



## Well Sealing Report – Completion Guide

### General

1. Requirements for well sealing reports are contained in **The Groundwater and Water Well Act** and Groundwater and Water Well (General Matters) Regulation. While sealing a well or test hole, the person preparing the report must keep a field log. The field log must contain the necessary information to complete the report and be available at the site for inspection.
2. A copy of the well sealing report must be provided to the director and the owner of the land on which a well is located **no later than 45 days** after the completion of the sealing.
3. Provide a civic address for the well if its actual location is not clearly identifiable by the mailing address. Also provide land parcel information as either a section-township-range or parish-lot type-lot number. Parish lot types include group lots (GL), lake lots (LL), outer two mile lots (OTM), park lots (PL), river lots (RL), settlement lots (SL) and wood lots (WL).
4. For GPS latitude and longitude coordinates, provide values in NAD 83 decimal degrees, to 5 decimal points (ex: 50.17901°). Attach a detailed sketch showing the well location if not providing a GPS location. A detailed sketch may include an image from an online mapping service showing the well location.

### Equipment, Debris or Obstruction in a Well

5. If equipment, debris, or an obstruction cannot be removed from a well prior to sealing, and the person sealing the well is not working under the authority of a licensed well drilling contractor, or is not a professional engineer or professional geologist, then the owner of the land on which the well is located must:
  - (a) retain a licensed well drilling contractor, or a professional engineer, or professional geologist to determine the method required to properly seal the well; and
  - (b) implement the method determined in clause (a).

### Well Located in a Well Pit

6. If the well to be sealed is located in a well pit, the owner of the land upon which the well is located is responsible to ensure:
  - (a) the well pit cribbing is removed unless
    - i) its method of construction does not permit removal, or permits only partial removal of the cribbing; or
    - ii) to do so may cause any neighbouring structure to be destabilized, damaged or to become a risk to human health or safety; and
  - (b) the remaining excavation is properly backfilled to ground surface.

### How to Fill Out the Well Sealing Table

7. Each row in the well sealing table represents a depth interval (ex: 0 to 30 feet could be the interval of a well casing). For each depth interval:
  - Under well details, check off the appropriate well item being sealed.
  - Under sealing materials, check off the appropriate material being used to seal any particular well item.
  - Describe the materials in the column "Type of Material" [ex: clay, sand or gravel (of a particular size), granular bentonite chips (of a particular size), slurry grout (such as high solids bentonite, neat cement); include the quantities of materials used (ex: 6 bags of granular hole plug, 10 gallons of pea gravel)].
  - Where applicable, describe how the material was installed in the column "Method of Placement" (ex: poured, tremie).

### Remarks

8. Provide any other relevant well sealing information in this section.

### Definitions of Abbreviations

ft .....	feet	in.....	inches	E.....	East
ags .....	above ground surface	IGPM .....	Imperial gallons per minute	W.....	West
bgs .....	below ground surface	USGPM .....	US gallons per minute		
Well PID No. ....	Well Identification Number				

**Return Completed Reports to:** Groundwater Management Section  
Box 18, 200 Saulteaux Crescent  
Winnipeg, MB R3J 3W3