



**Well Decommission**  
 Original well construction report attached

Stamp company name/address/  
 phone/fax/email here, if desired.

Ministry Well ID Plate Number: \_\_\_\_\_  
 Where ID Plate is attached: \_\_\_\_\_  
 Ministry Well Tag Number: \_\_\_\_\_

**See reverse for notes & definitions of abbreviations.**

**Well Class: Class of well** (see note 2): \_\_\_\_\_ **Sub-class of well:** \_\_\_\_\_

Water supply wells: indicate intended water use:  private domestic  water supply system  irrigation  commercial or industrial  
 other (specify): \_\_\_\_\_

**Start date of work** (YYYY/MM/DD): \_\_\_\_\_ **End date of work** (YYYY/MM/DD): \_\_\_\_\_

**Person Responsible for Work** (print clearly): **Name (first, last)** (see note 3): \_\_\_\_\_

Person who completed the work: \_\_\_\_\_ **Registration no.** (see note 4): \_\_\_\_\_

Consultant (if applicable; name and company): \_\_\_\_\_

I understand and agree that:

- the well construction/alteration/decommission report form(s) are being filed as government water records in accordance with provisions of the Water Sustainability Act (WSA) and its regulations, including the Groundwater Protection Regulation;
- the well construction/alteration/decommission report form(s), including any written word(s) and comments, related dataset and other information included within the report(s), will be disclosed publicly by the government for use by the public as government water records concerning the well and the aquifer that are the subject of the report(s);
- the report form(s), including any written word(s) and comments, related dataset and other information included within the report(s), will be made available to the public by the government in accordance with the Open Government License-British Columbia (OGL-BC) which grants the public a worldwide, royalty-free, perpetual, non-exclusive license to make use of the reports, including for commercial purposes, but subject to the terms described in the OGL-BC.

**Signature of Person Responsible** \_\_\_\_\_

**Well Owner Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ Town \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

**Well Location** (see note 6): **Address:** Street no. \_\_\_\_\_ Street name \_\_\_\_\_ Town \_\_\_\_\_

**Legal description:** Lot \_\_\_\_\_ Plan \_\_\_\_\_ D.L. \_\_\_\_\_ Block \_\_\_\_\_ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rg. \_\_\_\_\_ Land District \_\_\_\_\_

**PID:** \_\_\_\_\_  **Description of well location (attach sketch, if nec.):** \_\_\_\_\_

**Geographic Coordinates:**

**NAD 83: Zone:** \_\_\_\_\_  **UTM Easting:** \_\_\_\_\_  **Latitude** (see note 8): \_\_\_\_\_  
 (see note 7)  **UTM Northing:** \_\_\_\_\_  **Longitude:** \_\_\_\_\_

**Method of drilling:**  air rotary  dual rotary  cable tool  mud rotary  auger  driving  jetting  other (specify): \_\_\_\_\_

**Orientation of well:**  vertical  horizontal **Ground elevation:** \_\_\_\_\_ ft (asl) **Method** (see note 9): \_\_\_\_\_

**Casing Details:**

**Type:**  Surface  Production  Open Hole  Steel Removed

From ft (bgl)	To ft (bgl)	Diameter in	Casing Material/Open Hole (see note 10)	Wall Thickness in	Drive Shoe

**Well Decommission Information**

Finished well depth: \_\_\_\_\_ ft (bgl)  
 Reason for well decommission: \_\_\_\_\_  
 Decommission details (see note 13): \_\_\_\_\_  
 Decommission method:  Poured  Pumped  
 Sealant material: \_\_\_\_\_  
 Backfill material: \_\_\_\_\_

**Decommission description** (see noted 11-13)

Enter depth intervals from the top of the hole to the bottom

From ft (bgl)	To ft (bgl)	Decommission Material											Observations (e.g. decommission details)		
		Bentonite chips	Bentonite concrete mix	Bentonite crumble	Bentonite grout	Coated bentonite pellets	Commercial gravel/pea gravel	Commercial sand	Concrete	Native clay or silt	Native sand or gravel	Native silt & sand		Other	

**Water Quality**

Water sample collected:  Yes  No  
 Characteristics:  Clear  Cloudy  Fresh  Gas  Salty  Sediment  Other (specify): \_\_\_\_\_  
 Colour:  Black  Black flecks  Brown  Clear/none  grey  Slight colour/milky  Orange  Other (specify): \_\_\_\_\_  
 Water quality odour: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_  
 Comments: \_\_\_\_\_

Well Identification Plate Returned, attached  
 Confirmation/alternative specs. attached

## General

1. Requirements for well decommission reports are found in Part 3, Division 3 of the *Water Sustainability Act* and Part 10 and Schedule 4 of the Ground Water Protection Regulation. The Act and regulation are available at:

[http://www.bclaws.ca/civix/document/id/complete/statreg/39\\_2016](http://www.bclaws.ca/civix/document/id/complete/statreg/39_2016)

2. The classes and sub-classes of wells are shown below:

Class .....	Sub-class (if applicable)
Water supply.....	Domestic; Non-domestic
Monitoring .....	Temporary; Permanent
Recharge or Injection	
Dewatering or drainage.....	Temporary; Permanent
Remediation.....	Temporary; Permanent
Geotechnical .....	Borehole; Test pit;
	Special type of hole;
	Closed loop geothermal

## Person Responsible for Work

3. Fill in the name of the registered driller/pump installer who decommissioned the well.

If the person responsible is not the same person who completed the work, fill in the name of the person who completed the work.

## Registration Number of Driller Responsible

4. Fill in the registration number on the Well Driller/Well Pump Installer identification card. If the work was completed by a driller/pump installer who is not registered as a Well Driller/Well Pump Installer, the Well Driller/Well Pump Installer who is directly supervising the work should fill in their registration number on their Well Driller/Well Pump Installer identification card. The Well Driller/Well Pump Installer signs the form.

5. Well reports submitted to the Deputy Comptroller, or retained by the person responsible, as required under the *Water Sustainability Act* and the Ground Water Protection Regulation, shall be considered part of the Provincial Government records and is subject to the *Freedom of Information and Protection of Privacy Act*.

## Well Location

6. A minimum of one of the well location descriptors must be completed (e.g., Address OR Legal OR PID) plus the description of the well location.

7. The current Ministry standard datum for mapping and geodetic use is the North American Datum of 1983 (NAD 83). To determine GPS coordinates using a Global Positioning System (GPS), set the datum to NAD 83.

8. For latitude and longitude coordinates, provide coordinates either in degree, minutes and seconds (e.g., 50° 2' 21.037") or decimal degrees (e.g., 50.039175°).

9. For the method of determining ground elevation, enter: GPS, differential GPS, level, altimeter, 1:50,000 map, 1:20,000 map, 1:10,000 map or 1:5,000 map.

## Casing Details

10. "Casing Material / Open hole" includes cement, plastic, steel, other, open hole, or casing pulled. If a surface seal is required, details of the casing used to create the annular space for the surface seal can be entered in the first row of the table. Enter the depth interval, casing diameter, and record "casing pulled" under "Casing Material / Open hole".

## How to Fill Out the Decommission Description Table and the Well Decommission Information Section

11. Each row in the decommission description table represents either a depth interval (e.g., from 0 feet to 12 feet) or depth (e.g., 120 feet) in the well.

12. For a depth interval, indicate with a check mark (☐) or X the decommission material or enter the type of backfill or sealant material(s) in the Observations column.

13. Indicate in "Decommission Details" whether casing(s) or screen(s) were pulled or left in place. If casing(s) were left in place, indicate whether it was perforated or ripped.

## Definitions of Abbreviations

asl.....	above sea level
bgl.....	below ground level
btoc.....	below top of casing
Dia.....	Diameter
D.L.....	District Lot
ft.....	feet
hrs.....	hours
in.....	inches
NAD 83.....	North American Datum (1983)
PID.....	Parcel Identifier
Rg.....	Range
Sec.....	Section
SWL.....	static water level
Twp.....	Township
USgpm.....	US gallons per minute
UTM.....	Universal Transverse Mercator Grid

This information is collected by the Ministry of Water, Land and Resource Stewardship under section 26 (c) of the Freedom of Information and Protection of Privacy Act and section 117 (1) of the Water Sustainability Act (WSA).

The groundwater information (e.g. any notes and comments that are included in well reports filed under WSA and its regulations) will be made available to the public by the government in accordance with the Open Government License-British Columbia (OGL-BC) which grants the public a worldwide, royalty-free, perpetual, non-exclusive license to make use of the reports, including for commercial purposes, but subject to the terms described in the OGL-BC: <https://www2.gov.bc.ca/gov/content/data/open-data/open-government-licence-bc>.

Information, including personal information, will be used to determine well location and confirm that the construction, alteration, or decommission of a well has been done in accordance with the WSA and Groundwater Protection Regulation (GWPR). Well reports submitted to the Comptroller, or retained by the person responsible, as required under section 57 of the WSA and Part 10 of the GWPR, shall be considered part of the Provincial Government records. Documents or images included as part of submission and that contain personal information not covered under this legislation will be deleted.

Should you have any questions about the collection or use of this information, please contact the Groundwater Data Specialist, phone: 236-478-0448, email: [groundwater@gov.bc.ca](mailto:groundwater@gov.bc.ca).

## Return completed forms to:

Groundwater Data Specialist  
Water Protection & Sustainability Branch  
Ministry of Water, Land & Resources Stewardship  
PO Box 9362 Stn Prov Govt  
Victoria BC V8W 9M2

Email: [groundwater@gov.bc.ca](mailto:groundwater@gov.bc.ca)

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