

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Water Well Program

625 Broadway, Albany, New York 12233-3508

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www.dec.ny.gov

Water Well Contractor Program Registration

Environmental Conservation Law (ECL) §15-1525 requires the registration of water well contractors and the submission of well drilling notices and completion reports to the New York State Department of Environmental Conservation (NYSDEC).

Registration

Water well businesses in NYS are required to register annually with NYSDEC by completing a registration form and paying a \$10 registration fee. At least one certified individual must be listed on the registration form. A registration form has been provided with this letter. Please complete this form and return it along with the \$10 registration fee to:

NYSDEC, Water Well Program
625 Broadway, 4th Floor
Albany, NY 12233-3508

After we receive and process your registration, a certificate of registration will be issued to you, along with an individual wallet-sized card for each certified individual and a vehicle registration sticker for each vehicle that sets up over a water well. The certificate will be valid for a period of up to one year, from April 1 through March 31 of the following year.

Certification

For drilling activities, an individual must be onsite who has passed two exams (General Drilling Exam and one additional drilling exam) to satisfy certification requirements. For pump installation and servicing activities within a well, an individual must be onsite who has passed two exams (Water Systems General Exam and one additional pump exam) to satisfy certification requirements. Individuals who engage in drilling AND pump installation or servicing must be certified for both. Registered businesses are responsible for ensuring that all water well drilling activities, including pump installation and servicing, are supervised by an exam certified individual. Certification exams are administered by the National Ground Water Association (NGWA) and are available to be taken at PSI testing locations across New York State. More information is available from PSI at candidate.psiexams.com or 855-579-4642.

Documentation

Currently, to determine compliance with these requirements, acceptable evidence of having passed the certification exams shall be:

- NGWA exam results issued to the responsible individual for both exams required for certification as a well driller and/or pump installer (as described above); or
- For individuals engaged in drilling, an NGWA certification card issued to the responsible individual with a Certified Well Driller (CWD) or Master Ground Water Contractor (MGWC) certification indicated; or
- For individuals engaged solely in non-drilling activities, an NGWA certification card issued to the responsible individual with a Certified Pump Installer (CPI) certification indicated.

The NGWA membership/expiration date need not be current.

Preliminary Notification

Prior to drilling any water well, you must file a Preliminary Notice with NYSDEC. This form can be completed online or downloaded from the Water Well Program website at www.dec.ny.gov/lands/5347.html. Paper copies of this form are available at no cost from our office.

Completion Reports

Upon completion of the drilling of any well, you must: 1) file a Water Well Completion Report with NYSDEC and 2) provide a copy of such completion report to the water well owner. Completion reports should be provided to NYSDEC and the well owner within 30 days of completion of water well construction. This form can be downloaded from the Water Well Program website at www.dec.ny.gov/lands/5347.html. Paper copies of this form are available at no cost from our office.

Standards for Water Wells

NYS Department of Health (DOH) regulatory standards have been established for water well: Location and Protection; Construction; Well Yield and Water Flow; Pump Installation, Repair and Maintenance; and Capping and Abandonment. These regulations, known as Public Health Law Appendix 5-B and 5-D, are available for review on the NYSDOH website at <https://www.health.ny.gov/environmental/water/drinking/>. Questions concerning these standards should be referred to your local health department programs.

Failure to meet these registration, certification, and reporting requirements can result in criminal fines and civil penalties, typically \$1,500 per violation, pursuant to Article 71 subsections 1115, 1127 and 1131.

If you have any questions or need additional information regarding the Water Well Program, please visit the program web site at <http://www.dec.ny.gov/lands/4997.html> or contact program staff at 1-877-472-2619.

New York State Water Well Contractor Program Annual Registration Form

Application is hereby made for Registration with the State of New York to drill or repair water wells in the State of New York only when supervised on-site by an individual who is exam certified in the respective water well activity, as set forth under Section 15-1525 of NYS Environmental Conservation Law.

***The applicant must complete every section of this form.
Incomplete applications will be returned to the applicant.***

Mail your completed & signed form and Annual Registration Fee (\$10 check or money order payable to NYS DEC) to:

**NYSDEC Water Well Program
625 Broadway, Albany, NY 12233-3508**

Check One:	<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal (Registration Number NYRD _____)
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Business or Company Information:	
Business / Company Name	
Address	
City, State, Zip	
Business Phone	
Mobile or Other Phone	
Fax	
Email Address	
<input type="checkbox"/> Federal Business ID - or -	<input type="checkbox"/> Social Security ID

Water Well Services Provided: Check all that apply. Drilling services must be conducted by an on-site Certified Well Driller. Pump services must be conducted by an on-site Certified Pump Installer. Other services must be conducted by an on-site Certified Well Driller or Pump Installer.		
Drilling Services:	Pump Services:	
<input type="checkbox"/> Residential	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Pump Installation
<input type="checkbox"/> Public	<input type="checkbox"/> Injection/Drainage	<input type="checkbox"/> Pump Service
<input type="checkbox"/> Commercial	<input type="checkbox"/> Irrigation	Other Services:
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Dewatering	<input type="checkbox"/> Disinfection
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Deepening	<input type="checkbox"/> Decommissioning
<input type="checkbox"/> Environmental Monitoring/Recovery	<input type="checkbox"/> Control Flowing Wells	<input type="checkbox"/> Hydrofracturing
		<input type="checkbox"/> Cleaning/Redevelopment

Number of Water Wells Drilled: Check total water wells drilled in New York State during the previous calendar year (January 1 through December 31). Do not include environmental monitoring wells or closed loop geothermal wells. If you do not install wells, check "Zero".					
<input type="checkbox"/> Zero	<input type="checkbox"/> 1-5	<input type="checkbox"/> 6-25	<input type="checkbox"/> 26-100	<input type="checkbox"/> 101-500	<input type="checkbox"/> 500+

Owners, Partners, Officers:	
Name	Title

Certified Individuals: At least one person must be certified for registration. **For sole proprietor/business owners, you must be certified and list yourself on this form.** If not previously submitted, provide proof of certification for each individual in the form of NGWA exam results or NGWA certification card.

Name	NGWA Constituent or Member ID #	Certified Well Driller	Certified Pump Installer
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Number of Vehicles Requiring a Sticker: Stickers are provided for well drilling vehicles. Support vehicles (e.g. pickup trucks, water trucks) do not require a sticker.

Vehicle Type	Number of Vehicles
Drill Rigs	
Pump Hoists	

Certification: I hereby certify that all of the information provided on this form, including information on the number of wells drilled, is true, accurate and complete to the best of my knowledge and belief. I am aware that knowingly making a false statement is punishable pursuant to section 210.45 of the New York State Penal Law.

If not signed by an individual on his or her own behalf, then this Certification must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person.

Name	
Authorized Signature	
Company	
Title	
Date	