

GUIDELINES

DIVISION OF SANITATION FACILITIES CONSTRUCTION

Office of Environmental Health and Engineering
Navajo Area Indian Health Service
Window Rock, Arizona

CHAPTER 12--Water Wells

Section 4: Well Drilling Procedures and Responsibilities

Guideline No. 12.4

October 7, 2003

Supersedes: G 12.4 (Oct 1, 1999), G 12.4 (96-10), G 12.4 (88-19)

Distribution: Standard List
General Manager, NECA

The following well drilling procedures and responsibilities are presented to:

1. Outline responsibilities of the parties involved,
2. Encourage communication among the parties involved, and
3. Assure that thorough documentation is kept and properly filed for all well drilling activities.

The personnel involved are:

1. The well driller: NECA contractor
2. The Hydrogeologist Consultant: NECA consultant
3. The Project Manager: As assigned to the project

The responsibilities are:

1. The Director, SFC:
 - a. Keeps and maintains a priority list of water wells to be drilled or otherwise studied or renovated.
 - b. Provides funding for well drilling and related activities.

2. The Project Manager:

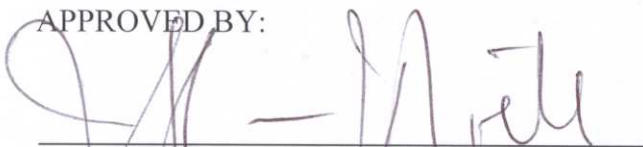
- a. Requests the SFC Director to provide funding to work on a project well.
- b. Aids the Hydrogeologist Consultant in gathering existing data for the feasibility study.
- c. Provides for archaeological clearance of the well site.
- d. With the assistance of the Deputy Director, DSFC, gets drilling permits from the Navajo Tribe's Department of Water Resources, including the signature of the designated operator.
- e. Provides NECA with technical specifications for insertion into NECA bid packages. The Engineer submits the NECA request form 53 to drill or rehabilitate a well, the drilling plan, and job cost accounting (JCA).
- f. Compiles all test pumping data and submits to the Hydrogeologist Consultant.
- g. Collects water samples for chemical, bacteriological, heavy metals, and radionuclide analysis.
- h. Provides the Navajo Tribe (per the Drilling Permit), NTUA, District Engineer, and SFC Director with copies of calculations, projections, etc., of well capabilities provided by the Hydrogeologist Consultant.

3. The Hydrogeologist Consultant (tasks are contractually defined in the Professional Service Agreement attachment to GL 12.2):

- a. Recommends the site for drilling with concurrence by the Project Manager.
- b. Supplies feasibility reports, well design, well drilling program, or advice on solving well problems. Also, advises the IHS on updates to standard well drilling specifications.
- c. Keeps diary of well drilling contract activities.
- d. Orders and schedules delivery of materials and services such as logging, well screen, gravel pack, grouting, work-over rigs, and other items as needed and coordinates these functions with the Engineer/Project Manager.
- e. Collects test pumping data from the Project Manager and provides calculations, projections, etc., of well capabilities.
- f. Prepares an as-built profile drawing of the well and completes well as-built documentation required to submit to the Department of Water Resources.
- g. Initiates any Change Orders needed for the NECA contract(s) in consult with the Project Manager.

Misunderstandings that cannot be worked out in the field are to be referred to the IHS NECA Liaison Officer.

APPROVED BY:



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