



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Oil and Gas Management



# Instructions for Well Transfers, Status Changes, and Type Changes

Bureau of Oil and Gas Planning and Program  
Management  
Subsurface Activities Section

# Presentation Outline

## **Well Transfers**

- Well Transfer Checklist
- Well Transfer Procedure Flowchart
- Permit-Holder Resolution
- Approval of Well Transfers

## **Well Status Changes**

- Process and Paperwork/Documentation for Making Well Status Changes
- Processing Status Changes

## **Well Type Changes**

- Process and Paperwork/Documentation for Making Well Type Changes
- Processing Well Type Changes

## **All Other Changes**

# Well Transfer Checklist

## 1: Process and Paperwork/ Documentation for Current and Historical Transfers

- Complete Application for Transfer of Well Permit or Registration ([5500-PM-OG0010](#))
- Use checklist that follows to ensure all the necessary paperwork and documentation has been submitted along with the application package

# Well Transfer Checklist

YES

NO

NA

**STEP 1** If the well was drilled on or after April 18, 1985, a bond is required prior to approval of the transfer. A bond is not required for any wells drilled before that date. Is a bond required?

**STEP 2** If a bond is required and the transferee has an approved bond on file, they must complete Bond Exhibit A (forms [1430-FM-BOS0151](#) and [1430-FM-BOS0149](#)). Is an approved bond on file?

**STEP 3** If a bond is required and not already on file, the transferee's bond must be in effect before approval of the transfer. Has the necessary bonding been completed?

# Well Transfer Checklist

YES

NO

NA

**STEP 4** New operators in the state must complete several additional forms. Is the transferee a new operator?

**STEP 5** A new operator must complete the Operator's General Information Form ([8000-FM-OOGM0099](#)). Has form [8000-FM-OOGM0099](#) been completed?

**STEP 6** A new operator must complete an Oil and Gas Ownership and Control Information Form ([8000-FM-OOGM0118](#)). Has form [8000-FM-OOGM0118](#) been completed?

# Well Transfer Checklist

YES

NO

NA

**STEP 7** If the transferor cannot sign the form, the transferee must prepare a statement indicating why the transferor's signature was not available and include any supporting documentation. Has the statement been prepared and included in the application packet?

Select link that follows for process flowchart describing procedure: [Well Transfer Procedure Flowchart](#)

# Permit-Holder Resolution

## 2: Process and Paperwork/Documentation for Establishing the Permit-Holder

- Was the necessary application submitted to the DEP?

**YES**

Resubmit Application for Transfer of Well Permit or Registration in accordance with Procedure 1 or complete file review at DEP district office to determine disposition of application materials.

**NO**

Follow application process defined in Procedure 1 above.

When parties involved in well permit-holder transactions have disagreements that cannot be reconciled through application of the defined process, disputes must be resolved by those parties.

# Approval of Well Transfers

## 3: Processing of Application for Well Transfer

- All well transfers are processed in either the Meadville (814.332.6860) or Pittsburgh (412.442.4024) District Offices.
- Upon submittal of an administratively complete application for well transfer, the Department has **45 days** from the date of receipt of the application to either approve or deny the transfer request in writing. In addition to the items required as part of the application, the Department will also complete a compliance history analysis of the transferor and transferee. PLEASE NOTE THE 45 DAY TIME FRAME DOES NOT APPLY IF A BOND NEEDS TO BE APPROVED.



# Well Status Changes

## 4: Process and Paperwork/Documentation for Making Well Status Changes

- What is the actual status of the well?

**IF PLUGGED:** Plugging Certificate must be submitted to the Department ([8000-FM-OOGM0006](#)). If well is pre-Act, field documentation regarding plugging procedure must be provided. If paperwork was already submitted, a file review may be completed to demonstrate that the necessary information is on file with the Department.

**IF INACTIVE:** Inactive Status Application must be submitted to and approved by the Department ([5500-PM-OG0056](#)), or file review may be completed to demonstrate that inactive status was already authorized.

# Well Status Changes

## 4: Process and Paperwork/Documentation for Making Well Status Changes

- What is the actual status of the well?

**IF ACTIVE:** For any wells missing from the integrity inventory because they are classified as Inactive by the Department, submit a copy of Notice to Return to Active Status ([8000-FM-OOGM0123](http://8000-FM-OOGM0123)). A file review may be completed to demonstrate that a return to active status was already granted. Partially plugged-back wells may also have mistakenly been classified as plugged – for these situations, submit paperwork to the Department verifying that the well was only partially plugged and should be classified as Active

**IF PERMITTED BUT NEVER DRILLED:** For any wells that were never drilled, submit List of Wells Permitted but Never Drilled ([8000-FM-OOGM0023](http://8000-FM-OOGM0023)). A file review may be completed to demonstrate that such a list was already provided to the Department.

# Well Status Changes

## 5: Processing Status Changes

- All well status changes are processed in the region where the well is located: Meadville (814.332.6860), Pittsburgh (412.442.4024) or Williamsport (570.327.3636) District Offices.
- Upon submittal of the necessary documentation verifying the well's current status, the Department will make the necessary changes to the database.

# Well Type Changes

## 6: Process and Paperwork/Documentation for Making Well Type Changes

- What is the actual well type?

**IF STORAGE WELL:** Copy of Well Permit must be submitted to the Department verifying well type.

**IF INJECTION WELL:** Copy of Well Permit must be submitted to the Department verifying well type.

**IF OBSERVATION WELL:** Copy of Well Permit must be submitted to the Department verifying well type.

# Well Type Changes

## 7: Processing Well Type Changes

- All well type changes are processed in either the Meadville (814.332.6860) or Pittsburgh (412.442.4024) District Offices.
- Upon submittal of the necessary documentation verifying the well's current type, the Department will make the necessary changes to the database. If requesting a change in well type, a new application and permit fee must be submitted.

# All Other Changes

**NOTE: THERE MAY BE OTHER ISSUES RELATED TO TRANSFERS, WELL STATUS, AND WELL TYPE NOT COVERED IN THIS SUMMARY. PLEASE DIRECT OTHER INQUIRIES TO THE DATA MANAGEMENT AND COMPLIANCE DIVISION AT THE HARRISBURG OIL AND GAS OFFICE (717.772.2199).**



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



Oil and Gas Management

# Thanks! Questions?

**Seth Pelepko, P.G.**

**Subsurface Activities Section Chief**

**Bureau of Oil and Gas Planning and Program Management**

**717.772.2199**

**([mipelepko@pa.gov](mailto:mipelepko@pa.gov))**