

## Assigning and Verifying Wisconsin Unique Well Numbers

Assigning or verifying a Wisconsin Unique Well Number (WUWN) when you collect a water sample may seem unnecessary. However, in order to maintain an accurate inventory of Wisconsin's wells and to track the condition of the wells over time, it is an essential step and worth the effort.

### **What is a Wisconsin Unique Well Number?**

Since January 1, 1988, the Department of Natural Resources (DNR) and other state agencies have been assigning Wisconsin Unique Well Numbers (WUWNs) to private water supply wells. With assigned WUWNs, state agencies can provide well owners with water quality information over the life of an individual well. The WUWNs are assigned during sampling and inspection of the wells or automatically at the time of the construction when the well driller completes a Well Construction Report form.

### **Why are Unique Well Numbers needed?**

Unique Well Numbers provide a link to groundwater information. By knowing the well locations and matching the well numbers with groundwater samples and test results, we have a more complete picture of Wisconsin's groundwater - the water that we drink.

- State and local health agencies can accurately compare well test results with reported health problems to determine a link to groundwater contamination using current and historical well data.
- Agricultural and environmental agencies can track groundwater contamination from pesticides, fertilizers or other pollutants and take preventive measures when needed.
- Real estate agencies can show prospective buyers well test results to assure the water is safe to drink, if corrective measures must be taken, or if corrective measures are still effective.

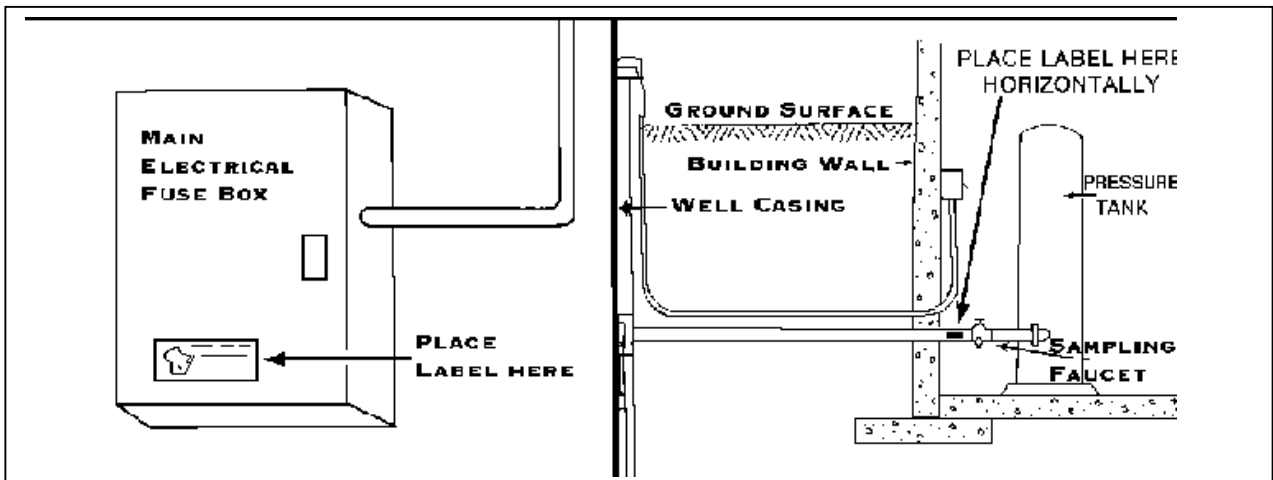
Historical well information and past research has limited value if it cannot be tied to current well information. Your extra effort to confirm or assign a unique well number will keep our well information current and provide a solid foundation for the future.

### **WISCONSIN UNIQUE WELL NUMBERS**

As was mentioned, WUWNs can be assigned by state and county agencies or well drillers. If the well owner consents, wells with WUWNs are labeled at the fuse box and sampling tap.

The DNR's Bureau of Drinking and Groundwater maintains a list of wells called the *consolidated well list*. This list contains information on:

- wells constructed before 1988 that have been inventoried and assigned a WUWN
- wells constructed after 1988 - this information is taken directly from the Well Construction Report forms
- wells that were assigned a WUWN as part of a groundwater sampling project



**Where Do I Find a WUWN?**



WUWNs are usually found on the fuse box (shown left) and sampling tap (shown below). The labels on the fuse boxes and sampling taps are one of three label types: the Printronix label, a hand-printed label and a preprinted label.

**Printronix Label:** For wells constructed on or after January 1, 1988, the assigned well number comes from the Well Construction report that the well driller sends to the DNR. The DNR then creates a computer generated *Printronix label* with the WUWN. The DNR send the generated label to the well owner who then decides if he/she wants to label the fuse box and sampling tap. Because this is a voluntary program, some wells with a WUWN are not labeled.

<p>Place on the main electrical fuse box.</p> <p><b>WISCONSIN UNIQUE WELL NO.</b></p> <p><b>DQ882</b></p> <p>Porter Drilling Construction Date: 05-18-92 Well Depth: 0158.00 feet Casing Depth: 0113.00 feet</p>	<p>Place close to the sampling faucet on the water pipe entering the building from the well.</p> <p><b>WISCONSIN UNIQUE WELL NO.</b></p> <p><b>DQ882</b></p> <p>Porter Drilling Construction Date: 05-18-92 Well Depth: 0158.00 feet Casing Depth: 0113.00 feet</p>
<p>Be sure the surfaces are clean and dry before applying labels. If the pipe is corroded or very wet, wrap the pipe with plastic tape and stick the label to the tape.</p> <p>Wisconsin Department of Natural Resources Form 3300-86 7-88</p> <p>Kevin Standish W224 S8817 Cherry St. Big Bend WI 53103</p>	<p><b>WELL LOCATION INFORMATION</b></p> <p>County of: Waukesha Village of: Big Bend W224 S8817 Cherry St NW 1/4 of NW 1/4 Sec 24 T 05N R19E</p>
<p><b>PLEASE ASSURE THAT THE CURRENT WELL OWNER RECEIVES THIS INFORMATION</b></p>	

**Hand-printed blank labels:** When no label has been affixed to a numbered well, but the WUWN was previously assigned, the number is written on the blank label using a waterproof marker. The well owner may have a copy of the Well Construction Report or other sample report forms that will list this number or you can check the consolidated well list. The hand-printed blank labels look just like the Printronix labels, except there is no pre-printed information on the labels.

**Preprinted labels:** These come in packs of ten labels and these labels resemble license plate stickers. They are used **ONLY** if no WUWN has ever been assigned.

	<p><b>WISCONSIN UNIQUE WELL NO.</b></p> <p><b>EG 817</b></p> <p>State of Wisconsin</p>	<p><b>EG817</b></p>	<p><b>EG817</b></p>
 <p>3300-83 2-88</p>	<p><b>WISCONSIN UNIQUE WELL NO.</b></p> <p><b>EG 817</b></p> <p>State of Wisconsin</p>	<p><b>EG817</b></p>	<p><b>EG817</b></p>

**SAMPLING SUPPLIES**

Before you collect water samples, you will have to assemble some tools of the trade. The first four items listed below are available from DNR's Bureau of Drinking Water and Groundwater at (608)267-7605 or (608)266-0153, 7:45 a.m. - 4:30 p.m. Leave a detailed message outside of work hours.

- **Consolidated Well Inventory Listing** - contact the DNR at least one day before you go to take the well water samples so you'll have the most recent list. The list can be routed or faxed to a DNR regional office near you (see map on inside back cover). The list contains the following information:

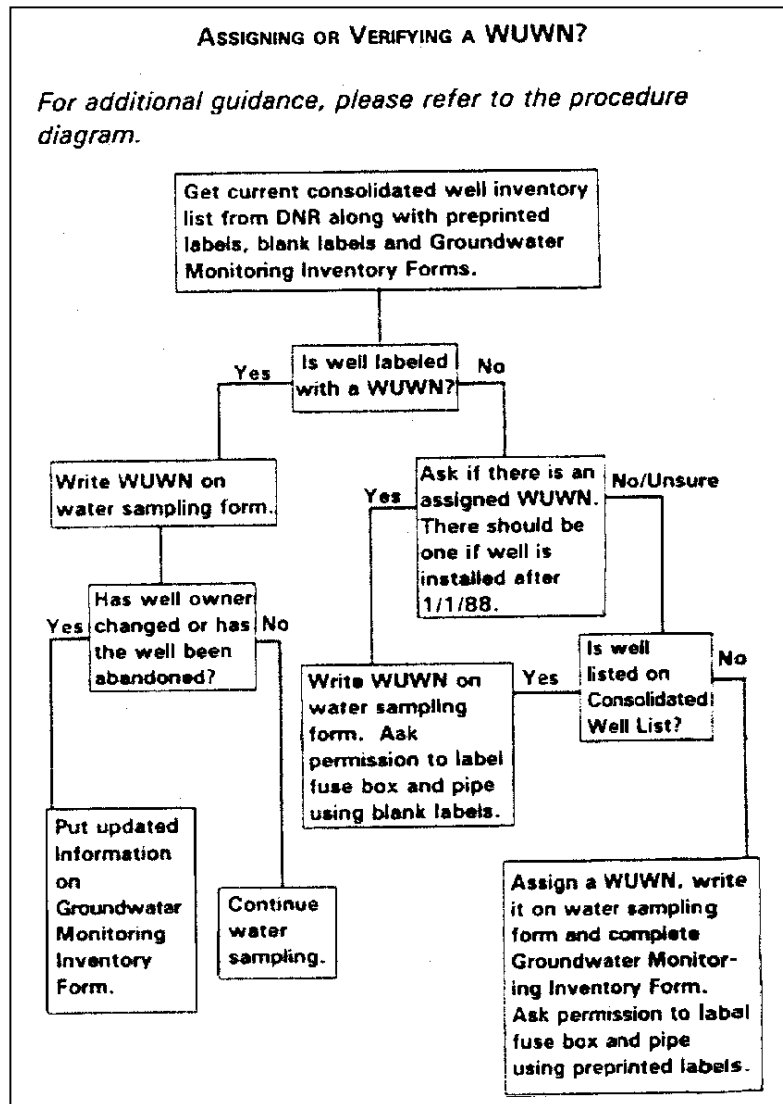
- Wisconsin Unique Well Number
- Contact name
- Contact address
- Well construction date
- Well depth
- Well location (county, township, range, section, quarter-section, quarter-quarter section)

- **Preprinted well labels** - allow five working days from ordering to mail delivery. You can also pick them up at DNR's Madison office, 101 S. Webster, second floor, Bureau of Drinking Water and Groundwater.

- **Blank well labels**- Again, allow five working days for mail delivery or pick them up at 101 S. Webster, second floor, Bureau of Drinking Water and Groundwater.

- **Groundwater Monitoring Inventory Form**- Form 3300-67 (Revised 8/95 or newer). DNR staff can mail these or you can pick them up.

- **Other supplies**- Lab slips, pens, sample bottles, water proof markers, duct tape, bucket, hose, field notebook, Plat Book (available from county offices.)



### **Well Is Labeled with a WUWN**

- Check the WUWN against the Consolidated Well List to verify the current well owner and address and well status.
- If there are changes such as the well owner, address, or well status, complete a Groundwater Monitoring Inventory Form (see example on page 11.) Return completed form to the DNR Bureau of Drinking Water and Groundwater, 101 S. Webster, P.O. Box 7921, Madison, WI 53707-7921 (unless you're specifically told to send them elsewhere.)

### **Well Is Not Labeled With a WUWN**

**Please do everything you can to determine if a WUWN exists.**

- Determine if the well has been assigned a WUWN. If possible, question the well owner.
- If a WUWN has been assigned, verify it against the consolidated well list.
- Record any needed changes on a Groundwater Monitoring Inventory Form.
- Ask the well owner if you may label the fuse box and sampling tap. If they give their permission, write the WUWN on a blank tag with a water proof marker and attach the label to the fuse box and to the water pipe entering the building. Wrap the pipe with duct tape to provide a dry surface for the label and affix the label to the duct tape.
- *If the well owner doesn't know if a WUWN has been assigned or is unavailable, determine the well location by county, township, range, section, quarter and quarter quarter.*
- Check the consolidated well inventory list to see if the well is listed there.
- *If you cannot find an existing WUWN, use one of the preprinted labels and affix the tag to the fuse box and to the pipe entering the building.*
- Complete a Groundwater Monitoring Inventory Form and send the completed form to the DNR Bureau of Drinking Water and Groundwater.

### **TAKING THE WATER SAMPLE**

- Follow the instructions that you received with the sample kit or reference the DNR publication *Groundwater Sampling Field Manual*
- Put the WUWN on the lab slips and on the bottle. If you are assigning preprinted labels, stick the smaller labels on the form and on the bottle. Otherwise, use a waterproof marker to write the WUWN on the bottle.
- Submit the lab sheet and filled sample bottle to the lab, not the DNR.

### **COMPLETING THE GROUNDWATER MONITORING INVENTORY FORM**

There are more complete instructions on the back of the form.

- Shaded Areas - You must complete all shaded areas on the Inventory Form. *Any other information you can provide is helpful and appreciated.*
- Wisconsin Unique Well Number - Write in the WUWN and indicate if it a new unique well number (mark 'add') or a change in information associated with the well.
- If you are with an agency other than the DNR, fill in your agency acronym.
- Town, range, section, quarter section information can be determined using a plat book or obtained from the owner's property tax forms

Submit completed form to: Department of Natural Resources, Bureau of Drinking Water and Groundwater, P.O. Box 7921, Madison, WI 53707-7921.

Department of Natural Resources

**GROUNDWATER MONITORING INVENTORY FORM**  
Form 3300-67 Rev. 8-95

Wisconsin Unique Well Number _____	<input type="checkbox"/> Add	<input type="checkbox"/> Change	
Inventory Completed By (Last Name, First, MI) _____	Date _____	With _____	<input type="checkbox"/> DNR
	m m / d d / y y y y		<input type="checkbox"/> _____

Facility Name \_\_\_\_\_ Facility ID # \_\_\_\_\_  
 Local Well ID \_\_\_\_\_  
 High Cap Well # \_\_\_\_\_

Primary Contact Name (Last, First, MI) _____	<input type="checkbox"/> Owner <input type="checkbox"/> Driller <input type="checkbox"/> Operator <input type="checkbox"/> Business <input type="checkbox"/> Occupant <input type="checkbox"/> Facility <input type="checkbox"/> Consultant <input type="checkbox"/> Sampler <input type="checkbox"/> Manager <input type="checkbox"/> Other <input type="checkbox"/> Contractor
Telephone Number ( ) _____	
Mailing Address _____	
City _____ State _____ Zip Code _____	
Other Contact Name (Last, First, MI) _____	

Other Contact Name (Last, First, MI) _____	<input type="checkbox"/> Owner <input type="checkbox"/> Driller <input type="checkbox"/> Operator <input type="checkbox"/> Business <input type="checkbox"/> Occupant <input type="checkbox"/> Facility <input type="checkbox"/> Consultant <input type="checkbox"/> Sampler <input type="checkbox"/> Manager <input type="checkbox"/> Other <input type="checkbox"/> Contractor
Telephone Number ( ) _____	
Mailing Address _____	
City _____ State _____ Zip Code _____	

<b>Well Location</b>			(X) 1/4 1/4 Sec. 
<input type="checkbox"/> Town <input type="checkbox"/> City <input type="checkbox"/> Village	Fire # (If avail.) _____	County _____	
Grid or Street Address or Road (If avail.) _____		Govt. Lot # _____	
Subdivision Name _____ Lot _____ Block _____		OR 1/4 of _____ 1/4 of Section _____	
Construction Type <input type="checkbox"/> Drilled <input type="checkbox"/> Dug <input type="checkbox"/> Driven Point <input type="checkbox"/> Spring <input type="checkbox"/> Jetted <input type="checkbox"/> Other		OR Latitude _____ Deg.    Min.    Sec. Longitude _____	
Land Surface Elevation _____ ft. MSL		Number of Wells on Property _____	

Construction Date _____	Well Use
Constructor _____	<input type="checkbox"/> Private Potable <input type="checkbox"/> Community-Municipal <input type="checkbox"/> Priv. Non-Potable <input type="checkbox"/> Community OTM <input type="checkbox"/> Monitoring Well <input type="checkbox"/> Non Transient Non-Com. <input type="checkbox"/> Transient Non-Com.

Source of Well Data		Well Status
<input type="checkbox"/> Well Report <input type="checkbox"/> Owner/Occupant <input type="checkbox"/> Other*		
Depth From Land Surface To:	Casing Diameter _____ in.	
Bedrock _____ ft.	Water Bearing Formation	
Well Bottom _____ ft.	<input type="checkbox"/> Unconsolidated <input type="checkbox"/> Sandstone <input type="checkbox"/> Limestone <input type="checkbox"/> Shale <input type="checkbox"/> Crystalline	
Static Water _____ ft.		<input type="checkbox"/> Active Use
Casing Bottom _____ ft.		<input type="checkbox"/> Inactive
Comments: eg. reason for inventory, samples taken, directions to property, details of well location on property, collected before or after water softener. _____		<input type="checkbox"/> Perm Filled

\*For "Other", enter a description in the comment area if needed.