



GUIDE FOR COMPLETION OF LOCAL HEALTH DEPARTMENT QUARTERLY REPORTS FOR PRIVATE AND TYPE III PUBLIC WATER SUPPLY PROGRAM

Data requested on Form EQP2057(07/2019) is to be submitted to the Department of Environment, Great Lakes, and Energy (EGLE), Drinking Water and Environmental Health Division, Environmental Health Section, on a quarterly basis, within 15 days of the end of each fiscal year quarter. Reporting is a prerequisite for receiving payment under the provisions of the annual Local Health Department Operations Contracts.

Reporting Period

Filing Deadline

1 st Quarter – October/November/December	January 15
2 nd Quarter – January/February/March	April 15
3 rd Quarter – April/May/June	July 15
4 th Quarter – July/August/September	October 15

Reporting Parameter Instructions

To count an activity as having been completed within a reporting category, the following criteria shall be observed:

- 1. Number of Well Permits Issued** – report the number of well permits that were issued.
- 2. Number of Wells Drilled** – report the number of water well and pump records that were received (regardless of the date completed). This includes those well records submitted on paper and electronically. DO NOT include abandoned well plugging records or pump installation-only records.
- 3. Number of Abandoned Wells Plugged** – report the total number of abandoned well plugging records that were received. This includes those records submitted on paper (abandoned well plugging records and replacement drilling records) and electronically.
- 4. Number of Field Predrilling Site Evaluations** – report the number of on-site evaluations of the well drilling site prior to drilling.
- 5. Number of Random Construction Inspections** – report the number of inspections during the well construction process.
- 6. Number of Final Inspections of Newly Completed Water Well Systems** – report the number of final inspections of newly completed water wells.
 - The water well location and all visible components of the well and water supply system (including pressure tank, sample tap, etc.) must be observed and comply with the State Well Code and local water well permit conditions.
 - Field Predrilling Site Evaluations and Random Construction Inspections are **not** Final Inspections because they occur *before* the water system is completed.
- 7. Number of Final Inspections with Well Construction Violations** – report the number of final inspections conducted where *well construction-related violations* of the well construction code were identified in the field. DO NOT include water well record violations or coliform positive samples in this category. Include violations for those items listed in MPR 6, Indicator D.



LOCAL HEALTH DEPARTMENT QUARTERLY REPORT
PRIVATE AND TYPE III PUBLIC GROUND WATER SUPPLY PROGRAM

*Issued under authority of the Public Health Code, 1978 PA 368, as amended and the
 Safe Drinking Water Act, 1976 PA 399, as amended.*

The following data shall be reported to the Michigan Department of Environment, Great Lakes, and Energy by local health departments on a quarterly basis, within 15 days of the end of each quarter within the fiscal year. In order to receive payment, this data must be reported.

Local Health Department _____

Reporting Period _____

Person Submitting Report _____

Well Information	1 st	2 nd	3 rd	4 th
1. Number of Well Permits Issued				
2. Number of Wells Drilled				
3. Number of Abandoned Wells Plugged				
4. Number of Field Predrilling Site Evaluations				
5. Number of Random Construction Inspections				
6. Number of Final Inspections with Well Construction				
7. Number of Final Inspections with Well Construction Code Violations				

1st Quarter = October/November/December

2nd Quarter = January/February/March

3rd Quarter = April/May/June

4th Quarter = July/August/September

Completed forms may be submitted by FAX to 517-241-1328 or by E-MAIL to EGLE-EH@Michigan.gov.