

# Uniform Kentucky Well Construction Record eForm How to Use It

from presentation by  
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Kentucky Driller's Workshop  
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The Uniform Kentucky Well Construction Record was incorporated by reference in April 2008 and was made available for download from the Kentucky Well Drillers Program Web page: <http://www.water.ky.gov/gw/gwtech/gwdrill>. In March 2010, electronic submittal of this record was made possible through the Uniform Kentucky Well Construction Record eForm, also available via this Web page. The eForm allows drillers to comply with state well construction regulations by submitting the necessary documentation electronically rather than paper copies, saving both time and money.

The eForm was designed to mimic the non-electronic version of the record: however, portions of the form may require further explanation. This document will explain these sections and offer various tips for completing the eForm and submitting the data to Division of Water.

If you have questions that are not addressed in this document, please contact either Jo Blanset ([jo.blanset@ky.gov](mailto:jo.blanset@ky.gov)) or Deven Carigan ([deven.carigan@ky.gov](mailto:deven.carigan@ky.gov)) and we will be glad to assist you.

# Table of Contents

**Accessing the eForm** ..... 3

**Choosing the eForm to Load** ..... 5

**Blank eForm** ..... 6

**Water Wells Only Section** ..... 7

**Owner Section** ..... 8

**Site Section**..... 9

**Location Section** ..... 10

**Well Completion Section**..... 11

**Casing Section**..... 12

**Screen Section**..... 13

**Annulus Section**..... 14

**Lithologic Log Section** ..... 15

**Well General Info Section** ..... 16

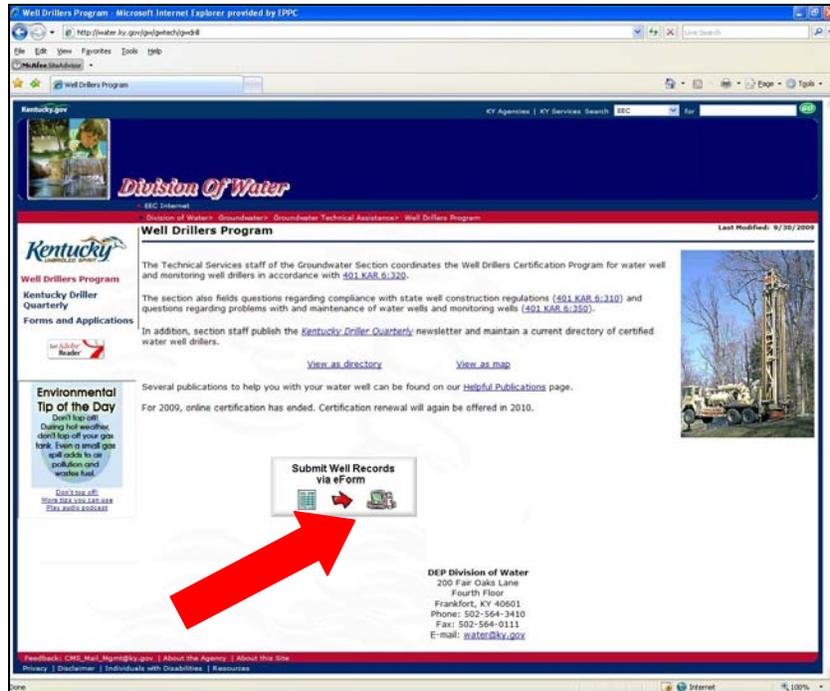
**Attachments & Comments Section**..... 17

**Affirmation Section**..... 19

**Save or Submit eForm** ..... 20

# Accessing the eForm

The Uniform Kentucky Well Construction Record eForm is accessible via a link on the Kentucky Well Drillers Program Web page, as shown below:



This link should forward you to the Kentucky DOW eForms Application #14, corresponding to the Uniform Kentucky Well Construction Record (as shown below).

Note that there are two user interface issues listed at the bottom of the page:

 **Department For Environmental Protection**

Welcome to the Department for Environmental Protection eForms Application.

You have selected the following electronic form (eForm): Uniform Kentucky Well Construction Record (use this form to report installation of monitoring or water wells). You may continue with a blank eForm by clicking on the "Continue with Blank eForm" button below or retrieve a previously saved version by entering your eForm Transaction ID in the field provided below.

<b>Option A:</b> Select this option to fill out a blank eForm.	<input type="button" value="Continue with Blank eForm"/>
<b>Option B:</b> Select this option to retrieve a previously saved or submitted eForm.	Enter your eForm Transaction ID to retrieve the latest version of your form: <input type="text"/>
The check box allows you to use previously saved/ submitted eForms as a "template". The system will generate a new eForm Transaction ID allow you to submit the new form to DEP.	<input type="checkbox"/> I want a NEW eForm with the values from the previously saved/ submitted ID. <input type="button" value="Proceed"/>

User interface issues: 1. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm. 2. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

# User Interface Issues (the Fine Print)

User Interface issues: 1. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm. 2. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

⚠ “1. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will ‘timeout’, preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm.”

- ✓ **Don’t leave your desk with the eForm open.**
- ✓ **If you need to take a break, save your data and retrieve it later.**

⚠ “2. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.”

- ✓ **Don’t use the backspace key in the eForm:  
you will lose everything entered on the page.**
- ✓ **If you need to change what you typed, use the arrow keys and delete key.**

# Choosing the eForm to Load

## Option A: Blank eForm

Use this option the very first time you use the eForm

## Option B: Filled-in eForm

1. Save and Retrieve (retrieve saved data to make changes before submitting final copy to DOW)

If you were previously completing the eForm and found you didn't have all of your information (such as static water level), you should have chosen to "Save For Future Retrieval" and would have been redirected to a screen displaying the eForm ID (such as f13d52b1-4d00-448b-a83b-2722a016fb42). You should copy-and-paste this ID somewhere on your computer and save it for later.

When you have your information and are ready to submit a final copy, you would need to navigate again to the eForm, but choose Option B, filling in the eForm ID as shown below and clicking **Proceed**:

The screenshot shows a web interface with two main options. Option A is "Continue with Blank eForm". Option B is "Enter your eForm Transaction ID to retrieve the latest version of your form:". Under Option B, there is a text input field containing the ID "f13d52b1-4d00-448b-a83b-2722a016fb42". Below this is a checkbox labeled "I want a NEW eForm with the values from the previously saved/submitted ID." which is currently unchecked. A red circle highlights the Option B section, and a red arrow points to the "Proceed" button.

OR

2. Retrieve previously submitted data to use as a template for an additional eForm entry

Let's say that you submitted the record in the previous example as a final copy to DOW, but you have another well drilled at the same site. Instead of starting with a blank eForm and retyping all of your information, you could just use the previously submitted eForm as a template for the next well. (Note that once you submit a final copy, you cannot retrieve it to make changes to that record – it has already been sent to DOW).

Navigate again to the eForm, choose Option B, fill in the eForm ID (similar to the example shown below – see above for how to get the ID), but click both **I want a NEW eForm...** and **Proceed**.

**BE SURE** to remove or change anything not pertinent to the current record (such as AKGWA #)

This screenshot is similar to the one above, but the checkbox "I want a NEW eForm with the values from the previously saved/submitted ID." is now checked with a red checkmark. A red arrow points to the "Proceed" button.

# Blank eForm

UNIFORM KENTUCKY WELL CONSTRUCTION RECORD

Use this form to report installation of monitoring or water wells.  
Form must be completed and submitted to the Division of Water within 60 days of well completion.  
See instructions below.  
One copy to owner and one copy to driller's files.

Owner Name (*)		<input type="text"/>	
Owner First Name (*)	Owner Last Name (*)	<input type="text"/>	<input type="text"/>
Owner Address (*)			
Owner City (*)	State (*)	Kentucky	Owner Zip (*)
Owner Phone (*)	Owner eMail		
Site Name (*)			
Site Address (*)			
Site City (*)	State (*)	Kentucky	Site Zip (*)
Site Phone	Site eMail		
Site Latitude (*)	Site Longitude (*)	Method (*)	
DMS to DD Converter			
Agency Interest (AI) Number	Facility Type & ID		
USGS Topo Map (*)	County (*)		
Surface elevation (ft)	Elevation determined by		
Physiographic Region (*)	Well Use (*)		
Drilling Method (*)	Well Status (*)		
Wellhead (*)	Well Condition (*)		
Casing / Open Borehole			
From depth (ft) (*) To depth (ft) (*) Borehole diameter (in) (*) Casing diameter (in) (*) Casing type (*)			
Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add New			
Screen			
	From depth (ft) (*)	To depth (ft) (*)	Borehole diameter (in) (*)
	Screen diameter (in) (*)	Screen Type (*)	Screen slot size (*)
Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add New			
Annulus fill and seal			
	Section (*)	From depth (ft) (*)	To depth (ft) (*)
	Material (*)		
Delete	Grout	<input type="text"/>	<input type="text"/>
Delete	Seal	<input type="text"/>	<input type="text"/>
Delete	Filter Pack	<input type="text"/>	<input type="text"/>
Add New			
Lithologic log			
	From depth (ft) (*)	To depth (ft) (*)	Description (*)
Add New			
Site Map/Sketch Map (*) <input type="button" value="Browse..."/>			
Well Diagram (monitoring well) <input type="button" value="Browse..."/>			
Coliform analysis (if applicable) <input type="button" value="Browse..."/>			
Signed variance (if applicable) <input type="button" value="Browse..."/>			
Other laboratory analysis report (if applicable) <input type="button" value="Browse..."/>			
Casing/Screen Supplemental Info <input type="button" value="Browse..."/>			
Comments <input type="text"/>			
Affirmation: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By submitting data, this transmission constitutes my signature and I am responsible for any and all content submitted either by me or by the people I represent.			
Signature of certified driller & PIN (*)	<input type="text"/>	Date Signed (*)	<input type="text"/>
Driller First Name (*)	<input type="text"/>	Driller Last Name (*)	<input type="text"/>
Certification Number (*)	<input type="text"/>	Certification Company (*)	<input type="text"/>

Kentucky Well ID (AKGWA) Number (*)	<input type="text"/>
Owner Well ID	<input type="text"/>
Work Start Date (*)	<input type="text"/>
Work End Date (*)	<input type="text"/>
Total depth (ft) (*)	<input type="text"/>
Depth to bedrock (ft)	<input type="text"/>
Static water level (ft)	<input type="text"/>
SWL method (*)	<input type="text"/>
Casing height above surface (in)	<input type="text"/>
WATER WELLS ONLY	
Estimated well yield	<input type="text"/>
Well Yield Method	<input type="text"/>
Well service (# of people served)	<input type="text"/>
Disinfectant amount	<input type="text"/>
Disinfectant type	<input type="text"/>
Pitless adapter installed	<input type="checkbox"/>
Pump installed	<input type="checkbox"/>
Depth to intake (ft)	<input type="text"/>
Apparent quality and odor:	
Appearance	<input type="text"/>
Odor Type	<input type="text"/>
Odor-Level	<input type="text"/>
Coliform Test	
Coliform test type	<input type="text"/>
Coliform test results	or # colonies per 100 ml
Date Sampled	<input type="text"/>
Date Analyzed	<input type="text"/>
<input type="button" value="Save For Future Retrieval"/>	

# Water Wells Only Section

Although the Uniform Kentucky Well Construction Record was designed to be completed for either monitoring wells or water wells, there is some information relevant to water wells only. This section is found in the middle-right section of the eForm.

It is important to complete as much information as possible when submitting a well construction record, but there are times when certain information is not available. Required fields are indicated on the form as (\*); you will be unable to submit the information to DOW unless each of these fields is completed. Keep in mind that although the fields in the water wells only section are not “required” for submittal of the eForm, they are required for compliance if you are submitting a water well record.

The image shows a screenshot of the 'UNIFORM KENTUCKY WELL CONSTRUCTION RECORD' form. A callout box on the right side of the form highlights a specific section titled 'WATER WELLS ONLY'. This section contains several fields for data entry, including dropdown menus and text boxes. The fields are: Estimated well yield, Well Yield Method, Well service (# of people served), Disinfectant amount, Disinfectant type, Pitless adapter installed, Pump installed, Depth to intake (ft), Apparent quality and odor (Appearance, Odor Type, Odor-Level), Coliform Test (Coliform test type, Coliform test results, or # colonies per 100 ml), Date Sampled, and Date Analyzed. At the bottom of the callout box are two buttons: 'Save For Future Retrieval' and 'Submit to DEP'.

# Owner Section

In order to accommodate both owners as individuals and as businesses, these fields are considered required fields. If you have a business name as the owner, you must enter "na" for the first name and last name in this section.

Note also that the Owner eMail is not a required field, but is recommended if available.

Owner Name (*)	Chevron Products Co		
Owner First Name (*)	na	Owner Last Name (*)	na
Owner Address (*)	PO Box 1706		
Owner City (*)	Atlanta	State (*)	Georgia
Owner Phone (*)	770-984-3000	Owner Zip (*)	30301
		Owner eMail	

(\*) = required  
Use "na"



# Site Section

The owner's phone number is a required field, but the site phone number is optional.

Site Name(*)	Chevron #42914				
Site Address (*)	I-64 and Van Meter Rd				
Site City(*)	Winchester	State(*)	Kentucky	Site Zip(*)	40391
Site Phone		Site eMail			

**Owner Phone required;  
Site Phone optional**

**FORM INFORMATION WILL COVER EVERY NUMBER**  
The following information will cover every number in the form. This information is required and cannot be omitted. Please read this information carefully.  
This form is for use by the user only. It is not to be used for printing or distribution.

**FORM INFORMATION WILL COVER EVERY NUMBER**  
The following information will cover every number in the form. This information is required and cannot be omitted. Please read this information carefully.  
This form is for use by the user only. It is not to be used for printing or distribution.

**FORM INFORMATION WILL COVER EVERY NUMBER**  
The following information will cover every number in the form. This information is required and cannot be omitted. Please read this information carefully.  
This form is for use by the user only. It is not to be used for printing or distribution.

# Location Section

Latitude and longitude must be reported in decimal degrees. We have provided you a link to a converter (from degrees-minutes-seconds to decimal degrees) next to the Site Latitude field. Clicking this link will open the converter in a separate window (so you will not lose the information already entered on the eForm) and allow you to convert your coordinates. Copy-and-paste your coordinates into the latitude and longitude fields on the eForm, then close the separate window.



You must include a negative sign with the longitude (for example, -84.206738)

### Convert Degrees Minutes Seconds to Decimal Degrees

Latitude:

Longitude:

Created by Tom Cosmas ([tcosmas@erols.com](mailto:tcosmas@erols.com))  
Thursday, August 26, 1999 - 01:10:29 PM



Be sure to leave the 'N' and 'W' prefixes in the latitude and longitude fields before clicking 'Convert' or you will not get correct values!

# Well Completion Section

The drop-down menus on the eForm will only allow one choice. Because of this, we have provided combinations where appropriate, such as “Combined – HS auger and air rotary.”

If the combination of methods you used is not listed as an option for Drilling Method, choose the predominant method used and indicate the secondary method in the comments field. If your combination is seen frequently, we can add it to the drop-down list.

The image shows a screenshot of the 'KENTUCKY WELL CONSTRUCTION RECORD' form. A callout box at the top highlights the 'Well Completion Section' with the following fields:

<b>Drilling Method(*)</b>	Combined - HS auger and air rotary	<b>Well Use(*)</b>	Monitoring well - ambient monitoring
<b>Wellhead(*)</b>	Flush Mount	<b>Well Status(*)</b>	active
		<b>Well Condition(*)</b>	Functioning properly

Two red callout boxes provide instructions:

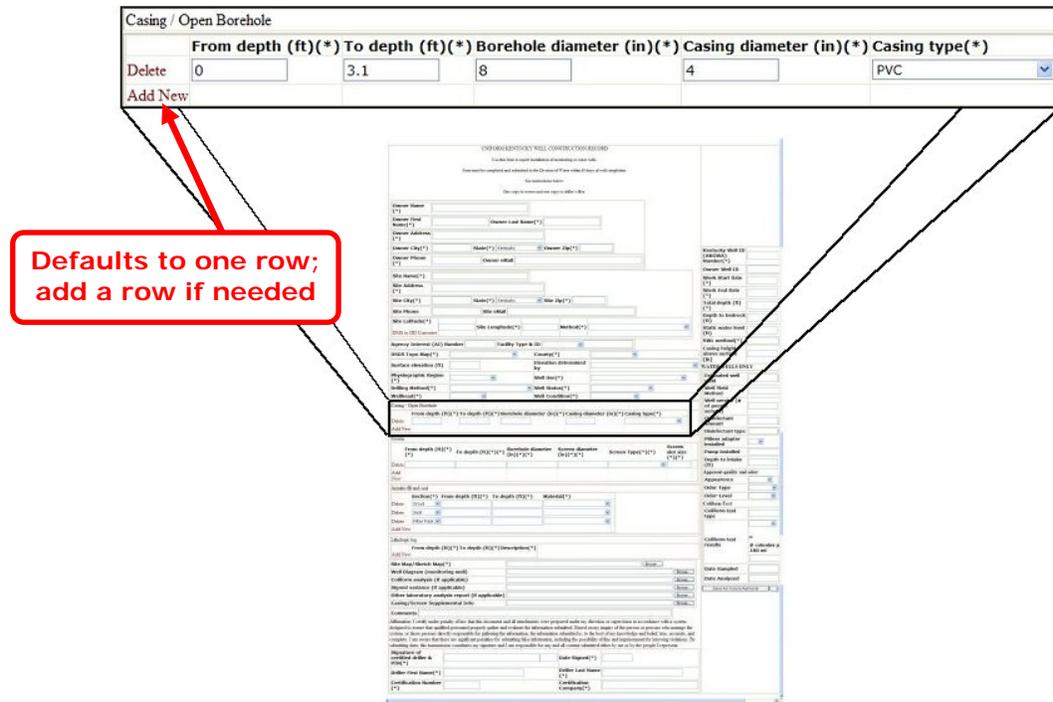
- Choose only one method; if you used more than one, pick "Combined - ..."** (pointing to the Drilling Method dropdown)
- Choose either "Dry hole" or "Functioning properly"** (pointing to the Well Condition dropdown)

The background shows the full form with various fields for well details, including depth, diameter, and construction notes.

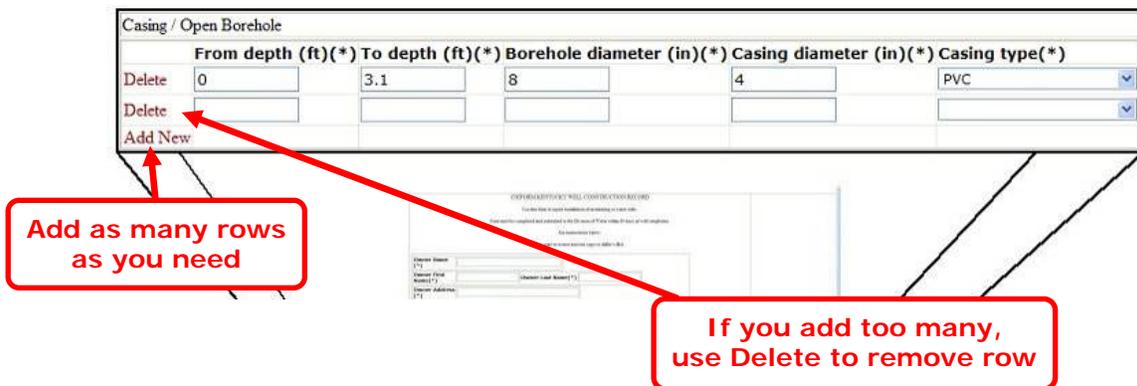
# Casing Section

The casing section defaults to one row. If you need to add a row, click “Add New.” Once you add a row, however, every field in that row will be a required field.

If you need to report an open borehole instead of casing, use this section. Since all fields in the row will be required, enter the same value for Borehole Diameter and Casing Diameter and select “Open Borehole” for Casing Type.



You can add as many rows as you need



# Screen Section

The screen section also defaults to one row, but you can also add as many rows as you need.

If you enter data in a field in a format different from what is expected, you will get an error message as soon as you move away from the field that details what format is necessary. This way you don't have to try to backtrack and determine where the error occurred when trying to submit the form – you will know right away what needs to be changed.

	From depth (ft)(*) (*)	To depth (ft)(*)(*) (*)	Borehole diameter (in)(*)(*)	Screen diameter (in)(*)(*)	Screen Type(*) (*)	Screen slot size (*)(*)
Delete Add New	3.1	22.8	8	4	PVC	.010

**Slot Size must be < 3 digits past decimal otherwise you get an error message:**  
Screen slot size(\*)  
The Format must be between 0.001 and 99.999, with

**Works the same as the Casing section**

# Annulus Section

The annulus section defaults to three rows: one row each for grout, seal, and filter pack. If only filter pack and seal were used, just delete the grout row.

Again, you may choose only one item from a drop-down menu; mixtures have been provided for you to select (such as “Mixture – bentonite & cement”).

Annulus fill and seal				
	Section(*)	From depth (ft)(*)	To depth (ft)(*)	Material(*)
Delete	Grout	0	1	Mixture - bentonite & cement
Delete	Seal	1	2	Bentonite
Delete	Filter Pack	2	22.8	Sand
Add New				

**Choose only one material; if you used more than one, pick “Mixture - ...”**



# Well General Info Section

The owner well ID is not a required field, since most domestic water wells will not have such an ID. However, if you are submitting records for monitoring or water wells at a facility, it is extremely important for us to have the owner ID for each well. Please be sure to enter ID numbers less than 10 as a 2-digit number (for example, MW-01).

Static water level **method** is a required field. If you did not note a static water level, leave the static water level field blank but select “Reported” as SWL method.

If the well was dry, do not enter “0” as static water level; 0 indicates that the static water level occurred at ground level.

The image shows a screenshot of a web-based data entry form for well information. A callout box on the right highlights the 'Kentucky Well ID (AKGWA) Number(\*)' field, which contains '8002-3030'. Another callout points to the 'Owner Well ID' field, which contains 'MW-01'. A third callout points to the 'Work Start Date (\*)' and 'Work End Date (\*)' fields, both containing '05/21/1990'. A fourth callout points to the 'SWL method(\*)' dropdown menu, which is set to 'Reported'. A fifth callout points to the 'Static water level (ft)' field, which is empty. A sixth callout points to the 'Casing height above surface (m)' field, which is empty. The background shows the rest of the form, including fields for 'County', 'City', 'State', and 'Zip'.

Kentucky Well ID (AKGWA) Number(*)	8002-3030
Owner Well ID	MW-01
Work Start Date (*)	05/21/1990
Work End Date (*)	05/21/1990
Total depth (ft) (*)	22.8
Depth to bedrock (ft)	
Static water level (ft)	
SWL method(*)	Reported
Casing height above surface (m)	

**Be sure to put the dash in the AKGWA**

**Dates must be entered as mm/dd/yyyy**

**SWL method is required; if you don't report a level, still choose "Reported"**

**Use the format "MW-xx" for Owner ID (MW-01, MW-05, MW-12, etc)**

# Attachments & Comments Section

Site or sketch map is a required attachment. Other attachments, if available, are recommended.

Be sure to select the right file for the right attachment row. The document is assigned a name based upon which row is selected. If you clicked Browse in the Well Diagram row but attached the site map, the site map would arrive in our database as “Well Diagram.”

The image shows a screenshot of an eForm interface. At the top, there is a table with several rows for attachments, each with a 'Browse...' button:

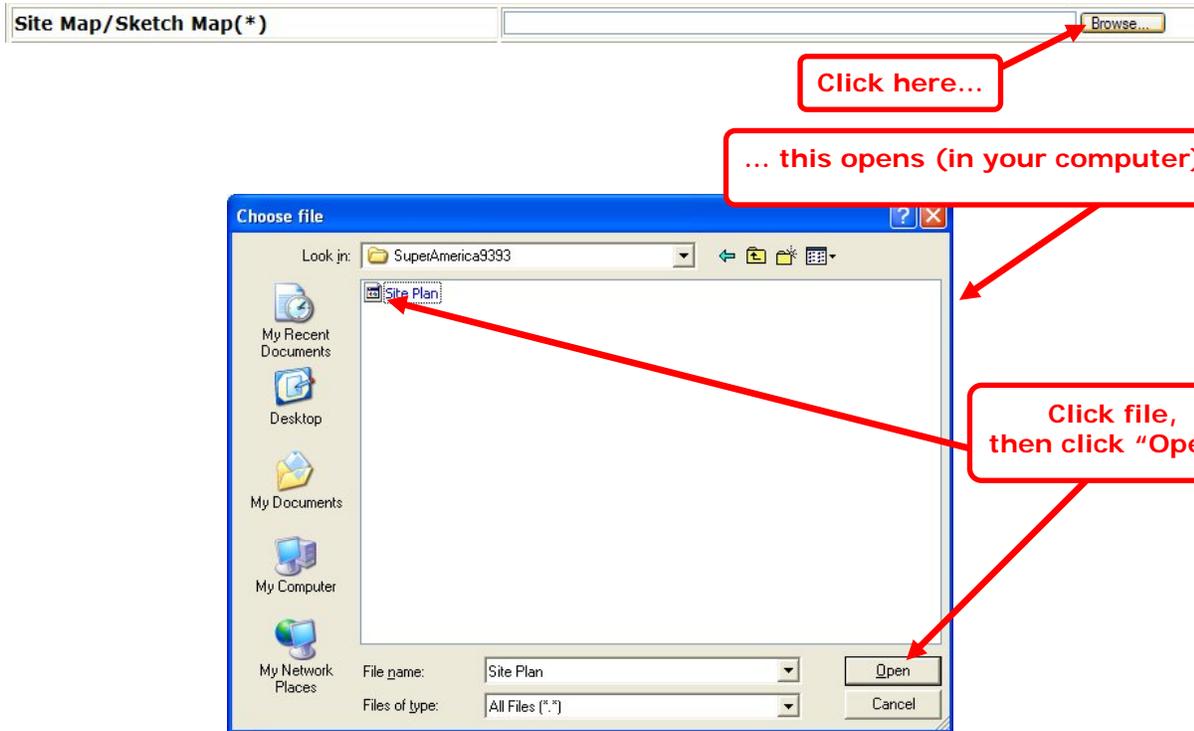
Site Map/Sketch Map(*)	Browse...
Well Diagram (monitoring well)	Browse...
Coliform analysis (if applicable)	Browse...
Signed variance (if applicable)	Browse...
Other laboratory analysis report (if applicable)	Browse...
Casing/Screen Supplemental Info	Browse...
Comments	

Below this table is a large, detailed form titled 'UNSATURATED WELL CONSTRUCTION RECORD'. This form contains numerous fields for well construction details, including well name, location, depth, casing, and screen information. A red arrow points from the 'Comments' row in the attachment table to a red callout box that says: 'There is still a section for any comments about the well construction'. Another red arrow points from the 'Well Diagram' row in the attachment table to a red callout box that says: 'Be sure to select the right file for the right attachment row'.

To include attachments with your eForm submittal, they must be in electronic format, such as .pdf, .doc, .xls, .tif, .jpg, etc., and must be stored somewhere on your computer.

Once your attachments are ready, you must upload them using the “Browse” feature corresponding to each attachment row (see illustration on next page).

# Browse for Attachment



# Affirmation Section

The affirmation section uses a PIN number in place of your actual signature. You will need to e-mail us to receive your personal PIN number before using the eForm for the first time. You will use your personal PIN number for each record you submit via the eForm.

Affirmation: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By submitting data, this transmission constitutes my signature and I am responsible for any and all content submitted either by me or by the people I represent.

Signature of certified driller & PIN(*)	John Q Driller	***	Date Signed(*)	03/04/2010
Driller First Name(*)	John		Driller Last Name(*)	Driller
Certification Number(*)	0567-0789-00		Certification Company(*)	Acme Drilling Co

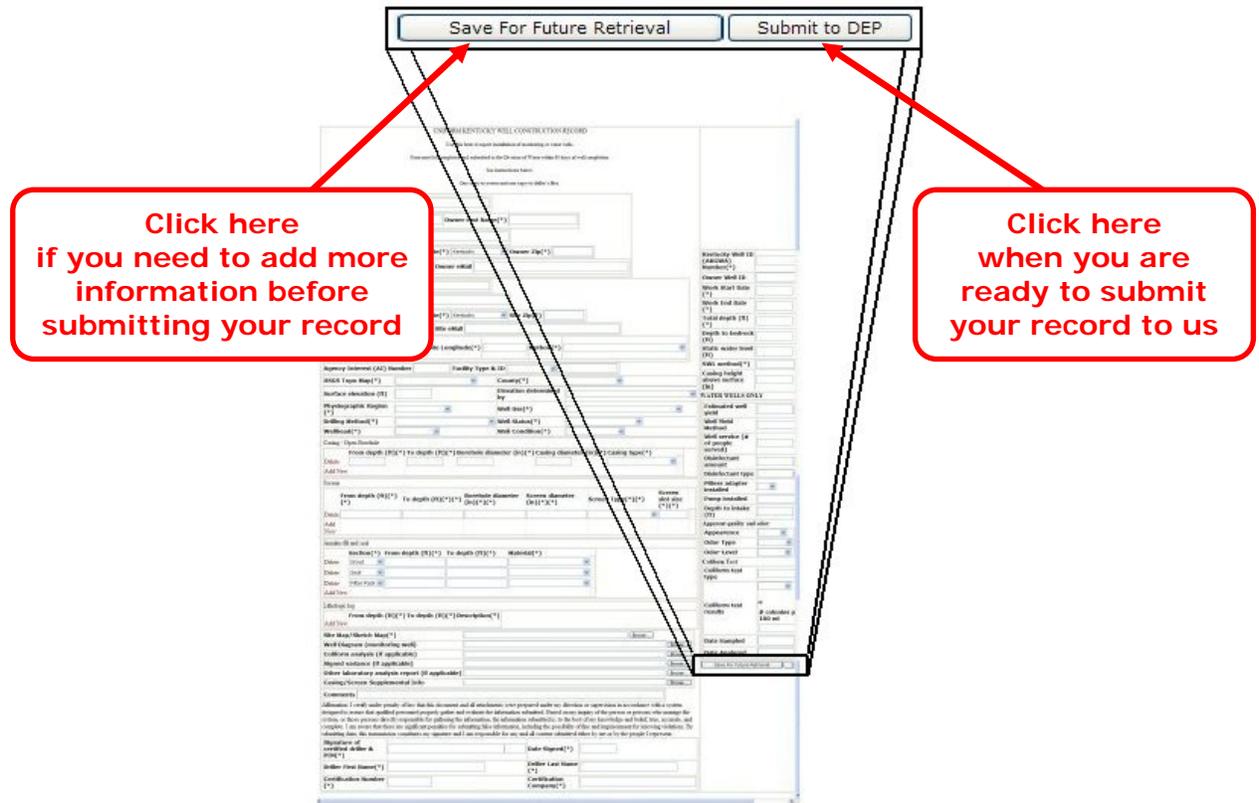
Enter your 10-digit Driller ID (with dashes)

Enter your PIN number

eMail us to receive your PIN

# Save or Submit eForm

Finally, you must select to either save your record to submit at a later time (for instance, if you needed to get static water level before sending your final record) or to submit your final copy.



Once you save or submit, you will be redirected to the following screen:

Thank you for submitting your information via the Kentucky Department for Environmental Protection eForms website. Please save a copy: a .mht, .html, or .htm file.

The Submittal ID for this transaction is 3197. If you need to contact DEP regarding your submission, please reference your Submittal ID.

Your eForm ID for this submittal is b3dc0675-63e6-4af5-b663-a3a3347de9d0. The eForm ID allows you to use the data from this subm

Please click [here](#) for the Submittal and Attachment Download Page.

Please click [here](#) to return to the eForms Home Page.

**UNIFORM KENTUCKY WELL CONSTRUCTION RECORD**

Use this form to report installation of monitoring or water wells.

Form must be completed and submitted to the Division of Water within 60 days of well completion.

See instructions below.

One copy to owner and one copy to driller's files.

Owner Name (* )	Chevron Products Co
--------------------	---------------------

## ALWAYS SAVE YOUR SUBMITTAL ID & eFORM ID!!!

If, for some reason, our database does not show a record that you have submitted, our programmers can track it down using your Submittal ID. You might also need to use your eForm ID to pull up a previous record to use as a template.

We highly recommend using a spreadsheet to keep both of these IDs on hand. This could be something as simple as the one shown below:

Site	AI	eFormID	Submittal ID
Main Street Café	62453	0dba71fa-3cfe-481c-96bc-b4a0bee4c1df	2490
BP 42192	65891	faf93197-590f-4ed5-b7bc-aace273fed48	2491
Dairy Mart 0423	60245	cf1bd20e-719d-422a-a745-905e5875b7cf	2492

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### If You Need More Information...

Again, if you have questions that are not addressed in this document, please contact either Jo Blanset ([jo.blanset@ky.gov](mailto:jo.blanset@ky.gov)) or Deven Carigan ([deven.carigan@ky.gov](mailto:deven.carigan@ky.gov)) and we will be glad to assist you.