



EXAMPLE NOTIFICATION LETTER AND WELL CONSTRUCTION QUESTIONNAIRE

This example letter may be used to request information regarding well testing and water sampling (quantity and quality) for any wells in the vicinity of a trenchless installation. It may be used in conjunction with the DEP's *Trenchless Technology Technical Guidance Document* (310-2100-003).

For more information, please visit the Bureau of Waterways Engineering & Wetlands <https://www.dep.pa.gov/Business/Water/Waterways/Pages/default.aspx> or visit the Trenchless Technologies webpage at <https://www.dep.pa.gov/About/Regional/RPCO/Pages/Trenchless.aspx>.

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RE: Well Testing and Sampling Access Request; HDD PROJECT DESCRIPTION

To Whom It May Concern,

[PROJECT PROPONENT] is writing to inform you that a certain construction activity known as Horizontal Directional Drilling (HDD) for the [PROJECT NAME and DESCRIPTION] is located at least within [450 OR 1000 FEET] of your property boundary. HDD activity includes construction site work to set-up HDD equipment and operations (e.g., tree felling, grading, erosion and sediment controls) and HDD drilling, reaming and pipe pullback activity.

Our records indicate that you may own a nearby well or water supply. As such, your interests are served by allowing us to collect well construction and operation information from you, as well as flow rate, water level and water quality data from your well prior to the HDD activity. If you agree we ask that you complete, to the best of your ability, the attached questionnaire, and authorize us to access your property for the purpose of locating your well with GPS and performing well testing and sampling.

Your voluntary cooperation would allow us to detect effects on your well from the HDD activity, if any, and to recommend mitigating and/or corrective measures as may be appropriate. Our methods simply involve reviewing the questionnaire, corresponding with you, and then visiting the property for the purpose of locating the well with GPS, and recording the water level and flow rate of your well while pumping the well for 30 minutes (i.e., a specific capacity test). We also would collect water samples for water quality analysis. The work and the results will be provided at no cost to you. Data also will be made available to the Pennsylvania Department of Environmental Protection.

We expect to coordinate with you in advance of site visits to facilitate testing and sampling at the following times: before the start of HDD activity, at the end of HDD activity and during the HDD activity if warranted. It remains possible that work could continue into the future should unforeseeable or unavoidable delays so dictate or multiple HDD activity mobilizations occur.

We do not anticipate that you will encounter problems because of your participation in this program. Nevertheless, should our work in your well result in impacts to your water quality or quantity, corrective measures will be undertaken as soon as possible at no cost to you.

We hope you will choose to participate; please call us immediately at [PROPONENT PHONE NO.] if this is your decision. Please then follow-up by completing the questionnaire and signing and dating below and returning a copy to us verifying permission to access your property on a periodic basis before, during and at the conclusion of the HDD activity for the purpose of performing the work described above. For your added convenience, feel free to fax the questionnaire and signed letter to [PROPONENT MAILING ADDRESS] or e-mail a scanned version to [PROPONENT EMAIL ADDRESS]. Should you have any questions or require additional information regarding this voluntary testing and sampling program, please contact our office. Thank you in advance for your cooperation.

Owner Questionnaire and Well Details

HDD Project _____

OWNER / TENANT INFORMATION	
Owner Name _____	Mailing Address _____
Business/Facility Name _____	City _____ State _____ Zip _____
Premises Address _____	Is this a Primary Residence (Y/N)? Is this a Rental Unit (Y/N)?
City _____ State _____ Zip _____	Tenant Name _____
Day Phone _____ Evening Phone _____	Tenant Phone _____
Owner Email _____	Tenant Email _____

WELL CONSTRUCTION INFORMATION (please provide details to best of your ability and leave unknowns blank)	
Location Details (e.g. front of house, etc.) _____	GPS Coordinates _____ Lat _____ Long _____
Construction Date _____	Well Depth (feet) _____ Well Diameter (inches) _____
Use for Water (circle): Residential, Irrigation / Livestock, Industrial, Public Supply, Monitoring, Geothermal, Dewatering, Other _____	Casing Type (circle): Concrete, Plastic, Steel, Other _____
Install Method (circle): Hand Dug, Bored / Augered, Cable, Air Percussion, Other _____	Casing Depth (feet) _____ Was Well Grouted (Y/N) _____
Is This a Replacement Well (Y/N)?	Screen Finish (circle): Steel, Plastic, Open Hole, Other _____
	Screen from top _____ (feet) to bottom _____ (feet)
	Water Bearing Zone(s) _____ (feet) _____ (feet) _____ (feet)
	Well Blown Yield (gallons per minute) _____
	Unsuccessful Drilling Attempts (Y/N)? If Yes (quantity) _____

QUESTIONNAIRE (please provide details)

- When was the last time the well / spring had work completed on it (date and reason)?
- Was the well / spring pump ever replaced (date and reason)?
- Have you ever had water quality problems (when, what were they, how were they fixed)?
- Have you had problems with yield (when, what were they, how were they fixed)?
- Have you ever had problems with your well or water during a drought?
- Does your water change color when it rains?
- Do you ever smell anything odd from your water or your well?
- Is your water conditioned or treated (type, location)? Is there point-of-use treatment (type, location)?
- Is there an outdoor water sampling tap (type, location)?
- Is there a septic system and where is the septic system in relation to the well / spring / building / facility?
- Check if applicable regarding on-site well (a check YES may mean well is inaccessible for GPS or water level measurements):
 - Located where an un-tethered dog has access
 - Well is buried underground or located in a basement, pit, or other area with limited access
 - Excessive rust is on the outside or inside of the well casing
 - Well casing is less than 6 inches in diameter
 - Well cap is welded shut or cap has rubber, caulking or other material watertight seal
 - Well cap bolts are rusted shut or broken off the well head
 - Well cap is loose or completely off the casing
 - Inside the well, there are open, broken or frayed wires
 - Excessive rusting or material that may be knocked loose into the well is inside the well casing
 - Other (e.g. insects / nests) _____

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