<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>16 August 2013</td>
<td>Document creation</td>
</tr>
<tr>
<td>1.1</td>
<td>03 October 2016</td>
<td>Revised</td>
</tr>
</tbody>
</table>
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Introduction

Welcome to the eWell User Guide. This guide provides descriptions of the screens used to create and submit permit applications to drill a new oil or gas well. This guide is geared towards users testing the eWell application. The information provided is not a complete reference for users unfamiliar with completing permit applications.

What to Do If You Need Help with eWell

If problems or questions arise during use of the eWell application please contact the Applications Support Help Desk or the Office of Oil and Gas Management for assistance.

Contacting the Applications Support Help Desk
  - Telephone Number: (717) 705-3768
  - Hours of Operation: Monday through Friday, 8:00 AM to 4:30 PM
  - E-mail Address: ep-efactshelpdeskteam@pa.gov

Contacting the Office of Oil and Gas Program Management
  - Telephone Number: (717) 772-2199
  - E-mail Address: RA-ep-BOGMQRE@pa.gov
eWell

The eWell application allows oil and gas operators to create and submit permit application forms to the Department of Environmental Protection (DEP) for approval to drill a new oil or gas well, request a modification or a renewal. The eWell application will display the appropriate form fields to complete depending on the type of well permit. If the permit application requires supporting documents the applicant can attach electronic copies of those documents.

How to Access eWell

eWell is a web-based application available to registered users. An Internet connection and a web browser are required to access the application.

**NOTE:** The only web browser currently supported by DEP is Internet Explorer 7. The use of any other web browser while accessing the eWell application may result in unexpected errors or the incorrect formatting of displayed information.

To access eWell:

1. Open a web browser and type [http://www.depgreenport.state.pa.us](http://www.depgreenport.state.pa.us) into the address bar to access DEP GreenPort.

2. Enter the Username.

3. Enter the Password.

4. Click on the **Log into DEPGreenPort** button.
5. The DEP GreenPort list of applications displays.

![DEPGreenPort: List Applications](image)

6. Click on the eWell button.

7. The Trading Partner Agreement displays.

8. Read the Trading Partner Agreement and then click on the I Agree button.

9. The Verify Portal Information screen displays.

10. Verify the information displayed is correct and then click on the link labeled OK.

**NOTE:** If the information displayed is incorrect then click on the DEP GreenPort link to return to the GreenPort homepage. Update the information by clicking on the Account Administration button.

The eWell Main Menu will display:

```
WELCOME TO DEP'S eWELL APPLICATION

What do you want to do?
- Create a new Authorization Request
- Edit a saved Authorization Request
- Respond to an Authorization Request requiring my attention
- View a submitted Authorization Request in process
- Log out

You are logged in as: [Username] | Operator: UNKNOWN OPR
```

---

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108x710 5.
108x515 7.
108x515 6.
108x495 8.
108x495 7.
108x465 9.
108x465 8.
108x445 10.
108x445 9.
108x425 11.
108x425 10.
108x403 12.
108x403 11.
108x391 13.
108x391 12.
108x379 14.
108x379 13.
108x357 15.
108x357 14.
Create a New Authorization Request

1. Click on the **Create a New Authorization Request** link on the eWell Main Menu to begin a request for a new permit.

2. Select the requested permit type from the list of values.

3. Click on the **Create New Authorization Request** button.

**Applicant Information**

The Applicant Information screen is used to display and update contact information of the business or individual that will operate this well. DEP will mail the issued permit to the address entered on this screen.

Click on the **Next** button to save the information entered and display the next screen.
Drill & Operate Conventional or Unconventional Well Permit (New)

Well Pad / Site Identification

For some permit types you will need to answer the questions on the Well Pad / Site Identification screen to indicate whether an Erosion and Sediment Control General Permit covers this well and to identify if construction will occur on a well pad. The applicant must select an answer for all displayed questions before proceeding to the next screen. More questions may display depending on the answers selected.

Click on the **Next** button to save the information entered and display the next screen.
**Well Pad Location**

The Well Pad Location screen is used to provide the 911 Emergency Well Pad Address and the coordinates of the well pad. Provide the coordinates for all four corners of the Well Pad as well as the Well Site and Entrance Road.

<table>
<thead>
<tr>
<th>WELL PAD LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Well Pad Name:</strong></td>
</tr>
<tr>
<td><strong>EXAMPLE WELL PAD</strong></td>
</tr>
<tr>
<td><strong>911 Emergency Well Pad Address:</strong></td>
</tr>
<tr>
<td><strong>Address 2:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Zip 4+</strong></td>
</tr>
<tr>
<td><strong>First Corner Latitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>First Corner Longitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Second Corner Latitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Second Corner Longitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Third Corner Latitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Third Corner Longitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Fourth Corner Latitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Fourth Corner Longitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Well Site GPS Location Latitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Well Site GPS Location Longitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Entrance Road GPS Location Latitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Entrance Road GPS Location Longitude:</strong></td>
</tr>
<tr>
<td><strong>(Degree, Minutes, Seconds)</strong></td>
</tr>
<tr>
<td><strong>Metadata Method:</strong></td>
</tr>
<tr>
<td><strong>Select Metadata Method</strong></td>
</tr>
<tr>
<td><strong>Accuracy (in feet):</strong></td>
</tr>
<tr>
<td><strong>Datum:</strong></td>
</tr>
<tr>
<td><strong>Select Datum</strong></td>
</tr>
</tbody>
</table>

Click on the **Next** button to save the information entered and display the next screen.
**Well Information**

Enter the farm name and well number assigned to the well for tracking purposes. The applicant must select an answer for the displayed questions. The answers selected will affect what information and documents are required on subsequent screens.

<table>
<thead>
<tr>
<th>WELL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Well) Farm Name:</td>
</tr>
<tr>
<td>Well #:</td>
</tr>
<tr>
<td>Serial #</td>
</tr>
<tr>
<td>Project # (from DEP):</td>
</tr>
<tr>
<td>Is this a Conventional or Unconventional well?</td>
</tr>
<tr>
<td>Is this a Coal well?</td>
</tr>
<tr>
<td>Enter your Bond Agreement ID:</td>
</tr>
</tbody>
</table>

**(Well) Farm Name**

The Farm Name is designated by the applicant to identify the well.

**Well #**

The Well Number is designated by the applicant to identify the well.

**Serial #**

If applicable, the Serial Number for the well is assigned by the applicant for tracking purposes.

**Project # (from DEP)**

The Project number is a designation assigned to a group of wells associated by production field or farm. If applicable, the DEP assigns this number.

**Is this a Conventional or Unconventional well?**

Unconventional wells target unconventional formations defined as a geological shale formation existing below the base of the Elk Sandstone or its geologic equivalent stratigraphic interval where natural gas generally cannot be produced at economic flow rates or in economic volumes except by vertical or horizontal well bores stimulated by hydraulic fracture treatments or by using multilateral well bores or other techniques to expose more of the formation to the well bore.

Conventional wells are those which are not unconventional wells.

**Is this a Coal well?**

If the proposed well is on a coal area or is a coal bed methane well the Coal Module screen will require completion to submit the application form for approval.
Enter your Bond Agreement ID

If a bond is already in effect then provide the bond agreement number to identify this well is to be added to the bond. If an oil and gas well bond is not in effect, complete the bond application process before submitting the application for an oil or gas well permit.

Click on the **Next** button to save the information entered and display the next screen.

**Well Origin Location**

The Well Origin Location screen is used to enter coordinates for the surface hole of the well.

---

**Surface Elevation (in feet)**

The Surface Elevation above sea level in feet of the proposed ground (well site/pad) level at the wellbore.

**Latitude**

Provide the true Latitude of the surface location of the wellbore. This should be the same as shown on the plat and be in NAD 83 datum.

**Longitude**

Provide the true Longitude of the surface location of the wellbore. This should be the same as shown on the plat and be in NAD 83 datum.
**Metadata Method**
Collection method for the Well Origin Location.

**Accuracy (in feet)**
Accuracy of the collection method.

**Datum**
The Datum of the geodetic reference system used.

**Reference Elevation**
The Reference Elevation (in feet) for the Well Origin Location.

**USGS Map Section #**
Enter the map section number the well is to be located on. This should be the same as shown on the plat.

**Offset South (in feet)**
Offset distance referenced to the Northeast corner of the map section.

**Offset West (in feet)**
Offset distance referenced to the Northeast corner of the map section.

Click on the **Next** button to save the information entered and display the next screen.

**Wellbore Summary List**
The Wellbore Information screen is used to enter information about wellbores, sidetracks, target formations, producing formations, and bottom holes. This screen will not display until the applicant completes and saves the Well Origin Location screen.

<table>
<thead>
<tr>
<th>WELLBORE SUMMARY LIST</th>
<th>Name</th>
<th>Type</th>
<th>Configuration</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Actions</th>
<th>Drill Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELL ORIGIN LOCATION (00-00)</td>
<td>GAS</td>
<td>Vertical Well</td>
<td>40°35'21.807&quot;</td>
<td>-79°55'53.888&quot;</td>
<td>Add A Sidetrack</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WELLBORE SIDETRACK</td>
<td>GAS</td>
<td>Deviated Well</td>
<td>40°35'21.807&quot;</td>
<td>-79°55'53.888&quot;</td>
<td>Add A Sidetrack</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Click on the **Next** button to save the information entered and display the next screen.
**Wellbore Information**

The Wellbore Information screen is used to enter the configuration of the wellbore, the target and producing formations, and the coordinates for the wellbore features. This screen will display to enter data for the wellbore origin and any sidetracks listed.

**Wellbore Name**

The Wellbore Name populates automatically.

**Type of Wellbore**

Select the type of the wellbore from the list.

**Wellbore Configuration**

Select the configuration of the wellbore from the list. This choice affects which coordinates display for entry on this screen.

**Target Formation**

Target Formation proposed for production.

**First Producing Formation**

List all formations planned to be produced.
Second Producing Formation
List all formations planned to be produced.

Third Producing Formation
List all formations planned to be produced.

Oldest Formation Penetrated
Deepest formation of all laterals to be penetrated.

True Vertical Depth
Anticipated True Vertical Depth of the target formations from the surface elevation.

Total Measured Distance
Total Measured Distance of the referenced location.

Interested Parties
The Interested Parties screen is used to enter the names and address of all parties whose interests may be affected by the proposed well or activity (surface ownership, water supply sources, water purveyor sources, and gas storage operations).

Click the Add A New Interested Party link to display the Edit Interested Party screen.
Edit Interested Party

Enter the name, address, notification type, and acknowledgement date of a party whose interest may be affected by the proposed well or activities. Attach electronic copies of supporting documentation, such as certified mailer cards, using this screen.

Click the **Save** button to save the information entered and return to the Interested Parties screen.
Coordination with Regulations and Other Permits

The Coordination with Regulations and Other Permits screen lists required questions based upon the options chosen on previous screens. Choose an answer for every question before submitting the permit application. Depending on the answers chosen on this screen more questions may appear.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will the well be subject to the Oil and Gas Conservation Law?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>2. Will either the edge of the disturbed area of any portion of the well site of the unconventional well be within 100 feet, or the vertical well bore be within 300 feet, from the edge of any solid blue lined stream, spring or body of water identified on the most current 7 1/2 topographic quadrangle map or wetland greater than one acre in size or in a wetland?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>3. Will the well penetrate or be within 3,000 feet of an active gas storage reservoir boundary?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>4. Is the proposed well location within the permitted perimeter of an active, abandoned or proposed landfill?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>5. Will the vertical well bore of the unconventional well be drilled within 500 feet from any existing building or an existing water supply?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Will the vertical well bore of the unconventional well be drilled within 1,000 feet from any existing water well, surface water intake, reservoir or other water supply extraction point used by the water purveyor?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Is this permit application for a well that will be drilled on an existing well site that has an active permitted well, or currently valid permit on this well site, for a well that was permitted on or before April 16, 2012?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>6. Will the well be located where it may impact a public resource as outlined in the &quot;Coordination of a Well Location with Public Resources&quot; form 5500 PM-OG9076?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>7. Will any portion of the well site be located within a Special Protection watershed?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>8. Is this well part of a development which disturbs more than 5 acres?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>9. Will the well or well site be located within a defined 100 year floodplain or where the floodplain is undefined, within 100 feet of the top of the bank of a perennial stream or within 50 feet of the top of the bank of an intermittent stream?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>10. Is the well to be located within a 1-mile radius of a well drilled to or through the same formation where hydrogen sulfide (H2S) has been found while drilling?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Did you have a PNDI hit for the PA Department of Conservation and Natural Resources Bureau of Forestry and Topographic and Geologic Survey?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Did you have a PNDI hit for the PA Fish and Boat Commission?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Did you have a PNDI hit for the PA Game Commission?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Did you have a PNDI hit for the U.S. Fish and Wildlife Service?</td>
<td>Select Yes or No</td>
</tr>
</tbody>
</table>

Click on the Next button to save the information entered and display the next screen.
**Coal Module**

The Coal Module screen will display depending on the information entered on the Well Information screen. Complete all fields on this screen before submitting the permit application.

![Coal Module Table]

Click on the **Next** button to save the information entered and display the next screen.
Drill & Operate Unconventional Well Permit (Renewal or Modification) and Drill & Operate Unconventional Well Permit Redrill (New, Renewal, or Modification)

**Wellbore Selection**
For some permit types you will need to enter the API number.

Click on the button to save the information entered and display the next screen.

**Verify Wellbore**
After selecting the Well API, you will be prompted to verify the wellbore.

Click the button to return to the Wellbore selection page.

Click on the button to save the information entered and display the next screen.
**Wellbore Attributes**

Next select the wellbore attribute – vertical or nonvertical.

<table>
<thead>
<tr>
<th>WELLBORE ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select:</td>
</tr>
<tr>
<td>☐ Vertical</td>
</tr>
<tr>
<td>☐ Nonvertical</td>
</tr>
</tbody>
</table>

Click the Previous button to return to the prior page.

Click the Save button to save the data entered to this point.

Click the Cancel button to cancel this request.

Click on the Next button to continue to the next screen.
Uploading Documentation

**Upload Supporting Documentation**

The Upload Supporting Documentation screen is used to attach electronic copies of required documentation to the permit application.

**Attachments Already Uploaded**

Attachments Already Uploaded lists any files that are currently attached to the permit application.

**Required Attachments**

Required Attachments provides a list of all files that are required to submit the permit application.

**Optional Attachments**

Optional Attachments lists any optional files the applicant may include with the permit application.

Create a New Authorization Request
Click on the Next button to save the information entered and display the next screen.
Review PDF

Submission Validation Check

The Submission Validation Check screen will display a list of any incomplete screens. The applicant must return to these screens and complete all required fields prior to submitting the permit application for approval.

<table>
<thead>
<tr>
<th>SUBMISSION VALIDATION CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE FOLLOWING ITEMS MUST BE CORRECTED BEFORE YOU CAN SUBMIT YOUR AUTHORIZATION REQUEST:</td>
</tr>
<tr>
<td>☑️ You must complete the Well Pad Location page.</td>
</tr>
<tr>
<td>☑️ You must complete the Coordination page.</td>
</tr>
<tr>
<td>☑️ You must complete the Coal Module page.</td>
</tr>
<tr>
<td>☑️ There are required documents that have not yet been uploaded.</td>
</tr>
<tr>
<td>☑️ You must enter at least one Interested Party.</td>
</tr>
</tbody>
</table>

Click on the Back To The Main Menu link to return to the eWell Main Menu and edit the saved application or click on the relevant page in the Go To menu to navigate directly to that screen for the current permit application.

Go To...

- Applicant Information
- Well Pad / Site Identification
- Well Pad Location
- Well Information
- Well Origin Location
- Wellbore Summary List
- Interested Parties
- Coordination
- Upload Files
- Review PDF and Submit
- Main Menu

Hide
Review Your Submission

The Review Your Submission screen provides a link to a summary view of the information that the DEP will receive as an official record.

The applicant must click on the PDF Summary View page link to review the submission prior to submitting the application to DEP. The PDF Summary View displays in a separate window as a PDF, which the applicant can save or print.
Payment

Fee Summary
The Fee Summary screen is used to display an itemized list of the fees required for the prepared permit application.

![Fee Summary Table]

Click on the **Check Out** button to display the Credit Card Payment screen and begin the credit card payment process.

Click on the Pay By Check button to continue the check payment process.
**Credit Card Payment**

The Credit Card Payment screen is used to provide payment for the application fees listed on the Fee Summary screen. Complete all fields on the screen and click on the button to verify the payment details.

- **Amount that will be charged to your card:** $1050
- **Select Credit Card Type:**
  - VISA
  - MasterCard
  - Discover
  - American Express
- **Credit Card Number:**
- **Expiration Date:**
- **Card Security Code:**
- **Name on Card:** EXAMPLE NAME
- **Full Name:** EXAMPLE Q NAME
- **Address Line 1:**
- **Address Line 2:**
- **City, State ZIP Code:** HARRISBURG, PA 17101

When you have finished entering your information and are ready to submit your secure order, please press the 'Continue' button.
Credit Card Confirm

The Credit Card Confirm screen is used to verify the fee amount and the credit card payment details prior to submitting payment. The Credit Card Number field will display the last four digits of the credit card number.

After verifying the information displayed is correct click on the **Charge Card** button submit payment. It is important to only click on the **Charge Card** button once. After clicking the button do not refresh the screen or close it at the risk of submitting a duplicate charge. After a short delay the Thank You for Your Payment screen will display.
Thank You for Your Payment

This screen provides a receipt for the credit card payment of applicable fees. Print this screen to keep a record of receipt. The user that submitted the application will receive a confirmation e-mail that includes the information displayed on this screen as well as the DEP-assigned authorization number.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Fee</td>
<td>$900</td>
</tr>
<tr>
<td>Orphan Well Surcharge</td>
<td>$100</td>
</tr>
<tr>
<td>Abandoned Well Surcharge</td>
<td>$350</td>
</tr>
<tr>
<td><strong>Total Application Fee</strong></td>
<td><strong>$1050</strong></td>
</tr>
</tbody>
</table>

Credit Card Payment Information:
- **Order Number:** 93
- **Paid By:** VISA CREDIT CARD
- **Card Number Ending In:** ****
- **Payment Date:** 2013-08-12 15:04:30
- **Confirmation Number:** 

The DEP will now receive the permit application for review. Click on the Back To Main Menu link to return to the eWell Main Menu.

Check Payment

This screen provides information for paying by check.

You have chosen to make your payment by Check.

Your next steps...
1. An email will be sent with your authorization ID No. once the application is received by DEP.
2. Please print the email and include it with your check.

Note: Failure to provide payment to DEP within 10 business days will result in an administratively deficient application.

Are you sure you want to Pay By Check?

[Yes] [No]
Thank you Check Payment

This screen provides information for paying by check.

**THANK YOU**

Once you receive your confirmation email, please remit your payment by check made payable to the "Commonwealth of Pennsylvania" in the amount of $440.00. The check must be mailed to the DEP office specified in the confirmation email for this particular authorization.

Thank you for using the eWell application.

[Back To Main Menu]
Edit a Saved Authorization Request

The Edit a Saved Authorization Request screen is used to make changes to permit applications that were previously saved. Click on the Edit link next to a saved permit application to display the Applicant Information screen. The Applicant Information screen will then display to allow for modifying the application or submitting it for DEP for review.

<table>
<thead>
<tr>
<th>Type</th>
<th>Well Name</th>
<th>Well Pad</th>
<th>Creation Date</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>DOW</td>
<td>EXAMPLE WELL</td>
<td>08/01/2013 10:05 AM</td>
<td>DOW</td>
</tr>
<tr>
<td>Edit</td>
<td>DOW</td>
<td></td>
<td>08/07/2013 08:08 AM</td>
<td>DOW</td>
</tr>
</tbody>
</table>

Respond to a Pending Authorization Request

The Respond to a Pending Authorization Request screen displays authorization requests returned by DEP for a response from the applicant. The user that submitted the permit application will receive an e-mail notification when an authorization request is returned and available on this screen. Selecting an authorization on this screen will display it to edit and resubmit for DEP review.

No Authorization Requests are pending and awaiting a response.

Back To The Main Menu
**View a Submitted Authorization Request**

The View a Submitted Authorization Request screen displays permit applications previously submitted using the eWell application. Click on the View link next to an authorization to display the PDF summary of the permit application and any attached documents.

<table>
<thead>
<tr>
<th>Type</th>
<th>Well Name</th>
<th>Well Pad</th>
<th>Submit Date</th>
<th>Submitted By</th>
</tr>
</thead>
</table>
| View | DOW       | EXAMPLE FARM | 08/12/2013 03:04 PM | KARIMA

**Submission Documents**

The Submission Documents screen will display a copy of the permit application as a PDF as well as a list of documents attached by the applicant. Click the File Name to view any individual document or click on the Done button to return to the View a Submitted Authorization Request screen.

<table>
<thead>
<tr>
<th>Description</th>
<th>File Name</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Application to Drill and Operate a Well</td>
<td>55551.pdf</td>
<td>8626</td>
</tr>
<tr>
<td>Location Plat</td>
<td>Test DWG</td>
<td>80707</td>
</tr>
<tr>
<td>Pennsylvania Natural Diversity Inventory Form</td>
<td>Test.pdf</td>
<td>80707</td>
</tr>
<tr>
<td>EXAMPLE NAME</td>
<td>Test.pdf</td>
<td>80707</td>
</tr>
</tbody>
</table>
APPENDIX A

Attachments to eWell

Plats

The Oil and Gas Act requires in part “The permit application shall be accompanied by a plat prepared by a competent engineer or a competent surveyor, on forms to be furnished by the department ...” 25 Pa. Code Sections 78.15(b) and 78a.15(b) specify, in part: “The permit application will not be considered complete until the applicant submits a complete and accurate plat”.

Electronic Computer-Aided Design (CAD) files are composed of a model space environment and a paper space environment. Model space contains line work and symbols that represent objects at real world scale. Paper space contains sheets and layouts that are ready for printing/plotting. Paper space can be set up with different layouts with title blocks and notes. In paper space, viewports can be created that display different views of the model space. Paper space may have a different orientation, coordinate system, and scale than that of the model space.

It has been the experience of the Department that the use and application of the model space and paper space environments varies greatly between users of CAD software. For this reason, the Department will not specify the use of these features. However, both the model space and the paper space environments contained within a DWG file submitted as part of an electronic permit application must satisfy the requirements noted below. The model space will be uploaded into ArcGIS® and be used for review of the permit application by Department staff. The paper space may be printed or saved as a PDF file and used for reference by the Department or other parties.

Electronically submitted plats must satisfy the following requirements. Failure to meet these requirements may result in the application being returned as deficient.

1. The plat must be an electronic AutoCAD® drawing file format (*.dwg) saved in an AutoCAD® version from 2000 through 2013.

2. The file must have the following geographic locational standards:


   - Units: Survey Feet

3. The state plane coordinate system zone that was used for the DWG must be specified. The name of the DWG file should have a suffix of “_3701” for files using the Pennsylvania State Plane North coordinate system zone, or a suffix of “_3702” for files using the Pennsylvania State Plane South coordinate system zone.

4. Layers should be broad categories to keep the number of layers to a minimum while still keeping the drawing file well organized. Using layers specifically to apply symbology to
drawing features tends to create a large number of layers that can become difficult to manage.

5. All layers should be visible.

6. The same symbols should be used for the same features in both model space and paper space within the same file and within multiple files for a single plat.

7. The plat must represent and provide the same information as required by the official plat form provided by the Department (5500-PM-OG0002).

8. Operators may submit one file containing all required information from all pages of the plat, or separate files containing required information from each page of the plat.

9. The file(s) must be saved so that the paper space can be printed/ plotted to accurately match the pages of the official plat form provided by the Department (5500-FM-OG0002).

10. The file(s) must be saved so that the model space contains all relevant information from pages 1 and 3 of the official plat form provided by the Department (5500-FM-OG0002), for upload into ArcGIS®.

11. Information in both the paper space and model space environments must be accurate and legible. For example, annotations should not overlap one another.

12. If the surveyor or engineer seal is not included, the applicable registration number of the professional surveyor or professional engineer that prepared the plat should be included on the plat.

Additional Attachments/Forms

A scanned image of the completed applicable form can be attached to the application. The form should be scanned at a minimum of 200 dpi, but no more than 600 dpi, and saved as a PDF.

All forms required as part of a permit application are available on the web site at http://files.dep.state.pa.us/OilGas/BOGM/BOGMPortalFiles/OilGasReports/2015/OilGasForms.pdf. These are form fill WORD® documents that can be completed. The form must be saved as a PDF.

The Department will not accept applications with attachments that cannot be opened or are not legible.