

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.

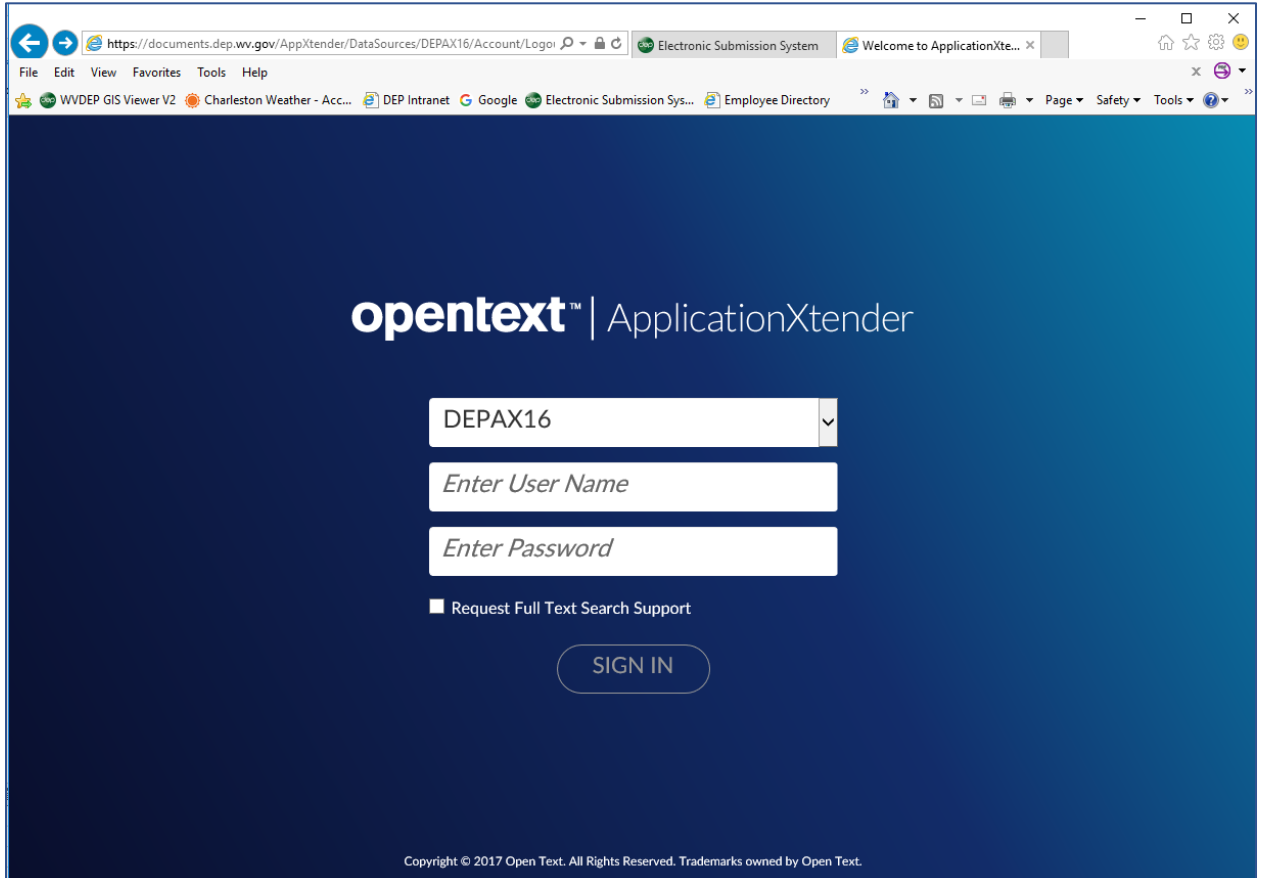
API Number Format* – The APPX system used the 14-digit API number system. The DEP database uses the 10-digit API system. To search for any API number in APPX, add four zeros to the end of any 10-digit API number, or use the wildcard symbol of " * " at the end of API. For example, 470010001 api may be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

The "Weekly Report" will be published as 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. Simply open the compressed folder, then open the file, and see the list of issued permits and modifications.

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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3. Search AppX.

From AppX, Select "PERMITSOOG". Then select "New Query"

The screenshot shows a web browser window with the URL <https://documents.dep.wv.gov/AppXtender/datasources/DE>. The browser tabs include "ApplicationXtender Web Ac...". The page header shows "opentext | ApplicationXtender - DEPAX16" and a user profile for "DEP".

The left sidebar, titled "Applications", lists several categories with expandable arrows:

- DAQ-ASBESTOS
- DMR-MINING
- DMR-NPDES-UIC
- OOG-COALBEDMETHANE
- PERMITS
- PERMITSAIR
- PERMITSOOG** (highlighted with a red arrow)

The main content area is titled "PERMITSOOG - OOG PERMITS" and features a blue "NEW QUERY" button with a document icon, highlighted by a red arrow. Below this is a "Saved Queries" section with a table:

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 all 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 "opentext | ApplicationXtender - DEPAX16". The page title is "New Search - PERMITSOOG".

Applications

- ▶ DAQ-ASBESTOS
- ▶ DMR-MINING
- ▶ DMR-NPDES-UIC
- ▶ OOG-COALBEDMETHANE
- ▶ PERMITS
- ▶ PERMITSAIR
- ▶ PERMITSOOG

Search Criteria

Enter a search term in the index fields to filter your results.

PRIMARY ID	<input type="text" value="47007006090000"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECONDARY ID	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSIBLE PARTY NAME	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
FACILITY/PROJECT/PAD NAME	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
COUNTY	<input type="text" value="Multiple select / Input and enter"/>	<input type="checkbox"/>	
DIVISION	<input type="text" value="Multiple select / Input and enter"/>	<input type="checkbox"/>	
PERMIT TYPE	<input type="text" value="Multiple select / Input and enter"/>	<input type="checkbox"/>	
PERMIT STATUS	<input type="text" value="Multiple select / Input and enter"/>	<input type="checkbox"/>	
DOCUMENT DATE	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENT TYPE	<input type="text" value="x PERMIT - APPROVED"/>	<input type="checkbox"/>	
DOCUMENT STATUS	<input type="text" value="Multiple select / Input and enter"/>	<input type="checkbox"/>	

Include previous document revisions

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.

The screenshot displays the opentext ApplicationXtender interface for a document titled '47007006090000'. The interface includes a blue header with the opentext logo and 'ApplicationXtender - DEPAX16'. Below the header, there is a breadcrumb trail: 'PERMITSOOG > New Search > Query Results > 47007006090000'. The document is identified as 'Document 1 of 1'. A search bar contains 'Text Search'. Action buttons for 'EMAIL', 'EXPORT', and 'PRINT' are visible. A toolbar shows 'Page 1 / 13', 'Rotate', and 'Zoom 56%'. The document content features the DEP logo, contact information for the West Virginia Department of Environmental Protection, a date of Thursday, August 23, 2018, and the permit title 'WELL WORK PLUGGING PERMIT Vertical Plugging' for 'ROSS AND WHARTON GAS COMPANY, INC.'.

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 a 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: <input type="text"/>	Well Pad Name: <input type="text"/>	Well Number: <input type="text"/>	Surface Owner: <input type="text"/>
API Number: <input type="text"/>	Application Received From: <input type="text"/>	Permit Issued From: 08/20/2018	Permit Completion From: <input type="text"/>
	To: <input type="text"/>	To: 08/26/2018	To: <input type="text"/>
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		