



OKLAHOMA WATER RESOURCES BOARD

Planning & Management Division

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Oklahoma City, OK 73118
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ACKNOWLEDGMENT AND AGREEMENT TO E-FILING POLICY AND DISCLAIMER FOR E-FILING MULTI-PURPOSE COMPLETION REPORTS

1. Rules of the Oklahoma Water Resources Board require that licensed well drillers submit multi-purpose completion reports (well logs) acceptable to the OWRB for each new well constructed, each well plugged, and each well reconditioned, within 60 days following completion of the work. As a convenience to licensed well drillers, the OWRB is providing the opportunity for licensed well drillers to submit multi-purpose completion reports electronically.
2. Well drillers may still submit multi-purpose completion reports to the OWRB by mail or by facsimile (fax). If a multi-purpose completion report is submitted electronically, the well driller does not have to submit a copy of the multi-purpose completion report by mail or by fax UNLESS OTHERWISE DETERMINED BY THE BOARD.
3. The multi-purpose completion reports that are submitted electronically still must be acceptable to the OWRB as required by the rules. All screens that comprise an electronic multi-purpose completion report must be properly completed. For some fields of information, an error message may appear if the information initially entered is unacceptable. Failure to correct information may result in rejection of the e-filing of the multi-purpose completion report.
4. A personal identification number (PIN) will be established for the primary certified operator that holds the well driller license (operator/licensee) and uses the e-file system. Use of the PIN to access the system to e-file multi-purpose completion reports will be conclusive proof that the primary operator/licensee certified that the information in the multi-purpose completion report is accurate when submitted. **THE PRIMARY OPERATOR THAT HOLDS THE WELL DRILLER LICENSE SHALL BE RESPONSIBLE FOR ALL INFORMATION SUBMITTED THROUGH E-FILING OF MULTI-PURPOSE COMPLETION REPORTS. Rules of the OWRB provide that failure to submit properly completed multi-purpose completion 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 information must be included for a multi-purpose completion report to be acceptable to the OWRB.**
5. The OWRB will use its best efforts 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. The OWRB disclaims any responsibility if the systems fails or if the multi-purpose completion reports are not submitted to the OWRB within 60 days as required by the rules, or if hackers gain access to the records and corrupt or destroy the records.
6. Upon submittal of an e-filed multi-purpose completion report, the e-filing system will automatically acknowledge that the multi-purpose completion report has been received by the OWRB. **Print out the acknowledgment and retain in your files.** Receipt of an e-filed multi-purpose completion report does not automatically mean that the multi-purpose completion report is acceptable. The OWRB staff will advise the primary operator/licensee by e-mail or otherwise of any deficiencies, questions or problems with the e-filing.
7. Please be further advised that all information submitted as part of the e-filing system will be considered 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 mailed, faxed or e-filed.

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

Firm Name _____ D/PC No. _____

Name Firm's Representative _____ OP No. _____

_____ Date _____

Signature

email address _____