



# INSTRUCTIONS FOR QUARTERLY MECHANICAL INTEGRITY ASSESSMENT OF OPERATING HOME-USE WELLS

(8000-FM-OOGM0124)

## GENERAL INFORMATION

The Mechanical Integrity Assessment Report is used to record quarterly well integrity data for operating oil and gas wells regulated under Section 78.88 of 25 Pa. Code Chapter 78. Home-use wells, or wells which produce gas solely for on-site use rather than distribution to a sales line, are one type of operating well in the state covered by this regulation. These instructions are intended to accompany the Mechanical Integrity Assessment Report – Home-Use Well form. Please note that either paper or electronic submissions are acceptable.

Quarterly inspection reports for home-use wells must be submitted to the Harrisburg Bureau of Oil & Gas Planning & Program Management office Department by February 15<sup>th</sup> of the year following the inspections to satisfy the reporting requirement in Section 78.88(e) of 25 Pa. Code Chapter 78. Instructions for completing this process are provided on the website. If well ownership is transferred, the operator/owner in possession of the well on January 1<sup>st</sup> of the year following the quarterly inspections must submit all quarterly data to the Department for the previous year.

For technical questions regarding inspection components, contact the appropriate DEP District Oil & Gas Operations office using the information that follows. A map denoting the counties that each District Oil & Gas Operations office is responsible for is included at the end of these instructions.

PA DEP  
Northwest District Oil & Gas Operations  
Northwest Regional Office Phone 814.332.6860  
230 Chestnut Street Fax 814.332.6121  
Meadville, PA 16335-3481

PA DEP  
Southwest District Oil & Gas Operations  
Southwest Regional Office Phone 412.442.4024  
400 Waterfront Drive Fax 412.442.4328  
Pittsburgh, PA 15222-4745

PA DEP  
Eastern District Oil & Gas Operations  
North Central Regional Office Phone 570.327.3636  
208 West Third Street Fax 570.327.3565  
Williamsport, PA 17701-6448

If problems completing the forms are encountered or for questions about submitting well integrity data, please contact the Bureau of Oil & Gas Planning & Program Management in Harrisburg.

PA DEP  
Bureau of Oil & Gas Planning & Program Management  
PO Box 8765 Phone 717.772.2199  
Harrisburg, PA 17105-8765 Fax 717.772.2291

## INSPECTION COMPONENTS

### 1. Well Operator/Owner

Enter the name of the Well Operator/Owner that operates the well.

### 2. Abridged API #

Enter the abridged API number assigned to the well using the following format: CCC-XXXXX. CCC represents the three-digit county code and XXXXX represents the unique, 5-digit county ID. The sections of the API number must be separated by a dash (-).

### 3. Well Type (Oil, Gas, or Combo)

Enter the type of hydrocarbons produced at the well (e.g., Oil, Gas, or Combo, i.e., both oil and gas).

### 4. Quarterly Inspection Date

Enter the date the quarterly inspection was completed at the well using the following format: MM/DD/YY. In cases where the well is not inspected during any given quarter, a date should still be entered and a comment provided indicating why the well was not inspected.

**5. Primary Production Gas Pressure, pounds per square inch gauge (psig)**

Enter the shut-in or producing back (flowing) pressure in psig by referencing the wellhead pressure gauge. If the well is not fitted with a pressure gauge, enter '0' and provide a comment documenting that no gauge is present.

**6. Escaping Gas from Surface/Wellhead Equipment/Outside Conductor (Y/N)**

Enter "Y" if any escaping gas is noted at the surface in association with wellhead equipment or from the ground surrounding the wellhead, otherwise enter "N."

**7. Escaping Oil from Surface/Wellhead Equipment/Outside Conductor (Y/N)**

Enter "Y" if any leaking oil is noted at the surface in association with wellhead equipment or from the ground surrounding the wellhead, otherwise enter "N."

**8. Escaping Produced Water from Surface/Wellhead Equipment/Outside Conductor (Y/N)**

Enter "Y" if any leaking brine/brackish water is noted at the surface in association with wellhead equipment or from the ground surrounding the wellhead, otherwise enter "N."

**9. Wellhead Hydrogen Sulfide, parts per million (ppm)**

If escaping gas is noted in 6, enter the highest level of hydrogen sulfide detected in parts per million while using a properly maintained and calibrated gas meter to monitor 360° around the edge of the well cellar/three (3) feet from the wellhead at a height of three (3) feet above the ground surface (**Figure 1**).

**10. Wellhead Methane, percent of the Lower Explosive Limit (% LEL)**

If escaping gas is noted in 6, enter the highest % LEL reading detected while using a properly maintained and calibrated gas meter to monitor 360° around the edge of the well cellar/three (3) feet from the wellhead at a height of three (3) feet above the ground surface (**Figure 1**).

**11. Corrosion Problems (Y/N)**

Visually inspect external above-ground well components, for the presence of severe corrosion.

Enter "Y" if any severe corrosion problems are noted that, unless repaired, will result in the imminent failure of well components intended to contain pressure or produced fluids, otherwise enter "N." There is no expectation for operators/owners to address minor surface corrosion as part of this inspection, as the presence of some surface oxidation is actually beneficial to the integrity of operating wells.

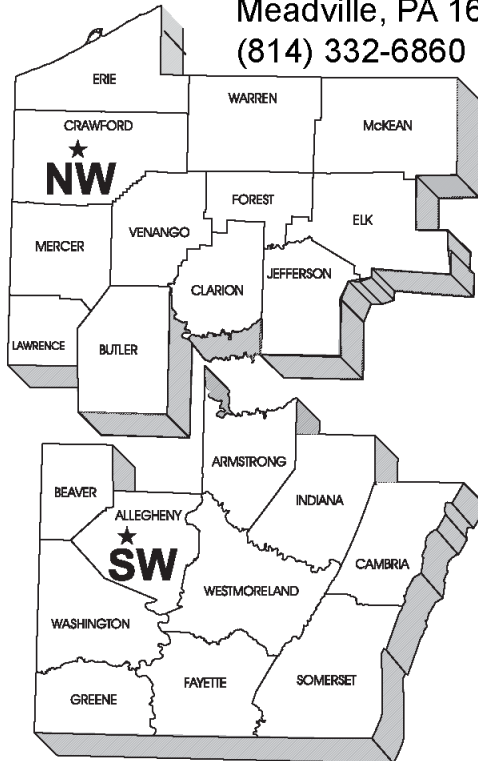
**12. Comments**

Please add any relevant comments or clarification regarding the quarterly inspection at the well.

# Oil and Gas Regions

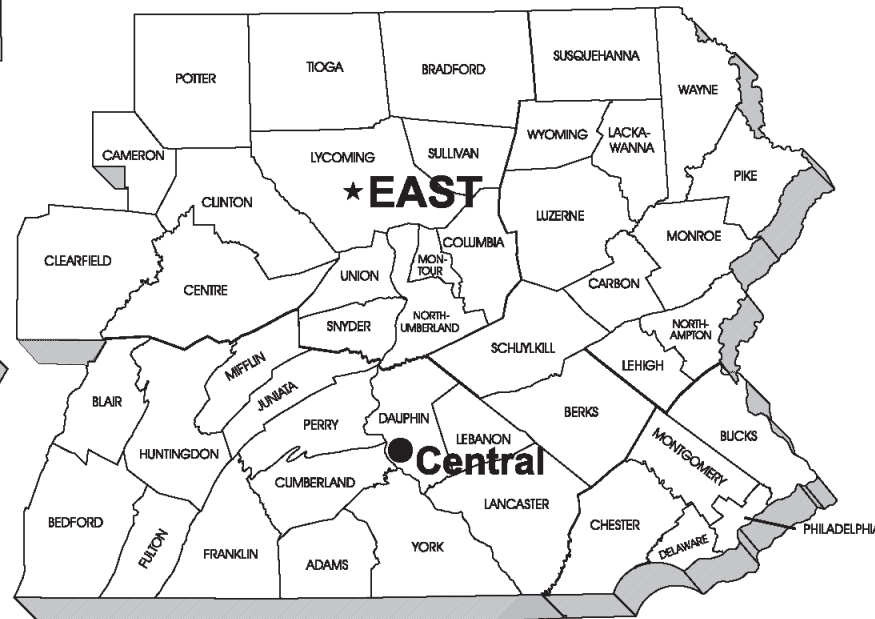
## ★ Northwest District

230 Chestnut Street  
Meadville, PA 16335-3481  
(814) 332-6860



## ★ Eastern District

208 West Third Street  
Williansport, PA 17701-6448  
(570) 327-3636



## ★ Southwest District

400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
(412) 442-4000

## ● Central Office

Bureau of Oil and Gas Planning and Program Management  
PO Box 8765  
Harrisburg, PA 17105-8765  
(717) 772-2199

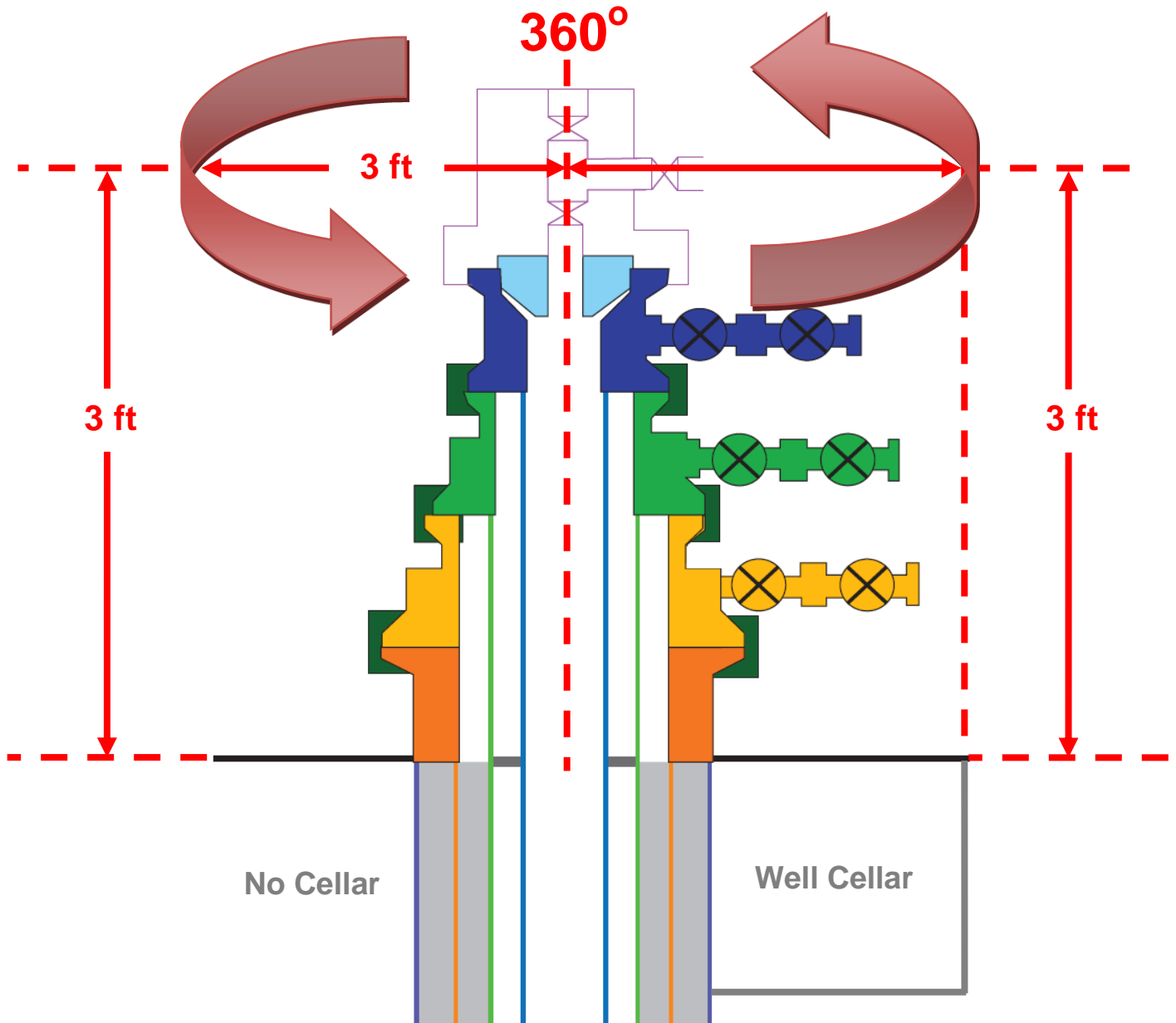


Figure 1 – Hydrogen sulfide and % LEL screening procedure for wells with and without cellars. This diagram DOES NOT indicate the procedure used to identify whether or not leaks or annular vent flows consist of combustible gas, but rather represents a screening procedure for verifying the wellhead environment is safe when combustible gas leaks or annular vent flows are known to exist.