



Guidelines for the Horizontal Well Site Modification Summary (Rev. 12/16)

Instructions for Operators

The well operator is to upload a Horizontal Well Site Modification Summary to the DOGRM FTP site within 24 hours of a modification. An up-to-date Horizontal Well Site Modification Summary is required to be on-site during construction.

- **Well Site Information** and **Site Location** data are found on permit documents (required on-site).
For Pre-rule Well Sites: Contact the DOGRM Engineering Group to obtain the **Well Site IDENTIFICATION NUMBER**. No **PERMIT NUMBER** will have been issued, so check the “Pre-rule” box.
- Each modification from the approved well site plan shall be recorded within one working day of the beginning of construction of that modification. Modifications shall be numbered consecutively in the **MODIFICATION NUMBER** field and recorded concurrently on the as-built plan set.
- **MODIFICATION DATE** is the date the modification began.
- **MODIFICATION DESCRIPTION** is a brief description of the items to be altered.
- **MODIFIED PLAN SHEETS OR REPORTS:** Include the page number of any plan sheets and/or reports that were changed in any way for this modification.
- **MATERIAL MODIFICATION:** Check the appropriate button and list the name of the person(s) involved with completing the determination. At a minimum this is the engineer of record or the engineer’s representative. Persons from the DOGRM Engineering Group who were involved also should be listed.
- **SUBMITTAL DATE** is the date this form is submitted to DOGRM.
- **APPROVAL DATE** is the date approved by DOGRM.
- **COMMENCEMENT DATE** is the date that construction began on the material modification.
- Material modifications are identified by the **MODIFICATION NUMBER** when submitted for approval.

Instructions for Professional Engineers

An Ohio Professional Engineer must affix their Ohio PE seal and sign the Horizontal Well Site Modification Summary when submitted

- for a “Pre-rule” well site;
- during the certification process; or
- for a certified well site.

It is not necessary for an Ohio Professional Engineer to sign and seal the Horizontal Well Site Modification Summary during construction when submitted *prior to the certification process* for a post-rule well site.

The Ohio PE shall seal the Horizontal Well Site Modification Summary for the PE’s Certification of Construction Completion and Compliance submittal.

Reminders:

Per OAC 1501:9-2-02 (H) (5): All alternative options contained in the approved application that are implemented shall not be considered material modifications, but shall be documented on the modification summary form in the same manner a modification would be recorded.

Per OAC 1501:9-2-02 (H) (2): A material modification submittal to the DOGRM shall include a detailed description of the proposed material modification and the potential impact to the performance of the well site; specific identification of every portion of the application, as applicable, that is proposed to be modified; and revised application documents, as applicable, pertaining to the material modifications. These documents shall be submitted through the DOGRM FTP site. Request for a material modification approval shall be submitted in writing (email) to the appropriate DOGRM Engineering staff.

Per OAC 1501:9-2-02 (H) (4): Nothing in paragraph (H) prohibits a person from taking actions necessary to prevent harm to human health or safety or to prevent harm to the environment. If the actions will result in a material modification, the person shall submit a summary of the activities within 24 hours of the actions. In addition, the person shall submit the material modification documents in accordance with paragraph (H) of this rule within 3 business days of the event that posed a threat to human health or safety or to the environment, or within another time frame as agreed to by the chief. The summary notification can be completed with an email within 24 hours. Material modification documents shall be submitted through the DOGRM FTP site as normal procedure.

Any questions can be directed to the DOGRM Engineering Group at (330) 308-0007.