

**NATURAL RESOURCES CONSERVATION SERVICE**  
**DOCUMENTATION REQUIREMENTS FOR**  
**MONITORING WELL**

**CODE 353**

**Design Criteria**

The suitability of the well site and the type of well installed shall be based on a detailed hydrogeologic investigation.

Requirements for well drilling, development, and installation will be strictly followed as outlined in [Conservation Practice Standard 353, Monitoring Well](#); American Society for Testing and Materials (ASTM) D 5092; and ASTM D 5521.

This also applies to regulations and procedures as prescribed by the Kansas Department of Health and Environment (KDHE) for well development.

**Siting**

The purpose of this step is to ensure that the monitoring well is properly located and that all involved fully understand where it is to be located.

**Materials/Equipment**

The purpose of this item is to ensure an understanding of the materials and equipment used to install the monitoring well. Appropriate specifications, job sheets, and expectations that include the types and number of each type of material and equipment will be provided to the landowner and all those involved in the planning and construction of the facility.

**Documentation for Installation**

Prior to installation, [Form KS-ENG-10, Job Sheet](#), will be filled out as follows:

- Practice.
- Name of owner/operator and identification number.
- Legal description and county.

- Table of Quantities—List materials and amounts planned for use, applicable 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 installed, 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 the completed well log and [Form WWC-5, Water Well Record](#), which is available from KDHE.