

Utah Division of Oil, Gas and Mining Guidance Document

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Incident Reporting Guidance Document (re: Utah Oil & Gas Conservation General Rules R649-3-32 Incident Reporting)

This document is intended for use while providing notification to the Utah Division of Oil, Gas and Mining and completing a written report to be submitted on the “online” Incident Report Form. Utah Administrative Rule R649-3-32 pertaining to requirements for Incident Reporting should be used in conjunction with this guidance.

FOR FURTHER INFORMATION CONTACT:

Division of Oil, Gas and Mining
1594 West North Temple, Suite 1210
P.O. Box 145801
Salt Lake City, Utah 84114-5801
Telephone: (801)538-5340
og-incidents@utah.gov

Our Mission

The Utah Oil and Gas Program within the Division of Oil, Gas and Mining:

- Promote the exploration, development and conservation of oil and gas resources*
- Foster a fair economic return to the general public for those resources*
- Maintain sound, regulatory oversight to ensure environmentally acceptable activities*

Scope and Applicability

This Guidance Document provides guidelines for determining when and how to report an Exploration and Production (E&P) incident to the Division per R649-3-32 Incident Reporting.

Incident Reporting

As per Rule R649-3-32 Incident Reporting, the Utah Division of Oil, Gas and Mining (Division) shall be notified of major and minor reportable events occurring at any E&P site or facility.

Major Event

Major events require verbal notification to the Division within 24 hours of discovery, followed by a complete written report submitted through the online Incident Report Form within five days. Operators should update incident reports online as new information becomes available until cleanup is complete. Supporting cleanup documentation, such as testing or sampling results, should be submitted to the Salt Lake City Office via email to og-incidents@utah.gov. Notify the appropriate field office and/or the Salt Lake City Office to report a major event:

- >25 bbl spill of oil, produced water (includes treated produce water), & oil field chemicals or wastes
- >500 mcf gas release (flare/vent) at any drilling or producing well site, or at any injection or disposal facility
- >1500 mcf gas release at any transportation, gathering, or processing facility
- Any fire consuming volumes of liquid or gas specified above
- Any spill, gas release, or fire, regardless of the volume involved, that occurs in a sensitive area: parks, recreation sites, wildlife refuges, lakes, reservoirs, streams, urban or suburban areas, or as specified in a Division approved APD
- Each accident that involves a fatal injury
- Each blowout or loss of control of a well
- Each release of gas containing 100 or more parts per million of hydrogen sulfide (H₂S) that is not controlled

Minor Event

Occurrence of a minor event requires a complete written report submitted online within five days of the occurrence. Incidents should be updated as new information becomes available until cleanup is complete. Supporting cleanup documentation shall be submitted to the Salt Lake City Office via email to og-incidents@utah.gov.

- >5-25 bbl spill of oil, produced water (includes treated produced water), & oil field chemicals or wastes
- >50-500 mcf gas release (flare/vent or other) at any drilling or producing well site, or at any injection or disposal facility
- >50-1500 mcf gas release at any transportation, gathering, or processing facility
- Any fire that consumes the volumes of liquid or gas specified above
- Each accident that involves a major or life-threatening injury

Online Reporting

Initial Report

Operators are required to submit a complete written report for both major and minor incidents within five days of occurrence. Written reports are submitted online through the Division's website using an operator's profile to access the Incident Report Form at: <https://oilgas.ogm.utah.gov/IncidentReport/> Incident reporting should contain the most detailed information practical in appropriate sections of the Incident Report Form. An incident confirmation number will be assigned to completed online reports. Incident confirmation numbers are used for future access of incident records, and to update an incident report as new information becomes available.

Report Updates

Incident information should be updated as soon as practical until incident has been closed out following cleanup or remediation.

The screenshot shows the 'UTAH DIVISION OF OIL, GAS AND MINING INCIDENT REPORT' form. It includes instructions for reporting incidents and a 'Report Type?' section with radio buttons for 'New', 'Edit Existing', and 'Edit Legacy Report'. A 'Next >' button is visible. Contact information for the Utah Division of Oil, Gas and Mining is provided at the bottom.

UTAH DIVISION OF OIL, GAS AND MINING
INCIDENT REPORT

The Division of Oil, Gas and Mining shall be notified immediately of all fires, leaks, breaks, spills, blowouts, and other undesirable events occurring at any oil or gas drilling, producing, or transportation facility, or at any injection or disposal facility in accordance to the Utah Oil and Gas Conservation General Rule R649-3-32. Call 801-538-5340.

A complete written report of the undesirable event should be submitted on this form as soon as conclusive information is available.

If you would edit an existing incident report, please have your confirmation number available.

Report Type? New Edit Existing Edit Legacy Report

Next >

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Salt Lake City, Utah 84114-5801

Phone: 801-538-5340
Fax: 801-359-3940

To add an update to an existing report, the operator will access the incident report through the Incident Report Form: <https://oilgas.ogm.utah.gov/IncidentReport/>. The report is accessed by selecting "edit existing", and then enter "OPERATOR NAME, PHONE # & CONFIRMATION #". Select the appropriate report information to be updated. Once report has been updated, select "SUBMIT REPORT". The Division suggests saving and printing all updated reports using the "PRINT PDF" function.

Contacting the Division

Incident Staff	801-538-5296
Operations Manager	435-820-0862

After Hours	
Primary	801-386-3902
Secondary	435-820-0862

Price Office	
Mark Jones	435-820-8504
Travis Gray	385-260-4920
Dal Gray	385-280-0394
Bart Kettle	435-820-0862

Vernal Office	
Richard Powell	435-790-6145
Chase Hanberg	435-790-5892
Orlan Wallace	435-722-7589
Mike Perkins	435-722-7584

Surface Owner Notification

Operators are required to notify affected surface owners when an incident occurs. Following notification to the surface owner, appropriate boxes on the online Incident Report Form should be selected. Contact information for the landowner or surface management agency shall be selected and recorded under “OTHER AGENCIES CONTACTED”. Multiple landowner or surface management agency contacts should be provided in the “OTHER DETAIL” area of the online Incident Report Form.

Fee lands: The contact name and phone number should be provided in “LANDOWNER NAME” & “LANDOWNER #”. In instances where landowner cannot be identified, state “Not Available” in the name field, and enter phone #999-999-9999.

Agency Responsibility

Division of Oil Gas & Mining (Division): Respond to and provide primary oversight for E&P incidents occurring on State & Fee Surface or at Waste Disposal Facilities. Division Staff will inspect incidents following notification. Follow-up inspections will be performed until incident closure is completed.

Department of Environmental Quality (DEQ/DWQ): Operators are required to notify DEQ when the incident impacts or has the potential to impact waters of the State of Utah. DEQ will function as the primary regulatory agency for incidents that impact, or have the potential to impact waters of the State of Utah

Department of Health: DEQ may coordinate with local health departments in conducting incident inspections which occur within their jurisdiction.

Bureau of Land Management/Bureau of Indian Affairs (BLM/BIA): Operators are required to notify BLM/BIA when incidents occur on lands within their jurisdiction.

Environmental Protection Agency (EPA): Operators are required to notify EPA when incidents occur at Class II Injection wells/facilities and Waste Disposal Facilities located within Indian Country. Notification should also be provided to EPA when incidents impact or has the potential to impact inland waters of the United States.



Remediation Plan

Adverse impacts of incidents should be mitigated through cleanup, remediation, or reclamation efforts as set forth by the appropriate agency.

State/Fee Surface: Cleanup actions should be conducted in accordance with Division approved guidance. A written remediation plan may be required for Division review & approval; if required, the following guidelines should be considered:

- Provide a detailed summary of the incident
- Include pictures and diagram of impacted area
- Provide company contact list and area of responsibility for the incident
- Reference agency and surface owner correspondence
- Provide details of proposed method of cleanup
- Describe proposed sampling plan
- Identify goals of cleanup actions. Provide reclamation plan for disturbed area
- Provide post cleanup monitoring plan

Cleanup efforts should be made in coordination with Division Staff. Stabilization and containment efforts should be conducted as soon as practical, even in the absence of a written remediation plan.

Programmatic Remediation Plans

Programmatic remediation plans may be submitted by operators to address incidents of similar nature and cleanup processes used. The Division will review and approve programmatic remediation plans on a case-by-case basis.

Incident Inspection, Follow-up & Closure



Inspection: Incidents occurring on State or Fee surface will be inspected by Division Staff. Operators are encouraged to participate in Division inspections. Collaborative inspections should be utilized to discuss details surrounding incident, coordinate oversight, develop remediation plans or discuss questions regarding reporting.

Follow-up: Operator should secure Division approval prior to diverting from an approved remediation plan or other items discussed during coordination meeting or collaborative inspections. If sampling is required, prior notification to the Division for witnessing purposes is required. Current updates to the online Incident Report Form should be provided as information becomes available. Copies of documents can be submitted to the Division at og-incidents@utah.gov for review and record keeping purposes.

Closure: An incident is eligible for closure when the remediation plan has been followed and contamination meets levels approved by the Division. If cleanup standards have not been met, further remediation may be required.

Useful Links

https://oilgas.ogm.utah.gov/pub/Publications/Lists/disposal_facilities_locations.pdf

https://oilgas.ogm.utah.gov/pub/Publications/Lists/disposal_facilities_contact.pdf

<https://maps.waterrights.utah.gov/asp/location.asp>