



# Quarterly Production Reporting Instructions for Horizontal H6A Wells and the Electronic Submission System (ESS).

West Virginia Department of Environmental Protection's Electronic Submission System will be the method of submitting quarterly production data. Most operators of Horizontal 6A wells have become familiar with using the ESS for several functions related to oil and gas activity. These instructions will give specific steps related to production reporting. Please see our online guidance for registering and security of ESS: [ESS Signup and Guidance Page](#).

After your production file is ready for uploading, log in to ESS.

1. Create a new submission or "Application". Each new submittal can be considered an "application". There are two important steps here, choosing the "Applicant" and "Reference ID."

The screenshot shows the 'electronic submission system' interface. The header includes the 'dep' logo and the text 'electronic submission system selection process'. A green banner displays 'Welcome KEARNEY, JOHN (SUPPORT)'. The main form area contains the following fields:

- Process: New
- Office: Oil and Gas (OOG)
- Applicant: EQT PRODUCTION COMPANY (with a callout: 'Company name here, not a person's name')
- Type: Electronic Production - WR39E (OOG)
- Ref. ID: EQT Production Co WR39 2018 Q1 (with a callout: 'Reference ID = Company name + WR39 + Year + Quarter')

At the bottom of the form are 'Create New' and 'Log out' buttons. A left sidebar contains navigation links: My Account, Return Home, eDMR Schedule, AST Tanks, Browser Support, and Log Out.



2. Applicant. The applicant in any of these submittals is a company, not a person. ESS allows people to be associated with companies. Companies designate a security agent, this person can then assign other people access to their company's account. Anyone submitting data for a company will be associated with that company and you must use the company name when submitting data.

Do not choose your name when submitting a file. If a company name does not appear as an option for you here, your company's security agent can add you to your company's list and the company name will appear here.

3. Reference ID. The reference ID is the name you are giving this submittal. You assign the name. It must be descriptive and systematic, so it can easily be found in the future. The format is:  
**Company Name + WR39 + Year + Quarter.**

4. Create New. After the above information is correctly selected, choose "Create New."

The screenshot shows a web browser window with the URL [https://epermit.dep.wv.gov/webapp/\\_dep/securearea/ap](https://epermit.dep.wv.gov/webapp/_dep/securearea/ap). The page title is "Applicant Information for E...". The main heading is "dep electronic submission system" with a sub-heading "selection process". A green banner says "Welcome KEARNEY, JOHN (SUPPORT)".

The form contains the following fields:

- Process: New (dropdown)
- Office: Oil and Gas (OOG) (dropdown)
- Applicant: KEARNEY, JOHN (SUPPORT) (dropdown) (Who is this?)
- Type: Electronic Production - WR39E (OOG) (dropdown)
- Ref. ID: Example Submittal WR39 2018 Q1 (text input)

A red arrow points to the "Create New" button. There is also a "Log out" button.

Below the form is a table titled "Last 60 days work-in-progress":

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submit
OOG	KEARNEY, JOHN (SUPPORT)	WR39E		Example Submittal WR39 2018 Q1 (06/05/2018)	0% completed	

\*Note: the above application has a name as applicant, this is for demonstration purposes only, it will typically be a company name.



5. NEW FEATURE: Select type of submittal and Quarter you are submitting.

After you create an “application”, choose what type of submittal you are making, and if H6A, select the quarter you are submitting. Only the selected quarter will be allowed to be uploaded. If you choose 2<sup>nd</sup> Quarter, and attach a 3<sup>rd</sup> Quarter report, it will not upload.

The “Attachment” button will not be activated until you select the appropriate quarter.

Conventional wells will be submitted in a separate file, on the same annual schedule as they are now. There are no changes to conventional well reporting.

Current User: KEARNEY, JOHN (SUPPORT)    Applicant: KEARNEY, JOHN (SUPPORT)  
Ref. Id: Example Submittal WR39 2018 Q1 (06/05/2018)    App Effective Date: 12/10/2013    Type: Electronic Production  
Status: New    Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete    Section Incomplete    Activities    Attachments    Comments    Instructions

## Electronic Oil and Gas Production Reporting

No errors or warnings.

### \*Description of Production Data File

- All entries should be numeric. No letters, spaces, or other punctuation will be accepted.
- For months of no production, or for substances you are not required to report (condensate or water) you may enter 0 (zero), or leave the field blank. A blank field will be recorded as 0 production.
- Give the file a unique filename. The file should include your company name and year, such as, "XYZ Oil and Gas WR39 2016".
- Do not use special characters such as &, %, #, \$ in the filename. The & symbol is in many operators' name. Please spell out "and".

[\\* For complete instructions on submittal of production data, please refer to this page on the DEP Office of Oil and Gas webpage](#)

### Definition of Terms

Please select your WR39E type for spreadsheet layout instructions:

Conventional     H6A     1st Quarter     2nd Quarter     3rd Quarter     4th Quarter



- YEAR:** Is the Calendar year of data. ie 2016
- OPERATOR ID:** Is the ID of the Well Operator. This number will be 6 or 9 digits. All registered Well Operators will have been given an operator ID.
- API:** Is a 10-digit numeric value with no decimal places. The first 2 digits are "47". The next 3 digits correspond to a county code. (001-109, e.g. 087 is Roane County). The last five are the permit number we did not need the full 10 digit API. An example of a full PI is 4708501234.
- XXX\_OIL:** Is up to an 8-digit numeric value with no decimal (whole numbers only). It is the measurement of the volume of oil production for that month that is determined through the standard practices 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). A month with no production (zero), or left blank. A blank space will indicate zero production.

### Definition of Terms

Please select your WR39E type for spreadsheet layout instructions:

Conventional     H6A     1st Quarter     2nd Quarter     3rd Quarter     4th Quarter

- YEAR:** Is the Calendar year of data. ie 2016



6. Attach the File. Use “Attachments”, select your file, and hit, “Upload”. Then close attachment screen.

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
	Oil and Gas Production Excel File	<a href="#">Replace this file</a>	ExampleFile WR39 2018 Q1.xlsx 06/05/2018	0	<input type="checkbox"/>

7. Choose “Section Complete”. After upload, choose Section Complete. This will trigger several data validation checks with databases. If the file is ok and the data is good, it will look like this:

Current User: KEARNEY, JOHN (SUPPORT)  
Ref. Id: Example Submittal WR39 2018 Q1 (06/05/2018) App Effective Date: 12/10/2013  
Status: New

Applicant: KEARNEY, JOHN (SUPPORT)  
Type: Electronic Production  
Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete  Section Incomplete

### Electronic Oil and Gas Production Reporting

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

**\*Description of Production Data File**

- All entries should be numeric. No letters, spaces, or other punctuation will be accepted.
- For months of no production, or for substances you are not required to report (condensate or water) you may enter 0 (zero), or leave the field blank. A blank field will be recorded as 0 production.
- Give the file a unique filename. The file should include your company name and year, such as, "XYZ Oil and Gas WR39 2016".
- Do not use special characters such as &, %, #, \$ in the filename. The & symbol is in many operators' name. Please spell out "and".

\* For complete instructions on submittal of production data, please refer to this page on the DEP Office of Oil and Gas webpage



8. Errors and Warnings: If your file is not good, and there are problems with the data, you will get “Warnings” and/or “Errors”. “Warnings” will allow you to submit the data. If you have any “Errors” the file cannot be uploaded.
- 9.

Example of Warnings:

The screenshot shows the DEP system interface for an Electronic Production Submittal (WR39E). The header includes the user (KEARNEY, JOHN (SUPPORT)), application details (WR39 2018 Q1), and status (New). The main content area is titled "Electronic Oil and Gas Production Reporting" and displays two warnings. A table lists the warnings with their numbers, types, messages, and actions.

Number	Type	Message	Action
1	Warning	The Well API 4701706076 exists, but belongs to a different Operator.	Please check the Well API Number. If it is correct, contact WV DEP Oil and Gas. You can still submit the data.
2	Warning	The Well API 4709101285 exists, but belongs to a different Operator.	Please check the Well API Number. If it is correct, contact WV DEP Oil and Gas. You can still submit the data.

Example of Errors:

The screenshot shows the DEP system interface for an Electronic Production Submittal (WR39E). The header includes the user (KEARNEY, JOHN (SUPPORT)), application details (WR39 2018 Q1), and status (New). The main content area is titled "Electronic Oil and Gas Production Reporting" and displays three errors. A table lists the errors with their numbers, types, messages, and actions.

Number	Type	Message	Action
1	Error	This Well API 4709200001 does not exist.	Please check the Well API Number.
2	Error	Well API 4709200001 must be HOR6A for a quarterly report.	Please check the Well API Number or form type.
3	Error	The Well API 4709101293 in 2018 has non-numeric values.	Please correct the data and upload the file again.

With horizontal H6A production reporting, the only warning we expect to see will involve wells that are sold. After a well is sold, the operator that sold the well will report production for the period they owned the well. The well will at that time belong to another operator and will be on their well list. This will give the warning that it belongs to another operator. Otherwise, wells and data will all be correct and there should be no warnings. Errors will mean there is a mistake or other problems that must be corrected before submitting.



10. Submit Application. After you select, "Selection Complete", and you get no Warnings (with rare exception, you may have a warning) or Errors, select "Menu" at bottom right of screen.

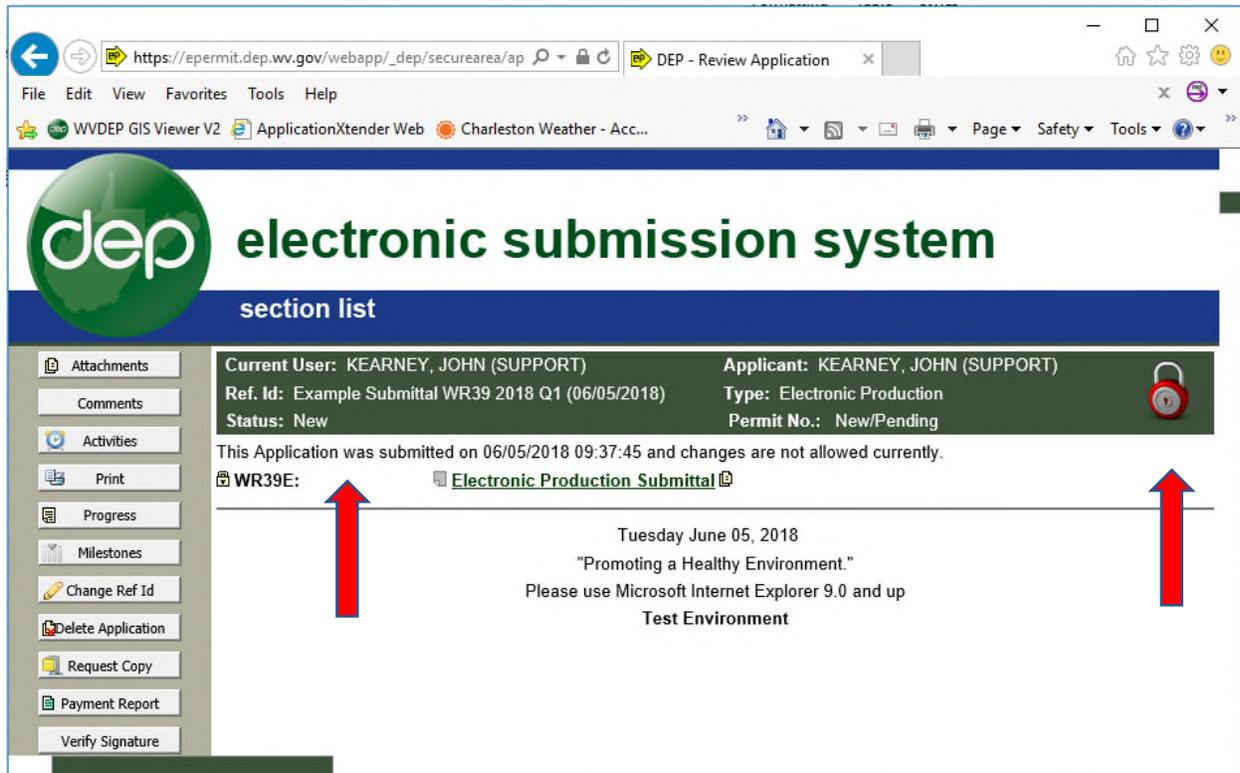
The screenshot shows a web browser window with the URL [https://epermit.dep.wv.gov/webapp/\\_dep/securearea/ap](https://epermit.dep.wv.gov/webapp/_dep/securearea/ap). The page title is "Electronic Application System". The user is identified as "Current User: KEARNEY, JOHN (SUPPORT)". The application details include "Applicant: KEARNEY, JOHN (SUPPORT)", "Type: Electronic Production", and "Permit No.: New/Pending". The application ID is "WR39E: Electronic Production Submittal". The status is "Section Complete". The main heading is "Electronic Oil and Gas Production Reporting". Below this, it states "No errors or warnings." with a callout box containing "Note: No errors or warnings". A section titled "Description of Production Data File" contains instructions: "All entries should be numeric. No letters, spaces, or other punctuation will be accepted.", "For months of no production, or for substances you are not required to report (condensate or water) you may enter 0 (zero), or leave the field blank.", "Give the file a unique filename. The file should include your company name and year, such as, 'XYZ Oil and Gas WR 2016'.", and "Do not use special characters such as &, %, #, \$ in the filename. The & symbol is in many operators' name. Please substitute 'and'." A red arrow points to the "Menu" link in the bottom right navigation bar.

This screen appears: Select "Submit Application"

The screenshot shows the "electronic submission system" interface. The header includes the "dep" logo and the text "electronic submission system". Below the header is a "section list" area. The user information is displayed as "Current User: KEARNEY, JOHN (SUPPORT)", "Applicant: KEARNEY, JOHN (SUPPORT)", "Ref. Id: Example Submittal WR39 2018 Q1 (06/05/2018)", "Type: Electronic Production", "Status: New", and "Permit No.: New/Pending". The application ID is "WR39E: Electronic Production Submittal". A red arrow points to the "SUBMIT APPLICATION" button. The footer contains the date "Tuesday June 05, 2018", the slogan "Promoting a Healthy Environment.", and the instruction "Please use Microsoft Internet Explorer 9.0 and up". The text "Test Environment" is also present.



After successful importation of data, this screen appears confirming everything worked. Note the red lock in upper right corner, and statement "This Application was submitted on ....."



You are now finished.

Once the data is approved, it will be available to see on our web page, from the Well Search screen, associated with that well. Data will be visible on the web page at the top of the next hour after data is submitted.