

Community Groundwater Level Monitoring Well Information Sheet

Well Name: _____ Well Tag No.: _____

Completed By: _____ Date: _____ Well Log ID No.: _____

Well Location:

Well Address: _____

Directions to Well: _____

County: _____

Tax Lot No.: _____

Township: _____ N or S

Range: _____ E or W

Section: _____

Please enter the GPS location for the well, if available.

Please draw a sketch of the well location here:



N

Degrees / Minutes / Seconds

Latitude (N)

 °

 '

 "

Longitude (W)

 °

 '

 "

Decimal Degrees

Latitude (N)

Longitude (W)

Please attach map showing well location and photo(s) of the well, if available

Map: ☐ Tax Lot ☐ Google Earth ☐ USGS Quad ☐ Other _____
(1:24,000)

Please attach photo(s) of the well, if available

Well Use and History:

Use: ☐ Unused ☐ Domestic ☐ Irrigation ☐ Industrial ☐ Community ☐ Other _____

Pump Type: ☐ None ☐ Submersible ☐ Turbine ☐ Other _____

Pump Depth: _____ Well Depth: _____ Casing Diameter: _____

Enter all well logs connected to the well (include well logs for deepening, reconditioning, or other well alterations).

Well Log Number	Well Log Type	Date Well Completed	Owner Name on Well Log

Property/Well Owner:

Name: _____ Phone (H): _____

Address: _____ Phone (W): _____

City / State / Zip: _____ Phone Cell: _____

Email: _____

Well Information Sheet General Procedures & Explanations

General Procedures

- One sheet per well.
- Send copies of each Well Information Sheet for each well to the designated coordinator.
- Keep copies of each form, map(s), photos, and water well report(s) (well logs) for your files.
- Well deepening, reconstruction, alteration, and other driller activity is important information. Note all of these activities and the associated driller water well reports (well logs).

Field Explanations

- **Well name:** A convenient name to use for reference. For example, Carter's southern irrigation well.
- **Well Tag No.:** The well tag on the well, as verified in the field (not always the well tag reported on the driller's water well report, "well log").
- **Completed By:** The person who completed the Well Information Sheet (first and last name (not initials). It should be the same person who visited the well, and it should be completed during the well visit.
- **Date:** The date the Well Information Sheet was completed.
- **Well Log ID No.:** The OWRD assigned well log ID (county and number) for the original or earliest driller water well report found for the well.
- **Well Address:** The actual street address of the well location. When there is no actual street address, use the road name and the distance (0.1 mile accuracy) from the nearest mile post (note the milepost number) to the gate or other drivable access entrance to the well.
- **Directions to Well:** For example, well is located in white 4'x4' well house about 75 feet southeast of the southeast corner of house. If the well is remote, road and off-road directions with distances to the nearest 0.1 mile should be included to help others find the well.
- **County:** The actual county the well is located in.
- **Tax Lot No.:** The tax lot the well is located in.
- **Township/Range/Section:** Township, range, section the well is located in. If a GPS or surveyed location is used, the TRS location should be determined after plotting the well using GIS.
- **Well Location Sketch:** A sketch and/or attached photos is needed to show the location of the well relative to houses, barns, driveways, etc.
- **Latitude (N):** GPS latitude of well location in Degrees/Minutes/Seconds or Decimal Degrees (at least 5 decimal places).
- **Longitude (W):** GPS longitude of well location in Degrees/Minutes/Seconds or Decimal Degrees (at least 5 decimal places). Note: Longitude is a negative number for all locations west of the Prime (Greenwich) Meridian.
- **Map attachments:** All useful paper and/or digital maps showing well location.
- **Use:** Principal use of the well at time of completing the Well Information Sheet.
- **Pump type:** Type of pump in the well at time of completing the Well Information Sheet.
- **Pump Depth:** Well owners and/or pump installers often have information on pump depth.
- **Well Depth:** Typically from the driller's water well report ("well log").
- **Casing Diameter:** As measured in the field – not from the Well Log.
- **Well Log Information:** The original and subsequent driller water well reports ("well logs") documenting the original well construction and subsequent work conducted by a driller at the well (deepening, reconstruction, alteration, and other driller activity).
- **Property/Well Owner:** Property/well owner and their contact information at the time of completing the Well Information Sheet.