Wellogic

https://secure1.state.mi.us/wellogic/Login.aspx

Wellogic User Manual –

for Local Health Department and State of Michigan Staff

DEQ

Michigan Department of Environmental Quality
Drinking Water & Municipal Assistance Division
Environmental Health Section
Source Water Unit

Revised 6/6/2017

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Introduction

[Wellogic](https://secure1.state.mi.us/wellogic/Login.aspx) (https://secure1.state.mi.us/wellogic/Login.aspx) 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
- 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
- Allows contractors to renew their certificates of registration electronically
- 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

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 https://secure1.state.mi.us/wellogic/Login.aspx. 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

To search for both WW and AW records at once, change the Search Type to "All Well Records". Once the search terms are entered, click the Search button to locate matching well records.

Search Results

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

Search Tips
- ✓ Use the wildcard searches for street name and owner's last name.
- ✓ Beware of misspellings and inaccuracies.
- ✓ If you can't locate a well record searching one way, search another way. For example, instead of searching on the well location, try searching on the contractor's registration number and construction date range.
- ✓ Many records were originally entered without addresses.
- ✓ Permit number and tax number are not good fields to search on.
- ✓ Many Type I wells were originally entered as test wells.

The search results can be sorted by clicking on any column heading.

Select All   **View/Print All Selected**

	Action	Type	Well ID	County	Well Address	WSSN	SourceID/ Well No.	Township	Section	Well Depth	Static Water Level	Date Constructed	Entered By
	PDF View Modify	WW	19000005632	Clinton	1220 Turner St			Dewitt	8	200.00	48.00	10/23/2008	Contractor
	PDF View Modify	WW	19000005672	Clinton	610 MAIN DEWITT			Dewitt	8	200.00	20.00	5/12/2008	State of Michigan
	PDF View Modify	WW	19000005699	Clinton	605 Birchwood			Dewitt	8	240.00	40.00	3/11/2009	Contractor
	PDF View Modify	WW	19000006250	Clinton	1107 TURNER ST			Dewitt	8	200.00	42.00	6/21/2012	State of Michigan
	PDF View Modify	WW	19000006260	Clinton	602 CHERRY ST			Dewitt	8	200.00	25.00	8/28/2012	State of Michigan
	PDF View Modify	WW	19000006335	Clinton	1127 turner st			Dewitt	8	200.00	45.00	6/9/2014	Contractor
	PDF View Modify	WW	19000006350	Clinton	1115 Turner St			Dewitt	8	195.00	45.00	7/23/2014	Contractor
	PDF View Modify	WW	19000006493	Clinton	1111 TURNER ROAD			Dewitt	8	180.00	25.00	9/19/2014	State of Michigan
	PDF View Modify	WW	19000006645	Clinton	1131 turner st			Dewitt	8	200.00	35.00	3/15/2016	Contractor
	PDF View Modify	WW	19000006701	Clinton	615 Cherry St			Dewitt	8	220.00	18.00	10/25/2016	Contractor

Search Results - 10 Records Returned

Select All   **View/Print All Selected**

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.

Water Well And Pump Record

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

DEQ **Wellogic**

Import ID:

Tax No: 72-003-011-004-2060	Permit No: JPHS-9CRRXD	County: Roscommon		Township: Denton

Well ID: 72000006066

Elevation:

Latitude: 44.314016

Longitude: -84.633122

Method of Collection: Interpolation-Map

Town/Range: 22N 03W	Section: 11	Well Status: Active	WSSN:	Source ID/Well No:

Distance and Direction from Road Intersection:
Located .1 mile west of Co Rd 100, 43 feet north of Bell Avenue.

Well Owner: Dale & Anita Ladouceur

Well Address: 120 Bell Avenue Prudenville, MI 48651	Owner Address: 1875 W. Dill Road DeWitt, MI 48820

Drilling Method: Rotary
Well Depth: 256.00 ft.
Well Type: Replacement

Casing Type: PVC plastic
Casing Joint: Solvent welded/glued
Casing Fitting: None

Well Use: Household
Date Completed: 6/10/2014

Height: 1.00 ft. above grade

Diameter: 5.00 in. to 196.00 ft. depth SDR: 21.00
5.00 in. to 246.00 ft. depth SDR: 17.00

Borehole: 8.75 in. to 256.00 ft. depth

Pump Installed: Yes   Pump Installation Only: No
Pump Installation Date: 6/10/2014   HP: 0.50
Manufacturer: Franklin Electric   Pump Type: Submersible
Model Number: 12LY05P42W230   Pump Capacity: 12 GPM
Drop Pipe Length: 40.00 ft.   Pump Voltage: 230
Drop Pipe Diameter: 1.25 in.   Drilling Record ID:
Draw Down Seal Used: No

Pressure Tank Installed: Yes
Pressure Tank Type: Diaphragm/bladder
Manufacturer: Flex-Lite-Flexcon
Model Number: FL7   Tank Capacity: 22.0 Gallons
Pressure Relief Valve Installed: Yes

Static Water Level: 0.00 ft. Above Grade (Flowing)
Well Yield Test: Yield Test Method: Air
1.00 hrs. at 40 GPM

Unrestricted Flow Rate: 2 GPM

Screen Installed: Yes   Filter Packed: Yes
Screen Diameter: 5.00 in.   Blank:
Screen Material Type: PVC-saw cut

Slot	Length	Set Between
12.00	10.00 ft.	246.00 ft. and 256.00 ft.

Fittings: None

Formation Description	Thickness	Depth to Bottom
Sand	27.00	27.00
Gray Clay	15.00	42.00
Sand	8.00	50.00
Gray Clay	2.00	52.00
Sand	9.00	61.00
Gray Clay	79.00	140.00
Sand	3.00	143.00
Gray Clay	72.00	215.00
Sand	3.00	218.00
Gray Clay	1.00	219.00
Sand	3.00	222.00
Gray Clay	22.00	244.00
Sand & Gravel	12.00	256.00

Well Grouted: Yes   Grouting Method: Grout pipe outside casing

Grouting Material	Bags	Additives	Depth
Bentonite slurry	12.00	None	0.00 ft. to 242.00 ft.

Geology Remarks:

Wellhead Completion: Pitless adapter, 12 inches above grade

Nearest Source of Possible Contamination:

Type	Distance	Direction
Sewer line	10 ft.	North

Abandoned Well Plugged: Yes

Latitude: 44.314183   Longitude: -84.633055
Casing Diameter: 2 in.   Casing Removed: No
Plugging Material: Bentonite slurry
No. of Bags: 2.00   Well Depth: 250 ft.

Drilling Machine Operator Name: Tom Jordan
Employment: Employee

Contractor Type: Water Well Drilling Contractor   Reg No: 72-2106
Business Name: Jordan Well Drilling
Business Address: 247a Nellsville Rd, Houghton Lake, MI, 48629

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:
Other Remarks:

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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.

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.

In lieu of answering the challenge questions, users can simply email the wellogic@michigan.gov to have their password reset.

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.

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:
1. Search for Well Records
2. Submit or Modify a Well Record
3. Print Contractor Submitted Well Records (LHD Users Only)

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.

	Action	Type	Well ID	County	Well Address	WSSN	SourceID/ Well No.	Township	Section	Well Depth	Static Water Level	Date Constructed	Entered By
☐	PDF View Modify	WW	51000005965	Manistee	3468 Portage Point Rd.			Onekama	22	85.00	47.00	5/22/2014	Contractor
☐	PDF View Modify	WW	51000006011	Manistee	Moon Ridge			Onekama	22	120.00	50.00	7/24/2014	Contractor
☐	PDF View Modify	WW	51000006155	Manistee	HAPPY HOLLOW WAY DR.			Onekama	22	46.00	18.00	6/27/2014	State of Michigan
☐	PDF View Modify	WW	51000006189	Manistee	Moon Ridge Rd.			Onekama	22	125.00	56.00	9/16/2015	Contractor
☐	PDF View Modify	WW	51000006253	Manistee	9924 N. Slope Dr.			Onekama	22	270.00	200.00	8/31/2016	Contractor
☐	PDF View Modify	WW	51000006279	Manistee	9200 NORTHWOOD HWY			Onekama	23	60.00	25.00	12/4/2015	State of Michigan
☐	PDF View Modify	WW	51000006289	Manistee	9079 NORTHWOOD HWY			Onekama	23	82.00	25.00	8/15/2015	State of Michigan

Select All   View/Print All Selected

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. 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.

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. User permission settings may prevent some well records from being modified.

Add a Well Record – If this option is selected, three sub-options appear:
1. Water Well and Pump Record – Use this option to add a Water Well and Pump Record to Wellogic.
2. 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" picklists to "Yes" as a convenience to the user.
3. 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)

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.

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.

The image below displays the order in which the data is entered into Wellogic from the paper water well and pump record (EQP 2017).

Important Information Regarding Data Entry

General Information

- Fractions must be converted to decimals.
- All picklists in Wellogic allow the user to enter the first letter of their choice. This allows the user to more quickly identify and select the appropriate item.
- Using the tab key along with your mouse is the fastest method of moving through the data entry screens.
- For multiple select picklists, hold down CTRL to make multiple selections.
- Most picklists have an "Unknown" option if the information requested in not available.
- Most picklists have an "Other" option if the item is not on the picklist. If "Other" is selected, a notepad will be displayed next to the field. Click on the notepad and enter the remarks.
- Before choosing "Other" off a picklist, check the list carefully first. (e.g. a pump manufacturer of "Myers" on the well record is listed as "F.E. Myers" on the picklist).

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 Don't Show the Needed Choice: If a picklist 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 picklist. 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 Picklist: To select multiple items from a picklist (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.

Picklist Requires an Entry, but No Information is Available: If the picklist requires an entry but no information is available, choose "Unknown" from the picklist.

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
Users can tab through the fields in Wellogic, as opposed to using the mouse to click on every field. If you start typing in a picklist 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.

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.

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 plugging activity. If an existing well was plugged as part of the activity, that information can be recorded as well.

The tabs displayed are as follows:
1. Well Details –The well location, well owner, well use, and other fields.
2. Geology – The different layers of material present from the surface to the bottom of the well.
3. Casing/Grouting – The well casing, borehole, and grouting materials used.
4. Screen/Water Level – The static water level, screen (if installed) and well yield test.
5. Completion/Pump – The wellhead completion, nearest sources of contamination, and pump and pressure tank, if installed.
6. Latitude/Longitude – The geographic coordinates (location) of the well.
7. 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

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

Addresses: If the contractor entered the well street address in the "Distance and Direction" field, leave it blank. If there is no address information, look in the Owner's Address information and see if the driller checked "Yes" that the owner address is the same as the well address. If so, enter this information into the Well Street Address. If not, leave blank. If you select "Yes", the information from the Well Address will be automatically transferred into the Owner Address fields.

Well Use: If agriculture, crops, cattle, or any other farm use is listed, choose "irrigation". If the well is a Type I or II public well (as selected from the Well Use picklist), two additional fields will appear: WSSN (Water Supply Serial Number) and Source ID/Well Number. Enter this information if it is known.

Well Status: Always choose "active" unless it is known that the well is plugged or inactive.

Well Type: If the record is for a Well Deepening, select "Well Deepening" from the Well Type picklist. 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.

Drilling Method
If more than one drilling method is checked, select "Other" and enter both methods into the remarks.

Geology Tab

Required Fields: Only the primary material and depth to bottom of stratum are required.

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.

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.

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.

Formation Descriptions
Use the "Guide for Entering Formation Descriptions" and the "Guide for Entering Geological Descriptors".

Use the Geology Comments if you cannot adequately use the Wellogic picklist to describe a row of lithology. If this occurs, select "See Comments" in the Primary Material field.

Guide for Entering Formation Descriptions

EXAMPLE	PRIM. COLOR	PRIM. MATERIAL	DESC./SECOND.	DESC./FORM.
Gray clay	Gray	Clay		
Red clay & blue sand	Red	Clay and sand		Blue
Red & black clay	Red	Clay		Black
Sand & limestone		Sand and limestone		
Sand & clay		Sand and clay		
Sand with clay		Sand	w/clay	
Sandy clay		Clay	Sandy	
Soft gray clay	Gray	Clay	Soft	
Water sand		Sand	Water bearing	
Silty sand		Sand	Silty	
Hard blue clay	Blue	Clay	Hard	
Black muck	Black	Muck		
Brown sand & gravel w/ coarse clay	Brown	Sand and gravel	w/ clay	Coarse
Sand & clay with stones		Sand and clay	w/ stones	
Brown coarse sand & medium clay	Brown	Sand and clay	Coarse	Medium
Red sand blue gravel clay	Red	Sand gravel clay		Blue
Marshall sandstone		Sandstone		Marshall
Red Jacobsville sandstone & limestone	Red	Sandstone and limestone		Jacobsville

Guide for Entering Geological Descriptors

ENTRY ON WELL RECORD	WELLOGIC DATA ENTRY
Active sand	sand, heaving/quick
Chert	"See Comments" (copy entry as written on log)
Clean	ignore
Creviced	fractured
Dirt	topsoil (if within the first 5-10')
Dirty	w/silt or silty
Drift	sand gravel clay, w/silt
Gooey	gummy
Gritty	sandy
Heavy	dense (when referring to clay)
Mucky	wet/moist
Muddy	wet/moist
Pea Gravel	gravel (D2), medium (D3)
Putty	gummy
Quicksand	sand, heaving/quick
Rock or Bedrock	unidentified consolidated formation
Rocks	stones
Silica	"See Comments" (copy entry as written on log)
Sloppy	wet/moist
Swampy	muck
Till	sand gravel clay, w/silt
Water sand	sand, water bearing
W/b	water bearing

Casing/Grouting Tab

Casing Material: If "Steel" is checked and the driller did not indicate either galvanized or black steel, choose "Steel-unknown". If "Plastic" is checked, choose "PVC-Plastic".

Casing Joint: If "glued" is given for casing joint, select "Solvent welded/glued".

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.

Grouting: When "Yes" is selected from the Well Grouted picklist, a series of additional fields will become visible for data entry.

Grout material must be entered from top to bottom.

If no bottom depth of grout is provided, leave the first depth blank too.

Do not enter brand names for grouting material or additives.

Use the "Guide for Entering Grouting Materials and Additives." -

Guide for Entering Grouting Materials and Additives

ENTRY ON WELL RECORD	WELLOGIC DATA ENTRY

Material:
    Bentonite
    Benseal/EZ mud
    Benseal
    Aquagel
    Aquagrout
    Volclay
    Quik Grout
    EZ Seal
    Enviroplug
	Bentonite slurry
	(If <u>rotary</u> drilling method)

Any of the above	Bentonite dry granular (If <u>cable tool, hollow rod, jetting</u> drilling methods)

Additives:
    EZ Mud
    Instapac
    Supermud
    T-100
    Polymer
	Do not enter

Screen/Water Level Tab

If the Well was Flowing: If "Yes" is selected from the Flowing picklist, the Unrestricted Flow Rate will become visible for data entry.

If a Screen Was Installed: If "Yes" is selected from the Screen Installed picklist, a series of additional fields will become visible for data entry.

If Screen Was Not Installed: If screen is not installed, choose "bedrock well" for reason not installed if bottom formation is sandstone, limestone, shale, granite.

Screen Material: Use the "Guide for Entering Screen Material Types". This is particularly helpful if entering older records.

Slot Size: Slot size must be entered as a whole number. If .006, enter as 6. If .010, enter as 10, and so on.

Screen From and To: Screen length must be entered from top to bottom (for example 55' to 75', not 75' to 55').

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

KPacker should be entered as "neoprene packer."

Guide for Entering Screen Material Types

ENTRY ON WELL RECORD	WELLOGIC DATA ENTRY
Stainless steel Stainless SS Wirewound Johnson SS Johnson or Johnson SS Wound stainless	Stainless steel wire wrapped
PVC PVC slotted pipe Slotted Slotted casing Plastic	PVC slotted
WOP PVC (WOP) PVC wrapped PVC wirewound	PVC wire wrapped
Field left blank Any other entry	Unknown

Completion/Pump Tab

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.

Nearest Sources of Contamination: Use the "Guide for Entering Sources of Contamination".

Guide for Entering Sources of Contamination

ENTRY ON WELL RECORD	WELLOGIC DATA ENTRY
SDS, SP, Sewage, Septic	Septic Tank
Field, Tile Field, Leach Field	Drainfield
Sanitary Sewer, Municipal Sewer, Sewer	Sewer Line
Sewage Ejector, Ejector, Pump, Sump	Sewage Pump Chamber
Barn Yard, Cattle Pen, Hog Pen	Animal Yard
Fuel Oil, Kerosene, Diesel	Fuel Tank
Lake, River, Pond, Creek	Surface Water
Not Yet Installed	None

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

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

If the pump and pressure tank information is listed, even when they used the owner's equipment, enter the information.

Latitude/Longitude Tab

Latitude and Longitude: If you enter a Latitude or Longitude not found in Michigan, the field will display an error message.

Longitude: Enter the minus sign in front of the longitude.

Collection Method: Always choose "…GPS…SA Off".

Accuracy: Enter "10" and choose "Meters".-

Source: Always choose "Contractor".

Date of Collection: Leave this field blank**.**

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.

Check Latitude and Longitude Accuracy Button: SOM users should ignore this button. LHD users should use this button to determine latitude and longitude accuracy and make needed adjustments prior to submitting the record.

Contractor/Abandonment Tab

Contractor Type: Always choose "Water Well Drilling Contractor".

Registration Number: Enter the contractor registration number in 7 digits. The Directory of Registered Water Well Contractors" available on the water well construction website (www.michigan.gov/deqwaterwellconstruction) can be used to obtain registration numbers.

Contractor Name, Address, City, State, Zip: These fields can be left blank.
When Plugging Information Does Not Apply: The plugging information area will not display in some circumstances. This is dependent upon the Well Type on the Well Details tab.

If the Existing Well was not Plugged: Choose "No" from the Abandoned Well Plugged picklist. A new picklist will appear captioned "Reason for not Plugging Well". If no reason is given, choose "unknown".

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.

Check Latitude and Longitude Accuracy Button: SOM users should ignore this button.

Submit Record: Upon completion of all seven tabs, click the submit button. A confirmation screen will indicate the Well ID of the newly created record. Any validation errors will need to be resolved before the record will save.

Note: SOM users, if you are in the middle of submitting a record and have a question on a particular field, please go ahead and choose/enter something to submit the record. Immediately contact Anita Ladouceur at 517-284-6533 or wellogic@michigan.gov. The record can be modified later.

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.

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.

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.

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.

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 with "Yes" in the Pump Added column.

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:

| | Search for Well Records | Submit or Modify a Well Record | Print Contractor Submitted Well Records | Statistics | Email |

Search for Contractor Submitted Well Records   Reprint Contractor Submitted Well Records

Well ID: [   ]   County: [Newaygo ▾]
Contractor Reg. No.: [   ]   Township: Click here to select.

[Search] [Reset]

Select All   [View/Print All Selected]

Search Results - 5 Records Returned

	Well ID	County	Well Address	Permit No	Township	Section	Construction Date	Created Date	Business Name	Pump Added
☐	62000011563	Newaygo	953 s goode		Sherman	10	5/8/2017	5/23/2017	North Kent Well and Pump Inc	No
☐	62000011564	Newaygo	8458 e baseline rd		Big Prairie	2	5/13/2017	5/23/2017	North Kent Well and Pump Inc	No
☐	62000011565	Newaygo	8865 lake dr		Croton	32	5/17/2017	5/23/2017	North Kent Well and Pump Inc	No
☐	62000011566	Newaygo	8707 W lake Shore Dr	62-12322	Merrill	10	5/17/2017	5/24/2017	Dewind Well Drilling, Inc	No
☐	62000011567	Newaygo	8556 vandenbosch		Garfield	1	5/25/2017	5/26/2017	North Kent Well and Pump Inc	No

Select All   [Clear Selected] [View/Print All Selected]

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. 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 all the records in the search result list, click the Select All link and click the Print Selected button. 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 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.

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.

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 others.

Updating Your Profile

Users can edit their name, email address, phone, and fax number at any time. Contact Wellogic Help if you need to edit the agency name or address.

User Profile Screen

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

Requesting an Account
Requesting a new account can be done online from the public [Wellogic home page](#). (https://secure1.state.mi.us/wellogic/Login.aspx).

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.
2. For LHDs, select "Local Health Department" from the Account Type picklist.
3. Select your department from the Agency Name picklist.
4. Select one or more counties by clicking the Click Here to Select link next to the Counties label.
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.

After logging into Wellogic for the first time, users will need to choose a new password and answer five challenge questions.