



Office of Oil and Gas Management

Act 9 Emergency Response Plan Renewal Online Submission Guide

*April 6, 2020
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 Department of Environmental Protection's (DEP) *Act 9 Emergency Response Plans Renewal Online Submission Guide*. This guide provides information on how to successfully renew the Emergency Response Plan (ERP) currently on record utilizing the DEP Oil and Gas Reporting Electronic (OGRE) application. If updates are needed for your current ERP, please see the [Act 9 Emergency Response Plans Online Submission Guide](#).

Introduction

Pursuant to Act 9 of 2012 (P. L. 67, No. 9), owners of unconventional wells are required to report 911 emergency response information for each well site. Oil and gas operators, who own and/or operate unconventional oil and/or gas wells in Pennsylvania, must provide to DEP an ERP for each well site that they own or operate. DEP has established a submission portal for Act 9 ERP Renewals within the online Oil and Gas Reporting (OGRE) application to receive this information.

An ERP may be submitted that is entirely site-specific, or it may be divided into two parts: a base plan and a site-specific plan. A base plan should contain information that is common to all the operator's well sites and covers all remaining elements that are not addressed in the site-specific plan. A base plan may be utilized if a site-specific plan is submitted for each site.

The site-specific plan must contain site-specific information for each well site, including but not limited to site-specific hazards, contact numbers for local emergency response, contact number for the local company representative, a summary of risks and hazards to the public within 0.5 miles of the well site, and the location of Material Safety Data Sheets (MSDS) onsite. A list of the elements required for the ERP can be found in [25 Pa. Code Section 78a.55\(i\)\(5\)\(i\)](#).

The ERP renewal period opens from January 1 and runs through March 1 each year. The operator must review each ERP plan and renew each plan on or before March 1 of every year. Reviewing the plan before submitting the renewal is required by 25 Pa. Code Section 78a.55(i)(5)(iv). If changes or updates are necessary, the operator must replace the plan in its entirety with a new updated copy. To replace an ERP in OGRE please see the [Act 9 Emergency Response Plan Online Submission Guide](#) or visit www.dep.pa.gov/OG-submit and select *Act 9 Emergency Response Plan Online Submission Guide* for more details.

This guide is intended to help the operator proceed in the proper renewal process of the ERPs. The Act 9 Emergency Response Plans Renewal site may be accessed via the DEPGreenPort website, www.depgreenport.state.pa.us.

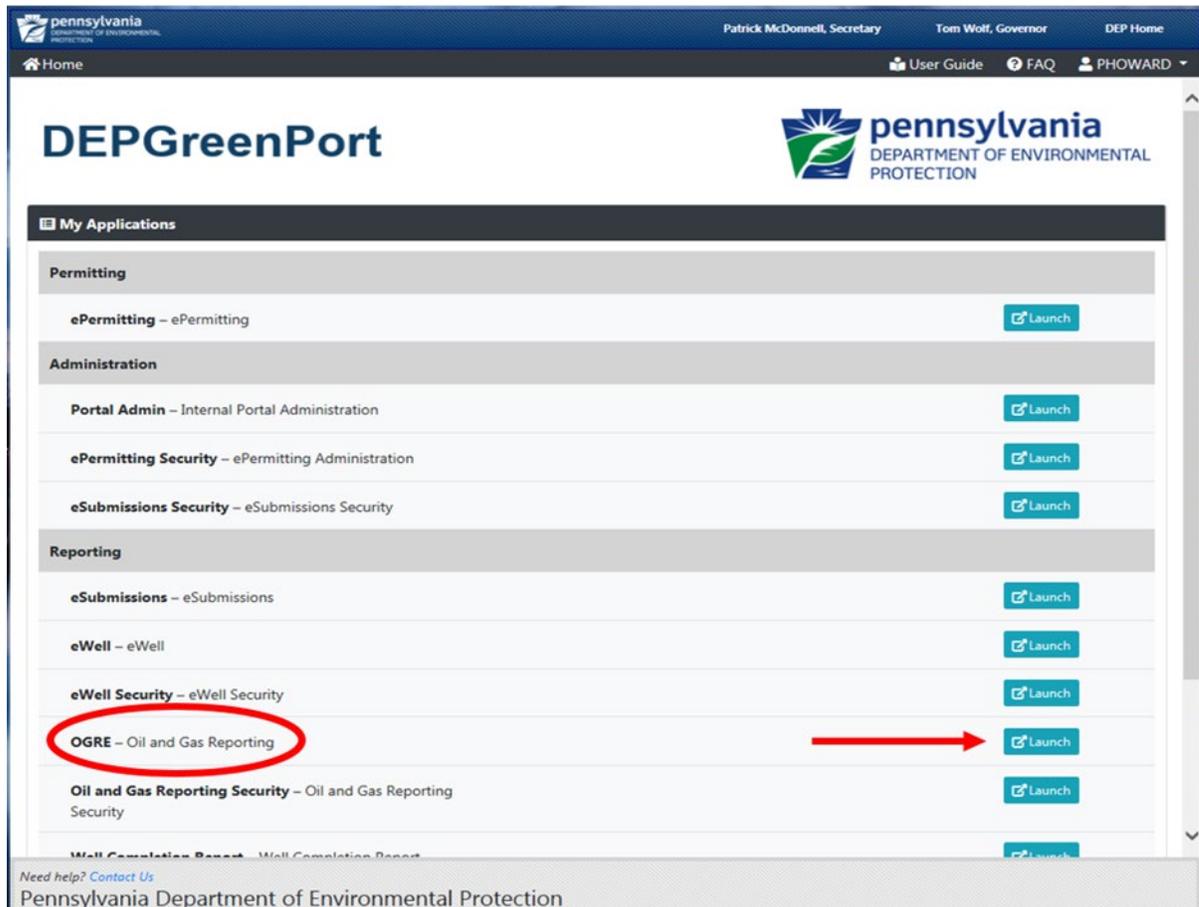
IMPORTANT NOTE: *To access the OGRE application via DEPGreenPort, the representative of the well operator must be properly registered with DEPGreenPort. To register, complete the self-register process and submit the proper forms to an Electronic Filing Administrator for the well operator in order the access appropriate applications in the OGRE application. See the [User Registration and Security Agreement for Oil and Gas Electronic Submission Systems Guide](#) the [User's Registration and Security Agreement for Oil and Gas Electronic Submission Systems](#) form or visit <http://www.dep.pa.gov/OGsubmit> for more information.*

Login to DEPGreenPort

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

Login:

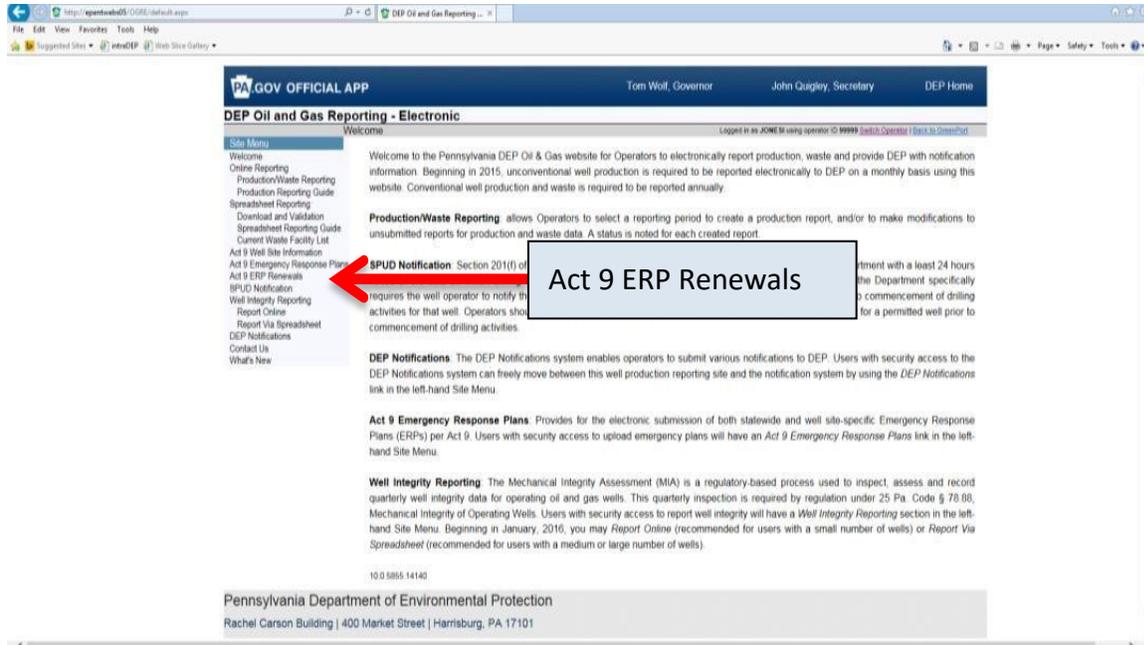
- Enter your Username and Password created as part of the registration process.
- DEPGreenPort dashboard will display.
- Click on 'Launch' on Oil and Gas reporting application under 'My Applications'.



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](#).

OGRE Application

1. After successfully logging into DEP GreenPort, the OGRE application *site menu* screen will display
2. Select *Act 9 ERP renewals* from the *site menu* on the left side of the screen and the *Act 9 ERP renewal* screen will display



Act 9 ERP Renewal Renewing Statewide Base Plan

DEP Oil and Gas Reporting - Electronic
 Act 9 ERP Renewals
 Logged in as LSWANGER using operator ID 15547 [Switch Operator](#) | [Back to GreenPort](#)

Emergency Response Plans Eligible for Renewal [Return to Emergency Response Plan submittal page](#)

Renewal of **statewide base plan**

Renew?	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By
<input type="button" value="Renew now"/>	cleaningmetadata.pdf receipt.pdf	6/14/2016	3/1/2017	PENDING	6/14/2016	LSWANGER

Renewal of Site-Specific Plans

<input type="checkbox"/>	Renew?	Well Site Description	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By
<input type="checkbox"/>	<input type="button" value="Renew now"/>	BEECHWOOD PAD A(Well Pad ID: 147964)	cleaningmetadata.pdf receipt.pdf	6/14/2016	3/1/2017	PENDING	6/14/2016	FLANAGANJ

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1. The *Act 9 ERP renewal* page will resemble the example above. This page will display the statewide base plan and the site-specific plans that are eligible for renewal.
2. The statewide base plan is listed in the top portion of the screen. If an update is necessary, and you need to replace the ERP, select *return to emergency response plan submittal page* link and upload the new version of your plan. For information on how to upload an ERP please see the [Updating a Statewide Base Plan](#) section of this guide or go to the [Act 9 Emergency Response Plan Online Submission Guide](#).
3. If No updates are needed for the statewide base plan, click on the **Renew now** button.
4. The annual review acknowledgement will display. Click either “Acknowledge and renew this plan” or “Cancel” to return to previous page.

DEP Oil and Gas Reporting - Electronic
 Act 9 ERP Renewals
 Logged in as JONES1 using operator ID 80915 [Switch Operator](#) | [Back to GreenPort](#)

Emergency Response Plans Eligible for Renewal [Return to Emergency Response Plan submittal page](#)

Please acknowledge the following to indicate that review has taken place.
 The following Statewide Emergency Response plan was reviewed and updates to the plan were not necessary:

Document type	Files
Statewide	Statewide Emergency Response Base Plan.pdf receipt.pdf

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- Upon successful renewal, the screen will then display as shown below that the renewal was successful.

Emergency Response Plans Eligible for Renewal

25 PA Code 78a.55(i)(5)(iv) The operator shall review the plan and submit an update annually on or before March 1 each year. In the event that updates are not made to the plan for that review period, the operator shall submit a statement indicating the review was completed and updates to the plan were not necessary.

Renewal of statewide base plan
 There is currently no statewide base plan eligible for renewal.

		Renewal of Site-Specific Plans						
Renew?	Well Site Description	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By	
<input type="checkbox"/>	BIGGER THOMAS 10235 (Well Pad ID: 151485)	Bigger_Thomas_10235.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ	
<input type="checkbox"/>	BOBST 34-37 WELL PAD (Well Pad ID: 147833)	BOBST_34-37_ACT 9 ERP MAP.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ	
<input type="checkbox"/>	CLINGERMAN THOMAS UNIT 5 (Well Pad ID: 146830)	Clingerman-Thomas_Unit_5.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ	

Renew all site-specific plans you have checked

- Once all eligible statewide plans are renewed, the screen will display the following:

Renewal of statewide base plan
 There is currently no statewide base plan eligible for renewal.

NOTE: CHANGES OR UPDATES OF CURRENT PLAN. If you made changes or updates to your current statewide base plan, you will have to submit your plan as if you were submitting a new plan. Select the return to emergency response plan submittal page link to be directed back to the Act 9 emergency response plans page.

Renewing Site-specific ERP

Emergency Response Plans Eligible for Renewal

25 PA Code 78a.55(i)(5)(iv) The operator shall review the plan and submit an update annually on or before March 1 each year. In the event that updates are not made to the plan for that review period, the operator shall submit a statement indicating the review was completed and updates to the plan were not necessary.

Renewal of statewide base plan

Renew?	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By
<input type="checkbox"/>	Statewide_Emergency Response Base Plan.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ

Renewal of Site-Specific Plans

Renew?	Well Site Description	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By
<input type="checkbox"/>	BEAUMARIAGE UNIT (Well Pad ID: 147787)	Beaumariage_Unit_1-2H.pdf receipt.pdf	4/26/2017	3/1/2017	PENDING	4/26/2017	FLANAGANJ
<input type="checkbox"/>	BIER ALBERT 11409 (Well Pad ID: 151016)	Bier_Albert_(pad_11409).pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/>	BIGGER THOMAS 10235 (Well Pad ID: 151485)	Bigger_Thomas_10235.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/>	BOBST 34-37 WELL PAD (Well Pad ID: 147833)	BOBST_34-37_ACT 9 ERP MAP.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/>	CLINGERMAN THOMAS UNIT 5 (Well Pad ID: 146830)	Clingerman-Thomas_Unit_5.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ

Renew all site-specific plans you have checked

- After clicking on *Act 9 ERP renewals*, the screen will display the site-specific plans eligible for renewal. If no updates are necessary for the site-specific plan click the **renew now** button. If you have multiple plans to renew, you may check the blocks for all plans you wish to renew and then select **Renew all site-specific plans you have checked** button.
- The annual review acknowledgement will display. Click either “Acknowledge and renew this plan” or “Cancel” to return to previous page.

DEP Oil and Gas Reporting - Electronic
 Act 9 ERP Renewals Logged in as JONESI using operator ID 60915 [Switch Operator](#) | [Back to GreenPort](#)

Emergency Response Plans Eligible for Renewal [Return to Emergency Response Plan submittal page](#)

Please acknowledge the following to indicate that review has taken place.

The following Site-specific Emergency Response plans were reviewed and updates to the plans were not necessary:

Well Site Description	Files
BEAUMARIAGE UNIT (Well Pad ID: 147787)	Beaumariage_Unit_1-2H.pdf receipt.pdf
BIER ALBERT 11409 (Well Pad ID: 151016)	Bier_Albert_(pad_11409).pdf receipt.pdf

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3. Upon successful renewal, the screen will then display as shown below that the renewal(s) was successful for the selected site-specific plan(s).

DEP Oil and Gas Reporting - Electronic
 Act 9 ERP Renewals Logged in as JONESI using operator ID 60915 [Switch Operator](#) | [Back to GreenPort](#)

Emergency Response Plan renewal was successful

Emergency Response Plans Eligible for Renewal [Return to Emergency Response Plan submittal page](#)

25 PA Code 78a.55(i)(5)(iv) The operator shall review the plan and submit an update annually on or before March 1 each year. In the event that updates are not made to the plan for that review period, the operator shall submit a statement indicating the review was completed and updates to the plan were not necessary.

Renewal of statewide base plan

Renew?	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By
<input type="checkbox"/> Renew now	Statewide Emergency Response Base Plan.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ

Renewal of Site-Specific Plans

<input type="checkbox"/>	Renew?	Well Site Description	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By
<input type="checkbox"/>	<input type="checkbox"/> Renew now	BIGGER THOMAS 10235 (Well Pad ID: 151485)	Bigger_Thomas_10235.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/>	<input type="checkbox"/> Renew now	BOBST 34-37 WELL PAD (Well Pad ID: 147833)	BOBST_34-37_ACT_9_ERP_MAP.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/>	<input type="checkbox"/> Renew now	CLINGERMAN THOMAS UNIT 5 (Well Pad ID: 146830)	Clingerman-Thomas_Unit_5.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ

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4. Once all eligible plans have been renewed the screen will then display as shown below.

Renewal of Site-Specific Plans
There are currently no site-specific emergency response plans eligible for renewal.

NOTE REGARDING CHANGES OR UPDATES OF CURRENT PLAN: *If you made changes or updates to your current site-specific plan, you will have to submit your plan as if you were submitting a new plan. Select the return to emergency response plan submittal page link to be directed back to the Act 9 emergency response plans page.*

Updating a Statewide Base Plan

- To update the current statewide base plan, you will need to replace the plan in its entirety. Select the *return to emergency response plan submittal page* link. You will be directed to the *Act 9 emergency response plans page*.

DEP Oil and Gas Reporting - Electronic

Act 9 ERP Renewals
 Emergency Response Plan renewal was successful

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

Emergency Response Plans Eligible for Renewal

25 PA Code 78a.55(i)(5)(iv) The operator shall review the plan and submit an update annually on or before March 1 each year. In the event that updates are not made to the plan for that review period, the operator shall submit a statement indicating the review was completed and updates to the plan were not necessary.

[Return to Emergency Response Plan submittal page](#)

Renewal of statewide base plan

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

Renewal of Site-Specific Plans

Renew?	Well Site Description	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By
<input type="checkbox"/> Renew now	BIGGER THOMAS 10235 (Well Pad ID: 151485)	Bigger_Thomas_10235.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/> Renew now	BOBST 34-37 WELL PAD (Well Pad ID: 147833)	BOBST_34-37_ACT_9_ERP_MAP.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/> Renew now	CLINGERMAN THOMAS UNIT 5 (Well Pad ID: 146830)	Clingerman-Thomas_Unit_5.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ

Renew all site-specific plans you have checked

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- On the *Act 9 emergency response plans page*, select the **browse** button, locate your ERP file(s) stored on your computer and select **open**. Once you have your selected file, click the **submit these files to DEP as the statewide base plan for this OGO**.

NOTE: You may upload up to 5 separate files for the statewide base plan. Click the  sign to add multiple files to you statewide base plan.

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	JONESI

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:

- Once your plan is uploaded, the *received date* and *expiration date* should update to reflect the change. The receipt.pdf can be viewed or printed and kept as record of the ERP submission.

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	JONESI

Updating a Site-Specific Plan

- If updates are needed to the current site-specific plan you will need to replace the plan in its entirety. Select the *return to emergency response plan submittal page* link. You will be directed to the *Act 9 emergency response plans* page.

DEP Oil and Gas Reporting - Electronic

Act 9 ERP Renewals

Emergency Response Plan renewal was successful

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

[Return to Emergency Response Plan submittal page](#)

Emergency Response Plans Eligible for Renewal

25 PA Code 78a.55(i)(5)(iv) The operator shall review the plan and submit an update annually on or before March 1 each year. In the event that updates are not made to the plan for that review period, the operator shall submit a statement indicating the review was completed and updates to the plan were not necessary.

Renewal of statewide base plan

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

Renewal of Site-Specific Plans

<input type="checkbox"/>	Renew?	Well Site Description	Document(s)	Received Date	Expiration Date	Status	Status Date	Created By
<input type="checkbox"/>	Renew now	BIGGER THOMAS 10235 (Well Pad ID: 151485)	Bigger_Thomas_10235.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/>	Renew now	BOBST 34-37 WELL PAD (Well Pad ID: 147833)	BOBST 34-37 ACT 9 ERP MAP.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ
<input type="checkbox"/>	Renew now	CLINGERMAN THOMAS UNIT 5 (Well Pad ID: 146830)	Clingerman-Thomas_Unit_5.pdf receipt.pdf	4/25/2017	3/1/2017	PENDING	4/25/2017	FLANAGANJ

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- Under the *well site-specific plans* heading, near the top of the page, select the corresponding well pad for each plan you wish to update by clicking on the drop-down box arrow and selecting the corresponding well pad site from the list.

DEP Oil and Gas Reporting - Electronic

Act 9 Emergency Response Plans

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

[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:

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
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:

[View past statewide base plan submissions](#)

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- After the correct well pad site has been selected, select the **browse** button, locate your site-specific ERP file(s) stored on your computer and click **open**. When you have your selected file, click the *submit these files to DEP as the site-specific statewide plan for this well pad*.

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

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](#)

NOTE: you may upload up to 5 separate files for each site-specific plan, click the sign to add multiple files to your statewide plan.

- When your plan is uploaded the *received date* and *expiration date* should update to reflect the change. The *receipt.pdf* link can be viewed or printed and kept for your records of ERP submissions.

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

Exiting the DEPGreenPort Module

After you have finished renewing the desired ERPs you can navigate to other modules from the *site menu* on the left-hand side of the screen or logout of the application by selecting the **Back to GreenPort** button.

DEPGreenPort Issues

Downtime: If DEPGreenPort is down due to maintenance or other unscheduled issues, DEP's Bureau of Information Technology constantly monitors DEPGreenPort downtime and system availability. Any issues that arise periodically will be corrected as soon as possible.

Questions: If you have any questions regarding Act 9 ERPs, please contact the Bureau of Oil and Gas Planning and Program Management at 717-772-2199 or by email at RA-ep-BOGMOGRE@pa.gov.

Version History

Date	Version	Revision Reason
03/08/2017	1.1	Added table of contents, help desk information, updated screen shots and formatting.
05/02/2017	1.2	Added annual review acknowledgement, updated screenshots & updated regulatory citations.
4/6/2020	1.3	Updating links, editing.