



The Division of Mineral Resources has developed this form to accommodate newer drilling technologies and to conform to the American Petroleum Institute's (API) well identification number system. For a complete description of the API numbering system, visit the Empire State Oil and Gas Information System's website at [www.nysm.nysed.gov/esogis/apiGuide.cfm](http://www.nysm.nysed.gov/esogis/apiGuide.cfm). Instructions and examples for completing the form are below.

The completed form should be submitted to the appropriate Regional office. If you have any questions or need any further assistance with the form, please feel free to contact the Regional office responsible for the area where the well is located or visit our website at [www.dec.ny.gov/energy/205.html](http://www.dec.ny.gov/energy/205.html).

Allegany Office	(716) 372-0645	(Allegany, Cattaraugus, Chautauqua, Erie, Niagara and Wyoming counties)
Avon Office	(585) 226-2466	(Jefferson, St. Lawrence, Lewis, Oneida, Herkimer, Oswego, Cayuga, Onondaga, Madison, Tompkins, Cortland, Chenango, Broome, Orleans, Monroe, Wayne, Genesee, Livingston, Ontario, Yates, Seneca, Steuben, Schuyler, Tioga and Chemung counties)
Albany Office	(518) 402-8056	(All other counties)

**GENERAL INFORMATION**

**Well Owner -** Enter the appropriate owner name and address information. This information should be the same as that included in the Organizational Report on file with the Division. If you would like the permit mailed to a different office, please include the mailing address in the Details section.

**API Well Identification - Number** Enter the API number assigned to the well as shown on the Well Drilling Permit. If this is a notice to plug a well not currently registered with the Division, leave the API Well Identification Number blank.  
**Note:** In addition to the Notice of Intention to Plug and Abandon, a map showing the location of the well should also be submitted for wells not currently registered with the Division.

**Well Name and Number -** Enter the well name and number. By convention, the Division uses **Last Name First Initial** where possible. For example, a lease name of John A. Smith would be entered as **Smith (space) J**. Similarly by convention, the Division designates the first well on a lease as number 1, the second number 2, etc., and uses the alphabetical designator **A, B, C**, etc., for successive wells in the same well bore or for well locations skidded less than 75' from the permitted location. For example, a sidetrack or skid of the John A. Smith number 1 well would be entered as **Smith J 1A**.

**County, Town -** Enter the appropriate County and Town where the surface of the well is located.

**Quad, Section -** Enter the appropriate 7½ minute topographic map and section. By convention, the Division uses the letter designations **A-I** for each section. The correct section can be determined by dividing the 7½ minute topographic map into 9 sections along the 2½ minute divisions and lettering them from left to right as shown.

A	B	C
D	E	F
G	H	I

**Total Depth -** Enter the True Measured Depth (**TMD**) of the well.  
**Note:** For vertical wells, use (**TMD**) to record all depths

**Location -** Enter the appropriate locations for the Surface, Top of the Target Interval, Bottom of the Target Interval and Bottom Hole Location. Enter latitude and longitude as decimal degrees in the format **DD.DDDDDD** using the North American Datum of 1983. Also, enter the True Vertical Depth (**TVD**) and True Measured Depth (**TMD**) for the Top of the Target Interval, Bottom of the Target Interval and Bottom Hole locations. For fault-bounded Trenton-Black River hydrothermal dolomite reservoirs, the target interval is the extent of the proposed productive section that will be penetrated by the wellbore between the bounding faults. For all other reservoirs, the target interval is the target formation.

**Note:** By convention, the Division defines a Vertical well as any new well drilled as a straight hole from the surface location, a Directional well as any new well drilled and intentionally deviated from the surface location and a Sidetrack as any well drilled within an existing well bore.

**Planned Date & Time -** Enter the planned date and time of commencement of operations.

**Plugging Contractor -** Enter the name and telephone number of the planned plugging contractor. The well shall be plugged only by a contractor registered as a plugger with the Division.

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**CASING RECORD**

**Casing Strings -** Enter the information for each of the casing strings in the appropriate columns. Enter the hole size and pipe size in inches. Enter the weight of the pipe in pounds per foot and whether it was new or used pipe. Enter the depth to which casing was originally put in the well, the amount of pipe proposed to be pulled from the well, and the amount of pipe proposed to be left in the well **TMD**. Enter the proposed method for removing the pipe.

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**PROPOSED PLUGGING PLAN**

**Filling Materials -** Enter the proposed filling materials for each section of the plugging operation, starting from total depth. Enter the class and type of cement, gel or other material for each section and the number of sacks, slurry weight in pounds per gallon, yield in cubic feet per sack and volume in cubic feet. For bridges enter "Bridge" in the **FILLING MATERIALS** column, a description of the type of bridge in the **CLASS/TYPE OF CEMENT** column and leave the **NUMBER OF SACKS, SLURRY WEIGHT, YIELD** and **VOLUME** columns blank. If the section will be tagged, enter "Yes" in the **TAGGED** column, otherwise enter "No". Enter the proposed depths of each section in the **FROM** and **TO** columns as TVD/TMD. For vertical wells, use just TMD to record depths.

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**AFFIRMATION AND ACKNOWLEDGMENT**

**Continuation -** Enter the well name and number and the API Well Identification Number as shown on page one.

**Details -** Give details for each of the proposed cement plugs. If the well is a directional or sidetrack well, also include a well bore diagram showing the location of each of the plugs included in the details. If the well is not currently registered with the Division, also list the well type and include a map showing the location of the well.

**Signature Section -** Complete the appropriate section for either Individual or Organization. The person signing the notice must be authorized to do so on the Organizational Report on file with the Division.