

*Figure 1. Location of wellhead protection area in relation to sources of contamination.*

### **Remember — Safe Water from Private Wells Depends On:**

- Well location: upslope and away from contamination sources
- Well construction: follows current KDHE standards
- Annual maintenance: well checked, water tested, shock chlorinated
- Managed protection area: protects well from contamination

This publication is a place to record maintenance and safety information about your well. Save it in a folder with other water well information. Some related publications are listed on the back.

## Original Well Records — Helpful Information

Well Driller  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ office  
 \_\_\_\_\_ emergency

Well Owner \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Subdivision & Lot \_\_\_\_\_  
 Well Location County \_\_\_\_\_, \_\_\_ 1/4 of \_\_\_\_\_  
 1/4 of \_\_\_ 1/4 of Section \_\_\_, Township \_\_\_, Range \_\_\_\_\_  
 Date Drilled \_\_\_\_\_ Well Depth \_\_\_\_\_  
 Water Depth \_\_\_\_\_  
 Original well logs are online. Search at this Kansas Geological Survey website:  
<http://www.kgs.edu/Magellan/WaterWell/index.html>

## Well Maintenance Records — Service Reports and Water Test Reports

County Sanitarian/Environmental Health Office

\_\_\_\_\_

County or District Agent/Extension Office  
 (<http://www.ksre.ksu.edu/Map.aspx>)

\_\_\_\_\_

Laboratories Certified for Drinking Water Tests  
 (see also *Testing to Help Ensure Safe Drinking Water*, MF951)

\_\_\_\_\_

Department of Health and Environmental District Office  
 ([http://www.kdheks.gov/befs/dist\\_office.html](http://www.kdheks.gov/befs/dist_office.html))

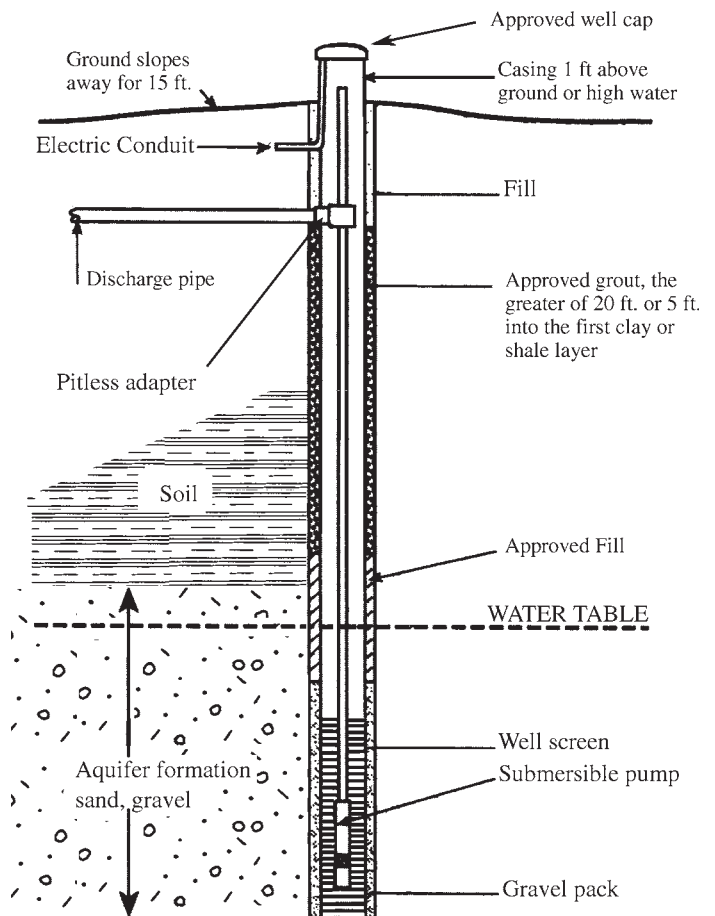
\_\_\_\_\_

Kansas Ground Water Association (well drillers)  
 Dale Hayse, Executive Director  
 Mullinville, KS 67109  
 Telephone 620-548-2669  
<http://www.kgwa.org/contractors.htm>

Plumber/Pump Installer  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ (office)  
 Phone \_\_\_\_\_ (emergency)  
 (or attach business card)

Water conditioning and treatment equipment dealers

\_\_\_\_\_



**Figure 2.** Well construction diagram — unconfined aquifer

## Annual Maintenance Check and Service Record Form

<b>Date</b>						
Casing checked, it is water tight						
Casing 1 foot above surface/highwater						
Ground slopes away 15 feet						
Approved well cap is water tight						
Water tested and report is filed						
Well shock chlorinated						
Backflow prevention is used						
Wellhead protection plan is followed						
No abandoned wells within 600 feet						
Who did check or service? (copy filed)						

<b>Date</b>						
Casing checked, it is water tight						
Casing 1 foot above surface/highwater						
Ground slopes away 15 feet						
Approved well cap is water tight						
Water tested and report is filed						
Well shock chlorinated						
Backflow prevention is used						
Wellhead protection plan is followed						
No abandoned wells within 600 feet						
Who did check or service? (copy filed)						

**Items to save in folder with this record:**

- Initial water test report \_\_\_\_\_ (Date)
- Well log filed with KDHE \_\_\_\_\_ (Date)
- Warranties: pump, other equipment, etc.
- Wellhead protection plan and written description

**Publications available at local K-State Research and Extension Offices:**

*Obtaining Safe Water from Private Wells*, MF-2345

*Private Well Maintenance and Protection*, MF-2396

*Private Well—Safe Location and Construction*, MF-970

*Recommended Water Tests for Private Wells*, MF-871

*Safe Water from Wells*, video, SV-386

*Shock Chlorination for Private Water Systems*, MF-911

*Taking a Water Sample*, MF-963

*Testing to Help Ensure Safe Drinking Water*, MF-951

*Understanding Your Water Test Report*, MF-912

*Measuring Depth to Water in Wells*, MF-2669 (available July 2005)

**Available from Extension Biological and Ag Engineering:**

*Private Drinking Water Supplies*, NRAES-47

*Private Water Systems Handbook*, MWPS-14

Publications from Kansas State University are available on the World Wide Web at: <http://www.ksre.ksu.edu>

Publications are reviewed or revised annually by appropriate faculty to reflect current research and practice.  
Date shown is that of publication or last revision.

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