



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

# **Office of Oil and Gas Management**

## **eWell User Guide**

Created by:  
Version:  
Date:

Applications Support Help Desk  
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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](mailto:ep-efactshelpdeskteam@pa.gov)

### ***Contacting the Office of Oil and Gas Program Management***

- Telephone Number: (717) 772-2199
- E-mail Address: [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@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> into the address bar to access DEP GreenPort.



2. Enter the Username.
3. Enter the Password.
4. Click on the  button.

5. The DEP GreenPort list of applications displays.
6. Click on 'Launch' on eWell.
7. The Trading Partner Agreement displays.

8. Read the Trading Partner Agreement and then click on the  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:  Operator: UNKNOWN OPR

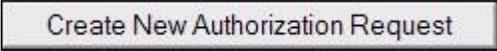
## Create a New Authorization Request

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.

**CREATE A NEW AUTHORIZATION REQUEST**

What type of permit are you requesting?

[Back To The Main Menu](#)

3. Click on the  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.

### APPLICANT INFORMATION

Applicant (Operator) Name:	UNKNOWN OPR
DEP Client ID#:	40263
Legal Name:	<input type="text" value="UNKNOWN OPERATOR"/>
Mailing Address (Street or PO Box):	<input type="text" value="123 Any St"/>
Address Line 2:	<input type="text"/>
City:	<input type="text" value="Harrisburg"/>
State:	<input type="text" value="PA - Pennsylvania"/>
ZIP +4:	<input type="text" value="17101"/>
Email Address:	<input type="text"/>
Phone:	<input type="text" value="717-555-1212"/>
Fax (optional):	<input type="text"/>

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.

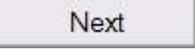
WELL PAD / SITE IDENTIFICATION	
Is this well covered under an ESCGP?	Select Yes or No <input type="button" value="v"/>
Will this well be built on a well pad?	Select Yes or No <input type="button" value="v"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

Click on the  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.

WELL PAD LOCATION	
Well Pad Name:	EXAMPLE WELL PAD
911 Emergency Well Pad Address:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select State"/>
Zip +4:	<input type="text"/>
First Corner Latitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
First Corner Longitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Second Corner Latitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Second Corner Longitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Third Corner Latitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Third Corner Longitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Fourth Corner Latitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Fourth Corner Longitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Well Site GPS Location Latitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Well Site GPS Location Longitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Entrance Road GPS Location Latitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Entrance Road GPS Location Longitude: <small>(Degrees, Minutes, Seconds)</small>	<input type="text"/>
Metadata Method:	<input type="text" value="Select Metadata Method"/>
Accuracy (in feet):	<input type="text"/>
Datum:	<input type="text" value="Select Datum"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

Click on the  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.

WELL INFORMATION	
(Well) Farm Name:	<input type="text" value="EXAMPLE WELL FARM"/>
Well #:	<input type="text" value="EXAMPLE WELL 1H"/>
Serial #:	<input type="text"/>
Project # (from DEP):	<input type="text"/>
Is this a Conventional or Unconventional well?	<input type="text" value="Select"/>
Is this a Coal well?	<input type="text" value="Select"/>
Enter your Bond Agreement ID:	<input type="text"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

### (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.

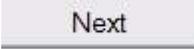
Conventional wells are those which are not unconventional wells.

### 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  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.

WELL ORIGIN LOCATION	
Surface Elevation (in feet):	<input type="text" value="1000"/>
Latitude: (Degrees, Minutes, Seconds)	<input type="text" value="40"/> <input type="text" value="35"/> <input type="text" value="21.607"/>
Longitude: (Degrees, Minutes, Seconds)	<input type="text" value="-79"/> <input type="text" value="55"/> <input type="text" value="38.688"/>
Metadata Method:	<input type="text" value="GPS - UNSPECIFIED"/>
Accuracy (in feet):	<input type="text" value="15"/>
Datum:	<input type="text" value="North American Datum of 1983"/>
Reference Elevation:	<input type="text" value="1000"/>
USGS Map Section #:	<input type="text" value="2"/>
Offset distances referenced to NE corner of map section:	
Offset South (in feet):	<input type="text" value="1300"/>
Offset West (in feet):	<input type="text" value="3050"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

### 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  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.

WELLBORE SUMMARY LIST						
Name	Type	Configuration	Latitude	Longitude	Actions	Drill Order
WELL ORIGIN LOCATION (00-00)	GAS	Vertical Well	403521.607	-795538.688	<a href="#">Add A Sidetrack</a>   <a href="#">Edit</a>	1
↳ WELLBORE SIDETRACK	GAS	Deviated Well	403521.607	-795538.688	<a href="#">Add A Sidetrack</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="2"/>

Click on the  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 INFORMATION	
Wellbore Name:	WELLBORE SIDETRACK
Type of Wellbore:	Select Type of Wellbore
Wellbore Configuration:	Select Wellbore Configuration
Target Formation:	MARCELLUS FORMATION(MARCF)
First Producing Formation:	MARCELLUS FORMATION(MARCF)
Second Producing Formation:	
Third Producing Formation:	
Oldest Formation Penetrated:	MARCELLUS FORMATION(MARCF)
<hr/>	
Wellbore Origin Point Latitude: (Degrees, Minutes, Seconds)	40 35 21.607
Wellbore Origin Point Longitude: (Degrees, Minutes, Seconds)	-79 55 38.688
Wellbore Origin Point True Vertical Depth:	1
Wellbore Origin Point Total Measured Distance:	1
<hr/>	
Bottom Hole Latitude: (Degrees, Minutes, Seconds)	40 35 21.607
Bottom Hole Longitude: (Degrees, Minutes, Seconds)	-79 55 38.688
Bottom Hole True Vertical Depth:	2
Bottom Hole Total Measured Distance:	2
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

### 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.

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## 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).

**INTERESTED PARTIES - UNCONVENTIONAL WELL**

You have no Interested Parties entered. [Add A New Interested Party](#)

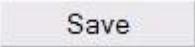
Click the [Add A New Interested Party](#) link to display the Edit Interested Party screen.

## 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.

EDIT INTERESTED PARTY - CONVENTIONAL

Interested Party Name:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select State"/>
ZIP Code:	<input type="text"/>
Municipality:	<input type="text"/>
Notified:	<input type="text" value="Select the Notification Type"/>
Notification Acknowledgement Date:	<input type="text"/>
Notifications:	<input type="checkbox"/> SL - Surface Landowner <input type="checkbox"/> WPC - Surface Landowners and Water Purveyors with water supplies less than 1000 ft <input type="checkbox"/> WPWCC - Water Purveyor within 200 ft <input type="checkbox"/> WWC - Water Well within 200 ft <input type="checkbox"/> BC - Building within 200 ft <input type="checkbox"/> GO - Gas Storage Operator <input type="checkbox"/> MU - Municipalities <input type="checkbox"/> CO - Coal Owner <input type="checkbox"/> CL - Coal Lessee <input type="checkbox"/> CM - Operator of Operating Coal Mine <input type="checkbox"/> CMO - Coal Mine Operator within 1000 ft
Supporting Document(s):	<p>No files have been uploaded for this interested party. You must upload at least one file per interested party before you can submit your authorization request to DEP.</p> <p>File: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p>

Click the  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.

COORDINATION WITH REGULATIONS AND OTHER PERMITS - UNCONVENTIONAL WELL	
1. Will the well be subject to the Oil and Gas Conservation Law?	Select Yes or No
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?	Select Yes or No
3. Will the well penetrate or be within 3,000 feet of an active gas storage reservoir boundary?	Select Yes or No
4. Is the proposed well location within the permitted perimeter of an active, abandoned or proposed landfill?	Select Yes or No
5. Will the vertical well bore of the unconventional well be drilled within 500 feet from any existing building or an existing water supply?	Select Yes or No
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?	Select Yes or No
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?	Select Yes or No
6. Will the well be located where it may impact a public resource as outlined in the "Coordination of a Well Location with Public Resources" form 5500 PM-OG0076?	Select Yes or No
7. Will any portion of the well site be located within a Special Protection watershed?	Select Yes or No
8. Is this well part of a development which disturbs more than 5 acres?	Select Yes or No
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?	Select Yes or No
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?	Select Yes or No
Did you have a PNDI hit for the PA Department of Conservation and Natural Resources Bureaus of Forestry and Topographic and Geologic Survey?	Select Yes or No
Did you have a PNDI hit for the PA Fish and Boat Commission?	Select Yes or No
Did you have a PNDI hit for the PA Game Commission?	Select Yes or No
Did you have a PNDI hit for the U.S. Fish and Wildlife Service?	Select Yes or No
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

Click on the  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	
Will the well penetrate a workable coal seam?	Select Yes or No
Will the well be part of a Well Cluster which is an area within a well pad intended to host multiple horizontal wells and which comprises an area no greater than 5,000 square feet?	Select Yes or No
Will this well be part of a Well Cluster that already has an approved OG-57 waiver?	Select Yes or No
Will this well be drilled into solid coal or into an open underground void?	Select Drill Target Type
Will the well be drilled through an operating coal mine, or within 1,000 feet of the boundary?	Select Yes or No
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

Click on the  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.

#### WELLBORE SELECTION

Enter your API number:

[Back To The Main Menu](#)

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.

#### VERIFY WELLBORE

API Number:	37-005-20124 00-00
Wellbore Name:	MARY W & CHARLES O PETERS 3
Well Code:	GAS
Well Configuration:	VERTICAL WELL

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.

**WELLBORE ATTRIBUTES**

Please select:

Vertical

Nonvertical

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.

**UPLOAD SUPPORTING DOCUMENTATION**

The following functions allow you to attach required documentation to your submission in order for it to be complete. Please note the "Attachments Already Uploaded" list to ensure you have attached all required files. A "Submit" button will only be displayed once all required documents have been uploaded.

**ATTACHMENTS ALREADY UPLOADED**

No file attachments have been uploaded.

Use the buttons below to choose the location of required files and upload them.

**REQUIRED ATTACHMENTS**

All files must be of the PDF file type with the exception of the Location Plat which must be a DWG file type.

Pennsylvania Natural Diversity Inventory Form	<input type="text"/>	<input type="button" value="Browse..."/>
Location Plat	<input type="text"/>	<input type="button" value="Browse..."/>

To upload files:

1. Click on the button next to the file type you want to upload.
2. Find the file you want to upload on your hard drive.
3. Click on the Upload button to transfer the selected files.
4. Confirm the files listed in the Attachments Already Uploaded section.

**OPTIONAL ATTACHMENTS**

There are no optional files available for upload.

### 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.

Click on the  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.

**SUBMISSION VALIDATION CHECK**

**THE FOLLOWING ITEMS MUST BE CORRECTED BEFORE YOU CAN SUBMIT YOUR AUTHORIZATION REQUEST:**

-  You must complete the Well Pad Location page.
-  You must complete the Coordination page.
-  You must complete the Coal Module page.
-  There are required documents that have not yet been uploaded.
-  You must enter at least one Interested Party.

[Back To The Main Menu](#)

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...**

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[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](#)

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[Hide](#)

## Review Your Submission

The Review Your Submission screen provides a link to a summary view of the information

REVIEW YOUR SUBMISSION			
<b>ACT 69 NOTIFICATION</b>			
<p>The Summary View page presented you with an overall final look at the information that you will be submitting to DEP if you select the *Yes, Submit button. The Summary View page also gave you the opportunity to revise and make modifications to data on any part of the Application. Please note that once you click the *Yes, Submit button, your Application becomes an official DEP record and you will not be able to change the information submitted. If you would like to re-edit your Application, click Edit Application.</p> <p>Please Note: If after selecting the *Yes, Submit button you discover that your information is incorrect, notify DEP immediately.</p> <p>*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Any false statement is subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).</p> <p><input type="checkbox"/> I have reviewed the entire PDF on the <a href="#">PDF Summary View page</a></p>			
<input type="button" value="Yes, Submit"/>		<input type="button" value="Edit Application"/>	
<input type="button" value="Cancel"/>			

The applicant must click on the [PDF Summary View page](#) link to review the submission prior that the DEP will receive as an official record. 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.

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION OFFICE OF OIL & GAS MANAGEMENT			
PERMIT APPLICATION TO DRILL AND OPERATE AN UNCONVENTIONAL WELL			
APPLICANT INFORMATION			
Applicant (Operator) Name UNKNOWN OPR	DEP Client ID# XXXXXXXXXX	Phone XXXXXXXXXX	FAX XXXXXXXXXX
Mailing Address (Street or PO Box) UNKNOWN	City UNKNOWN	State PA	Zip +4 15222
Email Address XXXXXXXXXX@XXXXXX.PA	24/7 Emergency Contact Name / Number		
WELL INFORMATION			
(Well) Farm Name 1	Well # 1	Serial #	Project # (from DEP)
County	Municipality	911 Address of Well site (or nearest intersection)	
WELL BORE INFORMATION			
Wellbore Number 1	Wellbore Name WELL ORIGIN LOCATION	Type of Wellbore OIL	Wellbore Configuration Vertical Well
WELL PAD INFORMATION			
Well Pad Name EXAMPLE WELL PAD			
WELL PAD LOCATION INFORMATION			
Well Pad Corner 1 Lat/Long		40 35 21.8070 -79 55 38.8880	
Well Pad Corner 2 Lat/Long		40 35 21.8080 -79 55 38.8890	
Well Pad Corner 3 Lat/Long		40 35 21.8090 -79 55 38.8900	
Well Pad Corner 4 Lat/Long		40 35 21.8100 -79 55 38.8910	
Well Site GPS Location Lat/Long		40 35 21.8070 -79 55 38.8880	
Well Site Access Road GPS Lat/Long		40 35 21.8070 -79 55 38.8880	
Metadata Method GPS - UNSPECIFIED	Accuracy (in ft.) ±15	Datum North American Datum of 1983	
WELLBORE SURFACE-HOLE LOCATION			
Surface elevation (in ft.)		1000	
Latitude/Longitude		40 35 21.8070 -79 55 38.8880	

# 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	
<b>This is an itemization of fees required:</b>	
Permit Fee:	\$4200
Orphan Well Surcharge:	\$200
Abandoned Well Surcharge:	\$50
<hr/>	
Total Application Fee:	\$4450
<input type="button" value="Pay By Check"/> <input type="button" value="Credit Card"/> <input type="button" value="Cancel"/>	

Click on the  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 Continue button to verify the payment details.

**CREDIT CARD PAYMENT**

\* Required

Please enter the following credit card information. Before entering your information, you may want to review our privacy policy.

**Amount that will be charged to your card: \$1050**

\* Select Credit Card Type:

-  VISA
-  Master Card
-  Discover
-  American Express

\* Credit Card Number:

\* Expiration Date:

\* Card Security Code:

The card security code is the last set of three (or in some cases four) numbers on the back of the credit card (usually within the signature block). If your credit card contains a card security code, you must enter it in the space provided.

\* Name on Card:

\* Full Name:

Enter your address as it appears on your credit card statement:

\* Address Line 1:

Address Line 2:

\* City, State ZIP Code:

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

Continue
Cancel

## Credit Card Confirm

The Credit Card Confirm screen is used to verify the fee amount and the credit card

**CREDIT CARD CONFIRM**

Please review the information below and confirm that it is correct. If it is correct, click the button labeled Charge Card to charge your card. To avoid a duplicate charge, only click the button once and do not refresh your screen.

**Amount that will be charged to your card: \$1050**

Credit Card Type:	VISA CREDIT CARD
Credit Card Number:	XXXX
Expiration Date:	1/2015
Name on Card:	EXAMPLE NAME
Full Name:	EXAMPLE Q NAME
Address Line 1:	XXXXXXXXXX
Address Line 2:	
City, State ZIP Code:	HARRISBURG, PA 17101

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When you press the 'Charge Card' button your order will be placed and your credit card will be charged. Press the 'Charge Card' button only once and do not refresh your screen or you run the risk of a duplicate charge.

After verifying the information displayed is correct click on the  button submit payment. It is important to only click on the  button once. After clicking the payment details prior to submitting payment. The Credit Card Number field will display the last four digits of the credit card number. 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.

THANK YOU FOR YOUR PAYMENT	
Here is an itemization of fees paid. Please print for your records.	
Permit Fee:	\$900
Orphan Well Surcharge:	\$100
Abandoned Well Surcharge:	\$50
<hr/>	
<b>Total Application Fee:</b>	<b>\$1050</b>
Credit Card Payment Information:	
Order Number:	93
Paid By:	VISA CREDIT CARD
Card Number Ending In:	XXXX
Payment Date:	2013-08-12 15:04:30
Confirmation Number:	XXXXXXXXXX
<a href="#">Back To Main Menu</a>	

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

## Check Payment

This screen provides information for paying by check.

**CHECK PROCESS**

**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?

## 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 \$4450. 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.

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## 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.

EDIT A SAVED AUTHORIZATION REQUEST					
	Type	Well Name	Well Pad	Creation Date	Created By
<a href="#">Edit</a>   <a href="#">Delete</a>	DOW	EXAMPLE WELL		08/01/2013 10:05 AM	
<a href="#">Edit</a>   <a href="#">Delete</a>	DOW			08/07/2013 08:08 AM	

[Back To The Main Menu](#)

## 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.

RESPOND TO A PENDING AUTHORIZATION REQUEST
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.

VIEW A SUBMITTED AUTHORIZATION REQUEST					
	Type	Well Name	Well Pad	Submit Date	Submitted By
<a href="#">View</a>	DOW	EXAMPLE FARM		08/12/2013 03:04 PM	EXAMPLE
<a href="#">Back To The Main Menu</a>					

## 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

Done

button to return to the View a Submitted

Authorization Request screen.

SUBMISSION DOCUMENTS		
Description	File Name	File Size
Permit Application to Drill and Operate a Well	<a href="#">55551.pdf</a>	8625
Location Plat	<a href="#">Test.DWG</a>	80707
Pennsylvania Natural Diversity Inventory Form	<a href="#">Test.pdf</a>	80707
EXAMPLE NAME	<a href="#">Test.pdf</a>	80707
<a href="#">Done</a>		

individual document or click on the

## 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:
  - Horizontal Datum: Pennsylvania State Plane Coordinate System
  - North or South Zones – NAD 1983.
  - 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-FMOG0002), 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.