

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

Wellogic User Guide

for Local Health Department and State of Michigan Staff



Michigan Department of Environment, Great Lakes, and Energy
Drinking Water & Environmental Health Division
Environmental Health Section
Source Water Unit

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Introduction

Wellogic (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 Environment, Great Lakes, and Energy (EGLE) 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

EGLE 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.

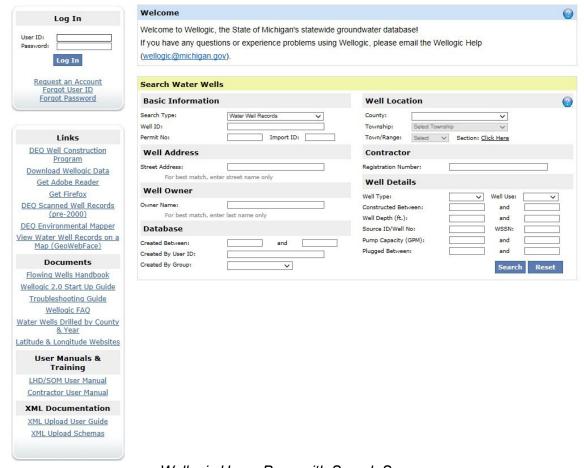
Finding, Viewing, and Printing Records

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 Screen

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 <u>Search</u> 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 250 records are found that match the search terms entered. If more than 250 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.

Sele	ect All											View/Print A	II Selected
Search Results - 10 Records Returned													
	Action	<u>Туре</u>	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

Viewing and Printing Well Records

Select All

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 <u>View/Print All Selected</u> button to retrieve the well records in PDF format.

View/Print All Selected



Drilling Method: Rotary

Water Well And Pump Record

Completion is required under authority of Part 127 Act 368 PA 1978.

Failure to comply is a misdemeanor.



Pump Installation Only: No

Permit No: JPHS-9CRRXD County: Roscommon Township: Denton Town/Range: Source ID/Well No: Well Status: 22N 03W 11 Active Well ID: 72000006066 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 Latitude: 44.314016 Well Address: Owner Address: Longitude: -84.633122 120 Bell Avenue Prudenville, MI 48651 1675 W. Dill Road Method of Collection: Interpolation-Map DeWitt, MI 48820

Pump Installed: Yes

Well Depth: 256.00 ft. Well Use: Household Pump Installation Date: 6/10/2014 HP: 0.50 Well Type: Replacement Date Completed: 6/10/2014 Manufacturer: Franklin Electric Pump Type: Submersible Pump Capacity: 12 GPM Pump Voltage: 230 Casing Type: PVC plastic Height: 1.00 ft. above grade Model Number: 12LY05P42W230 Casing Joint: Solvent welded/glued Drop Pipe Length: 40.00 ft. Casing Fitting: None Drop Pipe Diameter: 1.25 in. Drilling Record ID: Draw Down Seal Used: No Diameter: 5.00 in. to 196.00 ft. depth SDR: 21.00 Pressure Tank Installed: Yes 5.00 in. to 246.00 ft. depth SDR: 17.00 Pressure Tank Type: Diaphragm/bladder Manufacturer: Flex-Lite-Flexcon Borehole: 8.75 in. to 256.00 ft. depth Model Number: FL7 Tank Capacity: 22.0 Gallons Pressure Relief Valve Installed: Yes Static Water Level: 0.00 ft. Above Grade (Flowing) Depth to Thickness Formation Description Yield Test Method: Air Well Yield Test: Bottom 1.00 hrs. at 40 GPM 27.00 Sand 27.00 Gray Clay 15.00 42.00 Sand 8.00 50.00 Unrestricted Flow Rate: 2 GPM Gray Clay 2.00 52.00 Screen Installed: Yes Filter Packed: Yes Sand 9.00 61.00 Screen Diameter: 5.00 in. Blank: Gray Clay 79.00 140.00 Screen Material Type: PVC-saw cut Sand 3.00 143.00 Slot Length Set Between Gray Clay 72.00 215.00 12.00 10.00 ft 246.00 ft. and 256.00 ft. Sand 3.00 218.00 Gray Clay 1.00 219.00 3.00 222.00 Sand 244 00 Fittings: None **Gray Clay** 22 00 Sand & Gravel 12.00 256.00 Well Grouted: Yes Grouting Method: Grout pipe outside casing Grouting Material Bags Additives Geology Remarks: Depth Bentonite slurry 0.00 ft. to 242.00 ft. None Wellhead Completion: Pitless adapter, 12 inches above grade Nearest Source of Possible Contamination: Drilling Machine Operator Name: Tom Jordan Employment: Employee Distance Direction Type Sewer line North Contractor Type: Water Well Drilling Contractor Reg No: 72-2106 Business Name: Jordan Well Drilling Abandoned Well Plugged: Yes Business Address: 247a Nellsville Rd, Houghton Lake, MI, 48629 Water Well Contractor's Certification Latitude: 44.314183 Longitude: -84.633055 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. Casing Diameter: 2 in. Casing Removed: No Plugging Material: Bentonite slurry No. of Bags: 2.00 Well Depth: 250 ft. Signature of Registered Contractor General Remarks: Other Remarks: EQP-2017 (4/2010) 6/23/2014 9:19 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.

Forgotten User IDs

If you forgot your User ID, click the <u>Forgot User ID</u> 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 <u>Forgot Password</u> 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

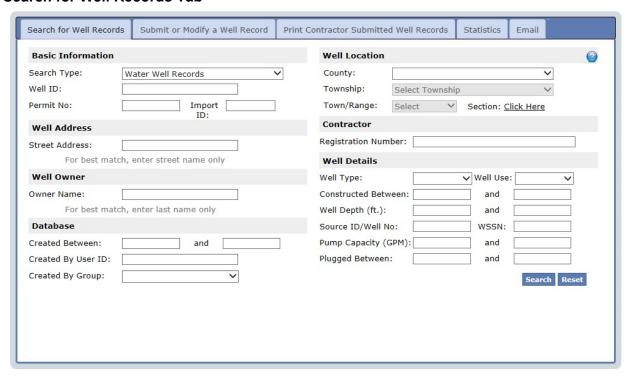
Upon first logging into Wellogic, users will be asked to select five challenge questions and supply answers to those questions. These are used to verify the user's identity if a password is forgotten (see *Forgotten Passwords* section above). Administrators can reset the challenge questions at the request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

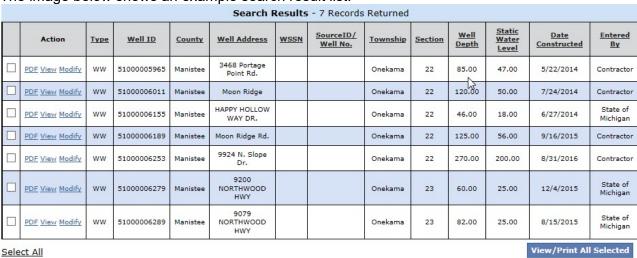
- 1. Search for Well Records
- 2. Submit or Modify a Well Record
- 3. Print Contractor Submitted Well Records (LHD Users Only)

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.

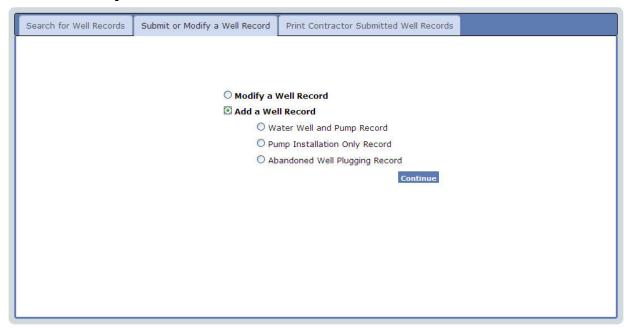


The Action column will always offer two choices for each record: **PDF** and **View**. The **PDF** option will produce a print-ready report of the selected WW or AW record, similar to the public home page. The **View** option will display the WW or AW data entry screen in a view-only mode. The view-only 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 <u>Continue</u> 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.
- 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).

DE 🔂	MICHIGAN DEPARTMENT OF E RESOURCE MANAGEM		ALITY			
TAX NUMBER	WATER WELL AND	PUMP RECOR		PERMIT NUMB	ER.	
	Completion is required under authorit Failure to comply is	rity of Part 127 Act 368 PA 1978.				
LATITUDE CONGI	ALA		TOWNSHIP			
CHICANNE & CHECKTON COME	WELL STREET ADDRESS OFFICER	Twees	COLIDOR ID/	4 70	N TOWN NO.	PANGE NO.
DISTANCE & DIRECTION PHOMPROAD INTERSECTION	WELL STREET ADDRESS, CITY/ZIP	WSSN	SOURCE ID/ WELL NO.	1 1 100	N TOWN NO.	POVICE INC.
		WELL OWNER				-
		ADDRESS				
		CITY/ZIP				N.
PRILLING TO Bottom: TO Con	☐ Hollow Rod	Owner Address S	ama Ar Wall	Addrore2 □	Vos. CI No.	
DRILLING ☐ Rotary ☐ Cal METHOD ☐ Jetted ☐ Aug	Other				Installation Onl	lo
	☐ Cable Tool w/Casing Hammer	Manufacturer				
	☐ Household ☐ Type I Public	Pump Type ☐ S	uomersible	□ Jet	☐ Other	
DEPTH		Model Number _		E HP.		1000
ft. Heat Pump-Return	☐ Industrial ☐ Type III Public ☐ Test Well	Pump Capacity . Length of Drop P			fown Seal Insta Drop Pipe	illed In.
	w	PRESSURE TANK		Installed	☐ Buried	
	ring (Uncased) Deepening			dder 🗆 Gal		
CASING Type Plastic DS	Steel-Black Steel-Galvanized	Manufacturer			Model	
Other		Total Tank Capac				
	ine	Form	nation Descript	tion	Thickness of Stratum	Depth to Bottom of Stratum
Diameter in to 3	ft. depth SDR					Qualum
AND DESCRIPTION OF THE PROPERTY OF THE PROPERT	ngs Drive Shoe Shale Packer					
BOREHOLE Diameter	in. to ft. depth					
-	in. to ft. depth					-
The state of the s	lowing Flow Rate Before Control					
WELL YIELD TEST	G.P.M.					
Pumping Levelft. After	hrs. Pumping at G.P.M.					0.00
□ Air □ Bailer □ Ply	☐ Test Pump			<u></u>		
SCREEN Not Installed	er-Packed Diameterin.			4		
Material Stainless Steel	stic Other					
Slot Length ft.	From ft. To ft. From ft. To ft.		200		-	-
INSTALLATION Telescoped	☐ Attached					
FITTINGS Neoprene Pac	ker Bremer Check			298	2	
BLANK above						2.4
WELL GROUTED From						
☐ Bentonite Slurry ☐ Bentonite Dry. ☐ Neat Cement with Bentonite	Granular					
Additives 🗆 Lost Circulation	☐ Accelerator ☐ Retarder					
METHOD Grout pipe outside	☐ Driven dry grout					
☐ Grout pipe inside casing						
WELLHEAD COMPLETION Pitless		USE 2ND SH	HEET IF NE	CESSARY		
NEAREST SOURCE OF POSSIB	Offset U Well House	DRILLING MACE	INE OPERAT	OR (Emple	yee 🗆 Sub:	contractor
Type Dista	ft. Direction	Nama		2 000		
Type Distance	ft. Direction	PUMP INSTALLE	R (I: different	from drilling r	nochine operate	25)
ABANDONED WELL PLUGGED TY		WATER WELL OF	ONTRACTOR	'S CERTIFICAT	TON	
Casing Diemeter in, Depth	gitude	This well-pump was	constructed of	oder my stycerui	sion and I hareby	
	Coat Coment Berstonite Sturr					99
	Congrete Grout Bentante Chi	7 stered Busin	ess Name		Registration	No.
Number of Bags	ing Removed? ☐ Yes ☐ No	loss				
REMARKS		City/State/ZiP			Sade of	
					Alexander -	
		Signature of Reg	istered Contr	actor	Date	QP-2017 (05/11)
ATTENTION WELL OWNER: FILE WITH DEE					E	
	DRILLING CONTRA	ACTOR COPY				

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 <u>OK</u> or <u>Cancel</u> 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.

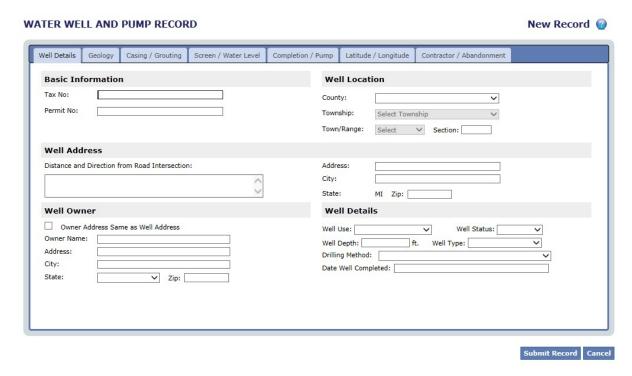
Tabbing through Fields

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.

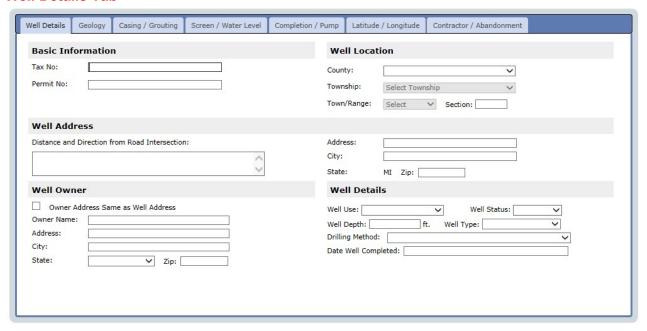


The tabs displayed are as follows:

- 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.

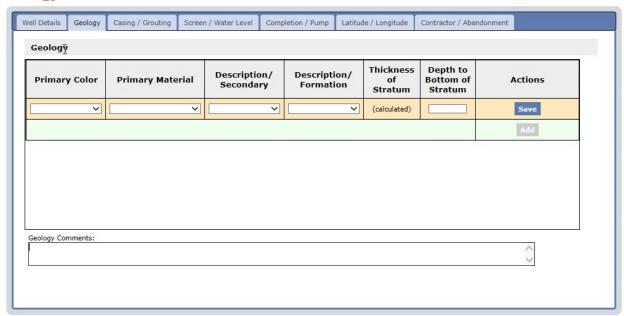
Well Status: Always choose "active" unless it is known that the well is plugged or inactive.

Well Type: If the record is for a Well Deepening, select "Well Deepening" from the Well Type picklist. When this is done, a <u>Link to Drilling Record</u> 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.

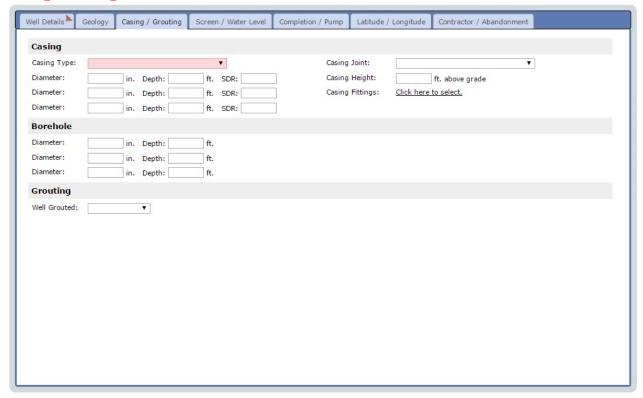
Guide for Entering Formation Descriptions

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	Brown	Sand and gravel	w/ clay	Coarse
w/ coarse clay				
Sand & clay with		Sand and clay	w/ stones	
stones				
Brown coarse sand &	Brown	Sand and clay	Coarse	Medium
medium clay				
Red sand blue gravel	Red	Sand gravel clay		Blue
clay				
Marshall sandstone		Sandstone		Marshall
Red Jacobsville	Red	Sandstone and		Jacobsville
sandstone &		limestone		
limestone				

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 <u>Click Here to Select</u> 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.

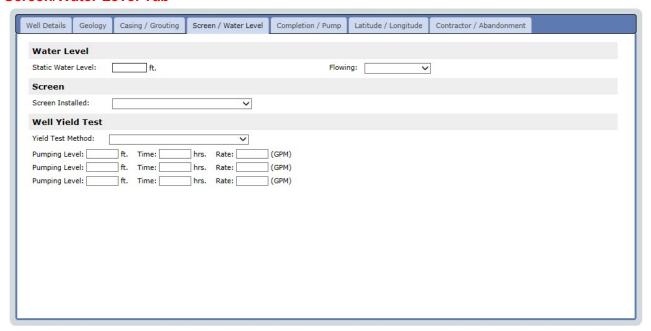
Do not enter brand names for grouting material or additives.

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

Guide for Entering Grouting Materials and Additives

Odice for Entering Oroding Materials and Additives					
ENTRY ON WELL RECORD	WELLOGIC DATA ENTRY				
Material:	Bentonite slurry				
Bentonite	(If rotary drilling method)				
Benseal/EZ mud					
Benseal					
Aquagel					
Aquagrout					
Volclay					
Quik Grout					
EZ Seal					
Enviroplug					
Any of the above	Bentonite dry granular				
	(If cable tool, hollow rod, jetting drilling methods)				
Additives:	Do not enter				
EZ Mud					
Instapac					
Supermud					
T-100					
Polymer					

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').

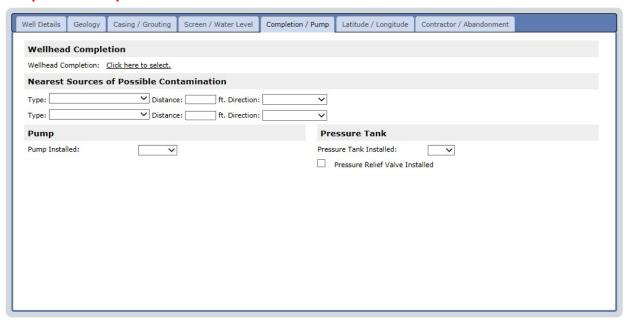
Screen Fittings: Click the <u>Click Here to Select</u> link to choose from a list of one or more items from a popup screen. Click the <u>OK</u> or <u>Cancel</u> button when done.

KPacker should be entered as "neoprene packer."

Guide for Entering Screen Material Types

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

Completion/Pump Tab



Wellhead Completion List: 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 OK or Cancel button when done.

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

Guide for Entering Sources of Contamination

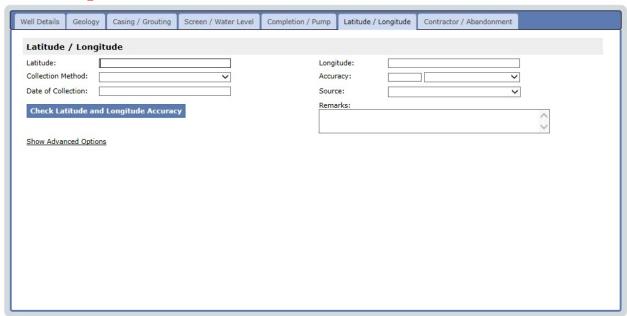
ENTRY ON WELL RECORD	WELLOGIC DATA ENTRY
SDS, SP, Sewage, Septic	Septic Tank
Field, Tile Field, Leach Field, Mound, Dry Well, Trench	Drainfield
Sanitary Sewer, Municipal Sewer, Sewer, City	Sewer Line
Sewage Ejector, Ejector, Pump, Sump, Lift Pump	Sewage Pump Chamber
Barn Yard, Cattle Pen, Hog Pen, Feed Lot	Animal Yard
Fuel Oil, Kerosene, Diesel	Fuel Tank
Lake, River, Pond, Creek	Surface Water
Not Yet Installed, No Septic	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".-

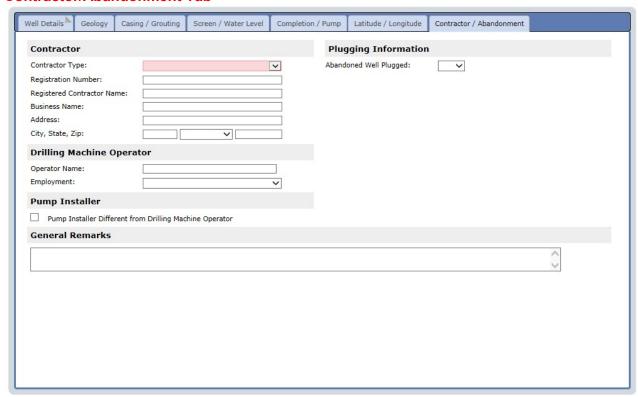
Source: Always choose "Contractor".

Date of Collection: Leave this field blank.

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

Check Latitude and Longitude Accuracy Button: 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 <u>water well construction website</u> (www.michigan.gov/waterwellconstruction) 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 <u>Link to Drilling Record</u> 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.

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 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.

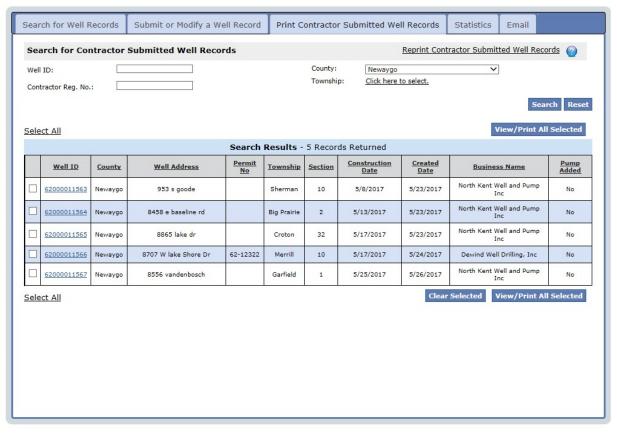
Contractors may modify a well record up to **10 days** after the record is added to Wellogic provided the well record was submitted within the 60 day submittal requirement. Therefore, contractor submitted records will not show up on this tab until after the 10 days.

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:



- 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 <u>Select All</u> link and click the <u>Print Selected</u> 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 <u>Select All</u> link) and click the <u>Clear Selected</u> 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 <u>Reprint Contractor Submitted Well Records</u> 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 <u>Search</u> button. A search result list will display below the search form

Running Reports

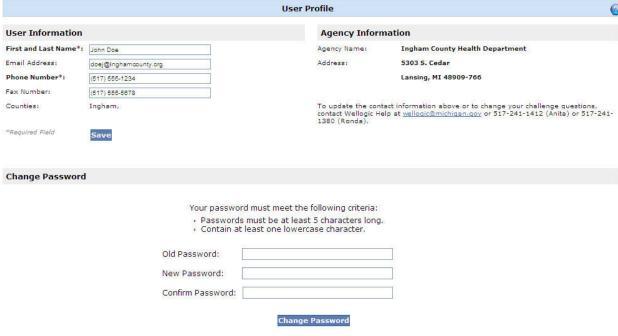
Wellogic includes a number of built-in reports. To access the reports, follow the steps below:

- 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.
- 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 <u>Wellogic home page</u>. (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 <u>Request an Account</u> 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 <u>Click Here to Select</u> link next to the Counties label.
- 5. Click the <u>Submit Request</u> 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.