

FAQ - Permit and Form Requirements

Ohio Administrative Code (OAC) 3701-28-03

December 2012

Question:

- 1. Do private water systems contractors and property owners need to submit a Job status/completion form for work they completed if the Well Log and Completion Form have already been submitted within 10 days?**

Answer:

No. The job status report is intended as a tracking mechanism to keep local health department aware of all of the steps toward the completion of a private water system. Therefore, if a contractor completes a well, installs the pump, pitless adaptor and pressure tank, and the well log and completion form are submitted to the local health department within 10 days of completion, it is not necessary to submit the Job Status form because the system status is already completed.

If a well log is submitted within 10 days of completion of drilling the Job status form and the driller does not intend to do any additional work on that system is not needed because the local health department is now aware of status of the permitted well.

A Job Status Form must be submitted to the local health department if a driller completes a well, submits the well log, but that company intends to complete the pump and pitless adaptor, and pressure tank. The job status form should reflect the contractor is not done and inform the local health department what portions of the private water system are remaining to be completed.

Question:

- 2. Does a well driller have to submit both a job status/completion form and a well-log if all they did was drill the well?**

Answer:

The Job Status Report should be submitted within 10 days of completion. As stated in question 1, if the well driller submits the well log within 10 days and the information is complete then there is no reason to pursue submission of the Job Status Report. It needs to be indicated on the Administrative Summary that you received the well log and accepted it instead of the Job Status Report. It should also be indicated what is left to do to complete the system on the Administrative summary.

If the local health department determines that a contractor is not submitting a job status report within the required time frame, then some action is required by your department. Then it is recommended to initially work with the contractor to get these reports in as required. This is a new rule and it will take some time for everyone to get on the same page, but you will still need to document, on the administrative summary, that the report was submitted late. If a contractor keeps neglecting to submit the form,

even after you have discussed the requirements with them, then start sending enforcement letters which you need to copy to ODH.

Question:

3. Is a well driller required to submit a Well Completion Form if the Pump/Pitless information is completed on the well log?

Answer:

Yes. The well driller must submit a completed Job Status/Completion Form for a Well when the well driller installs the pump/pitless distribution although it is documented on the well log. Both forms (well log and completion form) are required to be submitted within 30 days of the completion of the portion of work they perform. If the well log shows the pump/pitless was installed, the well log should be accompanied by a completion form. If the well log does not document the installation of the pump/pitless distribution, a completion form must be submitted by the person performing the work, once completed, even if that person is the well driller.

Question:

4. Is the well driller required to submit a well sealing report as part of a replacement or emergency construction permit?

Answer:

Yes. A well sealing report must be filed with ODNR (Ohio Department of Natural Resources) and the Local Health District within 30 days of the completed sealing. A permit requiring the sealing of a well should not be approved until all documentation, including a sealing report, is submitted to the Local Health District. Requests by the property owner must be submitted to the Local Health District in order to keep a replaced well in operation. Wells replaced under an Emergency Construction must be sealed.

Question:

5. When forwarding water sample results to contractors, does the local health department have to send copies to both the driller and the pump contractor?

Answer:

Yes, all contractors which have worked under the permit on that private water system should be sent a copy of the water sample results.

Question:

- 6. Is it OK for the local health department to notify contactors of the water sample results by forwarding the water sample results to contractors via e-mail?**

Answer:

Yes. If the specific contractor is OK with receiving the results via e-mail and that the e-mail sent to the contractor(s) can be verified by a date and time. You should ask for a receipt reply and/ or put a copy of the e-mail verification in the file if you do that.

Question:

- 7. Will new permits be available from ODH on three color NCR paper in the near or distant future?**

Answer:

No, because of expense and that the permit is multiple pages. The Application/ permit (and all other private water system program forms) can be obtained from the local health department or printed from the Ohio Department of Health website.