http://www.deq.state.mi.us/wellogic

Wellogic User Manual

for Local Health Department

and State of Michigan Staff

Revised 5/4/2011

Michigan Department of Environmental Quality

Resource Management Division

Drinking Water & Environmental Health Section

Well Construction Program

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Introduction

Wellogic (http://www.deq.state.mi.us/wellogic) is the Internet-based data entry program developed by the State of Michigan to provide an easy method for water well drilling contractors to submit water well records. Electronic well record submittal satisfies state and county well record submittal requirements, as required by Part 127, Act 368 of the Public Acts of 1978, as amended and rules (Well Construction Code). However, those contractors who submit well records in Oakland County will need to print a paper copy of the Wellogic record and mail it to Oakland County Health Division.

Use of the Wellogic program is voluntary and free. A User ID and password are assigned to each user. After a well record is entered into Wellogic, it is automatically sent to the Department of Environmental Quality (DEQ) server and assigned an ID number. Each record is automatically stamped with the date and time of submittal.

The advantages of using Wellogic are:

- Access to hundreds of thousands of water well and abandoned well records from across the State
- Aids contractors in developing accurate bids
- Streamlines well record submittal
- Improves the quality of the data entered, reducing the amount of time spent on data review
- Reduces mailing costs and paper file storage
- Provides a tax deduction for the contractor's computer system and internet charges
- Allows for customized queries for rapid assessment of environmental threats
- Links replacement wells with abandoned wells and pump logs with drilling logs
- Allows for verifying the location of a water well or abandoned well using an interactive map
- Allows for running specialized reports

The DEQ will provide free onsite training for those local health departments (LHD) who request it. To request training, please email the Wellogic Help at wellogic@michigan.gov.

Finding, Viewing, and Printing Records

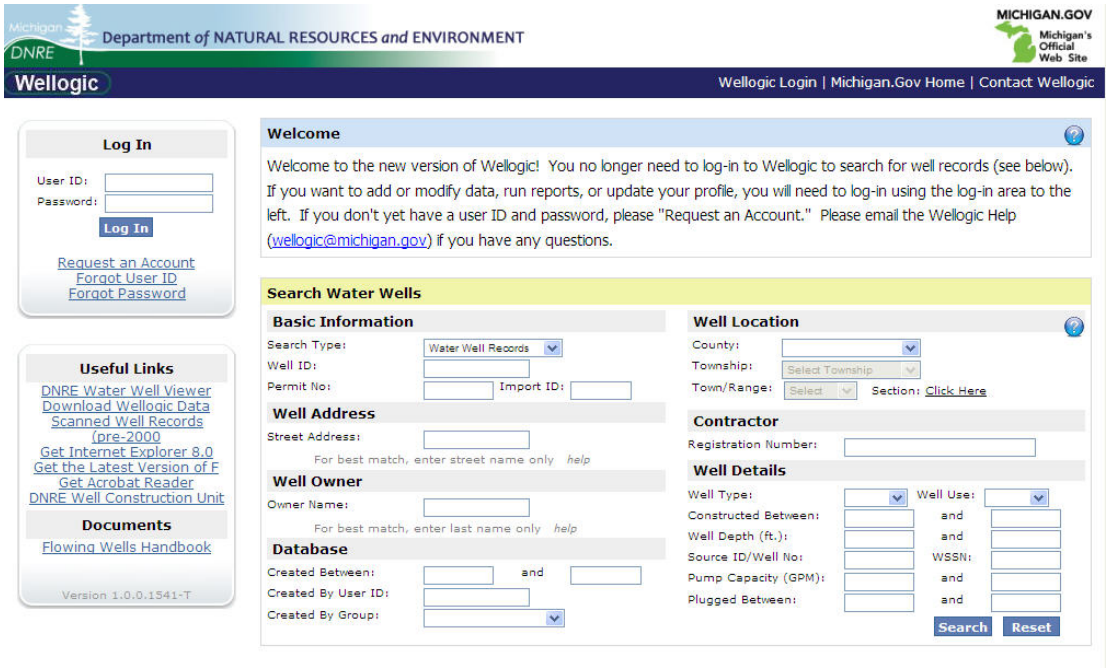
<u>Please note that Wellogic runs best in Internet Explorer 8, Google Chrome, or Firefox 3.6</u>. If you experience problems running Wellogic, please check your browser version and update if necessary.

Types of Well Records

There are two different types of well records: the **Water Well and Pump Record** (WW) and the **Abandoned Well Plugging Record** (AW) in Wellogic. WW records are used to record the drilling of water wells, the deepening of an existing well, or the installation of a pump on an existing well. If the new well is replacing an existing well, the WW form also records information about the well that is being replaced (known as an abandoned well). In contrast, the AW form is only used to record the plugging of an abandoned well.

Finding a Well Record

WW and AW records are publicly available without the need to log in to Wellogic. The public Wellogic Home Page is located at http://www.deq.state.mi.us/wellogic. A search form is displayed on the home page. Well records can be found based on the location (such as County, Township, Section, or street address), the well owner name, constructed date or many other search parameters.



Wellogic Home Page with Search Form

Once the search terms are entered, click the <u>Search</u> button to locate matching well records.

Tip: To search for both WW and AW records at once, change the Search Type to "All Well Records".

Search Results

Wellogic will return a list of the records that match the search terms entered.

Tip: Wellogic will not display the search results if more than 100 records are found that match the search terms entered. If more than 100 records are found, narrow your search by adding more specific parameters to the search. If no records are returned, try searching using fewer or simpler search parameters.

The image below shows an example search result list. The search results can be sorted by clicking on any column heading.

Search Results - 14 Records Returned

	Type	Well ID	County	Well Address	WSSN	Source ID / Well No.	Township	Section	Well Depth	Static Water Level	Date Constructed	Entered By
☐	WW	33000007939	Ingham				Onondaga	12	200.00	15.00	10/14/1994	Local Health Department
☐	WW	33000000623	Ingham	3901 ANNIS RD.			Onondaga	12	125.00	15.00	7/19/1978	Local Health Department
☐	WW	33000000624	Ingham	3609 ANNIS RD.			Onondaga	12	193.00	999.99	6/24/1982	Local Health Department
☐	WW	33000000625	Ingham	3609 ANNIS RD.			Onondaga	12	219.00	51.00	2/28/1980	Local Health Department
☐	WW	33000000626	Ingham	3067 EDGAR RD.			Onondaga	12	125.00	11.00	9/22/1978	Local Health Department
☐	WW	33000007941	Ingham	3936 W.COVERT RD			Onondaga	12	220.00	12.00	9/29/1998	Local Health Department
☐	WW	33000007940	Ingham	ANNIS RD			Onondaga	12	141.00	25.00	12/21/1995	Local Health Department
☐	WW	33000012130	Ingham	3990 COVERT RD			Onondaga	12	118.00	27.00	8/25/2001	State of Michigan
☐	WW	33000013386	Ingham	3073 S. Edgar			Onondaga	12	95.00	3.00	3/11/2004	Local Health Department
☐	WW	33000013806	Ingham	3151 Edgar			Onondaga	12	155.00	22.00	11/2/2006	Contractor
☐	WW	33000013907	Ingham	3141 S. Edgar Rd			Onondaga	12	160.00	15.00	5/1/2007	Local Health Department
☐	WW	33000014080	Ingham	3075 EDGAR			Onondaga	12	98.00	7.00	1/4/2008	Contractor
☐	WW	33000014379	Ingham	3223 Edgar Rd			Onondaga	12	120.00	5.00	5/19/2009	Contractor
☐	WW	33000014507	Ingham	3990 Covert			Onondaga	12	44.00			Local Health Department

Select All

View/Print All Selected

Well Record Search Result List

Viewing and Printing Well Records

To view or print a single well record, click the Well ID link displayed in the third column of the search result list. To view or print multiple well records, check the boxes next to the desired well records in the first column and then click the View/Print All Selected button to retrieve the well records in PDF format.

Tip: A program such as the free Adobe Reader (http://www.adobe.com) is needed in order to view PDF files.

The PDF file will display the selected WW and/or AW records similar to what is shown in the image below.

Water Well And Pump Record

Completion is required under authority of Part 127 Act 368 PA 1978.
Failure to comply is a misdemeanor.

Wellogic

Import ID:

Tax No: 12-200-000-30-231	Permit No: 12-200-000-30-231	County: Ionia	Township: North Plains

Well ID: 34000004836

Elevation:
Latitude: 43.1234500000
Longitude: -83.1234500000
Method of Collection: GPS Std Positioning Svc SA Off

Town/Range:	Section:	Well Status:	WSSN:	Source ID/Well No:
08N 05W	2	Active		

Distance and Direction from Road Intersection:
ON THE NORTHWEST CORNER OF COWMAN AND MCKENNA, 65' WEST OF COWMAN ROAD

Well Owner: JOHN SMITH

Well Address:
1234 COWMAN ROAD
HUBBARDSTON, MI 48845

Owner Address:
1234 COWMAN ROAD
HUBBARDSTON, MI 48845

Drilling Method: Rotary
Well Depth: 100.00 ft. Well Use: Household
Well Type: Replacement Date Completed: 10/7/2010

Casing Type: PVC plastic Height: 1.50 ft. above grade
Casing Joint: Solvent welded/glued
Casing Fitting: None

Diameter: 5.00 in. to 90.00 ft. depth

Borehole: 8.75 in. to 100.00 ft. depth

Pump Installed: Yes Pump Installation Only: No
Pump Installation Date: 10/7/2010 HP: 0.50
Manufacturer: A.Y. McDonald Pump Type: Submersible
Model Number: 50G120-10 Pump Capacity: 10 GPM
Drop Pipe Length: 30.00 ft. Pump Voltage: 220
Drop Pipe Diameter: 1.00 in. Drilling Record ID:
Draw Down Seal Used: No

Pressure Tank Installed: Yes
Pressure Tank Type: Diaphragm/bladder
Manufacturer: Well-X-Trol
Model Number: WX202 Tank Capacity: 20.0 Gallons
Pressure Relief Valve Installed: Yes

Static Water Level: 12.00 ft. Below Grade (Not Flowing)
Unrestricted Flow Rate: Yield Test Method: Test pump
Well Yield Test:
Pumping Level 20.00 ft. after 1.00 hrs. at 30 GPM

Formation Description	Thickness	Depth to Bottom
Topsoil	2.00	2.00
Sand & Clay	18.00	20.00
Blue Clay	15.00	35.00
Gravel & Clay Sandy	25.00	60.00
Sand Fine To Medium	25.00	85.00
Sand Coarse	15.00	100.00

Screen Installed: Yes Filter Packed: Yes
Screen Diameter: 4.00 in. Blank: 2.00 ft. Above
Screen Material Type: Stainless steel-wire wrapped

Slot	Length	Set Between
12.00	10.00 ft.	90.00 ft. and 100.00 ft.

Fittings: Neoprene packer

Well Grouted: Yes Grouting Method: Grout pipe outside casing

Grouting Material	Bags	Additives	Depth
Bentonite slurry	10.00	None	0.00 ft. to 90.00 ft.

Wellhead Completion: Pitless adapter, 12 inches above grade

Geology Remarks:

Nearest Source of Possible Contamination:

Type	Distance	Direction
Septic tank	59 ft.	Southwest
Drainfield/Dry well	77 ft.	West

Abandoned Well Plugged: Yes
Drilling Record ID: 34000000236

Latitude: 43.1245600000 Longitude: -83.1245600000
Casing Diameter: 2.00 in. Casing Removed: No
Plugging Material: Bentonite chips/pellets
No. of Bags: 2.50 Well Depth: 45.00 ft.

Drilling Machine Operator Name: CHIP MILLER
Employment: Employee
Pump Installer: CHARLIE MILLER
Contractor Type: Water Well Drilling Contractor Reg No: 5678
Business Name: MILLER WELL DRILLING
Business Address: 1234 MAIN STREET, HUBBARDSTON, MI, 48845

Water Well Contractor's Certification

This well/pump was constructed under my supervision and I hereby certify that the work complies with Part 127 Act 368 PA 1978 and the well code.

Signature of Registered Contractor Date

General Remarks: DROP-PIPE AND BREMER CHECK VALVE REMOVED FROM OLD WELL BEFORE PLUGGING.
Other Remarks:

EQP-2017c (4/2010)
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ATTENTION WELL OWNER: FILE WITH DEED

Administrator 10/7/2010 10:57 AM

Example Well Record Generated by Wellogic

Logging In

Users who want to add or modify records, run reports, or update their profile must log into Wellogic. Logging in is performed from the public Wellogic Home Page. A Log In box is located in the top-left corner of the screen. Enter your assigned User ID and password and click the Log In button to log in.

If an incorrect password is provided more than 5 times, the account will be disabled, and it will be necessary to contact the Wellogic Help to have the account unlocked.

Tip: If you are new to Wellogic and need to set up an account, see Appendix A for information on how to request a new account.

Forgotten User IDs

If you forgot your User ID, click the Forgot User ID link near the bottom of the Log In box. If you have a valid email address registered with Wellogic, you can retrieve your User ID by providing your email address. Wellogic will send an email containing your User ID. If you do not have an email address on file, you must contact Wellogic Help for assistance in retrieving your User ID.

Forgotten Passwords

If you forgot your password, click the Forgot Password link located at the bottom of the Log In box. After supplying your User ID and answering two pre-established challenge questions, a new temporary password will be assigned to your account. If the account has an email address associated with it, the new temporary password will be sent to you via email. Otherwise, the new temporary password will be displayed on the screen. Write it down and use it to log in again at which point you will be prompted to establish a new password of your choice.

Expired and Temporary Passwords

You may be prompted to choose a new password upon logging in. This can occur for two reasons:

1. Your password has expired. Passwords typically are valid for 1 year.
2. You were issued a temporary password. This will occur if you forgot your password and requested to have it reset (see *Forgotten Passwords* section above).

Challenge Questions

Upon first logging into Wellogic, users will be asked to select five challenge questions and supply answers to those questions. These are used to verify the user's identity if a password is forgotten (see *Forgotten Passwords* section above). Administrators can reset the challenge questions at the request of the account holder if needed.

Login Home Page

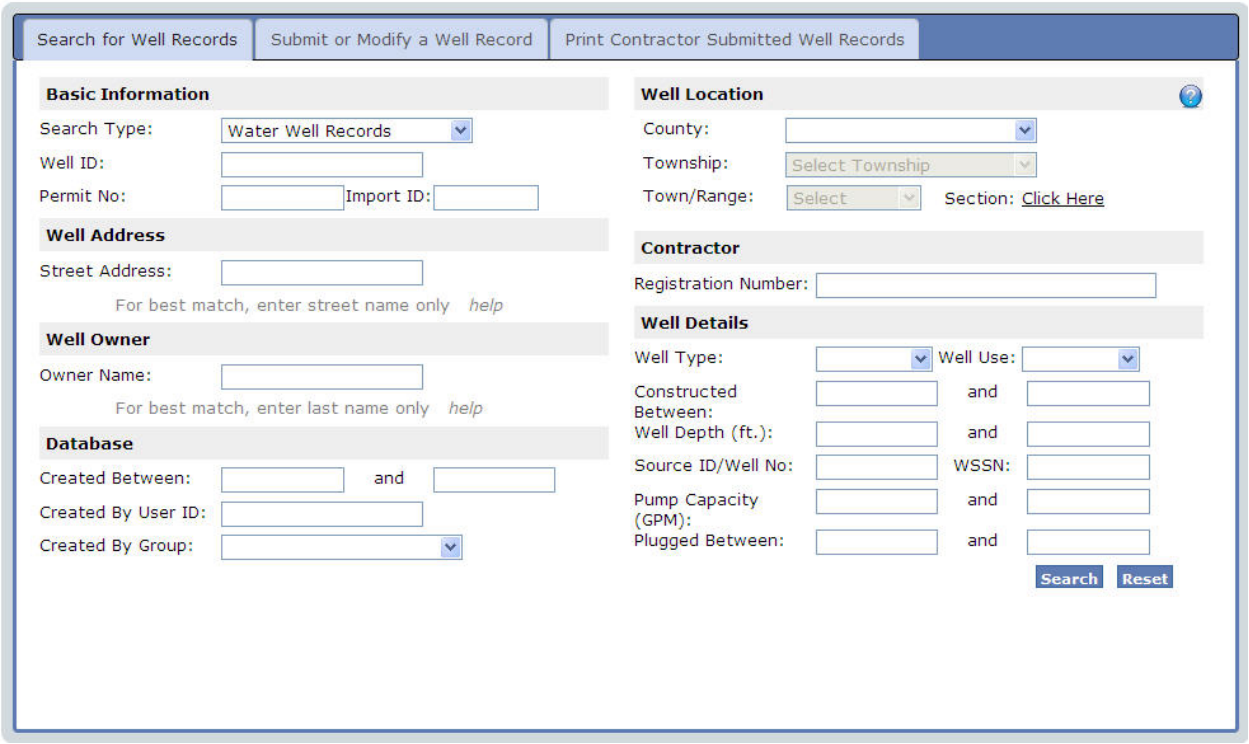
After successfully logging in, the Login Home Page is displayed. This screen has two main areas; an announcements section and a tab panel. The announcements section will display a message set by the Wellogic administrator. The tab panel has the following tabs:

- **Search for Well Records**
- **Submit or Modify a Well Record**
- **Print Contractor Submitted Well Records** (LHD Users Only)

Each tab is described in detail below.

Search for Well Records Tab

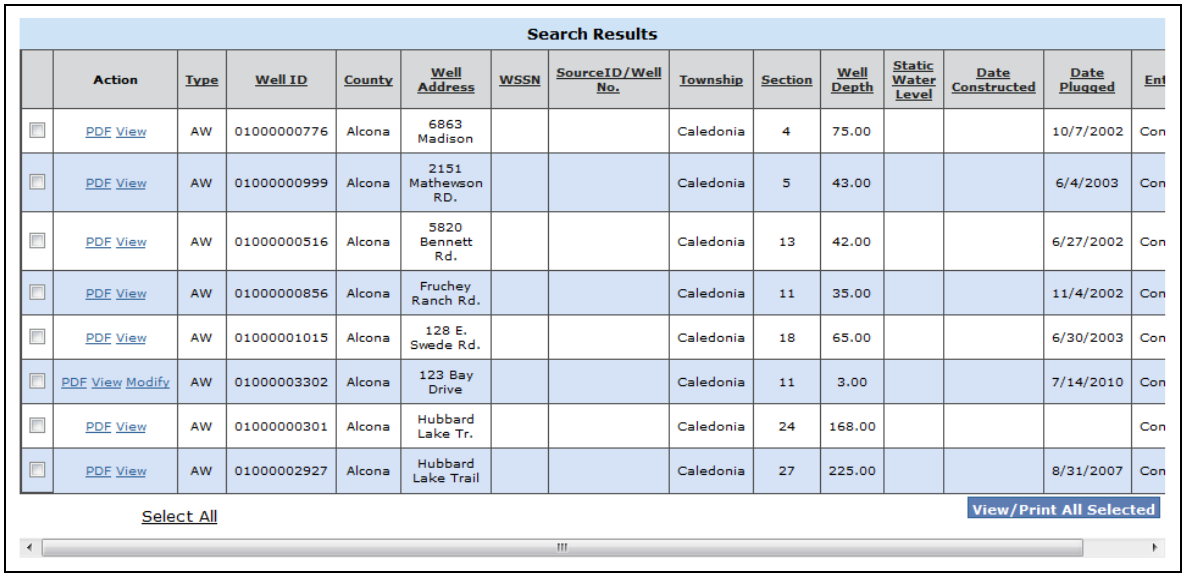
The image below shows the Search for Well Records Tab panel.



Login Home Screen - Search for Well Records Tab

The Search for Well Records Tab works the same as the search on the public home page described above. Searching for well records is the same.

The image below shows an example search result list.



Search Results

	Action	Type	Well ID	County	Well Address	WSSN	SourceID/Well No.	Township	Section	Well Depth	Static Water Level	Date Constructed	Date Plugged	Ent
	PDF View	AW	01000000776	Alcona	6863 Madison			Caledonia	4	75.00			10/7/2002	Con
	PDF View	AW	01000000999	Alcona	2151 Mathewson RD.			Caledonia	5	43.00			6/4/2003	Con
	PDF View	AW	01000000516	Alcona	5820 Bennett Rd.			Caledonia	13	42.00			6/27/2002	Con
	PDF View	AW	01000000856	Alcona	Fruchey Ranch Rd.			Caledonia	11	35.00			11/4/2002	Con
	PDF View	AW	01000001015	Alcona	128 E. Swede Rd.			Caledonia	18	65.00			6/30/2003	Con
	PDF View Modify	AW	01000003302	Alcona	123 Bay Drive			Caledonia	11	3.00			7/14/2010	Con
	PDF View	AW	01000000301	Alcona	Hubbard Lake Tr.			Caledonia	24	168.00				Con
	PDF View	AW	01000002927	Alcona	Hubbard Lake Trail			Caledonia	27	225.00			8/31/2007	Con

Select All

View/Print All Selected

Login Home Screen - Search for Well Records Tab – Search Results List

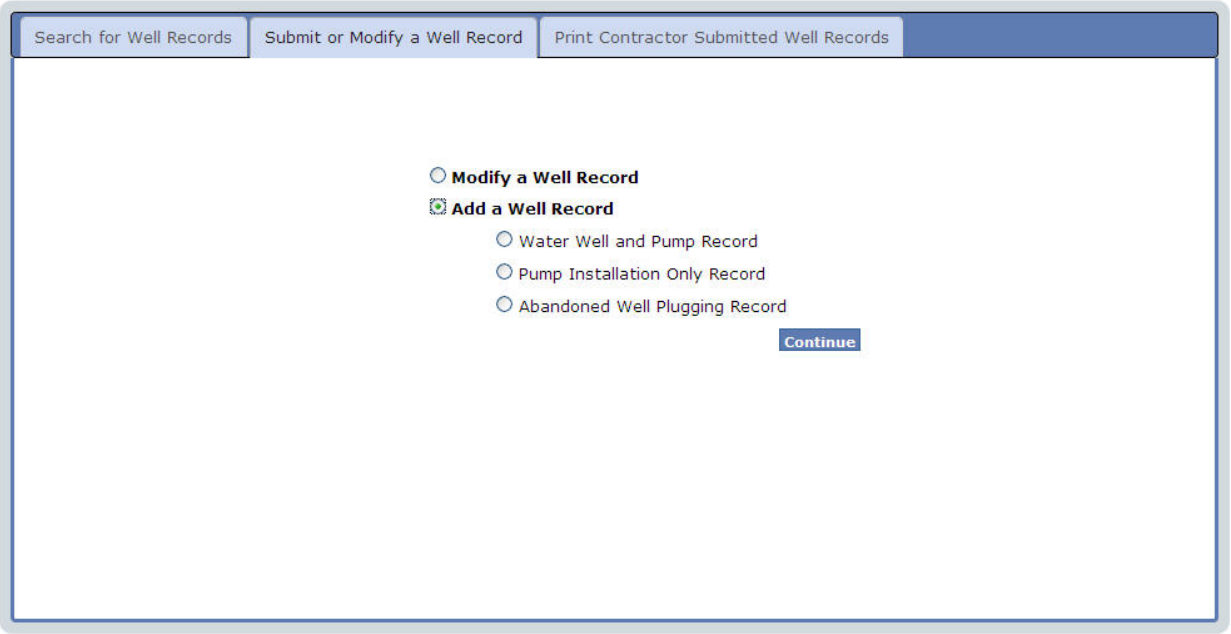
The Action column will always offer two choices for each record: **PDF** and **View**. The **PDF** option will produce a print-ready report of the selected WW or AW record, similar to the public home page. The **View** option will display the WW or AW data entry screen in a view-only mode. The view-only mode displays additional data entry fields that may not be visible on the PDF report.

In some cases a **Modify** option will also be visible (as can be seen in the image above). The current user's permission settings govern whether or not a given well record may be modified.

Similar to the option available on the public search result list, multiple well records can be selected for viewing and/or printing. To view or print multiple well records, check the boxes next to the desired well records in the first column and then click the **View/Print All Selected** button to retrieve the well records in PDF format.

Submit or Modify a Well Record Tab

The image below shows the Submit a Well Record Tab panel.



Login Home Screen – Submit or Modify a Well Record Tab

The Submit or Modify a Well Record Tab panel is used to add a well record or modify an existing well record.

Modify a Well Record – If this option is selected, a textbox appears allowing the user to enter the Well ID to be modified. Supply the Well ID of the record to be edited. If the Well ID is not known, leave the Well ID field blank and click the Continue button. A search can then be performed to locate the well to be modified.

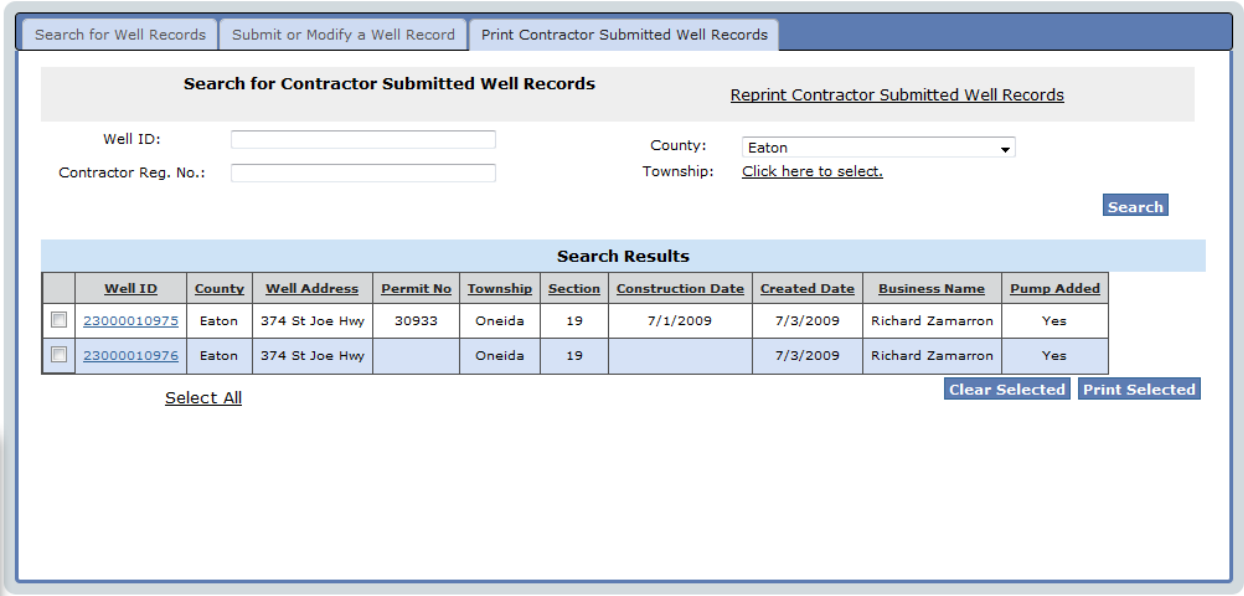
Tip: User permission settings may prevent some well records from being modified. Contact Wellogic Help if you would like to request changes to user permissions.

Add a Well Record – If this option is selected, three sub-options appear:

> **Water Well and Pump Record** – Use this option to add a Water Well and Pump Record to Wellogic.
>
> **Pump Installation Only Record** – Use this option to add a Pump Installation Only Record to Wellogic. This option will create a new Water Well and Pump Record, but will automatically set the “Pump Installed” and “Pump Installation Only” pick lists to “Yes” as a convenience to the user.
>
> **Abandoned Well Plugging Record** – Use this option to add an Abandoned Well Plugging Record to Wellogic.

Print Contractor Submitted Well Records Tab (LHD Users Only)

The image below shows the Print Contractor Submitted Well Records panel.



LHD Home Screen – Print Contractor Submitted Well Records Tab

This tab allows LHD staff to retrieve a list of WW and AW records that have been submitted to Wellogic by contractors. LHD staff then “clear” these records to prevent them from being shown on this screen in the future. This way, LHD staff will only ever see new, un-cleared contractor-submitted well records on this screen. The LHD staff person uses this screen as a means of ensuring that all contractor-submitted well records are made known to the appropriate staff member.

See the *Viewing, Printing, and Clearing Contractor Submitted Well Records* section of this document for more information.

Adding a New Record

The broad steps for adding a new WW or AW record to Wellogic are listed below:

1. Log in to Wellogic from the public Wellogic Home Page.
2. Click the Submit or Modify a Well Record Tab.
3. Select the appropriate option button to add a Water Well and Pump Record, Pump Installation Only Record or an Abandoned Well Plugging Record.
4. Click the Continue button.
5. Complete the WW or AW form.
6. Click the Submit button to submit the well record to Wellogic.

Important Information Regarding Data Entry

Required Fields

While not all fields in Wellogic's data entry are required, records cannot be saved unless all required fields are filled in. If the user does not complete all of the required fields, the following may occur:

- The field will turn red if the user clicks in the field and clicks out of it without entering information.
- The tab with the required field will have a red dog ear on it when the user moves to a different tab.
- An error will appear when the record is submitted.

Validations

Validations are also performed as data is being entered and submitted. For example, if a user enters "abc" in the well depth field, a pop-up will appear next to the field stating that the entry needs to be a number. Also, for example, when the record is submitted, an error will appear if the geology isn't equal to or greater than the well depth. All validation errors must be resolved before the record can be saved.

Picklists

Pick Lists Don't Show the Needed Choice: If a pick list does not have a choice that you want, select "Other", if available. When this is done, a notepad icon will appear to the right of the pick list as seen below:

Click the notepad icon to bring up a popup screen that will allow you to add your own remark. Click the OK or Cancel buttons when done.

Select Multiple Items from a Pick List: To select multiple items from a pick list (e.g. wellhead completion, screen fittings, casing fittings), hold the Ctrl button down while you select items with your mouse from the list. Click the OK or Cancel buttons when done.

Pick List Requires an Entry, but No Information is Available: If the pick list requires an entry but no information is available, choose “Unknown” from the pick list.

Date Fields

Date fields can be entered in various formats. For example, May 8, 2010 can be entered as 5/8/2010 or 05/08/2010 and you will need to type in the slashes. The year must always be 4 digits. You can also choose the date from a calendar picker, which will show up automatically.

Tabbing through Fields

You can tab through the fields in Wellogic, as opposed to using the mouse to click on every field. If you start typing in a pick list field, the items available will start to show up. Be aware that tabbing may also take you to the michigan.gov banner above the data entry area.

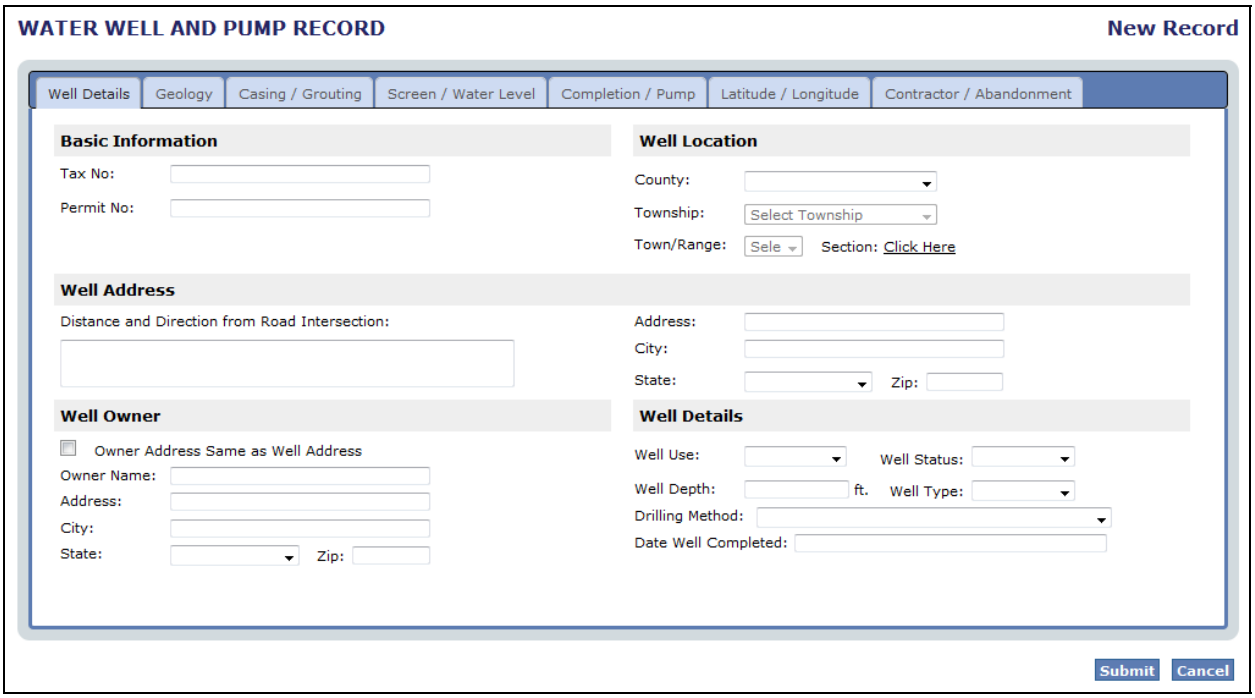
> **Tip:** If you are using the Firefox browser, after choosing a County, press the Enter key before tabbing to the Township field. This will make the Township field active (the 'Select a Township' text will change from gray to black). The same applies when moving from the Township field to the Town/Range field.

The detailed steps for adding a WW or AW record are listed in the sections below.

Adding a Water Well and Pump (WW) Record

The WW form consists of a series of seven tabs, each recording different information about the well drilling, pump installation, or well deepening activity. If an existing well was plugged as part of the activity, that information can be recorded as well.

The image below shows the WW data entry screen:



Water Well and Pump Record Data Entry Screen

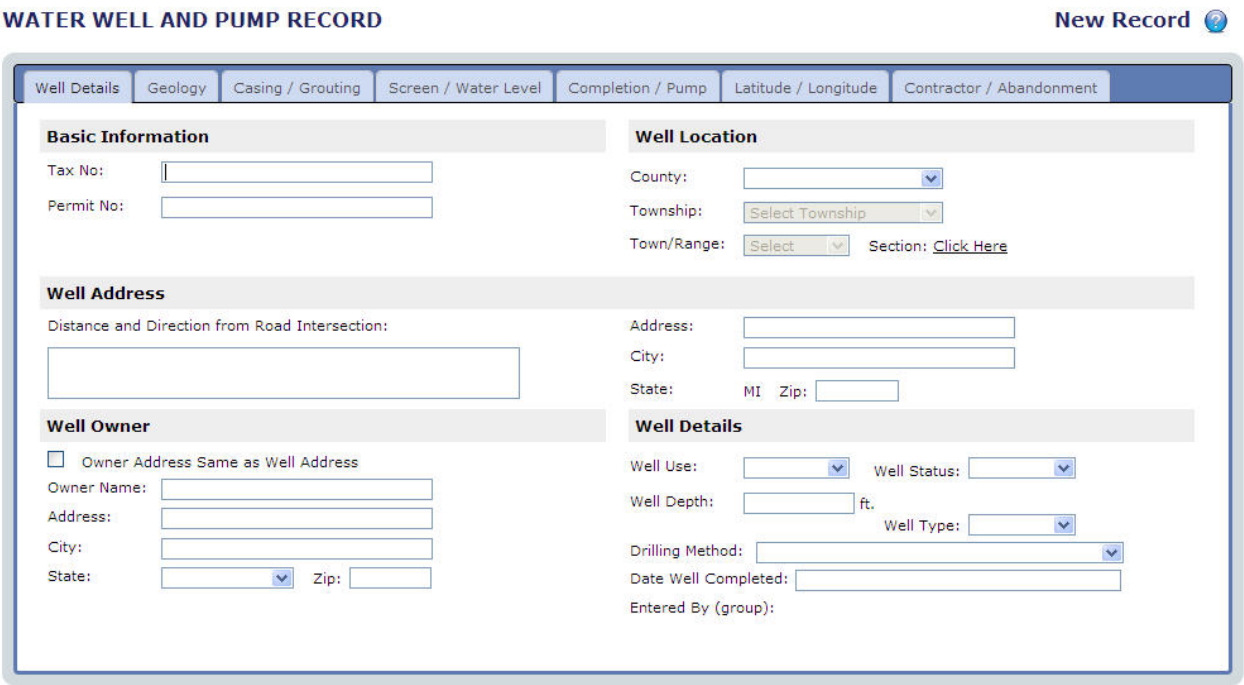
The tabs displayed are as follows:

- **Well Details** –The well location, well owner, and well use and status.
- **Geology** – The different layers of material present from the surface to the bottom of the well.
- **Casing/Grouting** – The well casing, borehole, and grouting materials used.
- **Screen/Water Level** – The static water level, screen (if installed) and well yield test.
- **Completion/Pump** – The wellhead completion, nearest sources of contamination, and pump and pressure tank, if installed.
- **Latitude/Longitude** – The geographic coordinates (location) of the well.
- **Contractor/Abandonment** – The contractor, pump installer, and drilling machine operator, information about the plugged well, if an existing well was plugged in conjunction with the reported activity, and any general remarks about the well.

Each tab is displayed and discussed in the sections that follow. The description of each tab highlights important aspects or features of the screen.

Well Details Tab

The image below shows the Well Details tab:



Water Well and Pump Record Data Entry Screen – Well Details Tab

This tab is used to record basic information about the well location, well owner, and well use and status.

Choosing a County, Township, Town/Range and Section: Wellogic automatically filters the next pick list based on the selected choice in the previous one. For example, if Alcona County is selected, the Township pick list will only show townships that are located within Alcona County.

Tip: If you are using the Firefox browser, after choosing a County, press the Enter key before tabbing to the Township field. This will make the Township field active (the 'Select a Township' text will change from gray to black). The same applies when moving from the Township field to the Town/Range field.

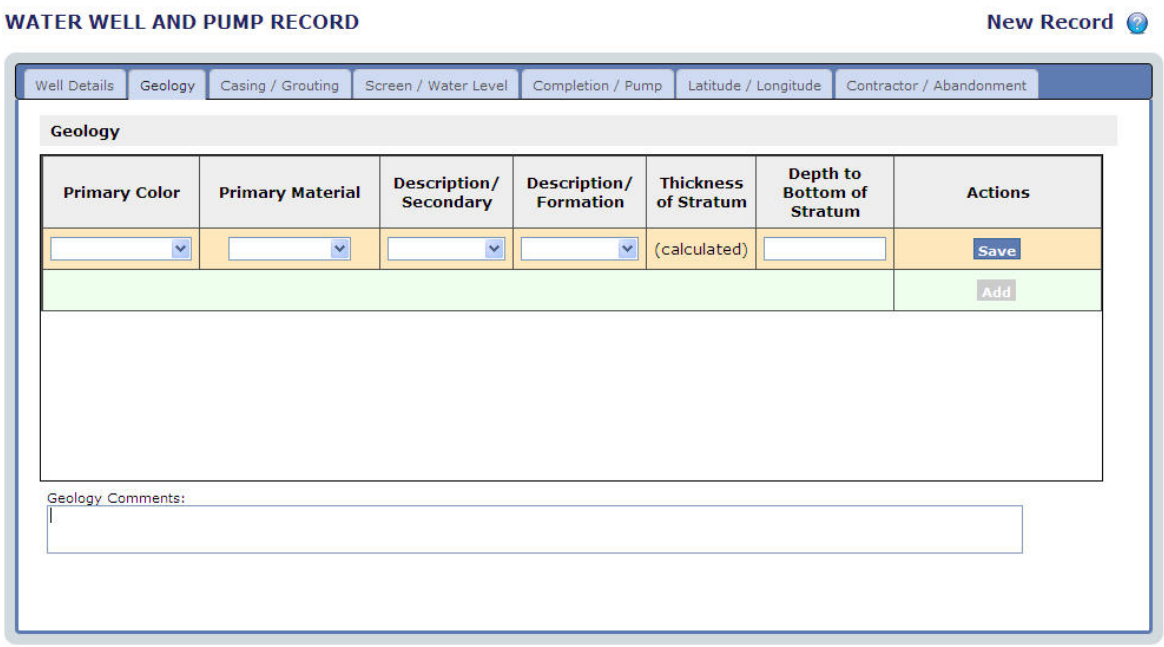
Owner Address is the Same as the Well Address: When this box is checked, the well address information is automatically copied down to the Well Owner Address area. This will save data entry time when the owner and well address are the same.

Type I and II Public Wells: If the well is a Type I or II public well (as selected from the Well Use pick list), two additional fields will appear: WSSN (Water Supply Serial Number) and Source ID/Well Number. Enter this information if it is known.

Well Deepening: If the current record is for a Well Deepening activity, select "Well Deepening" from the Well Type pick list. When this is done, a Link to Drilling Record link will appear. If you know the Well ID number of the original drilling record for the well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

Geology Tab

The image below shows the Geology tab:



Water Well and Pump Record Data Entry Screen – Geology Tab

This tab is used to record information about the different layers of material present from the ground surface to the bottom of the well.

Enter Geology Information in Order of Increasing Depth: Add a record for each stratum of material that was encountered. Start by entering the shallowest stratum first followed by the next deepest onward.

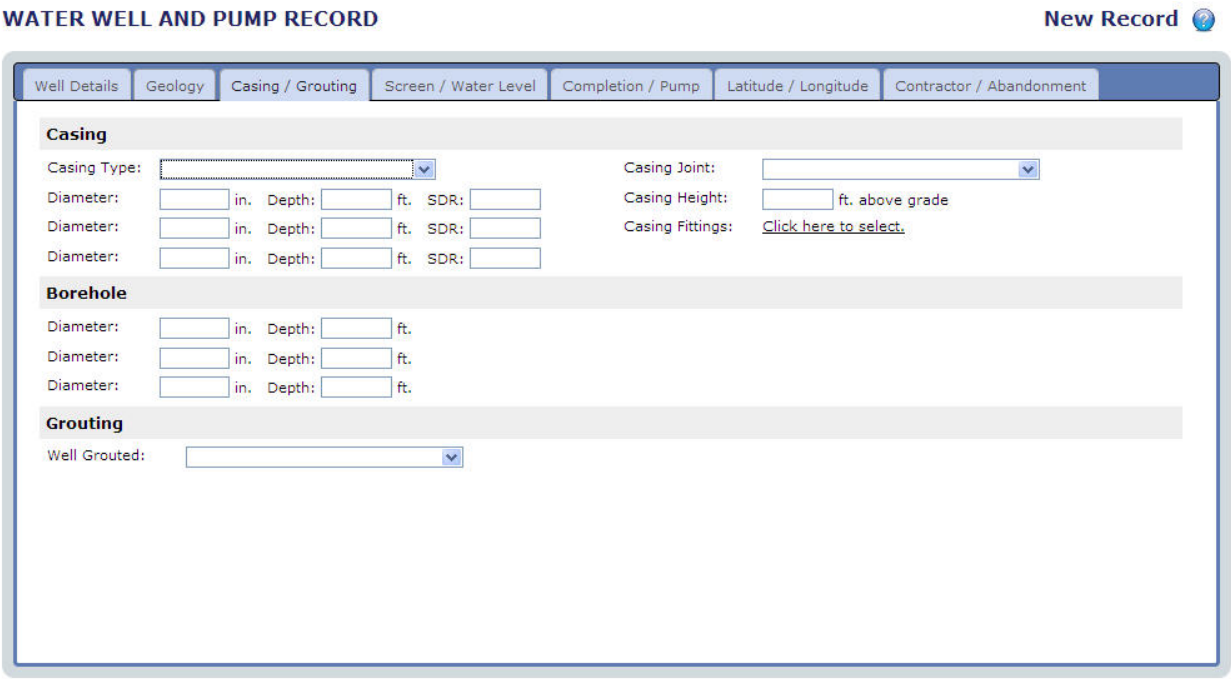
Automatic Calculation of Stratum Thickness: As rows are added, Wellogic will automatically calculate the thickness of stratum for the current row by subtracting the depth to bottom from the previous row.

Tip: The depth of the bottom-most stratum must be greater than or equal to the depth of the well as specified on the Well Details tab, if supplied.

Tip: Use “Edit” to modify the layer of geology. Use “Insert” to insert a layer of geology above the one you click on. Use “Delete” to delete a layer of geology.

Casing/Grouting Tab

The image below shows the Casing/Grouting tab:



Water Well and Pump Record Data Entry Screen – Casing/Grouting Tab

This tab is used to record information about the well casing, borehole, and grouting materials used.

Casing Fittings: Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel button when done.

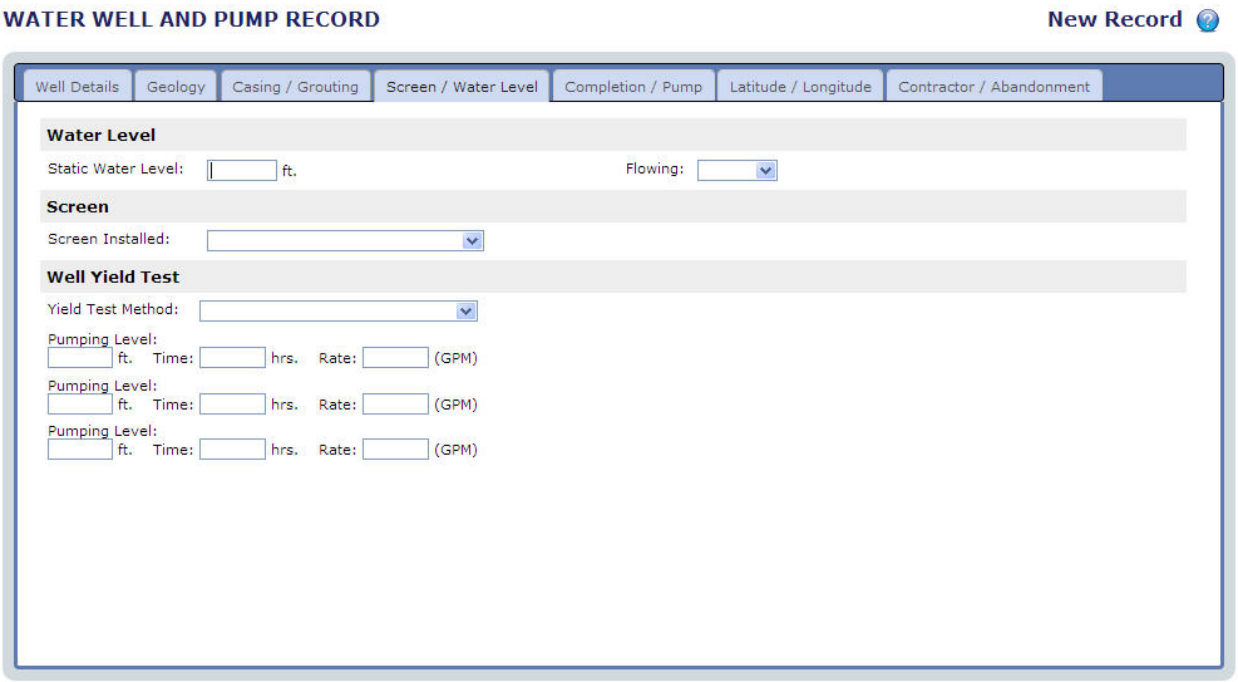
If the Well Was Grouted: When “Yes” is selected from the Well Grouted pick list, a series of additional fields will become visible for data entry.

Tip: Do not enter brand names for grouting material or additives.

Tip: Grout material must be entered from top to bottom.

Screen/Water Level Tab

The image below shows the Screen/Water Level tab:



Water Well and Pump Record Data Entry Screen – Screen/Water Level Tab

This tab is used to record information about the static water level, screen (if installed) and well yield test.

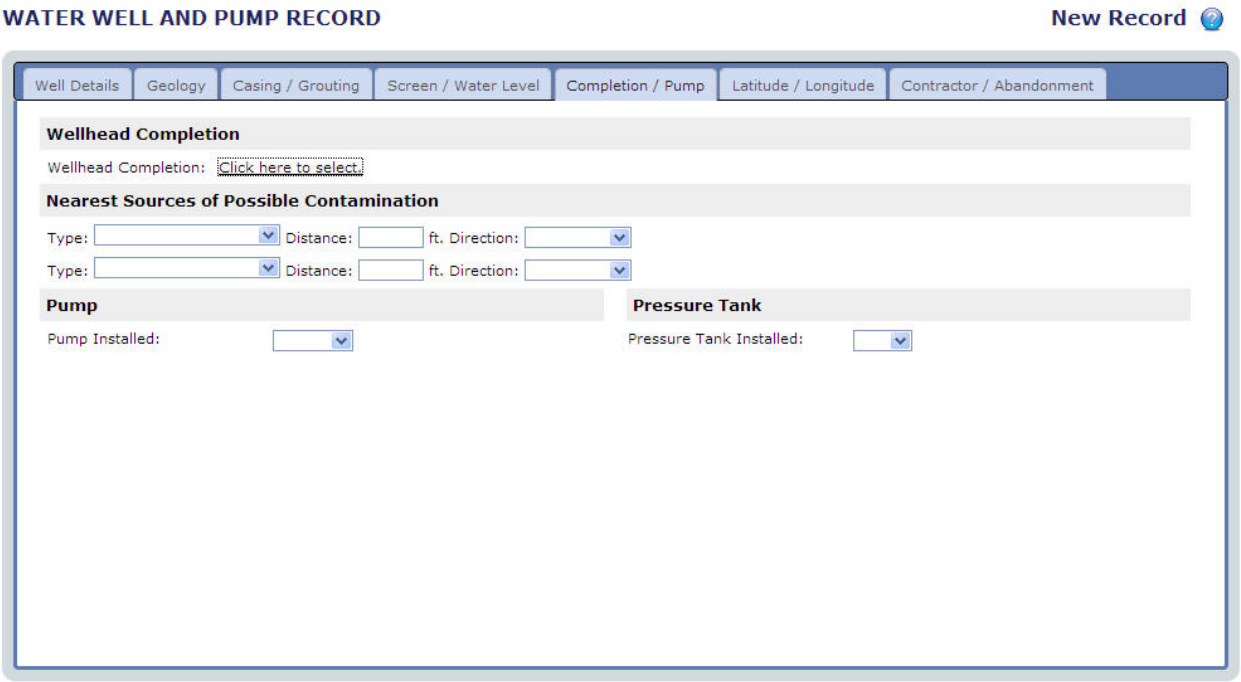
If the Well was Flowing: If “Yes” is selected from the Flowing pick list, the Unrestricted Flow Rate will become visible for data entry.

If a Screen Was Installed: If “Yes” is selected from the Screen Installed pick list, a series of additional fields will become visible for data entry.

Screen Fittings: Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel button when done.

Completion/Pump Tab

The image below shows the Completion/Pump tab:



Water Well and Pump Record Data Entry Screen – Completion/Pump Tab

This tab is used to record information about wellhead completion, the nearest sources of contamination, the pump and pressure tank, if installed.

Wellhead Completion List: Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel button when done.

If a Pump was Installed: If "Yes" is selected from the Pump Installed pick list, a series of additional fields will become visible for data entry.

If Record is for a Pump Installation Only: If the current well record is only being used to record the installation of a pump on an existing well, set the Pump Installation Only pick list to "Yes". When this is done, a Link to Drilling Record link will appear. If you know the Well ID number of the original drilling record, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

If a Pressure Tank was Installed: If "Yes" is selected from the Pressure Tank Installed pick list, a series of additional fields will become visible for data entry.

Latitude/Longitude Tab

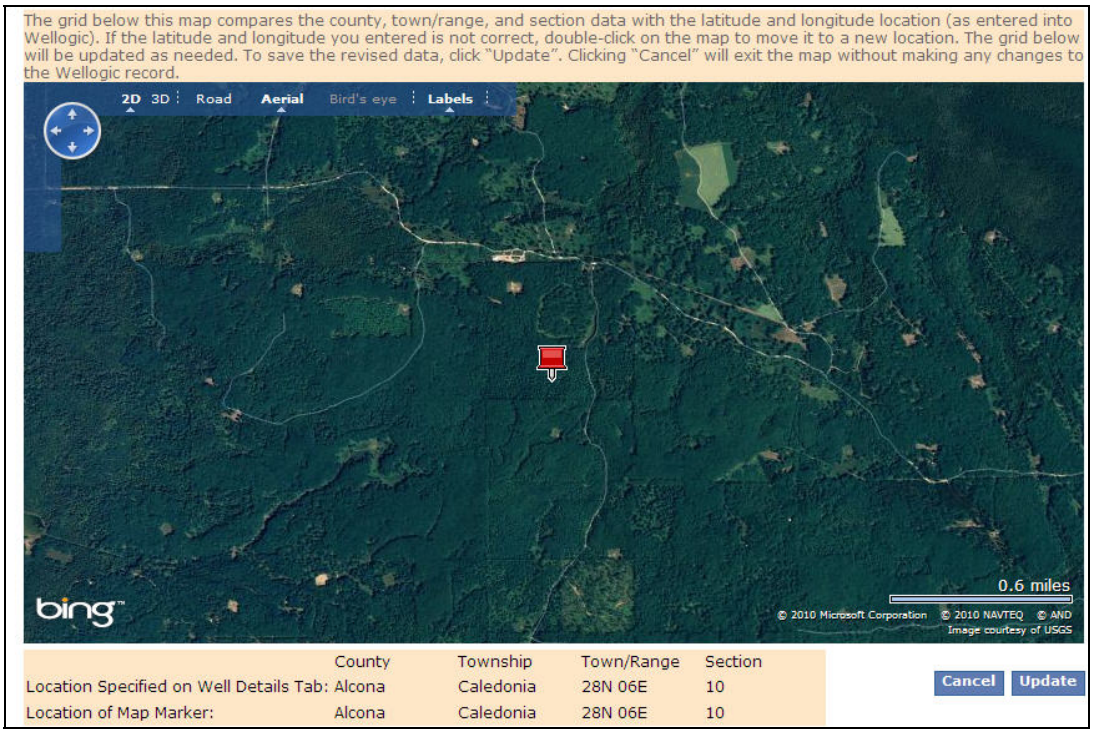
The image below shows the Latitude/Longitude tab:

Water Well and Pump Record Data Entry Screen – Latitude/Longitude Tab

This tab is used to record the geographic coordinates (location) of the well.

Advanced Options: Click the Show/Hide Advanced Options link to show additional data entry fields about how the latitude and longitude coordinates were derived. These additional fields are not required.

Checking the Accuracy of Latitude and Longitude: Wellogic offers a means to verify that the latitude and longitude coordinates match with the County, Township, Town/Range, and Section entered on the Well Details tab. Click the Check Latitude and Longitude Accuracy button to bring up the following screen:



Latitude/Longitude Accuracy Popup Screen

The red map marker shows the location of the well at the latitude/longitude coordinate entered into Wellogic. To move the pushpin to a different location, double click on the map. The red marker will move to the new location.

A message area appears at the bottom of the screen. In this area, the County, Township, Town/Range and Section as entered on the Well Details tab are shown across the top row (captioned "Location Specified on the Well Details Tab"). The row beneath it is the County, Township, Town/Range and Section based on the location of the red marker (captioned "Location of Map Marker"). Each time the red marker is moved, the calculated county, etc. are updated.

Click the Update button to use the current location of the red marker to update the Latitude/Longitude Coordinates **AND** the County, Township, Town/Range and Section on the Well Details tab.

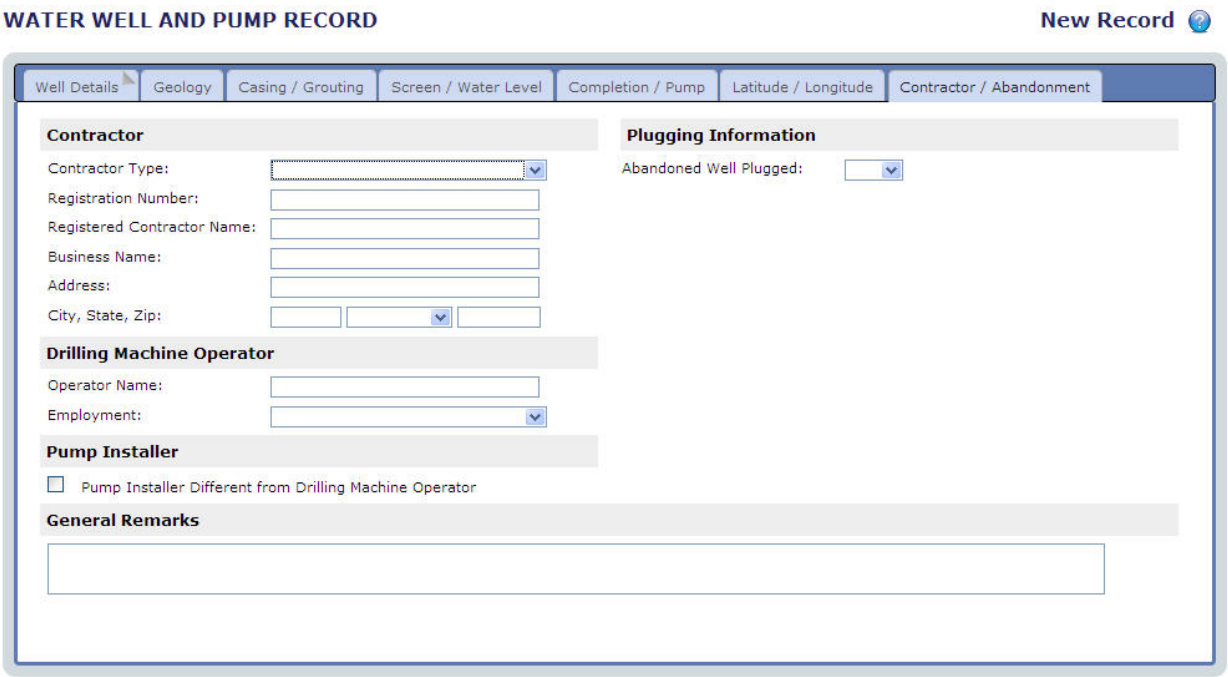
Click the Cancel button to close the Popup screen without making any changes to the well record.

Tip: You cannot change the location of a well to a county that is not associated with your account. Wellogic will give you a warning if you try to do this. You will need to contact the Wellogic Help for further assistance.

Tip: If no map is showing in the 'Location of Map Marker' section, the coordinates entered into Wellogic are within a county which you don't have assigned to your account.

Contractor/Abandonment Tab

The image below shows the Contractor/Abandonment tab:



Water Well and Pump Record Data Entry Screen – Contractor/Abandonment Tab

This tab is used to record information about the contractor, pump installer, and drilling machine operator. It records information about the plugged well, if an existing well was plugged in conjunction with the reported activity.

When Plugging Information Does Not Apply: The Plugging Information area (on the right half of the screen shown above) will not display in some circumstances. This is dependent upon the Well Type on the Well Details tab.

If a Replacement Well was Drilled, but the Existing Well was not Plugged: Choose "No" from the Abandoned Well Plugged pick list. A new pick list will appear captioned "Reason for not Plugging Well". This information must be supplied.

If an Existing Well was Plugged: Choose "Yes" from the Abandoned Well Plugged pick list. A series of additional fields will display allowing for information to be entered about the existing well.

A Link to Drilling Record link will appear among the new fields. If you know the Well ID number of the original drilling record for the plugged well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

The Check Latitude and Longitude Accuracy button works in a similar manner to that which is described on the Latitude/Longitude tab above, however it does not compare the location of the

red marker with the information on the Well Details tab since the location of the plugged well and replacement well are not the same.

Submitting the Record

Upon completion of all seven tabs, click the Submit button located at the bottom right side of the screen, below the tabs. It may take up to several seconds to complete the submission. A confirmation screen will indicate the Well ID of the newly created record.

Two options are available to you after submitting a record.

Print the Record

Click to view the record in PDF format.

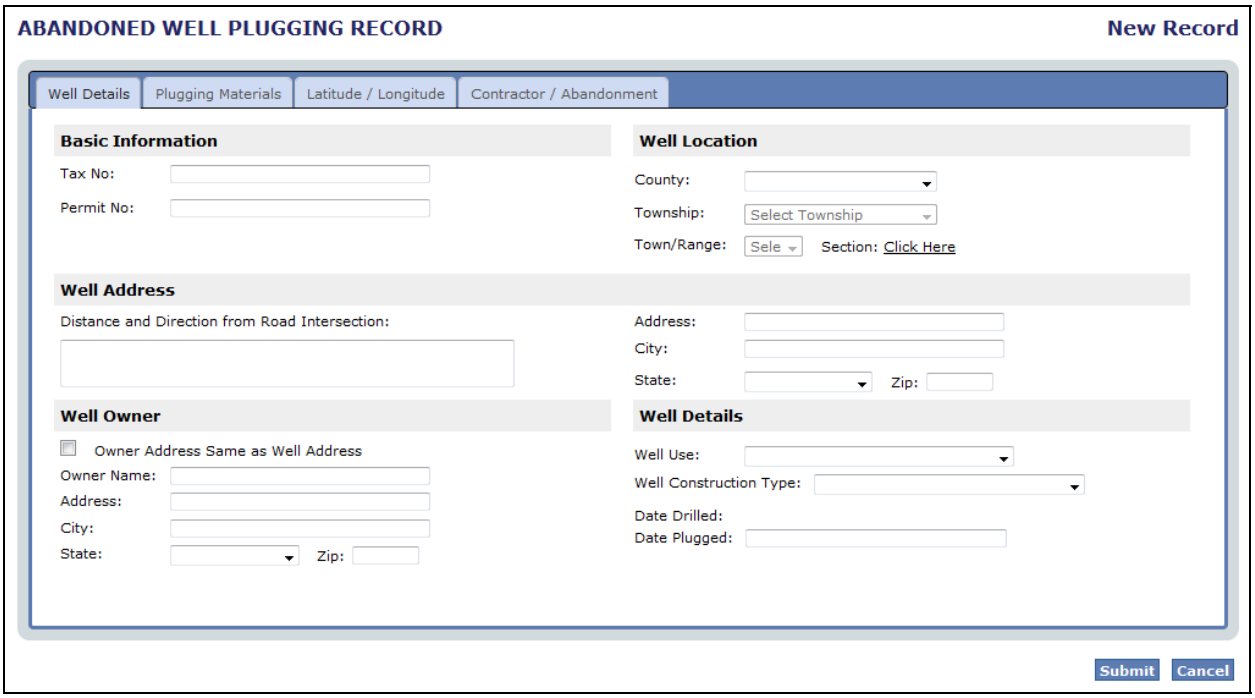
Return to Home

Return to your logged in Home page to submit another record, modify a record, search for records, log out, or complete other activities.

Adding an Abandoned Well Plugging (AW) Record

The AW form consists of a series of four tabs, each recording different information about the well plugging activity.

The image below shows the AW data entry screen:



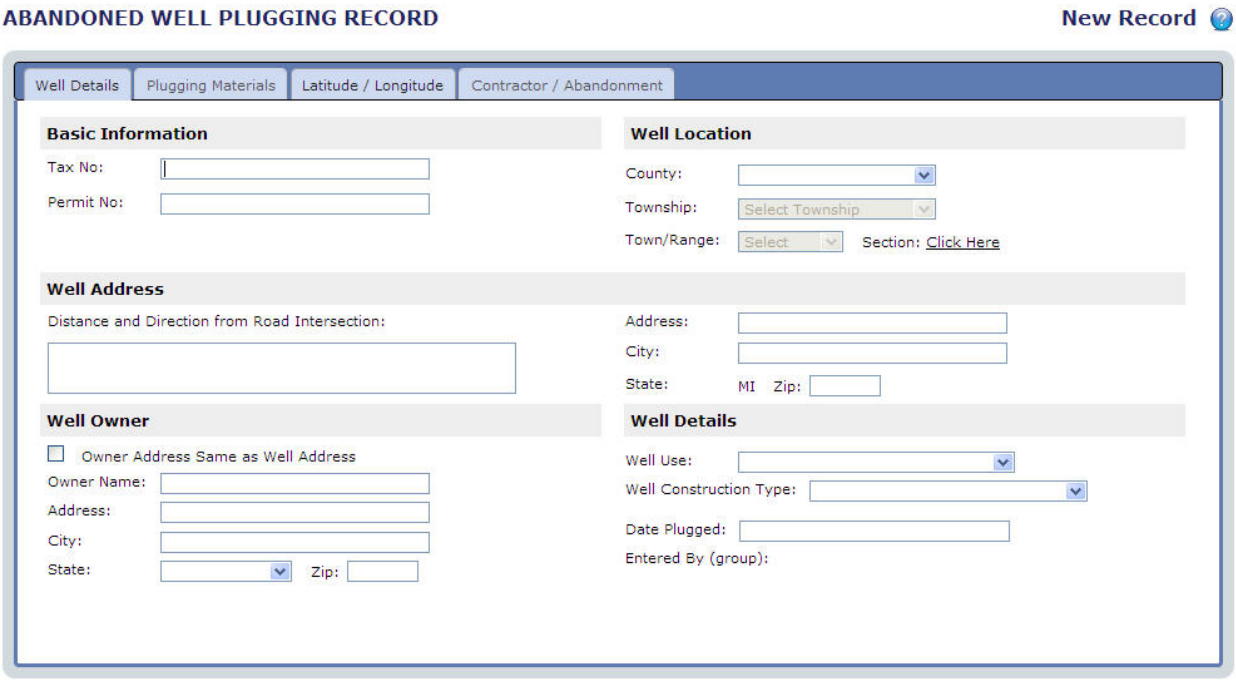
Abandoned Well Plugging Record Data Entry Screen

The tabs displayed are as follows:

- **Well Details** – The well location, well owner, well use and status.
- **Plugging Materials** –The plugging materials used to plug the well.
- **Latitude/Longitude** – The geographic coordinates (location) of the well.
- **Contractor/Abandonment** – The contractor, information about the plugged well, and any general remarks.

Well Details Tab

The image below shows the Well Details tab:



Abandoned Well Plugging Record Data Entry Screen – Well Details Tab

This tab is used to record basic information about the well location, well owner, well use, and status.

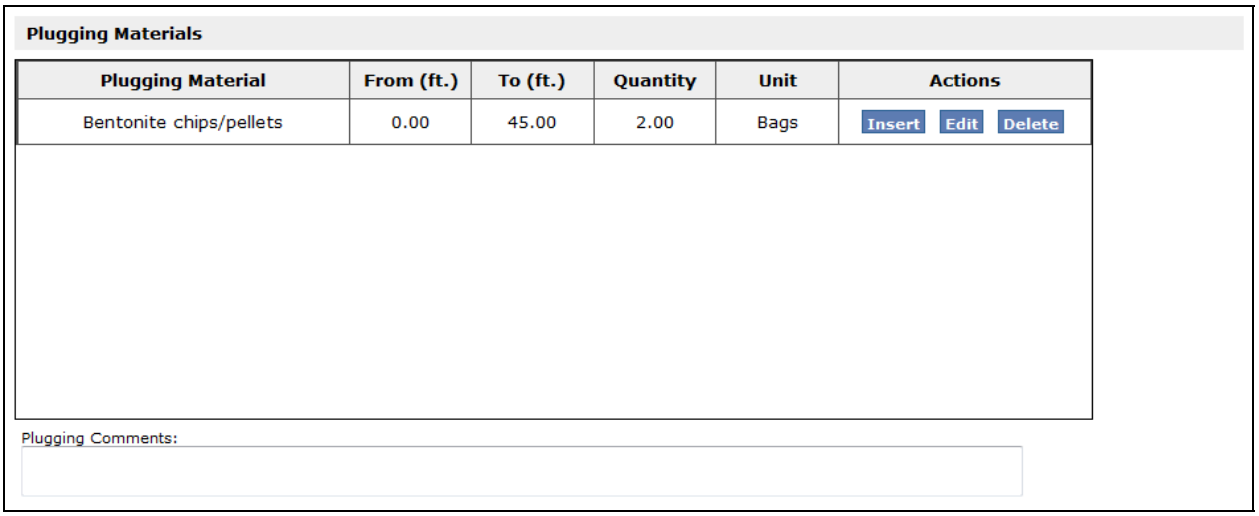
Choosing a County, Township, Town/Range and Section: Wellogic automatically filters the next pick list based on the selected choice in the previous one. For example, if Alcona county is selected, the Township pick list will only show townships that are located within Alcona county.

Owner Address is the Same as the Well Address: When this box is checked, the well address information is automatically copied down to the Well Owner Address area. This will save time when the owner and well address are the same.

Type I and II Public Wells: If the well is a Type I or II public well (as selected from the Well Use pick list), two additional fields will appear: WSSN (Water Supply Serial Number) and Source ID/Well Number. Enter this information if known.

Plugging Materials Tab

The image below shows the Plugging Materials tab:



Plugging Materials

Plugging Material	From (ft.)	To (ft.)	Quantity	Unit	Actions
Bentonite chips/pellets	0.00	45.00	2.00	Bags	Insert Edit Delete

Plugging Comments:

Abandoned Well Plugging Record Data Entry Screen – Plugging Materials Tab

This tab is used to record information about the plugging materials used to plug the well.

Enter Plugging Materials in Order of Increasing Depth: Add a row for each type of plugging material used. Start by entering material used at the shallowest depth first and continue onward to increasing depth.

Automatic Selection of Plugging Material Unit: When a new row of plugging material is added, the unit of measure (such as bags or yards) will automatically be entered.

Tip: Use “Edit” to modify the layer of material. Use “Insert” to insert a layer of material above the one you click on. Use “Delete” to delete a layer of material.

Latitude/Longitude Tab

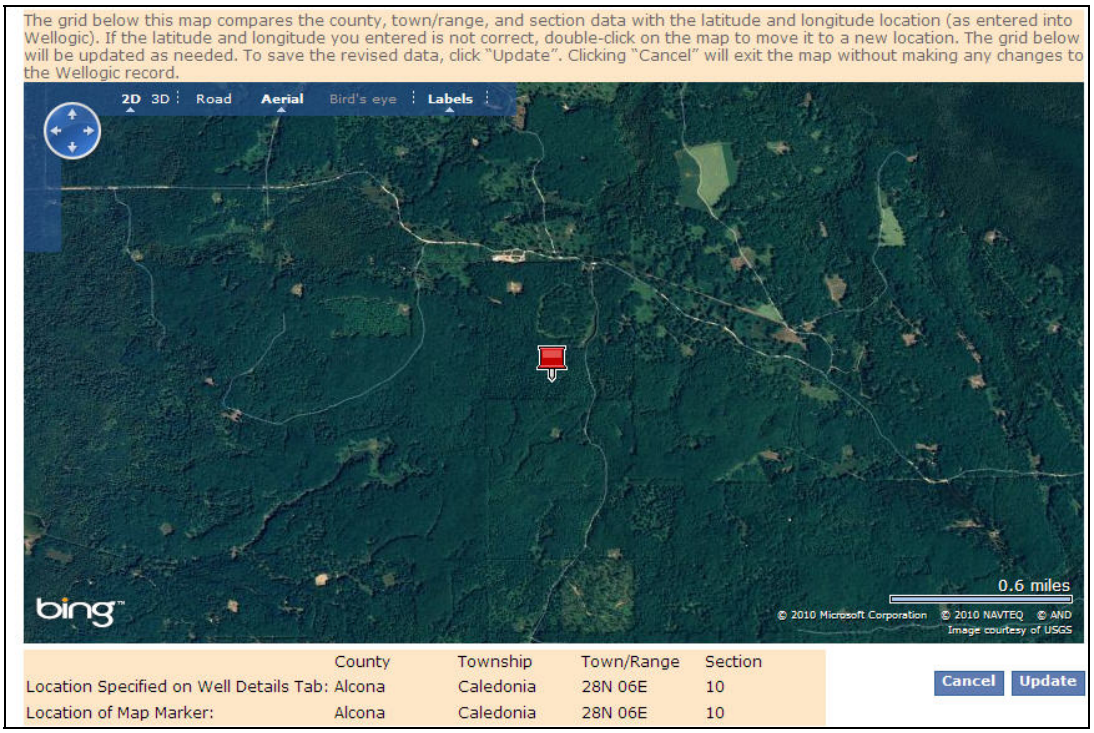
The image below shows the Latitude/Longitude tab:

Abandoned Well Plugging Record Data Entry Screen – Latitude/Longitude Tab

This tab is used to record the precise geographic coordinates (location) of the well.

Advanced Options: Click the Show/Hide Advanced Options link to show additional data entry fields about how the latitude and longitude coordinates were derived. These additional fields are not required.

Checking the Accuracy of Latitude and Longitude: Wellogic offers a means to verify that the latitude and longitude coordinates match with the County, Township, Town/Range, and Section entered on the Well Details tab. Click the Check Latitude and Longitude Accuracy button to bring up the following screen:



Latitude/Longitude Accuracy Popup Screen

The red map marker shows the location of the well at the latitude/longitude coordinate entered into Wellogic. To move the pushpin to a different location, double click on the map. The red marker will move to the new location.

A message area appears at the bottom of the screen. In this area, the County, Township, Town/Range and Section as entered on the Well Details tab are shown across the top row (captioned "Location Specified on the Well Details Tab"). The row beneath it is the County, Township, Town/Range and Section based on the location of the red marker (captioned "Location of Map Marker"). Each time the red marker is moved, the calculated county, etc. are updated.

Click the Update button to use the current location of the red marker to update the Latitude/Longitude Coordinates **AND** the County, Township, Town/Range and Section on the Well Details tab.

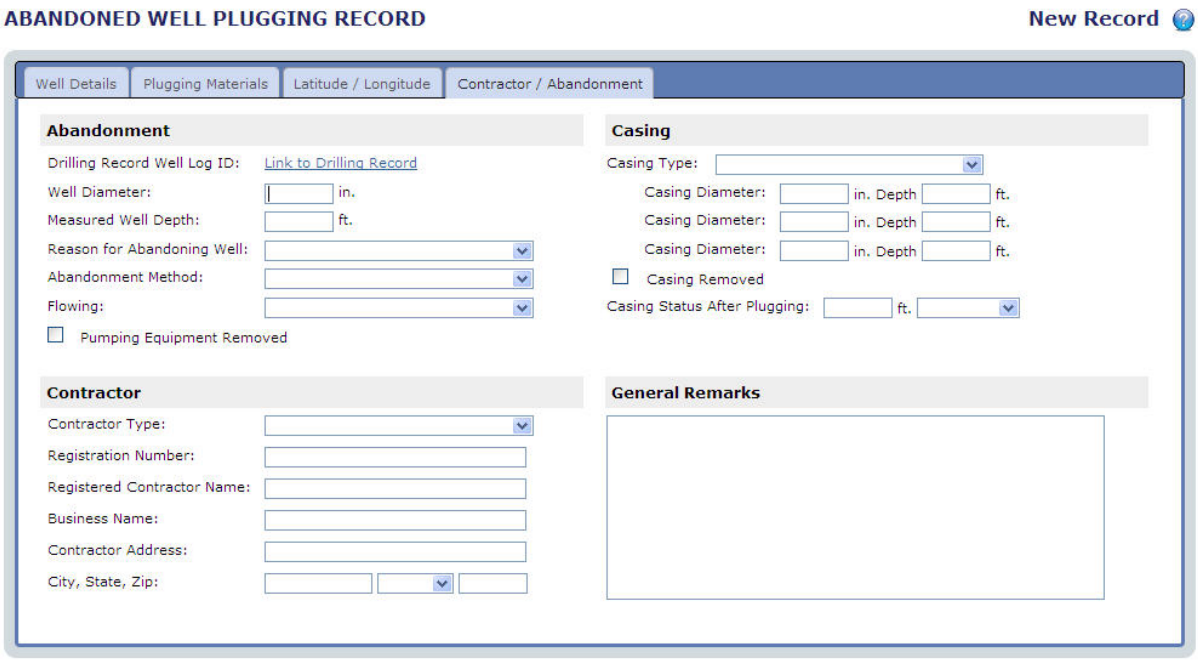
Click the Cancel button to close the Popup screen without making any changes to the well record.

Tip: You cannot change the location of a well to a county that is not associated with your account. Wellogic will give you a warning if you try to do this. You will need to contact the Wellogic Help for further assistance.

Tip: If no map is showing in the 'Location of Map Marker' section, the coordinates entered into Wellogic are within a county which you don't have assigned to your account.

Contractor/Abandonment Tab

The image below shows the Contractor/Abandonment tab:



Abandoned Well Plugging Record Data Entry Screen – Contractor/Abandonment Tab

This tab is used to record information about the contractor and about the plugged well.

Linking to the Original Drilling Record: A Link to Drilling Record link is visible on this form. If you know the Well ID number of the original drilling record for the plugged well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

If Equipment was Removed from the Well: If equipment was removed from the well, check the Equipment Removed checkbox. It will then be necessary to indicate what equipment was removed. Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel buttons when done.

Submitting the Record

Upon completion of all four tabs, click the Submit button located at the bottom right side of the screen, below the tabs. It may take up to several seconds to complete the submission. A confirmation screen will indicate the Well ID of the newly created record.

Two options are available to you after submitting a record.

Print the Record

Click to view the record in PDF format.

Return to Home

Return to your logged in Home page to submit another record, modify a record, search for records, log out, or complete other activities.

Abandoned Well Plugging Record

Completion is required under authority of Part 127 Act 368 PA 1978.
Failure to comply is a misdemeanor.

Wellogic

Import ID:

Tax No: 12-200-000-30-231	Permit No: 12-200-000-30-231	County: Ionia	Township: North Plains

Well ID: 34000004837

Elevation:
Latitude: 43.1234500000
Longitude: -83.1234500000
Measurement Method: GPS Std Positioning Svc SA Off

Town/Range:	Section:	WSSN:	Source ID/Well No:
08N 05W	2		

Distance and Direction from Road Intersection:
ON THE NORTHWEST CORNER OF COWMAN AND MCKENNA, 15' WEST OF BIG BARN

Well Owner: JOHN SMITH

Well Address:	Owner Address:
1234 COWMAN ROAD HUBBARDSTON, MI 48845	1234 COWMAN ROAD HUBBARDSTON, MI 48845

Date of Well Plugging: 10/7/2010	Well Use: Household
Well Construction Type: Sand/Gravel Well	Date Well Constructed: 10/7/2010

Casing Type: Steel - galvanized
Diameter: 2.00 in. to 60.00 ft. depth

Casing Status after Plugging: 4.00 ft. below grade
Reason for Abandoning Well: Well in disrepair
Abandonment Method: Poured from surface
Drilling Record: 34000000236

Pumping Equipment Removed: Yes
Equipment Removed: Drop pipe, Bremer check valve

Note: Cutting casing off 4 feet below grade is recommended.

Plugging Material	From (ft)	To (ft)	Quantity	Quantity Unit
Bentonite chips/pellets	0.00	66.00	3.00	Bags

Plugging Remarks:

Note: Plugging from well bottom up to ground surface is required.

Certification: Water Well Drilling Contractor
Registration No: 5678
Registered Contractor: CHARLIE MILLER

Business Name: MILLER WELL DRILLING
Address: 1234 MAIN STREET
HUBBARDSTON, MI 48845

Remarks:

Water Well Contractor's Certification

This well was plugged under my supervision and I hereby certify that the work complies with Part 127 Act 368 PA 1978 and the well code.

Signature of Registered Contractor Date

EQP-2044c (5/2009)
Page 1 of 1

ATTENTION WELL OWNER: FILE WITH DEED

Administrator 10/7/2010 12:44 PM

Example Abandoned Well Plugging Record Generated by Wellogic

Modifying an Existing Record

To modify a record, follow the steps below:

1. Return to the Login Home Page by clicking the Home link on the navigation bar that appears near the top of every screen.
2. Select the “Submit or Modify a Well Record” tab.
3. Select the option to Modify a Well Record.
4. If known, enter the Well ID and hit Enter or click Continue.
5. If the Well ID is not known, click Continue to search for the well record to be modified.
6. The selected record will display. Make the desired modifications and click the Re-Submit button when finished.

Tip: User permission settings may prevent some well records from being modified. Contact the Wellogic Help if you would like to request changes to user permissions.

Viewing, Printing, and Clearing Contractor Submitted Well Records (LHD Users Only)

LHD staff can retrieve a list of WW and AW records that have been submitted to Wellogic by contractors. LHD staff then “clear” these records to prevent them from being shown on this screen in the future. This way, LHD staff will only ever see new, un-cleared contractor-submitted well records on this screen. The LHD staff person uses this screen as a means of ensuring that all contractor-submitted well records are made known to the appropriate LHD.

Each LHD may have a different process for reviewing these well records. Some may wish to simply view them on screen while others may choose to print a paper copy of each well record for filing at the LHD office. Regardless of the LHD review procedure used, the last step is to clear the record.

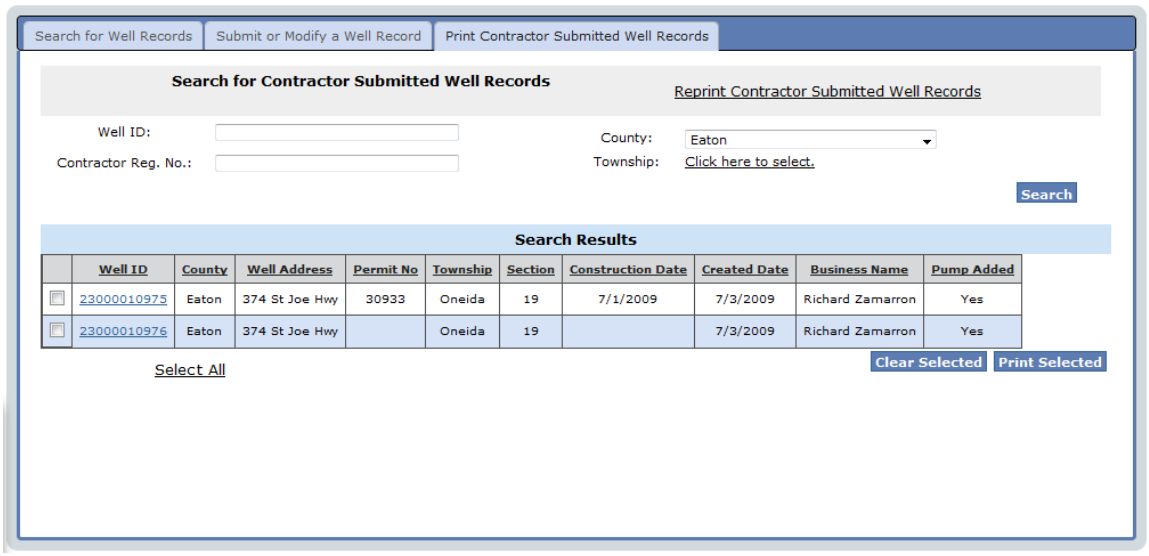
Tip: Contractors may modify a well record up to 10 days after the record is added to Wellogic provided the well record was submitted within the 60 day submittal requirement. Therefore, contractor submitted records will not show up on this tab until after the 10 days.

Tip: If a contractor adds the pump to a well record previously cleared by the LHD, the well record will re-appear in the search result list returned on this screen to ensure that the LHD is made aware the pump was added to the well.

View, Print and Clear Contractor Submitted Well Records

To search for contractor submitted well records, review, and clear them, follow the steps below:

1. Return to the Login Home Page by clicking the Home link on the navigation bar that appears near the top of every screen.
2. Click the Print Contractor Submitted Well Records tab. The image below shows an example of this screen:



3. In the search form, enter search parameters to locate contractor-submitted well records and click the Search button. A search result list will display below the search form.

   Tip: If the search is too narrow or there are no new records to review, no records will be returned. If the search is too broad, a message will be returned that more than 100 well records were found. If this occurs, narrow the search by entering additional search parameters and search again.
4. To view or print a single well record in PDF format, click the Well ID link displayed in the second column of the search result list.
5. To view or print a selected set of well records in PDF format, check the boxes next to each record in the search result list and click the Print Selected button.
6. To view or print all the records in the search result list, click the Select All link and click the Print Selected button.
7. To clear records, check the boxes next to each record in the search result list (or click the Select All link) and click the Clear Selected button.

Reprint Contractor Submitted Well Records

It is also possible to recall well records that have been previously cleared. This is a useful option if the records are accidentally cleared before they are printed.

To locate previously cleared records, follow the steps below:

1. Click the Reprint Contractor Submitted Well Records link located on the right side of the search title area. A search form will display.
2. Enter the search terms such as the User ID and the date range in which the records were cleared. Click the Search button. A search result list will display below the search form.
3. The search result list works in the same way as others throughout Wellogic. See steps 2-4 above for instructions on viewing/printing the well records that display in the search result list.

Running Reports

Wellogic includes a number of built-in reports. To access the reports, follow the steps below:

1. Select the Reports link on the navigation bar that appears near the top of any screen. A list of built-in reports available to the user is displayed.
2. Select the desired report from the list.
3. Enter the information needed for the report, such as choosing a specific location, Well ID, contractor, or date range. Each report requires different information to be entered.
4. Click the Run Report button.

Tip: Reports can be exported in a variety of formats using the toolbar that appears at the top of the report. Export formats include PDF, Excel spreadsheet, or text among others.

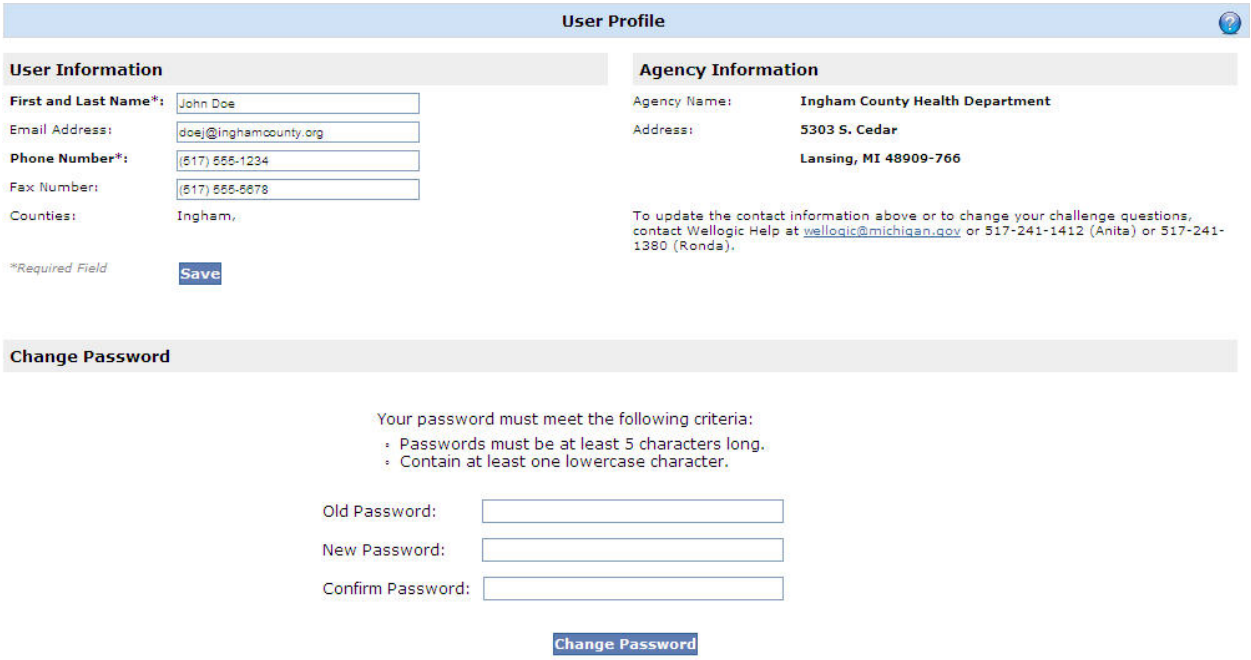
Updating Your Profile

Users can edit their name, email address, phone, and fax number at any time.

LHD Users Only: The list of assigned counties is fixed and can only be modified by a Wellogic Administrator. The assigned counties list is used to govern which counties the user may access for the purpose of clearing contractor-submitted well records. See the *Print Contractor Submitted Well Records Tab* section of this document for more information.

Agency information is displayed on this screen, but cannot be edited. Contact Wellogic Help if you need to edit the agency name or address.

The image below shows the Profile screen.



User Profile Screen

Updating Contact Information

To update contact information, follow the steps below:

1. Select the Profile link on the navigation menu that appears near the top of any screen. The User Profile page will display.
2. Edit the information shown in the User Information section of the screen. SOM staff may edit their available counties list by clicking on the link that appears to the right of the Counties label.
3. Click the Save button when done.

Changing your Password

Users may change their password at any time by using the Change Password section of the User Profile screen.

To change your password, follow the steps below:

1. Select the Profile link on the navigation menu that appears near the top of any screen. The User Profile page will display.
2. Enter the existing password in the Existing Password field.
3. Enter the new password in the New Password field.
4. Enter the same password again in the Confirm Password field.
5. Click the Change Password button when done.

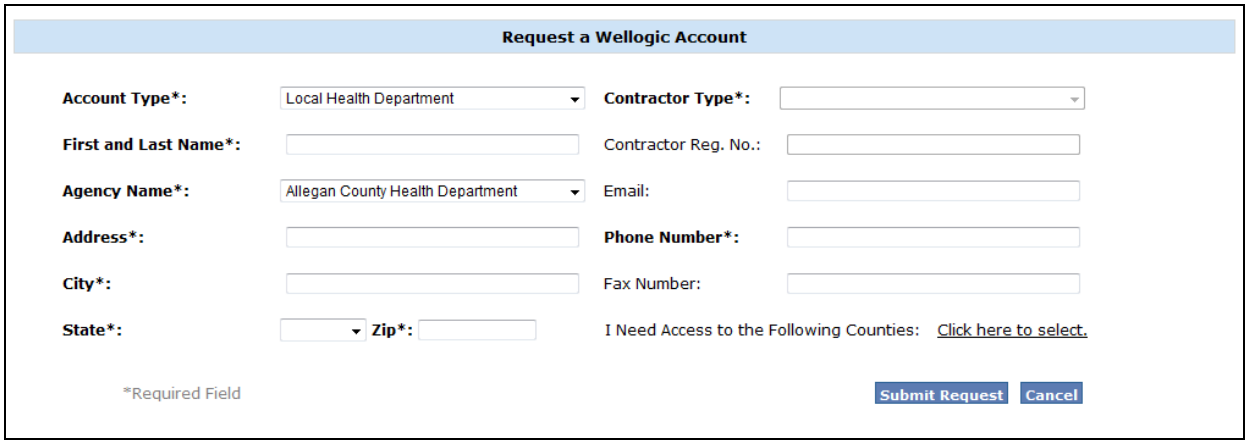
Tip: The password requirements will appear within the Change Password area of the screen. Password requirements may change at the discretion of the Wellogic Administrator.

Appendix A: Requesting an Account

Requesting a new account can be done online from the public Wellogic home page. (http://www.deq.state.mi.us/wellogic).

To request a new account, follow the steps below:

1. From the Wellogic Home Page, click the Request an Account link located within the Log In box. An Account Request screen will appear as shown below:



2. Select "Local Health Department" from the Account Type pick list.
3. Select your health department from the Agency Name pick list.
4. Select one or more counties by clicking the Click Here to Select link next to the Counties label.

Tip: Note that the Wellogic administrator may edit the assigned counties during the account approval and activation process. LHD Users will only be able to clear well records that are located within the assigned counties. See the *Print Contractor Submitted Well Records Tab* section of this document for more information.

5. Click the Submit Request button when done. A Wellogic administrator will review and approve or deny the account request. If you supplied an email address, the account activation email will be delivered via email. Otherwise, the applicant will be contacted by the Wellogic Help with the User ID and a temporary password.

Tip: After logging into Wellogic for the first time, users will need to choose a new password and answer five challenge questions. The challenge questions will be used if the user ever forgets their password. See the *Forgotten Passwords* section of this document for more information.