



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



John Kearney  
Environmental Resource Analyst  
Office of Oil and Gas

# 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: <https://apps.dep.wv.gov/eplogin.cfm>

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

### News

Released	Office	Application
12/10/2014	Electronic Submission System (ESS)	Mining's newest version of the Revision also now allows bonding and activation of inactive and new increments. Upon issuance of the application the increments will be activated.
10/22/2014	Electronic Submission System (ESS)	Mining's newest version of the Incidental Boundary Revision (IBR) and Amendment applications now allow bonding and activation of inactive and new increments. Upon issuance of the application the increments will be activated. There will be a Bulletin coming out with more details.
07/31/2014	System Maintenance	Network Outage tonight at 9:00pm, lasting no more than 15 minutes. ePermitting and eDMR will be unavailable beginning at 5pm on July 19, 2014, the WV Office of Technology (WVOT) Network Engineering team will be upgrading the existing

Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of 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.

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.



#### Account

- Login
- Sign Up

#### Aboveground Storage Tanks (ASTs)

- Do I need to register?
- Registration User's Guide
- Sample Registration

#### ESS Guidance

- Sign Up Guidance
- Security Guidance

#### Mining

- Tour
- General FAQ
- Maps
- eMaps

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-and-gas/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

**dep west virginia department of environmental protection**

**Electronic Submission System**

**News**

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**Account**

- Login
- Sign Up

**Aboveground Storage Tanks (ASTs)**

- Do I need to register?
- Registration
- User's Guide
- Sample
- Registration

**ESS Guidance**

- Sign Up Guidance
- Security Guidance

**Mining**

- Tour
- General FAQ
- Maps
- eMaps

VERIFIED BY **GeoTrust** West Virginia...  
CLICK 12.12.14 17:48 UTC

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

dep Department of Environmental Protection State of West Virginia

**Enter Login Information:**

Login:

Password:

Once you have successfully entered your login information, any period of inactivity for 2 hours will log you out of the system.

[Forgot login or password?](#)

**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

Friday December 12, 2014

To login:

Enter Login ID and Password to enter site.

See these instructions about computer operating systems and browser compatibility



# Step 3: Create New Screen for Data Entry

Pick the options as shown from “selection process” screen.

**west virginia**  
**dep** **electronic submission system**

**selection process**

Welcome KEARNEY-OUTSIDE, JOHN

Process:

Office:

Applicant:  (Who is this?) ←

Type:  ←

Ref. ID:

**Last 60 days work-in-progress**

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		Commonwealth - Partial - One well 2013 (11/17/2014)	Submitted	11/17/2014
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		Wagnor-Charles roger 2013 Corection (08/11/2014)	Submitted	08/11/2014
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		Devonian Gas Prod - CORRECTION 2013 (09/16/2014)	Submitted	09/19/2014
	KFARNFY-OUTSIDE	WR39E				

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be

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”

# Step 4: Select Electronic Production Submittal

**west virginia**  
**electronic submission system**

section list

Current User: KEARNEY-OUTSIDE, JOHN      Applicant: KEARNEY-OUTSIDE, JOHN  
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)      Type: Electronic Production  
Status: New      Permit No.: New/Pending

WR39E:      [Electronic Production Submittal](#)

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

Friday, 12/12/2014 10:00 AM

Done

Local intranet | Protected Mode: Off

Select "Electronic Production Submittal"

This will take you to Electronic Production Submittal page.

# Step 5: Upload Production Data File



 Current User: KEARNEY-OUTSIDE, JOHN  
 Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)  
 Status: New
 

 Applicant: KEARNEY-OUTSIDE, JOHN  
 Type: Electronic Production  
 Permit No.: New/Pending

**WR39E: Electronic Production Submittal**

Section Complete    Section Incomplete

File Submission Method:  Disk    eSubmission    Excel File    Fax    Paper    Telephone

**Electronic Oil and Gas Production Reporting**

Description of PRODUCTION.XLS (Click here to download a copy)

All entries should be numeric. No letters, spaces, or other punctuation will be accepted.  
 The SIZE column indicates the column width.  
 No production should be indicated with a 0 (zero).

Column	Field Name	Size	Description
A	YEAR	4	YEAR OF REPORT
B	OPERATOR_ID	20	ID OF THE WELL OPERATOR
C	API	8	WELL API NUMBER
D	JAN_OIL	8	JAN OIL BBLS
E	JAN_GAS	8	JAN GAS MCF
F	JAN_NGL	8	JAN NGL BBLS
G	FEB_OIL	8	FEB OIL BBLS
H	FEB_GAS	8	FEB GAS MCF
I	FEB_NGL	8	FEB NGL BBLS
J	MAR_OIL	8	MAR OIL BBLS
K	MAR_GAS	8	MAR GAS MCF
L	MAR_NGL	8	MAR NGL BBLS
M	APR_OIL	8	APR OIL BBLS
N	APR_GAS	8	APR GAS MCF
O	APR_NGL	8	APR NGL BBLS
P	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

**DEFINITION OF TERMS**

**YEAR:** Is the Calendar year of data. ie 2004

**OPERATOR ID:** Is the ID of the Well Operator.

**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) the last five 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 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. 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).

Navigator | Menu | Index | Home | Log Out

Local intranet | Protected Mode: Off     100%

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

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 CAN NOT contain special characters, like “ & \$ # @”

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

It will not accept the “&” symbol.

WR39E: Electronic Production Submittal

Section Complete Section Incomplete

Activities Attachments Comments

File Submission Method: Disk, Submission, Excel File, Fax, Paper, Telephone

Electronic Oil and Gas Production Submittal

Applicant: KEARNEY-OUTSIDE, JOHN  
Facility: XYZ Oil and Gas 2014 Production (12/12/2014)  
Status: New  
Type: Electronic Production  
Permit: New/Pending

Additional Documents you want to attach: [Dropdown] [Help] [Upload] [Comments] [Close]

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
	Oil and Gas Production Excel File (Change description if necessary)	[Browse...]		0	

Additional Documents you want to attach: [Dropdown] [Help] [Upload] [Comments] [Close]

Done Local intranet | Protected Mode: Off

Column Field Name  
A YEAR  
B OPERATOR\_ID  
C API  
D JAN\_OIL  
E JAN\_GAS  
F JAN\_NGL  
G FEB\_OIL  
H FEB\_GAS  
I FEB\_NGL  
J MAR\_OIL  
K MAR\_GAS  
L MAR\_NGL  
M APR\_OIL  
N APR\_GAS  
O APR\_NGL  
P MAY\_OIL  
Q MAY\_GAS  
R MAY\_NGL  
S JUN\_OIL  
T JUN\_GAS  
U JUN\_NGL  
V JUL\_OIL

8 FEB NGL BBLs  
8 MAR OIL BBLs  
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 NGL BBLs  
8 JUN OIL BBLs  
8 JUN GAS MCF  
8 JUN NGL BBLs  
8 JUL OIL 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 in thousands of barrels. 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. The volume of NGL shall be same volume on which interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).

# Step 7: Selection Complete

Current User: KEARNEY-OUTSIDE, JOHN  
 Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)  
 Status: New

Applicant: KEARNEY-OUTSIDE, JOHN  
 Type: Electronic Production  
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WR39E: Electronic Production Submittal

Section Complete  Section Incomplete

Activities Attachments Comments

File Submission Method:  Disk  eSubmission  Excel File  Fax  Paper  Telephone

### Electronic Oil and Gas Production Reporting

Description of PRODUCTION.XLS (Click here to download a copy)

All entries should be numeric. No letters, spaces, or other punctuation will be accepted.  
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A	YEAR	4	YEAR OF REPORT
B	OPERATOR_ID	20	ID OF THE WELL OPERATOR
C	API	8	WELL API NUMBER
D	JAN_OIL	8	JAN OIL BBLs
E	JAN_GAS	8	JAN GAS MCF
F	JAN_NGL	8	JAN NGL BBLs
G	FEB_OIL	8	FEB OIL BBLs
H	FEB_GAS	8	FEB GAS MCF
I	FEB_NGL	8	FEB NGL BBLs
J	MAR_OIL	8	MAR OIL BBLs
K	MAR_GAS	8	MAR GAS MCF
L	MAR_NGL	8	MAR NGL BBLs
M	APR_OIL	8	APR OIL BBLs
N	APR_GAS	8	APR GAS MCF
O	APR_NGL	8	APR NGL BBLs
P	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
T	JUN_GAS	8	JUN GAS MCF
U	JUN_NGL	8	JUN NGL BBLs

**DEFINITION OF TERMS**

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**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 interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).

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

Current User: KEARNEY-OUTSIDE, JOHN      Applicant: KEARNEY-OUTSIDE, JOHN  
 Ref. Id: XYZ Oil and Gas Prod 2014 - Ex 2 (12/16/2014)      Type: Electronic Production  
 Status: New      Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete    Section Incomplete    Activities    Attachments    Comments    Instructions

File Submission Method:  Disk  eSubmission  Excel File  Fax  Paper  Telephone

**Electronic Oil and Gas Production Reporting**

**File ready. Please go to the Index menu and submit the application.**

Description of PRODUCTION.XLS (Click here to download a copy)  
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 The SIZE column indicates the column width.  
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L	MAR_NGL	8	MAR NGL BBLs
M	APR_OIL	8	APR OIL BBLs
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 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.

Save Changes    Back    Next    Print    Current Version    Reset    Navigator | Menu | Index | Home | Log Out

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

**west virginia**  
**dep** **electronic submission system**

section list

Current User: KEARNEY-OUTSIDE, JOHN      Applicant: KEARNEY-OUTSIDE, JOHN  
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)      Type: Electronic Production  
Status: New      Permit No.: New/Pending

WR39E: [Electronic Production Submittal](#)

**SUBMIT APPLICATION**

Monday December 15, 2014

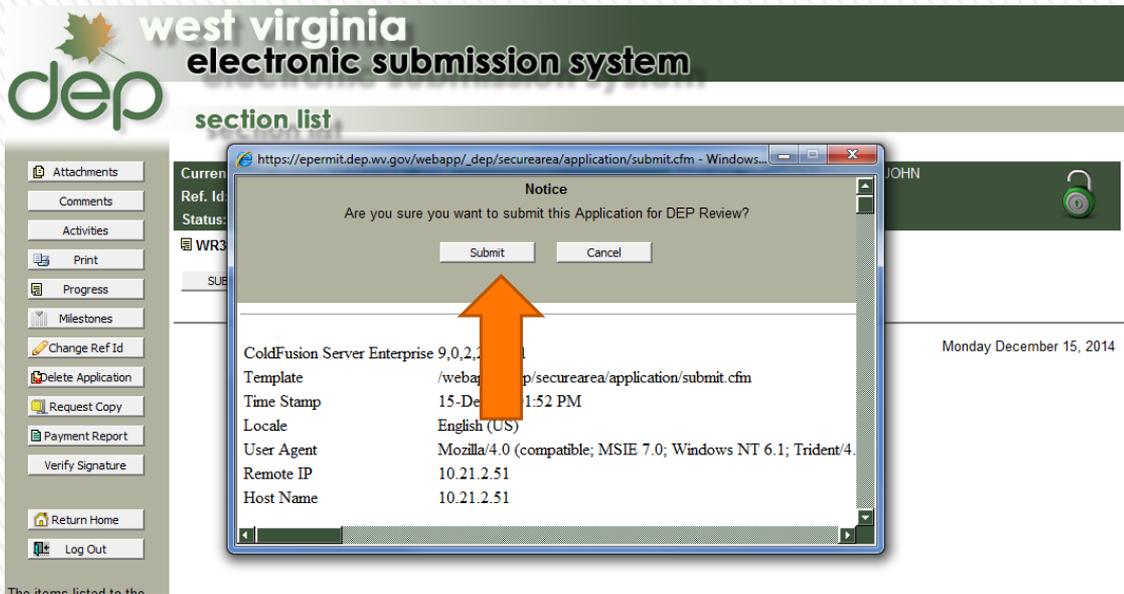
"Promoting a Healthy Environment."  
Please use Microsoft Internet Explorer 6.0 through 9.0  
**Test Environment**

The items listed to the right make up the application.

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

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.

west virginia  
dep electronic submission system

section list

Attachments  
Comments  
Activities  
Print  
Progress  
Milestones  
Change Ref Id  
Delete Application  
Request Copy  
Payment Report  
Verify Signature  
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

Current User: KEARNEY-OUTSIDE, JOHN  
Applicant: KEARNEY-OUTSIDE, JOHN  
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)  
Type: Electronic Production  
Status: New  
Permit No.: New/Pending

This Application was submitted on 12/15/2014 13:54:59  
WR39E: [Electronic Production Submittal](#)

"Promoting a Healthy Environment."  
Please use Microsoft Internet Explorer 6.0 through 9.0  
Test Environment

Monday December 15, 2014

# 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

**west virginia**  
**dep** **electronic submission system**  
**selection process**

Welcome KEARNEY-OUTSIDE, JOHN

Process:

Office:

Applicant:  (Who is this?)

Type:

Ref. ID:

Status:  Open  Closed 2 rows

Search:

Locked	Ref. ID	Created
	New/Pending - XYZ Oil and Gas Production (12/12/2014)	12/12/2014
	New/Pending - XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)	12/16/2014

**Last 60 days work-in-progress**

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)	Submitted	12/16/2014
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		XYZ Oil and Gas 2014 Production (12/12/2014)	Submitted	12/15/2014

- 
- 
- 
- 

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

**NOTE:**

The ESS allows you to 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.