



Well Abandonment Completion Report

Introduction

These instructions are a guide to filling out Form DWR 55-58 (Rev. 03/10/08), entitled "Well Abandonment Completion Report." 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 55-58 Must be Filed

A Well Abandonment Completion Report must be filed within 30 days after a well is abandoned. The report must be filed by the drilling contractor or single well licensee that abandoned the well. A report must be filed for the abandonment of any type of well, including groundwater production wells, monitor wells, exploration wells, geotechnical wells and cathodic protection wells.

Instructions for Filling out the Form

Well Registration Number

Fill in the registration number of the well in the space in the upper right-hand corner of both pages of the form. This is the number ADWR assigned to the well when the well was registered or when an application to drill the well was filed.

Section 1 – Abandonment Authorization

Fill in the name, DWR license number and telephone and fax numbers of the drilling firm that abandoned the well.

Section 2 – Registry Information

Well Owner Information

Fill in the name, mailing address and telephone and fax numbers of the owner of the abandoned well. 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 was 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 abandoned well location. 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 somewhere in that section. This information may be obtained from the county tax assessor's office.
- The county tax assessor's parcel identification number for the land where the well was 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.
- The latitude and longitude (in degrees-minutes-seconds format) and land surface elevation at the abandoned well location, 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.

Section 3 – Questions

Check the appropriate boxes and fill in information indicating the following:

1. Whether any information exists indicating that water in the well has historically been contaminated, is currently contaminated, or may be contaminated. If yes, provide an explanation.
2. Whether there is any other name or identification number for the well.
3. Whether the well had a surface casing of at least 20 feet and grout in the annular space surrounding the casing for at least 20 feet prior to abandonment. If not, indicate whether the top 20 feet of casing was removed prior to setting the cement plug.

4. Whether the well was backfilled above the cement plug.
5. Whether the well casing was video logged.
6. The reason the well was abandoned.

Section 4 – Original Well Construction Design

Section 4 contains three tables for filling in information on the original well construction design. ADWR recognizes that this information will not always be available, particularly for older irrigation, stockwater or domestic wells. It should be available for monitor and remediation wells, or more modern wells with good records. Fill in as much information as possible.

In the **Existing Borehole** table, fill in the diameter of the existing borehole in inches, and indicate the depth interval for each change in diameter. In the **Existing 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. Finally, check the appropriate box indicating whether the existing casing is in good, fair or poor condition.

In the **Existing 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 – Actual Well Abandonment Design

Section 5 requires information on the actual well abandonment design. In the boxes in the upper right-hand corner, fill in the depth to water and the date when abandonment was completed. The two tables below that box require information on the casing treatment and the sealing or fill material.

In the **Casing Treatment** table, check the appropriate box indicating the type of casing treatment that was used. If the casing was removed, check the “casing removal” box and provide a description of the removal technique in “Remarks.” If the type of casing treatment that was used is not listed, explain the treatment in the appropriate box. If the casing was perforated during treatment, describe the size and frequency of perforations for each interval. The casing treatment

must be indicated by depth interval, and the depth interval must be filled in.

In the **Sealing or Fill Materials** table, check the appropriate box indicating the sealing or fill material that was used. Note any changes by depth interval. Also, fill in the mixing ratio of the material and check the appropriate box indicating whether the ratio is by weight or volume. Finally, fill in the volume of material used for each depth interval.

Below the two tables, fill in information on the actual abandonment method and the emplacement method of sealing or fill material. The Department’s Well Abandonment Handbook must be consulted before filling in the actual abandonment method. The standard method and the five alternative methods are described in the handbook. Check only one abandonment method. If “Other” is checked, provide a description of the method in “Remarks.”

Signature Block

The form must be signed and dated by the drilling firm’s qualified party. The name and title of the person signing the form must be typed or printed in the space above the signature.

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. Trezell 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.