

Visitor Policy

Pittsburgh Office of the Pennsylvania Geological Survey

The Pittsburgh office of the Pennsylvania Geological Survey (the Survey) manages the Exploration and Development Well Information Network (EDWIN), a database of more than 180,000 oil and gas well records with associated interpretive information.

The office accepts inquiries and service requests from the public in various ways:

- (1) Email inquiries and requests to RA-NR-TOPO_MAINDESK@pa.gov are always welcome. The regular turnaround time for such requests is 48 to 72 hours.
- (2) Telephone inquiries and requests are taken any business day, Monday through Friday, from 8 am till 4 pm (“normal business hours”). Inquiries can be directed to (412) 442-4235. Regular turnaround time for such requests is 48 to 72 hours.
- (3) Walk-in guests may visit any business day, Monday through Friday, during normal business hours. We ask that visitors **arrive by 2:30 pm** so to complete all research/data review by 4 pm. Visitors may also make an appointment in advance to ensure that the appropriate staff will be available to assist and answer questions.

Please note the following when planning a visit to the Survey’s Pittsburgh office:

- (1) Commonwealth policies prohibit the use of a personal camera or photos/video from cellular telephones on state-owned/leased properties.
- (2) Visitors are not permitted to pull paper copies of well documents from the Survey’s filing system. Clerical staff can assist with such requests.
- (3) Personal USB thumb drives (“flash drives”), external hard drives, or any external media (CD-ROM/DVDs) may not be connected to state-owned/leased computers for any reason, including, but not limited to, the transfer of data associated with service requests. Any electronic/digital data retrieved from EDWIN during an office visit must be transferred to a state-supplied CD-ROM or DVD by a commonwealth employee on behalf of the visitor, and will incur the appropriate fee.
- (4) Certain fees apply to the reproduction/retrieval of data from EDWIN. These fees vary, and a customized cost summary will be supplied by clerical staff.
- (5) Visitors are asked to pay for any copies, digital data or other media obtained from the Survey at the time of their visit. Payments may be made in cash or by check. The office does not accept credit cards. An itemized receipt for payment will be issued.