

# Oil and Gas ICR Webinar: Part 1 Survey

Recorded December 29, 2016

## **Slide 1 – Oil and Gas ICR Webinar, Part 1 Operator Survey**

Hello, I'm Jonathan Witt, an environmental engineer with the United States Environmental Protection Agency. In this webinar, I'll walk you through filling out and submitting the Oil and Gas Information Collection Request, or ICR, Part 1 Survey. This survey is for owners and operators of onshore oil and gas production facilities in the U.S.

After we walk through the Part 1 survey, I'll also walk you through how to fill out a spreadsheet that determines whether you also need to complete the more detailed Part 2 survey – and if so, for which wells.



## Information Collection Request (ICR): Operator Survey

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- ▶ Questionnaire that has been sent out to all owners/operators of oil and gas production facilities
- ▶ Purpose: To provide information that will help us better understand the large and complex oil and gas industry
- ▶ ICR comprises two parts. Today's presentation is about the "operator survey" (Part 1)
- ▶ Operator survey -- designed to obtain information on the number and types of equipment at all onshore oil and gas production facilities in the United States

2

### **Slide 2 - Information Collection Request (ICR): Operator Survey**

We'll begin with a brief introduction to the ICR. This ICR is a questionnaire that has been sent out to all owners and operators of oil and gas production facilities. The purpose of this ICR is to provide information that will help us better understand the large and complex oil and gas industry.

If you received an ICR letter, that means your contact information is in a commercial database known as Drillinginfo. The Drillinginfo database, which gathers its contact information from state databases, is the most complete information available on oil and gas well owners and operators at this time.



## Information Collection Request (ICR): Operator Survey

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- ▶ Owners/operators received the operator survey by registered mail and have 60 days from the date the letter was received to respond
- ▶ You may download the operator survey from EPA's contractor's website: <https://oilandgasicr.rti.org>
- ▶ Difficulty in accessing the operator survey? Call 888-372-8696 to receive a hard copy of the survey in the mail
- ▶ Owners/operators may submit the operator survey electronically or by hard copy. Instructions for submitting responses are included in the ICR letter

### **ICR Help Desk:**

Phone Number: 888-372-8696

Email: [ICR@epa.gov](mailto:ICR@epa.gov)

3

### **Slide 3 - Information Collection Request (ICR): Operator Survey**

If you believe that you received a letter in error, or if your company no longer owns or operates any oil or gas production facilities, please email us at [ICR@epa.gov](mailto:ICR@epa.gov), or call our ICR help desk at 888-372-8696. Please provide your primary facility ID when you email us, or have it ready to provide when you call. That ID is available in bold at the bottom of the first page of the letter.

The Part 1 survey is intended to cover production operations within all subsidiaries of a given company. Responses are due 60 days after you receive the letter and should cover all of your sites that were capable of production as of the day that you received the letter.



## ICR Response Options

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You may submit your completed survey(s) by using one of the following methods:

- ▶ Downloading and filling out the Microsoft Excel file provided at <https://oilandgasicr.rti.org>
- ▶ Using Webforms that are available when you register on the above site, and
- ▶ Submitting a paper copy of the survey, available to download from the EPA oil and gas website

4

### Slide 4 - ICR Response Options

There are several ways that you can respond to ICR and submit your completed surveys. You can use the Excel file that is provided on the RTI website; you can use Webforms that are available when you register on the RTI website; or you can submit a paper version of the survey, available to download from the EPA's oil and gas website.

Today's webinar will focus on the submitting the survey using the Excel spreadsheet, but we'll also briefly touch on other methods.



# Registering on the RTI website

The screenshot shows the homepage of the Oil And Gas Information Collection Request website. The browser address bar displays <https://oilandgasicr.rti.org>. The main navigation bar includes links for Home, FAQ, Contact, Register, and Log In. The Register button is highlighted with a red circle. Below the navigation bar, the page content includes a 'Background' section with text about the EPA's Office of Air and Radiation (OAR) conducting an information collection request (ICR) to assist the EPA Administrator, and a 'Part 1 Instructions' section with links for Basic Part 1 Survey and Super-sized Part 1 Survey.

<https://oilandgasicr.rti.org>

5

## Slide 5 - Registering on the RTI website

To submit your survey using the Excel spreadsheet or Webforms, you'll need to have an account on the [oilandgasicr.rti.org](https://oilandgasicr.rti.org) website. Setting up an account is very easy and quick. To start, click "Register" in the top right-hand corner of the website.



## Registering on the RTI website

Register

Use the form below to create a new account.  
Passwords must be a minimum of 8 characters in length.

Account Information

First Name	<input type="text"/>	Username	<input type="text"/>
Last Name	<input type="text"/>	Password	<input type="text"/>
Company Name	<input type="text"/>	Confirm Password	<input type="text"/>
Role	<input type="text"/>	Email	<input type="text"/>
Role Description	<input type="text"/>	Confirm Email	<input type="text"/>
Phone	<input type="text"/>		

I'm not a robot

6

### Slide 6 - Registering on the RTI website

You'll then fill out the appropriate information, including a Username and Password, which you will use to log in to your account. If you are completing your survey using the Excel spreadsheet, you may register either before or after you complete your survey. Since the survey is filled out in Excel, you will need to save a copy of your completed survey on your computer before submitting it online. If you are completing your survey using Webforms, then registering will be the first thing that you will need to do.



# ICR Response Options

Home • Oil And Gas ICR

<https://oilandgasicr.epa.gov>

Oil And Gas Information Collection Request

Home **Part 1** FAQ Contact

Welcome, jwilt02 | Change Password | Log Off

## Background

The Environmental Protection Agency's (EPA's) Office of Air and Radiation (OAR) is conducting an information collection request (ICR) to assist the EPA Administrator, as required by sections 111(b), 112(d), and 112(f)(6) of the Clean Air Act (CAA), as amended, to evaluate emission standards for the oil and gas industry. The EPA is soliciting this one-time information collection with a survey, under the authority of CAA section 114, from all potentially affected onshore oil and gas production facilities (under Part 1) and a more detailed survey for a statistically valid number of facilities within the onshore production, gathering and boosting, gas processing, compression, transmission pipeline, underground storage, liquefied natural gas (LNG) storage and LNG import/export segments of the oil and gas industry, (for Part 2). The EPA has contracted with RTI International (Contract No. EP-D-11-064) to help administer this ICR and analyze the information collected.

The North American Industry Classification System (NAICS) code for respondents affected by the information collection include: 211111, 211112, and 486210.

This ICR has two parts: Part 1 will collect corporate and operator-level contact information as well as counts for key equipment (e.g., wells, tanks, and compressors) at each facility, owned or operated by that operator. Part 2 will collect detailed unit-specific information on emission sources at selected facilities as well as information on emission controls or management practices used to reduce emissions at the selected facilities.

## Part 1 Instructions

Part 1 of the ICR is a frame census of oil and gas production operators. Part 1 forms may be downloaded at the EPA website listed above or by clicking the appropriate link below:

Basic Part 1 Survey: [Part 1 O&G Bas. Survey.pdf](#)  
(for operators with no more than 100 centralized production surface sites and no more than 3,120 well surface sites with no more than 24 wells per well surface site)

Super-sized Part 1 Survey: [Part 1 O&G Super Survey.pdf](#)

7

## Slide 7 -- ICR Response Options

Once you've registered and are logged in to your account, click on "Part 1" in the top left-hand corner of the website.



# ICR Response Options

Part 1 - Submissions

Parent Company Name	Date Submitted	Date Edited
No data to display		
<a href="#">Add</a>		

[Create Filter](#)

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8

## Slide 8 --ICR Response Options

When you're ready to submit your survey, click "Add" in the middle of the screen.



# Webforms

Part 1 - Submissions - C X

https://oilandgasicr.rti.org/Part1Submissions

Part 1

## Part 1 - Web Forms

To submit Part 1 via web forms, please complete the information below. You should not complete this section if you are submitting using the Excel spreadsheet upload.

Dun and Bradstreet Number   This company meets the definition of a small business (see definition of small business)

Mailing Address  Mailing State

Mailing City  Mailing Zip

Contact Name  Contact Phone 2

Contact Title  Contact Email

Contact Phone  Contact Email 2

### Operator Information

Use this section to add field operator sites. You may use the search boxes to filter the results of previously added field operator sites.

Operator Name	Operator ICR Id
<input type="text"/>	<input type="text"/>

No data to display

9

## Slide 9 - Webforms

To complete your survey using Webforms, scroll to the “Part 1 – Webforms” section, and begin submitting your answers.



# Accessing the Excel File

Home - Oil And Gas ICR x

https://oilandgasicr.rti.org

Oil And Gas Information Collection Request

Home FAQ Contact Register Log In

## Background

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## Part 1 Instructions

Part 1 of the ICR is a frame census of oil and gas production operators. Part 1 forms may be downloaded at the EPA website listed above or by clicking the appropriate link below:

Basic Part 1 Survey: [Part1OperatorSurvey.xlsx](#)  
(for operators with no more than 100 centralized production surface sites and no more than 3,120 well surface sites with no more than 24 wells per well surface site)

Super-sized Part 1 Survey: [Part1OperatorSurveySS.xlsx](#)

<https://oilandgasicr.rti.org>

10

## Slide 10 - Accessing the Excel File

Now, let's turn to completing the survey using the Microsoft Excel spreadsheet, which is available at [oilandgasicr.rti.org](https://oilandgasicr.rti.org). It's the first link under the "Part 1 Instructions" section. As a general note, the files that are mentioned in this webinar are also available on the EPA's oil and gas website.

To download the survey, click that [Part1OperatorSurvey.xlsx](#) link. You will need to have Excel installed on your computer in order to download the survey and to fill it out on your computer. If you do not have Excel, you may submit your survey using Webforms or a paper copy.



# Overview

The screenshot shows an Excel spreadsheet with the following content:

- Title Bar:** Oil and Gas Information Collection Request
- Cell E5:** OMB Control No. 2060-0705
- Cell E6:** Approval Expires 11/30/2019
- Cell H5:** Version 1.3
- Section 1: Parent Company General Information**

Legal Name:	
Does this company meet the definition of small business?	
Dun and Bradstreet Number:	
Mailing Address:	
Mailing City:	
Mailing State:	
Mailing Zip:	
Contact Name:	
Contact Title:	
Contact Phone:	
Contact Phone 2:	
Contact Email:	
Contact Email 2:	
- Section 2: Field Operator Site General Information**

Operator ICR ID:	
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- Instructions**

This information collection request is designed to be completed by operators of onshore petroleum and natural gas on best available information; that is, information that is readily available. All information for each applicable surface site. Online mapping applications may be used to determine latitude/longitude coordinates for your surface sites.

Step 1. Please complete the parent company information requested under Section 1. This information should be majority corporate owner.

Step 2. Please complete the operator information requested under Section 2. This information should be field operator more well sites. You should complete a separate worksheet for each separate field operator site.

Step 3. Please complete the information for each centralized production surface site (see definitions) requested under Section 3. You must include information for centralized production surface sites that may also be part of a well surface site. Section 4. You must include information for centralized production surface sites that may also be part of a well surface site. There is a place to indicate that a centralized production surface site is also included in Part 2. Use the View/Freeze Panes feature to help view Section 3 table headings when completing Section 3.

Step 4. Please complete the information requested for each well surface site (see definition) under Section 4 for managed by the operator that have at least one well that is capable of producing crude oil or natural gas (i.e., an
- Bottom Tab Bar:** Part 1 ICR, Acknow, Definitions (highlighted with a red box)

## Slide 11 - Overview

When you open the survey file, you'll see that there are three tabs at the bottom: Part 1 ICR, Acknowledgement, and Definitions. For now, we'll focus on Part 1 ICR tab, which is where all of your information will be entered.



# Section 1

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## Parent Company General Information

### 1.) Parent Company General Information

Legal Name:	
Does this company meet the definition of small business?	
Dun and Bradstreet Number:	
Mailing Address:	
Mailing City:	
Mailing State:	
Mailing Zip:	
Contact Name:	
Contact Title:	
Contact Phone:	
Contact Phone 2:	
Contact Email:	
Contact Email 2:	

12

### Slide 12 - Section 1

The first section deals with some basic information about the parent company, mostly name and contact information. One question that respondents may have is how they can determine whether they meet the definition of a small business.



## Section 1

### Definition of a Small Business

Small business	A business entity (including its subsidiaries and affiliates) that has number of employees or average annual receipts below NAICS code-specific size standards established by the Small Business Administration. Size standards relevant to this ICR are listed below. For a complete listing of small business size standards, see <a href="https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf">https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf</a> .
	NAICS Code 211111 - Crude Petroleum and Natural Gas Extraction: less than 1,250 employees
	NAICS Code 211112 - Natural Gas Liquid Extraction: less than 750 employees
	NAICS Code 213111 - Drilling Oil and Gas Wells: less than 1,000 employees
	NAICS Code 213112 - Support Activities for Oil and Gas Operations: less than \$38.5-million annual receipts
	NAICS Code 486110 - Pipeline Transportation of Crude Oil: less than 1,500 employees
	NAICS Code 486210 - Pipeline Transportation of Natural Gas: less than \$27.5-million annual receipts

Source: (2016) Regulatory Impact Analysis of the Final Oil and Natural Gas Sector: Emission Standards for New, Reconstructed, and Modified Sources Research Triangle Park, NC, USEPA Office of Air Quality Planning and Standards.

13

### Slide 13 - Section 1

The definition of a small business is available on the “Definitions” tab. Whether you are a small business depends on your NAICS code and either the number of people that your company employs or its annual receipts in terms of millions of dollars. NAICS stands for North American Industrial Classification System, and for most respondents involved in production, it will be 211111.

As an example, if your company is in that NAICS code and employees 50 people, then it means it meets the definition of a small business, since it employees less than 1,250 people.



## Section 2

### Field Operator Site General Information

#### 2) Field Operator Site General Information

Operator ICR ID:	
Operator Name:	
Physical Address:	
Physical City:	
Physical County:	
Physical State:	
Physical Zip:	
Mailing Address:	
Mailing City:	
Mailing State:	
Mailing Zip:	
Contact Name:	
Contact Title:	
Contact Phone:	
Contact Phone 2:	
Contact Email:	
Contact Email 2:	

**RTI International: 1-800-957-6456**

14

#### Slide 14 - Section 2

Section 2 deals with information about the field office for which the survey is being completed. Keep in mind that you will need to complete the survey for all field offices. For the operator ICR ID, you'll increment your primary facility ID by one for each field office that you report under.

For example, if you have a primary Facility ID of 1000000 (one million) and 10 field offices, then the operator ICR ID for the first field office will be 1000000 (one million), the operator ICR ID for the second field office would be 1000001 (one million one), the operator ICR ID for the third field office would be 1000002 (one million two), and so on until you get to the tenth field office, for which the operator ICR ID would be 1000009 (one million nine).

You can increment your primary facility ID up to 50 times. If you need additional numbers, please contact EPA's contractor, RTI International, to receive an additional primary facility ID. You may contact RTI at 1-800-957-6456.



## Sections 3 and 4

### Well Surface Site

Well surface site	One or more surface sites that are constructed for the drilling and subsequent operation of any oil well, natural gas well, or injection well. For purposes of this ICR, well surface site refers only to the well(s) and equipment at the disturbed area of land associated with the well(s) that are under the control of the same person (or persons under common control). The well surface site area does not include equipment at a centralized production surface site not located at the well surface site or equipment that is part of a gathering and boosting pipeline facility that may be co-located on the surface site but that is not under the control of the operator of the well(s).
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### Centralized Production Surface Site

Centralized production surface site	Any onshore surface site that obtains crude oil or a mixture of crude oil and natural gas directly from multiple well surface sites without a custody transfer, and includes all equipment used in the transportation, compression, stabilization, separation, storing or treating of crude oil and/or natural gas (including condensate) located at the surface site under the control of the same person (or persons under common control).
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15

### Slide 15 - Sections 3 and 4

The last two sections deal with well sites and centralized production sites. Let me take a moment to talk about the definitions of those two terms.

A well site is defined as a disturbed area of land that contains one or more wells and any associated equipment. A centralized production site is one that is dedicated to obtaining crude oil or a mixture of crude oil and natural gas directly from one or more well sites without a custody transfer, and includes all equipment used in the transportation, compression, stabilization, separation, storing or treating of crude oil and/or natural gas.

It is important to note that surface sites may not necessarily be defined by lease boundaries. It may be that there is only one site per lease, but there may also be more than one site per lease. This survey focuses on sites rather than leases.



## Section 3

**For each centralized production surface site (see definitions) under the control of the operator, receiving crude oil, condensate or natural gas direct from a well surface site, provide the following information.**

- ▶ Provide an ID, description and general information about each centralized production surface site

Unique Surface Site ID (Permit or other unique ID, as applicable)	Surface Site Name/Description

Basin ID where Surface Site is Located	County and State where Surface Site is Located	Latitude of surface site (degrees decimal)	Longitude of surface site (degrees decimal)	Is this surface site subject to the fugitive emission requirements in 40 CFR 60.5397a of subpart 0000a?	Does this surface site produce natural gas for sales?	Does this surface site produce crude oil or condensate for sales?	Is there a flare or thermal combustor present at the surface site?

16

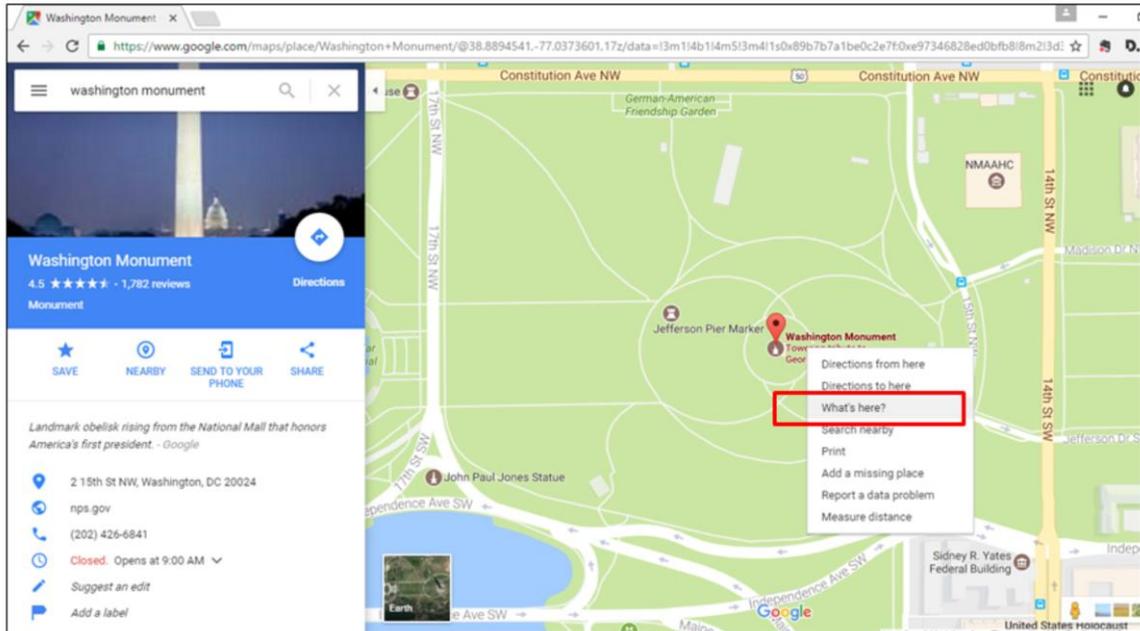
### Slide 16 - Section 3

Section 3 deals with centralized production sites. You'll provide a unique ID for each site, either one that the state assigns or one that the company uses internally, just as long as each site can uniquely identified. You'll also provide a general description and other information about each site.

You'll then select the basin ID that each site is located in. Once the basin ID is selected, you can select the county and state that each site is located in. Note that you cannot select the county and state until you select a basin ID. There is information available for determining your basin ID in the frequently asked questions on EPA's website. You may also call our help desk if you have any additional questions



## Latitude and Longitude: Google Maps example



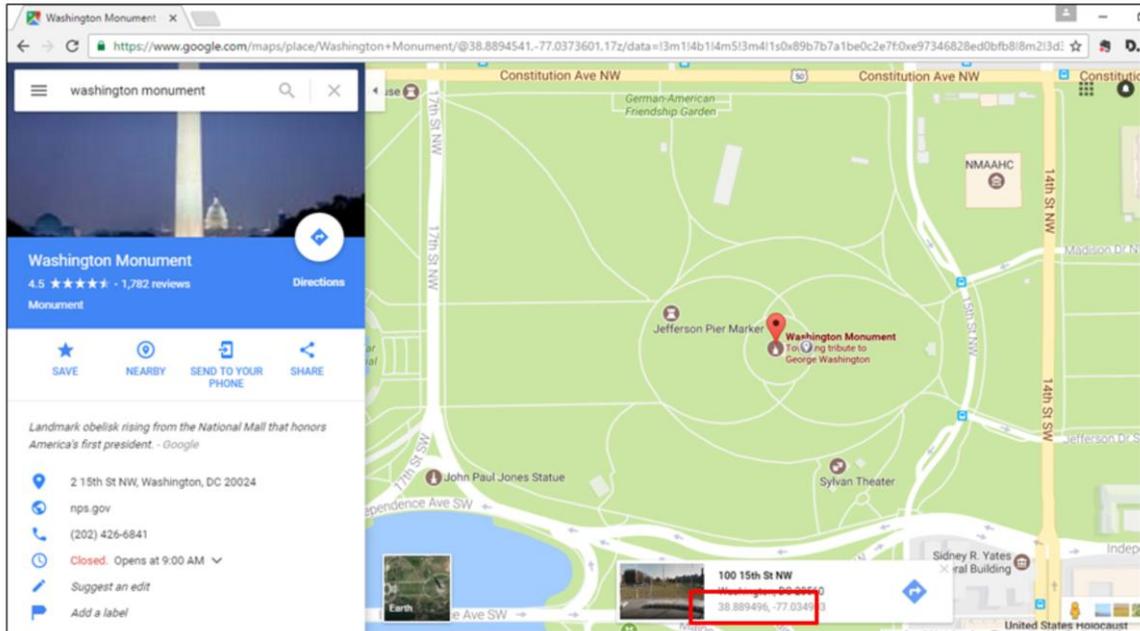
17

### Slide 17 - Latitude and Longitude: Google Maps example

Next, you'll enter in the latitude and longitude for each of your surface sites. If this isn't readily available, one of the ways that you can determine the coordinates is by using Google Maps. Once you find your site on Google Maps, right click on the site, and select "Where's here?" In this example, we'll look up the latitude and longitude of the Washington Monument.



## Latitude and Longitude: Google Maps example



18

### Slide 18 - Latitude and Longitude: Google Maps example

Once that's done, the latitude and longitude of the site will be displayed at the bottom of the screen.



## Section 3 (and 4)

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### Fugitive Emission Requirements

The following criteria must be met in order for a site to be subject to fugitive emission requirements in 40 CFR 60.5397a:

- ▶ It must have been constructed, modified, or reconstructed after September 18, 2015, and
- ▶ The site must not consist of just wellheads (also referred to as “Christmas trees”)

19

### Slide 19 - Section 3 (and 4)

Next, you'll enter in whether each site is subject to fugitive emission requirements under 40 CFR 60.5397a. This is the New Source Performance Standards that EPA published on June 3, 2016. In order for a site to be subject to these requirements, there are two criteria that have to be met. First, the site must have been constructed, modified, or re-constructed after September 18, 2015. Second, the site must not consist of just wellheads (also referred to as “Christmas trees”).

Once that information is entered, you'll then indicate whether each site produces natural gas, crude oil, or condensate, and whether any flares or thermal combustors are present on each site.



## Section 3

**For each centralized production surface site (see definitions) under the control of the operator, receiving crude oil, condensate or natural gas direct from a well surface site, provide the following information.**

- ▶ Provide equipment counts for the major equipment listed below present at the centralized production surface site:

Number of Separators	Number of Atmospheric Storage Tanks <10 bbl/day	Number of Atmospheric Storage Tanks ≥10 bbl/day	Number of Dehydrators	Number of Reciprocating Compressors	Number of Dry Seal Centrifugal Compressors	Number of Wet Seal Centrifugal Compressors

- ▶ Is this centralized production surface site also part of a well site facility that is required to complete Part 2?

20

### Slide 20 - Section 3

You'll then enter counts for major equipment that is located on the site, including separators, atmospheric storage tanks, dehydrators, and compressors.

For the purposes of this ICR, gun barrel separators are classified as atmospheric storage tanks. In this survey, tanks are broken up into two categories, both based on the throughput of materials entering the tanks averaged over the past 12 months: one for less than 10 barrels per day, and one greater than 10 barrels per day.

The last question for this section asks whether the site is also part of a well site facility that is required to complete the Part 2 survey. We'll walk through how to determine if you need to complete a part 2 survey for a given site later on in this webinar.



## Section 4

**For each well surface site (see definitions) under the control of the operator that contains at least one well capable of producing crude oil or natural gas (i.e., an actively producing well or temporarily shut-in production well), provide the following information.**

- ▶ Provide an ID, description and general information about each well surface site:

Unique Surface Site ID (Permit or other unique ID, as applicable)	Surface Site Name/Description

Basin ID where Surface Site is Located	County and State where Surface Site is Located	Latitude of surface site (degrees decimal)	Longitude of surface site (degrees decimal)	Is this surface site subject to the fugitive emission requirements in 40 CFR 60.5397a of subpart OOOOa?	Does this surface site produce natural gas for sales?	Does this surface site produce crude oil or condensate for sales?	Is there a flare or thermal combustor present at the surface site?

21

### Slide 21 - Section 4

Section 4 is the final section of the Part 1 survey and deals with wells and well sites. You'll enter in the same types of general information, including unique IDs and descriptions, for well sites that you did for centralized production sites in Section 3.



## Section 4

**For each well surface site (see definitions) under the control of the operator that contains at least one well capable of producing crude oil or natural gas (i.e., an actively producing well or temporarily shut-in production well), provide the following information.**

- ▶ Provide equipment counts for the major equipment listed below present at the well surface site:

Number of Separators	Number of Atmospheric Storage Tanks <10 bbl/day	Number of Atmospheric Storage Tanks ≥10 bbl/day	Number of Dehydrators	Number of Reciprocating Compressors	Number of Dry Seal Centrifugal Compressors	Number of Wet Seal Centrifugal Compressors

22

### Slide 22 - Section 4

You'll also provide counts for major pieces of equipment that are located at each well site, similar to what was done for centralized production sites in Section 3.



## Section 4

**For each well surface site (see definitions) under the control of the operator that contains at least one well capable of producing crude oil or natural gas (i.e., an actively producing well or temporarily shut-in production well), provide the following information.**

- ▶ Provide the US Well ID Number (or other well ID number as provided to State or local permitting agency) for each well present at the well surface site (include producing wells, temporarily shut-in wells, plugged/abandoned wells, storage wells and injection wells); specify the well type (as of November 1, 2016) and other information requested for each well present at the well surface site.

Well ID for Well 1	Well Type for Well 1	"Surface Site ID" of the centralized production surface site associated with the Well 1

23

### Slide 23 - Section 4

You'll also provide some information about each well that is located on each well site, including well ID, well type, and the centralized production site that the oil and/or gas from that well flows into, if applicable. For well ID, you can enter in the US or API well ID, but any other ID like a state ID would work as well, as long as the wells can be uniquely identified.

A common question that respondents have is whether they have to report for wells that are not actively producing, and the answer to that depends on the state of the well and its location. For the purposes of this ICR, you will need to report for all wells that were capable of producing at the time the letter was received, even if they were shut in.

In terms of plugged and abandoned wells, you only have to report for those wells if they are located at sites that are capable of producing.



# Acknowledgement

The screenshot shows an Excel spreadsheet with the following content:

A	B	C	D	E	F	G	H	I	J	K	L
5											
6											
7											
8	<input type="checkbox"/> I am authorized to make this submission on behalf of the owners and operators of the facility or facilities, as applicable, for which the submission is made.										
9											
10											
11											
12											
13	<input type="checkbox"/> I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete.										
14											
15											
16											
17											
18											
19											
20											
21	Print Name										
22											
23											
24	Signature					Date					
25											

24

## Slide 24 – Acknowledgement

When you're finished completing the survey, you'll move over to the Acknowledgement tab, check the boxes, and include your name and the date that you completed the survey.



# Submitting the Excel File

Home - Oil And Gas ICR

<https://oilandgasicr.rti.org>

Oil And Gas Information Collection Request

Home FAQ Contact Register **Log In**

## Background

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Super-sized Part 1 Survey: [Part 1 O&G Super-Sized Survey.xlsx](#)

<https://oilandgasicr.rti.org>

25

## Slide 25 - Submitting the Excel File

When you're ready to submit your completed Excel file, you'll need to log in to the RTI website with the account that you previously registered. Click the "Log In" link in the top-right hand corner of the website.



# Submitting the Excel File

The screenshot shows the website for the Oil And Gas Information Collection Request. The navigation menu at the top includes links for Home, Part 1 (circled in red), FAQ, and Contact. There are also links for Welcome, jwilt021, Change Password, and Log Off. The main content area is titled "Background" and contains text about the EPA's Office of Air and Radiation (OAR) conducting an information collection request (ICR) to assist the EPA Administrator. It also mentions the North American Industry Classification System (NAICS) code for respondents affected by the information collection, which includes 211111, 211112, and 486210. Below the background section, there is a "Part 1 Instructions" section. It states that Part 1 of the ICR is a frame census of oil and gas production operators. Part 1 forms may be downloaded at the EPA website listed above or by clicking the appropriate link below. There are two links provided: "Basic Part 1 Survey: Part1OilAndGasSurvey.xlsx" for operators with no more than 100 centralized production surface sites and no more than 3-120 well surface sites with no more than 24 wells per well surface site; and "Super-sized Part 1 Survey: Part1OilAndGasSurveySS.xlsx" for operators with more than 100 centralized production surface sites and more than 3-120 well surface sites with more than 24 wells per well surface site.

26

## Slide 26 - Submitting the Excel File

Once you've logged in, click the "Part 1" link in the top-left hand corner of the website.



# Submitting the Excel File

Part 1 - Submissions

Parent Company Name	Date Submitted	Date Edited
No data to display		

[Add](#)

[Create Filter](#)

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27

## Slide 27 - Submitting the Excel File

To begin submitting your Excel File, click “Add” in the middle of the screen.



# Submitting the Excel File

Part 1 - Submissions - C X

https://oilandgasicr.rti.org/Part1Submissions

Part 1

OMB Control No. 2060-0705 Approval Expires 11/30/2019 Definitions

Enter Parent Company Name below:

Parent Company Legal Name

You may now either upload a file using the "Part 1 – Upload File" section or complete the survey via web forms in the "Part 1 – Web Forms" section. You are not required to complete the web form section if you upload a completed Part 1 operator survey Excel form.

### Part 1 - Upload File

To submit Part 1 via an Excel spreadsheet, please upload the file(s) below. Suggest naming files with your operator ID to ensure all filenames are unique (e.g., Part\_1\_1001200\_ABC Oil). If you need to upload a number of files, you may zip the files and submit all files in a single zip file upload. You may use the search boxes to filter the results of previous file uploads.

Filename	Comments
No data to display	

[Add](#)

[Create Filter](#)

Save Cancel

### Part 1 - Web Forms

To submit Part 1 via web forms, please complete the information below. You should not complete this section if you are submitting using the Excel spreadsheet method.

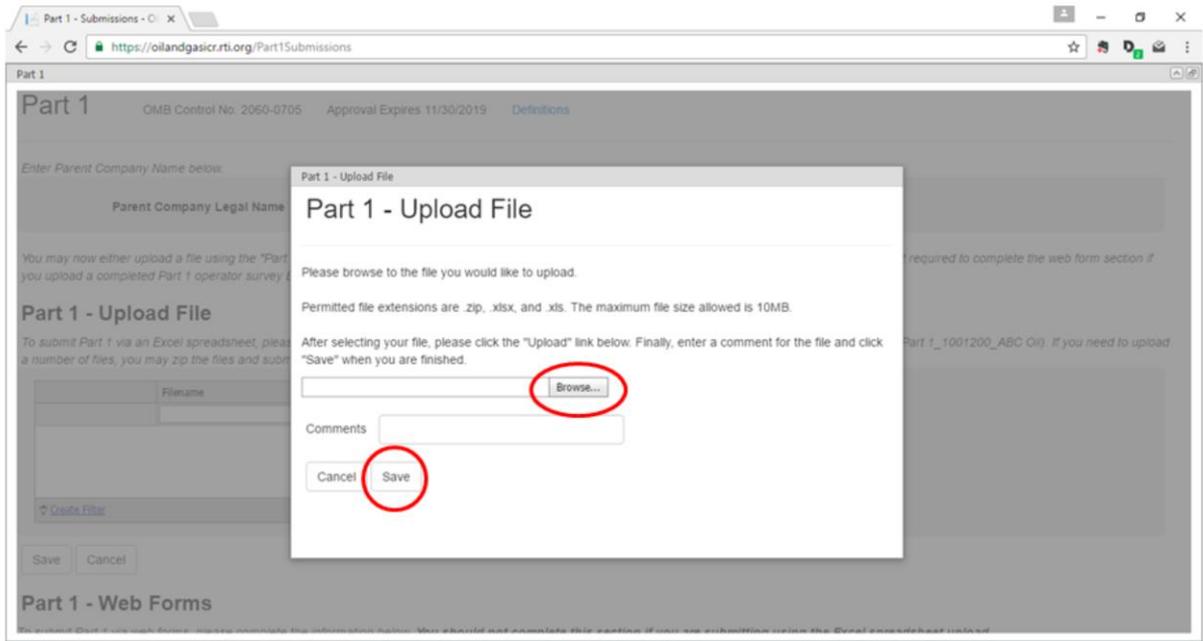
28

## Slide 28 - Submitting the Excel File

Type in in the “Parent Company Legal Name” in the appropriate box, and then click “Add” in the “Part 1 – Upload File” section.



# Submitting the Excel File



29

## Slide 29 - Submitting the Excel File

Click the "Browse" button to find the survey file you wish to submit. Once you have selected that file, click the "Save" button.



# Submitting the Excel File

Part 1 Submissions - C X  
https://oilandgasicr.rti.org/Part1Submissions

Part 1  
OMB Control No. 2060-0705 Approval Expires 11/30/2019 Definitions

Enter Parent Company Name below:

Parent Company Legal Name

You may now either upload a file using the "Part 1 - Upload File" section or complete the survey via web forms in the "Part 1 - Web Forms" section. You are not required to complete the web form section if you upload a completed Part 1 operator survey Excel form.

### Part 1 - Upload File

To submit Part 1 via an Excel spreadsheet, please upload the file(s) below. Suggest naming files with your operator ID to ensure all filenames are unique (e.g., Part 1\_1001200\_ABC Oil). If you need to upload a number of files, you may zip the files and submit all files in a single zip file upload. You may use the search boxes to filter the results of previous file uploads.

	Filename	Comments
<a href="#">View</a> <a href="#">Add</a> <a href="#">Delete</a>	Part1OperatorSurvey_demo.xlsx	

[Create Filter](#)

### Part 1 - Web Forms

To submit Part 1 via web forms, please complete the information below. You should not complete this section if you are submitting using the Excel spreadsheet upload.

Dun and Bradstreet Number

This company meets the definition of a small business  
(see definition of small business)

30

## Slide 30 - Submitting the Excel File

Here, we see that our file has been uploaded successfully. We'll then click the "Save" button indicated on the screen to submit the survey



# Tracking Survey Responses

The screenshot shows a web browser window with the URL <https://oilandgasrtr.org/Part1Submissions>. The page header includes the title "Oil And Gas Information Collection Request" and navigation links for Home, Part 1, FAQ, and Contact. A user is logged in as "Welcome, jwitt021" with options for Change Password and Log Off. The main content area is titled "Part 1 - Submissions" and contains a table with the following data:

	Parent Company Name	Date Submitted	Date Edited
<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Delete</a>	Test	12/20/2016	12/20/2016

Below the table is a link for [Create Filter](#).

Hard copy responses may be mailed to:

Attn: Refining and Chemicals Group  
U.S. Environmental Protection Agency  
109 T.W. Alexander Drive, Mail Code: E143-01  
Research Triangle Park, NC 27711

31

## Slide 31 - Tracking Survey Responses

Your submitted surveys will appear on the “Part 1 – Submissions” page. You can also mail hard copies or a disk containing the completed surveys to the address shown on the screen. (That address is Attn: Refining and Chemicals Group, U.S. Environmental Protection Agency, 109 T.W. Alexander Dr. Mail Code: E-143-01, Research Triangle Park, NC 27711.)



## Part 2: Selected Production Well List

Home - Oil And Gas ICR x  
https://oilandgasicr.rti.org

### Part 2 Instructions

Part 2 is a detailed facility survey that is required to be completed by selected oil and gas facilities across the onshore petroleum and natural gas production, onshore petroleum and natural gas gathering and boosting, onshore natural gas processing, onshore natural gas transmission compression, onshore natural gas transmission pipeline, underground natural gas storage, liquefied natural gas (LNG) storage and LNG import/export industry segments.

For the onshore petroleum and natural gas production industry segment, you are required to complete a Part 2 survey only if you operate (as of the date of receipt of this Section 114 letter) a well included on the Selected Production Well List. The Selected Production Well List is available at the EPA website at <https://www.epa.gov/controlling-air-pollution-oil-and-natural-gas-industry/oil-and-gas-industry-information-requests>; it is also available using this link:

Selected Production Well List: [Part2SelectedProductionWellList.xlsx](#)

You must complete a Part 2 survey for all equipment and wells located at the well site facility that contains a selected production well. The "Assigned Facility ICR ID" for Part 2 should be a combination of the Part 1 operator ID of the selected well and the selected US Well ID. For example, if the operator ID is 1100100 and the US Well ID is 12-123-12345-00-00, then your Part 2 ICR ID is 1100100-12-123-12345-00-00.

For the onshore petroleum and natural gas gathering and boosting (G&B) industry segment, you are required to complete the Gathering and Boosting Random Facility Selector Tool. You must also complete a Part 2 survey for each G&B compression facility and each G&B pipeline facility selected by the Gathering and Boosting Random Facility Selector Tool.

For all other industry segments, you are required complete a Part 2 survey for all for the facilities noted in your Section 114 letter. If a selected facility is located past the local distribution company (LDC) custody transfer station (as defined at 40 CFR 60.5430a), then you are not required to complete the survey for that facility.

To respond to the Part 2 survey, you must complete the Part 2 forms using the Excel-based Part 2 reporting forms and submit this information electronically using EPA's secure electronic Greenhouse Gas Reporting Tool (e-GGRT) application (<https://ghgreporting.epa.gov>). The e-GGRT system provides a secure application for which to submit all Part 2 surveys, including surveys that contain CBI.

### Section 114 Letters

Below are generic copies of the Section 114 letters that have been mailed out along with the attachments to the letters.

Letter 1: Section 114 Letter for Production Industry Segment  
Letter 2: Section 114 Letter Other Industry Segments  
Enclosure 1: Instructions for the Oil and Gas Information Collection Request  
Enclosure 2: EPA's Information Gathering Authority (Under Section 114 of the CAA)

<https://oilandgasicr.rti.org>

32

### Slide 32 - Slide Part 2: Selected Production Well List

Finally, we'll show you how to use the Selected Production Well List tool, which lets you know if any of your wells were selected for the Part 2 survey and if so, which ones.

To download the tool, go the [oilandgasicr.rti.org](https://oilandgasicr.rti.org) website, scroll to the "Part 2 Instructions" section, and click on the [Part2SelectedProductionWellList.xlsx](#) file.

This tool is also available on the EPA's oil and gas website.



## Part 2: Selected Production Well List

US Well ID Match Tool				Version 1.1
<p>This is an <i>optional</i> tool provided to make it easier to match your US Well ID numbers to those on the Selected Production Well List. To use, please enter your US Well ID(s) in Column C or copy using paste special/values. This sheet can accommodate 3,000 well IDs at a time. If you have more than 3,000 wells, you should segregate your wells into batches of 3,000 wells and process each batch of 3,000 wells separately.</p> <p>Your Well ID should be in this format: 12-123-12345-01-01. This tool will attempt to convert/format common Well ID entries (such as adding dashes to straight numeric entries and adding "00" to 12-digit entries). If the Well ID is not in any of the expected formats, the "Formatted US Well ID" for that record will be highlighted yellow. You will need to correct the entries in Column C for these wells to be correctly processed.</p> <p>Matches to the US Well IDs selected for Part 2 will be listed in Column G. If there are no highlighted cells in Columns E and no Well IDs displayed in Cell G8, then you have no wells on the Selected Production Well List and you are not required to complete a Part 2 survey.</p>				
Operator's US Well ID List	Format?	Formatted US Well ID	Matches	
05-045-07168-00-00	Good	05-045-07168-00-00	49-019-27943-00-00	
49-019-27943	Converting	49-019-27943-00-00		
49-019-27091-01	Converting	49-019-27091-01-00		

### Slide 33 - Part 2: Selected Production Well List

The file will open on the "MatchingTool" tab, where you can enter in the API or US Well IDs for all of your wells. The tool will then let you know which of your wells were selected for the Part 2 survey, if any. Wells selected for the Part 2 survey will appear in the "Matches" column. If none of the well IDs that you entered into the tool were selected for the Part 2 survey, then none of those well IDs will appear in the "Matches" column.

In this example, the tool found one well that was selected for the Part 2 survey, and put its well ID in the "Matches" column.



## Part 2: Selected Production Well List

	A	B	C	D	E	F	G	H	I	J
1	<b>Selected Production Well List</b>									
2			<b>Selected US Well IDs</b>							
3			05-045-07167-00-00							
4			49-019-27943-00-00							
5			49-019-27091-00-00							
6			49-005-60792-00-00							
7			49-005-53519-00-00							
8			49-005-61079-00-00							
9			49-019-24738-00-00							
10			49-019-28719-00-00							
11			49-019-23271-00-00							
12			49-019-23267-00-00							
13			49-019-23935-00-00							
14			49-005-55719-00-00							
15			49-019-26735-00-00							
16			49-019-28448-00-00							
17			49-019-26204-00-00							
18			49-019-24086-00-00							
19			49-019-23939-00-00							
20			49-019-26032-00-00							
21			49-019-25752-00-00							
22			49-019-24021-00-00							
23			49-019-23945-00-00							

**Selected Production Well List**

This is a listing of the US Well IDs for wells that have been selected for the Part 2 Detailed Facility Information survey.

If you own/operate a well included in this list, then you must complete a Part 2 survey for all equipment and wells located at the well site facility that contains one of these selected wells.

To facilitate matching US Well IDs on the Selected Production Well List to the wells that you own/operate, you may use the well matching tool provided in the "MatchingTool" tab. Use of this tool is optional, but it is provided for your convenience to help identify whether or not you have wells on the Selected Production Well List and which specific wells that you own/operate that are on the Selected Production Well List.

SelectedWells | MatchingTool

34

### Slide 34 - Part 2: Selected Production Well List

If you want to see a complete of all of the wells that were selected for the Part 2 survey, click on the "SelectedWells" tab.

Keep in mind that if one of your wells was selected for the Part 2 survey, you will need to complete the survey for the well site that the selected well is located on and for the centralized production surface site that the materials from the selected well flow into, if applicable.



## For Assistance and Additional Questions

- ▶ Email [ICR@epa.gov](mailto:ICR@epa.gov)
- ▶ Call 888-372-8696
- ▶ More information:  
<http://go.usa.gov/x9xEu>

The screenshot shows the EPA website page for 'Controlling Air Pollution from the Oil and Natural Gas Industry'. The page features a navigation bar with 'Environmental Topics', 'Laws & Regulations', and 'About EPA'. The main heading is 'Oil and Gas Industry Information Requests'. Below this, there is a section for 'Information Collection Request for the Oil and Natural Gas Industry'. The text states: 'Nov. 10, 2016 - EPA issued a final Information Collection Request (ICR) seeking information needed to help the agency determine how to best reduce methane and other harmful emissions from existing sources in the large and complex oil and natural gas industry. The final ICR reflects a number of changes made based on comments about on two drafts of the ICR, issued for public review and comment earlier this year.' There are links for 'Supporting Statement', 'Fact Sheet', and 'Frequently asked questions about the ICR and filling out the form'. A green box on the right side of the page says 'Contact the ICR Help Desk' and provides contact information: 'Questions about filling out EPA's Information Collection Request for existing oil and natural gas sources? Contact the oil and Gas ICR Help Desk at 888-372-8696 or email us at [ICR@epa.gov](mailto:ICR@epa.gov)'.

35

### Slide 35 - For Assistance and Additional Questions

This concludes the Oil and Gas ICR Part 1 survey and Part 2 Selected Production Well List webinar. We hope that this will help you as you complete the Part 1 survey.

If you have any further questions, please email us at [ICR@epa.gov](mailto:ICR@epa.gov) or call the ICR help desk at 888-372-8696. Our hours are from 9 am to 5 p.m., Monday through Friday, with the exception of federal holidays. If you are calling after hours, you may leave a voicemail. We will return your call by the end of the next business day.