

ADMINISTRATIVE MEMORANDUMS INDEX

As of January 26, 2016

Please note that these Administrative Memorandums will include many memos that have become outdated due to changes in rules, statutes or current Department policy. Some memos have been amended or superseded by others, and some may no longer be applicable.

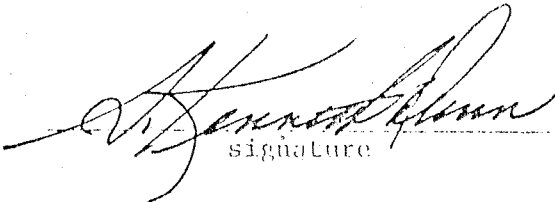
WASTE WELLS			
No.	Title	Signed	Amended or Superseded
1.	Definition of Surface Runoff Waters as Used in Section 42-3914, Idaho Code	6-6-75	
2.	Waste Disposal Well Procedures	7-24-75	

OPERATIONS DIVISION
ADMINISTRATIVE MEMORANDUM

TO: Staff
FROM: A. Kenneth Dunn
DATE: June 6, 1975
SUBJECT: DEFINITION OF SURFACE RUNOFF WATERS AS USED IN SECTION 42-3914, IDAHO
CODE

In order to provide clarity in interpreting Section 42-3914 of the Idaho Code and to make its provisions more compatible with similar provisions in the June 1973 "Water Quality Standards and Wastewater Treatment Requirements" used by the Idaho Department of Health and Welfare (Section X.1), the following definition of surface runoff waters will be used:

Surface Runoff Water is any overland storm runoff that occurs exclusively from irrigated lands and any other agricultural croplands or undeveloped natural areas immediately above these lands. The term does not apply to runoff from urban areas, parking lots, industrial sites, feedlots, etc.


signature

OPERATIONS DIVISION
ADMINISTRATIVE MEMORANDUM

Waste Wells No. 2

TO: Staff
FROM: A. Kenneth Dunn
DATE: July 24, 1975
SUBJECT: WASTE DISPOSAL WELL PROCEDURES

I. WELL INVENTORY

A. Purpose:

1. All disposal wells reported to exist through any of several possible sources must be field inventoried if no application for well use has been submitted.
2. The primary goal of an inventory is to verify the existence of a disposal well before action against an owner is taken to force compliance with the application requirement (Section 42-2911 of the Idaho Code).

B. Inspection:

1. To be conducted by Districts.
2. Actual measurement of well details is desirable when physically possible; however, if access is not feasible, observation of the general location and the system for conveying wastes to the well is sufficient provided existence and use is confirmed by the owner or other reliable individuals familiar with the area.
3. Accurate ownership and location information is essential.
4. If possible, an owner should be given an application by the inspector. (In many cases, it is hoped that the application rather than an inventory report will be completed during the inspection.)

C. Report:

1. A report or application is needed for each reported well that is inspected (even if inspection reveals well does not exist). The report must be dated and signed by the inspector. (See Attachment A.)
2. The report must adequately indicate which of the wells initially reported to the Department it pertains to. (If ownership is different and initial

location is not precise, determining which of the listed wells was inventoried could be difficult.)

D. District Action:

1. The owner of any inventoried well who could not be contacted or would not complete an application when contacted, should be sent a letter (Attachment B) requiring an application or evidence of abandonment within 30 days. If this is not complied with, a formal order will be issued by the Administrator-Operations Division.
2. Copies of the inventory report, application form, and/or Attachment B type letter shall be forwarded to the Engineering Bureau.

II. APPLICATION & REVIEW

- A. Received by District (State forward any received to appropriate District).
- B. District will number the application and note the application on its list of probable wells. The District must also determine that the application is filled out completely - especially with regard to the location of the well applied for and nearby domestic wells.
- C. Requests for comments shall be sent along with a copy of the application by the District. (See Attachment C.) Comments are solicited from the following agencies which are given 30 days to reply unless they formally request additional time in writing:
 1. Department of Health & Welfare: Regional Offices.
 2. EPA: Mr. Harold E. Geren, Director
Idaho Operations Office
U.S. Environmental Protection Agency
422 West Washington Street
Boise, Idaho 83702
- D. News Releases shall be given out for all construction applications. The release should be provided to the newspaper serving the area where the well is located. Comments should be solicited before the date of the 30-day period in Section C above.

E. A copy of the application is also forwarded immediately to the Engineering Bureau for comments from State Office staff.

1. State Office comments shall be given to the District in writing within 30 days of the District's receipt of the application.
2. The Planning Division's Environmental Section shall review the application to determine what adverse effects use of the well may have on ground water quality. Comments and requests for additional information should be directed to the Engineering Bureau.
3. The Engineering Bureau will contact the District if additional information is needed that the District is capable of providing.

III. PERMIT ACTION - EXISTING WELL.

A. Permits for existing irrigation or surface runoff waste disposal wells shall not be issued until standards governing their use or construction have been adopted by the Department.

1. District shall send letter to applicant (Attachment I) if review indicates no definite basis for denial.

3. Acceptable well uses (cooling water or wastes treated to meet Idaho Drinking Water Standards):

1. District shall propose action on application.
2. Proposed decision routed to Engineering Bureau for review and approval (include comments).
 - a. Engineering Bureau will route to Operations Division Administrator for final approval.
 - b. A transmittal letter (Attachment D) shall accompany the District's proposed decision. Engineering Bureau will mail out signed permit and letter with copies to Health and EPA (Sec. 11.C.).
3. Permits shall normally be issued for a five (5) year period.
 - a. One year should be proposed if problems are anticipated from use of the well, and possible problems must be documented in the file

for future reference and to aid compliance in action.

C. Unacceptable then - to be phased out (untreated sewage, etc.)

1. District shall propose action on application.
2. Proposed decision routed to Engineering Bureau for review and approval (include comments).
 - a. Engineering Bureau will route to Operations Division Administrator for final approval.
 - b. A transmittal letter (Attachment E) shall accompany the District's proposed decision. Engineering Bureau will mail out signed permit and letter by certified mail with copies to Health and FTA (cc: H.C.).
3. The permit will be issued for a specific period of time to allow the owner time to implement an acceptable (to us and Department of Health and Welfare) alternative disposal method. Applicant shall be given six months by which he shall have submitted and received approval for an alternative disposal method. There will be a second deadline six months later to implement this method, before which the waste disposal well shall be abandoned according to the Department's standards (Water Well Construction Standards, Rule 12).
 - a. The time periods indicated above shall be followed unless other overriding considerations justify modifying the time period. Examples of such considerations could include the following:
 - (1) A large sewage disposal system where definite domestic water contamination is not documented may justify a longer than normal compliance period.
 - (2) Where a sewage disposal well is contaminating a nearby domestic well, immediate abandonment of the disposal well could be justified.

4. Extensions of time may be granted by the Operations Division Administrator if justified in writing by the applicant and present contamination of domestic use is not documented.

a. The District should be consulted regarding any such request and should confirm in the field and with the local health district that an extension would be acceptable.

IV. PERMIT ACTION - NEW CONSTRUCTION OR MODIFICATION

A. Each application to construct or modify a waste disposal well requires either approval or denial. These applications will not be held until standards are adopted as is the case for some existing wells.

1. It is important to remind the applicant that future adoption of standards could change the State's position regarding certain types of wells.

2. Every application to construct a well will be field inspected by District personnel, and a report of the inspection placed in the file.

B. Acceptable Proposals: (Irrigation return where no domestic contamination anticipated, etc.)

1. District shall propose action on application.

2. Proposed decision routed to Engineering Bureau for review and approval (include comments).

a. Engineering Bureau will route to Operations Division Administrator for final approval.

b. A transmittal letter (Attachment F) shall accompany the District's proposed decision. Engineering Bureau will mail out signed permit and letter with copies to Health and EPA (see Sec. 11.C.).

3. Permits shall normally be issued for a one (1) year period.

a. Future approval may be up to five years on some wells (see existing well permit criteria) if no problems encountered during initial year.

4. A well driller will not be charged a fee for the certified copy of a permit which he is required by the Department to obtain before he can work on the well.

C. Unacceptable Proposals - Permit Denied:

1. District shall propose action on application.
2. Proposed decision routed to Engineering Bureau for review and approval (include comments).
 - a. Engineering Bureau will route to Operations Division Administrator for signature.
 - b. A transmittal letter (Attachment G) shall accompany the District's proposed decision. Transmittal of a denial must be sent by certified mail. Copies shall be sent to Health and EPA (Sec. 11.C.).
 - c. Reasons for denial should be included on the decision.

D. Cleaning Existing Wells:

1. Cleaning of an existing well is not considered a modification and a permit to do such cleaning is not required.
 - a. Any deepening of the original well during the cleaning process is a modification for which a permit is needed.

V. PERMIT RENEWAL

- A. A renewal notice (Attachment II) should be sent out by the District to permit holders 30 days before the permit expiration date.
 1. An application must accompany the notice.
 2. The Engineering Bureau will notify the Districts each month which permits are coming due for renewal.
- B. Periods of approval for renewed permits shall be set according to criteria set for applications on existing wells. (See Section III. B. 3.)

1. Other agencies and the Engineering Bureau need not be asked to consent, unless problems of compliance with conditions or contamination are suspected.

VI. EXTENSION OF TIME ON PERMIT

- A. Requests should be submitted in writing to the District.
 1. Reasons should be documented.
 2. Length of extension should be stated.
- B. District shall forward request along with its recommendation to Engineering Bureau after thoroughly reviewing any of the following factors that could effect Department's action.
 1. Does present situation cause pollution of presently used domestic ground water supply or otherwise adversely effect health or environment?
 - a. A field investigation and/or contact with health district officials is needed.
 - b. News releases may sometimes be appropriate to seek input.
 2. Does complexity of the work required or proposed under the permit justify more time?
 3. Is any attempt being made now to satisfy terms of the existing permit?
 4. Is there any other reason for granting or not granting the request?
- C. The Administrator of the Operations Division will sign all extensions and send a copy to the District. Copies also sent to Health and EPA.

VII. INSPECTION OF PERMIT WELLS

- A. Each well being operated under a valid permit shall be inspected or the discharge water sampled by the Department at least once during the period of the permit.
 1. Water quality sampling of irrigation and surface runoff disposal wells is not normally required at the present time because the

Department has not adopted standards for quality on such discharge.

a. Sampling may be requested where discharge of animal wastes or other objectionable materials is suspected.

2. Inspections shall be carried out by District Officers who will request the assistance of the Planning Division's Environmental Section for any water quality information needed.

a. Districts shall be responsible, through the Engineering Bureau, for planning and directing the inspections to insure that all conditions of the permit are checked for compliance.

b. The Engineering Bureau will coordinate assistance from the Environmental Section when water quality information is needed.

(1) Districts request help of Engineering Bureau and Districts work out a schedule that allows optimum utilization of water quality analysis capability for a number of tests.

(2) Environmental Section shall have complete responsibility for conducting the water quality analysis phases of an inspection. The Environmental Section may utilize District personnel for some sampling or other work that they wish to have done. District personnel shall perform all such sampling or other water quality related work to whatever specifications the Environmental Section sets.

B. An inspection report shall be prepared and submitted to the Engineering Bureau for review.

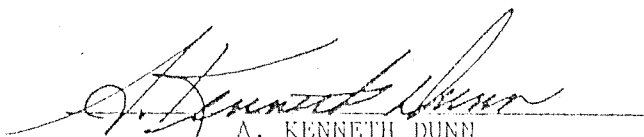
1. Districts prepare report except water quality aspects.

2. Environmental Section shall be responsible for providing a report on water quality analysis.

a. Any sampling or other work done by District may be included, but must be approved by the Environmental Section.

C. If conditions of permit are not being complied with, the Operations Division Administrator shall notify the owner of any deficiency and order compliance.

1. Serious cases of non-compliance may result in immediate cancellation of permit.


A. KENNETH DUNN
Administrator, Operations Division

STATE OF TEXAS
DEPARTMENT OF WATER RESOURCES

FIELD INVENTORY DATA

Waste Disposal and Injection Well

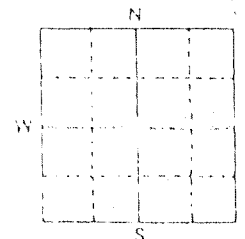
1. Name of owner _____ Phone No. _____

Post Office address _____

2. Location of well:

_____ 1/4 of _____ 1/4 of _____ 1/4, Section _____, Township _____, Range _____ E/W, B.M., _____ County, _____

Show well location
in section.



Site Description: _____

3. Frequency of discharge: Continuous ☐ Seasonal ☐

4. Type of discharge:

☐ Irrigation return flows and/or flood waters

☐ Industrial wastes

☐ Domestic wastes (sewage)

☐ Street runoff waters

☐ Other _____

A. Irrigation return flows and/or flood waters

Original Source: stream diversion flow ☐ ground waters ☐ flood runoff ☐

Method of Irrigation: gravity ☐ sprinkler ☐

Crops irrigated _____

Fertilizers used (type & quantity) _____ lbs/acre

Pesticides used (type & quantity) _____ lbs/acre

Approximate drainage area _____ acres

Settling pond at well: yes ☐ Size: _____ no ☐

Screening structure at well: yes ☐ Size & mesh: _____ no ☐

B. Industrial wastes. Type _____

Treatment prior to injection _____

Chemical or bacteriological analyses available (yes (include) ☐ no ☐

C. Description of well usage, if not covered above _____

5. Description of the waste disposal well:

Diameter _____ inches

Depth _____ feet

Date

Address

RE:

Salutation:

According to Department records you currently own one or more disposal wells for which you have not made application for a permit to operate.

This letter is to inform you that any operation of a waste disposal well after January 1, 1974, without having applied to the Department of Water Resources for a permit for such well is a violation of Sections 42-3903 and 42-3911 of the Idaho Code.

The Department will require that either an application be submitted on the enclosed form or any well not applied for be immediately abandoned in accordance with the Department's standards for abandoning wells (Rule 12, Idaho Minimum Well Construction Standards). The Department of Water Resources will require either the application form or evidence of abandonment for your existing wells as soon as possible. If no such information is provided within 30 days, the Department will be compelled to pursue further action to obtain compliance with the law.

Please feel free to contact me if you need additional forms, help completing an application or information about proper abandonment procedures.

Very truly yours,

XXXXXXXXXXXXXXXXXXXXX
District Supervisor

XX:xx

Enclosure

CC: IDWR - State Office

Date

Address

RE:

Salutation:

Enclosed you will find an application for the above referenced waste disposal well or wells. This application was submitted under the provisions of Title 42, Chapter 39 of the Idaho Code.

The Department may approve or deny the permit or condition its approval. We would appreciate any comments you have regarding the impact of the well or wells on the ground waters and environment.

Please submit comments within 30 days. If you would like additional time to review the application, please submit a written request, and the Department will be glad to postpone its decision for a reasonable time period.

Very truly yours,

XXXXXXXXXXXXXXXXXXXXX
District Supervisor

XX:xx

Enclosure

Date

Address

RE:

Salutation:

This Department has reviewed your application for a waste disposal well or wells in accordance with Section 42-3907 of the Idaho Code.

The enclosed permit has been issued in accordance with Section 42-3908, Idaho Code. Please note the conditions of approval on the back of the form.

You should be aware that at the present time, the Department is carrying out water quality studies to determine the effects on ground water quality of the use of waste disposal wells. Contingent upon the standards adopted by this Department, additional conditions may be placed on the use of your disposal well at the time your permit must be renewed. Also, if the Department determines that the use of your well or wells is causing unreasonable contamination of ground waters, this permit is subject to immediate cancellation.

Should you object to the conditions imposed on the permit, you have the right to request, in writing within thirty (30) days, a hearing before the Water Resource Board to consider this conditioned permit. Also, you have the right to secure judicial review in the district court of the Board's final decision from any such hearing.

Please feel free to call upon us to clarify any aspect of this permit.

Very truly yours,

XXXXXXXXXXXXXXXXXXXXX
District Supervisor

XX:xx

Enclosure

CC: IDWR - State Office
Health & Welfare

Date

CERTIFIED MAIL

Address

RE:

Salutation:

The Department of Water Resources has reviewed your application for a permit to maintain a waste disposal well in accordance with Section 42-2903, Idaho Code.

The use of a disposal well for the purpose proposed is an unacceptable method of waste disposal. Discharge of highly contaminated, untreated waste to an aquifer poses a serious pollution threat to ground waters used for domestic water supply purposes. In view of the Department's responsibility to protect ground waters against such pollution, we require termination of the use of wells as proposed on the above referenced application.

Recognizing that you will need time to develop and implement an alternate method to dispose of waste material, we are issuing a permit in accordance with Section 42-3909, Idaho Code. This permit is subject to the conditions specified on the back of your application and requires that you abandon your well or wells in a specified time.

Failure to comply with these conditions will result in the immediate cancellation of this permit. Continued use of any well without a permit would constitute a misdemeanor as specified in Section 42-3911, Idaho Code.

The Department is willing to approve an application to maintain a disposal well if the wastes are treated to meet acceptable water quality standards. Also we will consider deep well injection of your waste material if the injection well is constructed to eliminate possible contamination of ground waters used for domestic purposes. Possibly your local district health office could aid you in finding an acceptable method of disposal.

You have the right to request, in writing within thirty (30) days, a hearing before the Water Resource Board to consider this conditioned permit. Also, you have the right to secure judicial review in the district court of the Board's final decision from any such hearing.

Please feel free to call upon us to clarify any aspect of this permit.

Very truly yours,

XXXXXXXXXXXXXXXXXXXXX
District Supervisor

XX:xx

Enclosure

CC: IDWR - State Office, Department of Health & Welfare

Date

Address

RE:

Salutation:

This Department has reviewed your application for waste disposal well construction work. This review was in accordance with Section 42-3907 of the Idaho Code.

The enclosed permit has been issued in accordance with Section 42-3906, Idaho Code, for the construction or modification of a disposal well and use of such well. Please note the conditions of approval on the back of the form.

You should be aware that at the present time, the Department is carrying out water quality studies to determine the effects the use of waste disposal wells has on ground water quality. The findings of these studies will be utilized to set standards governing the discharge of irrigation return flows, storm runoff waters and other untreated wastes into disposal wells. You should realize that, contingent upon the standards adopted by this Department, additional conditions may be placed on the use of your disposal well at the time your permit must be renewed. Also, you should be aware of the possibility that standards to be adopted may require termination of the use of some disposal wells. In addition, should we determine that the use of this well is causing unreasonable contamination of ground waters, this permit is subject to immediate cancellation.

Should you object to the conditions imposed on the permit, you have the right to request, in writing within thirty (30) days, a hearing before the Water Resource Board to consider this conditioned permit. Also, you have the right to secure judicial review in the district court of the Board's final decision from any such hearing.

Please feel free to call upon us to clarify any aspect of this permit.

Very truly yours,

XXXXXXXXXXXXXXXXXXXXX
District Supervisor

XX:xx

Enclosure

CC: IDWR - State Office
Department of Health & Welfare

Date

CERTIFIED MAIL

Address

RE:

Salutation:

The Department of Water Resources has reviewed your application for a permit to construct a waste disposal well in accordance with Section 42-3907 of the Idaho Code.

The use of a disposal well for the purpose proposed is an unacceptable method of waste disposal. Discharge of highly contaminated, untreated waste to an aquifer poses a serious pollution threat to ground waters used for domestic water supply purposes. In view of the Department's responsibility to protect ground waters against such pollution, the Department is unable to approve your proposal.

The Department is willing to approve an application that includes provisions for wastes to be treated to meet acceptable water quality standards. Also, we will consider deep well injection of waste material if the injection well is constructed to eliminate possible contamination of ground waters used for domestic purposes. Possibly, your local district health office could aid you in finding an acceptable method of disposal.

You have the right to request, in writing within thirty (30) days, a hearing before the Water Resource Board to consider this decision. Also, you have the right to secure judicial review in the district court of the Board's final decision from any such hearing.

Please feel free to call upon us for any discussion of this matter.

Very truly yours,

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
District Supervisor

XX:xx

Enclosure

CC: IDWR - State Office
Department of Health & Welfare

Date

Address

RE:

Salutation:

This is a reminder that your existing waste disposal well permit needs to be renewed if you intend to continue using the well or wells covered by the above permit.

Enclosed is an application form for your use in applying for renewal of the permit. Please refer to the above permit number when applying for renewal and be sure to indicate any change in use of the facility from what was specified on the previous application.

If I can be of any assistance, please don't hesitate to contact me.

Very truly yours,

XXXXXXXXXXXXXXXXXXXXX
District Supervisor

XX:xx

Enclosure

CC: IDWR - State Office

Date

Address

RE:

Salutation:

Your application for a permit to maintain a waste disposal well or wells has been received by the Department and you have fulfilled the requirements of Title 42, Chapter 39 of the Idaho Code at this time.

This application will be held by the Department until standards governing this type of well usage have been adopted. Your application will then be approved or denied based on conformance with those standards.

Present use of the facilities covered in your application may continue until further action by the Department. If, at any time, the Department determines that use of your well or wells is causing unreasonable contamination of ground waters, this application is subject to immediate denial.

Please feel free to contact me if you have any questions.

Very truly yours,

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
District Supervisor

CC: LDWR - State Office
Health & Welfare