



# Office of Oil and Gas Management

## Oil and Gas Reporting Electronic Unconventional Wells Monthly Waste Reporting Guide

May 12, 2020

Version 2.2

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## Purpose

Welcome to the Department of Environmental Protection (DEP) Unconventional Oil and Gas Wells Waste Reporting Guide. This guide provides information on how to successfully complete and submit waste reports using the DEPGreenPort website and Oil and Gas Reporting-Electronic (OGRE) application.

## Applications Support Help Desk Team

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

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

## Contacting the Office of Oil and Gas Management

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

Number:        (717) 772-2199  
Hours:          Monday to Friday 8:00 am to 4:00 pm  
Email:          [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov)

## Introduction

Pursuant to section 3222 of 58 Pa. C.S. Sections 3201-3274 (relating to Development) ("2012 Oil and Gas Act") and Section 78a.121 of 25 Pa. Code Chapter 78 (relating to Oil and Gas Wells), unconventional oil and gas well operators are required to submit waste and status reports to the DEP for each permitted or registered well on an individual basis when possible. If production data is not available to the operator on an individual well basis, the operator must report waste on the most well-specific basis available. The report includes information on the amount and type of waste produced and the method of waste disposal or reuse. Chapter 78a requires that these reports be submitted electronically to DEP through its website. Waste reported to the Department in accordance with section 78a.121 satisfies the residual waste biennial reporting requirements of Pa. Code Chapter 287 Section 287.52 (relating to the biennial report).

Unconventional well operators must submit a waste report each month within 45 days after the end of the reporting month. Each report should include all the waste taken offsite for processing, disposal, or reuse, or disposed onsite pursuant to Section

78a.61(a), 78a.61(b), 78a.62, or 78a.63 of Chapter 78a. The waste reporting schedule is the same as the production reporting schedule, with reports due 45 days after the last day of each month. This guide pertains only to waste reports for unconventional wells.

## Permit Transfers and Well Inventory

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

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

## Relevant Wastes

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

## Online Reporting

To satisfy the electronic reporting requirement under Section 78a.121, the DEP has created an online Oil and Gas Production and Waste Reporting application. Each operator must complete the self-registration process and submit the proper forms to the DEP to access the OGRE application. See the DEPGreenPort [Electronic Filing Administrator Registration and Agreement Form Guide](#) and the [Oil and Gas Operator Electronic Filing Administrator \(EFA\) Registration and Security Agreement for Oil and](#)

[Gas Electronic Filing Systems](#) form on the Oil and Gas Electronic Submissions Guides website. For further information: <http://www.dep.pa.gov/OG-submit>

Upon successfully registering at the DEPGreenPort website, the oil and gas operator or their designated representative, using the username and password created during registration, may login to the DEPGreenPort website:

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

## General Notes

If a waste type is sent to more than one facility for disposal, a separate waste record must be entered for each disposal facility. The specific volume of waste disposed at each facility must be reported.

The online reporting application allows an operator to choose the waste disposal facility from a drop- down list. The operator, not the transporter of the waste, is required to report the permitted facility where the waste has been taken for lawful processing and/or disposal. If the waste has been removed from the well site by a well servicing company or a waste transporter, the operator must contact that service company or transporter and determine what permitted facility the waste has been transported to for lawful processing and/or disposal. If the waste was reused at another well site for a lawful purpose, the operator must choose the appropriate type of reuse from the facility list.

If the waste facility does not appear in the drop-down list, the operator must submit a [Request to add a Waste Facility to DEP Production Reporting Application form 8000-FM-OOGM117](#), to the DEP. Instructions for submittal are provided on the form.

## 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 application. This application can be accessed via DEPGreenPort at:

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

2. Each operator must complete the self-register process and submit the proper forms to DEP to access the OGRE system. See the Greenport EFA and/or User guides on the Oil and Gas Electronic Submissions user guides website for further information:

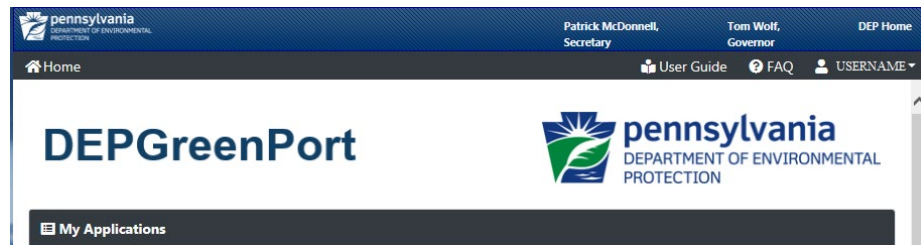
<https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/Oil-and-Gas-Electronic-Submission-Guides.aspx>

3. Upon successfully registering at the DEPGreenPort Website, the Oil and Gas operator or their designated representative, using the user id and password

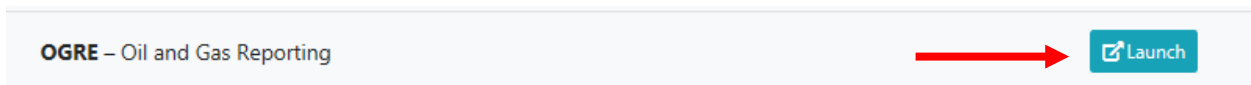
created during registration, may login to the website:

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

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



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



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

## Choose a reporting method

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

**DEP Oil and Gas Reporting - Electronic**

Welcome

**Production/Waste Reporting**

Logged in as JONESB using operator ID 99999 [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).

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Need help? [Contact Us](#)

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- The Production/Waste Reporting screen will display.
- On the production/waste reporting screen there are two options operators can select from when creating a report.

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

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

**Site Menu**

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- Online Reporting
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- Spreadsheet Reporting
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- Spreadsheet Reporting Guide
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- Act 9 Emergency Response Plans
- Act 9 ERP Renewals
- Air Emissions Reporting
- SPUD Notification
- Well Integrity Reporting
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- Report Via Spreadsheet
- DEP Notifications
- Contact Us
- What's New

**Reporting Period:** Jan - Dec 2017 (Conventional wells) - 12 mos.

**OGO:** 99999 Operator: UNKNOWN OPR

**STEP 1: Create a Report**

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

Choose one of the following options:

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

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

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

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

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

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

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

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



larger well inventories. Using this method, the operator downloads a template spreadsheet from OGRE, records the waste data on the spreadsheet, uploads the spreadsheet to OGRE, requests automatic verification, and submits the completed report. [Click here to go directly to the spreadsheet reporting instructions.](#)

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

4. Selecting either option A or B will generate a list of the operator's wells that have been spud prior to the end of the reporting period.
  - a. If a well is incorrectly included in a conventional or unconventional reporting period inventory, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Data Management at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov).
  - b. If a well should be included in an inventory, but is not, the operator can manually add the well to their inventory and report any waste and/or provide a comment.
  - c. For more information on how to manually add a well to your inventory please see the [How to Manually Add or Remove a Well](#) section in this guide.

## Option A: Create a Manual Data Entry Report

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

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- DEP Notifications
- Contact Us
- What's New

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

**STEP 1: Create a Report**

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

Choose one of the following options:

**A. Create a manual data entry report**

**B. Use Spreadsheet Reporting**

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

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

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

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

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

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

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1. Under “STEP 1: Create a Report,” select the appropriate reporting period for the data you want to input. It is extremely important to select the correct reporting period.



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

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting  
Report deleted successfully. Logged in as JONES1 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: 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 |
|--|----------------------|----------------|----------------------|------------------------|------------------------|---------|
| Jan 2017 (WASTE: Unconventional wells) - 1 mo. | Not Submitted        | March 17, 2017 | <a href="#">View</a> | <a href="#">Modify</a> | <a href="#">Delete</a> |         |
| Apr 2016 (Unconventional wells) - 1 mo.        | Submitted 2016/05/26 | June 14, 2016  | <a href="#">View</a> |                        |                        |         |
| Jan 2016 (Unconventional wells) - 1 mo.        | Submitted 2016/05/19 | March 16, 2016 | <a href="#">View</a> |                        |                        |         |
| Jan 2015 (Unconventional wells) - 1 mo.        | Submitted 2016/01/30 | March 31, 2015 | <a href="#">View</a> |                        |                        |         |

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

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

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

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

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3. Under “**STEP 2: View or Modify an Existing Report**,” the report will be generated displaying the reporting period you selected and a “Not Submitted” status with three buttons for [**View**], [**Modify**], and [**Delete**].

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting  
Report deleted successfully. Logged in as USERNAME 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: 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 |
|--|----------------------|----------------|----------------------|------------------------|------------------------|---------|
| Jan 2017 (WASTE: Unconventional wells) - 1 mo. | Not Submitted        | March 17, 2017 | <a href="#">View</a> | <a href="#">Modify</a> | <a href="#">Delete</a> |         |
| Apr 2016 (Unconventional wells) - 1 mo.        | Submitted 2016/05/26 | June 14, 2016  | <a href="#">View</a> |                        |                        |         |
| Jan 2016 (Unconventional wells) - 1 mo.        | Submitted 2016/05/19 | March 16, 2016 | <a href="#">View</a> |                        |                        |         |
| Jan 2015 (Unconventional wells) - 1 mo.        | Submitted 2016/01/30 | March 31, 2015 | <a href="#">View</a> |                        |                        |         |

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

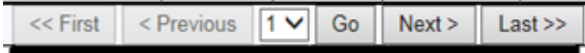
In the following table of unsubmitted reports, if a *Submit as Final* button is disabled, the report is not yet complete due to the problems noted under *Action Notes*.

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

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

- a. The [**View**] button will display the well inventory plus production or waste data after the well operator has input it.
- b. The [**Modify**] button allows you to input and change production and waste

data.

- c. The **[Delete]** button will remove the report and is only functional to the due date of the report. If a report is found to have errors after it was due, it is necessary to contact DEP at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov) to request for the report to be retracted, which will unlock it for editing.
4. To access your report, select the modify button; the operator's list of wells will then display. Check the list of wells to ensure the accuracy of the well inventory. Use the paging buttons  to navigate through the list of wells if that helps. If a well should be removed or added, please see [How to Manually Add or Remove a Well](#) in this guide.

## Grouping Wells for Online Reporting

1. When waste data is only collected for a group of wells rather than as individual wells, such as for all the wells on a well pad, grouping wells can facilitate reporting the total quantity of a waste type that is subject to all the same management. With group reporting, it is only necessary to report the total waste quantity for a specific waste type, disposition method, and waste facility. The reporting will appear in the OGRE application 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 clicking the well groups button.

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

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

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

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

Total well count is 2.

**Add or Search for Well**

Permit #:  -

Page 1 of 1 Page size: 10

| Permit #  | Farm Name          | Well # | Serial # | Tank / Meter # | Status | SPUD       | Grp | W |
|-----------|--------------------|--------|----------|----------------|--------|------------|-----|---|
| 031-20796 | CATHERINE CONNER 1 | 1      |          |                | ACTIVE | 1979-11-29 |     | + |
| 049-23064 | LEO A PFADT 2      | 2      |          |                | ACTIVE | 1983-11-13 |     | + |
| 059-24323 | MILLER 48          | 48     |          |                | ACTIVE | 2007-07-23 |     | + |

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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.

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

Logged in as JONES11 using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

**Reporting Period:** Jan 2017 (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:**   **or Create a New Group:**

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

**Wells currently in group:**

**Rules:**  
(1) At most, one reporting well can be added to a group.  
(2) Conventional wells can only be grouped with other conventional wells.  
(3) Unconventional wells can only be grouped with other unconventional wells.  
(4) Wells with different statuses may not be added to the same group.  
For unconventional reporting periods only:  
(5) You may not add a well that has no SPUD date to any group that is already reporting production, waste, or comments.  
(6) You may not add a well that has no SPUD date to any group that already contains any well that has been SPUD.

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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.

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

Well group 1 was modified successfully.

Logged in as JONES11 using operator ID 99999 [Switch Operator](#) | [Back to GreenPort](#)

**Reporting Period:** Jan 2017 (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:**   **or Create a New Group:**

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

**Wells currently in group 1:**

**Rules:**  
(1) At most, one reporting well can be added to a group.  
(2) Conventional wells can only be grouped with other conventional wells.  
(3) Unconventional wells can only be grouped with other unconventional wells.  
(4) Wells with different statuses may not be added to the same group.  
For unconventional reporting periods only:  
(5) You may not add a well that has no SPUD date to any group that is already reporting production, waste, or comments.  
(6) You may not add a well that has no SPUD date to any group that already contains any well that has been SPUD.

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.



**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

Well group 1 was modified successfully.

Reporting Period: Jan 2017 (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:  [List group](#)

Wells you may add to this group:

059-24323 (ACTIVE) MILLER 48

>>

<<

Group is not reporting.  
Group has SPUD wells.

Wells currently in group 1:

031-20796 (ACTIVE) CATHERINE CONNER 1  
049-23064 (ACTIVE) LEO A PFADT 2

or Create a New Group:  [Create group](#)

Rules:

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

For unconventional reporting periods only:

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

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

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

Well group 1 was modified successfully.

Reporting Period: Jan 2017 (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:  [List group](#)

Wells you may add to this group:

031-20796 (ACTIVE) CATHERINE CONNER 1  
049-23064 (ACTIVE) LEO A PFADT 2  
059-24323 (ACTIVE) MILLER 48

>>

<<

Group is not reporting.  
Group has no SPUD wells.

Wells currently in group 1:

or Create a New Group:  [Create group](#)

Rules:

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

For unconventional reporting periods only:

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

## Inputting the Waste Report Online

- On the right side of each well listed in the table is a green plus sign (+) under “W” (for “waste”). For any well with waste data or a comment to input, click the green plus sign to go to the data input screen for the well in that row.

**DEP Oil and Gas Reporting - Electronic**

Production/Waste Reporting

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

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

Total well count is 2.

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

Add or Search for Well

Permit #:  [Add Well](#) [Find Well](#) [Well Groups](#)

Page 1 of 1  10

| Permit #  | Farm Name          | Well # | Serial # | Tank / Meter # | Status | SPUD       | Gr | W |
|-----------|--------------------|--------|----------|----------------|--------|------------|----|---|
| 031-20796 | CATHERINE CONNER 1 | 1      |          |                | ACTIVE | 1979-11-29 |    | + |
| 049-23064 | LEO A PFADT 2      | 2      |          |                | ACTIVE | 1983-11-13 |    | + |

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- Clicking a green plus loads the waste data screen. This screen is primarily for inputting waste details for a well or for the reporting well in a group. The waste type, quantity, disposition method, waste facility, and optional waste comments are input here.

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

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

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

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

Total well count is 3. [List non-reporting wells/groups](#) [Attempt final submittal](#)

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

Page 1 of 1

| Permit #  | Farm Name          | Well # | Serial # | Tank / Meter # | Status | SPUD       | Grp | W |
|-----------|--------------------|--------|----------|----------------|--------|------------|-----|---|
| 031-20796 | CATHERINE CONNER 1 | 1      |          |                | ACTIVE | 1979-11-29 |     | + |
| 049-23064 | LEO A PFADT 2      | 2      |          |                | ACTIVE | 1983-11-13 |     | + |
| 059-24323 | MILLER 48          | 48     |          |                | ACTIVE | 2007-07-23 |     | + |

**Current waste information for well 37-031-20796-00-00**  
No wastes have been reported yet for this well.

**Waste Type**  
- Select Waste Type Here -  [Quantity](#)

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

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

**Waste Comment**

[Save & add new waste record](#) [Cancel](#)

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- The waste reporting application allows multiple waste types and facilities for each well. Each waste record must be input and saved before adding another waste record.
  - Select the waste type by clicking on the down arrow and selecting from the drop-down menu.
  - Input the quantity of waste. The unit of measurement is indicated in the waste type drop-down menu. Waste types with the option to report in either barrels or tons are listed separately for each, so make sure the waste type with the correct unit is selected.
- NOTE: Do not input any zero value; if there was zero waste for a well that was selected, click cancel to back out of its waste input screen.
- Use the drop-down menu under disposition method to choose the appropriate option for how the waste was managed. The list of waste facilities will be limited based upon the deposition method selected in this step. The option of "Reuse (at a well pad)" pertains to thousands of well pads, so choosing it loads additional menus to narrow the search, as shown below in step 7.

Optional Well Pad List Filters (select one or more)

|              |   |
|--------------|---|
| County       | <input type="text" value="- Select County -"/>        |
| Municipality | <input type="text" value="- Select Municipality -"/>  |
| Operator     | <input type="text" value="- Select Operator -"/>      |
| *Well Pad    | <input type="text" value="- Select Well Pad Here -"/> |

7. If the disposition method of reuse (at a well pad) is chosen, the waste facility menu will change to well pad menu under a series of optional well pad list filters for county, municipality, and operator. Select one or more of these parameters to reduce the list to only wells fitting your chosen criteria.
8. If a waste facility is not listed, you will need to complete a [Request to Add a Waste Facility to DEP Production Reporting Application](#) (form 8000-FM-OOGM0117) and send to the Office of Oil and Gas Management, Division of Compliance and Data Management, to have the facility added. The form can also be located on the Office of Oil and Gas Management Forms list at:

[http://www.dep.pa.gov/O&G\\_forms](http://www.dep.pa.gov/O&G_forms)

The waste facility will be available to select for the report after it is input to the reporting system by DEP.

9. When the waste type, quantity, and waste facility or disposal method have been completed, click the **[Add as a NEW waste record]** button to save the report.
10. When waste data or a comment is entered successfully, the plus sign will change to a check mark (✓). There is no requirement for waste data to be input if no waste was generated. Unlike the production report, comments are not required for wells that have no waste to report.
11. To add waste information for additional wells, click the green plus (+) for the next well on the list and repeat steps 1 through 9.
12. Once all the waste data has been entered, click on the **[Attempt final submittal]** button to submit your waste report.
13. The production/waste reporting screen will display, if the report was submitted successfully the report will be highlighted in green with a status of submitted with date of submittal. You can click on the **[View]** button to view the submitted report.
14. Your report is complete; you can logoff from DEPGreenPort by selecting "Back to DEPGreenPort" at the top right of the screen or you may navigate to another DEPGreenPort module using the Site Menu on the left side of the screen.



## Option B: Use Spreadsheet Reporting

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

1. Under step 1: create a report, select **[B. Use Spreadsheet Reporting]** or navigate to the site by selecting download and validation from the site menu on the left.

DEP Oil and Gas Reporting - Electronic

Production/Waste Reporting

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

**Site Menu**

- Welcome
- Online Reporting
- Production/Waste Reporting
- Production Reporting Guide
- Download and Validation**
- 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

**STEP 1: Create a Report**

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

Choose one of the following options:

**A. Create a manual data entry report**

**B. Use Spreadsheet Reporting**

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

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

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

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

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

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

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2. The download and validation screen will display as shown below. Begin by choosing a reporting period.

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

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

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SPUD Notification  
Well Integrity Reporting  
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Report Via Spreadsheet  
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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:** Jan 2017 (WASTE: Unconventional wells) - 1 mo.

**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:**

[Download workbook](#)

[Browse...](#) [Validate data](#)

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3. Verify the correct reporting period is selected and press the **[Download workbook]** button.

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

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

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SPUD Notification  
Well Integrity Reporting  
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- **Combined Production and Wastes:** Combined Production and Wastes reporting periods are typically only for conventional well reporting. Workbooks for Combined Production and Wastes reporting periods will have both a *Production* worksheet and a *Wastes* worksheet.

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

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

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

**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:**

[Download workbook](#)

[Browse...](#) [Validate data](#)

4. A request from your Internet browser will appear asking whether to open or save the download. Either option will work, but **save** is usually the better choice. There should also be the option to save the spreadsheet to a specific location that helps with finding the saved document later. In the image below, additional saving options, including to choose the location to save the spreadsheet, are accessed by selecting the associated triangle button.

**DEP Oil and Gas Reporting - Electronic**

Download and Validation

Logged in as JONES B using operator ID 99999 [Logout Operator](#) | [Back to ScreenShot](#)

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**Download workbook**

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

Select Reporting Period:

**Data validation**

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

Select your workbook file:

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Do you want to open or save PA\_DEP\_Workbook\_52\_99999.xlsx (1.39 KB) from epentwebs05?

Do you want to open or save PA\_DEP\_Workbook\_52\_99999.xlsx (1.39 KB) from epentwebs05?

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

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

PA\_DEP\_Workbook\_52\_99999.xlsx

File Home Insert Page Layout Formulas Data Review View Developer

**Protected View** This file originated from an Internet location and might be unsafe. Click for more details.

A1

|   | A        | B         | C           | D         | E      | F       | G          |
|---|----------|-----------|-------------|-----------|--------|---------|------------|
| 1 | Permit # | Farm name | Farm well # | SPUD date | Status | Group # | Waste type |

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



| Permit #  | Farm name          | Farm well # | SWD date | Status | Group # | Waste type | Quantity | Disposition | Waste facility / Well Pad |
|-----------|--------------------|-------------|----------|--------|---------|------------|----------|-------------|---------------------------|
| 011-21756 | CATHARTIC CORNER 1 | 1           | 11/20/17 | ACTIVE |         |            |          |             |                           |
| 040-23064 | LEO A FFACIE       | 2           | 11/21/18 | ACTIVE |         |            |          |             |                           |
| 059-24323 | MILLER 48          | 48          | 12/20/18 | ACTIVE |         |            |          |             |                           |

7. Before inputting any data, it is important to compare the list of waste facilities that were used by the well operator during the reporting period to determine if all the waste facilities that need to be included in your report are available on the spreadsheet. Select the Current Waste facility list link from the Site Menu to view the current list of waste facilities.
8. If you need to select a waste facility that is not listed on the spreadsheet, you will need to complete a [Request to Add a Waste Facility to DEP Production Reporting Application](#) (form 8000-FM-OOGM0117) and send it to the Office of Oil and Gas Management to have the facility added. The form can be accessed from [http://www.dep.pa.gov/O&G\\_forms](http://www.dep.pa.gov/O&G_forms). After DEP adds the waste facility to the database, a new spreadsheet will need to be downloaded to include the waste facility on the spreadsheet. As an alternative method, an incomplete spreadsheet can be uploaded to the OGRE application to create a report that can then be edited online to add waste data before submitting the report.
9. If there are wells you need to report on that are not already on the spreadsheet, you can add the permit numbers to column A immediately below the last well the system included in the report, disregarding columns B, C, D, and E. If there are wells put on the spreadsheet by the OGRE application that do not belong on your report, you will need to contact the Office of Oil and Gas Management, Division of Compliance and Data Management at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov), to correct the problem.
10. Columns F – K are for the well operator to report any appropriate data for the wells listed in column A. The OGRE application will disregard any changes the well

operator makes in columns B – E of the spreadsheet.

11. Begin with considering whether to group any wells in the report. Well grouping on the waste report is entirely separate from any well grouping that may exist on the production reports. To group wells, simply choose a group number (a positive integer to represent the group) and input the same number in column F for each of the wells in the group. Then input the appropriate information in columns G – K for that group only to the first well, using the total waste quantity for the group. Repeat the process with a different group number for any more groups needed in the report.
12. Select the waste type in column G by clicking first in the cell under waste type and then clicking on the inverted triangle that appears to the right side of the cell.

| 1 | Permit #  | Farm name          | Farm well # | SPUD date  | Status | Group # | Waste type |
|---|-----------|--------------------|-------------|------------|--------|---------|------------|
| 2 | 031-20796 | CATHERINE CONNER 1 | 1           | 11/29/1979 | ACTIVE | 2       |            |
| 3 | 049-23064 | LEO A PFADT 2      | 2           | 11/13/1983 | ACTIVE | 2       |            |
| 4 | 059-24323 | MILLER 48          | 48          | 7/23/2007  | ACTIVE | 2       |            |

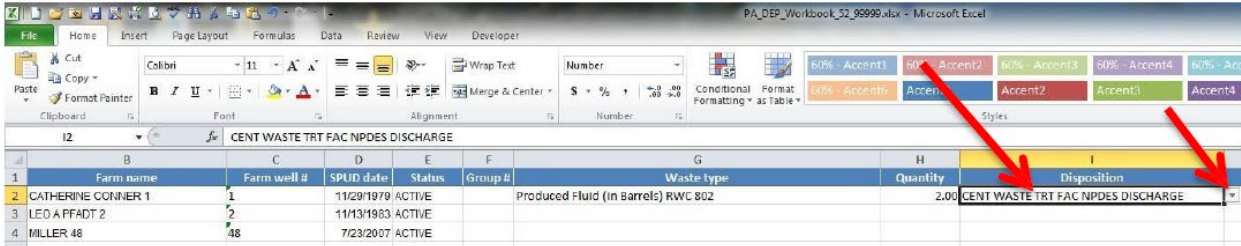
13. The field will expand to reveal the waste type options. Drag the scroll bar on the right of the list to reveal more waste types. Click on the appropriate waste type to select it. If a waste type is inadvertently selected for a well that has no waste to report, de-select the waste type using the delete key or the backspace key.

| 1 | Permit #  | Farm name          | Farm well # | SPUD date  | Status | Group # | Waste type                                     |
|---|-----------|--------------------|-------------|------------|--------|---------|--|
| 2 | 031-20796 | CATHERINE CONNER 1 | 1           | 11/29/1979 | ACTIVE | 2       | Produced Fluid (in Barrels) RWC 802            |
| 3 | 049-23064 | LEO A PFADT 2      | 2           | 11/13/1983 | ACTIVE | 2       | Drilling Fluid Waste (in Barrels) RWC 803      |
| 4 | 059-24323 | MILLER 48          | 48          | 7/23/2007  | ACTIVE | 2       | Waste Water Treatment Sludge (in Tons) RWC 804 |

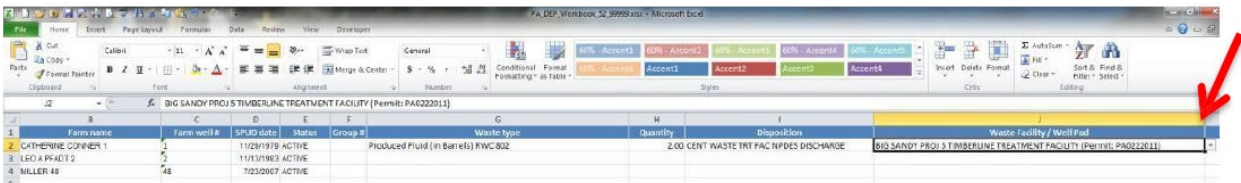
14. Next input the waste quantity. The number will round to two decimal places.

| 1 | Permit #  | Farm name          | Farm well # | SPUD date  | Status | Group # | Waste type                                     | Quantity |
|---|-----------|--------------------|-------------|------------|--------|---------|--|----------|
| 2 | 031-20796 | CATHERINE CONNER 1 | 1           | 11/29/1979 | ACTIVE | 2       | Produced Fluid (in Barrels) RWC 802            | 2        |
| 3 | 049-23064 | LEO A PFADT 2      | 2           | 11/13/1983 | ACTIVE | 2       | Drilling Fluid Waste (in Barrels) RWC 803      | 2        |
| 4 | 059-24323 | MILLER 48          | 48          | 7/23/2007  | ACTIVE | 2       | Waste Water Treatment Sludge (in Tons) RWC 804 | 2        |

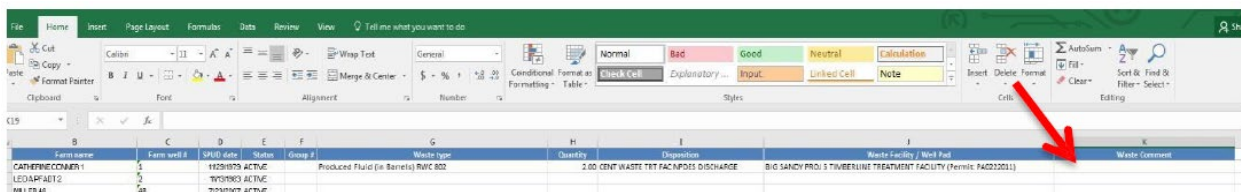
15. Then, like the method for choosing a waste type, select a disposition method by clicking in the cell in column I for the appropriate well and click the inverted triangle that appears to the right.



16. Next, in column J, select the waste facility or well pad that was the destination for the waste. The procedure again is to click the cell and then click the inverted triangle that reveals the list of possible destinations for the waste. This list is determined by the disposition method selected in the previous step; so, if a facility seems missing, it may be that an incorrect disposition method was selected. If the relevant waste facility or well pad is missing from the list, and the correct disposition method was selected, it will be necessary to contact the Office of Oil and Gas Management, Division of Compliance and Data Management at 717-772-2199 or [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov) to resolve the issue.



17. The final step for inputting a waste row for a well is the option to supply in column K any comments that may be appropriate. The maximum of 255 characters can be exceeded in the spreadsheet cell but will not pass validation in the OGRE application, so it is necessary to manually limit the comments to 255 characters.



18. To include more than one waste facility for any well, simply insert a blank row below the permit number, input the permit number in column A, and follow steps 12-17. Repeat this process to add multiple waste types and facilities to an individual well.
19. When all the waste information has been input, save the spreadsheet file to your computer.



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

1. To upload the spreadsheet, first return to the download and validation screen where the spreadsheet was downloaded, then click **[Browse]** to locate the spreadsheet file on your computer.

DEP Oil and Gas Reporting - Electronic  
Download and Validation

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

**Download workbook**

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

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

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

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

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

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

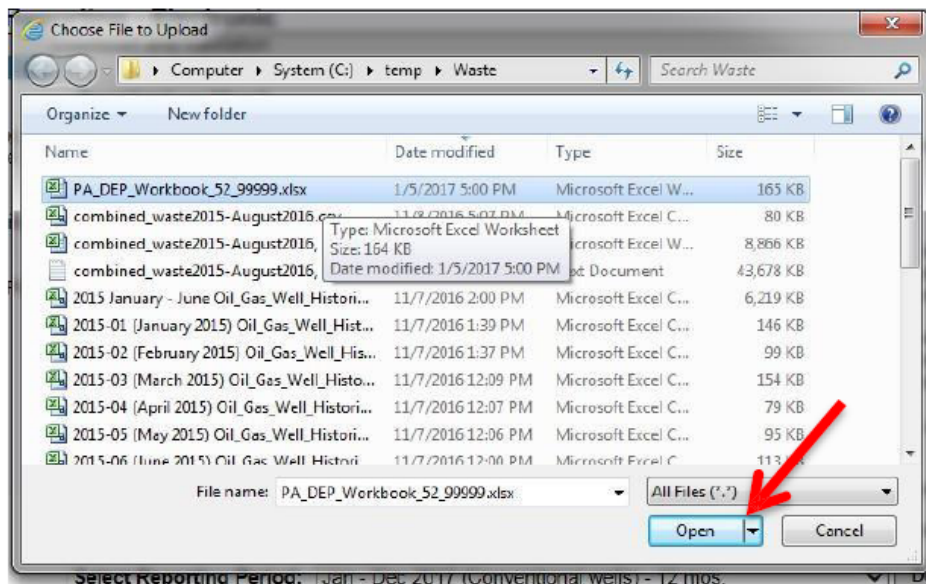
**Data validation**

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

Select your workbook file: [Browse...](#) [Validate data](#)

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



3. The file name will display. The next step is to click the **[Validate Data]** button.

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**Download workbook**  
If you have Microsoft Excel for Office 2010 (or better), you can download a workbook of spreadsheets populated with your last known well inventory. You can add any missing well by specifying its Permit # for identification.  
The workbook that is downloaded depends upon the type of reporting period:  

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

  
For instruction please see the [Spreadsheet guide](#). The guide provides instructions on how to report your production and waste to DEP using the downloaded workbook.  
When you have completed populating your workbook, please use the data validation section below to ensure your workbook complies with DEP's business rules for production and waste data.

Select Reporting Period: [Jan - Dec 2017 (Conventional wells) - 12 mos.]

**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:

4. The spreadsheet should pass validation. If it does not, a message will appear with instructions. When all errors have been corrected in your spreadsheet, the following page will be displayed. The next step is to create the report in the OGRE application. Click **[Create report now]**. After the report is created, you will be able to edit it online using the manual data entry method if necessary.

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- **Combined Production and Wastes:** Combined Production and Wastes reporting periods are typically only for conventional well reporting. Workbooks for Combined Production and Wastes reporting periods will have both a *Production* worksheet and a *Wastes* worksheet.

  
For instruction please see the [Spreadsheet guide](#). The guide provides instructions on how to report your production and waste to DEP using the downloaded workbook.  
When you have completed populating your workbook, please use the data validation section below to ensure your workbook complies with DEP's business rules for production and waste data.

Select Reporting Period: [Jan - Dec 2017 (Conventional wells) - 12 mos.]

**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 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.

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



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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:

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

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

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

**Data validation**

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

Select your workbook file:  [Browse...](#) [Validate data](#)

**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.

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- A message should appear saying, "Your final report was submitted successfully."
- The simplest way to log out is to close the Internet browser window used for DEPGreenPort and the OGRE application.
- Once your report has been submitted as final, you can view the report by clicking the *Production/Waste Reporting* link in the *Site Menu*. Under "STEP 2: View or Modify an Existing Report," the status field will show your report was submitted as final with the date submitted.

**Production/Waste Reporting**

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

**STEP 1: Create a Report**

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

Choose one of the following options:

[A. Create a manual data entry report](#)

[B. Use Spreadsheet Reporting](#)

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

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

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

- You may press the **[View]** button to review and optionally print your report.
- If the reporting period ending date has not passed, the **[Retract]** button will appear in the Retract column as shown above. This option allows you to retract your report and make any corrections necessary using the manual data entry option. See [Option A: Create a Manual Data Entry Report](#) for information on how to edit reports

using the Manual Data Entry method.

11. Optionally, when using spreadsheet reporting, you can make the corrections on your saved spreadsheet file and use the data validation section to resubmit your report. However, if there is a report already created for the reporting period that you are working on but have not yet “submitted as final,” it must be deleted before clicking on the create report now option. For such a report, you can press the **[Delete]** button to remove a report that has been created but not submitted.
12. If the reporting period ending data has passed, the **[Retract]** button will not appear. See [Retracting a Submitted Report](#) for information on how to get your report retracted after the reporting period has closed, so you can make corrections.

## How to Manually Add or Remove a Well

### Criteria to Manually Add a Well

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

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

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

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

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

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

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

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

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

Total well count is 1.

**Add or Search for Well**

Permit #:  -  Add Well Find Well Well Groups

Page 1 of 1 10

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

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

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

| Permit #  | Farm name          | Farm well # | SPUD date  | Status | Group # | Waste type | Quantity | Disposition |
|-----------|--------------------|-------------|------------|--------|---------|------------|----------|-------------|
| 031-20796 | CATHERINE CONNER 1 | 1           | 11/29/1979 | ACTIVE |         |            | 1        |             |
|           | LEO A PFADT 2      | 2           | 11/23/1983 | ACTIVE |         |            |          |             |

Add the permit number to the next available cell

### Removing a Well from the Waste Report

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

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

## Retracting a Submitted Report

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

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

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

## Have questions or need assistance? Contact:

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

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



## APPENDIX A - Well Attribute Information

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

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

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

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

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

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

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

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

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

## APPENDIX B – Oil and Gas Waste Types

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

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

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

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

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

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

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

**Servicing Fluid:** oil and gas production well maintenance/work over fluids, oil/water-based mud and foam and well cellar cleanout waste after drilling operations have been completed. Does not include well cellar cleanout waste covered under existing RWCs, well cellar fluids that are recycled/reused, or rainwater that is collected in a well cellar

that has not been mixed with a residual waste. This waste type can be reported in barrels or tons. The Pennsylvania RWC for this waste type is 808.

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

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

**Soil Contaminated by Oil and Gas Related Spills:** soil contaminated by spills of RWCs 802, 803, 805, 807, 808, 809 and 810. Wastes of this type must be reported in tons. The RWC for this waste type is 811. Soil contaminated by spills of RWC 804 will be coded using RWC 804. Soil contaminated by spills of RWC 812 will be coded using RWC 812.

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

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

## Version History

| Date      | Version | Change reason   |
|-----------|---------|---|
| 1/24/2017 | 1.0     | Major changes to split unconventional production and waste reporting guide into separate waste and production reporting guides                            |
| 2/17/2017 | 1.1     | Appendix B corrections; added description of online reporting waste to well pads.   |
| 3/21/2017 | 1.2     | Updates to Appendix B   |
| 5/23/2017 | 1.3     | Revisions to criteria for reporting wastes: removed wastes stored on site and site-only wastes that have no contamination with wastes from the well bore. |
| 5/16/2018 | 2.0     | Update broken website links   |
| 2/22/2019 | 2.1     | Updated Appendix B (Oil and Gas Waste Types) to new RWC list  |
| 5/12/2020 | 2.2     | Various corrections   |