



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER RESOURCES DIVISION

**WATER SUPPLY ASSESSMENT**

(To be completed by a Michigan Registered Water Well Drilling Contractor)

Small Quantity Well Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City & Zip code \_\_\_\_\_

Well location GPS coordinates (in decimal degrees): \_\_\_\_\_ latitude  
\_\_\_\_\_ longitude

County \_\_\_\_\_ Township \_\_\_\_\_ Section \_\_\_\_\_

**Nature of Well Complaint:** Reduced well yield  No water  Water quality change   
Other \_\_\_\_\_

**Well Features:** Depth \_\_\_\_\_ ft. Casing diameter \_\_\_\_\_ in. Year drilled \_\_\_\_\_

Static water level (SWL): \_\_\_\_\_ ft. \_\_\_\_\_ in. below ground surface

Method of SWL measurement: Electronic tape or probe  Weighted tape   
Air line  Borehole camera

I exhausted all feasible options and was unable to determine the static water level without possibly damaging the well for the following reason(s): \_\_\_\_\_

**Pump Type:** Submersible  Shallow well jet  Deep well packer jet   
Deep well 2-pipe jet  Pump Capacity \_\_\_\_\_ gpm

Length of drop pipe \_\_\_\_\_ ft. below ground surface

**Diagnosis:** (Check all that apply)

- Well and pumping equipment functioning properly and are not the cause of the well failure.
- Inadequate pump submergence (pump intake is near or below static water level).
- Well screen/intake plugged.
- Pump or pressure tank malfunction.
- Pump electrical control problem or power supply interruption.
- Other (Explain) \_\_\_\_\_

**Suggested Correction:** \_\_\_\_\_

*I hereby certify that a thorough assessment of the water supply system has been conducted and that my diagnosis of the problem is based on my technical expertise and best professional judgment using standard industry practices.*

Well Drilling Contractor \_\_\_\_\_ Registration No. \_\_\_\_\_  
*Signature*

Firm Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Date of Assessment \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETION

This form is for water well system assessments conducted under Part 317, Aquifer Protection and Dispute Resolution, 1994, PA 451, as amended (NREPA). The assessment assists the Michigan Department of Environmental Quality (MDEQ) or Michigan Department of Agriculture and Rural Development (MDARD) in the investigation of complaints of small-quantity well failure due to groundwater lowering by a high capacity well.

***The state of Michigan is not responsible for the cost of the assessment.*** Under Part 317, if the MDEQ or MDARD issues an order declaring a “groundwater dispute,” reimbursement of the complainant’s cost for the assessment is the responsibility of the owner of the high-capacity well that caused the well problem. If an order is issued, the high-capacity well owner will be notified of his or her obligation to reimburse the small-quantity well owner for incurred costs in accordance with Section 31707. Eligible costs must be “reasonable” and costs incurred more than 30 days before the complaint was filed are not eligible for reimbursement. The MDEQ or MDARD cannot issue an order against the responsible high-capacity well owner unless a water well driller has completed this assessment and the assessment shows that the well and pumping equipment were mechanically functioning when the failure occurred.

The purpose of the assessment is to rule out that the well failure is due to a malfunction of the pumping equipment or well components. Part 317 requires a written assessment by a well drilling contractor that includes “...a determination of the static water level in the well at the time of the assessment, if the static water level determination will not result in the well being damaged or decommissioned, and, if readily available, the type of pump and equipment.”

### **Static Water Level Measurement**

Please use the following methods for measuring the static water level (SWL):

1. Turn off the pump electrical circuit.
2. Remove any packers or seals that may impede SWL measurement.
3. Wait for water level to recover to SWL.
4. Use a weighted tape measure, electronic water level meter, data-logger, or downhole TV camera. Wipe down the tape or cable with a clean cloth soaked with a chlorine solution before placing it into the well.
5. Record the SWL (in feet and inches below ground surface).
6. **BE SURE THE SWL MEASUREMENT IS RECORDED AS DISTANCE BELOW GROUND SURFACE, NOT BELOW THE TOP OF THE CASING.**
7. If packers, seals, drop pipe, or other water well components were removed, disinfection of the well is advised.

Provide the small-quantity well owner with a copy of this assessment. The small-quantity well owner must submit a copy of this form with their Groundwater Dispute Complaint Form, Form EQP 9204, to the MDEQ either:

By e-mail: [deq-assist@michigan.gov](mailto:deq-assist@michigan.gov)

By Fax: 517-373-9958

By mail: MDEQ, WRD  
Great Lakes Shorelands Unit  
P.O. Box 30458  
Lansing, Michigan 48909-7958

Additional information on aquifer dispute resolution and the Water Use Program is available on the MDEQ’s Water Use Program’s Web page:  
<http://www.michigan.gov/wateruse>

If you have questions, please contact the MDEQ Environmental Assistance Center at 1-800-662-9278 or at the e-mail address above.