ONLINE NOTICE OF WATER WELL DECOMMMISSIOINING

WATER WELL SUBMITTAL SERVICE
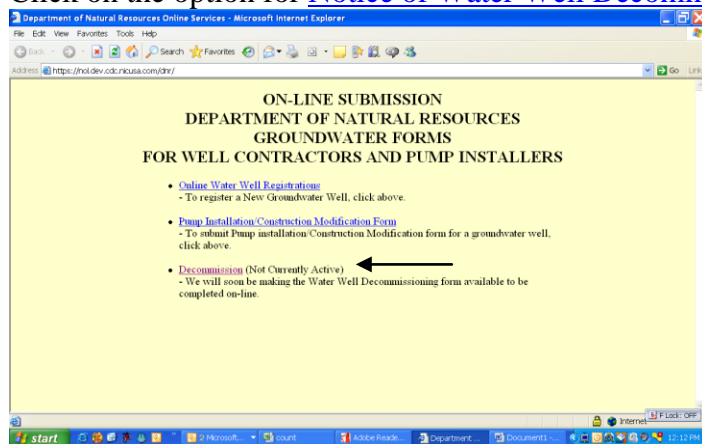
1. Access the Department of Natural Resources Groundwater home page on the web at http://dnr.nebraska.gov/gwr. Use option at the left of Wells Data Retrieval.

2. Scroll down to "Other on-line options:"

    To Register a New Ground Water Well, Click Here [For well contractors only]
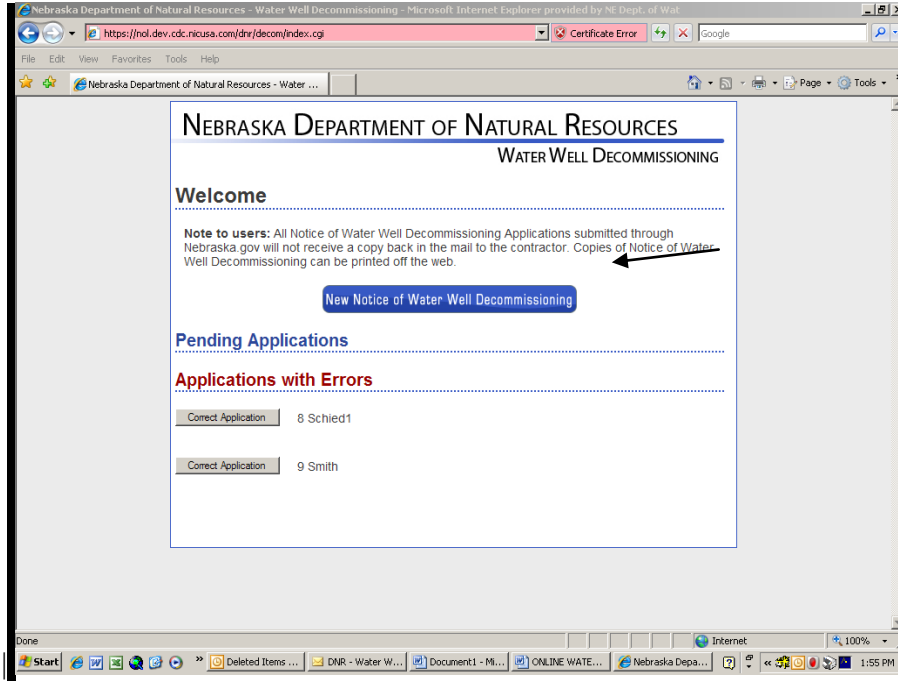
    To Submit Pump Install/Construction Modification, Click Here [For well contractors/pump installers only]

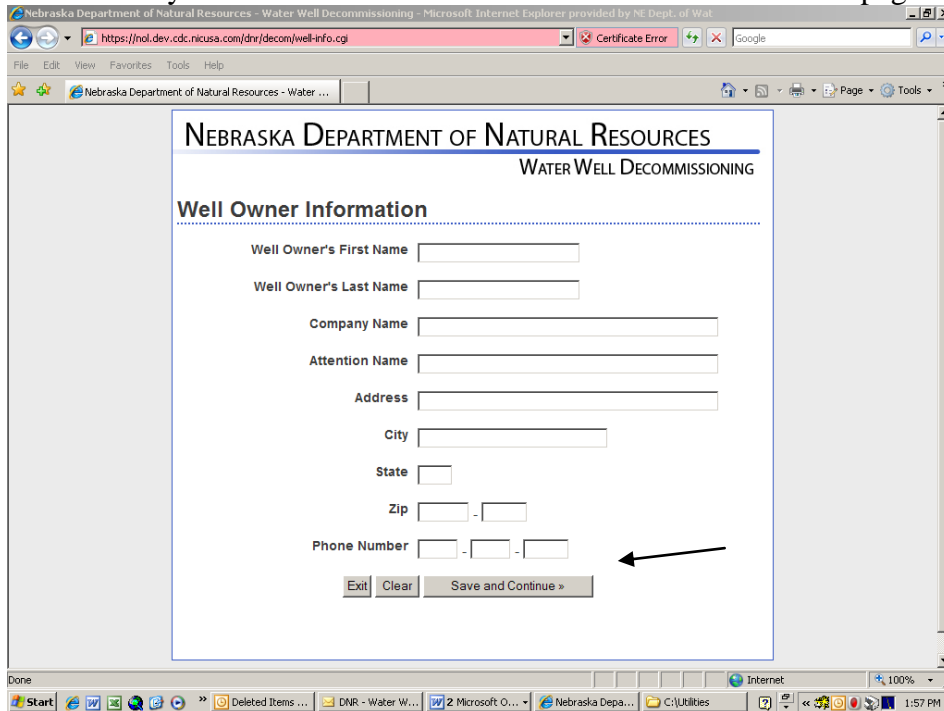   **To Register a New Ground Water Well, Click Here** [For well contractors only]

3. You may pick either option listed in number two, they all will lead you to the same location, we have just given you three options so that anyone who was familiar with the well registration process would not be confused about losing their link.

4. When you have clicked on one of the options you will be prompted to supply your user name and password that was supplied to you by Nebraska.gov after you submitted your Water Well Service Agreement. Once you have typed this in you can click on the box next to "Remember by password". This will allow your computer to remember your user name and password and you will not have to type it in each time.

5. You are then at a page with options for registering wells, submitting pump installation/construction modifications and decommissioning forms.

6. Click on the option for Notice of Water Well Decommissioning

7.   This will take you to the Nebraska.gov program used to submit the above form. To start a new application, click on the "New Notice of Water Well Decommissioning" located in the center.

8.   This will start a new form. You fill out the information as you would on the paper form. Then you click on Save and Continue at the bottom of each page.

9. The page will be checked for errors. It will pop up errors at the top and erase the information that is incorrect. You can then put in the correct information and save the page again. The page will not advance until there are no more errors that the computer is able to check.
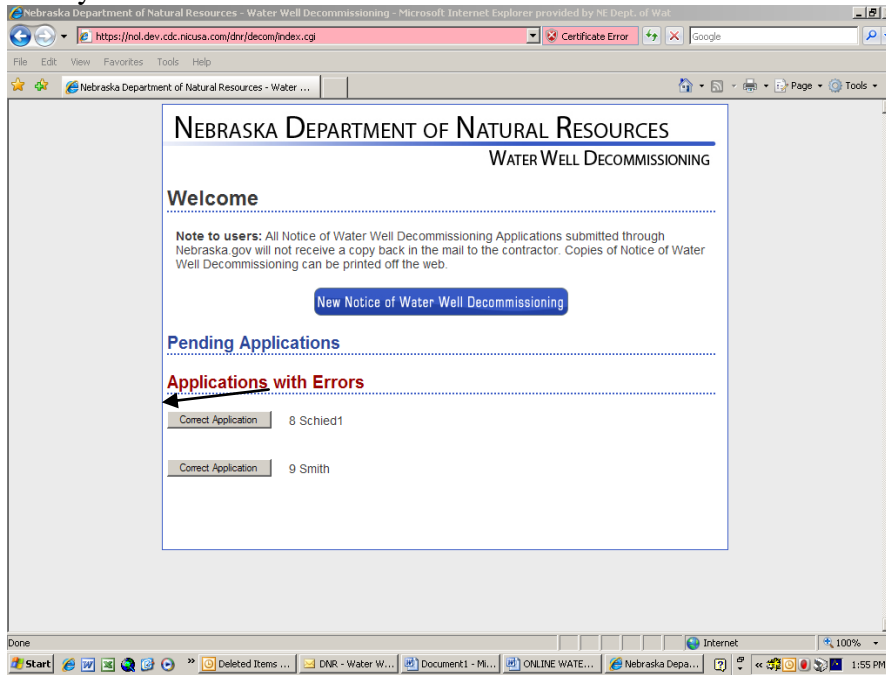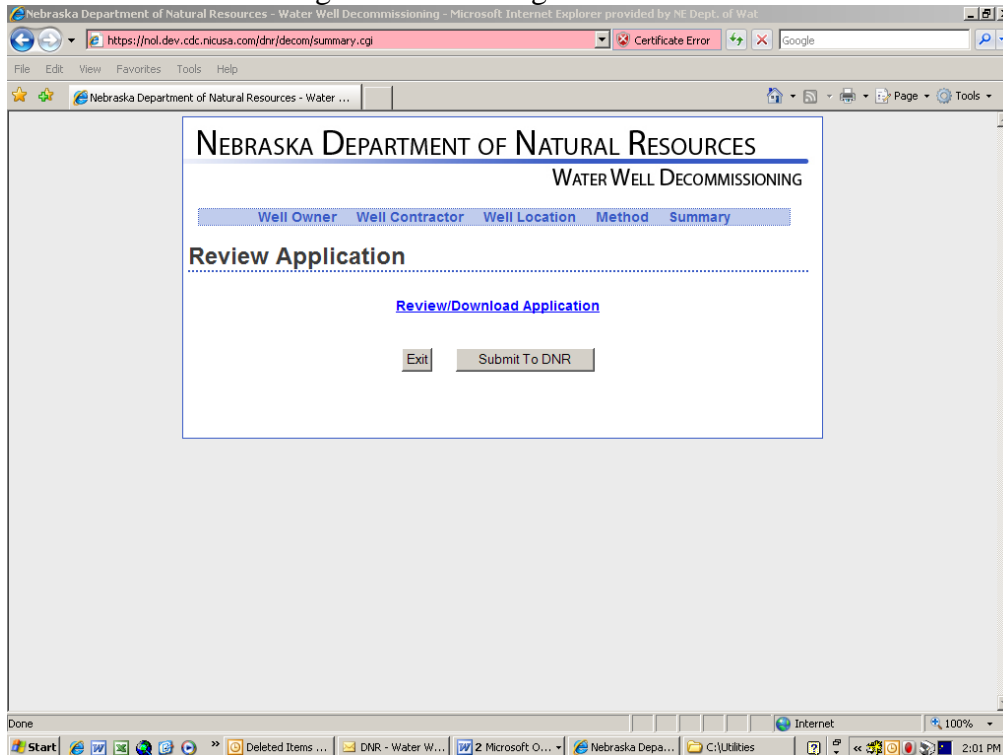

10. At any time during the form, if you do not want to complete it at this time you can "Exit" to return to the Main Page. This will put the application into the pending area to be used later. If you decide that you did not need that form, you can send an email to pam.bonebright@nebraska.gov with the application number and it will be deleted

from your files.

11. Once you have completed all sections you will be at the end of the form. You can either submit the form, Exit to Main Page or edit the form. To edit a section you would click on the name of the section. If you make changes, you must "Save and Continue" that section again for the changes to be saved.

12. Once you Submit this Application it will be sent to the Department of Natural Resources for review. If the application is accepted, a copy will be sent to the owner and the image will be made available on the web through the well registration number. If the application is rejected, you will receive an email explaining the reason and the application will be returned to you in the Application with Errors section of your starting page.

If you have any questions, please do not hesitate to contact Mike Thompson at (402)471-0587.