P&A General Guidelines

To apply for a P&A permit:

1. Submit the P&A procedure on a Form UIC-17. You must have an approved work permit from the Injection & Mining Division – *not from one of the District Offices* – prior to plugging and abandoning the well.
2. Provide both a *current* well bore schematic and a *proposed* well bore schematic.
3. Unless otherwise specified by the Injection & Mining Division, you must use either Class A or Class H cement with a minimum slurry weight of 15 ppg. On the UIC-17, state the class of cement, the cement yield (cu-ft/sack) and include the number of sacks to be used for each plug.
4. Well must be in static equilibrium and filled with 9 ppg (or heavier) mud or inhibited brine, unless cementing the well to surface.
5. External cement isolation of the Underground Source of Drinking Water (USDW) is determined by Cement Bond Log (CBL) if available. If no CBL available, top of cement will be determined by calculation using 50% washout.
6. **BOTTOM PLUG(s):** If required by the Injection & Mining Division, each existing set of perforations must be isolated from one another according to LAC 43:XIX.137 by using one of the following:
    a. A 100 ft cement plug immediately above the uppermost perforation; or a cement plug across the uppermost perforated interval as long as at least 100 feet of cement extends above the uppermost perforation. All balanced cement plugs must be tagged to verify the top of cement – add cement as necessary to ensure at least 100 feet of cement *(this also applies to the USDW Plug in Item 7 below)*; **or**
    b. A bridge plug with at least 10 ft of cement on top or a cement retainer with at least 20 ft of cement on top, immediately above the uppermost perforation (within 50 ft above the uppermost perforation).
    c. Furthermore, whenever the mechanical configuration permits it, each plug must be pressure tested to a minimum of 300 psi for at least 30 minutes without losing 5% pressure. If the bottom plug fails to test, the source of the leak must be located and a proper plug must be set and pressure tested before continuing to the USDW PLUG.
7. **USDW PLUG:** A 100 ft plug (or larger), the bottom of the plug starting in a confining shale formation as determined by the Injection & Mining Division upon review of the open hole log and extending upwards to a minimum of 50 ft above the base of the USDW. The USDW plug must extend all-the-way across the entire wellbore – between the formation and casing; between annular spaces; and, inside the innermost tubing or casing. The top of this plug must be tagged to verify the top of cement! It is not necessary to pressure test the USDW plug if the bottom plug(s) tested properly. If external cement isolation cannot be verified across the USDW either by CBL or calculated cement, you must propose to perforate and squeeze sufficient cement at a depth at least 50 ft below the base of the USDW (or deeper, depending on the depth of the confining shale formation as determined from the open hole log) such that the calculated cement comes up to at least 50 ft above the base of the USDW for a plug of at least 100 ft in length.
8. **SURFACE PLUG:** For *LAND LOCATIONS* – spot a surface cement plug of at least 30 ft (e.g. from 6 ft – 36 ft BGL) and for *WATER LOCATIONS* – spot a surface cement plug of at least 100 ft (e.g. from 16 ft – 116 ft BML).
9. **CUT ALL CASING STRINGS:** at least 5 ft BGL (*LAND LOCATIONS*) and at least 15 ft BML (*WATER LOCATIONS*).
10. For *LAND LOCATIONS ONLY* – a ½-inch thick steel plate must be welded across all annuli and include the well serial number and date. A steel plate is not required for water locations.

After the P&A permit has been approved:

11. You must complete the work approved by this Office within the allotted time in your permit letter. If the work will not be performed, you are required to inform the Injection and Mining Division in writing at the address shown below. If additional time will be required to perform the work, a written request for an extension must be submitted to this Office. Indicate the Application Number on any correspondence related to the approved work.
12. The Conservation Enforcement Specialist (CES) must be contacted at least 48 hours before beginning P&A procedures to discuss scheduling the witnessing of the well work. If unable to reach the CES, please call the Injection and Mining Division at (225) 342-5515 when you are ready to begin plugging and abandoning the well.
13. Upon completion of the P&A: One original and one copy of the INJECTION WELL PLUG AND ABANDONMENT REPORT (Form UIC-P&A) must be sent to the following address within 20 days of completing authorized work:

    Office of Conservation
    Injection and Mining Division
    P.O. Box 94275 – Capitol Station
    Baton Rouge, LA 70804-9275

14. Failure to comply with the reporting requirements may result in appropriate enforcement actions, including but not limited to issuance of Compliance Order with civil penalties or suspension of Form R-4 (Authorization to Transport).