

Completion and Plugging Report E-Filing Policy Agreement and Disclaimer

1. Oklahoma Water Resources Board (OWRB) rules require licensed well drillers to submit a completion and plugging report (report) acceptable to the OWRB for each newly constructed well, each plugged well, and each reconditioned well, within 60 days after completion of the work. For convenience, the OWRB provides the option of electronic submission or “e-filing” of reports.
2. Well drillers may continue to submit reports to the OWRB by mail or fax. If a report is submitted electronically, a copy of the report is not required to be submitted by mail or fax unless otherwise determined by the OWRB.
3. Reports submitted electronically must be acceptable to the OWRB as required by OWRB rules. E-filed reports must be completed accurately and in full. Failure to enter all required information correctly may result in rejection of the report.
4. A personal identification number (PIN) will be created for the primary certified operator who holds the well driller license (operator/licensee) and uses the e-file system. The operator/licensee shall be responsible for all information in the report submitted through the e-filing process. Use of the PIN to access the system to e-file reports is considered conclusive proof that the operator/licensee has certified all information in the report is accurate upon submission. **OWRB rules provide that failure to submit properly completed reports within 60 days after the work is completed constitutes grounds for revocation, suspension, denial or non-renewal of a license and operator certification, or for imposition of administrative penalties. Accurate and complete information must be included for a report to be acceptable to the OWRB.**
5. The OWRB makes every effort to ensure that the hardware and software it uses to provide this convenience to well drillers operates properly. However, no warranties, expressed or implied, are provided herein. The OWRB disclaims any responsibility if the systems fails or if the reports are not submitted to the OWRB within 60 days as required by the rules; or if the records are corrupted or destroyed.
6. Upon submittal of an e-filed report, the e-filing system will automatically acknowledge that the report has been received by the OWRB. **Print out the acknowledgment and retain in your files.** Please note the receipt of an e-filed report does not guarantee the report is acceptable. OWRB staff will advise the operator/licensee by e-mail or otherwise of any deficiencies, questions, or problems with the e-filing.
7. Information submitted through the e-filing system will be public record. Unless otherwise determined in advance by the OWRB in certain limited situations, there can be no expectation of privacy of information in documents submitted to the OWRB, whether through mail, fax or e-file.

I hereby acknowledge the foregoing e-filing policy and disclaimer and agree that it governs electronic filing of completion and plugging reports submitted by the well driller firm and certified operator listed below.

Name of Firm

D/PC No.

Name of Firm's Representative

OP No.

Representative's Email Address

Representative's Signature

Date