

Well Construction/Closure Report Form

Notes on the form:

- A.** Red lettering indicates information that **must** be provided.
- B.** Information for both the property location **and** the well location are required (see directly below).

Property location:

Any one of the following is acceptable:

1. street address, **OR**
2. legal description (lot, plan, and land district, and if available, district lot, block, section, township and range – found on the certificate of title), **OR**
3. PID (Parcel Identifier; a nine-digit number, unique to each property, found on the property tax assessment).

Well location:

Geographic coordinates for the well location should be referenced to NAD83 (North American Datum 1983) and expressed as either:

1. UTM coordinates (zone, UTM northing, UTM easting), **OR**
2. Latitude and longitude.

The most practical way to obtain geographic coordinates is with a hand-held Global Positioning System (GPS) unit.

- C.** Two numbers exist for each well:
1. Well Identification Plate Number: A well identification plate (available from the Ministry of Environment) must be attached to the well. The driller enters the number on the plate in the top right hand corner of the form.
 2. Well Tag Number: The number generated when the well construction report is entered into the Ministry's WELLS database. If working on an existing well, search the WELLS database for the existing well record (if available) to determine the Well Tag Number. WELLS database: <http://aardvark.gov.bc.ca/apps/wells>. If the Well Tag Number is known, the driller enters the number in the top right hand corner of the form.

- D.** If a water supply well is to be used as the source for a drinking water system serving other than a single family residence, indicate the following:

Class of well: Water supply
 Sub-class of well: Domestic
 Intended water use: Water Supply System

- E.** When converting measurement units, the following guide may be useful:

1 US gallon	= 0.833 imp gal	1 yard	= 3 ft
	= 0.134 ft ³		= 36 in
1 Imp gallon	= 1.201 US gal	1 foot	= 12 in
	= 0.161 ft ³	1 inch	= 0.083 ft
1 ft ³	= 28.317 litre	1 metre	= 3.281 ft
1 litre	= 0.264 US gal	1 cm	= 0.394 in

- F.** Return Completed Forms To:

Ground Water Data Technician
 Water Stewardship Division, Ministry of Environment
 PO Box 9362 Stn Prov Govt
 Victoria BC V8W 9M2