

2014 Implementation Guidelines for
Water Distribution Systems

ATTACHMENT 5



APPLICATION TO CONVERT AN ACTIVE OR INACTIVE WATER WELL TO A MONITOR WELL

All water wells within the Monterey Peninsula Water Management District (District) boundaries are subject to District Rule 20(A), which requires well owners obtain a written Water Distribution System permit or exemption before operating these systems, i.e., producing water from the new wells. Rule 20(C) allows for an exemption if the new well is used to reactivate, refurbish or replace existing wells that are registered with the District. To qualify for this exemption, the new well must have substantially the same purpose and capacity as the well being replaced. Rule 11 states that the well that is being replaced must be abandoned and destroyed in conformance with Monterey County Department of Public Health and California State well regulations unless it serves as a properly constructed, maintained, and registered monitor well. The District will inform the Monterey County Health Department, if the well is determined to be a viable monitor well.

To apply for conversion to monitor well status, the applicant must complete the attached form and submit it to the District with a copy of the Department of Water Resources Water Well Drillers Report (if available). There is a \$25 fee for filing the application and if the application is approved, a \$500 fee for conversion of an active well to a monitor well.

The application process is as follows:

- 1) Well owner will file application and pay \$25 application fee.
- 2) The application will be initially reviewed for the well's depth, screened interval, and added value to the existing monitoring network within 14 days of receipt. If the application passes initial review, a field inspection will be scheduled with the well owner/agent. If the application does not pass initial review, the applicant will be notified as to the reason(s).
- 3) The well will be inspected by District staff for sounding tube access, sanitary seal, depth, pump depth, and accessibility. If the results of the inspection indicate the well is not a viable monitor well, the applicant will be notified as to the reason(s).
- 4) If the well is determined to be a viable monitoring well, the applicant may submit the \$500 conversion fee to complete the conversion.
- 5) District staff will complete any wellhead improvements, install water level/water quality monitoring equipment in the well, and notify the Monterey County Health Department of the conversion to monitor well status.

If the well is accepted as a monitor well, no water shall be pumped from the converted well without express permission from the District. Exceptions to this restriction may be allowed to include testing to determine water quantity and quality or for short-term emergency use, but *only with consent from the District*. In addition, the owner of the converted well must agree to allow the District access to the well site to periodically monitor water levels and/or water quality. To that end, the name and address of the well owner or, if appropriate, an authorized local agent for the site, must be provided. The property owner will not be held liable for any unforeseen damage or injury to District staff or equipment that may occur in the course of routine well monitoring.

Please complete the following items and submit to the District with \$25 application fee.
If you have questions regarding how to fill out these items, please contact the District.

Well Owner: _____

Site Address: _____

Assessor's Parcel Number where well is located: _____

Casing Material: _____

Well Depth: _____

Well Diameter: _____

Depth to Water: _____

Is there a pump in the well: Yes No. If yes, what depth is the pump set: _____

The undersigned has read and understands the paragraphs above, and agrees that no water shall be pumped from the converted production well unless the District has granted written permission. In addition, the undersigned agrees to grant access to the site to District personnel for monitoring water levels and/or water quality.

Print Name: _____ Date: _____

Signature: _____

MPWMD USE ONLY

Well log: Yes No

Initial Review: Pass Fail Comments: _____

Field Inspection Date: _____ Pass Fail Comments: _____

Conversion Fee Submitted: Date: _____

Monitoring Equipment Installed: Date: _____

Copy to Monterey County Environment Health: Date: _____