

Department of Environmental Quality
Office of Environmental Services
Air Permits Division
P.O. Box 4313
Baton Rouge, LA 70821-4313
(225) 219-3181

Instructions
Regulatory Permit
Notification Form
Oil and Gas Well Testing



Introduction

The Oil and Gas Well Testing Regulatory Permit authorizes temporary separators, tanks, meters, and fluid-handling equipment necessary to test the content of a subsurface stratum believed to contain petroleum liquids or natural gas and/or to establish the proper design of a permanent fluid-handling facility. Approval to proceed is contingent upon notification by LDEQ that the application (i.e., Notification Form) has been determined complete.

This Regulatory Permit covers a single test of one well. If multiple wells are to be tested, separate Notification Forms are required for each event. Releases of natural gas less than 1.0 MM cubic feet require no controls *or* notification to LDEQ *if* production of crude oil and condensate is not expected during the well test.

This Regulatory Permit is codified under LAC 33:III.307. Copies of this regulation are available at: <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1674>.

Do not alter the formatting of the Regulatory Permit Notification Form in any way, except as specified in these Instructions.

Where Should I Submit the Notification Form?

The Notification Form should be mailed to the Assistant Secretary of the Office of Environmental Services at the address provided on page 3 of the Notification Form such that LDEQ receives the form at least three (3) working days prior to the testing event. If an applicant chooses to use a service provider other than the U.S. Post Office, LDEQ's physical address is:

602 North Fifth Street
Baton Rouge, Louisiana 70802

What Should Be Submitted and What Should be Kept

Transmit the certified Notification Form and attachments and one photocopy to LDEQ as described above. Keep a copy of the form and attachments for your records.

Once Testing Has Been Completed, What Do I Need to Do?

Once the test is complete, there is no need to rescind the Regulatory Permit. The authorization conveyed by the Oil and Gas Well Testing Regulatory Permit will remain effective for 180 days following the date on which LDEQ determines that the Notification Form is complete. At that time, LDEQ records will show that the Regulatory Permit has expired.

Line-by-Line Instructions

1 Facility Information

Well Name – Enter the name by which the well is or will be known.

LDNR Well Identification Number – Enter the well's identification number as established by the Louisiana Department of Natural Resources.

Agency Interest (AI) Number – If the well will flow to an existing production facility for which an air permit has been obtained, enter the AI number for that facility. Otherwise, enter "TBD."

Permit Number (If Applicable) – If the well will flow to an existing production facility for which an air permit has been obtained, enter the permit number for that facility. Otherwise, enter "None."


Owner – Enter the name of the company that owns the well (or has a contractual arrangement with the landowner to process the fluids generated by the well).

Operator – Enter the name of the company that will perform the well test if this company is a different entity than Owner *and* will be responsible for environmental compliance.

Name of Oil & Gas Field – Enter the name of the oil and gas field. The description should be consistent with LDNR submittals.

2 Physical Location

Nearest Town and Parish – Enter the nearest town and the parish in which the well is located. The town must be in the parish identified, even if another town in a neighboring parish is physically closer.

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Latitude and Longitude – Enter the latitude and longitude of the wellhead.

Physical Address or Driving Directions – If a physical “911” address of the location has been established, enter that address here. If not, provide driving directions.

Map Attached – Attach a map of the well’s location. The map should show the names of the surrounding highways and be detailed enough such that LDEQ staff can pinpoint the location of the testing event.

3 Contact Information

Enter the contact information requested. The person listed here will be the primary contact of LDEQ should questions arise. This contact need not be the Responsible Official identified in Section 9, but should be an employee of the Owner/Operator, not the Owner/Operator’s consultant. Note that the contact’s cell phone number and e-mail address are optional. All written correspondence concerning the Notification Form, however, will be directed to the Responsible Official.

4 Fee Information

Enter the fee information requested. Per LAC 33:III.307.G and in accordance with LAC 33:III.Chapter 2, the fee for the Oil and Gas Well Testing Regulatory Permit shall be \$300.00 (fee number 1710). This amount was selected because activities covered under this Regulatory Permit were formerly authorized via variances. Checks or money orders should be payable to the “Louisiana Department of Environmental Quality.” Do not send cash. LDEQ cannot process the Notification Form until this fee is paid in full. Note that there is no annual maintenance fee associated with this Regulatory Permit.

5 Date(s) and Expected Duration of Testing

Enter the projected dates of the testing event. The authorization conveyed by Oil and Gas Well Testing Regulatory Permit shall remain effective for 180 days following the date on which LDEQ determines that the Notification Form is complete, so if the test does not commence on the date specified, there is no need to modify the Notification Form.

Enter the expected duration of the testing event. Duration of testing must be no more than 10 operating days, else the event does not qualify for coverage under this Regulatory Permit per LAC 33:III.307.E.

6 Description of Process

Enter of short description of the process. For example, “Activities will include the flaring of gas and the storage and loading of oil and water generated from the well test. Fluids from the well will be directed to a high-pressure separator where off-gas will be directed to a flare for combustion.”

7 Equipment Involved

List the emissions sources associated with the testing event. Emissions sources may include, but are not limited to, a flare, tank(s), loading losses, pneumatic controllers, fugitive emissions, etc. Enter the maximum operating rate or tank capacity for each source.

8 Estimated Production Rates and Emissions


Enter the total volume of natural gas estimated to be flared and/or the total volume of gas estimated to be released in million standard cubic feet (MM scf), as well as the total amount of crude oil/condensate and produced water estimated to be produced (in barrels). Volumes of gas should be calculated at standard conditions (21°C or 70°F and 29.92 inches (760 millimeters) of mercury).

Select the appropriate produced waster disposal method, or describe if not listed.

Select if the well is a horizontally-drilled well or a vertically-drilled well. (Horizontally-Drilled Well—a well that is turned horizontally at depth, providing access to oil and gas reserves at a wide range of angles.)

Indicate if emissions calculations are attached. This box serves as a reminder that calculations are required in all instances. LDEQ will not process any Notification Form that fails to include calculations.

Enter emissions of criteria pollutants and LAC 33:III.Chapter 51-regulated toxic air pollutants (TAP) (in tons per testing event to two decimal places). The

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following TAPs must be speciated: benzene, toluene, ethylbenzene, xylene, and n-hexane. Add additional rows as necessary for other TAPs.

Gas analyses should be representative of other producing wells in the same oil and gas field. Samples collected on or after July 1, 2000, must be analyzed by an LDEQ accredited laboratory for the acceptable analytical method and VOC analytes. A list of all LDEQ accredited laboratories can be found at <http://www.deq.louisiana.gov/portal/tabid/2412/Default.aspx>.

9 LAC 33:I.1701 Requirements

In accordance with LAC 33:III.501.C.10, before issuing any (initial) permit for a new or existing source, LDEQ may conduct an evaluation of the applicant as described in LAC 33:I.1701. Answer the questions as appropriate, and attach the owner or operator's Certificate of Registration and/or Certificate of Good Standing if necessary. These certificates can be obtained from the Secretary of State. See <http://www.sos.louisiana.gov/app1/paygate/crpinq.jsp>.

10 Certification by Responsible Official

Enter the contact information requested. All written correspondence concerning the Notification Form will be directed to the Responsible Official.

The Responsible Official must sign and date the Notification Form. The Notification Form cannot be processed if the certification statement is not signed or is signed by someone other than a Responsible Official. The definition of "Responsible Official" as set forth in LAC 33:III.502 is as follows:

Responsible Official—one of the following:

1. for a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:
 - a. the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
 - b. the delegation of authority to such representatives is approved by the permitting authority prior to submittal of any certification by such person;
2. for a partnership or sole proprietorship: a general partner or the proprietor, respectively. If a general partner is a corporation, the provisions of Subparagraph a of this definition apply;
3. for a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this definition, a principal executive officer of a federal agency includes the chief executive officer having a responsibility for the overall operations of a principal geographic unit of the agency.