



Notice of Intent to Abandon a Well

Introduction

These instructions are a guide to filling out Form DWR 55-38 (Rev. 06/15/2010), entitled “Notice of Intent to Abandon a Well.” Please review the instructions prior to completing the form in black or blue ink. Forms may be obtained at any Arizona Department of Water Resources (ADWR) office and at ADWR’s web site, <http://www.azwater.gov>. For information about the form or these instructions, contact Groundwater Permitting & Wells Program at (602) 771-8500. The form should be filled out with the assistance of the licensed well driller that will abandon the well. In addition to these instructions, ADWR’s Well Abandonment Handbook should be reviewed before filling out the form.

When Form DWR 55-38 Must be Filed

A Notice of Intent to Abandon a Well (“NOIA”) form must be filed prior to abandoning any type of well, except: 1) a well that is abandoned in the course of drilling the well, and 2) an exploration or specialty well that is drilled and filled up again before the drill rig leaves the well site. Exploration and specialty wells include mineral exploration wells, geotechnical wells, cathodic protection wells, grounding wells, heat pump wells and direct push (such as HydroPunch) holes. Form DWR 55-43B must be filed prior to drilling and abandoning an exploration or specialty well.

The filing fee for the Notice of Intent to Abandon a Well is \$150.00. Payment may be made by cash, check, or credit card (if you wish to pay by credit card, please contact the Groundwater Permitting and Wells Program at 602-771-8500). Checks should be made payable to the Arizona Department of Water Resources. In addition to the filing fee, the applicant must pay any review-related costs associated with the application and the actual cost of mailing or publishing any legal notice of the application or any notice of a pre-decision administrative hearing on the application. Review-related costs are: (1) costs associated with a pre-decision hearing on the application, such as court reporter services and facility rentals for the hearing, and (2) mileage expenses for a site visit conducted before issuing a decision on the application. **Failure to enclose the filing fee will cause the notice to be returned. Fees for the Notice of Intent to Abandon a Well are authorized by A.R.S. §45-113 and A.A.A.C. R12-15-104.** After the form is filed, well

abandonment may not begin until ADWR issues a well abandonment card to the well driller.

Instructions for Filling out the Form

Well Registration Number

In the upper right-hand corner of each page, fill in the registration number of the well to be abandoned. If there is no known registration number (an old well not used for many years may never have been registered), indicate this in the “Remarks” section at the end of the form.

Section 1 – Registry Information

Well Type

Check the appropriate box indicating the type of well to be abandoned. If the well does not fall within any of the categories listed, check “Other” and describe the well. Below the checkboxes, fill in the name of the original well owner, the name of the original well drilling firm and the date the well was drilled, if known.

Location of Well

Fill in the following information relating to the location of the well:

- The street address of the property where the well is located. For monitor wells or other wells associated with contaminant investigations or remedial projects, this will usually be the facility address.
- The legal description of the well location. The legal description is the township, range, section, and in decreasing order, the quarters of that section so that the well location falls in a 10-acre block within that section. This information may be obtained from the county tax assessor’s office.
- The latitude and longitude (in degrees-minutes-seconds format) of the well location and the method used to determine this data. Use of a Global Positioning System (GPS) receiver or a conventional survey is the preferred method, although the data may also be obtained through estimation from a USGS quadrangle map. If a GPS unit is used, the unit should be adjusted to use the NAD-83 datum. Please indicate if the geographic coordinate datum used was NAD-83, and if not, which datum was used.

- The county tax assessor's parcel identification number. This number ordinarily has eight digits, arranged in a book-map-parcel sequence (XXX-XX-XXX). The number can be obtained from the county tax assessor's office. Federal or State land will not have a parcel identification number.
- The name of the county where the well is located.

Section 2 – Owner Information

Well Owner

Fill in the well owner's name, mailing address, and telephone and fax numbers. If the well owner is a corporation, governmental unit or other entity, provide the name of a contact person.

Landowner

If the land is not owned by the well owner, fill in the landowner's name, mailing address, telephone and fax numbers and, if the landowner is a company or organization, the name of a contact person. If the landowner does not sign the signature block of the NOI form, also attach a copy of an access agreement or permission letter from the landowner indicating the landowner's approval of the proposed action.

Section 3 – Abandonment Authorization

Drilling Firm

Section 3 requires information about the licensed well driller that will abandon the well. Only a well driller licensed in the State of Arizona, or a single well licensee (a person licensed to abandon one exempt well on his or her own property), may abandon a well in Arizona. Abandonment may not begin until the well driller or licensee has possession of a well abandonment card at the well site, issued by ADWR in the name of the well driller or licensee, authorizing the abandonment of that specific well in that specific location.

Consultant

If a consulting firm is used, provide the name of the firm, and the name, telephone number, fax number and e-mail address of the contact person at the firm. Consultants often have the most complete information on the well and how it is to be abandoned, particularly for monitor wells or other wells associated with groundwater contamination, and are the best source of any additional information ADWR may require.

Section 4 – Questions

The following questions must be answered by checking the appropriate box and providing the necessary information:

1. Does any information exist indicating that water in the well to be abandoned has historically been contaminated, is currently contaminated, or may be contaminated? If yes, provide an explanation.
2. Is there any other name or identification number for the well? Ranches will often name wells, mining or other commercial operations will often have their own numbers, or there may be a Public Water Supply (PWS) number or a number provided by the Arizona Department of Environmental Quality. Monitor wells usually have a facility-specific designation, such as MW-1, MW-2, etc.
3. Was the condition of the existing casing determined through a video log?
4. Why is the well being abandoned? Reasons may include insufficient water supply at the well location, development of the property or, if the well is part of a remediation project, termination of the project.

Section 5 – Original Well Construction Design

Section 5 contains three tables for filling in information on the original well construction design. ADWR recognizes that this information will not always be available, particularly for older irrigation, stockwater or domestic wells. It should be available for monitor and remediation wells, or more modern wells with good records. Fill in as much information as possible.

In the **Existing Borehole** table, fill in the diameter of the existing borehole in inches, and indicate the depth interval for each change in diameter. In the **Existing Casing** table, fill in the outer diameter of the casing in inches and check the appropriate boxes indicating the type of casing material. Next, check the type of perforations and fill in the slot size in inches. Please note that not every interval will be perforated. Check the "Blank or None" box for non-perforated depth intervals. If the type of casing material or perforations is not listed, describe the type in the appropriate box. Fill in the depth interval for each change in information. Finally, check the appropriate box indicating whether the existing casing is in good, fair or poor condition.

In the **Existing Annular Material** table, check the appropriate boxes indicating the type of annular material or filter pack installed at each depth interval. Fill in the size of the filter pack used. Provide the depth interval for each change in information. If the type of annular

material is not listed, describe the material in the appropriate box.

Section 6 – Proposed Well Abandonment Design

Section 6 requires information on the proposed well abandonment design. In the box in the upper right-hand corner, fill in the date when abandonment is to begin. In the **Casing Treatment** table, check the appropriate box indicating the type of casing treatment that will be used. If the casing is to be removed, check the “casing removal” box and provide a description of the removal technique in “Remarks.” If the type of casing treatment that will be used is not listed, explain the treatment in the appropriate box. If the casing is to be perforated during treatment, describe the size and frequency of perforations for each interval. The casing treatment must be indicated by depth interval, and the depth interval must be filled in.

In the **Sealing or Fill Material** table, check the appropriate box indicating the sealing or fill material that will be used. Note any changes by depth interval. Also, fill in the mixing ratio of the material and check the appropriate box indicating whether the ratio is by weight or volume. Finally, fill in the estimated volume of material for each depth interval.

Below the two tables, fill in information on the proposed abandonment method and the emplacement method of sealing or fill material. The Department’s Well Abandonment Handbook must be consulted before filling in the proposed abandonment method. The standard method and the five alternative methods are described in the handbook. Check only one proposed abandonment method. If an alternative with a variance is selected, a letter requesting the variance must be submitted to ADWR. If “Other” is checked, provide a description of the method in “Remarks.”

Well Construction Diagram

A well construction diagram showing all existing well construction features listed in Section 5 and all proposed abandonment specifications listed in Section 6 must be attached. The information in the diagram must match the information in Sections 5 and 6.

Signature Block

The NOIA form must be signed and dated by the well owner. The name and title of the person signing the form must be typed or printed in the appropriate space.

In addition, if the landowner is different from the well owner, the landowner must also sign the signature block of the NOIA form or attach a copy of an access agreement or permission letter indicating their approval of the proposed action.

Where to File Form

Completed forms may be mailed to ADWR at the following address:

Arizona Department of Water Resources
Water Management Division
P.O. Box 36020
Phoenix, Arizona 85067-6020

Completed forms may also be submitted to ADWR’s main office in Phoenix at 3550 N. Central Ave., Phoenix, AZ 85012-2105

The completed form must be legible and of good quality when received by ADWR so that it can be scanned into ADWR’s permanent records. Also, if a fee is required, ADWR will not accept the form without the proper fee.

Time Frame for Processing an NOIA

ADWR has an overall time frame of 30 days to accept or reject an NOIA and approve or deny an abandonment authority. This overall time frame is divided into an administrative completeness review time frame and a substantive review time frame.

Within 15 days after receiving an NOIA, ADWR will perform an administrative completeness review to determine whether the NOIA is complete and correct. If ADWR determines the NOIA to be incomplete or incorrect, it will notify the applicant in writing and specify what information is necessary to make the NOIA complete and correct. Until the information is received, the administrative completeness review time frame is suspended. If the information is not submitted within 60 days, ADWR may deny the abandonment authority.

Within 15 days after the administrative completeness review, ADWR will perform a substantive review to determine if the NOIA meets the substantive criteria required by statute or rule. By mutual agreement, the substantive review time frame may be extended by up to seven days. During the substantive review, ADWR may make one written request for additional information. If additional information is requested, the substantive review time frame is suspended until the information is received. If the information is not submitted within 60 days, ADWR may deny the abandonment authority.

At the end of the substantive review, ADWR will send written notice either granting or denying the abandonment authority. If the abandonment authority is granted, the abandonment card will be mailed directly to the drilling firm. If denied, ADWR’s notice will state the reasons for the denial and provide an explanation of the applicant’s right to appeal.

Forms to File After the Project is Completed

Within 30 days of completion of abandonment, the well owner must file a Well Owner's Notification of Abandonment (Form DWR 55-36) and the well driller must file a Well Abandonment Completion Report (Form DWR 55-58).