Form 55-39 Instructions

Notice of Well Capping

Introduction

These instructions are a guide to filling out Form DWR 55-39 (Rev. 02/02/02), entitled "Notice of Well Capping." Please review the instructions prior to completing the form in black or blue ink. Forms may be obtained at any Arizona Department of Water Resources (ADWR) office and at ADWR's Web site, http://www.water.az.gov. For information about the form or these instructions, contact the Supervisor of the Notice of Intent Program at (602) 417-2470. There is no fee for filing this form.

When Form DWR 55-39 Must be Filed

Arizona law requires the owner of an open well to either install a cap on the well or abandon the well in accordance with ADWR's well abandonment rule. This is to protect humans and animals from the dangers of an open hole in the ground, and to protect the aquifer from contaminants that might enter the well from the surface. If the owner of a well installs a cap on the well, the well owner must file a Notice of Well Capping form with ADWR within five days after the cap is installed.

Instructions for Filling out the Form

Well Registration Number

Fill in the registration number of the well in the box in the upper right-hand corner of the form. If there is no known registration number (many old wells not used for several years may never have been registered), indicate this in the "Remarks" section at the end of the form.

Section 1 – Registry Information

Well Type

Check the appropriate box indicating the type of well that was capped. If the well does not fall within any of the categories listed, check "Other" and describe the well.

Location of Well

Fill in the following information relating to the location of the well:

- The street address of the property where the well is located, if the property has a street address. For monitor wells or other wells associated with contaminant investigations or remedial projects, this will usually be the same as the facility address.
- The legal description for the well location. The legal description is the township, range, section, and in decreasing order, the quarters of that section so that the well location falls in a 10-acre block within that section. This information may be obtained from the county tax assessor's office.
- The latitude and longitude of the well location. This information is most easily acquired through the use of a Global Positioning System (GPS) receiver. If a GPS unit is used, the unit should be adjusted to use the NAD-83 datum.
- The county tax assessor's parcel identification number for the parcel. This number ordinarily has at least eight digits, arranged in a book-map-parcel sequence (XXX-XX-XXX). The number can be obtained from the county tax assessor's office. Federal or State land will not have a parcel identification number.
- The name of the county where the well is located.

Section 2 – Owner and Firm Information

Well Owner

Fill in the well owner's name, mailing address and telephone and fax numbers. If the well owner is a corporation, governmental unit or other entity, provide the name of a contact person.

Person or Firm Installing the Cap

Fill in the name, mailing address and telephone and fax numbers of the person or firm who installed the cap. If it is a company or firm, please provide the name of a contact person at the firm.

Section 3 – Casing and Capping Information

Section 3 requires information on the surface casing of the well and the cap that was installed. In the box in the upper right-hand corner of Section 3, fill in the date the well was capped. In the **Surface Casing** table, fill in the outer diameter of the surface casing in inches, and then check the appropriate box indicating whether the casing is steel, PVC or ABS. If the type of casing is not listed, describe the type of casing in the space provided. In the boxes to the right of the Surface Casing table, fill in the type of cap that was installed and the manufacturer, if any.

In most cases, a cap must be securely welded onto the exposed surface of the upper 20 feet of steel casing. The cap may not be tacked on by welding only a few spots, but must be welded all the way around the casing to provide a tight seal. Locking tamper-resistant caps may be installed on monitor wells, piezometer wells, or other types of wells with thermoplastic (PVC) casing for which a variance was granted by ADWR prior to construction. A well may also be capped with a locking tamper-resistant cap temporarily, not to exceed thirty days, for well maintenance, repair, or modification. If the well was capped in any other manner, please describe fully how it was capped in the "Remarks" section at the end of the form. For open holes or wells where the integrity of the existing casing is too poor to allow a cap, a surface seal must be installed prior to capping.

Signature Block

The form must be signed and dated by the well owner.

Where to File Form

Completed forms may be mailed to ADWR at the following address:

Arizona Department of Water Resources
Records Management Section
500 N. 3rd Street
Phoenix, AZ 85004-3921

Completed forms may also be submitted to any of ADWR's outlying offices listed below:

Pinal Active Management Area
1000 E. Racine
Casa Grande, AZ 85222-1743

Prescott Active Management Area
2200 E. Hillsdale Road
Prescott, AZ 86301-4941

Santa Cruz Active Management Area
857 W. Bell Road, Suite 3
Nogales, AZ 85621-4545

Tucson Active Management Area
400 W. Congress, Suite 518
Tucson, AZ 85701-1374

The completed form must be legible and of good quality when received by ADWR so that it can be scanned into ADWR's permanent records.