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# Frequently Asked Questions – Well Online Form Submittal

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Missouri Geological Survey fact sheet  
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## **Registering and Logging in to the Well Online Forms Submittal System**

### **What is the link to the Well Online Forms Submittal System?**

[dnr.mo.gov/mowells/](http://dnr.mo.gov/mowells/)

### **Why is a confirmation number necessary?**

The email address you register with will be associated with your permit number. If your email address changes, you will need your four digit confirmation number to change your email in the system. Please write this down and keep for further reference.

### **Why does the access code change?**

The access code will change every 90 days, and it will be emailed to you every time you log in to the system. The code length is cumbersome, but standard for this type of application used by the state of Missouri. We recommend copying the code from the email message and pasting the access code into the system.

### **Why can't I use this for nested wells, water wells, heat pumps or variances?**

At this point, the online submittal system is only capable of validating the construction and plugging parameters for most types of monitoring wells. In the future, we hope to extend the system to include other types of wells.

## **Application Issues**

### **What should I use for the well number when I am abandoning multiple soil borings at a single site?**

Please indicate the range of the soil boring IDs you drilled/abandoned. For example, by entering "SB 1-10," you are reporting the completion and plugging of 10 soil borings.

### **What are all of the options at the bottom of the surface completion screen?**

The questions reflect the rules that are presently in effect. All monitoring wells are required to have a watertight cap on the riser pipe. Above ground completions must have a weep hole and a locking cap. The rules require flush mounts have a "tamper resistant watertight lid."

### **When should I enter information in the bentonite and annular seal sections?**

In most cases, you should enter the type of grout seal you used as the annular seal. The only time you should enter information in the bentonite seal section is when you used non-slurry bentonite to keep the slurry grout in the annular seal from penetrating the primary filter pack.

Please note that either a bentonite seal or secondary filter pack is required when using a slurry to grout the annulus.

**Why do I get the “Check length values” error, and what does it mean?**

This error often occurs after entering information on the annular seal page. The application is checking to see if the *filter pack + grout seal + depth of surface completion* are equal to the total depth of the hole. You may have forgotten to subtract the depth the surface completion was placed in the hole.

Nothing in this document may be used to implement any enforcement action or levy any penalty unless promulgated by rule under chapter 536 or authorized by statute.

**For more information:**

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