Site name	Site telephone: ### ### ####				
Site Address(*) 123 Main St	Site city(*) Frankfort	Site state(*) Kentucky	Site zipcode(*) 40601		

Well Reporting Record eForm

AI Number provides Site Address

Site Name, Address and Agency Information			
<input type="checkbox"/> Please check the checkbox if site address is same as the owner address			
Agency Interest (AI) Number: 60081	Program type ▼	Permit or ID Number	
Site Name(*) McClures Auto Center	Site telephone: ####-####-####		
Site Address(*) 7435 S US 25	Site city(*) Corbin (Whitley)	Site state(*) Kentucky ▼	Site zipcode(*) 40701

A red arrow points from the 'Agency Interest (AI) Number' field (60081) to the 'Site Address(*)' field (7435 S US 25). A red bracket spans across the 'Site Name(*)', 'Site telephone:', 'Site Address(*)', 'Site city(*)', 'Site state(*)', and 'Site zipcode(*)' fields, indicating that these fields are populated based on the AI Number.

Well Reporting Record eForm

Location Tab and Driller Viewer

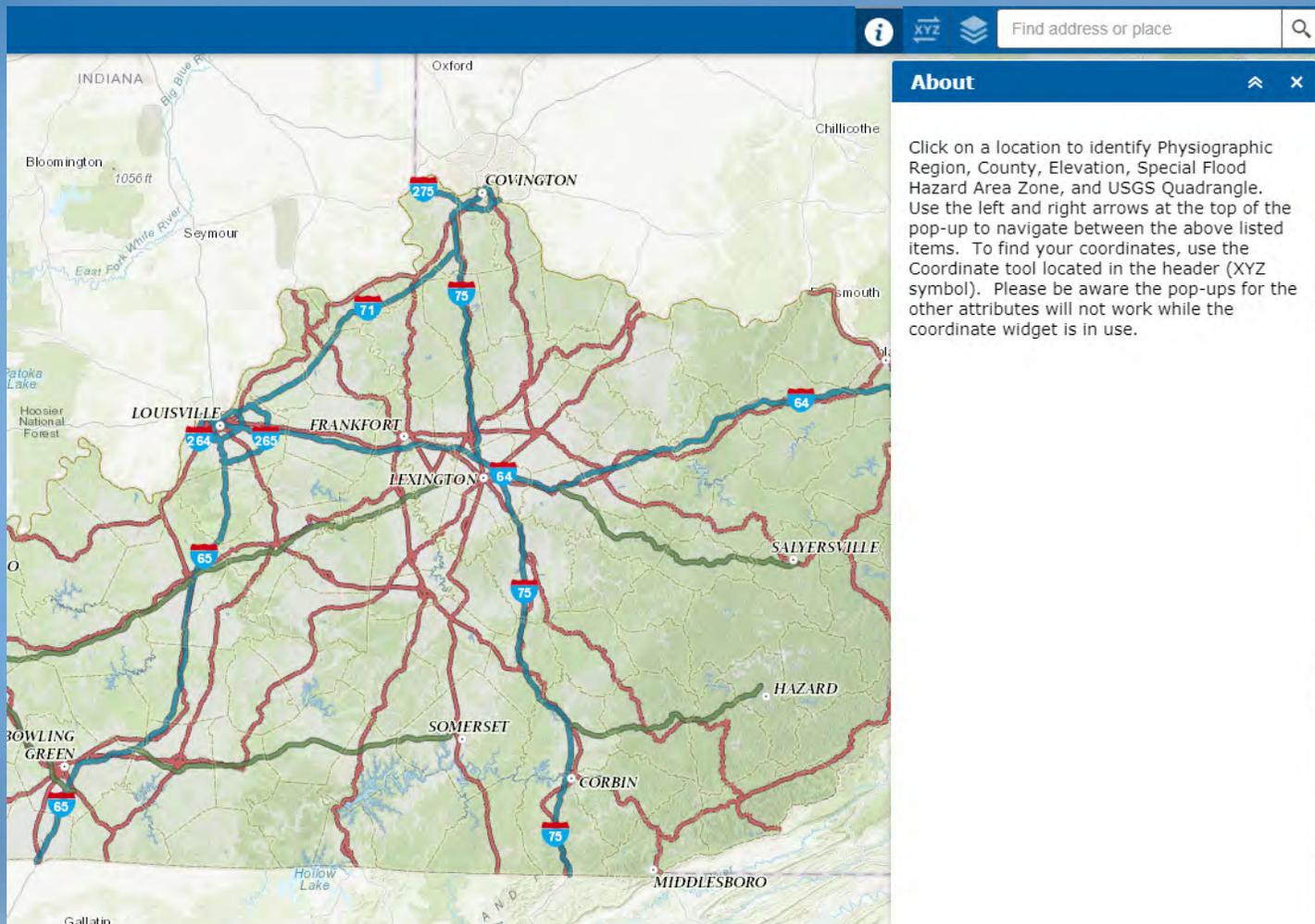
Start	Owner/Site Info	Well Specs	Well Location	Construction	Signature
Well Location					
Well latitude(decimal degrees)(*) Driller Viewer Latitude	Well longitude(decimal degrees)(*) Longitude	Method(*)			
USGS 7.5' quadrangle(*)	County(*)	Physiographic region(*)			
Surface elevation(ft)(*) Surface elevation(ft)	Surface elevation method(*)	Well in flood zone?(*)			

Follow link, then click on map to retrieve:

- Latitude
- Longitude
- *(method)*
- USGS Quad
- County
- Physiographic Region
- Elevation
- *(method)*
- Flood Zone

Well Reporting Record eForm

Driller Viewer



About

Click on a location to identify Physiographic Region, County, Elevation, Special Flood Hazard Area Zone, and USGS Quadrangle. Use the left and right arrows at the top of the pop-up to navigate between the above listed items. To find your coordinates, use the Coordinate tool located in the header (XYZ symbol). Please be aware the pop-ups for the other attributes will not work while the coordinate widget is in use.

Well Reporting Record eForm

Driller Viewer



Information

(1 of 6) ▶ Clear

[Zoom to](#) [Clear Selected](#) ⋮

Physiographic Region

Region Bluegrass

Coordinates

Coordinate Conversion ⌵ ✕

Input

📄 ⚙️ 🔍

Legend

Layer List ⌵ ✕

Operational layers

- Groundwater Monitoring Wells ⋮
- Plugged
- Monitoring
- Remediation
- Water Level Monitoring Only
- Mining
- Other
- Domestic

- Groundwater Wells ⋮
- Domestic

Well Reporting Record eForm

Driller Viewer

- Zoom to area of interest
- Click on existing well for information (for plug, rework, etc)

The screenshot displays the 'Well Record Information Map' interface. On the left, a sidebar shows the well record details for 'Residence - Rick Williams'. The record includes the following information:

AKGWA	00041785
AltID	
SiteName	Residence - Rick Williams
AIID	
Owner	
County	Mohlenberg
QuadName	Graham
TotalDepth	172.00
SpecificUse	Agriculture - Livestock Watering
GeneralUse	Agriculture
ConstDate	8/2/1995
PWSID	
WWID	
USTID	

On the right, an aerial map shows the well location. A red arrow points from the text 'Click on existing well for information' to a blue square marker on the map labeled '0004-1785'. The map also features a search bar at the top right with the text 'Find address or p...' and a legend at the bottom right indicating 'AREA OF MINIMAL FLOOD HAZARD Zone X'.

Well Reporting Record eForm

Driller Viewer

- Or... view information on all wells in a specific area

Shows all wells in area you are zoomed to

Click on this tab to open attribute table

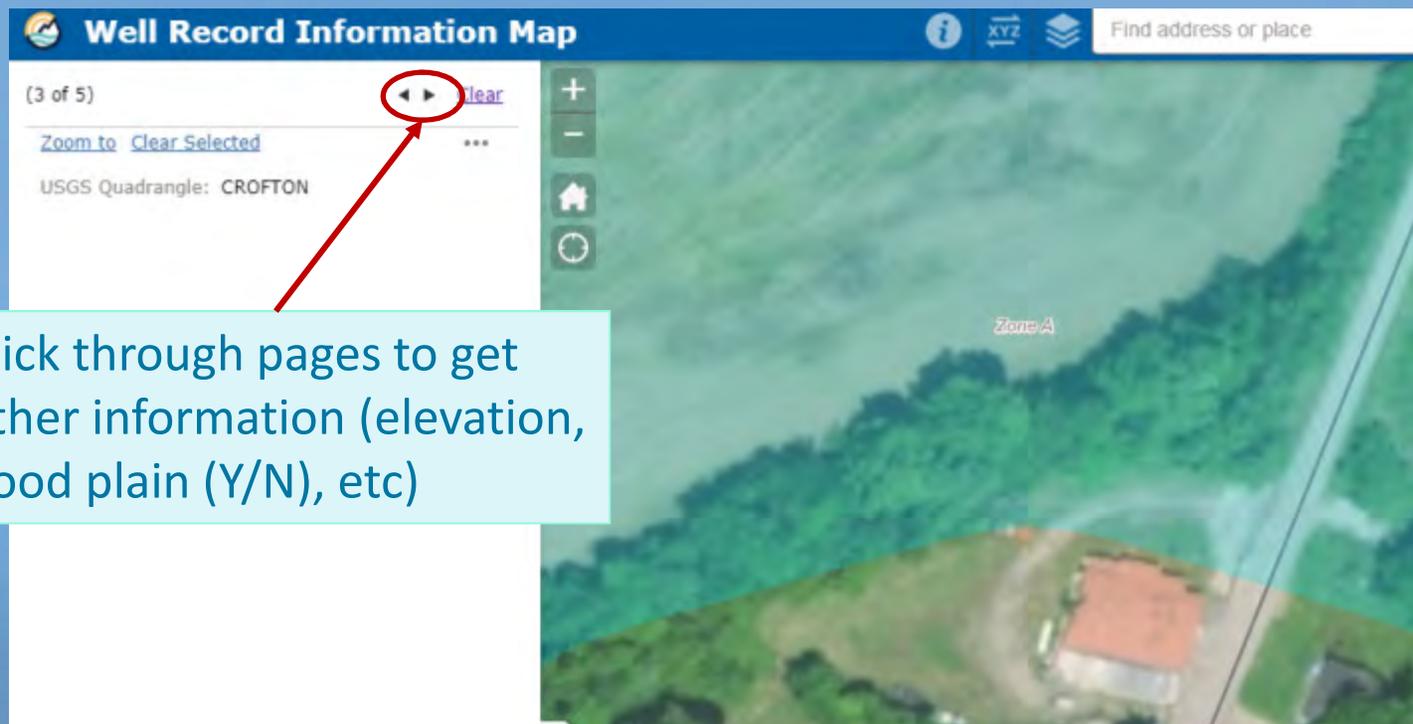
The screenshot displays a web-based interface for viewing well data. At the top, a map shows a geographical area with various wells marked by colored dots and labeled with IDs such as 0000-4569, 8002-3692, 0001-9712, 0001-9230, 0001-0150, 0005-5751, 0005-5761, 0004-3258, 0005-5753, 0004-3253, 0001-6356, 0005-5767, 0005-5762, 0002-0654, 0001-1796, and 8007-1304. The map includes a scale bar (0.4mi) and a coordinate display (-85.895 37.616 Degrees). Below the map, a navigation bar contains several tabs: Groundwater Monitoring Wells, Groundwater Wells, Simplified Physiographic Regions, USGS Quadrangle, County, Levees, Flood Hazard Zones, and LIDAR Deriv. The 'Groundwater Monitoring Wells' tab is selected and highlighted with a red circle. Below the navigation bar, there is a table with columns for well information. The table is filtered by map extent and shows three rows of data.

AKGWA	AltID	SiteName	AIID	Owner	County	QuadName	TotalDepth	SpecificUs	GeneralUse	ConstDate
80023675	OW-10	Elizabethtown Wastewater Treatment Plant	0.00	Elizabethtown City of	Hardin	Cecilia	0.00	Monitoring Well - Ambient Monitoring	Plugged	7/10/2000
80023689	OW-01	Elizabethtown Wastewater Treatment Plant	0.00	Elizabethtown City of	Hardin	Cecilia	0.00	Monitoring Well - Ambient Monitoring	Plugged	1/1/1900
80023690	OW-02	Elizabethtown Wastewater	0.00	Elizabethtown City of	Hardin	Cecilia	0.00	Monitoring Well - Ambient	Plugged	1/1/1900

Well Reporting Record eForm

Driller Viewer

- Or... view information on spot where you installed a new well
 - Method 1:



Click through pages to get other information (elevation, flood plain (Y/N), etc)

Well Reporting Record eForm

Driller Viewer

- Or... view information on spot where you installed a new well
 - Method 2:

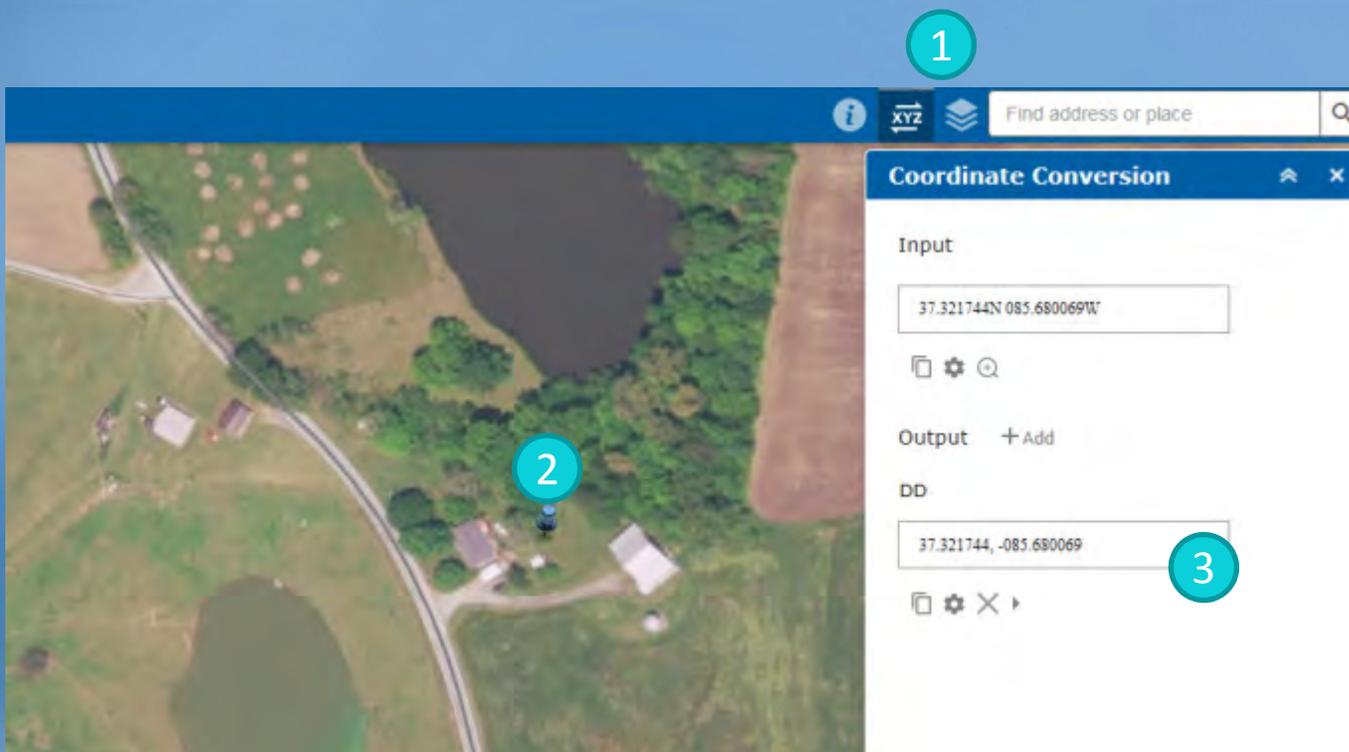


1. Click location of new well
2. Click tab at bottom to open attribute table
3. Choose tab for info needed
4. Read feature info

Well Reporting Record eForm

Driller Viewer

- Determine latitude and longitude
 - Method 1:

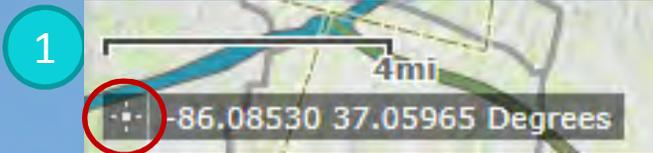


1. Click coordinate tool
2. Click exact spot
3. Read coordinates

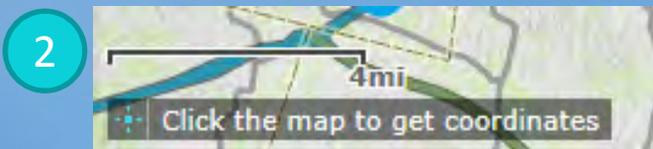
Well Reporting Record eForm

Driller Viewer

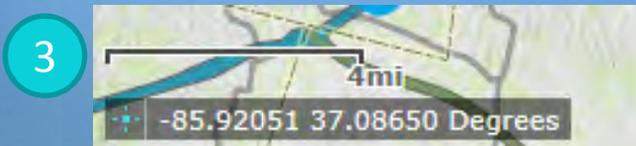
- Determine latitude and longitude
 - Method 2:



1. Bottom left corner - click



2. Click exact spot on map



3. Read coordinates

Well Reporting Record eForm

WHAT THE NUMBER OF DIGITS IN YOUR COORDINATES MEANS

LAT/LON PRECISION	MEANING
28°N, 80°W	YOU'RE PROBABLY DOING SOMETHING SPACE-RELATED
28.5°N, 80.6°W	YOU'RE POINTING OUT A SPECIFIC CITY
28.52°N, 80.68°W	YOU'RE POINTING OUT A NEIGHBORHOOD
28.523°N, 80.683°W	YOU'RE POINTING OUT A SPECIFIC SUBURBAN CUL-DE-SAC
28.5234°N, 80.6830°W	YOU'RE POINTING TO A PARTICULAR CORNER OF A HOUSE
28.52345°N, 80.68309°W	YOU'RE POINTING TO A SPECIFIC PERSON IN A ROOM, BUT SINCE YOU DIDN'T INCLUDE DATUM INFORMATION, WE CAN'T TELL WHO
28.5234571°N, 80.6830941°W	YOU'RE POINTING TO WALDO ON A PAGE
28.523457182°N, 80.683094159°W	"HEY, CHECK OUT THIS SPECIFIC SAND GRAIN!"
28.523457182818284°N, 80.683094159265358°W	EITHER YOU'RE HANDING OUT RAW FLOATING POINT VARIABLES, OR YOU'VE BUILT A DATABASE TO TRACK INDIVIDUAL ATOMS. IN EITHER CASE, PLEASE STOP.

https://imgs.xkcd.com/comics/coordinate_precision.png

Well Reporting Record eForm

Detailed instructions available on web page

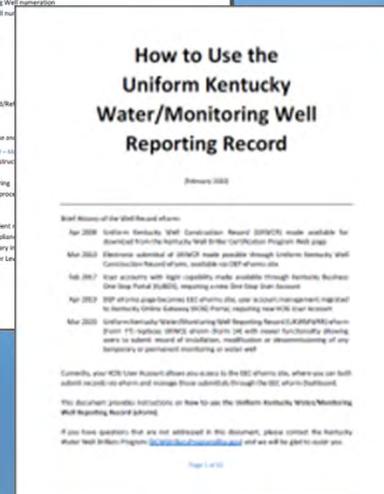
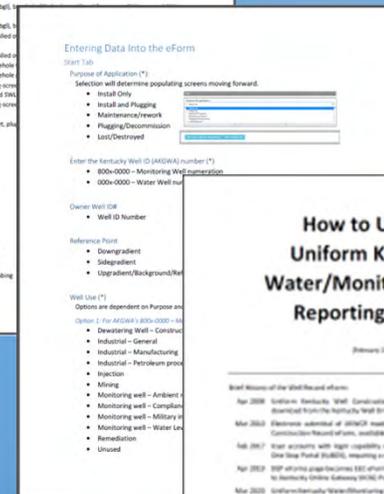
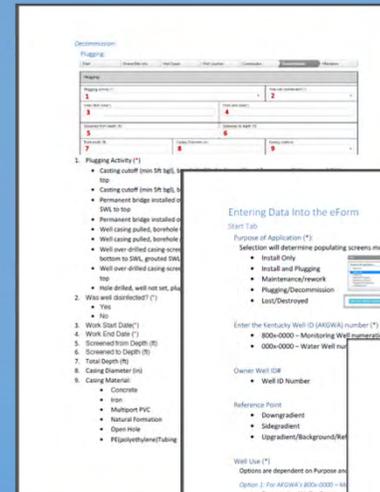
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- [How to Navigate the EEC eForms Dashboard](#)
- [How to Use the KY Well Reporting Record eForm](#)





What's Next?

- Original eForm still in place
- Instructional documents available now
- eMail announcement will be sent when new eForm replaces current one



What's Next?



March 2020 ???

Division of Water



Well Record Submittals

Questions?

DOWDrillersProgram@ky.gov