Office of Oil and Gas Management

Oil and Gas Production and Waste Reporting Manual

May 17, 2018
Version 1.1

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Purpose

Welcome to the Oil and Gas Reporting Electronic (OGRE) Production and Waste reporting Guide. This guide provides information on how to successfully submit OGRE Production and Waste using the DEP Green Port website and OGRE application. You must be properly registered with GreenPort to be able to do production reports.

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 *e*FACTS and other applications.

Introduction

Pursuant to Title 58, Section 3222 of the Pennsylvania Consolidated Statutes, 58 Pa. C.S. § 3222, commonly known as the 2012 Oil and Gas Act ("Act") and section 78.121 of the Oil and Gas Regulations ("Regulations"), 25 Pa. Code § 78.121, an oil and gas well operator is required to submit a production and status report to the Department for each permitted or registered well on an individual basis. If a well is not producing, operators must still submit a report with a comment as to why the well is not producing. When the production data is not available to the operator on an individual well basis, the operator must report production on the most well-specific basis available. The report must also include information on the amount and type of waste and the method of waste disposal or reuse. Waste should be reported at the time of disposal, reuse or treatment, not generation. When the waste 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 Regulations require that these reports be submitted electronically to the Department through its web site. This guide is to help the operator proceed in the proper completion of the production and waste reports.

The operator of each well permitted to produce from unconventional formations must submit a report for those wells each month within 45 days after the end of the month. Each report should include the production and status report for the month. The waste for the first six months of the year should be reported on the "Jan – Jun waste only" report, due on August 15th. The "Jul – Dec waste only" report due on February 15th shall include all waste information from the preceding time period between July 1st and December 31st.

The operator of each well permitted to produce oil or gas only from conventional formations must submit the "Jan – Dec" report for those wells annually on or before February 15th of each year. This report shall include all production and waste information from the preceding calendar year.

Electronic Reporting

To satisfy the electronic reporting requirement under Section 78.121(b) of the Oil and Gas Regulations, 25 Pa. Code § 78.121(b), the Department has created an online Oil and Gas Production and Waste Reporting application. This application can be accessed via the DEP Greenport 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 system. See the Greenport EFA and/or User guides on the Oil and Gas Electronic Submissions user guides website for further information: http://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/Oil- and-Gas-ElectronicSubmission-Guides.aspx#.VnF7UJ0o6po

Procedure

Upon successfully registering at the DEP GreenPort 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

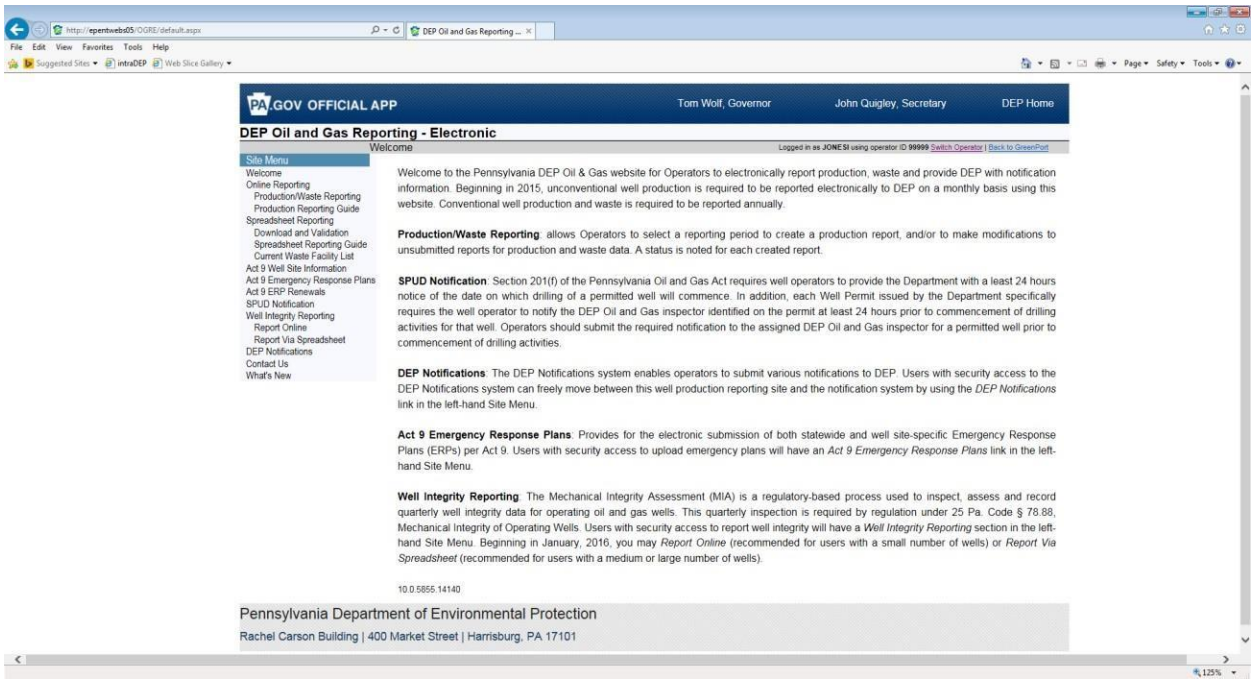
Login:

- Enter your Username and Password created as part of the registration process.
- GreenPort dashboard will display.

Access the OGRE application

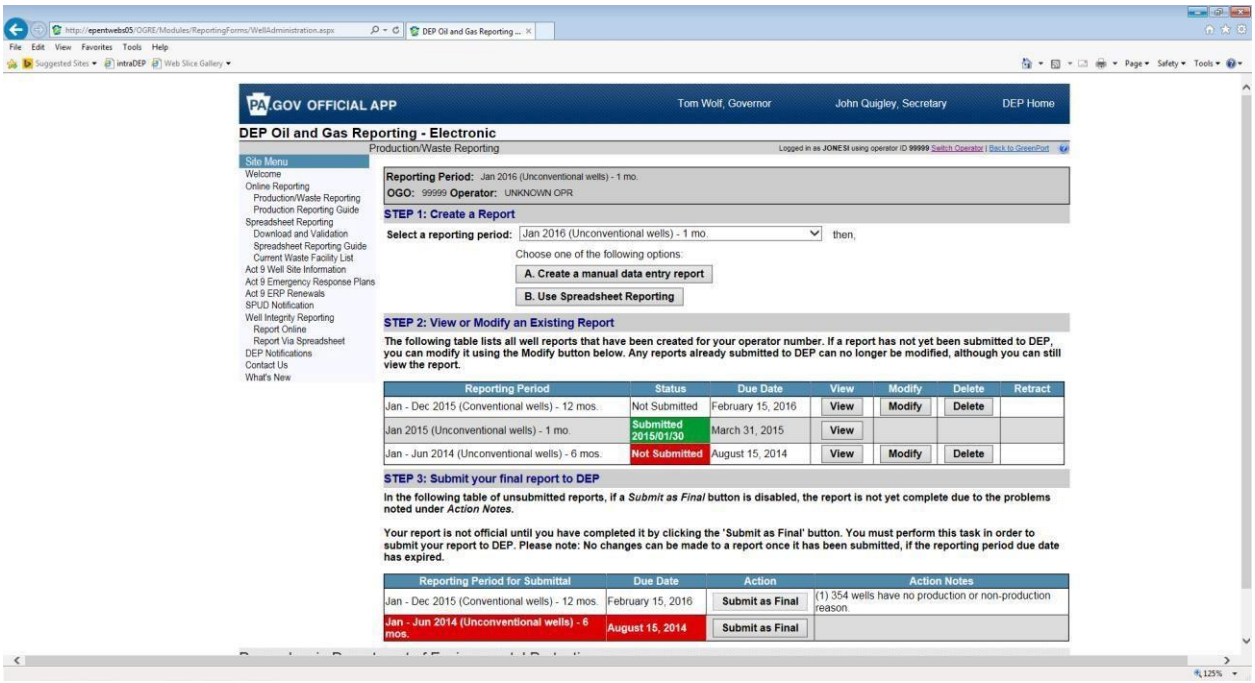
- Click on 'Launch' on Oil and Gas reporting application under 'My Applications'.

- For Oil and Gas Production and Waste Reporting, select "Oil and Gas Reporting." The OGRE System Site Menu screen will be display:



Beginning the report

- Select Production/Waste Reporting from the Site Menu on the left hand side of the screen, and the Production/Waste Reporting screen will be displayed.



- Determine whether you want to prepare your report using a web form or a using a spreadsheet. Typically reports with only a few wells are prepared using the web form (Button A), and reports with numerous wells are prepared on spreadsheet and then uploaded later (Button B). Regardless of the reporting option chosen, the application will generate a list of the operator's wells that were spud prior to the end of the selected reporting period. Depending upon the reporting period selected, the list will be populated with either spud conventional or spud unconventional wells based upon current well information in the Department's database. If a well is incorrectly included in a particular conventional or unconventional reporting period inventory, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Data Administration at 717-772-2199.

  If a well should be included in a particular inventory, but is not, the operator must manually add the well to their inventory and report any production and/or waste, or provide a non- production comment. In order to add a well to a particular conventional or unconventional reporting period, that well must meet the following criteria:

  a. It must be properly identified as either a conventional or unconventional well in the Department's database. For example, if a well is identified as a conventional well in the Department's database, 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 the Department's database, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Administration at 717-772-2199.

b. It must have a spud date entered into the Department's database that predates the close of the reporting period. If a spud date has not been entered into the Department's database, the operator must go the "SPUD Notification" entry screen (accessible via the Site Menu on the left hand side of the page) and enter the spud date for the particular well. If an operator is unable to electronically submit a spud date for a particular well, they must contact the Office of Oil and Gas Management, Division of Compliance and Administration at 717-772-2199.

The permitted operator of a well at the close of the reporting period is required to report any production or wastes generated by the well during any portion of the reporting period, or provide a reason why there is no production to report. Therefore, 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 and wastes generated by the well during the entire reporting period, or provide a reason why there is no production to report.

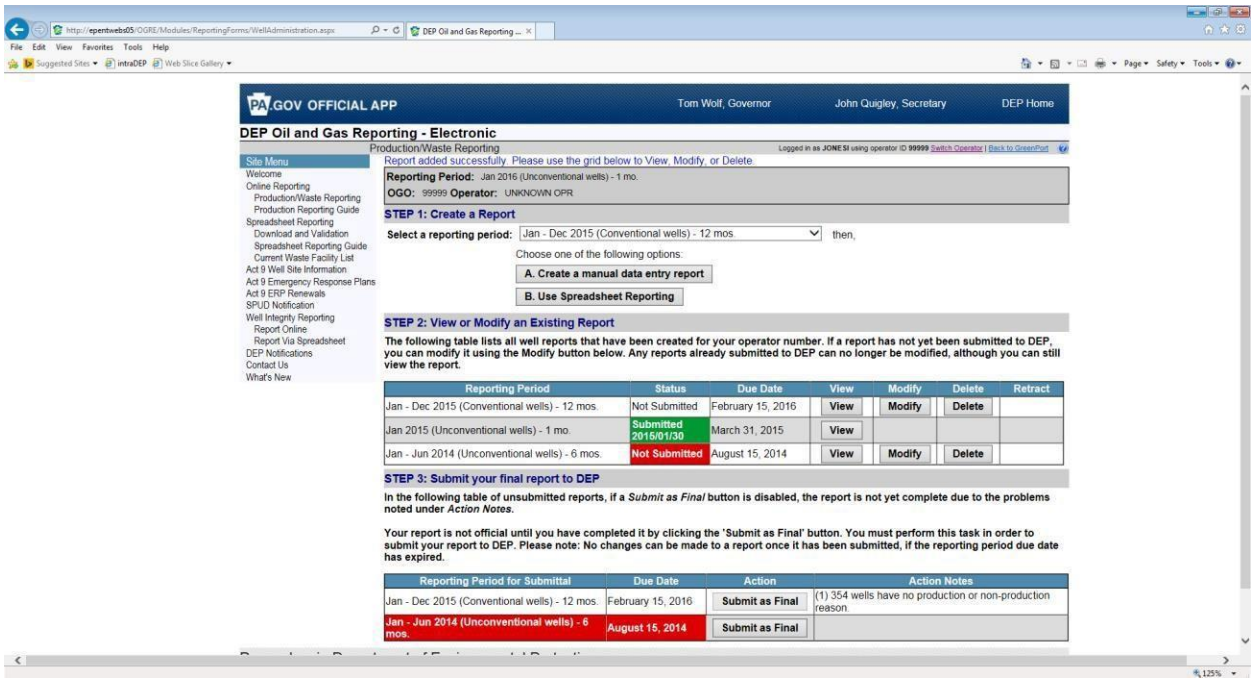
Please be advised that it is the operator's responsibility to review the inventory of wells provided to ensure that it is a complete and accurate list of all spud wells for that particular reporting period. If it is not a complete and accurate list, the operator must follow the steps noted above to add 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 Administration at 717-772-2199. 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 in order to correct any well inventory errors.

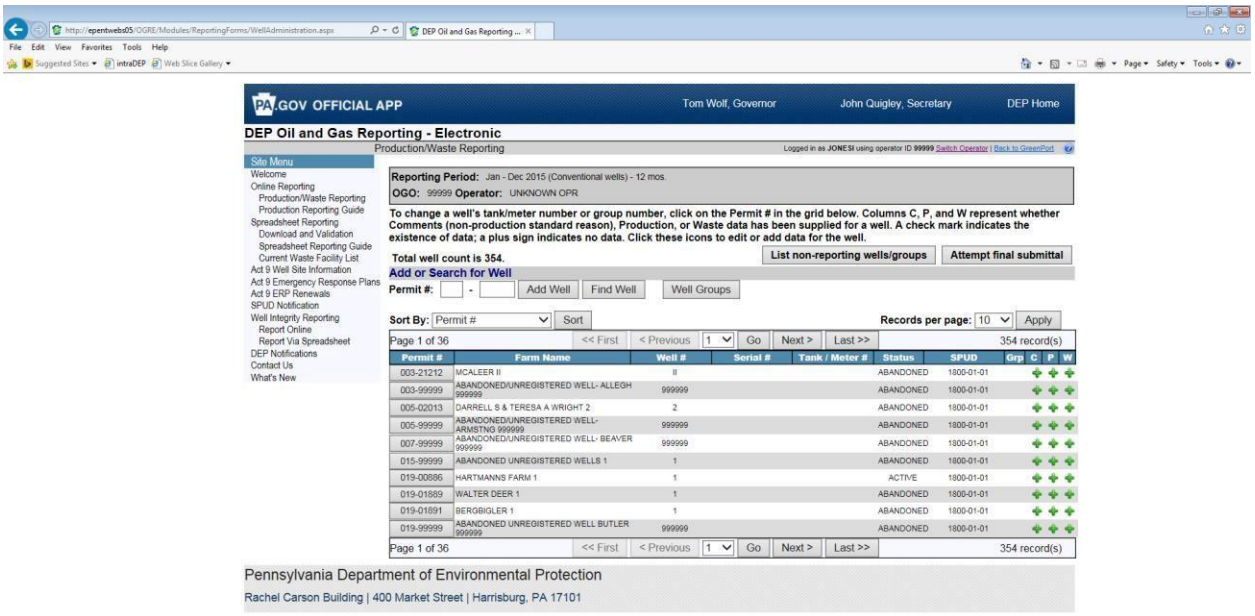
- Under "STEP 1: Create a Report," select the appropriate reporting period for the data you want to input, and then press either button "A. Create a manual data entry report" to input data directly into the Internet browser forms, or button "B. Use Spreadsheet Reporting" to download a spreadsheet for inputting and uploading the data. The spreadsheet method is commonly used by well operators who must report on numerous wells.
- If you are reporting with the spreadsheet method, skip to Step 23.

Online data entry

- To begin preparing a report within the Internet browser, first select the appropriate reporting period from the drop-down box, and then press "A. Create a manual data entry report."
- A row will be added to the table with the selected reporting period shown with a "Not Submitted" status and three buttons for "View," "Modify," and "Delete." The "View" button will display the well inventory plus production and waste data after you have input it. The "Modify" button allows you to input and change production and waste data. The "Delete" button will remove the report and is only displayed here before the report is due.

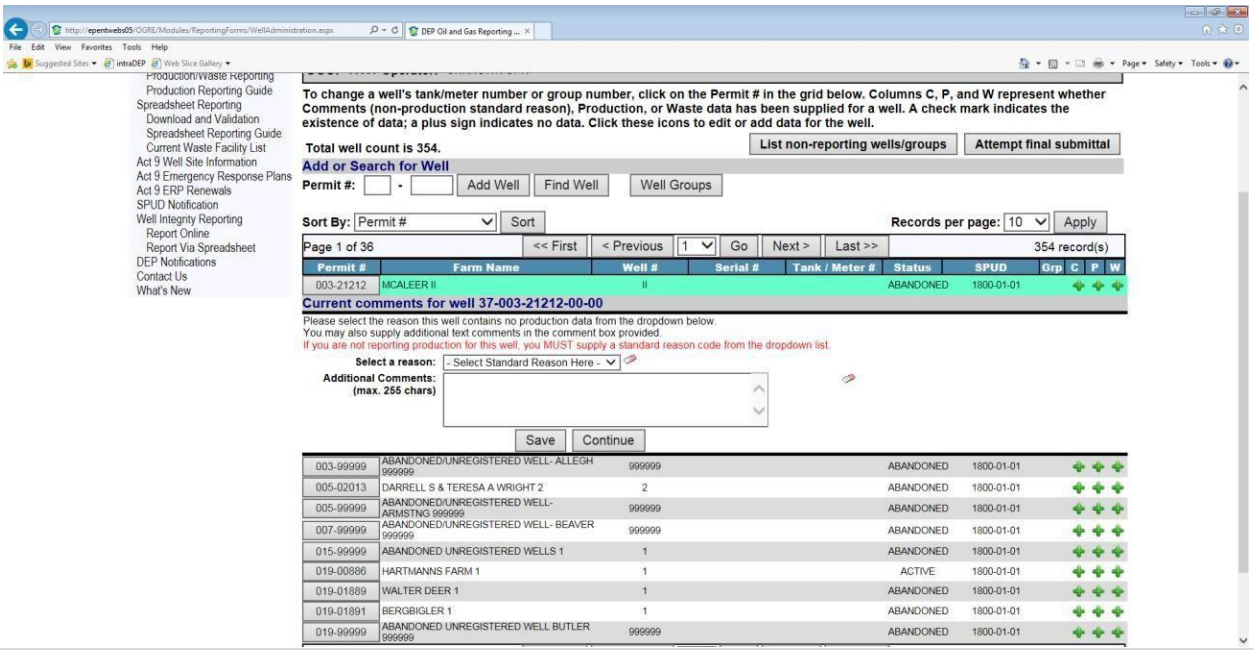


- Press the "Modify" button to begin adding production and waste data, or non-production comments. This will take you to Page 1 of your well inventory.



14. On the right side of each well listed in the table is three green plus signs ( ) in columns under C, P, and W ( ). As is appropriate for each well, click the green plus under C to input a comment, the plus under P to input production, the plus under W to input waste. Every well must have production or a comment when the report is submitted. See Appendix "A" for more details related to this page.

15. The screen for inputting a comment is shown below. A comment must include a standard reason selected from the drop-down box, and additional comments may be added in the box below it. It is necessary to press "Save" to save the data. When a



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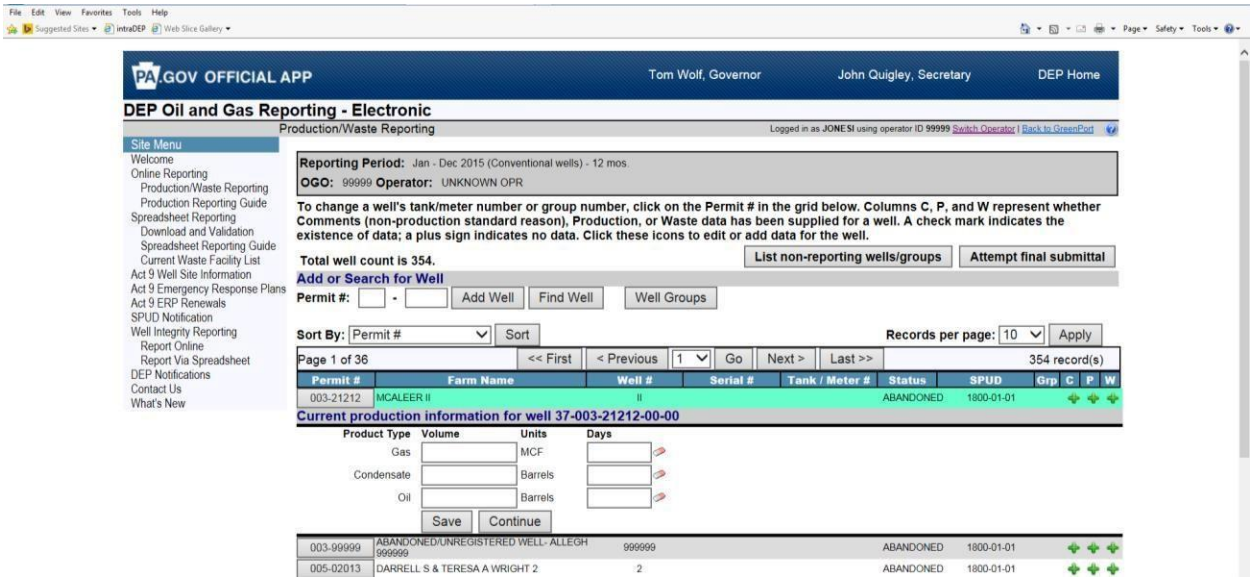
comment has been input and saved, the green plus on the left will change to a check mark ( ). See Appendix "B" for more details related to comments.

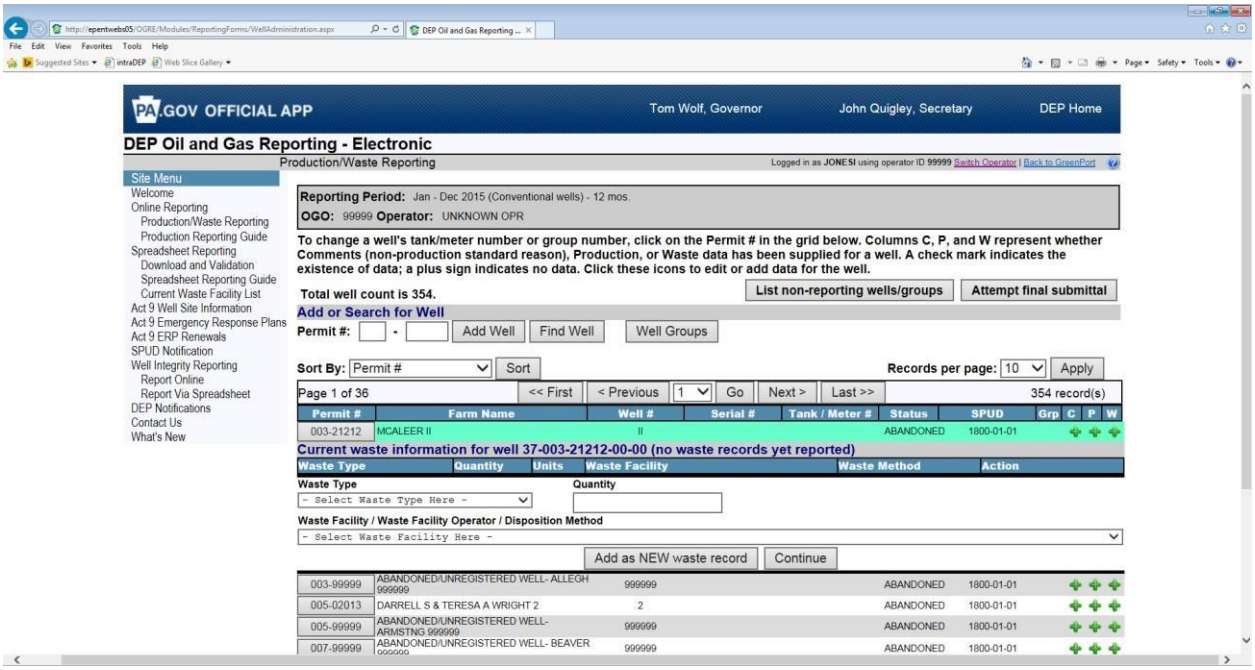
16. To input production of gas, condensate and/or oil, click the middle plus for the well. That will reveal a screen like this:



17. If there is gas production, input it in the top row. The units, MCF, stands for "thousand cubic feet." Also input the number of days the well was producing gas. Repeat this step for condensate and oil if they were produced. See Appendix "C" for more details related to reporting production. When finished, press "Save" to preserve the data you

input. "Production value saved successfully" will appear on your screen, press continue to return to your well inventory screen.

18. If there is waste to report, click the plus sign to the right, under the W column. A screen like the following will show:



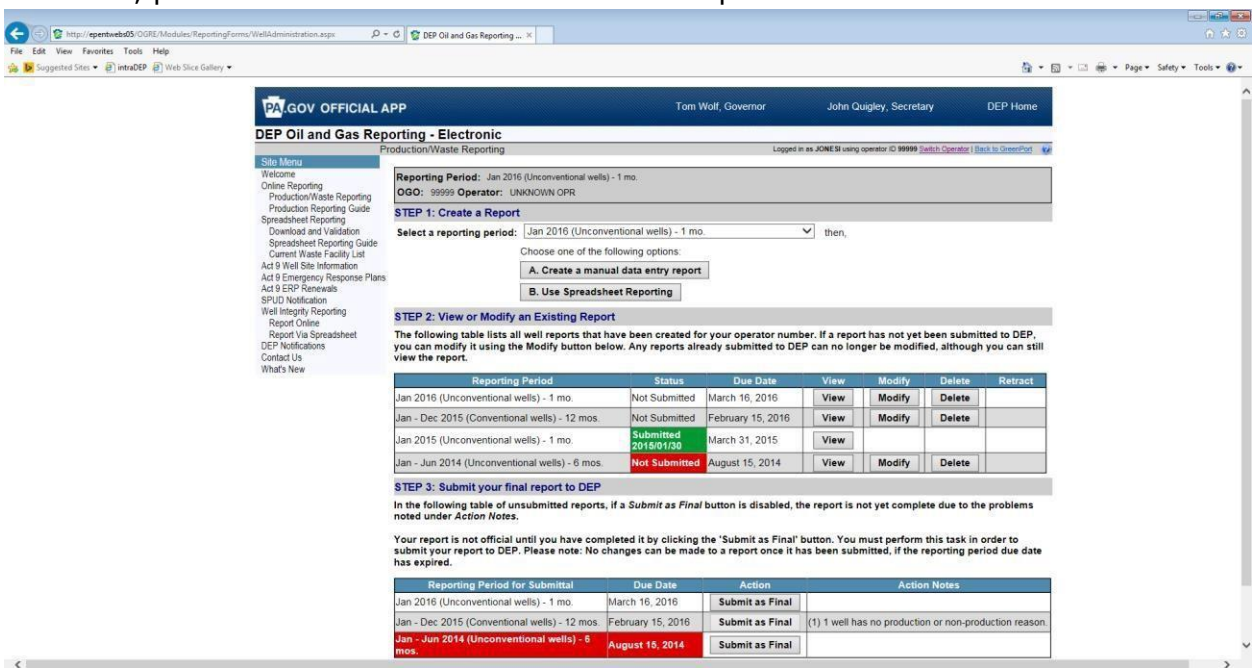
To input data for waste, select a Waste Type from the upper drop-down box; then input the quantity of that waste, and select the waste facility from the lower dropdown box. See Appendix "D" for more information related to reporting waste.

If the waste facility where the waste was taken is not on the list, you will need to submit form 5500-FM-OOGM0117 to the Office of Oil and Gas Management to get the waste facility added to the list. The Office of Oil and Gas Management Forms list is available here:
http://www.dep.pa.gov/business/energy/oilandgasprograms/oilandgasmgmt/forms/Pages/default.aspx

19. When a waste type, the quantity, and the waste facility are selected, press "Add as NEW waste record" to save that waste report. Additional waste records can be input using the same process.
20. When all waste has been added for that well, click Continue to get back to your Well Inventory Screen.
21. Repeat steps 14 through 19 for each well as necessary.
22. When each well has at least one green check mark representing data submitted, you may press the "Attempt final submittal" button on this page. If any wells do not have

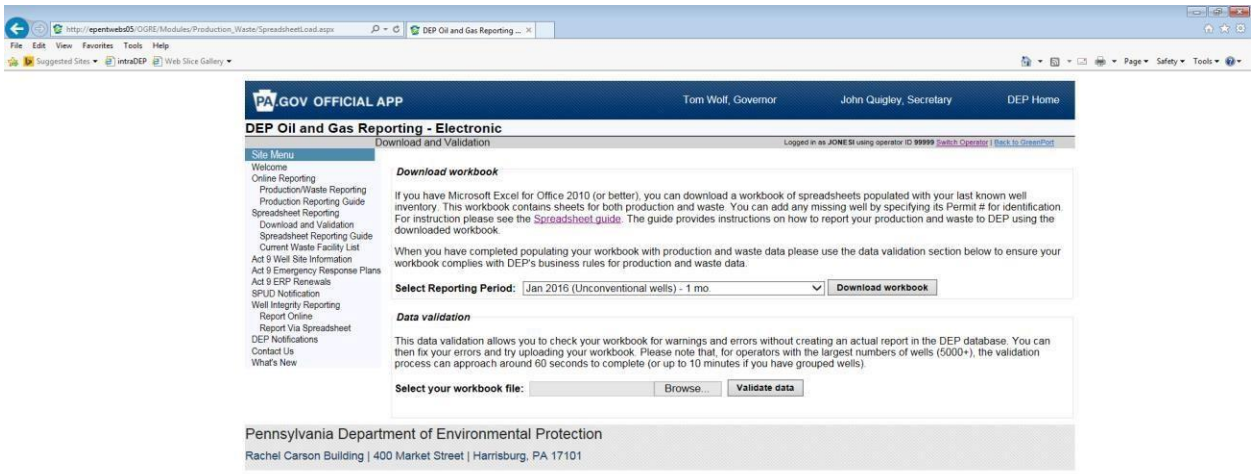
the necessary data, an error will appear in red near the top of the page. To identify which well or wells are lacking data, press the "List non-reporting wells/groups" button. The non-reporting wells will then display, and you can click the button with the well permit number to go to the form for that well where the data can be input.

23. You can also click "Production/Waste Reporting" in the list of links on the left side of the page to return to the main screen where your history of electronic production reports are listed. At the bottom of this page is a table of "Action Notes" describing any issues that prevent the report from being submitted. The button on this page to "Submit as Final" will be grayed-out as long as there are issues that need to be resolved, and it will be activated when no issues remain. When you are sure the data is all correct, press "Submit as Final" to submit the report.

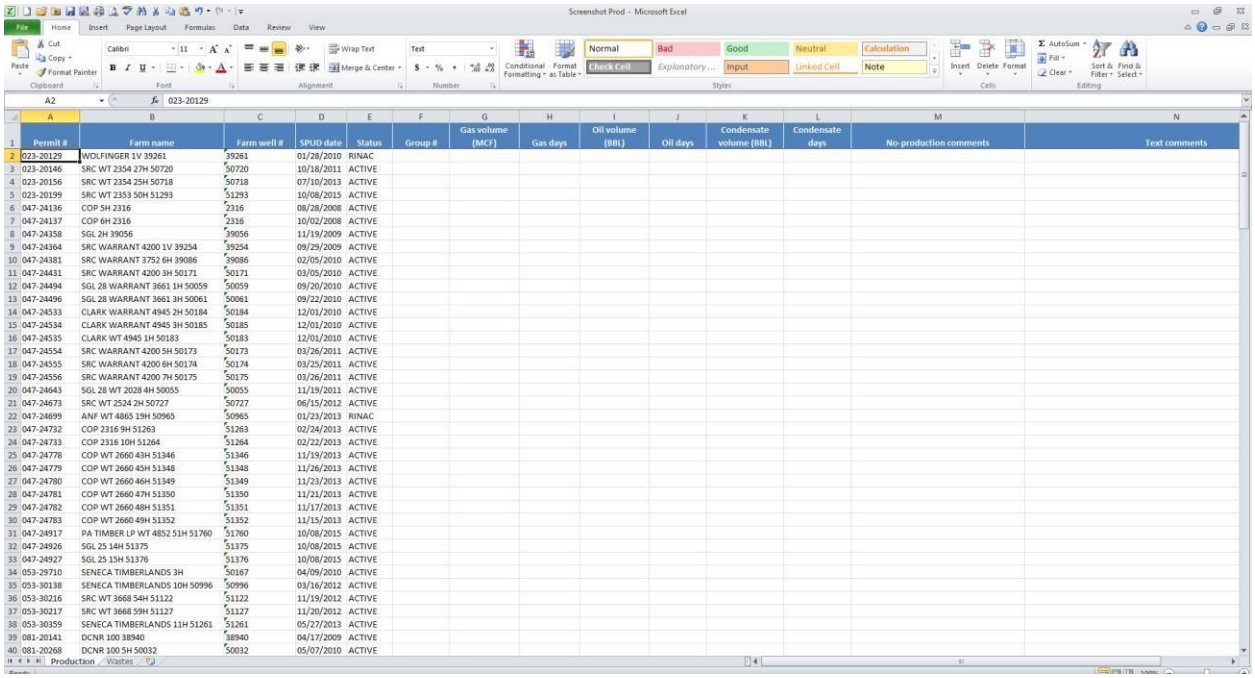


Spreadsheet reporting

24. To prepare your production report using the spreadsheet reporting method, begin on the same screen as shown in Step 7, above. Press the button labeled "B. Use Spreadsheet Reporting." This will take you to the following page:



25. Select the appropriate reporting period from the drop-down menu and press the "Download workbook" button. Your web browser will likely pop-up a question asking if you want to open, save, or cancel, and you should press "save." Then open the file with a spreadsheet editor. Every well must have production or a comment when the report is submitted. See Appendix "A" for more details related to this page. The spreadsheet will appear similar to the following:



Permit #	Farm name	Farm well #	SPUD date	Status	Group #	Gas volume (MCF)	Gas days	Oil volume (BBL)	Oil days	Condensate volume (BBL)	Condensate days	No-production comments	Text comments
023-20129	WOLFINGER 1V 39261	39261	01/28/2010	RINAC									
023-20146	SRC WT 2354 27H 50720	50720	10/18/2011	ACTIVE									
023-20156	SRC WT 2354 25H 50718	50718	07/10/2013	ACTIVE									
023-20199	SRC WT 2353 50H 51293	51293	10/08/2015	ACTIVE									
047-24136	COP 5H 2316	2316	08/28/2008	ACTIVE									
047-24137	COP 6H 2316	2316	10/02/2008	ACTIVE									
047-24358	SGL 2H 39056	39056	11/19/2009	ACTIVE									
047-24364	SRC WARRANT 4200 1V 39254	39254	09/29/2009	ACTIVE									
047-24381	SRC WARRANT 3752 6H 39086	39086	02/05/2010	ACTIVE									
047-24431	SRC WARRANT 4200 3H 50171	50171	03/05/2010	ACTIVE									
047-24494	SGL 28 WARRANT 3661 1H 50059	50059	09/20/2010	ACTIVE									
047-24496	SGL 28 WARRANT 3661 3H 50061	50061	09/22/2010	ACTIVE									
047-24533	CLARK WARRANT 4945 2H 50184	50184	12/01/2010	ACTIVE									
047-24534	CLARK WARRANT 4945 3H 50185	50185	12/01/2010	ACTIVE									
047-24535	CLARK WT 4945 1H 50183	50183	12/01/2010	ACTIVE									
047-24554	SRC WARRANT 4200 5H 50173	50173	03/26/2011	ACTIVE									
047-24555	SRC WARRANT 4200 6H 50174	50174	03/25/2011	ACTIVE									
047-24556	SRC WARRANT 4200 7H 50175	50175	03/26/2011	ACTIVE									
047-24643	SGL 28 WT 2028 4H 50055	50055	11/19/2011	ACTIVE									
047-24673	SRC WT 2524 2H 50727	50727	06/15/2012	ACTIVE									
047-24699	ANF WT 4865 19H 50965	50965	01/23/2013	RINAC									
047-24732	COP 2316 9H 51263	51263	02/24/2013	ACTIVE									
047-24733	COP 2316 10H 51264	51264	02/22/2013	ACTIVE									
047-24778	COP WT 2660 43H 51346	51346	11/19/2013	ACTIVE									
047-24779	COP WT 2660 45H 51348	51348	11/26/2013	ACTIVE									
047-24780	COP WT 2660 46H 51349	51349	11/23/2013	ACTIVE									
047-24781	COP WT 2660 47H 51350	51350	11/21/2013	ACTIVE									
047-24782	COP WT 2660 48H 51351	51351	11/17/2013	ACTIVE									
047-24783	COP WT 2660 49H 51352	51352	11/15/2013	ACTIVE									
047-24917	PA TIMBER LP WT 4852 51H 51760	51760	10/08/2015	ACTIVE									
047-24926	SGL 25 14H 51375	51375	10/08/2015	ACTIVE									
047-24927	SGL 25 15H 51376	51376	10/08/2015	ACTIVE									
053-29710	SENECA TIMBERLANDS 3H	50167	04/09/2010	ACTIVE									
053-30138	SENECA TIMBERLANDS 10H 50996	50996	03/16/2012	ACTIVE									
053-30216	SRC WT 3668 54H 51122	51122	11/19/2012	ACTIVE									
053-30217	SRC WT 3668 59H 51127	51127	11/20/2012	ACTIVE									
053-30359	SENECA TIMBERLANDS 11H 51261	51261	05/27/2013	ACTIVE									
081-20141	DCNR 100 38940	38940	04/17/2009	ACTIVE									
081-20268	DCNR 100 5H 50032	50032	05/07/2010	ACTIVE									

26. By default the "Production" tab is displayed. However, it is prudent to begin by verifying that all of the necessary waste facilities are available in this report. This is done by clicking the "Wastes" tab (shown near the bottom left of the spreadsheet), and then clicking a cell in column F ("Waste facility"), which will make the dropdown marker appear. If you don't see the dropdown marker, it may be off the screen to the

right. Click the dropdown marker, and the list of waste facilities can be examined.

If a waste facility needs to be added, a request to add the facility should be submitted to the Office of Oil and Gas Management

27. Note that the columns A, B, C,D, and E are already populated with data for known wells. If you need to report on a well that is not listed on the spreadsheet, input the permit number on the next available row within column A.

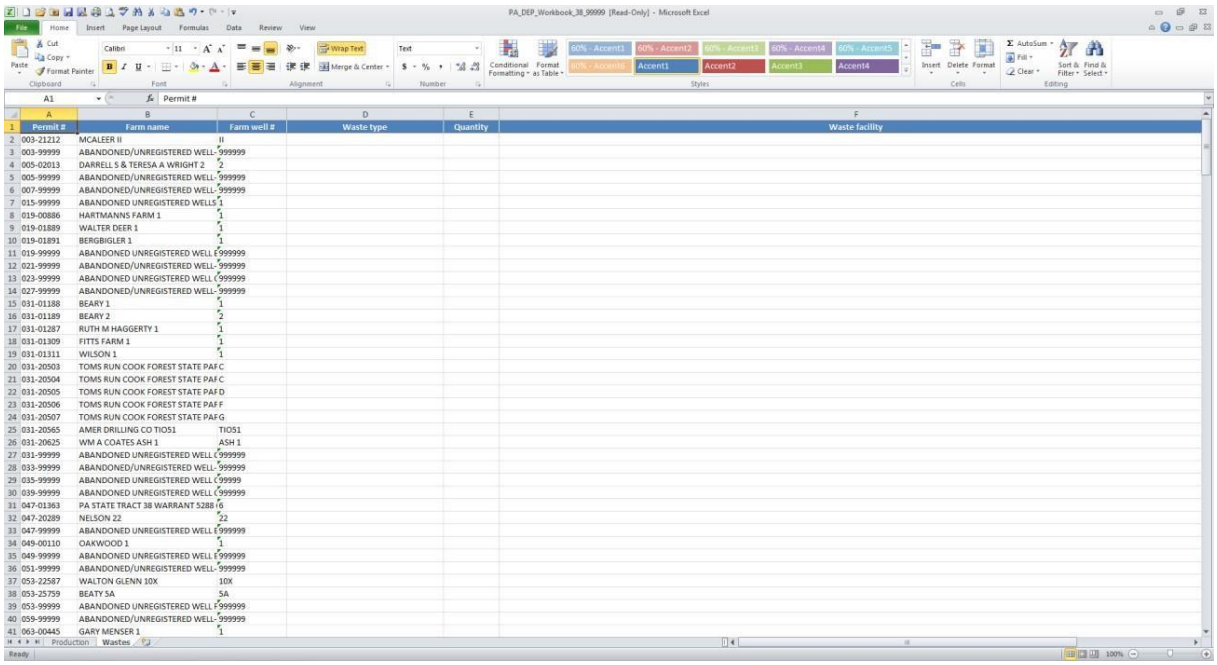
28. Column F allows the grouping of wells for when it is not possible to report on an individual well basis due to data that is not specific to each well. To group wells, input a number common number for each well in the group, and report the production, waste, and/or comment only for the first well in the group.

29. Column G is for entering the production quantity of each well for the reporting period, expressed in thousand cubic feet ("MCF"). The number of days of gas production is to be input in column H.

30. If any oil was produced, input that in column I in barrels ("BBL"), with the number of days of oil production in column J. If there is any condensate to report, input the number of barrels in column K and the days of condensate production in column L.

31. To input a comment for a well, click the cell in column M, and a dropdown arrow marker will appear to the right. Click that , and a list of standard comments will appear. A scroll bar may be shown on the right, indicating that not all standard comments are shown. Click and drag the scroll bar or use the keyboard arrow keys to display the full list of standard comments. After selecting a standard comment, you can also type any appropriate comment in column N.

32. To input wastes, click the "Wastes" tab at the bottom of the spreadsheet. The screen will look similar to this:



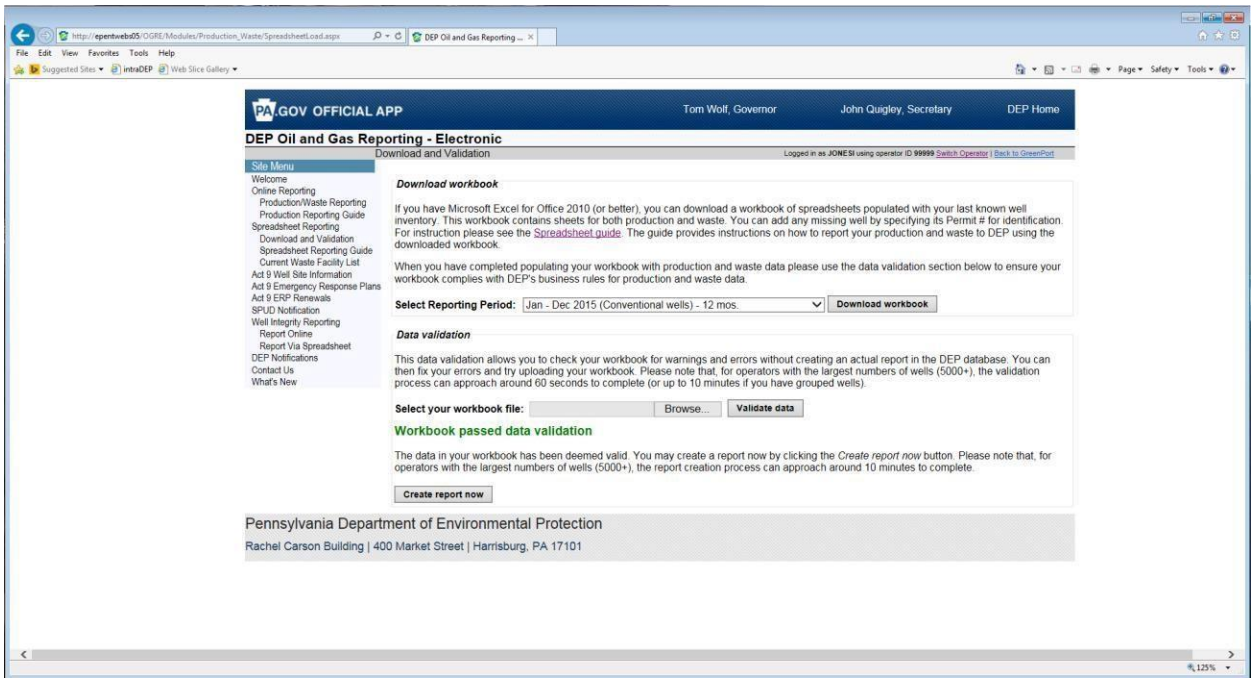
Permit #	Farm name	Farm well #	Waste type	Quantity	Waste facility
003-21212	MCALEER II	II			
003-99999	ABANDONED/UNREGISTERED WELL-	999999			
005-02013	DARRELL S & TERESA A WRIGHT 2	2			
005-99999	ABANDONED/UNREGISTERED WELL-	999999			
007-99999	ABANDONED/UNREGISTERED WELL-	999999			
015-99999	ABANDONED UNREGISTERED WELLS	1			
019-00886	HARTMANNS FARM 1	1			
019-01889	WALTER DEER 1	1			
019-01891	BERGBIGLER 1	1			
019-99999	ABANDONED UNREGISTERED WELL	999999			
021-99999	ABANDONED/UNREGISTERED WELL-	999999			
023-99999	ABANDONED UNREGISTERED WELL	999999			
027-99999	ABANDONED/UNREGISTERED WELL-	999999			
031-01188	BEARY 1	1			
031-01189	BEARY 2	2			
031-01287	RUTH M HAGGERTY 1	1			
031-01309	FITTS FARM 1	1			
031-01311	WILSON 1	1			
031-20503	TOMS RUN COOK FOREST STATE PAF	C			
031-20504	TOMS RUN COOK FOREST STATE PAF	C			
031-20505	TOMS RUN COOK FOREST STATE PAF	D			
031-20506	TOMS RUN COOK FOREST STATE PAF	F			
031-20507	TOMS RUN COOK FOREST STATE PAF	G			
031-20565	AMER DRILLING CO TIO51	TIO51			
031-20625	WM A COATES ASH 1	ASH 1			
031-99999	ABANDONED UNREGISTERED WELL	999999			
033-99999	ABANDONED/UNREGISTERED WELL-	999999			
035-99999	ABANDONED UNREGISTERED WELL	99999			
039-99999	ABANDONED UNREGISTERED WELL	999999			
047-01363	PA STATE TRACT 38 WARRANT 5288	6			
047-20289	NELSON 22	22			
047-99999	ABANDONED UNREGISTERED WELL	999999			
049-00110	OAKWOOD 1	1			
049-99999	ABANDONED UNREGISTERED WELL	999999			
051-99999	ABANDONED/UNREGISTERED WELL-	999999			
053-22587	WALTON GLENN 10X	10X			
053-25759	BEATY 5A	5A			
053-99999	ABANDONED UNREGISTERED WELL	999999			
059-99999	ABANDONED/UNREGISTERED WELL-	999999			
063-00445	GARY MENSER 1	1			

33. Reporting waste begins by identifying the waste type under column D. Click the cell and a dropdown marker will appear. Click that, and a list of waste types will appear. Select the waste type you want to report for the well. Then click the cell to the right in column E and input the volume of wate there. Fluids quantity should be input using barrels as the unit, and solids should be input in tons.

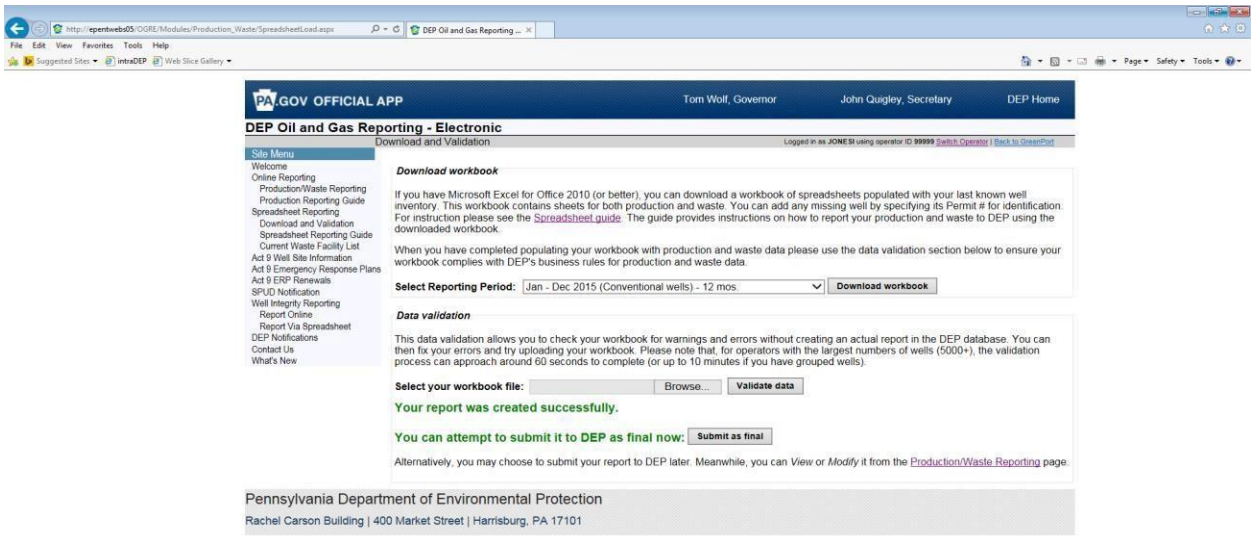
34. After inputting the waste type and quantity, click in the appropriate cell in column F to make a dropdown marker appear, and then click the dropdown marker to access the list of waste facilities. As indicated in Step 18, you should have already verified that all the waste facilities you need in your report are in this list. If any are absent, you will need to request the facility to be added to this list, as described in Step 18, and then download a new spreadsheet to include your requested facility.

35. After you are finished inputting your production and waste data to the spreadsheet, save the spreadsheet to disk and note its location. Then return to the same web page where you downloaded the spreadsheet, shown under Step 23. Click the button labeled "Browse…" to open a file explorer. Locate the spreadsheet you saved in Step 33, select it, and press "Open." Then when the file browser closes, press "Validate data."

36. If there are no errors in your spreadsheet, the page will reload saying, "Workbook passed data validation," and revealing another button, "Create report now."



37. Press "Create report now," and the page will reload. You will then be given the option to submit the report, using the button labeled, "Submit as final."



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Questions

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. 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 has the ability to add and/or edit the following well information:

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

Group #: Identifies the group that a well belongs to for reporting purposes. For each group, there is only one reporting well. Any production or waste reported for the reporting well will be divided equally among the other wells in the group. Wells must only be grouped when specific production and 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 the Department'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 #, Serial #: This information is not editable. These fields are populated with information provided by the operator on the well permit application.

Tank/Meter #: 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 the Department's database. If the status displayed is incorrect, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Administration at 717-772-2199.

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 the Department currently has recorded for that particular well. If this date is 1800-01-01, this does not represent the actual spud date of that particular well. The 1800-01-01 date is a system generated date to identify those wells that, based upon Department records, appear to have been drilled, but for which the Department 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 the Department. If a well with a 01/01/1800 spud date was never drilled, an "Operators List of

Well(s) Permitted but Never Drilled" form (5500-FM-OG0023) should be submitted to the Department to remove that well from the Department's active well inventory.

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Please note that spud dates are not editable on this page. 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 particular well. If an operator is unable to electronically edit a spud date for a particular well, they must contact the Office of Oil and Gas Management, Division of Compliance and Administration at 717-772-2199.

Appendix B

Non-production comments

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If a well does not have any production during a reporting period, the operator does not need to enter any information regarding production. However, the operator must report the reason for non-production. The online reporting application requires an operator to select from a list of standard reasons for not having production to report. The following are in the list of standard reasons:

Abandoned well: This should be used for any well, for which drilling has been completed, that has not been used to produce, extract or inject any gas, petroleum or other liquid within the preceding 12 months, or any well for which the equipment necessary for production, extraction or injection has been removed, or any well, considered dry, not equipped for production within 60 days after drilling, redrilling or deepening, except that it shall not include any well granted inactive status. Please note, pursuant to Section 3214 of the Pennsylvania Consolidated Statutes, 58 Pa. C.S. § 3214, an operator is required to plug a well upon abandoning it. Any operator using this code should also submit a "Notice of Intention by Well Operator to Plug Wells" (Form 5500-FM-OG0005) to the appropriate DEP regional office.

Plugged well: This should be used when a well has been plugged in accordance with the statute and the regulations. If the well was plugged during the reporting period, the operator must report any production or waste generated from the well prior to plugging. The operator should ensure that a "Certificate of Plugging" (Form 5500-FM-OG0006) has been submitted to the appropriate DEP regional office. The well will continue to appear in an operator's well inventory in subsequent reporting periods until this form is submitted to the Department.

This is not our well: This should only be used if a permit has never been issued to an operator for the particular well. The operator should contact the Department to determine why they are identified as the operator of this well. The well will continue to appear in the operator's well inventory in subsequent reporting periods until this issue is resolved with the Department.

Well spud, drilling not completed: This should be used when the well has been spud, but drilling has not been completed. Any waste that has been generated in the drilling process during the reporting period must be reported.

Well temporarily not producing: This should be used when drilling has been completed, but the well is temporarily (less than 12 months) not producing. Any production or waste generated from the well during the reporting period prior to the cessation of production must be reported. Please note, if a well has not been used to produce, extract or inject any gas, petroleum or other liquid within 12 months of completion of drilling, it becomes an abandoned well and must be plugged. The well must be granted inactive status, pursuant to Section 3214 of the Pennsylvania Consolidated Statutes, 58 Pa. C.S. § 3214, or be placed into production prior to becoming

abandoned. An operator may request inactive status for a well by submitting an "Application for Inactive Well Status" (Form 5500-PM-OG0056) to the regional DEP office that issued the well permit.

Regulatory Inactive Well: This may only be used when the Department has approved and granted Regulatory Inactive status to a well pursuant to the submission of an "Application for Inactive Well Status" (Form 5500-PM-OG0056) in accordance with Section 78.102 of the Oil and Gas Regulations, 25 Pa. Code § 78.102. If a well is not identified as a Regulatory Inactive well in the Department's database, an operator will receive an error message if they select this standard non-production reason. If Regulatory Inactive status has been granted by the Department, but is not reflected in the Department's database, the operator must contact the Office of Oil and Gas Management, Division of Compliance and Administration at 717-772-2199.

Gas Storage Well: This should be used when the well is permitted for, and used in connection with, the underground storage of natural gas, including injection into or withdrawal from an underground storage reservoir.

Injection Well: This should be used for any well permitted as an injection well for either enhanced recovery or waste disposal purposes.

Observation Well: This should be used when the well is permitted and used only for monitoring or observation purposes.

Sold my Well: This should only be used when the "Application for Transfer of Well Permit or Registration" (Form 5500-PM-OG0010) has been submitted the Department.

An operator must select one of the standard non-production comments reasons from the list. If an operator would like to provide additional information regarding the reason(s) for non-production, they can provide it in the "Add comments" field.

Appendix C

Production

All production from a well for a given reporting period must be reported. All production volumes must be reported on a wellhead basis if available. If there was no production, leave fields blank. Entering a value of "0" will cause an error. As noted above, if an "Application for Transfer of Well Permit or Registration" has been approved by the Department during a reporting period, the new operator must ensure that all production from the well during that period is reported. An operator must provide the total number of days that the well was producing during the reporting period. An operator must report the following types of production:

Gas: A fluid, combustible or noncombustible, which is produced in a natural state from the earth and maintains a gaseous or rarified state at standard temperature of 60 degrees Fahrenheit and pressure of 14.7 PSIA. This product type must be reported in Mcf (1,000 cubic feet) at a standard temperature of 60 degrees Fahrenheit and pressure of 14.7 PSIA.

Condensate: A low density, high API gravity, mixture of hydrocarbons that is present in a gaseous state at formation temperatures and pressures but condenses out of the raw gas to a liquid form at standard temperature of 60 degrees Fahrenheit and pressure 14.7 PSIA. This product type must be reported in Barrels. **Do not report any non-hydrocarbon liquids as condensate.**

Oil: Hydrocarbons in liquid form at formation temperatures and pressures that remain in liquid form at standard temperature of 60 degrees Fahrenheit and pressure 14.7 PSIA. This product type must be reported in Barrels.

Appendix D

Waste

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. Waste must be reported at the time of disposal, reuse or treatment during a given reporting period, not generation. All waste quantities must be reported on a wellhead basis if available. When the waste data is not available to the operator on an individual well basis, the operator must report waste on the most well-specific basis available. An operator should report the following types of waste:

Produced Fluid: Water and/or formation fluids, including brine, recovered at the wellhead after the flowback period. This waste type must be reported in barrels. The Pennsylvania residual waste code (RWC) for this waste type is 802.

Drilling Fluid Waste: Oil and gas drilling mud and other drilling fluids (other than fracing fluid and spent lubricant). This waste type must be reported in Barrels. The Pennsylvania RWC for this waste type is 803.

Waste Water Treatment Sludge: Sludge 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. This waste type must be reported in Tons. The Pennsylvania RWC for this waste type is 804.

Fracturing Fluid Waste: Oil and gas fracturing/stimulation fluid waste, flow-back fluid and flow-back fracturing sand. Flowback is defined as the return flow of water, fracturing/stimulation fluids,

and/or formation fluids recovered from the well bore of an oil or gas well within 30 days following the release of pressures induced as part of the hydraulic fracture stimulation of a target geologic formation, or until the well is placed into production, whichever occurs first. This waste type must be reported in Barrels or Tons. The Pennsylvania RWC for this waste type 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 conjuction with primary containers. This waste type must be reported in Tons. The Pennsylvania RWC for this waste type is 806.

Sediment from Production Storage: Oil and gas production storage impurities/sediment from produced oil at storage tank battery. It 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 and work over fluids and/or oil/water-based mud and foam and well cellar cleanout waste. This waste type must be reported in Barrels or Tons. The Pennsylvania RWC for this waste type is 808.

Spent Lubricant: Spent oil and gas drilling lubricants and/or spent plug drilling lubricants. This waste type must be reported in Barrels. The Pennsylvania RWC for this waste type is 809.

Drill Cuttings: Rock cuttings and related mineral residues generated during the drilling of an oil and gas well. This waste type must be reported in Tons. The Pennsylvania RWC for this waste type is 810.

Soil Contaminated by Oil & Gas-related Spills: Soil contaminated by spills of RWCs 802, 803, 805, 807, 809 and 810. This waste type must be reported in Tons. The Pennsylvania RWC for this waste type is 811.

Filter Socks: Filter socks used to filter any oil and gas-related wastewater. Mixed loads of filter socks with other waste for disposal purposes. This waste type must be reported in Tons. The Pennsylvania RWC for this waste type is 812.

Other Oil and Gas Wastes: All remaining oil and gas wastes other than those already covered under existing RWCs, including containment water. This waste type must be reported in Barrels or Tons. The Pennsylvania RWC for this waste type is 899.

If a particular waste type is sent to more than one facility for disposal, a separate waste record must be entered for each disposal facility. The specific quantity 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 is required to report the permitted facility where the waste has been taken for lawful processing and/or disposal, not the transporter of the waste. 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 5500-FM-OOGM0117) to the Department. Instructions for submittal are provided on the form.