



# Office of Oil and Gas Management

## Oil and Gas Reporting Electronic Conventional Wells Production and Waste Reporting Guide

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Version 1.7

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## Purpose

Welcome to the Department of Environmental Protection (DEP) Conventional Oil and Gas Wells Production and Waste Reporting Guide. This guide provides information on how to successfully submit OGRE production using the DEPGreenPort website and OGRE application. You must be properly registered with DEPGreenPort to be able to do production reports.

## Applications Support Help Desk Team

Phone: 717.705.3768  
Hours: Monday to Friday 8:00am to 4:30pm  
Email: [ep-efactshelpdeskteam@pa.gov](mailto:ep-efactshelpdeskteam@pa.gov)

The Applications Support Help Desk Team is composed of members from TreCom Systems Group, Inc., and the DEP. 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.

## Introduction

Pursuant to 58 Pa. C.S. sections 3201-3274 (relating to Development) (“2012 Oil and Gas Act”) and section 78.121 of 25 Pa. Code Chapter 78 (relating to Oil and Gas Wells) conventional oil and gas well operators are required to submit production/waste and status reports to DEP for each permitted or registered well on an individual basis. When production data is not available to the operator on an individual well basis, the operator must report production on the most well-specific basis available. The report must also include information on the amount and type of waste produced and the method of waste disposal or reuse. Section 78.121 requires that these reports be submitted electronically to DEP through its website. This report shall include all production and waste information from the preceding calendar year annually, before February 15th. This regulation requires that these reports be submitted electronically to DEP through its website. This guide is to help the operator proceed in the proper completion of the production and waste report. Waste reported to the Department in accordance with section 78.121 satisfies the residual waste biennial reporting requirements of Pa. Code Chapter 287 section 287.52(relating to biennial report).

## Permit Transfers and Well Inventory

The permitted operator of a well at the close of the reporting period is required to report any waste generated from the well that was sent offsite during any portion of that reporting period. **If a well permit is transferred during a reporting period, the operator at the close of the reporting period is required to report all production from the well or wastes taken from the site during the entire reporting period or provide a reason why there is no production to report.**

Please be advised that it is the operator's responsibility to review the inventory of wells provided to ensure that it is a complete and accurate list of all spud wells for that reporting period. If it is not a complete and accurate list, the operator must follow the steps described in this guide to add or remove wells from the list as appropriate. If an operator is unable to update the list, they must contact the Office of Oil and Gas Management, Division of Compliance and Data Administration at 717-772-2199. An operator should ensure that their well inventory is correct prior to entering any production, waste, or non-production comment information into either the online manual data entry report or the spreadsheet report. Failure to do so may result in the operator needing to create a new report and begin the data entry process again to correct any well inventory errors.

## Relevant Wastes

This report is intended to collect waste generation quantity data from conventional gas and oil well drilling and operations for materials such as drill cuttings, produced fluids, drilling fluids, flowback fracturing sand, unused fracturing fluid waste, pad liners, and substances contaminated by wastes or products generated by the well. For example, soil contaminated by produced fluids or oil related to a conventional well should be included in this report. This report does not intend to collect data about condensate collected at a gas compressor station spills on the ground, because the contaminated soil would be associated with the compressor rather than a gas well.

## Online Reporting

1. To satisfy the electronic reporting requirement under Section 78.121 of the Oil and Gas Regulations, 25 Pa. Code § 78.121, the Department has created an online Oil and Gas Production and Waste Reporting application. This application can be accessed via DEPGreenPort at:  
  
<https://www.depgreenport.state.pa.us>
2. Each operator must complete the self-register process and submit the proper forms to DEP to access the OGRE system. See the Greenport EFA and/or User

guides on the Oil and Gas Electronic Submissions user guides website for further information:

<https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/Oil-and-Gas-Electronic-Submission-Guides.aspx>

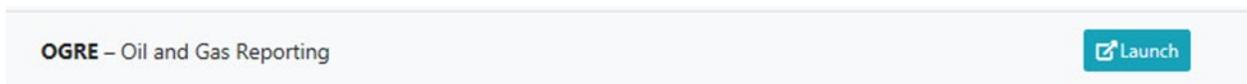
3. Upon successfully registering at the DEPGreenPort Website, the Oil and Gas operator or their designated representative, using the user id and password created during registration, may login to the website:

<https://www.depgreenport.state.pa.us>

4. Login:
  - a. Input your user name as created in registration process.
  - b. Input your password as created in registration process.
  - c. Press the **[Log into DEPGreenPort]** button
5. Access the OGRE application:
  - a. Upon successful login to DEPGreenPort, the List Application screen will be displayed:



- b. For Oil and Gas Production Reporting, in the “Reporting” section, select **“OGRE - Oil and Gas Reporting”** using its **[Launch]** button.



- c. The OGRE System Site Menu and Welcome screen will be displayed.

## Choose a reporting method

1. Select “Production/Waste Reporting” from the Site Menu on the left side of the screen.

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

Welcome

Logged in as USERNAME using operator ID 99999 [Switch Operator](#) | [Back to Screen/Past](#)

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. The Production/Waste Reporting screen will display, showing two options operators can select from when creating a report.

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

Logged in as JONE54 using operator ID 99999 [Switch Operator](#) | [Back to Screen/Past](#)

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- Spreadsheet Reporting
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- Spreadsheet Reporting Guide
- Current Waste Facility List
- Act 9 Well Site Information
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- Act 9 ERP Renewals
- Air Emissions Reporting
- SPUD Notification
- Well Integrity Reporting
  - Report Online
  - Report Via Spreadsheet
- DEP Notifications
- Contact Us
- What's New

**Reporting Period:** Jan - Dec 2017 (Conventional wells) - 12 mos.  
**OGG:** 99999 **Operator:** UNKNOWN OPR

**STEP 1: Create a Report**

Select a reporting period: Jan - Dec 2017 (Conventional wells) - 12 mos. then,

Choose one of the following options:

- A. Create a manual data entry report**
- B. Use Spreadsheet Reporting

**STEP 2: View or Modify an Existing Report**

The following table lists all well reports that have been created for your operator number. If a report has not yet been submitted to DEP, you can modify it using the Modify button below. Any reports already submitted to DEP can no longer be modified, although you can still view the report.

Reporting Period	Status	Due Date	View	Modify	Delete	Retract
Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Submitted 2018/12/27	May 15, 2017	<a href="#">View</a>			<a href="#">Retract</a>
Apr 2016 (Unconventional wells) - 1 mo.	Submitted 2018/05/26	June 14, 2016	<a href="#">View</a>			
Jan 2016 (Unconventional wells) - 1 mo.	Submitted 2018/05/19	March 16, 2016	<a href="#">View</a>			
Jan 2015 (Unconventional wells) - 1 mo.	Submitted 2015/01/30	March 31, 2015	<a href="#">View</a>			

**STEP 3: Submit your final report to DEP**

In the following table of unsubmitted reports, if a *Submit as Final* button is disabled, the report is not yet complete due to the problems noted under *Action Notes*.

Your report is not official until you have completed it by clicking the 'Submit as Final' button. You must perform this task in order to submit your report to DEP. Please note: No changes can be made to a report once it has been submitted, if the reporting period due date has expired.

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- Choice **[A. Create a manual data entry report]** is recommended for operators of few wells. Using this method, operators input waste data for each well individually to the OGRE website and submit the report when it is complete.
- Choice **[B. Use spreadsheet reporting]** is recommended for operators with larger well inventories. Using this method, the operator downloads a template

spreadsheet from OGRE, records the waste data on the spreadsheet, uploads the spreadsheet to OGRE, requests automatic verification, and submits the completed report. [Click here to go directly to the spreadsheet reporting instructions.](#)

**NOTE:** You must have Microsoft Excel 2010 or newer to use the Spreadsheet Reporting method.

3. Regardless of the reporting option chosen, the application will generate a list of the operator's wells that were spud prior to the end of the selected reporting period. Depending upon the reporting period selected, the list will be populated with either spudded unconventional wells or conventional wells based upon current well information in the DEP's database. This guide is for conventional wells only and is not intended for unconventional well reports.
4. If a well is incorrectly included in a conventional reporting period inventory, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Data Administration at [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov) or 717-772-2199.
5. If a well should be included in an inventory, but is not, the operator can manually add the well to their inventory and report any waste and/or provide a comment. Please refer to [How to Manually Add or Remove a Well](#) in this guide for detailed instructions on adding wells to your report.
6. The permitted operator of a well at the close of the reporting period is required to report any production generated by the well during any portion of the reporting period or provide a reason why there is no production to report. Therefore, if a well permit is transferred during a reporting period, the operator at the close of the reporting period is required to report all production or waste generated by the well during the entire reporting period or provide a reason why there is no production to report.

Please be advised that it is the operator's responsibility to review the inventory of wells provided to ensure that it is a complete and accurate list of all spud wells for that reporting period. If it is not a complete and accurate list, the operator must follow the steps noted above to add or remove wells from the list as appropriate.

If an operator is unable to update the list, they must contact the Office of Oil and Gas Management, Division of Compliance and Data Administration at 717-772-2199. An operator should ensure that their well inventory is correct prior to entering any production or non-production comment information into either the online manual data entry report or the spreadsheet report. Failure to do so may result in the operator

needing to create a new report and begin the data entry process again to correct any well inventory errors.

## OPTION A: Create a Manual Data Entry Report

- Under “Step 1: Create a Report,” select the appropriate reporting period for the data you want to input. Make sure the correct reporting period is shown before proceeding.

**DEP Oil and Gas Reporting - Electronic**  
Production/Waste Reporting Logged in as JONESI using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

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**Reporting Period:** Jan - Dec 2017 (Conventional wells) - 12 mos.  
**OGO:** 99999 **Operator:** UNKNOWN OPR

**STEP 1: Create a Report**  
Select a reporting period: Jan - Dec 2017 (Conventional wells) - 12 mos. then,  
Choose one of the following options:  
**A. Create a manual data entry report**  
**B. Use Spreadsheet Reporting**

**STEP 2: View or Modify an Existing Report**  
The following table lists all well reports that have been created for your operator number. If a report has not yet been submitted to DEP, you can modify it using the Modify button below. Any reports already submitted to DEP can no longer be modified, although you can still view the report.

Reporting Period	Status	Due Date	View	Modify	Delete	Retract
Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Submitted 2016/12/27	May 15, 2017	<a href="#">View</a>			<a href="#">Retract</a>
Apr 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/26	June 14, 2016	<a href="#">View</a>			
Jan 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/19	March 16, 2016	<a href="#">View</a>			
Jan 2015 (Unconventional wells) - 1 mo.	Submitted 2015/01/30	March 31, 2015	<a href="#">View</a>			

**STEP 3: Submit your final report to DEP**  
In the following table of unsubmitted reports, if a *Submit as Final* button is disabled, the report is not yet complete due to the problems noted under *Action Notes*.  
Your report is not official until you have completed it by clicking the 'Submit as Final' button. You must perform this task in order to submit your report to DEP. Please note: No changes can be made to a report once it has been submitted, if the reporting period due date has expired.

- Click [**A. Create a manual data entry report**] to input your data directly into the data entry report. The report will generate and appear under “Step 2: View or Modify an Existing Report” as shown below.

**DEP Oil and Gas Reporting - Electronic**  
Production/Waste Reporting Logged in as JONESI using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

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What's New

**Report deleted successfully.**

**Reporting Period:** Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.  
**OGO:** 99999 **Operator:** UNKNOWN OPR

**STEP 1: Create a Report**  
Select a reporting period: Jan - Dec 2017 (Conventional wells) - 12 mos. then,  
Choose one of the following options:  
**A. Create a manual data entry report**  
**B. Use Spreadsheet Reporting**

**STEP 2: View or Modify an Existing Report**  
The following table lists all well reports that have been created for your operator number. If a report has not yet been submitted to DEP, you can modify it using the Modify button below. Any reports already submitted to DEP can no longer be modified, although you can still view the report.

Reporting Period	Status	Due Date	View	Modify	Delete	Retract
Mar 2017 (WASTE: Unconventional wells) - 1 mo.	Not Submitted	March 17, 2017	<a href="#">View</a>	<a href="#">Modify</a>	<a href="#">Delete</a>	
Apr 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/26	June 14, 2016	<a href="#">View</a>			
Jan 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/19	March 16, 2016	<a href="#">View</a>			
Jan 2015 (Unconventional wells) - 1 mo.	Submitted 2015/01/30	March 31, 2015	<a href="#">View</a>			

**STEP 3: Submit your final report to DEP**  
In the following table of unsubmitted reports, if a *Submit as Final* button is disabled, the report is not yet complete due to the problems noted under *Action Notes*.  
Your report is not official until you have completed it by clicking the 'Submit as Final' button. You must perform this task in order to submit your report to DEP. Please note: No changes can be made to a report once it has been submitted, if the reporting period due date has expired.

Reporting Period for Submittal	Due Date	Action	Action Notes
Jan 2017 (WASTE: Unconventional wells) - 1 mo.	March 17, 2017	<a href="#">Submit as Final</a>	

- Under “STEP 2: View or Modify an Existing Report,” the report will be generated displaying the reporting period you selected and a “Not Submitted” status with three buttons for **[View]**, **[Modify]**, and **[Delete]**. The **[View]** button will display the well inventory plus production or waste data after the well operator has input it. The **[Modify]** button allows you to input and change production and waste data. The delete button will remove the report. The retract button will not appear until a production report has been submitted and the reporting period due date has not expired.

NOTE: If a report is found to have errors after it was due, please see [Retracting a Submitted Report](#) for information on how to properly correct errors.

- Press the **[Modify]** button to begin adding non-production comment, production data, and waste data. This will take you to page 1 of your well inventory.

Production/Waste Reporting

Reporting Period: Jan - Dec 2017 (Conventional wells) - 12 mos.  
OGO: 99999 Operator: UNKNOWN OPR

Total well count is 354.

Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Gr	C	P	W
003-21212	MCALLEER II	II			ABANDONED	1800-01-01		+	+	+
003-99999	ABANDONED/UNREGISTERED WELL-ALLEGH 999999	999999			ABANDONED	1800-01-01		+	+	+
005-02013	DARRELL S & TERESA A WRIGHT 2	2			ABANDONED	1800-01-01		+	+	+
005-99999	ABANDONED/UNREGISTERED WELL-ARMSTNG 999999	999999			ABANDONED	1800-01-01		+	+	+
007-99999	ABANDONED/UNREGISTERED WELL-BEAVER 999999	999999			ABANDONED	1800-01-01		+	+	+
015-99999	ABANDONED UNREGISTERED WELLS 1	1			ABANDONED	1800-01-01		+	+	+
019-00886	HARTMANN'S FARM 1	1			ACTIVE	1800-01-01		+	+	+
019-01889	WALTER DEER 1	1			ABANDONED	1800-01-01		+	+	+
019-01891	BERGBIGLER 1	1			ABANDONED	1800-01-01		+	+	+
019-99999	ABANDONED UNREGISTERED WELL BUTLER 999999	999999			ACTIVE	1800-01-01		+	+	+

- On the right side of each well listed in the table is three green plus signs (+++) under the columns labeled C, P, and W. As is appropriate for each well, click the green plus under column C to input a comment, use column P to input production, and column W to input waste. Every well must have at least production input or a non-production comment to be able to submit the report as final. See [Appendix A](#) for more details related to this page.
- To provide a non-production comment, click the plus sign (+) under the C for the well that the comment is for. The screen below will be displayed. A comment must include a standard reason selected from the drop-down box, and more detailed comments may be added in the Additional Comments box.

Production/Waste Reporting Logged in as JONESI using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

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**Reporting Period:** Jan - Dec 2017 (Conventional wells) - 12 mos.  
**OGO:** 99999 **Operator:** UNKNOWN OPR

To change a well's tank/meter number or group number, click on the Permit # in the grid below. Columns C, P, and W represent whether Comments (non-production standard reason), Production, or Waste data have been supplied for a well. A check mark indicates the existence of data; a plus sign indicates no data. Click these icons to edit or add data for the well.

Total well count is 354. [List non-reporting wells/groups](#) [Attempt final submittal](#)

**Add or Search for Well**  
 Permit #:  -  [Add Well](#) [Find Well](#) [Well Groups](#)

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Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Grp	C	P	W
003-21212	MCALDER II	11			ABANDONED	1800-01-01		+	+	+
003-99999	ABANDONED/UNREGISTERED WELL- ALLESH 999999	999999			ABANDONED	1800-01-01		+	+	+
005-02013	DARRELL S & TERESA A WRIGHT 2	2			ABANDONED	1800-01-01		+	+	+
005-99999	ABANDONED/UNREGISTERED WELL- ARMISTHO 999999	999999			ABANDONED	1800-01-01		+	+	+
007-99999	ABANDONED/UNREGISTERED WELL- BEAVER 999999	999999			ABANDONED	1800-01-01		+	+	+
015-99999	ABANDONED UNREGISTERED WELLS 1	1			ABANDONED	1800-01-01		+	+	+
019-00888	HARTMANN'S FARM 1	1			ACTIVE	1800-01-01		+	+	+
019-01889	WALTER DEER 1	1			ABANDONED	1800-01-01		+	+	+
019-01891	BERGSGLER 1	1			ABANDONED	1800-01-01		+	+	+
019-99999	ABANDONED UNREGISTERED WELL BUTLER 999999	999999			ACTIVE	1800-01-01		+	+	+

[next page >](#) [last page >>](#)

**Current comments for well 37-003-21212-00-00**

Please select the reason this well contains no production data from the dropdown below.  
 You may also supply additional text comments in the comment box provided.  
 If you are not reporting production for this well, you MUST supply a standard reason code from the dropdown list.

Select a reason:

Additional Comments:   
 (max. 255 chars)

[Save](#) [Continue](#)

- After selecting the standard non-production comment from the dropdown list and optionally entering any additional comments you may want to add, press the **[Save]** button. On the right-hand side of the screen you will see comment saved successfully.
- Press the **[Continue]** button to return to the previous screen.
- When a comment has been input and saved, the green plus (+) on the left will change to a green check mark (✓). To add non-production comments for additional wells, click the **[Continue]** button and repeat steps 6 through 8. See [Appendix B](#) for more details related to comments.
- To input production of gas, condensate, and/or oil, click the plus sign (+) under column P for the well with that production. The following screen will be displayed:

Production/Waste Reporting Logged in as JONESII using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

**Reporting Period:** Jan - Dec 2017 (Conventional wells) - 12 mos.  
**OGO:** 99999 **Operator:** UNKNOWN OPR

To change a well's tank/meter number or group number, click on the Permit # in the grid below. Columns C, P, and W represent whether Comments (non-production standard reason), Production, or Waste data have been supplied for a well. A check mark indicates the existence of data; a plus sign indicates no data. Click these icons to edit or add data for the well.

Total well count is 354. [List non-reporting wells/groups](#) [Attempt final submittal](#)

**Add or Search for Well**  
Permit #:  -  [Add Well](#) [Find Well](#) [Well Groups](#)

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Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Grp	C	P	W
003-21212	MCALFEER II	II			ABANDONED	1800-01-01		+	+	+
003-99999	ABANDONED/UNREGISTERED WELL-ALLEGH 999999	999999			ABANDONED	1800-01-01		+	+	+
005-02013	DARRELL S & TERESA A WRIGHT 2	2			ABANDONED	1800-01-01		+	+	+
005-99999	ABANDONED/UNREGISTERED WELL-ARMSTNG 999999	999999			ABANDONED	1800-01-01		+	+	+
007-99999	ABANDONED/UNREGISTERED WELL-BEAVER 999999	999999			ABANDONED	1800-01-01		+	+	+
015-99999	ABANDONED UNREGISTERED WELLS 1	1			ABANDONED	1800-01-01		+	+	+
019-00888	HARTMANN'S FARM 1	1			ACTIVE	1800-01-01		+	+	+
019-01889	WALTER DEER 1	1			ABANDONED	1800-01-01		+	+	+
019-01891	BERGIGLER 1	1			ABANDONED	1800-01-01		+	+	+
019-99999	ABANDONED UNREGISTERED WELL-BUTLER 999999	999999			ACTIVE	1800-01-01		+	+	+

[next page >](#) [last page >>](#)

**Current production information for well 37-003-21212-00-00**

Product Type	Quantity	Units	Days
Gas	<input type="text"/>	MCF	<input type="text"/>
Condensate	<input type="text"/>	Barrels	<input type="text"/>
Oil	<input type="text"/>	Barrels	<input type="text"/>

[Save](#) [Cancel](#)

- For gas production, input the number of MCFs (thousand cubic feet) of gas that was produced from the well and the number of days the well was producing gas. All values input in this screen must be positive numbers. Only two decimal places are recognized (e.g. a reported production quantity of 0.009 will be interpreted as 0), so please round values to two decimal places or fewer. If no gas production is being reported for the well, leave the fields blank or input the number zero (0). If you input a zero, zero should also be entered for the number of days.
  - For condensate and/or oil production, input the number of barrels that were produced by the well and the number of days the wells was producing condensate and/or oil. If no condensate or oil production is being reported for the well, leave the fields blank. The number zero (0) can also be input here. If you input a zero, a zero (0) should also be input for the number of days.
- See [Appendix C](#) for more details related to gas, condensate, and oil production.
- When finished inputting production, press [**Save**] to save the production data.
  - On the right side of the screen, you will see "Production values saved successfully."
  - Press the [**Cancel**] button to return to the Well Information screen shown below.
- NOTE:** If the [**Cancel**] button is pressed before the [**Save**] button is pressed, unsaved production data will be lost.

Production/Waste Reporting Logged in as JONESI using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

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**Reporting Period:** Jan - Dec 2017 (Conventional wells) - 12 mos.  
**OGO:** 99999 **Operator:** UNKNOWN OPR

To change a well's tank/meter number or group number, click on the Permit # in the grid below. Columns C, P, and W represent whether Comments (non-production standard reason), Production, or Waste data have been supplied for a well. A check mark indicates the existence of data; a plus sign indicates no data. Click these icons to edit or add data for the well.

Total well count is 354. [List non-reporting wells/groups](#) [Attempt final submittal](#)

**Add or Search for Well**  
Permit #:  -

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Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Grp	C	P	W
003-21212	MCALDER II	11			ABANDONED	1800-01-01			+	+
003-99999	ABANDONED/UNREGISTERED WELL-ALLEGH 999999	999999			ABANDONED	1800-01-01		+	+	+
005-02013	DARRELL S & TERESA A WRIGHT 2	2			ABANDONED	1800-01-01		+	+	+
005-99999	ABANDONED/UNREGISTERED WELL-ARMSTNG 999999	999999			ABANDONED	1800-01-01		+	+	+
007-99999	ABANDONED/UNREGISTERED WELL-BEAVER 999999	999999			ABANDONED	1800-01-01		+	+	+
015-99999	ABANDONED UNREGISTERED WELLS 1	1			ABANDONED	1800-01-01		+	+	+
019-00886	HARTMANN'S FARM 1	1			ACTIVE	1800-01-01		+	+	+
019-01889	WALTER DEER 1	1			ABANDONED	1800-01-01		+	+	+
019-01891	BERGBIGLER 1	1			ABANDONED	1800-01-01		+	+	+
019-99999	ABANDONED UNREGISTERED WELL BUTLER 999999	999999			ACTIVE	1800-01-01		+	+	+

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16. The green plus (+) under the P will change to a green check mark (✓). To add production data for additional wells, click the [Continue] button and repeat steps 8 through 13.

17. To input waste, click the plus sign (+) under column W for the well that generated the waste. The screen below will be displayed, with the waste reporting options shown below the listed wells. The waste type, quantity, disposition method, waste facility, and optional comments are input here.

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What's New

**Reporting Period:** Jan - Dec 2017 (Conventional wells) - 12 mos.  
**OGO:** 99999 **Operator:** UNKNOWN OPR

To change a well's tank/meter number or group number, click on the Permit # in the grid below. Columns C, P, and W represent whether Comments (non-production standard reason), Production, or Waste data have been supplied for a well. A check mark indicates the existence of data; a plus sign indicates no data. Click these icons to edit or add data for the well.

Total well count is 354. [List non-reporting wells/groups](#) [Attempt final submittal](#)

**Add or Search for Well**  
Permit #:  -

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Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Grp	C	P	W
003-21212	MCALDER II	11			ABANDONED	1800-01-01			+	+
003-99999	ABANDONED/UNREGISTERED WELL-ALLEGH 999999	999999			ABANDONED	1800-01-01		+	+	+
005-02013	DARRELL S & TERESA A WRIGHT 2	2			ABANDONED	1800-01-01		+	+	+
005-99999	ABANDONED/UNREGISTERED WELL-ARMSTNG 999999	999999			ABANDONED	1800-01-01		+	+	+
007-99999	ABANDONED/UNREGISTERED WELL-BEAVER 999999	999999			ABANDONED	1800-01-01		+	+	+
015-99999	ABANDONED UNREGISTERED WELLS 1	1			ABANDONED	1800-01-01		+	+	+
019-00886	HARTMANN'S FARM 1	1			ACTIVE	1800-01-01		+	+	+
019-01889	WALTER DEER 1	1			ABANDONED	1800-01-01		+	+	+
019-01891	BERGBIGLER 1	1			ABANDONED	1800-01-01		+	+	+
019-99999	ABANDONED UNREGISTERED WELL BUTLER 999999	999999			ACTIVE	1800-01-01		+	+	+

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**Current waste information for well 37-005-02013-00-00**  
No wastes have been reported yet for this well.

**Waste Type**  
- Select Waste Type Here -

**Disposition Method**  
- First choose the waste disposition method here -

**Waste Facility**  
- Select Waste Facility Here -

**Waste Comment**

18. The waste reporting application allows multiple waste types and facilities for each well. Each waste record must be input and saved before adding another waste record.
19. Select waste type by clicking on the down arrow and selecting from the drop-down menu. Please see [Appendix D](#) for more information on waste types.
20. Input the quantity of waste. The unit of measurement is indicated in the waste type drop-down menu. Some waste types have multiple entries to allow various measurement units, so make sure the waste type with the correct units is selected. (Do not input any zero value. If there was zero waste for a well that was selected, click [**Cancel**] to back out of its waste input screen.)
21. Use the drop-down menu under Disposition Method to choose the appropriate option for how the waste was managed. The list of waste facilities will be limited based on the disposition method selected.
22. If a waste facility is not listed, you will need to complete a [Request to Add a Waste Facility to DEP Production Reporting Application](#) (form 8000-FM-OOGM0117) and send it to the Office of Oil and Gas Management, Division of Compliance and Data Management, to have the facility added. The form can also be accessed from [http://www.dep.pa.gov/O&G\\_forms](http://www.dep.pa.gov/O&G_forms). The waste facility will be available to select for the report after it is input to the reporting system by DEP. A complete list of waste facilities in the database can be retrieved using this report: [http://www.depreportingservices.state.pa.us/ReportServer/Pages/ReportViewer.aspx?%2fOil\\_Gas%2fOGRE\\_Waste\\_Facilities](http://www.depreportingservices.state.pa.us/ReportServer/Pages/ReportViewer.aspx?%2fOil_Gas%2fOGRE_Waste_Facilities)
23. If a waste type is sent to more than one facility for disposal, a separate waste record must be entered for each disposal facility. The specific volume of waste disposed at each facility must be reported.
24. When the waste type, quantity, and waste facility or disposal method have been completed, click on [**Save & add new waste record**] to save the waste record, adding it to your draft report.
25. When waste data or a comment is input successfully, the plus sign (+) will change to a check mark (✓). There is no requirement for data waste data to be input if there is no relevant data to submit.
26. To add waste information for additional wells, click the plus sign (+) under column W for the next well that generated waste.
27. Once all the non-production comments, production values, and waste values are input, you can click the [**List non-reporting wells/groups**] button to see if any wells were overlooked. If a well/group of wells is missing either production values

or a non-production comment, a list will be displayed showing the wells/group of wells.

Reporting Period: Jan - Dec 2019 (Conventional wells) - 12 mos.  
OGO: 99999 Operator: UNKNOWN OPR

To change a well's tank/meter number or group number, click on the Permit # in the grid below. Columns C, P, and W represent whether Comments (non-production standard reason), Production, or Waste data have been supplied for a well. A check mark indicates the existence of data; a plus sign indicates no data. Click these icons to edit or add data for the well.

Total well count is 374.

[List non-reporting wells/groups](#) [Attempt final submittal](#)

28. Once all the non-production comments, production values and waste values are entered, click the **[Attempt final submittal]** button

Reporting Period: Jan - Dec 2019 (Conventional wells) - 12 mos.  
OGO: 99999 Operator: UNKNOWN OPR

To change a well's tank/meter number or group number, click on the Permit # in the grid below. Columns C, P, and W represent whether Comments (non-production standard reason), Production, or Waste data have been supplied for a well. A check mark indicates the existence of data; a plus sign indicates no data. Click these icons to edit or add data for the well.

Total well count is 374.

[List non-reporting wells/groups](#) [Attempt final submittal](#)

29. You can also select "Production/Waste Reporting" in the Site Menu on the left side of the screen to return to the main screen where your history of electronic production reports is listed. At the bottom of this overview page is a table of action notes describing any issues that prevent the report from being submitted. The button on this page to **[Submit as Final]** will be grayed-out when there are issues that need to be resolved, and it will be activated when no issues remain. When you are sure the data is all correct, press **[Submit as Final]** to submit the report. You will then see the report Status change to "Submitted" with the date submitted, like the example below.

Reporting Period	Status	Due Date	View	Modify	Delete	Retract
Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Submitted 2016/12/27	May 15, 2017	<a href="#">View</a>			<a href="#">Retract</a>

30. When a production report is submitted by the operator, prior to the end of the reporting period, the **[Retract]** button will be active. This will allow the operator to retract their report, make any corrections that may need made and resubmit the report. Once the reporting period ending date has passed, the **[Retract]** button will no longer appear.

DEP Oil and Gas Reporting - Electronic

Production/Waste Reporting  
Your final report was submitted successfully.

Reporting Period: Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.  
OGO: 99999 Operator: UNKNOWN OPR

STEP 1: Create a Report  
Select a reporting period: Jan - Dec 2017 (Conventional wells) - 12 mos. then,  
Choose one of the following options:  
[A. Create a manual data entry report](#)  
[B. Use Spreadsheet Reporting](#)

STEP 2: View or Modify an Existing Report  
The following table lists all well reports that have been created for your operator number. If a report has not yet been submitted to DEP, you can modify it using the Modify button below. Any reports already submitted to DEP can no longer be modified, although you can still view the report.

Reporting Period	Status	Due Date	View	Modify	Delete	Retract
Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Submitted 2016/12/27	May 15, 2017	<a href="#">View</a>			<a href="#">Retract</a>
Apr 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/26	June 14, 2016	<a href="#">View</a>			

- After the reporting period has ended, any corrections to a submitted production report will require a letter from the operator to DEP Oil and Gas Management, requesting that the reporting period be retracted. See [Retracting a Submitted Report](#) for more report retraction information.

## Grouping Wells for Online Reporting

- When non-production comments, production, or waste data is collected for a group of wells rather than individual wells, grouping wells can facilitate reporting the information to DEP efficiently. With group reporting, it is only necessary to report the information for one well within the group. The information will appear in the OGRE application as it was input on one well rather than divided among the group's wells, but the average will be posted to each of the wells when displayed on the external report.
- To create a group of wells or modify an existing group, begin by clicking the **[Well Groups]** button.

Reporting Period: Jan - Dec 2019 (Conventional wells) - 12 mos.  
OGO: 99999 Operator: UNKNOWN OPR

To change a well's tank/meter number or group number, click on the Permit # in the grid below. Columns C, P, and W represent whether Comments (non-production standard reason), Production, or Waste data have been supplied for a well. A check mark indicates the existence of data; a plus sign indicates no data. Click these icons to edit or add data for the well.

Total well count is 374. List non-reporting wells/groups    Attempt final submittal

Add or Search for Well

Permit #:  -  Add Well Find Well Well Groups

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Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Grp	C	P	W
003-21212	MCALEER II	II			ABANDONED	1800-01-01		+	+	+
003-99999	ABANDONED/UNREGISTERED WELL-ALLEGH 999999	999999			ABANDONED	1800-01-01		+	+	+

- To create a group, review the instructions on the page and then begin by inputting a group number up to four digits and pressing **[Create group]**. The page will reload and display in the box on the left the wells available for grouping. To only modify an existing group, simply select the group number and add or remove wells following the same process.

Reporting Period: Jan - Dec 2019 (Conventional wells) - 12 mos.  
OGO: 99999 Operator: UNKNOWN OPR

[Return to Well Information](#)

You can edit an existing well group by selecting a group from the dropdown list on the left and clicking *List group*.  
You can start a new group by typing a group number between 1 and 9999 in the textbox on the right and clicking *Create group*.

Select a Group to Modify:  List group or Create a New Group:  Create group

Wells you may add to this group:

>>

<<

Wells currently in group:

Rules:

- At most, one reporting well can be added to a group.
- Conventional wells can only be grouped with other conventional wells.
- Unconventional wells can only be grouped with other unconventional wells.
- Wells with different statuses may not be added to the same group.

For unconventional reporting periods only:

- You may not add a well that has no SPUD date to any group that is already reporting production, waste, or comments.
- You may not add a well that has no SPUD date to any group that already contains any well that has been SPUD.

- Select one or more wells from the box on the left for adding to the chosen group. Multiple wells can be highlighted using the shift key (to select wells in a sequence) or the control key on Windows computers (to select multiple non-sequential wells). Add the selected wells to the chosen group by pressing the arrow button pointing right.

Reporting Period: Jan - Dec 2019 (Conventional wells) - 12 mos.  
OGO: 99999 Operator: UNKNOWN CPR

[Return to Well Information](#)

You can edit an existing well group by selecting a group from the dropdown list on the left and clicking *List group*;  
You can start a new group by typing a group number between 1 and 9999 in the textbox on the right and clicking *Create group*.

Select a Group to Modify:  [List group](#) or Create a New Group:  [Create group](#)

**Wells you may add to this group:**

- 003-21212 (ABANDONED):MCALEER II
- 003-99999 (ABANDONED):ABANDONED/UNREGISTERED
- 005-02012 (ABANDONED):DARRELL S & TERESA A WRIGI
- 005-02013 (ABANDONED):DARRELL S & TERESA A WRIGI
- 005-02383 (ABANDONED):VELMA HOUSER MCMASTER 1
- 005-99999 (ABANDONED):ABANDONED/UNREGISTERED
- 007-99999 (ABANDONED):ABANDONED/UNREGISTERED
- 015-99999 (ABANDONED):ABANDONED/UNREGISTERED
- 019-00888 (ACTIVE):HARTMANN'S FARM 1
- 019-00889 (ABANDONED):FRANK SWIDZINSKI 3

**>>**

**<<**

Group is not reporting.  
Group has no SPUD wells.

**Wells currently in group 1:**

Rules:

- At most, one reporting well can be added to a group.
- Conventional wells can only be grouped with other conventional wells.
- Unconventional wells can only be grouped with other unconventional wells.
- Wells with different statuses may not be added to the same group.

For unconventional reporting periods only:

- You may not add a well that has no SPUD date to any group that is already reporting production, waste, or comments.
- You may not add a well that has no SPUD date to any group that already contains any well that has been SPUD.

- Any wells that are already in the chosen group can be removed by selecting them in the box to the right and pressing the arrow button pointing left.

Well group 1 was modified successfully.

Reporting Period: Jan - Dec 2019 (Conventional wells) - 12 mos.  
OGO: 99999 Operator: UNKNOWN CPR

[Return to Well Information](#)

You can edit an existing well group by selecting a group from the dropdown list on the left and clicking *List group*;  
You can start a new group by typing a group number between 1 and 9999 in the textbox on the right and clicking *Create group*.

Select a Group to Modify:  [List group](#) or Create a New Group:  [Create group](#)

**Wells you may add to this group:**

- 005-02013 (ABANDONED):DARRELL S & TERESA A WRIGI
- 005-02383 (ABANDONED):VELMA HOUSER MCMASTER 1
- 005-99999 (ABANDONED):ABANDONED/UNREGISTERED
- 007-99999 (ABANDONED):ABANDONED/UNREGISTERED
- 015-99999 (ABANDONED):ABANDONED/UNREGISTERED
- 019-00889 (ABANDONED):FRANK SWIDZINSKI 3
- 019-01889 (ABANDONED):WALTER DEER 1
- 019-01891 (ABANDONED):BERGBIGLER 1
- 019-99999 (ABANDONED):ABANDONED/UNREGISTERED
- 021-99999 (ABANDONED):ABANDONED/UNREGISTERED

**>>**

**<<**

Group is reporting.  
Group has SPUD wells.

**Wells currently in group 1:**

003-21212 (ABANDONED):MCALEER II  
003-99999 (ABANDONED):ABANDONED/UNREGISTERED WE  
005-02012 (ABANDONED):DARRELL S & TERESA A WRIGHT

Rules:

- At most, one reporting well can be added to a group.
- Conventional wells can only be grouped with other conventional wells.
- Unconventional wells can only be grouped with other unconventional wells.
- Wells with different statuses may not be added to the same group.

For unconventional reporting periods only:

- You may not add a well that has no SPUD date to any group that is already reporting production, waste, or comments.
- You may not add a well that has no SPUD date to any group that already contains any well that has been SPUD.

- Repeat the process as necessary until the wells are grouped for convenient reporting with the most well-specific data available. When finished, click the [Return to Well Information] button to return to the waste data input screen.

## Option B: Use Spreadsheet Reporting

You must have Microsoft Excel 2010 or newer to use this option. For more information on spreadsheet reporting click the "Spreadsheet Reporting Guide" link under the Site Menu on the left side of the screen.

- Under step 1: create a report, Click the [**B. Use Spreadsheet Reporting**] button or “Download and Validation” under the Site Menu to navigate to the Spreadsheet Reporting screen.

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

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Reporting Period: Jan - Dec 2017 (Conventional wells) - 12 mo.  
OGO: 99999 Operator: UNCONVENTIONAL WELLS

**Download and Validation**

**STEP 1: Create a Report**

Select reporting period: Jan 2017 (WASTE: Unconventional wells) - 1 mo.

Choose one of the following options:

A. Create a manual data entry report

**B. Use Spreadsheet Reporting**

**STEP 2: View or Modify an Existing Report**

The following table lists all well reports that have been created for your operator number. If a report has not yet been submitted to DEP, you can modify it using the Modify button below. Any reports already submitted to DEP can no longer be modified, although you can still view the report.

Reporting Period	Status	Due Date	View	Modify	Delete	Retract
Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Submitted 2016/12/27	May 16, 2017	View			Retract
Apr 2016 (Unconventional wells) - 1 mo	Submitted 2016/05/26	June 14, 2016	View			
Jan 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/19	March 16, 2016	View			
Jan 2015 (Unconventional wells) - 1 mo.	Submitted 2015/01/30	March 31, 2015	View			

**STEP 3: Submit your final report to DEP**

The following table of unsubmitted reports, if a *Submit as Final* button is disabled, the report is not yet complete due to the problems noted under *Action Notes*.

Your report is not official until you have completed it by clicking the 'Submit as Final' button. You must perform this task in order to submit your report to DEP. Please note: No changes can be made to a report once it has been submitted, if the reporting period due date has expired.

- The Download and Validation screen will display as shown below. Begin by clicking the “Select Reporting Period:” drop-down box and choosing a reporting period.

**DEP Oil and Gas Reporting - Electronic**

Download and Validation

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**Download workbook**

If you have Microsoft Excel for Office 2010 (or better), you can download a workbook of spreadsheets populated with your last known well inventory. You can add any missing well by specifying its Permit # for identification.

The workbook that is downloaded depends upon the type of reporting period:

- Wastes Only:** Wastes Only reporting periods are typically only for unconventional well reporting. Beginning in 2017, workbooks for Wastes Only reporting periods will have only a single worksheet called *Wastes* under which you add data. The names of Waste Only reporting periods follow a standard of including the capitalized word *WASTE* along with the conventionality of the wells being reported. For example, "Mar 2017 (WASTE: Unconventional wells) - 1 mo."
- Production Only:** Production Only reporting periods are typically only for unconventional well reporting. Workbooks for Production Only reporting periods will have only a single worksheet called *Production* under which you add data. The names of Production Only reporting periods follow a standard of including the capitalized word *PRODUCTION* along with the conventionality of the wells being reported. For example, "Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo."
- Combined Production and Wastes:** Combined Production and Wastes reporting periods are typically only for conventional well reporting. Workbooks for Combined Production and Wastes reporting periods will have both a *Production* worksheet and a *Wastes* worksheet.

For instruction please see the [Download Workbook](#) page.

When you have completed your report, you can download the workbook to ensure your workbook complies with DEP's business rules for production and waste data.

**Select Reporting Period:** Jan 2017 (WASTE: Unconventional wells) - 1 mo.

**Data validation**

This data validation allows you to download a workbook. Please note that grouped wells.

**Select your workbook file:**

- Jan - Dec 2017 (Conventional wells) - 12 mos.
- Mar 2017 (WASTE: Unconventional wells) - 1 mo.
- Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.
- Feb 2017 (WASTE: Unconventional wells) - 1 mo.
- Feb 2017 (PRODUCTION: Unconventional wells) - 1 mo.
- Jan 2017 (WASTE: Unconventional wells) - 1 mo.
- Jan 2017 (PRODUCTION: Unconventional wells) - 1 mo.
- Jan - Dec 2016 (Conventional wells) - 12 mos.
- Dec 2016 (Unconventional wells) - 1 mo.
- Nov 2016 (Unconventional wells) - 1 mo.
- Oct 2016 (Unconventional wells) - 1 mo.
- Sep 2016 (Unconventional wells) - 1 mo.
- Aug 2016 (Unconventional wells) - 1 mo.
- Jul 2016 (Unconventional wells) - 1 mo.
- Jun 2016 (Unconventional wells) - 1 mo.
- Jan-Jun 2016 (WASTE ONLY: Unconventional Wells) - 6 mo.
- May 2016 (Unconventional wells) - 1 mo.
- Apr 2016 (Unconventional wells) - 1 mo.
- Mar 2016 (Unconventional wells) - 1 mo.
- Feb 2016 (Unconventional wells) - 1 mo.
- Jan 2016 (Unconventional wells) - 1 mo.
- Jan - Dec 2015 (Conventional wells) - 12 mos.
- Dec 2015 (Unconventional wells) - 1 mo.
- Jul-Dec 2015 (WASTE ONLY: Unconventional Wells) - 6 mo.
- Nov 2015 (Unconventional wells) - 1 mo.
- Oct 2015 (Unconventional wells) - 1 mo.
- Sep 2015 (Unconventional wells) - 1 mo.
- Aug 2015 (Unconventional wells) - 1 mo.
- Jul 2015 (Unconventional wells) - 1 mo.
- Jun 2015 (Unconventional wells) - 1 mo.

Report your production and waste to DEP using the downloaded workbook.

Download workbook

Browse... Validate data

Pennsylvania Department of Environment  
Rachel Carson Building | 400 Market Street | Harrisburg

- Verify the correct reporting period is selected, and press the [**Download Workbook**] button.

**DEP Oil and Gas Reporting - Electronic**  
Download and Validation

Logged in as JONE81 using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

**Download workbook**

If you have Microsoft Excel for Office 2010 (or better), you can download a workbook of spreadsheets populated with your last known well inventory. You can add any missing well by specifying its Permit # for identification.

The workbook that is downloaded depends upon the type of reporting period:

- **Wastes Only:** Wastes Only reporting periods are typically only for unconventional well reporting. Beginning in 2017, workbooks for Wastes Only reporting periods will have only a single worksheet called *Wastes* under which you add data. The names of Waste Only reporting periods follow a standard of including the capitalized word WASTE along with the conventionality of the wells being reported. For example, "Mar 2017 (WASTE: Unconventional wells) - 1 mo."
- **Production Only:** Production Only reporting periods are typically only for unconventional well reporting. Workbooks for Production Only reporting periods will have only a single worksheet called *Production* under which you add data. The names of Production Only reporting periods follow a standard of including the capitalized word PRODUCTION along with the conventionality of the wells being reported. For example, "Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo."
- **Combined Production and Wastes:** Combined Production and Wastes reporting periods are typically only for conventional well reporting. Workbooks for Combined Production and Wastes reporting periods will have both a *Production* worksheet and a *Wastes* worksheet.

For instruction please see the [Spreadsheet guide](#). The guide provides instructions on how to report your production and waste to DEP using the downloaded workbook.

When you have completed populating your workbook, please use the data validation section below to ensure your workbook complies with DEP's business rules for production and waste data.

Select Reporting Period: **Jan 2017 (WASTE: Unconventional wells) - 1 mo.** | **Download workbook**

**Data validation**

This data validation allows you to check your workbook for warnings and errors without creating an actual report in the DEP database. You can then fix your errors and try uploading your workbook. Please note that, for operators with the largest numbers of wells (5000+), the validation process can approach around 60 seconds to complete (or up to 10 minutes if you have grouped wells).

Select your workbook file:  Browse... **Validate data**

4. A pop-up request from your Internet browser will appear asking whether to open or save the download. Either option will work, but “save” is usually preferred. There should also be the option to save the spreadsheet to a specific location that helps with finding the saved document later. In the image below, additional saving options, including to choose the location to save the spreadsheet, are accessed by selecting the “drop-down” triangle on the [Save] button.

**DEP Oil and Gas Reporting - Electronic**  
Download and Validation

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**Download workbook**

If you have Microsoft Excel for Office 2010 (or better), you can download a workbook of spreadsheets populated with your last known well inventory. You can add any missing well by specifying its Permit # for identification.

The workbook that is downloaded depends upon the type of reporting period:

- **Wastes Only:** Wastes Only reporting periods are typically only for unconventional well reporting. Beginning in 2017, workbooks for Wastes Only reporting periods will have only a single worksheet called *Wastes* under which you add data. The names of Waste Only reporting periods follow a standard of including the capitalized word WASTE along with the conventionality of the wells being reported. For example, "Mar 2017 (WASTE: Unconventional wells) - 1 mo."
- **Production Only:** Production Only reporting periods are typically only for unconventional well reporting. Workbooks for Production Only reporting periods will have only a single worksheet called *Production* under which you add data. The names of Production Only reporting periods follow a standard of including the capitalized word PRODUCTION along with the conventionality of the wells being reported. For example, "Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo."
- **Combined Production and Wastes:** Combined Production and Wastes reporting periods are typically only for conventional well reporting. Workbooks for Combined Production and Wastes reporting periods will have both a *Production* worksheet and a *Wastes* worksheet.

For instruction please see the [Spreadsheet guide](#). The guide provides instructions on how to report your production and waste to DEP using the downloaded workbook.

When you have completed populating your workbook, please use the data validation section below to ensure your workbook complies with DEP's business rules for production and waste data.

Select Reporting Period: Jan 2017 (WASTE: Unconventional wells) - 1 mo. | **Download workbook**

**Data validation**

This data validation allows you to check your workbook for warnings and errors without creating an actual report in the DEP database. You can then fix your errors and try uploading your workbook. Please note that, for operators with the largest numbers of wells (5000+), the validation process can approach around 60 seconds to complete (or up to 10 minutes if you have grouped wells).

Select your workbook file:  Browse... **Validate data**

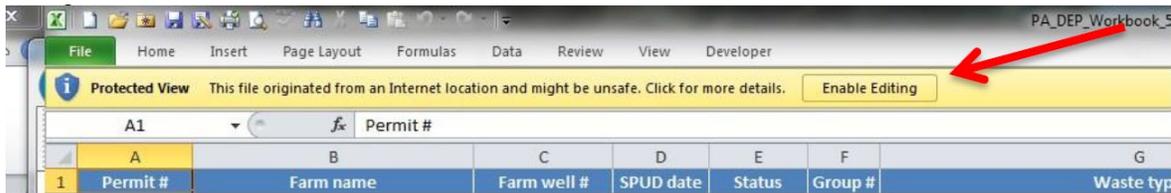
Pennsylvania Department of Environmental Protection  
Rachel Carson Building | 400 Market Street | Harrisburg, PA 17101

Do you want to open or save PA\_DEP\_Workbook\_52\_99999.xlsx (139 KB) from epentwebs05?

Do you want to open or save PA\_DEP\_Workbook\_52\_99999.xlsx (139 KB) from epentwebs05?

- After saving the file to your chosen location, open the file with Microsoft Excel 2010 or a newer edition. The file may open only a *protected view* that will require pressing the **[Enable Editing]** button to proceed with inputting data to the spreadsheet.

**NOTE:** Do **NOT** alter or change any column headings. Altering or changing of any column headings will cause a validation error. Any data entered outside the columns will be ignored.



- The spreadsheet unlocked for editing resembles the one below. It will be pre-populated with the permit numbers, farm names, spud dates, and status of each of the wells on your inventory. Please review the list of wells to verify that it matches your records.

	A	B	C	D	E	F	G	H	I	J	K
1	Permit #	Farm name	Farm well #	SPUD date	Status	Group #	Gas quantity (MCF)	Gas days	Oil quantity (BBL)	Oil days	Condensate quantity (BBL)
4	005-02013	DARRELL S & TERESA A WRIGHT 2	2	01/01/1800	ABANDONED						
5	005-99999	ABANDONED/UNREGISTERED WELL-999999		01/01/1800	ABANDONED						
6	007-99999	ABANDONED/UNREGISTERED WELL-999999		01/01/1800	ABANDONED						
7	015-99999	ABANDONED UNREGISTERED WELLS 1	1	01/01/1800	ABANDONED						
8	019-00886	HARTMANN'S FARM 1	1	01/01/1800	ACTIVE						
9	019-01889	WALTER DEER 1	1	01/01/1800	ABANDONED						
10	019-01891	BERGBIGLER 1	1	01/01/1800	ABANDONED						
11	019-99999	ABANDONED UNREGISTERED WELL E999999		01/01/1800	ACTIVE						
12	021-99999	ABANDONED/UNREGISTERED WELL-999999		01/01/1800	ABANDONED						
13	023-99999	ABANDONED UNREGISTERED WELL C999999		01/01/1800	ABANDONED						
14	027-99999	ABANDONED/UNREGISTERED WELL-999999		01/01/1800	ABANDONED						
15	031-01188	BEARY 1	1	01/01/1800	ABANDONED						
16	031-01189	BEARY 2	2	01/01/1800	ABANDONED						
17	031-01287	RUTH M HAGGERTY 1	1	01/01/1800	ABANDONED						
18	031-01309	FITTS FARM 1	1	01/01/1800	ABANDONED						
19	031-01311	WILSON 1	1	01/01/1800	ABANDONED						
20	031-20503	TOMS RUN COOK FOREST STATE PAF C		01/01/1800	ABANDONED						
21	031-20504	TOMS RUN COOK FOREST STATE PAF C		01/01/1800	ABANDONED						
22	031-20505	TOMS RUN COOK FOREST STATE PAF D		01/01/1800	ABANDONED						
23	031-20506	TOMS RUN COOK FOREST STATE PAF F		01/01/1800	ABANDONED						
24	031-20507	TOMS RUN COOK FOREST STATE PAF G		01/01/1800	ABANDONED						
25	031-20565	AMER DRILLING CO TIO51	TIO51	01/01/1800	ABANDONED						
26	031-20625	WM A COATES ASH 1	ASH 1	01/01/1800	ABANDONED						
27	031-99999	ABANDONED UNREGISTERED WELL C999999		01/01/1800	ABANDONED						

- Note that the columns A, B, C, D, and E are already populated with data for known wells. If you need to report on a well that is not listed on the spreadsheet, input the permit number on the next available row within column A.
- Column F allows the grouping of wells for when it is not possible to report on an individual well basis due to data that is not specific to each well. To group wells, input the same number, from 1 to 9999, for each well in the group, and report the production and/or comment only for the first well in the group.

9. Column G is for entering the production quantity of each well for the reporting period, expressed in thousand cubic feet (MCF). The number of days of gas production is to be input in column H.
10. If any oil was produced, input that in column I in barrels (BBL), with the number of days of oil production in column J. If there is any condensate to report, input the number of barrels in column K and the days of condensate production in column L.
11. To input a comment for a well, click the cell in column M, and a drop-down arrow (▼) marker will appear to the right. Click the drop-down arrow, and a list of standard comments will appear. A scroll bar may be shown on the right, indicating that not all standard comments are shown. Click and drag the scroll bar or use the keyboard arrow keys to display the full list of standard comments. After selecting a standard comment, you can also type any appropriate comment in column N.

**NOTE:** No format changes can be made to the spreadsheet file. No columns can be added or deleted. No rows may be added, unless there is a valid permit number in column A and column F thru column N contain valid production data information.

12. After you are finished inputting your production data or non-production comments to the spreadsheet, click the waste worksheet located at the bottom of the spreadsheet to begin entering the waste data.

Well ID	Well Name	Production	Days	Comments
33 047-99999	ABANDONED UNREGISTERED WELL E 9999999		01/01/1800	ABANDONED
34 049-00110	OAKWOOD 1	1	01/01/1800	ABANDONED
35 049-99999	ABANDONED UNREGISTERED WELL E 9999999		01/01/1800	ABANDONED
36 051-99999	ABANDONED/UNREGISTERED WELL- 9999999		01/01/1800	ABANDONED
37 053-22587	WALTON GLENN 10X	10X	01/01/1800	ABANDONED
38 053-25759	BEATY 5A	5A	01/01/1800	ABANDONED
39 053-99999	ABANDONED UNREGISTERED WELL F 9999999		01/01/1800	ABANDONED
40 059-99999	ABANDONED/UNREGISTERED WELL- 9999999		01/01/1800	ABANDONED
41 063-00445	GARY MENSER 1	1	01/01/1800	ABANDONED

13. Before inputting any data, it is important to compare the list of waste facilities that were used by the well operator during the reporting period to determine if all the waste facilities that need to be included in your report are available on the spreadsheet. Select the Current Waste Facility List link from the Site Menu to view the current list of waste facilities, or use this link:

[http://www.depreportingservices.state.pa.us/ReportServer/Pages/ReportViewer.aspx?%2fOil\\_Gas%2fOGRE\\_Waste\\_Facilities](http://www.depreportingservices.state.pa.us/ReportServer/Pages/ReportViewer.aspx?%2fOil_Gas%2fOGRE_Waste_Facilities)

14. If you need to use a waste facility that is not listed on the spreadsheet, you will need to complete a [Request to Add a Waste Facility to DEP Production Reporting Application](#) form and send it to the Office of Oil and Gas Management, Division of

Compliance and Data Management, to have the facility added. After the DEP adds the waste facility to the database, a new spreadsheet will need to be downloaded to include the waste facility on the spreadsheet. As an alternative method, an incomplete spreadsheet can be uploaded to the OGRE application to create a report that can then be edited online to add waste data before submitting the report.

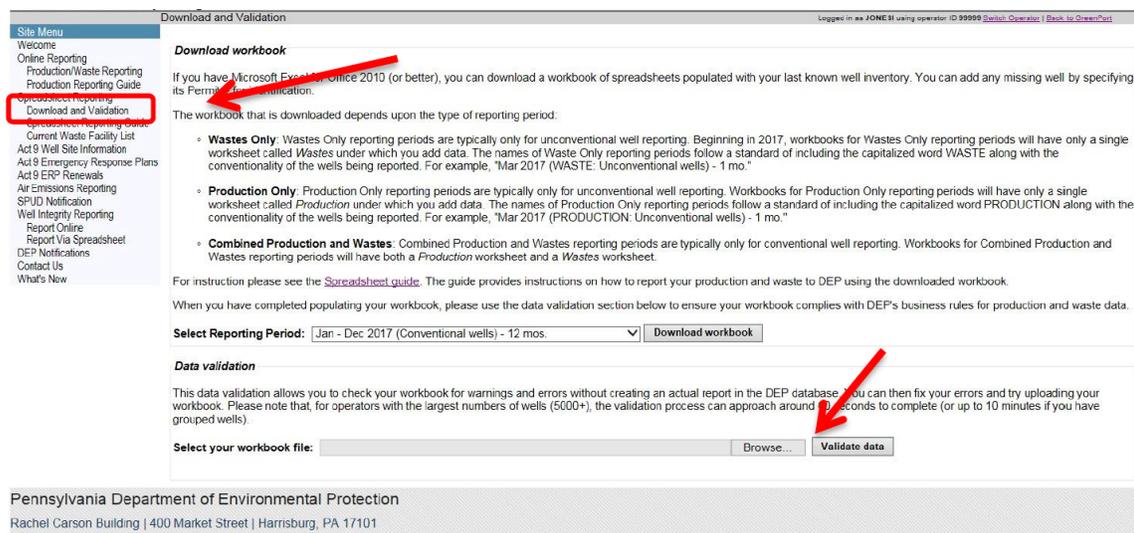
15. If there are wells you need to report on that are not already on the spreadsheet, you can add the permit numbers to column A immediately below the last well the system included in the report, disregarding columns B, C, D, and E. If there are wells put on the spreadsheet by the OGRE application that do not belong on your report, you will need to contact the Office of Oil and Gas Management, Division of Compliance and Data Management, to correct the problem.
16. Columns F – J are for the well operator to report any appropriate data for the wells listed in column A.

Select the waste type in column F by clicking first in the cell under waste type and then clicking on the dropdown arrow ( ) that appears to the right side of the cell.
17. Select the waste type in column F by clicking first in the cell under waste type and then clicking on the drop-down arrow (  ) that appears to the right side of the cell.
18. The field will expand to reveal the waste type options. Drag the scroll bar on the right of the list to reveal more waste types. Click on the appropriate waste type to select it. Please be sure to verify the correct units for each of the waste types. If a waste type is inadvertently selected for a well that has no waste to report, de-select the waste type using the delete key or the backspace key.
19. Next input the waste quantity in column G. The number will round to two decimal places.
20. Select a disposition method by clicking in the cell in column H for the appropriate well and click the inverted triangle that appears to the right.
21. Select the waste facility or well pad that was the destination for the waste in column I. This list is determined by the disposition method selected in the previous step. If a facility seems missing, it may be that an incorrect disposition method was selected. If the relevant waste facility or well pad is missing from the list, and the correct disposition method was selected, it will be necessary to contact the Office of Oil and Gas Management, Division of Compliance and Data Management to resolve the issue.

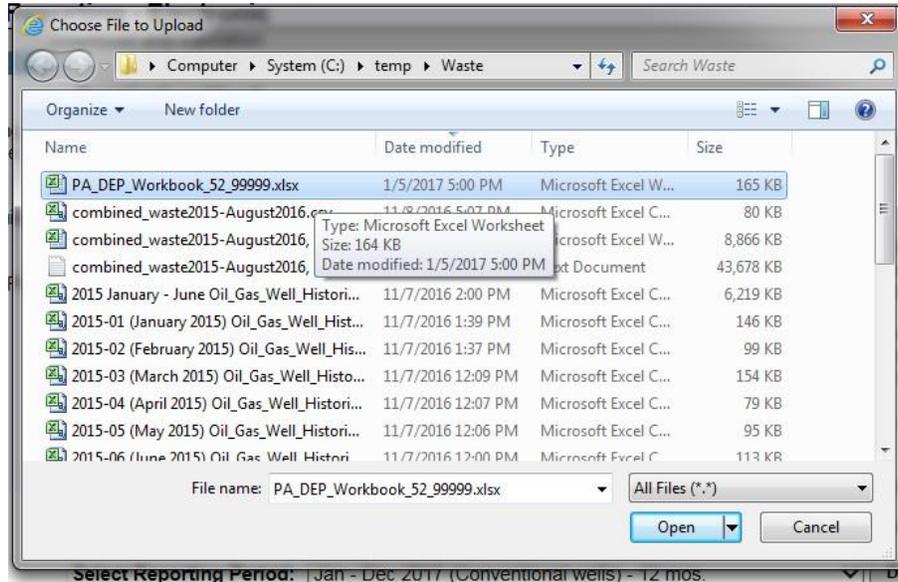
- Comments are optional, but can be added in column J. The maximum of 255 characters can be exceeded in the spreadsheet cell but will not pass validation in the OGRE application, so it is necessary to manually limit the comments to 255 characters.
- If a waste type is sent to more than one facility for disposal, a separate waste record must be entered for each disposal facility. The specific volume of waste disposed at each facility must be reported. To include more than one waste facility or waste type for any well, simply insert a blank row below the well permit number, reenter the well permit number in column A and follow steps 17-22. Repeat this process to add multiple waste types and facilities to an individual well.
- Once all the production and waste information has been entered, save the spreadsheet to a file location on your computer.

### Spreadsheet Uploading, Data Validation, and Submitting the Report

- To upload the spreadsheet, first return to the *Download and Validation* web page where the spreadsheet was downloaded, then click [**Browse...**] to locate the spreadsheet file on your computer.



- Your file manager will appear that may look different depending on your computer operating system. Navigate to where the file is located, click on the file name, and then click [**Open**].



- The file name will display. The next step is to click **[Validate data]**.

**DEP Oil and Gas Reporting - Electronic**

Download and Validation

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**Download workbook**

If you have Microsoft Excel for Office 2010 (or better), you can download a workbook of spreadsheets populated with your last known well inventory. You can add any missing well by specifying its Permit # for identification.

The workbook that is downloaded depends upon the type of reporting period:

- Wastes Only:** Wastes Only reporting periods are typically only for unconventional well reporting. Beginning in 2017, workbooks for Wastes Only reporting periods will have only a single worksheet called *Wastes* under which you add data. The names of Waste Only reporting periods follow a standard of including the capitalized word WASTE along with the conventionality of the wells being reported. For example, "Mar 2017 (WASTE: Unconventional wells) - 1 mo."
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- Combined Production and Wastes:** Combined Production and Wastes reporting periods are typically only for conventional well reporting. Workbooks for Combined Production and Wastes reporting periods will have both a *Production* worksheet and a *Wastes* worksheet.

For instruction please see the [Spreadsheet guide](#). The guide provides instructions on how to report your production and waste to DEP using the downloaded workbook.

When you have completed populating your workbook, please use the data validation section below to ensure your workbook complies with DEP's business rules for production and waste data.

Select Reporting Period: Jan - Dec 2017 (Conventional wells) - 12 mos. Download workbook

**Data validation**

This data validation allows you to check your workbook for warnings and errors without creating an actual report in the DEP database. You can then fix your errors and try uploading your workbook. Please note that, for operators with the largest numbers of wells (5000+), the validation process can approach around 60 seconds to complete (or up to 10 minutes if you have grouped wells).

Select your workbook file:  Browse... Validate data

- If workbook validation fails and there are errors on your report, you will see a screen resembling the one below. You will need open your saved spreadsheet file, correct the errors, save the updated file and revalidate it until there are no errors found.

**Data validation**

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Select your workbook file:  Browse... Validate data

**Workbook failed data validation. Please fix error(s) listed below and try again...**

- Error on permit 115-20223: For Gas: days must be a positive integer no greater than the number of days in the reporting period (28)**
- Error on permit 115-20223: For Oil: days must be a positive integer no greater than the number of days in the reporting period (28)**
- Error on permit 115-20223: For Condensate: days must be a positive integer no greater than the number of days in the reporting period (28)**

5. When all errors have been corrected in your spreadsheet, the following page will be displayed:

**Workbook passed data validation**

The data in your workbook has been deemed valid. You may create a report now by clicking the *Create report now* button. Please note that, for operators with the largest numbers of wells (5000+), the report creation process can approach around 10 minutes to complete.

**Create report now**

6. Click [**Create report now**]. After the report is created, you will see, “**Your report was created successfully.**”

**Data validation**

This data validation allows you to check your workbook for warnings and errors without creating an actual report in the DEP database. You can then fix your errors and try uploading your workbook. Please note that, for operators with the largest numbers of wells (5000+), the validation process can approach around 60 seconds to complete (or up to 10 minutes if you have grouped wells).

Select your workbook file:  Browse...

**Your report was created successfully.**

You can attempt to submit it to DEP as final now:

Alternatively, you may choose to submit your report to DEP later. Meanwhile, you can *View or Modify* it from the [Production/Waste Reporting](#) page.

7. After the report is created, press [**Submit as final**] to submit the report.

**DEP Oil and Gas Reporting - Electronic**

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- SFUD Notification
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- DEP Notifications
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For instruction please see the [Spreadsheet guide](#). The guide provides instructions on how to report your production and waste to DEP using the downloaded workbook.

When you have completed populating your workbook, please use the data validation section below to ensure your workbook complies with DEP's business rules for production and waste data.

Select Reporting Period:

**Data validation**

This data validation allows you to check your workbook for warnings and errors without creating an actual report in the DEP database. You can then fix your errors and try uploading your workbook. Please note that, for operators with the largest numbers of wells (5000+), the validation process can approach around 60 seconds to complete (or up to 10 minutes if you have grouped wells).

Select your workbook file:  Browse...

**Your report was created successfully.**

You can attempt to submit it to DEP as final now:  

Alternatively, you may choose to submit your report to DEP later. Meanwhile, you can *View or Modify* it from the [Production/Waste Reporting](#) page.

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8. The green message on this screen indicates your report was submitted

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Download and Validation

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**Download workbook**

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The workbook that is downloaded depends upon the type of reporting period:

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For instruction please see the [Spreadsheet guide](#). The guide provides instructions on how to report your production and waste to DEP using the downloaded workbook.

When you have completed populating your workbook, please use the data validation section below to ensure your workbook complies with DEP's business rules for production and waste data.

Select Reporting Period:

**Data validation**

This data validation allows you to check your workbook for warnings and errors without creating an actual report in the DEP database. You can then fix your errors and try uploading your workbook. Please note that, for operators with the largest numbers of wells (5000+), the validation process can approach around 60 seconds to complete (or up to 10 minutes if you have grouped wells).

Select your workbook file:

**Your final report was submitted successfully.**

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- The simplest way to log out is to close the Internet browser window used for DEPGreenPort and the OGRE application.
- Once your report has been Submitted as Final, you can view the report by clicking the Production/Waste Reporting link in the Site Menu. In step 2, the Status field will show your report was Submitted as Final and the date submitted.
- You may press the **[View]** button to review and optionally print your report.

Reporting Period: Jan - Dec 2017 (Conventional wells) - 12 mos.  
OGO: 99999 Operator: UNKNOWN OPR

**STEP 1: Create a Report**

Select a reporting period:  then,

Choose one of the following options:

**STEP 2: View or Modify an Existing Report**

The following table lists all well reports that have been created for your operator number. If a report has not yet been submitted to DEP, you can modify it using the Modify button below. Any reports already submitted to DEP can no longer be modified, although you can still view the report.

Reporting Period	Status	Due Date	View	Modify	Delete	Retract
Feb 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Submitted 2017/01/04	April 14, 2017	<input type="button" value="View"/>			<input type="button" value="Retract"/>

- If the reporting period ending date has not passed, the **[Retract]** button will appear in the Retract column as shown above. This option allows you to retract your report and make any corrections necessary using the Manual Data Entry option. (See the [OPTION A: Create a Manual Data Entry Report](#) section for more information).
- Optionally, when using the spreadsheet reporting method, you can make the corrections on your saved spreadsheet file and use the data validation section to resubmit your report. However, if there is a report already created for the reporting

period that you are working on, it must be deleted before clicking the Create Report Now option. If the [**Delete**] button is not visible in Step 2 on the Production/Waste Reporting screen, you will need assistance from the Office of Oil and Gas Management to get the report retracted. See the [Retracting a Submitted Report](#) section for more information).

14. If the reporting period ending data has passed, the [**Retract**] button will not appear. See the [Retracting a Submitted Report](#) section for information on how to request a retraction of your report to enable your corrections.

## How to Manually Add or Remove a Well

### Criteria to Manually Add a Well

A well must meet the following criteria to be available for adding to an unconventional waste report:

1. It must be properly identified as an unconventional well in the DEP's eFACTS database. For example, when a well is identified as a conventional well in eFACTS, an operator will receive an error message if they try to add that well to their inventory for an unconventional reporting period. If a well is incorrectly identified as either conventional or unconventional in DEP's database, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Data Management, at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov).
2. It must have a spud date entered into DEP's database that predates the close of the reporting period. If a spud date has not been entered into DEP's database, the operator must go the SPUD Notification screen (accessible via the Site Menu on the left side of the page) and enter the spud date for the well. If an operator is unable to electronically submit a spud date for a well, they must contact the Office of Oil and Gas Management, Division of Compliance and Data Management at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov).

**NOTE:** If you are operating a well that has been purchased or acquired from another operator and the [Application for Transfer of Well Permit or Registration](#) (form 5500-PM-OG0010) was not completed, you must complete this form and mail it to the District Oil and Gas Operations office where the wells are located. The form can also be located at [http://www.dep.pa.gov/O&G\\_forms](http://www.dep.pa.gov/O&G_forms).

### Adding a Well to the Manual Data Entry Report (Option A)

To add a well to your waste report, on the waste reporting screen input the permit number in the boxes under "Add or Search for Well," in #### - ##### format, and select the [**Add Well**] button as shown below. This process is repeated for every well the

operator wishes to add to the inventory. It does not automatically add wells to future reports.

**DEP Oil and Gas Reporting - Electronic**  
Production/Waste Reporting

Reporting Period: Jan 2017 (WASTE: Unconventional wells) - 1 mo.  
OGO: 99999 Operator: UNKNOWN OPR

To change a well's tank/meter number or group number, click on the Permit # in the grid below. Column W represents whether Waste data has been supplied for a well. A check mark indicates the existence of data; a plus sign indicates no data. Click these icons to edit or add wastes for the well.

Total well count is 1.

**Add or Search for Well**

Permit #:  -  Add Well Find Well Well Groups

Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Grp	W
031-20796	CATHERINE CONNER 1	1			ACTIVE	1979-11-29		✓

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## Adding a Well to the Spreadsheet Report (Option B)

In the downloaded spreadsheet, add the permit number in the next available cell in column A. The reporting system will ignore anything in cells B, C, D, or E. After adding any necessary permit numbers to column A, without skipping any rows, input any appropriate data to columns F through K.

Permit #	Farm name	Farm well #	SPUD date	Status	Group #	Waste type	Quantity	Disposition
031-20796	CATHERINE CONNER 1	1	11/29/1979	ACTIVE				
031-20796	EO A PFADT 2	2	11/21/1982	ACTIVE				

Add the permit number to the next available cell

## Removing a Well from the Waste Report

If a well is incorrectly included in a conventional or unconventional reporting period inventory, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Data Management at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov) to have that well removed.

NOTE: If you are operating a well that has been purchased or acquired from another operator and the [Application to Transfer of Well Permit or Registration](#) (form 5500-PM-OG0010) was not completed, you must complete this form and mail it to the appropriate District Oil and Gas Operations office. The form can also be located at [http://www.dep.pa.gov/O&G\\_forms](http://www.dep.pa.gov/O&G_forms)

## Retracting a Submitted Report

If a previously submitted final production report needs to be retracted and the **[RETRACT]** button is not visible on the Production/Waste Step 2 screen, the following will need to be completed.

1. An email is sent to the Office of Oil and Gas Management from an email account associated to a DEPGreenPort account authorized to submit production reports, with the following information:
  - a. Specify the Reporting Period that needs to be retracted. Multiple reporting periods should be listed if necessary, but the DEP may limit how many reports are simultaneously retracted.
  - b. Indicate the corrections/changes that will be made.
  - c. A reason why the corrections/changes need made, including the well API/Permit number.
  - d. The OGO number for the well operator.
  - e. Contact information of the person requesting the retraction(s).
2. The email should be sent to DEP to [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov).
3. Once DEP receives the email, the person submitting the request will be notified when the report(s) have been retracted.
4. When a report has been retracted, it is the responsibility of the requesting person, to make the corrections and resubmit the report in a timely manner. Normally the revised report should be submitted the same day as the retraction, but no later than the next day

**NOTE:** Depending on the time of day, it will be at the DEP's discretion whether to retract the report the day of the retraction request or to wait until the next working day. (For example, a request to retract multiple production reports late Friday afternoon or the day before a holiday will likely be postponed until the next business day.)

### Have questions or need assistance? Contact:

If an operator has any questions regarding regulatory reporting requirements, they should contact the PA Department of Environmental Protection, Office of Oil and Gas Management, Division of Compliance and Data Administration at 717-772-2199 or with an email to [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov).

If an operator has technical questions regarding use of the online reporting application they should contact the PA Department of Environmental Protection, Application Support Helpdesk at 717-705-3768.

## Appendix A - Well Attribute Information

By clicking on the button that contains the well permit number, an operator can add/edit certain attributes of a well. An operator can add and/or edit the following well information:

**Tank/Meter Number** - An alphanumeric identifier for any tank or meter associated with a well. Please note, in the spreadsheet report this information is not displayed and is not editable.

**Group Number** - Identifies the group that a well belongs to for waste reporting purposes. For each group, there is only one reporting well. Any waste reported for the reporting well will be divided equally among the other wells in the group. Wells must only be grouped when specific waste information is not available for each well. Please be advised, an operator will only be able to group wells together if they have the same well status in DEP's database. For example, the application will not allow an operator to place an active well and a regulatory inactive well in the same group. A group should not be created unless it will contain more than one well.

**Farm Name, Well Number, Serial Number** - This information is not editable. These fields are populated with information provided by the operator on the well permit application.

**Tank/Meter Number** - This information is editable via the well attribute information screen as noted above.

**Status** - This information is not editable. The status is based upon current well information in DEP's database. If the status displayed is incorrect, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Data Management at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov).

**Grp (Group)** - This identifies the group that a well belongs to for reporting purposes. This information is editable via the well groups screen or the well attribute information screen as noted above.

**Spud Date** - If this date is anything other than 1800-01-01, this is the actual spud date that DEP currently has recorded for that well. If this date is 1800-01-01, this does not represent the actual spud date of that well. The 1800-01-01 date is a system generated date to identify those wells that, based upon DEP's records, appear to have been drilled, but for which DEP does not have a spud date on file. If the operator has knowledge of the actual spud date for a well with a 01/01/1800 spud date, this information should be provided to DEP. If a well with a 01/01/1800 spud date was never drilled, an Operators List of Well(s) Permitted but Never Drilled form 8000-FM-OOGM0023, should be submitted to DEP to remove that well from DEP's active well inventory.

**NOTE:** spud dates cannot be changed in this report application. The operator must go to the SPUD Notification entry screen (accessible via the site menu on the left-hand side of the page) and edit the spud date for the well. If an operator is unable to electronically edit a spud date for a well, they must contact the Office of Oil and Gas Management, Division of Compliance and Data Management at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov).

## Appendix B: Non-production comments

If a well has no production during a reporting period, the operator does not need to enter any information regarding production data. However, the operator must report the reason for non-production. The online reporting application requires an operator to select from a list of standard reasons for not having production to report. Operators who want to provide additional information regarding the reason(s) for non-production can provide it in the “Add comments” field. The standard reasons are as follows:

**Abandoned well:** This should be used for any well, for which drilling has been completed, that has not been used to produce, extract or inject any gas, petroleum or other liquid within the preceding 12 months, or any well for which the equipment necessary for production, extraction or injection has been removed, or any well, considered dry, not equipped for production within 60 days after drilling, re-drilling or deepening, except that it shall not include any well granted inactive status. Please note, pursuant to Section 3214 of the Pennsylvania Consolidated Statutes, 58 Pa. C.S. § 3214, an operator is required to plug a well upon abandoning it. Any operator using this code should also submit a “Notice of Intention by Well Operator to Plug Wells” (Form 5500-FMOG0005) to the appropriate DEP regional office.

**Gas Storage Well:** This should be used when the well is permitted for, and used in connection with, the underground storage of natural gas, including injection into or withdrawal from an underground storage reservoir. This comment should only be used if the well was actively used to inject and/or withdraw gas from a gas storage reservoir during the period being reported. If the well was not actively used as a gas storage well during the period being reported, another non-production comment should be selected.

**Injection Well:** This should be used for any well permitted as an injection well for either enhanced recovery or waste disposal purposes. This comment should only be used if the well was actively used for EPA Underground Injection Control (UIC) Class II enhanced recovery or Class II disposal purposes during the period being reported. If the well was not actively used as an UIC Class II enhanced recovery or disposal well during the period being reported, another non-production comment should be selected.

**Observation Well:** This should be used when the well is permitted and used only for monitoring or observation purposes. This comment should only be used if the well was actively used for observation purposes during the period being reported. If the well was not actively used as an observation well during the period being reported, another non-production comment should be selected.

**Plugged well:** This should be used when a well has been plugged in accordance with the statute and the regulations. If the well was plugged during the reporting period, the operator must report any production generated from the well prior to plugging. The operator should ensure that a “Certificate of Plugging” (Form 5500-FM-OG0006) has been submitted to the appropriate DEP regional office. The well will continue to appear in an operator’s well inventory in subsequent reporting periods until this form is submitted to the Department.

**Regulatory Inactive Well:** This may only be used when the Department has approved and granted Regulatory Inactive status to a well pursuant to the submission of an [“Application for Inactive Well Status”](#) in accordance with Section 78a.102 of the Oil and Gas Regulations, 25 Pa. Code § 78a.102. If a well is not identified as a Regulatory Inactive well in the Department’s database, an operator will receive an error message if they select this standard nonproduction reason. If Regulatory Inactive status has been granted by the Department, but is not reflected in the Department’s database, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Administration at 717- 772-2199.

**This is not our well:** This should only be used if a permit has never been issued to an operator for the well. The operator should contact the Department to determine why they are identified as the operator of this well. The well will continue to appear in the operator’s well inventory in subsequent reporting periods until this issue is resolved with the Department.

**Well spud, drilling not completed:** This should be used when the well has been spud, but drilling has not been completed. Any waste that has been generated in the drilling process during the reporting period must be reported.

**Well temporarily not producing:** This should be used when drilling has been completed, but the well is temporarily (less than 12 months) not producing. The completion date or shut-in date of the well must be provided in the additional comment field. Any production or waste generated from the well during the reporting period prior to the shut-in date must be reported. Please note, if a well has not been used to produce, extract or inject any gas, petroleum or other liquid within 12 months of completion of drilling, it becomes an abandoned well and must be plugged. The well must be granted inactive status, pursuant to Section 3214 of the Pennsylvania Consolidated Statutes, 58 Pa. C.S. § 3214, or be placed into production prior to

becoming abandoned. An operator may request inactive status for a well by submitting an [“Application for Inactive Well Status”](#) to the appropriate District office.

## Appendix C: Production

All production from a well for a given reporting period must be reported. All production volumes must be reported on a wellhead basis if available. As noted above, if an “Application for Transfer of Well Permit or Registration” has been approved by the Department during a reporting period, the new operator must ensure that all production from the well during that period is reported. An operator must provide the total number of days that the well was producing during the reporting period. An operator must report the following types of production:

**Gas:** A fluid, combustible or noncombustible, which is produced in a natural state from the earth and maintains a gaseous or rarified state at standard temperature of 60 degrees Fahrenheit and pressure of 14.7 PSIA. This product type must be reported in MCF (1,000 cubic feet) at a standard temperature of 60 degrees Fahrenheit and pressure of 14.7 PSIA.

**Condensate:** A low density, high API gravity, mixture of hydrocarbons that is present in a gaseous state at formation temperatures and pressures but condenses out of the raw gas to a liquid form at standard temperature of 60 degrees Fahrenheit and pressure 14.7 PSIA. This product type must be reported in Barrels. **Do not report any non-hydrocarbon liquids as condensate.**

**Oil:** Hydrocarbons in liquid form at formation temperatures and pressures that remain in liquid form at standard temperature of 60 degrees Fahrenheit and pressure 14.7 PSIA. This product type must be reported in Barrels.

## Appendix D – Oil and Gas Waste Types

All waste from a well sent for offsite disposal or reuse for a given reporting period must be reported. An operator is required to report the amount and type of waste produced during drilling, completion, and/or production of a well and the method of waste disposal or reuse, including the facility where the waste was processed and/or disposed. A barrel is defined as 42 gallons for waste reporting. An operator must report the following types of waste:

**Produced Fluid:** includes flow-back, brine and any other formation fluids recovered from the wellbore. Flow-back is defined as fracturing/stimulation fluids, including any colloidal and suspended solids within the fluid, recovered from the wellbore after injection into the wellbore. This waste type may be reported in barrels or tons. The Pennsylvania residual waste code (RWC) for this waste type is 802.

**Drilling Fluid Waste:** oil and gas drilling mud, other drilling fluids other than fracturing fluid and spent lubricant. This waste type may be reported in barrels or tons. The Pennsylvania RWC for this waste type is 803.

**Waste Water Treatment Sludge:** sludge and solids generated during the processing of any oil and gas-related wastewater including any sediment generated during storage of oil and gas-related wastewater. Mixed loads of wastewater treatment sludge with other waste for disposal purposes, such as filter socks (RWC 812), will be coded as RWC 804. This waste type must be reported in tons. sludge and solids generated during the processing of any oil and gas-related wastewater including any sediment generated during storage of oil and gas-related wastewater. Mixed loads of wastewater treatment sludge with other waste for disposal purposes, such as filter socks (RWC 812), will be coded as RWC 804. This waste type must be reported in tons.

**Unused Fracturing Fluid Waste:** oil and gas fracturing/stimulation fluid waste and fracturing sand waste that has not been injected into a wellbore. This waste type may be reported using barrels or tons. The RWC is 805.

**Synthetic Liner Materials:** includes well site liners, liners used in pits or other approved storage structures, freshwater impoundments, centralized impoundments, or used in conjunction with primary containers. This waste type must be reported in tons. The RWC is 806.

**Basic Sediment:** (sediment from production storage) sediment from storage of marketable oil and gas product. Does not include sediment from oil and gas related wastewater storage. This waste type must be reported in barrels. The Pennsylvania RWC for this waste type is 807.

**Servicing Fluid:** oil and gas production well maintenance/work over fluids, oil/water-based mud and foam and well cellar cleanout waste after drilling operations have been completed. Does not include well cellar cleanout waste covered under existing RWCs, well cellar fluids that are recycled/reused, or rainwater that is collected in a well cellar that has not been mixed with a residual waste. This waste type can be reported in barrels or tons. The Pennsylvania RWC for this waste type is 808.

**Spent Lubricant Waste:** spent oil and gas drilling lubricants, spent plug drilling lubricants. The Pennsylvania RWC for this waste type is 809.

**Drill Cuttings:** oil and gas drill cuttings. This waste type must be reported in tons. The Pennsylvania RWC for this waste type is 810.

**Soil Contaminated by Oil and Gas Related Spills:** soil contaminated by spills of RWCs 802, 803, 805, 807, 808, 809 and 810. Wastes of this type must be reported in tons. The RWC for this waste type is 811. Soil contaminated by spills of RWC 804 will

be coded using RWC 804. Soil contaminated by spills of RWC 812 will be coded using RWC 812.

**Filter Socks:** Filters, filter socks and other media used to filter any oil and gas-related wastewater. Does not include filter socks mixed with RWC 804 for disposal purposes. Except where filter socks are mixed with RWC 804 and coded as RWC 804, mixed loads of RWC 812 with other waste for disposal purposes, such as drill cuttings, will be coded as RWC 812. This waste type must be reported in tons.

**Other Oil and Gas Wastes:** Use this waste type for all remaining oil and gas wastes other than those already covered under an existing RWC category. Includes containment water. Does not include rainwater that is collected in a containment area that has not been mixed with residual waste. This waste type may be reported in barrels or tons. The Pennsylvania RWC for this waste type is 899.

### Version History

Date	Version	Change reason
1/24/2017	1.0	Reformatted Guide, added waste reporting changes
3/8/2017	1.1	Updated waste type descriptions; other minor edits
3/21/2017	1.2	Update to Appendix D (Oil and Gas Waste Types)
5/23/2017	1.3	Revisions to criteria for reporting wastes, removed wastes stored on site and site-only wastes that have no contamination with wastes from the well bore.
5/16/2018	1.4	Update forms links for new eLibrary
3/12/2019	1.5	Updated Appendix D (Oil and Gas Waste Types) to new RWC list
5/15/2019	1.6	Adding option of zero as input for production volume
9/2/2020	1.7	Restrictions added to some non-production comments. Various minor edits.