





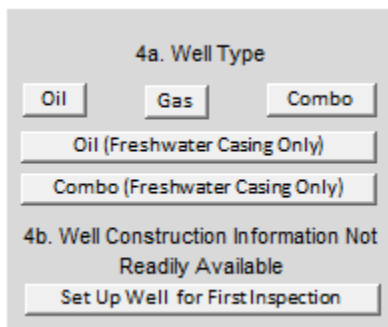
FORM A: Streamlined User Guide

- Form A is only compatible with Microsoft Excel versions 2007 or later
- Cells are color coded as follows to guide the user:

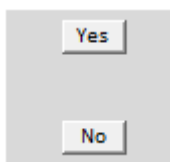
- YELLOW-SHADED BOXES  REQUIRED INSPECTION COMPONENT
- BLUE-SHADED BOXES  OPTIONAL INSPECTION COMPONENTS or used to ACTIVATE OTHER FUNCTIONS
- WHITE-SHADED BOXES  AUTO-POPULATED
- HATCHED BOXES  NOT RELEVANT FOR INSPECTED WELL

Directions

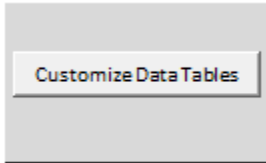
- Enter operator/owner name in the yellow-shaded cell/box under **1. Well Operator/Owner**.
- Enter 9-character API number (3-digit county code followed by dash and then the unique 5-digit county ID, e.g., 015-12345) in the yellow-shaded cell/box under **3. Abridged API#**.
- Choose the type of well from those listed in cell/box **4a. Well Type** as shown below. Next, if well construction information is not readily available, choose the button labeled “Set Up Well for First Inspection” in cell/box **4b. Well Construction Information Not Readily Available**.



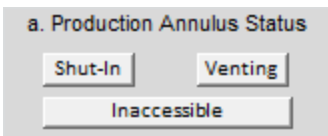
- If well construction information is available, additional set-up information is needed. Depending on the well type selected in cell/box **4a. Well Type**, hatched boxes may appear under **5. Water Level Accessible**, **6. Freshwater Casing Only**, **7. Annular Production**, and **8. Annular Production Inside Surface or Coal Casing String**. Use the “Yes”/”No” buttons as shown below to answer questions for any cells/boxes that are not hatched in this section of the form.



- ❑ If the cell/box under **9. Number of Casing Strings Excluding Conductor Pipe, Tubing and Liners** is yellow, use the drop-down box to select the number of casing strings that the well is equipped with, EXCLUDING CONDUCTOR PIPE, TUBING, AND LINERS. **IMPORTANT:** After indicating the number of casing strings present in the well, select the button labeled “Customize Data Tables” as shown below to establish the number of annular spaces requiring inspection.



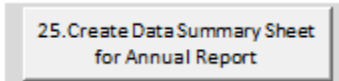
- ❑ If the cell/box under **10. Surface or Coal Casing Set Depth (ft)** is yellow, enter the depth below surface (in feet) of the deepest surface or coal casing string the well is equipped with.
- ❑ Under **11. Quarterly Inspection Information**, enter the date (mm/dd/yy) of the inspection in the yellow-shaded cell/box next to the quarter (e.g., Q1, Q2, Q3, or Q4) during which the inspection occurred. **IMPORTANT:** If you are using Form A to profile your wells prior to populating Form B and would like to enter multiple well designs on a single form, a date must be entered as a place holder for each well design.
- ❑ For the remaining sections of the form – items **13. to 19.** – all yellow-shaded boxes must be completed. If the cells/boxes under the section of the form titled **14a. Production Annulus Status** are shaded yellow, select the appropriate button from those shown below to describe the status of the annulus outside of the production casing.



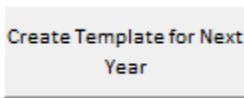
- ❑ After all required data are entered for the current inspection quarter, the next quarter’s inspection data can be entered. To start this process, enter the date of the inspection in the yellow shaded cell/box next to the appropriate quarter under **11. Quarterly Inspection Information**. If you are performing the second (Q2), third (Q3), or fourth (Q4) quarter inspection, it is possible to transfer the previous quarter’s inspection data by placing a “Y” in the blue-shaded cell/box under **12. All Well MIA Conditions Unchanged from Previous Quarter** and selecting the button labeled “Transfer Previous Quarter’s Data” shown below. Data can be edited as needed for the current quarter in any of the yellow-shaded or blue-shaded cells/boxes.



- ❑ Once the form has been completed for all necessary quarterly inspections, answer the questions under items 23. and 24. in the yellow-shaded cells/boxes with a “Y” (Yes) or “N” (No) using the drop-down boxes. If you answered “Yes” to both questions, select the button labeled **“25. Create Data Summary Sheet for Annual Report”** (shown below) to generate a summary worksheet for submission/uploading to DEP’s website.



- ❑ To set up a template for next year’s data, answer “Y” (Yes) to the question under item 26. and then select the button labeled **“27. Create Template for Next Year.”** This will generate a new worksheet titled “Quarterly_MIA_Data” that preserves all of the well construction details previously entered and also save last year’s inspection data in a worksheet titled “Last_Years_Data.”



- ❑ If you are performing any first quarter (Q1) inspection and would like to transfer data from the fourth quarter (Q4) of the previous year, first place a “Y” in the blue-shaded cell/box under **12. All Well MIA Conditions Unchanged from Previous Quarter** and then select the button labeled “Transfer 4th Qtr From Previous Year” shown at the bottom of page 2 of this user guide. Finally, make any needed changes in the yellow- and blue-shaded boxes. **IMPORTANT:** After all necessary integrity data have been transferred from the fourth quarter (Q4) of the previous year to the first quarter (Q1) of the current year, the worksheet titled “Last_Years_Data” must be removed from the Form A workbook in order for all the spreadsheet functions to work as designed. The previous year’s data can be archived in a different Excel workbook if you would like to save it.
- ❑ At any time, an entire section of well data can be reset using the tools under **22. Reset Section (Y)**. To do so, first place a “Y” in the blue-shaded cell/box for the well you would like to “reset” using the drop-down box. A warning will appear to confirm that you want to reset the entire section. If you would like to proceed, after placing the “Y” in the blue-shaded cell/box, hit the “RESET” button as shown below to reset the entire section. This function should be used to update well design information or correct significant data entry errors.

