

## Instruction for Office of Oil and Gas Document Lookup

### ApplicationXtender Document Management System

Documents, including newly issued drilling permits, are available on the West Virginia Department of Environmental Protection's document management system, "ApplicationXtender." The ApplicationXtender software, or "AppX" uses a variety of indexing parameters to organize permits and documents and provides access to them.

\*\*\*API Number Format\*\*\* – The APPX system used the 14-digit API number system. The DEP database uses the 10-digit API system. To search for any API number in APPX, add four zeros to the end of any 10-digit API number, or use the wildcard symbol of " \* " at the end of API. For example, 470010001 api may be entered like "4700100010000", or "4700100001\*."

The "Weekly Report" will to be published with a spreadsheet of issued permits in a compressed zip file, with a link to the AppX system to see the permits issued for that week. Simple open the compressed folder, then the file, and see the list of issued permits.

#### 1. Log in.

To log to AppX, open the link, User Name = DEP, Password = DEP

[Link to ApplicationXtender](#)

opentext™ | ApplicationXtender

DEPAX16

Enter User Name

Enter Password

☐ Request Full Text Search Support

SIGN IN

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## 2. To Find a Permit.

See the list of issued permits from the Weekly Report spreadsheet table, choose the API number of that permit, then proceed to the AppX. You can select, copy and paste the 14-digit API number from the Weekly Report file. If you do not have access to a program that reads Excel, a PDF version of the weekly report is also in the Weekly Report folder. You may also search the DEP online search tool (more on that below).

## Example Weekly Report Spreadsheet

	A	B	C	D	E	F	G	H
1	API Number - 10 Digit	API Number - 14 Digit	Permit Action	Permit Type	Well Type	Well Number	Operator	County Name
2	4700900260	47009002600000	Issued	New Drill	Horizontal 6A	STATE OF WV DNR A BRK 210H	SWN PRODUCTION COMPANY, LLC	Brooke
3	4700900261	47009002610000	Issued	New Drill	Horizontal 6A	STATE OF WV DNR A BRK 10H	SWN PRODUCTION COMPANY, LLC	Brooke
4	4701100854	47011008540000	Issued	Plugging	Vertical	HARSHBARGER 4	TEAVEE OIL & GAS, INC.	Cabell
5	4702105794	47021057940000	Issued	New Drill	Horizontal 6A	RIDDLE 1301 S-3H	HG ENERGY II APPALACHIA, LLC	Gilmer
6	4702105795	47021057950000	Issued	New Drill	Horizontal 6A	RIDDLE 1301 S-4H	HG ENERGY II APPALACHIA, LLC	Gilmer
7	4703305077	47033050770000	Issued	Plugging	Coal Bed Methane Well	COALQUEST 19	GOFF CONNECTOR LLC	Harrison
8	4703305147	47033051470000	Issued	Plugging	Coal Bed Methane Well	COALQUEST 19A-R	GOFF CONNECTOR LLC	Harrison
9	4705102011	47051020110000	Issued	New Drill	Horizontal 6A	MND 20 AU	HG ENERGY II APPALACHIA, LLC	Marshall
10	4705102012	47051020120000	Issued	New Drill	Horizontal 6A	MND 20 BU	HG ENERGY II APPALACHIA, LLC	Marshall
11	4705102013	47051020130000	Issued	New Drill	Horizontal 6A	MND 20 CU	HG ENERGY II APPALACHIA, LLC	Marshall
12	4705102024	47051020240000	Issued	New Drill	Horizontal 6A	YOCUM MSH 5H	SWN PRODUCTION COMPANY, LLC	Marshall
13	4705102045	47051020450000	Issued	New Drill	Horizontal 6A	MND 20 EU	HG ENERGY II APPALACHIA, LLC	Marshall
14	4705102051	47051020510000	Issued	New Drill	Horizontal 6A	EVAD 5HM	TUG HILL OPERATING, LLC	Marshall
15	4705102056	47051020560000	Issued	New Drill	Horizontal 6A	EVAD 1HM	TUG HILL OPERATING, LLC	Marshall
16	4705102057	47051020570000	Issued	New Drill	Horizontal 6A	EVAD 2HM	TUG HILL OPERATING, LLC	Marshall
17	4705102058	47051020580000	Issued	New Drill	Horizontal 6A	EVAD 3HM	TUG HILL OPERATING, LLC	Marshall
18	4705102059	47051020590000	Issued	New Drill	Horizontal 6A	EVAD 4HM	TUG HILL OPERATING, LLC	Marshall
19	4705102060	47051020600000	Issued	New Drill	Horizontal 6A	EVAD 6HM	TUG HILL OPERATING, LLC	Marshall
20	4706900279	47069002790000	Issued	New Drill	Horizontal 6A	DALLAS HALL OHI 205H	SWN PRODUCTION COMPANY, LLC	Ohio
21	4708510369	47085103690000	Issued	New Drill	Horizontal 6A	HUGHES RIVER UNIT 1H	ANTERO RESOURCES CORPORATION	Ritchie
22	4708510370	47085103700000	Issued	New Drill	Horizontal 6A	KAREN UNIT 2H	ANTERO RESOURCES CORPORATION	Ritchie
23	4709502524	47095025240000	Issued	Plugging	Not Available	GRIMM 1	ANTERO RESOURCES CORPORATION	Tyler
24	4701706312	47017063120000	Modification	Horizontal 6A Well	Horizontal 6A	HEFLIN UNIT 1H	ANTERO RESOURCES CORPORATION	Doddridge
25	4701706317	47017063170000	Modification	Horizontal 6A Well	Horizontal 6A	MCCONNELL UNIT 1H	ANTERO RESOURCES CORPORATION	Doddridge
26	4701706318	47017063180000	Modification	Horizontal 6A Well	Horizontal 6A	OLIVIA UNIT 2H	ANTERO RESOURCES CORPORATION	Doddridge
27	4701706327	47017063270000	Modification	Horizontal 6A Well	Horizontal 6A	JOSEPH UNIT 1H	ANTERO RESOURCES CORPORATION	Doddridge
28	4701706332	47017063320000	Modification	Horizontal 6A Well	Horizontal 6A	OLIVIA UNIT 1H	ANTERO RESOURCES CORPORATION	Doddridge
29	4701706472	47017064720000	Modification	Horizontal 6A Well	Horizontal 6A	CALLAHAN UNIT 1H	ANTERO RESOURCES CORPORATION	Doddridge
30	4701706473	47017064730000	Modification	Horizontal 6A Well	Horizontal 6A	CALLAHAN UNIT 2H	ANTERO RESOURCES CORPORATION	Doddridge
31	4701706645	47017066450000	Modification	Horizontal 6A Well	Horizontal 6A	SCHRADER UNIT 1H	ANTERO RESOURCES CORPORATION	Doddridge
32	4701706646	47017066460000	Modification	Horizontal 6A Well	Horizontal 6A	SCHRADER UNIT 2H	ANTERO RESOURCES CORPORATION	Doddridge

### 3. Search AppX.

From AppX, Select “PERMITSOOG”. Then select “New Query”

The screenshot shows the ApplicationXtender web application interface. The browser address bar displays the URL: <https://documents.dep.wv.gov/AppXtender/datasources/DE>. The application header includes the OpenText logo and the text "ApplicationXtender - DEPAX16". The left sidebar, titled "Applications", lists several categories: DAQ-ASBESTOS, DMR-MINING, DMR-NPDES-UIC, OOG-COALBEDMETHANE, PERMITS, PERMITSAIR, and PERMITSOOG. A red arrow points to the PERMITSOOG item. The main content area is titled "PERMITSOOG - OOG PERMITS". It features a blue button labeled "NEW QUERY" with a red arrow pointing to it. Below this, there is a section titled "Saved Queries" containing a table with two rows of saved queries.

Name	Created By
Weekly Report Test	<Unknown>
Wetzel Permits	DEP

#### 4. Search Screen:

To find a particular permit, enter the API number in “PRIMARY ID”, add 4 zeros, “0000”, or use the \* character. You may also cut and paste the 14-digit API number. Then in Document Type, choose “PERMIT - APPROVED”. You may elect to not use a Document Type, in which case you will see other documents associated with that permit. You will then choose which document to view.

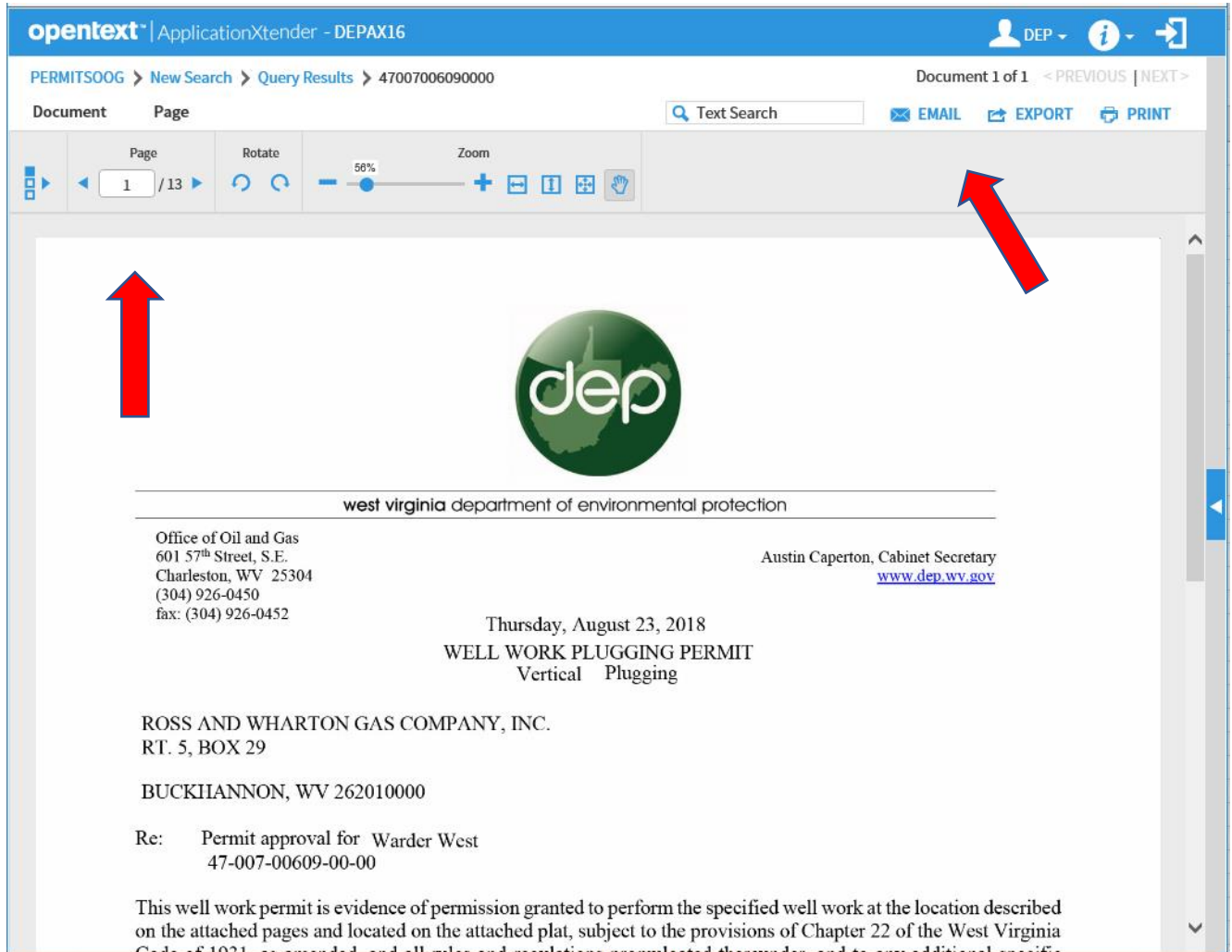
The screenshot shows a web browser window with the OpenText ApplicationXtender interface. The browser's address bar shows the URL "http://depax16.opentext.com". The page title is "New Search - PERMITSOOG". On the left, a sidebar lists applications: DAQ-ASBESTOS, DMR-MINING, DMR-NPDES-UIC, OOG-COALBEDMETHANE, PERMITS, PERMITSAIR, and PERMITSOOG. The main content area is titled "Search Criteria" and contains a form with the following fields:

Field	Value
PRIMARY ID	47007006090000
SECONDARY ID	
RESPONSIBLE PARTY NAME	
FACILITY/PROJECT/PAD NAME	
COUNTY	Multiple select / Input and enter
DIVISION	Multiple select / Input and enter
PERMIT TYPE	Multiple select / Input and enter
PERMIT STATUS	Multiple select / Input and enter
DOCUMENT DATE	
DOCUMENT TYPE	PERMIT - APPROVED
DOCUMENT STATUS	Multiple select / Input and enter

Below the form, there is a checkbox labeled "Include previous document revisions" which is currently unchecked. At the bottom of the form, there are three buttons: "RUN", "SAVE", and "CANCEL".

## 5. Result:

Below is the permit that was searched. From this screen you can scroll through the pages. There are 13 total pages in this example. You may save it using the “Export” function, email it, or print it. There was only one result of this search, so the system opened that document.



If you leave the “Document Type” blank, a list of all documents associated with this well will open. From that list you can choose the document you are interested in. With some wells and permits, the list of documents can be long. Using the Document Type will narrow your search.

## 6. Modifications:

To see Permit Modifications, search as above, and choose, “PERMIT – APPROVED – MODIFICATION”, in the document types.

## To Look Up Permits Issued by Issue Date:

The WVDEP Office of Oil and Gas also maintains a search tool for looking up wells and permits. Using the “Search for Oil and Gas Wells” tool, you can search for date ranges of permits issued. There are several parameters to use, and by following the example below, you can see permits issued in a date range. Note the “Sort By” and “Sort Direction” were used to make an numerically sorted list. This tool currently does not list modifications, so see the Weekly Report for modifications.

<https://apps.dep.wv.gov/oog/wellsearch/wellsearch.cfm>

WVDEP Oil and Gas - Well Search.

Hide Filter Options

Reset

Retrieve

Well Status:  
All

Well Type:  
All

Well Use:  
All

Target Formation:  
All

Operator Name:

Well Pad Name:

Well Number:

Surface Owner:

API Number:

Application Received From:

Permit Issued From:  
08/20/2018  
To:  
08/26/2018

Permit Completion From:

County:  
All

Sort by:  
Well API

Sort Direction:  
Ascending

Output:  
Screen

Records 21 Time 2 seconds

	Well API	Current operator	Surface Owner	Well Number	Well Status	Well Type	Well Use	Last App. Received Date	Last Permit Issued Date	Last Permit Completed Date	Well Pad Name
1)	4700700609	ROSS AND WHARTON GAS COMPANY, INC.	FRED WEST	1	Abandoned Well	Vertical	Not Available	08/15/2018	08/23/2018		
2)	4700700741	ROSS AND WHARTON GAS COMPANY, INC.	BUSFIELD, OPAL & JACK	1	Active Well	Vertical	Gas Production	08/15/2018	08/23/2018		