



# **Office of Oil and Gas Management**

## **Oil and Gas Reporting Electronic (OGRE) Act 9 Well Site Information Guide**

**May 9, 2017  
Version 1.1**

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### **Purpose**

Welcome to the DEP *Act 9 Well Site information Online Submission Guide*. This guide provides information on how to successfully submit well site information using the DEPGreenPort website and the Oil and Gas Reporting Electronic (OGRE) application.

### **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](mailto:ep-efactshelpdeskteam@pa.gov)

The Applications Support Help Desk Team is composed of members from TreCom Systems Group, Inc. and the DEP. The Applications Support Help Desk Team includes help desk specialists, trainers, web masters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

## Introduction

Per Act 9 of 2012 (P. L. 67, No. 9), owners of unconventional wells are to report 911 emergency response information on a regular basis for each well site. Oil and gas operators, who own and/or operator unconventional wells in Pennsylvania, must provide DEP with locational information for each unconventional well site that they own or operate. Unconventional operators are required to request a street address for the well site, determine the GPS coordinates for the well site and the entrance to the well site. The GPS coordinates must have a horizontal accuracy plus or minus 6.67 feet or better. This information is required to be submitted to the Department.

This is guide to help the operator proceed in the proper reporting of the well site information. The OGRE system may be accessed via the DEPGreenport login portal.

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

## Login to DEP Greenport

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.

[www.depgreenport.state.pa.us](http://www.depgreenport.state.pa.us)

- 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'.

## Access the OGRE Application

1. For ACT 9 WELL SITE INFORMATION select Oil and Gas Reporting.

*NOTE: If the  button is not displayed, you are not properly enrolled in this application. Please contact your EFA for your company or see the enrollment guides on the Oil and Gas [website](#).*

2. The OGRE System Site Menu screen will be display:

DEP Oil and Gas Reporting - Electronic

Welcome

Logged in as OGREA using operator ID 60915 [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
- What's New

**Welcome**

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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a. Select “Act 9 Well Site Information” from the Site Menu on the left hand side of the screen.

3. The Act 9 Well Site Information and the dropdown list of the operators well sites will be displayed.

DEP Oil and Gas Reporting - Electronic

Act 9 Well Site Information

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

**Site Menu**

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- 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
- What's New

**Act 9 Well Site Information**

Per Act 9 of 2012 (P. L. 67, No. 9), owners of unconventional wells are to report 911 emergency response information on a regular basis for each well site. The following list of well pads, if any, represents well pads containing wells currently assigned to you (or your company). Should you have any questions or corrections regarding well pad name or the wells that are associated to a well pad, please send e-mail as soon as possible to our Central Office Oil & Gas staff at [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov) so that corrections can be made in our enterprise database system.

**Please select the well pad for which you are submitting 911 emergency response information:**

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## Entering Well Pad Locational Information

1. Selected the well pad for which you are submitting emergency response information.
  - a. Wells associated to the well pad are shown in the top portion of the screen.

Per Act 9 of 2012 (P. L. 67, No. 9), owners of unconventional wells are to report 911 emergency response information on a regular basis for each well site. The following list of well pads, if any, represents well pads containing wells currently assigned to you (or your company). Should you have any questions or corrections regarding well pad name or the wells that are associated to a well pad, please send e-mail as soon as possible to our Central Office Oil & Gas staff at [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov) so that corrections can be made in our enterprise database system.

Please select the well pad for which you are submitting 911 emergency response information:

CARTER 1 (Well Pad ID: 146498) ▼

Well Pad Id: 146498 (Please include this ID when corresponding with DEP regarding the constituent wells of this well pad.)

Well Permit #	Farm Name	Well #	Status	SPUD Date	Latitude	Longitude	Action: Use this well's lat/long for well pad location
125-22258	CARTER 1	1	PLUGGED	1/20/2006	40.306689	-80.318167	<a href="#">Key well</a>

### Emergency Response Information

#### Well Pad Address

Address 1:

Address 2:

City:  State:  Zip Code:

#### Locational Data

Well Pad	
Latitude	<input type="text"/>
Longitude	<input type="text"/>
Reference Point	WSGPS
Horizontal Reference	NAD83 - North American Datum of 1983 ▼
Collection Method	GPS - Global Positioning Method, with unspecified parameters ▼

  

Access Road	
Latitude	<input type="text"/>
Longitude	<input type="text"/>
Reference Point	LACRD
Horizontal Reference	NAD83 - North American Datum of 1983 ▼
Collection Method	GPS - Global Positioning Method, with unspecified parameters ▼

2. Enter the 911 address for the well pad.
3. Enter the latitude and longitude in decimal degrees for the well pad.
  - a. You can click the “Key well” button on one well to select the GPS data for that well as representative of the well pad and populate its latitude and longitude to the well pad.
4. Enter the latitude and longitude in decimal degrees for the access road
5. When the location data has been entered, press the “Save” button at the bottom of the page to save the data.
6. Repeat steps 1 through 5 for each well pad.

## Version History

Date	Version	Revision Reason
05/09/2017	1.1	Reformatted guide, updated screenshots & added table of contents,
		help desk information, updated screen shots and formatting