

Instructions for Completing Pump Installation Report (Pump Log)

SCOPE: As of April 2011, water well pump installation/repair work is regulated by the Utah Division of Water Rights as per R655-4 of the Utah Administrative Code. Pump installation and repair of regulated wells (R655-4-1.2) must be completed by a Utah Licensed Driller or Pump Installer. A person conducting pump installation and repair work on their own well on their own property is exempt from these rules and is not required to have a pump installer's license or submit a pump log.

Permits, Start Cards, and/or pre-notification are not required for pump installation/repair work (R655-4-4.2.6).

A Pump Installation Report (Pump Log) **MUST** be submitted by the licensed driller/pump installer following regulated pump installation/repair work on regulated wells (R655-4-4.7). **Submittal of pump logs is required and not voluntary.** Failure to submit pump logs for regulated activity on regulated wells is a violation of the rules and can lead to infractions, fines, probation, and/or suspension (R655-4-5).

WELL IDENTIFICATION: Provide the water right number or non-production well number if available. This info can be obtained from the well owner, from the well log, or from the Division of Water Rights Website (www.waterrights.utah.gov). If this info cannot be obtained, indicate in the space that the number was researched but not available.

OWNER INFO: Provide the name and street address of the well owner in this space. Provide both the individual name, family name, and business name as applicable.

WELL LOCATION: In order for the Division of Water Rights to properly associate and file the pump log with the well on record, a legitimate well location must be provided. Provide the physical street address of the well to the extend known. If the water right or well log information is available, provide the Point of Diversion (POD) information in our Public Land Survey coordinate format. If this is not known, try to at least provide the section, township, and range where the well is located. If possible and especially if the water right or POD is unknown, provide a GPS location of the well in either UTM or Lat/Long coordinates. Be sure to identify the map datum associated with the coordinates (e.g., NAD27, NAD83, WGS84). Again, it is important that we receive enough info in the Well Identification, Owner Info, and Well Location sections to be able to associate and link the pump log to the appropriate well on our records. If this info is not provided without an explanation, it is likely the pump log will be returned to the licensee in order to provide additional information that will allow us to properly associate the pump log to the well on record.

EXISTING WELL DETAILS: Complete this section with information that you already have available. In the course of performing efficient pump installation/repair work, you will likely want to obtain a copy of the existing well log. If so, please use this info to fill in the blanks. It is not expected that you take time and effort to obtain the well log for the sole purpose of filling in the blanks in this section. Only if you already have the info do you need to complete this section. The pump log will not be returned to the licensee if this section is not completely filled in. Moreover, there are still many wells for which we do not have a well log on record. In these cases, and information gathered by the licensee in the process of pump work relative to well construction is invaluable and should be included in this section (e.g., diameter, depth, casing type, etc.). This type of info may turn out to be the only well data that can be included on the record.

PUMP INSTALLATION DETAILS: This section pertains to the work that was actually performed by the licensee. Complete and include only the data that was performed. Only fill in the information that you did and leave the remainder blank. It is not necessary to fill in every blank if you did not do that specific work, task, or data collection. Only fill in what you actually did on the well/pump system. The pump log will not be returned to the licensee if portions of this section are left incomplete. Only provide information for what you actually did on the well/pump.

LICENSEE STATEMENT: All four parts of this section must be completed (Name, #, signature, & date). The licensee must sign the pump log. If it is not signed by the licensee or if an operator signs the log, it will be returned to the licensee.