

#### Instructions for Electronic Submission System (ESS) Oil and Gas Production Data Entry



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### Introduction – Electronic Submission System

The Electronic Submission System (ESS) has been developed by WV DEP as an interface between the Agency and the regulated community to allow for the direct electronic linkage of information.

Several other industries have been using the system for several years with great success. The Office of Oil and Gas expects to expand our use of this system for oil and gas activities.

The ESS web page will explain the Sign up process.

ESS Home page: <u>https://apps.dep.wv.gov/eplogin.cfm</u>

The Security Administrator will serve a very important function in your organization, so read that carefully. The security administrator will assign rights to others in your organization, or to consultants that work on your behalf.

**NOTE:** If your organization already has a login for ESS that you obtained for purposes unrelated to oil and gas, you do not need to request a separate ESS login, examples of other ESS uses are below:

- Aboveground Storage Tank registration
- Water/Mining ePermitting
- Water/Mining eDMRs
- Other electronic forms for Water/Mining/Oil & Gas
- Air permit determination forms

### Introduction

#### Electronic Submission System Account News Login Released Office Application Sign Up Mining's newest version of the Revision also now allows 12/10/2014 Electronic Submission bonding and activation of inactive and new increments System (ESS) Upon issuance of the application the increments will be Aboveground activated. Storage Tanks Mining's newest version of the Incidental Boundary (ASTs) Revision (IBR) and Amendment applications now allow 10/22/2014 Electronic Submission bonding and activation of inactive and new increments. Do I need to System (ESS) Upon issuance of the application the increments will be register? activated. There will be a Bulletin coming out with more Registration details. User's Guide Network Outage tonight at 9:00pm, lasting no more than 07/31/2014 System Maintenance 15 minutes. Sample Registration ePermitting and eDMR will be unavailable beginning at 5pm on July 19, 2014, the WV Office of Technology (WVOT) ESS Guidance Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of Sign Up Guidance permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

west virginia department of environmental protection

The only technical requirements are an Internet connection, an email account, and Microsoft's Internet Explorer (Version 6.0 or later).

#### NOTE:

You do not have to be signed up to access the Public Query.

- If you have never signed up for a log in and password, do so now by clicking here
  or the 'Sign Up' button.
- Once your information has been verified, an account will be set up for you in the system.
- You will be notified of your user id and password by email, usually within 72 hours
- You will then have access to complete your Electronic Submissions online.

Beginning in 2015, for the reporting of 2014 oil and gas production data, the Office of Oil and Gas is requesting that operators report production data using the Electronic Submission System (ESS).

A login ID is required, instructions are available using the "Sign Up" option on login screen. Many companies will currently have a login ID.

#### Navigate to ESS login screen: https://apps.dep.wv.gov/eplogin.cfm

Complete production reporting instructions and forms are available at:

http://www.dep.wv.gov/oil-andgas/rr/Pages/default.aspx

Be sure to read instructions for completing the WR-39e form. There are details that must followed.



### **Step 1: Login Screen**

#### CIED west virginia department of environmental protection Electronic Submission System Account News Login Released Office Application Sign Up Mining's newest version of the Revision also now allows 12/10/2014 Electronic Submission bonding and activation of inactive and new increments. System (ESS) Upon issuance of the application the increments will be Aboveground activated. Storage Tanks Mining's newest version of the Incidental Boundary ASTs) Revision (IBR) and Amendment applications now allow Electronic Submission bonding and activation of inactive and new increments. Do I need to 10/22/2014 System (ESS) Upon issuance of the application the increments will be register? activated. There will be a Bulletin coming out with more Registration details. User's Guide Network Outage tonight at 9:00pm, lasting no more than 07/31/2014 System Maintenance 15 minutes. Sample Registration ePermitting and eDMR will be unavailable beginning at 5pm on July 19, 2014, the WV Office of Technology (WVOT) ESS Guidance Sign Up Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of Guidance permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts. Security The only technical requirements are an Internet connection, an email account, and Microsoft's Internet Explorer Guidance (Version 6.0 or later). NOTE: Mining You do not have to be signed up to access the Public Query. Tour . If you have never signed up for a log in and password, do so now by clicking here or the 'Sign Up' button. VERIFIED BY General FAQ · Once your information has been verified, an account will be set up for you in the West Virginia... CLICK 12.12.14 17:48 UTC system Maps You will be notified of your user id and password by email, usually within 72 hours. eMaps You will then have access to complete your Electronic Submissions online

From the login screen at:

https://apps.dep.wv.gov/eplogin.cfm

If you have a currently have login ID, choose: "Login".

If you do not have login ID, choose "Sign Up". (See instructions on previous page.

See Sign Up Guidance and Security Guidance for further explanation.

#### **Step 2: Login Screen**



#### If you have a Microsoft Internet Explorer Browser higher than 9.0. Please follow these instructions:

Here are instructions to work around the problems we are having with Windows 7 or 8 and IE 10 or IE 11 whether it be marking a section complete and/or inputting lab to retrieve parameters for eDMR. Open IE 10 or IE 11. If the menus are not visible at the top of the browser, as the above picture, hit the 'Alt' key one time. Click on the menu item Tools'. There you will see to items, 'Compatibility View' and 'Compatibility View settings'. If you click on 'Compatibility View' it will set this mode for all web sites. If you use 'Compatibility View settings' you can put in specific URLs. Using one of these two settings will allow Windows 8 and IE 10 uses to work properly.



"Promoting a Healthy Environment." Please use Microsoft Internet Explorer 6.0 through 9.0 To login:

Enter Login ID and Password to enter site.

See these instructions about computer operating systems and browser compatibility



Friday December 12, 2014

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# **Step 3:Create New Screen for Data Entry**

Pick the options as shown from "selection process" screen.

In the **Applicant** box, select your company (It will be an option after you have registered in ESS), or the companies which you have rights assigned to you.

The **Ref. ID** field is important and will be created by you, the Operator. This will name the data screen "application" and will identify it in the future.

Name your application in the format as shown.

Use your Company name, year and reference "production", or "Prod."

50 characters maximum in this field Then, click "Create New"

dep	est virginia electronic submission system selection process
	Welcome KEARNEY-OUTSIDE, JOHN
Se My Account	Process: New    Gil and Gas (OOG)
SBrowser Support	Applicant: KEARNEY-OUTSIDE, JOHN (Who is this?) Type: Electronic Production - WR39E (OOG)
	Ref. ID: XYZ Oil and Gas 2014 Production
You will continue to receive choices as you make each selection.	Create New It Log out
Once your choice is	Office Applicant App Type ID Application Name (Ref. ID) Progress Submitted
another response box to	OOG KEARNEY-OUTSIDE, WR39E G Commonwealth - Partial - One well 2013 Submitted 11/17/2014
make your next selection.	OOG KEARNEY-OUTSIDE, WR39E G Wagnor-Charles roger 2013 Corection Submitted 08/11/2014
Once all your selections are made, you will be	OOG         KEARNEY-OUTSIDE, JOHN         WR39E         Devonian Gas Prod - CORRECTION 2013 (09/19/2014)         Submitted         09/19/2014           KEARNEY-OUTSIDE         WR39E         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O         O

## **Step 4: Select Electronic Production Submittal**



Select "Electronic Production Submittal"

This will take you to Electronic Production Submittal page.

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### **Step 5: Upload Production Data File**

QE	Current Ref. Id: Status:	User: KEARNEY-OUTSIDE, JOHN XYZ Oil and Gas 2014 Production (12) New	Applicant: KEARNEY-OUTSIDE, JOHN /12/2014) Type: Electronic Production Permit No.: New/Pending
			WR39E: Electronic Production Submittal
Sect	tion Complete	Section Incomplete	Activities Attachments Comments 😡 Instructions
ile Sub Electr	mission Method:	• Disk • eSubmission • Excel Fil	le • Fax • Paper • Telephone
All entrie The SIZE No produ	es should be nume E column indicates action should be in	ric. No letters, spaces, or other punctu the column width. dicated with a 0 (zero).	iation will be accepted.
Column	Field Name	Size Description	DEFINITION OF TERMS
Α	YEAR	4 YEAR OF REPORT	YEAR: Is the Calendar year of data is 2004
В	OPERATOR_ID	20 ID OF THE WELL OPERATOR	OPERATOR ID: Is the ID of the Well Operator
С	API	8 WELL API NUMBER	API: Is an 8 digit numeric value with no decimal places. The first 3 digits correspond to a county code (e.g. 087
D	JAN OIL		is Deep Council and the second markers of a CA220 line the second and a Councy Council to
		8 JAN OIL BBLS	Is Roane County) the last five are the permit number (e.g. 04321). In the previous example APTINO, would be
E	JAN_GAS	8 JAN GAS MCF	08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO.
E	JAN_GAS JAN_NGL	8 JAN OIL BELS 8 JAN GAS MCF 8 JAN NGL BBLS	or koane County) the last live are the permit number (e.g. 04321), in the previous example APT NO, would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO, would be 8704321. Another example: Barbour 00101234 would be 101234.
E F G	JAN_GAS JAN_NGL FEB_OIL	8 JAN OIL BELS 8 JAN GAS MCF 8 JAN NGL BELS 8 FEB OIL BELS	Notate County) the last live are the permit number (e.g. 04321), in the previous example API NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234.
E F G G	JAN_GAS JAN_NGL FEB_OIL FEB_GAS	8 JAN OLE BELS 8 JAN GAS MCF 8 JAN NGL BBLS 8 FEB OIL BBLS 8 FEB GAS MCF	Notate County) the last live are the permit number (e.g. 04321), in the previous example APINO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234. XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia.
E F G G	JAN_GAS JAN_NGL FEB_OIL FEB_GAS FEB_NGL	8 JAN OLE BELS 8 JAN GAS MCF 8 JAN NGL BBLS 8 FEB OIL BBLS 8 FEB GAS MCF 8 FEB NGL BBLS	Notate County) the fast live are the permit number (e.g. 04321), in the previous example AP NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234. XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable privation should be indicated with a 0 (zero).
E F G G I J	JAN_GAS JAN_NGL FEB_OIL FEB_GAS FEB_NGL MAR_OIL	8 JAN OIL BELS 8 JAN GAS MCF 8 JAN NGL BBLS 8 FEB OIL BBLS 8 FEB GAS MCF 8 FEB NGL BBLS 8 MAR OIL BBLS	Notate County) the task two are the permit number (e.g. 04321), in the previous example API NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234. XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).
E F G I J K	JAN_GAS JAN_NGL FEB_OIL FEB_GAS FEB_NGL MAR_OIL MAR_GAS	8 JAN OLE BELS 8 JAN GAS MCF 8 JAN NGL BBLS 8 FEB OIL BBLS 8 FEB GAS MCF 8 FEB NGL BBLS 8 MAR OIL BBLS 8 MAR GAS MCF	Is Koale County the last live are the permit number (e.g. 04321), in the previous example API NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234. XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero). XXX_GAS: Is an 8 digit numeric value with no decimal. Measurement of the gas produced from the well during the month in thousand cubic feet. A cubic foot of as shall mean the volume of gas contained in one cubic front at the same state.
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E F G I J K L M	JAN_GAS JAN_NGL FEB_OIL FEB_GAS FEB_NGL MAR_OIL MAR_GAS MAR_NGL APR_OIL	8 JAN OLE BELS 8 JAN GAS MCF 8 JAN NGL BBLS 8 FEB OLL BBLS 8 FEB NGL BBLS 8 MAR OLL BBLS 8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OLL BBLS	Is Koane County the last live are the permit number (e.g. 043.21). In the previous example API NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234. XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royably interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero). XXX_GAS: Is an 8 digit numeric value with no decimal. Measurement of the gas produced from the well during the month in thousand cubic feet. A cubic foot of gas shall mean the volume of gas contained in one cubic foot at a standard pressure base of 14.73 pounds per square inch absolute, and a standard temperature of 60 degrees Fahrenheit. If more than one well passes through a common meter, then the production should be averaged over
E F G G I J K L M N	JAN_GAS JAN_NGL FEB_OIL FEB_GAS FEB_NGL MAR_OIL MAR_GAS MAR_NGL APR_OIL APR_GAS	S JAN OLE BELS     S JAN GAS MCF     S JAN NGL BBLS     FEB OLL BBLS     FEB AGS MCF     FEB NGL BBLS     MAR OLL BBLS     MAR GAS MCF     S MAR NGL BBLS     APR ROL BBLS     APR GAS MCF	<ul> <li>Is koarie County) the fast live are the permit number (e.g. 04321), in the previous example AP NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234.</li> <li>XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).</li> <li>XXX_GAS: Is an 8 digit numeric value with no decimal. Measurement of the gas produced from the well during the month in thousand cubic feet. A cubic foot of gas shall mean the volume of gas contained in one cubic foot at a standard pressure base of 14.73 pounds per square inch absolute, and a standard temperature of 60 degrees Fahrenheit. If more than one well passes through a common meter, then the production should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero).</li> </ul>
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E F G G I J K L N N O P	JAN_GAS JAN_NGL FEB_OIL FEB_OIL FEB_NGL MAR_OIL MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL MAY_OIL	S JAN OLE BELS     JAN GAS MCF     S JAN GAS MCF     S JAN GAL BBLS     FEB OLE BBLS     FEB NGL BBLS     MAR OLE BBLS     MAR NGL BBLS     APR OLE BBLS     APR OLE BBLS     APR NGL BBLS	Is koale Could the start we are the permit number (e.g. 043.21), in the previous example AP NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234. XXX_OLL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero). XXX_GAS: Is an 8 digit numeric value with no decimal. Measurement of the gas produced from the well during the month in thousand cubic feet. A cubic foot of gas shall mean the volume of gas contained in one cubic foot at a standard pressure base of 14.73 pounds per square inch absolute, and a standard temperature of 60 degrees Fahrenheit. If more than one well passes through a common meter, then the production should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that is determined through the standard practices of common carriers in the State of West Virginia.
E F G J K L M N O P Q	JAN_GAS JAN_KAS JAN_NGL FEB_OIL FEB_NGL MAR_OIL MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL MAY_OIL MAY_GAS	B JAN OIL BELS     B JAN GAS MCF     B JAN NGL BBLS     FEB OIL BBLS     FEB OIL BBLS     FEB NGL BBLS     MAR OIL BBLS     MAR OAS MCF     MAR NGL BBLS     APR NGL BBLS     APR NGL BBLS     APR NGL BBLS     MAY OIL BBLS     MAY GAS MCF	Is koale County the last we are the permit number (e.g. 04321), in the previous example AP NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234. XXX_OLL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero). XXX_GAS: Is an 8 digit numeric value with no decimal. Measurement of the gas produced from the well during the month in thousand cubic feet. A cubic foot of gas shall mean the volume of gas contained in one cubic foot at a standard pressure base of 14.73 pounds per square inch absolute, and a standard temperature of 60 degrees Fahrenheit. If more than one well passes through a common meter, then the production should be indicated with a 0 (zero). XXX_NLSL is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of NGL shall be asame volume on which the royalty interest was determined and shall be acceptable include with a 0 (zero).
E F G J L M N O P Q R	JAN_GAS JAN_NGL JEB_OIL FEB_OIL FEB_NGL MAR_OIL MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL MAY_OIL MAY_GAS MAY_NGL	B JAN OIL BELS     B JAN OIL BELS     B JAN NGL BBLS     FEB OIL BBLS     FEB OIL BBLS     FEB NGL BBLS     MAR OIL BBLS     MAR OIL BBLS     APR OIL BBLS     APR OIL BBLS     APR NGL BBLS     MAY OIL BBLS     MAY OIL BBLS	<ul> <li>Is koale Country the fast we are the permit number (e.g. 04321), in the previous example AP NO. Would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234.</li> <li>XXX_OLL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royably interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).</li> <li>XXX_GAS: Is an 8 digit numeric value with no decimal. Measurement of the gas produced from the well during the month in thousand cubic feet. A cubic foot of gas shall mean the volume of gas contained in one cubic foot at a standard pressure base of 14.73 pounds per square inch absolute, and a standard temperature of 60 degrees Fahrenheit. If more than one well passes through a common meter, then the production should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero).</li> <li>XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of NGL shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).</li> </ul>

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Select "eSubmission" for File Submission Method.

Then choose "Attachments" to load your production Excel file, form WR-39e.

#### Step 6: Browse to Data File, Upload File

			WR39E: Electronic Production Submittal	
Sec	tion Complete	Section Incomplete		Activities Attachments Comments (
File Sub	mission Metho	Contract Con	xplorer	
	romio Oil or	Applicant: K	EARNEY-OUTSIDE. JOHN	
Elecu	ronic Oli ar	deo Facility: X	YZ Oil and Gas 2014 Production (12/12/2014) Type: Electro	nic Production
Deserin	tion of DDODU	Status: N	ew Permit: New/Po	ending
Jescrip All optric	tion of PRODU			
The SIZE	E column indicat	Additional Documents you want to atta	ich 🔄 🕑 Help 🔄 Upload 🗐 Comments	
No produ	uction should be		Eile nam	
		Action Description	Select file to upload Upload	te Version CBI?
Column	Field Name	Oil and Gas Production Excel Fi	Browse	0
B		(Change description if necessa	י (א	
c	API			
D	JAN_OIL	Additional Documents you want to atta	ich 🔄 🛞 Help 🔚 Upload 🗍 Comments	Lose Close County code. (e.g. 087 is Roane County) to However, since this is a numeric field the
Е	JAN_GAS			rbour 00101234 would be 101234.
F	JAN_NGL			e of oil production for that month that is de
G	FEB_OIL			ne of oil shall be same volume on which the
G	FEB_GAS	Done	Local intranet   Protect de: Off 🥞	from the well during the month in the
	FEB_NGL	8 FEB NGL BBLS	feet. A cubic foot of gas shall mean the vision of gas contained in	one cubic foot at a standard pressure base of 14.73 pounds per
J	MAR_OIL	8 MAR OIL BBLS	absolute, and a standard temperature of 60 degrees Fahrenheit. If r	more than one well passes through a common meter, then the pro-
I I	MAR_GAS	8 MAR NGL BBLS	should be averaged over the wells feeding that meter. No production	n should be indicated with a 0 (zero).
M	APR OIL	8 APR OIL BBLS	XXX_NGL: Is an 8 digit numeric value with no decimal. It is the me through the standard continue of any standard st standard standard stand standard standard stan standard	asurement of the volume of NGL production for that month that is
N	APR GAS	8 APR GAS MCF	interest was determined and shall be accentable pipeline quality in	barrels (42 gallons). No production should be indicated with a 0 (
0	APR_NGL	8 APR NGL BBLS		
Р	MAY_OIL	8 MAY OIL BBLS		
Q	MAY_GAS	8 MAY GAS MCF		
R	MAY_NGL	8 MAY NGL BBLS		
S	JUN_OIL	8 JUN OIL BBLS		
Т	JUN_GAS	8 JUN GAS MCF		
U	JUN_NGL	8 JUN NGL BBLS		
V	JUL OIL	8 JUL OIL BBLS		

Use the upload screen to navigate to your WR-39e spreadsheet on your computer. Use the Browse button.

After selecting your file, click "Upload"

Note: Your file name <u>CAN</u> <u>NOT</u> contain special characters, like " & \$ # @"

If your company name is like "XYZ Oil & Gas", spell out the word "and".

It will not accept the " &" symbol.

### **Step 7: Selection Complete**

2	Arrent Ref. Id: Status: I	User: KEARNEY-OUTSIDE, JOHN XYZ Oil and Gas 2014 Production (12 New	Applicant: KEARNEY-OUTSIDE, JOHN           1/12/2014)         Type: Electronic Production           Permit No.: New/Pending
	<b>V</b>		WR39E: Electronic Production Submittal
Sec	ction Complete 🛛 💿	Section Incomplete	Activities 🗈 Attachments Comments
le Sul	bmission Method: tronic Oil and	• Disk • eSubmission • Excel Fi	ile • Fax • Paper • Telephone
escrip I entri e SIZ o prod	ption of PRODUCTI ies should be numer E column indicates Juction should be ind	ON.XLS (Click here to download a co ic. No letters, spaces, or other punctu the column width. dicated with a 0 (zero).	apy) uation will be accepted.
Colum	n Field Name	Size Description	DEFINITION OF TERMS
A	YEAR	4 YEAR OF REPORT	YEAR: Is the Calendar year of data. ie 2004
В	OPERATOR_ID	20 ID OF THE WELL OPERATOR	OPERATOR ID: Is the ID of the Well Operator.
С	API	8 WELL API NUMBER	API: Is an 8 digit numeric value with no decimal places. The first 3 digits correspond to a county code. (e.g. 087 is Roane County
D	JAN_OIL	8 JAN OIL BBLS	are the permit number (e.g. 04321). In the previous example API NO. would be 08704321. However, since this is a numeric field, t
E	JAN_GAS	8 JAN GAS MCF	zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234.
F	JAN_NGL	8 JAN NGL BBLS	XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is
G	FEB_OIL	8 FEB OIL BBLS	through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which interset use determined and shall be accentable pingling quality in barries (4) adjaces. No production should be indicated with a
G	FEB_GAS	8 FEB GAS MCF	meters was determined and share acceptance premie quarky in Darlets (42 gallots). No production should be indicated with a
	FEB_NGL	8 FEB NGL BBLS	AA_043, is an o up numeric value with no decinal, weasurement of the gas produced from the well during the month in those feet A cubic foot of cas shall mean the volume of gas contained in one cubic foot at a standard preserve base of 14.73 nounde as
-	MAR OIL	8 MAR OIL BBLS	absolute, and a standard temperature of 60 degrees Fahrenheit. If more than one well passes through a common meter, then the
J			
J K	MAR_GAS	8 MAR GAS MCF	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero).
J K L	MAR_GAS MAR_NGL	8 MAR GAS MCF 8 MAR NGL BBLS	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that
I J K L M	MAR_GAS MAR_NGL APR_OIL	8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OIL BBLS	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month tha through the standard practices of common carriers in the State of West Virginia. The volume of NGL shall be same volume on wh
I K L M N	MAR_GAS MAR_NGL APR_OIL APR_GAS	8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OIL BBLS 8 APR GAS MCF	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX NOL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NOL production for that month that through the standard practices of common carriers in the State of West Virginia. The volume of NOL shall be same volume on wh interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a
I K L M N O	MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL	8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OIL BBLS 8 APR GAS MCF 8 APR NGL BBLS	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month tha through the standard practices of common carriers in the State of West Virginia. The volume of NGL shall be same volume on wh interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a
I K L M N O P	MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL MAY_OIL	8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OIL BBLS 8 APR GAS MCF 8 APR NGL BBLS 8 MAY OIL BBLS	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that through the standard practices of common carriers in the State of West Virginia. The volume of NGL shall be same volume on wh interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a
I K L M N O P Q	MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL MAY_OIL MAY_GAS	8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OIL BBLS 8 APR GAS MCF 8 APR NGL BBLS 8 MAY OIL BBLS 8 MAY OIL BBLS 8 MAY GAS MCF	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that through the standard practices of common carriers in the State of Vest Virginia. The volume of NGL shall be same volume on wh interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a
J K L M O P Q R	MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL MAY_OIL MAY_GAS MAY_NGL	8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OIL BBLS 8 APR GAS MCF 8 APR NGL BBLS 8 MAY OIL BBLS 8 MAY GAS MCF 8 MAY GAS MCF 8 MAY GAS MCF 8 MAY GAS MCF	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NOL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NOL production for that month that through the standard practices of common carriers in the State of West Virginia. The volume of NOL shall be same volume on wh interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a
J K L M O P Q R S	MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL MAY_OIL MAY_GAS MAY_NGL JUN_OIL	8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OIL BBLS 8 APR GAS MCF 8 APR NGL BBLS 8 MAY OIL BBLS 8 MAY OIL BBLS 8 MAY NGL BBLS 8 JUN OIL BBLS	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that through the standard practices of common carriers in the State of West Virginia. The volume of NGL shall be same volume on wh interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a
T K L M N O P Q R R S T	MAR_GAS MAR_NGL APR_OIL APR_GAS APR_NGL MAY_OIL MAY_GAS MAY_NGL JUN_OIL JUN_OIL JUN_GAS	8 MAR GAS MCF 8 MAR NGL BBLS 8 APR OIL BBLS 8 APR GAS MCF 8 APR NGL BBLS 8 MAY OIL BBLS 8 MAY NGL BBLS 9 JUN OL BBLS 8 JUN GAS MCF	should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero). XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month tha through the standard practices of common carriers in the State of Vees Virginia. The volume of NGL because volume on wh interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a

After you hit "Upload" you will see a message that the file is uploading.

When the file is uploaded, it will return to this screen.

"Comment" Button: If you would like to add a comment about your file, use the "Comment" button now. If you are submitting one file, and nothing unusual is occurring, no comments would be needed.

If you are sending in a correction file, a second file, an update, or anything else unusual, add a comment explaining the situation.

When ready to submit, select "Section Complete" button.

### **Step 8: Validation – Data Check**



New for 2017:

The validation – data check will be handled differently in 2017 for 2016 data.

Data validation will not be immediately ran when you submit your file.

Due to changes in our database program, we will process data after the importation process.

#### Select "Menu" below.



## Step 9: Submit Data

dep	est virginia electronic submission section list	system	
Attachments	Current User: KEARNEY-OUTSIDE, JOHN	Applicant: KEARNEY-OUTSIDE, JOHN	$\cap$
Comments	Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)	Type: Electronic Production	<u> </u>
Activities	Status: New	Permit No.: New/Pending	
📑 Print	WR39E: Electronic Production Sul		
Progress	SUBMIT APPLICATION		
Milestones			
Change Ref Id	"Pro Please use	moting a Healthy Environment." Microsoft Internet Explorer 6.0 through 9.0 Test Environment	Monday December 15, 2014
Payment Report			
Return Home ↓ Log Out The items listed to the right make up the			

This screen appears.

Now select "Submit Application"

### **Step 10: Submit Button**



This confirmation screen appears.

Select the "Submit" button.

The data is now uploading. This may take a few seconds, up to a minute.

Do not disturb this process.

#### **Step 11: Complete**

dep	est virginia electronic submission sy section list	<b>/stem</b>	
Attachments Comments Comments Cactivities Print Print	Current User: KEARNEY-OUTSIDE, JOHN Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014) Status: New This Application was submitted on 12/15/2014 13:54:59 WR39E:	Applicant: KEARNEY-OUTSIDE, JOHN Type: Electronic Production Permit No.: New/Pending	6
Ingress     Ingress     Milestones     Change Ref Id     Delete Application     Request Copy     Payment Report     Verify Signature	"Promoti Please use Micr	ng a Healthy Environment." soft Internet Explorer 6.0 through 9.0 Fest Environment	Monday December 15, 2014
Return Home Log Out The items listed to the right make up the application. By clicking on each item, you can fill out the required form and submit your application for			

After successful upload, this screen appears.

You will notice that the "padlock" has turned red in color. This indicates that this application is complete on your end, and that no further changes can be made by you.

On all screens prior to this, the padlock was green. That indicates changes can be made by you.

If any changes are needed to be made by you, after the padlock is red, the WVDEP must unlock it.

Congratulations. You have successfully uploaded your annual production data !!

You will receive email confirmation.

# **Errors and Warnings**

#### New for 2017

The previous system of Error and Warning checks will not work the same way in 2017 as in previous years.

You may submit the data and data quality will be checked later.

A change in our database made this necessary now. We expect another data quality validation system to replace the previous.

After data submittal, we will validate the data and contact you if changes are needed.

# **Saving Work and Returning Later**

dep	est virginia electronic submission system selection process	
<ul> <li>My Account</li> <li>My Account</li> <li>Return Home</li> <li>Prowser Support</li> <li>Log Out</li> </ul>	Welcome KEARNEY-OUTSIDE, JOHN         Process:       Continue •         Office:       Oil and Gas (OOG)         Applicant:       KEARNEY-OUTSIDE, JOHN • (Who is this?)         Type:       Electronic Production - WR39E (OOG)	
You will continue to receive choices as you make each selection. Once your choice is selected, you will recieve another response box to make your next selection.	Status:       Image: Open Colosed         Search:       Image: Open Colosed         Locked       Ref. ID         Image: Open Colosed       New/Pending - XYZ Oil and Gas 2014 Production (12/12/2014)         Image: Open Colosed       New/Pending - XYZ Oil and Gas 2014 Production (12/12/2014)         Image: Open Colosed       New/Pending - XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)	2 rows
Once all your selections are made, you will be able to begin your application.	Image: Second system       App Type       D       Application Name (Ref. D)         OOG       KEARNEY-OUTSIDE,       WR39E       Image: Second system       XYZ Oil and Gas Prod 2014 - Ex 2         OOG       KEARNEY-OUTSIDE,       WR39E       Image: Second system       XYZ Oil and Gas 2014 Production         OOG       KEARNEY-OUTSIDE,       WR39E       Image: Second system       XYZ Oil and Gas 2014 Production         OOG       KEARNEY-OUTSIDE,       WR39E       Image: Second system       XYZ Oil and Gas 2014 Production	Progress Submitted Submitted 12/16/2014

#### NOTE:

The ESS allows you to leave the leave the system (prior to submitting data) and come back later to complete your data entry.

If you logout prior to Step 9 above, you may log back in. On login, you can choose "Continue" in the Process box, choose these options, and return to the Pending applications you created earlier

This may be useful if you have well data to correct prior to final submission.

It will show only the work you created.

### **Thank You**

» Thank you for use the West Virginia Department of Environmental Protection's ESS System. Check back with our web pages for periodic updates.