Welcome to Online Well Construction Reporting

MyWisconsin ID is needed for login. This is the same login used for Well Fill & Seal reporting.

To sign up: https://dnr.wi.gov/topic/switchboard/
WCR Link: *https://apps.dnr.wi.gov/wcr/*
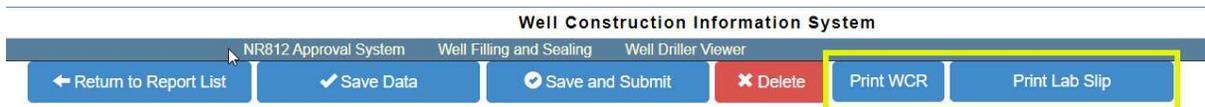WAR Link: https://apps.dnr.wi.gov/wars/

Tips for completing reports

- License numbers must be 4 digits. Use leading zero(s) as needed.
- When entering values less than one, use a zero in front of a decimal point. *Example: ¾ = 0.75*
- Coordinates must be in decimal degrees (DD.DDDDDDD). Round to only 7 decimal places.

Action Buttons (report list screen):

Open Entry Screen   Opens printable WCR (PDF file)

Print First Water Quality Test lab slip

The required fields for saving a WCR are denoted by a red asterisk.

After saving, use "Print Lab Slip" to get a First Water Quality Test slip.
Use "Print WCR" to create a printable copy of your WCR.

It is recommended to save often to avoid losing work.

Completing the Demographic Section

Click "Generate WUWN" to assign a WUWN.

Well Construction Report

WUWN: * [   ] ⓘ   [Generate WUWN]

Enter the property owner's name (Last, First), mailing address, and phone number.

Type or copy/paste the Well Notification from your receipt into the report.
    A Well Notification is not required in all situations.

If well has been completed at the time of entry, enter the completion date into the report.

Type the license number into the License# field and click the "Search" button.
        The system will auto-fill the driller information based on licensing records.

The remaining fields in the Demographics section are only required when applicable to the well being reported.

Date Received fields will be automatically filled by system when report is submitted to DNR.

HiCap Number: [ ]	Common Well No: [ ]	Common Name: [ ]
Public Facility ID: [ ]	Approval No: ⓘ [ ]	Approval Date: [MM/DD/YYYY]
Date Received 1: [MM/DD/YYYY]	Date Received 2: [MM/DD/YYYY]	Date Received 3: [MM/DD/YYYY]

Completing Well Location (Section 1)

1. Well Location

| County: * [▾] | County Well Permit No: [   ] ⓘ |
| City/Village/Town: [▾] of [▾] |
Fire No: [ ]	Well Address: [ ]
Subdiv: [ ]	Lot #: [ ]	Block #: [ ]
Gov Lot#: [ ] Latitude: [DD.DDDDDDD] ⓘ	Longitude: [DD.DDDDDDD] ⓘ
Method: [▾] ⓘ
QQ Sect: [▾] Q Sect: [▾] Section: [   ] Township: [   ] Range: [   ] [▾]

Select the County from the drop down.
        If located within a delegated county, complete the County Well Permit No field.

Select the appropriate options from the City/Village/Town drop downs.
        An initial save of the report can be done after entry of the City/Village/Town field.

Complete the Fire No, Well Address, Subdivision, Lot #, Block #, and Gov Lot # fields with as much information as you have.

Enter the Latitude and Longitude to the 7th decimal place and select the method of collection from the Method drop down.

Enter the PLSS information into the corresponding fields.
        If an error occurs, use the Well Driller Viewer to verify your County, Coordinates, and PLSS match.

Completing Well Type and Service Type (Section 2 and 3)

Select the appropriate well type (New, Reconstruction, or Replacement) from the drop down.

> *Be sure to enter the reason for any Replacement or Reconstructions.*
> *If the previous WUWN is known, complete this field.*

Select the most appropriate Service Category from the drop down.

Enter the number of service connections and what the well serves.

If the well is a High Capacity well or is located on a High Capacity property, check the appropriate box(es).

For Heat Exchange projects, enter the number of drillholes in the indicated field.

Completing Well Location and Surroundings (Section 4)

List all nearby potential contamination sources on the report.

Click the plus sign to add a line for each potential contamination source on the property.

Select the source from the Category drop down.

> *"Required" will appear in red text below the Type drop down when additional information is needed.*

Enter the distance and any additional information in the indicated fields.

> *Use the Qual field to indicate greater than (>) when appropriate.*

Completing Drillhole Dimensions and Construction Method (Section 5)

Click the plus sign to add a line for each portion of the drillhole.

Enter the diameter(s) and depth(s) for the drillhole.

Select the drilling method for the Upper Enlarged Drillhole and Lower Open Bedrock when appropriate.

If a temporary casing was used, enter the diameter and depth.
Check the Removed box to indicate the casing was removed.
If the casing was not removed, add explanation in Explain field.

Completing Casing, Liner, Screen (Section 6)

Click the plus sign to add a line for each diameter of casing or liner installed.

Enter the inner casing diameter, material, weight, specification, manufacturer, method of assembly and depths for all casings or liners installed.

Enter the inner diameter, screen type, screen material, and depths for the screen.

Completing Grout or Other Sealing Material (Section 7)

Enter the placement method by typing or selecting from the drop down.

Click the plus sign to add a line for each grout material used.

Enter the grout material by typing or selecting from the drop down.

Enter the depths, amount, and units.

Completing Geology (Section 8)

Click the plus sign to add lines for each of the geologies encountered during drilling.

Select the appropriate geology descriptors from the drop downs in columns 1 through 4 to describe the geology encountered.

  Column 3 is required for each line of geology.
  Columns 1, 2, and 4 are optional and should be used to further describe the geology.

Completing Static Water Level, Pump Test, and Well Is (Sections 9, 10, 11)

9. Static Water Level		10. Pump Test		11. Well Is	
Level (ft):		Level (ft):		Level (in):	
Above/Below Ground:		Pumping Amount:		Above/Below Ground:	
Specific Capacity:	CALCULATED	Units(gpm if blank):	⌄	☐ Developed	
		Hours:		☐ Disinfected	
		Method:	⌄	☐ Capped	

Enter the Static Water level and indicate above/below ground.

Enter the pump test information. Select the units and method of test pumping from the drop downs.

Enter the casing height in inches and indicate above/below ground.

Check boxes to indicate completion of well development, disinfection, and capping.

Completion of Filling and Sealing (Section 12)

12. Filling and Sealing		
☐ Notified Owner of need to fill & seal	Explanation:	ONLY REQUIRED IF THE WELL IS REPLACEMENT WELL – EXPLAIN IF NO
☐ Filled & Sealed well(s) as needed	Explanation:	ONLY REQUIRED IF THE WELL IS REPLACEMENT WELL – EXPLAIN IF NO

Required section for all replacement wells.

Check the boxes to indicate if the steps were taken.
        If a step was not taken, an explanation is required.

Completing Additional Information (Section 13)

13. Additional Information					
Contractor Initials:		License#:		Date:	MM/DD/YYYY
Rig Operator Initials:		Registration#:		Date:	MM/DD/YYYY

Enter initials and 4-digit individual license number(s) for the Rig Operator and Licensed Well Driller. **This is considered their signatures.**

If Rig Operator is not registered or is a licensed well driller, do not enter a license number.

Use the Comments field to enter any additional information about the well.
        Examples: problematic drilling, grouting issues, hole collapse, etc.

Comments:

To record a variance, click the plus sign above Variance ID.

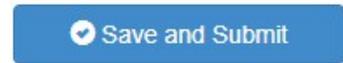| Variance ID ⓘ	Variance or Exception Type	Date	Reason	Delete
	⌄	MM/DD/YYY		❌

Enter the Variance ID and the reason.

To record Hydrofracturing, click the plus sign above Rehab Type.

Rehab Type	Completed	Result	Delete
⌄	MM/DD/YYY	KEY YIELD BEFORE =	❌

Select Hydrofracture from the drop down, enter the date, and well yield before.

Click "Save and Submit" to send your WCR to DNR for review.

✓ Save and Submit

Your report may be flagged with errors. You should correct errors in fields for information known to you. For errors you are unable to correct, check "Ignore all error and submit to DNR" and click "Save and Submit" again.

☐ Ignore all error and submit to DNR.
Please fix the error and try again.

Contact us

For technical assistance:	DNRDGPrivateWaterWebSupport@wisconsin.gov
For assistance completing reports:	DNRWELLREPORT@wisconsin.gov