

**Environmental Management  
Department**

**Marie Woodin, Director**



**Divisions**  
Environmental Compliance  
Environmental Health

Date: February 26, 2014

To: Well Contractors  
Environmental Consultants  
Water Purveyors

**SUBJECT: SUBMITTAL OF WELL COMPLETION REPORTS**

This "Compliance Bulletin" has been issued to remind members of our regulated community that a "Well Completion Report" (DWR Form 188) must be submitted to the California Department of Water Resources and the Sacramento County Environmental Management Department within 60 days of the completion of the work specified below.

California Water Code Section 13751 states the following: "Every person who digs, bores, or drills a water well, cathodic protection well, groundwater monitoring well, or geothermal heat exchange well, abandons or destroys such a well, or deepens or re-perforates such a well, shall file with the department a report of completion of that well within 60 days from the date its construction, alteration, abandonment, or destruction is completed."

Sacramento County Code Section 6.28.110 states the following: "A copy of the "Well Completion Report" (Department of Water Resources Form 188) required by California Water Code Section 13751 shall be submitted by the applicant to the Enforcement Agency within sixty (60) days of construction, modification, repair, or destruction of any well."

Pursuant to Sacramento County Code, Section 6.28.120, failure to comply with this requirement subjects the applicant to a maximum penalty of ten thousand dollars (\$10,000.00) per well per day of violation. Development of a streamlined administrative enforcement process to assess administrative penalties and ensure compliance with State law and local ordinance is underway.

**PLEASE USE THIS OPPORTUNITY TO SUBMIT ANY DELINQUENT "WELL COMPLETION REPORTS" YOU ARE RESPONSIBLE FOR.** Reports may be completed electronically at ([http://www.water.ca.gov/pubs/groundwater/well completion report dwr 188 /dwr188 prd.pdf](http://www.water.ca.gov/pubs/groundwater/well%20completion%20report%20dwr%20188%20/dwr188%20prd.pdf)). You may also call DWR's North Central Region Office at (916) 376-9612 for information on how to obtain hard copies of this form to complete by hand. The DWR instruction pamphlet "How to Fill Out a Well Completion Report" is available at our Well Program website.

Please contact us at (916) 875-8400 if you have any questions.

\\COSP-F-SFS01\EMD-WORKGROUPS\DATA\FORMSARCHIVE\WP\WELLS\SUBMITTAL OF WELL COMPLETION REPORTS.DOCX