COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF OIL AND GAS MANAGEMENT

NOTICE OF INTENTION BY WELL OPERATOR TO PLUG A WELL INSTRUCTIONS

The following instructions are designed to assist the applicant in properly completing the *Notice of Intention by Well Operator to Plug a Well*, (NOI to Plug a Well), form 8000-FM-OOGM0005. Please type or print clearly when completing the form. If the information requested involves more than the space allows, copy the appropriate page of the form and complete as required. Pursuant to sections 3220(b) and (c) of 58 Pa. C.S. sections 3201-3274 ("2012 Oil and Gas Act"), a well operator intending to plug a well must notify the Department of Environmental Protection (DEP) by submitting this notice, a well location plat, and other relevant information.

The applicant should complete the top section about the well operator, well identification, and location as completely as possible. Provide the latitude and longitude in decimal degrees of the well location. This should be North American Datum of 1983 (NAD 83) and must meet the current DEP policy regarding locational accuracy.

If the applicant or applicant's company is acting as an agent (contractor) to plug this well for the well operator or a coal mine operator, fill in both the operator's name and address and (company's) name and address as well. Upon completion of the plugging work, this named agent or contractor will be responsible to file the *Certificate of Well Plugging* on DEP form 8000-FM-OOGM0006.

If the applicant intends to partially plug a well, DO NOT USE THIS FORM. Instead, please contact the appropriate district oil and gas office to notify DEP of the intended well activity. After such a partial plug-back, please submit amended DEP *Well Record*, form 8000-FM-OOGM0004a and *Well Completion Report*, form 8000-FM-OOGM0004b.

Coal Operator, Owner, and Lessee

According to section 3220(b) of the 2012 Oil and Gas Act, a well operator intending to plug a well underlain by a workable coal seam must notify the coal operators (if any), coal owners, and coal lessees (if any) of all such coal seams under the well location. The notification must include a well location plat and scheduled date and time that plugging will commence. The scheduled plugging time must conform with the timeframe in the next section. Use additional blank pages if you need more space for listings of coal operators, owners, and lessees. Notification must be by certified mail or in person, with recipient's signature providing proof of notification.

Provide the coal party's full name, address, and telephone number and check the box indicating whether notification to this party was accomplished.

A party with such coal interests may have a representative present during the plugging work. This party may instead waive the rights to be notified before plugging begins (3-day notice) and to have someone present during the work. The referenced waiver must be by written signature on this form or other appropriate notice submitted to DEP with this notice of intent to plug the well. Attach envelopes or photocopies of returned certified mail.

Upon completion of plugging, the well operator must send a copy of the plugging certificate to each coal operator, owner, or lessee named on this notice.

Scheduled Date and Time of Plugging

Sections 3220(b) and (c) of the 2012 Oil and Gas Act require that this scheduled plugging time be no less than three days or more than 30 days after this notice is received by DEP. This is to allow DEP and coal owner, operator, or lessee to arrange for their representatives to be present during the plugging work. DEP may verbally waive this required waiting period if no parties with coal interests are involved.

Section 3220(d) allows for a 24-hour notice for a well to be plugged and abandoned immediately after completion of drilling, with follow-up notice by certified mail to DEP and all coal operators, owners, and lessees.

Checklist and Additional Information

A well location plat is always required; DEP's *Well Location Plat*, form 8000-PM-OOGM0002, may be used. Please note that if the form is used, only information relevant to the surface location of the wells that will be plugged is necessary. Also, make sure that the well operator's name and address is current and matches the information provided on the *Notice to Plug a Well* form. If DEP's form is not used, the plat must minimally consist of an electronically rendered map, drawing, or print that is accurately drawn to scale. Submit copies of any well records and completion reports that you have. If you are requesting approval of an alternative method of plugging this well, submit that application on DEP *Proposed Alternate Method or Material for Casing, Plugging, Venting or Equipping a Well* form 8000-PM-OOGM0024 along with this notice. Please include any extra pages, well logs, maps, production data, or other information that would more fully inform DEP's staff about this well and any peculiarities of the location.

If the well plugging is for a mine through, notification to DEPs Bureau of Deep Mine Safety is required.

Submit the *NOI to Plug a Well* form to the appropriate DEP oil and gas district office:

Pennsylvania Department of Environmental Protection
Oil and Gas Management Program
Northwest District Office

230 Chestnut Street	Telephone No.	814.332.6860
Meadville, PA 16335-3481	Fax No.	814.332.6120

Pennsylvania Department of Environmental Protection
Oil and Gas Management Program
Southwest District Office

400 Waterfront Drive	Telephone No.	412.442.4024
Pittsburgh, PA 15222-4745	Fax No.	412.442.4328

Pennsylvania Department of Environmental Protection
Oil and Gas Management Program
Eastern District Office

208 West Third Street	Telephone No.	570.327.3636
Williamsport, PA 17701-6448	Fax No.	570.327.3420