



INSTRUCTIONS FOR: NOTICE OF INTENTION TO PLUG AND ABANDON FORM

The Division of Mineral Resources has developed the NOTICE OF INTENTION TO PLUG AND ABANDON form to accommodate newer drilling technologies and to conform to the American Petroleum Institute's (API) well identification number system. For a complete description of the API numbering system, visit the Empire State Organized Geologic Information System's website at www.nysm.nysed.gov/esogis/apiGuide.cfm. Instructions and examples for completing the form are below.

The completed form should be submitted to the appropriate Regional office. If you have any questions or need any further assistance with the form, please feel free to contact the Regional office responsible for the area where the well is located.

- Allegany Office (716) 372-0645 (Allegany, Cattaraugus, Chautauqua, Erie, Niagara and Wyoming counties)
- Avon Office (585) 226-2466 (Jefferson, St. Lawrence, Lewis, Oneida, Herkimer, Oswego, Cayuga, Onondaga, Madison, Tompkins, Cortland, Chenango, Broome, Orleans, Monroe, Wayne, Genesee, Livingston, Ontario, Yates, Seneca, Steuben, Schuyler, Tioga and Chemung counties)
- Albany Office (518) 402-8056 (All other counties)

GENERAL INFORMATION

Well Owner - Enter the appropriate owner name and address information. This information should be the same as that included in the Organizational Report on file with the Division. If you would like the permit mailed to a different office, please include the mailing address in the Details section.

API Well Identification - Number Enter the API number assigned to the well as shown on the Well Drilling Permit. If this is a notice to plug a well not currently registered with the Division, leave the API Well Identification Number blank.

Note: In addition to the Notice of Intention to Plug and Abandon, a map showing the location of the well should also be submitted if the well is not currently registered with the Division.

Well Name and - Number Enter the well name and number. By convention, the Division uses **Last Name First Initial** where possible. For example, a lease name of John A. Smith would be entered as **Smith (space) J**. Similarly, by convention, the Division designates the first well on a lease as number 1, the second number 2, etc., and uses the alphabetical designator **A, B, C**, etc., for successive wells in the same well bore or for well locations skidded less than 75' from the permitted location. For example, a sidetrack or skid of the John A. Smith number 1 well would be entered as **Smith J 1A**.

County, Town - Enter the appropriate County and Town where the surface of the well is located.

Quad, Section - Enter the appropriate 7½ minute topographic map and section. By convention, the Division uses the letter designations **A-I** for each section. The correct section can be determined by dividing the 7½ minute topographic map into 9 sections along the 2½ minute divisions and lettering them from left to right as shown.

A	B	C
D	E	F
G	H	I

Total Depth - Enter the Total Measured Depth (**TMD**) of the well.

Note: For vertical wells, use (**TMD**) to record all depths

Location - Enter the appropriate locations for the Surface, Top of the Target Interval, Bottom of the Target Interval and Bottom Hole Location. Enter latitude and longitude as decimal degrees in the format **DD.DDDDDD** using the North American Datum of 1983. Also, enter the **TMD** and True Vertical Depth (**TVD**) for the Top of the Target Interval, Bottom of the Target Interval, and Bottom Hole locations. For fault-bounded Trenton-Black River hydrothermal dolomite reservoirs, the target interval is the extent of the proposed productive section that will be penetrated by the wellbore between the bounding faults. For all other reservoirs, the target interval is the target formation.

Note: By convention, the Division defines a Vertical well as any new well drilled as a straight hole from the surface location, a Directional well as any new well drilled and intentionally deviated from the surface location and a Sidetrack as any well drilled from within an existing well bore.

Planned Date & Time - Enter the planned date and time of commencement of operations.

Plugging Contractor - Enter the name and telephone number of the planned plugging contractor. The well shall be plugged only by a contractor registered as a plugger with the Division.

Casing Record - Indicate if the casing record is known or estimated by selecting the appropriate check box. If the casing record is an estimate, provide the API number for the nearby well that the casing record is based off of.

INSTRUCTIONS FOR NOTICE OF INTENTION TO PLUG AND ABANDON FORM

CASING RECORD

Casing Strings -

Enter the information for each of the casing strings in the appropriate columns. Enter the hole size and casing size in inches. Enter the weight of the casing in pounds per foot and whether it was new or used. Enter the depth to which casing was originally put in the well, the amount of casing proposed to be pulled from the well, and the amount of casing proposed to be left in the well (TMD). Enter the proposed method for removing the casing. If well construction is unknown due to a lack of available records, estimates may be used and should be based on available records from nearby wells.

PROPOSED PLUGGING PLAN

Filling Materials -

Enter the proposed filling materials for each section of the plugging operation, starting from total depth. Enter the class and type of cement, gel or other material for each section and the number of sacks, slurry weight in pounds per gallon, yield in cubic feet per sack and volume in cubic feet. For bridges enter "Bridge" in the **FILLING MATERIALS** column, a description of the type of bridge in the **CLASS/TYPE OF CEMENT** column and leave the **NUMBER OF SACKS**, **SLURRY WEIGHT**, **YIELD** and **VOLUME** columns blank. If the section will be tagged, enter "Yes" in the **TAGGED** column, otherwise enter "No". Enter the proposed depths of each section in the **FROM** and **TO** columns as TVD/TMD. For vertical wells, use just TMD to record depths.

Proposed Cement Plug Details -

Answer the questions in this section and follow the instructions for providing details for each cement plug in the provided space. If the well is not registered with NYSDEC, indicate so by selecting "**No**" and indicating the well type in the space provided. If the well is *Directional* or *Sidetrack*, indicate so by selecting "**Yes**" and attaching a well bore diagram showing the location of each of the plugs. If the surface casing shoe depth is known, select "**Yes**" and indicate the depth in the space provided. If the depth is not known, include a description of the method that will be used to determine the surface casing shoe depth in the space provided for detailing the cement plugs. If surface casing is not present, select "N/A."

Environmental Assessment of Well Location -

Answer the questions in this section by selecting either "**Yes**" or "**No**". DEC maintains a Geographic Information System (GIS)-based mapping application, the [EAF Mapper](#), which provides information about the environmental resources on or near your project site. The EAF Mapper provides much of the information necessary to fill out these questions. If erosion control measure are required during construction of the access road or well site, attach a full description of the access road and/or well site and provide an Erosion and Sedimentation Control Plan. If any additional State, Local, or Federal permits or approvals required for this project, please indicate which permits and provide the application and permit issuance dates.

Water Withdrawal Requirements -

Select the source of water that will be used during plugging operations by checking one of the provided options. If "**Other**" is selected, please indicate the source in the space provided. If a non-municipal surface or groundwater source will be used, provide the coordinates of the location of the fresh water source. Indicate the estimated capacity of the water withdrawal system and the estimated total volume in gallons in the spaces provided.

Waste Containment and Disposal -

Indicate how the well fluids will be captured and contained on site during operations, how the waste fluids will be removed from the site, and where they will be disposed of.

Well Flaring During - Plugging Operations

Check the appropriate box, "**Yes**," "**No**," or "**Unknown at this time**" to indicate if any flaring will be required during the proposed plugging operation. If "**Yes**," the applicant must complete and attach an Application for Approval to Flare form available at www.dec.ny.gov/energy/4761.html. Application to the Department for a flare approval or extension of a previously approved flaring period shall be made on such form. If "**Unknown at this time**," the applicant must complete and submit an Application for Approval to Flare at a later date and obtain Department approval prior to any flaring.

INSTRUCTIONS FOR NOTICE OF INTENTION TO PLUG AND ABANDON FORM

AFFIRMATION AND SIGNATURE

Details -

Give details for each of the proposed cement plugs. If the well is a directional or sidetrack well, also include a well bore diagram showing the proposed placement of each of the plugs included in the details. If the well is not currently registered with the Division, also list the well type and include a map showing the location of the well.

Signature Section -

Complete the appropriate section for either Individual or Organization. The person signing the notice must be authorized to do so on the Organizational Report on file with the Division. The use of an electronic signature indicates the signer's intent to sign the document and is the legal equivalent of having placed a handwritten signature on the form.