

**M E M O R A N D U M**

**DATE:** October 21, 2021

**TO:** Well Contractor (Full), Elevator Boring Contractor, Environmental Well Contractor, Explorer Company, Limited Bored Geothermal Heat Exchanger Contractor, Limited Dewatering Contractor, and Limited Well Sealing Contractor

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**SUBJECT:** Submittal of Well Records and/or Reports

This correspondence pertains to all license types except the Limited Pump, Pitless, and Screen Contractor as they do not submit well records and/or reports to the Minnesota Department of Health (MDH).

Company license renewal just got easier! Starting this year, the license renewal packet you receive will no longer include a list of the company's missing well and boring construction and/or sealing records, and/or water-quality reports. This will expedite the processing of the *Company License Renewal Application*.

Licensed well companies will still be accountable for submittal of records and reports in accordance with statute and rule requirements. The accounting of missing records and/or reports will no longer be a part of the license renewal process. The enforcement program will follow up with licensed companies that are delinquent in submitting required records and reports per statute requirements.

## **Statute and Rule Requirements**

The following statutes and rule outline the requirement to the submittal of well and boring records and/or reports.

### **Well and Boring Construction Records and Well and Boring Sealing Records**

Minnesota Statutes, section 103I.205, subdivision 9. **Report of work.** *Within 60 days after completion or sealing of a well or boring, the person doing the work must submit a verified report to the commissioner containing the information specified by rules adopted under this chapter.*

(Over)

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### **Exploratory Boring Sealing Report**

Minnesota Statutes, section 103I.601, subdivision 9. **Sealing report.** (a) **By 30 days after permanent or temporary sealing of an exploratory boring, the explorer must submit a report to the commissioner of health and natural resources.**

### **Water-Quality Reports**

Minnesota Rules, part 4725.5650, item C. *The sample must be analyzed for total coliform bacteria, arsenic, and nitrate-nitrogen. The person constructing the well must assure that the property owner and the commissioner receive a legible, reproducible copy of the analysis results within 30 days of analysis. The copy of analysis results sent to the commissioner must include the unique well number, the property owner's name and address, and the dates of sample collection and analysis.*

### **License Renewal Process Change for Record and/or Report Submittal**

On the *Company License Renewal Application*, the company will be asked to check the appropriate box indicating whether records and/or reports have been submitted to MDH. By checking the box, you are attesting the statement is correct. See example below that will appear on the *Company License Renewal Application*.

**Record and/or Report Submittal** (Check applicable box.)

- Company has previously submitted all completed records and/or reports to MDH.
- Company has enclosed any previously unsubmitted records and/or reports to MDH with this application. Any remaining records and/or reports are for projects that have yet to be completed and will be submitted upon their completion.

### **Questions**

If you have any question related to the submittal of missing records and/or reports, please contact Nancy La Plante, Enforcement Coordinator at [nancyjo.laplante@state.mn.us](mailto:nancyjo.laplante@state.mn.us) or 651-201-3651.

RH:MJ:kad

cc: Nancy La Plante, MDH  
Delegated Well Programs  
Well Management Section Staff