

Well Sealing Report – Completion Guide

General

- 1. Requirements for well sealing reports are contained in **The Groundwater and Water Well Act** and Groundwater and Water Well (General Matters) Regulation. While sealing a well or test hole, the person preparing the report must keep a field log. The field log must contain the necessary information to complete the report and be available at the site for inspection.
- 2. A copy of the well sealing report must be provided to the director and the owner of the land on which a well is located **no later than 45 days** after the completion of the sealing.
- 3. Provide a civic address for the well if its actual location is not clearly identifiable by the mailing address. Also provide land parcel information as either a section-township-range or parish-lot type-lot number. Parish lot types include group lots (GL), lake lots (LL), outer two mile lots (OTM), park lots (PL), river lots (RL), settlement lots (SL) and wood lots (WL).
- 4. For GPS latitude and longitude coordinates, provide values in NAD 83 decimal degrees, to 5 decimal points (ex: 50.17901°). Attach a detailed sketch showing the well location if not providing a GPS location. A detailed sketch may include an image from an online mapping service showing the well location.

Equipment, Debris or Obstruction in a Well

- 5. If equipment, debris, or an obstruction cannot be removed from a well prior to sealing, and the person sealing the well is not working under the authority of a licensed well drilling contractor, or is not a professional engineer or professional geologist, then the owner of the land on which the well is located must:
 - (a) retain a licensed well drilling contractor, or a professional engineer, or professional geologist to determine the method required to properly seal the well; and
 - (b) implement the method determined in clause (a).

Well Located in a Well Pit

- 6. If the well to be sealed is located in a well pit, the owner of the land upon which the well is located is responsible to ensure:
 - (a) the well pit cribbing is removed unless
 - i) its method of construction does not permit removal, or permits only partial removal of the cribbing; or
 - ii) to do so may cause any neighbouring structure to be destabilized, damaged or to become a risk to human health or safety; and
 - (b) the remaining excavation is properly backfilled to ground surface.

How to Fill Out the Well Sealing Table

- 7. Each row in the well sealing table represents a depth interval (ex: 0 to 30 feet could be the interval of a well casing). For each depth interval:
 - Under well details, check off the appropriate well item being sealed.
 - Under sealing materials, check off the appropriate material being used to seal any particular well item.
 - Describe the materials in the column "Type of Material" [ex: clay, sand or gravel (of a particular size), granular bentonite chips (of a particular size), slurry grout (such as high solids bentonite, neat cement); include the quantities of materials used (ex: 6 bags of granular hole plug, 10 gallons of pea gravel)].
 - Where applicable, describe how the material was installed in the column "Method of Placement" (ex: poured, tremie).

Remarks

- 8. Provide any other relevant well sealing information in this section.

Definitions of Abbreviations

| | | | | | |
|-------------------|----------------------------|-------------|-----------------------------|--------|------|
| ft | feet | in..... | inches | E..... | East |
| ags | above ground surface | IGPM | Imperial gallons per minute | W..... | West |
| bgs | below ground surface | USGPM | US gallons per minute | | |
| Well PID No. | Well Identification Number | | | | |

Return Completed Reports to: Groundwater Management Section
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