



Office of Oil and Gas Management

DEP Notifications Online Submission Guide

**April 8, 2020
Version 1.4**

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PURPOSE

Welcome to the DEP Notifications Submission Guide. This guide provides information on how to successfully submit DEP Notifications using the DEP Green Port website and OGRE application. You must be properly registered with GreenPort and properly enrolled to submit DEP Notifications.

Applications Support Help Desk Team

Number: (717) 705-3768

Hours: Monday to Friday 8:00 am to 4:30 pm

Email: ep-efactshelpdeskteam@pa.gov

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

Contacting the Office of Oil and Gas Management

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

Number: (717) 772-2199

Hours: Monday to Friday 8:00 am to 4:00 pm

Email: RA-ep-BOGMOGRE@pa.gov

INTRODUCTION

DEP Notifications are submitted by using the online Oil and Gas Reporting Electronic (OGRE) application. This guide is intended to help the operator proceed in the proper reporting procedures for DEP notifications. As operators submit notifications electronically, the DEP Oil and Gas Inspectors, Water Quality Specialists, Oil and Gas Plugging Inspectors and their corresponding Supervisors are sent an email notifying them of the Notification. The OGRE application may be accessed via the DEP Greenport login in system at <https://www.depgreenport.state.pa.us>.

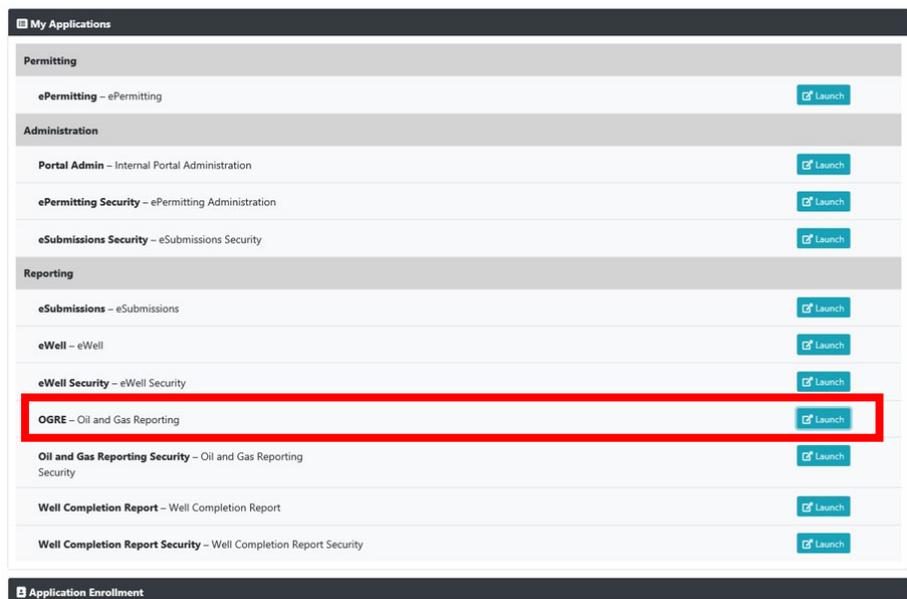
Each user must be properly registered with DEP GreenPort to submit DEP Notifications. If you are not a registered GreenPort user please see the [Self-Registration Guide](#) on the DEP Oil and Gas Electronic Submissions Guide website for further information. <http://www.dep.pa.gov/OG-submit>.

Upon successfully registering with the DEP GreenPort Website, the designated representative, using the user ID and password created during registration, may log on the DEP Green Port website.

LOGIN: www.depgreenport.state.pa.us

Login:

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



NOTE: If the “Oil and Gas reporting” is not displayed under My Applications, you are not properly registered with DEP GreenPort to submit Oil and Gas Reports. Please contact your Electronic Filing Administrator for your company or see the Enrollment Guides [here](#).

1. The OGRE System Site Menu screen will be displayed:
2. Select *DEP Notifications* from the Site Menu on the left hand side of the screen and the Submit a Notification screen will be displayed.

DEP Oil and Gas Reporting - Electronic

Welcome Logged in as OGREAZ using operator ID 66670 [Switch Operator](#) | [Back to GreenPort](#)

Site Menu

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

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

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

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

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

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

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

SUBMIT A NOTIFICATION

The current active notifications available to submit electronically are listed in the Submit a Notification window as pictured below. The notifications can be filtered by clicking on the check boxes for Conventional or Unconventional. For example, if only the Conventional check box is marked, the list will only display the notifications that are available for conventional well operators.

Click on the link of notification you'd like to submit. Limit the list of regulations by checking the categories and clicking Filter.

Conventional Unconventional

Filter	
Abandonment or plugging notification 58 Pa. C.S. 3211(f)(2)	[+]
Casing cementing notification 58 Pa. C.S. 3211(f)(2)	[+]
Deficient Tank Inspection (unconventional wells) 78a.57(i)	[+]
Disposal of drill cuttings (unconventional wells) 78a.61(e)	[+]
Drilling resumption After Break of 30 days or more notification 58 Pa. C.S. 3211(f)(1)	[+]
Notice of pollution or diminution of water supply 78a.51(h)	[+]
Notice prior to installation of a modular storage structure 78a.56(a)(4) (unconventional wells)	[+]
Notification of return of regulatory inactive well to active status 3214(d)	[+]
Pressure test notification 58 Pa. C.S. 3211(f)(2)	[+]
Re-Stimulation notification 58 Pa. C.S. 3211(f)(2)	[+]
Stimulation notification 58 Pa. C.S. 3211(f)(2)	[+]
Well Communication Incident 78a.73(c) (unconventional wells)	[+]

To begin the process of submitting a notification, click on the DEP Notification that you wish to submit. Information on how to submit each notification is detailed in the following pages.

58a. C.S. 3211(f)(2): Abandonment or plugging notification

(The unconventional well operator shall provide the department 24 hours' notice prior to cementing all casing strings, conducting pressure tests of the production casing, stimulation and abandoning or plugging an unconventional well.)

Questions marked with a * are required.

Abandonment or plugging notification 58 Pa. C.S. 3211(f)(2)

*** Well Permit Number**
Important: The 37- prefix must not be entered when selecting a permit number.
Just type the XXX-XXXXX positions in the permit number.

Well API #: 37— — —00—00

*** Date and approximate time action is to occur**
 (mm/dd/yyyy) (hh:mm AM/PM)

Comments

2000 character max!

1. Enter the Well API # in the fields provided in the format (XXX-XXXXX)
2. Enter the Date and approximate time the action is to occur.
3. Enter any Comments you would like to provide. Comments are optional and are not required to submit the notification.
4. Click the button on the bottom of the screen to submit the notification to DEP.
5. The button will show the information the notification will contain when submitted.
6. The button will cancel the Notification and it will not be sent to DEP.
7. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left-hand side or log out of the application by selecting the “*Back to GreenPort*” button in the upper left side of the screen.

58 Pa. C.S. 3211(f)(2): Casing cementing notification

(The unconventional well operator shall provide the department 24 hours' notice prior to cementing all casing strings, conducting pressure tests of the production casing, stimulation and abandoning or plugging an unconventional well.)

Questions marked with a * are required.

Casing cementing notification 58 Pa. C.S. 3211(f)(2)

*** Well Permit Number**
Important: The 37- prefix must not be entered when selecting a permit number.
Just type the XXX-XXXXX positions in the permit number.

Well API #: 37— — —00—00

*** Enter the Date and Time for the applicable Casing Types**
If entered, date and approximate time are required

Casing Type	Date	Approximate Time
Surface	<input type="text"/> (mm/dd/yyyy)	<input type="text"/> (hh:mm AM/PM)
Intermediate	<input type="text"/> (mm/dd/yyyy)	<input type="text"/> (hh:mm AM/PM)
Coal Protected Casing 1	<input type="text"/> (mm/dd/yyyy)	<input type="text"/> (hh:mm AM/PM)
Coal Protected Casing 2	<input type="text"/> (mm/dd/yyyy)	<input type="text"/> (hh:mm AM/PM)
Gas Storage Protective Casing	<input type="text"/> (mm/dd/yyyy)	<input type="text"/> (hh:mm AM/PM)
Production Casing	<input type="text"/> (mm/dd/yyyy)	<input type="text"/> (hh:mm AM/PM)

Comments
2000 character max

1. Enter the Well API # in the fields provided in the format (XXX-XXXXX)
2. Enter the Date and approximate time the action is to occur for the applicable Casing Type. At least one casing type must be selected to complete this notification.
3. Enter any Comments you would like to provide. Comments are optional and are not required to submit the notification.
4. Click the button on the bottom of the screen to submit the notification to DEP.
5. The button will show the information the notification will contain when submitted.
6. The button will cancel the Notification and it will not be sent to DEP.
7. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left-hand side or log out of the application by selecting the "Back to GreenPort" button in the upper left side of the screen.

25 Pa. Code Section 78a.57(i): Deficient Tank Inspection (Unconventional wells)

(Operators must inspect any tanks storing brine or other fluids produced during operation of the well at least once per calendar quarter and documented. Deficiencies noted during inspection must be reported to the Department electronically through its website within 3 days of the inspection...)

Deficient Tank Inspection (unconventional wells) 78a.57(i)

* Choose a well pad or the nearest well associated with the tank

Well pad:

Nearest well:

* Date and Time of Inspection

(mm/dd/yyyy) (hh:mm AM/PM)

* Tank Contents

* Tank Capacity

* Reason/type of deficiency observed

* Estimated volume lost

* Impacts resulting from deficiency

* Corrective Action

* Comments
2000 character max!

1. Select the well pad or the nearest well associated with the tank by clicking on the down arrow and selecting a well pad or well from the dropdown list.
2. Enter the Date (mm/dd/yyyy) and Time (hh:mm AM/PM) the inspection took place.

3. Enter a description of the tank contents.
4. Enter the Capacity of the tank.
5. Enter a description of the deficiency or reason for the notice.
6. Enter the known volume or best estimated volume lost.
7. Enter impacts resulting from the deficiency.
8. Enter the corrective action taken.
9. Enter comments up to 2,000 characters describing the incident.
10. Click the **Submit** button on the bottom of the screen to submit the notification to DEP.
11. The **Preview** button will show the information the notification will contain when submitted.
12. The **Cancel** button will cancel the Notification and it will not be sent to DEP.
13. After you have finished submitting the DEP Notification, you can navigate to the other modules from the Site Menu on the left-hand side of the screen or log out of the application by selecting the "Back to Greenport" button in the upper left side of the screen.

NOTE: Comments are required to complete the submission of the Deficient Tank Inspection notification.

25 Pa. Code Section 78a.61(e): Disposal of drill cuttings (Unconventional wells)

(The owner or operator shall notify the Department at least 3 business days before disposing of drill cuttings under this section...)

Questions marked with a * are required.

Disposal of drill cuttings (unconventional wells) 78a.61(e)

* Is this an initial notification or a re-notification?
 Initial notification Re-notification

* Select from unconventional wells that are Active and have been SPUD

* Proposed date/time
 (mm/dd/yyyy) (hh:mm AM/PM)

Preview **Submit** **Cancel**

1. Select if this notification is an Initial notification or a Re-notification
2. Select the unconventional wells that are Active and have been SPUD from the list displayed in the dropdown box. If a well is not displayed that you feel should be, contact the Bureau of Oil & Gas Planning and Program Management at (717)-772-2199.

3. Enter the Proposed date (mm/dd/yyyy) and time of disposal.
4. Click the **Submit** button on the bottom of the screen to submit the notification to DEP.
5. The **Preview** button will show the information the notification will contain when submitted.
6. The **Cancel** button will cancel the Notification and it will not be sent to DEP.
7. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left-hand side of the screen by selecting “*DEP Oil and Gas Reporting*” or log out of the application by selecting the “*Back to GreenPort*” button in the upper left side of the screen.

NOTE: This section refers to onsite disposal only.

58 Pa. C.S. 3211(f)(1): Drilling resumption After Break of 30 days or more notification

(If there is a break in drilling of 30 days or more, the well operator shall notify the department at least 24 hours prior to the resumption of drilling.)

Questions marked with a * are required.

Drilling resumption After Break of 30 days or more notification 58 Pa. C.S. 3211(f)(1)

*** Well Permit Number**
Important: The 37- prefix must not be entered when selecting a permit number.
Just type the XXX-XXXXX positions in the permit number.

Well API #: 37— — —00—00

*** Date and approximate time action is to occur**

(mm/dd/yyyy) (hh:mm AM/PM)

Comments
2000 character max!

Preview **Submit** **Cancel**

1. Enter the Well API # in the fields provided in the format (XXX-XXXXX)
2. Enter the Date and approximate time the action is to occur.
3. Click the **Submit** button on the bottom of the screen to submit the notification to DEP.
4. The **Preview** button will show the information the notification will contain when submitted.
5. The **Cancel** button will cancel the Notification and it will not be sent to DEP.

- After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left hand side of the screen by selecting "DEP Oil and Gas Reporting" or log out of the application by selecting the "Back to GreenPort" button in the upper left side of the screen.

NOTE: It is optional to enter comments in the Comments box. Comments are not required to submit the notification.

25 Pa. Code Section 78a.51(h): Notice of pollution or diminution of water supply

(A well operator who receives notice from a landowner, water purveyor or affected person that a water supply has been affected by pollution or diminution, shall report receipt of notice from an affected person to DEP within 24 hours of receiving the notice.)

Notice of pollution or diminution of water supply 78a.51(h)

NOTE: If the Complainant Address is outside of the USA, please call DEP (866-255-5158) work days between 8:00am and 4:00pm to submit the complaint.

Fields marked with an * are required.

Contact Information of Affected Party	
* Name (*First, Middle Initial, *Last)	<input type="text"/> <input type="text"/> <input type="text"/>
Company	<input type="text"/>
* Address	<input type="text"/> <input type="text"/>
*City, *State *Zip	<input type="text"/> PA <input type="text"/>
* Phone (Provide at least one)	
Home:	<input type="text"/>
Mobile:	<input type="text"/>
Work:	<input type="text"/> ext. <input type="text"/>
Email	<input type="text"/>

Incident Location	
<input type="checkbox"/> Use Contact Information or Affected Party Address	
* Address	<input type="text"/> <input type="text"/>
*City, *State *Zip	<input type="text"/> PA <input type="text"/>

- Enter the Contact information of the Affected Party.
 - The name, address and phone number is required.
- Enter the Incident Location information. If the incident address is the same as the address of the Affected Party, you may check the box "Use Contact Information or Affected Party Address".

General

* **County**
(Please Select) ▾

* **Municipality**
(Please Select) ▾

* **Complaint Short Description (100 characters max)**
[Text Area]

Complaint Location (500 characters max)
[Text Area]

Remarks / Comments (2000 characters max)
[Text Area]

* **Date & Time Operator Received Complaint**
* Date: [Text Box] Time: [Text Box]

Date Problem Started
Date: [Text Box]

* **Nature of problem**

Cloudy/Turbid
 Effervescence
 Foaming
 Odor/Taste
 Yield
 Discolor What Color?: [Text Box]
 Other *Describe: [Text Box]

3. Enter the County and Municipality of where the incident occurred. The “Complaint Short Description” is required to submit the notification.
4. Enter the time and date the complaint was received by the Operator
5. Enter the Date the problem stated if applicable
6. Select the best example of the nature of the problem. If you choose “Other” you must describe the nature of the problem in the “Describe” box provided
7. Click the button to submit the complaint to DEP.

NOTE: You may give additional information about the complaint location or additional comments or remarks in the boxes provided. This information is not required for submission of the notification.

25 Pa. Code 78a.56(a)(f) Notice prior to installation of a modular storage structure (Unconventional well)

(After obtaining approval to utilize a modular storage structure at a specific well site, the operator or owner shall notify the Department at least 3 business days before the beginning of construction...)

Questions marked with a * are required.

Notice prior to installation of a modular storage structure 78a.56(a)(4) (unconventional wells)

* Is this an initial notification or a re-notification?
 Initial notification Re-notification

* Select an active authorization (Modular aboveground storage structure)
[Dropdown menu]

* Choose a well pad associated with this structure
Well pad: [Dropdown menu]

* Date and time construction/installation is to begin
[Date field (mm/dd/yyyy)] [Time field (hh:mm AM/PM)]

1. Select if this is an Initial notification or a Re-notification
2. Click the down arrow to display the drop-down list containing the active authorization(s). Select the Modular aboveground storage structure for which you are submitting the notification for.
3. Click the Well pad down arrow to display the drop-down list and choose the well pad associated with the structure.
4. Enter the date and time the construction or installation is to begin.
5. Click the button on the bottom of the screen to submit the notification to DEP.
6. The button will show the information the notification will contain when submitted.
7. The button will cancel the Notification and it will not be sent to DEP.
8. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left hand side of the screen or log out of the application by selecting the "Back to GreenPort" button in the upper left side of the screen.

58 Pa. C.S. 3214(d): Notification of return of regulatory inactive well to active status

(...the operator shall notify the Department that the well has been returned to active status...)

Questions marked with a * are required.

Notification of return of regulatory inactive well to active status 3214(d)

* Select from wells that are Regulatory Inactive and have been SPUD

1. Click on the down arrow to display the list of regulatory inactive wells. Choose the regulatory inactive well that you wish to return to Active status.
2. Click the button on the bottom of the screen to submit the notification to DEP.
3. The button will show the information the notification will contain when submitted.
4. The button will cancel the Notification and it will not be sent to DEP.
5. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left-hand side of the screen or log out of the application by selecting the "Back to GreenPort" button in the upper left side of the screen.

NOTE: This notification is not required to be made electronically. It can also be submitted to DEP by paper using the [8000-FM-OOGM0123](#) form.

58 Pa. C.S. 3211(f)(2): Pressure test notification

(The unconventional well operator shall provide the department 24 hours' notice prior to cementing all casing strings, conducting pressure tests of the production casing, stimulation and abandoning or plugging an unconventional well.)

Questions marked with a * are required.

Pressure test notification 58 Pa. C.S. 3211(f)(2)

* Well Permit Number
Important: The 37- prefix must not be entered when selecting a permit number.
Just type the XXX-XXXXX positions in the permit number.

Well API #: 37- - -00-00

* Date and approximate time action is to occur
 (mm/dd/yyyy) (hh:mm AM/PM)

Comments

2000 character max!

1. Enter the Well API # in the fields provided in the format (XXX-XXXXX)
2. Enter the Date and approximate time the action is to occur.
3. Click the **Submit** button on the bottom of the screen to submit the notification to DEP.
4. The **Preview** button will show the information the notification will contain when submitted.
5. The **Cancel** button will cancel the Notification and it will not be sent to DEP.
6. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left hand side of the screen or log out of the application by selecting the “*Back to GreenPort*” button in the upper left side of the screen.

NOTE: It is optional to enter comments in the Comments box. Comments are not required to submit the notification.

58 Pa. C.S. 3211(f)(2): Re – Stimulation Notice

(The unconventional well operator shall provide the department 24 hours’ notice prior to cementing all casing strings, conducting pressure tests of the production casing, stimulation and abandoning or plugging an unconventional well.)

Questions marked with a * are required.

Re-Stimulation notification 58 Pa. C.S. 3211(f)(2)

*** Well Permit Number**
Important: The 37- prefix must not be entered when selecting a permit number.
Just type the XXX-XXXXX positions in the permit number.

Well API #: 37— — —00—00 **List subfacilities**

*** Subfacilities affected**
Check one or more subfacilities affected by this notification:

*** Date and approximate time action is to occur**
 (mm/dd/yyyy) (hh:mm AM/PM)

Comments

2000 character max!

Preview **Submit** **Cancel**

1. Enter the Well API # in the fields provided in the format (XXX-XXXXX) and click ‘List subfacilities’ button.
2. The sub facilities associated with the selected well permit number should display. Check the block for all sub facilities that will be affected by this notification.
3. Enter the Date and approximate time the action is to occur

4. Click the **Submit** button on the bottom of the screen to submit the notification to DEP.
5. The **Preview** button will show the information the notification will contain when submitted.
6. The **Cancel** button will cancel the Notification and it will not be sent to DEP.
7. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left hand side of the screen or log out of the application by selecting the “*Back to GreenPort*” button in the upper left side of the screen.

NOTE: It is optional to enter comments in the Comments box. Comments are not required to submit the notification.

58 Pa. C.S. 3211(f)(2): Stimulation notification

(The unconventional well operator shall provide the department 24 hours’ notice prior to cementing all casing strings, conducting pressure tests of the production casing stimulation and abandoning or plugging an unconventional well.)

Questions marked with a * are required.

Stimulation notification 58 Pa. C.S. 3211(f)(2)

*** Well Permit Number**
Important: The 37- prefix must not be entered when selecting a permit number.
Just type the XXX-XXXXX positions in the permit number.

Well API #: 37— — —00—00 **List subfacilities**

*** Subfacilities affected**
Check one or more subfacilities affected by this notification:

*** Date and approximate time action is to occur**
 (mm/dd/yyyy) (hh:mm AM/PM)

Comments

2000 character max

Preview **Submit** **Cancel**

1. Enter the Well API # in the fields provided in the format (XXX-XXXXX) and then click the ‘List subfacilities’ button.
2. The sub facilities associated with the selected well permit number should display. Check the block for all sub facilities that will be affected by this notification.
3. Enter the Date and approximate time the action is to occur
4. Click the **Submit** button on the bottom of the screen to submit the notification to DEP.
5. The **Preview** button will show the information the notification will contain when submitted.

- The button will cancel the Notification and it will not be sent to DEP.
- After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left-hand side of the screen or log out of the application by selecting the “*Back to GreenPort*” button in the upper left side of the screen.

NOTE: It is optional to enter comments in the Comments box. Comments are not required to submit the notification.

25 Pa. Code 78a.73(c) Well Communication Incident (Unconventional wells)

(...The operator shall notify the Department electronically through the Department 's web site of any change to a well being monitored, of any treatment pressure or volume changes indicative of abnormal fracture propagation at the well, being stimulated or if otherwise made aware of a confirmed Well communication incident associated with their stimulation activities)

The [Guidance](#) link will direct you to *Guidelines for Implementing Area of Review Regulatory Requirements (AOR TGD)* for further information on well communication incident reporting.

Questions marked with a * are required.

Well Communication Incident 78a.73(c) (unconventional wells)

[Guidance](#)

* Well Permit Number of unconventional well being stimulated at the time of the Incident

* Choose the incident type according to published guidelines

2 Hour Notification Incident - Follow-up Incident Report due in 3 days to the Oil & Gas Inspector
 24 Hour Notification Incident - Follow-up Incident Report due in 30 days to the Oil & Gas Inspector

* Date and Time the Incident Occurred
 (mm/dd/yyyy) (hh:mm AM/PM)

Comments

2000 character max!

- Using the dropdown arrow, select the Well Permit Number of the unconventional well being stimulated at the time of the incident.
- Choose the incident type according to the published guidelines. The published guidelines can be located by clicking on the Guidance link.
- Enter the Date and Time the incident occurred.
- Comments can be entered but are optional and not required to submit this notification.

5. Click the **Submit** button on the bottom of the screen to submit the notification to DEP.
6. The **Preview** button will show the information the notification will contain when submitted.
7. The **Cancel** button will cancel the Notification and it will not be sent to DEP.
8. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left-hand side of the screen or log out of the application by selecting the “*Back to GreenPort*” button in the upper left side of the screen.

Pipeline Operators

1. In addition to DEP Notifications, users granted access to the Pipeline Operator will see two additional notifications that are available as shown below.

Click on the link of notification you'd like to submit. Limit the list of regulations by checking the categories and clicking Filter.

Conventional Unconventional

Filter

Notice of water supply complaint during HDD 78a.68a(a)(j)	(+)
Notice prior to HDD activities. (24 hrs. prior) 78a.68a(c)	(+)

Notice prior to HDD activities. (24hrs prior) 78a.68a(c)

(The Department shall be notified at least 24 hours prior to beginning of any horizontal directional drilling activities, including conventional boring, beneath any body of water or watercourse ...)

Questions marked with a * are required.

Notice prior to HDD activities. (24 hrs. prior) 78a.68a(c)

* Date and time when the drilling will occur
[mm/dd/yyyy] [hh:mm AM/PM]

* Location: Enter the GPS Coordinates (decimal degrees) of the entry point of the HDD operation
Latitude [] Longitude []

* Enter the Water Obstruction & Encroachment permit number or General Permit registration number under which this activity is authorized
[]

* Enter the ESCGP permit number under which this activity is authorized
[]

Additional Comments
2000 character max!
[]

1. Enter the Date and Time the drilling will occur
2. Enter the Latitude and longitude in decimal degrees of the entry point of the HDD operation.
 - a. Latitude must be greater or equal to 39.67 and less than or equal to 42.29
 - b. Longitude must be entered as greater or equal to -80.62 and less than or equal to - 74.61
3. Click the “Check county/municipality” button to verify locational information is correct.
4. Enter the Water Obstruction & Encroachment permit number or General Permit registration number under which the activity is authorized.
5. Enter the ESCGP permit number under which this activity is authorized.
6. You may enter Additional Comments; however, comments are not necessary to submit the notification.
7. Click the **Submit** button on the bottom of the screen to submit the notification to DEP.
8. The **Preview** button will show the information the notification will contain when submitted.
9. The **Cancel** button will cancel the Notification and it will not be sent to DEP.
10. After you have finished submitting the DEP Notification, you can navigate to other modules from the Site Menu on the left-hand side of the screen or log out of the application by selecting the “*Back to GreenPort*” button in the upper left side of the screen.

Notice of Water Supply Complaint during HDD 78a.68a(j)

(Any water supply complaints received by the person subject to subsection (a) shall be reported to the Department within 24 hours electronically through its web site.)

1. Enter the Contact information of the Affected Party.
 - a. The name, address and phone number are required.

Notice of water supply complaint during HDD 78a.68a(j)

NOTE: If the Complainant Address is outside of the USA, please call DEP (866-255-5158) work days between 8:00am and 4:00pm to submit the complaint.

Fields marked with an * are required.

Contact Information of Affected Party

* Name (*First, Middle Initial, *Last)

Company

* Address

*City, *State *Zip
 PA

* Phone (Provide at least one)
Home:
Mobile:
Work: ext.

Email

Incident Location

Use Contact Information or Affected Party Address

* Address

*City, *State *Zip

PA

2. Enter the Incident Location information. If the incident address is the same as the address of the Affected Party, you can check the box “*Use Contact Information or Affected Party Address*”.

General

* County

(Please Select)

* Municipality

(Please Select)

* Pipeline Type (choose one): Gathering Pipeline Transmission Pipeline

* Complaint Short Description (100 characters max)

Complaint Location (500 characters max)

* Detailed Description/Remarks/Comments (2000 characters max)

* Date & Time Operator Received Complaint

* Date: * Time:

Date Problem Started

Date:

* Nature of problem

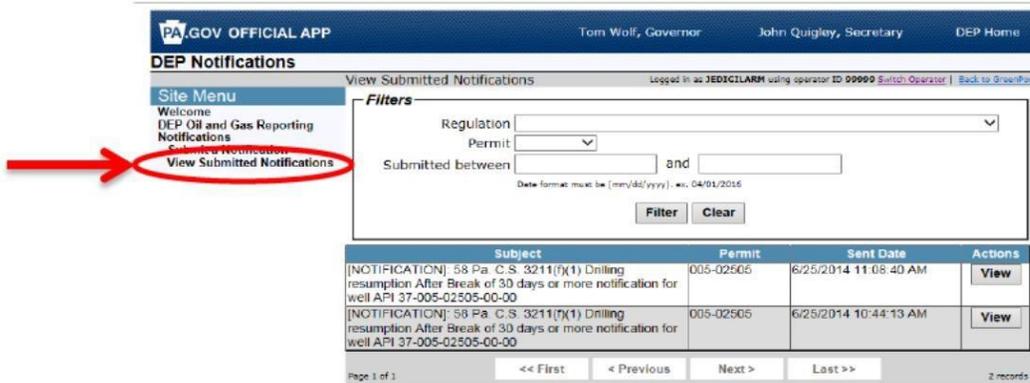
Cloudy/Turbid
 Effervescence
 Foaming
 Odor/Taste
 Yield
 Discolor What Color?:
 Other *Describe:

3. Enter the County and Municipality of where the incident occurred.
4. Select Pipeline Type either Gathering Pipeline or Transmission Pipeline.
5. Enter a “Complaint Short Description”. The short description is limited to 100 characters and should describe the main nature or cause of incident.
6. Enter a detailed description of the incident to include any remarks or comments about the incident. The detailed description is limited to 2000 characters.
7. Enter the time and date the complaint was received by the Operator.
8. Enter the Date the problem stated if known.

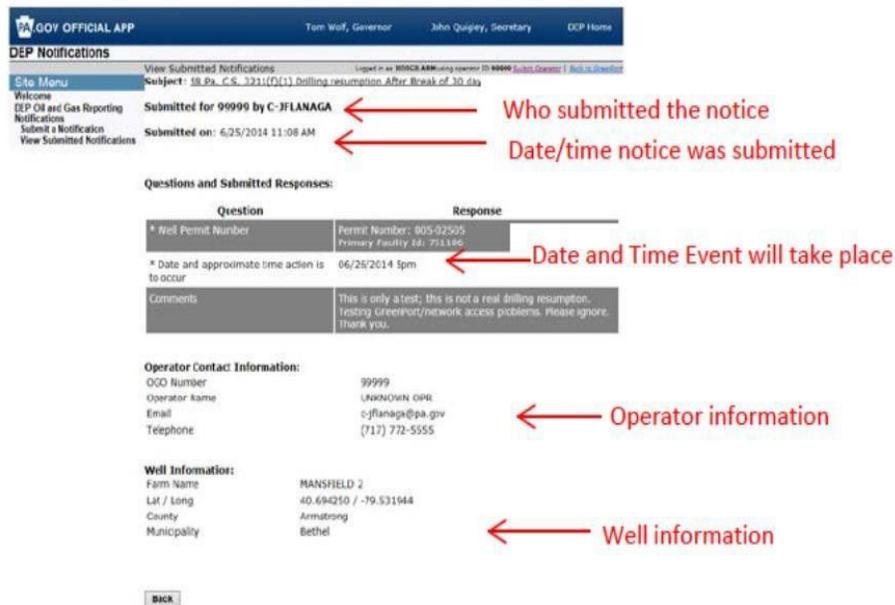
- Select the best example of the nature of the problem. If you choose "Other" you must describe the nature of the problem in the "Describe" box provided
- Click the button to submit the complaint to DEP.

Viewing Submitted Notifications

- Previously submitted notifications can be viewed by selecting the "View Submitted Notifications" link on the left side of the screen under Site Menu.



- The "Filters" box is useful to help narrow down your search for a specific notification. You may search for previously submitted notifications by either searching for the regulation, permit number and the timeframe the notification was originally submitted.
- When you locate the notification you are seeking, clicking the "VIEW" button on the right-hand side of the screen, this will display a more detailed view of the submitted notification as shown below.



4. Pressing the **“BACK”** button on the bottom of the screen will return the operator back to the Submit a Notification screen.

Exiting the GreenPort DEP Notification Module

After you have finished submitting the desired DEP Notification, you can navigate to other modules from the Site Menu on the left-hand side of the screen or log out of the application by selecting the “Back to GreenPort” button.

Questions

If you have any questions regarding DEP Notifications please contact the Bureau of Oil & Gas planning and Program Management at 717772-2199.

Version History

Version	Date	Revision reason
1.1	04/29 /2016	Added table of contents, help desk information, updated screen shots and formatting
1.2	10/06 /2016	Added new and revised available DEP notifications and pipeline operator notifications
1.3	05/16 /2018	Update eLibrary links and screen images
1.4	04/08 /2020	Updated screen shots, GreenPort logon section and corrected formatting.