



Office of Oil and Gas Management

Oil and Gas Reporting Electronic Unconventional Wells Monthly Production Reporting Guide

April 28, 2020

Version 1.4

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Purpose

Welcome to the Oil and Gas Reporting Electronic (OGRE) Production 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

Number: (717) 705-3768

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

ep-efactshelpdeskteam@pa.gov

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

Contacting the Office of Oil and Gas Management

Questions related to Oil and Gas regulations, reporting requirements or how to complete or submit Oil and Gas electronic submissions should be directed to 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

Pursuant to Title 58, Section 3222 of the Pennsylvania Consolidated Statutes, 58 Pa. § 3222, commonly known as the 2012 Oil and Gas Act (“Act”) and Section 78a.121(a) of the Oil and Gas Regulations (“Regulations”), 25 Pa. Code § 78a.121(a), an oil and gas well operator is required to submit a production and status report to the Department for each permitted or registered well on an individual basis within 45 calendar days of the close of each monthly reporting period. When the 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. This report shall include all production and waste information from the preceding calendar month. (See the Waste Reporting Unconventional Wells Reporting Guide for additional waste reporting information.) The Regulations require that these reports be submitted electronically to the Department through its web site. This guide is to help the operator proceed in the proper completion of the production reports.

Electronic Reporting – Log on to DEPGreenPort

1. To satisfy the electronic reporting requirement under Section 78a.121(c) of the Oil and Gas Regulations, 25 Pa. Code § 78a.121(c), the Department has created an online Oil and Gas Production and Waste Reporting applications. These applications can be accessed via the DEP Greenport 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:



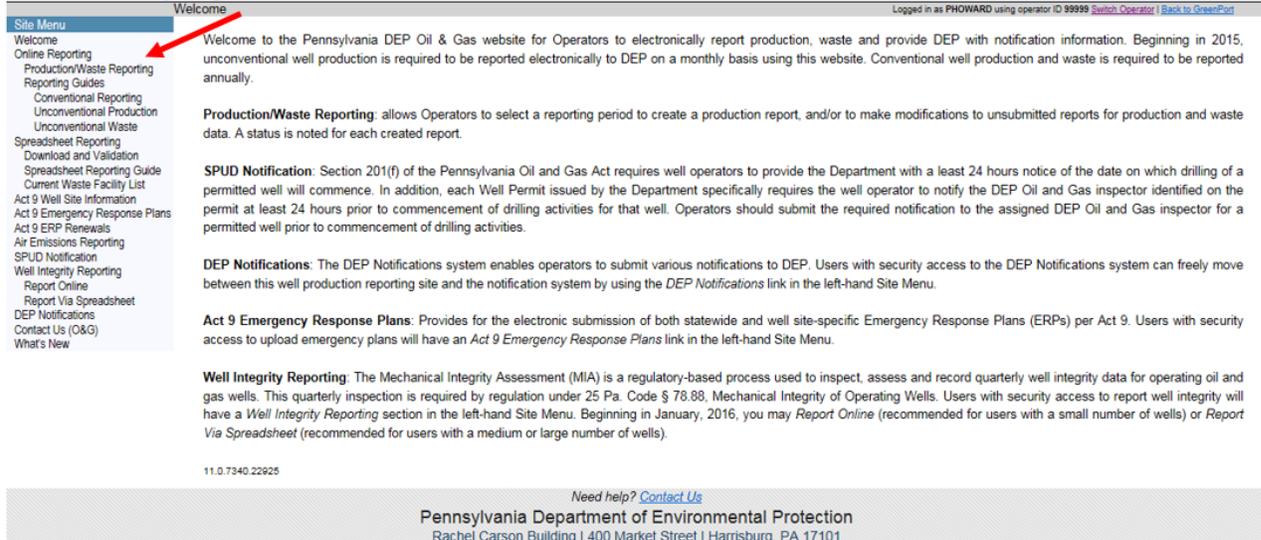
- b. For Oil and Gas Production Reporting, in the “Reporting” section, select “**OGRE - Oil and Gas Reporting**” using its [Launch] button.

OGRE – Oil and Gas Reporting

 Launch

- c. The OGRE System Site Menu and Welcome screen will be displayed.
- d. Select “Production/Waste Reporting,” under “Online Reporting from the Site Menu on the left.

DEP Oil and Gas Reporting - Electronic



Welcome

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

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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Production Reporting – General Information

1. There are two methods of entering the production data, online Manual Data Entry and offline Spreadsheet Reporting. Typically, reports with only a few wells are prepared using the Manual Data Entry method and reports with numerous wells are prepared using the spreadsheet reporting method.
2. 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 based upon current well information in the Department’s database.
3. If a well is incorrectly included in an unconventional reporting period inventory, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Data Administration at 717-772-2199.
4. If a well should be included in an inventory, but is not, the operator must manually add the well to their inventory and report any productions or provide a non-production comment. To add a well to an unconventional reporting period, that

well must meet the following criteria:

- a. It must be properly identified as either an unconventional well in the Department's database. For example, if a well is identified as a conventional well in the Department's database, an operator will receive an error message if they try to add that well to their inventory for an unconventional reporting period.

Note: If a well is incorrectly identified as either conventional or unconventional 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.

- b. It must have a spud date entered into the Department's database that predates the close of the reporting period. If a spud date has not been entered into the Department's database, the operator must go the "SPUD Notification" entry screen (accessible via the Site Menu on the left side of the page) and enter the spud date for the well.

Note: 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 Administration at 717-772-2199.

5. 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 non-production comments generated by the well during the entire reporting period or provide a reason why there is no production to report.
6. 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.

Note: If an operator is unable to update the list, they must contact the Office of Oil and Gas Management, Division of Compliance and Administration at 717-772- 2199. Operators 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.

Production Reporting by Manual Data Entry

1. After successfully logging on to DEPGreenPort as described in the [Electronic Reporting – Log on to DEPGreenPort Section](#), choose the correct reporting period from the Dropdown list. A well operator without reports created in OGRE will see a screen like this:

DEP Oil and Gas Reporting - Electronic

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

Report deleted successfully.

Reporting Period: Jan - Dec 2015 (Conventional wells) - 12 mos.
OGO: 99999 **Operator:** UNKNOWN OPR

STEP 1: Create a Report

Select a reporting period: Jan - Dec 2016 (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.

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.

2. Verify your chosen reporting period, and then press the top button, [A. Create a manual data entry report]. A row with the created report will appear. The image below shows a reporting history with the new report at the top.

DEP Oil and Gas Reporting - Electronic

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

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
Feb 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Not Submitted	April 14, 2017	View	Modify	Delete	
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

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
Feb 2017 (PRODUCTION: Unconventional wells) - 1 mo.	April 14, 2017	Submit as Final	(1) 2 wells have no production or non-production reason.

3. The newly created report is shown with a “Not Submitted” status, the Due Date,

and [View,] [Modify,] and [Delete] buttons.

- a. The [View] button will display the Summary Report for the reporting period well inventory. If production data have been entered, it will be displayed.
 - i. Select “[return to Production/Waste Reporting page](#)” to return to the Production/Waste Reporting page.
 - ii. Select “[printer friendly version \(use landscape orientation only\)](#)” to display a printer friendly report that you can print for your records.
 - iii. Close the printer friendly report to return to the Summary Report page.
- b. The [Modify] button allows you to enter and/or change production data on your report.
- c. The [Delete] button will allow the operator to delete the report that is selected. After pressing the Delete button, the delete conformation screen will be displayed. Press the button to delete the selected report.
 - i. CAUTION: Pressing the [Delete] button will delete the selected report and any data that was entered will be lost.
 - ii. Press the [Cancel] button to cancel the “delete report” request. The selected report will not be deleted.
- d. The [RETRACT] button will not appear unless a production report has been submitted and the reporting period due date has not expired. The procedure to retract a past-due report is described in the retract report section.

Production/Waste Reporting Logged in as JONES1 using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

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
Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Not Submitted	May 15, 2017	<input type="button" value="View"/>	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>	
Jan 2017 (WASTE: Unconventional wells) - 1 mo.	Not Submitted	March 17, 2017	<input type="button" value="View"/>	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>	
Apr 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/26	June 14, 2016	<input type="button" value="View"/>			
Jan 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/19	March 16, 2016	<input type="button" value="View"/>			
Jan 2015 (Unconventional wells) - 1 mo.	Submitted 2015/01/30	March 31, 2015	<input type="button" value="View"/>			

4. If you do not have production data specific to each well, you may group wells by following the instructions in the [Grouping Wells by Manual Data Entry](#) section before continuing.
5. Press the [Modify] button to begin adding production data or non-production comments. This will take you to Page 1 of your well inventory.
6. On the right side of each well listed in the table you will see two green plus signs (++) in columns under the “C” and under the “P.” As is appropriate for each well, click the green plus under “C” to input a comment or the plus sign under “P” to input production data. Every well must have production or a non-production comment when the report is submitted. See [Appendix B: Non-production comments](#) for more details related to this page.
7. The screen for inputting a comment is shown below. A comment must include a standard reason selected from the drop-down box, and optionally additional

DEP Oil and Gas Reporting - Electronic
Production/Waste Reporting

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

Total well count is 1.

Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Grp	C	P
129-25209	EXPORT FUEL 1	1	P1001		ACTIVE	2004-02-27		+	+

Current comments for well 37-129-25209-00-00

Select a reason: - Select Standard Reason Here -

Additional Comments:
(max. 255 chars)

Save Continue

comments may be added in the Additional Comments box.

8. After selecting the standard Non-production comment form the dropdown list and optionally entering any additional comments you may want to add, press the [Save] button. On the right side of the screen you will see “[Comment saved successfully.](#)”
9. Press the [Continue] button to return to the previous screen.
10. 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, press the [Continue] button and repeat steps 6 through 9. See [Appendix B: Non-production comments](#) for more details related to comments.

11. To input production of gas, condensate, and/or oil, click the plus sign (+) under the “P” for the well that the production is for. The screen below will be displayed.

The screenshot shows the 'DEP Oil and Gas Reporting - Electronic' interface. The main content area displays the following information:

- Reporting Period:** Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.
- OGO:** 99999 **Operator:** UNKNOWN OPR
- Total well count is 1.**
- Add or Search for Well** section with fields for Permit #, Add Well, Find Well, and Well Groups.
- Table of Wells:**

Permit #	Farm Name	Well #	Serial #	Tank / Meter #	Status	SPUD	Grp	C	P
129-25209	EXPORT FUEL 1	1	P1001		ACTIVE	2004-02-27		✓	+
- Current production information for well 37-129-25209-00-00** section with input fields for Gas (MCF), Condensate (Barrels), and Oil (Barrels), each with a corresponding 'Days' field.
- Buttons:** Save, Continue.

12. For gas production, enter the number of MCFs (thousand cubic feet) of gas that was produced from the well and enter the number of days the well was producing gas. 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, a zero should also be entered for number of days.

13. For condensate and/or oil production, enter the number of barrels that were produced by the well and the number of days the wells was producing condensate and/or oil. All values entered in this screen must be positive numbers greater than zero. If no condensate or oil production is being reported for the well, leave the fields blank or input the number zero (“0”). If you input a zero, a zero should also be entered for number of days.

14. When finished inputting production, press “Save” to save the production data entered.

15. On the right-hand side of the screen, you will see “Production Values saved Successfully.”

16. Press the [Continue] button to return to the Well Information screen shown below.

NOTE: If the [Continue] button is pressed before the [Save] button is pressed, all production data will not be saved.

This screenshot is identical to the one above, showing the 'DEP Oil and Gas Reporting - Electronic' interface with the production input screen for well 37-129-25209-00-00.

17. The green plus (+) under the P will change to a green check mark (✓). To add production data for additional wells, press the [Continue] button and repeat steps 10 through 15. See [Appendix C: Production](#) for more details related to Gas, Condensate and Oil Production.

18. 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 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 if 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 screen below, showing that the production report was submitted.

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

19. 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. Logged in as JONES8 using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

Reporting Period: Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.
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
Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Submitted 2016/12/27	May 15, 2017	<input type="button" value="View"/>			<input type="button" value="Retract"/>
Apr 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/26	June 14, 2016	<input type="button" value="View"/>			
Jan 2016 (Unconventional wells) - 1 mo.	Submitted 2016/05/19	March 16, 2016	<input type="button" value="View"/>			
Jan 2015 (Unconventional wells) - 1 mo.	Submitted 2015/01/30	March 31, 2015	<input type="button" value="View"/>			

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

Grouping Wells by Manual Data Entry

1. When production data is collected for a group of wells rather than individual wells, such as for all the wells on a well pad, grouping wells can facilitate reporting the total production quantity that is subject to all the same management. With group reporting, it is only necessary to report the total production quantity for a group of wells. The reporting will appear in the OGRE system as it was input rather than divided among the group's wells, but the average will be posted to each of the wells when displayed on the public report.
2. To create a group of wells or modify an existing group, begin by pressing the [Well Groups] button.

Reporting Period: Apr 2018 (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. A plus sign indicates the existence of data; a minus sign indicates no data. Click these icons to edit.

Total well count is 0.

Add or Search for Well

Permit #: -

Page size:

3. 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: Apr 2018 (WASTE: Unconventional wells) - 1 mo.
OGO: 99999 **Operator:** UNKNOWN OPR

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:

Wells you may add to this group: Wells currently in group:

4. 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: Apr 2018 (WASTE: Unconventional wells) - 1 mo.
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:

Wells you may add to this group:

Group is not reporting.
Group has no SPUD wells.

5. 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.

Reporting Period: Apr 2018 (WASTE: Unconventional wells) - 1 mo.
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:

Wells you may add to this group:

Group is not reporting.
Group has no SPUD wells.

6. Repeat the process as necessary until the wells are grouped for convenient reporting with the most well-specific data available. When finished, press "Return to Well Information" to input production data.

Reporting Period: Apr 2018 (WASTE: Unconventional wells) - 1 mo.
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:

Wells you may add to this group:

Group is not reporting.
Group has no SPUD wells.

How to Add or Remove a Well

Criteria to Add a Well

To add a well to a conventional or unconventional reporting period, that well must meet the following criteria:

1. It must be properly identified as either a conventional or unconventional well in DEP's database. For example, if a well is identified as a conventional well in DEP's database, 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 Administration at 717-772-2199.
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" entry 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 Administration at 717-772-2199.

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 5500-PM-OG0010](#) was not completed, you must complete this form and mail it to the appropriate District Office. The form can also be located at:*

<http://www.dep.pa.gov/business/energy/oilandgasprograms/oilandgasmgmt/forms/Pages/default.aspx>

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

To add a well to your Production report, on the production reporting screen enter the permit number under the Add or Search for Well and select the [Add Well] button as shown below. This process is repeated for every well the operator wishes to add to the inventory and for future reports. Input the permit number in the ### - ##### format.

Reporting Period: Jan - Dec 2016 (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 356. List non-reporting wells/groups Attempt final submittal

Add or Search for Well

Permit #: -

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 columns 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 N.

Removing a well from the production 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 Administration at 717- 772-2199 to have that well removed.

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 5500-PM-OG0010 was not completed, you must complete this form and mail it to the appropriate District Office. The form can also be located at:*

<http://www.dep.pa.gov/business/energy/oilandgasprograms/oilandgasmgmt/forms/Pages/default.aspx>

Production Reporting – Spreadsheet

Download the Spreadsheet

1. After successfully logging on to DEPGreenPort as described in the [Electronic Reporting – Log on to DEPGreenPort](#) section, the following screen will be displayed.

DEP Oil and Gas Reporting - Electronic
Production/Waste Reporting

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

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
Feb 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Not Submitted	April 14, 2017	View	Modify	Delete	
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

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
Feb 2017 (PRODUCTION: Unconventional wells) - 1 mo.	April 14, 2017	Submit as Final	

2. Choose “B. Use Spreadsheet Reporting.”
3. The Download and Validation screen will be displayed.

DEP Oil and Gas Reporting - Electronic

Download and Validation

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

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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: Mar 2020 (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 if you group your wells together for the purposes of reporting, the validation process can take up to 10 minutes if you have a large number of wells.

Select your workbook file:

4. Select the appropriate reporting period from the select reporting period drop-down list.

Select Reporting Period: Mar 2017 (PRODUCTION: Unconventional wells) - 1 mo.

5. Then press the [Download workbook] button.
6. The following question asking if you want to open, save, or cancel, will appear.

Do you want to open or save PA_DEP_Workbook_90_99999.xlsx (175 KB) from depapps.pa.icf?

Open Save Cancel

- a. [Open] – will open the spreadsheet file, will not save a copy.
- b. [Save] – will automatically save a copy of the spreadsheet on your computer. By default, the file is saved to the users downloads folder. The following message will be displayed, giving the user the following options:

The PA_DEP_Workbook_90_99999.xlsx download has completed.

Open Open folder View downloads

- i. [Open] - Open the spreadsheet file
- ii. [Open Folder] - Open the folder where the spreadsheet file was saved.
- iii. [View Downloads] – open the users the Downloads folder on their computer.

- c. [x (Cancel)] - the download workbook option will be cancelled; no spreadsheet file will be opened or saved.

Add Production Data to Spreadsheet

- 7. When the spreadsheet file is opened, it will resemble the following, possibly with more rows of wells:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Permit #	Farm name	Farm well #	SPUD date	Status	Group #	Gas quantity (MCF)	Gas days	Oil quantity (BBL)	Oil days	Condensate quantity (BBL)	Condensate days	No-production comments	Text comments
121-31580	ALLEGHENY DEV	1	01/01/1800	ACTIVE									

- 8. **Caution:** No layout changes can be made to the spreadsheet file.
 - a. No columns can be added or deleted.
 - b. No rows may be added unless there is a valid permit number in Column A, and Columns F thru N contain valid production data information.
- 9. 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.
- 10. 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 for each well in the group, and report the production and/or comment only for the first well in the group.
- 11. Column G is for inputting 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.
- 12. 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.
- 13. To input a comment for a well, select the cell in Column M, and a dropdown arrow (▼) marker will appear to the right. Click the dropdown 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.

14. After you are finished inputting your production data or non-production comments to the spreadsheet, save the spreadsheet to your computer and note its location.

Spreadsheet Upload and Validation

15. In the site menu, select “Download and Validation” under Spreadsheet Reporting.

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

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What's New

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:

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 if you group your wells together for the purposes of reporting, the validation process can take up to 10 minutes if you have a large number of wells.

Select your workbook file:

16. In the Data Validation section at the bottom of the page, click on the [Browse] button.

17. Locate and Open the spreadsheet you saved in Step 14. Your spreadsheet will now appear in the validation box.

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 if you group your wells together for the purposes of reporting, the validation process can take up to 10 minutes if you have a large number of wells.

Select your workbook file:

18. Press the [Validate Data] button.

19. If Workbook validation fails and there are errors on your report, you will see output like the one below. You will need open your saved spreadsheet file, correct the errors, save the updated file, and attempt to validate it again. Repeat until no errors are found.

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:

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)**

20. When all errors have been corrected in your spreadsheet, a notice that the “Workbook passed data validation” will appear with a button for creating the report.

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](#)

21. Click [Create report now] and the following message will be displayed:

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](#)

Your report was created successfully.

You can attempt to submit it to DEP as final now: [Submit as final](#)

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

22. Click the [Submit as Final] button. Your report will be submitted as final, and you will be returned to the Download and Validation Screen, showing the following message:

Your final report was submitted successfully.

23. On the Site menu, press “Production/Waste Reporting.”

24. The Status field will show that your report was submitted as Final with date submitted.

25. Once your report has been submitted as final, you can click on the “Back to Greenport” link on the upper right-hand side of the screen and log off.

Production/Waste Reporting

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
Feb 2017 (PRODUCTION: Unconventional wells) - 1 mo.	Submitted 2017/01/04	April 14, 2017	View			Retract

26. You may press the [View] button to review and optionally print your report.

27. If the reporting period ending date has not passed, the [Retract] button will appear in the retract column. This option allows you to retract your report and make any corrections necessary using the manual data entry option. (See the [Production Reporting – Manual Data Entry](#) section for more information).
28. 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.
- Note:** *if there is a report already created for the reporting period that you are working on, it must be deleted before you click the “Create Report Now” option. If the [Delete] button does not appear on Step 2 on the Production/Waste Reporting screen, you will need to contact the Office of Oil and Gas Management. (See [Appendix D: Contact for questions](#) for more information).*
29. If the reporting period ending data has passed, the [Retract] button will not appear. See [Retracting a previously Submitted as Final report](#) for information on how to get your report retracted after the reporting period has closed, so you can make corrections.

Retracting a previously Submitted as Final report

1. If a previously submitted final production report(s) need(s) to be retracted and the [RETRACT] button is not visible on the Production/Waste Step 2 screen, the following will need to be completed.
 - a. 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:
 - i. Specify the Reporting Period(s) that need(s) to be retracted. Multiple reporting periods may be listed.
 - ii. Indicate the corrections/changes that will be made.
 - iii. A reason why the corrections/changes need made, including the well API/Permit number.
 - iv. The OGO number for the well operator.
 - v. Contact information of the person requesting the retraction(s).
 - b. The email should be sent to DEP to RA-ep-BOGMOGRE@pa.gov
 - c. Once DEP receives the email, the person submitting the request will be notified when the report(s) have been retracted.
 - d. 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 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.)

Appendix A: Well attribute information

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

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

Group #: Identifies the group that a well belongs to for reporting purposes. For each group, there is only one reporting well. Any production or non-production comments reported for the reporting well will be divided equally among the other wells in the group. Wells must only be grouped when specific production 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 the Department'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 #, Serial #: This information is not editable. These fields are populated with information provided by the operator on the well permit application.

Tank/Meter #: 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 the Department's database. If the status displayed is incorrect, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Administration at 717-772-2199.

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 the Department 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 Department records, appear to have been drilled, but for which the Department 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 the Department. If a well with a 01/01/1800 spud date was never drilled, an ["Operators List of Well\(s\) Permitted but Never Drilled"](#) form should be submitted to the Department to remove that well from the Department's active well inventory.

Note: *Spud dates are not editable in the production reporting application. The operator can go to the "SPUD Notification" entry screen (accessible via the Site Menu on the left side of the page) to 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 Administration at 717-772-2199.*

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.

Injection Well: This should be used for any well permitted as an injection well for either enhanced recovery or waste disposal purposes.

Observation Well: This should be used when the well is permitted and used only for monitoring or observation purposes.

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.

Version History

Version	Date	Revision reason
1.0	1/25/2017	Created Unconventional Well Monthly Production Guide
1.1	2/24/2017	Added “How to add or remove a well” section
	2/24/2017	Separated Production and Waste Reporting Guides
1.2	5/16/2018	Correct broken links to forms in eLibrary
1.3	5/14/2019	Allowing zero as a production quantity
1.4	4/28/2020	Minor updates, formatting and layout cleanup