



Office of Oil and Gas Management

Mechanical Well Integrity Assessment Online Submission Guide

March 3, 2020
Version 2.1

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Purpose

Welcome to the DEP Mechanical Well Integrity Assessment Reporting Guide. This guide provides information on how to successfully submit DEP Mechanical Well Integrity Assessment report using the DEP Green Port website and OGRE application.

Applications Support Help Desk Team

Number: (717) 705-3768

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

ep-efactshelpdeskteam@pa.gov

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

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May 16, 2016; Ver. 2.1

Introduction

By using the online Oil and Gas Reporting Electronic (OGRE) application, all Oil & Gas Operators who own and/or operate oil and/or gas wells in Pennsylvania are required by law to report on an annual basis the mechanical well integrity assessment for each well that they own or operate. This guide is to help the operator proceed in the proper reporting procedures for the mechanical well integrity assessment reporting on the current operator well inventory. The OGRE application may be accessed via the DEP Greenport login in system at <https://www.depgreenport.state.pa.us>. Each operator must complete the self-register process and submit the proper forms to DEP in order to access the OGRE application. See the Electronic Filing Administrator (EFA) Application and Agreement Guide on the DEP Oil and Gas Electronic Submissions Guide website for further information. <http://www.dep.pa.gov/OG-submit>.

Upon successfully registering in to the DEP Green Port Website, the Oil and Gas operator or their designated representative, using the user ID and password created during registration, may log on to the DEP Green Port website.

Login

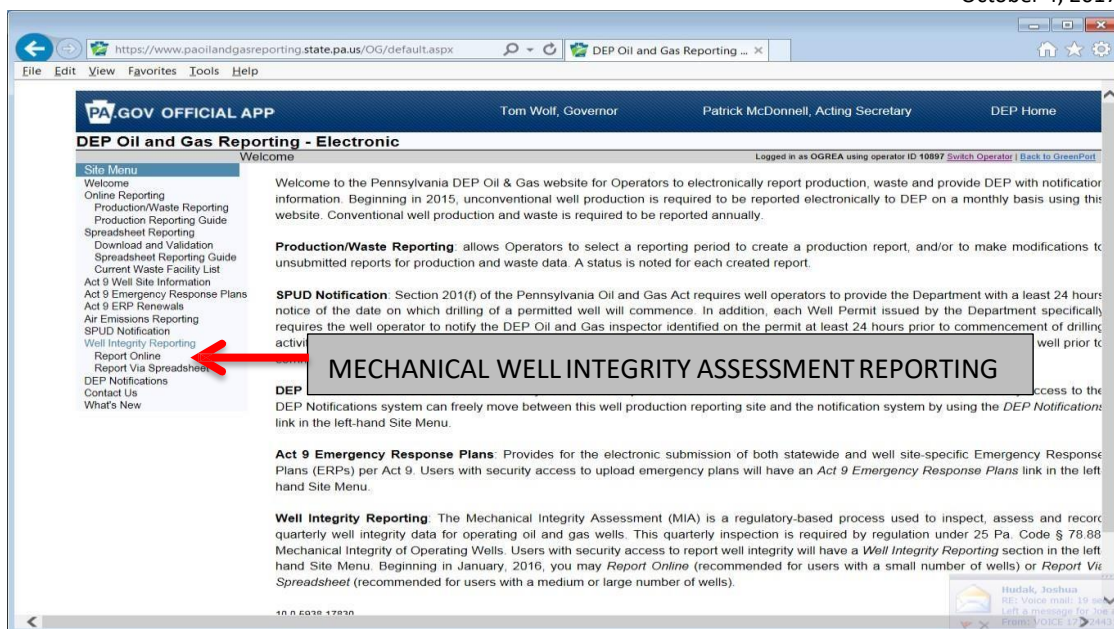
Upon successful registration to use the DEP GreenPort website, users may log on to the website using the user ID and password created during the registration process:

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

Login:

- Enter your Username and Password created as part of the registration process.
- GreenPort dashboard will display.
- Click on 'Launch' on Oil and Gas reporting application under 'My Applications'.

The OGRE System Site Menu screen will display.



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). For Additional information on Mechanical Well Integrity Assessment please visit our Mechanical Well Integrity website:

<http://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/IndustryResources/Pages/MechanicalIntegrityAssessment.aspx>

3. Select *Report Online* or *Report via Spreadsheet* from the Site Menu on the left-hand side of the screen.

- a. **Report Online** – After selecting the correct reporting period and selecting Option A,

A. Create a Mechanical Integrity Assessment Report for interactive

the user will have the option to View, modify or deleted the report. Reporting Online is Recommended for users with a small number of wells.

- b. **Reporting Via Spreadsheet** - After selecting the correct reporting period and selecting Option B,

the user
will have
the option
to

B. Report Your Mechanical Integrity Assessment via spreadsheet

download and save to their computer an Excel spreadsheet, Form C. Reporting Via Spreadsheet allows the user to complete the data entry offline. Reporting via Spreadsheet is recommended for users with a medium to large number of wells.

Report Online

The screenshot shows the DEP Oil and Gas Reporting - Electronic web application. The page title is "DEP Oil and Gas Reporting - Electronic". The user is logged in as an OGRE user with operator ID 99999. The page displays the "STEP 1: Create a Mechanical Integrity Assessment Report" section. A dropdown menu is open for "Select a reporting period", showing "January 1 - February 15, 2016 (for inspection year 2015)". Below the dropdown are two options: "A. Create a Mechanical Integrity Assessment Report for interactive editing" and "B. Report Your Mechanical Integrity Assessment via spreadsheet". Red arrows point from callout boxes to the dropdown and option A. The callout box for the dropdown is labeled "Reporting period dropdown button" and the callout box for option A is labeled "Option A".

1. After selecting the Report Online from Well Integrity Reporting section of the site menu, select correct reporting period by using the dropdown button next the currently displayed Reporting period.
2. After selecting the correct reporting period, click Option A, create a Mechanical Integrity Assessment report for Interactive editing button. If you are going to use Option B – Reporting Via Spreadsheet, do not select option A – Online reporting.

The screenshot displays the DEP Oil and Gas Reporting - Electronic web application. The browser address bar shows the URL: <https://www.paoilandgasreporting.state.pa.us/OG/Modules/IntegrityOnline/IntegrityOnlineSummary.aspx>. The page header includes the PA.GOV OFFICIAL APP logo and the names of the Governor (Tom Wolf) and Acting Secretary (Patrick McDonnell). The main content area is titled "DEP Oil and Gas Reporting - Electronic" and shows a "Report Online" section. A message indicates that a Mechanical Integrity Assessment report was added successfully. The user is logged in as OGREA using operator ID 99999. The reporting period is set to January 1 - February 15, 2016 (for inspection year 2015). The OGO is 99999 and the operator is UNKNOWN OPR. The interface provides two options: "A. Create a Mechanical Integrity Assessment Report for interactive editing" and "B. Report Your Mechanical Integrity Assessment via spreadsheet". Below this, there is a "STEP 2: View or Modify an Existing Mechanical Integrity Assessment Report" section. A table lists the reporting period, status, due date, and inspection year. A callout box labeled "Reporting period report" with a red arrow points to the first row of this table. The status is "Not Submitted". Below this, there is a "STEP 3: Submit your final Mechanical Integrity Assessment report to DEP" section. A table lists the reporting period, due date, inspection year, action, and action notes. The action is "Not yet complete" and the action notes state that 692 wells have not been validated successfully. The footer includes the Pennsylvania Department of Environmental Protection contact information: Rachel Carson Building | 400 Market Street | Harrisburg, PA 17101.

Reporting Period	Status	Due Date	Inspection Year	View	Modify	Delete	Retract
January 1 - February 15, 2016 (for inspection year 2015)	Not Submitted	February 15, 2016	2015	View	Modify	Delete	

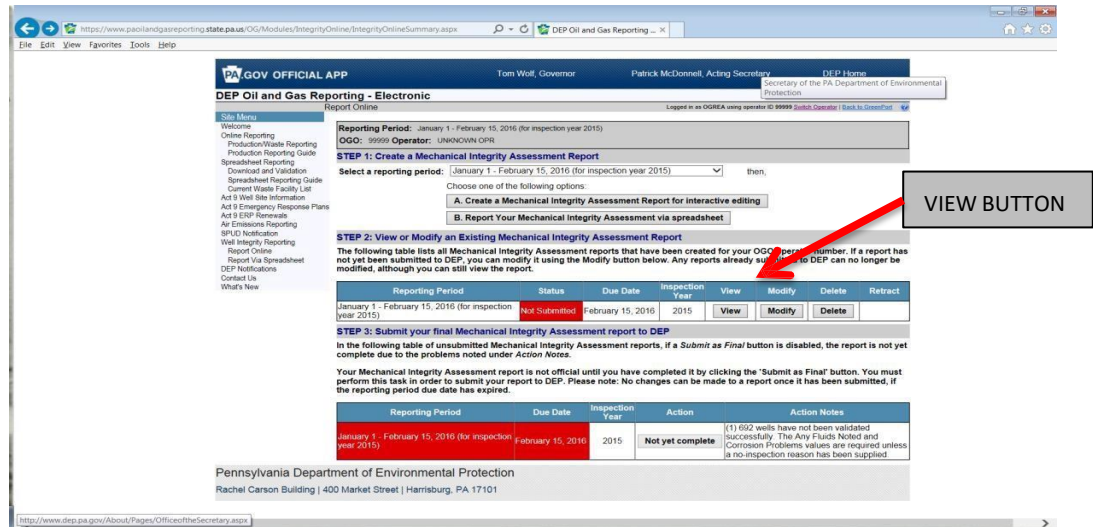
Reporting Period	Due Date	Inspection Year	Action	Action Notes
January 1 - February 15, 2016 (for inspection year 2015)	February 15, 2016	2015	Not yet complete	(1) 692 wells have not been validated successfully. The Any Fluids Noted and Corrosion Problems values are required unless a no-inspection reason has been supplied.

3. The report will be then display in STEP 2 and the NOT SUBMITTED status.

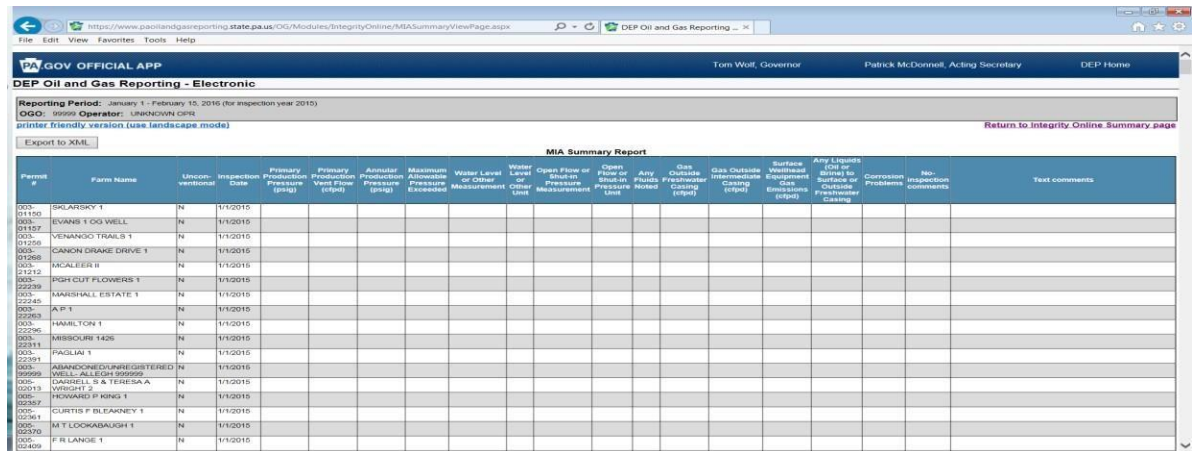
4. Report options

a. **View** – allows the operator to only view a report

Note: No updating of the data entered into the report is allow in the View mode.



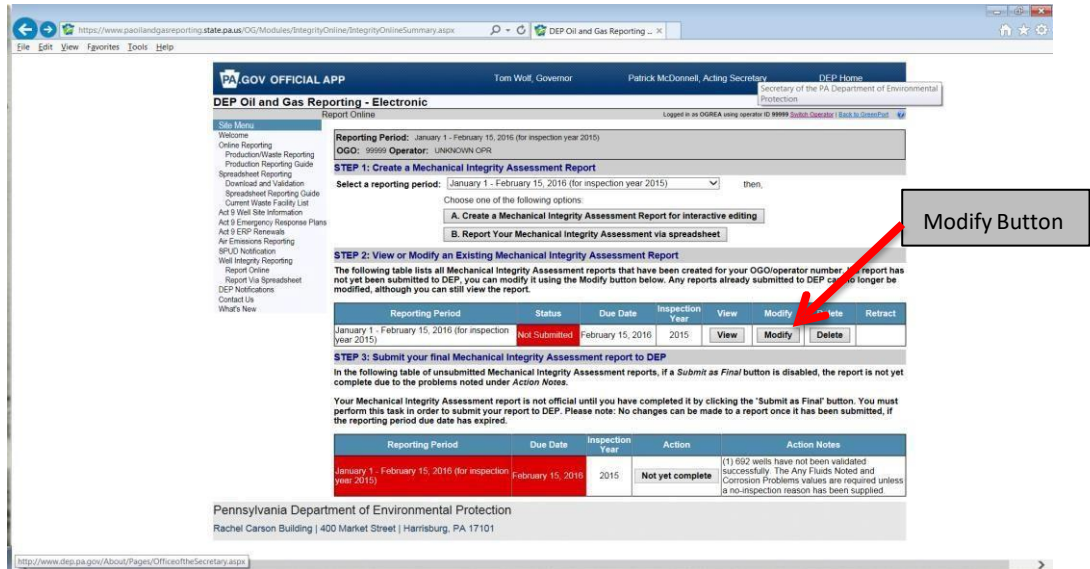
1. After press the view button, the following screen will show:



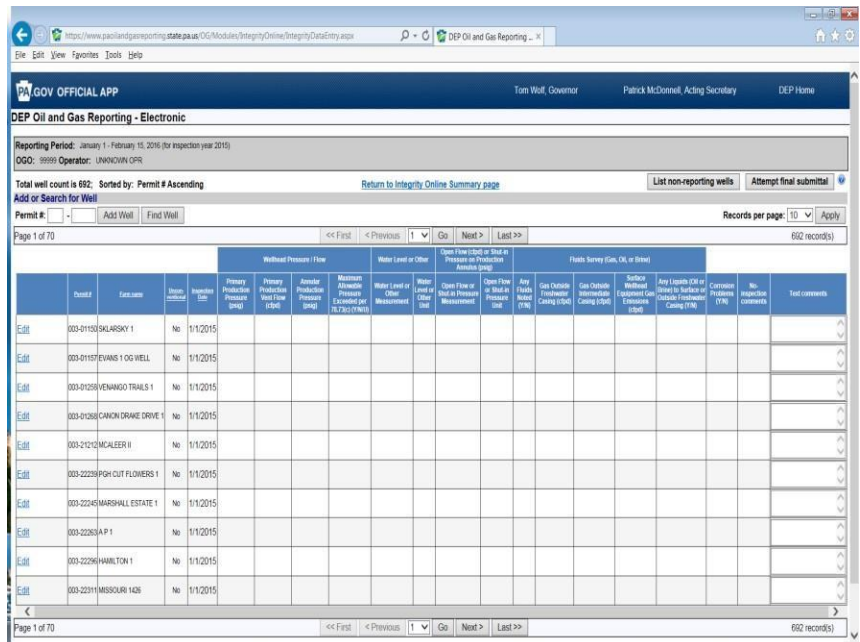
2. **Printer friendly version (use landscape mode)** – will view a printer friendly version of the report for the operator to print if need be

3. **Return to Integrity Online summary page** - will end the view function and return the operator back to the well integrity Summary page.

b. **Modify** – allows the operator to enter or update well data in the report.



1. After pressing the Modify button, the following screen will show:

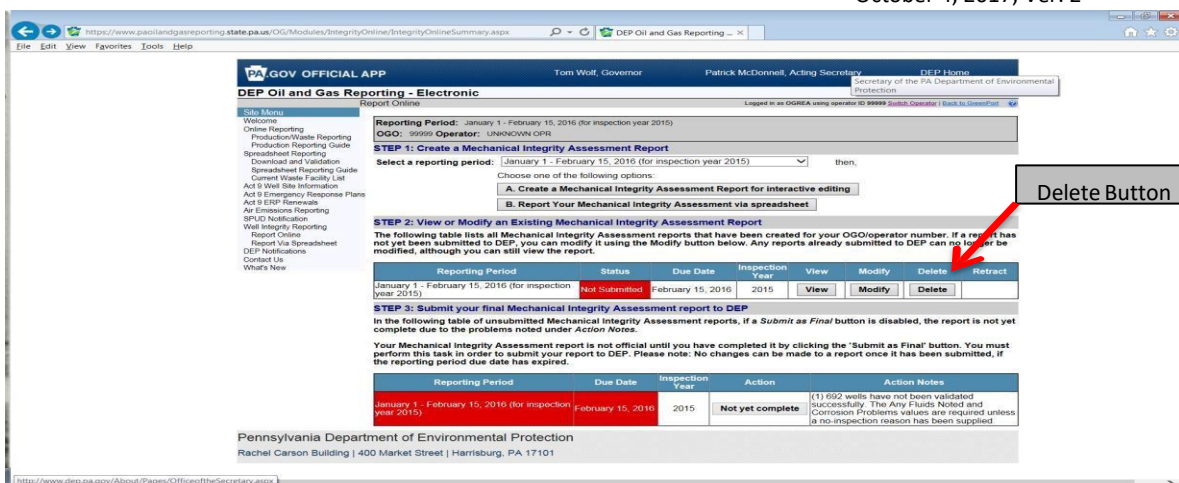


2. **Add or search for Well** – locates the well for the permit number that was entered.
3. **Return to Integrity Online summary page** - will end the modify function and return the operator back to the well integrity Summary page.

4. **Edit** – allows data to be entered or updated for well selected, flowing screen will be displayed.

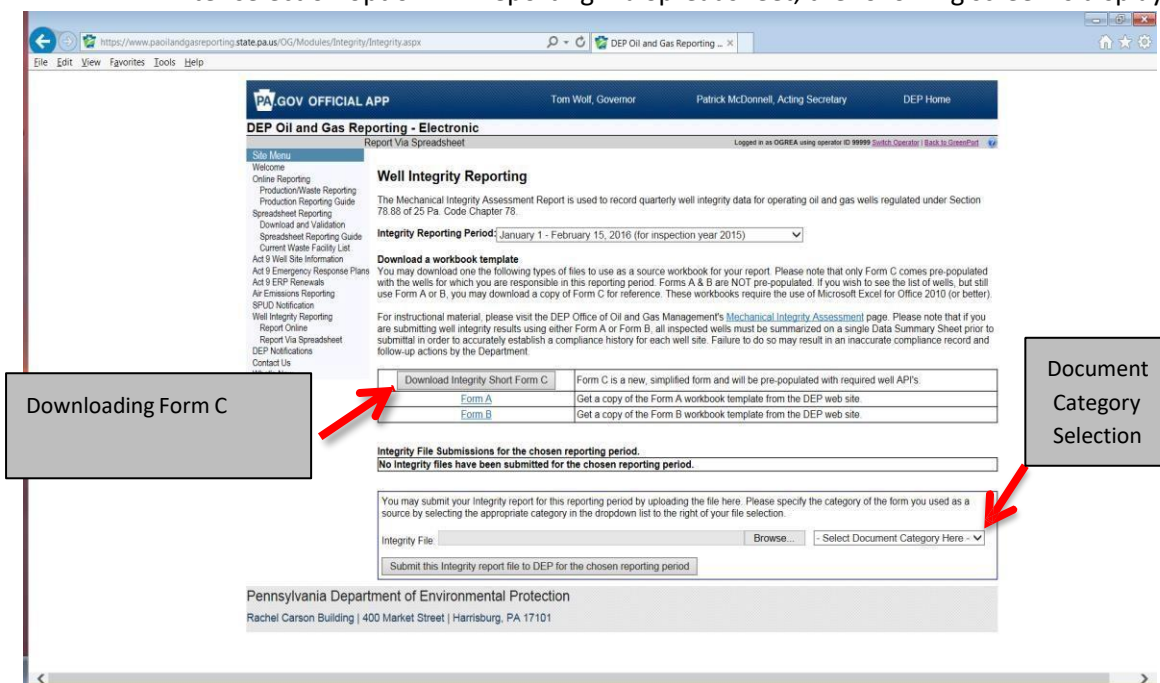
The screenshot displays the DEP Oil and Gas Reporting - Electronic interface. At the top, it shows the reporting period as January 1 - February 15, 2016, and the operator as UNKNOWN CPR. The total well count is 692, sorted by Permit # Ascending. A search bar is available for adding or finding wells. Below the search bar is a table with the following columns: Permit #, Well Name, Status, Transaction Date, Primary Production Pressure (psig), Primary Production Vent Flow (CPG), Annular Production Pressure (psig), Maximum Annular Pressure Exceeded per 23.2 (E) (Y/N), Water Level or Other Measurement, Water Level or Other Unit, Open Flow or Shut-In Pressure Measurement, Open Flow or Shut-In Pressure Unit, Any Fluids (Y/N), Gas Outside Freshwater Casing (CPG), Gas Outside Intermediate Casing (CPG), Surface Wellhead Equipment Gas Emissions (CPG), Any Leaks (20% or Greater) or Surface or Casing Freshwater Casing (Y/N), Corrosion Problems (Y/N), No inspection comments, and Test comments. The first row of the table is for permit 003-01150, SKLARSKY 1, with an 'Update/Cancel' button.

- a. **Update** – will update any data that was entered or removed for the well selected
- b. **Cancel** – will cancel the edit function and return to previous screen
- c. **Delete** – if a reporting period report was created in error, pressing the delete Button will prompt the operator to confirm the deletion of a report and all data that was entered for the deleted report will be lost. This option is only available during the current reporting period and caution should be used when using this option.



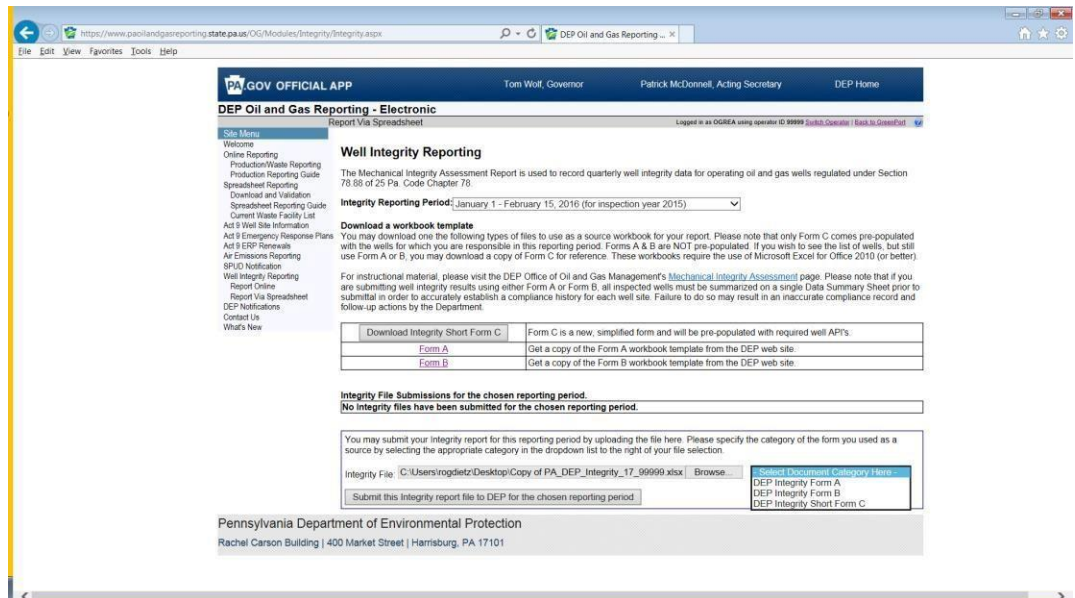
Reporting Via Spreadsheet

1. After selection option B – Reporting Via Spreadsheet, the following screen is displayed.

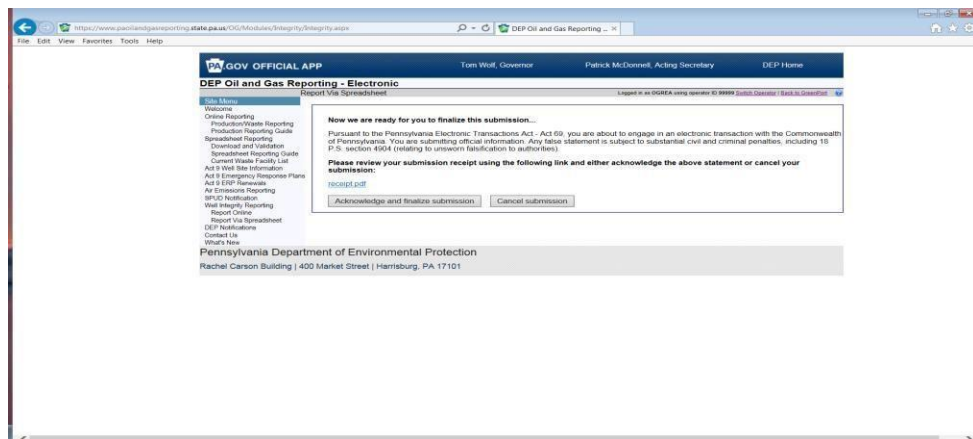


2. Select the correct reporting period from the drop down list of allowable reporting periods.
3. Select file processing option: this allow the operator to enter their data offline.
 - a. **Download Integrity Short Form C** - This will create an Excel file that contains the current operator well inventory and should be save on your computer.
 - b. **Forms A/B** – These forms are no longer supported by the DEP website.

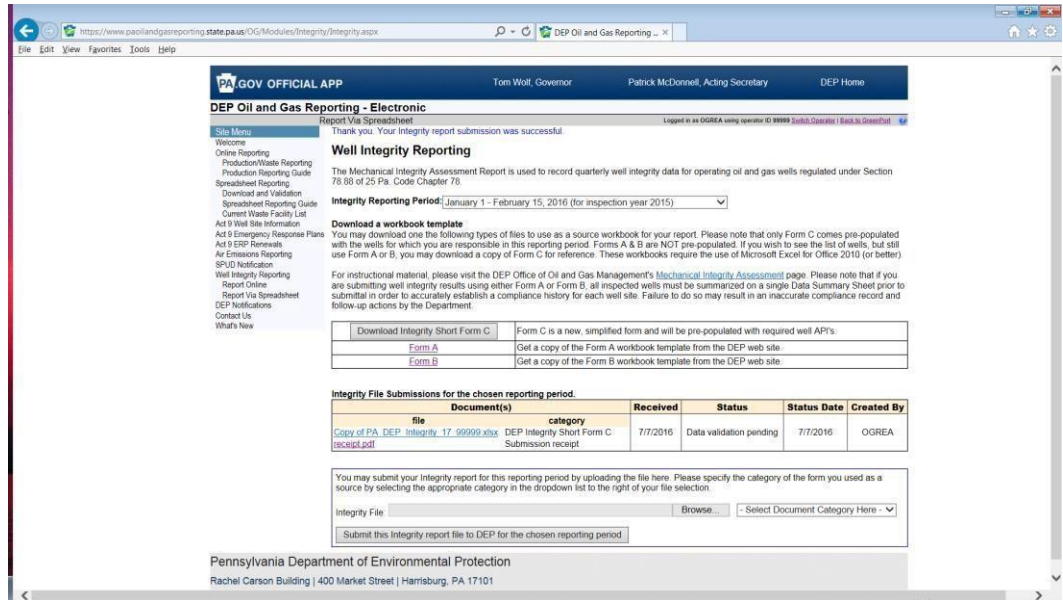
4. After all data has been entered in the downloaded Excel file, using the Upload section of the Reporting Via Spreadsheet option, locate and upload your spreadsheet to the DEP.



5. Pay close attention to the Select Document Category section, be sure to select the appropriate document category that matches the form being uploaded.
6. Click on the Submit this Integrity Report file to DEP fir the chosen reporting period button to upload your file to DEP for further processing.
7. After upload is completed, the following screen will appear:



8. After upload is completed, an email, will be received by the submitter showing that the report has passed or failed data validation.
9. If the report has passed data validation, select **Acknowledge and Finalize submission** to continue processing the uploaded file.
10. If the report has failed data validation, select **Cancel submission** to return to the previous screen to make any corrections and upload the corrected file.
11. Click **receipt.pdf** to view and save a copy of the upload submission receipt.



12. To insure that the correct operator well inventory is used, a new worksheet should be downloaded for each new reporting period.

Mechanical Well Integrity Assessment Form C – Paper Based Forms*

1. To download a paper based Form C and Instructions on Completing Form C for home use wells click the following link:

<http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=3082>

2. To download a paper based Form C and Instructions on completing Form C for nonhome use wells click the following link:

<http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=3081>

*Note – Paper Based Forms are **ONLY** accepted for operators with 10 or fewer wells.

Exiting the GreenPort DEP Notification Module

After you have finished submitting the desired Mechanical Integrity Assessment Report, you can navigate to other modules from the Site Menu on the left-hand side of the screen or log out of the application by selecting the “Back to GreenPort” button.

DEP GreenPort website issues

Downtime: If the DEP Green Port is down due to maintenance or other unscheduled issues, DEP’s Bureau of Information Technology constantly monitors DEP Green Port downtime and system availability. Any issues that arise periodically will be corrected as soon as possible.

Questions: If you have any questions regarding DEP Mechanical Well Integrity Assessment Reporting, please contact the Bureau of Oil & Gas Planning and Program Management at 717772-2199 or by email at RA-ep-BOGMOGRE@pa.gov.

