

1. Bring up the KOLAR web site in your browser: <http://kolar.kgs.ku.edu>.

It will look something like

this:

Home Help

KOLAR

Welcome to KOLAR

Kansas On-Line Automated Reporting, or KOLAR, is for use by Oil & Gas Operators, Purchasers, County Appraisers, the Kansas Corporation Commission, and the Kansas Department of Revenue.

Sign In

Kurt Look Login

Username

Password Login

[Register a new account](#) [I forgot my password](#)

This website is best viewed using: Mozilla Firefox 2.0+ or Internet Explorer 7.0+.

http://www.firefoxuserguide.com/co/firefoxuserguide/pdf_download.asp?sjd...

2. Click on "Register a new account".

3. Enter the requested information and click on "Register" to get a confirmation page:

Home Help

KOLAR

New User Registration

Personal Information		* Required Field
* Your First Name	Kent	
* Your Last Name	Look	
* Username for KOLAR	kentlook	
* Your Email	klook@kgs.ku.edu	
* Your Phone (999-999-9999)	785-864-2086	
Your Extension		

Tell Us How You Plan to Use KOLAR

Do you want the ability to submit WWC5 forms to the Kansas Department of Health and Environment? If so, then you need to be added to the KOLAR group for your company. If other people in your company use KOLAR, ask them who the group administrator is. That person can add you to the company group. If you are the first KOLAR user for your company, contact Richard Harper (785-296-3565 or rharper@kdhe.state.ks.us) or Debbie Biester (785-296-5524 or dbiester@kdhe.state.ks.us) at KDHE and one of them will get you set-up. Have your Water Well Contractor number handy when you call. Anytime you need help or have questions, feel free to [email us](#). Yes [Edit](#)

Do you want the ability to submit KCC forms? Contact your company's Electronic Filing Administrator to add you to your company's group. If you are not sure if your company has an Electronic Filing Administrator or who the Electronic Filing Administrator is, contact a.banks@kcc.ks.gov. Yes [Edit](#)

Do you want the ability to report Severance Tax to the Kansas Department of Revenue? If so, then you need to be added to the KOLAR group for your company. If other people in your company use KOLAR, ask them who the group administrator is. That person can add you to the company group. If you are the first KOLAR user for your company, call Margo Segura-Rangel at the Department of Revenue, 785-296-5447, and she will get you set-up. Have your KDOR Taxpayer ID number handy when you call. Anytime you need help or have questions, feel free to [email us](#). Yes [Edit](#)

Are you interested in the Ad Valorem Tax Reporting system? This portion of KOLAR is not developed yet. There is a decline curve tool that some people find useful. Yes [Edit](#)

Register

4. You'll get this page telling you an email has been sent to you with a temporary password. It takes a minute or two, but you'll get the password in your inbox with instructions:

Welcome to KOLAR

You have successfully created a user account on KOLAR (Kansas On-Line Automated Reporting). If other members of your company are already using KOLAR, ask your KOLAR Group Administrator to add you to the group. Otherwise:

- To submit KCC (Kansas Corporation Commission) forms through this system, a company's authorized agent must complete and mail the Master Electronic Filing Certification form along with the Appointment of the Electronic Filing Administrator to the KCC. The form may be found at http://www.kcc.ks.gov/conservation/forms/kolar_mefc.pdf

More information is available on the KOLAR Help pages and on the KCC website:
http://www.kcc.ks.gov/conservation/forms/kolar_faqs.htm

- To submit DOR (Department of Revenue) tax returns through this system, please contact DOR: 785-296-5447.
- All other users, please [email us](#).

A temporary password has been emailed to 'klook@kgs.ku.edu'. Please log in with this password in the next 2 days. At that time, you will be asked to reset your password to one of your choosing. If you have any trouble, please [email us](#).

5. Connect to KOLAR again and login with your new username and temporary password:

TEST SERVER

Home Help

KOLAR

Reset Expired Password

Please choose a new password.

Enter Current Password

Enter New Password

Re-type Password

6. Finally, you're ready to do a normal login. You'll never do the above steps again:

TEST SERVER

Home Help

KOLAR

Welcome to KOLAR

Thank you for resetting your password. You may now log in.

Kansas On-Line Automated Reporting, or KOLAR, is for use by Oil & Gas Operators, Purchasers, County Appraisers, the Kansas Corporation Commission, and the Kansas Department of Revenue.

Sign in

Kurt Look Login

Username kentlook

Password

Login

[Register a new account](#) [I forgot my password](#)

7. You are now logged in. You still can't do anything, but you are logged in. You have to be associated with a GROUP before you can do anything. A group is your company.

Home Settings Help

KOLAR

Announcements

No Group

Logout

8. At this point, call Richard at KDHE. He will create your group, put your user in the group, and will call you back to tell you that you're ready to go. He will have given you the permissions you need to do your work:

[Modify](#)

Manage User Roles

User	Change Role of User
Eileen Jones Remove User	<input checked="" type="checkbox"/> Group Admin <input checked="" type="checkbox"/> KDHE Form Submit Change Role
Keith Hunsinger Remove User	<input checked="" type="checkbox"/> Group Admin <input checked="" type="checkbox"/> KDHE Form Submit Change Role
Melissa Moore Remove User	<input type="checkbox"/> Group Admin <input checked="" type="checkbox"/> KDHE Form Submit Change Role

Add User to Group **Disable the Group by clicking on the following button.**

Username to add	ROLES
<input type="text" value="kentlook"/>	<input checked="" type="checkbox"/> Group Admin <input checked="" type="checkbox"/> KDHE Form Submit

[Add User](#) [Disable](#)

9. The next time you log in, you'll see some major progress because you are finally associated with a known group in the system (upper right). And you have menu items (upper left):

The screenshot displays the KOLAR web application interface. At the top left, the text "TEST SERVER" is shown in red. Below it is a navigation menu with tabs for "Home", "KDHE Forms", "Settings", and "Help". On the top right, the "KOLAR" logo is displayed in blue, with the text "Test WW Driller" and a "Logout" link below it. The main content area is titled "Announcements" and features a red heading: "Getting Started with Filling Out a WWC-5 Form on KOLAR". The text below this heading provides instructions on using the "KDHE" menu and returning to the page. It includes a section for "Location Information" with a bulleted list of instructions regarding GPS settings and location data. Other sections include "Well IDs" and "Casing Record", both providing specific instructions for data entry. A "Lithologic Log" section explains the scroll bar and row reordering functionality. At the bottom left of the content area, it says "Posted: 06/28/2011". The interface is enclosed in a browser window frame with a scrollbar on the right side.

TEST SERVER

Home KDHE Forms Settings Help

KOLAR

Test WW Driller

Logout

Announcements

Getting Started with Filling Out a WWC-5 Form on KOLAR

Using the "KDHE" Menu above, choose "WWC5." To return to this page, choose the "Home" tab above.

Location Information:

- You must enter a lat / long. Set your GPS to display Decimal Degrees. You must know your units datum: WGS 84, NAD 83 or NAD 27.
- Once you enter the lat / long, the other location information will be filled in automatically: County, T-R-S, quarter calls and elevation.
- There is a button at the top of the form labeled "View Location Info." This button will open a new page that shows an aerial photo of the section and other information relevant to that location.

Well IDs: For some well types, like monitoring wells, you must fill in a well ID. Once you fill it in on section 7 of the form (well use), it will be shown automatically in the upper right corner of the form.

Casing Record: Computers can't deal with fractions so you must enter the values in decimals. There is a button on the page labeled "Decimal Conversion Chart" that you can use to look up the decimal equivalent for the fractions you need to enter.

Lithologic Log: The lithologic log section of the form has a scroll bar because you can enter more rows than are initially visible. If you want to reorder the rows, put the cursor in the row you want to move and use the "Up" or "Down" buttons to move it. Don't worry about rows that you leave blank because those will be removed automatically. Sometimes this tool is a bit slow so be patient.

Posted: 06/28/2011

10. Selecting the KDHE menu item WWC5 gets you to the page that manages all of your forms:

TEST SERVER

Home | KDHE Forms | Settings | Help

KOLAR

Manage Forms Test WW Driller

[Logout](#)

Select a queue to view

Table	Documents
WWC5s Unsubmitted	3
WWC5s Ready to Submit	1
WWC5s Submitted	0
Total	4

WWC5s Unsubmitted

You may submit multiple WWC5 forms to KDHE in a single transaction. First move each into the Ready to Submit queue (do this from the Edit page for that particular form). Then view the Ready to Submit queue, and pay and submit from that page.

[Edit](#)

Action	Doc ID	County	Section	Well Owner	Last Saved [▲]
Edit Delete PDF	1065383	Douglas	35-13S-18E		11/28/2011
Edit Delete PDF	1065384		00-00S-00?		12/01/2011
Edit Delete PDF	1065382		00-00S-00?		12/20/2011

11. We're about to edit the WWC5 form on-line. So much is dependent on the location of the well, you are asked to provide the lat/long out prior to editing the form. You'll get this information off your GPS unit:

Home KDHE Forms Settings Help

KOLAR

Create New WWC5 Test WW Driller

[Back to WWC5](#) [Logout](#)

Latitude, Longitude and Datum are required when creating a WWC5. Some location information will be filled in automatically once these are entered. You can change these later if you need to.

Edit

Latitude: N (decimal degrees) e.g. 38.881796
[Edit](#)

Longitude: W (decimal degrees) e.g. 95.383889
[Edit](#)

Datum: WGS84 NAD83 NAD27 [Edit](#)

12. Click Submit and you get the partially filled out WWC5:

County, Quarters, Section, Township, Range and Elevation fill automatically from Latitude, Longitude and Datum

WATER WELL RECORD Form WWC-5

Division of Water Resources App. No. Well ID

Original Record Correction Change in Well Use

1. LOCATION OF WATER WELL: Fraction: Section Number: Township Number: Range Number:

County: Douglas SW NE NE SW 28 T 13 S R 18 E

2. Well Owner: Last: First:

Business:

Address:

Address:

City: State: ZIP:

Street or Rural Address where well is located (if unknown, distance and direction from nearest town or intersection):

If at owner's address, check here:

4. DEPTH OF WELL: ft.

Depth(s) Groundwater Encountered: 1) ft.

2) ft. 3) ft. or 4) Dry Well

WELL'S STATIC WATER LEVEL ft.

below land surface, measured on (mo/day/year)

above land surface, measured on (mo/day/year)

Pump test data: Well water was ft.

after hours pumping gpm

Well water was ft.

after hours pumping gpm

Estimated Yield: gpm

Bore Hole Diameter: in. to ft. and in. to ft.

5. Latitude: N (decimal degrees)

Longitude: S (decimal degrees)

Datum: WGS 84 NAD 83 NAD 27

Source for Latitude / Longitude:

GPS (unit make/model:)

(WAAS enabled? Yes No)

Land Survey Topographic map

Online Mapper:

6. Elevation: ft. Ground Level TOC

Source: Land Survey GPS Topographic Map

Other

7. WELL WATER TO BE USED AS:

1. Domestic: Public Water Supply: well ID

Household Dewatering: how many wells?

Lawn & Garden Aquifer Recharge: well ID

Livestock Monitoring: well ID

Irrigation Environmental Remediation: well ID

Feedlot Air Sparge Soil Vapor Extraction

Industrial Recovery Injection

10. Oil Field Water Supply: lease

11. Test Hole: well ID

Cased Uncased Geotechnical

12. Geothermal: how many bores?

a) Closed Loop Horizontal Vertical

b) Open Loop Surface Discharge Inj. of Water

13. Other (specify):

Was a chemical/bacteriological sample submitted to KDHE? Yes No If yes, date sample was submitted:

Water well disinfected? Yes No

8. TYPE OF CASING USED: Steel PVC Other CASING JOINT: Glued Clamped Welded Threaded

Casing diameter in. to ft., Diameter in. to ft., Diameter in. to ft.

Casing height above land surface in. Weight lbs./ft. Wall thickness or gauge No. [Decimal Conversion Chart](#)

TYPE OF SCREEN OR PERFORATION MATERIAL:

Steel Stainless Steel Fiberglass PVC Other (Specify)

Brass Galvanized Steel Concrete tile None used (open hole)

SCREEN OR PERFORATION OPENINGS ARE:

Continuous Slot Mill Slot Gauze Wrapped Torch Cut Drilled Holes Other (Specify)

Louvered Shutter Key Punched Wire Wrapped Saw Cut None (open hole)

SCREEN-PERFORATED INTERVALS: From ft. to ft., From ft. to ft., From ft. to ft.

GRAVEL PACK INTERVALS: From ft. to ft., From ft. to ft., From ft. to ft.

9. GROUT MATERIAL: Neat cement Cement grout Bentonite Other

Grout intervals: From ft. to ft., From ft. to ft., From ft. to ft.

Nearest source of possible contamination:

- Septic Tank Lateral Lines Pit Privy Livestock Pens Insecticide Storage
 Sewer Lines Cess Pool Sewage Lagoon Fuel Storage Abandoned Water Well
 Watertight Sewer Lines Seepage Pit Feedyard Fertilizer Storage Oil Well / Gas Well
 Other (Specify)

Direction from well? Distance from well? ft.

From	To	Lithologic Log	Notes

UP DOWN DELETE ROW

11 CONTRACTOR'S LOG OR LANDOWNERS CERTIFICATION: This water well was constructed reconstructed plugged under my jurisdiction and was completed on (mo/day/year) and this record is true to the best of my knowledge and belief
Kansas Water Well Contractor's License No. This Water Well Record was completed on (mo/day/year)
under the business name of:

13. When you click “Save and Exit”, you’re given the ability to do things to the WWC5 you just created along with a list of any problems detected with the form:

The screenshot displays the KOLAR web application interface. At the top, there are navigation tabs for Home, KDHE Forms, Settings, and Help. The KOLAR logo is in the top right corner, with the text "Test WW Driller" and a "Logout" link below it. The main heading is "Form Details". Below this, there is a link "Back to WWC5" and the document ID "Document 1072216". A section titled "Actions" contains a table with four rows: "View PDF", "Delete", "Edit", and "Cannot Submit". Below the actions is a section titled "Problems Preventing Submission" which contains a table with two columns: "Form Field" and "Error Message".

Form Field	Error Message
Lithology	Lithology is required.
Well Owner's Last Name	Well Owner's Last NameOwner Name, or Business Name is required.
Well Owner's First Name	Well Owner's First NameOwner Name, or Business Name is required.
Well Owner's Business Name	Well Owner's Business NameOwner Name, or Business Name is required.
Well Owner's Street Address - line 1	Well Owner's Street Address - line 1 is required.
Well Owner's City	Well Owner's City is required.
Well Owner's State	Well Owner's State is required.
Well Owner's Zip Code	Well Owner's Zip Code is required.

15. When you get back to the “Manage Forms” page where all of your forms are listed, you have the option to review old forms or submit a recently completed form that is ready for KDHE. I clicked on “Ready to Submit” where I can click on “Pay and Submit” to pay the WWC5 fee using KanPay and then submit the form to KDHE. You can batch up many forms and submit them all at once. I’m not going to demo that part of the system to save some time.

The screenshot shows the 'Manage Forms' page in the KOLAR system. At the top, there is a navigation bar with links for 'Home', 'KDHE Forms', 'Settings', and 'Help'. The user is logged in as 'Test WW Driller' and has a 'Logout' option. A button labeled 'Start a New WWC5 Form' is visible. Below this, a section titled 'Select a queue to view' contains a table with the following data:

Table	Documents
WWC5s Unsubmitted	4
WWC5s Ready to Submit	1
WWC5s Submitted	1
Total	6

Below the table, there is a section titled 'WWC5s Ready to Submit' with a descriptive paragraph: 'You may submit all the forms in this queue to KDHE in a single transaction. (There is a price discount for submitting multiple forms together, instead of submitting a one form at a time.) You may pay with a credit card. When your payment transaction is complete, the forms will be submitted automatically to KDHE.' There are two links: 'Pay and Submit WWC5 Forms' and 'Edit'. At the bottom, a table lists the details of the 'Ready to Submit' queue:

Action	Doc ID ^	County	Section	Well Owner
Move to the Unsubmitted queue	1065381		00-00S-00?	

16. Once the form gets through KDHE, it will automatically show up in the on-line WWC5 database (<http://www.kgs.ku.edu/Magellan/WaterWell/index.html>):

File Edit View History Bookmarks Tools Help

KGS--Water Well Completion R... +

www.kgs.ku.edu/Magellan/WaterWell/index.htm

Kansas Geological Survey Hydrology Water Well Database Query

Water Well Completion Records (WWC5) Database

Use this form to search the KGS index of water wells. In Kansas, Township values vary from 1 in the north to 35 in the south, and the values for Range are from 1-43 West and 1-25 East. Values for Section are 1 to 36. For additional information or to purchase scans or copies of forms, see our [Data Resources Library](#).

Please note: we have renovated our interactive well mapping system, linked to each well page (April 7, 2011).

Choose wells by entering a legal description OR county name.

Legal Description	County
Township: <input type="text"/> South	Allen
Range: <input type="text"/> East <input type="radio"/> or West <input checked="" type="radio"/>	Anderson
Section (optional): <input type="text"/>	Atchison
	Barber
	Barton
<input type="button" value="Select by T-R"/>	<input type="button" value="Select by County"/>

[FGDC Metadata Information for this set is available.](#)

ZIP'd file containing well data
 This next link points to a pre-created file containing the data for all wells in the state. The format is the same as the files saved using the above query. The file containing all the wells in Kansas is a large zipped file of 9.9 megabytes (226,000 wells). Please use the above query to find the most up-to-date data or to receive more manageable amounts of data.

[wwc5_wells.zip](#) ~~Updated~~ (Dec. 30, 2011)

[Status maps of WWC5 database](#), Updated Dec. 30, 2011

[Database of Water Well Contractors](#)

[Statewide statistics of wells drilled](#) (query may take a while)

[Water Use Code Statistics](#) (query may take a while)

These searches create files containing wells based on the date chosen.

Wells Constructed in...	January	2011	<input type="button" value="Select Wells"/>
Wells Plugged in...	January	2011	<input type="button" value="Select Wells"/>

[Disclaimer](#)