

## Instructions for completing the Well Record (Form WR-35)

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- API:** Enter the API number assigned to the well as shown on the permit.
- County:** Enter the County where the well was drilled.
- District:** Enter the District where the well was drilled.
- Quad:** Enter the appropriate 7 ½ minute quadrangle name.
- Pad Name:** Enter pad name assigned by operator (applies to Chapter 22-6A multi-well pads).
- Field/Pool Name:** Enter field/pool name, if applicable. If name not designated, leave blank.
- Farm Name:** Enter the farm name.
- Well Number:** Enter the well number.
- Operator Name:** Name of Operator as registered and bonded with the Office of Oil and Gas.
- Address:** Operator's address of record with the Office of Oil and Gas.
- As Drilled Location:** For Chapter 22-6A wells only: Attach an **as-drilled** plat, profile view and deviation survey. The deviation survey should be provided as a text file, preferably in Log ASCII Standard (LAS) format, containing three dimensional coordinates.
- Elevation:** Enter the elevation of the surface location in feet at ground level.
- Type of Well:** Check the appropriate box for the type of well. Check **NEW** if the well was a new well drilled from surface; or, **EXISTING** if this was a conversion, deepening, re-work, recompletion or stimulating.
- Type of Report:** Check the appropriate box for the type of report. Check **INTERIM**, if well has been drilled but not completed and the permit is still active. Check **FINAL**, if well has been drilled and completed.
- Permit Type:** Check the appropriate box for the permit type.
- Depth Type:** Check the appropriate depth type.
- Type of Operation:** Select **Drill** if a new well was drilled from surface. Select either **CONVERT, DEEPEN, PLUG BACK, REDRILLING, REWORK OR STIMULATE** for the appropriate type of operation conducted in an existing well bore.
- Well Type:** Check the appropriate box for well type.
- Type of Completion:** Check the appropriate box for the type of completion. Select **SINGLE** if well was completed in a single formation or **MULTIPLE** if well was completed in more than one formation.
- Fluids Produced:** Check the appropriate box.
- Drilled with:** Check the appropriate box.
- Drilling Media:** Check the appropriate box for the drilling media for the **Surface Hole, Intermediate Hole** and the **Production Hole**.
- Mud Type and Additives:** Provide details of mud type and associated additives.
- Date Permit Issued:** Date the permit was issued by Office of Oil and Gas.
- Date Drilling Commenced:** Date well was spudded.
- Date Drilling Ceased:** The date on which a drilling rig ceased operation on the drilling site for more than 30 consecutive days.
- Date Drilling Completion Began:** Date **completion** (stimulation, hydraulic fracturing) activities began.
- Date Completion Activities Ceased:** Date **completion** (stimulation, hydraulic fracturing) activities ceased.
- Verbal Plugging:** Was verbal permission to plug granted under continuous operation?
- Date Permission Granted:** Provide date permission was granted.
- Granted by:** Person granting permission to plug.
- Freshwater depth(s) ft. :** Was freshwater encountered? If yes, provide depth(s) in feet.
- Open Mines, depth(s):** Was an open mine encountered? If yes, provide depth(s) in feet.
- Salt Water depth(s):** Was saltwater encountered? If yes, provide depth(s) in feet.
- Void Encountered, depths:** Was a void encountered? If yes, provide depth(s) in feet.
- Coal Depth(s):** Was coal encountered? If yes, provide depth(s) in feet.
- Cavern Encountered:** Was a cavern encountered? If yes, provide depth(s) in feet.
- Coal being mined in area:** Check appropriate box.
- Casing String:** Enter the information for each of the casing strings in the appropriate columns. Enter the hole size and pipe size in inches. Enter the depth in feet each string was set. Enter whether the casing used in the well was new or used, the grade and weight of the pipe and the depths in feet of baskets used.
- Cement Data:** Enter the cement data for each casing string in the appropriate columns. Enter the class/type of cement used, the number of sacks, slurry weight and yield. Enter the volume in cubic feet, the measured depth in feet of the cement top and the Waiting-on-Cement (W.O.C.) time in hours.

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**Driller's TD (ft)** Driller's total depth in feet.  
**Logger's TD (ft):** Logger's total depth in feet.  
**Deepest Formation Penetrated:** Formation at total depth in feet.  
**Plug Back to (ft):** Vertical Depth in feet after plug back.  
**Plug Back Procedure:** Provide complete details on the plug back.  
**Kick off Depth:** Enter the depth in feet at kick off point.

**Wireline Logs:** Check all wireline logs run.  
**Well Cored:** Check appropriate box.  
**Cuttings Collected:** Check appropriate box.

**Describe the Centralizer Placement Used for each Casing String**

**Was Well Completed as Shot Hole:** Y/N Provide Details.

**Was Well Completed Open Hole:** Y/N Provide Details.

**Were Tracers Used:** Y/N Specify Tracer(s) Used.

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**Perforated Record:** Provide stage number, perforation date, top and bottom feet for each perforated interval, number of perforations and Formation.

**Stimulation Information Per Stage:** Provide stage number, stimulation date, average pump rate, average treatment pressure, max breakdown pressure, isip (instantaneous shut in pressure), amount of proppant in lbs, amount of water in barrels and amount of nitrogen or other frac agent in sfc (standard cubic feet).

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**Producing Formation, Depths (vertical and measured depths):** Enter the formation tested. For dual or multiple completions attach additional information, as necessary, for each of the formations tested.

**Gas Test:** Check the appropriate box for the type of gas test performed **BUILD UP, DRAWDOWN** or **OPEN FLOW**.  
**Oil Test:** Check the appropriate box for the type of oil test performed **FLOW** or **PUMP**.  
**Shut-In:** Enter the initial shut-in surface and bottom hole pressures.  
**Duration of Test:** Enter the duration of the test in hours.

**Open Flow:** Enter the amount of **GAS** produced in thousand cubic feet per day (mcfpd), **OIL** produced in barrels per day (BPD), **NGL** produced in barrels per day and **WATER** produced in barrels per day (BPD).

**Gas Measured by:** Check the appropriate box for the type of test performed.

**Lithology/Formation name, etc:** Enter the lithology for each formation penetrated from bedrock to total depth, along with the true vertical depth (top and bottom) and measured depth (top and bottom). Enter the rock type encountered, the quantity and depths of any freshwater, brine, oil, gas, h<sub>2</sub>s, etc. Use additional sheets if necessary.

**Drilling Contractor Name and Address:** Enter the name(s) and addresses for drilling contractor(s) used.

**Logging Company Name and Address:** Enter the name and address for logging company used.

**Cementing Company Name and Address:** Enter the name and address for cementing company used.

**Stimulating Company Name and Address** Enter the name and address for stimulating/hydraulic fracturing company used.

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**Form completed by:** Name and telephone number of person completing the form.

**Signature, Title, Date:** Signature of authorized representative, title and date.

**Hydraulic Fracturing Chemical Disclosure Information:** Attach copy of FRACFOCUS Registry

Pursuant to West Virginia's Legislative Rule Title 35, Series 8, Section 10.1.a., certain hydraulic fracturing chemical information is required to be disclosed for wells permitted under West Virginia Code §22-6A. The information is required to be provided to both the Office of Oil and Gas and the FracFocus Chemical Disclosure Registry. A copy of the FracFocus disclosure containing the information required in West Virginia Legislative Rule Title 35, Series 8, Section 10.1.a may be provided to the Office of Oil and Gas to fulfill this reporting requirement.