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**General**

1. Requirements for well construction and well closure reports are found in Part 5 of the *Water Act* and the Ground Water Protection Regulation. Part 5 of the act and regulation are available at: [http://www.env.gov.bc.ca/wsd/plan\\_protect\\_sustain/groundwater/index.html#leg](http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/index.html#leg)
2. A minimum of one of the well location descriptors must be completed (e.g. Address OR Legal OR PID) plus the description of the well location.
3. The current Ministry standard datum for mapping and geodetic use is the North American Datum of 1983 (NAD 83). To determine GPS coordinates using a Global Positioning System (GPS), set the datum to NAD 83.
4. For latitude and longitude coordinates, provide coordinates either in degree, minutes and seconds (e.g., 50° 2' 21.037") or decimal degrees (e.g., 50.039175°).
5. For the method of determining ground elevation, enter: GPS, differential GPS, level, altimeter, 1:50,000 map, 1:20,000 map, 1:10,000 map or 1:5,000 map.
6. The classes and sub-classes of wells are shown below:  

<b>Class</b> .....	<b>Sub-class (if applicable)</b>
Water supply .....	Domestic; Non-domestic
Monitoring.....	Temporary; Permanent
Recharge or injection	
Dewatering or drainage.....	Temporary; Permanent
Remediation .....	Temporary; Permanent
Geotechnical .....	Borehole; Test pit;
	Special type of hole;
	Closed loop geothermal
7. Well reports submitted to the Deputy Comptroller, or retained by the person responsible, as required under the *Water Act* and the Ground Water Protection Regulation, shall be considered part of the Provincial Government records and is subject to the *Freedom of Information and Protection of Privacy Act*.

**How to Fill Out the Lithologic Description Table**

8. Each row in the lithologic description table represents either a depth interval or depth in the well.
9. A row could represent a depth interval (e.g., from 0 feet to 12 feet), such as for a geologic stratum or a specific depth (e.g., 120 feet), such as for a depth location of a water-bearing fracture.
10. For each depth interval, indicate with a check mark (✓) or X the hardness, colour, and type of surficial material or bedrock material. Only make one selection for each class.  
  
The classification system for surficial material, bedrock material, colour and hardness has been adopted with permission from *The Guide for Using the Hydrogeologic Classification System for Logging Water Well Boreholes* (Thomas M. Hanna, RPG, 2006).
11. "Crystalline" bedrock material includes granitic rocks, such as granodiorite, or metamorphic rocks, such as gneiss or schist.
12. For a depth interval, if the type of surficial material or bedrock material is not listed in the table indicate with a check mark (✓) or X and specify the geologic material encountered in the Observation field.
13. If a water-bearing fracture is encountered, the depth of the fracture the estimated flow of water in the fracture should be recorded in the Observations column.

**How to Fill Out the Closure Description Table and the Well Closure Information Section**

14. Each row in the closure description table represents either a depth interval (e.g., from 0 feet to 12 feet) or depth (e.g., 120 feet) in the well
15. For a depth interval, enter the type of backfill or sealant material(s) in the Observations column.
16. Indicate in "Details of closure" whether casing(s) or screen(s) were pulled or left in place. If casing(s) were left in place, indicate whether it was perforated or ripped.

**Casing Details**

17. "Casing Material / Open hole" includes cement, plastic, steel other, open hole, or casing pulled  
  
If a surface seal is required, details of the casing used to create the annular space for the surface seal can be entered in the first row of the table. Enter the depth interval, casing diameter, and record "casing pulled" under "Casing Material / Open hole".

**Screen Details**

18. "Type" includes riser pipe, K-packer, screen, screen blank, or tail pipe.

**Well Driller**

19. Fill in the name of the driller who constructed the well.

**Registration Number of Driller Responsible**

20. Fill in the registration number on the Qualified Well Driller identification card. If the work was completed by a driller who is not registered as a Qualified Well Driller, the Qualified Well Driller who is directly supervising the work should fill in their registration number on their Qualified Well Driller identification card. The Qualified Well Driller signs the form.

**Definitions of Abbreviations**

- asl.....above sea level
- bgl.....below ground level
- btoc.....below top of casing
- Dia.....Diameter
- D.L.....District Lot
- ft.....feet
- hrs.....hours
- in.....inches
- NAD 83.....North American Datum (1983)
- PID.....Parcel Identifier
- Rg.....Range
- Sec.....Section
- SWL.....static water level
- Twp.....Township
- USgpm.....US gallons per minute
- UTM.....Universal Transverse Mercator Grid

**Return Completed Forms to:**  
 Ground Water Data Technician  
 Water Stewardship Division, Ministry of Environment  
 PO Box 9362 SIn Prov Govt  
 Victoria BC V8W 9M2