

INSTRUCTIONS FOR COMPLETING
AN AFFIDAVIT OF SUPERVISION

Well Construction Standards Rule 1200-4-9--.06 (1)(f) states:

- (f) A licensee shall not allow any individual to operate under his license unless the individual to be supervised by the licensee is employed by the licensee and holds an installer or rig operator card. Proof of employment must be on file with the Department prior to commencement by the employee of any activities requiring supervision. Proof of employment shall consist of a notarized Affidavit of Supervision.

Well Construction Standards Rule 1200-4-9--.06 (2) (e) also states:

- (e) If a licensee's employees will at any time be in charge of well or borehole construction, or pump or water treatment installation, or closed loop installation in the absence of the licensee, he shall request the Director to issue a wallet-sized identification operator card for them. This card shall bear the name of the employee to whom it is being issued and the signature and license number of the licensee under whose supervision the work is being performed. The card shall be carried by the licensee's employee at all times at the work site.

Follow the Instructions listed below to complete an Affidavit of Supervision to meet the above referenced requirements and return the **notarized** affidavit of supervision to the address denoted on the form.

1. Identify the license holder and his license number assigned to the licensee by the Division of Water Supply
2. Identify the company name of the license holder
3. Identify the person the license holder wishes to supervise and the home address of the employee
4. Identify the date this supervision is to become effective
5. Identify the type work you will be supervising the employee on
6. Identify if the employee has ever been convicted of a felony
7. The **license holder** must sign and date the Affidavit of Supervision in front of a notary.
8. Return the completed form to the address denoted on the form



STATE OF TENNESSEE
 DEPARTMENT OF ENVIRONMENT AND CONSERVATION
 DIVISION OF WATER SUPPLY
 6th Floor, 401 Church Street
 Nashville, Tennessee 37243-1549

AFFIDAVIT OF SUPERVISION

This form is to be completed by the licensed driller or installer and **signed by the licensee before a notary public.** Please print information requested, complete this form for each person you supervise. Return the completed form to the Division of Water Supply at the address listed above in the letterhead. **The Department must issue cards before licensee can authorize employee to be in charge of well site when the license holder is not present.** Questions concerning this form may be directed to the Division of Water Supply, 401 Church Street, L& C Tower 6th Floor, Nashville, Tennessee 37243-1549 or by calling 800-523-4873 or 615-532-0176, Fax (615) 532-0503

Please Print

1. Name of license holder: _____ License #: _____

2. Doing Business as: _____

3. Name of Person to be supervised: _____
 Home address of person supervised: _____
 City: _____, State: _____ Zip: _____

4. Date Supervision to become effective: ____/____/____

5. I hereby request the above name individual to be issued an operator card, which denotes the individual to be employed by me and working under my supervision for the following operations:

| | |
|--------------------------------|------------------------------------|
| _____ Water Well Drilling | _____ Pump Installation |
| _____ Monitor Well Drilling | _____ Water Treatment Installation |
| _____ Geothermal Well Drilling | _____ Closed Loop Installation |

6. Has the individual you plan to supervise ever been convicted of a felony? _____ Yes _____ No

I understand and agree that it will be my responsibility as a supervisor to oversee all work performed by this individual and to insure that such work complies with all applicable statues and regulations of the Water Well Act. All installations conducted by my company will be conducted under my supervision and will be contracted through my company. Owners will be invoiced and billed by my company for work completed under my license. All drill rigs, pump trucks and service vehicles will be identified by my decals, and the driver's door permanently marked with the name of my firm. This supervision shall remain in effect until such time as I notify both the Division of Water Supply and the individual being supervised by written statement of termination of my supervision.

Signature of licensee _____ Date _____

IN WITNESS WHEREOF, I have hereto set my seal this ____ day of _____

My Commission expires: _____