



New Jersey Department of Environmental Protection Site Remediation Program

WELL SEARCH SPREADSHEET INSTRUCTIONS

General instructions

1. **Applicability.** The purpose of the Well Search Spreadsheet is to enable data management and documentation of human receptors via ground water that are discovered in the context of a Receptor Evaluation. The spreadsheet has been created to assist in completing a receptor evaluation in accordance with the Technical Requirements for Site Remediation, N.J.A.C. 7:26E-1.15. The Technical Requirements for Site Remediation and all applicable New Jersey Department of Environmental Protection (NJDEP) guidance or instruction should be used in concert with this form to ensure all appropriate technical data is collected and evaluated properly. Please read the Well Search E-Tools Instructions at <http://www.nj.gov/dep/srp/gis> to help find receptor wells.

2. **Timeframe.** The Technical Requirements for Site Remediation include requirements for the receptor evaluation process including the requirement for the person responsible for conducting the remediation to initiate a receptor evaluation upon discovery of a discharge contamination.

The Department has proposed regulatory amendments that would extend the regulatory timeframe for submission of the initial receptor evaluation for existing sites until March 1, 2011 or one year after the initiation of a remediation that occurs after March 1, 2010. The mandatory timeframe for submission of the initial receptor evaluation for existing sites would be extended until March 1, 2012 or two years after the initiation of a remediation that occurs after March 1, 2010.

For additional information regarding timeframes, see instructions for Receptor Evaluation Form at <http://www.nj.gov/dep/srp/srra/forms>.

3. **Initial versus Updates:** When a previously completed well search is being updated due to newly discovered contaminant migration, the well search spreadsheet should be used as an update for any newly discovered wells. For new well searches, any domestic, public or non-public community, commercial, irrigation, industrial, agricultural and livestock wells should be entered on the well search spreadsheet. Monitoring wells and other non-pumping wells that are not threatened receptors do not need to be included in the spreadsheet, but should be evaluated as part of the remedial investigation. In addition to submission of the initial Well Search Spreadsheet, as noted above, the Well Search Spreadsheet is required to be updated and submitted with each Remedial Investigation Report, Remedial Action Report and for Immediate Environmental Concern (IEC).

The NJDEP may update this spreadsheet periodically. Please ensure you are using the latest version of this spreadsheet. Download the latest version of this spreadsheet from the NJDEP Website:

<http://www.nj.gov/dep/srp/srra/forms>. If you are running a new well search report to submit an initial or updated spreadsheet, use the latest version of the spreadsheet. If you are only submitting a previously completed well search spreadsheet with a key document, you do not need to revise the spreadsheet to a new version.

4. **Biennial Certifications:** Receptor evaluation continues under Biennial Certification process. The Spreadsheet and Receptor Evaluation Form are required to be submitted until a Remedial Action Outcome/No Further Action is issued.

5. **Signatures.** There are no signature requirements for the Well Search Spreadsheet, but an electronic copy of it must accompany a Receptor Evaluation Form.

6. **Filing.** Follow all Receptor Evaluation Form filing requirements and concurrent with submission of the form you also email the Well Search Spreadsheet to srpgis_wrs@dep.state.nj.us.

Specific Instructions

Information is provided below on spreadsheet column headings and dropdown fields. Changing columns, headers or adding columns will cause submissions to fail. Read the Well Search E-Tools Instructions <http://www.nj.gov/dep/srp/gis> for procedures used to generate data for the spreadsheet.

CASE INFO TAB: All Case Info Tab fields are mandatory. Do not transfer this information to the Well Search Info Tab as it will cause submissions to fail.

SITE NAME: The name of the case as known to NJDEP for which the well search was completed.

SITE STREET ADDRESS: For the physical location of the site (not mailing address), provide the number and street name only.

SITE COUNTY (select): Select the county in which the site's physical address is located.

SITE MUNICIPALITY (select): Select the municipality in which the site's physical address is located

PROGRAM INTEREST (PI) ID #: This is a code with 5, 6 or 10 characters input into a text field that identifies a given site for the entire Site Remediation Program. It is not the case specific identifier such as an incident number [eg, 98-12-08-1534-57] or an ISRA case number [eg, E-9324]. If you do not know the PI for your site, find it at http://datamine2.state.nj.us/dep/DEP_OPRA.

SOURCE COORDINATE X: This is a State Plane Coordinate expressed in feet for the North American Datum 1983 System for the "point of ground water contamination" closest to the known or suspected source of that contamination. The "X" value, also known as the "easting" is a 6 digit integer between 193,624 and 659,481. This is not a Longitude or Latitude value. Please do not enter units (ft) in the field. Please read the Well Search E-Tools Instructions at <http://www.nj.gov/dep/srp/gis> to learn more about getting the correct value for this field.

SOURCE COORDINATE Y: This is a State Plane Coordinate expressed in feet for the North American Datum 1983 system for the "point of ground water contamination" closest to the known or suspected source of that contamination. The "Y" value, also known as "Northing" is a 5 to 6 digit integer between 35,035 and 919,467. This is not a Longitude or Latitude value. Please do not enter units (ft) in the field. Please read the Well Search E-Tools Instructions at <http://www.nj.gov/dep/srp/gis> to learn more about getting the correct value for this field.

GROUNDWATER FLOW DIRECTION: Values entered here must be from the dropdown list and not manually entered. Leaving the field blank indicates that you have no groundwater flow information. It is recognized that a single groundwater flow direction may not be available, but the NJDEP prefers that the "prevailing" ground water flow direction should be selected, based on professional judgment. When not possible, the variable flow selection is also available.

APPLICABLE WELL TYPES FOUND? (Yes/No): Where none of the well types specified in the rule were found in the search, the entry of a "No" into this field explains the lack of data in the Well Search Info tab. NJDEP will fail any submission which has no data in the Well Search Info tab but does not have a "No" answer in this field.

IS THIS SUBMISSION AN UPDATE? (Yes/No): This field is a check method for determining if the submission is an update of any submission, electronic or not. The date contained in the name of the spreadsheet file is another method for determining if the submission is an update. The spreadsheet will be considered an Initial Receptor Evaluation if this field contains a "No" answer.

AUTHOR: This is the name of the company which prepared the Receptor Evaluation. Only place the name of the company on this line. Please enter all this information into a single cell.

AUTHOR STREET ADDRESS: In a single cell input the following information with commas as follows: street number and street name, town, state, zip code.

LSRP LICENSE NUMBER OVERSEEING WORK: If an LSRP oversees work at this site, enter the license number only.

LSRP NAME OVERSEEING WORK: Include License number only for the LSRP overseeing work at site.

PROFESSIONAL WHO PREPARED SUBMISSION: Name of person who completed the spreadsheet.

EMAIL CONTACT: Email for the person who completed the spreadsheet.

PHONE CONTACT: Phone number for the person who completed the spreadsheet.

WELL SEARCH INFO TAB: The first 17 blank columns are meant to accommodate data from the XY Well Search Query (the Query) found at http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=WS+Well+Permits and as modified per the Well Search GIS Instructions. The user pastes entire Query return [minus "no" values from "Potentially Potable" column] and with X/Y values refined as described in Well Search E-tools into the blank columns. The field names for all the columns in the tab are discussed below.

1. Download Document: User does not input data to this field. The Query uses this field to return links if a permit image is available.
2. Permit Number: **Mandatory Field.** The Query will always return the NJDEP permit number. The user pastes entire Query return [minus "no" values from "Potentially Potable" column]. Read Well Search E-Tools Instructions at <http://www.nj.gov/dep/srp/gis> for clarification User should only key data to this field if the user finds a well not returned by the Query and the user has a permit number for that well. In such instances, a permit number should be entered exactly as shown on the permit, including dashes, or if no permit number is known, key in the word "Undocumented".
3. Well Use: **Mandatory Field.** The Query will always return a value for this field. User changes a value from the dropdown to this field only if user determines that the field value by NJDEP was in error, or if user finds a well not contained in the Query return table.
4. Potentially Potable: User does not input data to this field. The Query will always have a Yes or No value as a means to initially sort out remedial type wells from potable for the purpose of determining which are well types required by the rule.
5. Document: The Query is the primary source for X and Y coordinates, but for some wells the user may have 3 sets of increasingly accurate location data. The accuracy hierarchy from lower to higher is the Query, Water Allocation data, Public Community Well GIS (Safe Drinking Water) data. Accordingly, for any well returned by the Query for which the user does not refine the X and Y locations, the user should leave the Document field alone. If the user obtains Water Allocation or Safe Drinking Water GIS locations for a well within the "focused search area", they should input the higher accuracy X and Y locations and change Document field to indicate what type of record is being used. Also, if a well is found which was not reported by the Query and the user acquires a Well Permit or Well Record, the user should select the appropriate Document type from the dropdown.
6. Date (Permitted/drilled/sealed): Date was formerly in three fields has been combined into one column. The effective Start Date displays for permit rows. Drilling End Date is displayed for record rows and Sealed Date is displayed for decommissioning rows
7. Physical Address: The Query will often not populate this field. User should enter the Street Address for the location of the well if one is obtained.
8. County: **Mandatory Field.** The Query will always populate this field. User should only input a value if the NJDEP value is found to be incorrect or if user finds a well not contained in the Query return table.
9. Municipality: **Mandatory Field.** The Query will always populate this field. User should only input a value if the NJDEP value is found to be incorrect or if user finds a well not contained in the Query return table.
10. Block: **Mandatory Field.** The Query will often not populate this field. User should always input the newest tax block data into this field for the "focused search area"
11. Lot: **Mandatory Field.** The Query will often not populate this field. User should always input the newest tax lot data into this field (see <http://www.nj.gov/dep/srp/gis>).
12. Location Method: User must not input a value in this field. It is only for informational purposes for any data supplied by the Query.
13. Easting (X): **Mandatory Field.** The Query will always populate this field, but generally with a surrogate Atlas Grid value. User modifies the X and Y for any well in the "focused search area".
14. Northing (Y): **Mandatory Field.** The Query will always populate this field, but generally with a surrogate Atlas Grid value. User should read the Well Search E-Tools Instructions at <http://www.nj.gov/dep/srp/gis> to learn how to input a more accurate values into X and Y fields. User modifies the X and Y for any well in the "focused search area".
15. Distance (feet): The Query will only populate this field when a record has accurate Location Method (such as GPS). "Surrogate" locations [ie, Location Method = "Prop Loc – Hard Copy"] are not displayed User should **not** input a value in this field unless you modify the X and Y fields.
16. Depth (feet): The Query may populate this field. User should always try to input a value in this field if one can be acquired.
17. Capacity (gal/min): The Query may populate this field. User may input a value in this field if one can be acquired.
18. COORD_METHOD: **Mandatory Field.** This field is not returned by the Query. It is a dropdown and based on activities the user completes based on the Well Search E-Tools Instructions at <http://www.nj.gov/dep/srp/gis>.
19. TOP_OPEN_INT: Top of Open Interval is the number of feet from the ground surface to the top of the screen or top of the open bore hole. Found on Well Record. NJDEP understands that the User may not always be able to acquire this data. Leave field empty in such instances. Do not input units.

20. BOT_OPEN_INT: Bottom of Open Interval is the number of feet from the ground surface to the top of the screen or top of the open bore hole. Found on Well Record. NJDEP understands that the User may not always be able to acquire this data. Leave field empty in such instances. Do not input units.
21. STATIC_LEVEL: This field is not returned by the Query. This field is on the Well Record as measured in feet from ground surface. Do not input units.
22. STATUS: **Mandatory Field.** This field is not returned by the Query. It is a dropdown to record outcome of door to door survey activities. See <http://www.nj.gov/dep/srp/gis>.
23. WELL_SAMPLED?: If sampling was conducted at a well relative to the Receptor Evaluation, provide the date of sampling in this field. The format is MM/DD/YYYY. For any well not sampled, leave the field blank.

Submission of the Spreadsheet

After reading and completing actions detailed in the Well Search E-Tools Instructions at <http://www.nj.gov/dep/srp/gis>, complete the Well Search Spreadsheet and attach a paper copy of it via the Receptor Evaluation form or Biennial Certification Form as appropriate.

Submit the completed form as per instructions found at:

Receptor Evaluations: http://www.nj.gov/dep/srp/srra/forms/receptor_evaluation_report_ins.pdf

Biennial Certifications: http://www.nj.gov/dep/srp/srra/forms/rem_action_prot_cert_gw_ins.pdf

Also submit an electronic copy of the spreadsheet to srpgis_wrs@dep.state.nj.us as follows:

Email Subject Line provide only: The Program Interest number and the suffix "WRS" [which stands for Well Receptor Survey]. If the Program Interest number is 013164, your subject line should be 013164, WRS.

The body of the email must contain the basic information needed to identify the environmental company and LSRP overseeing work, the professional who should be contacted if a submission has technical GIS problems and site identification information. To standardize the delivery of this information, please copy the field names below. Paste these field names into your email without changes to their content or order. Key in information as needed after each field name.

Name of GIS author Company and mailing address:

Name and license number of any LSRP overseeing work:

Email for LSRP overseeing work:

Name of professional performing GIS work:

Email for Professional performing GIS work:

Phone Number for Professional performing GIS work:

Program Interest Number for Site:

Name of Site as known to NJDEP:

Physical address of Site:

Submission Type Suffix:

Attached spreadsheet should be named as only: Program Interest number of the site; The date of the submission; and "WRS" (designating Well Receptor Survey):

Example: Consultants Client Name: YXZ Inc
 DEP Program Interest No.: 013164
 Date of Submittal: May 13, 2010

The spreadsheet file name should be: 013164_051310WRS

If you revise this spreadsheet on May 25, 2010 the revised spreadsheet should be 013164_052510WRS