



## WHAT WELL OWNERS SHOULD KNOW and HOW TO REQUEST YOUR WELL COMPLETION REPORT

### What Well Owners Should Know:

**Well Completion Report:** It is important to understand the total depth and general construction of your well in order to determine how your well will respond to drought conditions. Copies of Well Completion Reports, also known as Well Logs or Well Driller Reports, may be available at your local county Environmental Health Office, or through the Department of Water Resources regional office. Information regarding how to request your Well Completion Report is provided below. Maps showing the total number of Well Completion Reports, along with the minimum, maximum, and average well depths (by Township, Range, and Section) for Butte, Colusa, Glenn, and Tehama counties are available online from DWR at the following Webpage address:

<http://www.nd.water.ca.gov/PPAs/WellCompletion/index.cfm>

**Pump Setting:** Regardless of well depth, a well can only produce water from as deep as the setting of the pump. Understanding the maximum depth from which your well will operate is important. Information regarding the depth of the pump in your well may be recorded on installation receipts, or may be available from the pump company which performed the installation.

**Groundwater Levels:** Groundwater levels tend to fluctuate seasonally, and over the long-term, in response to local groundwater use and precipitation trends. Throughout most of California, groundwater levels are (typically) highest during the spring and lowest in the summer or fall season. Understanding the magnitude of groundwater fluctuation is important when identifying whether groundwater levels in your well may drop below the level of the pump. Local groundwater level data for monitoring wells in your area may be obtained online through the DWR Water Data Library at the following Webpage address: <http://wdl.water.ca.gov/>. Groundwater level status reports and groundwater contour maps are available online from DWR at the following Webpage address: <http://www.nd.water.ca.gov/PPAs/GroundwaterBasins/GroundwaterLevel/>. For assistance with interpreting the groundwater level information, please contact one of DWR's Regional Offices.

### Well Completion Report Request:

Under the California Water Code, Well Completion Reports are confidential. State law prohibits their distribution without written permission of the landowner to anyone but the landowner, his or her designee, or a government agency. To request a copy of a Well Completion Report, a request form must be completed, signed, and submitted to DWR.

The request form is available online from DWR at the following Webpage address: <http://www.nd.water.ca.gov/PPAs/WellCompletion/>. You may return request form by facsimile to (530) 529-7322, by mail, or in person to the following address:

Department of Water Resources  
Attention: Groundwater Well Data Coordinator  
2440 Main Street  
Red Bluff, CA 96080-2398

To expedite your request, it is important that you provide as much information on the release of information form as possible. Well Completion Reports are stored in our database using the Public Land Survey System (Township, Range, and Section), with a cross reference to property ownership at time of drilling. Many of the older Well Completion Reports can only be located by providing the property address and name of the owner(s) at the time the well was drilled.

At minimum, please provide the following:

- Assessor's Parcel Number (APN)
- street address of the property
- name of the owner(s) at the time of well drilling (or a list of possible owners)
- your contact information

You may research the history of property ownership at the Assessor's office in the county where the property is located.

Due to the high volume of requests for Well Completion Reports we receive, priority of responses will be based on the completeness of the information you provide. You can greatly reduce the response time associated with your request by providing the necessary information listed above.

If you have any questions, or need additional information, please contact April Scholzen, Groundwater Well Data Coordinator, at (530) 529-7368.