

# EXPLANATION AND GUIDE TO COMPLETING THE WATER WELL COMPLETION REPORT FORM

## Well Site

For this section the COUNTY, TOWNSHIP, BORO, or CITY of the WELL SITE are needed. If you are unsure, ask the well owner for this information. For townships with two words, write out the full name.

Example: West Smithfield not  
W. Smithfield

## Address

*This should be the address of the well site. If the owner's current mailing address is different, then add it on the reverse section or somewhere in the map.*

## Well Owner

*In most cases the wellowner's last name and first name will be sufficient, but if the well is for an industry, borough or township, company, federal, or state agency, use that name instead of an individual's name. For a housing development where the homeowner is unknown, use the developer's name and state the development and lot number in the space provided on the sketch map.*

## Depth to Bedrock

*This is the depth at which solid bedrock is encountered.*

## Salt Water Zone

*Indicate the depth at which salt water was first encountered.*

## Depth to Water-Bearing Zone(s)

*A water-bearing zone is a zone in the well from which there is a significant amount of water being produced. If the yield is known at each water-bearing zone add the yield in parentheses.*

Example: 1) 70 (2) 2) 120 (5)  
3) 180 (15)

## Static Water Level

*This level is the highest level that the water will rise in the well if left undisturbed for a period of at least one hour or for a time period sufficient for the level to stabilize after drilling.*

## Water Level at End of Pump Test

*This refers to the lowest water level at the end of the pump test.*

## Drawdown

This is the difference between the water level before the test (static) and the water level at the end of the test.

## Well type

Circle the correct choice even if the well is abandoned. If other, please explain.

## Water use

Circle the correct choice even if the well is abandoned. If other, please explain. Stock refers to livestock.

## Well Finish

Circle the correct choice. Well finish refers to how the well is completed through the water producing zone(s). Wells completed in unconsolidated material, such as sand and gravel, require well screens or perforated and/or slotted pipe to keep them from collapsing. "Open hole" refers to rock well that will stand open without internal support. If the well was completed in a method other than those listed, indicate the method in the sketch map space area of the form.

## Landform

The topographic setting at the well site.

## Local Well #

Permit or registration number assigned by a local agency.

## DEP Permit #

Permit # assigned by DEP for regulated public water supply wells.

## Abandonment

Please note that the report form must be filled out for dry or abandoned holes in addition to producing wells. If the well is abandoned, indicate why. Data from dry holes are needed to make an accurate assessment of the overall groundwater resource.

## Clean or Deepened Wells

If the original depth and yield are known, please indicate. If deepening, please provide log, depth, and yield.

## Driller's Comments

Use any extra space in the sketch map area or the back of the form for any problems encountered in drilling or developing the well or additional information you feel is important.

## Mailing of Records

Water Well Drillers Licensing Section  
Bureau of Topographic and Geologic Survey  
3240 Schoolhouse Road  
Middletown, PA 17057-3534  
717-702-2017

The FIRST (original) of the report is to be submitted to the Bureau of Topographic and Geologic survey, the SECOND copy is for the well driller, the THIRD Copy is to be given to the well owner, and the FOURTH copy, if required, submitted to the municipality.

