

Orphan Well Plugging Grant (OWPG) Optional Application Checklist

Overview

This optional checklist is provided as a guide for your submission of documents related to the Orphan Well Plugging Grant (OWPG) established in response to the passage of Acts 96/136. 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-eporphangrant@pa.gov.

Pre-Application

Item	Description	Submitted to	Completed?
Eligible Well	Determine if well is orphan	Submitted in grant application	
Eligible Applicant	Confirm you are a qualified well plugger 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	<ul style="list-style-type: none"> -Confirm well location -Conduct methane presence/absence reading for application -Check for soil contamination for application 	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?
Environmental Information Documentation Package	Includes-- <ol style="list-style-type: none"> 1. Project Scope and Description 2. Endangered Species Act Clearance (PNDI) 3. National Historic Preservation Act (NHPA) Clearance 	ra-eporphangrant@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-eporphangrant@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-eporphangrant@pa.gov cc: District RA*	
Notice of Intent (NOI) to Plug	Submit notification as per usual well plugging.	Oil and Gas Inspector cc: ra-eporphangrant@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-eporphangrant@pa.gov cc: Oil and Gas Inspector	
Daily Electronic Briefing	Brief description of activities submitted daily	ra-eporphangrant@pa.gov cc: Oil and Gas Inspector	
Weekly Certified Payroll	Complete form in compliance with the Davis Bacon Act and submit	ra-eporphangrant@pa.gov	

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-eporphangrant@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-eporphangrant@pa.gov cc: Oil and Gas Inspector cc: District RA*	
Orphan Well Completion Worksheet	Complete spreadsheet and submit at the conclusion of the project	Submit final report after project to ra-eporphangrant@pa.gov cc: District RA*	
Itemized Expenses for Reimbursement form	Complete and submit for processing and reimbursement	cc: ra-eporphangrant@pa.gov	

*Northwest: RA-EPNWDOGCONTRACTS@pa.gov

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