Instructions for Oil & Gas Operators to Generate a Wells List for Mechanical Integrity Assessment Reporting

- Go to the PA DEP web page: www.dep.state.pa.us

- Go to the "Oil & Gas" web page. The link is on the PA DEP programs list on the left side of the Home web page.

- Select the "Oil & Gas Reports" link. (The link to the "Oil & Gas Reports" web page appears on any of the Oil & Gas web pages on the Topic List on the right hand side of the web pages.)

- Select the "SPUD Data Report." There are general report instructions in a PDF file opposite the selected report on the Oil and Gas Reports page.

- For the "Spud Begin Date", enter "01/01/1800" for the start date, and enter the "Spud End Date" as the spud date of the last well the operator drilled that reached total depth in the third quarter of the reporting year. (i.e. 08/01/2014)

- Select "Unconventional Only" (Y/N). If you select "No", the report will include both conventional and unconventional wells. If you select "Yes", only the unconventional wells will be reported.

- Select the operator name from the Operator drop-down list or type the first letter of the operator's name, and select the operator's name from the alphabetical list of names that is presented.

- Click on the "View Report" button in the upper right corner of the page. When the report is generated, review the list of wells returned. You can make any needed changes to the report parameters, and run the report again. The report can be sorted by some of the columns by selecting the arrows by the name.

- Select the "Download As" button (🔽) and select the download file format as CSV (Comma Delimited) or Excel format, and save the file to your personal computer. The Excel file retains much of the report formatting and can interfere with data sorts and filters on the downloaded file. The .CSV file can be opened and saved as an Excel file on your computer to limit the file formatting to just the column header information.

- Open the saved report spreadsheet. Sort the file on your personal computer by well status to group the "Abandoned" and "Active" wells and delete the wells with other statuses. Add another level to the sort of the "Active" and "Abandoned" wells and sort by well type: delete all well types except for "Gas", "Oil", "Comb Oil & Gas", and "Coal Bed Methane." After doing this you may also add another level to the sort and sort by API or Farm Name.

For questions on running this report, please contact the Application Support Help Desk at 717-705-3768. For questions on the status or your list of wells, contact the Division of Compliance and Data Administration at 717-772-2199. For questions on the Mechanical Integrity Assessment reporting, please go to the Mechanical Integrity Assessment web page under the topic "Industry Resources" on the PA DEP, Oil & Gas web site.

Please note the following: This DEP-generated list may include additional wells where drilling was started but not completed prior to the end of the year, or may include or be missing wells for which a well transfer or status change forms have not yet been received, processed or previously entered into the data system by the DEP prior to running the report.