



Office of Oil and Gas Management

Act 9 Emergency Response Plan Online Submission Guide

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Version 1.3

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Applications Support Help Desk Team

Number: (717) 705-3768
Hours: Monday to Friday 8:00 am to 4:30 pm
Email: ep-efactshelpdeskteam@pa.gov

The Applications Support Help Desk Team includes help desk specialists, trainers, web masters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

Contacting the Office of Oil and Gas Management

If you have any questions regarding regulations, reporting requirements or how to complete or submit Oil and Gas electronic submissions please contact the Office of Oil and Gas Management.

Number: (717) 772-2199
Hours: Monday to Friday 8:00 am to 4:00 pm
Email: RA-ep-BOGMOGRE@pa.gov

Purpose

Welcome to the DEP Act 9 Emergency Response Plan Online Submission Guide. This guide provides information on how to successfully submit Emergency Response Plans (ERP) using the DEP GreenPort website and the Oil and Gas Reporting Electronic (OGRE) application.

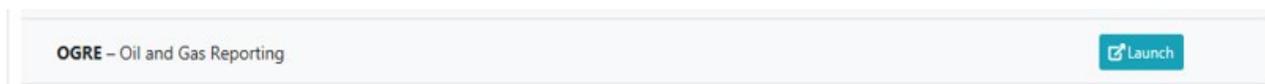
Introduction

Per Act 9 of 2012 (P. L. 67, No. 9), operators of unconventional wells are to develop and file ERPs and submit that plan to the Department of Environmental Protection (DEP) for each well site. In February 2016, DEP required all oil and gas operators of unconventional oil and/or gas wells in Pennsylvania to electronically submit ERPs through OGRE. This guide was developed to help the operator proceed in the proper submission of ERPs. The OGRE application may be accessible via the [DEPGreenPort](#) login portal. Each operator must complete the self-register process and submit the proper forms to DEP to access the OGRE application. See the DEPGreenPort Electronic Filing Administrator Application and Agreement Guide and the Oil and Gas Operator Electronic Filing Administrator (EFA) Registration and Security Agreement for Oil and Gas Electronic Filing System form on the Oil and Gas Electronic Submissions Guides website for further information. <http://www.dep.pa.gov/OG-submit>

Upon successfully registering at the DEPGreenPort website, the oil and gas operator or their designated representative, using the username and password created during registration, may login to the website: <https://www.depgreenport.state.pa.us>

Login

- Enter your Username and Password created as part of the registration process.
- DEPGreenPort dashboard will display.
- Click on 'Launch' on Oil and Gas reporting application under 'My Applications'.



NOTE: If the OGRE – Oil and Gas Reporting and Launch button do not appear under Reporting in My Applications, you are not properly enrolled in this application. Please contact your EFA of your company or see the enrollment Guides [here](#).

Access the OGRE application

1. The OGRE application site menu screen will display:

PA.GOV OFFICIAL APP Tom Wolf, Governor Patrick McDonnell, Secretary DEP Home

DEP Oil and Gas Reporting - Electronic Welcome Logged in as PHOWARD using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

Site Menu

- Welcome
- Online Reporting
- Production/Waste Reporting
- Reporting Guides
 - Conventional Reporting
 - Unconventional Production
 - Unconventional Waste
- Spreadsheet Reporting
- Download and Validation
- Spreadsheet Reporting Guide
- Current Waste Facility List
- Act 9 Well Site Information
- Act 9 Emergency Response Plans
- Act 9 ERP Renewals
- Air Emissions Reporting
- SPUD Notification
- Well Integrity Reporting
 - Report Online
 - Report Via Spreadsheet
- DEP Notifications
- Contact Us (O&G)
- What's New

Welcome to the Pennsylvania DEP Oil & Gas website for Operators to electronically report production, waste and provide DEP with notification information. Beginning in 2015, unconventional well production is required to be reported electronically to DEP on a monthly basis using this website. Conventional well production and waste is required to be reported annually.

Production/Waste Reporting: allows Operators to select a reporting period to create a production report, and/or to make modifications to unsubmitted reports for production and waste data. A status is noted for each created report.

SPUD Notification: Section 201(f) of the Pennsylvania Oil and Gas Act requires well operators to provide the Department with a least 24 hours notice of the date on which drilling of a permitted well will commence. In addition, each Well Permit issued by the Department specifically requires the well operator to notify the DEP Oil and Gas inspector identified on the permit at least 24 hours prior to commencement of drilling activities for that well. Operators should submit the required notification to the assigned DEP Oil and Gas inspector for a permitted well prior to commencement of drilling activities.

DEP Notifications: The DEP Notifications system enables operators to submit various notifications to DEP. Users with security access to the DEP Notifications system can freely move between this well production reporting site and the notification system by using the *DEP Notifications* link in the left-hand Site Menu.

Act 9 Emergency Response Plans: Provides for the electronic submission of both statewide and well site-specific Emergency Response Plans (ERPs) per Act 9. Users with security access to upload emergency plans will have an *Act 9 Emergency Response Plans* link in the left-hand Site Menu.

Well Integrity Reporting: The Mechanical Integrity Assessment (MIA) is a regulatory-based process used to inspect, assess and record quarterly well integrity data for operating oil and gas wells. This quarterly inspection is required by regulation under 25 Pa. Code § 78.88, Mechanical Integrity of Operating Wells. Users with security access to report well integrity will have a *Well Integrity Reporting* section in the left-hand Site Menu. Beginning in January, 2016, you may *Report Online* (recommended for users with a small number of wells) or *Report Via Spreadsheet* (recommended for users with a medium or large number of wells).

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Need help? [Contact Us](#)

Pennsylvania Department of Environmental Protection
Rachel Carson Building | 400 Market Street | Harrisburg, PA 17101

2. Select *Act 9 Emergency Response Plans* from the Site Menu on the left side of the screen and the Act 9 Emergency Response Plans screen will be displayed.

Act 9 Emergency Response Plans

1. Operators have two options for submission of the ERP.
 - a. Submit a separate comprehensive **site-specific** ERP for each well site that contains all the required elements of 25 Pa. Code 78a.55(i)(5)(i).
 - b. Submit a **statewide base** ERP that contains common information to all the operator's well sites statewide. The statewide base ERP would contain some of the elements described in 25 Pa. Code 78a.55(i)(5)(i). In addition, submit a site-specific ERP for each well site that contains the remaining elements described in 25 Pa. Code 78a.55(i)(5)(i).

Submitting a Site-Specific ERP

DEP Oil and Gas Reporting - Electronic

Act 9 Emergency Response Plans

Logged in as JONESI using operator ID 60915 [Switch Operator](#) | [Back to GreenPort](#)

Well Site Specific Plans

Operators have two options for submitting emergency response plans.

Option 1: Operators may submit a separate comprehensive site-specific ERP for each well site that contains all of the required elements described in 25 PA Code 78a.55(i)(5)(i).

Option 2: Operators may submit a single statewide ERP common to all of the operator's well sites statewide that contains some of the required Section elements described in 25 PA Code 78a.55(i)(5)(i). In addition, operators must submit site-specific ERPs for each well site that contain the remaining required elements of 25 PA Code 78a.55(i)(5)(i).

Please select the well pad for which you are submitting or viewing site-specific emergency response plans:

Statewide Base Plans

A base plan is an emergency response plan common to all of the operator's well sites statewide. It contains some of the elements described in 25 PA Code 78a.55(i)(5)(i). A site-specific plan must also be submitted for each well site which contains the remaining elements described in 25 PA Code 78a.55(i)(5)(i).

Document(s)	Received Date	Expiration Date	Show Renewals	Renew?	Status	Status Date	Created By
Statewide Emergency Response Base Plan.pdf receipt.pdf	4/25/2017	3/1/2017		Renew now	PENDING	4/25/2017	FLANAGANJ

You may submit a new statewide base plan by uploading up to five files. This new plan will replace your current plan in its entirety.

ERP File: [Browse...](#)

[View past statewide base plan submissions](#)

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1. Under the *Well Site Specific Plans* heading as shown in the picture above, select the well pad for which you are submitting or viewing the site-specific ERP using the drop down arrow.
 - a. This list will display all the well pads that have been created in the DEP database for the operator. Select the well pad that you are submitting or viewing a site-specific ERP for. The operator must contact DEP at 717.772.2199 if there are discrepancies in the well pad list.

- After selecting the well pad from the list, the Current Site-Specific Plan Submission screen will be displayed.

DEP Oil and Gas Reporting - Electronic
 Act 9 Emergency Response Plans

Logged in as JONESI using operator ID 60915 [Switch Operator](#) | [Back to GreenPort](#)

Well Site Specific Plans [See plans eligible for renewal](#)

Operators have two options for submitting emergency response plans.

Option 1: Operators may submit a separate comprehensive site-specific ERP for each well site that contains all of the required elements described in 25 PA Code 78a.55(i)(5)(i).

Option 2: Operators may submit a single statewide ERP common to all of the operator's well sites statewide that contains some of the required Section elements described in 25 PA Code 78a.55(i)(5)(i). In addition, operators must submit site-specific ERPs for each well site that contain the remaining required elements of 25 PA Code 78a.55(i)(5)(i).

Please select the well pad for which you are submitting or viewing site-specific emergency response plans:
 ALEXANDER UNIT 3 (Well Pad ID: 147460)

Current Site-Specific Plan Submission
No current site-specific emergency response plan has been submitted.

You may submit a new site-specific plan for the wellpad selected above by uploading up to five files. This new plan will replace your current plan in its entirety.

ERP File: 

[View past site-specific plans for this well site](#)

- To upload a site-specific ERP, select the browse button and locate on your computer the ERP file(s) you want to upload and then select open. Click the “Submit these files to DEP as the site-specific plan for this well pad” button. Users may upload up to five files for each site-specific plan.
- An acknowledgement will screen display. Select either the “Acknowledge and finalize submission” or “Cancel Submission” button.

DEP Oil and Gas Reporting - Electronic
 Act 9 Emergency Response Plans

Logged in as JONESI using operator ID 60915 [Switch Operator](#) | [Back to GreenPort](#)

Now we are ready for you to finalize this submission...

Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Any false statement is subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).

Please review your submission receipt using the following link and either acknowledge the above statement or cancel your submission:
[receipt.pdf](#)

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5. Upon successful submission, a thank you message with blue text will show at the top of the screen.

DEP Oil and Gas Reporting - Electronic

Act 9 Emergency Response Plans Logged in as JONESI using operator ID 60915 [Switch Operator](#) | [Back to GreenPort](#)

Site Menu: Thank you. Your well site-specific emergency plan submission was successful. [See plans eligible for renewal](#)

Well Site Specific Plans

Operators have two options for submitting emergency response plans.

Option 1: Operators may submit a separate comprehensive site-specific ERP for each well site that contains all of the required elements described in 25 PA Code 78a.55(i)(5)(i).

Option 2: Operators may submit a single statewide ERP common to all of the operator's well sites statewide that contains some of the required Section elements described in 25 PA Code 78a.55(i)(5)(i). In addition, operators must submit site-specific ERPs for each well site that contain the remaining required elements of 25 PA Code 78a.55(i)(5)(i).

Please select the well pad for which you are submitting or viewing site-specific emergency response plans:
 ALEXANDER UNIT 3 (Well Pad ID: 147460)

Current Site-Specific Plan Submission

Document(s)	Received Date	Expiration Date	Show Renewals	Renew?	Status	Status Date	Created By
20160916103745107.pdf receipt.pdf	4/28/2017	3/1/2018		Renewable on or after 1/1/2018	PENDING	4/28/2017	JONESI

You may submit a new site-specific plan for the wellpad selected above by uploading up to five files. This new plan will replace your current plan in its entirety.

ERP File:

- a. The screen will show the last site-specific plan that has been submitted. This plan may be updated by uploading a new plan that will replace the current plan in its entirety.
- b. In addition, a “receipt.pdf” is displayed in the Documents(s) box. This is the operator’s receipt for the plans that they have submitted.
- c. Users can view the renewal history for each plan by clicking the file icon under the “Show Renewals” box. The renewal history will show the current expiration date of the plan, the users who submitted the plan, and the date(s) the plan was renewed.
- d. Users may view all the previously submitted plans by clicking on “View past site-specific plans for this well site” link. Once displayed, clicking the “Hide past site-specific plans for this well site” link will remove the previously submitted plans screen from the display.

Note: If there has not been a prior electronic site-specific ERP submission the following text box will display

Current Site-Specific Plan Submission
No current site-specific emergency response plan has been submitted.

Submitting a Statewide ERP

1. Select the “Browse” button (located underneath the heading Statewide Base Plans), locate your ERP file(s) and select open. Finally click the “Submit these files to DEP as the statewide plan for this OGO.”
 - a. Users may upload up to five files for each statewide plan.

The screenshot shows the DEP Oil and Gas Reporting - Electronic portal. The left sidebar contains a Site Menu with various reporting options. The main content area is titled "Well Site Specific Plans" and "Statewide Base Plans". Under "Statewide Base Plans", there is a section for "Current Statewide Base Plan Submission" which states "No current statewide base plan has been submitted." Below this, a text box explains that a new statewide base plan can be submitted by uploading up to five files. A file upload area is shown with a "Browse..." button circled in red. At the bottom of the upload area is a button that says "Submit these files to DEP as the statewide base plan for this OGO".

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2. An acknowledgement will screen display. Select either the “Acknowledge and finalize submission” or “Cancel Submission” button.

The screenshot shows the DEP Oil and Gas Reporting - Electronic portal at the final submission step. The main content area is titled "Now we are ready for you to finalize this submission...". It contains a paragraph of legal notice regarding the Pennsylvania Electronic Transactions Act. Below the notice, there is a link to a "receipt.pdf" and two buttons: "Acknowledge and finalize submission" and "Cancel submission".

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- Upon successful submission, a thank you message with blue text will show at the top of the screen.

DEP Oil and Gas Reporting - Electronic

Act 9 Emergency Response Plans Thank you. Your statewide base emergency plan submission was successful. Logged in as JONES8 using operator ID 68085 [Switch Operator](#) | [Back to GreenPort](#)

Well Site Specific Plans [See plans eligible for renewal](#)

Operators have two options for submitting emergency response plans.

Option 1: Operators may submit a separate comprehensive site-specific ERP for each well site that contains all of the required elements described in 25 PA Code 78a.55(i)(5)(i).

Option 2: Operators may submit a single statewide ERP common to all of the operator's well sites statewide that contains some of the required Section elements described in 25 PA Code 78a.55(i)(5)(i). In addition, operators must submit site-specific ERPs for each well site that contain the remaining required elements of 25 PA Code 78a.55(i)(5)(i).

Please select the well pad for which you are submitting or viewing site-specific emergency response plans:

Statewide Base Plans

A base plan is an emergency response plan common to all of the operator's well sites statewide. It contains some of the elements described in 25 PA Code 78a.55(i)(5)(i). A site-specific plan must also be submitted for each well site which contains the remaining elements described in 25 PA Code 78a.55(i)(5)(i).

Current Statewide Base Plan Submission

Document(s)	Received Date	Expiration Date	Show Renewals	Renew?	Status	Status Date	Created By
1373278.pdf receipt.pdf	4/28/2017	3/1/2018		Renewable on or after 1/1/2018	PENDING	4/28/2017	JONES8

You may submit a new statewide base plan by uploading up to five files. This new plan will replace your current plan in its entirety.

ERP File:

[View past statewide base plan submissions](#)

- If the operator already has submitted a statewide base plan the current statewide base plan submission screen will be displayed. The operator may review the previously submitted plan by clicking on the file(s) listed in the Document(s) box.
 - The operator may update the Statewide Base Plan by uploading a new plan that will replace the current plan in its entirety.
 - In addition, a RECEIPT.PDF file is displayed in the Documents(s) box. This is the operator's receipt for the plans that they have submitted.
- Users can view the renewal history for each plan by clicking the file icon under the Show Renewals box. The renewal history will show the current expiration date of the plan, the users who submitted the plan and the date(s) the plan was renewed.
- Users may view all the previously submitted plans by clicking on "View past statewide base plan plans submissions" link.
 - Once displayed, clicking the "Hide past statewide base plan submission" link will remove the previously submitted plans screen from the display.

Note: If there has not been any prior electronic statewide ERP submission the following text box will display:

Current Statewide Base Plan Submission
No current statewide base plan has been submitted.

Exiting the DEPGreenPort Act 9 ERP Module:

After you have finished uploading the ERP, you can navigate to other modules from the Site Menu on the left side of the screen or log out of the application by selecting the “Back to GreenPort” button.

Questions

Please contact the Office of Oil and Gas Management, Division of Compliance and Data Management at 717.772-2199.

Version History

<i>Date</i>	<i>Version</i>	<i>Revision Reason</i>
<i>05/02/2016</i>	<i>1.1</i>	<i>Added table of contents, help desk information, updated screen shots and formatting</i>
<i>05/02/2017</i>	<i>1.2</i>	<i>Updated Screenshots & regulatory citations.</i>
<i>04/06/2020</i>	<i>1.3</i>	<i>Updated links; minor corrections.</i>