



Overview

This optional checklist is provided as a guide for your submission of documents related to the Methane Emissions Reduction Program (MERP) grant application. To ensure correct processing by the Department of Environmental Protection (DEP), all the documents indicated in the chart below should be submitted to the Office of Oil and Gas Management electronically at ra-epmerpgrant@pa.gov.

Pre-Application

Item	Description	Submitted to	Completed?
Eligible Well	A Marginal Conventional Well (MCW) that produces less than 90 thousand cubic ft/day or 15 bbls of oil per/day.	Submitted in grant application	
Eligible Applicant	Operators, qualified well pluggers, and third party applicants in compliance. Confirm you are in statutory compliance .	Submitted in grant application	
Obtain UEI Number	Go to SAM.gov to register	Submitted in grant application	
Well Plugging and Restoration Agreement	Serves as landowner consent form	Submitted in grant application	
Visit Well	-Conduct Methane Screening -Answer 9 yes/no questions for application and well prioritization	Submitted in grant application	

Application

Item	Description	Submitted to	Completed?
Complete Grant Application	Online e-grants application	Submitted online in grant application	

Pre-Plugging

Item	Description	Submitted to	Completed?
Register with LCPTracker	Register as a contractor with LCPTracker for Certified Weekly Payroll reporting in compliance with the Davis Bacon Act. Applicants will receive a "Contractor Intake Form" upon approval to register with LCPTracker	ra-epmerpgrant@pa.gov cc: District RA*	
Obtain SAP Vendor number	Go to Vendor Registration (pa.gov) to register as a vendor and obtain SAP number	Submitted online to the Office of the Budget	
Methane Measurement Service Provider Form	Required for wells where methane was detected during pre-application screening	ra-epmerpgrant@pa.gov cc: District RA*	
Methane Measurements	After screening and methane measurement service provider approval, conduct measurements prior to plugging	Submit final report after project to ra-epmerpgrant@pa.gov cc: District RA*	
Notice of Intent (NOI) to Plug	Submit notification as per usual well plugging.	Oil and Gas Inspector cc: ra-epmerpgrant@pa.gov cc: District RA*	

Plugging

Item	Description	Submitted to	Completed?
Daily Log of Activities	Must be kept onsite for review, and submitted at the end of the week	ra-epmerpgrant@pa.gov cc: Oil and Gas Inspector	
Daily Electronic Briefing	Brief description of activities submitted daily	ra-epmerpgrant@pa.gov cc: Oil and Gas Inspector	
Weekly Certified Payroll	Complete form in compliance with the Davis Bacon Act and submit	LCPTTracker	

Post-Plugging

Item	Description	Submitted to	Completed?
Certificate of Well Plugging	Submit to the Oil and Gas Inspector (OGI) for review and signature. Submit a signed copy as a grant requirement	ra-epmerpgrant@pa.gov cc: Oil and Gas Inspector cc: District RA*	
Methane Measurement Report	For wells where methane was detected during pre-plugging screening, report all methane measurements on this form after the completion of the project	ra-epmerpgrant@pa.gov cc: Oil and Gas Inspector cc: District RA*	
MERP Well Completion Worksheet	Complete spreadsheet and submit at the conclusion of the project	Submit final report after project to ra-epmerpgrant@pa.gov cc: District RA*	
Itemized Expenses for Reimbursement form	Complete and submit for processing and reimbursement	cc: ra-epmerpgrant@pa.gov	

*Northwest: RA-EPNWDGCONTRACTS@pa.gov

*Southwest: RA-EPSW-OGSUBMISSION@pa.gov