



Office of Oil and Gas Management

Completing User Registration and Security Agreement Form

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Verizon 1.3

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Application Support Help Desk Team

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.

Number: (717) 705-3768
Hours: Monday to Friday 8:00am to 4:30pm
Email: ep-efactshelpdeskteam@pa.gov

Office of Oil and Gas Management

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

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.

Purpose

Welcome to the Department of Environmental Protection's (DEP) Completing the Greenport Oil and Gas User Registration and Security Agreement Guide. This guide provides information on how to successfully complete this form.

Introduction

All Oil & Gas Operator users that need access to the Oil & Gas online electronic submission system must submit to their Electronic Filing Administrator (EFA) a completed and signed User registration and Security Agreement Form. After the EFA has processed the user form, a copy of the signed and completed form is to be send to DEP via email to (RA-ep-BOGMOGRE@pa.gov), via fax (717-772-2291) or regular mail to PA Department of Environmental Protection, Office of Oil and Gas Management, Division of Compliance and Data Administration, PO Box 8765, Harrisburg, PA 17105-8765. Please not that each page of the agreement must be initialed or signed by the user.

User Agreement Page 1

The top section of Page 1 (See below) of the form contains information about the Oil and Gas Operator, including Operator Name, Operator Number (OGO#), Mailing Address, City, State Zip Code and Telephone Number.

Oil and Gas Operator (Primary Reporting Entity)
Name of Oil and Gas Operator: The Oil and Gas Operator
Operator Number (OGO#): 99999
Mailing Address of Operator: Operator Address
City, State, Zip Code: City, State, ZIP
Sponsoring Corporation Telephone Number XXX-XXX-XXXX

The middle section of Page 1 (See below) of the form contains information about the User including Full Name, Title, Professional License Number (If applicable) Name of EFA's Company/Division, Physical address of User, City, State, Zip Code, Telephone Number, Greenport Username, User's Email address. The information contained on this form is to be the person that will be entering the information into the online systems. Also, EFA Greenport usernames and USER Greenport usernames are confidential and are not to be shared by individuals within the Oil and Gas Operator. Each individual who will be entering data into the DEP online programs needs to either be an Oil and Gas Operator authorized Electronic Filing Administrator (EFA) approved by DEP or a User approved by the EFA.

User Information (Complete a separate request form for each User)
Full Name: User's full name
Title: job title
Professional License Number (If applicable):
Name of User's Company: Oil and Gas Company
Mailing Address of User: Company address
City, State, Zip Code: City, State, ZIP
User Business Telephone Number: XXX-XXX-XXXX
User Cellular Telephone Number: XXX-XXX-XXXX
GreenPort Username: Greenport Self Registration name
GreenPort Email Address: Email address enter during registration
User Business website:

The bottom section of Page 1, the User must check the box next to all online electronic submission systems that they are requesting access for. It is not necessary to submit a separate form for each different online submission program the user needs access to.

<u>Oil and Gas Reporting:</u>	<u>ePermitting:</u>
<input type="checkbox"/> Production/Waste Reporting	<input type="checkbox"/> CDOW
<input type="checkbox"/> Notifications – Well Operator Notifications	<input type="checkbox"/> CDOWR
<input type="checkbox"/> Air Quality Data Entry	<input type="checkbox"/> ESCGP3
<input type="checkbox"/> Act 9 Well Site Information	<input type="checkbox"/> UDOW
<input type="checkbox"/> Mechanical Integrity Assessment	<input type="checkbox"/> UDOWR
<input type="checkbox"/> Pipeline Operator – Pipeline HDD Notifications	
<u>eSubmissions:</u>	<u>eWell:</u>
<input type="checkbox"/> Submit	<input type="checkbox"/> Submit
	<input type="checkbox"/> Prepare

