1. Domestic well out of water – keep all receipts for temporary water supply (bottled water, etc.).
2. Report to DNR Hydrologist or Well Interference Coordinator.
3. DNR sends homeowner/domestic water supply a Well Interference Complaint Form.
4. DNR informs appropriators of potential well interference. Appropriate may assist with water supply or situation may require appropriations be suspended during the investigation.

Well Driller Inspection
1. Homeowner hires a Licensed Well Driller to inspect the well and complete DNR complaint form.
2. Inspection determines out of water not related to condition of well or water delivery system.
3. Well is restored to working order if possible or a new well is drilled. Keep receipts.
4. Old well should NOT be sealed. Nearby appropriators may inspect well.
5. If possible, DNR staff is on site at time of inspection. DNR reviews the submitted form.

Proceed to Investigate
1. Form is complete and well is accessible.
2. DNR sends letters to nearby appropriators and requests water use data.

Dismiss Complaint
1. Inspection determines water loss is due to condition of well or water delivery system.
2. Well sealed or owner denies access to well.
3. Homeowner withdraws complaint.

DNR Investigates
1. DNR evaluates nearby groundwater level data, geology and geography.
2. Reviews nearby water use records, timing, and conducts hydrologic modeling.
3. Evaluates well history and construction. Conducts aquifer test, if necessary.
4. Situation may require appropriators to provide water or temporarily stop appropriations. This stage may take a few weeks to a year, depending on available data and complexity.

Complaint is Valid
Within 30 days appropriator(s) decide:
1. Negotiate settlement – common.
2. Modify or restrict permit – rare.

Complaint is Not Valid
1. All parties notified the case is closed.
2. Some appropriators may have been part of investigation but did not cause decline in water level. No further action needed.

Negotiate Settlement and Close
1. 10 days to make an offer; 10 days for homeowner to accept or make counter-offer.
2. If negotiations stall, either party may request the DNR to determine reasonable offer.
3. 10 days to send payment to homeowner once offer is accepted/determined.
4. Once payment is verified, DNR notifies all parties that the case is closed.