

Michigan Electronic Form Permit Application Submittal -Eforms

Contact: Permits and Bonding Unit 517-284-6826

EGLE - Oil, Gas, and Minerals Division (OGMD) has recently updated its electronic permit application submittal system (Eforms). The updates include various modifications, including updating logo and text corrections from the previous version under DEQ. The biggest change you will notice are the added features specifically with the **location tab** and **casing program tab**, which will be fully described in the following document.

The Eform system remains the **preferred method** for submitting all Part 615 and 625 permit applications. The Eform system replaces and collects the same information produced from the original permit application cover page form (EQP 7200-1).

Advantages to using the Eform system include:

- Timelier reception and processing of permit applications.
- Increased accuracy of data inputted.
- The ability to track the status of activity for applicant submittals.
- Allowing for applicants to rapidly edit, revise, and resubmit applications for review.

As with the initial version of Eforms, an updated Well Permittee Organizational Report form (EQP 7200-13) needs to be on-file with OGMD to allow applicants to utilize this system. The new organizational report is required because the permittee must explicitly define those persons within that organization who are approved to perform electronic submittals

With submission of the updated Well Permittee Organizational Report form (if not already on-file), a specific log-in and password will be assigned by OGMD staff for those individuals highlighted by the permittee as being authorized for completing electronic submittals of applications. It should be noted that these individuals will have the ability to log-in on behalf of the permittee and view all the pending applications within the system for that permittee. Should there be personnel changes wherein the operator would like to remove or add permissions and authorizations, it is up to the operator to inform OGMD by updating their Well Permittee Organizational Report. Please contact the Permits and Bonding Unit at 517-284-6826 for more information about obtaining the operator specific log-in information.

Upon having the proper log-in, password, and operator number, follow this link to enter the Eform operator login: <https://www.egle.state.mi.us/OOGMeformWeb/Login>

Below is a display of what the Eform operator login screen looks like:

Michigan Electronic Form Login

Login name:

Password:

Operator #: *Industry users only.*

Login

Service Version: 1.0.6.0 (@HCV761QAWSTWA02)

Enter your OGMD assigned Login name, Password, and Operator number in the appropriate fields.

After successful log-in, you will see the dashboard depicted below. You can start a new application through the “New Application/Record” button, or you can view the status of any pending application(s) for that operator under the “Reports” portion of the dashboard.

To create a new application pick ‘New Application/Record’ along upper left side of the dashboard:

From there, the operator should auto-populate, and you should then pick create form APD from the pull-down and press the ‘Go’ button.

You will now be in the Eforms system. There are five (5) tabs along the top of the page which refer to specific categories of the application process.

The details on these tabs follows:

APD DETAILS TAB

Within the 'APD details tab', please fill out the type of permit being applied for (Permit to Convert, Re-entry/Deepen or Drill) and the proper regulatory part (Part 615 or 625) based upon the type of well.

List all relevant previous permit numbers if this is a conversion or re-entry of an existing wellbore.

Provide the conformance bonding information and the bond amount. Please note – no dollar (\$) sign or commas are needed.

Use the pull down to indicate whether four additional days for processing are authorized by applicant to EGLE.

WELL INFORMATION TAB

Next is the 'Well Information Tab'. Within this tab, please fill out (**using ALL CAPS**) the well name, well number, surface owner name, and type (private, state, federal, tribal).

Specify if it is a directional well, and what kind of tools will be utilized for drilling (i.e. Cable tool, Combination, Rotary).

Indicate if sour gas is expected and If so, indicate if an H2S contingency plan will be provided (Class III or IV H2S wells do not require contingency plan submittal). If uncertain of H2S class, it is recommended simply to submit a Part 2 contingency plan.

Fill in from the pulldowns the depth and formation for base of the lowest known freshwater aquifer for the project area.

Enter the measured depth (MD) and true vertical depth (TVD) of the proposed well, the formation at total depth, and the target formation.

If this well is proposed within an established pool, field, or project please provide the field name. If no previous wells have been drilled in this area for the target proposed, you may indicate that the well is 'exploratory'.

LOCATION TAB

The screenshot shows the 'LOCATION TAB' interface. It features a navigation bar with tabs: 'APD DETAILS', 'WELL INFORMATION', 'LOCATION', 'PROPOSED DRILLING, CASING AND CEMENTING, AND SEALING PROGRAM', and 'ATTACHMENTS'. The 'LOCATION' tab is selected. Below the navigation bar, there is a 'Location Type' dropdown set to 'SURFACE'. The main area is divided into two sections: 'SURFACE' and 'BOTTOMHOLE'. Each section contains a grid of input fields and dropdown menus. The 'SURFACE' section includes dropdowns for '1/4 of', '1/4 of Sec', and 'County/Township', and input fields for 'feet from nearest (N/S)', 'feet from nearest (E/W)', 'section line', and 'drilling unit line'. The 'BOTTOMHOLE' section has the same structure. A blue button labeled 'Copy Surface to Bottomhole' is positioned between the two sections, with a red arrow pointing to it. At the bottom right, there is a dropdown menu labeled 'Private Claim or Government Lot: Select One'.

Within 'Location tab', please fill out the well's surface **AND** bottom hole location in Quarter-Quarter-Quarter format, including the distances from the nearest section lines. Use the bottom hole of the well to detail the distance and directions to the nearest drilling unit boundaries.

Please note that the bottom hole location is required for all wells (even vertical wells). As part of the updates completed on Eforms, there is now a button (arrowed above) that allows the information entered under the SHL to be directly copied to the BHL to expedite entry on vertical wells.

Use the pulldown at the bottom right to indicate if this well is located within a private claim area or government lot (outside of the typical Public Land Survey System (PLSS)).

PROPOSED DRILLING, CASING AND CEMENTING, AND SEALING PROGRAM TAB

APD DETAILS	WELL INFORMATION	LOCATION	PROPOSED DRILLING, CASING AND CEMENTING, AND SEALING PROGRAM	ATTACHMENTS		
HOLE (include conductor, enter 'driven' for bit diameter)						
Option	Hole #	Depth(MD Feet)	Geol. Formation	Bit Diam. (Inches) Decimals or	Mud Weight (PPG)	Viscos
<input type="button" value="Add"/>		<input type="button" value="Remove"/>				
CASING						
Option	Hole #	Casing #	O.D. Size (Inches) Decimal	Wt (pounds)/Ft	Grade	Condition
<input type="button" value="Add"/>		<input type="button" value="Remove"/>				
CEMENT (No text. Make first row blank to account for driven conductor)						
Option	Casing #	Sacks	T.O.C (Feet from surface)	W.O.C (H		
<input type="button" value="Add"/>		<input type="button" value="Remove"/>				
DETAIL CEMENTING PROGRAM. IDENTIFY ALL CEMENT CLASSES, ADDITIVES, AND VOLUMES (IN CU. FT.) FOR EACH CASING STRING						
Surface						
Contingency						
Intermediate						
Intermediate 2						
Production/Injection						

Within this tab, please fill out the proposed drilling, casing, and cementing program. The biggest upgrade in Eforms relates to the ability to enter multi-variant casing options under this tab – examples may be when a contingency string is included, or if alternative completion depths are proposed. You will note there have been columns added to the Hole, Casing, and Cement table portions of the tab; the columns are: Option, Hole #, and Casing #.

Option, Hole #, and Casing # Example

HOLE (include conductor, enter 'driven' for bit diameter)						
Option	Hole #	Depth(MD Feet)	Geol. Formation	Bit Diam. (Inches) Decimals or	Mud Weight (PPG)	
Option1	1		Select One			
Option1	2		Select One			
Option1	3		Select One			
Option2	can be 1, 2, 3, or a new #		Select One			
<input type="button" value="Add"/>		<input type="button" value="Remove"/>				
CASING						
Option	Hole #	Casing #	O.D. Size (Inches) Decimal	Wt (pounds)/Ft	Grade	Condition
Option1	1	1			Select One	Select One
Option1	2	2			Select One	Select One
Option1	3	3			Select One	Select One
<input type="button" value="Add"/>		<input type="button" value="Remove"/>				
CEMENT (No text. Make first row blank to account for driven conductor)						
Option	Casing #	Sacks	T.O.C (Feet from surface)	W.O		
Option1	1					
Option1	2					
Option1	3					
<input type="button" value="Add"/>		<input type="button" value="Remove"/>				

If just entering in a singular casing plan, you will use only Option 1 (selected via pulldown) for every entry under each table. Hole # is an integer value and must match up with the Casing # from the Hole table to the Casing table. If entering in an optional program, it is recommended to enter in the primary program first under Option 1, in all three tables, and then to enter in the

Option 2 program, correlated to the appropriate Hole and Casing #'s for which the Option 2 applies to. Each option will need to be detailed in the Cement table also.

Please note that casing and drill bit diameters must be listed in decimal inches. Please contact the Permits and Bonding Unit at 517-241-6826 for any questions about completing this tab, or in the use of entering optional casing programs.

ATTACHMENTS

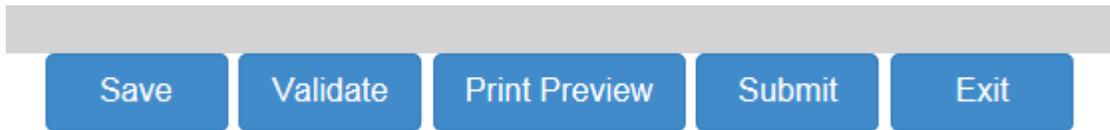
Based upon the well type (Part 615 or Part 625) complete the applicable detailed attachments and submit them to application inbox: EGLE-OGMDpermitapplications@michigan.gov

Please include your name and contact information within the emailed submittal to serve as a contact person to field questions or revisions regarding the application.

There are limitations on what can be captured within the Eforms. Should there be any other items which would aid in clarifying the application submittal, please also submit them as attachments within the application submittal.

Please be sure to include a copy of the 'Print Preview' .PDF of the application generated data as part of the listed attachments.

HELPFUL HINTS



- These buttons shown above are at the bottom of each tab. Be sure to select the 'Save' button often in order to make certain that entered data does not get inadvertently lost. The 'Validate' button can be used to determine whether there are any data entry errors in completing the application. If errors are present, a summary of same will be highlighted in a pop-up screen.
- Once all the tabs have been populated and checked over for accuracy, select 'Print Preview' and confirm the accuracy of the generated PDF. Save this PDF as it will be part of your attachments for submittal.
- After saving the print-out and re-confirming the accuracy of the populated fields, select the 'Submit' button. **PLEASE NOTE THAT ONCE AN APPLICATION HAS BEEN SUBMITTED IT CANNOT BE EDITED BY THE APPLICANT UNTIL IT HAS BEEN REVIEWED BY OGMD STAFF.** If edits are desired by the applicant, prior to OGMD review, you may simply request the OGMD return the application, which will put it back in draft status.
- Should the application submittal require changes or revisions, OGMD staff will return the application to the Permittee to allow the application to be accessed within the 'Reports' portion of Eforms. Should there be any questions that arise while using this program, please do not hesitate to contact the OGMD, Permits and Bonding Unit (PBU) 517-241-6826 or email questions to EGLE-OGMDpermitapplications@michigan.gov