APPENDIX IV
INSTRUCTIONS FOR COMPLETING
WATER WELL PLUGGING AND ABANDONMENT FORM (DOTD-GW-2)

INSTRUCTIONS FOR COMPLETING WATER WELL

PLUGGING AND ABANDONMENT FORM (DOTD-GW-2)

The Water Well Plugging and Abandonment form (DOTD-GW-2) consists of a set of three (3) copies. The first copy (marked DOTD copy) is to be mailed by whoever plugs the well or hole within thirty (30) calendar days after plugging operations have been completed to:

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
Attn: Chief, Water Resources Section
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

In regard to the other copies of the form, the following procedure shall be followed:

A) If the well is plugged by a water well contractor, he shall retain the second copy of the completed form for his files and shall give the third copy to the owner/lessee immediately upon completion of the plugging operation.

B) If the well is plugged by the owner/lessee (see Section 3.2.3.0.), the second and third copies of the completed form shall be retained by the owner/lessee for his files.

The following explanation will provide clarification of intent and uniformity of reporting:

ITEM 1. OWNER: List the name of the legal owner of the property on which the well is located or the person or company holding a long-term lease on the property. If the owner or lessee is an individual, list first and last names and middle initial of individual.

ADDRESS: The address should be that of the owner. If the well is owned by an industry, the local address of the firm is preferred in order that additional data on the well may be easily obtained by the state or a regional water district or commission.

OWNER'S WELL NUMBER: Many cities, institutions,industrial plants, and large farms have their own system of designating or identifying wells by number an/or name. This information is useful when locating the well and should be entered on the form.

ITEM 2. LOCATION OF WELL: List the parish where the well is located, including the nearest town, city, etc., and give directions to the well site. The location of the well should be described in detail and as accurately as possible so that the well can be easily located by the Department's field inspector. Please draw a sketch on the back of the original form showing the location of the well with reference to roads, railroads, buildings, etc. Use an (X) to indicate location of the well. Show location of nearest existing well(s), if any nearby, by making (O's) and approximate distance between wells. For rig-supply wells, attach a "registered" permit plat (see Section 1.2.8.0.) and for monitoring wells, complete spaces provided for the latitude and longitude of the well location, as well as section, township and range (see Section 1.2.9.0.)

ITEM 3. WELL INFORMATION: Required data are available from water well contractor's or engineer's report.

ITEM 4. Describe, in detail, the method and materials used to plug the well or hole. Give amount of cement, bentonite, and water used. Give any other useful information, such as name of cementing company used, if any, sounded

depth, any obstructions or problems encountered during plugging, size and length of casing removed or left in hole, etc.. If necessary, attach another sheet or use reverse side of form to give details.

ITEM 5. Use this space to present any other pertinent information. For example, if the present owner is different than the person who had the well drilled, give the name of the initial owner in Item 5.

Certification that the work was performed in accordance with applicable rules and regulations must be signed and dated or the form will be returned for proper completion.

If there are any questions, please call or write to:

Louisiana Department of Transportation and Development
Attn: Chief, Water Resources Section
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone (504) 379-1434

PLEASE PRINT IN INK
OR TYPE WHEN
COMPLETING THIS FORM

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

WATER RESOURCES SECTION

WATER WELL PLUGGING AND ABANDONMENT FORM (DOTD-GW-2)

MAIL ORIGINAL TO
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
Attn: Chief - Water Resources Section
P. O. BOX 94245
BATON ROUGE, LA 70804-9245
(504) 379-1434

1. WELL OWNER: (If different from owner when drilled, note in item 5) _____

ADDRESS: _____

OWNERS WELL NUMBER (If any) _____

2. LOCATION OF WELL: Parish: _____ Well is Near, _____

Approximately _____ miles from _____
(Crossroads, Town, City, Railroad, Any Landmark, etc.)

(Please draw sketch on back of Original)

3. WELL INFORMATION: Depth of hole, _____ ft., Diameter of casing _____ in., Depth of completed well, _____ ft., Date completed _____ by (Give name of water well contractor who installed well or hole): _____

4. Describe in detail how well or hole was plugged: (materials used, amount of casing and/or screen removed, or left in hole, etc.) _____

REMARKS: _____

I _____ that this work was done and completed in accordance with Rules and Regulations State on _____, 19_____ by (name and no. of contractor _____ WWC- _____

Authorized Signature: _____ Date: _____

SAMPLE ONLY

OFFICE USE ONLY

State	Parish	Local Well No.	Identification Number	Section	Township	Range	Quad. No.
2 2		–	0				
1 2	3 5	6 11	12 30				

DOTD Copy