



Well Driller Report and Well Log

Introduction

These instructions are a guide to filling out Form DWR 55-55 (Rev. 03/10/08), entitled "Well Driller Report and Well Log." Please review the instructions prior to completing the form in black or blue ink. Forms may be obtained at any Arizona Department of Water Resources (ADWR) office and at ADWR's Web site, <http://www.azwater.gov>. For information about the form or these instructions, contact the Supervisor of the Notice of Intent Program at (602) 771-8500. There is no fee for filing this form.

When Form DWR 55-55 Must be Filed

Within 30 days after completion of the drilling, deepening or modification of a well, the licensed well driller who performed the work must file a Well Driller Report and Log with ADWR. Because the information in the report describes the well as it was actually constructed, and comes from the person who constructed the well, the information is very valuable to ADWR. For that reason, it is very important to fill out the report with the most accurate information possible.

Instructions for Filling out the Form

Well Registration and Permit Numbers

Fill in the registration number of the well and any ADWR permit number associated with the well in the upper right-hand corner of the first page. Also fill in the well registration number in the upper right-hand corner of all other pages so that the well information on those pages can be identified when the pages are separated during computer imaging.

Section 1 – Drilling Authorization

Fill in the name, address, DWR license number and telephone and fax numbers of the drilling firm filing the report.

Section 2 – Registry Information

Well Owner

Fill in the name, mailing address, telephone number and fax number (if available) of the well owner. If the well owner is a corporation, governmental unit or other entity, provide the name of a contact person.

Location of Well

Fill in the following information relating to the location of the well:

- The street address of the property where the well is located. For monitor wells or other wells associated with contaminant investigations or remedial projects, this will usually be the same as the facility address.
- The legal description of the well site. The legal description is the township, range, section, and in decreasing order, the quarters of that section so that the well location falls in a 10-acre block within that section. Normally, the legal description will be the same as that given in the original Notice of Intent to drill the well, but occasionally a more accurate description is discovered after the Notice is filed.
- The latitude and longitude (in degrees-minutes-seconds format) and land surface elevation at the well, and the method used to determine these data. **Please note this information is mandatory.** Use of a Global Positioning System (GPS) receiver is the only method accepted by the Department. The GPS unit should be adjusted to use the NAD-83 datum. Please indicate if the geographic coordinate datum used was NAD-83, and if not, which datum was used.
- The name of the county and the tax assessor's parcel identification number for the land where the well is located. This information can normally be taken from the original Notice of Intent to drill the well, and may also be obtained from the county tax assessor's office. Federal or State land will not have a parcel identification number.

Section 3 – Well Construction Details

Section 3 requires details on the construction of the well. Indicate the drill method by checking the appropriate box. If the drill method is not listed, check the "Other" box and describe the method. To the right of that, indicate the method of well development by checking the appropriate box. Next, indicate the method of sealing at reduction points. If the method used is not listed, check "Other" and provide a brief explanation. Under

Condition of Well, indicate whether the well was capped, or a pump was installed, when you left it. Then fill in the date when well construction started, and the date when well construction was completed.

Signature Block

The form must be signed and dated by the qualifying party of the drilling firm.

Section 4 – Well Construction Design (As Built)

Section 4 contains tables to fill in information on the existing borehole, the installed casing and the installed annular material. The tables are broken down by depth interval.

In the first set of boxes, fill in the depth of the boring and the depth of the completed well, as measured in feet below the land surface.

Under **Water Level Information** please indicate the static water level in the well, as measured in feet below the land surface, and the date and time the water level was measured. If the well is a flowing well, include the method by which the artesian flow is regulated.

In the **Borehole** table, fill in the diameter of the borehole in inches, and indicate the depth interval for each change in diameter. In the **Installed Casing** table, fill in the outer diameter of the casing in inches, check the appropriate boxes indicating the type of casing material and the type of perforations, and fill in the slot size of any perforations. Fill in the depth interval for each change in information. Please note that not every interval will be perforated. Check the “Blank or None” box for non-perforated depth intervals. If the type of casing material or perforations is not listed, describe the type in the appropriate box.

In the **Installed Annular Material** table, check the appropriate boxes indicating the type of annular material or filter pack installed at each depth interval. Fill in the size of the filter pack used. Provide the depth interval for each change in information. If the type of annular material is not listed, describe the material in the appropriate box.

Section 5 – Geologic Log of Well

Section 5 requires the geologic or lithologic log of the well. Describe the various units encountered during drilling. Provide as much description as possible. The log description must be broken down by depth intervals below ground surface, and every interval where groundwater, including perched groundwater, was encountered must be checked.

If a consulting firm was involved with the well construction, the consultant’s lithologic log may be submitted in lieu of completing Section 5.

Section 6 – Well Site Plan

In the boxes at the top of Section 6, fill in the name of the well owner and the county tax assessor’s parcel identification number for the land where the well is located. Below that, provide a scale drawing of where the well was actually constructed on the parcel, illustrating the property boundaries, the well location and any structures on the property. The drawing must also show the location of any septic tank or sewer systems on the property or within 100 feet of the well, even if on neighboring property, and the distance between the well and the septic tank or sewer system. The drawing should closely match the drawing on the original Notice of Intent to drill the well, but the purpose of this drawing is to show where the well was actually drilled, especially if the location is different than originally planned. This information will be shared with the county.

Where to File Form

Completed forms may be mailed to ADWR at the following address:

Arizona Department of Water Resources
Information Management Unit
P.O. Box 33589
Phoenix, AZ 85067-3589

Completed forms may also be submitted to ADWR’s main office in Phoenix at 3550 N. Central Ave., Second Floor or any of ADWR’s outlying offices listed below:

Pinal Active Management Area
1729 N. Trell Road, Suite 105
Casa Grande, AZ 85222-2215

Prescott Active Management Area
2200 E. Hillsdale Road
Prescott, AZ 86301-4941

Santa Cruz Active Management Area
857 W. Bell Road, Suite 3
Nogales, AZ 85621-4545

Tucson Active Management Area
400 W. Congress, Suite 518
Tucson, AZ 85701-1374

The completed form must be legible and of good quality when received by ADWR so that it can be scanned into ADWR’s permanent records.