

GUIDE TO BORELOG ENTRY

This document is a guide on how to submit a borelog online to meet the requirements of the Canterbury Regional Council bore installers programme. If you require further assistance, please do not hesitate to contact us.

INTERNET BROWSERS

Environment Canterbury's (ECan's) online borelog portal is designed to run in Google Chrome (download [here](#)), or Internet Explorer 10 or newer (download [here](#)).

HELPFUL TIPS

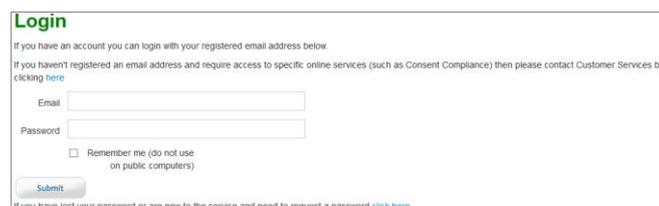
- Only use the backspace button if you are in a field where you can enter text or numbers. In any other field, the backspace button will take you back to the Welcome page, deleting any unsaved data.
- You can save your entry any time after completing the 'Bore Log' and 'Location' sections. All saved logs are stored in your 'Draft Borelogs' folder (click 'Draft Borelogs' in the side menu).
- Be aware of unit changes between fields.
- You can shorten the numbers you enter, i.e. enter '0.4' as '.4', or '02/04/2014' as '2/4/14'.
- You can increase the size of popup windows by clicking and dragging their bottom-right corner.
- If you realise a mistake after submission, please email borelogs@ecan.govt.nz and we will correct this.
- We are happy to provide training or answer any questions relating to borelog entry or the bore installers programme.

BORELOG ENTRY WEBSITE

To enter a borelog online, go to the [My Services](#) website. Alternatively, on the ECan website, click the 'Menu', then 'My Services Login' on the menu that opens.



Enter your details in the 'Login' screen.



Login
If you have an account you can login with your registered email address below.
If you haven't registered an email address and require access to specific online services (such as Consent Compliance) then please contact Customer Services by clicking [here](#).

Email
Password

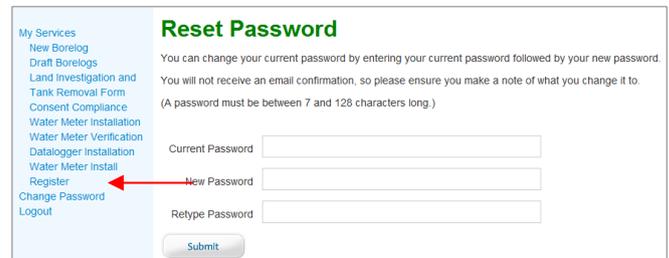
Remember me (do not use on public computers)

If you have lost your password or are new to the service and need to request a password [click here](#).

If you have forgotten your password or are a new user, contact the ECan Customer Services team who can create a login for you. Once created, we will send you an email with instructions for logging in.

Changing your password

After you have logged in, you can change your password via the 'Change Password' heading in the side menu.



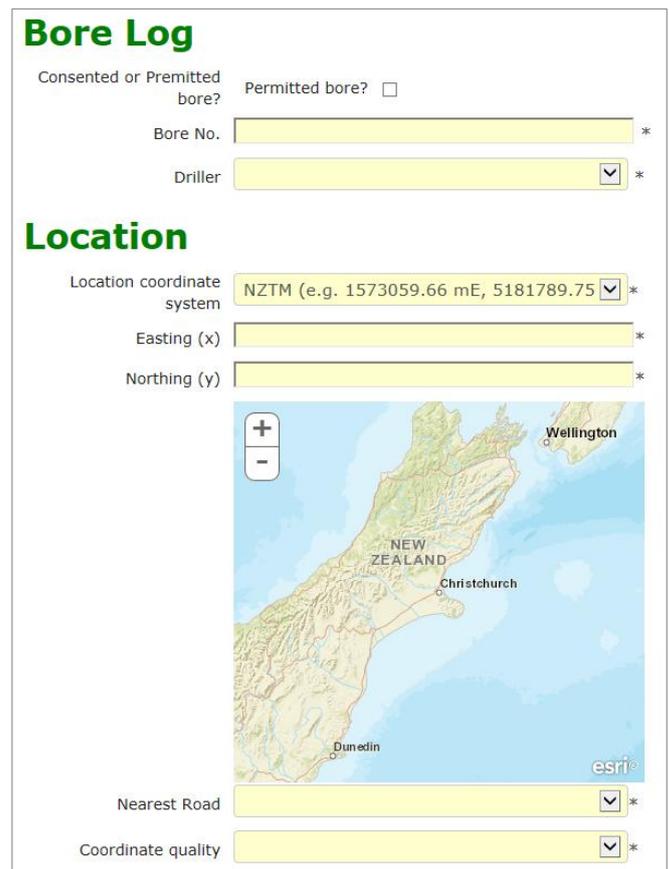
Reset Password
You can change your current password by entering your current password followed by your new password. You will not receive an email confirmation, so please ensure you make a note of what you change it to. (A password must be between 7 and 128 characters long.)

Current Password
New Password
Retype Password

ENTER YOUR DATA

Select 'New Borelog' from the side menu.

Yellow fields with an asterisk are essential and must be filled for the borelog to be submitted. White fields are desirable additional information.



Bore Log
Consented or Permitted bore? Permitted bore?

Bore No. *

Driller *

Location
Location coordinate system NZTM (e.g. 1573059.66 mE, 5181789.75) *

Easting (x) *

Northing (y) *

Nearest Road *

Coordinate quality *

The following headings reflect their order on the 'New Borelog' webpage. The detail provided in this document should be sufficient to successfully complete a borelog entry. If you need additional help or information, please contact us.

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1 Bore Log

1.1 Consented or permitted bore?

If provided with a bore number, then the bore is consented. Leave the checkbox unchecked and enter the bore number.

Permitted bores are bores that can be drilled without a resource consent. If your client's bore is permitted, check the checkbox.

1.2 Is the bore replacing an existing one?

This field only appears for permitted bores.

Select whether the bore is replacing an existing one. If it is, enter the old bore number and select the reason why this new bore is replacing the old one. **This field also applies to deepened bores.**

1.3 Bore No.

This field only appears for Consented bores.

Enter the bore number. If it does not appear in the dropdown list, email borelogs@ecan.govt.nz to advise.

1.4 Driller

Select your drilling company from the dropdown list. If it is missing, contact borelogs@ecan.govt.nz to have it added.

1.5 Bore Usage

This field only appears for permitted bores.

Select your bore's use(s) from the dropdown lists.

2 Contact Details

This field only appears for permitted bores.

Fill this section with the bore owner information.

3 Location

3.1 Location coordinate system

Select the coordinate system your coordinates are in (NZTM, NZMG, or WGS84). If your coordinates are not in a compatible system, convert them using a conversion tool (such as the one found [here](#)).

3.2 Easting and Northing

Examples of coordinates and their formatting are included in the drop-down options for 'Location coordinate system'.

Location	
Location coordinate system	NZTM (e.g. 1573059.66 mE, 5181789.75 mN) *
Easting (x)	NZTM (e.g. 1573059.66 mE, 5181789.75 mN)
Northing (y)	NZMG (e.g. 2483061.39 mE, 5743403.22 mN) WGS84 (e.g. -43.516342, 172.666673) *

Once you have entered the coordinates, hit "Tab" or "Enter" on your keyboard, or click outside the text box to load the map.

If the wrong X and Y values are entered or do not match the coordinate system selected, the map will go blank with 'Nearest Road' reading 'No roads within a reasonable distance'. Alternatively, the point will plot in the wrong location.

If this happens, recheck your coordinates and coordinate system to ensure you are entering them correctly and that the systems match. Also check to make sure there are no spaces after the coordinates entered. If refreshing the webpage does not resolve the issue, please contact us for assistance.

3.3 Nearest Road

This dropdown field automatically loads the nearest road(s) to the coordinates you have entered. Select the appropriate option. If the correct road is not in the list, after submitting the borelog contact borelogs@ecan.govt.nz with the bore number and correct road name and we will update the record for you.

3.4 Coordinate quality

Select the appropriate option from the dropdown box.

3.5 Reserve Bore No.

This button only appears for permitted bores.

Once the above fields have been filled, you have the option to reserve a Bore No. This saves the form as a draft with a newly generated Bore Number.

Click this button to reserve a bore number. The information you have entered will be saved to your 'Draft Borelogs' folder for you to complete after drilling.

4 Bore Details

4.1 Drilling method

Select the drilling method used from the dropdown list. If you used a secondary method, select this from the 'Secondary drilling method' dropdown list.

4.2 Bore or Gallery?

Select the appropriate option.

4.3 Drill Date

Enter the date works on the bore were completed by either typing it in, or selecting it from the calendar that appears when you click in the textbox.

Drill date	<input type="text"/>
Diameter (mm) ¹	<input type="text"/>
¹ Internal diameter at ground Telescoped Bore?	<input type="checkbox"/>
Casing material	<input type="text"/>
Static GWL (m)	<input type="text"/>
Description reference of measuring point	<input type="text"/>

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Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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4.4 Diameter

Enter the internal diameter of the bore casing at ground level in mm.

4.5 Telescoped bores

This information is not required for galleries.

If the bore has been telescoped, check the checkbox. Fill the 'Telescope Comments' field with the changes in diameter and the depths they occur.

Telescoped Bore?	<input checked="" type="checkbox"/>	Please provide information about changes in diameters and the depths that they occur
Telescope Comments	<input type="text"/>	

4.6 Casing material

This information is not required for galleries.

Choose the casing material from the dropdown list. If you select 'Other' you must record the material used in the text box that appears.

4.7 Static GWL

Select if the static groundwater level is above or below the measuring point. Enter the groundwater level in metres from the measuring point as a positive value.

Static GWL (m)	<input type="radio"/> Below MP <input type="radio"/> Above MP
	<input type="text" value=".5"/>
Description reference of measuring point	<input type="text" value="Top of Casing"/>
Ground level distance from measuring point (m)	<input type="radio"/> GL below MP <input type="radio"/> GL above MP
	<input type="text" value="1"/>

4.8 Description reference of measuring point

Select the groundwater level measuring point from the dropdown list. If 'Other' you must define the measuring point in the textbox.

4.9 Ground level distance from measuring point

Select whether ground level is below or above the measuring point, then enter the distance from ground level to the measuring point as a positive value.

4.10 Final Bore depth

This information is not required for galleries.

This is the total depth of the finished bore. A bore could be drilled to 150 m, with the casing pulled back to 97 m. In this case, the final bore depth would be 97 m.

5 Compliance questions

This section will only display for permitted bores.

You must answer all questions. If you unsure of an answer and you cannot get confirmation, select 'No' and make a note in the 'Compliance Comments' textbox.

6 Galleries

This section will only display if 'Gallery' is selected.

Click the 'Add section' button to display the gallery fields. Enter the gallery section length, depth and width in metres. Use the direction option to select the direction the gallery section is trending and add the end reference coordinates if available; these must be in NZTM.

Gallery	
Length (metres)	<input type="text"/>
Depth (metres)	<input type="text"/>
Width (metres)	<input type="text"/>
Direction	<input type="text"/>
End Reference (NZTM)	<input type="text"/>
(e.g. 1573059.66 mE, 5181789.75 mN)	
<input type="button" value="Add"/> <input type="button" value="Close"/>	

Once you have entered the gallery details, click 'Add'. If you have multiple section to add, repeat this process, otherwise click 'Close'. You should see a table similar to the following.

Galleries					
Length (m)	Depth (m)	Width	Direction	End Reference (NZTM format)	Actions
5	3	3	North	1573059, 5181789	<input type="button" value="🔍"/> <input type="button" value="✏️"/> <input type="button" value="✖️"/>
<input type="button" value="Add section"/>					

The gallery section details can be viewed by clicking the magnifying glass, edited by clicking the pencil, or deleted by clicking the cross.

7 Yield/Drawdown

If you have performed a pump test, select 'Yes'. Enter the starting date of the test, the starting water level and whether the water level was above or below the measuring point. Choose the flow rate units, and then click 'Add yield/drawdown'. The following window will appear for you to enter the test information.

Yield Drawdown	
Pumping Rate	<input type="text"/>
Litres/sec	
Drawdown (metres)	<input type="text"/>
Duration (minutes)	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Close"/>	

Fill in all fields. Ensure you enter the pumping rate in the same unit as the 'flow rate unit'. This unit displays on screen as a reminder. Click 'Add' to add the information.

If you have measurements for multiple flow rates, you must make an entry for each rate. Once you have added all measurements, click 'Close'.

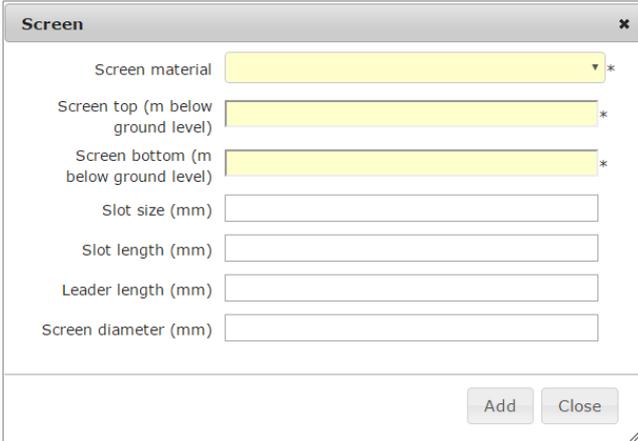
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As with galleries, you can view, edit, and delete pump rates.

8 Screens

If you installed a screen in the bore/gallery, click 'Add screen' to bring up the popup window.

Fill in the required fields and the additional fields if you have the information available, while being mindful of unit changes.



The 'Screen' popup window contains the following fields:

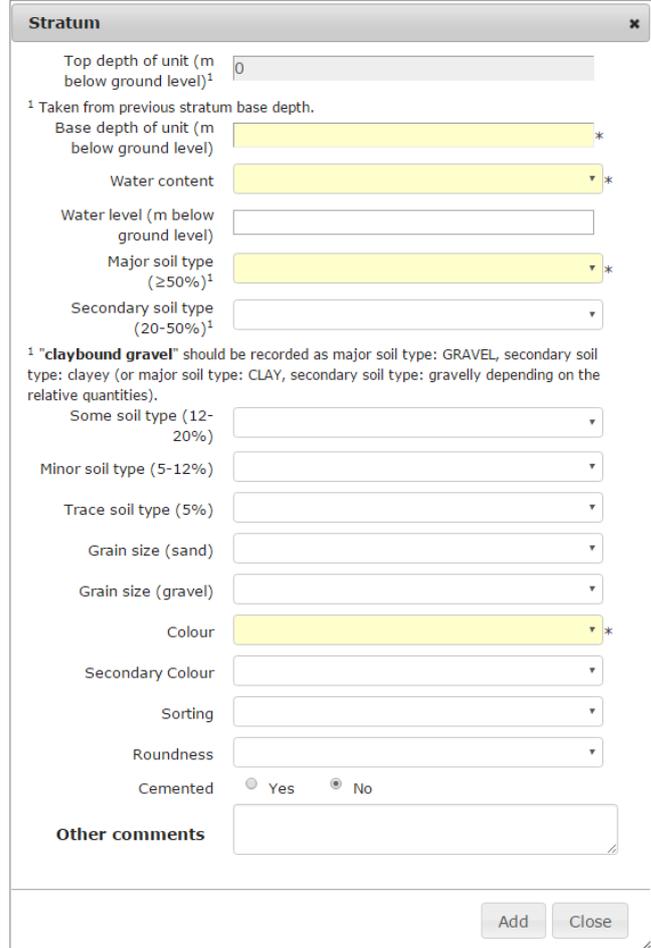
- Screen material (dropdown menu, required)
- Screen top (m below ground level) (text input, required)
- Screen bottom (m below ground level) (text input, required)
- Slot size (mm) (text input)
- Slot length (mm) (text input)
- Leader length (mm) (text input)
- Screen diameter (mm) (text input)
- Buttons: Add, Close

Click 'Add' once you have entered all information.

As with Galleries and Yield/Drawdown, you can view, edit, and delete screens.

9 Strata

Click the 'Add stratum' button to open the popup window. You must complete one entry per strata layer.



The 'Stratum' popup window contains the following fields:

- Top depth of unit (m below ground level)¹ (text input, value: 0)
- Base depth of unit (m below ground level) (text input, required)
- Water content (dropdown menu, required)
- Water level (m below ground level) (text input)
- Major soil type (≥50%)¹ (dropdown menu, required)
- Secondary soil type (20-50%)¹ (dropdown menu)
- Some soil type (12-20%) (dropdown menu)
- Minor soil type (5-12%) (dropdown menu)
- Trace soil type (5%) (dropdown menu)
- Grain size (sand) (dropdown menu)
- Grain size (gravel) (dropdown menu)
- Colour (dropdown menu, required)
- Secondary Colour (dropdown menu)
- Sorting (dropdown menu)
- Roundness (dropdown menu)
- Cemented (radio buttons: Yes, No)
- Other comments (text area)
- Buttons: Add, Close

¹ "claybound gravel" should be recorded as major soil type: GRAVEL, secondary soil type: clayey (or major soil type: CLAY, secondary soil type: gravelly depending on the relative quantities).

9.1 Top depth of unit

This field is auto-filled based on the base depth of the previous unit.

If you miss a strata layer, you can add it out of order and the webpage will automatically insert it in the correct order based on the base depth of the unit.

9.2 Base depth of unit

Enter the value for the bottom of the unit. This must be a positive value (i.e. enter -1.2 m as 1.2).

9.3 Water content

Select the most appropriate option from the drop-down list.

9.4 Water level

If you recorded a water level in a soil unit during drilling, enter it here.

If the level was measured from a different point than the 'Description reference of measuring point' (See 4.8), you will need to convert this measurement to ensure consistency. For example, if you measuring point is top of casing at 0.3 m above ground level, and during drilling you take a water level reading at ground level of -3.5 m, you

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would add 0.3 m to the water level so it is comparable with future readings.

9.5 Soil type

Soil type refers to the geological description as defined in the Guideline for the Field Classification and Description of Soil and Rock for Engineering Purposes, NZ Geotechnical Society Inc, December 2005. Accessible [here](#). See rear of document for example classifications.

Select the appropriate option for each soil type. The major soil type only allows one type of sediment, while the remainder allow for dual soil types.

For any types that don't fit the options provided, select 'Other Sediment/ Rock Type' and record the soil description in the 'Other comments' textbox at the bottom of the window.

If no soil type was recorded, or there was core loss, select 'No Recovery' or 'No Log'.

9.6 Grain size

If recorded, define the grain size for sand and/or gravel.

9.7 Colour

Select the predominant strata in the 'Colour' field and (if recorded) secondary colour in the 'Secondary Colour' field. For additional colours, and 'Other colour' entries, record the details in the 'Other comments' textbox. If no colour was recorded, select 'Not Logged'.

9.8 Sorting

If recorded, select from the dropdown list. For any types that don't fit the options provided, record the description in the 'Other comments' textbox at the bottom of the window.

9.9 Roundness

If recorded, select from the dropdown list. For any types that don't fit the options provided, record the description in the 'Other comments' textbox at the bottom of the window.

9.10 Cemented

Tick 'Yes' or 'No' as appropriate.

9.11 Other comments

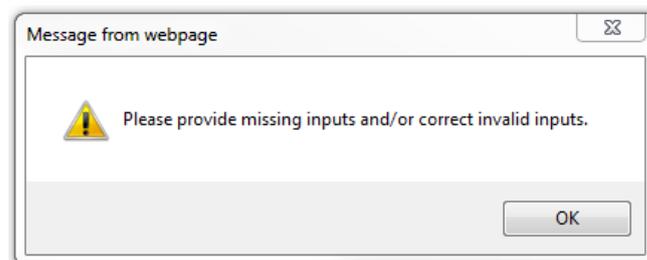
Note anything not covered by the provided options.

10 Completing your entry

Once you have completed all fields, press the 'Submit' button.

On occasion, the 'Submit' button will not work. If this happens, click 'Save', open the log from your 'Draft Borelogs' and resubmit.

If you have not filled any of the required fields, you will see



Scroll up, and in red writing 'Required' will have appeared under fields that require filling before submission. Complete these fields and resubmit.

If, for any reason you are unable to complete the borelog entry, you can click 'Save'. Saved borelogs will be stored in the 'Draft Borelogs' link in the side menu.

If you are submitting a log for a permitted bore, the bore number will now be assigned to your bore (if not previously assigned using the 'Reserve Bore No.' function). This number will display on screen after successful submission. It will also be in the confirmation email you receive.

If you have any issues with submitting, please contact borelogs@ecan.govt.nz with the bore number and the issue you are having and we will resolve this for you. If you are unable to submit a borelog, please ensure you have it saved in your drafts folder.

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Example classifications from typical driller descriptions

1. Dry brown claybound gravel with silt and sand
Classified as:

Water content	Unsaturated
Colour	Brown
Major soil type	Gravel
Secondary soil type	Clayey
Some soil type	Silt and sand

2. Water-bearing grey sandy gravel with traces of clay
Classified as:

Water content	Saturated
Colour	Grey
Major soil type	Gravel
Secondary soil type	Sandy
Trace soil type	Clay

3. Sandy peat with some large wood fragments
Classified as:

Water content	Not Recorded
Colour	Grey
Major soil type	Peat
Secondary soil type	Sandy
Some soil type	Wood
Other comments	Woody pieces up to 2 cm in length

4. Limestone with shell layers
Classified as:

Water Content	Not Recorded
Colour	Not Recorded
Major soil type	Limestone
Some soil type	Shells
Other comments	Shells occur as 1-3 cm bands within limestone