DIVISION OF MINERAL RESOURCES

INSTRUCTIONS FOR: PLUGGING REPORT FORM

The Division of Mineral Resources has developed the PLUGGING REPORT 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 Organized Geologic Information System's website at 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.

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 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**.

API Well Identification - Number Enter the API number assigned to the well as shown on the Well Drilling Permit.

Well Owner - Enter the owner name. This information should be the same as that included in the Organizational Report on file with the Division.

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

Plugging Permit - Number Enter the plugging permit number as shown on the Plugging Permit.

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 intentionally deviated from the surface location and a Sidetrack as any well drilled within an existing well bore.

Type of Plugging - Check the appropriate box for the type of plugging. Check **PLUG AND SKID** for wells that were plugged and the rig **Operation** was skidded less than 75 feet, check **PLUG BACK** for wells plugged back to sidetrack or to complete a shallower horizon, or check **PLUG & ABANDON** for wells that are permanently plugged and abandoned.

Plugging Performed By - Enter the name of the plugging contractor and the date that plugging operations were completed.

Division Witness - Enter the name of the Division staff that witnessed the plugging and the date it was witnessed.

CASING RECORD

Casing Strings - Enter the information for each of the casing strings in the appropriate columns. Enter the hole size and pipe size diameters 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 pulled from the well and the amount of pipe left i the well **TMD**. Enter the method used to remove the pipe.

PLUGGING DATA

Filling Materials - Enter the filling materials used for each section of the plugging operation, starting from total depth. Enter the class and type of cement, gel or other material used 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 was tagged, enter “Yes” in the TAGGED column, otherwise enter “No”. Enter the depths of each section in the FROM and TO columns as TVD/TMD. For vertical wells, use just TMD to record depths.

Reclamation Questions - Check the appropriate box for each of the reclamation questions. If any of the questions are answered NO, give an explanation and timetable for completing the reclamation in the COMMENTS section.

Comments - Enter any appropriate comments relating to the report.

AFFIRMATION AND SIGNATURE

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.