



REPORTING



**Gene Smith, Assistant Chief – Permitting
Office of Oil and Gas**

WATER TESTING

- Parameters vary based upon permit type-recommend including, at a minimum, dissolved methane and bacteria (total coliform)
- Within 30 days after receipt of the predrill water sampling analyticals provide them to the OOG and any water user who requested it.

COMPLETION REPORT

- For all well types, except deep wells, within 90 days of the completion of permitted well work the operator shall file form WR-35 (Well Operators Report of Well Work)
- H6A wells must include the exact location of the as drilled wellbore.
- For deep wells within 90 days after completion of drilling the operator shall file the WR-35 along with electrical, radioactive or other similar logs that were performed.

COMPLETION REPORT (Cont'd)

- Form WR-36 “Well Operators Report of Initial Gas Oil Ratio Test” to be filed with WR-35 unless well not connected within such 90 days to pipeline or production tanks then file within 15 days of connection.
- Form used to designate the type of well

ANNUAL INSPECTIONS

- Operator shall conduct yearly inspections on each unplugged well that has been drilled more than 5 years
- Operator should use form OP-13 (Operators Annual Inspection Form) for each inspection.
- Operator shall certify that the inspections have been completed by submitting form WR-99 with the WR-39 production reports

PRODUCTION

- Form 39 “Report of Annual Production” shall be filed before the succeeding March 31st.
- Production may be filed electronically via ESS, email, or on paper.
- OOG urging the use of ESS
- For forms, login, registration and production data instructions go to OOG website and click on “Annual Production Reporting Requirements”

PRODUCTION (Cont'd)

- Make sure to hit “submit Button” when asked “Are you sure you want to submit this application for DEP review?”
- Errors (typo’s, incorrect API, letters or symbols in the data field, etc.) and warnings (ownership changes, plugged, well status, etc.)

PRODUCTION (Cont'd)

- Errors are problems that will not allow importation of data and warnings will allow the importation.
- Failing to submit the annual report constitutes an abandoned status and an enforcement action.

PLUGGING

- Within 90 days of the completed well work the operator shall file a WR-38 “Affidavit of Plugging and Filling Well”
- Form shall be executed by at least 2 persons actually doing the work (could be employees of service company, plugging contractor or well owner operator)
- Inspector sign off for Office of Oil and Gas

RECLAMATION NOTICE

- Operator to give surface owners notice that reclamation is commencing-use form WW-72 which can be found on OOG website under “General Information” “Oil and Gas Forms”.
- For Non- H6A Wells refer to 22-7
- For H6A wells refer to 22-6B

DISCHARGE MONITORING REPORTS (DMR)

- WR-34 “Discharge Monitoring Report” to be submitted within 30 days after discharge of pit.
- DMR data not required for H6A wells. OOG is requesting this form be submitted with “NO Pit” or “No Discharge” highlighted on it due to current database issues.

WR-37 “Pre Operation Certificate”

- OOG to be notified at least 24 hours prior to mechanical integrity testing.
- Results of test shall be submitted on form WR-37.
- Form WR-37 shall be submitted for OOG approval prior to first injection.

WR-40 "Report for Liquid Injection, Waste Disposal or Enhanced Recovery"

- Liquid injection and waste disposal wells shall be monitored daily.
- Results of monitoring shall be reported monthly on form WR-40.

PERMIT CONDITION

- Within 30 days of their occurrence submit the dates for the following by email to DEPOOGNOTIFY@wv.gov
 - Completion of construction of the well pad (H6A only)
 - Commencement of drilling
 - Cessation of drilling
 - Completion of the well