Form 55-56 Instructions

Pump Installation Completion Report

Introduction

These instructions are a guide to filling out Form DWR 55-56 (Rev. 02/02/02), entitled "Pump Installation Completion Report." 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 55-56 Must be Filed

A Pump Installation Completion Report must be filed by the owner of a well within 30 days after a pump is installed in the well. It is recommended that the report be filled out with the assistance of the firm that installed the pump. The information in the report, including where the well is located, who owns the well, and what pump equipment was installed in the well, will be placed in ADWR's database of all wells in Arizona. Because the report will describe conditions in the well as they actually exist, the information is very valuable to ADWR. For that reason, it is very important to fill out the report with the most accurate information possible.

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 this is a new well, the number will be the registration number that ADWR assigned to the well when the Notice of Intent to drill the well was filed.

Section 1 – Registry 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.

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.
- The legal description of 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 will usually be the same as the legal description for the well location submitted with the original Notice of Intent to drill the well, but occasionally a more accurate legal description is discovered after the Notice is filed.
- The county tax assessor's parcel identification number for the land where the well is located. This information can normally be taken from the original Notice of Intent to drill the well, and may also 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 – Equipment Installed

Section 2 requires information on the pump equipment installed in the well. In the space in the upper left-hand corner of the section, fill in the date the pump equipment was installed. In the block labeled **Pump Type**, check the appropriate box indicating the type of pump installed. If the type of pump is not listed, check "Other" and describe the pump type. Below that block, fill in the rated pump capacity of the pump in gallons per minute. In the block labeled **Power Type**, check the appropriate box indicating the type of power the pump uses. If the type of power is not listed, check "Other" and describe the power type. Below that block, fill in the horsepower rating of the motor. This information can be obtained from the firm that installed the pump.

Section 3 – Well Test

Section 3 contains three blocks for providing information on the results of the pumping test that is required to be performed on the well and pump. In the block labeled **Pump Test Data**, fill in the following information:

- The date the well was tested.
- The static water level in the well. This is the water level in the well immediately prior to the pumping test, as measured in feet below the land surface.

- The pumping water level. This is the water level in the well immediately after the pump was operated for at least four hours, as measured in feet below the land surface.

- Drawdown. This is the difference between the pumping water level and the static water level.

- The pumping rate during the test, as measured in gallons per minute.

- The duration of the pumping test, which must be at least four hours of continuous operation.

- The total pumping lift, if known, as measured in feet.

- If the well is a flowing or artesian well, the shut-in pressure head in feet or pounds per square inch.

In the block labeled **Method of Discharge Measurement**, check the appropriate box indicating how the discharge was measured during the pumping test. If the method of measurement is not listed, check "Other" and provide a brief description of the method.

In the block labeled **Method of Measuring Water Level**, check the appropriate box indicating the method by which the water levels were measured during the pumping test. If the method used is not listed, check "Other" and provide a brief description of the method.

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.