

APPENDIX III
INSTRUCTIONS FOR COMPLETING WATER WELL
REGISTRATION SHORT FORM (DOTD-GW-1S)

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The Water Well Registration Short Form (DOTD-GW-1S) consists of a set of three (3) copies. The first copy (marked DOTD copy) is to be mailed by the water well contractor within thirty (30) calendar days after the well has been completed to:

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
Attn: Chief, Water Resources Section
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

The second copy of the form shall be retained by the water well contractor for his files and the third copy shall be given to the well owner immediately upon completion of the work.

Although most of the information needed to complete the form is available to the water well contractor, the following explanation will provide clarification of intent and uniformity of reporting:

ITEM 1. USE OF WELL: The principal purpose for which the well is used should be indicated by checking the appropriate box on the form. If the well is used for more than one purpose, only the principal or primary use should be shown.

- A) **Domestic Well:** A 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:** A water well drilled at an oil or gas drilling site to supply water for drilling and/or other oil field related activities.
- C) **Monitoring Well:** A 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:** A water well which supplies ground water to a heat pump heat exchanger.

- E) Heat Pump Hole: A 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: A 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: A well used for a purpose that does not fit into either the above categories or those requiring a Long Form (DOTD-GW-1).

ITEM 2. 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 owner in the spaces provided.

ITEM 3. ADDRESS: List full and correct address of the owner.

ITEM 4. OWNER'S WELL NUMBER: List name or number the well owner has assigned to the well.

ITEMS 5-9. 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.

ITEM 10. LOCATION OF WELL: List the parish where the well is located, including the nearest town, city, etc., and give directions to the well site. The location of the well should be described in detail and as accurately as possible so that the well can be easily located by the Department's field inspector. Please draw a sketch on the back of the original form showing the location of the well with reference to roads, railroads, buildings, etc. Use an (X) to indicate location of the well. Show location of nearest existing well(s), if any nearby, by making (O's) and approximate distance between wells. For rig-supply wells, attach a "registered" permit plat (see Section

1.2.8.0.) and for monitoring wells, complete spaces provided for the latitude and longitude of the well location, as well as section, township and range (see Section 1.2.9.0.)

ITEM 11. REMARKS: This space can be used for presenting any other information, such as screen openings, pump information, problems encountered during drilling, name and license number of water-well subcontractors, method and materials used to seal heat pump holes, etc.

ITEM 12. DRILLER'S LOG: List in the space provided a description of the materials encountered and depth. If space on front of the 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.

ITEM 13. FOR HEAT PUMP HOLES ONLY: List average depth of holes and number of holes drilled at the site. Indicate type of tubing material used by checking appropriate box. Method and materials used to seal holes shall be stated under item marked "remarks".

ITEM 14. 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.

After completing all items, list the name of the water well contracting company and the license number on the spaces provided in the upper right-hand corner of the form. Sign and date the form and mail the original to the Department at the address listed on the form within thirty (30) calendar days after the well has been completed. The owner's copy shall be given to the owner immediately upon completion of the work. The contractor's copy shall be retained by the contractor for his files.

If there are any questions or you need assistance, please call or write
to:

Louisiana Department of Transportation and Development
Attn: Chief, Water Resources Section
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone (504) 379-1434

