

**MEMORANDUM**

**DATE:** January 27, 1993

**TO:** Division of Shellfish Sanitation Staff

**THROUGH:** Eric H. Bartsch, P.E., Director  
Office of Water Programs

**FROM:** Robert E. Croonenberghs, Ph.D., Director  
Division of Shellfish Sanitation

**SUBJECT:** Shellfish and Crustacea Plants - Procedure - Approval Process for an Existing Well.

The purpose of this working memo is to guide the shellfish specialist in the evaluation of an existing well.

When asked to evaluate an existing well for approval, the shellfish specialist must first determine if the well is a public water supply (25 or more employees and the plant will actively serve water, see working memo #204.) Public water supplies are to be approved through the Environmental Engineering Field Offices.

If the water supply will be a private supply, then DSS has approval authority. Basically the same principles used to evaluate a shellfish growing area also apply to the evaluation of a well. The last thing that should be done is to take a water sample from the well, because the absence of coliform bacteria in the well at one point in time has little to do with the long term functioning of the well. Bacteria travel through the surface soils and contaminate wells in response to many environmental factors.

Therefore, the first step is to be sure that the well was constructed properly. A copy of the water well completion report is needed; this shows the location, depth of well, depth of water, and amount of grouting of the well. Old records may be obtained from the Division of Mineral Resources in Charlottesville, the State Water Control Board, or the local VDH for new wells. It is the responsibility of the property owner to provide a copy of the well log. Wells without a water well completion report cannot be approved.

In addition to obtaining the water well completion report, the shellfish specialist must conduct a well lot site survey (see working memo #202), as would be done for approval of a new private well.

Only after the water well completion report has been obtained and after the well head protection study has been done, should water samples be taken in accordance with DSS Working Memo #202.

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