



Office of Oil and Gas Management

DEP eSubmission Online Submission Guide

**April 6, 2020
Version 1.7**

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Purpose

Welcome to the DEP eSubmission Guide. This guide provides information on how to successfully submit DEP eSubmissions using the DEP GreenPort website and OGRE application. You must be properly registered with GreenPort to submit DEP eSubmissions.

Applications Support Help Desk Team

Number: (717) 705-3768

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

Email: ep-efactshelpdeskteam@pa.gov

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

Contacting the Office of Oil and Gas Management

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

Number: (717) 772-2199

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

Email: RA-ep-BOGMOGRE@pa.gov

Introduction

Chapter 78a regulations established new guidelines for submitting certain forms, requests and registrations to DEP electronically. By using the online eSubmission application, Oil & Gas Operators will be able to submit the required documents electronically. In addition, conventional operators have the option to use this application to submit certain forms to the DEP. This guide is to assist the operator in the proper procedures for submitting electronic submissions (eSubmissions).

The eSubmission application may be accessed via the DEP Greenport login system at <https://www.depgreenport.state.pa.us>. Each user must complete the self-register process in Greenport and be granted access by the company's electronic filing administrator (EFA) in order to access the eSubmission application.

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 GreenPort website.

Login

www.depgreenport.state.pa.us

1. Enter user name as created in the registration process.
2. Enter password as created in the registration process.
3. Press the  button.

Access eSubmissions Application

1. Upon successfully logging in to DEP GreenPort click on My Applications. The applications you are currently enrolled in and have access to will be displayed here.
2. To enter the eSubmissions site, click the 'Launch' button.



NOTE: If the eSubmissions and Launch button do not appear under My Applications, you are not properly enrolled in this application. Please contact your EFA of your company or see the enrollment Guides [here](#).

eSubmission Dashboard

eSubmission Dashboard

Submission Type Filter

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	Submitted Date ↓	Submission Type	Well API (if applicable)	Status
View	4/1/2020 10:28:17 AM	Well Logs	015-23559	Accepted
View	4/1/2020 10:25:21 AM	Well Record (Unconventional - non-vertical well)	015-23559	Submitted
View	3/30/2020 11:21:03 AM	Completion Report (Unconventional Well)	015-23414	Submitted
View	3/27/2020 3:35:34 PM	Pre-drill Survey Sample Results		Submitted
View	3/27/2020 3:34:27 PM	Pre-drill Survey Sample Results		Submitted
View	3/27/2020 3:32:57 PM	Pre-drill Survey Sample Results		Submitted
View	3/27/2020 3:31:31 PM	Pre-drill Survey Sample Results		Submitted
View	3/27/2020 3:29:06 PM	Pre-drill Survey Sample Results		Submitted
View	3/23/2020 12:15:22 PM	Well Site Restoration Period Extension Request	115-21671	Submitted
View	3/23/2020 12:08:41 PM	Well Site Restoration Period Extension Request	015-23449	Submitted

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

1. The eSubmission Dashboard screen will display. If previous submissions have been made, they will display here. The user will have to ability to view previous submissions by clicking on the “View” link of any submission type displaying in the window. Submissions can be filtered by choosing a Submission Type in the drop-down menu of the “Submission Type Filter”.
2. To submit a New Submission, click the “New Submission” button and select the Type of Submission you are reporting from the list displayed.

Select Type of Submission

Area of Review Summary Report
 Borrow Pit Registration
 Borrow Pit Restoration Extension Request
 Completion Report (Conventional Well)
 Completion Report (Unconventional Well)
 Due Diligence Extension Request
 Post Drilling Site Restoration Report Submission
 Post Plugging Site Restoration Report Submission
 Pre-drill Survey Sample Results
 Request for Alternative Waste Management Practice
 Request for Previously Approved Alternate Waste Management Practices
 Underground/Partially Buried Storage Tank Registration
 Well Development Impoundment Registration
 Well Development Impoundment Restoration Extension Request
 Well Development Impoundment Transfer Request
 Well Logs
 Well Record (Conventional)
 Well Record (Unconventional - non-vertical well)
 Well Record (Unconventional - vertical well)
 Well Site Restoration Period Extension Request
 Well Site Restoration Report (Conventional Operators)

3. Clicking the “Cancel” button will return the User back to the Dashboard screen.

Downloading, Attaching and Uploading files in Dashboard

eSubmission

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

The file upload was successful and will be attached when this eSubmission is saved.

eSubmission Detail: Post drilling site restoration report submission

Submission-specific questions

Select Well API: Our inventory indicates you have no wells eligible for this notification.

Submission Attachments

	Document Type	Document Name (click to download)	DESCRIPTION
	Post drilling restoration report	049-24526.pdf	

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)
Post drilling restoration report	Post drilling restoration report Required

1. Before a file can be attached or uploaded, it must be downloaded and saved on the Users computer. A file can be downloaded by clicking on the Template if available or downloading the form from DEP's eLibrary.
2. One or more attachments may be available for upload depending on the submission requirements.
3. Some submissions may not have a template to download.
4. Once the User clicks on the "Attach" file link below the attachment grid the Attachment Detail screen will display.

eSubmission

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

eSubmission - Attachment Detail

Document Type: Plat

File Extensions Allowed: pdf

File description:

5. Click the Browse button to locate the file on your computer for upload.
6. On this screen, the user is given the option to enter a description for the file.
7. When the "Upload" button is selected, the file will be uploaded, and the user will be returned to the previous page.
8. The User may delete a file before actual submission.
9. Once a file is submitted to DEP it can no longer be deleted or edited.

Area of Review Summary Report

eSubmission Detail: Area of Review Summary Report

Submission-specific questions

This eSubmission type can be submitted by Well API or Latitude/Longitude. Use the following radio buttons to select the method:

Supply Well API Supply latitude/longitude

Select Well API: Our inventory indicates you have no wells eligible for this notification.

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Plat	Not available	Required
Summary Report	Summary Report template	Required
Site Specific Narrative Report	Not available	Optional

1. Select the Well API number by clicking on the down arrow and selecting from the drop-down menu or select Supply latitude/longitude and enter the location (latitude/longitude in Decimal Degrees (DD)) of the well. If the Lat/Long is entered, click the “Check county/municipality” button to verify the locational coordinates.
2. “Supply latitude/longitude” should only be selected for wells that do not have a US well permit number (API).
3. Click on the ‘Attach’ link under “Submission Attachments” box and select from the following document types from the list: Plat, Summary Report or Site Specific Narrative Report. Please note, the only acceptable formats for document upload are:
 - a. Plat – pdf.
 - b. Summary Report – xlsx, xls.
 - c. Site Specific Narrative Report – pdf.
4. Under ‘Document Types for this Submission’, select the “Summary Report template” link to download the document if you do not have the Summary Report document previously downloaded.
5. Using the Browse button, locate your file you wish to upload. You may enter a description for the file.

eSubmission - Attachment Detail

Document Type: Plat

File Extensions Allowed: pdf

File description:

6. Click the Upload button to upload the file. The screen will return to the Area of Review screen. Continue to follow steps 2 through 4 until all needed documents are uploaded.
7. When you are finished uploading your documents, click “Submit” to submit the eSubmission to DEP.
8. The ‘Back to Dashboard’ button will take you back to the list of available eSubmissions

Underground/partially Buried Storage Tank Registration

eSubmission Detail: Underground/partially buried storage tanks registration

Submission-specific questions

County Municipality

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
UST Registration	UST Registration template	Required

1. Select the County and Municipality the Underground/partially buried storage tank is located by clicking on the down arrow and selecting from the drop-down list.
2. Click on document link to download the document onto your computer.
3. Complete the form and save the documents to your computer.
4. Click the 'Attach' link and locate the document on your computer and then click the upload button.
5. Click the 'Submit' button to complete the submission.

Well Development Impoundment Registration

eSubmission Detail: Well development impoundment registration

Submission-specific questions

County Municipality

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Existing well development impoundment	Existing well development impoundment template	Required

1. Select the County and Municipality the Well Development Impoundment is located by clicking on the down arrow and selecting from the drop-down list.
2. Click on document link to download the document to your computer
3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission

Well Development Impoundment Transfer Request

eSubmission Detail: Well development impoundment transfer request

Submission-specific questions

County Municipality

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
New well development impoundment	New well development impoundment template	Required

1. Select the County and Municipality the Well Development Impoundment is located by clicking on the down arrow and selecting from the drop-down list.
2. Click on document link to download the document to your computer
3. Complete the form and save the document onto your computer.
4. Click the 'Attach' link and locate the saved document and click the upload button.
5. Click the submit button to complete the submission

Well Site Restoration Period Extension Request

eSubmission Detail: Well Site Restoration Period Extension Request

Submission-specific questions

Select Well API: Unconventional Conventional

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Restoration extension request (Unconventional)	Restoration extension request (Unconventional)	Required for unconventional wells
Restoration extension request (Conventional)	Restoration extension request (Conventional)	Required for conventional wells

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

Version 1.1.6339.23044

1. Select the type of Well – Unconventional or Conventional
2. Select the well API.
3. Click on document link to download the document onto your computer
4. Complete the form and save the document onto your computer.
5. Click the Attach link.
6. Select the type of well site – Unconventional or Conventional a. The type of well must match the type select on step 2.
7. Locate the document and click the upload button

8. Click the submit button to complete the submission
9. Upon submission, the user will be directed to the eSubmission Dashboard.
10. The following blue text will appear at the top of the page: "Thank you. Your Submission was sent successfully to DEP."

Well Development Impoundment Restoration Period Extension Request

eSubmission Detail: Well Development Impoundment Restoration Extension Request

Submission-specific questions

County Municipality

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Well Development Impoundment Restoration Extension Request	Well Development Impoundment Restoration Extension Request	Required

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

1. Select the County and Municipality where the Well Development Impoundment is located by clicking on the down arrow and selecting from the drop-down list.
2. Click on document link to download the document onto your computer
3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission.

Borrow Pit Restoration Period Extension Request

eSubmission Detail: Borrow Pit Restoration Extension Request

Submission-specific questions

County Municipality

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Borrow Pit Restoration Extension Request	Borrow Pit Restoration Extension Request	Required

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

1. Select the County and Municipality where the Borrow Pit is located by clicking on the down arrow and selecting from the drop-down list.
2. Click on document link to download the document to your computer

3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission.

Post Drilling Site Restoration Report Submission

eSubmission Detail: Post drilling site restoration report submission

Submission-specific questions

Select Well API:

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	Required
Post drilling restoration report	Post drilling restoration report template	Required

1. Select the final well drilled.
 - a. The well selected should match the well indicated on the form.
2. Click on document link to download the document to your computer
3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission.

Post Plugging Site Restoration Report Submission

eSubmission Detail: Post plugging site restoration report submission

Submission-specific questions

Select Well API:

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	Required
Post plugging restoration report	Post plugging restoration report template	Required

1. Select the final well plugged.
 - a. The well selected should match the well indicated on the form.
2. Click on document link to download the document to your computer
3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission.

Well Site Restoration Report (Conventional Operators)

eSubmission Detail: Well Site Restoration Report (Conventional Operators)

Submission-specific questions

Select Well API:

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Well Site Restoration Report (Conventional)	Well Site Restoration Report (Conventional)	Required

1. Select the API.
 - a. Only Conventional wells will be displayed in the drop-down list.
 - b. The well selected should match the well indicated on the form.
2. Click on document link to download the document to your computer.
3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission.
6. Upon submission, the user will be directed to the eSubmission Dashboard.
7. The following blue text will appear at the top of the page: *“Thank you. Your Submission was sent successfully to DEP.”*

Borrow Pit Registration

eSubmission Detail: Borrow Pit Registration

Submission-specific questions

County Municipality

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Borrow Pit registration	Borrow Pit registration template	Required

1. Select the County and Municipality for the Borrow Pit by clicking the down arrow and selecting from the drop down list
2. Click on document link to download the document to your computer
3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission.

Due Diligence Extension Request

eSubmission Logged in as LSWANGER using operator ID 99999 | [Back to GreenPort](#)

eSubmission Detail: Due Diligence Extension Request

Submission-specific questions

Select Well API: Our inventory indicates you have no wells eligible for this notification.

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	Required
Due Diligence Extension	Not available	Required

1. Select the well API for this submission
2. Attach a reason for the extension request
3. Click the submit button to complete the submission

Well Record

There are three different categories to choose when submitting a well record from the eSubmissions dashboard; Well Record (Conventional), Well Record (Unconventional – non-vertical well) and Well Record (Unconventional – vertical well). For Well Record (conventional) and Well Record (Unconventional – non-vertical well) the submission is relatively the same and an example is shown below.

eSubmission Detail: Well Record (Conventional)

Submission-specific questions

Select Well API: Our inventory indicates you have no conventional wells eligible for this notification.

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	Required
Well Record (Conventional)	Well Record (Conventional)	Required

1. Select the Well API from the drop down at Select Well API.
2. Click on Well Record template link to download the document onto your computer.
3. Complete the form and save the document to your computer.
4. Click the Attach link.
5. Select the Well API from the drop down at Select Well API.
 - a. The type of well must match the type select on step 2.
6. Locate the document and click the upload button
7. Click the submit button to complete the submission

8. Upon submission, the user will be directed to the eSubmission Dashboard.

An Unconventional (non-vertical well) well record has the option to submit a Directional Survey As-Drilled shapefile with the submission of the well record.

eSubmission Detail: Well Record (Unconventional - non-vertical well)

Submission-specific questions

Select Well API: ▼

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

[GIS standards and definitions for well records](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Well Record (Unconventional)	Well Record (Unconventional)	Required
Directional Survey As-Drilled (.dbf): database file	Not available	Optional
Directional Survey As-Drilled (.prj): projection description	Not available	Optional
Directional Survey As-Drilled (.sbn): a spatial index	Not available	Optional
Directional Survey As-Drilled (.sbx): a spatial index	Not available	Optional
Directional Survey As-Drilled (.shp): shape file	Not available	Optional
Directional Survey As-Drilled (.shx): shape index format	Not available	Optional

1. Select the Well API from the drop down at Select Well API.
2. Click on Well Record template link to download the document onto your computer.
3. Complete the form and save the document to your computer.
4. Click the Attach link.
5. Select the Well API from the drop down at Select Well API.
 - a. The type of well must match the type select on step 2.
6. Locate the document and click the upload button.
7. Shapefiles for the Directional Survey can be uploaded here by using the 'Attach' link and attaching the shapefiles with the .dbf, .prj, .sbn, .sbx, .shp, .shx. All six file extensions must be included with the shapefile attachments and all be given the same file name. Please review the GIS Standards and definitions for well records link for more information.
8. Click the submit button to complete the submission
9. Upon submission, the user will be directed to the eSubmission Dashboard.

Completion Report (Conventional Well)

eSubmission Detail: Completion Report (Conventional Well)

Submission-specific questions

Select Well API:

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Completion Report (Conventional)	Completion Report (Conventional)	Required for conventional wells

1. Select the Well API for this submission
2. Only conventional wells will be in the drop down list
3. Click on the document link to download the document onto your computer
4. Complete the form and save the document to your computer.
5. Click the Attach link, locate the document and click the upload button.
6. Click the submit button to complete the submission.
7. Upon submission, the user will be directed to the eSubmission Dashboard.
8. The following blue text will appear at the top of the page: *“Thank you. Your Submission was sent successfully to DEP.”*

Completion Report (Unconventional Well)

eSubmission Detail: Completion Report (Unconventional Well)

Submission-specific questions

Select Well API:

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Completion Report (Unconventional)	Completion Report (Unconventional)	Required for unconventional wells

1. Select the Well API for this submission
2. Only unconventional wells will be in the drop down list
3. Click on the document link to download the document to your computer
4. Complete the form and save the document to your computer.
5. Click the Attach link, locate the document and click the upload button.
6. Click the submit button to complete the submission
7. Upon submission, the user will be directed to the eSubmission Dashboard.

- The following blue text will appear at the top of the page: *“Thank you. Your Submission was sent successfully to DEP.”*

Well Logs

eSubmission Detail: Well Logs

Submission-specific questions

Select Well API: Unconventional Conventional

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Well Log .las file	Not available	Required
Well Log .tiff, .tif, or .pdf file	Not available	Required

- Select the type of Well – Unconventional or Conventional
- Select the well API for the submission.
- Click on the Attach link under “Submission Attachments” box and select the document type from the list: Well Log .las file, Well Log .tiff, .tif, .pdf.
 - Each Submission must have two attachments a .las file and a .tiff, .tif or .pdf file.
- Select the document type.
- Locate the document and click the upload button.
- Repeat steps 3 – 5 for the second document type.
- Once both file types are uploaded, click the submit button to complete the submission.
- Upon submission, the user will be directed to the eSubmission Dashboard.
- The following blue text will appear at the top of the page: *“Thank you. Your Submission was sent successfully to DEP.”*

Request Alternate Waste Management Practice

eSubmission

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

eSubmission Detail: Request Alternative Waste Management Practice

Submission-specific questions

County Municipality

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Alternate Management Practice Request	Alternate Management Practice Request	Required

1. Select the County and Municipality the Alternate Waste Management Practice will occur by clicking the down arrow and selecting from the drop-down list
2. Click on document link to download the document to your computer
 - a. Make sure the document type matches the well operation (Conventional or Unconventional)
3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission.

Request for Previously Approved Alternate Waste Management Practice

eSubmission Logged in as LSWANGER using operator ID 99999 | [Back to GreenPort](#)

eSubmission Detail: Request for Previously Approved Alternate Waste Management Practice

Submission-specific questions

County Municipality

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Previously Approved Alternate Waste Management Practice Submission	Previously Approved Alternate Waste Management Practice Submission	Required

1. Select the County and Municipality the Alternate Waste Management Practice will occur by clicking the down arrow and selecting from the drop-down list.
2. Click on document link to download the document to your computer
3. Complete the form and save the document onto your computer.
4. Click the Attach link, locate the document and click the upload button.
5. Click the submit button to complete the submission.

Pre-drill Survey Sample Results

eSubmission Logged in as LSWANGER using operator ID 99999 | [Back to GreenPort](#)

eSubmission Detail: Pre-drill Survey Sample Results

Submission-specific questions

Latitude Longitude

Submission Attachments

No attachments have yet been uploaded for this submission.

[Attach](#)

Document Types for this submission

Document Type Name	Template, if available (click to download)	
Pre-drill survey sample results	Not available	Required
Pre-drill survey executive summary	Pre-drill survey executive summary template	Required

Option 1 – Submitting a separate pdf. for each pre-drill sample result

1. Enter the well GPS location latitude and longitude of the unconventional well in DD; if the sample has been collected in association with multiple unconventional wells, please enter only one GPS location
2. Download the Pre-drill Executive Summary Template
3. Fill out the downloaded document and save to your computer
 - a. The Start & End Page can be left blank
4. Click the “Attach File” link to be directed to the File Attachment Screen. Select “Pre-Drill Survey Sample Results”.
5. On the “File Attachment” screen, click the “Browse” button to locate your file and click upload.
6. Repeat step 4 & 5 for each sample result.
7. Click the “Attach File” link and select “Pre-Drill Survey Executive Summary”.
8. On the “File Attachment” screen, click the “Browse” button to locate your file and click upload.
9. Once all samples and the executive summary have been uploaded, click the submit button to complete the submission

Option 2 – Submitting multiple pre-drill results as one pdf. file

1. Enter the well GPS location latitude and longitude of the unconventional well in DD; if the sample has been collected in association with multiple unconventional wells, please enter only one GPS location
2. Download the Pre-drill Executive Summary Template
3. Fill out the downloaded document and save to your computer
 - a. The Start & End Page reference the pages in the pdf pre-drill report where individual lab results can be found for each sample entered in the template and must be filled out for each unique sample lab result.
4. Click the “Attach File” link to be directed to the File Attachment Screen. Select “Pre-Drill Survey Sample Results”.
5. On the “File Attachment” screen, click the “Browse” button to locate your file and click upload.
6. Click the “Attach File” link and select “Pre-Drill Survey Executive Summary”.
7. On the “File Attachment” screen, click the “Browse” button to locate your file and click upload.
8. Once all samples and the executive summary have been uploaded, click the submit button to complete the submission.

Predrill Executive Summary Template Spreadsheet Definitions.

The Predrill Executive Summary template can be downloaded and saved to your computer and then completed. Once the Predrill Executive Summary has been completed it can then be uploaded into eSubmissions as an attachment. The following list describes the columns in the Predrill Executive Summary spreadsheet and how that column should be completed.

Column:

- A. Submission_Date** – This is the date the sample was submitted to DEP. The information entered in Column A should be Alpha-numeric with MM/DD/YYYY format.
- Example: 10/04/2106
- B. API_#** - This is the permit number of the well for which the sample was obtained for. The format for Column B is 123-12345.
- If the sample has been collected in association with multiple unconventional wells, please choose only one Permit number. Please do not submit multiple Predrill Executive Summaries in situations where the same locations have been sampled in association with each unconventional well.
- C. Lab_Report_Name** – This is the file name of the submitted sample report that contains the laboratory analytical data, not including the .PDF file extension. The format for column C is alpha-numeric.
- Example: Well Sample number 11
 - If access is denied, provide file of name of written notice to landowner or water purveyor under 78a.52(g).
- D. Unique_Sample_ID** – The unique Sample identifier associated with the laboratory analytical data. The format for Column D is Text.
- Example: 123456
 - If access was denied, enter **Access Denied** in this field.
- E. Start_Page** – This is the starting page number of the submitted sample report where the analytical data for the referenced pre-drill sample can be located. The format for Column E is Numeric. This field is only necessary if you are following OPTION 2 guidance.
- F. End_Page** – This is the last page number of the submitted sample report where the analytical data for the referenced pre0drill sample can be located. This field is numeric and is only necessary if you are following OPTION 2 guidance.
- G. Sample_LAT_DD** – This is the latitude decimal degrees of the location where the sample was obtained. The format for this field is numeric.
- Example: 40.64536
- H. Sample_LON_DD** - This is the longitude decimal degrees of the location where the sample was obtained. The format for this field is numeric.
- Example: -75.12867
- I. Sample_Type** – This is the type of sample that was taken such as Surface Water, Groundwater or Spring Water. The format for this field is text.
- Example: Surface Water
- J. Sample_Date** – this is the date the sample was collected. The format for this field is alpha-numeric with MM/DD/YYYY format.
- Example: 10/04/206

Columns K, L, M, N, and O are Sample Results. Enter the sample result for each of the constituents listed. If one of the listed constituents was not tested for, enter N/A. If the constituent was tested for and the result was non-detect enter ND. Please enter numeric value only for all results that are above the detection limit.

Units:

- Methane, Iron (Fe) Manganese (Mn) and Chloride (Cl) are parts per million (PPM) or milligrams per liter.
- Turbidity (Turb) is NTU.
- Specific conductance (SpCond) is micro Siemens per centimeter ($\mu\text{S/cm}$).

Column Q – If a sample was collected in association with more than one unconventional well,

please list all remaining permit numbers in this column. The format for this field is alpha-numeric such as 123-12345.

Exiting the eSubmission Application:

After you have finished submitting the desired file(s), you can navigate to other applications by selecting the “Back to GreenPort” button located in the top right corner of the screen.

Questions:

If you have any questions regarding eSubmissions please contact the Bureau of Oil & Gas planning and Program Management at 717-772-2199 or ra-ep-BOGMOGRE@pa.gov.

Version History

Version	Date	Revision reason
1.0	10/6/2016	Created guide
1.1	10/13/2016	Updated screenshot for AOR Submission, fixed typo in units description for pre-drill sample results.
1.2	11/1/2016	Updated instructions for Pre-drill sample results submission. Updated instructions for Well Site Restoration submissions.
1.3	4/14/2017	Added Well Log submission.
1.4	5/11/2017	Added conventional well submissions.
1.5	7/5/2017	Added Restoration Extension Request submissions.
1.6	3/3/2020	Added new information related to eSubmissions new user interface
1.7	4/6/2020	Updated log on information and well record submission to include as-drilled directional survey upload.