



Frequently Asked Questions

Well Construction Program Changes

Effective July 1, 2023

Consistent with the requirements of House Bill 2145 passed by the Oregon Legislature in 2021, the following Well Construction Program changes are being implemented and will become effective July 1, 2023.

What Well Construction requirements will change on July 1, 2023?

- *Licensing, page 2*
- *Start Cards, page 2-6*
- *Electronic Filing (E-filing) of Start Cards, page 6-7*
- *Well Reports, page 7*
- *Electronic Filing (E-filing) of Well Reports, page 7-8*

Questions?

Start Card, well report changes, or about the required notifications, contact Travis Kelly, Well Construction Compliance Coordinator, at Travis.N.Kelly@water.oregon.gov or (971) 304-5079.

E-filing applications or licensing, contact Buffy Madrigal-Adams, Well Licensing Specialist, at Buffy.M.Madrigal-Adams@water.oregon.gov or (971) 287-8305.

Frequently Asked Questions/Answers

Licensing Changes	<p>What is the change to licensing? <i>Anyone obtaining a new well constructor’s license will be required to provide evidence of welding proficiency.</i></p> <p>Why is welding proficiency required for licensing? <i>Welding proficiency helps to protect the groundwater resource by reducing the number of wasteful and defective wells that may result from deficient welds.</i></p> <p>What documentation is required to provide evidence of welding proficiency? <i>Proof of welding proficiency is described in Oregon Revised Statute (ORS) 537.747 (2)(e) “Provides evidence that the person has completed an arc welding training course from a community college, received a professional welding certification, passed a welding proficiency test or otherwise completed professional welding training.”</i></p> <p>What does HB 3030 do with respect to licensing? <i>HB 3030 authorizes OWRD to issue a temporary license for well construction if the person applying meets all the following criteria:</i></p> <ol style="list-style-type: none"> <i>1. Is a spouse of a U.S. Armed Forces member stationed in Oregon</i> <i>2. Holds current authorization issued by another state</i> <i>3. Provides OWRD with sufficient proof that the person is in good standing with an out-of-state licensing board</i> <i>4. Has demonstrated competency</i> <p>How long is a temporary authorization valid? <i>Temporary authorization remains valid (2) two years after the date of issue, when the spouse completes their term of military service in Oregon, or when the out-of-state authorization expires.</i></p> <p>Is temporary authorization renewable? <i>No, temporary authorization is not renewable.</i></p> <p>How do I apply for temporary authorization? <i>On July 1, 2023, the temporary authorizations forms will be on the Water Resources Department web page at owrd.info/wellconstruction.</i></p>
Start Card Changes	<p>What are the changes to Start Cards?</p> <ul style="list-style-type: none"> <i>• Additional data entry boxes</i> <i>• Proposed seal placement date</i> <i>• Latitude and longitude of the proposed well location</i>

Frequently Asked Questions/Answers

- *Landowner's email*
- *Exceptions to 72-hour notice requirements*

Expiration

- *Start Cards must be submitted no earlier than 60 days and no later than three (3) calendar days before beginning construction, alteration, conversion, or abandonment work on any water supply or monitoring well*
- *Transfer of Start Card fees before expiration*
- *Cancelation of non-fee Start Cards*

Notifications

- *Commencement of work*
- *Seal placement if different than that proposed on the Start Card*

Why is additional information required on the Start Card?

Additional data entry boxes are included to provide OWRD with the most accurate information for a new well and allow timely inspections of critical components of well construction.

Why are new Start Cards only valid 60 days?

Beginning July 1, 2023, Start Cards are only valid for 60 calendar days. This effective period will allow well inspectors to prioritize their work to focus on wells that are actively under construction. Start Cards filed before July 1, 2023, will remain valid until the well report is submitted or the Start Card is cancelled.

Are extensions allowed for Start Cards prior to the expiration date?

Extensions are not allowed at this time.

Why does the Start Card have to be filed 72 hours prior to work beginning?

Well inspectors need adequate notice to prioritize their work to perform timely well inspections.

Are there exceptions to the 72-hour notice requirement?

The 72-hour notice requirement does not apply to a second or additional water well drilled on the same or a neighboring tax lot for the same landowner and for which a valid unexpired Start Card has been submitted if a Start Card for the second or additional water well is filed no later than the day the work on the water well begins. In addition, the 72-hour notice requirement does not apply to wells constructed during water emergencies or casing height adjustments if a Start Card is submitted before work begins.

Frequently Asked Questions/Answers

Waivers of the 72-hour notice requirement may be approved for good cause in urgent or emergency circumstances.

How do I submit Start Card exceptions to the 72-hour notice requirement?

Additional data entry boxes have been added to the Start Card E-File System and to paper Start Cards to allow exceptions to be requested at the time of the Start Card submittal.

What if I have paper Start Cards that have not been updated with the additional data entry boxes?

*The driller should request **new paper Start Cards** that have been updated to include the new required data entry boxes **immediately**. To request paper Start Cards that indicate a < 72-hour notice, please order supplies from the OWRD website at owrd.info/supplies and choose Start Cards from the dropdown menu.*

As a temporary measure to conserve existing paper Start Cards, a label can be added in situations where it is necessary to submit a paper Start Card exception less than 72 hours before construction begins. See example below.

Is this an emergency requiring < 72 hrs. notice? Yes <input type="checkbox"/>
Emergency Description: _____
Reason for work to start < 72 hrs.?
<input type="checkbox"/> A 2 nd /add'l well drilled on same or contiguous tax lot for same landowner.
<input type="checkbox"/> Water emergency
<input type="checkbox"/> Casing height adjustment

Start Card label

What new notifications are required?

Commencement of work notification: On the date that work on the well commences, before commencing work, the licensed or permitted person shall notify OWRD that the work is about to commence.

Seal placement notification: If the actual date for seal placement differs from the proposed date on the start card, the licensed or permitted person shall notify OWRD of the change at least four (4) hours before placing the seal.

What if my seal placement date is earlier or later than the proposed construction date reflected on my Start Card?

There is a four-hour notice requirement for a change in seal placement.

Frequently Asked Questions/Answers

How do I provide notification OWRD?

Notifications can be done through the Start Card e-file web application or by submitting a "Well Constructor Notification Form" This notification form will be available on the Water Resources Department web page at owrd.info/wellconstruction on July 1, 2023.

What happens if I do not submit the required notifications prior to the Start Card expiration date?

If the commencement of work notification is not submitted within 60 days, then the Start Card expires. A well report cannot be submitted on an expired Start Card. A new Start Card must be submitted to be able to submit a well report.

If the seal placement begins on a different date than that proposed on the Start Card and a seal placement notification is not received four hours prior to beginning seal placement, then this notification is deemed overdue. Overdue filings are minor violations, and you may be subject to civil penalties.

What happens if I submit the commencement of work notification after I start work?

This will be marked as an overdue filing during the well report review. Overdue filings are minor violations, and you may be subject to civil penalties.

What if well construction takes longer than 60 days to complete?

The commencement of work notification must be received by OWRD prior to the Start Card expiration date. However, construction may take as long as needed until the well is completed.

Can I request a refund for a Start Card before the expiration date?

Start Cards submitted on/after July 1, 2023, will not be eligible for refunds. However, the fee can be transferred to a new Start Card within the E-file Start Card application. If there is a network outage, contact Buffy Madrigal-Adams, Well Licensing Specialist, by email buffy.m.madrigal-adams@water.oregon.gov or (971) 287-8305 to perform the transfer on your behalf.

If a Start Card was paper filed, the fee can be transferred by submitting a new Start Card along with a note indicating the Start Card number the fee should be transferred from.

Frequently Asked Questions/Answers

Can no fee Start Cards, for alterations and abandonments, be transferred?

Since there is no fee associated with these types of Start Cards, they cannot be transferred and may only be voided. Drillers can void the Start Card through the E-File system, or they will expire after 60 days without submitting a commencement of work notification.

Can refunds be issued for expired Start Cards?

ORS 537.762 (8) provides that Start Cards that expire cannot have the fee transferred or refunded. Additionally, no well reports may be submitted for expired Start Cards. If the Start Card expires, a new one must be submitted. No well can be constructed, deepened, altered, abandoned, or converted without an active Start Card.

What are the changes to the Start Card E-File System?

The Start Card E-file System will now allow for electronic submittal for: the Start Card notifications (commence work, seal placement, and 30-day extension request), transfers of Start Card fees, and Special Standard Requests.

How will notifications be submitted?

In the Start Card E-file System, select the "Manage Pending Start Cards". Commence work and seal placement notifications can be submitted by selecting "Give Notice" for a Start Card.

How will Start Card transfers be submitted?

Transfers to a new Start Card may be submitted within the Start Card E-file System. If a Start Card was paper filed, the fee can be transferred by submitting a new Start Card along with a note indicating the Start Card number the fee should be transferred from. If there is a network outage, contact Buffy Madrigal-Adams, Well Licensing Specialist, by email buffy.m.madrigal-adams@water.oregon.gov or phone (971) 287-8305 to perform the transfer.

How will special standard requests be submitted?

In the Start Card E-file System, select the "Manage Pending Start Cards." Special standards can be added by selecting "Add Special Standards." This allows for electronic submission of special standard requests. Paper special standard requests can still be submitted to Tommy Laird, Well Construction Program Coordinator, via email tommy.k.laird@water.oregon.gov.

E-file Start Card Changes

Frequently Asked Questions/Answers

	<p>How do I get more familiar with these new features of the Start Card E-File System? <i>Video tutorials on how to use these new features is available on the Water Resources Department web page at owrd.info/examprep.</i></p>
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Well Report Changes	<p>What are the changes to the well report? <i>Well reports will require the GPS location of the well, names of those who assisted with well construction (i.e., “helpers”), seal placement date and time, and construction start time.</i></p> <p>Why is a GPS location required? <i>GPS locations provide accurate information about well locations and is required by statute.</i></p> <p>Why are names of helpers included on the well report? <i>“Helpers” are documented on the well report to ensure all involved in the well construction have met the licensing requirements, and to provide drilling experience verification for helpers that choose to get licensed.</i></p> <p>Why is a seal placement begin date and time included on the well report? <i>The seal placement begin date and time is added to ensure compliance with the Start Card seal date notice requirements.</i></p> <p>Why is a construction begin time included on the well report? <i>The construction begin time is added to ensure compliance with Start Card commencement of work notification requirements.</i></p> <p>Are copies of the new well report forms available? <i>The E-file well report will be updated on July 1, 2023, to include these new fields. Updated paper well report forms are available on the Water Resources Department web page at owrd.info/wellconstruction.</i></p>
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E-file Well Report Changes	<p>What are the changes to the E-file Well Report? <i>The E-file Well Report has the same changes as those listed above for the Well Report Changes. The only additional change to the system is the ability to register helpers.</i></p> <p>How do I register helpers? <i>Helpers may be registered on the "Unbonded Certification" screen within the E-file Well Report by choosing "Not Registered? Register Trainee/Helper here". The helper will be assigned a helper registration number that can be</i></p>
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Frequently Asked Questions/Answers	
	<i>used for future entries. For help finding a previously registered helper, choose "Lookup" under "Helper/Trainee Registration Number"</i>