

Water Well Registration Short Form (DNR-GW-1S)

The purpose of the rules, regulations and procedures for registering water wells and holes, stated herein, is to ensure that water wells and holes are properly constructed; to collect, catalog and store water well construction and drilling data; and to gather data on water resources of the state.

LAC 56: § 105.A, requires the contractor who drills or constructs a well or hole on or after November 1, 1985 to register that well or hole by submitting to the Department a completed Water Well Registration Form within 30 calendar days after completing such well or hole. For registration purposes only, a well or hole is completed but not necessarily approved when it is accepted by the owner or when the contractor has moved his equipment from the site, whichever comes first.

The Commissioner of Conservation encourages the electronic submission of the registration, data or reports required under this section. Therefore, the Short Form can be submitted electronically via two options:

One option is to submit the form electronically to the agency via email by completing the agency's electronic **Adobe** form version and clicking the "submit" button located at the bottom of the form. When the submit button is clicked, the form will become locked and an email will automatically populate your screen containing the completed form within an email addressed to the Office of Conservation Environmental Division. It is recommended to save the completed form prior to clicking the submit button since the form is locked from editing after the "submit" is clicked, thus no longer editable for future use. Please note that Adobe reader must be installed on the electronic device used to process the electronic form prior to being able to complete the form in the electronic format. Adobe reader can be downloaded at the following webpage: <http://www.dnr.louisiana.gov/index.cfm/page/1378>.

An additional option for electronic form submittal is to scan the completed **Adobe or Microsoft Word** form versions from the Department web link and submit via email at the email link below. The electronic form can be accessed via a link located on the Office of Conservation Environmental Division, Ground Water Resources forms webpage: <http://www.dnr.louisiana.gov/index.cfm/page/1378>. Please note that the Microsoft Word form version does not contain the "submit" button function therefore it can only be submitted via scanning to the email link below. The Microsoft Word form version may also be printed from the cited web link above, completed, and mailed to the address on the front of the form by the water well contractor.

All form submittal options must be submitted within 30 calendar days after the well has been completed. A copy of the form shall be retained by the water well contractor for his files, and a copy shall be given or submitted to the well owner no later than 5 business days upon well completion. Failure to properly file a registration Short Form may result in enforcement actions including the assessment of civil penalties in accordance with the authority of the Commissioner of Conservation. Forms that are illegible, have incomplete items, lack accurate well location directions, include inaccurate addresses and/or latitudinal and longitudinal coordinates or have not been signed and dated will be rejected by the Department and will be returned for correction and resubmittal, and may be subject to civil penalties.

The following explanation will provide clarification of intent for selected items and uniformity of reporting:

1. **USE OF WELL:** The principal purpose for which water from the well is used should be indicated on the form. If the waters used for more than one purpose, only the principal or primary use should be shown.
 - A. Domestic Well: water well used exclusively to supply the household needs of the owner/lessee and his family. Uses may include drinking, cooking, washing, sanitary purposes, lawn and garden, watering and caring for pets.
 - B. Rig Supply Well: water well drilled at an oil or gas drilling site to supply water for drilling and/or other field related activities.
 - C. Monitoring Well: water well used to obtain hydrologic and water quality data, usually installed at or near a known or potential source of ground water contamination.
 - D. Heat Pump Supply: water well which supplies ground water to a heat pump heat exchanger.
 - E. Heat Pump Hole: hole drilled to install piping (tubing) material for an earth-coupled water source heat pump system, also known as a vertical closed-loop system.
 - F. Abandoned Pilot Hole: hole drilled with the intent to install casing and to produce water but had to be abandoned because of problems related to drilling operations or encountering unsatisfactory formations.
 - G. Other: well used for a purpose that does not fit into either above categories or those requiring a long form (DNR-GW-1).
2. **WELL OWNER:** List the name of the legal owner of the property on which the well is located or the person or company holding a long-term lease on the property. If the owner or lessee is an individual, list first and last names and middle initial of individual. List area code and telephone number of the owner in the spaces provided.
3. **WELLOWNER'S ADDRESS:** List full and correct address of the owner.
4. **OWNER'S WELL NUMBER:** List name or number the well owner has assigned to the well. For rig supply wells, provide the rig serial number.

5. **WELL INFORMATION:** List in appropriate spaces: completion date of well, depth of hole, depth of well, static water level, casing type, size and length, screen size, type and length, the depth to which the casing was cemented, and cementing method used.
6. **LOCATION OF WELL:** Provide the GPS location, parish name, and physical address of the well location. The location of the well should be described in detail and as accurately as possible so as to be located easily by the Department's staff or field inspector. Please include a detailed map or sketch with the registration form, showing location of the well with reference to roads, railroads, buildings, etc. and indicating due north. Use an (X) to indicate location of the well. Also, show the location of nearest existing well(s), if any nearby, by marking (Os), and approximate distance between wells. For rig-supply wells, attach a "registered" permit plat (see §105.I) and for monitoring wells, complete spaces provided for the section, township and range (see §105.J).
7. **REMARKS:** This space can be used for presenting any other pertinent information, such as name of consulting engineer, screen openings, pump information, problems encountered during drilling, name and license number of water-well subcontractors, method and materials used to seal heat pump hole, etc.
8. **DRILLER'S LOG:** Give a description of the materials encountered and depth. If the space on the electronic form is insufficient, continue the drillers log on the email text body or attach the drillers log with the email submittal. If space on front of the paper form is insufficient, continue driller's log on reverse side of original form or attach a copy of the driller's log to the original form to be transmitted to the Department.
9. **HEAT PUMP HOLES:** List average depth of holes and number of holes drilled at the site. Tubing material type as well as method and materials used to seal holes shall be stated under item marked "remarks."
10. **ABANDONMENT INFORMATION:** If the well is new, specify whether or not it replaces an existing well. The water well contractor is responsible for informing the owner of the well of state regulations requiring plugging of abandoned wells.
11. **NAME OF PERSON WHO DRILLED THE WELL:** List the specific individual who drilled the water well.

Certification Statement:

The water well contractor must certify the truthfulness and accuracy of the information completed on the form by providing the water well completion date, the contractor's printed name, water well license number, signature, and date.

If there are any questions or you need assistance, please contact the Environmental Division.

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