

How to get the Well Completion Report Form to Work

Recent updates to the Adobe Acrobat Reader will not allow you to use the “Get a New Log Number” while using DWR Form 188 within a web browser. Below are the steps needed to get it working again.

1. Download the Form to your local system by clicking on the disk icon located on the upper left of the browser window.

The screenshot shows a web browser window with the URL <http://www.water.ca.gov/pubs/gr...>. The browser toolbar includes a download icon (a floppy disk) which is circled in red. A red-bordered text box points to this icon with the text: "Save the file to your local system by clicking here".

The form displayed is the "Well Completion Report" for the State of California. It includes fields for:

- File Original with DWR
- Page ____ of ____
- Owner's Well Number _____
- Date Work Began _____ Date Work Ended _____
- Local Permit Agency _____
- Permit Number _____ Permit Date _____

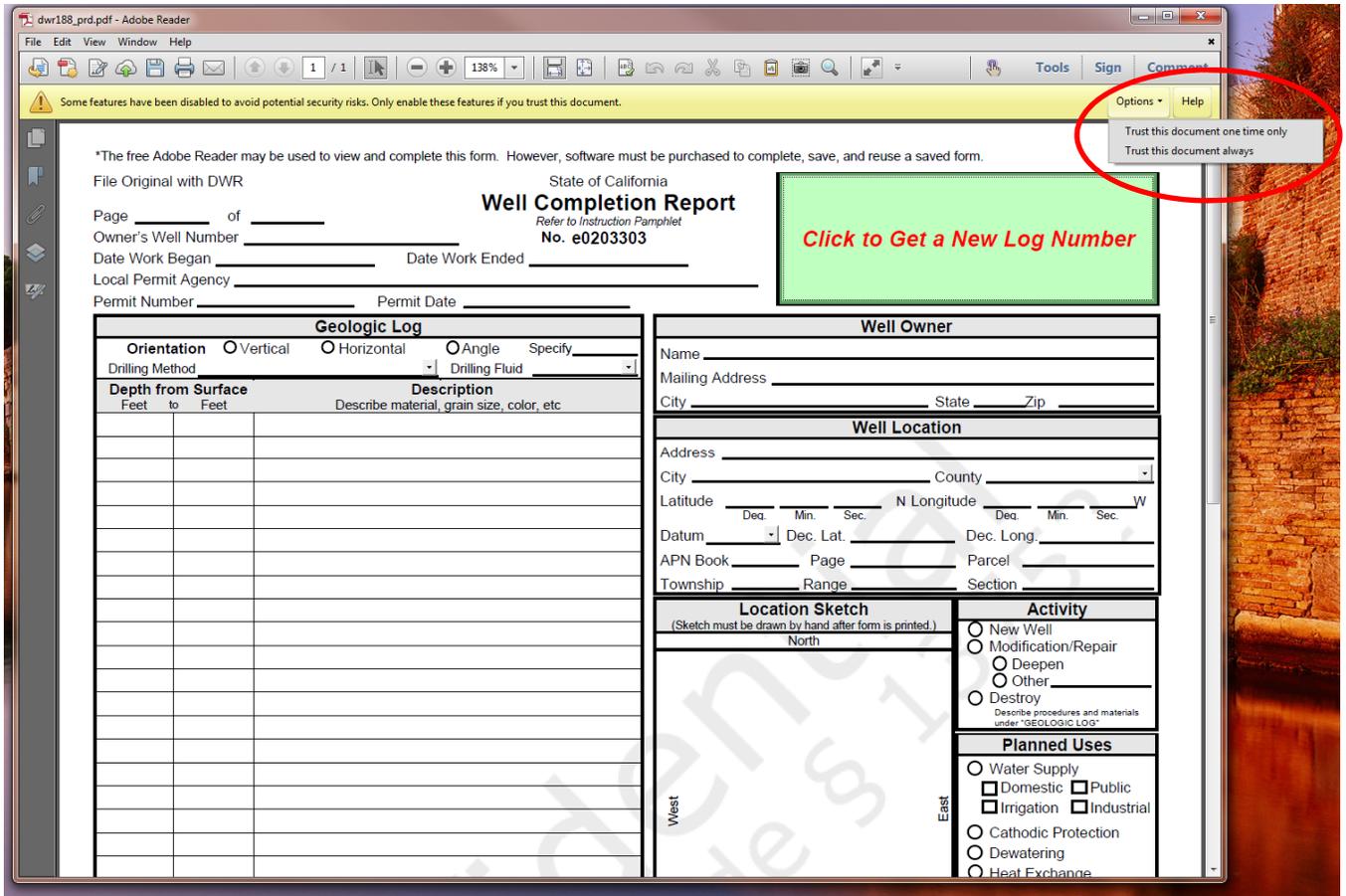
A green-bordered button on the right side of the form says "Click to Get a New Log Number".

The form is divided into several sections:

- Geologic Log**: Includes Orientation (Vertical, Horizontal, Angle), Drilling Method, Drilling Fluid, and a table for Depth from Surface (Feet to Feet) and Description (Describe material, grain size, color, etc.).
- Well Owner**: Includes Name, Mailing Address, and City/State/Zip.
- Well Location**: Includes Address, City/County, Latitude/Longitude, Datum, Dec. Lat./Dec. Long., APN Book/Page, and Township/Range/Section.
- Location Sketch**: A hand-drawn sketch area with North, West, and East directions.
- Activity**: Includes radio buttons for New Well, Modification/Repair, Deepen, Other, and Destroy.
- Planned Uses**: Includes checkboxes for Water Supply (Domestic, Public, Irrigation, Industrial), Cathodic Protection, Dewatering, Heat Exchange, Injection, Monitoring, Remediation, and Sparging.

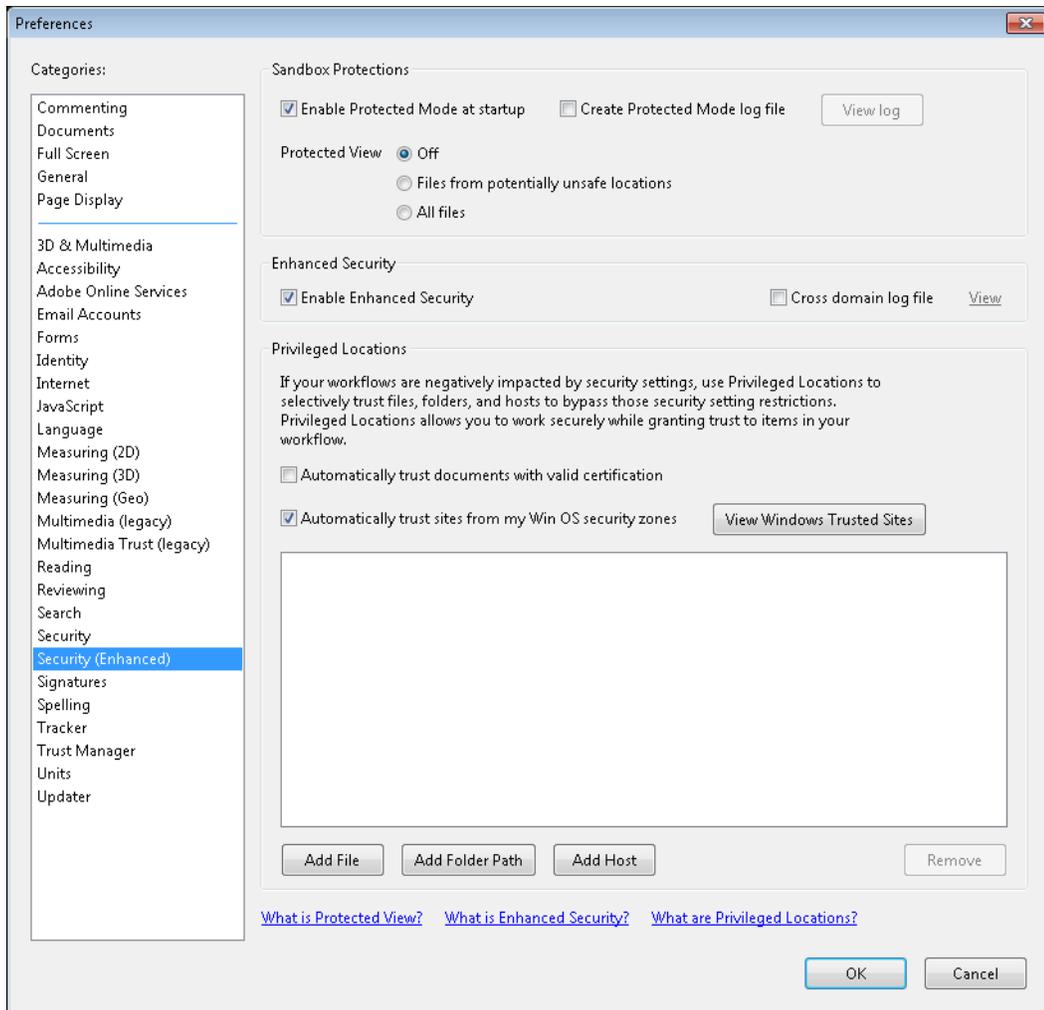
2. Navigate to where you saved the file using Windows Explorer, then open the file using Adobe Acrobat.

- Click the green button labeled "Click to Get a New Log Number". A yellow bar will appear near the top reader window. On the right hand side of the yellow bar will be an "Options" button. Click on it and select "Trust this document always." The form should populate with the next available sequence number.



If these steps don't work, you may also access the security setting using the Adobe Acrobat menu system. Please follow these steps:

- Click Edit then select the Preferences option, or type Ctrl+K on your keyboard. You should see this screen:



2. Select the “Security (Enhanced)” option under Categories. Click the Add File button, navigate to where the WCR form is saved, select it and click the Open button, which will add it to the list of trusted files. Click the OK button to complete the process. When prompted about changing your security settings, click the OK button.

If you have any questions, please contact:

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