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# **WATER WELL INSPECTION REFERENCE GUIDE**

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To be used as a reference guide for water well inspections  
AUGUST 2026

Louisiana Department of Conservation and Energy

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## **Access to Submit Inspections and Review Inspections**

### Granting Access to the Water Well Inspection Application

- Maintained in SONRIS Access Administration
- Job Name = Water Well Inspector
  - Responsible for creating inspection reports and submitting inspection reports
- Job Name = Water Well Reviewer
  - Review and approve or reject inspection reports that contain:
    - Unregistered wells, or wells associates with a Compliance Order or Complaint
    - Non-compliant, cannot verify, or not applicable responses
    - Revised coordinates

## **Completing Inspection Reports**

For employees with Water Well Inspector Job in SONRIS Access Administration

### Inspection Type

- Initial – First inspection (excludes Compliance Orders and Complaints).
- Re-inspection – Subsequent inspection (excludes Compliance Orders and Complaints).
- Compliance Order – Resulting from a Compliance Order. Note: The Compliance Order number is required in the report.
- Complaint – Resulting from a formal Complaint. Note: The complaint number is required in the report.
- Final Inspection – Verification of plug & abandonment, destroyed, etc. Note: Include the Compliance Order or Complaint number, if applicable.
- Unregistered – Wells without an associated registration number.
- Could Not Inspect Well – Well is not accessible. Note: A detailed justification must be entered in the remarks.

### Parish Code & Well No.

- Registered water wells - Select the Parish and type the Local Well No. If Parish is incorrect, denote correct information in remarks.
- Unregistered water wells – Select only the parish code.

### Casing Size

- Registered water wells - If casing size is incorrect, denote correct information in the remarks.
- Unregistered water wells – Provide the diameter of the surface casing size.

### Well Use/Type

- Registered water wells - If well use/type is incorrect, denote correct information in remarks.
- Unregistered water wells - Select the appropriate option.

### Owner Name

- Registered water wells - If owner name is incorrect, denote correct information in remarks.
- Unregistered water wells - Complete the Owner's Name field or if owner is not known then type "Unknown".

### Latitude/Longitude

Verify wellhead coordinates. Update fields if any changes exist. Note: Decimals are allowed in the seconds field.

## S/T/R, Elevation, & Quad No

If location and elevation data is incorrect, denote correct information in remarks.

## Compliance Order No./Complaint ID

Enter No./ID if well is being inspected due to an Order issued/Complaint filed.

## Well Construction & Well Location

- Select appropriate responses for each item
- Refer to the below Construction Requirements

## Remarks

- Provide an explanation of all non-compliant, cannot verify, or not applicable items.
- Correct information for the owner, well use/type, section, township, range, elevation, quad number
- Opinions, conversations, owner concerns, etc. should be emailed separately to the Orders Division in the Office of Enforcement

## Attachments

- Refer to the below Water Well Inspection Photo Reference Guide
- A minimum of two attachments is required. At least one attachment should be designated as a photo.
- Additional photos should be provided to clearly show any non-compliance.
- For Non-Compliant wells, provide a stepped-back photo of the entire well and photos depicting the compliance violation(s).
- For distance violations, provide a photograph showing the measured distance from the violation to the well. If a well cannot be inspected provide photo explaining the obstruction (i.e. locked gate).

## Rejected Inspections

If an inspection report is returned, the details required to complete the inspection report will be displayed:

- On the My Unsubmitted Inspections tab, and
- After clicking Edit for the rejected inspection, at the top of the inspection report page.

## System-Approved Inspections

- Inspection reports for water wells that are registered and compliant and do not contain changes to the coordinates are auto approved and uploaded to the database.
- To view system approved and reviewer approved inspection reports, click on Water Well Inspections in the top right blue bar (Fig. 1).

LOUISIANA DEPARTMENT OF CONSERVATION AND ENERGY

SONRIS > Water Well Inspections

Water Well Inspections Help/FAQ P00296706

Water Well Inspection Listing

Q Go Actions

| Parish Num | Local Well Num | Parish Name | Owner Name       | Inspection Date | Approval Date | Inspection Report                                |
|------------|----------------|-------------|------------------|-----------------|---------------|--------------------------------------------------|
| 039        | 1290           | EVANGELINE  | ZYDECO SOLAR LLC | 8/28/2026       | 8/28/2026     | <a href="#">_ENVM0100_203_20260828123336.pdf</a> |
| 079        | 1638           | RAPIDES     | CLECO POWER      | 8/28/2026       | 8/28/2026     | <a href="#">_ENVM0100_202_20260828123336.pdf</a> |
| 019        | 16658Z         | CALCASIEU   | JERRY SUIRE      | 8/27/2026       | 8/27/2026     | <a href="#">_ENVM0100_200_20260827154041.pdf</a> |
| 023        | 7446Z          | CAMERON     | PAUL BROUSSARD   | 8/23/2026       | 8/24/2026     | <a href="#">_ENVM0100_181_20260824111944.pdf</a> |
| 025        | 5579Z          | CATAHOULA   | ERIC BENOIT      | 8/23/2026       | 8/24/2026     | <a href="#">_ENVM0100_180_20260824105206.pdf</a> |

Figure 1: Outlines the Water Well Inspection button to view approved inspection reports

## Reviewing Submitted Water Well Inspections

For employees with Water Well Reviewer Job in SONRIS Access Administration

### Unregistered Water Wells

#### Office of Permitting and Compliance (OPC)

- Review "Unregistered" inspection types only to confirm the water well is not registered and/or assign the Local Well Num.
  - Since the inspection form omits the owner's mailing address, enter N/A for both the mailing address and city in Maintain Water Well Owners on the registration screen.
- Once the Local Well Num is confirmed/assigned, click the blue + to add it to the inspection report (Fig. 2), then click Close at the bottom of the form (Fig 3).

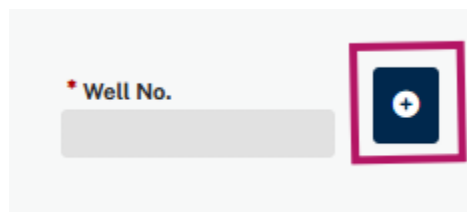


Figure 2: Outlines the blue + located on the Reviewer page of the inspector report

Inspected Submitted By: JESSICA STOWE

Inspection Date: 7/30/2026

District Code:

Close

Approve Reject

Figure 3: Outlines the Close button on the Reviewer page at the bottom of the inspector report

SONRIS Water Well Inspections Help/FAQ P00294024

My Unsubmitted Inspections My Inspections Pending Review **Review Water Well Inspections**

Q Go Actions

Inspection Type = 'Unregistered' X

| Review | Owners Name     | Inspection Date | Parish Num | Local Well Num | Inspection Type | Attachments |
|--------|-----------------|-----------------|------------|----------------|-----------------|-------------|
|        | JESSICA BICKHAM | 7/30/2026       | 023        | 7471Z          | Unregistered    | 2           |
|        | Jessica Stowe   | 7/30/2026       | 023        |                | Unregistered    | 2           |

Figure 4: Outlines the Local Well Num for two submitted inspection reports that have an inspection type as Unregistered. The first inspection report (Owner's name is Jessica Bickham) has been reviewed by OPC and the Local Well Num has been provided in the inspection report. The second inspection report (Owner's name is Jessica Stowe) is awaiting review by OPC.

## Registered Water Wells

### Office of Enforcement

#### Casing Size

Casing Size will not display for the following Inspection Types:

- Final Inspection – well is plugged, the casing size is irrelevant
- Could Not Inspect Well – since inspector cannot visibly see the well, they cannot verify the casing size

#### Coordinates

When an inspector provides revised coordinates:

- Verify the new values (displayed above the registered coordinates)
- Toggle the slider to "Update registered well coordinates"
- Note: Approval will update the database coordinates with the new values.

| Lat °                          | Lat ' | Lat " | Long ° | Long ' | Long " | Section                                                                          | Township |
|--------------------------------|-------|-------|--------|--------|--------|----------------------------------------------------------------------------------|----------|
| 32                             | 3     | 52.3  | 92     | 58     | 48     | 027                                                                              | 09N      |
| <b>Registered Coordinates:</b> |       |       |        |        |        |                                                                                  |          |
| 31                             | 44    | 34    | 93     | 22     | 45     | <b>Update registered well coordinates</b><br><input checked="" type="checkbox"/> |          |

Figure 5: The left side of the screen displays the inspector's submitted coordinates (red) positioned above the registered coordinates (blue). The right side of the screen displays the approval slider toggled on (green).

#### Remarks

- Inspector should describe any changes to Well Use/Type, Casing Size, Owner's Name, Section, Township, Range, Elevation, or Quad Number
- All construction requirements marked as non-compliant, cannot verify, or not applicable should be explained by the inspector in the remarks.

#### Attachments

- Any construction requirement marked as non-compliant, cannot verify, or not applicable should be supported with a photograph.

### *Approve/Reject*

- Approving an inspection report
  - Once the approve button is clicked, the inspection report will be uploaded to the system and can also be viewed by clicking on Water Well Inspections in the top left banner
- Rejecting an inspection report
  - Complete the Reject Inspection prompt by detailing the specific information that is needed.

## **Construction Requirements**

### **Casing Height**

Examples 1 and 2 on the Example Sheet

- Casing height is measured from the ground surface to the highest extent of the casing.
- External plumbing/pipe extending from the casing should not be included in the measurement
- In Non-Flood Prone Areas, the top of the casing shall extend at least at least 1 foot above ground level, pump-house floor, or top of concrete slab.
- In flood prone areas, the top of the casing should extend at least 2 feet above the base flood elevation or ground elevation reported on the registration form.
- In coastal zone areas prone to storm surge:
  - The top of the casing should not extend more than 2 feet above ground surface.
  - Protective casing must extend 20 - 22 inches above ground surface and a minimum of 38 inches below ground surface.
  - The well must be fit with a check valve or an alternative apparatus to prevent surface water entry.

### **Cementing Depth**

Examples 3, 4, 5, 6 on Example Sheet and Tables 1.0 & 1.1 on the Field Information Sheet

- Space between the protective casing and the well casing must be filled with cement.
- Cementing depth should be confirmed at ground surface using a probing rod.

### **Sanitary Seal/Cap**

Examples 7, 8, 9, 10, 17, 18, and 19 on the Example Sheet

- A watertight sanitary seal made of cast iron, steel, aluminum, high impact plastic, neoprene, or a combination thereof.
- Vents or Electrical Conduits entering the well through the sanitary seal/casing must be watertight.
- If a silicon patch/seal is applied to any voids/holes in the seal, the patch/seal must also be watertight.
- In lieu of a sanitary seal, a well can be capped. Typically done if the pump is not installed (examples 17, 18, & 19)

### **Vent (Breather) Pipe**

Examples 11 and 12 on the Example Sheet

- Minimum ½ inches in diameter, 1 foot minimum above Casing, turned downward, and opening is screened.
- LAC 51 requirement. There will be times that this is not on the well, as the driller is not completing this portion of the build.

### **Sampling Tap:**

Examples 13 and 14 on the Example Sheet

- Installed on the Discharge Line (Between the Well Casing and Tank), of the smooth nozzle type, and turned downward.

- This is an LAC 51 requirement. There will be times that this is not on the well, as the driller is not completing this portion of the build.

## Corner Posts

Examples 15 and 16 on the Example Sheet

- Rig Supply Wells on the work pad or ring levee system must have Four (4) Corner Posts with a minimum diameter of four (4) inches, cemented a minimum of four (4) feet below ground surface, and extend a minimum of three (3) feet above ground surface.

## Minimum Distances to Potential Sources of Contamination

Examples 20, 21 on Example Sheet & Table 2.0 on the Information Sheet

- Distances to Potential Sources of Contamination are measured from the center of the well casing, in a straight line over ground surface, to the closest lateral extent of the potential source.
- Location in Relation to Levees: (Except for Relief Wells) Wells shall be:
  - At least 250 feet from the landside toe of the levee
  - Wells located with 1,500 feet of any levee shall have a one way check valve installed

## Field Information Sheet

**Reference Table 1.0 – Water Well Construction Requirements for Common Well Uses**

| Inspection Criteria  | Common Well Uses                                                                                            |                |                   |             |            |            |
|----------------------|-------------------------------------------------------------------------------------------------------------|----------------|-------------------|-------------|------------|------------|
|                      | Domestic                                                                                                    | PS - Community | PS- Non-Community | Irrigation  | Industrial | Rig-Supply |
| Casing Height        | Minimum of 1-foot Above Ground Level or Top of Slab – See footnote for Wells in Flood Zones                 |                |                   |             |            |            |
| Cementing Depth (ft) | 10                                                                                                          | Full Depth     | 50                | 10          | Full Depth | 50         |
| Sanitary Seal        | A sanitary seal shall be installed at the top of the casing for all water wells                             |                |                   |             |            |            |
| Vent Pipe            | Recommended                                                                                                 | Required       | Required          | Recommended |            |            |
| Sampling Tap         | Required                                                                                                    | Required       | Required          | N/A         | N/A        | N/A        |
| Corner Posts         | N/A                                                                                                         | N/A            | N/A               | N/A         | N/A        | N/A        |
| Location             | A well shall be located far enough from a structure to allow reworking /rehabilitation with a drilling rig. |                |                   |             |            |            |

**Reference Table 1.1 – Water Well Construction Requirements for All Other Well Uses**

| Inspection Criteria  | Other Well Uses                                                                                              |            |            |                    |   |
|----------------------|--------------------------------------------------------------------------------------------------------------|------------|------------|--------------------|---|
|                      | Observation                                                                                                  | Monitoring | Dewatering | Heat Pump          | R |
| Casing Height (ft)   | Minimum of 1-foot Above Ground Level or Top of Slab – See footnote for Wells in Flood Zones                  |            |            |                    |   |
| Cementing Depth (ft) | 50                                                                                                           | Full Depth | 50         | Location Dependent | 1 |
| Sanitary Seal        | A sanitary seal shall be installed at the top of the casing for all water wells                              |            |            |                    |   |
| Vent Pipe            | Recommen                                                                                                     |            |            |                    |   |
| Sampling Tap         | N/A                                                                                                          | N/A        | N/A        | N/A                | N |
| Corner Posts         | N/A                                                                                                          | N/A        | N/A        | N/A                | N |
| Location             | A well shall be located far enough from a building to allow reworking or rehabilitation with a drilling rig. |            |            |                    |   |

**Reference Table 2.0 – Minimum Distances to Potential Sources of Contamination for All Well Uses**

| Potential Source of Contamination                                                                                        | Minimum Distance (ft) |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Septic Tank                                                                                                              | 50                    |
| Storm or Sanitary Sewer                                                                                                  | 50 <sup>1</sup>       |
| Cesspools, Outdoor Privies, Oxidation Ponds, Subsurface Absorption Fields Pits, Mechanical Sewage Treatment Plants, etc. | 100 <sup>2</sup>      |
| Another Water Well                                                                                                       | 25 <sup>3</sup>       |
| Sanitary Landfills, feed lots, manure piles, solid waste dumps, and similar installations                                | 100                   |
| Drainage Canal, ditch, or stream                                                                                         | 50 <sup>4</sup>       |

<sup>1</sup> This distance may be reduced to 30 feet if the sewer is of ductile iron with water-tight joints or pressure rated plastic pipe.

<sup>2</sup> For a private water well this distance may be reduced to 50 feet.

<sup>3</sup> This minimum distance requirement does not take into consideration the effects of interference from pumping nearby wells in the same aquifer

<sup>4</sup> Horizontally measured from the water's edge to the well at the highest water level which may have occurred in a 10-year period.

## **Water Well Inspection Photo Reference Guide**



*Example 1: Compliant casing height greater than 2 feet*



*Example 2: Non-Compliant casing height less than 2 feet*



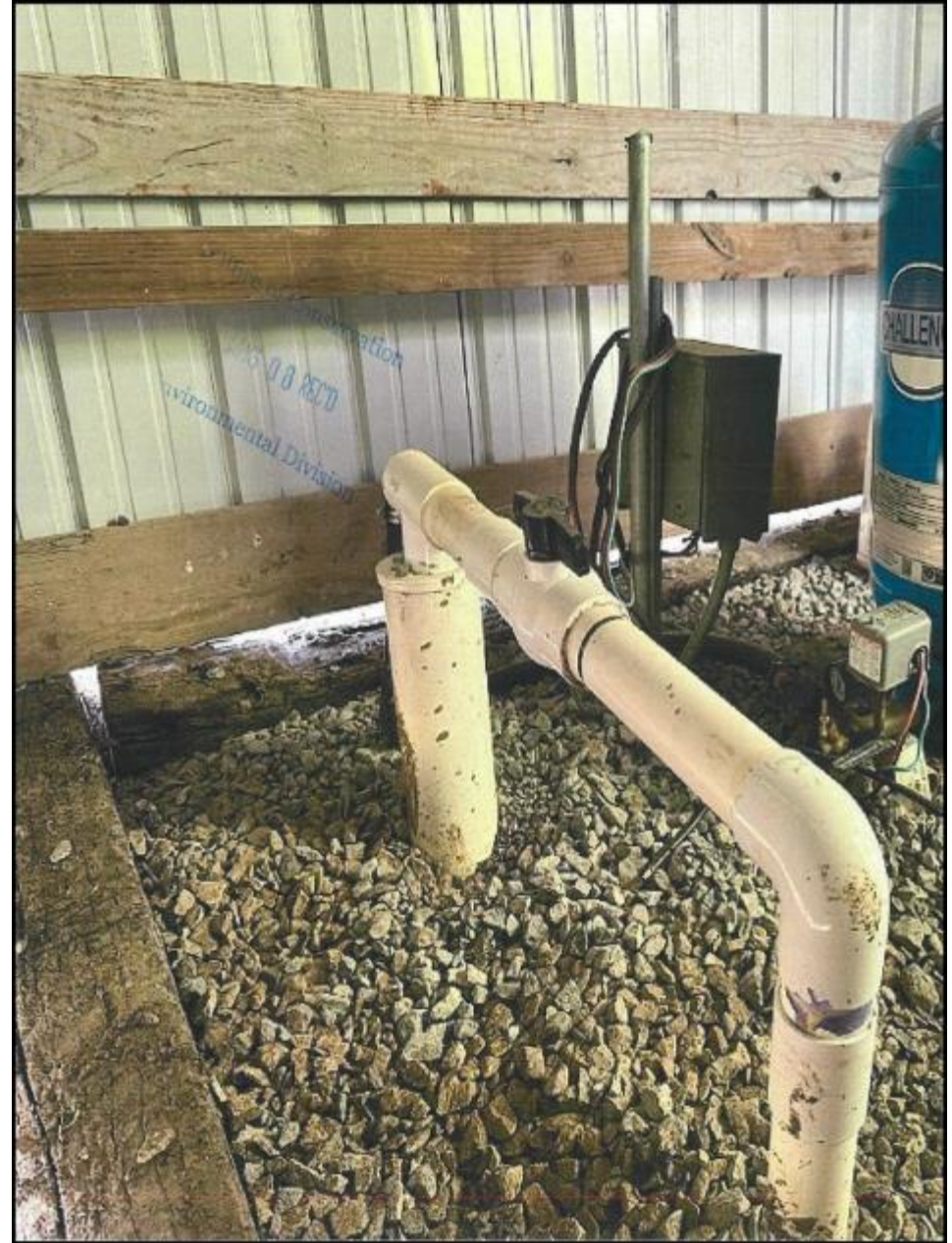
*Example 3: Compliant cemented to ground surface*



*Example 4: Non-Compliant not cemented to ground surface*



*Example 5: Non-Compliant not cemented to ground surface*



*Example 6: Non-Compliant not cemented, covered by gravel*



*Example 7 Compliant properly installed sanitary seal*



*Example 8: Non-Compliant wire entering the well, not watertight*



*Example 9: Non-Compliant sanitary seal not watertight, casing not flush*



*Example 10: Non-Compliant improper sanitary seal, not watertight*



*Example 11: Compliant vent is screened & turned downward*



*Example 12: Non-Compliant vent is not screened*



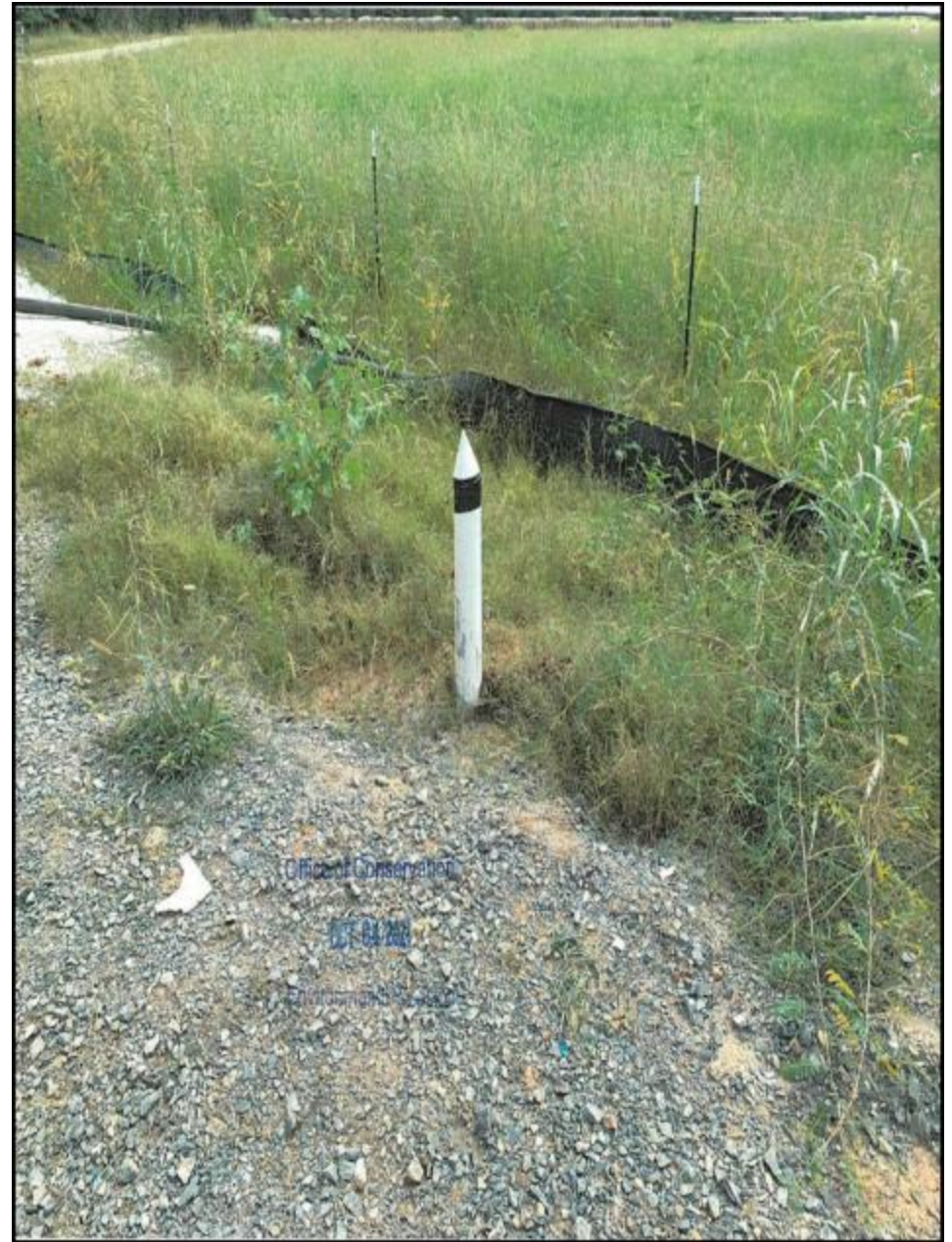
Example 13: Compliant smooth nozzle type sampling tap turned downward



Example 14: Non-Compliant threaded nozzle and not sampling tap not turned downward



*Example 15: Compliant four corner posts cemented to ground surface*



*Example 16: Non-Compliant no corner posts, improper cap - paper cone*



*Example 17: Compliant properly capped well with no pump equipment installed*



*Example 18: Non-Compliant improper cap, plastic bag/liner, with no pump equipment installed*



*Example 19: Non-Compliant, no cap on well with no pumping equipment installed. \*See Example 17 for a properly capped well with no pumping equipment.*



*Example 20: Non-Compliant, installed in water*



*Example 21: Non-Compliant, less than 50 feet from a ditch*