



Welcome to Online WCR Well Construction Report Entry system!

BEFORE YOU BEGIN ENTERING WCRs

WAMS ID

You will need a WAMS ID to use this system. If you do Well Filling & Sealing Reports, use the same ID and password. If you do not have WAMS ID, go to this web page for instructions: <https://dnr.wi.gov/topic/switchboard/>

ELECTRONIC WUWNs

Request list of Wisconsin Unique Well Numbers (WUWNs) to be allocated to you from DNRWELLREPORT@wisconsin.gov

DO NOT use paper form's well numbers. Any unused paper forms should be returned to the Madison DNR office.

USING THE ONLINE WCR SYSTEM

TO GET TO THE SYSTEM

This link will get you to the Online WCR website:

<https://dnrx.wisconsin.gov/wellconstruction/>

Keep this link in a place where you can easily retrieve it – like a WEB favorite or bookmark. Enter your WAMS ID and password to get started.

HINTS AND NOTES FOR ENTERING DATA

- License numbers must be 4 digits. Use leading zero(s) as needed.
- When entering values less than one, use a zero in front of a decimal point.
Example $\frac{3}{4} = 0.75$
- You can Save Data for a report anytime and as often as you need.
- Certain fields **are required** for Save Data, shown below outlined in red. This much information allows you to print a [First Water Quality Test](#) lab slip before you have all construction details.

Role: DRILLER

Please fix the error and try again.

Review Status: Submitter WAMS ID:

Well Construction Report

WUWN: * WUWN is required.

Owner: Required Phone:

Address: Required

City: Required State: Required Zip: Required Well Notifications: Required

County: Required County Well Permit No: Well Completion Date:

- Latitude and longitude must be entered in DD.DDDD format (decimal degrees). Round up values to only 4 places to right of decimal.

Latitude: Longitude: Method:

- ** NEW**** We have added a “Service Category” spot for you to indicate what the well is going to be used for, by choosing from a drop-down list. Most common examples: Private, Potable – Non-Community – or Loop (heat pump drillholes). The first description is required, the secondary description may be blank. If you are not certain what applies, add notes in the Comments box at the bottom.

3. Service Type

Service Category:

services:

High capacity well

Borehole
Commercial
Drillhole
Industrial
Institutional
Irrigation
Miscellaneous
Monitoring
Nontransient
School
Test Well

- In Section 7 please select the most appropriate Material. You may add to the description.

7. Grout or Other Sealing Material

Method:

Kind of Sealing Material:




- In Section 13, for driller and rig operator ‘signatures’, use only individual’s number, not business. Include leading zeros to make it 4 characters. If rig operator is not registered, or is a licensed driller do not enter number, just initials. (The number entered at the beginning is often the business registration)

13.

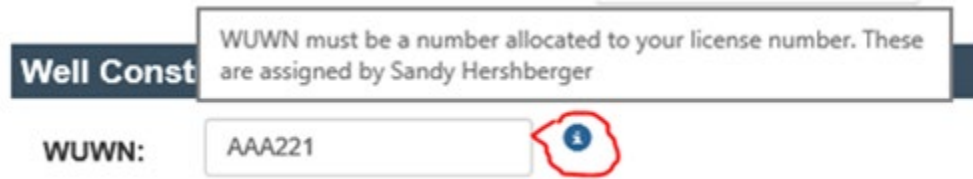
Contractor Initials: License#: Date:

Rig Operator Initials: Registration#: Date:

- These icons under the Action column of the records list are to:

-  Open the report to edit
-  Print Construction report
-  Print First Water Quality Test lab slip

- There are small information buttons next to various items on the entry form. Hover your mouse-pointer over these buttons and you will see additional information about that item. Here is an example:



- When each construction report is complete, press Save and Submit to submit your final report to DNR.
- You may get a message telling you to fix errors. Review the report and correct errors, then press Save and Submit again. If there are fields or 'errors' that you cannot reconcile, indicate that in Comments box near the bottom, check the 'Ignore all error and submit to DNR' box, then press Save and Submit again.

Role: DRILLER



Ignore all error and submit to DNR.

Please fix the error and try again.

Review Status:

INVALID UNSUBMIT

Submitter WAMS ID:

- Comments: Use this box to enter notes you used to write on the back of the paper form. Some comments have a specific place to be entered. For Variance or Exception Type, choose appropriate type from the drop-down list. For date, use Well Completion Date.

Comments: NOTE LATE SAMPLES OR REPORT SUBMITTAL REASONS BELOW UNDER EXCEPTION TYPE
USE THIS SPOT FOR ANY OTHER NOTES ABOUT THIS WELL.

Variance or Exception Type	Date	Reason	Grz
<ul style="list-style-type: none"> Depth Distance Landfill Other Pump Sample Submit Time WCR Submit Time Well Construction 	MM/DD/YYYY		
		Completed	Result

Thank you for using Online WCR!

Please share with us any questions or problems you may encounter. Also give us suggestions of how we can make Online WCR work more efficiently for you and others.

For questions, contact:

DNR Private Water Web Support -
DNRDGPrivateWaterWebSupport@wisconsin.gov