

APPENDIX 8 - FORMS USED IN THE OIL, GAS AND SOLUTION MINING PROGRAM

Application for Permit to Drill, Deepen, Plug Back or Convert a Well Subject to the Oil, Gas and Solution Mining Law (#85-12-5).

- Applicant must supply: 1) owner's and operator's address and phone number 2) proposed well's type, location, elevation, total depth, etc. 3) type of rig, drilling fluid and spudding date, 4) details on each proposed casing string and cement job.
- Form must be accompanied by surveyor's plat (map) of well site.
- Used by DEC to: 1) find proposed well location to conduct pre-drilling site inspection, 2) assess the adequacy of the proposed engineering program and 3) determine if modifications and/or permit conditions are needed.

Oil, Gas and Solution Mining Well Drilling Environmental Assessment Form (EAF)

- This form must accompany all well permit applications. Applicant must complete Part I giving detailed information on the proposed well site including presence of sensitive environmental resources, surrounding land uses and operator's construction plans (site and access road dimensions, erosion control measures, restoration plans, etc).
- Parts II and III are completed by DEC to determine whether there will be any significant social or environmental impacts requiring project modification or permit conditions. Information on form also indicates if other permits (wetlands, stream disturbance, etc) will be needed.

Pre-Drilling Site Inspection Report (85-15-25)

- Completed by DEC inspectors during field visit. They check the accuracy of the well plat, well spacing and setbacks, proximity of well site or access road to protected resources, the potential for erosion and

sedimentation and the need for other permits.

Organizational Report for Oil, Gas and Solution Mining Activities (85-15-12)

- Submitted with first permit application and refiled whenever organizational changes occur. The form covers: 1) type of organization (corporation, association, partnership) 2) type of activity (production, drilling, storage, salvage, etc.) 3) the name, title and address of all directors, officers, general and limited partners, and 4) any previous name and address of the organization.
- Used by DEC for initial project review and contacting operator or owner when necessary. Also used for identifying all the responsible parties in case of violations.

Declaration of Active and Inactive Unplugged Oil and Gas and Solution Mining Wells Subject to Financial Security in New York State (85-12-10)

- Well owners must give the name, API number, depth and permit date for each well they own. Form must be accompanied by correct financial security in acceptable form.
- Used by DEC to assess each well owner's financial security requirements based on number and depth of their wells. Department will use the financial security to properly plug and abandon wells if the owner fails to do so.
- Drilling permits cannot be issued unless proposed well has adequate financial security.

Financial Security Worksheet (85-11-2)

- Worksheet used by both well owners and DEC to compute correct amount of financial security based on depth and number of wells.

Well Plugging and Surface Restoration Bond (85-02-2)

- Filled out by a Surety authorized to do business in the State of New York and filed by the well owner or operator. The Surety must identify the amount of the bond and the owner/operator whose wells it applies to. The signed form legally obligates the Surety to surrender the funds to the State of New York if wells are not properly plugged and abandoned.

Well Drilling Permit for Oil, Gas and Solution Salt Mining (85-20-2)

- Document prepared by DEC which authorizes drilling of an oil, gas or solution mining well. Includes assigned API identification number, permit expiration date and any special permit conditions the Department deems necessary.
- Permit must be posted in a conspicuous place throughout drilling operations.

Application for A.P.I. Well Identification Number (85-16-1)

- Submitted by well owner to obtain an API number for a well that does not already have one (older wells). The owner must supply general information on the well's type, location and condition.
- DEC uses the numbers to keep track of well records. This numbering system is used by government and private industry nationwide.

Well Drilling and Completion Report (85-15-7)

- Submitted by the owner/operator within 30 days of a well's completion. The form contains detailed information on the well's type, location, drilling, casing, cementing, logging, completion, perforation, and testing. The record of rock formations and oil, gas and water zones penetrated must also be filled in on the back of the form.
- DEC uses the information to determine whether the well complies with all

rules, regulations and permit conditions.

- The information on Completion Reports is a vital part of the Division's records. It is essential in any investigation of well pollution problems that may arise. The information on casing, cement and fluid zones is also important in selecting correct plugging procedures when the well is abandoned.

Post Drilling Site Inspection Report (Internal Regional Form)

- DEC staff fill out this form during the site inspections conducted after the well has been drilled and completed. The form contains information on the condition of the access road, well site, wellhead and production equipment. DEC staff perform this inspection to ensure the operator has complied with rules, regulations and permit conditions.

Annual Well Status and Production Report (85-15-4)

- Submitted annually by well owner who must list each well, its type, API number, status (active or inactive), and amount of production.
- DEC uses the production information from the forms to keep track of the industry output and activity. The forms are also useful in tracking down: 1) wells not covered by financial security and, 2) shut-in wells that have illegally been left unplugged.

Purchaser or Taker's Annual Gas Report (85-15-5)

- Submitted annually by purchaser or taker for each and every lease or unit. Identifies well, owner, meter number and MCF of gas purchased or transported.
- DEC uses the information to double check Production Report figures.

Purchaser or Taker's Annual Crude Oil Report (85-15-6)

- Same as above, only for oil instead of gas.

Operator's Annual Natural Gas Storage Report (85-15-2)

- Submitted annually by the owner or operator for every natural gas storage reservoir. The form compares current and previous year's reservoir data, corrosion data, number and type of wells, reservoir acreage and the volumes of gas stored and withdrawn.
- DEC uses this information to keep track of the state of the industry and ensure compliance with rules, regulations and permit conditions.

Operator's Annual LPG Underground Storage Report (85-15-9)

- Submitted annually by the owner or operator of every LPG storage reservoir. Required information and DEC use similar to above.

Operator's Annual Solution Salt Mining Report (85-15-24)

- Submitted annually by the owner or operator of each salt mining operation. Owner must provide well names, API numbers and information on well types and amount of fluids injected and produced.
- DEC uses the information to determine whether the operation complies with rules, regulations and permit conditions.

Notice of Intention to Plug and Abandon (85-12-4)

- Submitted by owner or operator who desires a permit to plug and abandon a well. The form contains information on the well's location, casing record and the proposed plugging details.
- DEC uses the information on this form to determine whether the proposed plugging program is adequate or must be modified before a plugging permit can be issued.

Permit to Plug and Abandon (85-20-3)

- Document prepared by DEC authorizing plugging of well according to the

procedures submitted in the plugging application or required in permit conditions.

Plugging Report (85-15-8)

- Must be submitted by owner or operator within 30 days after plugging of any well. Form contains description of well and the plugging and abandonment procedures used.
- Used by DEC to ensure compliance with rules, regulations and permit conditions.

Plugging Inspection Form (Internal Regional Form)

- Filled out by DEC staff during the site inspection performed after the well has been plugged and abandoned. Inspector must check on the site's final condition, casing left in well, removal of equipment and debris and other measures necessary to comply with well site restoration requirements.

Notice of Transfer of Well Plugging Responsibilities (85-12-9)

- Form submitted by transferee identifying well name, location, etc. The transfer of well plugging responsibility must be signed by both the transferee and transferor in the presence of a notary public. Transferee must have sufficient financial security to cover their new well before the Department will release the previous owner from legal responsibility.
- Used by DEC to ensure that ownership of wells is not transferred to persons who do not have adequate financial security to guarantee proper plugging of a well.

Initial Bottom Hole Pressure and Gas-Oil Ratio Report (85-15-15)

- Submitted by owner or operator when required by DEC. (example Bass

Island well). Form provides results of initial bottom hole pressure test and production tests.

- DEC uses report, in conjunction with other information, to determine whether operator is managing production in a manner that will not waste resources.

Annual Bottom Hole Pressure Test Report (85-15-23)

- Submitted by owner or operator on an annual basis when required by DEC (example Bass Island well). Form gives results of a static bottom hole pressure test. DEC uses report, in conjunction with other information, to determine whether the operator is managing production in a manner that will not waste resources.

Gas/Oil Ratio and Quarterly Production Report (85-15-16)

- Submitted quarterly by owner or operator when required by DEC. (example Bass Island well). Form provides information on gas production, oil production and the gas-oil ratio broken down by month.
- DEC uses report, in conjunction with other information, to determine whether operator is managing production in a manner that will not waste resources.

Complaint Form (Internal Regional Form)

- Completed by DEC Staff in investigating complaints. Includes information on the nature of the complaint, inspections performed, samples or photographs taken and the resolution of the case.