Well Log System User's Guide

Log On

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www.co.oakland.mi.us/health

The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or disability.
State and Federal eligibility requirements apply for certain programs.

03.2005

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Chapter 1: Introduction

- System Requirements, page 2
- System Overview, page 3

This chapter introduces the **E-Health Well Log System** and provides an overview of its features.

The Well Log System is an Internet-based service that allows you, the well drilling contractor or pump installation contractor, to:

- Fill out and submit a Well Log online.
- Add pump information to a submitted Well Log.
- Print a Well Log that has been submitted and accepted by Oakland County Health Division (OCHD).

Also, once registered with the Well Log System, you can view **detailed views of land attributes**, such as contamination areas, land elevations, water bodies, and neighboring wells, using the high-tech Geographic Information System (GIS) Viewer.

⚠ Attention Homeowners

The Well Log System is currently available for only well drilling contractors and pump installation contractors. However, you may download the appropriate form from the Well Log System Home Page. *See "Navigating to the Well Log System", on page 6.*

System Overview

Once you successfully log in to the Well Log System, the Welcome page displays your name, along with a list of options (located at the left-hand side of the page).

		See

Chapter 2:
Getting Started

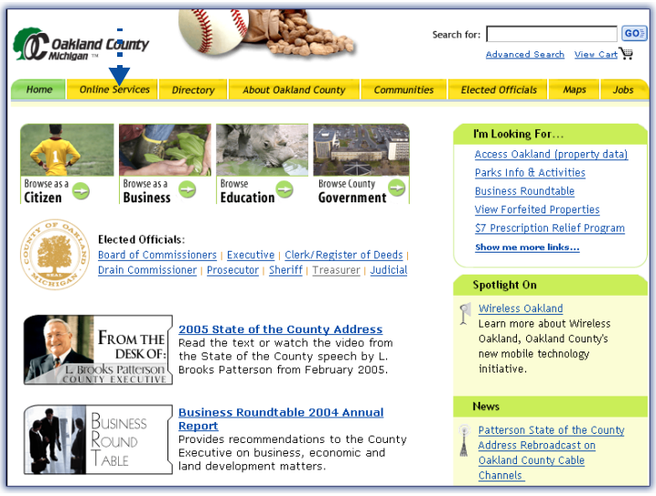
- Navigating to the Well Log System, page 6
- Creating a User Profile, page 8

This chapter provides instructions to help you get started with using the Well Log System.

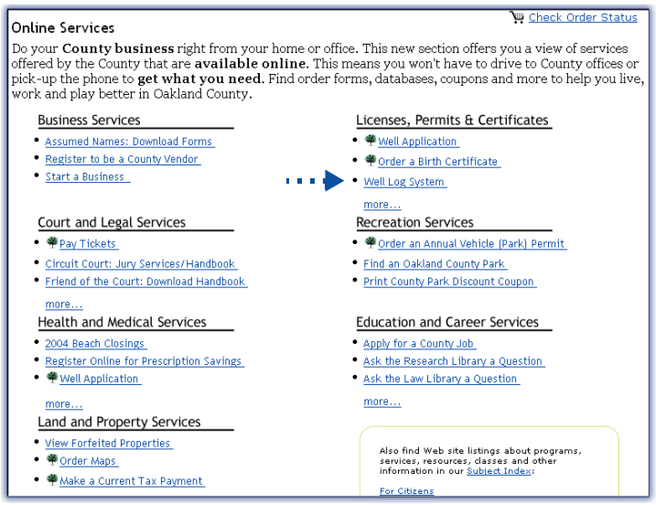
Navigating to the Well Log System

1 Type http://www.co.oakland.mi.us in your browser's address bar.

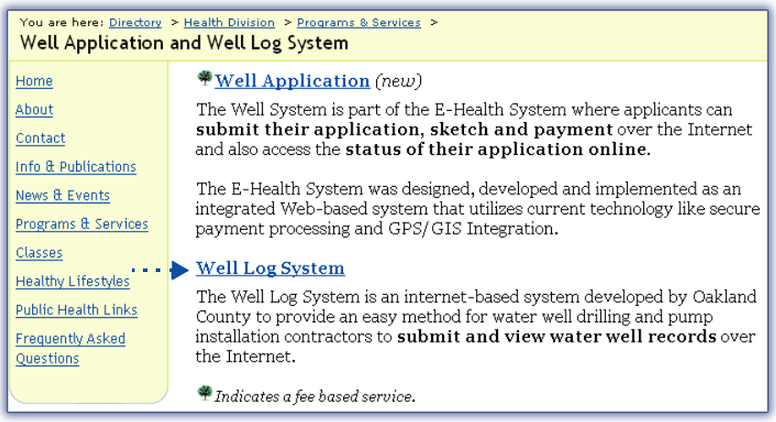
2 Click the **Online Services** tab.



3 Click on the Well Log System link.



4 Click on the **Well Log System** link.

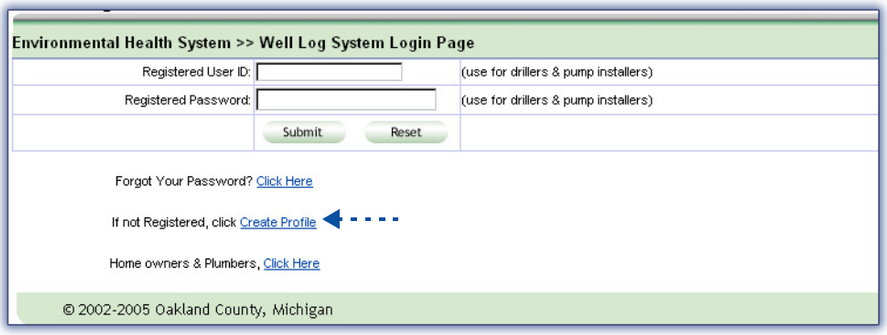


5 Proceed to the next page and follow the instructions for creating a User Profile.

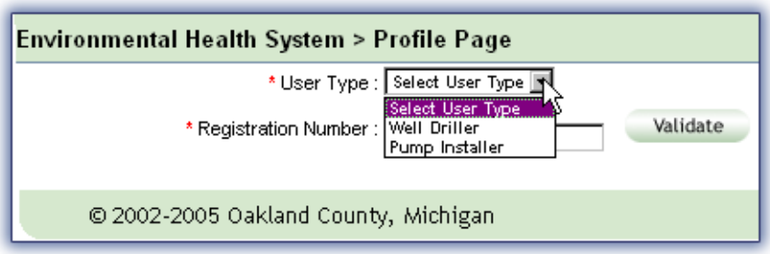
Creating a User Profile

When accessing the system for the first time, you will need to create a user profile. Once your profile is created, you will use your assigned User ID and password each time you access the system.

1 From the Well Log System Login Page, click **Create Profile**.



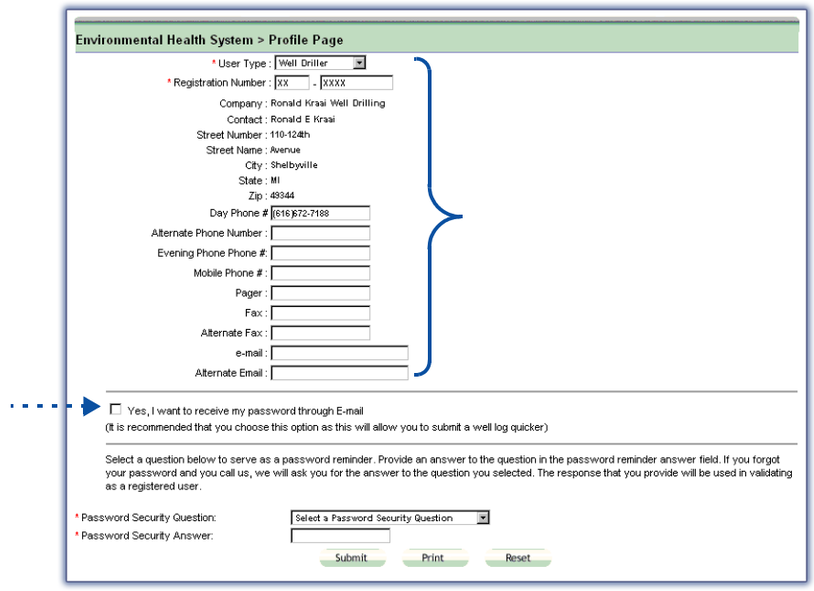
2 Select the User Type (Well Driller or Pump Installer).



3 Type your Registration Number and click the **Validate** button.

4 Once the Profile Page displays, type the information into the fields, as indicated.

5 If you want to receive your password via e-mail, click the checkbox (☑).



6 Select a password security question from the drop-down list.

Note: *In the event you lose or forget your password, you will be asked to answer this security question before a new password is created for you. Be sure to select a question that you will be able to correctly answer.*

7 Type the answer to the security question.

8 Click the **Submit** button.

Your password will be sent to you via e-mail within 24 hours [1].

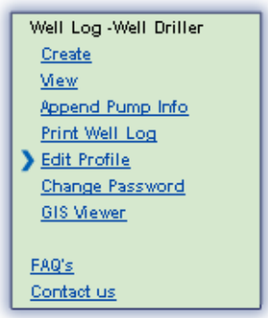
Note: *If you did not choose the email option, someone from OCHD will contact you at the phone number you provided in your profile.*

1 If the following day lands on a holiday or weekend, your password will be sent on the next business day.

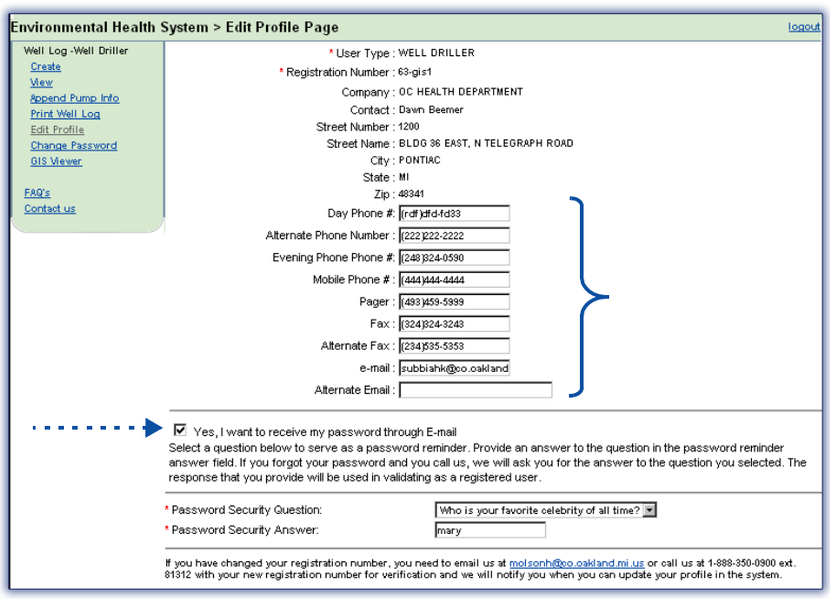
Editing Profile Information

After you have successfully created a profile, you have the option to go back and modify the registration information (phone number, address, etc.), as needed.

1 Click **Edit Profile**.



2 Fill in the fields for the information you want to change.

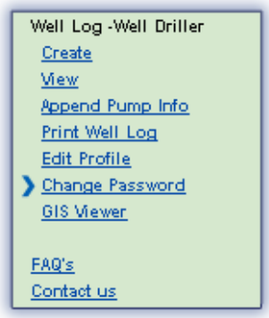


3 Click the **Submit** button.

Changing Your Password (Recommended)

As a security precaution, it is recommended that you change the password that was orginally set when your profile was created.

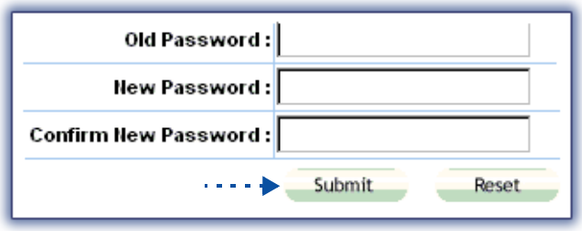
1 Click **Change Password**.



2 Type your old and new password, as indicated.

Note: *If you need to clear the fields and re-enter the passwords, simply click the **Reset** button.*

3 Once the password information is complete, click the **Submit** button.



Chapter 3:
Using the Well Log System

- Creating a New Well Log Record, page 14
- Adding Pump Information, page 17
- Viewing/Printing a Well Log, page 19
- Using the GIS Viewer, page 22

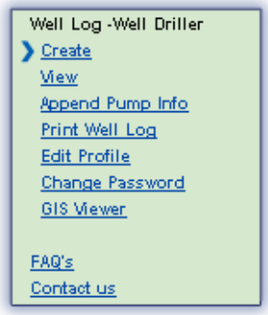
This chapter provides detailed instructions on using the Well Log System features.

Creating a New Well Log Record

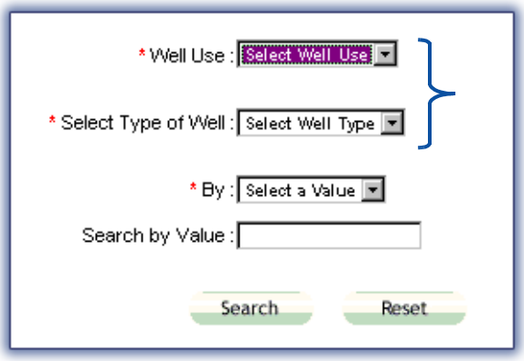
Follow the instructions below to fill out and submit a Well Log to Oakland County Health Division.

Access the well information.

1 Click on the **Create** link.



2 Click on the ▼ of each field and select the appropriate value.



3 In the **By** field, use the following guidelines to specify how the system should search for the well you wish to submit a log for:

If the well permit was applied for using the online Well Application system, choose one of the following options:

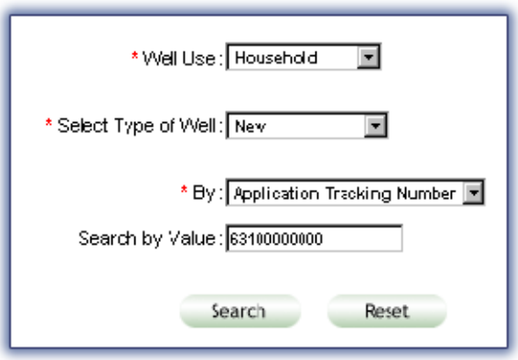
— **Application Tracking Number**: Generated when a well permit application is submitted through the online Well Application system.

— **Permit #**: ***Applies only to permits that were applied for online***.

If the well permit was not applied for online, or if you do not know the Application Tracking Number or Permit #, choose **None** and leave the next field blank; skip to Step 5.

4 In the **Search By Value** field, type the search value according to the value you selected in the **By:** field.

Example: The following sample screen shows search criteria entered for a New well that was applied for online:



5 Click the **Search** button.

Fill out the Well Log.

1 Once the page displays the Well Log, fill out each field, as indicated.

Note: *All fields with a red asterisk (*) must be filled in.*

2 Click the **Submit** button.

3 To report pump or dry hole information, click on the corresponding button at the top of the page (Pump Info or Dry Hole) and fill out the appropriate information.

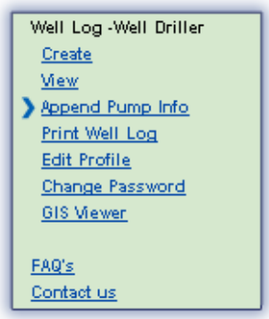
Note: *If the well you are reporting includes a newly installed pump, and you do not know the pump information at this time, you can go back later and report this information using the* **Append Pump Info** *option (see page 17 for instructions).*

Adding Pump Information

Follow the instructions below to add information about an installed pump to a Well Log that you have previously submitted.

Retrieve the Well Log.

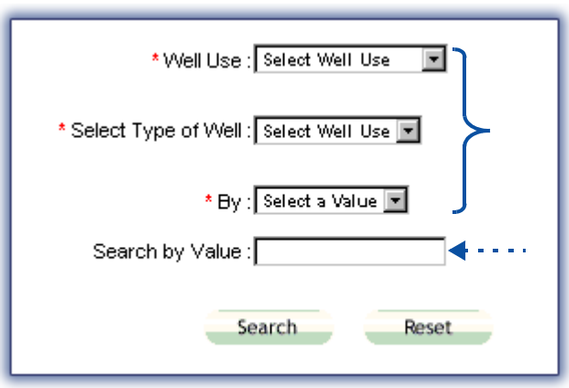
1 Click on the **Append Pump Info** link.



2 Click on the ▼ of each field and select the appropriate value.

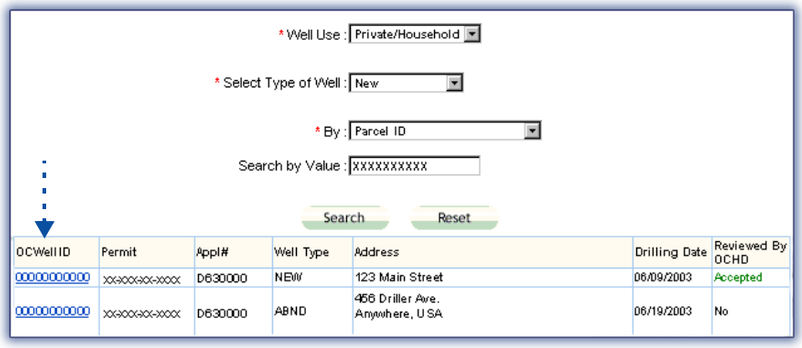
3 In the **Search By** field, type the search value according to the value you selected in the **By:** field.

Note: *Refer to page 15 information about the search options.*



4 Click the **Search** button.

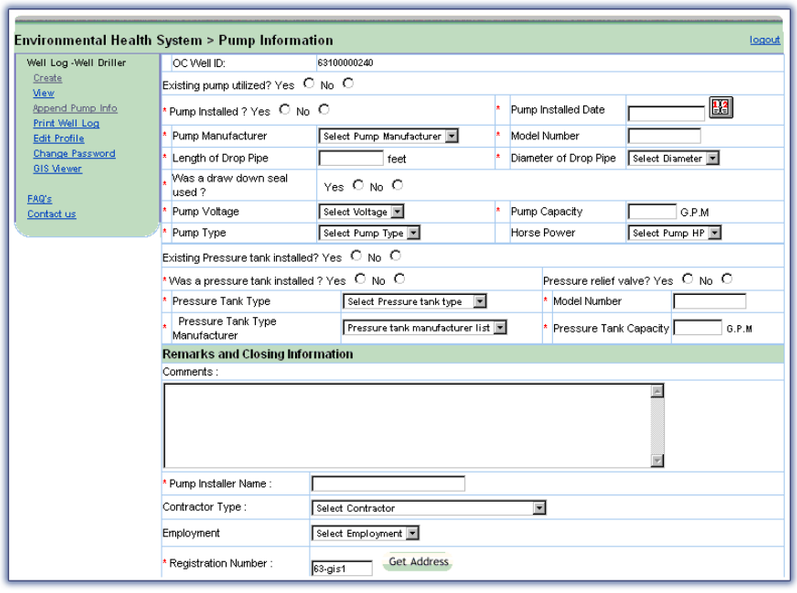
5 Once the page displays the search results, click on the appropriate **OC Well ID**.



Fill in the pump information.

1 Fill out each field, as indicated.

Note: *All fields with a red asterisk (*) must be filled in.*



2 Click the **Submit** button.

Viewing/Printing a Well Log

Follow the instructions below to view or print a specific Well Log that has been *received and accepted by OCHD.*

NOTE:

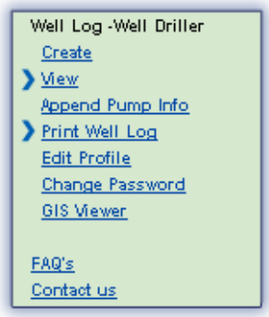
Before proceeding, be sure that your PC is installed with the Adobe® Reader® program. If this program is not currently installed on your PC, please visit www.adobe.com *and follow the instructions to download the program.*

Retrieve the submitted Well Log.

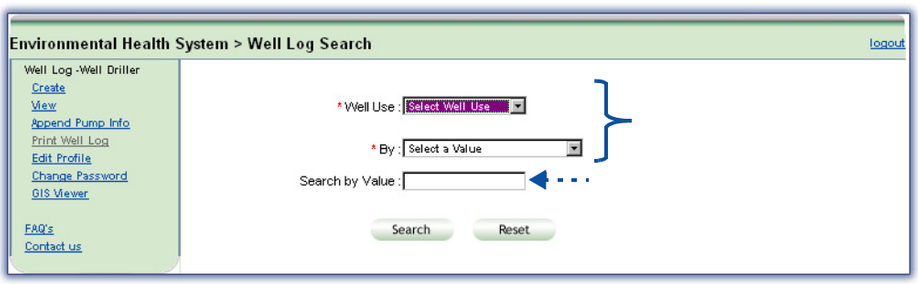
1 Click on one of the following links:

— View

— Print Well Log



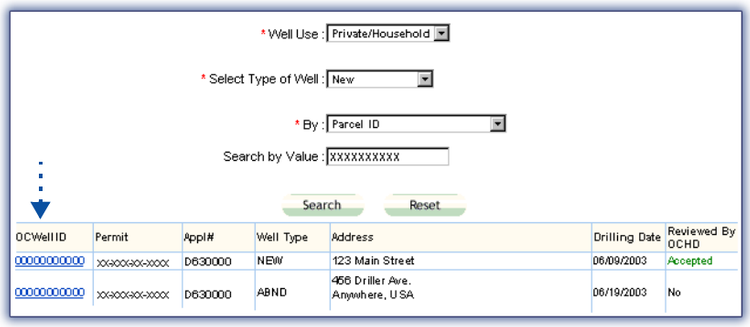
2 Click on the ▼ of each drop-down list and select the appropriate value.



3 Enter the search value according your selection in the **By** field, then click **Search.**

Note: *All fields with a red asterisk (*) must be filled in.*

4 Click on the appropriate **OC Well ID**.



Note: *If the well log has not yet been accepted by OCHD, a pop-up message will appear, indicating that the well log cannot be printed.*

*If you selected **Print**:*

— Once the Well Log opens in a new window, select **File > Print** or click on the Print icon.

Modifying a Rejected Well Log

If a submitted well log is rejected by OCHD for any reason, the **Known Well Installations** feature will allow you to make the necessary changes and re-submit the well log.

Using the GIS Viewer

The GIS Viewer provides electronic views of land attributes (such as contamination areas), land elevations, water bodies, and neighboring wells.

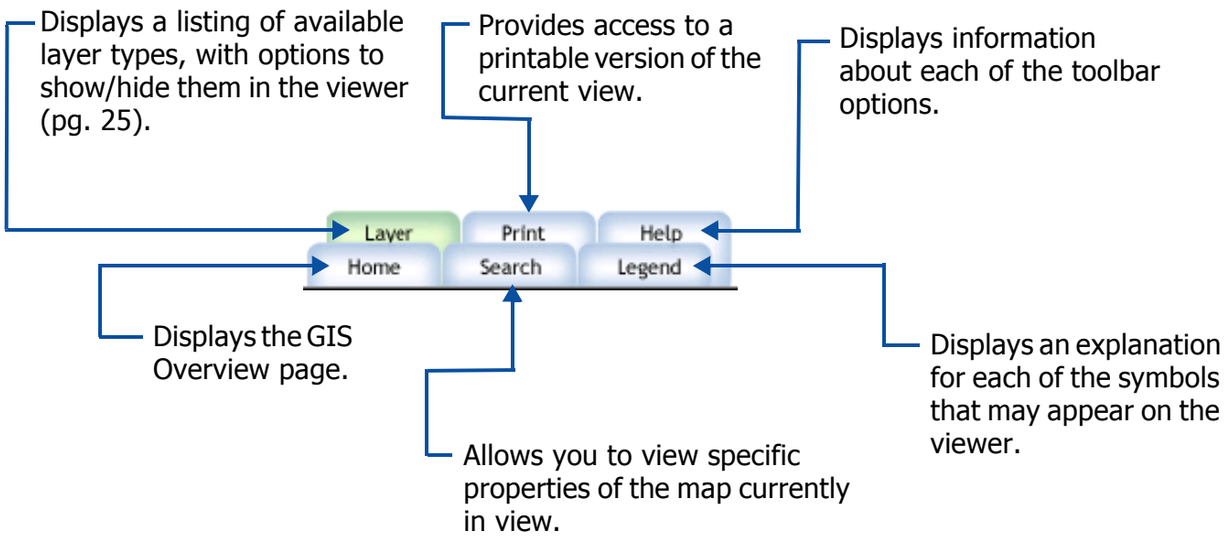


Figure 1 *GIS Viewer navigation tabs*

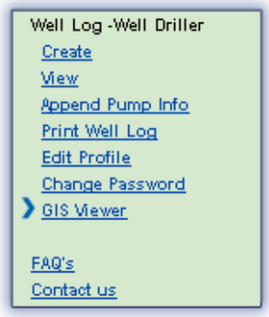
Follow the instructions on the following pages to access and use the GIS Viewer.

NOTE:

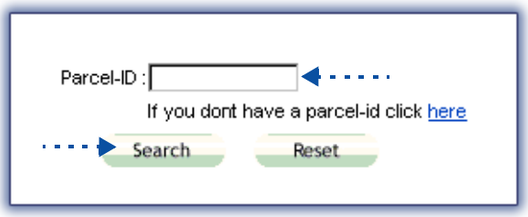
This section provides basic instructions on using the GIS Viewer. In-depth training can be arranged at OCHD, or at your place of business. Please contact OCHD at (248) 858-1312 for details.

Access the GIS Viewer page.

1 Click the GIS Viewer link.



2 If you know the Parcel ID, type the appropriate value, then click **Search**. Skip to page 25.

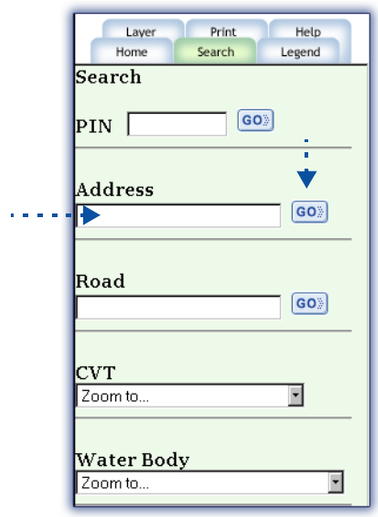


If you do not know the Parcel ID, proceed to the next page.

— Click the here link.

— On the GIS Viewer page, click the **Search** tab.

— Type the property's street address (house number, street name) in the Address box, and click **Go**.



Note: *Do not use periods or any other punctuation when typing the address. For example,* ***Correct****: "123 N Main St"* ***Not Correct****: "123 N. Main St."*

If the system was able to locate the property, the property's land information appears in the Viewer.

— Proceed to the next page for instructions on selecting layers to view.

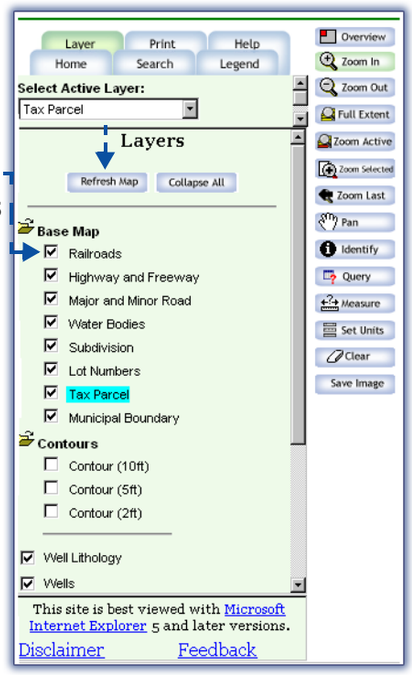
Select the land layers to view.

1 Select the layers you want to be **Visible**:

- Visible—(☑)
- Not Visible—(☐)

Visible

A ☑ next to a layer indicates that the layer is currently visible in the viewer.



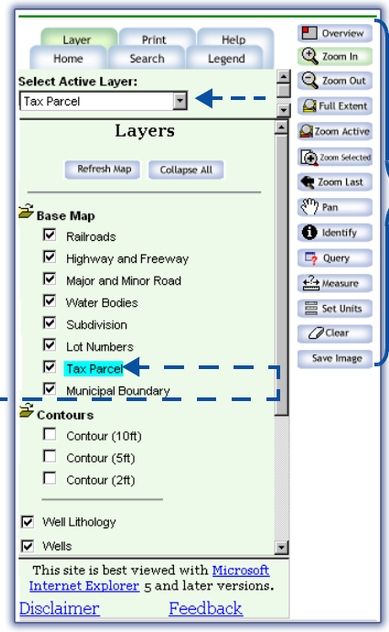
2 Click the **Refresh Map** button.

3 Proceed to the next page for instructions on setting the Active layer.

Set the Active layer.

Note: *Only <u>one</u> layer can be active at a time.*

1 Click the ▼ of the drop-down list and select the layer you want to be **Active.**

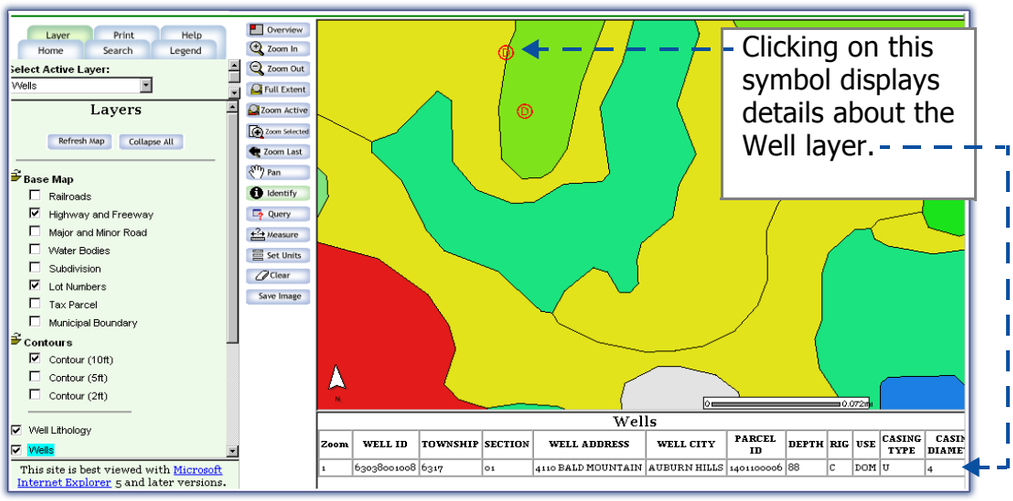


You can use the toolbar buttons to view details of the active layer's properties.

Click the **Help** tab for more information.

Active

A colored block displays around the name of the layer that is currently active.

2 To see detailed views of the Active layer, use the toolbar buttons.

Example: The following illustration shows the Well layer set to **Active**, and the **Identify** tool selected: