



Office of Oil and Gas Management

Spud Notifications Online Submission Guide

April 8, 2020

Version 1.3

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Purpose

Welcome to the DEP Spud Notifications Submission Guide. This guide provides information on how to successfully submit DEP Spud Notifications 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 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

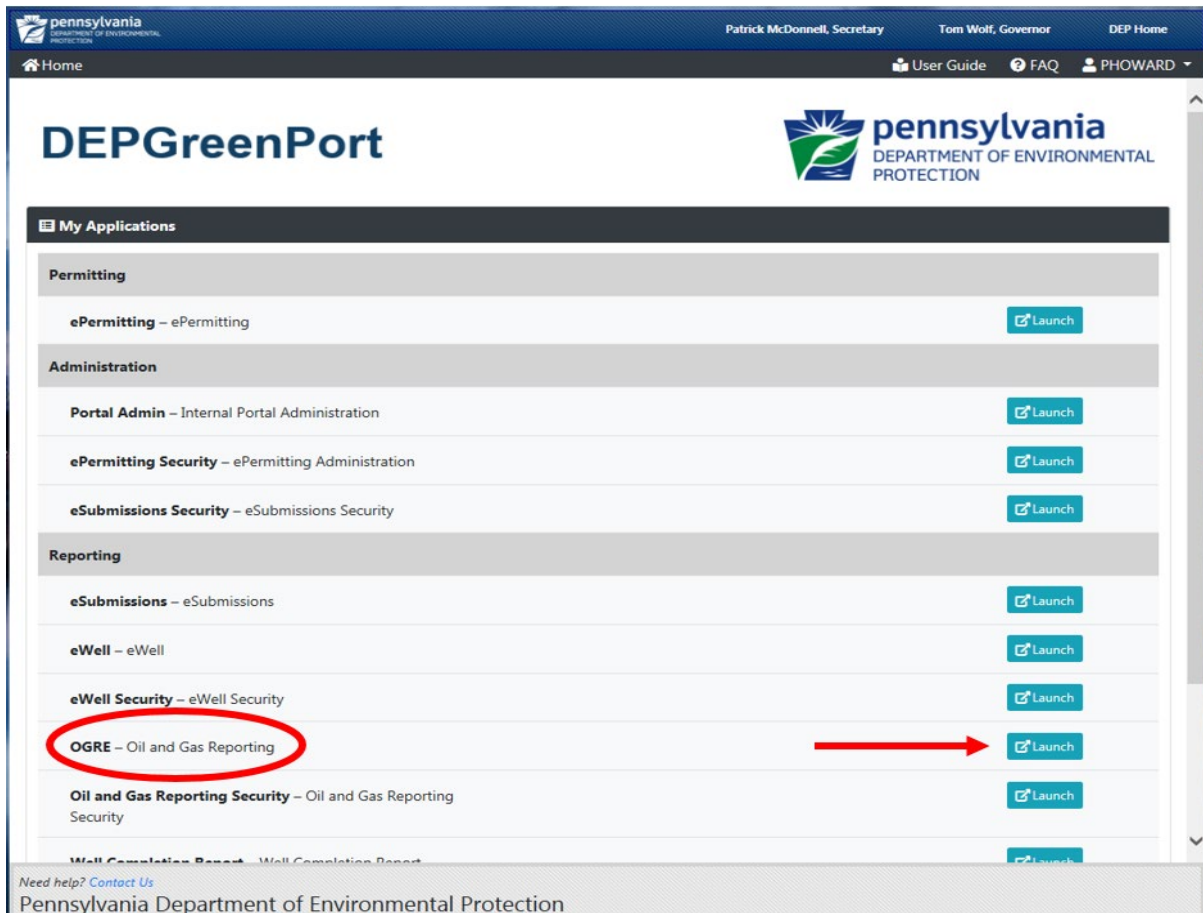
Oil and Gas well operators in Pennsylvania are required by law to electronically provide notice to DEP at least 24 hours prior to the commencement of drilling of each well (i.e., the “SPUD” date). The means of providing this electronic notification to DEP is the online Oil and Gas Reporting – Electronic (OGRE) application, SPUD Notification module. This is a guide to help the operator proceed in the proper reporting of the SPUD date. When operators enter a new SPUD date or update an existing SPUD date via the OGRE SPUD Notification module, DEP Oil and Gas field staff and their supervisors are automatically sent an email notifying them of the SPUD date. The OGRE application may 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 to access the OGRE application. Please see the DEP GreenPort Electronic Filing Administrator (EFA) Application and Agreement Guide and/or user guides on the “Oil and Gas Electronic Submissions Guides” website for further information: <http://www.dep.pa.gov/OGsubmit>

Upon successful registration to use the DEP GreenPort website, users may log on the website using the user ID and password created during the registration process: <https://www.depgreenport.state.pa.us>

Login

1. Visit www.depgreenport.state.pa.us in a web browser.
2. Input your Username and Password, created in the registration process. DEPGreenPort dashboard will display.
3. Click on 'Launch' on "OGRE - Oil and Gas Reporting" application under 'My Applications'.



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

Spud Notification Module

1. Select “Spud Notification” from the side menu.

PA.GOV OFFICIAL APP Tom Wolf, Governor Patrick McDonnell, Secretary DEP Home

DEP Oil and Gas Reporting - Electronic

Welcome

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

Site Menu

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- Well Integrity Reporting
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Welcome to the Pennsylvania DEP Oil & Gas website for Operators to electronically report production, waste and provide DEP with notification information. Beginning in 2015, unconventional well production is required to be reported electronically to DEP on a monthly basis using this website. Conventional well production and waste is required to be reported annually.

Production/Waste Reporting: allows Operators to select a reporting period to create a production report, and/or to make modifications to unsubmitted reports for production and waste data. A status is noted for each created report.

SPUD Notification: Section 201(f) of the Pennsylvania Oil and Gas Act requires well operators to provide the Department with a least 24 hours notice of the date on which drilling of a permitted well will commence. In addition, each Well Permit issued by the Department specifically requires the well operator to notify the DEP Oil and Gas inspector identified on the permit at least 24 hours prior to commencement of drilling activities for that well. Operators should submit the required notification to the assigned DEP Oil and Gas inspector for a permitted well prior to commencement of drilling activities.

DEP Notifications: The DEP Notifications system enables operators to submit various notifications to DEP. Users with security access to the DEP Notifications system can freely move between this well production reporting site and the notification system by using the *DEP Notifications* link in the left-hand Site Menu.

Act 9 Emergency Response Plans: Provides for the electronic submission of both statewide and well site-specific Emergency Response Plans (ERPs) per Act 9. Users with security access to upload emergency plans will have an *Act 9 Emergency Response Plans* link in the left-hand Site Menu.

Well Integrity Reporting: The Mechanical Integrity Assessment (MIA) is a regulatory-based process used to inspect, assess and record quarterly well integrity data for operating oil and gas wells. This quarterly inspection is required by regulation under 25 Pa. Code § 78.88, Mechanical Integrity of Operating Wells. Users with security access to report well integrity will have a *Well Integrity Reporting* section in the left-hand Site Menu. Beginning in January, 2016, you may *Report Online* (recommended for users with a small number of wells) or *Report Via Spreadsheet* (recommended for users with a medium or large number of wells).

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Need help? [Contact Us](#)

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

2. The Spud Notification inventory screen will display a list of all the operator’s wells that have been spudded or are eligible to be spudded.

SPUD Notification [Log off](#)

OGO: 65420 Operator: CHESAPEAKE APPALACHIA LLC

The SPUD Notification page allows the Operator to enter the SPUD date, which will then send an electronic notification to the assigned DEP Oil and Gas inspector in conformance with both the permit and Oil and Gas Act.

Only one SPUD date will be retained. If you enter a revised SPUD date it will override any previously entered dates. Please do not update the SPUD date with any Re-Work dates. If your well permit is not listed, the permit may have expired. Contact your local regional DEP office for verification.

Search for Well

Well Permit #: --

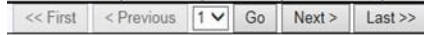
Sort By: Records per page:

Well Permit #	Farm Name	Well #	Well Status	Permit Expiration Date	SPUD Date	Action
115-22656	GREGERSON 6H	6H	ACTIVE	3/30/2021		Enter SPUD date
115-22657	GREGERSON 101HC	101HC	ACTIVE	3/30/2021		Enter SPUD date
115-22658	GREGERSON 105HC	105HC	ACTIVE	3/30/2021		Enter SPUD date
015-23583	LINSKI 6H	6H	ACTIVE	3/23/2021		Enter SPUD date
131-20588	TIFFANY 3H	3H	ACTIVE	3/23/2021		Enter SPUD date
131-20589	TIFFANY 2H	2H	ACTIVE	3/23/2021		Enter SPUD date
015-23584	ALEXANDER 101 HC	101 HC	ACTIVE	3/17/2021		Enter SPUD date
015-23585	ALEXANDER 104 HC	104 HC	ACTIVE	3/17/2021		Enter SPUD date
015-23542	MTL 102H	102H	ACTIVE	3/12/2021		Enter SPUD date
015-23540	MTL 4H	4H	ACTIVE	3/11/2021		Enter SPUD date

Page 1 of 9 84 record(s)

3. The display will show 10 records per page by default. By using the “Records per page” field on the right-hand side of the page, you can update the screen to display 5, 10, 25, 50, or 100 records per page.

- At the bottom of the display is the paging functionality that allows the user to page through their well inventory as desired.



- To locate the desired well permit, you can use the paging functionality buttons to move through the pages to locate the well or you may enter the permit number in the “Search for Well” fields and click on the “Find Well” button. The display will move to the page that well permit is located.
- The well inventory that is displayed can also be sorted by the options that are available in the “Sort By” list of values drop-down. Simply select the desired sort option and click on the “Sort” button and then use the paging functionality buttons to move through the pages to locate the desired well permit.
- On the right-hand side for each record under the “Action” heading is an action button. The action button that is displayed will be dependent upon any previous SPUD date entry that has occurred for that well. For wells that have no SPUD date or the previous SPUD date has been deleted the action button will display “Enter Spud Date”. For wells that have a SPUD date previously reported the action button will display “Edit Spud Date”. Once production has been reported for the well the options to edit the SPUD date will no longer be available.

Submitting a New Spud Date

- If a SPUD date has never been reported, or has previously been reported but deleted, the action button will display “Enter SPUD date”.
 - Click the action button “Enter SPUD Date”
 - The SPUD Notification screen will display as shown below
 - Enter a valid SPUD date by typing the date or selecting a date using the calendar button.
 - Click the “Add” button. This will notify DEP of the SPUD date.

- Clicking “Cancel” will end the SPUD Notification. A Notification will not be sent to DEP.

Editing a Spud Date:

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DEP Oil and Gas Reporting - Electronic

SPUD Notification Logged in as JONES1 using operator ID 60915 [Switch Operator](#) | [Back to GreenPort](#)

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OGO: 60915 Operator: RANGE RESOURCES APPALACHIA LLC

The SPUD Notification page allows the Operator to enter the SPUD date, which will then send an electronic notification to the assigned DEP Oil and Gas inspector in conformance with both the permit and Oil and Gas Act.

Enter SPUD Information

Well Permit #	Exp. Date	SPUD Date	Action
125-27690	3/17/2017	11/21/2015	Update Delete Cancel

Check here if this SPUD notification is for a skid event.

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If a SPUD date has previously been reported to DEP, the action button will show “Edit Date”. This allows the operator to update or delete the SPUD date. **It is extremely important that the actual SPUD date for the well be reported to DEP.** If an operator previously reported a SPUD date for a well and then for any reason did not commence drilling on that date, they should update that previously entered date. The SPUD date should be changed to reflect the new proposed date if known or delete the previously entered SPUD date if not known. If/when the operator determines the new proposed SPUD date, they should then enter that SPUD date at least 24 hours prior to the proposed SPUD date.

1. Click the action button “Edit SPUD Date”, the SPUD Notification screen will display.
2. Enter the updated SPUD date by typing the date or selecting a date using the calendar button.
3. Click the “Add” button. This will send the notification to DEP.
4. Clicking the “Delete” button will delete the SPUD date. A Notification will be sent to DEP that the SPUD date has been deleted.
5. Clicking “Cancel” will end the SPUD Notification. A Notification will not be sent to DEP.

NOTE: The SPUD date is the date of the initial commencement of drilling and/or the date of installation/setting of conductor casing for the well. Although there may be many times during the development of a well that drilling may be commenced, halted, and then recommenced at a later date, only the initial drilling commencement and/or installation/setting of conductor date should be reported as the SPUD date. The date on which drilling is recommenced after a period of inactivity should be reported as a resumption of drilling date as required by statute or regulation.

Well Plug and Skid Event

Production/Waste Reporting
Act 9 Well Site Information
Act 9 ERP Renewals
SPUD Notification
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What's New

OGG: 15547 Operator: SENECA RESOURCES CORP

The SPUD Notification page allows the Operator to enter the SPUD date, which will then send an electronic notification to the assigned DEP Oil and Gas Inspector in conformance with both the permit and Oil and Gas Act.

Enter SPUD information

Well Permit #	Exp. Date	SPUD Date	Action
083-56846	3/11/2017	3/16/2016	Update Delete Cancel

Check here if this SPUD notification is for a skid event.

1. Click the action button "Edit Spud Date, the SPUD Notification page will display.
2. Check the box below the SPUD date to indicate this is a skid event notification.
3. Enter the new spud date for the skidded well by typing in the new date or using the calendar button to select the new date.
4. Click the "Update" button. The notification will be sent to DEP.
5. Clicking "Delete" will remove the SPUD date. This will send a notification to DEP that the SPUD date has been deleted.
6. Clicking "Cancel" will cancel the notification, no changes will be made.

NOTE: A well plug and skid event refers to a situation where the operator encounters conditions that require them to commence drilling a new bore hole not more than 50 feet from the original bore hole, pursuant to section 3211(1)(5) of the Oil and Gas Act of 2012.

The administrative process for skidding a well is as follows:

1. The operator should provide verbal notification to the inspector that they are skidding the well pursuant to section 3211(1)(5) of the Oil and Gas Act of 2012.
2. The operator should log into the online reporting application and enter the SPUD date for the new location. Prior to selecting submit, the operator should check the box that states, "Check here if this SPUD notification is for a skid event."
3. Upon selecting submit, the SPUD date for the original permitted location is moved to another table in DEP's database and saved. The spud date for the new skidded location is the SPUD date that is displayed in our reports and the date that is provided to the Pennsylvania Public Utility Commission (PUC) for impact fee purposes, if applicable.
4. Pursuant to Section 3211(1)(6) of the Oil and Gas Act of 2012, within 10 days of commencement of the new bore hole, the well operator shall file the following documents with DEP. These documents should be sent together to the appropriate Oil and Gas district office along with a cover

letter explaining that they are being submitted pursuant to a well skidding event.

5. "Notice of Intention by Well Operator to Plug a Well," form 8000-FM-OOGM0005 (for the original well bore)
 - a. "Well Record," form 8000-FM-OOGM0004a (for the original well bore)
 - b. "Completion Report," form 8000-FM-OOGM0004b (for the original well bore)
 - c. "Certificate of Well Plugging," form 8000-FM-OOGM000G (for the original well bore)
 - d. "Amended Plat," form 8000-PM-OOGM0002(for the new well bore)
 - e. Pursuant to section 3211(f)(7) of the Oil and Gas Act of 2012, within 10 days of commencement of the new bore hole, the well operator shall forward a copy of the amended plat to the surface landowner identified on the well permit application.
6. When on either the Enter SPUD date screen or the Edit SPUD date screen, clicking the "Cancel" button will cancel the action and no changes will be saved.
7. When finished, you can navigate to other modules from the Site Menu on the left side of the screen or log out of the application by selecting the "Back to GreenPort" button.

DEP GreenPort website issues

If the DEP GreenPort website or functionality is down due to maintenance or other unscheduled issues, operators should contact the appropriate inspector via telephone or email to ensure that the SPUD notification is provided in a timely manner. When DEP GreenPort is once again operational, operators should log in and enter the appropriate SPUD date for the well. The notification application may provide a warning that the reported SPUD date does not satisfy the minimum 24-hour advanced notice requirement. However, advance notice will have been satisfied as long as the operator has contacted the inspector and advised them of the situation in the appropriate time period prior to commencement of drilling. Please note, this process may only be utilized if DEP GreenPort is down. The DEP's Bureau of Information Technology tracks all DEP GreenPort down-time. If a SPUD notification is not submitted via DEP GreenPort when the application is available, the operator will be deemed to be out of compliance.

Version History

Date	Version	Comments
4/8/2020	1.3	GreenPort snap shots updated