

**NATURAL RESOURCES CONSERVATION SERVICE
DOCUMENTATION REQUIREMENTS FOR
WATER WELL DECOMMISSIONING**

CODE 351

Design Criteria

The practice of well decommissioning shall be applied to any drilled, dug, driven, bored, or otherwise constricted vertical water well that is determined to have no further beneficial use. This practice does not apply to water wells that were used for waste disposal. Requirements for well decommissioning (plugging) will be strictly followed as outlined in [Conservation Practice Standard 351, Water Well Decommissioning](#), and [Construction Specifications 351](#). This also applies to regulations and procedures as prescribed by the Kansas Department of Health and Environment (KDHE) for well plugging.

Fill and Sealing Materials

Fill and sealing materials shall meet the requirements outlined in the "Design Criteria" section above.

Documentation for Installation

Prior to installation, the following on [Form KS-ENG-10, Job Sheet](#), will be completed:

- Practice.
- Name of owner/operator and identification number.
- Legal description and county.
- Table of Quantities—List materials and amounts planned for use, applicable American Society for Testing and Materials (ASTMs), etc.
- Location map.
 - Show well location.
 - Show all pertinent items such as underground utilities, fences, and power lines.
 - Either the Natural Resources Conservation Service (NRCS)

representative or the contractor will sign the "Designed by" block and date it. If signed by an NRCS representative, then the contractor's name should be listed immediately under the NRCS representative's signature following "Designed by." (This will indicate the type of materials and amounts planned for use in the installation and also that these will meet the necessary requirements listed in the "Design Criteria" section above.)

- A qualified individual as outlined in [National Engineering Manual \(NEM\) KS501.05\(a\)\(5\)](#) will sign the "Checked by" block and date it.
- The district conservationist or the responsible designated technician should sign the "Design Approved by" block and date it. This indicates the site is ready for development and is located correctly, the materials to be used are satisfactory, and the contractor may proceed.

Checkout

After the well is plugged, the contractor will complete [Form KS ENG-10](#) as follows:

- List the "Installed Quantity" of materials in the Table of Quantities.
- List any applicable comments under the "Remarks" section.
- Sign and date the "Checkout by" block with title written in below. (This will indicate the amount of each material installed and that each met the applicable ASTM, standard, or regulation.)
- Attach a copy of [Form WWC-5P, Water Well Plugging Record](#), which is available from KDHE.