

**FREQUENTLY ASKED QUESTIONS**  
**Environmental Protection Performance**  
eWell Questions

**1. When does eWell go live?**

The eWell application is currently available for use for all unconventional well permit application types and new conventional well permit applications. (posted 01/13/17)

**2. Is there an option to submit well permit applications outside of eWell?**

The regulations require well permit applications for unconventional wells to be submitted electronically to the Department of Environmental Protection (DEP) on forms provided through its web site. The current form is the eWell application. (posted 01/13/17)

**3. Will the permit decision guarantee the timeframe remain the same as it currently is?**

Yes. (posted 01/13/17)

**4. What is the list of activities that constitute a modification? How does this align with the Act 13 definition of "Alteration?"**

A modification may include one or more of the following: a change to the surface hole location (if modifying a previously issued permit that drilling has not yet commenced, and if the new surface hole location is on the same well pad), a change to a bottomhole location, a change to a wellbore path, the lengthening of a wellbore, additional sidetracked wellbores, change in the use of the well, and alterations. Title 58 Pa.C.S. sections 3201-3274 (relating to Development) ("2012 Oil and Gas Act") defines "Alteration" as "an operation which changes the physical characteristics of a wellbore, including stimulation or removing, repairing or changing the casing." This is consistent with the activities authorized under a modification. (posted 01/13/17)

**5. Do modifications include change in well use?**

Yes. (posted 01/13/17)

**6. Is there a fee for modifications?**

Yes, DEP considers a modification to be a new permit that supersedes the previously issued permit. Because modifications are new permits, the full permit fee and surcharges are appropriate. (posted 01/13/17)

**7. Formerly, as of January 2016, an alteration fee was \$100 (Permit fee) + \$0 (Surcharge) = \$100 (Application Fee). How and why does this now constitute a full permit fee?**

An application for an “alteration” is a modification of a permit. DEP considers a modification to be a new permit that supersedes the previously issued permit. Because modifications are new permits, the full permit fee and surcharges are appropriate. (posted 01/13/17)

**8. Can we renew a well permit more than one time?**

In accordance with 25 Pa. Code section 78a.17(b), an operator may request a single 2-year renewal of an unexpired well permit. Therefore, each permit may only be renewed one time. However, as noted above, DEP views modifications as “new” permits. Therefore, an operator could be issued a new well permit and request and be granted a single 2-year renewal for that permit. The operator could then modify the original permit and subsequently request and be granted a single 2-year renewal for the modification as well. (posted 01/13/17)

**9. Will the system default to the flat \$5,000 permit fee for an unconventional permit application?**

No, the fee will be dependent well configuration - vertical or non-vertical. (posted 01/13/17)

**10. Is the review time the same whether an operator paid by check or credit card?**

Review of the well permit application begins when an administratively complete application is received. An application is not administratively complete until payment is received. (posted 01/13/17)

**11. If one person prepares the permit application, can the person who is authorized to sign and submit the application, log in and see the application with his or her own login? Can two different logins see the same permit applications?**

Within the eWell application, there are two security roles: “Prepare” and “Submit”. When a user enrolls, the company’s EFA can designate what users can do within the application. A user with “Prepare” security may only enter an application. They cannot submit an application. A user with “Submit” security can both enter and submit an application. Once an application has been created, anyone with eWell security for that operator can view, edit, and/or submit that application depending upon their security profile. (posted 01/13/17)

**12. As the person completing the application, when it is submitted, will my name technically be the signature on the application? If so, can a different person go into the system to submit it as I may not have the authority to sign the application?**

Yes, whoever actually submits the application will be the signatory.

Yes, as noted above, once an application is created, other users for that operator with the appropriate security profile can view, edit, and/or submit that application. (posted 01/13/17)

**13. Is the emergency contact person name, for all emergencies or operational emergencies?**

This is the point of contact to address operational emergencies at the well site. (posted 01/13/17)

**14. It appears the workflow requires an ESCGP to be approved or applied prior to submission of the well permit; sometimes this is not practical. Is there a way to associate them after the fact, or will we be prevented from applying?**

The current eWell workflow does not require an ESCGP permit application to be submitted prior to the well permit application submission. If an ESCGP has not been issued for the proposed well site at the time of the well permit application submission, simply select "No" for the question "Is this well covered under an ESCGP?" (posted 01/13/17)

**15. When entering the latitude and longitude coordinates for pad corners, how should we handle non-typical shaped pads (for example, pentagon shape, pads with curved sides, etc.)?**

If a well pad is not a simple quadrilateral shape, operators should simply assign and identify four approximate corners. (posted 01/13/17)

**16. If well pad corners are not shown for pre-populated well pads reported under Act 9, do the corners need to be entered and how do you do that?**

For existing well pads in DEP's database, the well pad corner locational data is not required to submit a well permit application via eWell. (posted 01/13/17)

**17. Do we have to provide location information for the corners of the pads; this is not required through the 911 process?**

For existing well pads in DEP's database, the well pad corner locational data is not required to submit a well permit application via eWell. However, if you are creating a new well pad as part of the Well application process, you will need to provide the corner locational data in order to create the new well pad. (posted 01/13/17)

**18. Does the access road latitude and longitude represent the point where the centerline of road intersects the pad edge?**

The access road latitude and longitude is the point the access road intersects the nearest public road, private named road, administrative road with a name and address range, or private road with an address range. (posted 01/13/17)

**19. Do we need the complete 911 address prior to application or can we use the approximate or nearest public road, as the exact access location may be pending?**

The 911 address is not required for an eWell submission. Operators can provide this information later via Act 9 submission screens in DEPGreenPort. (posted 01/13/17)

**20. Where does the DEP project number come from?**

The "Project Number" is an internal database identification number used to group different permit applications under a single project. It is not a required field within the eWell application. (posted 01/13/17)

**21. Where in the eWell application is permitting multiple bottomhole locations available?**

Operators can add bottomhole locations in the Wellbore Summary List. (posted 01/13/17)

**22. Will all wellbore sidetrack information from wells that were previously drilled already be listed or do we need to go back and enter all the information for previous wells?**

Wellbore sidetrack information will only be displayed within the eWell application if the original new well permit application was submitted via the eWell application. If the original new well permit application was submitted to DEP via paper, the wellbore sidetrack information will not be displayed within the eWell application. (posted 01/13/17)

**23. Please define "sidetrack."**

A sidetrack is a separate wellbore with a unique wellbore path from any other pre-existing wellbores associated with that well. For example, if a vertical pilot hole is drilled and then a horizontal lateral is subsequently kicked off from that pilot hole, the horizontal lateral would be a sidetrack. (posted 01/13/17)

**24. If an operator has a pilot hole with a horizontal, does the operator need to input the vertical then use the sidetrack option?**

Correct. If you were proposing to drill a pilot hole and then subsequently sidetrack a horizontal lateral from that pilot hole, both wellbores would need to be entered. (posted 01/13/17)

**25. When permitting a horizontal well can an operator choose horizontal as the first and only choice or must the operator start with vertical wellbore, then add a horizontal wellbore?**

If an operator intends to drill a single wellbore that starts vertical and transitions to horizontal, they should enter a single horizontal wellbore. In the wellbore information screen, simply select "horizontal" in the wellbore configuration selection. (posted 01/13/17)

**26. In the case of no pilot hole (previously mentioned vertical directly into the horizontal), what selection do you make on the wellbore page for that situation? Horizontal with no sidetracks?**

Correct. Enter a single horizontal wellbore. See question No. 25. (posted 01/13/17)

**27. What gets mailed to the water purveyors?**

The same information as required for paper well permit application submissions. (posted 01/13/17)

**28. Do green cards need to be only sent to the landowners or are they required to be returned to us prior to application?**

If an interested party is notified via certified mail, the certified mail delivery date must be provided. An operator may use any means available to them to obtain this date, including receipt of the green card. (posted 01/13/17)

**29. Are coordinates required for water purveyors listed?**

Yes, they are required to be provided on page 2 of the *Well Location Plat*, form 8000-PM-OOGM0002. (posted 01/13/17)

**30. What items get mailed out for the notices to water purveyors, and where do we input the green cards?**

Pursuant to section 3211(b)(2) of the 2012 Oil and Gas Act, a copy of the plat must be forwarded to applicable water purveyors.

Copies of green cards do not need to be uploaded via the eWell application. Operators must simply certify that appropriate notifications have been made. However, the green cards should be maintained by the operator as proof of delivery. (posted 01/13/17)

**31. In the Act 69 notification, it says via certified mail. Will this be updated to reflect the wording in the new Chapter 78a regulations?**

“Certified mail” is defined in section 78a.1 for unconventional well permit applications. (posted 01/13/17)

**32. In the past, we were able to obtain hand delivered signatures for well permit notifications by signing page 3 of the application. Will this still be an option?**

Yes. On the “Interested Parties” screen, operator can indicate whether an interested party was notified via certified mail or in person. If notified in person, the notification acknowledgement date must be provided. (posted 01/13/17)

**33. If mailed, do notifications have to be sent via certified mail or can we use UPS?**

Notifications must be sent via certified mail. Section 78a.1 defines “certified mail” as “any verifiable means of paper document delivery that confirms the receipt of the document by the intended recipient or the attempt to deliver the document to the proper address for the intended.” Therefore, other document delivery services (e.g., United Parcel Service, FedEx, etc.) may be used if those services provide documentation of receipt of the document by the intended recipient or the attempt to deliver the document to the proper address for the intended. (posted 01/13/17)

**34. Do we have to put in coordinates if we select municipality as our interested party?**

No, coordinates are only required for water sources. (posted 01/13/17)

**35. Where is the guide for interested parties located?**

There is a link to the guide on the “Interested Parties” screen within the eWell application. (posted 01/13/17)

**36. If the permit is on an existing well pad that has already been constructed, do you still need to submit a new PNDI for the well application?**

In accordance with section 78a.15(e), if the well pad has constructed pursuant to a Chapter 102 permit that has been issued within the last 2 years, then you do not need to submit a copy of the PNDI. However, you will need to upload justification that section 78a.15(e) applies. That justification could be a statement affirming that an ESCGP has been issued, which includes the permit number and the date of issuance.

If the well pad was not constructed pursuant to a Chapter 102 permit, or was constructed pursuant to a Chapter 102 permit that was issued more than 2 years ago, you will need to submit a copy of the PNDI. (posted 01/13/17)

**37. Is there a location for entering coal module info?**

Yes, on the Well Information page if operators answer “yes” to the question “Is this a coal well?” and clicks “Next” or “Save,” the coal module will appear in the “Go To.... Menu”. (posted 01/13/17)

**38. Could DEP eliminate manual input of coordinates (pad corners, access road, etc.) by requiring that the pad and access road be included on the digital plat?**

DEP is looking into potential solutions to address this issue. This includes possibly using a different file type for plat file submissions. (posted 01/13/17)

**39. What are the specific requirements for the .dwg submission such as georeference information? Has DEP published any guidance to address these details? For example, does the drawing need to be georeferenced, contain a digital seal, contain a digital signature, etc.**

Please refer to DEP's "Guidance for eWell Attachments" document. (posted 01/13/17)

**40. Why is it necessary for the plat to be .dwg and not .pdf? Why not let operators submit GIS data directly? Will other formats be accepted in the future?**

The .dwg file format allows the information contained within the plat to be uploaded into ArcGIS for electronic review by our permitting staff. Additionally, the .dwg file format allows the plat to be printed for review outside of the ArcGIS environment. DEP is currently reviewing other options for plat submittals. (posted 01/13/17)

**41. Can you please talk about the acceptable formats to submit well location plats, i.e., .tiff or .dwg?**

Currently, .dwg is the only acceptable file format for plat submissions within the eWell application. (posted 01/13/17)

**42. Do the plats need to have an electronic seal and signature?**

No, but they will need to have the registration number of the professional that created that plat. (posted 01/13/17)

**43. For .dwg submissions, does it have to be a single .dwg file, or can each page of the plat be a separate .dwg file?**

The various pages of the plat may be submitted in a single .dwg file, or each page may be submitted as a separate .dwg file, whichever option the operator prefers. (posted 01/13/17)

**44. If I am entering the information for a permit, and I need to have the plats done by an engineer, do they need to be the 24/7 contact listed on the application?**

No, the 24/7 contact is the point of contact to address operational emergencies at the well site. (posted 01/13/17)

**45. Will the well permit be available through eWell or will it still be mailed?**

Currently, the well permit will continue to be mailed to the operator. However, DEP intends to incorporate additional functionality in the future that will allow for the electronic issuance of well permits. (posted 01/13/17)

**46. How would an operator submit a classic plug and skid under the 50 ft. allowance for changes in surface location?**

The operator would submit this information via spud notification within the Oil and Gas Reporting Electronic (OGRE) application. Operators should submit the spud date for the new surface hole location and check the box "Check here if this spud notification is for a skid event." They should then submit the required forms via paper to the appropriate district office within 10 days. (posted 01/13/17)

**47. How do you submit Area of Review with well permit application?**

You cannot submit the Area of Review (AOR) within the well permit application. The AOR Summary report will be submitted through the eSubmission application. The AOR can be submitted by using latitude and longitude. (posted 01/13/17)

**48. Do operators have to first submit the eWell as a requirement to be able to submit the eSubmission AOR review or can they do them in parallel?**

There is no business rule of one before another. However, operators will not have the Well Permit Number (API) for AOR until the permit application is submitted through eWell. (posted 01/13/17)