

Data Entry Instructions for On-Line Water Well Logs

Last Updated 12/07/2005

Required fields are marked by a red asterisk "*".

Other fields may be required depending on what optional fields are entered.

For example, if a screen was installed in the well, all the screen fields should be filled in.

WELL LOCATION SECTION															
*County:	Select a county from the pull-down list.														
*Township:	Pull-down menu of the valid townships for the county selected. A county must be selected before a township can be selected.														
*Orig. Owner's Last Name:	If the well is for a company, association, or church, the entire name should be entered in the owner's last name field (e.g.. The Ball Bearing Company, Trinity Lutheran Church, etc). There are 35 characters for this field. If the full name is more than that, use your judgment to enter enough of the name so that a search would result in that log being retrieved.														
Orig. Owner's First Name:	If you know the well owner's first name, enter it here (up to 20 characters). If you only have a company name, leave the first name field empty. Enter the entire company name in the owners last name field. If two first names are given (e.g. John and Mary Smith), enter both first names separated with a forward slash "/" (John/Mary).														
*Street Address of Well Location:	<p>The street address in the database is broken into house number, street direction, street name, and street type.</p> <p>Therefore, a street address of 123 N. Main Street should be broken up as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td style="padding: 2px;">House Number:</td><td style="padding: 2px;">123</td></tr> <tr><td style="padding: 2px;">Street Direction:</td><td style="padding: 2px;">North</td></tr> <tr><td style="padding: 2px;">Street Name:</td><td style="padding: 2px;">Main</td></tr> <tr><td style="padding: 2px;">Street Type:</td><td style="padding: 2px;">Street</td></tr> </table> <hr style="width: 50%; margin: 10px auto;"/> <p>For addresses that use State Route (SR), County Road (CR), Township Road (TR) or US Route (US RT) followed by a route number, enter the number of the road or route in the street name field and the modifier (e.g. SR or CR etc) in the street type field.</p> <p>For example: 123 County Road 423 should be entered as:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td style="padding: 2px;">House Number:</td><td style="padding: 2px;">123</td></tr> <tr><td style="padding: 2px;">Street Name:</td><td style="padding: 2px;">423</td></tr> <tr><td style="padding: 2px;">Street Type:</td><td style="padding: 2px;">CR</td></tr> </table> <hr style="width: 50%; margin: 10px auto;"/> <p>There is a pull-down list of all the valid directions and street types. If road names are hyphenated, type in the hyphen without any spaces between the names and the hyphen (up to 35 characters). Do not use abbreviations unless the road name is over 35 characters long). Spell out the full name of the road. Do not enter P.O. Boxes or Rural Route numbers. Some counties (Stark, Fairfield) are divided into 4 quadrants and they attach NW, SW, NE, or SE after the street name (i.e. Mt. Pleasant Rd NW). Do not enter NW in the street direction field. We do not have a field for this.</p>	House Number:	123	Street Direction:	North	Street Name:	Main	Street Type:	Street	House Number:	123	Street Name:	423	Street Type:	CR
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*City:	Spell out the entire city name (up to 25 characters). No abbreviations.										
Zip Code:	Enter the 5-digit or 9-digit zip code. If entering the 9-digit zip code, use the hyphen with no space before or after it.										
Permit Number:	Enter the permit number issued by the county health department or Ohio EPA (up to 10 characters).										
Section Number:	This number should be between 1 and 36. The section number can be obtained from either the county road map or a topographic map. Sections are one-mile squares. Not all of Ohio was surveyed using the Township, Range, and Section method; therefore not all of Ohio has section numbers.										
Lot Number:	If the well was installed in a subdivision, enter the lot number of the subdivision (up to 4 characters).										
*Use of Well:	<p>Enter the primary use of the well from the pull down list. There are a few well uses that we have combined because they mean the same thing. They are as follows:°</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Valid Codes Equivalents</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Domestic:</td> <td> <ul style="list-style-type: none"> • Residential • Home Use (House well) • Private </td> </tr> <tr> <td style="text-align: center;">Agricultural/Irrigation:</td> <td> <ul style="list-style-type: none"> • Barn Well • Golf Course • Lawn Watering • Livestock (cows, chickens, etc.) </td> </tr> <tr> <td style="text-align: center;">Municipal:</td> <td> <ul style="list-style-type: none"> • City • Village • Town </td> </tr> <tr> <td style="text-align: center;">:Public/Semi-public :</td> <td> <ul style="list-style-type: none"> • Schools • Restaurants • Gas Stations/Plazas/Rest Areas </td> </tr> </tbody> </table>	Valid Codes Equivalents		Domestic:	<ul style="list-style-type: none"> • Residential • Home Use (House well) • Private 	Agricultural/Irrigation:	<ul style="list-style-type: none"> • Barn Well • Golf Course • Lawn Watering • Livestock (cows, chickens, etc.) 	Municipal:	<ul style="list-style-type: none"> • City • Village • Town 	:Public/Semi-public :	<ul style="list-style-type: none"> • Schools • Restaurants • Gas Stations/Plazas/Rest Areas
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*GEOGRAPHIC WELL INFORMATION SECTION											
NOTE: The coordinates of the well are mandatory in either Latitude/Longitude or in State Plane. You do not have to fill in both.											
Latitude:	Value should range from 38 to 42 degrees. Enter the values in the appropriate degrees, minutes and seconds fields. If reporting Degrees only, there should be at least 5 places (but no more than 6) past the decimal point. If reporting in Degrees and Minutes, there should be no decimal places for degrees and three places past the decimal point for Minutes. If reporting in Degrees, Minutes, and Seconds, there should be no decimal point for Degrees and Minutes and one place past the decimal point for Seconds.										
Longitude:	Value should range from 80 to 85 degrees. Enter the values in the appropriate degrees, minutes and seconds fields. If reporting Degrees only, there should be at least 5 places (but no more than 6) past the decimal point. If reporting in Degrees and Minutes, there should be no decimal places for degrees and three places past the decimal point for Minutes. If reporting in Degrees, Minutes, and Seconds, there should be no decimal point for Degrees and Minutes and one place past the decimal point for Seconds.										
NOTE: If you entered the Latitude and Longitude, you can skip the State Plane Coordinates box.											

Zone Code:	<p>Either North or South zone. Refers to the direction from the state reference line. This is only used if using the State Plane Coordinate System.</p> <table border="1" data-bbox="548 243 1268 399"> <tr> <td data-bbox="548 243 581 321">X</td> <td data-bbox="581 243 1268 321">Type in the number without any commas. Do not enter latitude or longitude values in this field.</td> </tr> <tr> <td data-bbox="548 321 581 399">Y</td> <td data-bbox="581 321 1268 399">Type in the number without any commas. Do not enter latitude or longitude values in this field.</td> </tr> </table>	X	Type in the number without any commas. Do not enter latitude or longitude values in this field.	Y	Type in the number without any commas. Do not enter latitude or longitude values in this field.																																									
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*Source of Above Coordinates:	From the pull down list, indicate how the Latitude/Longitude or the State Plane coordinates were obtained.																																													
Datum Plane:	Select the datum plane that was used to obtain the coordinates. This is a pull down list.																																													
Elevation of Well:	Enter the surface elevation at the wellhead (up to 2 places past the decimal point).																																													
Accuracy:	Indicate the accuracy at which the elevation was obtained (in feet). For GPS units, this can be found in the owner's manual.																																													
Elevation Source:	Indicate how the surface elevation at the well was obtained. This is a pull down list.																																													
Optional Written Description of Well Location:	Enter directions and distances from the nearest streets or other landmarks (up to 120 characters).																																													
WELL TEST SECTION																																														
Dry Hole?	Click on the yes button if the well was a dry hole. If not, make sure the No button is activated. This field will trigger if other fields are mandatory.																																													
*Pre-pumping Static Level:	Indicate the depth to water after giving the well time to recover from any pumping, drilling, or bailing (Up to 1 place after the decimal point).																																													
Date of Test:	Enter the date as mm/dd/yyyy or click on the calendar symbol located next to the date field to pull up a calendar. Click on the day the static water level measurement was obtained to populate the date field.																																													
Static Level Measured from:	From the pull down list, click on the reference point used to measure the static water level.																																													
Test Method Used:	Indicate from the pull down list how water was removed from the well during the test. If more than one method was used, enter the method that gave the most reliable results (Pumping over bailing over air).																																													
Test Rate:	<p>Enter the test rate in gallons per minute (gpm). Record values to nearest tenth of a gallon. Do not record the value as gallons per hour (gph). The table to the right is a list of the commonly used hourly pumping rates and the gpm equivalents:°</p> <table border="1" data-bbox="1190 1520 1390 1990"> <thead> <tr> <th>Gph</th> <th>=</th> <th>Gpm</th> </tr> </thead> <tbody> <tr><td>60</td><td>=</td><td>1</td></tr> <tr><td>90</td><td>=</td><td>1.5</td></tr> <tr><td>120</td><td>=</td><td>2</td></tr> <tr><td>180</td><td>=</td><td>3</td></tr> <tr><td>240</td><td>=</td><td>4</td></tr> <tr><td>300</td><td>=</td><td>5</td></tr> <tr><td>400</td><td>=</td><td>6.7</td></tr> <tr><td>500</td><td>=</td><td>8.3</td></tr> <tr><td>600</td><td>=</td><td>10</td></tr> <tr><td>700</td><td>=</td><td>11.7</td></tr> <tr><td>800</td><td>=</td><td>13.3</td></tr> <tr><td>1000</td><td>=</td><td>16.6</td></tr> <tr><td>1200</td><td>=</td><td>20</td></tr> <tr><td>1800</td><td>=</td><td>30</td></tr> </tbody> </table>	Gph	=	Gpm	60	=	1	90	=	1.5	120	=	2	180	=	3	240	=	4	300	=	5	400	=	6.7	500	=	8.3	600	=	10	700	=	11.7	800	=	13.3	1000	=	16.6	1200	=	20	1800	=	30
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Duration of Test:	<p>This value should be in hours. Tests recorded in minutes should be converted to hours (Up to 1 place after the decimal point).</p> <p>If the well was pumped continuously for over 8 hours and the pumping water level was periodically measured, use the pumping test forms issued by the Division of Water to submit the data that was collected.</p>																																	
Feet of Drawdown:	<p>Feet of drawdown is the difference between the static water level and the pumping water level (up to 1 place after the decimal point). This field should be a number only. Do not try to enter "all" or "total".</p>																																	
Sustainable Yield:	<p>This is the pumping rate that you determined to be a long-term safe pumping rate for this well. This value should be in gpm (whole number). For a domestic well, ask yourself; "At what rate could I pump this well continuously for 2-4 hours and not have the well be pumped dry?"</p>																																	
Flowing Well Indicator:	<p>If water is flowing out the top of the well, click on the Yes button. Otherwise, make sure the No button is activated.</p>																																	
Comments:	<p>Use this box to enter any additional information that you have collected that is not specifically required (up to 500 characters). For example, enter monitor well IDs and any water quality data in this field. Enter hardness as gpg (grains per gallon), iron and chlorides are typically recorded in ppm (parts per million) Example: 12 Gr Hard should be entered as 12gpg-hardness, 1.2 iron should be entered as 1.2 ppm-iron.</p>																																	
PUMP/PITLESS SECTION																																		
Type of Pump:	Enter the type of pump installed in the well using the pull down list.																																	
Capacity:	Enter the capacity of the pump in gpm (in whole numbers).																																	
Pump Set At:	Enter the depth of the pump or foot valve intake (in whole numbers).																																	
Installed by:	Type in the name of the company or person who installed the pump.																																	
CONSTRUCTION DETAILS SECTION																																		
*Drilling Method:	Indicate the type of drilling rig used from the pull down list (e.g. rotary, cable, augered, etc).																																	
*1 Borehole Diameter:	<p>Enter value in inches (up to 3 places past decimal). Fractions will have to be changed to decimals. The following is a list of the commonly used fractions and the decimal equivalents:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Inches</th> <th>=</th> <th>Decimal Inches</th> </tr> </thead> <tbody> <tr><td>1/8</td><td>=</td><td>0.13</td></tr> <tr><td>3/16</td><td>=</td><td>0.19</td></tr> <tr><td>1/4</td><td>=</td><td>0.25</td></tr> <tr><td>1/3</td><td>=</td><td>0.33</td></tr> <tr><td>3/8</td><td>=</td><td>0.38</td></tr> <tr><td>1/2</td><td>=</td><td>0.5</td></tr> <tr><td>5/8</td><td>=</td><td>0.63</td></tr> <tr><td>2/3</td><td>=</td><td>0.67</td></tr> <tr><td>3/4</td><td>=</td><td>0.75</td></tr> <tr><td>7/8</td><td>=</td><td>0.88</td></tr> </tbody> </table>	Inches	=	Decimal Inches	1/8	=	0.13	3/16	=	0.19	1/4	=	0.25	1/3	=	0.33	3/8	=	0.38	1/2	=	0.5	5/8	=	0.63	2/3	=	0.67	3/4	=	0.75	7/8	=	0.88
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*1 Borehole Depth:	<p>Enter the depth to which you drilled using the diameter listed in Borehole Diameter 1. Record this value to the nearest tenth of a foot.. If you drilled, set casing and then drilled inside the casing, enter the smaller borehole information in the 2 Borehole Diameter and 2 Depth fields. The second borehole depth should be a depth from land surface. The second borehole depth should always be greater than the first depth.</p>																																	

1 Casing Diameter:	<p>Enter value in inches (up to 3 places past decimal). Fractions will have to be changed to decimals. The following is a list of the commonly used fractions and the decimal equivalents:</p> <table border="1" data-bbox="792 233 1024 625"> <thead> <tr> <th>Inches</th> <th>=</th> <th>Decimal Inches</th> </tr> </thead> <tbody> <tr><td>1/8</td><td>=</td><td>0.13</td></tr> <tr><td>3/16</td><td>=</td><td>0.19</td></tr> <tr><td>1/4</td><td>=</td><td>0.25</td></tr> <tr><td>1/3</td><td>=</td><td>0.33</td></tr> <tr><td>3/8</td><td>=</td><td>0.38</td></tr> <tr><td>1/2</td><td>=</td><td>0.5</td></tr> <tr><td>5/8</td><td>=</td><td>0.63</td></tr> <tr><td>2/3</td><td>=</td><td>0.67</td></tr> <tr><td>3/4</td><td>=</td><td>0.75</td></tr> <tr><td>7/8</td><td>=</td><td>0.88</td></tr> </tbody> </table>	Inches	=	Decimal Inches	1/8	=	0.13	3/16	=	0.19	1/4	=	0.25	1/3	=	0.33	3/8	=	0.38	1/2	=	0.5	5/8	=	0.63	2/3	=	0.67	3/4	=	0.75	7/8	=	0.88			
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1 Casing Length:	<p>Enter value in feet to the nearest tenth of a foot.</p>																																				
1 Casing Thickness:	<p>Enter value in inches (up to 3 places past decimal).</p> <p style="text-align: center;">Click here for Conversion Chart for SDR 21, SDR17 and SDR 26 and Schedule 40 & 80 well casing</p>																																				
<p>NOTE: Repeat Borehole and Casing information if a second borehole or casing was utilized using the borehole and casing fields that are preceded by the number 2.</p>																																					
Casing Height Above Ground:	<p>***Indicate the height of the casing above finished grade.</p>																																				
<p>SCREEN SECTION</p> <p>NOTE: If a screen was installed, all the screen fields are mandatory.</p>																																					
Diameter:	<p>Indicate the diameter of the screen (Up to 1 place past decimal).</p>																																				
Slot Size:	<p>The slot size should be recorded in decimal inches (up to 3 places past decimal). Common values for this field range from 0.01 to 0.1. Do not enter the word "slot". The conversion is as follows:</p> <table border="1" data-bbox="802 1360 1013 1780"> <thead> <tr> <th>Slot Size</th> <th>=</th> <th>Decimal Inches</th> </tr> </thead> <tbody> <tr><td>10</td><td>=</td><td>0.01</td></tr> <tr><td>20</td><td>=</td><td>0.02</td></tr> <tr><td>30</td><td>=</td><td>0.03</td></tr> <tr><td>40</td><td>=</td><td>0.04</td></tr> <tr><td>50</td><td>=</td><td>0.05</td></tr> <tr><td>60</td><td>=</td><td>0.06</td></tr> <tr><td>70</td><td>=</td><td>0.07</td></tr> <tr><td>80</td><td>=</td><td>0.08</td></tr> <tr><td>90</td><td>=</td><td>0.09</td></tr> <tr><td>100</td><td>=</td><td>0.10</td></tr> <tr><td>200</td><td>=</td><td>0.20</td></tr> </tbody> </table>	Slot Size	=	Decimal Inches	10	=	0.01	20	=	0.02	30	=	0.03	40	=	0.04	50	=	0.05	60	=	0.06	70	=	0.07	80	=	0.08	90	=	0.09	100	=	0.10	200	=	0.20
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Screen Length:	<p>Enter the length of the screen that was installed (in whole feet).</p>																																				
Screen Type:	<p>Indicate from the pull down the type of screen installed.</p>																																				
Material of Screen:	<p>Indicate from the pull down list what material (e.g. steel, pvc) the screen is made from.</p>																																				

Screen Set Between From:	Enter the upper depth of the screen that you installed in the well up to 1 place past the decimal point
Screen Set Between To:	Enter the lower depth of the screen up to 1 place past the decimal point
GRAVEL PACK (filter pack) SECTION	
NOTE: If you installed a filter pack, all the fields in this section are mandatory.	
Material Size:	Indicate the grain size of the filter pack material installed (up to 25 characters).
Volume/ Weight Used:	Enter the volume or weight of filter pack material installed (up to 25 characters).
Installation Method:	From the pull down list, enter the method that the filter pack was installed.
Depth: Placed From:	Enter the uppermost depth to which the filter pack was installed (up to 1 decimal place)
Depth Placed To:	Enter the lowermost depth to which filter pack was installed (up to 1 decimal place)
GROUT SECTION	
NOTE: If you installed a grout, all the fields in this section are mandatory.	
Material:	From the pull down list, enter the type of grout used to fill the annular space of the well.
Volume/ Weight Used:	Enter the volume or weight of grout material installed (up to 25 characters)
Installation Method:	From the pull down list, enter the method that the grout was installed.
Depth: Placed From:	Enter the uppermost depth to which the grout was installed (up to 1 decimal place)
Depth Placed To:	Enter the lowermost depth to which grout was installed (up to 1 decimal place)
*DRILLING LOG SECTION	
NOTE: At least ONE formation with corresponding depths is mandatory.	
Color:	From the pull down list, enter the color of the formation. If the formation has more than one color, enter the most predominant.
Texture:	Enter the texture of the formation by clicking on the Select a Texture box. If more than one texture, enter the most predominant texture. Clicking on a texture will close the texture box and enter the texture in the texture field on the log.
Formation:	Enter the formation encountered during drilling by clicking on the Select a Formation button. There are a lot of combinations of formations (e.g. clay and gravel, gravel and clay, sandstone and shale, sand and gravel). If there is a mixture of more than 1 formation (e.g. a lot of clay with some gravel), choose from the list the most predominant formation listed first. In this example, choose clay and gravel. If there was very little gravel, you could use a texture of gravelly and a formation of clay.
To: and From:	Enter the depth to the bottom of the formation (up to 1 decimal place). The first formation has a zero in the From field. The From fields will be automatically populated by using the preceding "To" depth. No depth range can be skipped.

Add Another Row:	If you need to enter more than 5 formations, click on the Add Another Row button after filling out the 12 rows on the form. Rows can be added one at a time.
*Aquifer Type:	Enter the formation from the pull down list that produced the most water. This list will be made up of only the formations listed in the drilling log section for this well report.
Water Encountered at:	Enter the depth(s) at which water was encountered (up to 1 decimal place). If water was encountered at a contact or a fracture that is less than 1 foot thick, enter the same depth in both the from and to boxes. If water was encountered throughout a formation, enter the starting and ending depths of that formation.
*Total Depth of Well:	Enter the completed depth of the well (up to 1 decimal place). This depth cannot be greater than the depth of the last formation listed in the log section.
*Date of Well Completion:	Enter the date as mm/dd/yyyy or click on the calendar symbol located next to the date field to pull up a calendar. Click on the day the well was completed to populate the date field.

Submitting and Validation of Well Log

Once you have completed entering all the well information, click on the "**Verify Well Log Entries**" button on the bottom of the page. If you omitted data or have some inconsistencies in what you entered (e.g. your total depth is greater than the last depth in the formations) you will be prompted to add/edit the data and then click on the verify Well Log Entries button again. If all the validations have been met, your well log data will be accepted and an official ODNR Well Log and Drilling Report form will be created. You will be prompted with the well log number and be given the opportunity to save and/or print the well log.