December 19, 2011

Company Name
Address
City, State, Zip

SUBJECT: New Policy for Submitting Oil and Gas Records

Effective January 1, 2012, the Office of Oil, Gas, and Minerals will changeover to a more simplified and centralized process for receiving oil and gas well drilling, completion, production, rework, and plugging records. After January 1, most well records can be submitted electronically in a digital format to a special email address or alternatively, paper records can be submitted by regular mail or courier to the OOGM office in Lansing. The record forms have been edited to reflect these new procedures.

There are three important points to remember: 1. When sending paper records, duplicate copies are not required, mail only the signed original to the appropriate Lansing or OOGM District Office as noted below. 2. Due to their file size, electric logs cannot be submitted by email. These should continue to be submitted to the Lansing office as previously required (paper copies and digital copies on a compact disk in TIF and LAS formats.) 3. Permit to drill and bond records are not covered by these new procedures. Permit applications and permit transfer request forms, applications for R303 spacing exception, well permittee organization reports, as well as all conformance bond forms must still be submitted on paper with original signatures.

The following records should be submitted by regular mail to the OOGM Lansing staff office or by e-mail at the addresses given below.
These records should no longer be sent to the various District Offices.

FORM NAME	FORM NUMBER
Record of Well Drilling or Deepening	EQP 7200-5
Record of Well Completion	EQP 7130
Certification of Casing and Sealing of Surface Hole	EQP 7200-12
Well Elevations	No form.
Survey of Directionally Drilled Well	No form.
Water Well Record for Oil, Gas, or Mineral Well Operations	EQP 7200-10
Water Well Plugging Record Oil and Gas Operations	EQP 7200-20
Mud Pit Plot	EQP 7200-9
Record of Well Plugging or Change of Well Status	EQP 7200-8
Core descriptions	No form.
Initial Production Report	EQP 7127
Bottom Hole Pressure Test	EQP 7104
Liquid and Gas Analysis	No form.

For submitting the records listed above:

The e-mail address is: DEQ-GeologicalRecords@michigan.gov

Please use the following mailing address for paper records:

Michigan Department of Environmental Quality
Office of Oil, Gas, and Minerals
P.O. Box 30256
Lansing, MI 48909-7756.

The following records should continue to only be sent to the appropriate Office of Oil, Gas, and Minerals District Office:

FORM NAME	FORM NUMBER
Application to Change Well Status	EQP 7200-6
Assumption of Responsibility by Landowner	EQP 7240
Report of Loss or Spill	EQP 7233
Monitor Well and Flow Line Pressure Test Data	No form.
Compliance and Remediation Reports or Data	No form.

Thank you for your cooperation and if you have any questions or comments, please contact Kelley Nelson by phone at 517-241-1558 or email: nelsonk5@michigan.gov or Larry Organek by phone at 517-241-1506 or email: organekl@michigan.gov.