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.

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
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

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

To login:

Enter Login ID and Password to enter site.

See these instructions about computer operating systems and browser compatibility.

Then choose “Enter Site”.

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.

Thursday January 31, 2019
“Promoting a Healthy Environment.”
Please use Microsoft Internet Explorer 9.0 and up
Step 3: Create New App 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 box is important and will be created by you. This will name the submittal page “application” and will identify it in the future.

Name your application in the format as shown.

Use your Company name, + WR39 + year. Example: “XYZ Oil and Gas WR39 2018”

Then, click “Create New”
Step 4: Select Electronic Production Submittal

Select “Electronic Production Submittal”

This will take you to Electronic Production Submittal page.
Step 5: Upload Production Data File

NEW FOR 2018

Conventional operators must select “Conventional” first, as shown below.

Then the “Attachment” box will activate.

Operators of horizontal wells send data in quarterly. And have a different form.

Conventional well operators submit yearly.

This button tells the computer which form is on the way.

You must select this first.
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.
Step 7: Selection Complete

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 here.

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

If no explanation is needed, don’t use it.

When ready to submit, select “Section Complete” button.
Step 8: Validation - **Important Step**

The system now checks the accuracy of your data file.

If there are no problems with your data, this screen appears.

If “Errors” or “Warning” statements appear, you may have to edit your file. Discussion of this is in slides below.

In this example, there are no errors or warnings, all is good, so proceed to next step.

Select **Menu** at the bottom of page.
Step 9: Submit Data

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.
Errors and Warnings

The ESS system will check the accuracy of data that is being reported by you. It will report back to you problems, in the form of “Errors” and “Warnings” on the screen shown at Step 8. These can be corrected by you prior to submitting your data. Instructions on correcting these are in slides below.

**Errors** – Errors are problems that will not allow the data to import. These are “fatal” errors. We can break errors into two categories: Mistakes (or typos) in your data file, and errors related to conflicts of real data.

- Common errors related to your mistakes in your data include:
  - Typos, or incorrect Operator ID or API numbers. If these numbers reported by you are not in our system, they cannot be reported on. You probably made a mistake or typo.
  - WR-39e file format issues. Letters, symbols, negative numbers in the data, or extra data fields, like totals, or well numbers, are not allowed in the production data fields. Only numbers are allowed. Please see the instructions for completing the WR-39e form.
  - Blank lines of data below the data field headers. The computer sees the header line and looks for real data below this line, any non-numbers below this line will cause errors.

- “Real” problems include:
  - Listing NGL data on wells that are not Horizontal H6A wells. These are the only wells we accept NGL data on.
  - API number of wells do not exist.
  - Operator does not exist.
Errors and Warnings

Warnings – Warnings are conflicts of data, but will allow the data to be imported. As with errors, warnings can be grouped into typo-like mistakes in the data, or “real” errors.

• Common warnings caused by data mistakes can be:
  • Mistyping an Operator ID or API, but this number exists in our system, it will give you a warning about ownership because you’ve given it the wrong numbers. Check to see if you have entered the correct numbers or made a typo.
  • Typos can give you warnings about the well status, such as a plugged well. Again, it is because you gave it the wrong well API.

• “Real” data warning problems occur when your have entered information correctly, but there is a conflict with ownership, well status (plugged), type of well (UIC).
  • Ownership conflicts can be caused by a variety of factors, including:
    • The well was sold the year of reporting and you are reporting a partial year’s production. This is acceptable, proceed with importing.
    • You recently sold the well and transfer is not yet completed, proceed with importing.
    • Ownership has changed, but for whatever reason, transfer has not been completed, either recently or historically. If you are confident you are reporting on the correct well, you may import data. Then you can follow up on correcting your wells that are on your bond and fix these discrepancies. This is the time to correct these well lists. Contact OOG to assist in correcting these.
  • Well Status.
    • It is fairly common to report production on plugged wells. This is often caused by historical plugging permits that were cancelled and not plugged, but the well status says plugged (or reporting the wrong well.) Review these and if you are sure the well is not plugged, submit the data and follow up to correct your well.
Here is an example of warnings that could appear at Step 8 if your data is not correct.

After you select "Section Complete", the system checks your data and performs validations. It checks the records in your file against the records in our database.

If differences, or errors, are discovered, a report of these problems are presented, as shown here.

It will be a good practice to use these warnings to check the quality of your well records, your production file, historical well statuses, and the completeness of our database.

These are warnings that the wells belong to another company.

Often times we accept this data and can be corrected later.
Corrections – Reload the File

After making needed corrections on your WR-39e file:

Select “Attachments” to load corrected file.

Select “Replace this file”

This screen comes up, Browse again to load your corrected file

Hit “Upload” again, then “Section Complete” button.

Then select the “Menu” button and submit as shown in Steps 8, 9, and 10.
Saving Work and Returning Later

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.
Final Instruction

If you find there are many warnings, one option is to go back to your WR-39e file, cut out the problem wells, paste them to another WR-39e file, give it a unique name, and submit your good data while you work on your corrections.

You have to give the file and the ESS submittal a unique name.

You will receive an email confirmation of data submittal.

You can check the DEP list of wells that are registered to you at:

https://apps.dep.wv.gov/oog/wellsearch_new.cfm

Again, Thank You for using the WV DEP’s Electronic Submission System.