

## Procedures for Locating a Well

### 1. Well Owner shall perform the following:

- a. Meet with staff to review all available information on the well and obtain information on the probable location of the well.
- b. Make a visual and surficial search for the well. Check for signs of potential well location: power poles, concrete pads, old water lines, steel cover plates, etc.
- c. If the well is found, employ a Registered Driller (Licensed Well Contractor registered with the Division), obtain a water well destruction permit from the Division and have the well destroyed.
- d. If the well is not found, employ a Registered Inspector (Civil Engineer, Geologist or Certified Engineering Geologist registered with the Division) to conduct a search of the well. If the well is found, perform 3.c. above. If the well is not found, direct the Registered Inspector to complete a formal report of the conducted search and submit to the Division for review and approval.

### 2. Registered Inspector shall perform the following:

- a. Prior to commencing search, review all information previously provided to well owner and meet with staff to obtain information on the probable location of the well.
- b. Prior to commencing search, prepare a search plan and obtain approval from the Division of the search methodology. Conduct search in a uniform pattern, 150 feet from the probable location of the well. Stake out extent of 150 feet radius. "Uniform pattern" means a pre-planned, search methodology (i.e. either radially or by grid method), which insures uniform coverage of the search area, versus a random search. In some cases, variances to the 150 feet radius may be allowed.
- c. Prior to commencing search, obtain approval from the Division of the metal detection device that will be used. Use a suitable metal detection device or magnetometer capable of detection down to a minimum of 15 feet.
- d. Document "hot spots" where sub-surface material is detected. Excavate with hand tools and backhoe as required.
- e. If the well is not found, complete a comprehensive, formal report of the search efforts and submit it to the Division for review and approval. The report shall minimally contain the following:
  - (1) Date(s) of search.
  - (2) State Well Number, Well Owner's name and address, and well situs,

(3) Names of person(s) performing search and qualification(s).

(4) Description of metal detection device or magnetometer used in search, to include: brand, model, capabilities of the instrument (i.e. maximum detection depth), etc. In lieu of this description, a manufacturer's brochure may be submitted.

(5) Detailed scaled map(s) minimally showing location of buildings, roads, rivers, streams, appurtenances, probable location of well, extent of search area (show 150 ft radius).

(6) Photographs of search activity showing search area and documenting search methods and equipment.

(7) Comprehensive discussion of search methodology, "hot spots" and extent of search efforts made.

(8) Comprehensive discussion of findings and conclusions of search. The report shall be stamped and signed by the Registered Inspector. If the Division deems the search to be inadequate, additional searches may be requested.