

**State of Michigan**



**MPSC**

*Department of Consumer & Industry Services  
Michigan Public Service Commission*



*Department of Environmental Quality  
Office of Geological Survey*

**Michigan Oil and Gas Well Production E-File System  
User Manual**

**September 2005**

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## **I. History**

In May 2000, the Department of Consumer and Industry Services, Michigan Public Service Commission (MPSC) and the Department of Environmental Quality, Geological and Land Management Division (GLMD) (now Office of Geological Survey, (OGS)) staff conducted a survey of major producers who are submitting monthly oil and gas production reports. Results of this survey showed respondents were interested in having the ability to electronically file production reports with the MPSC and OGS.

The MPSC and OGS have developed a means for oil and gas producers in Michigan to file electronic monthly production reports via the World Wide Web. The Oil and Gas Production E-file reporting system is designed for submission of Monthly Production Report forms (EQP 7101) in an electronic format which will provide a more efficient data flow for the MPSC, OGS and producers. Production files submitted at the E-file web site are automatically sent to both the MPSC and OGS. This system will reduce the time required for producers to prepare monthly production reports, save duplication costs, improve data accuracy, and speed up data filing and entry.

## II. Overview

The organization of sections in this User Manual corresponds to the steps a producer would follow to begin participating in the E-file program through uploading a data file at the E-file web site.

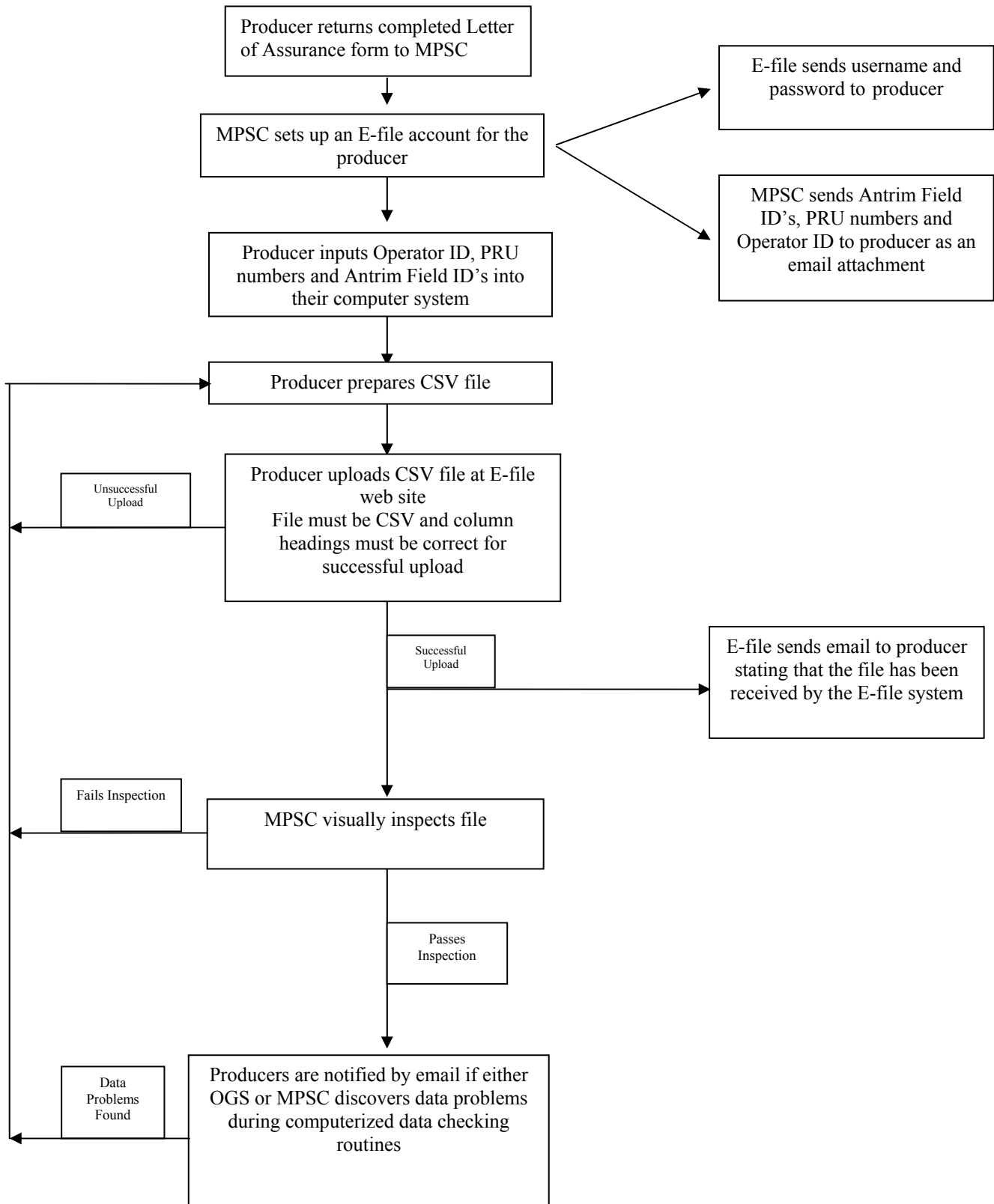
The process begins when a completed Letter of Assurance form is returned to the MPSC. The MPSC will use the information on the form to create the participant's E-file account. At the time the account is created, OGS will be notified, and the E-file system will automatically send an email message containing a user name and password to the new participant. An Operator ID, PRU and Antrim Field ID numbers will be provided electronically to participants.

To participate in the electronic filing program, a computer, Internet access, Netscape browser version 3.0 or higher or Internet Explorer browser version 4.0 or higher, and the ability to create CSV (Comma Separated Values format) files are necessary.

Using the Production File Layout (attachment to the Letter of Assurance), operator/reporters will generate an electronic monthly production report in a CSV file format. After the CSV file is prepared, the file can be uploaded at the E-file web site. The E-file system automatically sends a copy of the production report to the MPSC and OGS. A confirmation email message from the E-file system will be sent confirming receipt of the file. If data problems are identified, the participant will be notified, via email, by either agency.

The operator/reporter will go through a 3 month test period before efiles are approved and paper production reports are eliminated.

## E-file Process Overview



### **III. Letter of Assurance**

#### ***Michigan Oil & Gas Well Production E-file Assurances***

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For those companies required to report monthly oil and gas production to the Michigan Public Service Commission (MPSC) and the Office of Geological Survey (OGS), this may now be done by submitting the data using the Michigan Oil & Gas Production E-file Web page.

It is the responsibility of the reporting party to convert the production data to a Comma Separated Values (CSV) format file (see the attached production file layout sheet for data types and layout). The reporting party will cover any costs they may incur for the software and training needed to provide the production data in the prescribed format. MPSC and OGS may be able to provide assistance in setting up the initial electronic data file. Contact Patricia Poli for assistance. PRU numbers, an Operator ID and Antrim Field ID numbers will be provided to participants.

Each participant is required to file paper copies of the EQP 7101 (Monthly Production Report) along with electronic submissions for three months following the start of the company's electronic submission of the data. In some cases unanticipated problems may require additional months of paper production forms to be filed. Following three months of successful submission of the data electronically the paper submission can be discontinued.

A User Identification and Password will be assigned to each participating organization. It is the responsibility of the participants to assure that the User Identification and Password are held confidential and only used by those individuals authorized to submit the electronic filings on behalf of the firm or organization they represent. The User Identification and Password will be used for no other purpose than the filing of production data as prescribed by the MPSC or OGS or for any purposes that might otherwise affect or disrupt the Michigan Oil & Gas Well Production E-file or computer system on which it is operated. Should the individual signing the following certification no longer have the responsibility for the submission of this report, the company is expected to submit a new signed certification as provided for on this form signed by the individual that has assumed responsibility for the forms submission.

## Michigan Oil & Gas Well Production E-file Assurances

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### Certification:

"I state that I am authorized by said owner to submit the Monthly Production Report to MPSC and OGS as required by Part 615 of 1994 PA 451 and MPSC Rule R 460.866. The reports that will be submitted over the next 12-month period will be prepared under my supervision and direction and this certification is subject to renewal 12 months following its submission. The facts as contained in the data files to be submitted using the assigned User Identification and Password are true, accurate and complete to the best of my knowledge. I further understand that the User Identification and Password to be assigned by the MPSC will serve as my electronic signature and that I am required to assure that it is used exclusively for the purpose of the submission of this data, which I hereby certify by my signature below. If individuals other than myself will be reporting data using my User Identification and Password, I will also complete and return page 3 of this Letter of Assurance".

---

Signature

Date

***The following information is required to set up your User Identification and Password:***

---

Full Name

(Please Print)

---

Title

---

Organization Name

---

Mailing Address

---

Your E-mail Address

Your Phone No.

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On Behalf of (Client)

**Contact Patricia Poli by phone @ (517) 241-6141 or  
pmpoli@michigan.gov via email if further information is needed.**

## **Michigan Oil & Gas Well Production E-file Assurances**

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"I certify that I am an employee of the company(s) listed below and that I have authorized the following individual(s) to report electronic production to OGS and MPSC on behalf of the company(s)."

**Individuals Authorized to Report Production:**

<u>Name</u>	<u>Phone No.</u>	<u>Email Address</u>
-------------	------------------	----------------------

1.

2.

3.

<u>Authorizing Signature &amp; Title</u>	<u>Date</u>
--	-------------

Company Name(s)

## ***Michigan Oil & Gas Well Production E-file Assurances***

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*Please return the entire Letter of Assurance document to:*

Patricia Poli  
6545 MERCANTILE WAY  
P.O. BOX 30221  
LANSING, MICHIGAN 48909

## IV. CSV File Preparation Information

### A. Production File Layout - Michigan Oil & Gas Well Production E-file

<i>Column Heading</i>	<i>Data Type</i>	<i>Description</i>
(Column headings must be included in the first row of the data file.)		
Correction	Text	C if correcting a prior period, null if current month, D for deletion
OperatorID	Numeric	Operator ID (obtain from MPSC)
ProdDate	Date	MM/01/YYYY (Example: 03/01/2000)
FieldID	Numeric	Field ID (obtain from MPSC)
FieldName	Text	Name of field/project (gas wells only)
CO2	Numeric	Percent carbon dioxide (Example: 4.35)
LACTmeter	Text	Oil gatherer account or transporter account or meter number
MeterStation	Text	Gas gatherer account or transporter account or meter ID
GSDPermitNo	Numeric	GSD permit number (if single well lease)
PRU	Numeric	DEQ production source ID (obtain from GSD)
MPSCNo	Numeric	MPSC number (gas wells only)
LeaseWellNameNo	Text	Name and number of well (if single well lease) or Name of lease (if multiple well lease)
Oil	Numeric	Oil produced (Barrels)
Condensate	Numeric	Condensate produced (Barrels)
NGL	Numeric	Natural gas liquids produced (Barrels)
OilPLruns	Numeric	Oil Sales (Barrels)
CondSales	Numeric	Condensate sales (Barrels)
NGLSales	Numeric	NGL Sales (Barrels)
EOMOil	Numeric	EOM Oil storage (Barrels)
EOMCond	Numeric	EOM Condensate storage (Barrels)
EOMNGL	Numeric	EOM NGL storage (Barrels)
GasDVOL	Numeric	Delivered gas volume (@ 14.73 psia at 60 deg F)
Status	Text	Y if well/lease produced in month N if well/lease did not produce in month TA for well/lease granted TA status by GSD SI for shut-in by operator O for other - specify in Remarks
Water	Numeric	Water produced (Barrels)
EvapAdj	Numeric	Evaporation Adjustment (Barrels)
EvapProd	Text	Product type for evaporation (oil, cond, ngl)
LeaseTferAdj	Numeric	Lease to Lease transfer (Barrels)
TferProd	Text	Product type for transfer (oil, cond, ngl)
NewLeaseTfer	Text	New Lease Name and PRU number
WaterDrawnAdj	Numeric	Water Drawn Off (Barrels)
BSWDrawnAdj	Numeric	BSW or Tank Bottoms Drawn Off (Barrels)
OtherAdj	Numeric	(Barrels) or (Mcf)
OtherAdjReason	Text	Product type and Reason for Other Adjustment
Remarks	Text	Other info for MPSC and/or OGS

Note: Do not use commas in numbers or names.

(Examples The number "one thousand" should be "1000" and not "1,000"

The well name, "Anderson, Lisa#1" should be "Anderson Lisa #1")

## B. EQP 7101 Document (Monthly Production Report)



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – OFFICE OF GEOLOGICAL SURVEY

**MPSC**

### MONTHLY PRODUCTION REPORT

By authority of Part 615 of Act 451 PA 1994, as amended and MPSC Rule R 460.866. Non-submission and/or falsification of this information may result in suspension of operations. File this report with the Office of Geological Survey (OGS) and MPSC within 45 days after the end of the month of production. If wells have received approval for annual reporting, use form EQP 7101A. Identify all wells whether produced or not. If you need Production Reporting Unit (PRU) information, contact the Petroleum Geology and Production Unit of the OGS, 517-241-1509.

Name and address of permittee  <b>2</b>					Month and year  <b>1 &amp; 3</b>						
					Name and phone number of person preparing report  <b>Not Required</b>						
For gas wells: Field name or Antrim project name  <b>4 &amp; 5</b>		For gas wells: Producing formation  <b>Not Required</b>		For Antrim projects: →		Percent Carbon Dioxide:  <b>6</b>	Total gas sales (Mcf @ 14.73 psia w/o CO <sub>2</sub> ):  <b>7</b>		Total Water (Bbls):  <b>8</b>		
Oil account number	Gas account number	MPSC permit number	OGS permit number	OGS PRU number	Well name and number.	For multiple well PRUs, total PRU production on a separate line					Produced during month
						Actual amount of oil produced - Bbls	Net oil sales - Bbls	Storage at end of month - Bbls	Total gas sales - Mcf @ 14.73 psia	Water production - Bbls	
Assigned by oil gatherer.	Assigned by gas gatherer.	Michigan Public Service Commission permit number.	State of Michigan drilling permit number.	OGS Production Reporting Unit number.	Same as on drilling permit. List each well in a Production Reporting Unit (PRU) separately. Use separate line indicating product type (oil, condensate, NGLs) For Antrim wells: number each well (1,2,3,... etc), file a separate report for each Antrim project, and total project volumes of gas and water in above right.	The net liquid hydrocarbons produced during the month from PRU.	Net liquid hydrocarbons trucked or piped from the PRU.	Liquid hydrocarbon stock on hand at the end of the reported month.	Total volume of gas sold from PRU. Report Antrim volumes without CO <sub>2</sub> .	Total volume of water produced from the PRU.	Yes (Y) or No (N).
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15, 16, 17</b>	<b>18, 19, 20</b>	<b>21, 22, 23</b>	<b>7</b>	<b>8</b>	<b>24</b>
CERTIFICATION "I state that I am authorized by said owner. This report was prepared under my supervision and direction. The facts stated herein are true, accurate and complete to the best of my knowledge."											
Name and title (print or type)					Signature					Date	
Submit to The Office of Geological Survey and and the Michigan Public Service Commission.				OFFICE OF GEOLOGICAL SURVEY MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY PO BOX 30256 LANSING MI 48909-7756				DEPARTMENT OF LABOR & ECONOMIC GROWTH MICHIGAN PUBLIC SERVICE COMMISSION ENGINEERING SECTION PO BOX 30221 LANSING MICHIGAN 48909			

Permittee name <b>2</b>					Antrim project name <b>4 &amp; 5</b>				Month and year of production <b>1 &amp; 3</b>		
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Oil account number	Gas account number	MPSC permit number	OGS permit number	OGS PRU number	Well name and number.	For multiple well PRUs, total PRU production on a separate line					Produced during month	
						Actual amount of oil produced - Bbls	Net oil sales - Bbls	Storage at end of month - Bbls	Total gas sales - Mcf @ 14.73 psia	Water production - Bbls		

Remarks (identify adjustments to storage volumes and reason or other operational changes):

Antrim Project Totals

<b>25 through 34</b>

## C. Data Field Descriptions

The column heading numbers below correspond to the numbers on the EQP 7101 form included in the previous section only. **(They are not intended to correspond to the order of the Efile layout noted on page 10.)**

<u>EQP -7101Col. Heading</u>	<u>Data Description</u>
1 Correction	"C" if the data is revising a prior period, "D" if deletion or Null for current month data
2 OperatorID	Company OperatorID will be provided by the MPSC when you receive your username & password
3 ProdDate	Production month and year
4 FieldID	Antrim gas wells only. Your company's Antrim FieldID's will be provided by the MPSC when you receive your user ID and password. FieldID = -1 or -2 or -3 will be used for flagging records.
5 FieldName	Gas wells only. Use project name for Antrim projects.
6 CO2	Carbon dioxide percentage for Antrim projects only.
7 GasDVOL	Delivered gas volume for lease, individually metered well or Antrim project
8 Water	Water produced for lease, individually metered well or Antrim project
9 LACTMeter	Oil gatherer account number, transporter account number or meter station number
10 MeterStation	Gas gatherer account number, transporter account number or meter station ID
11 MPSCNo	Gas wells only. Michigan Public Service Commission permit number. Contact Pat Poli @ (517) 241- 6141
12 GSDPermitNo	State of Michigan drilling permit or deepening number.
13 PRU	Office of Geological Survey Production Unit Number. Contact OGS @ (517) 241-1515 for PRU numbers.
14 LeaseWellNameNo	Name and number of well or name of lease.
15 Oil	Oil produced
16 Condensate	Condensate produced
17 NGL	Natural Gas Liquids produced
18 OilPLRuns	Oil sales Condensate sales
19 CondSales	Condensate sales
20 NGLSales	NGL sales
21 EOMOil	End of month oil storage
22 EOMCond	End of month condensate storage
23 EOMNGL	End of month NGL storage
24 Status	Y if well produced during month N if well/lease did not produce during the month TA for well/lease granted TA status by OGS SI for shut-in by operator O for other- specify in remarks
25 EvapAdj	Evaporation Adjustment
26 EvapProd	Product type for evaporation
27 LeaseTferAdj	Lease to lease transfer
28 TferProd	Product type for transfer
29 NewLeaseTfer	New lease name and PRU number
30 WaterDrawnAdj	Water drawn off
31 BSWDrawnAdj	BSW or tank bottoms drawn off
32 OtherAdj	Other adjustment
33 OtherAdjReason	Product type and reason for other adjustments
34 Remarks	Other information for MPSC and Office of Geological Survey

## **D. Data Reporting Requirements for Each Production Type**

### **Michigan Oil & Gas Well E-File Reporting Requirements – Revised September 2005**

Oil and gas production data (including corrections for previous months) will be reported in a single file using an identical file layout for oil and gas wells. Data submitted in this e-file is designed to meet the EQP 7101 reporting requirements of both the Office of Geological Survey and MPSC. The OGS requires oil, gas, water, and brine production on all oil and gas wells. The MPSC only requires gas production on all oil and gas wells. The two agencies have unique ways of recording production; the OGS uses Production Reporting Units (PRU's) and the MPSC uses either the MPSC issued well connection permit number for recording gas production from gas wells, or the Drilling Permit Number issued by the OGS, to record gas production from oil wells. To further complicate the process, the MPSC has 4 different production databases depending upon the formation that is producing the gas. These databases were designed over the course of 5 years and vary in level of detail but each is unique in the specific information required. The EQP-7101 form was a joint effort from the MPSC and OGS to simplify and streamline reporting information required on 5 different production reporting forms and consolidate that into one form used by both agencies. E-filing the production data on the EQP-7101 form further stream-lines the production reporting process for the Reporter and the OGS and MPSC agencies.

E-file production reporting has been divided into 2 main categories: Antrim and Non-Antrim Records. Within each, there are several sub-categories. A brief description of each category and sub-category is included below. Refer to the chart on the next page to determine which data fields must be completed (as indicated by an x) for each category.

#### **Production Category Descriptions**

**ANTRIM RECORDS:** The Antrim formation is a gas formation and so will only contain gas production records.

##### **1. Antrim PRU Record (FieldID = -1).**

Used only by OGS and identified by setting FieldID = -1. There is one record for each Antrim PRU. PRU numbers will be provided by the OGS and for reference, they will appear on the Standard Well Connection Permit form issued by the MPSC. The PRU's may be for individual or multi-well units, depending upon whether the wells in the Antrim unit are metered individually.

##### **2. Antrim FieldID Record.**

Used only by the MPSC. One record for each Antrim field. FieldID's will be provided by the MPSC, and for reference, they will appear on the Standard Well Connection Permits issued by the MPSC. (PRU numbers not required.)

### **3. Antrim Metered-Well Record**

Used only by the MPSC. One record for each individually metered Antrim well if the entire field is individually metered. This record will be used to provide production volumes for metered Antrim wells. If all wells in the field are not individually metered, report all of the wells using the Antrim Non-Metered Well Record format. (FieldID's provided by the MPSC. PRU records not required.)

### **4. Antrim Non-Metered Record**

Used only by the MPSC. One record for each non-metered Antrim well. Information provided in this record will let us know whether a well produced in an Antrim field where some or all of the wells are not individually metered. May also be referred to as an Antrim Status Record because these records contain a "Y" for Yes or "N" for No, to describe whether the well produced during the month. (FieldID's provided by the MPSC. PRU records not required.)

**NON ANTRIM RECORDS: May contain gas and/or oil well production records.**

### **5. Non-Antrim Single Oil/Gas Well**

Used by MPSC and OGS. FieldID's are left null or blank. One record for each non-Antrim oil or gas well that is reported on a single well basis. PRU's are assigned by the OGS.

### **6. Non-Antrim Multiple Oil/Gas Well Unit**

Used by MPSC and OGS. FieldID's are left blank. One record for non-Antrim oil and gas production that is reported on a unit basis. PRU's are assigned by the OGS.

### **7. Non-Antrim Well Status Record (FieldID = -2)**

Used only by OGS and identified by setting FieldID = -2. One record for each individual well in an oil field that is reported on a unit basis (i.e. always present whenever you have Non-Antrim records described in #6 above.) Reported by Drilling Permit Number, contains the production status (Yes or No) for each well in the unit. (PRU numbers are left blank.)

### **8. Non-Antrim Misc Record (FieldID = -3)**

Used by OGS and MPSC as a flag for identifying single gas/oil records that will need to be manually entered. These records are reported similar to Non-Antrim #5 above, with the addition of the FieldID of -3 added. The FieldID of -3 designation is made at the request of either OGS or MPSC and is rarely used except in special circumstances likely resulting from well production being reported by multiple reporters.

### **Antrim Examples:**

#### **1. Antrim Field with 10 non-metered Antrim wells and 1 metered Antrim well**

The production file would include the following records:

1 Antrim PRU Record for each PRU within the field

1 Antrim FieldID Record

11 Antrim Non-Metered Well Records

Report both Antrim PRU and Antrim FieldID Records even if the PRU production is the same as the FieldID production.

#### **2. Antrim Field with 10 metered wells**

The production file would include the following records:

1 Antrim PRU Record for each PRU within the field

1 Antrim FieldID Record

10 Antrim Metered Well Records

For ease of viewing the data in the production file, it is preferred that the Antrim FieldID Record and the corresponding Antrim Well Records for the Antrim field are kept together in the file.

### **Non-Antrim Examples:**

#### **1. An operator has the following non-Antrim production to report: (A) Non-Antrim unitized oil unit with 2 wells; (B) non-Antrim gas well individually metered; and (C) non-Antrim oil well requested by OSG to have FieldID = -3 due to duplicate reporting issues.**

The production file would include the following records:

(A) 1 non-Antrim Unit record for the unitized production from the oil unit

(A) 2 non-Antrim well status records, for the Y/N status information on the wells in the oil unit. (Will have FieldID = -2 as a flag.)

(B) 1 non-Antrim well record for the production from the gas well

(C) 1 non-Antrim Misc record with FieldID = -3

### **Antrim Corrections:**

When reporting Antrim corrections, report the corrected records only. It is not necessary to report all of the well records if only one well record had a revision. Be sure to include a new Antrim FieldID Record and Antrim PRU Record if the production data has changed due to a well record revision.

**NOTE - Efiled corrections must be for a prior month than the non-corrections. (The e-file can not handle receiving May 05 production and May 05 corrections in one e-file.)**

**Remarks Data Field:**

Please use the remarks data field to let OGS and MPSC know of reporter changes. If your company is going to stop reporting production for a well or group of wells because another company is going to take over the reporting, include some text in the remarks field to let us know the last month you will be reporting and the name of the new reporting company. Any other information that would be helpful to us should be noted in the remarks field.

E-file Reporting Requirements								
Antrim Records					Non-Antrim Records			
Data Field	PRU Record	FieldID Record	Metered Well Record	Non-Metered Well Record	Single Oil/Gas Well	Multiple Oil/Gas Well Unit	Well Status Record	FieldID -3 Misc Record
1 Correction	Null, C or D	Null or C	Null or C	Null or C	Null, C or D	Null, C or D	Null, C or D	Null, C or D
2 OperatorID	x	x	x	x	x	x	x	x
3 ProdDate	x	x	x	x	x	x	x	x
4 FieldID	-1	x	x	x	Null	Null	-2	-3
5 FieldName	Null	Project/Field Name	Project/Field Name	Project/Field Name	Field Name	Field Name - if applicable	Field Name	Field Name
6 CO2	Null	x	Null	Null	Null	Null	Null	Null
7 LACTMeter	Null	Null	Null	Null	x	x	Null	x
8 MeterStation	x - if applicable	x	x - if applicable	Null	x	x	Null	x
9 GSDPermitNo	x - if single well	Null	x	x	x	Null	x	x
10 PRU	x	Null	Null	Null	x	x	Null	x
11 MPSCNo	Null	Null	x	x	Gas well only	Null	Null	Gas well only
12 LeaseWellNameNo	OGS Unit Name	Null	Well Name and Number	Well Name and Number	OGS unit name	OGS Lease name	OGS Unit Name	OGS Unit Name
13 Oil	x	Null	Null	Null	x	x	Null	x
14 Condensate	x	Null	Null	Null	x Gas well only	x	Null	x Gas well only
15 NGL	x	Null	Null	Null	x	x	Null	x
16 OilPLRuns	x	Null	Null	Null	x	x	Null	x
17 CondSales	x	Null	Null	Null	x Gas well only	x	Null	x Gas well only
18 NGLSales	x	Null	Null	Null	x	x	Null	x
19 EOMOil	x	Null	Null	Null	x	x	Null	x
20 EOMCond	x	Null	Null	Null	x Gas well only	x	Null	x Gas well only
21 EOMNGL	x	Null	Null	Null	x	x	Null	x
22 GasDVol	x	x	x	Null	x	x	Null	x
23 Status	Null	Null	x	x	x	Null	x	x
24 Water	x	x	x	Null	x	x	Null	x
25 EvapADJ	x	Null	Null	Null	x	x	Null	x
26 EvapProd	x	Null	Null	Null	x	x	Null	x
27 LeaseTferAdj	x	Null	Null	Null	x	x	Null	x
28 TferProd	x	Null	Null	Null	x	x	Null	x
29 NewLeaseTfer	x	Null	Null	Null	x	x	Null	x
30 WaterDrawnAdj	x	Null	Null	Null	x	x	Null	x
31 BSWDrawnAdj	x	Null	Null	Null	x	x	Null	x
32 OtherAdj	x	Null	Null	Null	x	x	Null	x
33 OtherAdjReason	x	Null	Null	Null	x	x	Null	x
34 Remarks	x	x	x	x	x	x	Null	x

## E. CSV File Example

Correction,OperatorID,ProdDate,FieldID,FieldName,CO2,LACTmeter,MeterStation,GSDPermitNo,PRU,MPSCNo,LeaseWellNameNo,Oil,Condensate,NGL,OilPLruns,CondSales,NGLSales,EOMOil,EOMCond,EOMNGL,GasDVol,Status,Water,EvapAdj,EvapProd,leaseTferAdj,TferProd,NewLeaseTfer,WaterDrawnAdj,BSWDrawnAdj,OtherAdj,OtherAdjReason,Remarks

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,1942,08/01/2000,698,CHARLTON 7,,,87659,45947,15368,5897,STATE CHARLTON 9-7,,,,,,,,,Y,,,,,,,,,
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,1942,08/01/2000,571,FRASER SECTION 7,,,89000,40516,8602,4116,LA HAR 1-
7,0,980,0,0,0,0,0,0,0,38328,y,1509,0,0,0,0,0,0,0,0,,
,1942,08/01/2000,281,BANCROFT TRUST, ,44754,,44777,17946, ,BANCROFT TRUST 11-
1,287,0,0,0,0,0,528,0,0,7335,y,15,0,0,0,0,0,0,0,0, ,ABC Gas Co. will take over reporting starting 9/00
c,1942,03/01/2000,281,BANCROFT TRUST, ,44754,,44777,17946, ,BANCROFT TRUST 11-
1,150,0,0,0,0,0,378,0,0,6115,y,1,0,0,0,0,0,0,0,0, ,
```

### Notes:

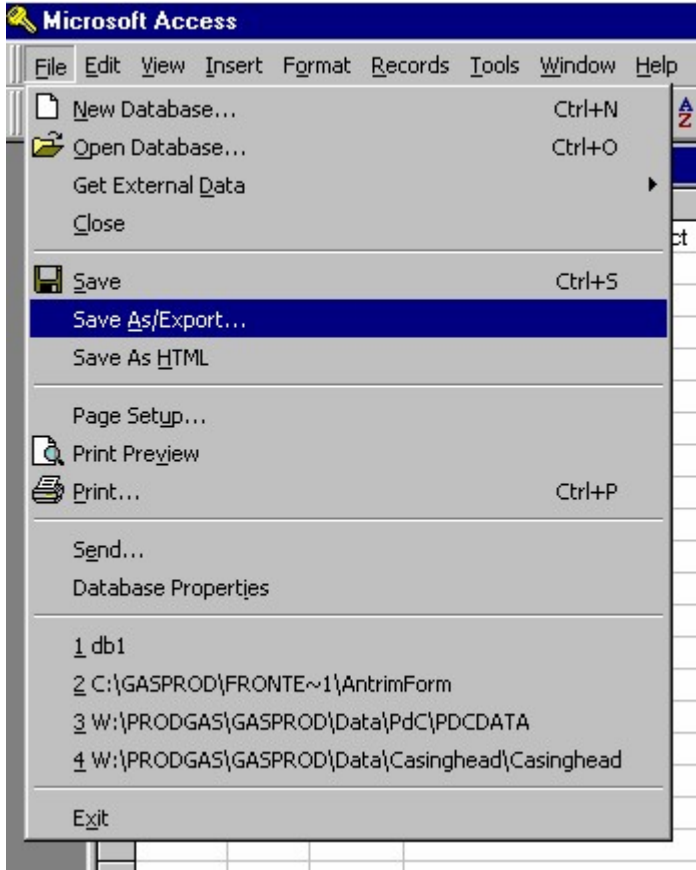
- Some records in the above example are too long to fit on one line causing the data in that row to continue on the next line.
- Do not use commas in numbers or names. (The number one thousand, should be “1000” and the well name “Anderson, Lisa #1” should be “Anderson Lisa #1”.)
- Some CSV files contain extraneous ‘commas’ after the last row of data. These extra commas can be viewed in Notepad, after changing the ‘.CSV’ file extension and changing it to a ‘.txt’ extension. Extra rows of commas, are interpreted by the efile program to be blank rows and are returned as ReporterID errors. The file is not up-loadable. Please change the CSV file to a txt file before sending, and delete the extra commas if observed. Once the extra rows of commas are deleted, change the file extension back to a .CSV file and proceed to upload file.

## V. Saving a File in Comma Separated Values (CSV) Format

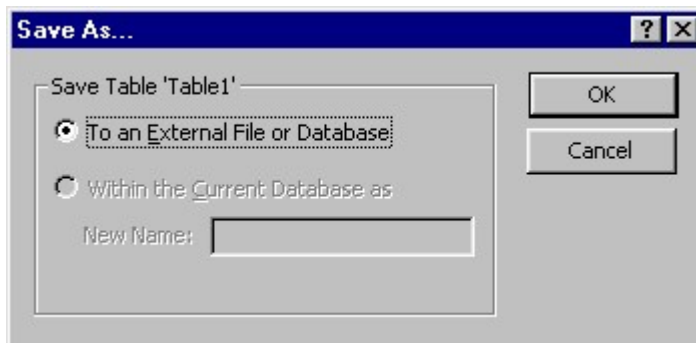
### A. Creating A Comma Separated Values (CSV) File in Access

The following are basic instructions on how to save an Access table in a CSV format. Most other database programs, such as FoxPro and Corel should work in the same way.

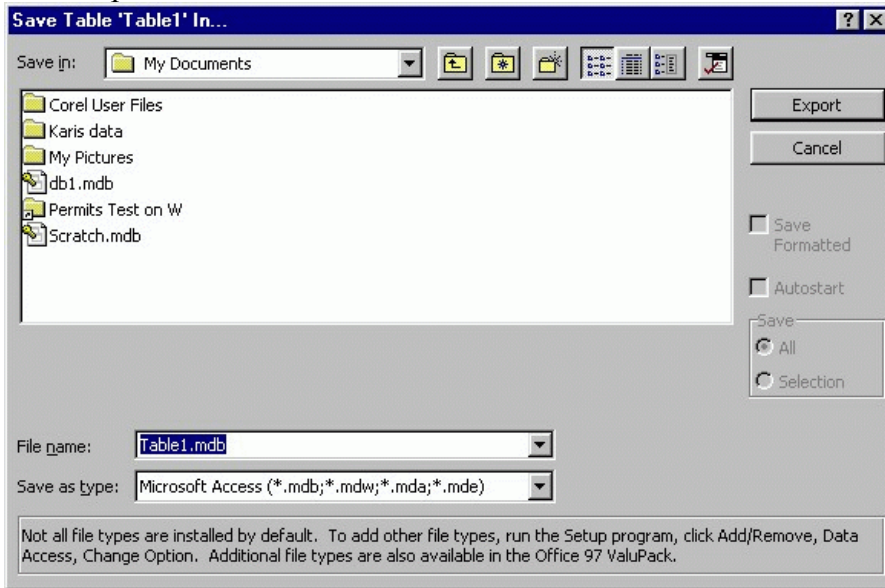
1. After the Access table is created select Save As/Export...



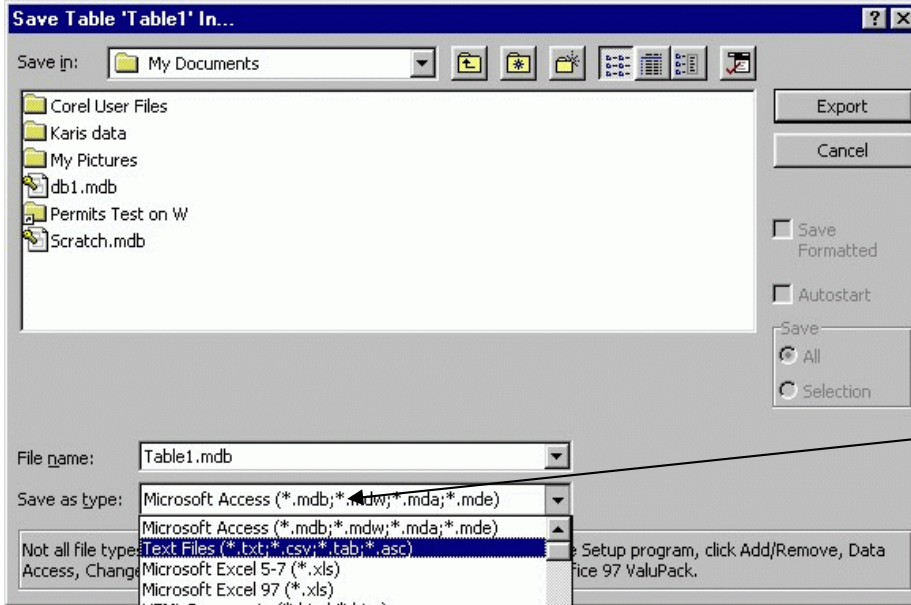
2. Select save table **To an External File or Database** and click on the **OK** button.



3. Next type in the name of the file to be saved, for example april00.csv. This stands for April 2000 Report.

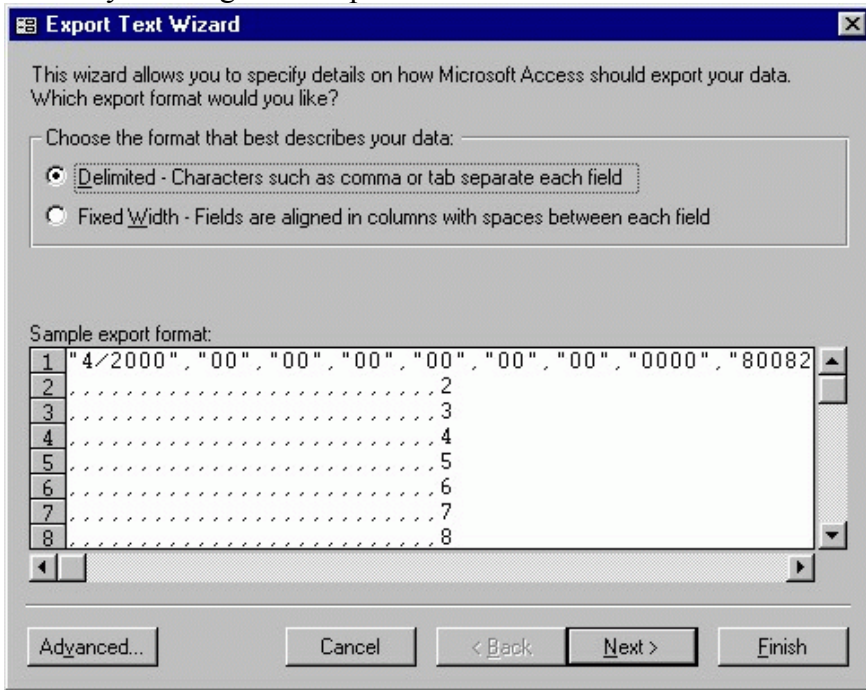


4. Next choose the **Save as type**. On the drop down menu there will be various ways to save this file. One option is as a Text File. Next to the choice Text File there will be several file extensions. After selecting this, go back to the file name and type .CSV after the file name. Make sure you pick a folder that is relatively convenient for you to access and that you will remember where the file is located. After completing this click on Export.

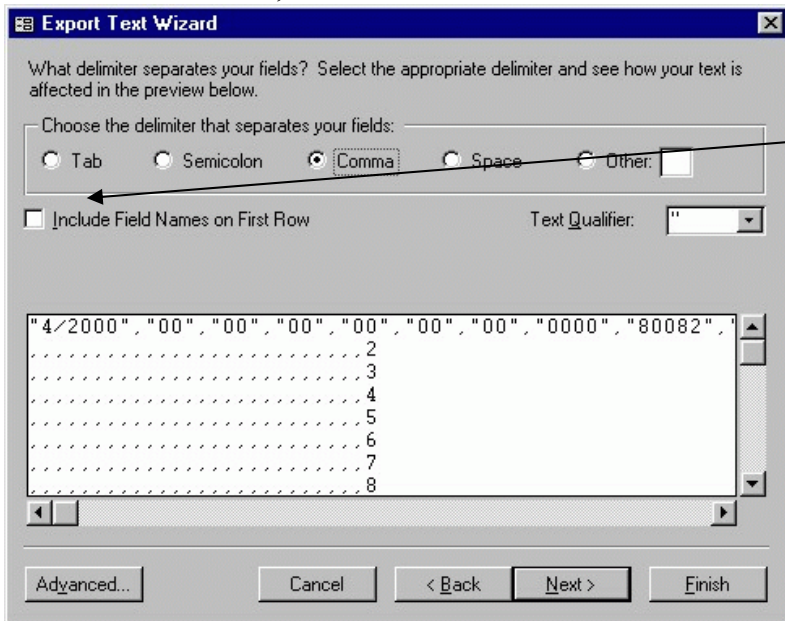


Change file extension from .mdb to .CSV

5. Next you will get the Export Text Wizard. Choose **Delimited** and then click **Next**.

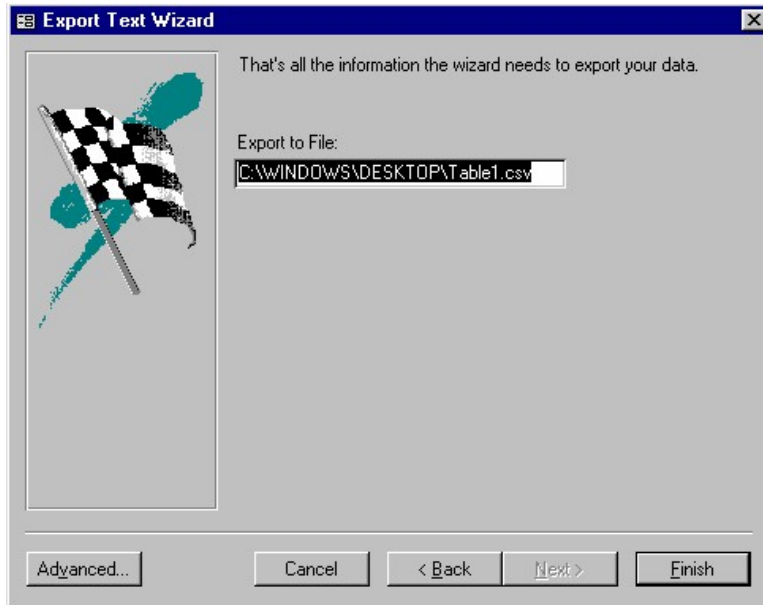


6. At the next screen, choose **Comma** and **Include Field Names on First Row**.



Make sure this box is clicked. Your file must have all of the column headings as listed on the Production File Data Field Descriptions sheet (Section B) to upload successfully.

7. The Export Text Wizard presents you with the window below. Make sure the file is correctly saved with a .CSV extension. Remember where you have saved the file. Click on **Finish**.

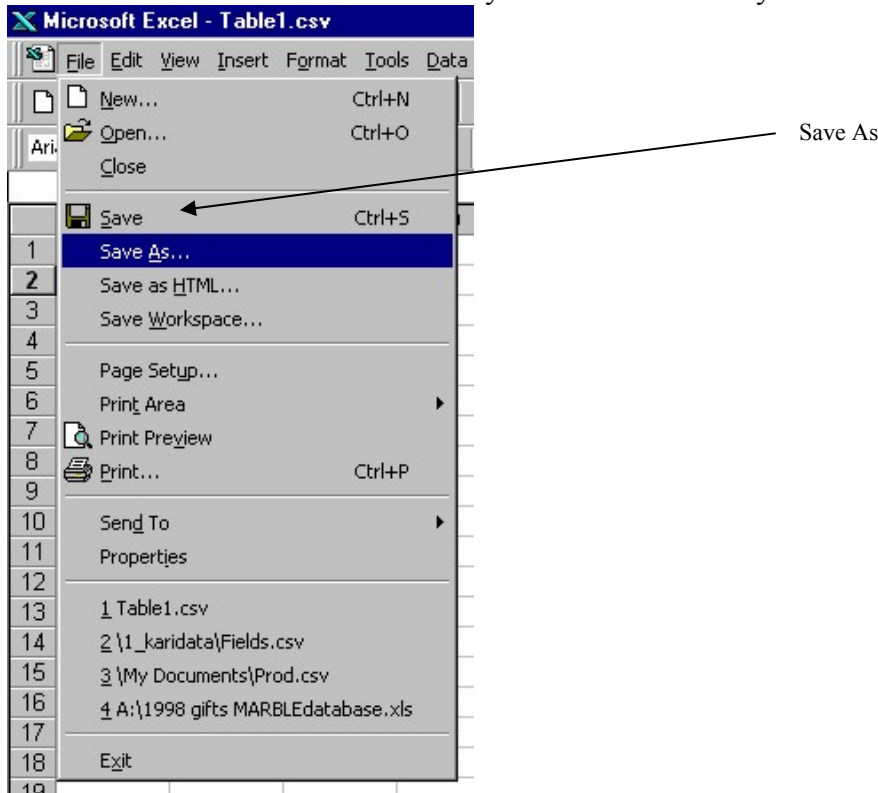


8. Finally you are finished. At this time you will get a message saying that the table has been exported.

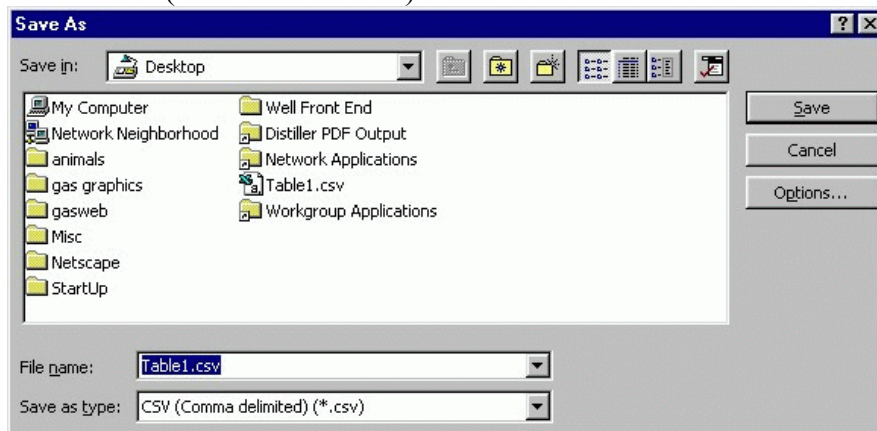


## B. Creating a Comma Separated Values (CSV) File in Excel

1. After the Excel file is created and you have saved it on your hard drive, select **Save As...**



2. Next choose where the file is going to be saved and then type in the file name. After typing the file name type **.CSV** . Then go to the **Save as type** drop down menu. Choose the CSV(Comma delimited) format. Click on **Save**.



1. You have now saved the file and it can be submitted to the E-file system.

**Note:** The process to create a CSV file in Lotus is very similar to Excel.

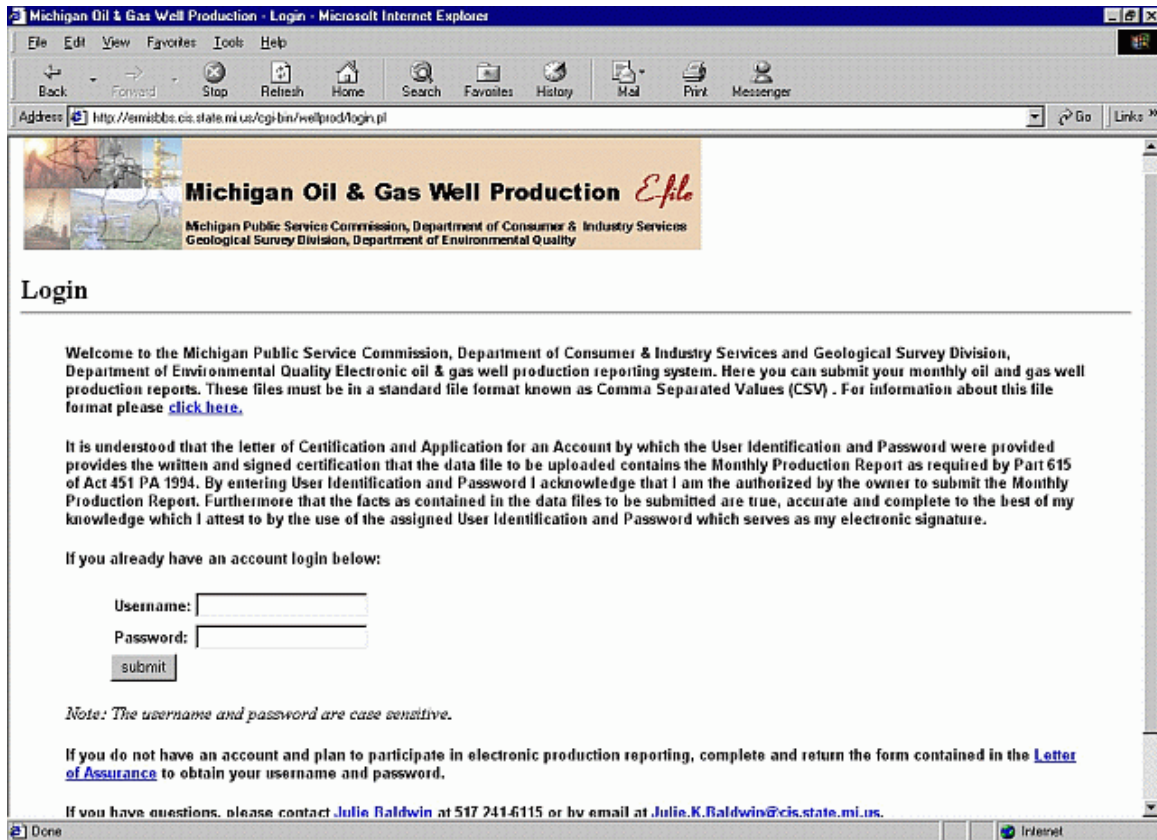
## VI. The E-file System

To electronically file monthly production reports via the World Wide Web, the user must have:

- Connection to the Internet through a pre-established account.
- The user must also have either a Netscape browser version 3.0 or higher, or Internet Explorer browser version 4.0 or higher.
- A username and password for each individual that will be filing the reports.
- Software to prepare a CSV file. (this software is any database or spreadsheet program that allows you to save the file with a .CSV file extension)

### A. Logging In

1. Log on to the Internet via your pre-established connection.
2. Go to <https://efile.mpsc.cis.state.mi.us/cgi-bin/wellprod/login.pl>. We suggest that you bookmark this page for quick reference. There are no direct links to this page on the Internet.
3. At the login screen type in the username and password. Note that these are case sensitive and must be entered exactly as assigned.
4. Click on the **Submit** button.



The screenshot shows a Microsoft Internet Explorer browser window displaying the login page for the Michigan Oil & Gas Well Production E-file system. The browser's address bar shows the URL: <http://emibbbs.cis.state.mi.us/cgi-bin/wellprod/login.pl>. The page header includes the title "Michigan Oil & Gas Well Production Efile" and the Michigan Public Service Commission logo. The main content area is titled "Login" and contains the following text:

Welcome to the Michigan Public Service Commission, Department of Consumer & Industry Services and Geological Survey Division, Department of Environmental Quality Electronic oil & gas well production reporting system. Here you can submit your monthly oil and gas well production reports. These files must be in a standard file format known as Comma Separated Values (CSV). For information about this file format please [click here](#).

It is understood that the letter of Certification and Application for an Account by which the User Identification and Password were provided provides the written and signed certification that the data file to be uploaded contains the Monthly Production Report as required by Part 615 of Act 451 PA 1994. By entering User Identification and Password I acknowledge that I am the authorized by the owner to submit the Monthly Production Report. Furthermore that the facts as contained in the data files to be submitted are true, accurate and complete to the best of my knowledge which I attest to by the use of the assigned User Identification and Password which serves as my electronic signature.

If you already have an account login below:

Username:   
Password:

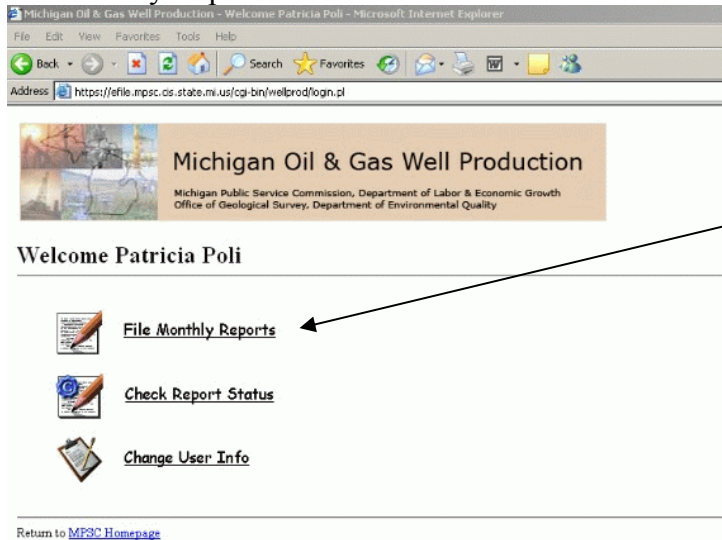
*Note: The username and password are case sensitive.*

If you do not have an account and plan to participate in electronic production reporting, complete and return the form contained in the [Letter of Assurance](#) to obtain your username and password.

If you have questions, please contact [Julie Baldwin](#) at 517 241-6115 or by email at [Julie.K.Baldwin@cis.state.mi.us](mailto:Julie.K.Baldwin@cis.state.mi.us).

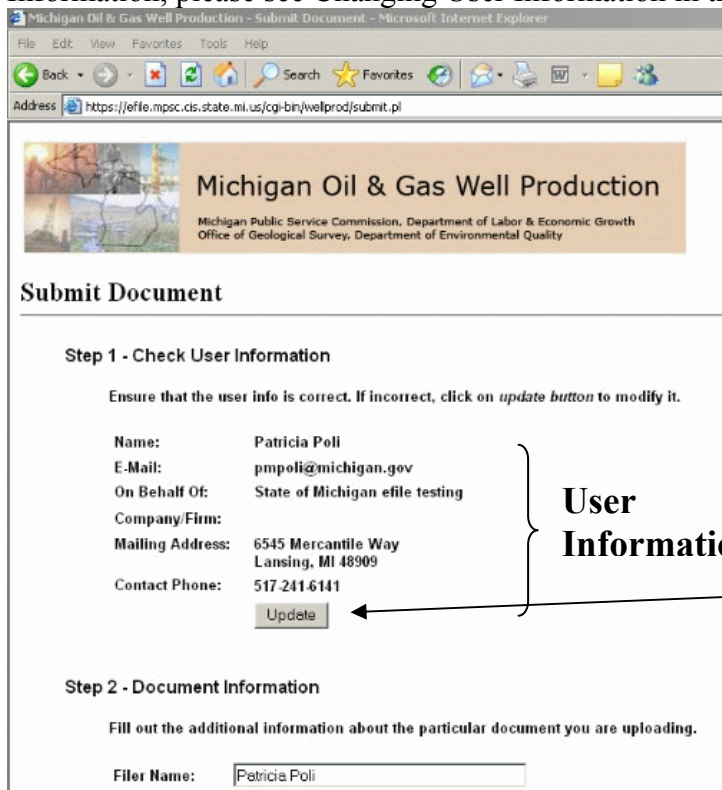
## B. Filing A Monthly Report

1. After logging in, you are greeted with a Welcome Menu. At this menu click on File Monthly Reports.



Click here to submit a report

2. After clicking on **File Monthly Reports** you will view a screen with your user information. Please make sure this information is correct. This is **Step 1**. If it is not, click on the Update button and change the information. (For more information regarding User Information, please see Changing User Information in this User Manual).



Check to make sure information is current and correct

User Information

If information is incorrect click here!

3. If the user information is correct, scroll down to **Step 2**. Make sure the name entered into the **Filer Name** box is correct. This should be the name of the actual person submitting the report. Next enter the **Description** of the file you are uploading. Then click the **Continue** Button.

Office of Geological Survey, Department of Environmental Quality

## Submit Document

### Step 1 - Check User Information

Ensure that the user info is correct. If incorrect, click on *update button* to modify it.

**Name:** Patricia Poli  
**E-Mail:** pmpoli@michigan.gov  
**On Behalf Of:** State of Michigan efile testing  
**Company/Firm:**  
**Mailing Address:** 6545 Mercantile Way  
Lansing, MI 48909  
**Contact Phone:** 517-241-6141

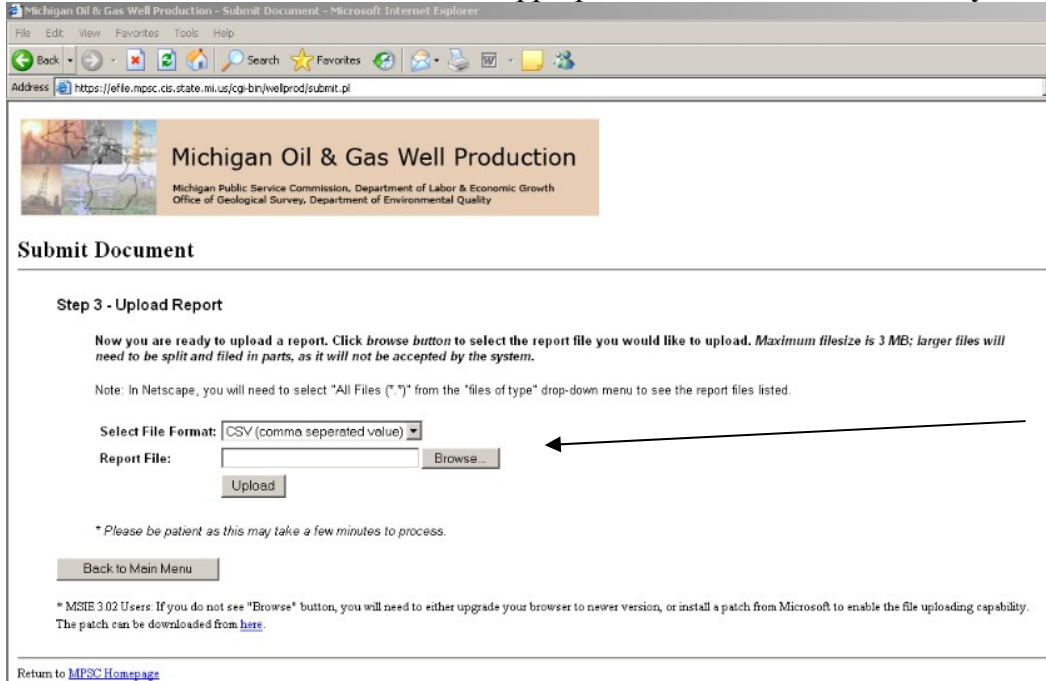
### Step 2 - Document Information

Fill out the additional information about the particular document you are uploading.

**Filer Name:**   
**Document Type:** Monthly Production Report  
**Description:**

Document Information

4. You have arrived at **Step 3** and are now ready to upload your file. Click on the Browse button to select the CSV file from the appropriate drive. **Note: Submit only CSV files.**



Michigan Oil & Gas Well Production - Submit Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ofle.mpsc.cis.state.mi.us/cgi-bin/welprod/submit.pl>

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**Michigan Oil & Gas Well Production**  
Michigan Public Service Commission, Department of Labor & Economic Growth  
Office of Geological Survey, Department of Environmental Quality

---

**Submit Document**

---

**Step 3 - Upload Report**

Now you are ready to upload a report. Click **browse button** to select the report file you would like to upload. *Maximum filesize is 3 MB; larger files will need to be split and filed in parts, as it will not be accepted by the system.*

Note: In Netscape, you will need to select "All Files (\*.\*)" from the "files of type" drop-down menu to see the report files listed.

Select File Format:

Report File:

*\* Please be patient as this may take a few minutes to process.*

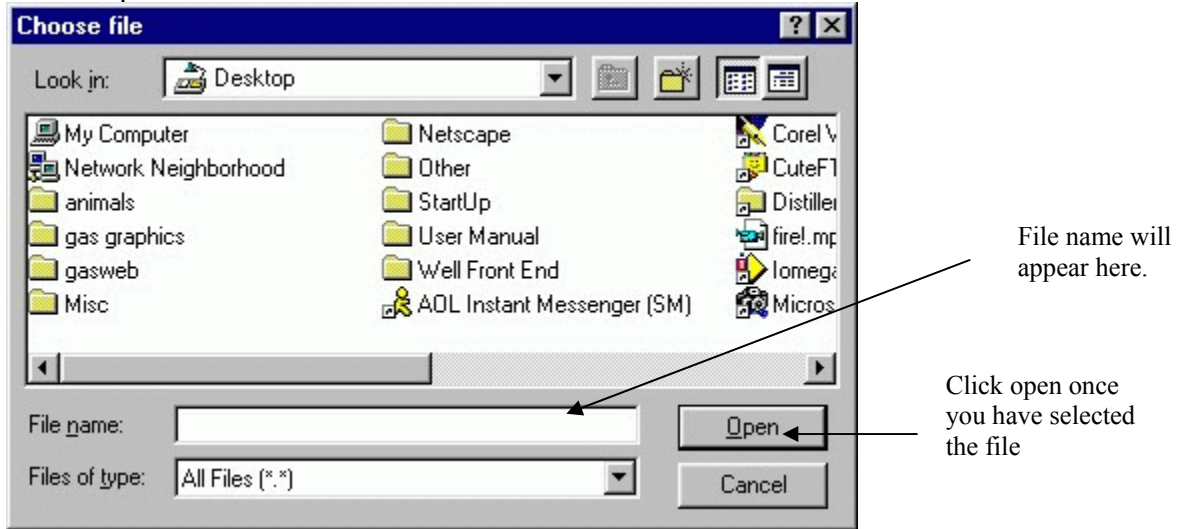
\* MSIE 3.02 Users: If you do not see "Browse" button, you will need to either upgrade your browser to newer version, or install a patch from Microsoft to enable the file uploading capability. The patch can be downloaded from [here](#).

---

Return to [MPSC Homepage](#)

Click here to browse to the file that you are uploading.

5. A pop up menu will appear. You will go to the CSV file you have already saved. (For help on saving a CSV file, see CSV file creation and CVS file Document layout.) Also, you may need to select **Files of Type: All Files (\*.\*)**. Click on the file name then click on open.



6. Your filename will appear in the **Report File Box**. Make sure this is the correct file.

## 7. Click the Upload button.

Michigan Oil & Gas Well Production - Submit Document - Microsoft Internet Explorer

Address: <http://emissions.cis.state.mi.us/ojg/bm/wellprod/submit.pl>

**Michigan Oil & Gas Well Production** *Efile*  
Michigan Public Service Commission, Department of Consumer & Industry Services  
Geological Survey Division, Department of Environmental Quality

### Submit Document

#### Step 3 - Upload Report

Now you are ready to upload a report. Click browse button to select the report file you would like to upload. Maximum filesize is 3 MB; larger files will need to be split and filed in parts, as it will not be accepted by the system.

Note: In Netscape, you will need to select "All Files (\*.\*)" from the "files of type" drop-down menu to see the report files listed.

Select File Format:

Report File:

\* Please be patient as this may take a few minutes to process.

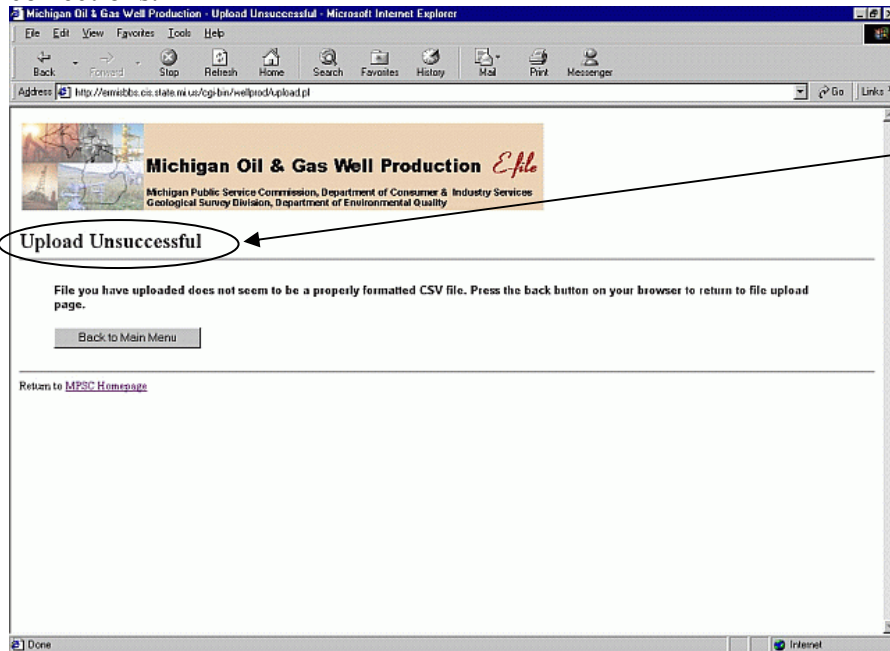
\* MSIE 3.02 Users: If you do not see "Browse" button, you will need to either upgrade your browser to newer version, or install a patch from Microsoft to enable the file uploading capability. The patch can be downloaded from [here](#).

Return to [MESC Homepage](#)

Done Internet

Upload Button

8. After uploading is completed, a status screen will appear indicating the status of the submission. As seen below, there was an error in uploading. The screen will inform the user to use the back button on the browser to go back and get the right file or make any necessary corrections.



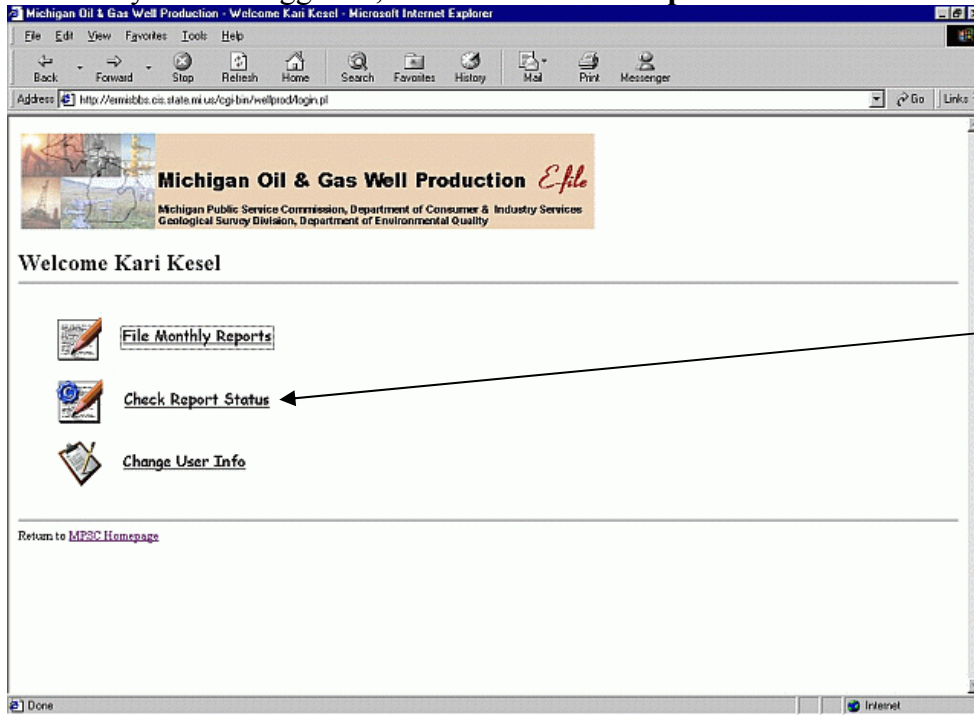
This will either say Submission Successful or Upload Unsuccessful.

9. After a successful file submission, the user will receive an on screen notification and an email confirming that the document has been uploaded. Also you may wish to print out the web page for your own records. This web page has a submission number on it and it may be referenced in further inquires.

10. If you are unable to connect with the Electronic Oil and Gas Production Reporting page through the Internet, refer to the “Alternative **Emergency** Electronic Filing Procedures”.

## C. Viewing Report Status (Not available at this time.)

1. Once you have logged in, choose the **Check Report Status** on the Welcome Menu.



Check Report Status

- The **Report Status** appears. Remember if there are other users from your company that have also submitted reports, you will not be able to view their status if they used a separate username. You can only view reports status for reports submitted using your username and password.

Michigan Oil & Gas Well Production - Document Status for kkesel - Microsoft Internet Explorer

Address: <http://efile.mpsc.dcs.state.mi.us/cgi-bin/wellprod/check.pl>

**Michigan Oil & Gas Well Production** *Efile*  
Michigan Public Service Commission, Department of Consumer & Industry Services  
Geological Survey Division, Department of Environmental Quality

### Document Status for kkesel

**Pending Reports**  
There are no pending reports on file.

**Received Reports**  
Only the last 100 received are kept on database.  
There are no received reports on file.

**Rejected Reports**  
Only last 100 rejections are kept on database.

Doc #	Submit Time	Type	Description	Disapproval Time	Reason for Disapproval	File Type
000018	3/16/2000 9:17 am	Production Report		3/17/2000 8:15 am	Email address/OperatorID mismatch &	csv

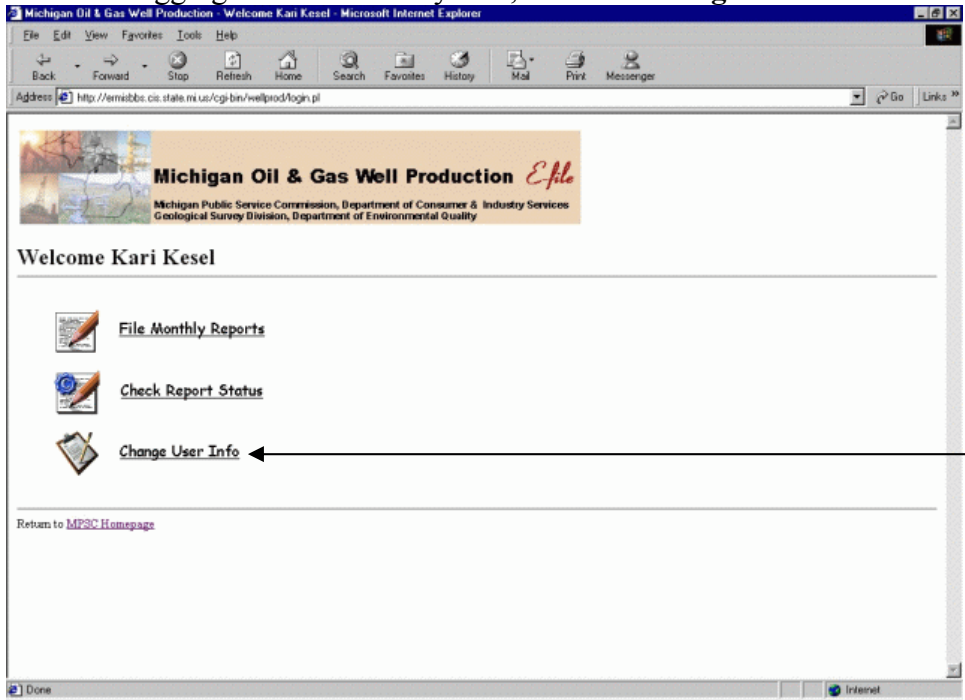
[Back to Main Menu](#)

[Return to MPSC Homepage](#)

Done Internet

## D. Changing User Information

1. After logging into the E-file system, click on **Change User Info**.



Change User  
Information

2. You will see your user information. You can change your password, full name, on behalf of, email, mailing address, and contact phone number. Also you may include more than one email address. A comma is required between each e-mail address. We suggest only using this function with two or three additional email addresses. Once you have made the various changes click the **Submit** button.

The screenshot shows a web browser window titled "Michigan Oil & Gas Well Production - Change User Information". The address bar shows the URL: <http://semitbbs.cis.state.mi.us/cgi-bin/wellprod/changeuser.pl>. The page header includes the Michigan Oil & Gas Well Production logo and the text: "Michigan Public Service Commission, Department of Consumer & Industry Services, Geological Survey Division, Department of Environmental Quality".

The main heading is "Change User Information". Below it is a form with the following fields:

- Username: kkesel
- Password: [masked]
- Confirm Password: [masked]
- Full Name: Keri Kesel
- E-Mail: keri@kesel@cis.state.mi.us
- On Behalf Of: Gas Division
- Company/Firm: [empty]
- Mailing Address: Street: 6545 Mercantile, City: Lansing, State: MI, Zip: 48911
- Contact Phone: (517) 241-5630

A "submit" button is located at the bottom left of the form. A bracket on the right side of the form groups the fields from "Username" to "Contact Phone" and is labeled "User Information". An arrow points from the "submit" button to the label "Submit Button" on the right side of the page.

A status screen will appear to notify you that User Information has been modified.

## VII. Alternate Emergency Electronic Filing Procedures

### **What can be done if the Michigan Oil and Gas Well Production E-file Web site is not accessible:**

There may be occasions when a user is unable to access the MPSC Web site. This may be due to problems with the State's or the user's network or Internet access. In any case, if regular access is not available, this section explains the alternate methods for submitting files. **These methods are not to be used as the normal filing mechanism.**

#### **A. Sending an E-mail Attachment**

If Web access is unavailable, but you have access to your E-mail, you can E-mail the file to [pmpoli@michigan.gov](mailto:pmpoli@michigan.gov) and [nelsonrs@michigan.gov](mailto:nelsonrs@michigan.gov). The message area should contain the identifying information listed below, and the CSV file should be attached to the message. This is the same information that is entered under document information and includes:

- a. The name of the person submitting the document
- b. The organization the document is submitted on behalf of
- c. Document description

#### **B. Sending in Paper Reporting Forms**

If you are unable to send the file as an email attachment, send paper copies to the MPSC and the DEQ using the address information below.

Michigan Department of Labor & Economic Growth  
Michigan Public Service Commission  
Engineering & Service Quality Division  
PO Box 30221  
Lansing, Michigan 48909

Michigan Department of Environmental Quality  
Office of Geological Survey  
P.O. Box 30256  
Lansing, MI 48909-7756

## **VIII. Frequently Asked Questions**

### **1. What is E-Filing?**

A method to submit and exchange data between the MPSC, OGS, and oil and gas well producers using Comma Separated Values (CSV) files, with files submitted in electronic form.

### **2. What are the deadlines for E-filing?**

Production reports are due by 5:00 p.m. Eastern Standard or Eastern Daylight Savings Time, 45 days after the close of the production month.

### **3. Are all companies expected to file their monthly production reports electronically?**

Electronic filing is the preferred method, however oil and gas well producers can choose between paper reports or electronic filing.

### **4. Will staff check the validity of the data that is submitted?**

There will be both visual and computerized checking of all data that is received.

### **5. Will the Production Staff reject erroneously filed reports?**

Erroneously filed reports will be rejected. Files will be rejected if they have no production data or if upon visual inspection of the file it appears to contain data not related to production. The filer will receive E-mail notification whenever their electronic filing is rejected. When a production file is rejected it will be necessary for the producer to resubmit the entire production report. Data problems that are discovered during the MPSC or OGS computerized data checking will also need to be corrected. However, in this case, it will not be necessary for the producer to prepare and submit the production file in its entirety. Only the corrected records need to be resubmitted.

### **6. In what format will electronic reports be accepted?**

The only acceptable format is Comma Separated Values (CSV).

### **7. What requirements must reports meet to ensure electronic acceptance?**

The Document must be submitted in CSV format using the Michigan Oil and Gas Well Production E-file layout. This is described in the Michigan Oil and Gas Well Production E-file System User Manual.

**8. Is there a limit on the number of persons for each company, firm, etc. that will be authorized to submit files electronically?**

It is preferable to have a single point of contact for each producer. However, we encourage every person who files electronic reports to have their own username and password.

**9. Can we change user information or a username?**

Yes, accessing the login menu will allow you to change user information. To change a username you must contact the MPSC Gas Division and ask for a new user login. Please also note that if a username is no longer needed you need to inform the MPSC so that it can be taken off the E-file system.

**10. What is an ERMISWEB Automated Mailing List?**

When a company or individual is registered for its user name and password it is automatically signed up for this feature. This will allow the MPSC to communicate with all users of the system. This email message may be friendly reminders, helpful hints, or new information regarding the system. This mailing list will not be used for anything other than those purposes specified above, and only as it relates to e-filing.

**11. Explain the MPSC staff acceptance and/or rejection process.**

Staff will review each electronic submission to verify that certain specifics of the electronic filing match information provided on the user information. If the report is accepted, staff will run the data through an Access database import routine which will check it for further data problems. After multiple checks, the data is posted to the MPSC's Access database, and the OGS database. If the report is determined to be incomplete or other problems are identified with the report, some or all of the report will be rejected and the filing party will be notified immediately of the problem so it can be corrected.

**12. What is the cost of CSV conversion software?**

Special software is not required. This is simply one of the ways to save files in database, word processing or spreadsheet programs.

**13. How are prior period corrections reported electronically?**

Prior period corrections can be included in the current month production data file.

**14. Does signing and returning a Michigan Oil and Gas Well Production E-file Agreement require my company to report electronically?**

No. The company always has the choice to report electronically or to mail in a paper report.

**15. When can a Reporter begin efileing?**

A Reporter can officially begin efileing, once they successfully complete 3 months worth of submitting test efiles. The data on the test efiles will be compared to the production data reported on the paper reports. At the end of three successful months, the Reporter will be separately approved for efileing from the MPSC and the OGS. After approvals are received from both agencies, paper production reports (EQP-7101 forms) are no longer necessary.

**16. Once a Reporter is approved for efileing, can they submit efiled revisions for months prior to their approval?**

No, not without prior approval.