

State of Louisiana



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GOVERNOR

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SECRETARY

JAMES H. WELSH
COMMISSIONER OF CONSERVATION

DEPARTMENT OF NATURAL RESOURCES
OFFICE OF CONSERVATION
INJECTION AND MINING DIVISION

INTRA-OFFICE GUIDANCE STATEMENT

GUIDANCE NO.: IMD-GS-08

EFFECTIVE DATE: APRIL 2, 2007

SUBJECT: Standards in the Public Participation Process Regarding Permitting Activities for:

1. Class III Solution-Mined Salt Caverns,
2. Class II Hydrocarbon Storage in Solution-Mined Salt Caverns, and
3. Class II Saltwater Disposal Wells Associated with Any Operation Involving the Use of a Solution-Mined Salt Cavern.

GUIDANCE:

I. Public Notice Requirements for Class III Solution-Mined Salt Caverns and Wells

A. Notice of Intent:

1. The applicant shall publish a Notice of Intent to file an application in the legal advertisement section of the official state journal and the official parish journal of the parish in which the proposed activity is to occur. The official state journal is The Advocate in Baton Rouge. A list of the official parish journals may be obtained from the Louisiana Secretary of State's Office, Publications Division.
2. The Notice of Intent shall be published one time at least 30 days, but no more than 180 days, before filing the application. The applicant shall publish a new Notice of Intent if the application is not received by the Office of Conservation within the filing period. Acceptable wording for the notice is available from the Office of Conservation, Injection and Mining Division.
3. The applicant shall submit proof of publication of the Notice of Intent before the application will be deemed complete.

B. Notice of Application and Public Hearing:

1. Once the Office of Conservation deems the application as complete, a notice of the application and of a public hearing, if such public hearing has been requested by an interested party, on the application shall be published in the legal advertisement section of the official state journal and the official parish journal of the parish in which the proposed activity is to occur.
2. The notices shall be published at least 30 days before the date of the public hearing.
3. In addition to the requirements stated herein, adherence shall be given to the provisions of Statewide Order No. 29-N-1 (LAC 43:XVII.111.C through H).

II. Public Notice Requirements for Class II Hydrocarbon Storage Caverns and Wells

A. Notice of Intent:

1. The applicant shall publish a Notice of Intent to file an application in the legal advertisement section of the official state journal and the official parish journal of the parish in which the proposed activity is to occur. The official state journal is The Advocate in Baton Rouge. A list of the official parish journals may be obtained from the Louisiana Secretary of State's Office, Publications Division.
2. The Notice of Intent shall be published one time at least 30 days, but no more than 180 days, before filing the application. The applicant shall publish a new Notice of Intent if the application is not received by the Office of Conservation within the filing period. Acceptable wording for the notice is available from the Office of Conservation, Injection and Mining Division.
3. The applicant shall submit proof of publication of the Notice of Intent before the application will be deemed complete.

B. Notice of Application and Public Hearing:

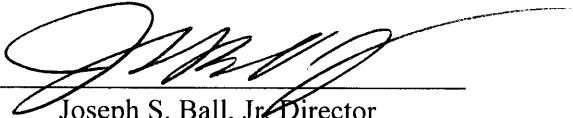
1. Once the Office of Conservation deems the application as complete, a notice of the application and of a public hearing on the application shall be published in the legal advertisement section of the official state journal and the official parish journal of the parish in which the proposed activity is to occur.
2. The notices shall be published at least 10 days before the date of the public hearing.

III. Public Notice Requirements for Class II Saltwater Disposal Wells Associated with Any Operation Involving the Use of a Solution-Mined Salt Cavern

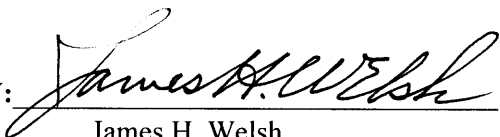
A. Notice of Application:

1. The applicant shall publish a notice that an application has been filed with the Office of Conservation. The notice shall be published in the legal advertisement section of the official state journal and the official parish journal of the parish in which the proposed activity is to occur. The official state journal is The Advocate in Baton Rouge. A list of the official parish journals may be obtained from the Louisiana Secretary of State's Office, Publications Division.
2. The applicant shall publish the notice of application filing within 30 days from the date of receipt of the permit application by the Office of Conservation. Acceptable wording for the notice is available from the Office of Conservation, Injection and Mining Division.
3. In addition to the requirements stated herein, applicants for a commercial Class II saltwater disposal well associated with the commercial disposal of exploration and production waste in a solution-mined salt cavern shall comply with the public notice requirements for a commercial Class II saltwater disposal well at Statewide Order No. 29-B (LAC 43:XIX.519.B. and 529).
4. No final decision shall be made on an application for a noncommercial Class II saltwater disposal well until at least 15 days following publication of the public notice as required by LAC 43:XIX.409.C.1.
5. The applicant shall submit proof of publication of the public notice before a decision is made on the application.

APPROVED BY: _____


Joseph S. Ball, Jr., Director
Injection & Mining Division

APPROVED BY: _____


James H. Welsh
Commissioner of Conservation

DR

**Example Wording of the Notice of Intent for the Creation of a
Class III Solution-Mined Salt Cavern**

NOTICE OF INTENT
OFFICE OF CONSERVATION
INJECTION AND MINING DIVISION

In accordance with the laws of the State of Louisiana and the particular reference to the provisions of La R.S. 30:4, and the provisions of Statewide Order No. 29-N-1 (LAC 43:XVII, Subpart 1) as amended and adopted by the Office of Conservation of the State of Louisiana,

(Insert) Company Name:
(Insert) Address:
(Insert) City, State, Zip:
(Insert) Phone:

will be applying to the Office of Conservation, Injection and Mining Division for a permit to solution-mine salt in the _____ salt dome.

NOTE TO APPLICANT: Add simple statement explaining the purpose of the proposed project such as, *“the salt cavern will be created for later conversion to hydrocarbon storage”*, or *“the salt cavern will be created for later conversion to exploration and production waste disposal”*, or *“the brine generated from solution mining will be used _____.”*

The proposed well and salt cavern will be in Section _____, Township _____, Range _____, _____ Field, _____ Parish, Louisiana and will be identified as the _____ Well No. _____.
(Well Name)

The well will be drilled to a depth of _____ feet. The top of solution-mined cavern is proposed to be at _____ feet with its base at _____ feet.

Once submitted, the application will be available for inspection from 8:00 a.m. to 4:15 p.m., Monday through Friday in the Injection and Mining Division Office, Rm. 817, LaSalle Building, 617 North Third Street, Baton Rouge, LA.

Interested parties may request to receive notice when the application is submitted, be included on the public notice or public hearing mailing list, or for other public participation related questions by contacting the Injection and Mining Division by calling 225-342-5515, by fax to 225-242-3441, by e-mail to injection-mining@la.gov, or by mail to:

Office of Conservation
Injection & Mining Division
PO Box 94275
Baton Rouge, LA 70804-9275

When corresponding, please reference the name of the applicant, the well name and number, the well serial number if available, and the salt dome name.

Example Wording of the Notice of Intent for a Hydrocarbon Storage Salt Cavern

NOTICE OF INTENT
OFFICE OF CONSERVATION
INJECTION AND MINING DIVISION

In accordance with the laws of the State of Louisiana and the particular reference to the provisions of La R.S. 30:4, and the provisions of Statewide Order No. 29-B (LAC 43:XIX.Subpart 1) and 29-M (LAC 43:XVII, Subpart 3) as amended and adopted by the Office of Conservation of the State of Louisiana,

(Insert) Company Name:
(Insert) Address:
(Insert) City, State, Zip:
(Insert) Phone:

will be applying to the Office of Conservation, Injection and Mining Division for a permit to store _____ in a solution-mined salt cavern in the _____
(identify stored product) _____ salt dome.

The well is proposed to be in Section _____, Township _____, Range _____, _____ Field, _____ Parish, Louisiana and is identified as the _____ Well No. _____,
(Well Name)

Serial No. _____. The top of storage cavern is proposed to be at _____ feet with its
(Conversion Only) base at _____ feet.

Once submitted, the application will be available for inspection from 8:00 a.m. to 4:15 p.m., Monday through Friday in the Injection and Mining Division Office, Rm. 817, LaSalle Building, 617 North Third Street, Baton Rouge, LA.

Interested parties may request to receive notice when the application is submitted, be included on the public notice or public hearing mailing list, or for other public participation related questions by contacting the Injection and Mining Division by calling 225-342-5515, by fax to 225-242-3441, by e-mail to injection-mining@la.gov, or by mail to:

Office of Conservation
Injection & Mining Division
PO Box 94275
Baton Rouge, LA 70804-9275

When corresponding, please reference the name of the applicant, the well name and number, the well serial number if applicable, and the salt dome.

Example Wording of Public Notice for Saltwater Disposal Wells
Associated with Salt Cavern Operations

PUBLIC NOTICE
OFFICE OF CONSERVATION
INJECTION AND MINING DIVISION

In accordance with the laws of the State of Louisiana and the particular reference to the provisions of La R.S. 30:4, and the provisions of Statewide Order No. 29-B (LAC 43:XIX.Subpart 1) as amended and adopted by the Office of Conservation of the State of Louisiana,

(Insert) Company Name:
(Insert) Address:
(Insert) City, State, Zip:
(Insert) Phone:

has applied to the Office of Conservation, Injection and Mining Division for a permit to operate a subsurface injection well to dispose of saltwater generated through the creation of a solution-mined salt cavern. **The assigned application number is _____.**

The well is proposed to be in Section _____, Township _____, Range _____,
_____ Field, _____ Parish, Louisiana.

The proposed well is identified as the:

_____ SWD No. _____, Serial No. _____,
(Well Name) *(Conversion Only)*

Subsurface disposal of saltwater is proposed to occur within an injection zone from approximately _____ feet to _____ feet. Initial perforations are proposed from approximately _____ feet to _____ feet. The saltwater for disposal will be generated from the solution mining of salt in the _____ salt dome.

The application is available for inspection from 8:00 a.m. to 4:15 p.m., Monday through Friday in the Injection and Mining Division Office, Rm. 817, LaSalle Building, 617 North Third Street, Baton Rouge, LA.

Interested parties may request a public hearing or submit written comments on the application. Such requests must be received in the Injection and Mining Division by 4:30 p.m., no later than 15 days from the date of this publication. **Please reference the application number on all correspondence.** Correspondence may be submitted by e-mail to injection-mining@la.gov, by fax to 225-242-3441, or by mail to:

Office of Conservation
Injection & Mining Division
PO Box 94275
Baton Rouge, LA 70804-9275

Information concerning the application may be obtained by calling 225-342-5515 or by the methods stated above.