



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Oil and Gas Management



# Permit Review Process & Permit Decision Guarantee

Department of Environmental Protection  
Nov. 28, 2012

Dial-in number for audio is: 1-877-668-4493  
Access code: 647 455 718

# Today's Speakers

## **Kurt Klapkowski**

Director, Bureau of Oil and Gas Planning & Program Management

## **Brian Babb and Eric Draper**

Permit Chiefs

## **Joe Adams**

Chief, Resource Management & Well Development Division

# Agenda

- 1. Welcome/Background**
- 2. SOP – Drill and Operate a Well**
- 3. SOP – ESCGP-1 and ESCGP-2**
- 4. Questions & Comments**

**Note:** WebEx Technical Support is available at  
866-229-3239

# Welcome and Background

- Today's presentation:
  - Both SOPs will be discussed. Questions will be taken at the conclusion of both presentations to allow enough time to cover both SOPs.
- SOPs are available on DEP's website
  - Dynamic documents and will be updated to reflect changes in permit review processes
- Shared responsibilities
  - Operators - Complete and accurate applications
  - DEP – Timely reviews and decisions

# Permit Decision Guarantee

## SOP – Drill and Operate a Well

# SOP Drill and Operate a Well

## Permit Prioritization, Coordination, and Assignment

- Permits Chief
  - Assigns permit to Applications Manager
  - Prioritizes permits in accordance with “Permit Review Hierarchy”
  - Determines if permit coordination is necessary
- Fee Processing and Data Management
  - All authorizations date stamped
  - Fourteen digit API number assigned
  - “Objection Log” checked
  - Permit fee verified/deposited

# SOP Drill and Operate a Well

## Completeness Review:

- “Checklist for Administrative Completeness Review”
- Create authorization in eFACTS
- If permit deemed incomplete:
  - Minor Deficiencies – contact applicant (10 day response)
  - Major Deficiency – permit denied (applicant may appeal)  
Fee not returned.
- If permit deemed complete:
  - Permit accepted and forwarded to technical reviewer
  - A permit applicant can check status at:  
<http://www.ahs2.dep.state.pa.us/eFactsWeb/default.aspx>

# SOP – Drill and Operate a Well

## Technical Review (Application Manager)

- Review in accordance with statutes and regulations
- If minor deficiency exists:
  - Permit applicant contacted (10 days to respond)
- If major deficiency exists:
  - Technical Deficiency Letter mailed to applicant
  - Statutory or regulatory deficiency will be noted
  - If acceptable response provided, review continues
  - If unacceptable response provided (or no response), “Elevated Review” process will be followed.

# SOP – Drill and Operate a Well

## Final Permit Processing (Administrative Staff)

- Confirmation that “objection date” has passed
- Any special permit conditions recorded in eFACTS
- Copy of signed permit mailed to operator
- Signed permit scanned to file server for use by field personnel
- Original permit (and related authorizations/attachments) filed in Central Files.

# Permit Decision Guarantee

## SOP Erosion and Sediment Control General Permit 1/2

# SOP – ESCGP-1/2

- Preliminary Data Management and Fee Processing (Admin)
  - Date stamp on receipt
  - Expedited Review vs. Standard Review
  - Initiate eFACTS entry
  - Process application fee
- Permit Prioritization & Coordination
  - Permit Chief prioritizes application in accordance with “Permit Review Hierarchy”
  - Permit Chief determines if coordination is required in accordance with “Permit Coordination Policy”
  - Permit Chief assigns Application Manager (i.e., lead reviewer)

# SOP – ESCGP-1/2

## Completeness Review (Application Manager)

- Conducted within 10 business days
- Conformance to Administrative Completeness Checklist
- Minor Deficiency: contact applicant via telephone and/or e-mail
  - Telephone Log Maintained for deficiencies
- Major Deficiency: Send deficiency letter to applicant
  - Applicant has 60 calendar days to provide information
  - If major deficiency unresolved, application is considered incomplete and withdrawn.
  - Application fee will not be returned
  - If major deficiency is resolved, review of authorization proceeds

# SOP – ESCGP-1/2

## Technical Review (Application Manager)

- Application Manager considers NOI Instructions/Tech. Guides
  - Erosion and Sediment Pollution Control Program Manager
  - PA Stormwater Best Management Practices Manual
- If application is technically inadequate
  - Minor technical deficiency: Contact applicant by phone or e-mail. (1 day to resolve)
  - Major technical deficiency:
    - Technical Deficiency Letter sent to applicant
    - PDG timeframes no longer apply
    - Application Manager may offer meeting opportunity
    - Applicant has 60 days to resolve deficiency
    - If no resolution in 60 days, follow “Elevated Review” process

# SOP – ESCGP-1/2

## Technical Review (Application Manager) (cont)

- Complete Technical Review
  - Generate either draft denial letter or draft acknowledgement of coverage letter
  - Application package submitted to Permits Chief and Program Manager for review and consideration
  - Return final documentation to administrative staff for processing
  - PA Bulletin Notice published

# Website Information



For more information, visit  
[www.dep.state.pa.us](http://www.dep.state.pa.us)

Click on the Permit Decision Guarantee button.



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# Questions?

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