



## Frequently Asked Questions

### July 1, 2024 Well Construction Changes

Start Cards, Well Reports, and Paper Filing	Question/Answer
<b>Start Card E-Filing</b>	<p><b>What is the effective date for Start Card E-filing?</b>  <i>July 1, 2024.</i></p> <p><b>Why is OWRD shifting to electronic filing (e-filing) of start cards?</b>  <i>E-filing provides the department a more accurate understanding of where well construction activity is occurring in the state and it gives the department the ability be onsite during the critical parts of the construction of a well.</i></p> <p><b>How do I access the e-filing system?</b>  <i>The Start Card e-filing system is available on OWRD’s website at: <a href="https://bit.ly/owrd-wellconstructionresources">bit.ly/owrd-wellconstructionresources</a>. Only licensed and bonded drillers may access the system. Drillers should contact the Well Licensing Program Specialist at (971) 287-8305 for help setting up a password.</i></p> <p><b>What happens if I experience technical difficulties or need special accommodation to access the electronic filing system?</b>  <i>Staff will be available to respond to questions regarding the e-filing system. System errors will be resolved as quickly as possible so that drillers are not inconvenienced.</i></p> <p><b>What is the authorized alternative to e-filing?</b>  <i>Please see the Paper Filing section below.</i></p>
<b>Well Report E-filing</b>	<p><b>What is the effective date for Well Report E-filing?</b>  <i>July 1, 2024.</i></p> <p><b>Why is OWRD shifting to E-filing of Well Reports?</b>  <i>E-filing offers a more accurate description of how a well is constructed by providing all of the information directly into a computer database that is immediately accessible by the department and the public. The additional information provided by the e-filing system allows the departments groundwater scientists and the public to immediately use the information for groundwater studies and also allows staff to more quickly track groundwater level trends.</i></p> <p><b>How do I access the e-filing system?</b>  <i>The Well Report e-filing system is available on OWRD’s website at: <a href="https://bit.ly/owrd-wellconstructionresources">bit.ly/owrd-wellconstructionresources</a>. Only licensed and bonded drillers may access the system. Drillers should contact the Well Licensing Program Specialist at (971) 287-8305 for help setting up a password.</i></p> <p><b>What happens if I experience technical difficulties or need special accommodation to access the electronic filing system?</b>  <i>Staff will be available to respond to questions regarding the e-filing system. System errors will be resolved as quickly as possible so that drillers are not inconvenienced.</i></p> <p><b>What is the authorized alternative to e-filing?</b>  <i>Please see the Paper Filing section below.</i></p>

Start Cards, Well Reports, and Paper Filing	Question/Answer
Paper Filing	<p><b>How do you get approval to file paper Start Cards and/or Well Reports on/after July 1, 2024?</b>  <i>A Paper Submittal Request form must be submitted at the time the paper Start Card is filed. The Paper Submittal Request form must be checked Start Card, Well Report, or Start Card &amp; Well Report. Once reviewed, an approval/denial will be issued similar to the Special Standards Request process.</i></p> <p><b>What happens if you do not submit a Paper Submittal Request form when submitting a paper Start Card?</b>  <i>The paper Start Card or well report will be entered into the database. You will then be contacted by OWRD and reminded that Start Cards and well reports may only be e-filed. Should paper submittals continue to occur without approval, you may be subject to enforcement action.</i></p> <p><b>Can you submit one Paper Submittal Request form to paper file all your Start Cards and/or Well Reports going forward?</b>  <i>No, a Paper Submittal Request form must be submitted every time you intend to paper file a Start Card and/or well report.</i></p> <p><b>Can you submit multiple Start Cards and/or well reports on one Paper Submittal Request form?</b>  <i>No, you can only submit a Paper Submittal Request form for one Start Card and/or well report.</i></p> <p><b>What information needs to be provided on the Paper Submittal Request form?</b>  <i>You must select the documents to be submitted on paper, describe the circumstances preventing you from electronically filing the Start Card and/or well report, the Start Card number, location and street address of the well, name and address of the landowner, and the bonded well constructors name, license number, email, and signature.</i></p> <p><b>Can the Paper Submittal Request form be submitted after-the-fact to paper file the Start Card and/or well report?</b>  <i>No, it cannot be submitted after-the-fact. You must receive OWRD approval prior to submitting the paper documents.</i></p>