

Revised 5/8/02

**690-240-0090**

**Monitoring Well Construction Notice Required (Start Card)**

(1) Each bonded monitoring well constructor licensed to operate in the State of Oregon and each landowner holding a landowner's permit shall provide notice as required in ORS 537.762 before commencing the construction, alteration, or abandonment of any monitoring well or conversion of any other hole, geotechnical hole, or water supply well to a monitoring well. The start card shall contain the following information:

- (a) Name and mailing address of the landowner;
- (b) Street address of the well;
- (c) The approximate location of the monitoring well; and
- (d) The proposed depth, diameter, and purpose or use if the well is new, altered, or converted.

(2) All start cards for new monitoring wells or conversion of other holes, geotechnical holes, or water supply wells by a licensed and bonded monitoring well constructor shall be submitted with a \$75 start card fee. A start card fee is not required to abandon a monitoring well. [*Landowners are exempt from this \$75 start card fee. However,*] OAR 690-240-0082 shall apply to landowners who construct, alter, convert, or abandon a monitoring well.

(3) Forms for making these reports and submitting fees shall be furnished by the Water Resources Department.

(4) Each start card shall be mailed, [*or*] **hand-delivered** during regular business hours **or transmitted by Department-approved electronic submittal** to the Water Resources Department in Salem no later than the day construction, conversion, alteration, or abandonment is commenced.

**(a) Start cards submitted electronically shall be submitted before commencing construction, alteration, conversion or abandonment of any water supply well.**

(5) In addition to the start card required under section (4) of this rule, the constructor shall provide a legible copy of the start card to the Oregon Water Resources Department (OWRD) region office within which the monitoring well is being constructed, altered, converted or abandoned **before commencing the construction, alteration, or abandonment of any monitoring well** [*no later than the day work begins*], using one of the following options:

- (a) By regular mail no later than three (3) calendar days (72 hours) prior to commencement of work; or
- (b) By hand delivery, during regular office hours, **before commencing the construction, alteration, conversion or abandonment of any monitoring well** [*no later than the day work is commenced*]; or
- (c) By facsimile transmission (FAX) **before commencing the construction, alteration, conversion or abandonment of any monitoring well** [*no later than the day work is commenced*]. If this method is used, a legible copy of the start card shall also be mailed or delivered to the appropriate OWRD region office no later than the day work is commenced.

**(d) Start cards submitted electronically under Section (4)(a) of this rule have satisfied the notification requirement to the OWRD region office.**

**\_\_\_\_\_ (6) If a start card has been filed under Section (4) and (5) of this rule and additional wells are required on the same or contiguous tax lot and for the same landowner, then start cards for the additional wells shall be filed no later than the day work begins.**

~~[(5)]~~ (7) The Director or region office may provide an alternate means of notification. If an alternative means of notification is used, the start card shall be mailed or delivered to the region office within one week of beginning work on the monitoring well. A monitoring well constructor whose license has been restricted by order shall provide notice as stipulated in the order.

~~[(6)]~~ (8) Once received by the Department, the start card shall be confidential for a period of one year after it is received or until the monitoring well report required by OAR 690-240-0095 is received, whichever is shorter.

~~[(7)]~~ (9) The start card may be used in an administrative enforcement action at any time, including the period of confidentiality. Once the start card is used for enforcement reasons, it is no longer confidential.

**NOTE:** Region office fax and telephone numbers are listed in Table 240-2. Water Resources Department Regional boundaries are shown in Figure 240-2.  
Stat. 536.090 & 537.505 - 537.795

Stats. Implemented: ORS 536.090 & 537.505 - 537.795

Hist.: WRD 14-1990, f. & cert. ef. 8-9-90; WRD 8-1993, f. 12-14-93, cert. ef. 1-1-94; WRD 2-1995, f. 5-17-95, cert. ef. 7-1-95; WRD 9-2001, f. & cert. ef. 11-15-01