



## PROCEDURE FOR REQUESTING INACTIVE STATUS FOR WATER WELLS

### Procedure #: WWP-4

(9/19)

#### Narrative:

The purpose of this guidance is to outline requirements of the Kansas Department of Health and Environment (KDHE) when requesting to maintain water wells in an inactive status.

K.A.R. 28-30- 7(f) of Article 30 states in part, "Landowners may obtain the department's written approval to maintain wells in an inactive status rather than plugging if the landowner can present evidence to the department as to the condition of the well and as to the landowner's intentions to use the well in the future." The request will be reviewed by KDHE and the appropriate parties will be notified of KDHE's approval or denial of the request.

#### Procedure:

1. The request for inactive water well status must be submitted to KDHE by completion of Inactive Water Well Request Form (WWC-6) in accordance with this procedure and shall contain all information relevant to the request as required under K.A.R. 28-30-9 and showing compliance with K.A.R. 28-30-7(f) as outlined a. through g. below:
  - a. The well casing and annular space shall be have no defects that will permit the entrance of surface water or vertical movement of subsurface water into the well.
  - b. The water well is clearly marked and is not a safety hazard.
  - c. The top of the water well must be securely capped in a water tight manner and is adequately maintained in such a manner as to prevent easy entry by someone other than the owner.
  - d. The area surrounding the well shall be protected from any potential sources of contamination within a 50-foot radius.
  - e. If the pump, motor or both, have been removed for repair, replacement, etc., the water well shall be maintained to prevent injury to people and to prevent the entrance of any contaminant or foreign material.
  - f. The well shall not be used for the disposal or injection of trash, garbage, sewage, wastewater or stormwater.
  - g. The water well shall be easily accessible to routine maintenance and periodic inspection.
2. The water well record (WWC-5 form), if available, must be attached to the request.
3. Photographs of the well and a drawing or map must be attached to the request that show the location of the well and distances (in feet) to pertinent features in the vicinity including sources of possible contamination, roads, buildings, parking areas, property lines, etc.

The landowner shall notify KDHE of any change in the status of the well. It is the responsibility of the landowner to request from KDHE additional time after the initial period has expired. Failure to request additional time, submitted information is found to be false, or if the inactive well is found to be out of compliance with the criteria listed in 1. above, the well will be considered abandoned and shall be plugged by the landowner in accordance to Article 30. The decision to grant inactive well status will be based on information provided and will pertain to the well in the request.