

MEMORANDUM

TO: The Oil and Gas Production Companies Operating in Wyoming

FROM: Dan Olson, Administrator, Air Quality Division

SUBJECT: Reporting Guidelines for Well Flaring or Venting

DATE: May 5, 1986 - Original Issuance
July 5, 1995 - Update *
December 7, 1999 - Update *

On April 11, 1986, the Air Quality Advisory Board approved and adopted as policy the reporting of well flaring under Chapter 1, Section 5 of the Wyoming Air Quality Standards and Regulations. The Board additionally approved the use of the procedures in this guideline for satisfying the reporting requirements of Chapter 1, Section 5. The flaring events which are covered by this guideline include well testing and completions, well work overs, and other uncontrollable events that the Division may determine to be applicable. The minimum reporting requirements necessary to comply with the provisions of Chapter 1, Section 5 are as follows:

1. The Air Quality Division must be verbally notified within 24 hours of the beginning of a flaring episode. For planned long term flaring operation, the Division may be notified in advance and the requirement of the "24-hour" notification will be waived. The verbal notification of flaring for all gas wells may be made to any of the following offices:

Cheyenne	Casper	Lander	Sheridan
(307) 777-7391	(307) 473-3455	(307) 332-6755	(307) 672-6457
Bob Gill	Chris Hanify	Tony Hoyt	Mike Warren
Diana Hulme	Jeff Hancock	Dan Fauth	Judy Shamley
		Greg Meeker	
		Carl Disel	

2. A written follow-up notice must be sent to the Cheyenne office as soon as possible after the flaring has been completed. The Division will accept the Oil and Gas Commission forms (Form 3 - Well Completing or ReCompleting Report and Log, and Form 4 - Sundry Notices and Reports of Wells) to fulfill reporting requirements for gas flaring. The additional information noted below can be included on the forms if there is sufficient space. The Division is primarily concerned with the reason for the required flaring, the amount of gas flared, the hydrogen sulfide content of the gas flared, the time period over which the gas is flared, the total sulfur dioxide emissions resulting from

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the flaring and the efforts made to minimize the emissions.

3. To minimize reporting requirements, the Division will not require verbal notification of insignificant emissions (less than 5 tons of a regulated pollutant from a single flaring episode and/or less than 50 tons of a regulated pollutant from a well or a well field over a one year period.) An annual summary report must be submitted to the Division by March 1 of the following year when the 50 ton per year figure is exceeded.
4. In addition to the information listed above, the company must maintain records of the significant flaring events including the height of the flare and general meteorological conditions associated with the flaring episode to allow for modeling of an event if it is deemed necessary.
5. All of the above requirements also apply to non-flared venting operations.