

Community Groundwater Level Monitoring

Water Level Data Sheet

(Use single sheet per well visit)

Well Name/Owner _____

Well Tag No. _____

Measuring Points (MP): Please update if the measuring point changes.

Month/ Day /Year	feet +/- land surface*	Description

* feet above (+) or below (-) land surface.

Measuring Point Sketch:

Water Levels:

Month	Day	Year	Time (24 hr.)	HOLD (Coaxial Tape)	CUT (Coaxial Tape)	Tape Missing (-)	Water Level Below MP (=)	MP Correction (+) or (-)	Water Level Below Land Surface (=)	Well Status*	Pump Idle Time	Measured By:

Water Level Comments: (Please note the date and any conditions that affected the water level measurements.)

* **Status:** **S** = Static, **R** = Rising, **P** = Pumping, **F** = Flowing, **D** = Falling

Water Level Data Sheet General Procedures & Explanations

Water Level Data Sheet General Procedures

- All wells with water-level measurements must be inventoried using the Well Information Sheet. Water levels for wells not having a corresponding Well Information Sheet will not be entered into OWRD databases. Fill out a corresponding Well Information Sheet for this well if one does not exist.
- Use one Water Level Data Sheet per well per visit
- Document at least 4 measurements at 1-minute minimum intervals to establish a static groundwater level measurement.
- If the groundwater level is not static, stay at the well long enough for a static groundwater level. If that wait is more than 1-hour or not possible, make 10 or more measurements at 1-minute minimum intervals to document the rate of groundwater level rise or fall per 5-minutes for the non-static measurements. If necessary, use additional sheets to document all the measurements. Document possible reason for rise or fall in the comment section.
- Send copies of each Water Level Data Sheet for each well to the designated coordinator at the designated times.
- Keep copies of each data sheet for your files.

Water Level Data Sheet Field Explanations

- **Well Name/Owner:** Copy from Well Information Sheet.
- **Well tag No.:** Well tag number on well as verified in field. Copy from Well Information Sheet.
- **Measuring Points:** The measuring point, or MP, is a referenced point on the well from which the water level measurement is made. This is commonly an access port in the well seal or an angled port pipe welded onto the side of the casing. **In all cases, the measuring point needs to be documented with a description and a sketch (or attached photos).** The sketch and/or photos should show the relation between the MP, the well seal, land surface and, other pertinent features. If a new measuring point is established, the description and sketch should indicate how it is related to the old MP (For example, MP #2 is top lip of steel nipple in ½ inch access port at 2.75 inches above MP #1).
- **MP Month/Day/Year:** Date measuring point was established (use mm/dd/yyyy format).
- **MP feet +/- land surface:** Distance in decimal feet to the nearest 1/100th foot from MP to land surface. By convention, an MP above land surface is positive (+); below land surface is negative (-).
- **Water Levels:** Fields for water-level measurements are designed to document measurement procedures and to help minimize math errors. Measurement data should be filled in from left to right on a row. Plus (+) signs should be used before numbers that are to be added; minus (-) signs should be used before numbers that are to be subtracted. By convention, water levels below land surface are designated as positive numbers (+); water levels above land surface are designated as negative (-) numbers.
- **Month/Day/Year:** Date of measurement (use mm/dd/yyyy format).
- **Time:** Time of measurement (hh:mm). 24 hour format (example 8:00am = 08:00; 2:00pm = 14:00).
- **Hold:** Hold is reported for coaxial e-tape or steel tape measurements.
- **Cut:** Cut is reported for e-tape or steel tape measurements to the nearest 1/100th foot. It is 0.00 ft. for flat e-tape measurements.
- **Tape Missing:** The amount of tape missing from your reel if you have an incomplete spool.
- **Water Level Below MP:** The calculated water level below measuring point to the nearest 1/100th foot.
- **MP corr:** Measuring point correction to the nearest 1/100th foot. If the measuring point is +2.14 feet above land surface, the MP correction is -2.14 feet.
- **Water Level Below Land Surface:** Water level below land surface datum to the nearest 1/100th foot (Water Level Below MP – MP Correction).
- **Well Status:** Status reflects the behavior of the water in the well at the time of the measurement (static, rising, falling), and it also reflects the status of the pump.
- **Measured by:** The name of the person who made the measurement (first and last name, not initials).
- **Comments:** Comments are encouraged to document any conditions that might affect water levels or their interpretation. For example, well not used for last 6 months; pumped heavily this morning; cascading water; nearby well (1000 ft away) pumping @ 250 gpm; well cycling on for 30 seconds every 15 minutes.