NON-INDIAN AUTOMATED FLUID MINERALS SUPPORT SYSTEM

SOFTWARE USER GUIDE
FOR GENERAL USERS

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Revision/Change Record

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	10/9/03		Framemaker document turned over by OTS was converted into a Word document. The document had been named the second draft of the Application Administrators Manual (AAM) for Non-Indian AFMSS and it's document number was: FM-SUG-SUM-000001-003-2D2, Version 3.2, Dated 4/28/03 After discussions with Paul Brown and Karla Chavez-Divney it was decided that we would refer to this document as an SUG for general users. Furthermore, we would place our document numbering convention on the cover page, refer to it as an SUG for privileged users (PU) and begin the document versioning under the L&RPO with DV1.00. ** Also note that their original document has a signature page however they don't have the signature page returned from NCM. Our SUGs do not require NCM approval.	All

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	12/09/03		Added new sections 2.12 and 2.13. Section 2.12 is Getting Non-Indian AFMSS Permissions Set Up. Section 2.13 is Login Procedures for Non-Indian AFMSS. These were added to correct deficiencies that were identified in the 2003 Non-Indian AFMSS Plan of Action and Milestones (POAM). The original Appendix B, Non-Indian AFMSS Version 3.2 Roadmap, was deleted because during the conversion embedded codes used to generate the original table for figures was corrupted. The remaining Appendix's were renumbered.	
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1 Introduction

This document, the *Non-Indian Automated Fluid Minerals Support System (Non-Indian AFMSS) Software User Guide* (SUG), serves as a guide for the Non-Indian AFMSS database.

The *Non-Indian AFMSS Main Menu (GLB.1)* (see Figure 1-1) is the opening window to the database and includes the submenus **Operations**, **Monitoring**, **Adjudication**, **MRO** (Monthly Report of Operations), **OGOR** (Oil and Gas Operations Report), **EC** (Electronic Commerce), **Reports**, **User Support**, **Options**, **Exit**, and **Help**. The main menu **Help** menu is not active in this version.

The database windows are organized as appropriate under these submenus.

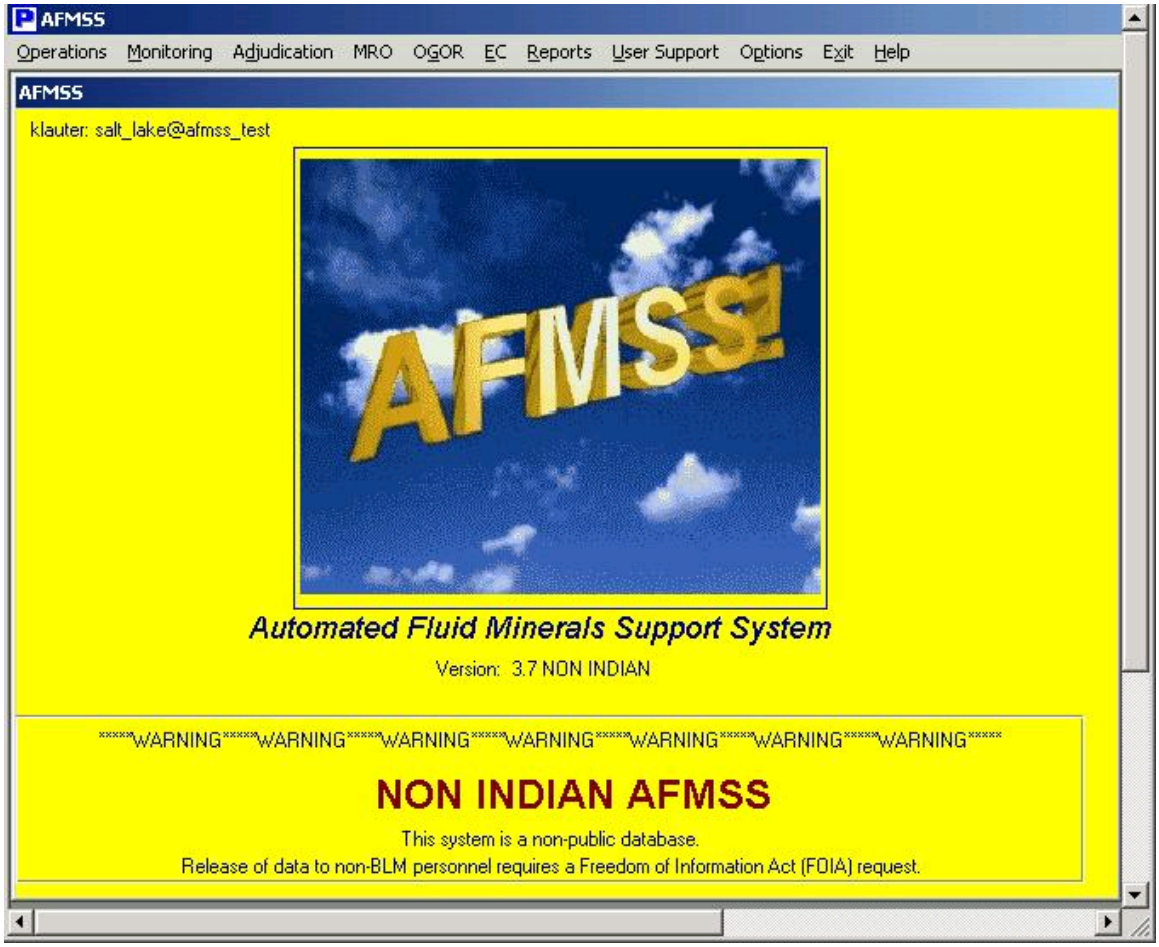


Figure 1-1: Non-Indian AFMSS Main Menu (GLB.1)

The security features built into both the operating system and the application software allow control of both read and write access based on user identification. Application security allows access to be restricted by module.

Data edits by the users through validation tables and picklists maintain a high level of information quality. This data quality is crucial to internal database integrity.

The predecessor of AFMSS was a system called the Automated Inspection Record System (AIRS). The key data element used in AIRS was the Inspection Item Identifier (IID). The IID was a unique identification for either a lease or agreement, but did not necessarily match the lease or agreement number from the Case Recordation System. For example, Case Recordation may have identified an agreement as MTM12345, while the AIRS IID was NRM123. In AFMSS, the IID was replaced by a Case Number which corresponds directly to the identification of an agreement or lease in Case Recordation. (The IID may still be referenced in Non-Indian AFMSS for older items). Non-Indian AFMSS, like AIRS, tracks well information to the completion level. Multiple completions of a well exist in Non-Indian AFMSS and are linked to a Case (which may be an agreement or lease).

1.1 User Types

Users and superusers manage and operate Non-Indian AFMSS and its required hardware and software resources.

1. Users: User profiles may be defined as narrowly or as broadly as an individual site requires. Below is a list of the types of users that are commonly found in field offices with oil and gas responsibilities. The built-in security features of Non-Indian AFMSS allow customizing access for any user.

    a. Adjudicators–Responsible for data entry in the areas of bonding, lease and unit maintenance, customer maintenance, Application for Permit to Drill (APD) adjudication, spacing orders, and change of operator.

    b. Geologists–Responsible for the geologic review of APDs and the maintenance of the geologic formations database.

    c. Petroleum Engineers–Responsible for data entry, maintenance, and engineering reviews of APDs, miscellaneous well reports, sundry notices, and inspection priorities.

    d. Surface Protection Specialists–Responsible for data entry, maintenance of sundry notices and miscellaneous well reports, and surface review of APDs.

    e. Petroleum Engineering Technicians–Responsible for data entry and maintenance for many portions of the monitoring module of Non-Indian AFMSS.

    f. Managers–Responsible for APD approval and general review and oversight of the oil and gas program.

    g. Industry–Responsible for the operation of oil and gas wells in accordance with state, federal and, in some cases, Indian regulations. Operators (industry) may submit APDs, well reports and sundries via the Well Information System-Secure Process (WIS-SP) on the Internet, if available. There is no direct link between the operators and the Non-Indian AFMSS database.

2. Superusers: Superusers install and maintain the system's servers, workstations, hardware, operating systems, software, and telecommunications. They also control Non-Indian AFMSS software, databases, and access.

a. System Administrator (SA)–This onsite person has root-privilege access to all of the servers and workstations. An SA maintains the hardware, operating system and Relational Database Management System (RDBMS) software; and handles telecommunications on a day-to-day basis. (See the *Non-Indian AFMSS Software User Guide for Privileged Users*).

b. User Support Person (USP)–This onsite person either works in or is familiar with the oil and gas program. This person is responsible for setting up new users, tailoring read and write access to the various parts of the Non-Indian AFMSS database, controlling deletes, and maintaining site codes for picklists. See the *Non-Indian AFMSS Software User Guide for Privileged Users* for more information.

c. Electronic Commerce Reviewer (ECR)–The ECR is responsible for the validation of operator records transferred electronically through WIS-SP, if available, before they are added to Non-Indian AFMSS.

1.2 Document Sections

Section 1.0 provides an introduction to Non-Indian AFMSS and profiles the different user groups and their functions.

Section 2.0 provides a general overview of Non-Indian AFMSS operations (logging in, running Non-Indian AFMSS, window layouts, attributes, controls and conventions).

Section 3.0 provides detailed procedures for Non-Indian AFMSS operation functions that are launched from the **Operations** button on the *Non-Indian AFMSS Main Menu*.

Section 4.0 provides detailed procedures for Non-Indian AFMSS monitoring functions that are launched from the **Monitoring** button on the *Non-Indian AFMSS Main Menu*.

Section 5.0 provides detailed procedures for special users – Adjudicators, USPs, and ECRs – that are launched from the **Adjudication** button on the *Non-Indian AFMSS Main Menu*.

Section 6.0 provides detailed procedures for Non-Indian AFMSS MRO functions that are launched from the **MRO** button on the *Non-Indian AFMSS Main Menu*.

Section 7.0 provides detailed procedures for Non-Indian AFMSS Oil and Gas Operations (OGOR) functions that are launched from the **OGOR** button on the *Non-Indian AFMSS Main Menu*.

Section 8.0 provides detailed procedures for Non-Indian AFMSS report functions that are launched from the **Reports** button on the *Non-Indian AFMSS Main Menu*.

Section 9.0 provides detailed procedures for functions that are launched from the **Options** button on the *Non-Indian AFMSS Main Menu*.

Section 10.0 provides detailed procedures for BLM reviews and approvals. These are launched from various source windows for the subject that is being reviewed.

Section 11.0 provides detailed procedures for entering remarks into the various source windows for the subject that is being documented.

Appendix A contains the guidelines for creating Non-Indian AFMSS mailing labels in Microsoft Word.

Appendix B contains a list of Non-Indian AFMSS codes for BLM terms.

Appendix C contains a list of acronyms.

Glossary contains definitions for Non-Indian AFMSS terms.

1.3 Referenced Documents

The SUG (GU) references the following documents:

1.3.1 Government Documents

Non-Indian Automated Fluid Minerals Support System (Non-Indian AFMSS) Software User Guide (SUG) for Privileged Users

Electronic Commerce Reviewers Manual

MMS PAAS Onshore Oil & Gas Reporter Handbook

Quick Guides

Software User Guide for the Non-Indian AFMSS Remote Collection Tool Module

Software Users Manual

MMS Minerals Production Reporters Handbook

1.3.2 Non-government Documents

Non-Applicable

2 Getting Started

This section provides a general overview of Non-Indian AFMSS and basic instructions for the main processing functions.

The *Non-Indian AFMSS Main Menu* includes function-oriented primary menus (**Operations**, **Monitoring**, **Adjudication**, **MRO**, **OGOR**, **EC**, **Reports**, **User Support** and **Options**) with cascading submenus. The help menu on the *Non-Indian AFMSS Main Menu* is not active in this version. However, in all other windows, **Help** provides connection options to the *User Guide, EC Guide*, *USP Manual, and Quick Guides*. To terminate a session, use the **Exit** button.

2.1 Open Non-Indian AFMSS

Users must log into the system where the Non-Indian AFMSS client program resides and be authorized to access the various Non-Indian AFMSS windows. The Non-Indian AFMSS User Support Person (USP) at each site initiates the process for Non-Indian AFMSS access. The USP will coordinate with the System Administrator (SA) at the site to establish accessibility to Non-Indian AFMSS. The USP will then install the necessary security measures for entering Non-Indian AFMSS and accessing the authorized windows.

Start Non-Indian AFMSS according to the procedures established at the site by the SA and USP. Non-Indian AFMSS will open to display the *Non-Indian AFMSS Main Menu (GLB.1)*, (Figure 2-1).

Figure 2-1: Non-Indian AFMSS Main Menu (GLB.1)

2.2 Non-Indian AFMSS Main Menu

The user's name and the connected database are displayed in the upper left of the window. The version number appears under the Non-Indian AFMSS logo in the middle of the window. The number of pending EC transmissions is shown in the **Pending EC** box if the user is an EC reviewer or the site USP. Additionally, if the user is authorized to send email through Non-Indian AFMSS to an operator regarding an EC record, the number of currently pending emails is shown in the **Draft Approvals** box. Non-Indian AFMSS is a non-public database and release of data to non-BLM personnel requires a Freedom of Information Act (FOIA) request.

The guidelines for the menus and their functions are described in the following sections:

- **Chapter 3: Operations**
- **Chapter 4: Monitoring**
- **Chapter 5: Special Users** (Adjudicator, ECR, and USP)
- **Chapter 6: Monthly Report of Operations**
- **Chapter 7: Oil and Gas Operations Report**
- **Chapter 8: Reports**
- **Chapter 9: Options**
- **Chapter 10: Reviews/Approvals**
- **Chapter 11: Remarks/Attachments**

The **Main Menu** is designed to access a function directly or through cascading menus listing multiple options or capabilities for a function. The access to a function is through a *window*. A window is a graphical screen display that allows the users to execute processing actions through graphical user interface (GUI) buttons. The buttons may execute a standard software processing

function within a displayed window (**query** or **save**) or execute a link to display another window for associated record processing.

In many cases, the first window that is displayed after pressing a main menu button is a *finder* window. A finder window provides a centralized location to query the database to *find* a type of record, sort and display the records found, then link to one or more functional windows for processing when a record is selected.

2.3 Typical Window

The frame around each window works similarly to a window frame found elsewhere in the Windows environment. The outermost portion of the frame can be used to resize the window. The frame also contains the **title bar**, **minimize** and **maximize** buttons, **scroll bars**, and **window control button**. These are explained in the following paragraphs.

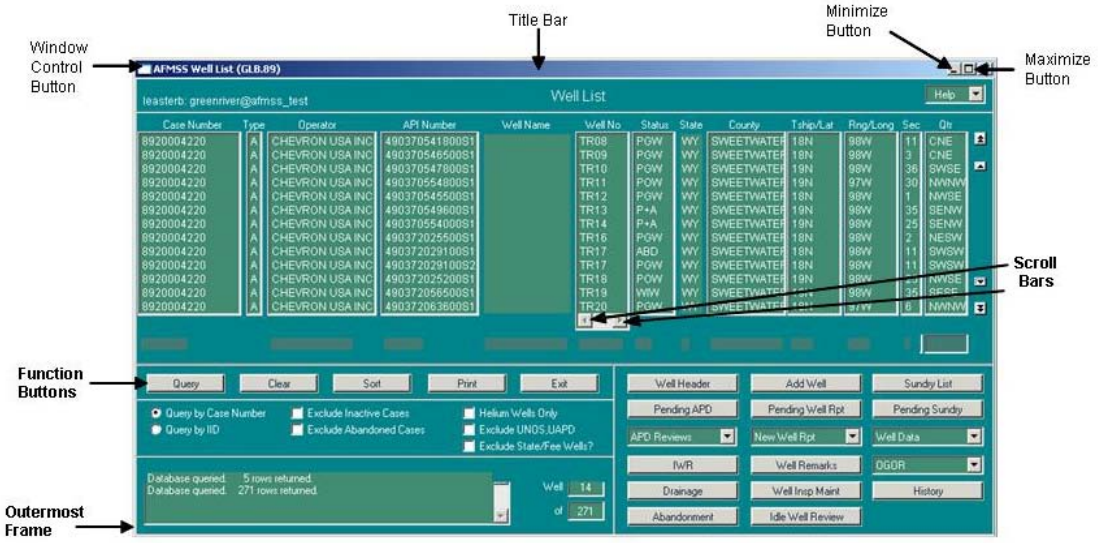


Figure 2-2: Typical Window Frame

2.3.1 Title Bar

The **title bar** is the topmost portion of a Non-Indian AFMSS window. It contains the name and identification number of the window. To move the entire window around the screen without resizing it, click on the title bar and, while keeping the left mouse button pressed, move the window to the desired location.

2.3.2 Minimize and Maximize Buttons

The **minimize** button is in the upper-right corner of each window. Click the **minimize** button to reduce the Non-Indian AFMSS window to an icon on the taskbar. However, some windows do not operate if another window has been opened on top of them. Generally, the user must exit from the last opened window in order to operate a window beneath it. This may require restoring a window icon to normal size and then closing it. Double-click the window icon to restore the window to its original size.

The **maximize** button is to the right of the **minimize** button. It has no real use in Non-Indian AFMSS because the size of the window components and text is determined by the font size.

2.3.3 Scroll Bars

Scroll bars are used to view and access parts of the window that are not visible within the frame. This situation can result when a window is resized smaller than its start-up size. Additionally, certain windows (depending on the resolution of the display and the current Non-Indian AFMSS font size) exceed the screen width or height upon startup and require the use of **scroll bars**.

2.3.4 Closing a Window

Close the window with the **Exit** button that is located in all Non-Indian AFMSS windows. The **window control** button menu also has a *Close* function, but do **not** use this button in the Non-Indian AFMSS window environment as it may result in data loss or unpredictable program behavior.

Always click the **Exit** button in any Non-Indian AFMSS window to exit.

NOTE: **Picklists** have no **Exit** button, so they must be closed with the x-button in the upper right corner.

2.3.5 Navigating Within a Window

Use the keyboard **<Tab>** key to move from one data field to the next. This use invokes edits on data fields (so the user knows immediately if there is an entry problem) and inserts slashes into date fields automatically. Non-Indian AFMSS will not save a record until system edits are satisfied. It will display a message telling the user to enter the appropriate information if a required data field is not complete. If the **<Tab>** key is not used during data entry, all data fields must be verified one field at a time upon the execution of **SAVE** at the end of the entry; a **SAVE** is necessary between each correction if verified in this manner and adds time to the processing.

2.3.6 Resizing Windows

To increase the window size, click on the outermost frame along any side until the cursor arrow turns into an arrow with a bar.

To reduce the window size (which will produce scroll bars), click in any of the four corners until the cursor arrow becomes an arrow within a corner.

2.4 Querying the Database

Non-Indian AFMSS uses the query function to search the database for specific types or subsets of records and displays the results in the current window. Although it is possible in some windows to perform a query without specifying any parameter data, it is often useful to perform a query using sample data to set the parameters of the query.

If no search parameters are set for a query, all records for the database appropriate to that window will be searched and listed. This may include hundreds of records and can take an exceptionally long time.

Query Options: In some windows there may be query options. The option chosen determines the parameters that are used to search database records. For example:

- **Query by Case Number**
- **Query by IID**

The use of sample data for a query is especially helpful if all data concerning an existing record are unknown or if a new record is to be added for an operator or well that is already in Non-Indian AFMSS. This is known as a query-by-example (QBE). A QBE finds all records that contain the specified query data and displays them. The user then chooses the desired record for further actions, changing the data then saving it as a new record. This saves time and possibly improves data quality. Data can be entered into multiple fields to further narrow the number of returned records for a QBE.

For example, launch the *Non-Indian AFMSS Well List (GLB.89)* window from the **Operations/Wells** menu and query using any of the available fields. In the figure below the operator was known, *Tom Brown, Incorporated*. Type *Tom Brown, Incorporated* into the Operator QBE input field at the bottom of that column and click the **Query** button.

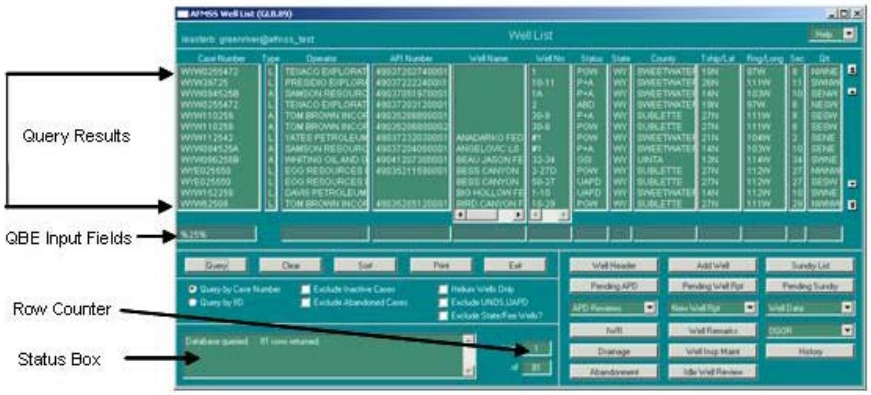


Figure 2-3: Non-Indian AFMSS Well List (GLB.89)

A wildcard character may be substituted for a portion of the data to be entered in a field. This is useful if exact spelling or the complete number set is not known, or to save time entering data. Wildcard characters include:

- **%** (percent symbol) Substitutes for any string of zero or more characters
- **_** (underscore) Substitutes for any single character

To enter the operator *Tom Brown, Incorporated,* enter **Tom**%. Non-Indian AFMSS will collect entries beginning with the word Tom. Other possible input options are ***%Brown%*** and ***Tom Brown%***.

A status box displays the total number of returned rows after querying the database. This box also displays the most recent actions launched; this provides a history. To the right of the status box, another display (the row counter) exhibits the well number selected.

2.5 Display Records

A limited number of records are displayed at one time. Use the single-arrow buttons that appear to the right of the records to scroll up and down to display the *next or previous block* of records. Click double-arrow buttons pointing up and down to access the top or bottom of the selected data.

2.5.1 Selecting a Single Record

Click in any field within the query results display area to select a record. When a record is highlighted, the status window displays the lease name and number for the selected record.

2.5.2 Selecting Information by Rows

To select more than one record, use the keyboard <**Shift**> and **<Ctrl>** buttons.

Shift: To select one or more records in sequence, highlight the first record**,** hold down the <**Shift**> button, then select the last record in the sequence.

Ctrl: To select one or more well records that are not in sequence, highlight the first record, hold down the **<Ctrl>** button, then select one or more well records in any sequence.

To launch selected well records, select the function button on the window currently displayed. For example, click the **Well Header** button to launch all of the selected well records. The records are stacked in the *Non-Indian AFMSS Well List (GLB.89)* window and only one record at a time is displayed. Use the **Next** and **Previous** buttons to access other records in the stack.

2.6 Use the Tab Key

IMPORTANT*:* Use the **<TAB>** key to move from one data field to another. This validates the data that was just entered and invokes any edits that may be necessary. Otherwise, all validation and edits are done upon the final **Save**, requiring a separate **Save** for each problem found.

2.7 Entering Data into Fields

Three input fields appear in Non-Indian AFMSS windows.

1. **Required**: Data must be entered or the record will not be saved.
2. **Standard**: Data may be entered but is not mandatory.
3. **Non-input**: Data cannot be entered; provides information only.

2.7.1 Required Entry Fields

NOTE: In Non-Indian AFMSS, all Indian related data fields are disabled to prevent to prevent inadvertent data entry. These fields will not be covered in this document.

Required entry fields are darker than non-input fields and **must** have data placed in them before the record can be saved to the database. Once the cursor has been placed in one of these fields, it cannot be moved to the next field using the **<Tab>** key until valid data are entered. Required fields are not distinguishable from standard entry fields. However, if a required field has not been completed, it will not be possible to perform a **Save**.

2.7.2 Standard Entry Fields

Standard entry fields are not required to contain data before the record can be saved. Date and time fields, however, must be properly formatted in the formats MM/DD/YYYY (or MM/YYYY in some cases) and HHMM respectively. For example, September 16, 2005 would be entered as "09/16/2005."

2.7.3 Non-input Fields

Non-input fields are a shade lighter in color and cannot be edited in the current window. These fields may autopopulate when the window opens. The same data element field may be a non-input, standard, and/or required field dependent upon the purpose of the window in which it appears.

2.8 Editing Existing Data

Edit text in one of the following ways:

Place the cursor to the right of the text to edit. Use the backspace key to delete text to the left. Enter new text.

Place the cursor to the right of the text to edit. Hold down the left mouse button and drag the mouse to the left (the text will be highlighted). Highlight the text that needs to be deleted. Click the **<Backspace>** or <Delete> button on the keyboard.

Double-click on a word to highlight it and begin typing to replace it.

2.9 Message Window

Non-Indian AFMSS uses the message window as a safety feature to ensure that an action button was not inadvertently pressed. This is used to verify the intention to activate the button. There are various types of messages for the different buttons, but all of them follow the same format by asking that the user verify (usually by pressing **OK** or **Yes/No**) that the system should activate the requested action.

2.10 Standard Option Buttons

Each window displays option buttons that are dependent upon the function of that window along the lower edge of the window. For example, the *Non-Indian AFMSS Well Header Review (GLB.90)* window displays the **Clear**, **Save**, **Copy**, **Exit**, **Print**, **Next**, **Previous**, **Top**, and **Bottom** option buttons (Figure 2-4). In other windows such as the *Non-Indian AFMSS Inspection List (GLB.92)* window, only the **Query**, **Clear**, **Exit**, and **Print** option buttons are displayed.

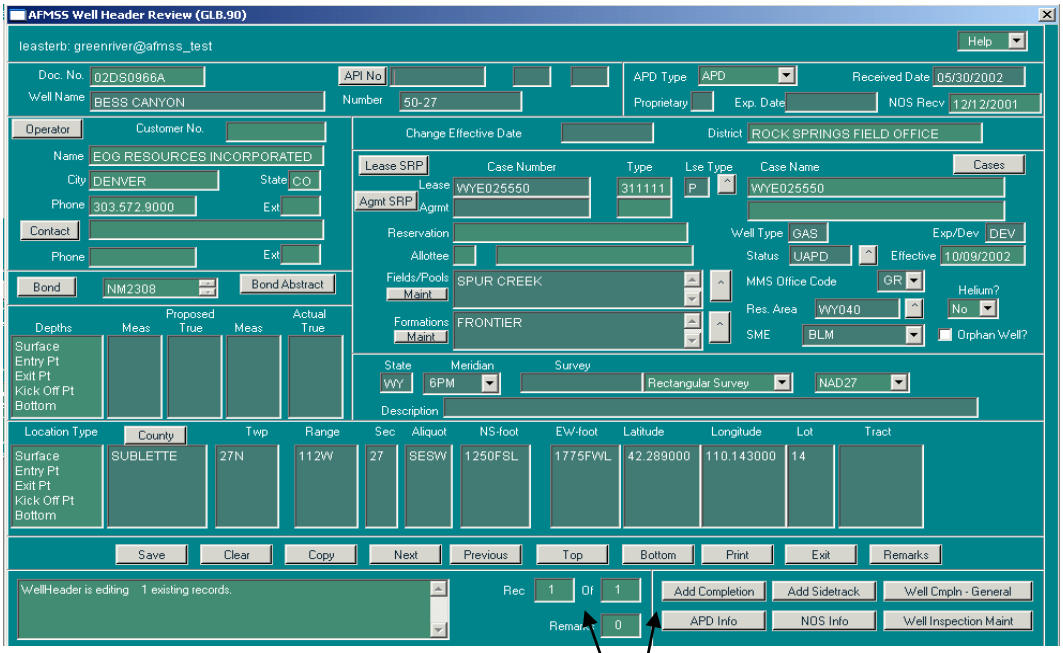


Figure 2-4: Example of Option Buttons

2.10.1 Save

The **Save** function saves new or changed information. Click the **Save** button and Non-Indian AFMSS launches a message window asking "*Save to AFMSS?*" Click **Yes** to save the data into Non-Indian AFMSS.

2.10.2 Clear

The **Clear** function provides the option to clear the results of a query or to remove unsaved data from the input fields. This is often useful to do a query or a re-query, or perform an "undo" function. Click the **Clear** button then click **Yes** on the popup message window.

2.10.3 Exit

The **Exit** function exits the current window and returns to the window that initiated it. Click the **Exit** button to leave a window; if the record in the window was previously saved, the exit is immediate. However, if the record has not been saved, a message window asking "*Abandon Changes?*" will appear. Click **Yes**.

NOTE: Always use the **Exit** button instead of the **Close** button (located on the pull-down menu in the upper left-hand corner of the window). If the **Close** button is used, there is a possibility of losing or damaging information.

2.10.4 Screen Print

In most cases clicking the **Print** button in a window launches the *Non-Indian AFMSS Print Confirmation (GLB.49)* window (Figure 2-5).

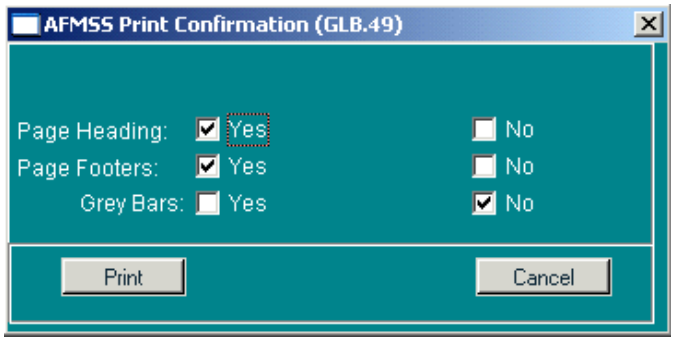


Figure 2-5: Non-Indian AFMSS Print Confirmation (GLB.49) Window

In *GLB.49*, choose printing options, then click **Print** to launch a *WinPreview* window (Figure 2-6).

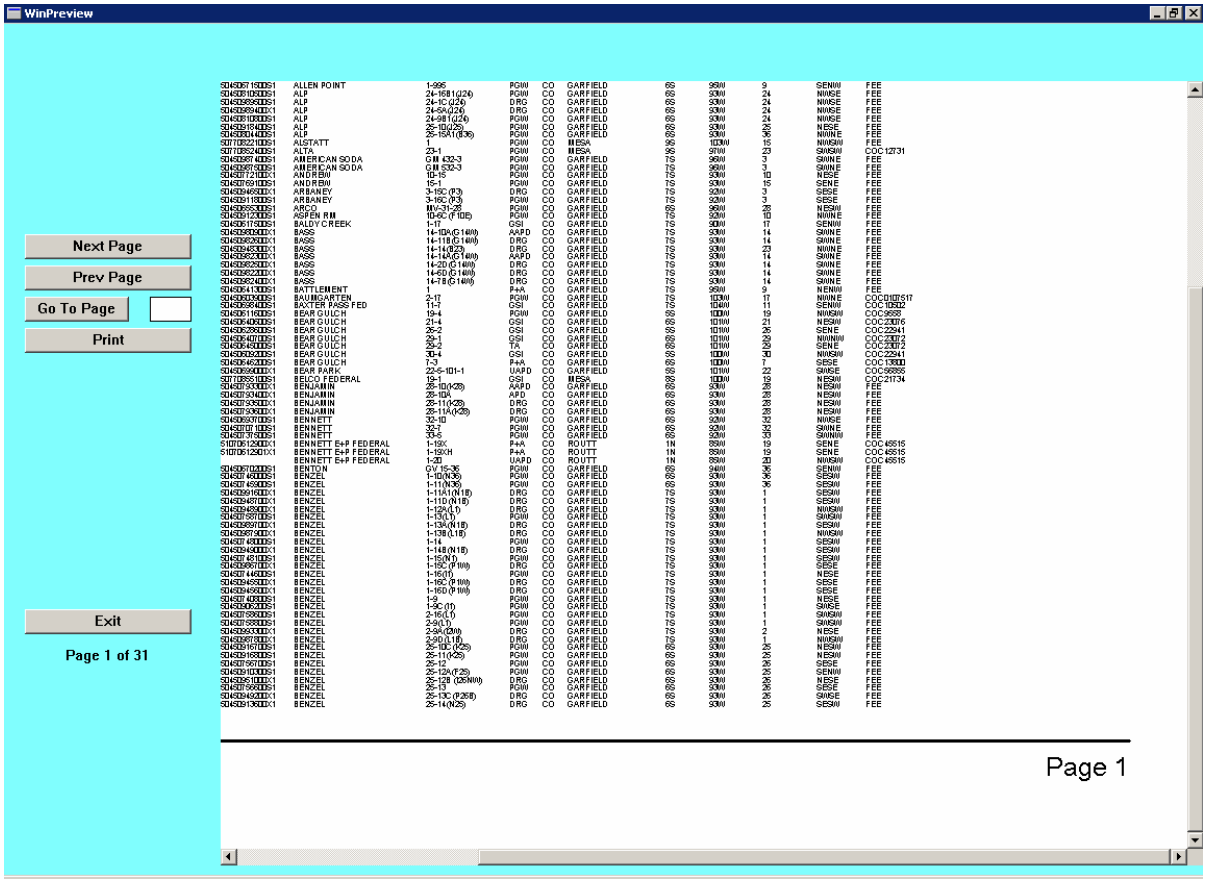


Figure 2-6: WinPreview Window

Click the **Print** button to call up a *Print* window, and either select **All** or enter page numbers desired, then click **OK** (Figure 2-7).

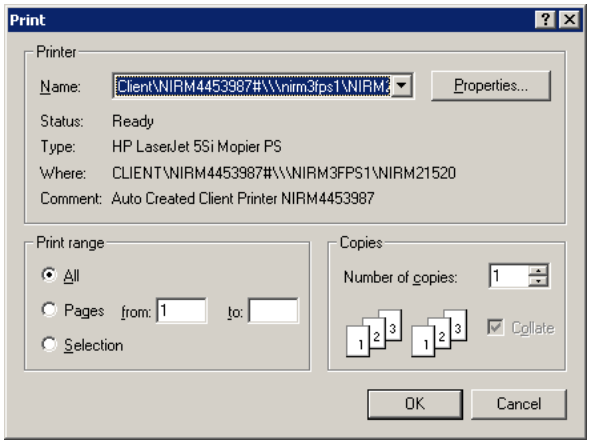


Figure 2-7: Print Window

In the *WinPreview* window, click **Exit** to return to Non-Indian AFMSS.

Click **Exit** to return to the initiating window.

2.10.5 Print System Forms/Reports

Some windows launch a report selection window from the **Print** button. (Each of the reports listed under the Report submenu opens to such a selection window). These windows (like the print request shown in Figure 2-8) require manual data entry such as range of dates, state abbreviation, or operator, for example, in order to launch the *WinPreview* window.

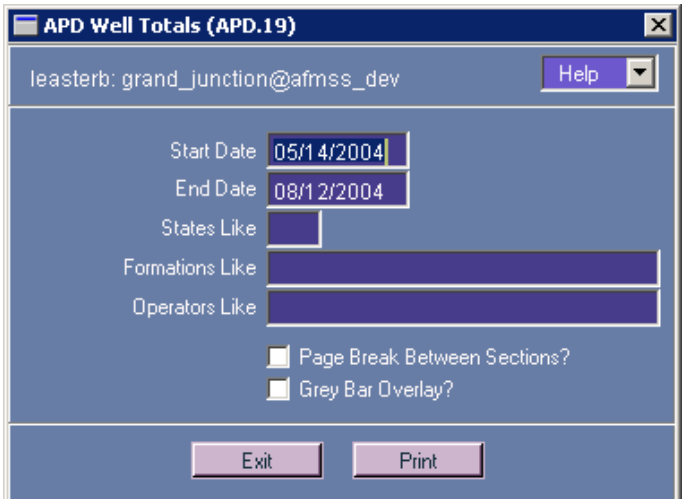


Figure 2-8: Example Print Request Window from Reports Menu

2.10.6 Delete

The **Delete** function removes data from Non-Indian AFMSS. Only the site USP has authorization to use this function. See the USP for further guidance.

2.10.7 Sort

The **Sort** function organizes records into a specified order for the display. Some windows display the sort options as radio buttons. If this is the case, simply click on the desired button. If

not, click the **Sort** button to launch the *Non-Indian AFMSS Sort Window (GLB.43)* as shown in Figure 2-9.

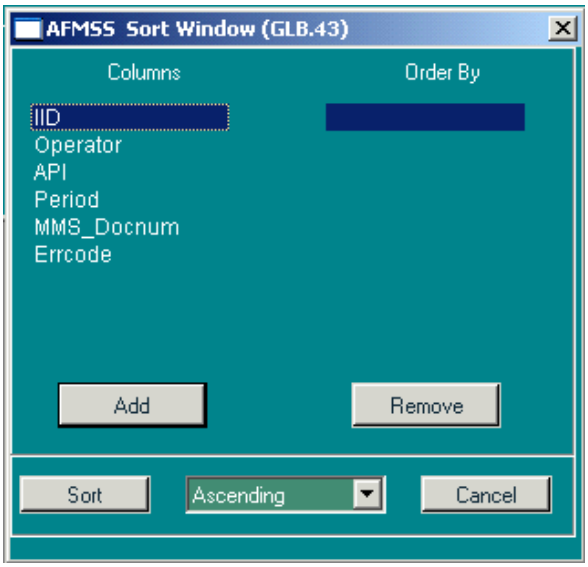


Figure 2-9: Non-Indian AFMSS Sort Window (GLB 43)

Select the sort option desired under **Columns** and click the **Add** button to move it under **Order By**. Repeat this process until all sort options desired are listed under **Order By**. If an option is mistakenly put under **Order By,** highlight the mistake then click **Remove** to eliminate it from the list.

The sort can be compiled in **Ascending** or **Descending** order by clicking the button to the right of the field then selecting the choice. When all sort options have been selected, click **Sort** to execute the action and to return to the previous window. Click **Cancel** to return to the previous window without executing a sort.

2.10.8 Scroll Records

There are several windows in Non-Indian AFMSS that allow switching back and forth between records that are queued for a window. For example, if several *Non-Indian AFMSS Well Header Review (GLB.90)* records are in the queue, click the **Next** button to go forward to the next record. Subsequently, click the **Previous**, **Top**, or **Bottom** buttons to perform respective moves. The following buttons are options when more than one record is used:

Next: Goes to the next record.

Previous: Goes to the previous record.

Top: Goes to the first (top of the due) record.

Bottom: Goes to the last (bottom of the due) record.

2.11 Radio Buttons

Picklists launch a listing of possible choices for a data field. Radio buttons are possible choices that are activated and deactivated by a click (see Figure 2-10).

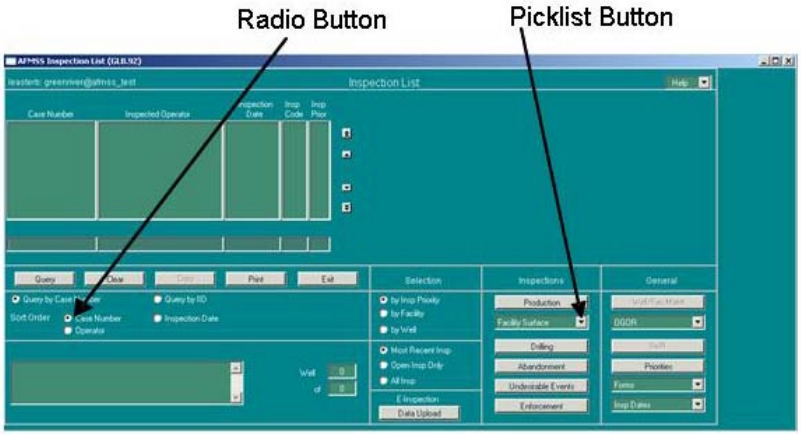


Figure 2-10: Example of Picklist and Radio Buttons

2.12 Getting Non-Indian AFMSS Permissions Set Up

To gain access to L&RPO applications, users need to have:

- A BLM network CORP Username/sign-on and Password (contact your IRM person for this).
- BASS Permissions level set up for the specific L&RPO software applications that you need access (procedures for this are described below).

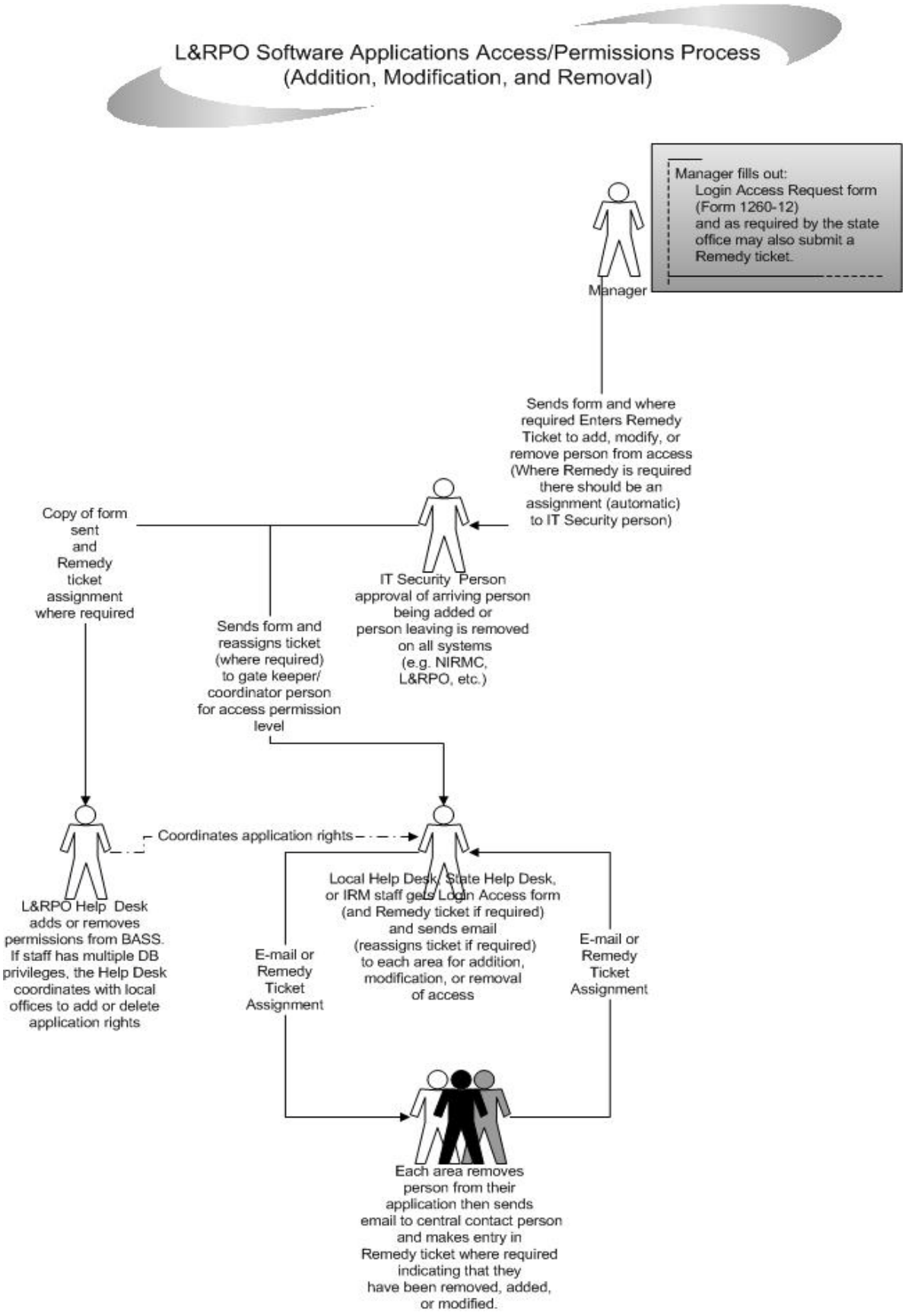
To set up your L&RPO application user id and permissions, you are required to have (see the following figure):

- a Form 1260-12, Software Applications Permission Request form, completed and signed by your Supervisor/Task Manager,
- Your Supervisor/Task Manager will forward the form to the Local and/or State Information Technology Security Manager, who also has to sign the Form 1260-12 and forward the form to the L&RPO contact person,
- Only when the L&RPO contact person has received the completed and signed the 1260-12 form can your BASS permissions level be set up for the L&RPO software applications that you need access to.

Process for Adding, Modifying, or Removing Permissions to the L&RPO Applications

1. Supervisor/Task Manager fills in and signs a login access request form. For staff that are new to BLM's network, the required access form needs to be completed and sent to the appropriate IRM person. This is required before access is granted for L&RPO intranet applications. For adding access to an LRPO application a Form 1260-12 needs to be completed and signed by the Supervisor/Task Manager.
2. The Supervisor/Task Manager sends access form/s to the local/state Information Technology (IT) security person.
    a. The IT security person approves/signs the form/forms.
    b. The IT security person then:
    - **If adding access** the IT Security person sends Form 1260-12 and a remedy ticket (if required) to the L&RPO contact person. If the person does not have permissions on the BLM intranet they must have the required access form submitted to the appropriate IRM person. A network user ID or Smart Card is required before any access to L&RPO intranet applications.
    - **If removing access** then the IT Security person sends a copy of a new Form 1260-12 and creates a Remedy ticket (if required) to notify the L&RPO contact person.
    - **If modifying access** the IT Security person sends a copy of a new Form 1260-12 and creates a Remedy ticket (if required) to notify the L&RPO contact person and the local or state office person that has permissions to modify user levels and local office data on the applications (generally this is a manager level user).

The Form 1260-12 must be completed, signed by the BLM Supervisor/Task Manager, signed by the IT Security Manager, and state application/program representative before access permissions can be granted, removed, or modified on L&RPO applications.

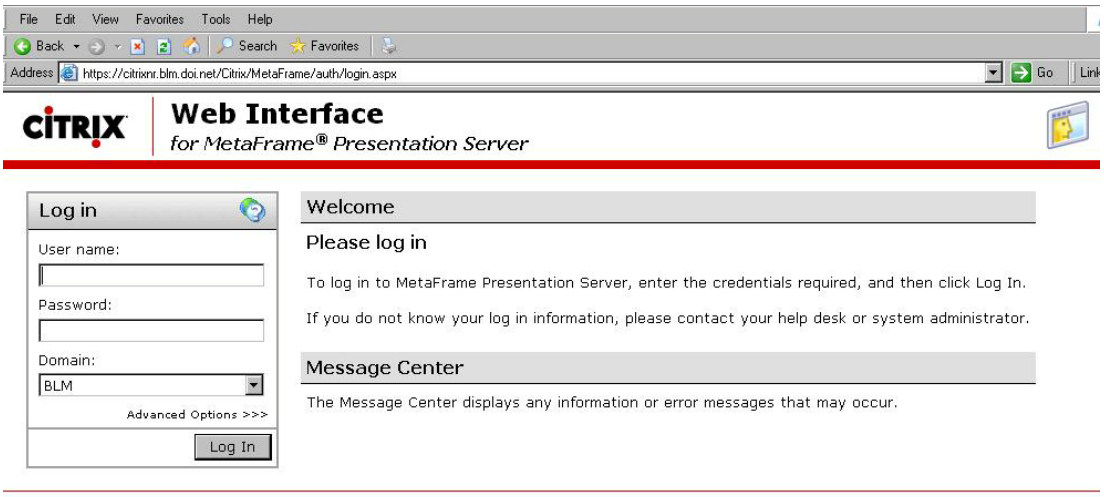

L&RPO Software Applications Access/Permissions Process
(Addition, Modification, and Removal)
Manager fills out:
Login Access Request form
(Form 1260-12)
and as required by the state
office may also submit a
Remedy ticket.
Manager
Sends form and where
required Enters Remedy
Ticket to add, modify, or
remove person from access
(Where Remedy is required
there should be an
assignment (automatic)
to IT Security person)
Copy of form
sent
and
Remedy
ticket
assignment
where required
IT Security Person
approval of arriving person
being added or
person leaving is removed
on all systems
(e.g. NIRMC,
L&RPO, etc.)
Sends form and
reassigns ticket
(where required)
to gate keeper/
coordinator person
for access permission
level
Coordinates application rights
L&RPO Help Desk
adds or removes
permissions from BASS.
If staff has multiple DB
privileges, the Help Desk
coordinates with local
offices to add or delete
application rights
Local Help Desk, State Help Desk,
or IRM staff gets Login Access form
(and Remedy ticket if required)
and sends email
(reassigns ticket if required)
to each area for addition,
modification, or removal
of access
E-mail or
Remedy
Ticket
Assignment
E-mail or
Remedy
Ticket
Assignment
Each area removes
person from their
application then sends
email to central contact person
and makes entry in
Remedy ticket where required
indicating that they
have been removed, added,
or modified.

2.13 NIAFMSS Login

NOTE: Non-Indian AFMSS must be entered using Internet Explorer. (Netscape will not work)

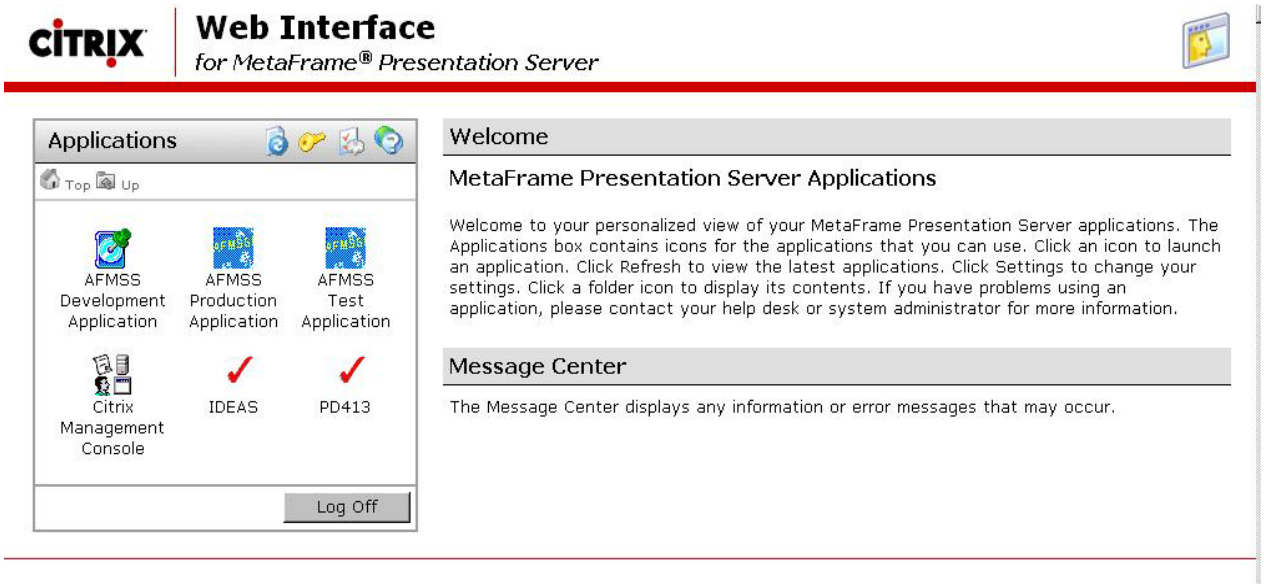
1. On your desk top Open Internet Explorer
2. Type https://citrixnr.blm.doi.net into the URL address line and press the Enter Key.
3. The CITRIX Web Interface login screen appears. Enter your normal BLM login Username and Password. Click on the Log In button.

NOTE: For ease of future logins, you may want to Bookmark this address as a Favorite.

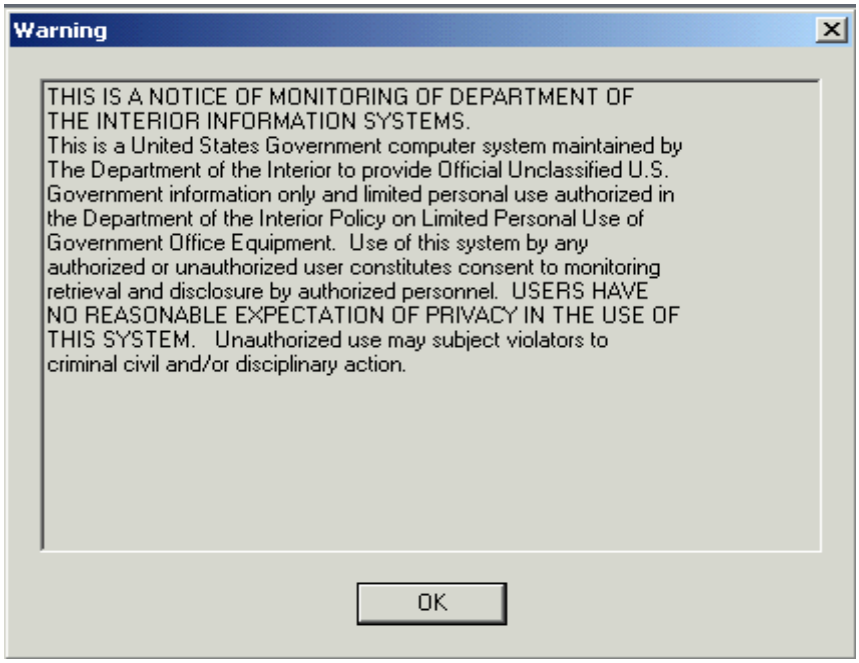


The CITRIX Applications screen appears. These are the application you are authorized to access. The list may vary for each person.

4. Click on the AFMSS Production Application icon to enter NIAFMSS.

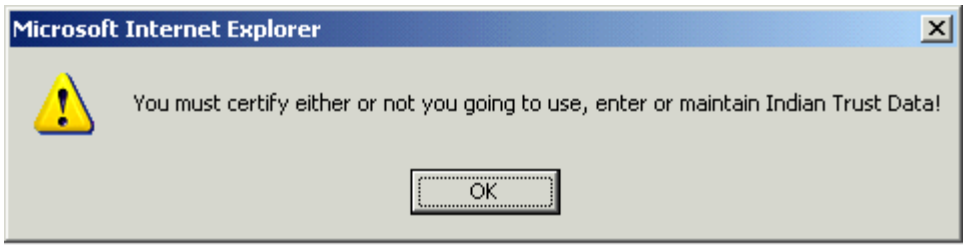


5. Click OK at the Warning screen.



6. The BASS logon screen appears. Enter your normal BLM Username and Password.
7. Click on the radio button to verify that you will NOT enter TRUST DATA into the system.
8. Click the Login button.

NOTE: If you forgot to make a selection in step 7 the following message will appear. Click OK and retry.



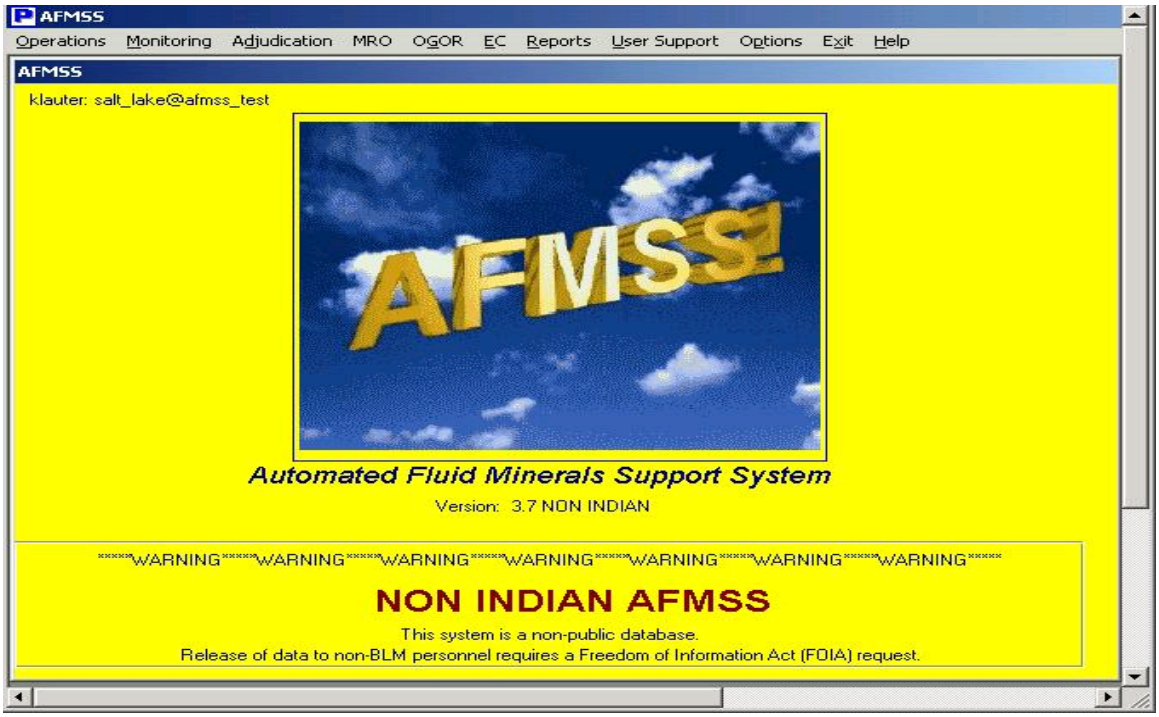
With a successful BASS log in, Bass will display the applications that you are authorized to access.

9. To open NIAFMSS, Click on AFMSS Production

The next screen allows you to select and AFMSS database. (WOI indicates that this is an office with Indian data, but the data has been separated. These databases are Without Indian Data)

10. Click on the desired Database button to open that database.

This is an example of what the main screen of AFMSS looks like.



2.14 Getting Help

If you have trouble accessing AFMSS contact your Local user Support person or contact the AFMSS Helpdesk at 303 236-3516.

For more detailed instructions on using BASS please refer to BASS training material located on the L&RPO E-learning site (http://web.lrpo.blm.gov/elearning).

2.15 Non-Indian AFMSS Application Level Access and Security

Access to the Non-Indian AFMSS database is controlled through a user profile for each individual user and the assignment of security and/or access groups to the user profile. Security groups control access to individual windows while access groups control access to individual case/operator data combinations. All access is controlled by the site USP. (See the *Non-Indian AFMSS Software User Guide for Privileged Users*).

2.16 Exiting Non-Indian AFMSS

Click the **Exit** button on the *Non-Indian AFMSS Main Menu* to terminate the program and end the session. A message window will appear if subordinate windows have been properly closed asking "*Would you like to terminate this session?*" Upon confirmation, the Main Menu window closes.

2.17 The Help Menu

The **Help** menu on the *Non-Indian AFMSS Main Menu* is not active in this version. However, in any other Non-Indian AFMSS window that is open, the **Help** menu is active and provides the following user manual options:

User Guide (*Software Users Manual*)

EC Guide (*Electronic Commerce Reviewers Manual*)

USP Manual (*Non-Indian AFMSS Software User Guide for Privileged Users*)

Quick Guides *(QuickGuides)*

The user manuals are in Adobe *.pdf* format and can be viewed through Acrobat Reader.

Contact the site AFMSS User Support Person (USP) for additional help. The USP has access to the AFMSS Help Desk to aid in resolving questions.

2.18 Conventions

2.18.1 Document

The following conventions are used throughout this document:

Menu choices–Menu choices are bolded wherever they occur in the text.

Buttons–Buttons are bolded wherever they occur in the text.

- **Field Names**–Field names are bolded wherever they occur in the text.
- *Window Names (GLB.90)*–The name and number of a window are italicized in text.
- *Documents*–The name of a document is italicized in text.
- **Figure x.x**–The term "figure" refers to a graphic of a non-Indian AFMSS window. All figures are numbered in sequence by chapter number, i.e. "Figure 3-14. Customer Contacts (GLB.12a)."
- ***Diagram x-x***–The term "diagram" refers to a document graphic. All diagrams appear in text as soon as possible after they are called out.

2.18.2 Non-Indian AFMSS: Date/Time/Money/Others

- **Dates**: Dates used for Non-Indian AFMSS input are generally entered in MM/DD/YYYY format. For example, 1 October 2004 would be entered as 10/01/2004. However, Minerals Management Services (MMS) uses the format MM/YYYY and therefore some dates in the Monthly Report of Operations (MRO) windows may use this format. The OGOR windows also use the YYYY/MM format.
- **Times**: Times are entered as HHMM, with the hour being in military time. For example, 3:15 p.m. is entered as 1515. Midnight is 0000.
- **Money**: Monetary figures are entered without the decimal point. For example, $250,000.00 would be entered as 250,000 or 250000.
- **Legal Land Descriptions**: These are entered without leading zeros. For example, Township 3N = 3N; Range 21E = 21E; Section 32 = 32.
- **Footages**: Feet from north/south line would be in the format 1957 FNL. Feet from east/west line would be in the format 982FEL.
- **Wildcard**: The wildcard is the **%** symbol in Non-Indian AFMSS. It can be used before, after and/or in the middle of a string.

3 Operations

This section reviews the Non-Indian AFMSS operation functions that are launched from **Operations** on the *Non-Indian AFMSS Main Menu*.

The **Operations** menu has the cascading submenu shown below. Clicking on one of these submenus launches a finder window for that process.

Figure 3-1: Operations menu

The **Cases** submenu launches the *Non-Indian AFMSS Case Finder (GLB.94)* window. The case finder window is the central interface to all agreement and lease activities.

The **Customers** submenu launches the *Non-Indian AFMSS Customer Selection (GLB.11)* window. The customer finder window is the central interface to all customer related activities. The term *customer* refers to a company or organization (industry operators and BLM agencies) and the term *contact* refers to a person to be contacted for a customer. Some windows under this submenu are only accessible to the USP for the site.

The **Draft Approvals** submenu launches the *Non-Indian AFMSS Draft Approvals (MNT.49)* window. It is used to review and possibly send draft approvals that have been entered into Non-Indian AFMSS but have not yet been finalized and sent to the operator.

The **Facilities** submenu launches the *Non-Indian AFMSS Facility List (GLB.93)* window. It is used to add a new facility to Non-Indian AFMSS, edit the data of an existing facility, add or remove sundries, and access a sundry notice review.

The **Wells** submenu launches the *Non-Indian AFMSS Well List (GLB.89)* window. The well finder window is the interface from which all operational activities concerning a well are initiated. It is from this window that a specific existing record is selected for processing or a new record is started.

> **NOTE**: Before adding a new well record to Non-Indian AFMSS, some basic data concerning the well must already exist in the database such as the operator and the lease or agreement number. Many of these entries require access to windows only authorized for the USP; however, users can view some of these windows without having the authorization to save data in them. If unable to access a window or execute a save for required data in a window, contact the USP for further assistance.

3.1 Cases

The **Cases** submenu launches the *Non-Indian AFMSS Case Finder (GLB.94)* window. The case finder window is the central interface to all agreement and lease activities. GLB.94 connects to the case listings of all agreements and leases in Non-Indian AFMSS.

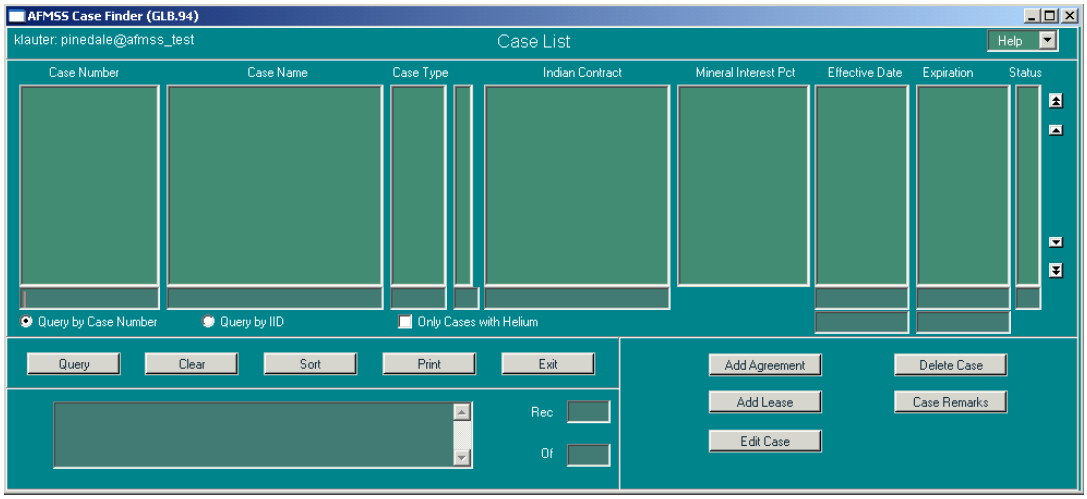


Figure 3-2: Non-Indian AFMSS Case Finder (GLB.94) Window

General GLB.94 procedures are provided below and Diagram 3-1 shows the links to associated windows. Guidelines for adding and editing a case (either an agreement or lease) and for case remarks follow in the subsections immediately following the general procedures.

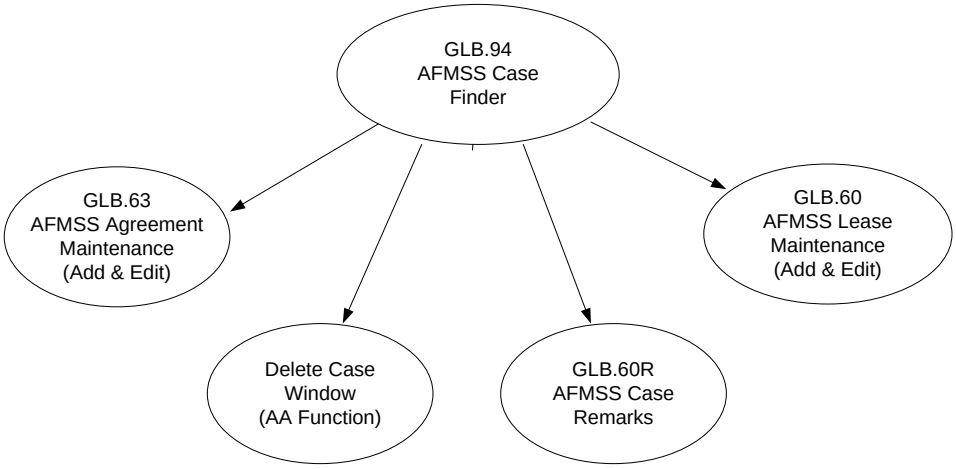


Diagram 3-1: Case Finder Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select the **Operations** menu and then click on **Cases** to launch the *Non-Indian AFMSS Case Finder (GLB.94)* window.
2. To display a case listing, it is necessary to query the database. Select **Query by Case Number**, **Query by IID**, or **Only Cases with Helium** to determine the search criteria. Use a wildcard if the complete name or number is unknown. Remember that thousands of records may be listed in the database, so it is best to limit the query as much as possible by including other search data in the query boxes of the window.

NOTE: The wildcard in Non-Indian AFMSS is the % sign. It can be used (without spaces) before or after partially known names or numbers.

3. Click **Sort** to launch the *Non-Indian AFMSS Sort Window (GLB.43)* to organize the list of queried records for convenience.
4. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
5. Click **Clear** to remove all data from the window display; usually to prepare to run another query.
6. The **Add Agreement** button links to the Non-Indian AFMSS Agreement Maintenance (GLB.63) window.
7. The **Add Lease** button links to the *Non-Indian AFMSS Lease Maintenance (GLB.60)* window.
8. The **Edit Case** button automatically selects the appropriate maintenance window for an agreement (*GLB.63*) or for a lease (*GLB.60*) based upon the record highlighted after a query.
9. The **Case Remarks** button links to the *Non-Indian AFMSS Case Remarks (GLB.60R)* window.
10. The **Delete Case** button launches the *Non-Indian AFMSS Delete Case* window to remove cases that were entered in error. Remember that a case linked to any record(s) cannot be deleted. This function is the responsibility of the site USP.
11. The **Delete Case** button allows the USP to review the case along with a user to validate that it was indeed the right one to be removed from the system. Press **Exit** in the *Non-Indian AFMSS Case Finder (GLB.94)* window to return to the *Non-Indian AFMSS Main Menu.*

3.1.1 Add Lease

The *Non-Indian AFMSS Lease Maintenance (GLB.60)* window is used for adding or editing leases (Figure 3-3). Use the **Add Lease** button in the case finder window to add a lease (see procedures below).

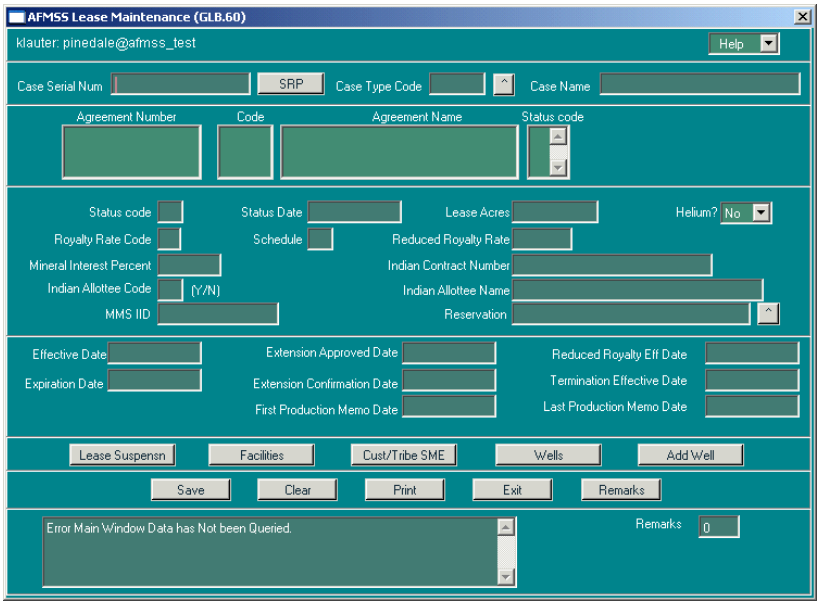


Figure 3-3: Non-Indian AFMSS Lease Maintenance (GLB.60) Window

NOTE: An agreement for a well takes precedence over the well's lease when the agreement is added into Non-Indian AFMSS. Once the Well Header window is updated with the agreement number, it becomes the case number for that well.

The associated windows are shown in Diagram 3-2.

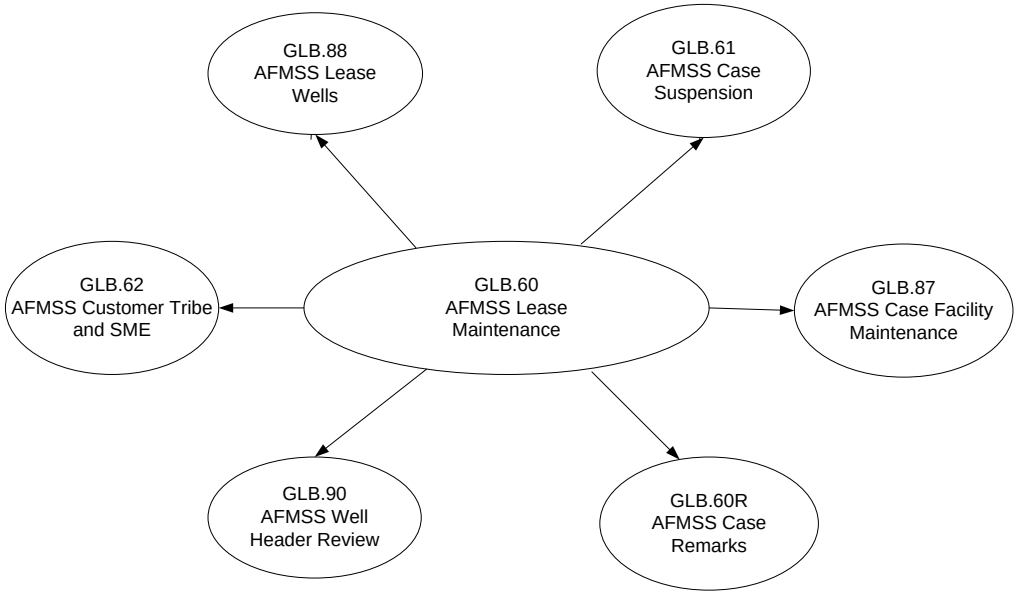


Diagram 3-2 Lease Maintenance Associated Windows

Lease Maintenance (GLB.60) Procedures

1. **From the** *Non-Indian AFMSS Main Menu* select **Operations** and select **Cases**. This launches the *Non-Indian AFMSS Case Finder (GLB.94)* window.

2. Click **Add Lease** to launch the *Non-Indian AFMSS Lease Maintenance (GLB.60)* window.

3. **Case Serial Num**: Enter the serialized administrative record number as assigned by BLM.

4. **Case Type Code**: Click the **Case Type Code** pull-down menu. This launches the **Lease and Agreement Type Codes** picklist. Choose a code.

5. **Case Name**: Enter the case geographic name.

6. **Agreement Related Data Fields**: The agreement section is for display only; it does not allow entries. The connection between the lease and agreement must be done in the *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window.

   - **Agreement Number**: This field will autopopulate if there is an agreement.
   - **Code**: This field will autopopulate.
   - **Agreement Name**: This field will autopopulate.
   - **Status Code**: This field will autopopulate.

7. **Status Code** *(mandatory entry)*: Enter the status code of the authorization. (See Appendix B for the codes).

8. **Status Date** *(mandatory entry)*: Enter the date that the authorization status was determined by the authorized office.

9. **Lease Acres**: Enter the number of acres in the federal lease.

10. **Helium?**: Click the button and select **Yes** or **No**.

11. **Royalty Rate Code** *(mandatory entry)*: Enter the royalty rate code. (See Appendix B for the codes).

12. **Schedule** *(mandatory entry)*: Enter the royalty schedule applicable. (See Appendix B for the codes).

13. **Reduced Royalty Rate**: This field must contain a reduced royalty rate if an **S** or **H** is entered in the **Royalty Rate Code** above. The reduced royalty rate is a number in the format *xx.x* (10.4, 13.5, etc)..

14. **Mineral Interest Percent**: Enter the percentage of mineral interest ownership.

15. **MMS IID**: The MMS IID autopopulates with the case number upon entering a new agreement or lease.

16. **Effective Date**: Enter the date that the authorization became effective.

17. **Extension Approved Date**: Enter the date that the authorized officer approved the authorization extension.

18. **Reduced Royalty Eff (Effective) Date**: This field must contain the date the reduced royalty rate became effective if an **S** or **H** is entered in the **Royalty Rate Code** above.

19. **Expiration Date**: Enter the date that the authorization expires.

20. **Extension Confirmation Date**: Enter the date on which the BLM field office confirms that the lease has earned an extension of the lease by drilling after the expiration date of the lease.
21. **Termination Effective Date**: Enter the effective date of the termination due to failure to comply with the terms and conditions of the authorization.
22. **First Production Memo Date**: Enter the date of the first Production Memo.
23. **Last Production Memo Date**: Enter the date of the last Production Memo.
24. **Click the Save** button to enter data into Non-Indian AFMSS. (It is not necessary to do a **Save** until all entries are completely finished, including work done in the associated windows listed below. However, it is wise to do the **Save** now).
25. **Click Cust/Tribe SME** to launch the *Non-Indian AFMSS Customer Tribe and SME (GLB.62)* window. This is a display-only window.
26. **Click the Lease Suspense** button to launch the *Non-Indian AFMSS Case Suspension (GLB.61)* window.
27. **Click the Facilities** button to launch the *Non-Indian AFMSS Case Facility Maintenance (GLB.87)* window. This is the same window used for an agreement.
28. **Click the Wells** button. This launches the *Non-Indian AFMSS Lease Wells (GLB.88)* window. This is a display- only window.
29. **Click Add Well** to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window.
30. **Click the Remarks** button to launch the *Non-Indian AFMSS Case Remarks (GLB.60R)* window.
31. **Click the Save** button to save any work into Non-Indian AFMSS.
32. **Click the Exit** button to return to the *Non-Indian AFMSS Case Finder (GLB.94)* window.
33. **Click the Exit** button to return to the *Non-Indian AFMSS Main Menu*.

3.1.2 Add Agreement

The *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window is used for adding or editing agreements (Figure 3-4). Use the **Add Agreement** button in the case finder window to add an agreement (see procedures below).

NOTE: An agreement for a well takes precedence over the well's lease when the agreement is added into Non-Indian AFMSS. Once the *Non-Indian AFMSS Well Header Review (GLB.90)* window is updated with the agreement number, it becomes the case number for that well.

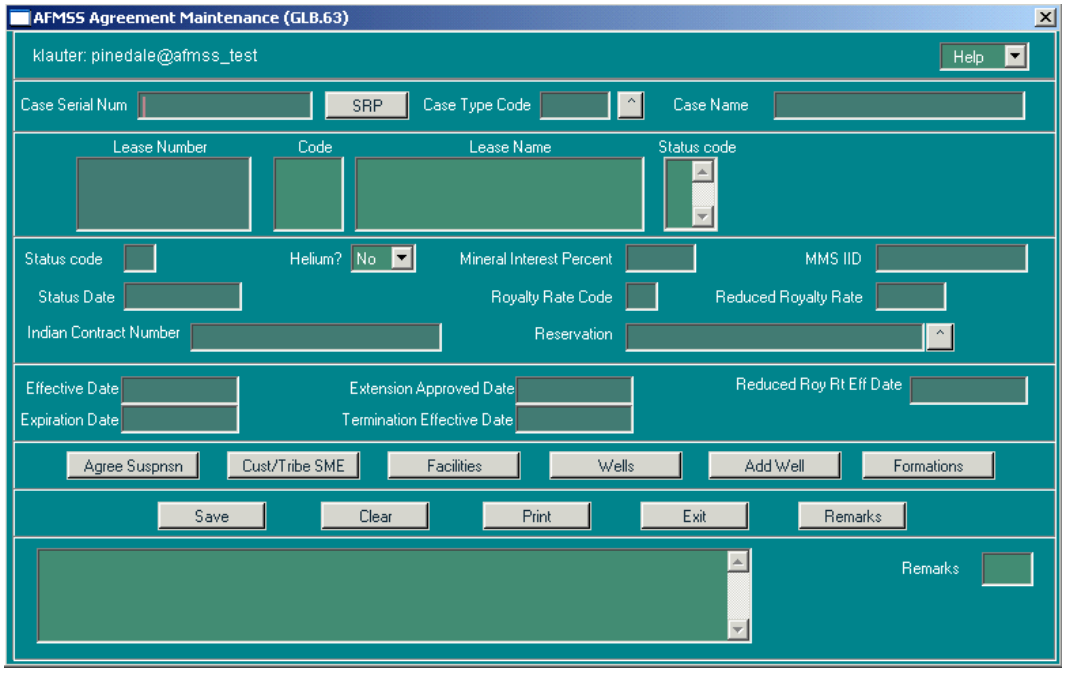


Figure 3-4: Non-Indian AFMSS Agreement Maintenance (GLB.63) Window

GLB.63 associated windows are shown in Diagram 3-3.

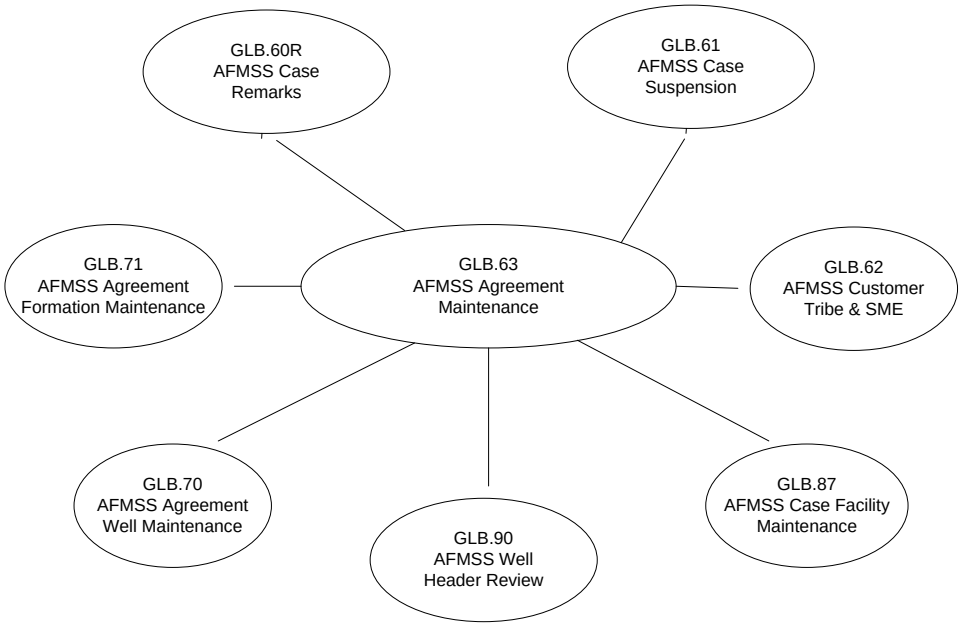


Diagram 3-3: Agreement Maintenance Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu*, select **Operations** and select **Cases**. This launches the *Non-Indian AFMSS Case Finder (GLB.94)* window.

2. Press the **Add Agreement** button to launch the *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window. The data fields will be blank.

3. **Case Serial Nm** *(mandatory entry)*: Enter the serialized administrative record number as assigned by BLM.

4. **Case Type Cd** *(mandatory entry)*: Click the button to the right of the **Case Type Cd** field. This launches the **Lease and Agreement Type Codes** picklist (Figure 3-5). Click in the left column under **Code** to make a selection. The data field in *GLB.63* will be populated.

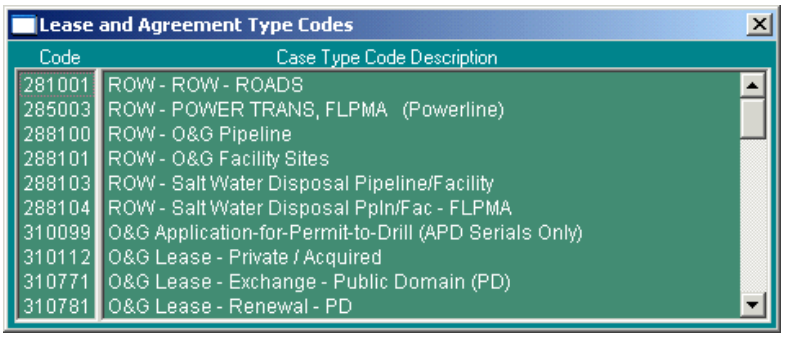


Figure 3-5: Picklist for Lease and Agreement Type Codes

5. **Case Name** *(mandatory entry)*: Enter the case geographic name.

6. Lease Related Data Fields

   - **Lease Number**: Enter the serialized administrative record number as assigned by the BLM.

NOTE: If a lease needs to be tied to this agreement, enter the lease number into the **Lease Number** field. If there are fee or state wells involved, enter either FEE or STATE in the **Lease Number** field as well. This becomes very important when tying fee and state wells to an agreement in the **Well Header**. The connection must be made first in *GLB.63* before a well record can be added.

   - **Code**: This field will autopopulate.
   - **Lease Name**: This field will autopopulate.
   - **Status Code**: This field will autopopulate.

7. **Status Code** *(mandatory entry):* Enter the status code. (If an incorrect code is inserted, an error alert message appears). Click **OK** and a list of the valid codes will appear in the message box in the lower left corner of the window. Choose the appropriate code. The case status codes are also listed in Appendix B.

8. **Helium?** *(mandatory entry):* Click the button and select either **Yes** or **No**.

9. **Mineral Interest Percent** *(mandatory entry)***:** Enter the percentage (numeric) of mineral interest ownership.

10. **MMS IID**: The MMS IID autopopulates with the case number upon entering a new agreement or lease.

11. **Status Date** *(mandatory entry)*: Enter the date that the authorization status was determined by the authorized office.

12. **Royalty Rate Code** *(mandatory entry):* Enter the agreement royalty rate code. (If an incorrect code is inserted, an error alert message appears). Click **OK** and a list of the valid codes will appear in the message box in the lower left corner of the window. Choose the appropriate code. The royalty rate codes are also listed in Appendix B.
13. **Reduced Royalty Rate**: This field must contain a reduced royalty rate if an **S** or **H** is entered in the **Royalty Rate Code** above. The reduced royalty rate is a number in the format xx.x (10.3, 13.5, etc.). (rounds to the nearest tenth).
14. **Reduced Roy Rt Eff (Royalty Rate Effective) Date**: This field must contain the date the reduced royalty rate became effective if an **S** or **H** is entered in the **Royalty Rate Code** above.
15. **Effective Date**: Enter the date that the authorization became effective.
16. **Extension Approved Date**: Enter the date that the authorized officer approved the authorization extension.
17. **Expiration Date**: Enter the date that the authorization expires.
18. **Termination Effective Date**: Enter the effective date of the termination due to failure to comply with the terms and conditions of the authorization.
19. Click **Save** to enter the data into Non-Indian AFMSS. (It is not necessary to do a **Save** until all entries are completely finished, including work done in the associated windows listed below. However, it is wise to do the **Save** now).
20. If a new agreement was saved in error it may be removed before anything is linked to it.
21. Click **Agree Suspense** to launch the *Non-Indian AFMSS Case Suspension (GLB.61)* window.
22. Click **Cust/Tribe SME** to launch the *Non-Indian AFMSS Customer Tribe and SME (GLB.62)* window. This is a display-only window.
23. Click **Facilities** to launch the Non-Indian AFMSS Case Facility Maintenance (GLB.87) window.
24. Click **Wells** to launch the Non-Indian AFMSS Agreement Well Maintenance (GLB.70) window.
25. Click **Add Well** to launch the Non-Indian AFMSS Well Header Review (GLB.90) window.
26. Click **Formations** to launch the Non-Indian AFMSS Agreement Formation Maintenance (GLB.71) window.
27. Click **Remarks** to launch the Non-Indian AFMSS Case Remarks (GLB.60R) window.
28. Click the **Save** button to save any work into Non-Indian AFMSS.
29. Click the **Exit** button to return to the *Non-Indian AFMSS Case Finder (GLB.94)* window.

3.1.3 Edit Case

Non-Indian AFMSS automatically opens either an agreement or lease window based upon the type of case (agreement or lease) selected in *GLB.94* for editing. Look in the **Case Type** column in *GLB.94* to identify the type of case viewed. The *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window is used for editing agreements and the *Non-Indian AFMSS Lease Maintenance (GLB.60)* window is used for editing leases.

Procedures

1. **From the** *Non-Indian AFMSS Main Menu* select **Operations** and select **Cases**. This launches the *Non-Indian AFMSS Case Finder (GLB.94)* window.
2. Query the database to display cases. Select either **Query by Case Number** or **Query by IID** to determine the search criteria. Use a wildcard if the complete name or number is unknown. Remember that thousands of records may be listed in the database, so it is best to limit the query as much as possible by including other search data in the query boxes of the window.

NOTE: The wildcard in Non-Indian AFMSS is the **%** sign. It can be used (without spaces) before or after partially known names or numbers.

3. The **Case Type** column in *GLB.94* should contain an **A** (agreement) or an **L** (lease). Select the desired case record by clicking on it.
4. Click **Edit Case** to launch either the *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window or the *Non-Indian AFMSS Lease Maintenance (GLB.60)* window.
5. The same data fields are used to **edit an agreement** as in adding an agreement, but many of the fields are autopopulated from existing data in Non-Indian AFMSS. Edit the fields as necessary.
6. The same data fields are used to **edit a lease** as in adding a lease, but many of the fields are autopopulated from existing data in Non-Indian AFMSS. Edit the fields as necessary.

3.1.4 Associated Case (Agreement and/or Lease) Windows

The following windows are launched from the Non-Indian AFMSS Agreement Maintenance (GLB.63) and Non-Indian AFMSS Lease Maintenance (GLB.60) windows.

3.1.4.1 Case Suspension

The *Non-Indian AFMSS Case Suspension (GLB.61)* window is used to suspend either an agreement or a lease (Figure 3-6). The agreement or lease must already exist in the database.

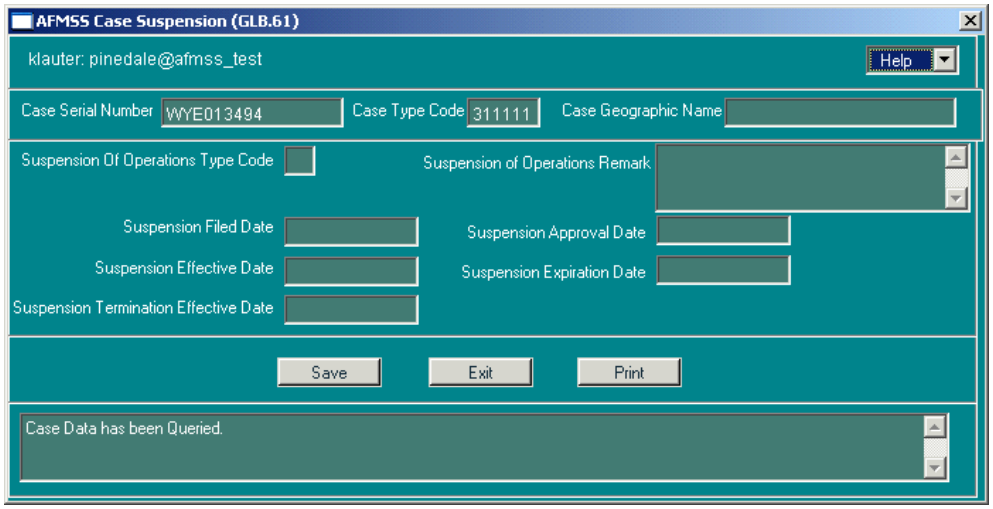


Figure 3-6: Non-Indian AFMSS Case Suspension (GLB.61) Window

Procedures

1. In *GLB.63* or *GLB.60* click on either the **Agree Suspense** or **Lease Suspense** button to launch the *Non-Indian AFMSS Case Suspension (GLB.61)* window.
2. Check the **Case Serial Number** and **Case Type Code** to ensure that this is the correct case to be suspended.
3. **Suspension of Operations Type Code**: Enter the operations type code. (See Appendix B for the codes).
4. **Suspension of Operations Remark**: Enter brief explanatory remarks as appropriate.
5. **Suspension Filed Date**: Enter the date that a suspension of operations was filed with the BLM.
6. **Suspension Approval Date**: Enter the date that the letter authorizing the suspension of operations and/or production was signed by the BLM officer.
7. **Suspension Effective Date**: Enter the date that the suspension of operations and/or production on a lease or agreement is effective.
8. **Suspension Expiration Date**: Enter the date that the suspension of operations and/or production on a lease or agreement was to expire.
9. **Suspension Termination Effective Date**: Enter the date that the termination of the suspension of operations and/or production is effective.
10. Click the **Save** button.
11. Click the **Exit** button to return to the appropriate (*GLB.63* or *GLB.60*) maintenance window.

3.1.4.2 Case Facilities

The *Non-Indian AFMSS Case Facility Maintenance (GLB.87)* window is used to edit facilities associated with a case (Figure 3-7).

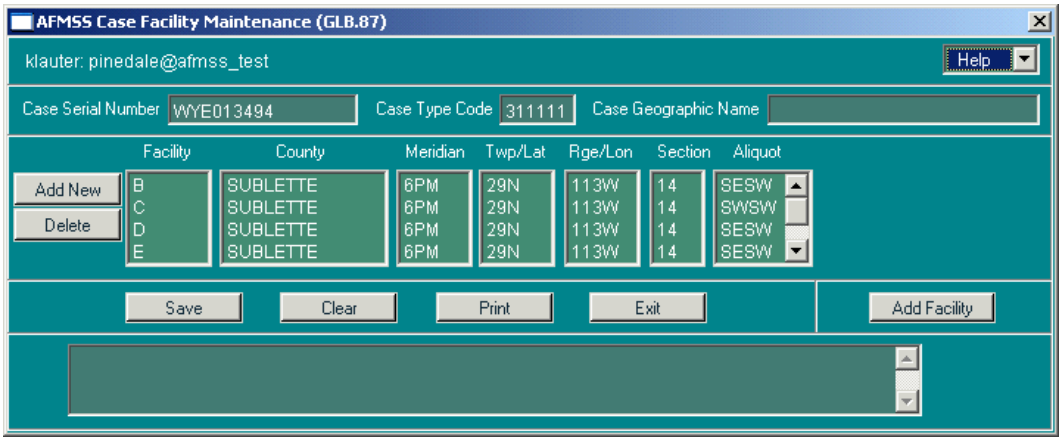


Figure 3-7: Non-Indian AFMSS Case Facility Maintenance (GLB.87) Window

Procedures

1. In *GLB.63* or *GLB.60* click **Facilities** to launch the *Non-Indian AFMSS Case Facility Maintenance (GLB.87)* window.
2. A facility must already exist in the database for it to be associated with a case. Data for those facilities associated with a case are displayed in the midsection of the window. Use the scroll bar to the right of the midsection to move through the associated facilities. Highlight a desired facility by clicking in the left column of the display.
3. Click **Delete** to remove the facility highlighted from the case.
4. Click **Add New** if the desired facility is not listed in the display. This launches the *Non-Indian AFMSS Facility Selection (GLB.86)* window (Figure 3-8).

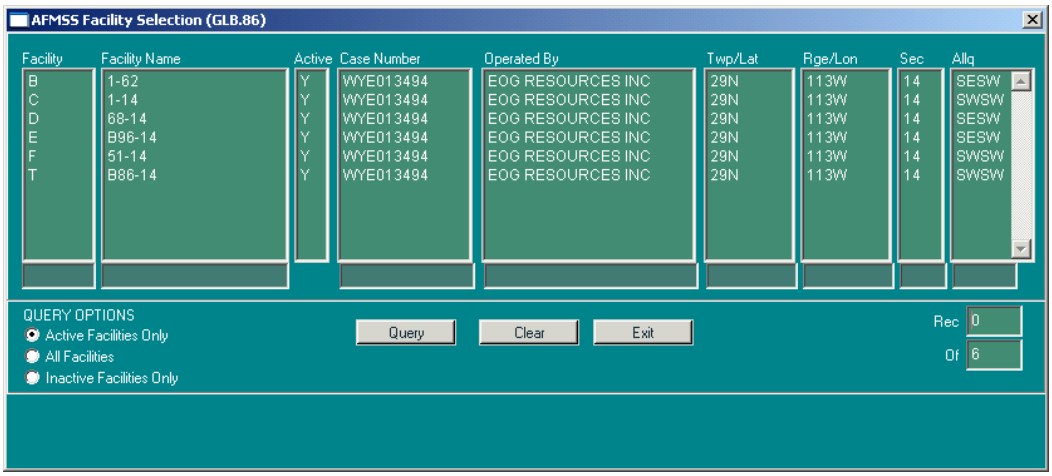


Figure 3-8: Non-Indian AFMSS Facility Selection (GLB.86) Window

a. Click the type of records to be queried; Active Facilities Only, All Facilities, or Inactive Facilities Only.

b. Enter data into the appropriate query column and click **Query**. All facilities that meet the type of records option selected are displayed.

c. Highlight the desired facility and click **Exit** to return to *GLB.87*. The facility is now listed in *GLB.87*.

5. Click **Add Facility** if the desired facility is not found using *GLB.86* (see above step). The *Non-Indian AFMSS Production Facility (IEP.29)* window is launched.

6. After the facility is added, Non-Indian AFMSS returns to *GLB.87*. Click on **Add New** and follow the guidelines above in item 4.

7. Click the **Save** button to save data to Non-Indian AFMSS.

8. Click the **Exit** button to return to the appropriate (*GLB.63* or *GLB.60*) maintenance window.

9. Continue to click **Exit** in each window to return to the *Non-Indian AFMSS Main Menu*.

3.1.4.3 Agreement Well Maintenance

The *Non-Indian AFMSS Agreement Well Maintenance (GLB.70)* window is used to exclude or include well completions on an agreement (Figure 3-9). It is accessed from the *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window.

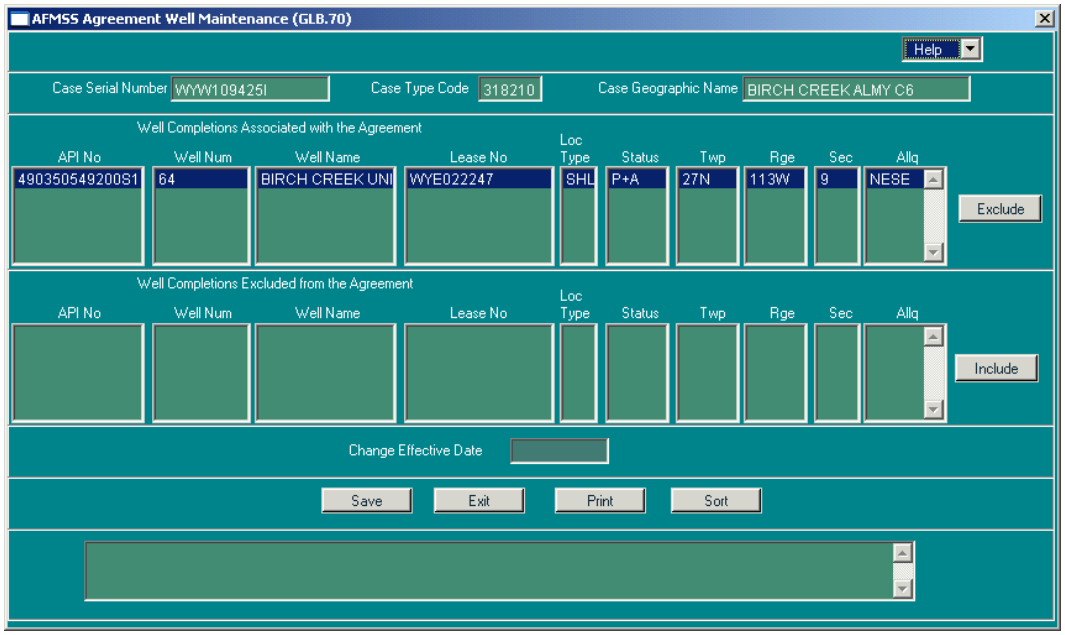


Figure 3-9: Non-Indian AFMSS Agreement Well Maintenance (GLB.70)

Procedures

1. In *GLB.63* click the **Wells** button to launch the *Non-Indian AFMSS Agreement Well Maintenance (GLB.70)* window.

2. Check the **Case Serial Number**, **Case Type Code**, and/or the **Case Geographic Name** to verify the case desired.

3. There are two sections that list associated well completions for the agreement that autopopulate if appropriate. The data fields in these sections include the **Location Type** field. This field displays whether the location is the surface or bottom hole; it displays the bottom if it has one, otherwise it displays surface.

4. The section **Well Completions Associated with the Agreement** lists each well completion that is currently associated with the agreement. To exclude a well completion, highlight it and click the **Exclude** button to the right of the section. This moves the completion(s) into the **Well Completions Excluded from the Agreement** field.
5. The section **Well Completions Excluded from the Agreement** lists each well completion that exists on a lease basis on leases that are associated with the Agreement. These particular well completions exist on the lease, but are not currently associated with the agreement. Highlight the well completion and click **Include** button to the right of the section if the completion is now to be included with the agreement. This moves the highlighted completion(s) into the **Well Completions Associated with the Agreement** field.
6. Click **Sort** to organize the wells in the **Include** or **Exclude** sections to make it easier to find wells on a lease. Choose the section to be sorted, highlight one of the records listed, and click **Sort** to launch the *Non-Indian AFMSS Sort Window (GLB.43)*. Select the options desired and click **Sort** to return to *GLB.70*. To not use the sort function, click **Cancel** to return to *GLB.70*. Repeat this process for the other section if desired.
7. **Change Effective Date**: Type in the effective date.
8. Click the **Print** button to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window and choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy. Click **Exit** to return to *GLB.70*.
9. Click the **Save** button.
10. Click the **Exit** button to return to the *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window.

3.1.4.4 Agreement Formations

The *Non-Indian AFMSS Agreement Formation Maintenance (GLB.71)* window is used to add or edit agreement formations (Figure 3-10). The window is accessed from the *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window.

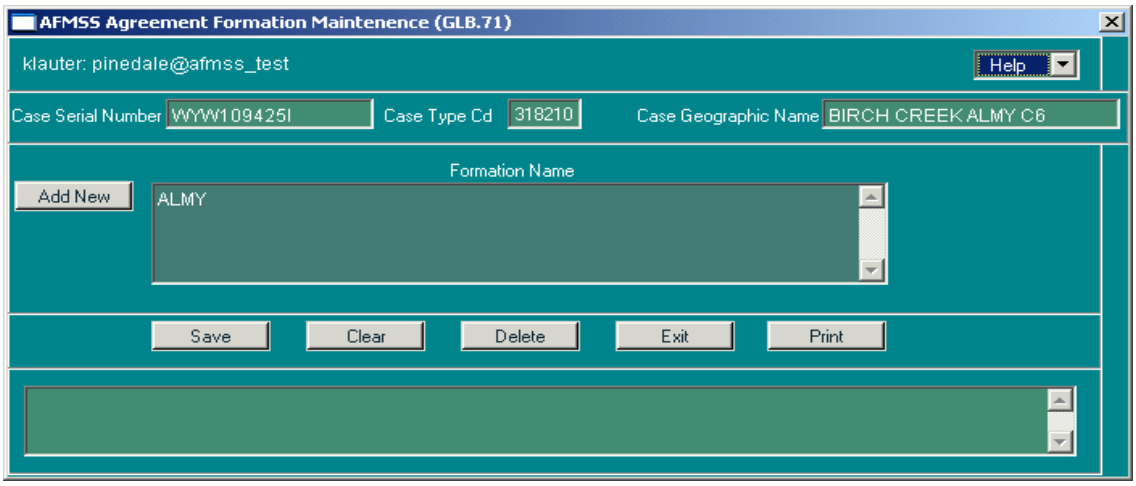


Figure 3-10: Non-Indian AFMSS Agreement Formation Maintenance (GLB.71) Window

Procedures

1. In *GLB.63*, click the **Formations** button. This launches the *Non-Indian AFMSS Agreement Formation Maintenance (GLB.71)* window. This window allows adding or deleting formations from the agreement.

2. Click the **Add New** to add a new formation to the agreement. This launches the **Formation** picklist (Figure 3-11). Highlight the correct formation name. Non-Indian AFMSS returns to the *Non-Indian AFMSS Agreement Formation Maintenance (GLB.71)* window.

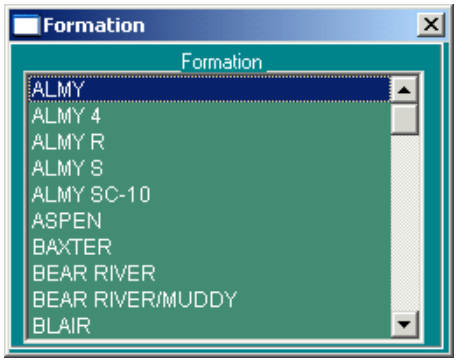


Figure 3-11: Formation Picklist

Note: When a formation is added here, the formation is also added to every well completion associated with the selected agreement.

3. **Delete**: Highlight a formation and click the **Delete** button to remove a formation from the agreement.

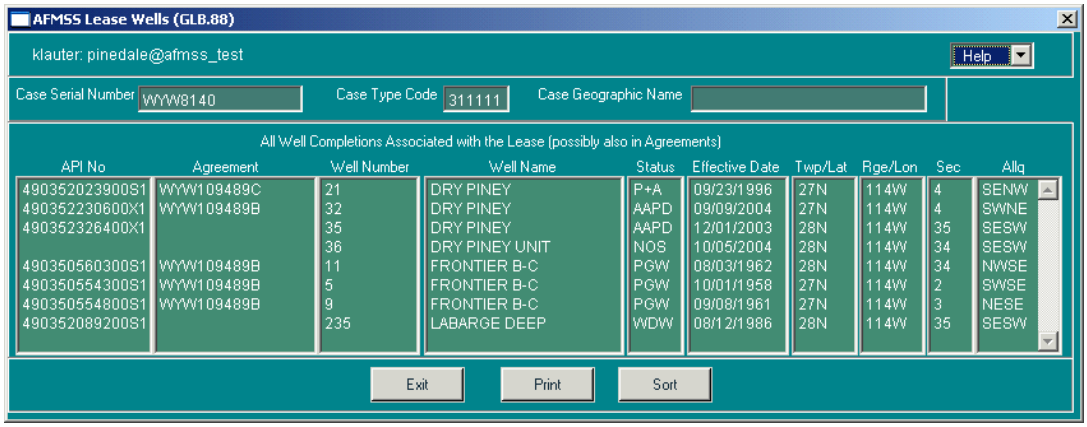
Note: When a formation is deleted here, the formation is also deleted from every well completion associated with the selected agreement.

4. Click the **Save** button.

5. Click the **Exit** button to return to the appropriate (*GLB.63* or *GLB.60*) maintenance window.

3.1.4.5 Lease Wells

The *Non-Indian AFMSS Lease Wells (GLB.88)* window (Figure 3-12) is a display-only window when accessed from the *Non-Indian AFMSS Lease Maintenance (GLB.60)* window. It can be used to find all the wells on a lease and see if they are associated with an agreement.



API No	Agreement	Well Number	Well Name	Status	Effective Date	Twp/Lat	Rge/Lon	Sec	Allq
49035202390 0S1	WYW109489C	21	DRY PINEY	P+A	09/23/1996	27N	114W	4	SENW
49035223060 0X1	WYW109489B	32	DRY PINEY	AAPD	09/09/2004	27N	114W	4	SWNE
49035232640 0X1		35	DRY PINEY	AAPD	12/01/2003	28N	114W	35	SESW
		36	DRY PINEY UNIT	NOS	10/05/2004	28N	114W	34	SESW
49035056030 0S1	WYW109489B	11	FRONTIER B-C	PGW	08/03/1962	28N	114W	34	NWSE
49035055430 0S1	WYW109489B	5	FRONTIER B-C	PGW	10/01/1958	27N	114W	2	SWSE
49035055480 0S1	WYW109489B	9	FRONTIER B-C	PGW	09/08/1961	27N	114W	3	NESE
49035208920 0S1		235	LABARGE DEEP	WDW	08/12/1986	28N	114W	35	SESW

Figure 3-12: Non-Indian AFMSS Lease Wells (GLB.88) Window

Procedures

1. In *GLB.60*, click the **Wells** button. This launches the *Non-Indian AFMSS Lease Wells (GLB.88)* window. This is a display-only window.

NOTE: The **Agreement** data field autopopulates with the agreement number if the well has been associated with an agreement; otherwise the field is blank.

2. Click **Sort** to launch the *Non-Indian AFMSS Sort Window (GLB.43)* to organize the listing in a different order.
3. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window and choose printing options. Click **Print** to launch the *WinPreview* window to review or print the report.
4. Click the **Exit** button to return to *GLB.60*.

3.2 Customers

The **Customers** submenu launches the *Non-Indian AFMSS Customer Selection (GLB.11)* window (Figure 3-13). *GLB.11* is the central interface to all customer related activities. The term customer refers to a company or organization (industry operators and BLM agencies) and the term contact refers to a person to be contacted for a customer.

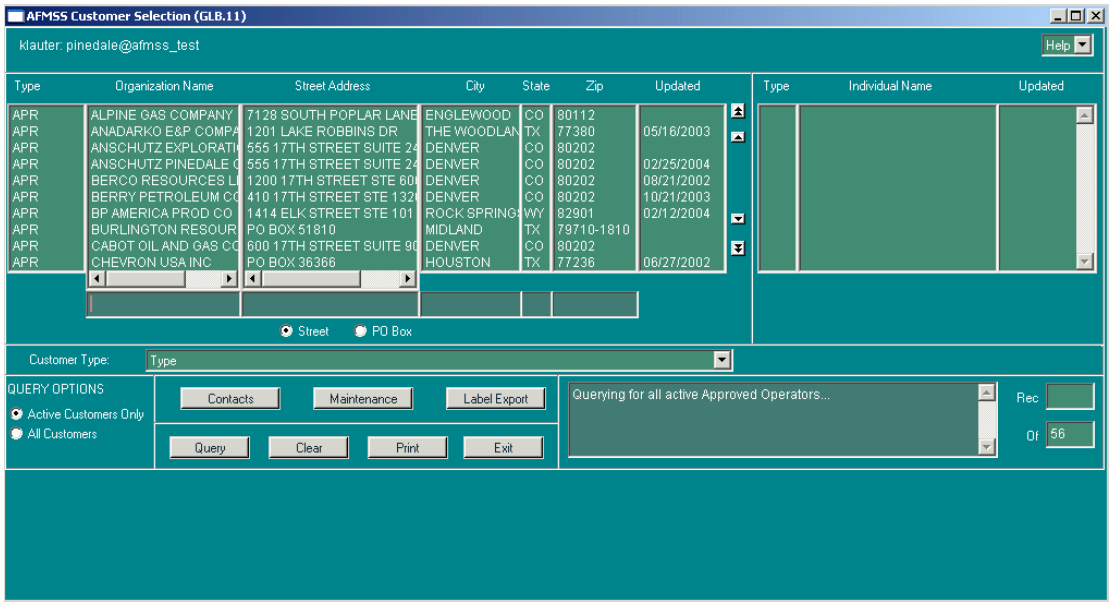


Figure 3-13: Non-Indian AFMSS Customer Selection (GLB.11) Window

Non-Indian AFMSS users can select customer information to review or to export as a text file to print mailing labels. It is also possible to link to the customer maintenance windows concerning a contact or to further review the customer information. Generally, editing customer information is considered a maintenance responsibility and authorized for the USP or a USP-authorized individual. Neither customer nor contact data can be edited in *GLB.11*.

NOTE: Appendix B contains a list of codes for the types of customers contained in the database.

GLB.11 links to associated windows are shown in Diagram 3-4.

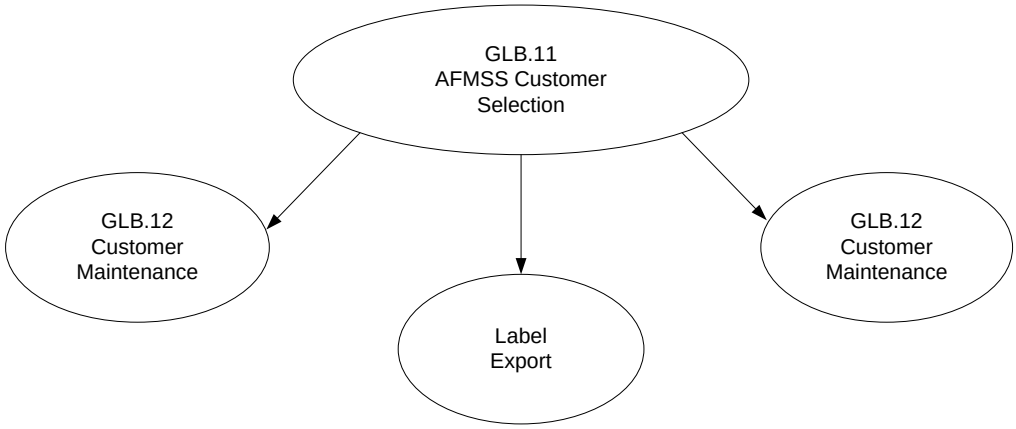


Diagram 3-4: Non-Indian AFMSS Customer Selection Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select the **Operations** menu and click on **Customers** to launch the *Non-Indian AFMSS Customer Selection (GLB.11)* window.
2. The window opens displaying the list of active Approved BLM Operators **(APR**).
3. If the APR type is not the type of customers desired, then run a query.
   a. Click the **Customer Type** button (beneath the QBE boxes) and select the type desired.
   b. Select Active Customers Only or All Customers.
   c. Enter data into the appropriate QBE boxes to limit the query. Use the wildcard (%) where necessary.
   d. Click **Query**. A listing of all appropriate customer records displays.
4. Highlight the customer desired. The contact type, name, and last update data for that customer appears in the section to the far right if the data are in the database. If the date is know for the last entry for a customer it is indicated in the **Updated** column.
5. Click **Contacts** to launch the *Customer Contacts (GLB.12a)* window to add or edit contact data.
6. Click **Maintenance** to launch the *Customer Maintenance (GLB.12)* window to review customer data. The USP is responsible for adding or editing customer data.

Note: Once a customer name has been added and saved, it cannot be edited. Only the address can be changed. If a customer name is entered in error or contains typographical errors, the record can be deleted if it has not been associated with any other records in Non-Indian AFMSS, or it must be marked as inactive by selecting **N** in the **Active?** field.

7. Click **Label Export** to send a copy of the file in mailing label format to a desired directory. See Appendix A for instructions on using this file to create a set of mailing labels in Microsoft Word.

8. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy of the listing.

9. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

3.2.1 Customer Contacts

The *Customer Contacts (GLB.12a)* window (Figure 3-14) is used to edit existing data for a contact or to add a new contact for the customer selected in *GLB.11*.

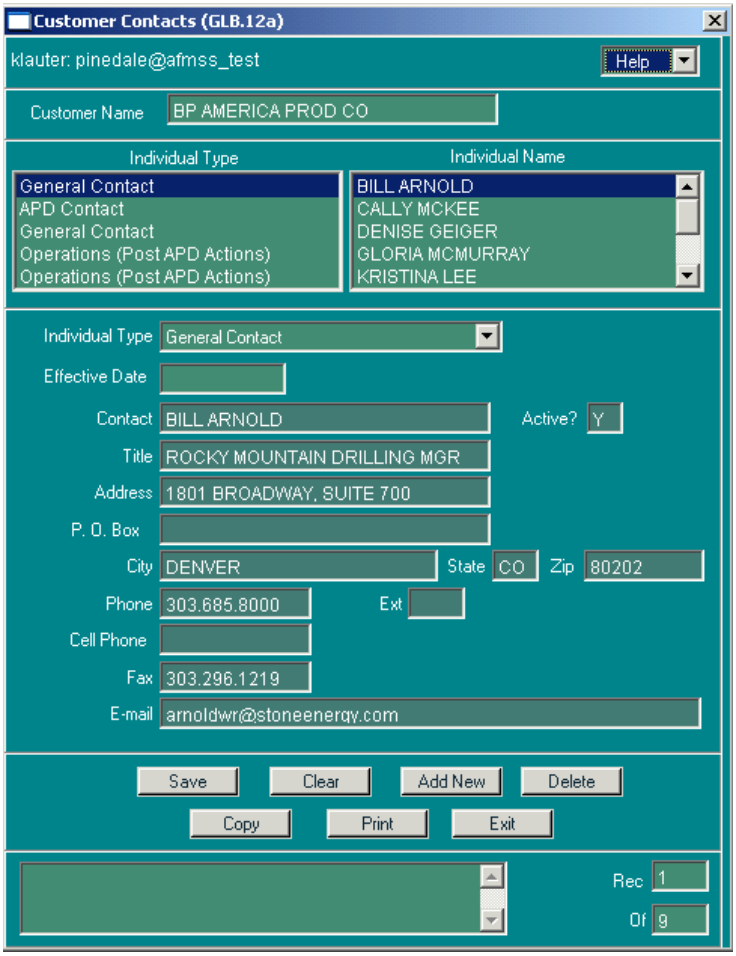


Figure 3-14: Customer Contacts (GLB.12a) Window

Procedures

1. In *GLB.11* click the **Contacts** button to launch the *Customer Contacts (GLB.12a)* window. The **Customer Name**, **Individual Type** and **Individual Name** fields autopopulate with data from the customer selected in *GLB.11*. If there is no contact listed the last two fields are blank.

2. Select (highlight) the desired contact to view information (phone number, address) concerning that person in the lower portion of the window.

3. **Effective Date**: This is the date that the contact was entered into the database.

4. Most of the data fields are self-explanatory. If the information for this customer is already in Non-Indian AFMSS, data appear in the appropriate data fields.
5. **Active?**: **Y** if the person is still active as a contact and **N** if not.
6. **Press Copy** to duplicate the existing contact information. This step may save time if much of the information is the same for a new contact that is to be added.
7. Press **Add New** to enter a new contact. Enter new data in the appropriate fields, or edit duplicate information if using the **Copy** feature.
8. Use the **Clear** and **Print** buttons as necessary.
9. Press **Delete** to remove a contact. No special permissions are necessary for the general user to perform this delete.
10. Press **Save** to save any changes. The **Effective Date** automatically populates with the current date after the save.
11. Press **Exit** to return to the *Non-Indian AFMSS Customer Selection (GLB.11)* window.

3.2.2 Customer Maintenance

In *GLB.11* click **Maintenance** to launch the *Customer Maintenance (GLB.12)* window (Figure 3-15). This is a display only window for the general user. Press **Exit** to return to the *Non-Indian AFMSS Customer Selection (GLB.11)* window.

NOTE: **Save** access to the *Customer Maintenance (GLB.12)* window is limited to the USP or a person authorized by the USP, such as an Adjudicator. *GLB.12* contains both operator and BLM agency information. See the *Non-Indian AFMSS Software User Guide for Privileged Users* for guidelines.

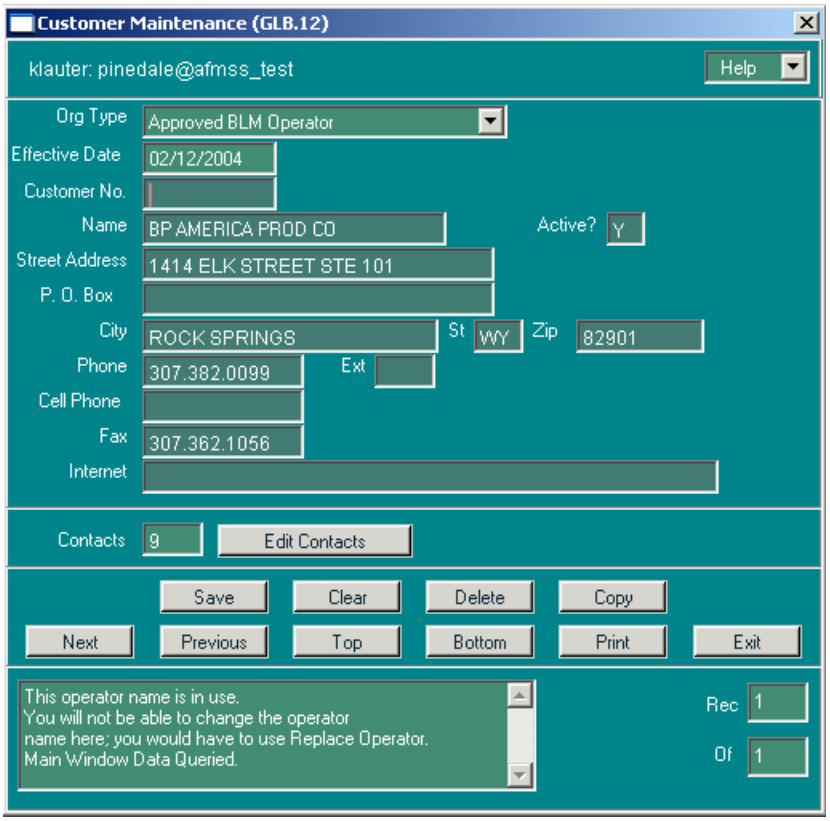


Figure 3-15: Customer Maintenance (GLB.12) Window

3.2.3 Mailing Labels

In *GLB.11* click **Label Export** to put the contact list resulting from a query into a text file. The home directory appears after the capture is completed.

Scroll through the directory to locate the file that has been designated for processing, storing and printing the labels.

Name the text file and save it. Non-Indian AFMSS returns to *GLB.11*. Each BLM site may use slightly different procedures and assignment of file names for the processing of mail labels. Consult the site USP for specific guidance regarding file names and import procedures.

NOTE: *APPENDIX A: Non-Indian AFMSS Mailing Labels in Microsoft Word* contains directions for using the mailing label text file to create a set of labels for mailing.

3.3 Draft Approvals

The *Non-Indian AFMSS Draft Approvals (MNT.49)* window is used to review and possibly send draft approvals that have been entered into Non-Indian AFMSS but have not yet been finalized and sent to the operator (Figure 3-16).

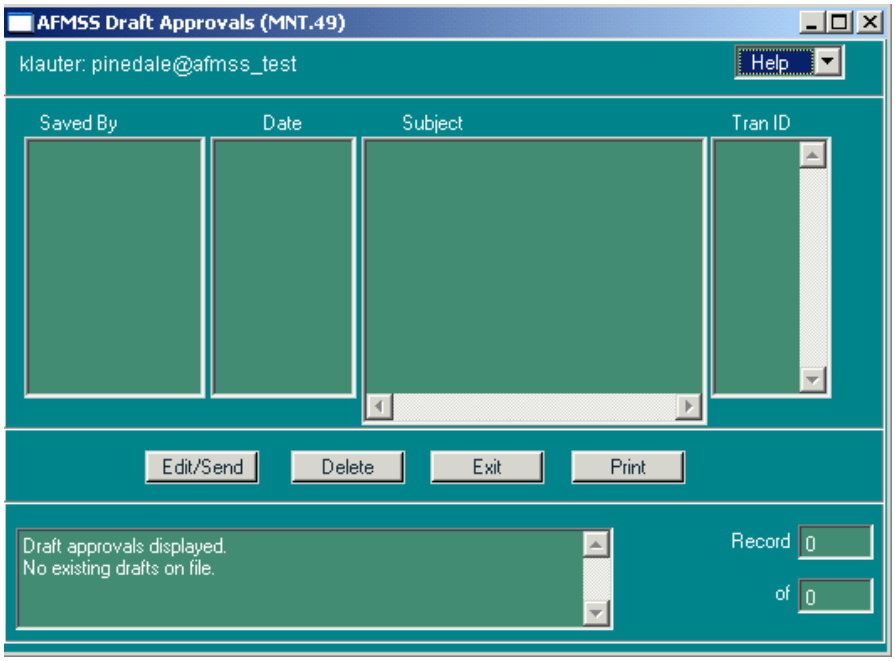


Figure 3-16: Non-Indian AFMSS Draft Approvals (MNT.49) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then select **Draft Approvals**. This launches the *Non-Indian AFMSS Draft Approvals (MNT.49)* window.
2. All approvals that have been drafted but not sent to the operator are displayed. The total number of draft approvals listed should be the same as the number in the **Draft Approvals** box on the *Non-Indian AFMSS Main Menu* window.
3. There are columns for the name of the person that saved the draft, the date it was saved, the subject (well name and number) and the EC transaction ID.
4. Select the draft approval desired.
5. Click **Delete** to remove it from Non-Indian AFMSS without sending it to the operator or anyone else. **Note**: the user can delete only drafts he or she created.
6. Click **Edit/Send** to launch the *Send Email to Operator (MNT.46)* window. *MNT.46* allows the user to delete the email, edit and save it again as a draft, or actually send it out. Click **Exit** to return to *MNT.49*.
7. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
8. Click Exit to return to the *Non-Indian AFMSS Main Menu.*

3.4 Facilities

The *Non-Indian AFMSS Facility List (GLB.93)* window is used to add a new facility to Non-Indian AFMSS, to edit the data of an existing facility, add or remove sundries that are associated

with facility records, and access a sundry notice review (Figure 3-17). *GLB.93* is accessible through **Operations/Facilities**. The guidelines are the same from either access point.

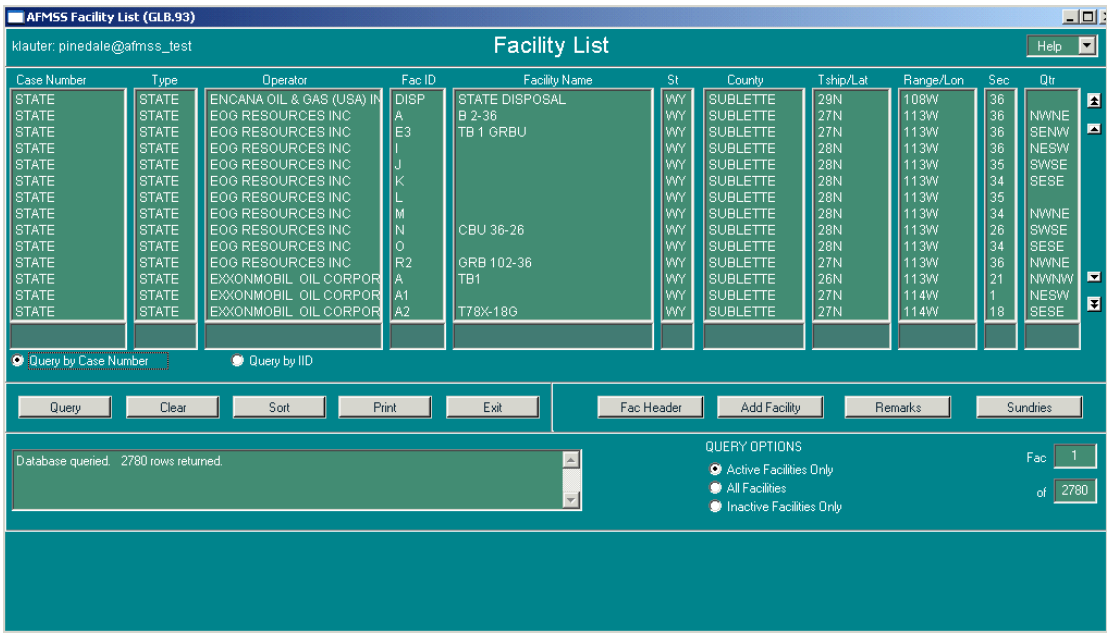


Figure 3-17: Non-Indian AFMSS Facility List (GLB.93) Window

The *GLB.93* links to associated windows are shown in Diagram 3-5.

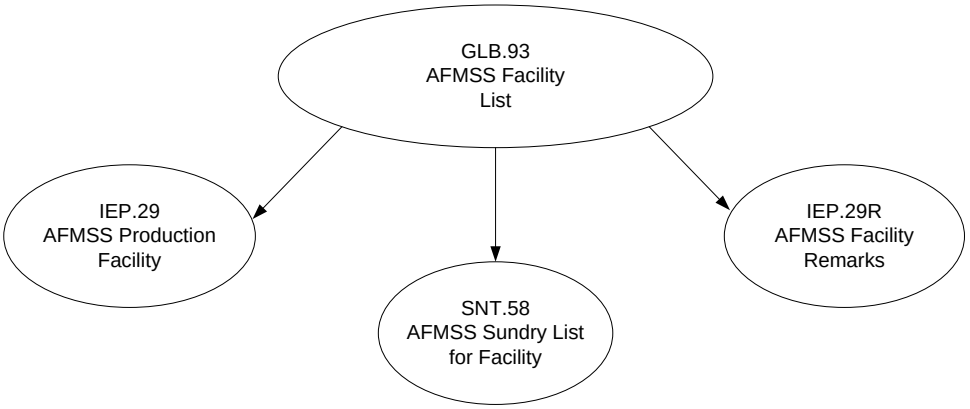


Diagram 3-5: Non-Indian AFMSS Facility List Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select the **Operations** submenu then click on **Facilities** to launch the *Non-Indian AFMSS Facility List (GLB.93)* window.
2. To display a facility listing, it is necessary to query the database.
   - Select either **Query by Case Number** or **Query by IID**.
   - Select Active Facilities Only, All Facilities, or Inactive Facilities Only.
   - Enter known data into at least one of the query boxes, use a wildcard (%) as necessary. Then click **Query**.

3. All records pertaining to the query criteria displays. If there are numerous records, use the **Sort** button to choose an option for organizing them. If the desired record is not listed, use the **Clear** button to remove them and try another query.
4. Select the desired facility.
5. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print make a copy.
6. Click the **Remarks** button to launch the *Non-Indian AFMSS Facility Remarks (IEP.29R)* window to make a comment about the facility.
7. Click the **Fac Header** button to launch the *Non-Indian AFMSS Production Facility (IEP.29)* window to edit an existing facility.
8. Click the **Add Facility** button to launch the *Non-Indian AFMSS Production Facility (IEP.29)* window to add a new facility.
9. Click the **Sundries** button to launch the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* window for sundry activities.

3.4.1 Add/Edit Facilities

The *Non-Indian AFMSS Production Facility (IEP.29)* window (Figure 3-18) is used to both add a new facility and edit an existing facility, but the two functions are launched from different buttons in the *Non-Indian AFMSS Facility List (GLB.93)* window.

IEP.29 associated windows are shown in (Diagram 3-6).

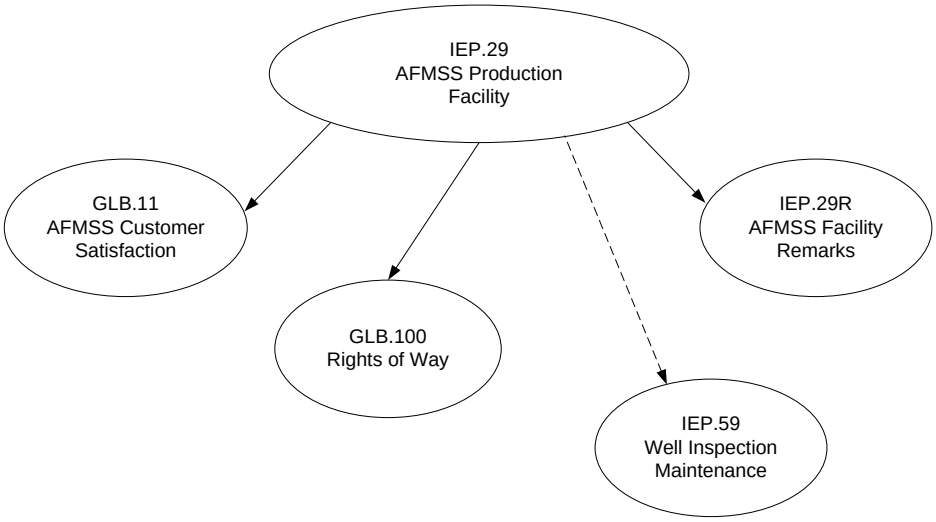


Diagram 3-6: Non-Indian AFMSS Production Facility Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then select **Facilities**. This launches the *Non-Indian AFMSS Facility List (GLB.93)* window.

NOTE: This window is also reached through several other routes, including windows under **Monitoring/Facilities.**

2. Query by entering information into one or more of the input fields. Click the **Query** button and highlight the necessary facility record. Launch the *Non-Indian AFMSS Production Facility (IEP.29)* window by one of the following methods:
   - Click the **Fac Header** button to edit an existing facility.
   - Click the **Add Facility** button to add a new facility into the database.
3. Both adding and editing functions use the *Non-Indian AFMSS Production Facility (IEP.29)* window from this point forward. However, when a new facility is being added, the window opens with all fields blank. When an existing facility is being edited, the window opens displaying the latest Non-Indian AFMSS data for the facility selected.

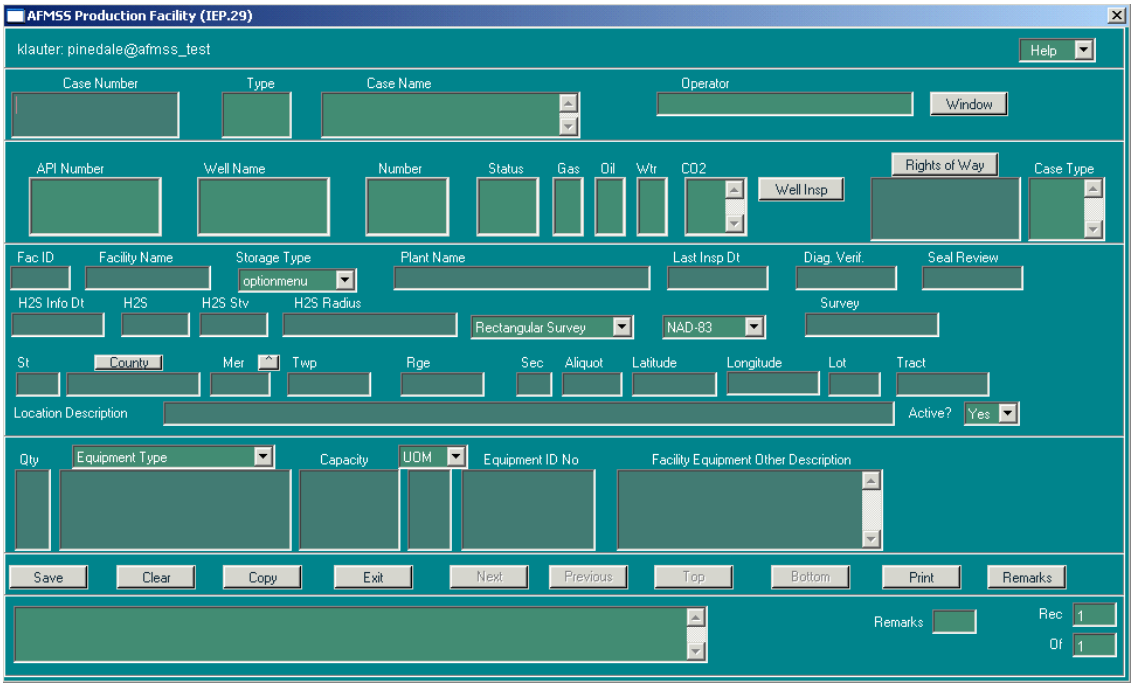


Figure 3-18: Non-Indian AFMSS Production Facility (IEP.29) Window

4. **Case Number**: Enter this number if it is not in the field. This is a mandatory field.

NOTE: The string of associated data fields **Case Number**, **Type** and **Case Name** are filled with data when editing an existing facility; however, there may be more than one case record listed. Use the scroll bar to the right of the case name field to view all the records then select the appropriate one and/or edit as necessary.

5. Click the **Window** button to launch the *Non-Indian AFMSS Customer Selection (GLB.11)* window to change the customer (Operator).
6. In *IEP.29*, the string of associated data fields **API Number**, **Well Name**, **Number**, **Status**, **Gas**, **Oil**, **Wtr** and **CO2** should be filled if the edit function was used. Use the scroll bar to the right of the case name field to view all the records.

7. Select a record in the data fields for a well to the left of the **Well Insp** button then click the button to launch the *Well Inspection Maintenance (IEP.59)* window. This allows updating wells that are tied or associated with the specific facility once the facility record itself has been updated.

8. Click the **Rights of Way** button to launch the *Rights of Way (GLB.100)* window.

9. **Fac ID**: Enter the unique facility identification number.

NOTE: This is a unique number assigned to the facility record by the users. Usually a letter (A, B, C, etc.) or anything that defines the facility can be used. Consult the USP for the system requirements established at the local site for assigning facility identification numbers.

10. **Facility Name**: Enter the facility name.

NOTE: It is suggested that a facility name recognized by the operator be used (Central Tank Battery, Raymond #3 Battery, etc.).

11. Click the **Storage Type** button to display the list. Select the correct storage type. This code indicates whether or not oil and/or gas production is sold at the production facility.

12. **Plant Name**: Enter the geographic or corporate name for the gas plant that collects and processes gas production.

13. **Last Insp. Dt**: Enter the date that the facility was last inspected by BLM.

14. **Diag. Verif.**: Enter the date that the site facility diagrams were compared to the ground facilities.

15. **Seal Review**: Enter the date that the inspector reviewed seal records for the facility.

16. **H2S Info Dt**: Enter the most recent date that a test was performed or a reading was taken at a production facility to determine the concentration of hydrogen sulfide in either the gas stream or stock tank vapors.

17. **H2S**: Enter the facility hydrogen sulfide gas stream measurement. Blanks in this field indicate that the H2S content is unknown; therefore, enter zeros if no H2S is present.

NOTE: This is the maximum concentration in parts per million of hydrogen sulfide gas contained in the gas stream of a production facility. Concentration values range from zero to 1,000,000.

18. **H2S Stv**: Enter the facility hydrogen sulfide stock tank vapors measurement. Blanks in this field indicate that the H2S content is unknown; therefore, enter zeros if no H2S is present.

NOTE: This measurement is the maximum concentration of hydrogen sulfide gas in parts per million contained in the accumulated vapors of a storage tank (which contains produced fluids). This tank is used as part of a production facility and is operated at or near atmospheric pressure.

19. **H2S Radius**: Enter the H2S concentration at a designated distance described by the operator. Blanks in this field indicate that the H2S content is unknown; therefore, enter zeros if no H2S is present.

NOTE: This measurement is the concentration of H2S in parts per million at designated distances from a facility. The data entry field is free-form alpha/numeric up to 30 characters. Use the format ***50 ppm at 100 feet***.

20. Click the **Rectangular Survey** button to display the survey-type list and select the correct type.
21. Click **NAD83** to display the datum code list and choose either **NAD83** or **NAD27**.
22. **Survey**: Enter survey information if available.
23. **St**: Enter the two-digit state code.
24. Click the **County** button to display the list and select the correct county. (The list of counties is determined by the site).
25. **Mer**: Enter the meridian code. Click the button between the **Mer** and **TWP** data fields for a picklist.
26. **Twp**: Enter the township. Non-Indian AFMSS uses the format *nnnX* or *nnn.nnX* where *X* is either N or S (for example, 12.25N).
27. **Range**: Enter the range. Non-Indian AFMSS uses the format *nnnX* or *nnn.nnX* where *X* is either E or W (for example, 12.25E).
28. **Sec**: Enter the section number.

NOTE: Section numbers are usually from 1 to 36 but can be higher and, in some states, the section number may include an alphabetical character.

29. **Aliquot**, **Lot** or **Tract:** Complete only one of the three data fields.

    Aliquot: Enter the aliquot (quarter of a quarter).

    Lot: Enter lot information, if available.

    Tract: Enter tract information, if available.
30. **Latitude**: Enter latitude information, if available.
31. **Longitude**: Enter longitude information, if available.
32. **Location Description**: Optional. Enter a description of the facility location, if applicable.
33. **Active?** The default is *Yes* but once a facility is totally reclaimed, it can be changed to *No*. When marked *No* it will not print on the inspection sheet nor appear on the list of facilities in the production inspection window.
34. **Qty**: Enter the number of facility equipment pieces named in the **Equipment Type** field.
35. **Equipment Type**: Click this button to display the list then select the type of equipment. If extra lines are needed to enter more equipment, position the mouse pointer directly behind the number in the last quantity column and press the **ENTER** key on the keyboard. This adds another line for entry.

NOTE: Click **<Ctrl-W>** on the keyboard to copy equipment information from the line above.

36. **Capacity**: Enter the capacity of the equipment piece named in the **Equipment Type** field.

NOTE: If extra lines are needed to enter more equipment position the mouse pointer directly behind the number in the last quantity column and press the ENTER key on the keyboard. This adds another line for entry.

37. Click the **UOM** (unit of measure) button to display the list. Select the unit of measurement used to determine the capacity of the equipment named in **Equipment Type** field.
38. **Equipment ID No**: Enter the equipment identification number (for example, serial number).

NOTE: If extra lines are needed to enter more equipment position the mouse pointer directly behind the number in the last quantity column and press the **ENTER** key on the keyboard. This adds another line for entry.

39. **Facility Equipment Other Description**: Record information about equipment that is not specifically addressed elsewhere.

NOTE: If extra lines are needed to enter more equipment, position the mouse pointer directly behind the number in the last quantity column and press the **ENTER** key on the keyboard. This adds another line for entry.

40. Click the **Remarks** button to launch the *Non-Indian AFMSS Facility Remarks (IEP.29R)* window.
41. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print make a copy.
42. Click the **Save** button to enter the data.
43. Click the **Copy** button to clone the current record for editing as another new facility. This is useful when more than one new facility is being added at a time. However, there are some limitations:

    The list of facilities entered is lost; Non-Indian AFMSS goes into the **Add** mode for one facility.

    If there are unsaved changes, Non-Indian AFMSS generates a warning. However, upon continuation, those changes belong to the clone.

    The connections to wells are cleared. **FacMaint** does not save those**; Well Insp Maint** does so they cannot be cloned here.

    Remarks are cleared.

    The list of equipment is cloned.
44. Click the **Exit** button to return to *GLB.93*.

3.4.2 Sundry Notices for Facilities

The sundry notice option is used to track both sundry notices and approval records. (Although some approvals can be done verbally or through a letter they still need to be tracked in Non-Indian AFMSS). Operators must file a sundry notice (SN) if any previously approved plans are to be changed after drilling operations begin. Sundry notices are change requests for one or more wells or facilities after the well is in operation. There are two primary types of sundry notices: a

notice-of-intent (NOI) and a subsequent report. An SN change can undergo the same reviews as in the processes with an APD initiating a new well or updating an existing well. Additionally, for an NOI, an Oral Approval may also be performed. The *Non-Indian AFMSS Sundry List for Facility (SNT.58)* window provides access to sundry functions for facilities (Figure 3-19).

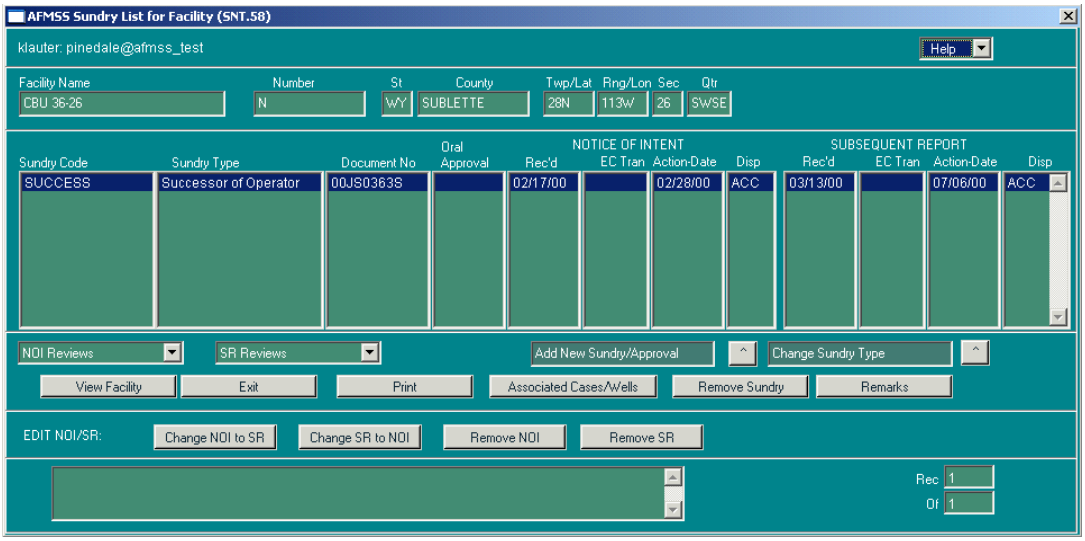


Figure 3-19: Non-Indian AFMSS Sundry List for Facility (SNT.58) Window

SNT.58 associated windows are shown in Diagram 3-7.

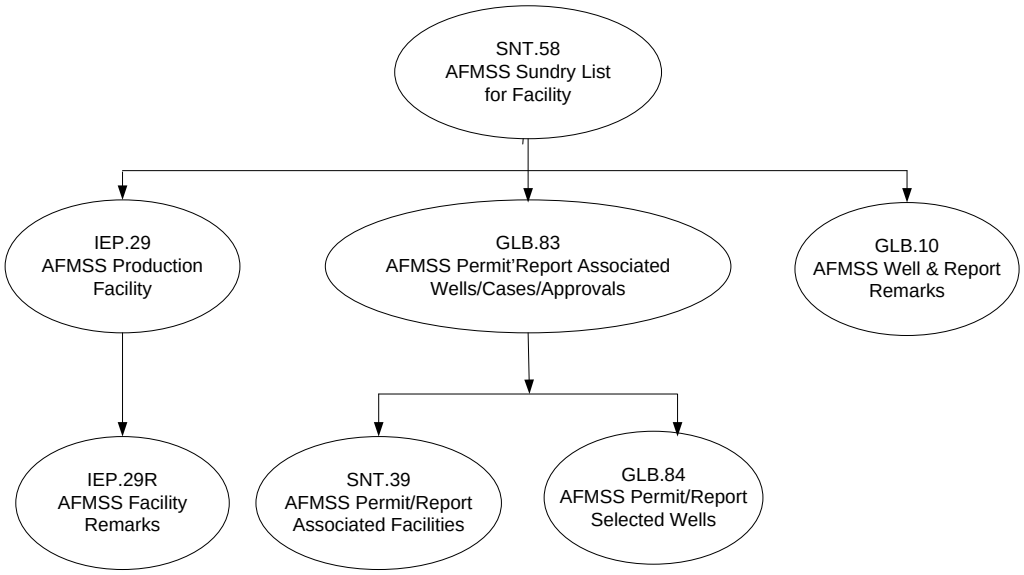


Diagram 3-7: Non-Indian AFMSS Sundry List for Facility Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then select **Facilities**. This launches the *Non-Indian AFMSS Facility List (GLB.93)* window.
2. Query by entering information into one or more of the input fields. Click the Query button and highlight the necessary facility record.

3. Click the **Sundries** button. This launches the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* window.

4. Click **View Facility** to see details of the facility record by launching the *Non-Indian AFMSS Production Facility (IEP.29)* window.

5. To add a new sundry notice click and hold the **Add New Sundry/Approval** button and a picklist containing all sundry notice types is displayed. Select the appropriate sundry notice.

   Click **Yes** in the message window, *"Do you really want to add a new* [name of sundry notice] *sundry notice for this facility?"* If "*Yes*," the sundry notice will be added to the list.

   Although the sundry is added to Non-Indian AFMSS, it does not become active in Non-Indian AFMSS until the received date is entered in the *Non-Indian AFMSS Approval (GLB.81)* window for the notice.

6. Repeat the step above until all necessary notices have been added.

7. To change a sundry notice type, click the **Change Sundry Type** button after highlighting a sundry notice in the string of data fields beginning with **Sundry Code**. The picklist containing all sundry notice types is displayed. Select the appropriate sundry notice. Click **Yes** in the message window "*Do you really want to change to change the sundry type?*" The sundry notice will be changed to this type.

8. **Remove Sundry**: To remove a sundry notice, highlight a sundry and click the **Remove Sundry** button. Click **Yes** on the "*Really remove new sundry "[sundry name]"?"* message prompt. If the review process has begun on the selected sundry, a popup message states, "*Sundry at row x cannot be removed; the review process has started.*"

9. Click the **Remarks** button to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window.

10. Click **Associated Cases/Wells** to add a sundry notice for multiple wells, facilities or cases operated by the same operator.

11. Click **NOI Reviews** to display the notice-of-intent menu of reviews. The following review options are displayed:

    Adjudication Review

    Engineering Review

    Geologic Review

    Surface Review

    NOI Approval

    Oral Approval

12. Click **SR Reviews** to display the subsequent report menu of reviews. The following review options are displayed:

    Adjudication Review

    Engineering Review

Geologic Review

Surface Review

SR Approval

13. Click **Change NOI to SR** if the notice needs to be corrected to an SR. (Ensure that there is a date in the **Rec'd** field in the NOI display area; if there is no received date, the notice is not yet activated in Non-Indian AFMSS and cannot be changed. The received date is entered through the *Non-Indian AFMSS Approval (GLB.81)* window, which is accessed through the **NOI Review** menu). Non-Indian AFMSS prompts for verification of the change of NOI to an SR. When the change has been made, the notice is transferred into the SR display area of the window.

14. Click **Change SR to NOI** if the notice needs to be corrected to an NOI. (Ensure that there is a date in the **Rec'd** field in the SR display area; if there is no received date the notice is not yet activated in Non-Indian AFMSS and cannot be changed. The received date is entered through the *Non-Indian AFMSS Approval (GLB.81)* window, which is accessed through the **SR Review** menu). Non-Indian AFMSS will ask for verification to change the SR to an NOI. When the change has been made, the notice will be transferred into the NOI display area of the window.

15. Click **Remove NOI** if the notice needs to be removed from the sundry. (Ensure that there is a date in the **Rec'd** field in the NOI display area; if there is no received date the notice is not yet activated in Non-Indian AFMSS and cannot be changed. The received date is entered through the *Non-Indian AFMSS Approval (GLB.81)* window, which is accessed through the **NOI Review** menu). Non-Indian AFMSS will ask for verification to remove the NOI. When the delete has been made, the notice is removed from the NOI display area of the window.

NOTE: If the NOI that is to be removed is the only notice for the sundry, Non-Indian AFMSS will advise that there is only one, and that the sundry should be removed instead.

16. Click **Remove SR** if the notice needs to be removed from the sundry. (Ensure that there is a date in the **Rec'd** field in the SR display area; if there is no received date the notice is not yet activated in Non-Indian AFMSS and cannot be changed. The received date is entered through the *Non-Indian AFMSS Approval (GLB.81)* window, which is accessed through the **SR Review** menu). Non-Indian AFMSS will ask for verification to remove the SR. When the delete has been made, the notice will be removed from the SR display area of the window.

NOTE: If the SR that is to be removed is the only notice for the sundry, Non-Indian AFMSS will advise that there is only one, and that the sundry should be removed instead.

NOTE: As wells change cases, whether lease or agreement changes, the sundries associated with the wells automatically change to the new case. When a well completion changes its case, the sundry is unlinked from the departing case if that was the last well on the sundry for the case, unless it was the underlying lease. Talk with the USP for clarification if necessary.

17. Click **the Exit** button to return to the *Non-Indian AFMSS Facility List (GLB.93)* window.

3.4.2.1 Associated Cases/Wells

This procedure demonstrates how a sundry notice for an existing facility record is linked to multiple wells, facilities, and cases operated by the same operator. Start in the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* window. From this window, launch the *Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83)* window to make the associations (Figure 3-20).

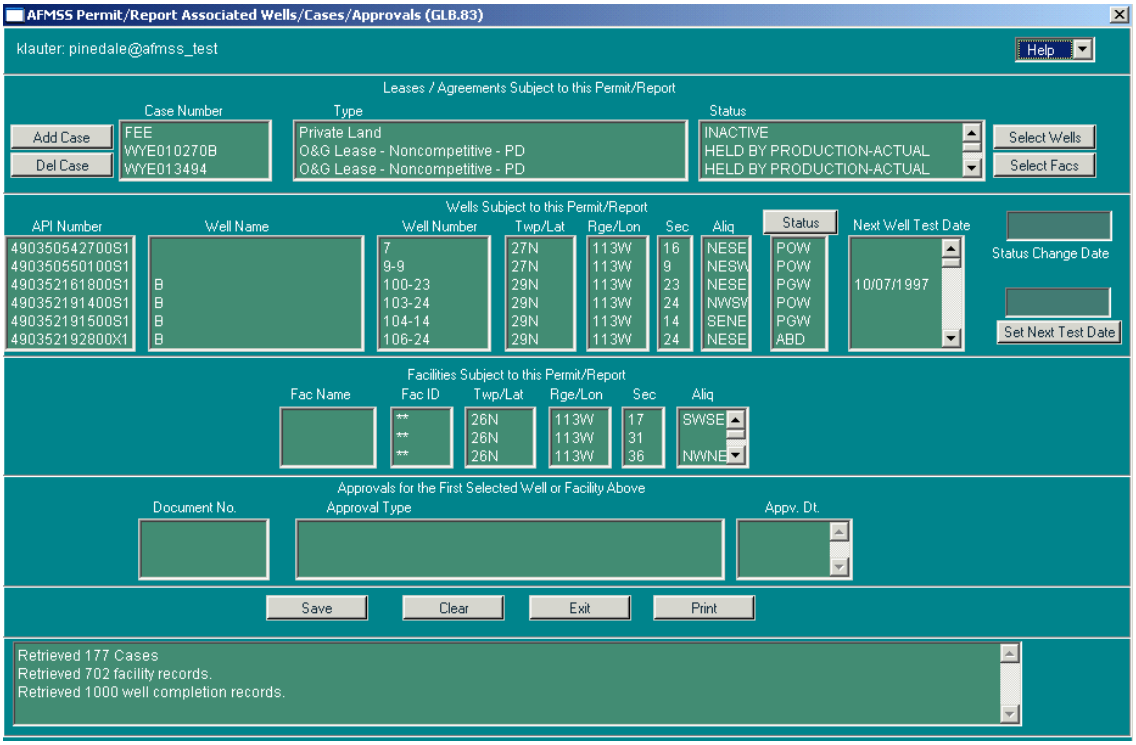


Figure 3-20: Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83) Window

Procedures

1. In the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* window, highlight the sundry notice to be associated. (The user can also add a new sundry notice and highlight it). Click the **Associated Cases/Wells** button. This launches the *Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83)* window.

NOTE: The string of fields **Case Number**, **Type** and **Status** under the **Leases/Agreements Subject to this Permit/Report** should be autopopulated. Other cases already associated with this sundry may also be displayed.

2. Click the **Add Case** button to launch the *Select Case* window (Figure 3-21).

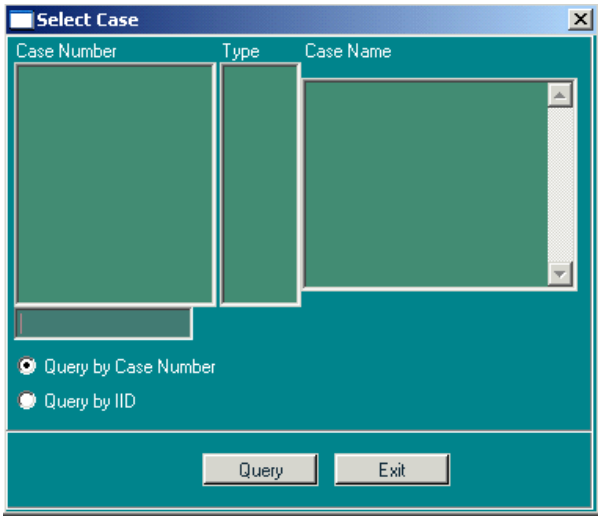


Figure 3-21: Select Case Window

Enter a case number then click the **Query** button. Highlight the necessary case record.

Select a case and click the **Exit** button. The case is added to the **Leases/Agreements Subject to this Permit/Report** field.

Click the **Save** button.

3. Select a case number in the **Case Number** field then click the **Select Wells** button. This launches the *Non-Indian AFMSS Permit/Report Selected Wells (GLB.84)* window (Figure 3-22).

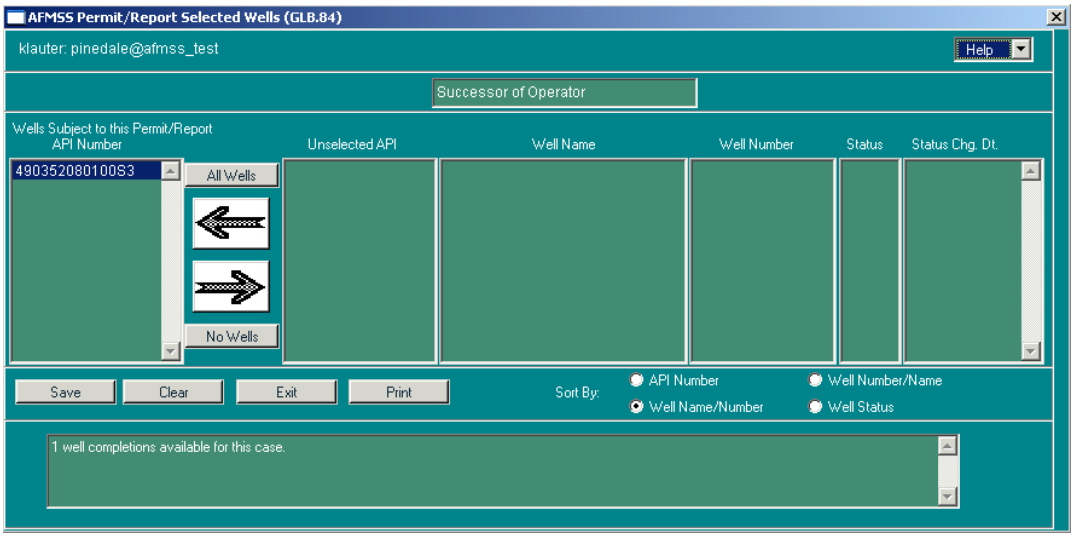


Figure 3-22: Non-Indian AFMSS Permit/Report Selected Wells (GLB.84) Window

Click on the data in any of the columns to highlight a well. Click the left-pointing arrow to move this well into the **Wells Subject to this Permit/Report** field. To move all records in this case, click the **All Wells** button without highlighting any wells. Conversely, the right-pointing arrow can be used to move a highlighted well out of this block. The **No Wells** button can be clicked to move all records for this case to the right (deselect them) without highlighting any wells.

Sort By: Choose one of the sort options (**API Number**, **Well Number/Name**, **Well Name/ Number** or **Well Status**) to order the wells in a list that may make it easier to find a specific one.

Click the **Save** button when the desired wells have been moved. Click **Yes** to answer the message.

Click the **Exit** button to return to the *Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83)* window and the wells are listed in the **Wells Subject to this Permit/Report** data fields.

4. Click the **Status** button in the **Wells Subject to this Permit/Report** area to show a picklist of well statuses, if applicable. Change the status by clicking on a different code. Also type the date changed in the **Status Change Date** box.

5. Enter the date for the next well test date in the box above the **Set Next Well Test Date** button. Then click the button. This inserts that date into the **Next Well Test Date** data field in the **Wells Subject to this Permit/Report** area.

6. Select a case number and click the **Select Facs** button. This launches the *Non-Indian AFMSS Permit/Report Associated Facilities (SNT.39)* window (Figure 3-23).

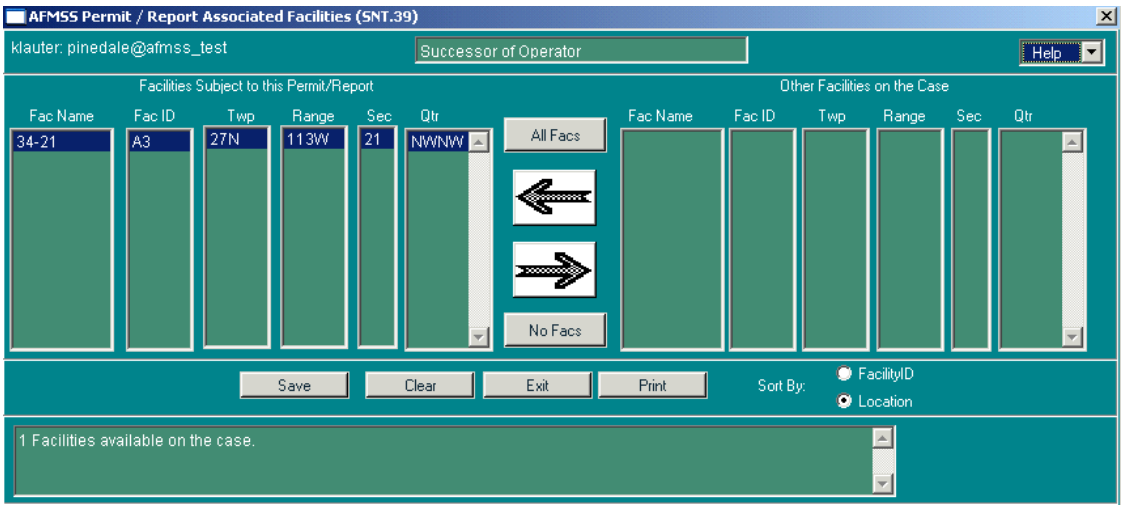


Figure 3-23: Non-Indian AFMSS Permit/Report Associated Facilities (SNT.39) Window

Highlight a facility displayed in **Other Facilities on the Case**. Click the left-pointing arrow to move this well into the **Facilities Subject to his Permit/Report** field. To move all records in this case, click the **All Facs** button without highlighting any facilities. Conversely, the right-pointing arrow can be used to move a highlighted facility out of this block. The **No Facs** button can be clicked to move all records for this case to the right (deselect them) without highlighting any facilities.

Sort By: Choose one of the sort options (**Facility ID** or **Location**) to order the facilities in a list that may make it easier to find the one desired.

Click the **Save** button when the desired facilities have been moved. Click **Yes** in answer to the message.

Click the **Exit** button to return to the *Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83)* window and the facilities will be listed in the **Facilities Subject to this Permit/Report** data fields.

7. Click **Save**.
8. Click the **Exit** button to return to the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* window.

3.4.2.2 NOI and SR Reviews

The Notice of Intent (NOI) and Subsequent Report (SR) procedures that follow the selection of the type of review use many of the same processes. Non-Indian AFMSS automatically selects the appropriate data for the procedure windows being executed based on the type of sundry that is selected.

a. Click **NOI Reviews** to display the notice-of-intent menu of reviews. The following review options are displayed:

   Adjudication Review

   Engineering Review

   Geologic Review

   Surface Review

   NOI Approval

   Oral Approval

b. Click **SR Reviews** to display the subsequent report menu of reviews. The following review options are displayed:

   Adjudication

   Engineering Review

   Geologic Review

   Surface Review

   SR Approval

3.5 Wells

Prior to adding a new well record to Non-Indian AFMSS, some basic data concerning the well must already exist in the database. Many of these entries require access to windows authorized for the USP and/or USP-designated users. Users may be able to view some of these windows without having the authorization to save data in them. Contact the USP for further assistance.

A well record is usually added to Non-Indian AFMSS either by a Notice of Staking or an Application for Permit to Drill APD). There may be instances where a well record must be added because of unit or agreement expansion. There may not necessarily be an NOS or an APD filed on the well. In this case, the record is added to Non-Indian AFMSS but the **APD Type** is set to **N/A**.

Once entered into Non-Indian AFMSS, a well record is considered an existing record and all future revisions for that particular well should be made to this originating record. Often well records contain some duplicate data (operator data) and an existing record may be used as a shortcut (template) for creating a new record. A well record (from an nos or an APD) can be added to Non-Indian AFMSS by (1) querying the database for an existing record, copying that record, editing the data to agree with the NOS or APD, and saving the window as a new record; or (2) entering the data into a blank window and saving the window as a new record.

The *Non-Indian AFMSS Well Header Review (GLB.90)* window is used to initiate a well record and provides a centralized location for access to well information. For this reason many of the windows under Wells are directly linked to *GLB.90* for the convenience of the users. This section demonstrates how to add:

A new well record (using either an nos or APD) by copying an existing well record

A new well record (using either an nos or APD) into a blank well record form

An American Petroleum Institute (API) number change to an existing well record

An APD revision (update) to an existing well record that was created by a Notice of Staking (NOS)

A completion

A sidetrack

Well inspection maintenance

3.5.1 The Non-Indian AFMSS Well Finder

Select the **Wells** submenu under **Operations** to launch the *Non-Indian AFMSS Well List (GLB.89)* window. This window is known as a finder window because it is the interface from which all operational activities are initiated. It is from this window that a specific existing record is selected for processing or a new record is begun.

Many of the well windows are interlinked and may be accessed without returning to *GLB.89* until all work is completed. However, exiting each interlinking window will eventually return to *GLB.89*.

Procedures

1. Open the *Non-Indian AFMSS Main Menu* and select **Operations**. Click on **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window (Figure 3-24).

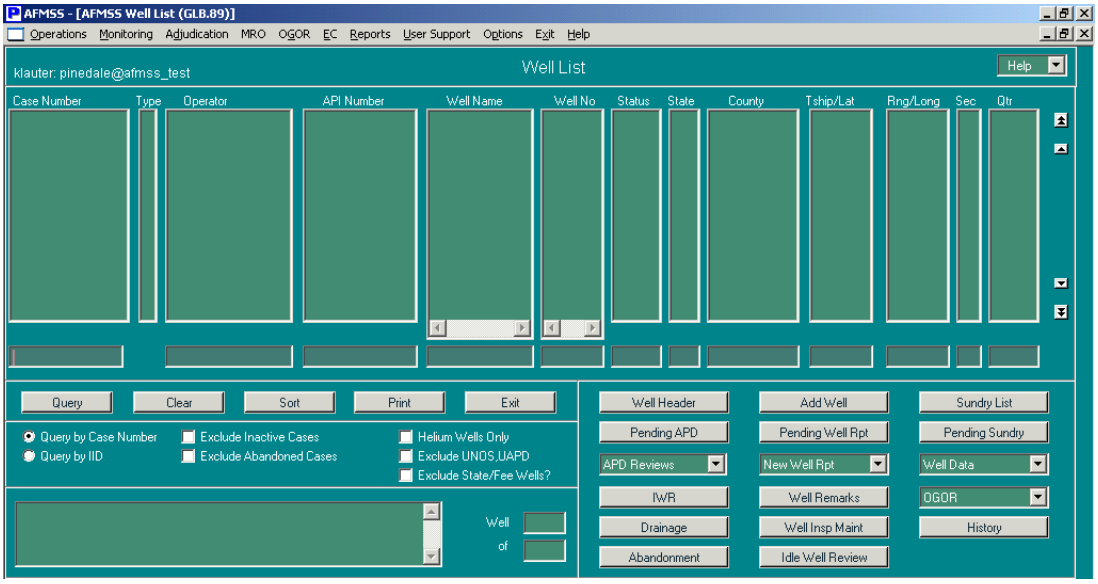


Figure 3-24: Non-Indian AFMSS Well List (GLB.89) Window

2. There are 13 column headings in the display area for queried records. Most of these are self-explanatory, but a few minor exceptions are listed below:

   Case Number/IID column heading is dependent upon the **Query by Case Number** or **Query by IID** selection.

   Type will either be **L** (lease) or **A** (agreement).

   Well Name has a scroll bar in the query box for full access to the data.

   Well No (number) has a scroll bar in the query box for full access to the data.

   Lease Number: There is no room in the display area to list the lease number for a well in a column; however, by clicking on a record after a query is done, the lease number for that record is shown in the message box in the bottom left corner of the window.

3. Perform a query for records to work with an existing record or to copy an existing record as a start-point for entering a new record.

   First, select the search options.

   Click either **Query by Case Number** or **Query by IID**.

   Click the boxes as appropriate for exclusions: Exclude Inactive Cases, Exclude Abandoned Cases, Exclude UNOS/UAPD, Exclude State/Fee Wells?

   Click **Helium Wells Only** if appropriate.

   Set up the search parameters before clicking the query button. A blank query will take a long time and result in a listing of all wells in the database. Enter data in at least one of the query- by-example (QBE) fields using the wildcard (%) as necessary.

   Click **Query**. The system compiles a listing of appropriate records and displays.

4. If there are numerous records, click **Sort** and choose the option to organize them.

5. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print make a copy.
6. Click on the record(s) desired. To choose more than one record, click on the first one, then hold down the **<Ctrl>** key and click on other records.
7. **Click one of the following buttons to launch the task window:**

   Well Header

   Add Well

   Sundry List

   Pending APD

   Pending Well Rpt

   Pending Sundry

   APD Review

   Adjudication

   Engineering

   Geologic

   Surface

   APD Approval

New Well Rpt: Using the New Well Rpt feature requires entering a disposition action for the record or it will be considered a pending document. The use of the New Well Report feature is optional. If further action or tracking is not required, it is recommended to enter the information using the Well Data feature so that disposition actions are not needed. For questions regarding the use of the New Well Reports feature, contact the local USP for further guidance.

Well Data to display the menu for the well reports for viewing and editing.

Completion Casing/Tubing/Cement

Completion General

Completion Geologic Descrip

Completion Prod Rates Test

First/Last Production

Pad Construction

Well Spud

IWR

Well Remarks

OGOR to display the menu for the *Minerals Management Service (MMS)* windows to review OGOR data.

OGOR by Well

Production History

Drainage

Well Insp Maint

History

Abandonment

Idle Well Review

8. Click **Exit** in *GLB.89* to return to the *Non-Indian AFMSS Main Menu*.

3.5.2 Non-Indian AFMSS Well Header Review (GLB.90)

The *Non-Indian AFMSS Well Header Review (GLB.90)* window (Figure 3-25) contains the overview data for a well and is used to add or edit a well record. Many of the data fields in this window are used as the source in other Non-Indian AFMSS windows for well data.

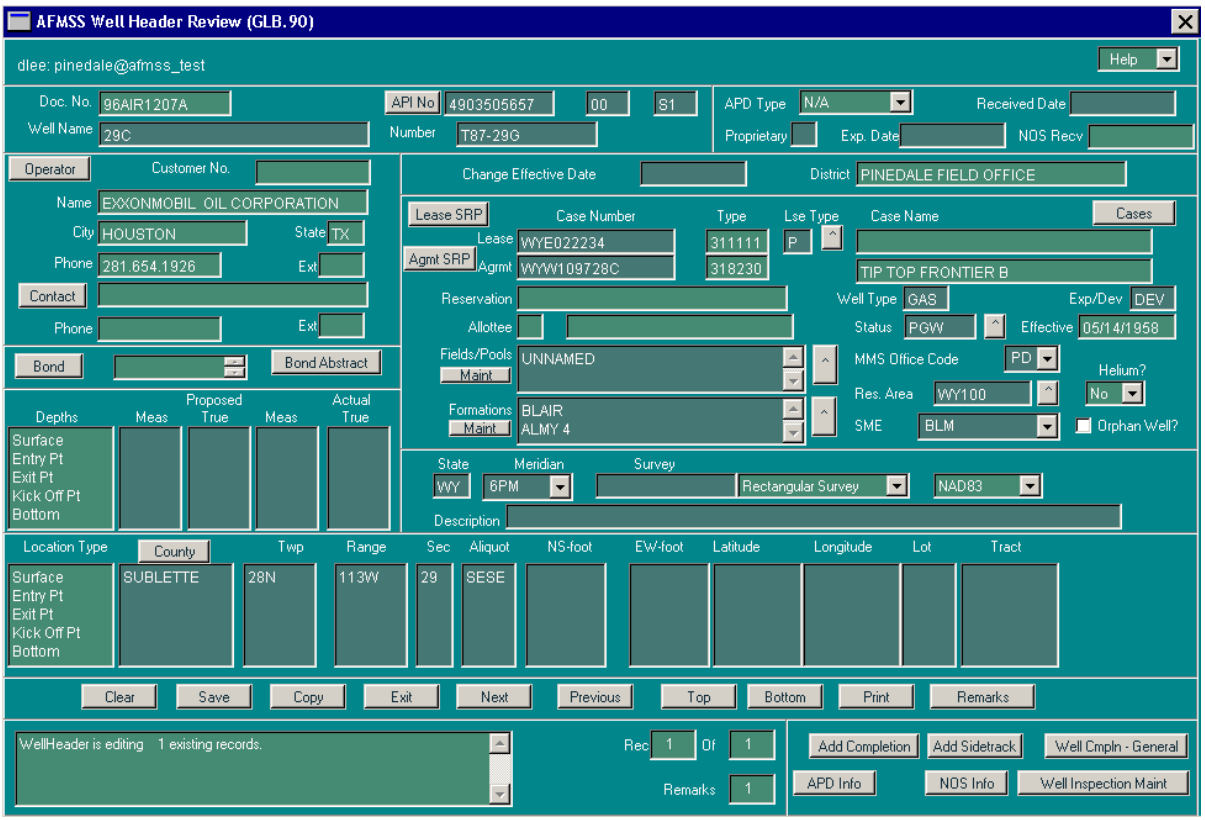


Figure 3-25: Non-Indian AFMSS Well Header Review (GLB.90) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.

2. Use one of the following methods to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window.

    a. An existing record:

    - Enter the appropriate query data to find a well. (It is important to enter data into at least one QBE to limit the search before running the query).
    - Click **Query**. Select the record desired.
    - Click the **Well Header** button to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It opens with the data from the selected well.

    b. A blank Well Header:

    - Do not perform a query in *GLB.89*.
    - Click the **Add Well** button to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It opens with all data fields blank.

3. From this point on, all data field requirements are the same. The difference between the two entry methods is that all the data fields are empty in the blank form, but there may data in

some fields of a selected well. Use the method appropriate for the records desired. Ensure data is entered and/or edited in all data fields for which there data.

4. **Doc. No.:** This is an internal number assigned by the system.

5. **API Number:** The API number sometimes remains blank in the NOS stage, otherwise insert a number. Click the **API No.** button to launch the *Change API Number (GLB.90)* window. For definitive guidance on APIs, consult the *MMS Minerals Production Reporters Handbook*. This can be found online at: http://www.mrm.mms.gov/ReportingServices/ProdRepInfo.htm.

6. **Well Name**: Enter the well name.

7. **Number**: Enter the well number.

8. Click on the **APD Type** button and select the appropriate type of document. (**N/A** is used only when the record being added is not an NOS or APD. Use **N/A** if a well is added because of a unit expansion, etc. Using N/A will not create an NOS or APD record that requires reviews or a disposition).

NOTE: The system creates review requirements for the NOS (adjudicator / engineer / geology / surface / approval) when the NOS option is selected. Then the system creates a ***new set of review requirements*** for the APD when the APD comes in and the APD option is selected. Some APD information is autopopulated from the NOS reviews but most information is treated separately. Remember that an APD must be received before the status can change from NOS to APD.

9. **Received Date**: Enter the date received.

10. **Proprietary**: Enter the appropriate proprietary code. The valid codes are **P** for Petition (when the operator has requested that a record remain confidential for a period of one year or longer), and **I** for Indian.

11. **Exp. Date**: If the proprietary code is **P** (petition), then it is mandatory that an expiration date be entered. If the proprietary code is **I** (Indian), then it is optional to enter the expiration date.

12. Click on **Operator** to select a customer name. This launches the *Non-Indian AFMSS Customer Selection (GLB.11)* window. *GLB.11* is a picklist only through this button. Highlight the appropriate customer then click **Exit**. This will autopopulate the customer's information.

13. Click on **Contact** to select the person to contact for the customer listed above. This launches the *Customer Contacts (GLB.12a)* window. *GLB.12a* is a picklist only through this button. Highlight the appropriate contact then click **Exit**. This will autopopulate the contact information.

14. The **Bond** field is display only. Use the scroll buttons to view multiple associated bonds, if applicable. To associate a bond with a well, use the *Maintain Bond* window.

15. The **Bond Abstract** button launches the browser containing the *Bond Abstract Report* for the selected well.

16. **Change Effective Date**: This is a required field. Enter the date the changes or additions are effective.
17. The **Lease SRP** button initiates a browser window displaying the Case Recordation Life Serial Register Page from LR2000, based on the entries in the **Lease** fields.
18. The **Agmt SRP** button initiates a browser window displaying the Case Recordation Life Serial Register Page from LR2000, based on the entries in the **Agmt** fields.
19. **District**: This BLM data autopopulates when the window opens.
20. **Case Number**: This is a required field. Enter the appropriate lease number.

    A message window appears if the lease has not been entered into Non-Indian AFMSS asking whether or not to add the lease at that time. A "Yes" answer launches the *Non-Indian AFMSS Case Finder (GLB.94)* window.

    Or, click the **Cases** button to the right of the field to launch *GLB.94* to directly enter the correct number. This function may be limited in *GLB.94* to the site USP in some offices.
21. **Type**: This field will autopopulate after the **Lease** field is completed.
22. **Lse Type**: This field will autopopulate after the **Lease** field is completed. Clicking on the button to the right of the field will display the Valid **Lease Type Codes** picklist to make the selection directly.
23. **Agrmt:** Enter the agreement number if applicable. The **Agreement Name** and **Type** fields will autopopulate.

    A message window will appear if the lease or agreement has not been entered into Non-Indian AFMSS asking for verification to add the lease or agreement at that time. A "Yes" answer launches the *Non-Indian AFMSS Case Finder (GLB.94)* window.

    Or click the **Cases** button next to the field to launch *GLB.94* to directly enter the correct number. The lease or agreement will autopopulate after it is saved. Then exit *GLB.94*.

    A message window stating that the "*agreement is not valid for lease*" displays if the lease is not tied to the agreement. The *Case Finder (GLB.94)* window may also be used to correct this problem.

    Both of the functions above may be limited in *GLB.94* to the site USP in some offices. See the site USP to access *GLB.94*, or skip these steps and continue entering the rest of the information.
24. **Case Name**: The case name field will autopopulate if applicable
25. **Allottee**: This data autopopulates if applicable.
26. **Well Type**: Enter the appropriate well type.
27. **Exp/Dev**: Enter **EXP** for an exploratory well or **DEV** for a developmental well.
28. **Status**: Click the arrow on the right side of the field to launch the picklist and select one. The **Eff** (effective) date will be displayed if a status has previously been saved. For new

wells, select the well status and enter the effective date of that status into the **Change Effective Date** field in the upper portion of this window.

29. **Fields/Pools**: Click the button to the right of the field to launch a picklist and select one. Click in the box on a blank line to enter more than one formation, then press the picklist button. Select a formation and it will be added to the list in *GLB.90*.

NOTE: USPs may click **Maintenance** to launch the *Fields and Pools (MNT.11)* window to edit the listing of fields/pools. Contact the USP if a field/pool needs to be added, deleted or edited.

30. **Formations**: Click the button to the right of the field to launch a picklist and select one. Click in the box on a blank line to enter more than one formation, then press the picklist button. Select a formation and it will be added to the list in *GLB.90*.

NOTE: USPs may click **Maintenance** to launch the *Formations (MNT. 12)* window to edit the listing of formations. Contact the USP if a formation needs to be added, deleted or edited.

31. **MMS Office Code**: Click the button to the right of the field to launch a picklist and select one.

32. **Res Area**: Click the button to the right of the field to launch a BLM office/resource area picklist and select one.

NOTE: If adding a new well, the field office/resource code defaults to the correct code if there is only one unique resource area in the database. However, if there is more than one resource area code in the database, this data must be manually entered.

33. **Helium?** Click the button to select **Yes** or **No** if necessary.

34. **SME**: Click the button to the right of the field to launch a picklist and select one.

35. Click in the box for **Orphan Well?** if this is an orphan well.

36. **State**: Enter the two-digit state code.

37. **Meridian**: Click the arrow to the right of the field and selecting the appropriate meridian code.

38. **Survey**: Enter survey information if available.

39. **Rectangular Survey**: Click the button to the right of the field to launch a picklist and select one if necessary.

40. **NAD83**: Choose the correct datum code: **NAD83** or **NAD27**.

41. **Description**: If the survey type was Metes and Bounds or Other, enter a description of the land.

42. **Depths**: The **Proposed** and **Actual** data fields are directly associated with the **Location Type** data fields. Specific **Location Type** data fields must be completed before specific **Depths** data for that type of location **can be saved**.

43. **Location Type**: There are eleven data fields associated with **Location Type**. Note that the data fields for a specific type of location (**Surface**) must be completed before the data entered in the **Depths** data fields can be saved. It is mandatory to enter the **Surface** location for each well completion record. The remaining location types (i.e., **Entry pt** [entry point], **Exit pt** [exit point], etc., are optional and should be completed as appropriate.

44. **County**: Click the picklist button and select the county name.

45. **Twp**: Enter the township. It is no longer necessary to enter leading or trailing zeros. Non-Indian AFMSS uses the format *nnnX* or *nnn.nnX* where *X* is either N or S (for example, 12.25N).

46. **Range**: Enter the range. It is not necessary to enter leading or trailing zeros. Non-Indian AFMSS uses the format *nnnX* or *nnn.nnX* where *X* is either N or S (for example, 12.25N).

47. **Sec**: Enter the section number.

NOTE: Section numbers are usually from 1 to 36 but can be higher, and in some states the section number may include an alphabetical character.

48. **Aliquot**: Enter the aliquot (quarter of a quarter).

49. **NS-foot**: Enter the footages of the well location from the north or south border of the section. End in FNL or FSL. For example: 12263FNL (no spaces).

50. **EW-foot**: Enter the footages of the well location from the east or west border of the section. End in FEL or FWL. For example: 660FWL (no spaces).

51. **Latitude**: Enter latitude information, if available.

52. **Longitude**: Enter longitude information, if available.

53. **Lot**: Enter lot information, if available.

54. **Tract**: Enter tract information, if available.

55. Click **Add Completion** to add a new completion to a well record.

56. Click **Add Sidetrack** to add a sidetrack to an existing well record.

57. Click **Well Compln-General** to launch the Non-Indian AFMSS Completion Report-General Data (WRT.6) window.

58. Click **APD Info** to launch the *Additional APD Info (APD.22)* window (Figure 3-26) for review of any additional information regarding the APD for this well. This option is only available if the well record was submitted electronically.

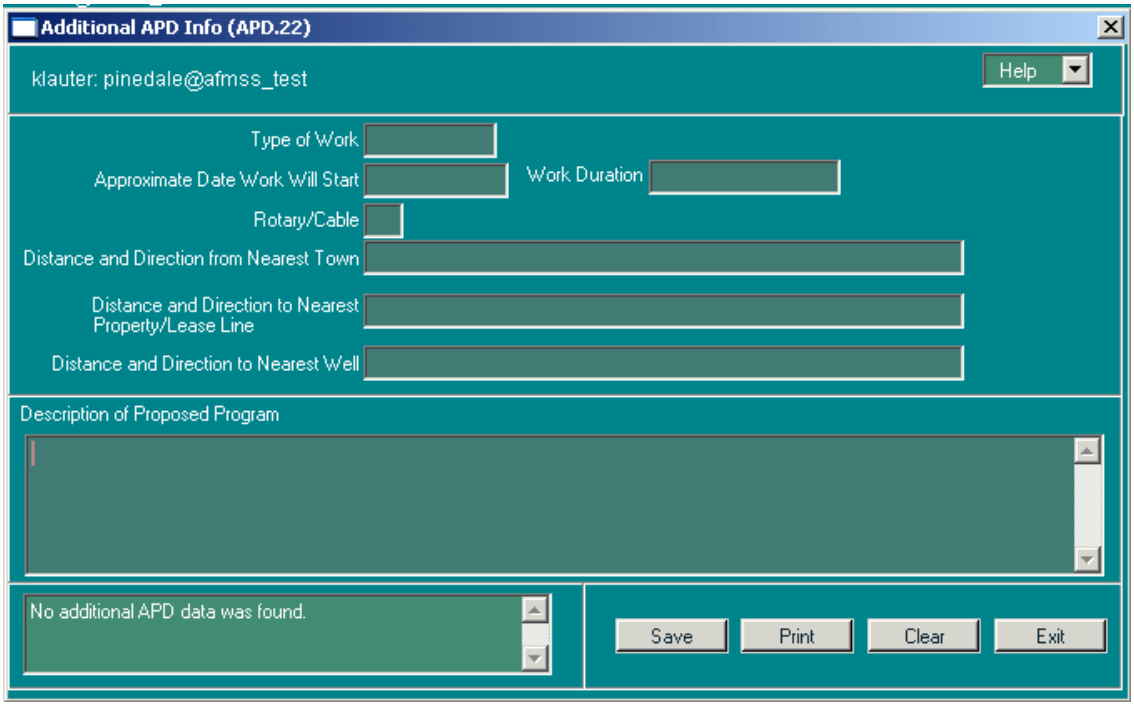


Figure 3-26: Additional APD Info (APD.22) Window

59. Click **NOS Info** to launch the *Additional Info (APD.23)* window (Figure 3-27) for any additional information regarding the NOS for this well. This option is only available if the well record was submitted electronically.

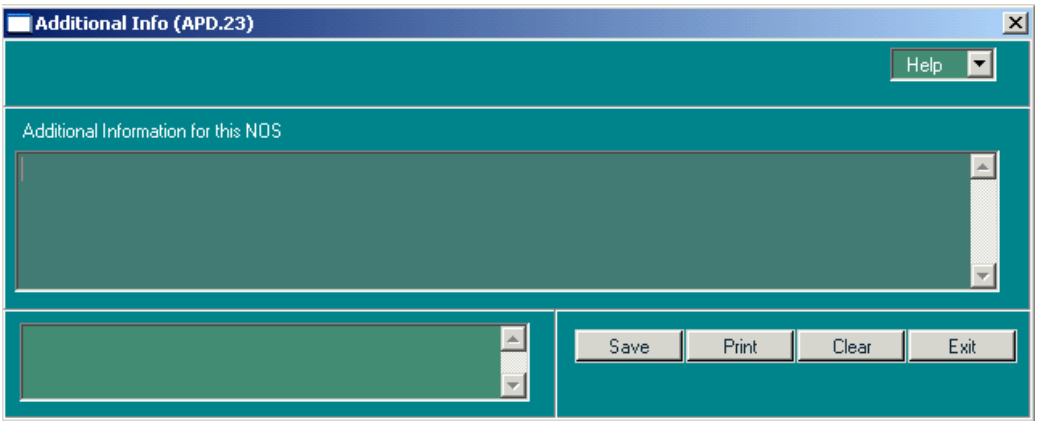


Figure 3-27: Additional Info (APD.23) Window

60. Click **Well Inspection Maint** to launch the *Well Inspection Maintenance (IEP.59)* widow.
61. Click **Remarks** to add remarks. This brings up the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window.
62. Click **Save**.
63. Click **Exit** to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.3 Adding a New Well Record

There are two methods of entering a new well record into the database. The easiest is to copy an existing well record, possibly with the same case and operator data, then edit it as necessary to reflect data for the new well in the Well Header. The second way is to use a blank Well Header and enter all the data from scratch. Both methods use the *Non-Indian AFMSS Well Header Review (GLB.90)* window.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Use one of the following methods to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window and prepare for data entry of the new well.

   a. An existing record as a template:

   Enter the appropriate query data to find a well to copy that most closely resembles the NOS or APD that is to be added. (It is important to enter data into at least one QBE to limit the search before running the query).

   Click Query. Select the record to copy.

   Click the Well Header button to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It opens will the data form the selected well.

   Duplicate the existing record by clicking Copy. Click Yes in the message "*Duplicate This Window Data?*" The *Non-Indian AFMSS Well Header Review (GLB.90)* window reappears when the message window closes, and the window now contains the duplicate. Some data fields are blank because the data for those fields are unique to each well and must be re- entered.

   b. A blank **Well Header**:

   Do not perform a query in *GLB.89*.

   Click the Add Well button to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It opens with all data fields blank.

   c. From this point on, all data field requirements are the same. The difference between the two entry methods is that in the blank form all the data fields are empty but in the template there may data in some fields. Ensure data is entered and/or edited in all data fields to fit the specifications of the new well.

   d. Enter or edit each data field.

NOTE: Res Area: If adding a new well, the field office/resource code defaults to the correct code if there is only one unique resource area in the database. However, if there is more than one resource area code in the database, this data must be manually entered.

   e. Click Save to enter the changes into the database.

   f. Click Exit to return to the Non-Indian AFMSS Well List (GLB.89) window.

3.5.4 APD Update to an Existing NOS Well Record

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Query for the NOS well record by entering information into one or more of the input fields.

NOTE: To query by case number or IID number, click the appropriate radio button.

3. Click **Query** and highlight the specific NOS well record to update with the APD.
4. Click **Well Header** to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window.
    - Make sure to change the **APD Type** to **APD**.
    - Edit other data fields as necessary.
5. Click **Save** to enter the changes into the database. After changing the APD Type from **NOS** to **APD**, upon saving the record, a message displays asking if the user wants to automatically close the NOS record. Click **Yes**.
6. Click **Exit** to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.5 Change API Number

Non-Indian AFMSS uses a 14 digit number that derives from the basic API 10 digit Number plus the BLM designated sidetrack code and completion code. The 14 digit API is structured as follows:

First Field		Second Field	Third Field	
State	**County**	**Sequence**	**Sidetrack**	**Completion Code**
xx	xxx	xxxxx	xx	xx

The State, County and Sequence numbers are considered the base API number.

If the original API number was entered incorrectly or a temporary API number was entered, it can be edited. For definitive guidance on API numbers, consult the *MMS Minerals Production Reporters Handbook.* This can be found online at: http://www.mrm.mms.gov/ReportingServices/ProdRepInfo.htm.

DO NOT click on the **API Number** button to change the sidetrack or completion code.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Identify query criteria for the well record by entering information into one or more of the input fields.

NOTE: To query by case number or IID number, click the appropriate radio button.

3. Click **Query** and highlight the specific well record that needs editing.
4. Click **Well Header** to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window.
5. **API Number**: Click the **API No** button to launch the *Change API Number (GLB.90)* window (Figure 3-28).

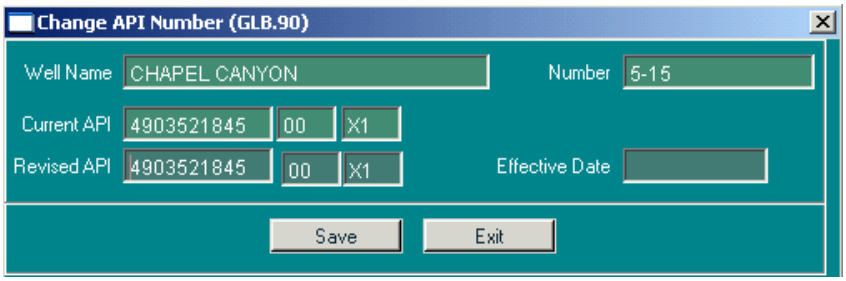


Figure 3-28: Change API Number (GLB.90) Window

6. Ensure the **Well Name** and **Number** fields are correct for the well.
7. **Revised API**: Enter the corrected number into this field.
8. **Effective Date**: (Mandatory if a change is made in this window). Enter the date.
9. **Save** the changed number.
10. **Exit** back to the *Well Header* window.

3.5.6 Unapproved NOS or APD Records

In the event an nos or APD is not accepted or approved, there are well status codes that need to be used to indicate that these are no longer pending records. When the NOS/APD is cancelled, denied, expired, rejected, rescinded, returned or withdrawn do the following.

a. From the *Non-Indian AFMSS Main Menu* select **Operations** then **Wells**. This launches the *Non-Indian AFMSS Well List (GLB.89)* window. Query for the existing NOS or APD using at least one of the QBE input fields. Select the appropriate record. From the **APD Reviews** button, click **APD Approval** to launch the *Non-Indian AFMSS Approval (GLB.81)* window.

b. Enter the disposition date then select the appropriate disposition code. Click on **Save** and then on **Exit**. The Well Header window automatically updates the well status to **UNOS** or **UAPD** when the disposition code in the approval window is not **Approved** or **Accepted**.

3.5.7 Adding a Completion

This section demonstrates how to add a completion to a well record. Enter information found on form 3160.5, Well Completion or Recompletion Report and Log.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** the click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Query by entering information into one or more of the input fields. Click the **Query** button and highlight the necessary well record.
3. Click the **Well Header** button to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window.
4. Click the **Add Completion** button located near the bottom of the window. Click **Yes** on the "*Do you really wish to add a new completion to this well?"* message window. This launches another message window; follow message directions.
5. **API Number**: Do not use the **API No** button to make this change. Change the API number to reflect the completion. That would only change the completion code.
6. Make necessary changes.
7. Click the **Save** button. (Note: If the change was a mistake, do not click **Save**).
8. Click the **Exit** button to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.8 Adding a Sidetrack

This section demonstrates how to add a sidetrack to an existing well record. Use information from form 3160.5, Well Completion or Recompletion Report and Log.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Query by entering information into one or more of the input fields.
3. Click the **Query** button and highlight the necessary well record.
4. Click the **Well Header** button. This launches the *Non-Indian AFMSS Well Header Review (GLB.90)* window.
5. Click the **Add Sidetrack** button located near the bottom of the window. Click **Yes** on the *Do you really wish to add a new wellbore this well?* message window. This launches another message window; follow message directions.
6. **API Number**: **Do not use the API No button to make this change.** Change the API number to reflect the sidetrack. That would only change the sidetrack code.
7. Make necessary changes.
8. Click the **Save** button. Click the **Exit** button to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.9 Pending APDs

Access to pending well records is possible through the **Pending APD** button that launches the *Non-Indian AFMSS APD Status (APD.3)* window. All pending well records that were generated by either a nos or APD are included in this function although the name only indicates APDs.

NOTE: Originally the pending windows were designed as a convenience for the users as a workload management tool through which the status of the approval process with various wells could be quickly ascertained. Some offices still use these windows for this purpose while others now use the windows and their links to enter a major portion of their work.

The pending windows for an APD well record can be accessed via two methods.

a. At the *Non-Indian AFMSS Well List (GLB.89)* window, run a query, select a well and press the **Pending APD** button. This displays all APD pending items for that well in the *Non-Indian AFMSS APD Status (APD.3)* window (Figure 3-29). If there are no pending APDs for that well, Non-Indian AFMSS automatically brings up all APD records (pending or otherwise) for that well.

b. At the *Non-Indian AFMSS Well List (GLB.89)* window, press **Pending APD** without running a query or selecting a well. The Pending APD window will not display any records. It allows a query from this window for pending records or all records.

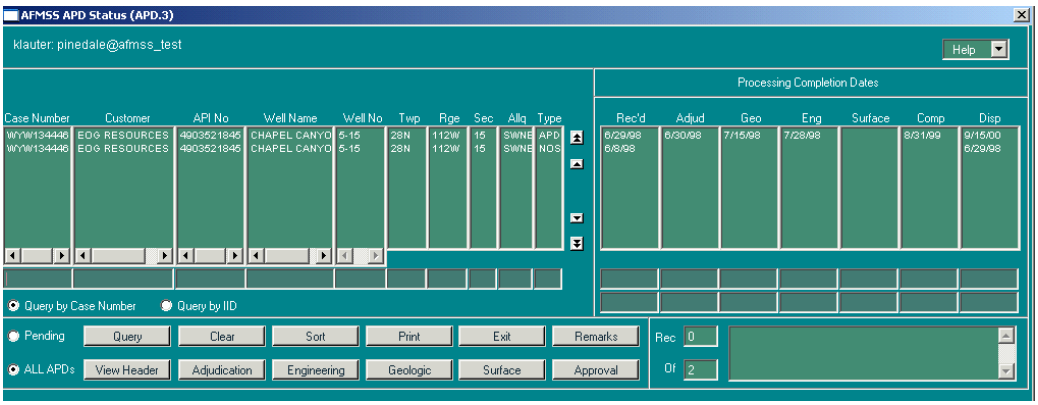


Figure 3-29: Non-Indian AFMSS APD Status (APD.3)

The **Pending APD** button allows the following:

Display all pending APDs, NOSs, or both

Display the review process status for either a group of wells or one well

Perform a review on an existing well record

Go to the *Non-Indian AFMSS Well Header Review (GLB.90)* window and change or update the following fields:

Well Type

Well Status

Fields/Pools

Formations

Location Type

Add well and report remarks.

3.5.9.1 Display Pending APD Records and Perform a Review

This section demonstrates how to display pending well records, display the review process status for either a group of wells or one well and perform a review on an existing well record.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Click the **Pending APD** button without entering any well record information. This launches the *Non-Indian AFMSS APD Status (APD.3)* window.
3. The **Disposition Date** and the **Completion Date** are identified in the last two columns of the display area. Use the scroll bar at the bottom of the window, if needed, to bring these columns into view.
4. Click the **Pending** radio button.
5. Click the **Query** button. Highlight the necessary well record.
6. For adjudication reviews click the **Adjudication** button. This launches the *Non-Indian AFMSS Adjudication Review (GLB.77)* window.
7. For engineering reviews click the **Engineering** button. This launches the *Non-Indian AFMSS Engineering Review (GLB.79)* window.
8. For geologic reviews click the **Geologic** button. This launches the *Non-Indian AFMSS Geologic Review (GLB.78)* window.
9. For surface reviews click the **Surface** button. This launches the *Non-Indian AFMSS Surface Review (GLB.80*) window.
10. **Fo**r approval reviews click the **Approval** button. This launches the *Non-Indian AFMSS Approval (GLB.81)* window.
11. Click **View Header** to launch the Non-Indian AFMSS *Well Header Review (GLB.90)* window.
12. Click **Remarks** to add remarks. This brings up the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window.
13. Click **Clear** to remove data from the data fields.
14. Click the **Sort** button to sort the records. This brings up the *Non-Indian AFMSS Sort Window (GLB.43)*.
15. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.

16. Click the **Exit** button to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.9.2 Change or Update Well Record Information

This section demonstrates how to can change or update data in a well record. Usually updates are processed directly from the *Non-Indian AFMSS Well Header (GLB.90)* window; however, for convenience, a link was included in *APD.3*. From *APD.3* the following information on an existing well record can be changed:

Well Type

Well Status

Fields/Pools

Formations

Location Type

The associated windows for changing or updating a well record are in Diagram 3-8.

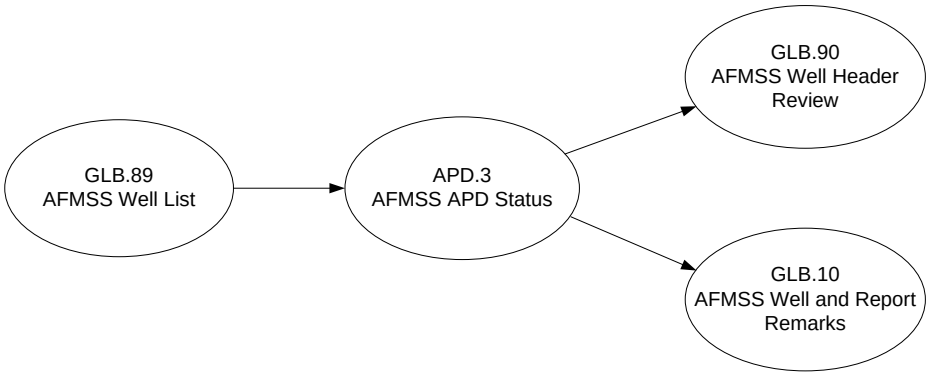


Diagram 3-8: Change or Update Well Record Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Click the **Pending APD** button without entering any well record information. This launches the *Non-Indian AFMSS APD Status (APD.3)* window.
3. The **Disposition Date** and the **Completion Date** are identified in the last two columns of the display area. Use the scroll bar at the bottom of the window, if needed, to bring these columns into view.
4. Click the **Pending** radio button.
5. Click the **Query** button and highlight the necessary well record.
6. Click the **View Header** button. This launches the *Non-Indian AFMSS Well Header Review (GLB.90)* window.

a. Change the appropriate field by clicking in the field and entering new data.

b. Click Exit to return to the *APD.3* window.

7. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window to add comments.
8. Click **Clear** to remove data from the data fields. Click **Exit** to return to the *APD.3* window.
9. Click the **Sort** button to launch the *Non-Indian AFMSS Sort Window (GLB.43)* to sort.
10. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
11. Click the **Exit** button to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.10 Sundry Notice for Wells

The sundry notice option is used to track both sundry notices and approval records. (Although some approvals can be done verbally or through a letter, they still need to be tracked in Non-Indian AFMSS).

Operators must file a Sundry Notice (SN) if any previously approved plans are to be changed after drilling operations begin. SNs are change requests for one or more wells or facilities after the well is in operation. There are two primary types of sundry notices, a Notice of Intent (NOI) and a Subsequent Report (SR). An SN change can undergo the same reviews as in the processes with an APD initiating a new well or updating an existing well. Additionally, for an noi an Oral Approval may also be performed. The *Non-Indian AFMSS Sundry List for Well (SNT.38)* window (Figure 3-30) provides access to sundry functions for wells.

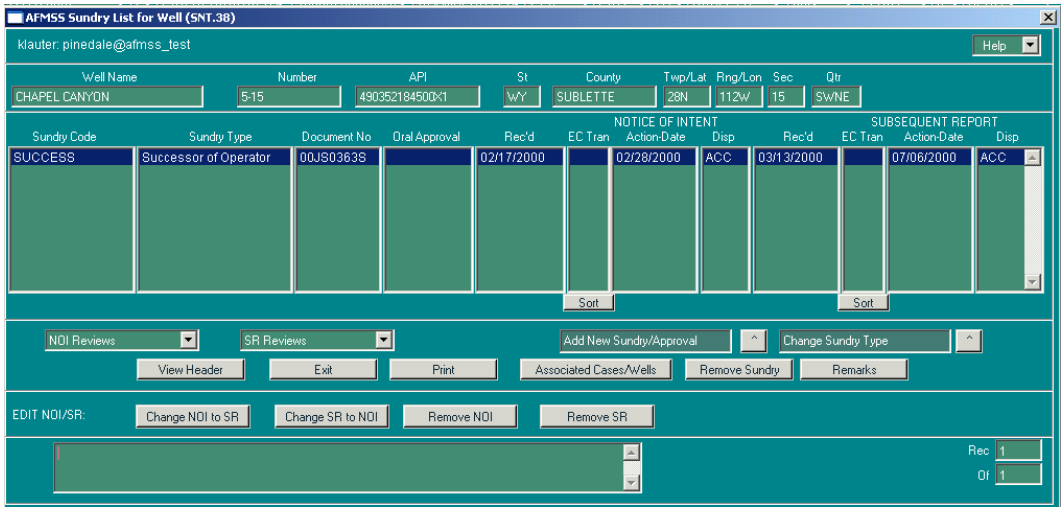


Figure 3-30: Non-Indian AFMSS Sundry List for Well (SNT.38) Window

NOTE: Some offices may submit an SN, letter, or verbal notification to advise BLM of changes in the well name, number, or other similar well data while other offices submit these types of changes on an amended APD. Regardless of the reason or method of the submittal the SN procedures are the same.

This section demonstrates how to add, remove, change the type, and link to multiple wells, facilities and cases operated by the same operator. The associated windows for a sundry are shown in Diagram 3-9.

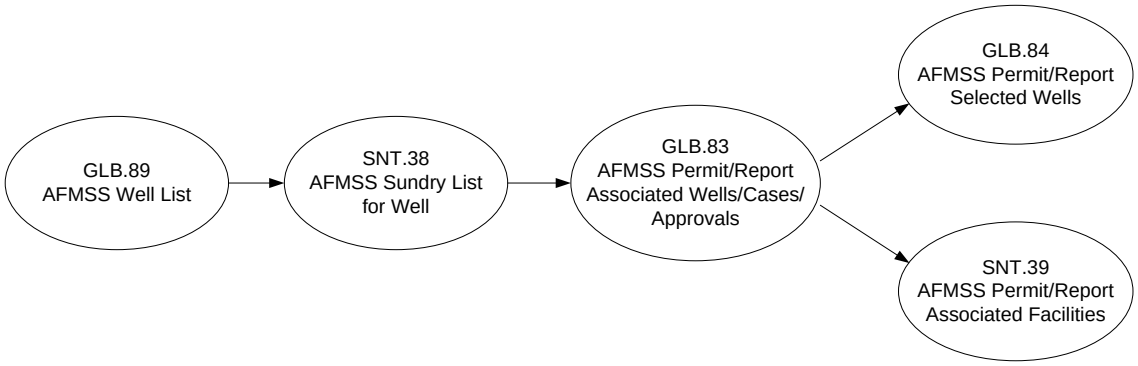


Diagram 3-9: Associated Windows for a Sundry

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Query by entering information into one or more of the input fields. Click the **Query** button and highlight the necessary well record.
3. Click the **Sundry List** button to launch the *Non-Indian AFMSS Sundry List for Well (SNT.38)* window. The top section autopopulates with data for the well record selected. Any sundries that already exist will be listed either under the **Notice of Intent** (NOI) or **Subsequent Report** (SR) sections in the middle of the window.
4. To perform a review for an existing NOI notice, highlight the desired notice under the NOI section and click **NOI Reviews** to display the pulldown options. Click the appropriate option to launch its associated window, as listed below:

   Adjudication Review: *Non-Indian AFMSS* Adjudication Review (GLB.77) window.

   Engineering Review: *Non-Indian AFMSS* Engineering Review (GLB.79) window.

   Geologic Review: *Non-Indian AFMSS* Geologic Review (GLB.78) window.

   Surface Review: *Non-Indian AFMSS* Surface Review (GLB.80) window.

   Non-Indian AFMSS Approval: *Non-Indian AFMSS Approval (GLB.81)* window.

   Non-Indian AFMSS Permit/Oral Approval: *Non-Indian AFMSS Permit/***Oral Approval (SNT.37) window.**

5. **Perform a review for an existing SR notice**: Highlight the desired notice under the SR section and click **SR Reviews** to display the pulldown options. Click the appropriate option to launch its associated window, as listed below:

   Adjudication Review: *Non-Indian AFMSS* Adjudication Review (GLB.77) window.

   Engineering Review: *Non-Indian AFMSS* Engineering Review (GLB.79) window.

Geologic Review: *Non-Indian AFMSS* Geologic Review (GLB.78) window.

Surface Review: *Non-Indian AFMSS* Surface Review (GLB.80) window.

Non-Indian AFMSS Approval: *Non-Indian AFMSS Approval (GLB.81)* window.

6. **Add a new sundry**: Click **Add New Sundry/Approval** to launch a picklist containing all sundry notices. Select the necessary sundry notice. Click **Yes** on the "*Do you really want to add a new* [name of sundry notice] *sundry notice for this well?*" message window. The sundry notice is added to the list. Although the sundry has been added to Non-Indian AFMSS, it does not become active until the received date is entered in the *Non-Indian AFMSS Approval (GLB.81)* window for the notice.

NOTE: As wells change cases, whether lease or agreement changes, the sundries associated with the wells will automatically be changed to the new case. When a well completion changes its case, the sundry is unlinked from the departing case if that was the last well on the sundry for the case unless it was the underlying lease. Talk with the USP for clarification if necessary.

7. **Change the type of sundry:** Choose one of the following options.

   Click **Change Sundry Type** to launch the picklist of types of sundry notices. The listing of notices has been revised and it is possible that a sundry once classified in a general category can be changed to a more specific one. Follow the message window instructions then select the appropriate type. The change will be made and Non-Indian AFMSS will return to *SNT.38*.

   Click **Change NOI to SR** if the notice needs to be corrected to an SR. (Ensure that there is a date in the Rec'd field in the NOI display area; if there is no received date the notice is not yet activated in Non-Indian AFMSS and cannot be changed. Enter a received date through the *Non-Indian AFMSS Approval (GLB.81)* window, which is accessed through the NOI Review menu). Non-Indian AFMSS will ask for verification to change the NOI to an SR. When the change has been made, the notice is transferred into the SR display area of the window.

   Click **Change SR to NOI** if the notice needs to be corrected to an NOI. (Ensure that there is a date in the Rec'd field in the SR display area; if there is no received date the notice is not yet activated in Non-Indian AFMSS and cannot be changed. Enter a received date through the *Non-Indian AFMSS Approval (GLB.81)* window, which is accessed through the SR Review menu). Non-Indian AFMSS will ask for verification to change the SR to an NOI. When the change has been made, the notice is transferred into the NOI display area of the window.

8. **Remove a sundry:** Select the sundry to be removed then choose one of the following options.

   If there is only one notice listed click the **Remove Sundry** button and the sundry will be removed with no further windows.

   Click **Remove NOI** if the notice needs to be removed from the sundry. (Ensure that there is a date in the **Rec'd** field in the NOI display area; if there is no received date the notice is not yet activated in Non-Indian AFMSS and cannot be changed. Enter a received date through the *Non-Indian AFMSS Approval (GLB.81)* window, which is accessed through

the **NOI Review** menu). Non-Indian AFMSS will ask for verification to remove the NOI. When the delete has been made, the notice will be removed from the NOI display area of the window.

NOTE: If the NOI that is to be removed is the only notice for the sundry, Non-Indian AFMSS will advise that there is only one, and that sundry should be removed instead.

Click **Remove SR** if the notice needs to be removed from the sundry. (Ensure that there is a date in the **Rec'd** field in the SR display area; if there is no received date the notice is not yet activated in Non-Indian AFMSS and cannot be changed. Enter a received date through the *Non-Indian AFMSS Approval (GLB.81)* window, which is accessed through the **SR Review** menu). Non-Indian AFMSS will ask for verification to remove the SR. When the delete has been made, the notice will be removed from the SR display area of the window.

NOTE: If the SR that is to be removed is the only notice for the sundry, Non-Indian AFMSS will advise that there is only one, and that sundry should be removed instead.

NOTE: If the sundry has a date in the **Rec'd** field, it cannot be removed using this option. A sundry that shows a Rec'd date must be deleted by the local USP.

Click the **View Header** button to launch *Non-Indian AFMSS Well Header (GLB.90)* to view the record.

Remarks: Click **Remarks** to view or enter sundry comments. Only notice remarks will be displayed. The list wells/facilities will still be shown but their related comments will not.

3.5.10.1 Linking a Sundry Notice to Multiple Wells, Facilities or Cases

This procedure demonstrates how a sundry notice for an existing well record is linked to multiple wells, facilities and cases operated by the same operator. Associated windows for linking a sundry to multiple wells, facilities or cases are in Diagram 3-9.

NOTE: It is possible for a case to be tied to more than 1,000 wells although it is rare in BLM at this time. Non-Indian AFMSS provides procedures for this occurrence and they are included below. However, due to problems in capturing graphics of the windows involved, no figures of the window are shown in this version of the document.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Query by entering information into one or more of the input fields. Click the **Query** button and highlight the necessary case.
3. Click the **Sundry List** button to launch the *Non-Indian AFMSS Sundry List for Well (SNT.38)* window.
4. Click the **Associated Cases/Wells** button to launch the *Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83)* window.

NOTE: Under the **Leases/Agreements Subject to this Permit/Report** field, the **Case Number**, **Type**, and **Status** fields should be autopopulated. Other cases already associated with this case number may also be displayed.

5. The status of a well or wells may be changed in this window. For example, a sundry is received to change 150 wells to GSI:
   - Highlight the wells for which the status must be changed.
   - Input the **Status Change** date (effective date of change).
   - Click on the **Status** button and select the appropriate change. Only options pertinent to the sundry notice are selectable.
6. Click the Add Case button to add a case by launching the Select Case window.
   - Enter a case number.
   - Click the **Query** button and highlight the necessary well record.
   - Click the **Exit** button to return to *GLB.83*. The case will be added to the **Leases/Agreements Subject to this Permit/Report** field.
7. Click the **Save** button.
8. Select a case number in the **Case Number** field and click the **Select Wells** button. For fewer than 1,000 wells, go to appropriate steps below.
9. **More than 1,000 wells**: A message window will appear when the **Select Wells** button is clicked warning that there are too many wells for the *Non-Indian AFMSS Permit/Report Selected Wells (GLB.84)* window to be displayed. The following two options are listed in the message window:
   - **Specify selection criteria to reduce the list of wells so that there are less than 1,000**. A window is displayed for entering location and/or start-up data to reduce the number of wells in the well list. The *Non-Indian AFMSS Permit/Report Selected Wells (GLB.84*) window will be displayed after adequate reduction criteria is entered. Continue processing with step below.
   - **Associate the sundry with all of the wells on the case**. If unable to specify criteria to reduce the well list adequately; do it in more than one pass. Enter the sundry again and associate a different group of wells with it. Continue processing with step below.
10. The **Select Wells** button launches the *Non-Indian AFMSS Permit/Report Selected Wells (GLB.84*) window.
    - **Sort By**: Choose one of the sort options (**API Number**, **Well Number/Name**, **Well Name/ Number** or **Well Status**) to order the wells in a list that may make it easier to find the one desired.
    - Highlight a well by clicking on its number in the **API Number** field to the far right.
    - Click the left-pointing arrow to move this well into the **Wells Subject to this Permit/Report** field. To move all records in this case, click the **All Wells** button. There is no need to highlight any wells. Conversely, the right-pointing arrow can be used to

move a highlighted well out of this block. The **No Wells** button can be clicked to move all records for this case to the right (that is, deselect) without highlighting any wells.

- When the desired wells have been moved click the **Save** button. Click **Yes** on the "*Save changes to Non-Indian AFMSS?*" message window.
- Click the **Exit** button to return to the *Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83)* window.
- Select a case number and click the **Select Facs** button to launch the *Non-Indian AFMSS Permit/Report Associated Facilities (SNT.39)* window.
- **Sort By**: Choose one of the sort options (**Facility ID or Location**) to order the facilities in a list that may make it easier to find the one desired.
- Highlight a facility displayed in **Other Facilities on the Case**.
- Click the left-pointing arrow to move this well into the **Facilities Subject to this Permit/ Report** field. To move all records in this case, click the **All Facs** button. There is no need to highlight any wells. Conversely, the right-pointing arrow can be used to move a highlighted facility out of this block. The **No Facs** button can be clicked to move all records for this case to the right (that is, deselect) without highlighting any wells.
- When the desired facilities have been moved, click the **Save** button. Click **Yes** on the "*Save to Non-Indian AFMSS?*" message window.
- Click the **Exit** button to return to the *Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83)* window.

11. Click the **Save** button.
12. Click the **Exit** button to return to the *Non-Indian AFMSS Sundry List for Well (SNT.38)* window.

3.5.11 Pending Sundry Notices

Access to all pending sundry records is possible through the **Pending Sundry** button on *GLB.89* that launches the *Non-Indian AFMSS Sundry Status (SNT.35)* window (Figure 3-31).

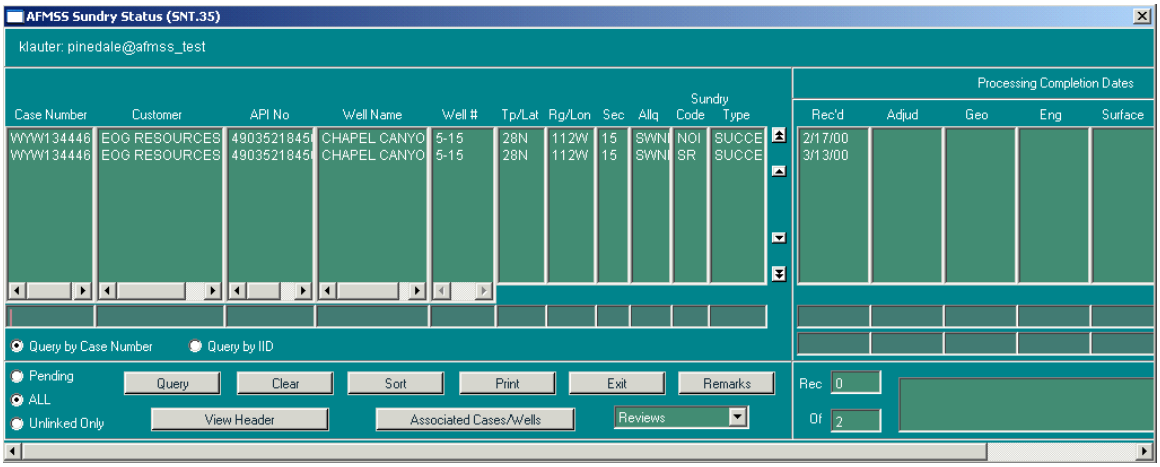


Figure 3-31: Non-Indian AFMSS Sundry Status (SNT.35) Window

NOTE: Originally the pending windows were designed as a convenience for the users as a workload management tool through which the status of the approval process with various wells could be quickly ascertained. Some offices still use these windows for this purpose while others now use the windows and their links to enter a major portion of their work.

This section demonstrates how to view pending sundry notices. Associated windows are shown in Diagram 3-10.

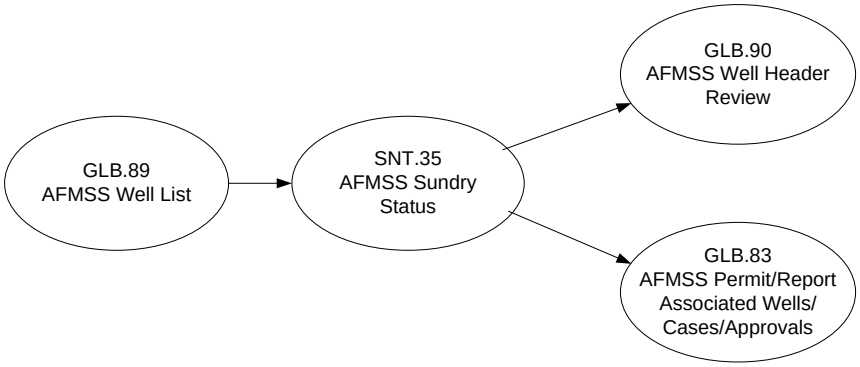


Diagram 3-10: Pending Sundry Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Use one of the following methods, as appropriate, to access pending sundries for a well:
   - Query by entering information into one or more of the input fields and click the **Query** button. Highlight the desired well record then press the **Pending Sundry** button to launch the *Non-Indian AFMSS Sundry Status (SNT.35)* window that shows all pending sundry notices for the selected well. All the data fields in *SNT.35* will be blank when it opens if there are no pending items for the selected well.
   - Press the **Pending Sundry** button without running a query or selecting a well. All the data fields in *SNT.35* will be blank when it opens.
3. If *SNT.35* does not display the pending SN desired or if no pending SNs are displayed, there are several options to query for pending SNs:
   - Click the **Clear** button to clear all information from the display. Either enter new information in the input fields or leave the input fields blank.
   - Depress one of the status radio buttons **Pending**, **All** or **Unlinked Only**.

     Use **Pending** to query all pending SNs.

     Use **All** to query all SNs without regard to their disposition.

     Use **Unlinked Only** to query unlinked sundries. (Unlinked sundries are approvals that were previously in AIRS but were not directly linked to wells or facilities).
   - Depress either the **Query by Case Number** or **Query by IID** button.

- Click **Query** to find sundries that meet the input and status criteria.

4. The **Disp DT** (Disposition Date) and the **Disp (**Disposition) are identified in the last two columns of the display area. Use the scroll bar at the bottom of the window, if necessary, to bring these columns into view.
5. Use the **Sort** and/or **Print** buttons if necessary to order the displayed sundries and/or make a hardcopy of the display.
6. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window to add remarks.
7. **View Header**: Highlight a sundry row and click the **View Header** button to launch the *Non-Indian AFMSS Well Header Review (GLB.90)* window.
8. **Associated Cases/Wells**: Highlight a sundry row and click the **Associated Cases/Wells** button to launch the *Non-Indian AFMSS Permit/Report Associated Wells/Cases/Approvals (GLB.83)* window. This window allows viewing information or adding associated cases/wells.
9. **C**lick **Reviews** to display the following list of review options for a sundry review. Click the appropriate option to view details of existing sundry reviews or to create a new sundry review.
10. Click the **Exit** button to return to the *Non-Indian AFMSS Sundry Status (SNT.35)* window.

3.5.12 Well Reports

Well reports are used to track the progress of drilling operations. The operator prepares and delivers four basic types of well reports to BLM for approval:

Pad Construction Report

Well Spud Report

NOTE: The API number must exist in the database before this report is entered.

Completion Reports

First and Last Production Report

NOTE: The API number must exist in the database before this report is entered.

There are four Completion Reports:

Completion—Casing/Tubing/Cement Report

Completion—General Data Report

Completion—Geologic Description Report

Completion—Production Rates Tests Report

3.5.12.1 Which Well Report Button to Use

Well report information can be accessed through three locations on the *Non-Indian AFMSS Well List (GLB.89)* window: the **Pending Well Rpt** button, the **New Well Rpt** dropdown list, and the **Well Data** dropdown list. A report itself is the same regardless of which method is used to access it. However, the way the database stores and uses the report data varies depending upon which method is used to access the report.

There has been some confusion as to which method to use for which purpose and, therefore, some sites prefer that the **Well Data** option be used for most well report activities. Please carefully read the following option descriptions then use the option most appropriate for the situation. Consult with the site USP for further guidance. The well reports are the same no matter which route is used to access them.

3.5.12.1.1 New Well Rpt

A disposition action must be entered for any well report initiated through this button or it will be considered a pending document. Use this option to formally document a review, acceptance and/or approval of a well report.

3.5.12.1.2 Well Data:

This option directly connects to the well report that is selected. This option is reserved for entering well report information that does not require any disposition actions. Use this option to enter and edit a well report.

3.5.12.1.3 Pending Well Rpt:

This option provides a quick way to obtain a workload overview. It calls up the *Non-Indian AFMSS Well Report Status (WRT.11)* window. Use this option to view any pending well report and enter a new well report review.

NOTE: The site USP is the only user authorized to delete a well report. Please consult the USP for guidance if a report needs to be removed from the database. Each of the well report options launches the *Non-Indian AFMSS Well Report Status (WRT.11)* window.

3.5.12.2 New Well Report Button

The user must enter a disposition action if the **New Well Rpt** button is used or it will be considered a pending document. The use of the feature is **optional** for the entry of Pad Construction, Well Spud, First/ Last Production Notice and/or Well Completion report

information. If further action or tracking **is not required**, enter the information using the **Well Data** button to avoid the necessity of entering disposition actions.

Use the well report option most appropriate for the situation. Consult with the site USP for further guidance.

The **New Well Rpt** button displays a submenu of the four well reports from which to choose. Each of the well report options launches the *Non-Indian AFMSS Well Report Status (WRT.11)* window (Figure 3-32).

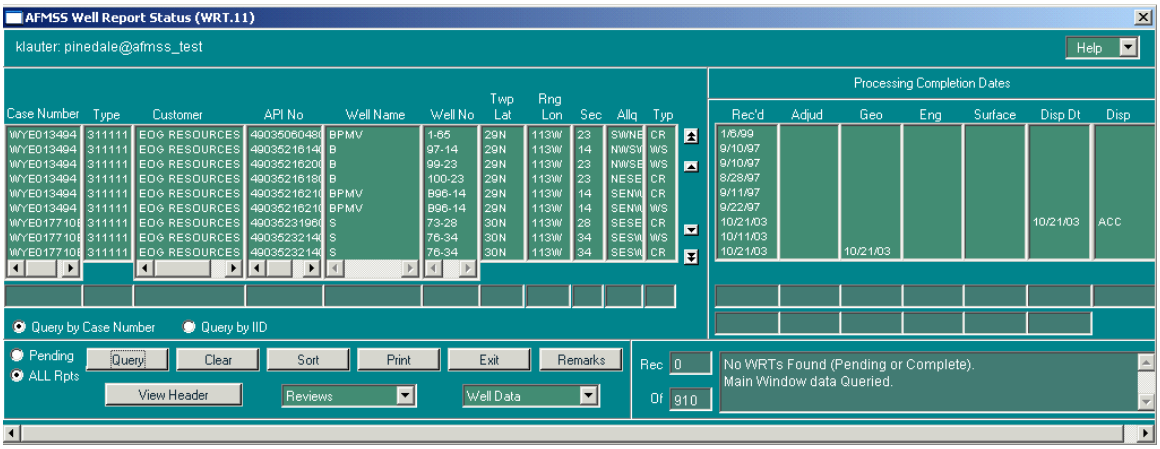


Figure 3-32: Non-Indian AFMSS Well Report Status (WRT.11) Window

WRT.11 associated windows are shown in Diagram 3-11.

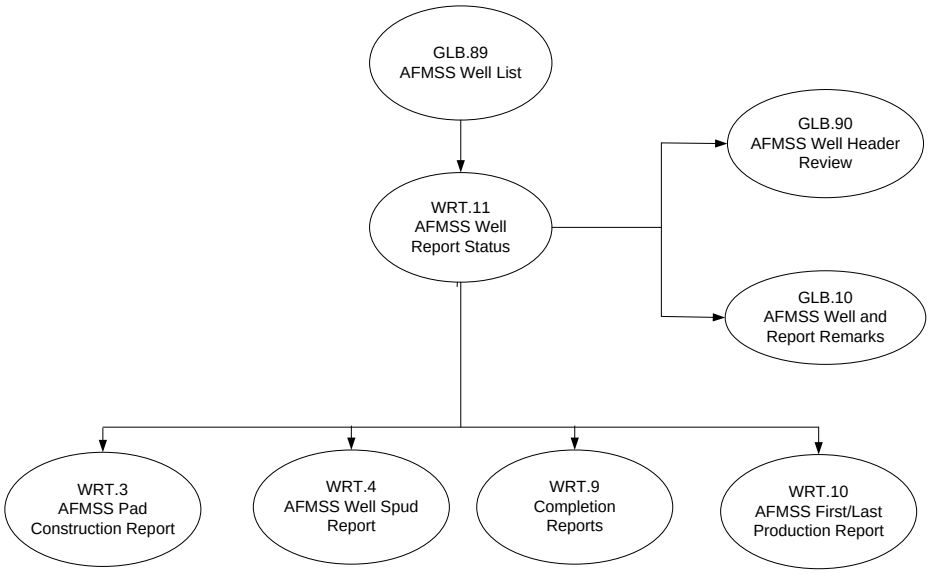


Diagram 3-11: Well Report Button Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window. Query to find the well record desired.

2. **To enter a Well Spud or First/Last Production report, the API number must exist in the database.** If the API number has not already been entered, these screens will allow the user the opportunity to enter the number. When the API number is entered at these screens, it will populate into the *Well Header Review (GLB.90)* window. Look in the API No. column for the record desired and ensure that the number is there. If there is no API number, add it now in order to access these two reports. The API number is entered in the *Non-Indian AFMSS Well Header Review (GLB.90)* window.
3. Highlight the well record desired.
4. Click the **New Well** Rpt button to show the well report options. Click on the option that is the *same type* as the one to create.
5. All of the options launch the *Non-Indian AFMSS Well Report Status (WRT.11)* window filled with data from the record selected in *GLB.89*.

   The left section of *WRT.11* contains well related data; Case Number, Type, Customer, API No, Well Name, Well No. Twp/Lat, Rng/Lon, Sec, Allq, and Type.

   The right section of *WRT.11* contains processing completion dates; Rec'd, Adjud, Geo, Eng, Surface, Disp Dt and Disp.

6. If an existing well report that would be a better template than the one displayed, perform a query in WRT.11.

   Click either **Pending** or **All Rpts**.

   Click either **Query by Case Number** or **Query by IID**.

   All data fields in both sections have QBE fields at the bottom of the column. Enter search data (use wildcards as necessary) into the QBE fields.

   Click **Query**.

   Use the **Sort**, **Clear** and **Print** buttons as necessary for the displayed data.

7. Select the desired record.
8. Click the **Well Data** button to display the well report options. Click the report option desired.
9. Click the Exit button from any of these reports to return to the Non-Indian AFMSS Well Report Status (WRT.11) window.
10. In WRT.11 click the View Header button to access the Non-Indian AFMSS Well Header Review (GLB.90) window.

It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to **LOC** after a pad construction report is entered and the status to **DRG** after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window.

Enter the number of completions (**#CMPL)** code in the *Well Inspection Maintenance (IEP.59)* window. IEP.59 can be accessed from the well finder (*GLB.89*) or well header (*GLB.90*) windows.

11. Click the **Reviews** button to display the BLM review options.
12. Click Remarks to launch the Non-Indian AFMSS Well and Report Remarks (GLB.10) window to add remarks.
13. Click the Exit button from any of these links to return to the Non-Indian AFMSS Well Report Status (WRT.11) window.
14. Click the Exit button in WRT.11 to return to the Non-Indian AFMSS Well List (GLB.89) window.

3.5.12.3 Well Data Button

The **Well Data** pull-down button from the *Non-Indian AFMSS Well List (GLB.89)* window provides direct access to each well report. This option directly connects to the well report that is selected. This option is reserved for entering well report information that does not require any disposition actions. The user may enter and edit a well report with this option.

There has been some confusion as to which button to use for which purpose and, therefore, some sites prefer that the **Well Data** option be used for most well report activities. Use the option most appropriate for the situation. Consult with the site USP for further guidance.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window. Query to find the well record desired.
2. **To enter a Well Spud or First/Last Production report the API number must already exist in the database**. If the API number has not already been entered, these screens will allow the user the opportunity to enter the number. When the API number is entered at these screens, it will populate into the *Well Header Review (GLB.90)* window. Look in the API No. column for the record desired and ensure that the number is there. If there is no API number, add it now in order to access these two reports. The API number is entered in the *Non-Indian AFMSS Well Header Review (GLB.90)* window.
3. Highlight the well record desired.
4. Click the **Well Data** button to show the list of well report options. Click the appropriate option to view details of existing well reports.
5. Look at the data fields when the selected well report window opens then edit as necessary.

6. Click **Remarks** as appropriate if this option is available in the well report window to enter or edit comments.
7. Use other available buttons as appropriate in the well report window (**Clear** or **Print)**.
8. Click the **Save** button.
9. Click the **Exit** button in each of these links to return to the *Non-Indian AFMSS Well List (GLB.89)* window.
10. Ensure no further actions associated with changes made above are necessary from *GLB.89*.

    Click the View Header button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to LOC after a pad construction report is entered and the status to **DRG** after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window.

    Click the Well Insp Maint button to access the *Well Inspection Maintenance (IEP.59)* window to enter the number of completions (# CMPL) code. *IEP.59* can also be accessed from the Well Header window.

11. Click the **Exit** button in *GLB.89* to return to the *Non-Indian AFMSS Main Menu*.

3.5.12.4 Pending Well Reports

Access to all **pending** well report records is possible through the **Pending Well** Rpt button on the well finder (*GLB.89*) window. This option provides a quick way to obtain a workload overview. It also allows viewing any pending well report and entering a review for a new well report. No new well reports can be created using the **Pending Well R**pt button.

There has been some confusion as to which button to use for which purpose. Use the option most appropriate for the situation. Consult with the site USP for further guidance.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Use one of the following methods, as appropriate, to access pending well reports for a well:

    Query by entering information into one or more of the input fields and click the **Query** button. Highlight the desired well record then press the **Pending Well Rpt** button. This launches the *Non-Indian AFMSS Well Report Status (WRT.11)* window in which all well report pending items for that well will be displayed. However, all the data fields in *WRT.11* will be blank when it opens if there are no pending items for the selected well.

    Press the **Pending Well Rpt** button without running a query or selecting a well. All the data fields in *WRT.11* will be blank when it opens.

3. Perform a query in *WRT.11* if no pending well reports are displayed.

Press either the **Pending** or **All Rpts** radio button.

Press either the **Query by Case Number** or **Query by IID** radio button.

Enter information into one or more of the input fields and press **Query**.

4. Use the **Clear, Sort** and/or **Print** buttons if necessary to begin a new query, order the records and/ or make a hardcopy of the displayed records.
5. **The Disp Dt (**Disposition Date) and the **Disp** (Disposition) are identified in the last two columns of the display area. Use the scroll bar at the bottom of the window, if necessary, to bring these columns into view.
6. Highlight one of the displayed well reports.
7. Click the **Well Data** button to show the list of well report options. Click the appropriate option to view details of existing well reports.

NOTE: *WRT.11* was accessed using the **Pending Well Rpt** button. An attempt to create a new well report generates the message, "*Please first query the database.*"

8. Click the **Well Header** or **View Header** button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. This window contains details pertaining to the well.
9. Click **Remarks** to add remarks.

   Click Reviews to display the following list of review options for a well report. Click the appropriate option to view details of existing well report reviews or to create a new well report review.

10. Click the **Exit** button from any of these links to return to the *Non-Indian AFMSS Well Report Status (WRT.11)* window.
11. Click the **Exit** button in *WRT.11* to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.12.5 Non-Indian AFMSS Pad Construction

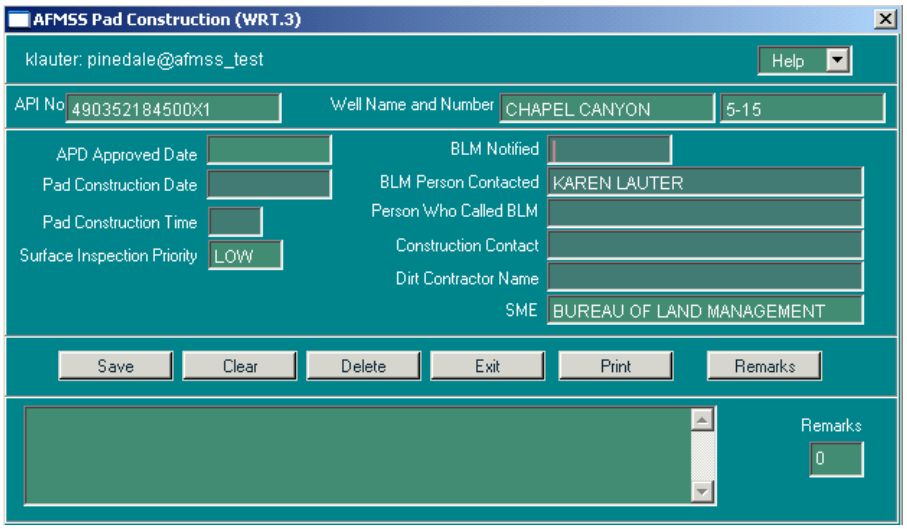


Figure 3-33: Non-Indian AFMSS Pad Construction (WRT.3) Window

Enter a disposition action if the **New Well Rpt** button is used to access this window, or it will be considered a pending document. (The use of the feature is optional for the entry of Pad Construction, Well Spud, First/Last Production Notice and/or Well Completion report information). If no further action or tracking is required, it is recommended to enter the information using the **Well Data** button to access this window and avoid the necessity of entering disposition actions. Contact the local USP for further guidance.

Procedures

1. The following is assumed at this point:

   The Pending Well Rpt button or an option was selected in the New Well Rpt dropdown.

   The Non-Indian AFMSS Well Report Status (WRT.11) window is now open.

   The *Non-Indian AFMSS Well List (GLB.89)* window is active.

2. Click the **Well Data** button and select the Pad Construction option to launch the *Non-Indian AFMSS Pad Construction (WRT.3)* window.

NOTE: A warning will pop up if this is the first well report for this well and the APD for the well is either not in the system or not approved. At this point, the user should stop and resolve the problem, such as check to see if there is a time lag and the APD record is not yet showing as approved, or if there is a problem with a well being drilled without approval. If the well is not in the system, users cannot enter additional data until the well data has been entered.

BLM Notified: Enter the date BLM was notified.

The **BLM Person Contracted** field autopopulates. Edit if necessary.

Pad Construction Date: Enter the pad construction date.

Person Who Called BLM: Enter the name of the person who called BLM.

Pad Construction Time: Enter the pad construction time.

Construction Contact: Enter the construction contact.

Surface Inspection Priority: This field autopopulates and cannot be changed from this window.

Dirt Contractor Name: Enter the dirt contractor name.

SME: This field autopopulates and cannot be changed from this window.

3. Use the **Clear** and **Print** buttons as necessary.
4. Click **Delete** to remove a well report. Answer the message "*Delete from Non-Indian AFMSS?*" followed by the message "*Save to Non-Indian AFMSS?*" to verify the action.

NOTE: Generally this function is reserved for the USP. Consult with the site USP for further guidance.

5. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window.
6. Click the **Save** button. The well status code automatically changes to LOC after the data is saved.
7. Click the **Exit** button in *WRT.3* to return to either *WRT.11* or *GLB.89*.
8. Ensure no further actions associated with changes made above are necessary from *WRT.11* or *GLB.89*.

   Click the Well Header or View Header button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to LOC after a pad construction report is entered and the status to DRG after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window.

   Click the Well Insp Maint button to access the *Well Inspection Maintenance (IEP.59)* window to enter the number of completions (**# CMPL**) code.

9. Click the **Review** button to display the BLM review options.
10. Click the **Exit** button in *WRT.11* to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.12.6 Non-Indian AFMSS Well Spud

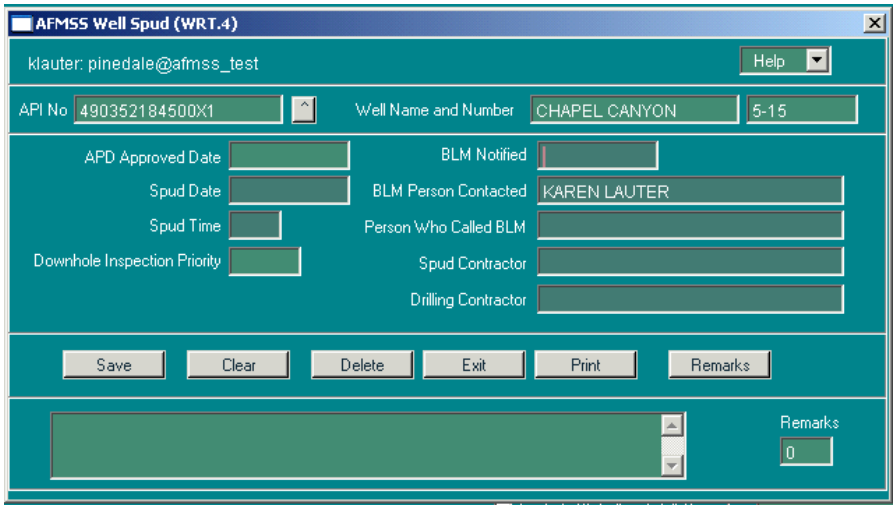


Figure 3-34: Non-Indian AFMSS Well Spud (WRT.4) Window

Enter a disposition action if the **New Well Rpt** button is used to access this window, or it will be considered a pending document. (The use of the feature is optional for the entry of Pad Construction, Well Spud, First/Last Production Notice and/or Well Completion report information). If further action or tracking is not required, it is recommended that to enter the

information using the **Well Data** button to access this window and avoid the necessity of entering disposition actions. Contact the local USP for further guidance.

To enter a Well Spud report, the API number must already exist in the database. If the API number has not already been entered, these screens will allow the user the opportunity to enter the number. When the API number is entered at these screens, it will populate into the *Well Header Review (GLB.90)* window. Look in the API No. column for the record desired and ensure that the number is there.

Procedures

1. The following is assumed at this point:

   The New Well Rpt or Pending Well Rpt button was clicked and the *Non-Indian AFMSS Well Report Status (WRT.11)* window is now open.

   The Non-Indian AFMSS Well List (GLB.89) window is active.

2. Click the **Well Data** button and select the **Well Spud** option to launch the *Non-Indian AFMSS Well Spud (WRT.4)* window.
3. A warning will pop up if this is the first well report for this well and the APD for the well is either not in the system or not approved. Click **OK** on the message "*APD for this document is Not Approved!*" or "*There is no APD for this well*."

   API No.: There must be an API number in this field. Click the button to the right of the field to launch the *Change API Number (GLB.90)* window to change the API number.

   Well Name and Number: These fields autopopulate from the API No.

   APD Approved Date: This field autopopulates.

   Spud Date: Enter the date the well was spudded.

   Spud Time: Enter the spud time.

   Downhole Inspection Priority: This field autopopulates.

   BLM Notified: Enter the date BLM was notified of the well spud.

   The **BLM Person Contracted** field will autopopulate. Change if necessary.

   Person Who Called BLM: Enter the name of the person who called BLM.

   Spud Contractor: Enter the spud contractor.

   Drilling Contractor: Enter the drilling contractor company.

4. Use the **Clear** and **Print** buttons as necessary.

5. Click **Delete** to remove a well report. Answer the message "*Delete from Non-Indian AFMSS?*" followed by the message "*Save to Non-Indian AFMSS?*" to verify the action.

NOTE: Generally this function is reserved for the USP. Consult with the site USP for further guidance.

6. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window.
7. Click the **Save** button. The well status code automatically changes to **LOC** after the data are saved.
8. Click the **Exit** button in *WRT.4* to return to either *WRT.11* or *GLB.89*.
9. Ensure no further actions associated with changes made above are necessary from *WRT.11* or *GLB.89*.
10. Click the **Well Header** or **View Header** button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to LOC after a pad construction report is entered and the status to DRG after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window.
11. Click the **Well Insp Maint** button to access the *Well Inspection Maintenance (IEP.59)* window to enter the number of completions (# CMPL) code.
12. Click the **Reviews** button to display the BLM review options.
13. Click the **Exit** button in *WRT.11* to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.12.7 Completion–General

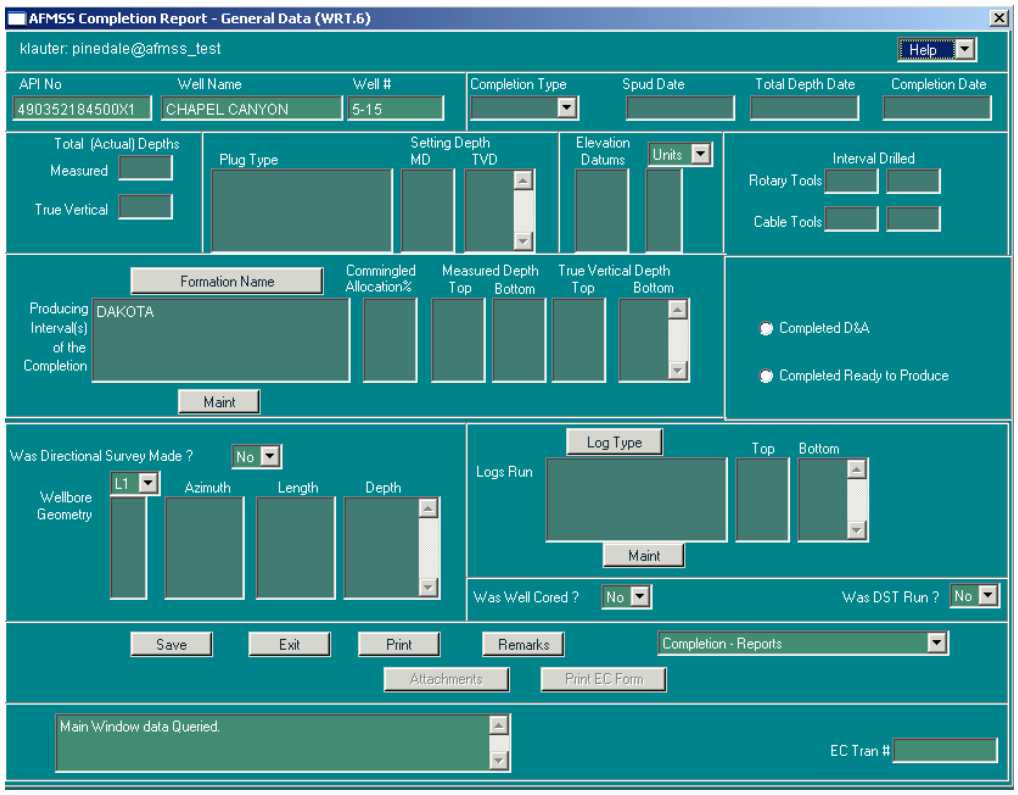


Figure 3-35: Non-Indian AFMSS Completion Report–General Data (WRT.6) Window

Enter a disposition action if the **New Well Rpt** button is used to access this window or it will be considered a pending document. (The use of the feature is **optional** for the entry of Pad Construction, Well Spud, First/Last Production Notice and/or Well Completion report information). If further action or tracking **is not required** it is recommended that to enter the information using the **Well Data** button to access this window and avoid the necessity of entering disposition actions. Contact the local USP for further guidance.

Procedures

1. The following is assumed at this point:

   Either the New Well Rpt or Pending Well Rpt button was clicked and the *Non-Indian AFMSS Well Report Status (WRT.11)* window is now open.

   The *Non-Indian AFMSS Well List (GLB.89)* window is active.

2. In the *WRT.11* window, click the **Well Data** button and select the Completion–General option to launch the *Non-Indian AFMSS Completion Report–General Data (WRT.6)* window.

Completion Type: Click the button to the right of the field to display the picklist itemizing the types and click the one appropriate.

Spud Date: Enter the spud date. This field may already be filled from the spud report.

Total Depth Date: Enter the total depth reached date.

Completion Date: Enter the completion date.

Total (Actual) Depths:

Measured: If available enter the measured total depth.

True Vertical: If available enter the true vertical depth.

Plug Type/Setting Depth (MD and TVD): Enter this data if known.

Elevation Datums: If available enter the elevations listed in the **Elevation Datums** field. Supply the correct unit with each elevation by clicking on the Units button after entering an elevation to display the units picklist. Make the desired selection. Repeat as necessary.

Interval Drilled: If applicable enter the following in the Interval Drilled field:

Rotary Tools: Enter the starting measurement in the first field and the ending measurement in the second field.

Cable Tools: Enter the starting measurement in the first field and the ending measurement in the second field.

Formation Name: Formation names may autopopulate in the **Producing Interval(s) of the Completion** field. Click the Formation Name button to choose the one desired.

3. Enter the following depths for each formation:

   Measured Depth: Enter the top and bottom depths.

   True Vertical Depth: Enter the top and bottom depths.

4. Repeat as necessary.
5. Click either of the radio buttons **Completed D&A** (Dry and Abandoned) or **Completed Ready to Produce** as appropriate.
6. **Logs Run**: Enter the log type(s). **Log type** can be selected using the Log Type button above the field. Enter the top and bottom information for each log run.
7. **Was Well Cored**?: Click into this field. If the well has been cored, toggle the button to **Yes**.
8. **Was DST Run**?: Click into this field. If the Drill Stem Test (DST) has been run, toggle the button to **Yes**.

9. **Was Directional Survey Made?** If a directional survey was made toggle the button to **Yes**. If no directional survey was performed skip to step 11.
10. Click the button over the **Wellbore Geometry** field. Enter **1** for a single wellbore, **2** for a double, and so forth. Enter the inclination angle in the **Azimuth** field and the depth of the inclination measurement in the **Length** field if an inclination survey has been performed.
11. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
12. Click the **Completion-Reports** button to display the other three completion well reports and select the desired option. This launches the completion report window for that option. Go to the appropriate section for further guidance for each of the following options:

    Completion-Casing/Tubing/Cement

    Completion-Geologic Description

    Completion-Production **Rates Tests**

13. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window.
14. Click the **Save** button to enter any changes into Non-Indian AFMSS.
15. Click the **Exit** button in *WRT.6* to return to *WRT.11* or *GLB.89*.
16. Ensure no further actions associated with changes made above are necessary from *WRT.11* or *GLB.89*.
17. Click the **Well Header** or **View Header** button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to LOC after a pad construction report is entered and the status to DRG after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window. Click the **Exit** button to return to *WRT.11*.
18. Click the **Reviews** button to display the BLM review options.
19. Click the **Exit** button in *WRT.11* to return to *GLB.89*.

3.5.12.8 Completion–Casing/Tubing/Cement

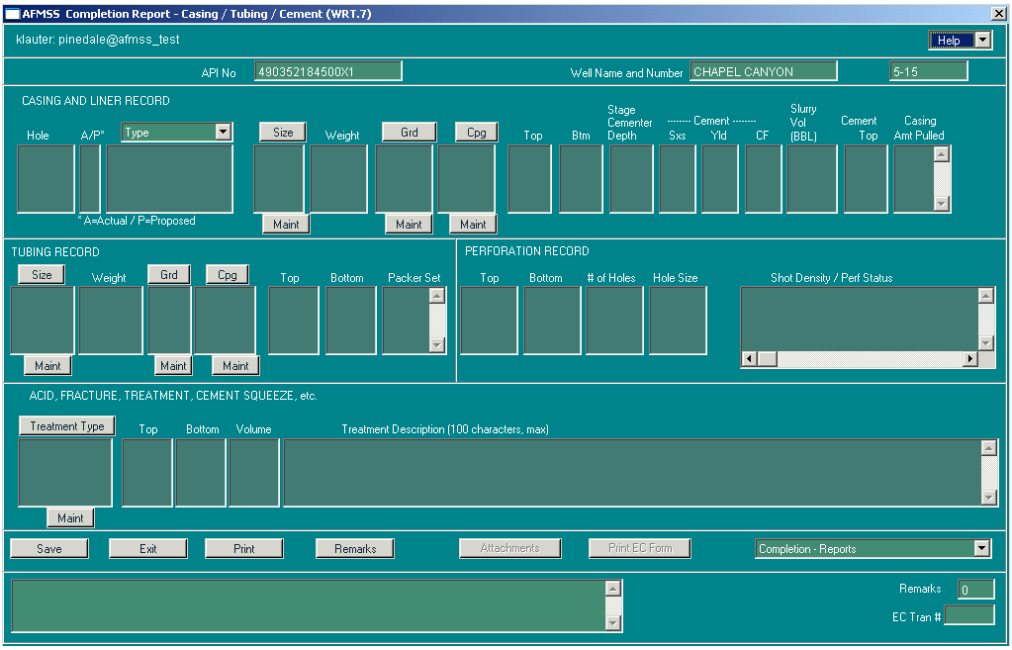


Figure 3-36: Non-Indian AFMSS Completion Report–Casing/Tubing/Cement (WRT.7) Window

Enter a disposition action if the **New Well Rpt** button is used to access this window or it will be considered a pending document. (The use of the feature is **optional** for the entry of Pad Construction, Well Spud, First/Last Production Notice and/or Well Completion report information). If further action or tracking **is not required** it is recommended to enter the information using the **Well Data** button to access this window and avoid the necessity of entering disposition actions. Contact the local USP for further guidance.

Procedures

1. The following is assumed at this point:

   Either the New Well Rpt or Pending Well Rpt button has been clicked, and the *Non-Indian AFMSS Well Report Status (WRT.11)* window is now open.

   The *Non-Indian AFMSS Well List (GLB.89)* window is active.

2. Click the **Well Data** button and select the **Completion Casing/Tubing/Cement** option. This launches the *Non-Indian AFMSS Completion Report–Casing/Tubing/Cement (WRT.7)* window Figure 3-36 above). This report contains data for casing; perforation; tubing; and acid, shot, fracture and cement squeeze.

NOTE: Several data fields in the window have a **Maint** button. These buttons are for the USP to use in maintaining the picklists for those data fields. The buttons are available in this window as a convenience to the USP so that the change to the picklists can be done quickly upon request; while still in the window if at all possible. If the value desired is not in a picklist, talk with the USP.

Casing and Liner Record

Hole: Enter the hole size that the casing will be set in. The hole size depends on the drilling size of the drilling bit and must be between 4 and 36 inches in increments of 0.125.

A/P: Enter **A** for actual and **P** for proposed data.

Type: Click the **Type** button to display the picklist of types of casing strings that describes its purpose and select the appropriate one.

Size: Click the **Size** button to display the picklist and select the size of the outside diameter of the well casing segment or casing string.

Weight: Enter the weight of the well casing in pounds per linear foot. Weight must be between 5 and 169 in increments of tenths.

Grd: Click the **Grd** button to display the picklist and select the code used to express the steel alloy grade of well casing.

Cpg: Click the **Cpg** button to display the picklist and select the type of thread coupling used for the well casing.

Top: Enter the interval describing the top depth of a specific segment of a casing string.

Btm: Enter the interval describing the bottom depth of a specific segment of a casing string.

Stage Cementer Depth: This field is to set the depth of the first, second, third, etc. stages of casing cement. Operators start pouring cement into the bottom of the hole to a certain depth, then often put in a diverter valve. That is the first stage of cement. The usual process is to cement in two stages.

Cement

Sxs: Enter the amount of cement that is necessary to cement a particular casing string.

NOTE: Non-Indian AFMSS displays a warning message if the yield does not equal cubic feet/sacks, but allows any number to be entered for the yield.

Yld: Enter the cubic feet that one sack of cement will yield.

NOTE: Non-Indian AFMSS displays a warning message if the yield does not equal cubic feet/sacks, but allows any number to be entered for the yield.

CF: Enter the amount of cement the operator is planning to use to cement a particular casing string.

NOTE: Cubic feet must be entered or calculated; it cannot be zero.

Slurry Vol (BBL): Enter the amount.

Cement Top: Enter the depth measurement down of the hole.

Casing—Amt Pulled: This is the footage of casing that is pulled out if the operator decides to salvage as much of the casing as possible when the well is to be plugged and abandoned.

Tubing Record

Size: Enter the outside diameter of the well tubing segment or tubing string.

Weight: Enter the weight of the well casing expressed in pounds per linear feet. Valid weights are 1.20 to 12.75. Use increments of 0.05 except for 2.14, which is a stand-alone size.

Grd: Click the **Grd** button. Select the specific code that is used to express the steel alloy grade of the well tubing.

Cpg: Click the **Cpg** button. Enter the thread coupling type used for the well casing.

Top: Enter the well tubing segment interval top measurement.

Bottom: Enter the well tubing segment interval bottom measurement.

Packer Set: Enter the depth from the surface that a packer was set.

Perforation Record

3. Select (highlight) a row of the Casing Records **data fields**.
    - **Top**: Enter the well casing perforated interval top measurement.
    - **Bottom**: Enter the well casing perforated interval bottom measurement.
    - **# of Holes:** Enter the number of perforation made.
    - **Hole Size**: Enter the well casing perforation shot density text.
    - **Shot Density/Perf Status: Density**: This is a free text are for the perforation density and status.
    - **Acid, Fracture, Treatment, Cement Squeeze, etc**.
    - **Treatment Type**: Click the button to display the well treatment type codes and select the appropriate one.
    - **Top**: Enter the well treatment interval measured top depth.
    - **Bottom**: Enter the well treatment interval measured bottom depth.
    - **Volume**: Enter the well treatment volume measurement. This is the amount of material used to treat the wellbore.

- **Treatment Description**: This is a free text area for describing the treatment used.
- **Other Options.**

4. Click the Completion-Reports button to display the other three completion well reports and select the desired option. This launches the completion report window for that option. Go to the appropriate section for further guidance for each of the following options:

Completion-General

Completion-Geologic Description

Completion-Production Rates Tests

5. Click **Remarks to add remarks**.
6. Click the Save **button to save the well report**.
7. Click the **Exit button in WRT.7 to return to WRT.11 or GLB.89**.
8. Ensure no further actions associated with changes made above are necessary from WRT.11 or GLB.89.
9. Click the **Well Heade**r or View **Header** button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to LOC after a pad construction report is entered and the status to DRG after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window.
10. In WRT.11, click the **Review** button to display the BLM review options.
11. Click the **Exit** button in WRT.11 to return to the Non-Indian AFMSS Well List (GLB.89) window.

3.5.12.9 Completion–Production Rates Tests

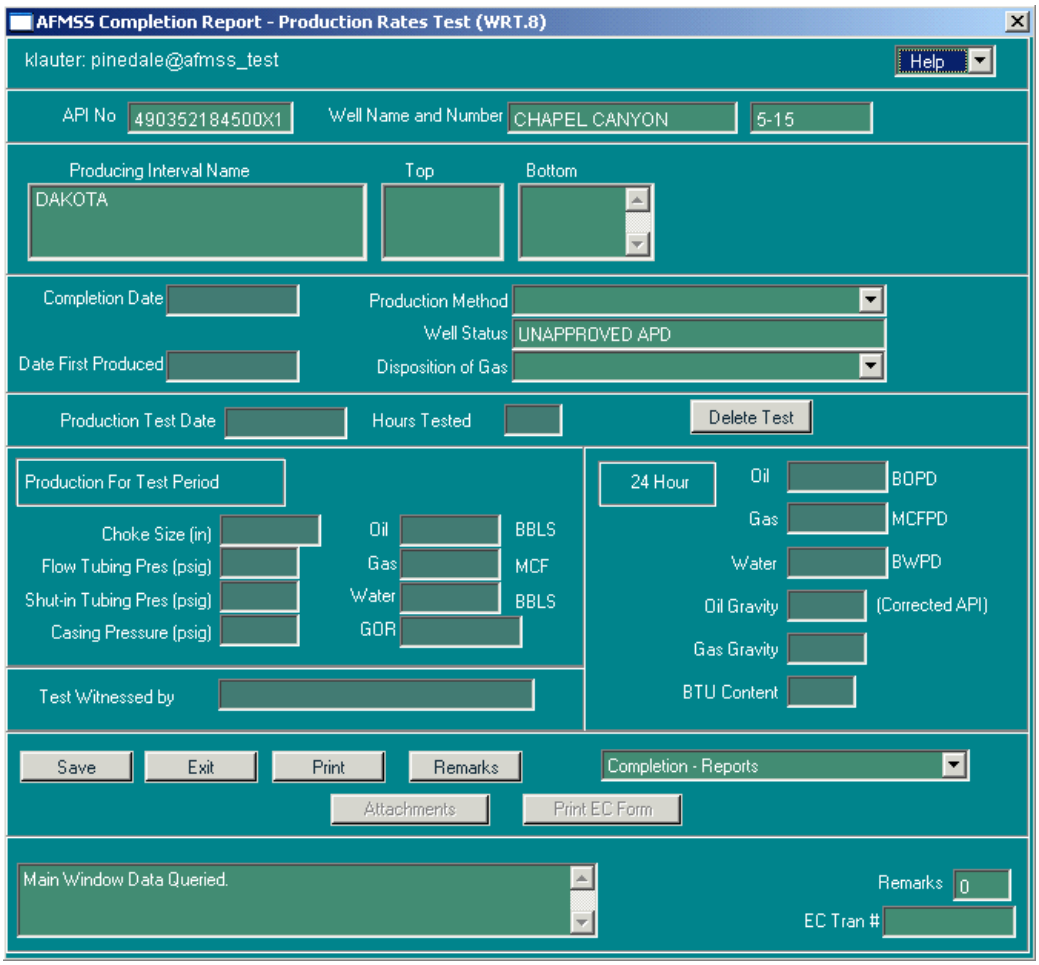


Figure 3-37: Non-Indian AFMSS Completion Report–Production Rates Test (WRT.8) Window

Enter a disposition action if the **New Well Rpt** button is used to access this window, or it will be considered a pending document. (The use of the feature is **optional** for the entry of Pad Construction, Well Spud, First/Last Production Notice and/or Well Completion report information). If further action or tracking **is not required** it is recommended to enter the information using the **Well Data** button to access this window and avoid the necessity of entering disposition actions. Contact the local USP for further guidance.

Procedures

1. The following is assumed at this point:

Either the New Well Rpt or Pending Well Rpt button has been clicked, and the *Non-Indian AFMSS Well Report Status (WRT.11)* window is now open.

The *Non-Indian AFMSS Well List (GLB.89)* window is active.

2. Click the **Well Data** button and select the **Completion–Production Rates Tests** option to launch the *Non-Indian AFMSS Completion Report–Production Rates Test (WRT.8)* window (Figure 3-37 above).
   - **Producing Interval name**: Enter the producing interval name.
   - **Top**: Enter the producing interval measured top depth.
   - **Bottom**: Enter the producing interval measured bottom depth.
   - **Completion Date**: Enter the completion date if it is not already filled.
3. Click the **Production Method** button to display a pull-down menu. Select the appropriate production method.
   - **Well Status**: This a read-only field that autopopulates.
4. Click the **Disposition of Gas** button to display a pull-down menu. Select the appropriate disposition of gas.
   - **Date First Produced**: Enter the date of the first production.
   - **Production Test Date**: Enter the production test date.
   - **Hours Tested**: Enter the hours tested. The times for the 24 Hour fields (Oil, Gas, and Water) is automatically calculated.
5. Click **Delete Test** to remove the interval test if there was one.
   - **Production for Test Period**
   - **Choke Size (in.):** Enter the choke size.
   - **Flow Tubing Pres (psig):** Enter the flow tubing pressure.
   - **Shut-in Tubing Pres (psig**): Enter the shut-in tubing pressure.
   - **Casing Pressure (psig):** Enter the casing pressure.
   - **Oil**: If applicable fill in BBLs of oil.
   - **Gas**: If applicable fill in Mcf of gas.
   - **Water**: If applicable fill in BBLS of water.
   - **GOR**: The gas/oil ratio (GOR) is coded as a single number with a :1 implied. For example, a measured GOR of 3758 CF to 1 barrel should be coded as 3758. This field may be automatically filled.
   - **24 Hour** (This data prints on the IWR).
   - **Oil**: Enter the BBLs of 24 hour calculated oil production measurement (BOPD) if applicable.

- **Gas**: Enter the Mcf of 24 hour calculated gas production measurement (MCPD) if applicable.
- **Water**: Enter the BBLs of 24 hour calculated water production measurement (BWPD) if applicable.
- **Oil Gravity**: Enter the corrected APD oil gravity. Enter the oil gravity.
- **Gas Gravity**: Enter the gas gravity.
- **BTU Content**: Enter the BTU content.
- **Other**
- **Test Witnessed by**: Enter the name of the person who witnessed the testing.

6. Click the **Completion-Reports** button to display the other three completion well reports and select the desired option. This launches the completion report window for that option.
7. Click **Remarks** to add remarks.
8. Click the **Save** button to save the well report.
9. Click the **Exit** button to return to *WRT.11* or *GLB.89.*
10. Ensure no further actions associated with changes made above are necessary from *WRT.11* or *GLB.89*.
11. Click the **Well Header** or **View Header** button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to LOC after a pad construction report is entered and the status to DRG after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window.
12. Click the **Reviews** button in *WRT.11* to display the BLM review options.
13. Click the **Exit** button in *WRT.11* to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.12.10 Completion–Geologic Description

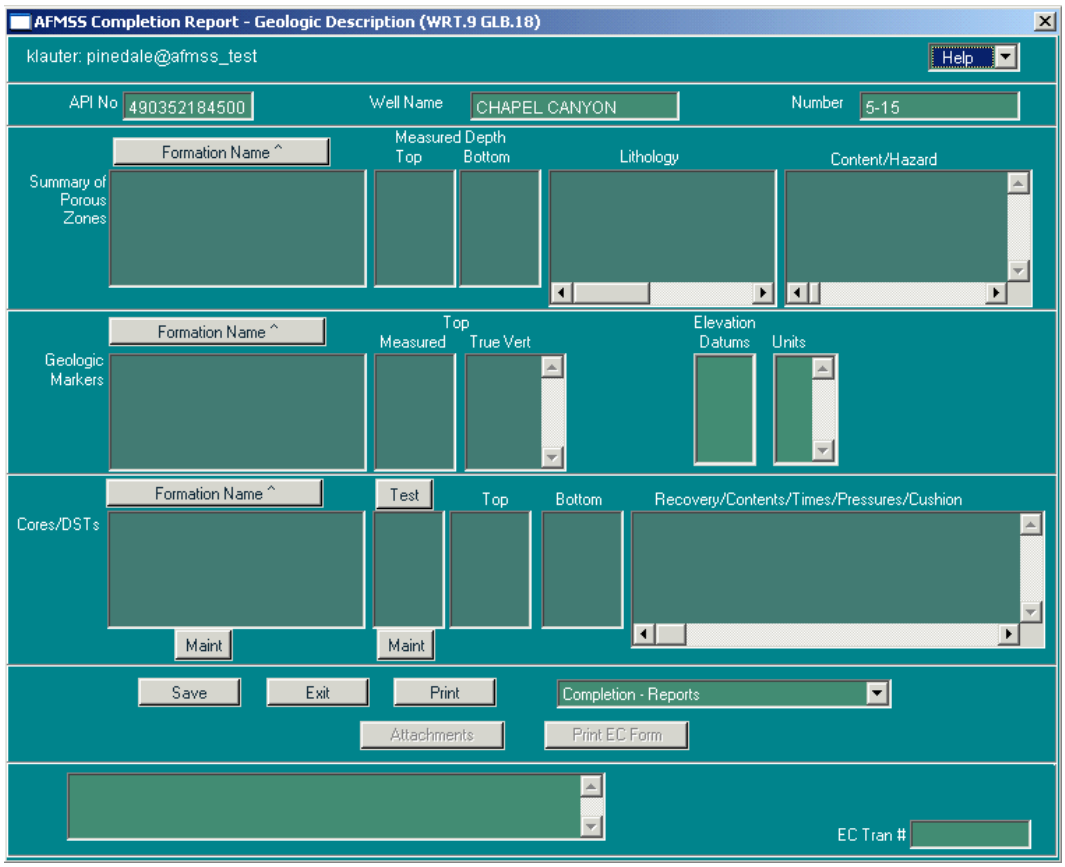


Figure 3-38: Non-Indian AFMSS Completion Report–Geologic Description (WRT.9/GLB.18) Window

Enter a disposition action if the **New Well Rpt** button is used to access this window, or it will be considered a pending document. (The use of the feature is **optional** for the entry of **Pad Construction**, **Well Spud**, **First/Last Production Notice and/or Well Completion report information). If further action or** tracking is not required it is recommended to enter the information using the **Well Data** button to access this window and avoid the necessity of entering disposition actions. Contact the local USP for further guidance.

Procedures

1. The following is assumed at this point:

   Either the New Well Rpt or Pending Well Rpt button has been clicked, and the *Non-Indian AFMSS Well Report Status (WRT.11)* window is now open.

   The *Non-Indian AFMSS Well List (GLB.89)* window is active.

2. Click the **Well Data** button and select the Completion–Geologic Description option to launch the *Non-Indian AFMSS Completion Report–Geologic Description (WRT.9/GLB.18)* window.

NOTE: There are three data field sections for user input in this window: **Summary of Porous Zones, Geologic Markers** and **Cores/DSTs**. Each of these sections contains a **Formation Name** button that launches a *Formation* window containing a list of associated formations.

NOTE: Several data fields in the window have a **Maint** button. These buttons are for the USP to use in maintaining the picklists for those data fields. The buttons are available in this window as a convenience to the USP so that the change to the picklists can be done quickly upon request; while still in the window if at all possible. **If the value desired is not in a picklist, consult the USP**.

Summary of Porous Zones: Place the cursor in the **Formation Name** data column.

Click the Formation Name button to display the picklist and select the appropriate one.

Measured Depth (Top and Bottom): Enter the top and bottom measurements.

Lithology: Enter the lithology.

Content/Hazard: Enter all contents and hazards. Click the Enter key to go back to the Summary of Porous Zones Formation Name field.

Repeat these four steps until all entries are made.

Click the <**Enter**> key on the keyboard after entering information in the porous zones data fields to go to the next section.

Geologic Markers: Manually place the cursor in the **Formation Name** data column for this section if it is not already there.

Click the Formation Name button to display the picklist and select the appropriate one.

Top (True Vertical and Measured): Enter the top measurements. Click the Enter key to go back to the **Geologic Markers Zones Formation Name** field.

Repeat these two steps until all entries are made.

Click the <**Enter**> key on the keyboard after entering information in the geologic markers data fields to go to the next section.

Cores/DSTs: Manually place the cursor in the **Cores/DSTs Formation Name** data column for this section if it is not already there.

Click the Formation Name button to display the picklist and select the appropriate one.

Click the **Test** button to display the picklist and select the appropriate data.

Top and Bottom: Enter the top and bottom information in their respective fields.

Recovery/Contents/Times/Pressures/Cushions: Enter recovery / contents / times / pressures / cushions information.

3. Click the **Completion-Reports** button to display the other three completion well reports and select the desired option. This launches the completion report window for that option. Go to the appropriate section for further guidance for each of the following options:

   Completion–Casing/Tubing/Cement

   Completion–General

   Completion–Production Rates Tests

4. Click the **Save** button to save the well report.

NOTE: The markers are saved in the order entered each time a Save is executed and replaces all the markers on every save.

5. Click the **Exit** button in *WRT.7* to return to *WRT.11* or *GLB.89.*
6. Ensure no further actions associated with changes made above are necessary from WRT.11 or *GLB.89*.
7. Click the **Well Header** or **View Header** button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to LOC after a pad construction report is entered and the status to **DRG** after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window.
8. Click the **Review** button to display the BLM review options.
9. Click the **Exit** button in *WRT.11* to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.5.12.11 First/Last Production

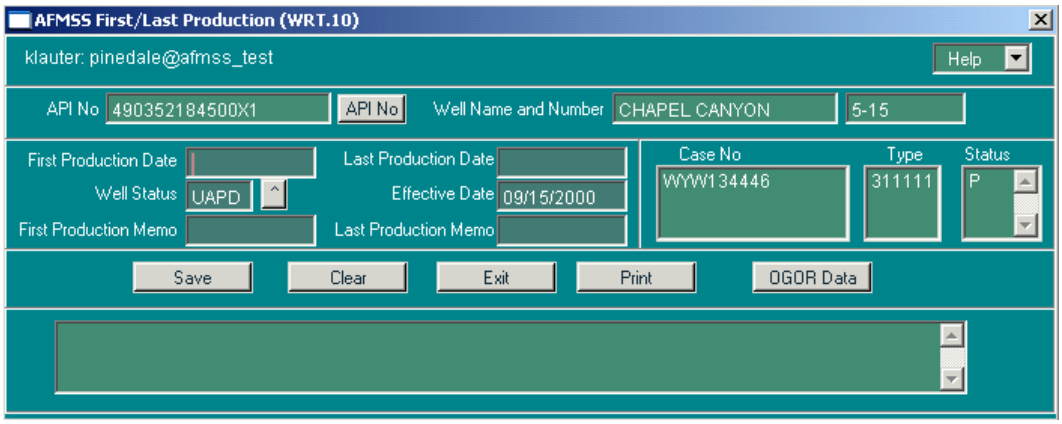


Figure 3-39: Non-Indian AFMSS First/Last Production (WRT.10) Window

Enter a disposition action if the **New Well Rpt** button is used to access this window, or it will be considered a pending document. (The use of the feature is **optional** for the entry of Pad Construction, Well Spud, First/Last Production Notice and/or Well Completion report information). If further action or tracking **is not required** it is recommended to enter the information using the **Well Data** button to access this window and avoid the necessity of entering disposition actions. Contact the local USP for further guidance.

To enter a First/Last Production report, the API number must already exist in the database. Look in the API No. column for the record desired and ensure that the number is there. If there is no API number, add it now to be able to access these two reports. The API number is entered in the *Non-Indian AFMSS Well Header Review (GLB.90)* window.

Procedures

1. The following is assumed at this point:

   Either the New Well Rpt or Pending Well Rpt button has been clicked, and the *Non-Indian AFMSS Well Report Status (WRT.11)* window is now open.

   The *Non-Indian AFMSS Well List (GLB.89)* window is active.

2. Click the **Well Data** button and select the **First/Last Production** option to launch the *Non-Indian AFMSS First/ Last Production (WRT.10)* window.

API: Click the button to the right of the **API No**. field to launch the *Change API Number (GLB.90)* window if a new number is necessary. By default the cursor will pulse in the **Revised API** field. Enter the new number then enter the **Effective Date** in the next field. Click **Save**. Click **Exit** to return to *WRT.10*.

Production Dates: When a date is entered in either of the date fields (**First Production Date** or **Last Production Date**), Non-Indian AFMSS emits an appropriate message if it is the first or last production on the lease. Wells on agreements are considered if they are on the same surface lease. Wells are considered to be producing when the status is GSI, OSI, PGW or

POW. The first production check also looks for wells that have produced in the past but are no longer producing.

First Prod**uction Date:** Enter the first production date.

Last Production Date: Enter the last production date.

Well Status: Change the well status if necessary. Click the button to the right of the field for a picklist and select the appropriate status.

Effective Date: Enter the effective date.

Case No.: This is a display field only in this window.

Type: This is a display field only in this window.

Status: This is a display field only in this window.

Use the **Clear** and **Print** buttons as necessary.

3. Click the **OGOR Data** button to connect to the OGOR finder screen, *Find OGOR Data by Well (OGOR.1)*, to view related OGOR data.
4. Click the **Save** button if any changes were made.
5. Click the **Exit** button in *WRT.10* to return to *WRT.11* or *GLB.89*.
6. Ensure no further actions associated with changes made above are necessary from *WRT.11* or *GLB.89*.
7. Click the **Well Header** or **View Header** button to access the *Non-Indian AFMSS Well Header Review (GLB.90)* window. It may be necessary to update a well status code. Non-Indian AFMSS automatically changes the well status code to **LOC** after a pad construction report is entered and the status to **DRG** after the entry of a spud notification. All other well status changes must be manually updated in the Well Header window. Click **Exit**.
8. Click the **Well Inspection Maint** button to access the *Well Inspection Maintenance (IEP.59)* window to enter the number of completions (**# CMPL**) code.
9. Click the **Reviews** button in *WRT.11* to display the BLM review options.
10. Click the **Exit** button in *WRT.11* to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.6 Individual Well Report

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.

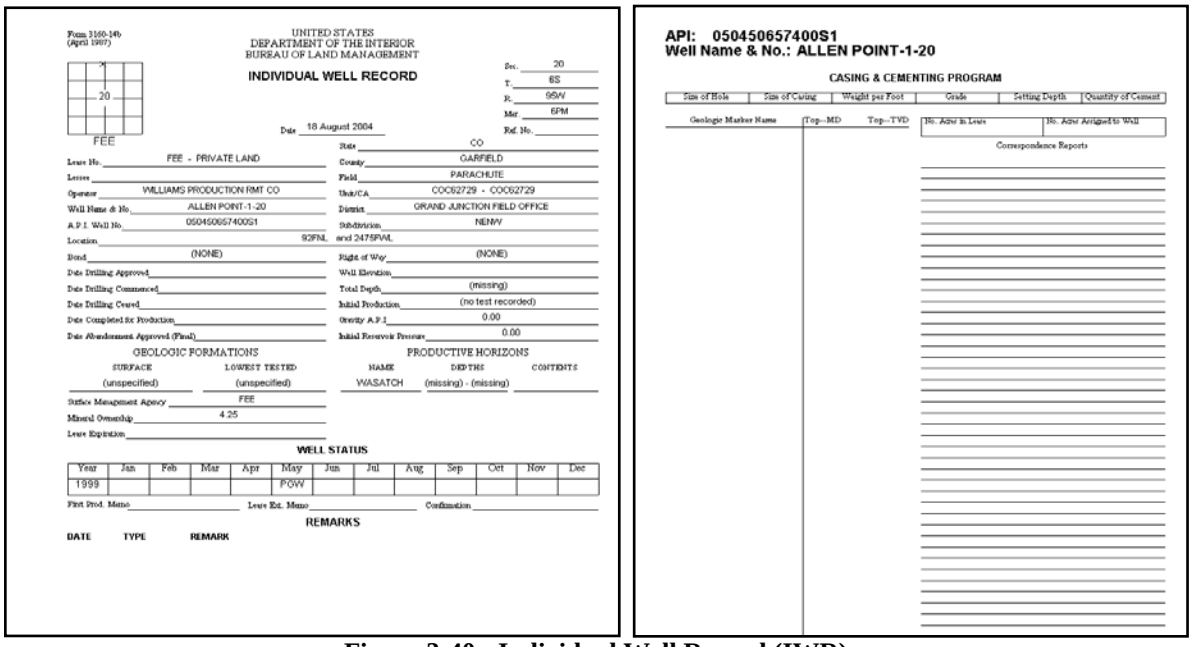


Figure 3-40: Individual Well Record (IWR)

2. Query by entering information into one or more of the input fields.
3. Click the **Query** button. Highlight the necessary well record.
4. Click the **IWR** button to compile the IWR and launch the Adobe Acrobat screen with the *Individual Well Record* two-page form (Figure 3-40).
5. Click the **Exit** button in *GLB.89* to return to the *Non-Indian AFMSS Main Menu*.

OGOR

The Oil and Gas Operations Report (OGOR) is a monthly report made by an operator to MMS containing production details for every well on a lease or agreement under that operator's control. A separate OGOR is made for each of its leases or agreements. Two reports are accessible from the operations finder window (*GLB.89*) using the dropdown list on the **OGOR** button. Click **OGOR by Well** to launch the *Find OGOR Data by Well (OGOR.1)* window. Click **Production History** to launch the *OGOR Production History (OGOR.11)* window.

3.7 Drainage

The *Non-Indian AFMSS Drainage Reviews (GLB.99)* window provides the capability to document those instances where a drainage review of a well was necessary for reservoir management purposes. It is a review screen only; there are no reports that can be printed regarding the reviews. There are no approvals associated with a drainage review. The Petroleum Engineer has the security tags for input into this screen. Contact the USP as necessary.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Query by entering information into one or more of the input fields.
3. Click the **Query** button. Highlight the necessary well record.
4. Click the **Drainage** button to launch the *Non-Indian AFMSS Drainage Reviews (GLB.99)* window (Figure 3-41).

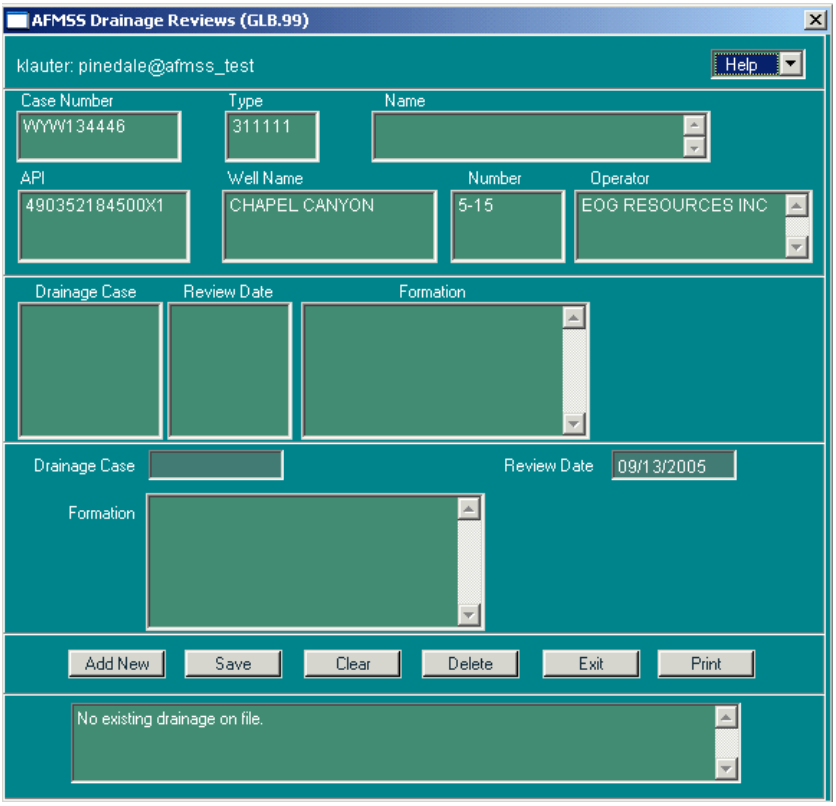


Figure 3-41: Non-Indian AFMSS Drainage Reviews (GLB.99) Window

5. Click the **Add New** button to add a drainage review. Note that the formation table autopopulates with those formation names that have been associated to that particular wellbore. Select the formation(s) to be reviewed for drainage.
6. **Drainage Case**: Enter the locally defined drainage case number.
7. **Review Date**: Enter the review date.
8. Save the record. The review information will be displayed in the middle portion of the window for future reference. There can be several drainage reviews for a particular well over its lifetime so the window provides the capability to add as many reviews as necessary.

NOTE: If the user enters a drainage number and a date upon accessing the window and then clicks **Save**, a message box appears advising to first select a formation. To select a formation, click the **Add New** button.

9. Click the **Exit** button in *GLB.99* to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

3.8 Well Inspection Maintenance

Click the **Well Insp Maint** button on the *Non-Indian AFMSS Well List (GLB.89)* window to launch the *Well Inspection Maintenance (IEP.59)* window. Well inspection information may then be updated. This window is usually accessed under the **Monitoring/Inspections** menus but the link is provided here for convenience. Click **Exit**.

3.9 History

The effective dates concerning operator or status histories for a well or case can be changed with the windows accessed through the **History** button. Click **History** to launch the *Select Wells for Operator and Status History Maintenance (GLB.74)* window. This is the finder window for the history records and activities. The same windows are also available through the **Options** menu using its **History** submenu. *Chapter 9: Options* provides guidelines for these activities. These windows tie-in with the MMS database and there is some sensitivity regarding changes. Ensure that any work in these windows has been verified for MMS.

3.10 Abandonment

The *Abandonment (SNT.60)* window simplifies the data entry process for an abandoned well (Figure 3-42). The window can be accessed from either the *Non-Indian AFMSS Well List (GLB.89)* directly or from the *Non-Indian AFMSS Approval (GLB.81)* window.

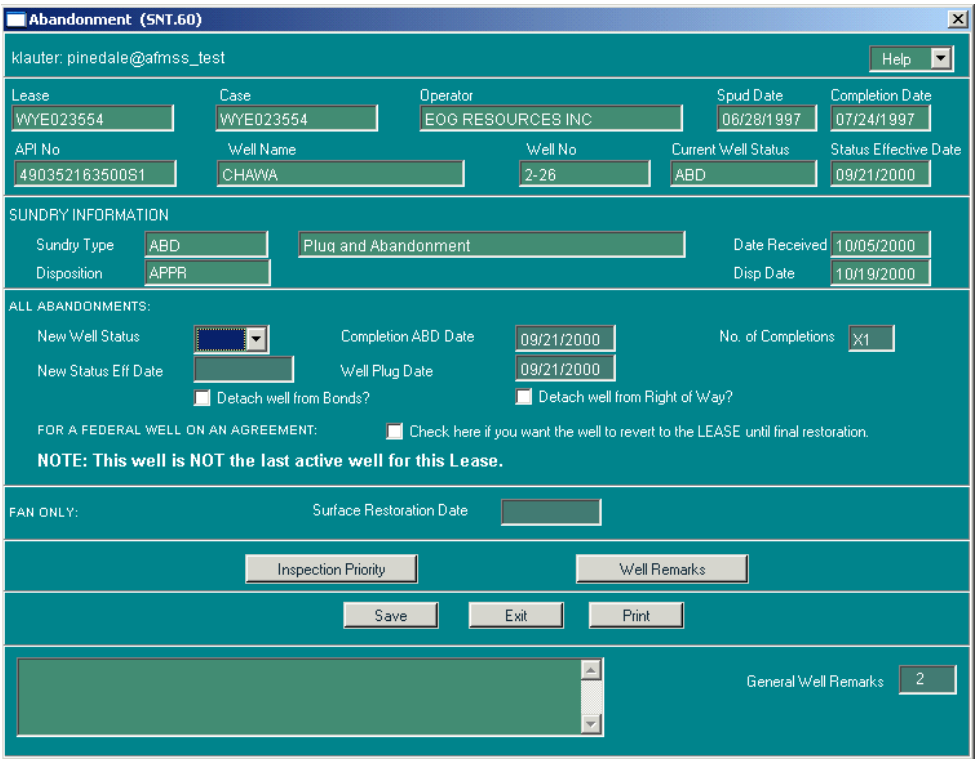


Figure 3-42: Abandonment (SNT.60) Window

NOTE: A Subsequent Report (SR) with a sundry type of either Plug and Abandonment (P&A) or Final Abandonment Notice (FAN) must have already been entered and approved in the database before the Abandonment window can be used.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.

   Perform a query for the record desired according to the guidelines, then click **Query.**

   Select the record.

2. Click **Sundry List** to launch the Non-Indian AFMSS Sundry List for Well (SNT.38) window.

NOTE: To go directly to *SNT.60* from the *Non-Indian AFMSS Well List (GLB.89)* window, click the **Abandonment** button after running a query and select a record. It may be prudent, however, to use the Approval access route to ensure that either a P&A or FAN SR exists for the record.

3. Click **Add New Sundry/Approval** and select **Plug and Abandonment** or **Final Abandonment Notice** as appropriate. Click **Yes** to add the P&A or FAN sundry type.

4. Select the P&A or FAN sundry type just created and click **SR Reviews** to show the submenu. Click **SR Approval** to launch the *Non-Indian AFMSS Approval (GLB.81)* window. Enter the appropriate dates and disposition for this sundry. Enter appropriate comments. Click Save.

5. Click **Abandonment** to launch the *Abandonment (SNT.60)* window.

NOTE: To go directly to *SNT.60* from the *Non-Indian AFMSS Well List (GLB.89)* window, click the **Abandonment** button after running a query and select a record. It may be prudent, however, to use the Approval access route to ensure that either a P&A or FAN SR exists for the record.

6. *SNT.60* is launched with all current well and sundry information displayed. Any other existing data is also shown.

   Well data fields in the top section are read-only: **Lease, Case, Operator, Spud Date, Completion Date, API No., Well Name, Well No., Current Well Status, and Status Effective Date.**

   Sundry data fields in the **Sundry Information section are read-only: Sundry Type, Date Received, Disposition and Disp Date.**

   All Abandonments: These data fields must be completed for all abandonment types.

New Well Status:

If the sundry type is P&A and it is not a federal well (State or Fee) the well status should be P+A.

If the sundry type is P&A **and it is a federal well the well status should be ABD.**

If the sundry type is FAN the well status should be P+A.

Completion ABD Date and Well Plug Date:

Both dates are required.

If the well has no other completions these dates should be the same.

If the well has completions that were previously abandoned these dates may be different. The Completion ABD Date is for the actual date a well completion was abandoned, recompletions. The Well Plug Date indicates that the entire wellbore has been abandoned.

No. of Completions:

If the sundry type is P&A **the number of completions must be X1**.

If the sundry type is FAN **the number of completions should already be X1. If it is not, change it to X1.**

New Status Eff Date:

If the well is non-federal (State/FEE) the effective date must be the actual plugging date, if known, or the disposition date of the sundry.

If the well is a federal well and the sundry was P&A **the effective date must be the actual date the well was plugged.**

If the sundry type is FAN **the effective date must be the disposition date of the FAN.**

Detach well from Bond?

The default is set to automatically detach this well from the Bond. If the sundry type is P&A **click on the box to *uncheck* it. This will keep the well linked with the bond information.**

If the sundry type is FAN **leave the default checked to detach the well from the bond.**

Detach well from Right of Way?

The default is set to automatically detach this well from the Right of Way. If the sundry type is P&A **click on the box to *uncheck* it. This will keep the well linked with the Right of Way information.**

If the sundry type is FAN **leave the default checked to detach the well from the Right of Way.**

For a federal well on an agreement: Check here to revert the well to the Lease until final restoration.

There is an option to either revert a federal well to the federal lease, or to continue to track it under the agreement, until the final restoration is approved. Each office should establish the policy of how these wells are to be tracked. Check with the USP for the office policy.

Click in the box to enter a check mark. This disconnects the well from the agreement information and it will be tracked under the federal lease number.

Leave the box unchecked to keep the connection with the agreement information and allow the well to be tracked under the agreement.

NOTE: This well is/is not the last active well for this lease. This note will change accordingly.

If this is the last active well for the case/operator combination, the case status and inspection priority status will be changed by the database to indicate the case is no longer active. The system will also display a message advising that the Inspection Priority window is being launched to enter remarks and review and/or update other fields.

If this is not the last active well for the case/operator combination, no changes to the case status or inspection priority status will be made.

7. **FAN Only**: This additional data field must be completed for FANs only. S**urface Restoration Date**: Should be the same as the disposition date for the sundry.
8. Click **Inspection Priority** to launch the *Non-Indian AFMSS Inspection Priority List (IEP.69)* window to review and update priorities. Click **Exit**.
9. Click **Well Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window to enter comments.
10. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
11. Click **Save**.
12. Click **Exit** to return to the originating window.

3.11 Idle Well Review

The *Idle Well Review (GLB.107)* window simplifies the tracking process for idle wells (Figure 3-43) in an attempt to limit the number of idle wells that become orphan wells.

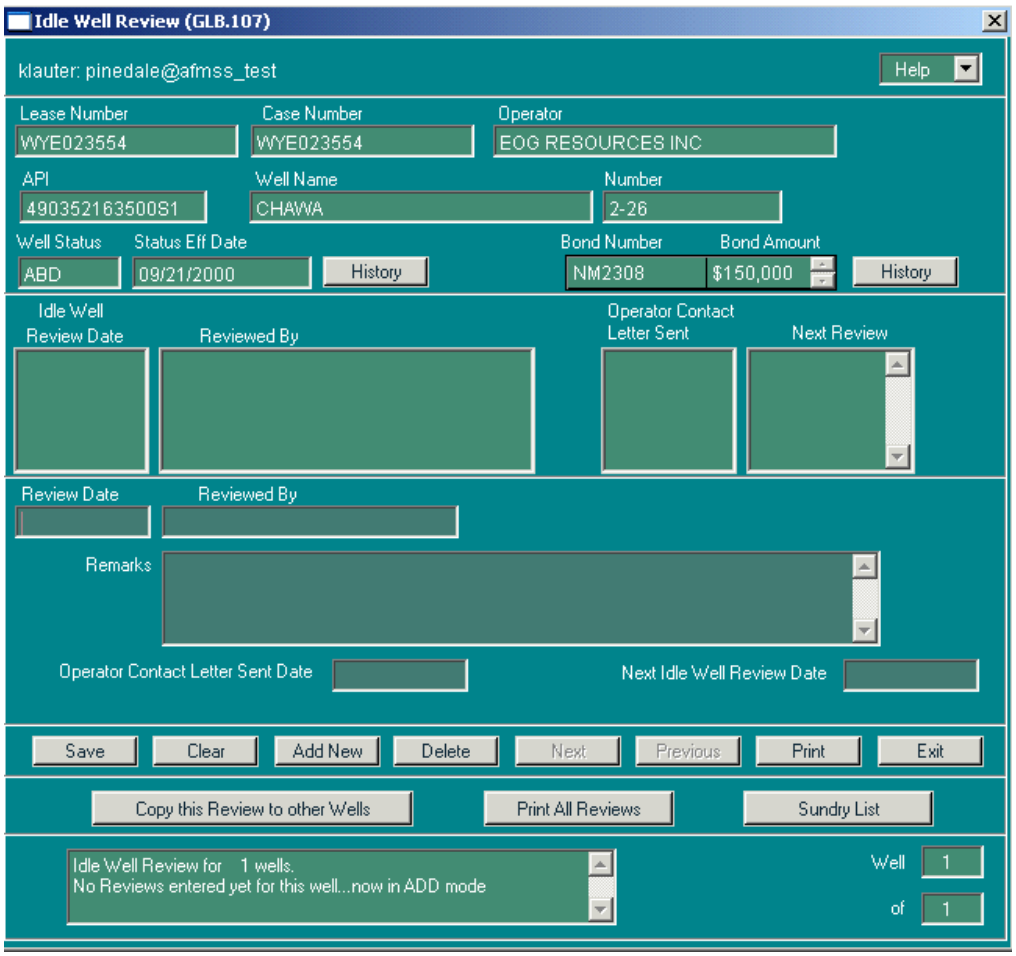


Figure 3-43: Idle Well Review (GLB.107) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** and click **Wells** to launch the *Non-Indian AFMSS Well List (GLB.89)* window.
2. Perform a query for the record desired according to the guidelines, then click **Query**.
3. Select the record.
4. Click **Idle Well Review** to launch the *Idle Well Review (GLB.107)* window.
5. The upper section of the window is view-only and autopopulates with data for verification of the record selected, **Lease Number**, **Case Number**, **Operator**, **API**, **Well Name**, **Number**, **Well Status**, **Status Eff Date**, **Bond Number** and the current **Bond Amount.** Click the scroll buttons to the right of **Bond Amount** to view multiple bonds, if applicable.
6. Click the **History** button next to the (**Well**) **Status Eff Date** field to launch the *Well Status History (GLB.75)* to review the well's status history (Figure 3-44). Click **Exit**.

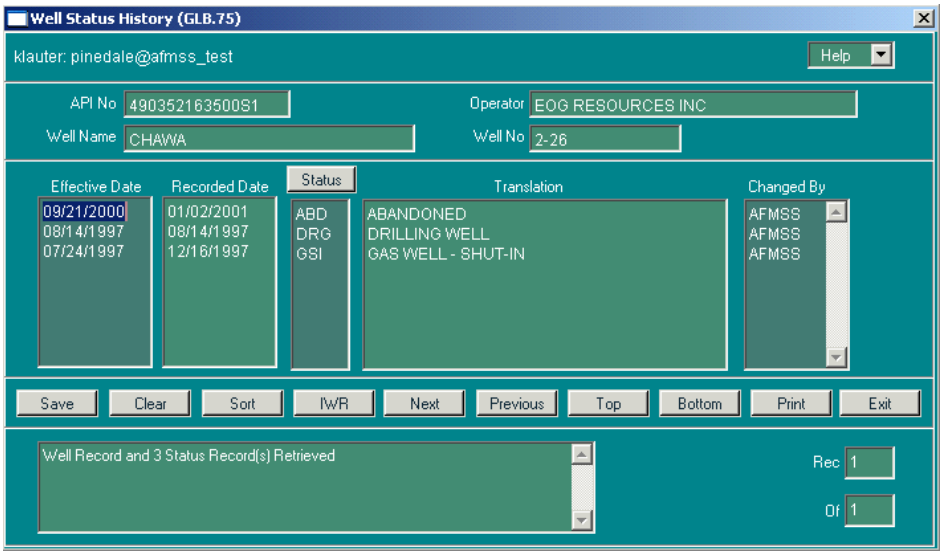


Figure 3-44: Well Status History (GLB.75) Window

7. Click the **History** button next to the **Bond Amount** field to launch the *Bond History (GLB.108)* to review the bond history including bond adequacy and changes in bond amounts (Figure 3-45). Click **Exit**.

NOTE: The **Well Count** column shows the number of wells associated with this bond in Non-Indian AFMSS at the time the bond change was saved in Non-Indian AFMSS; this may have been changed with time and the count may not reflect the current well count.

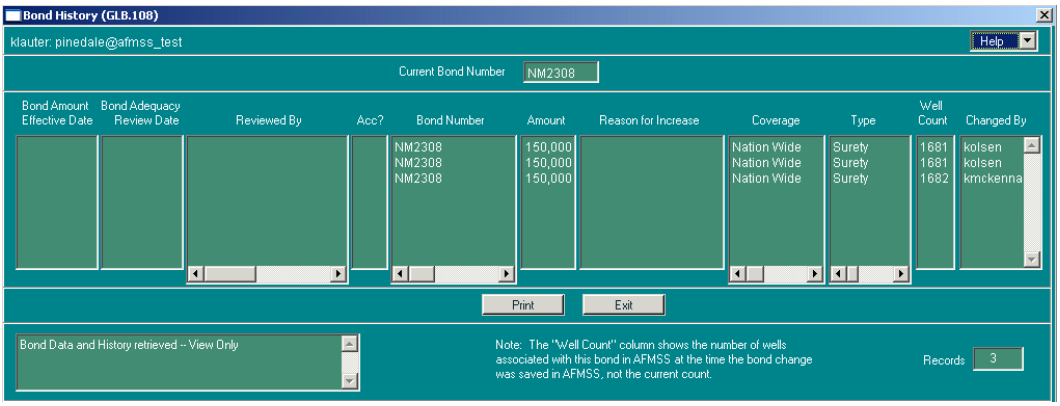


Figure 3-45: Bond History (GLB.108) Window

8. Any idle well reviews previously conducted are listed in the mid-section of the *Idle Well Review (GLB.107)* window. Click on one of the reviews to display the **Review Date/Reviewed by** data and existing **Remarks** for that review.
9. Click the **Add New** button to clear the data and add an idle well review.
10. **Review Date**: Enter the review date.
11. **Reviewed By**: Enter the name of the reviewer.
12. **Operator Contact Letter Sent**: Enter the date the letter was sent to the operator regarding the idle well.

13. **Next Review**: Enter the date for the next review of the idle well.
14. **Save** the record. The review information will be displayed in the middle portion of the window for future reference. There may be several idle well reviews for a particular well over its lifetime so the window provides the capability to add as many reviews as necessary.
15. Click **Delete** to remove the review currently highlighted.
16. Click **Print** to print the data in the window.
17. Click **Copy this Review to other Wells** to launch the *Select Multiple Wells* window to copy the current idle well review to multiple well completion records (Figure 3-46). The review should be copied to all completion records for a well. The review will only be counted once on the *Idle Well Progress Report* even if it is copied to multiple completions.

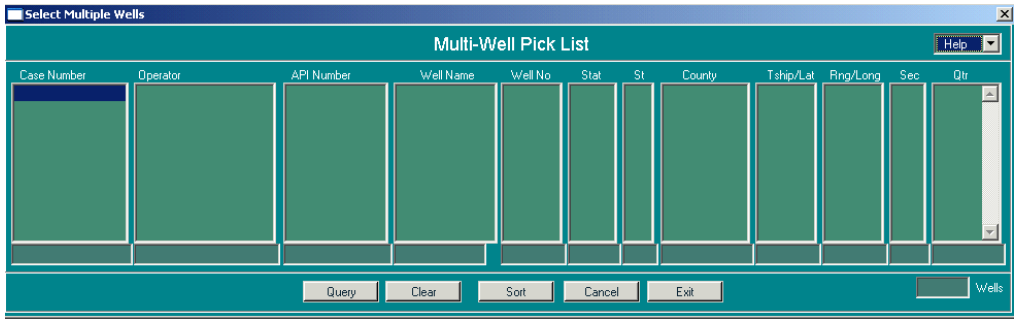


Figure 3-46: Select Multiple Wells Window

Enter QBE data and click Query to find the wells desired.

Select the wells and click Exit.

An alert message appears asking *Copy this review to x well(s)?* (x = however many wells were selected). Answer Yes and this review will be copied to the wells selected. Non-Indian AFMSS returns to the *Idle Well Review (GLB.107)* window.

A new alert message will then advise the user to go to these wells (through the Well List window) to verify that the review was copied.

18. Click **Print All Reviews** to compile then display the *All Idle Well Reviews Report* for the currently selected record in the *WinPreview* window.
19. Click **Sundry List** to launch the *Non-Indian AFMSS Sundry List for Well (SNT.38)* window to view, add or edit sundry notice/approval data for the currently selected record.
20. Click **Exit** to return to the *Non-Indian AFMSS Well List (GLB.89)* window.

4 Monitoring

This chapter reviews the Non-Indian AFMSS monitoring functions that are launched from **Monitoring** on the *Non-Indian AFMSS Main Menu*.

The Monitoring menu has the following submenu:

Diagram 4-1 lists each of the **Monitoring** submenus and the windows launched when they are opened.

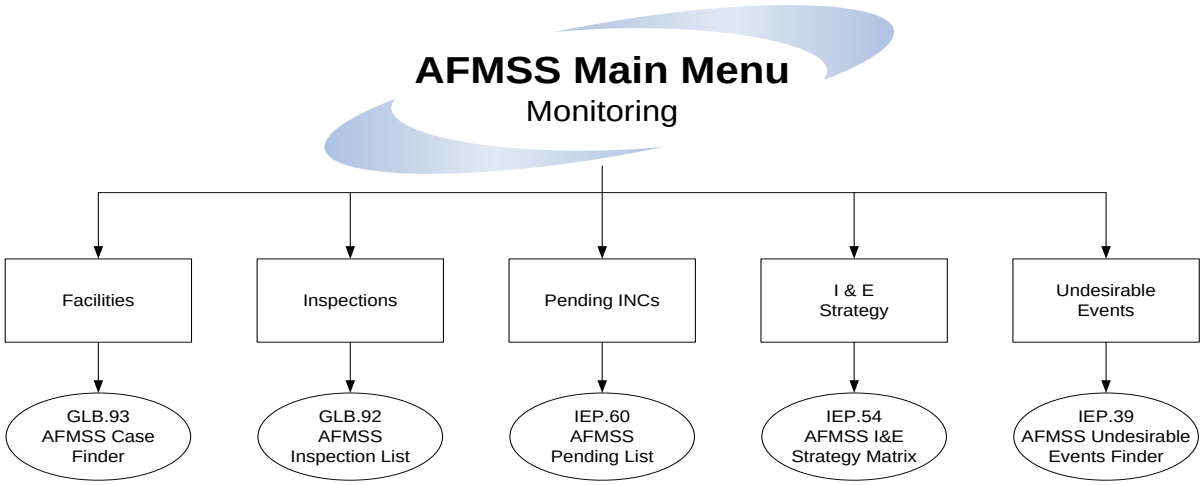


Diagram 4-1: Non-Indian AFMSS Monitoring Submenus and Launching Windows

IMPORTANT Data Entry Note*:* Use the **TAB** key to move from one data field to another in all the windows. This validates the data that was just entered and invokes any edits that may be necessary. Otherwise, all validation and edits are done upon the final Save, requiring a separate Save for each problem found.

4.1 Facilities

The *Non-Indian AFMSS Facility List (GLB.93)* window is used to add a new facility to Non-Indian AFMSS. It also is used to edit the data of an existing facility, add or remove sundries, and access a sundry notice review. *GLB.93* is accessible through both **Monitoring/Facilities** and **Operations/Facilities**.

The *GLB.93* links to associated windows are shown in Diagram 4-2.

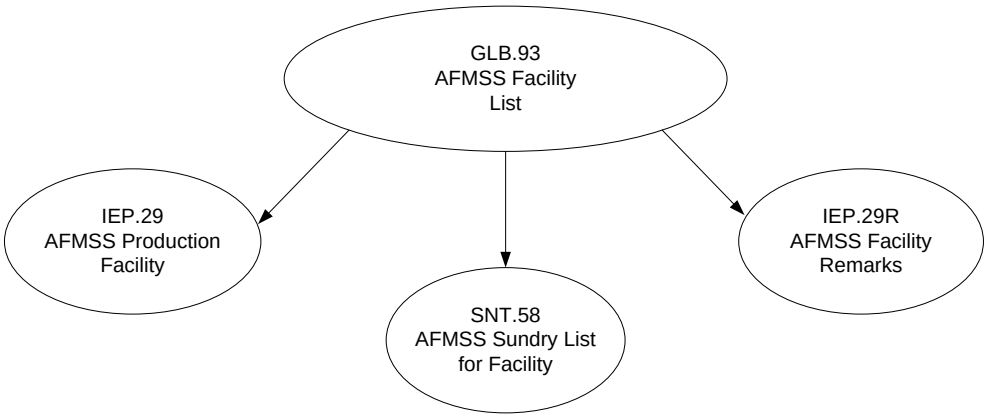


Diagram 4-2: Facility List Associated Windows

From the *Non-Indian AFMSS Main Menu* select **Monitoring** and click **Facilities** to launch the *Non-Indian AFMSS Facility List (GLB.93)* window.

4.2 Inspections

4.2.1 Inspection Finder Window

Non-Indian AFMSS uses *Non-Indian AFMSS Inspection List (GLB.92)* as the inspection finder window to query the database for existing inspection records and to launch inspection activities (Figure 4-1). The inspection window processes begin with *GLB.92*.

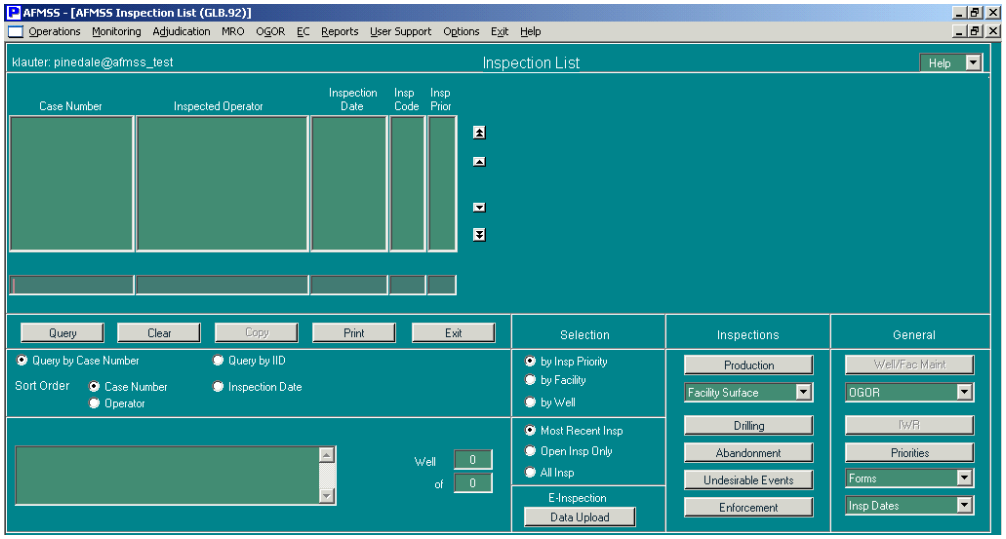


Figure 4-1: Non-Indian AFMSS Inspection List (GLB.92) Window

There are four main sections in the inspection finder window that provide options for finding records and launching inspection windows. The sections and their purposes are as follows:

Query: options for record identifiers and organization of a query by the database.

Selection: options for the data fields (columns) that are displayed in the window and the types of records in the database that are searched for a query, and the E-Inspection data upload option.

Inspections: buttons that launch a specific type of inspection.

General: buttons that launch associated inspection windows.

In most cases it is necessary to first query the database in the inspection finder window to find a specific record or records upon which inspection data is originally entered or updated. Select the record of interest and proceed from there. In a few instances, such as from *Non-Indian AFMSS Inspection Priority List (IEP.69)*, it is possible to go directly to the window without querying in the finder window. Once the window is open, query for the data that is pertinent for that particular application. Usually this type of window provides a listing for review but does not provide a means for changing or entering inspection data.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and click **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window.
2. **Query Section:** After a query is performed, the records found meeting the query criteria are displayed within this area.
3. **Selection Section**: Choose one option from each of the following groups before a query is performed.
   a. **Type of inspection activities**: The data columns that are displayed in *GLB.92* vary depending upon which of the following inspection categories are selected:
      - By Insp Priority: Use for production inspection activities.
      - By Facility: Use for facility surface inspection activities.
      - By Well.: Use for well surface, drilling, and abandonment inspection activities.

   b. **Status of an inspection**:
      - **Most Recent Insp:** Displays all of the most recent inspection types for a particular case and operator. Use this option to update the inspection currently in progress or to add a new one.
      - **Open Insp Only:** Displays only inspections that are missing a closed date.
      - **All Insp:** Displays all inspections of any type for the selected case and operator.

   c. **E-Inspection Data Upload**: Click this button to launch the *E-Inspect Upload (IEP.74)* window. Click **Exit** to return to *GLB.92*.
4. **Query Section**: Choose one option from each of the following groups before a query is performed.
   a. **Query by**:
      - **Query By Case Number**
      - **Query By IID**

   b. **Sort Order:**
      - **Case Number** (default)

Operator

- **Inspection Date:** This sort option may be the most convenient method to display the case/operator combination when entering a new inspection. Non-Indian AFMSS displays all the new inspection types at the top of the list with this option, regardless of case/operator combination.
- **Name/Number** (Option not available if **by Insp Priority** selection is active).
- **County, Legals** (Option not available if **by Insp Priority** selection is active).This option automatically sorts first by state, then county/legals.

- **Legal Land Desc** (Option not available if **by Insp Priority** selection is active).

5. **Perform the Query:** The database contains thousands of inspection records, so an unlimited query will take quite a long time to execute. Enter information into one or more of the QBE fields (at the bottom of the columns) to set the criteria for the database search. Use the wildcard (%) as necessary. Click **Query** to activate the search. All records that meet the query criteria will be listed after the search is completed.
6. **Copy:** Only an Environmental Surface (ES) inspection can be copied; the button remains grayed-out (unavailable) until an ES inspection type is selected. To make a copy of an existing ES inspection and apply it to another facility or all completions for a particular well, select the ES record and click **Copy** to launch either the *Select Multiple Wells (IEP.5a): Copy Inspection for these Completions* or *Select Multiple Facilities (IEP.12a*): *Copy Inspection for these Facilities* window. Select the facility or well completions to which the inspection is to be copied.
7. Select the facility or well completion and click **Exit**. The current window exits back to *GLB.92*, and a message window pops up with the message, "*Copying complete. Please press QUERY to update the display*." Click **OK** to continue. The message window in the lower left corner of *GLB.92* displays the note, *"Insp copied to the (COW CREEK 1X-12 API 490070509400S1)"*, for example.
8. Select the desired record to get started on entering or editing an inspection.
9. **Does the Insp Code in the record selected agree with inspection desired?** Before clicking the inspection button to launch the inspection window, verify that the record selected can be used with the type of inspection desired. (The system checks that the record selected can be used with the inspection button clicked before launching the inspection window. If there is not a match, an alert message appears). The record is checked using the **Insp Code** data field and the **by *xxx*** option used for the query. The following codes are current and can be used with the listed inspection button:

   Production button–using the by Insp Priority option:

   - **NEW–**for creating a new record; can be used with any of the inspection buttons
   - **PI–**production inspection
   - **PH–**production handling
   - **RV–**records (volume) verification inspection
   - **TH–**theft inspection (alleged)
   - **OV–**oversight inspection

   Facility Surface button–using the by Facility option:

   - **NEW–**for creating a new record; can be used with any of the inspection buttons
   - **ES–**environmental/surface inspection
   - **OV–**oversight inspection

Well Surface button–using the by Well option:

- **NEW–**for creating a new record; can be used with any of the inspection buttons
- **ES–**environmental/surface inspection
- **OV–**oversight inspection

Drilling button–using the by Well option:

- **NEW–**for creating a new record; can be used with any of the inspection buttons
- **DW–**drilling well inspection
- **OV–**oversight inspection

Abandonment button–using the by Well option:

- **NEW–**for creating a new record; can be used with any of the inspection buttons
- **PD–**plugging/abandonment well inspection (down hole)
- **OV–**oversight inspection

10. **Inspection Section:** After performing a query and selecting a record, click one of the following buttons under **Inspections** to launch that inspection activity window.

    Production: Production Inspection Entry (IEP.27).

    Facility Surface/Well Surface: Select appropriate choice.

    Drilling: Drilling Inspection Entry (IEP.5b).

    Abandonment: Only allowed on well inspection types.

    Undesirable Events: Only allowed on NU inspection types. *Non-Indian AFMSS Undesirable Event Details (IEP.37)*.

    Enforcement: Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43).

11. **General Section**: After performing a query and selecting a record, click one of the buttons under **General** to launch that activity window. The actual window launched may be dependent upon whether a query was made or possibly which selection option (**by Insp Priority, by Facility** or **by Well**) was used to make a query.

Well/Fac Maint

by Well: Well Inspection Maintenance (IEP.59).

by Facility: Non-Indian AFMSS Production Facility (IEP.29).

OGOR

by Well: Find OGOR Data by Well (OGOR.1).

by Insp Priority: Find OGOR Data by Case (OGOR.2).

OGOR *Production Avg by Case (OGOR.16*), regardless of selection criteria.

IWR: *Individual Well Report (GLB.91)*. Generates a *WinPreview* of Form 3160-14b, Individual Well Record.

Priorities: Non-Indian AFMSS Inspection Priority List (IEP.69).

Forms: The following forms are selectable in the inspection entry window under the Forms tab section.

3160-11 (Production)

3160-WS (Blank Facility Sheet)

3160-WS Filled Facility Sheet

3160-10 Drilling

3160-13 Abandonment

Insp Dates: These two windows provide the capability to set an inspection date for either a well or facility without having to go into the inspection entry window. In either window, type the date into the last column, click Save, then Exit back to *GLB.92*.

Well: Set Well Inspection Date

Facility: Set Facility Inspection Date

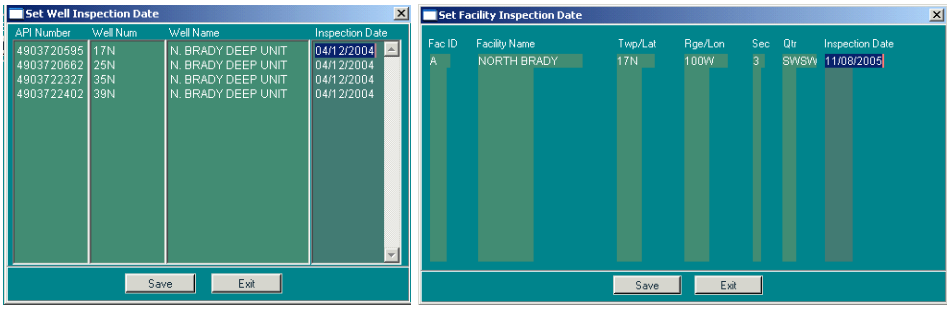


Figure 4-2: Well/Facility Inspection Date Windows

12. Click **Exit** in *GLB.92* when all inspection related activities are completed to return to the *Non-Indian AFMSS Main Menu*.

4.2.2 General Format for Inspection Entry Windows

The production, surface (well or facility), drilling, abandonment, and undesirable events inspections use the Inspection Entry window. The exact name and window number of the window varies depending upon the inspection button that launched it from the inspection finder window. Figure 4-3 shows the *Drilling Inspection Entry (IEP.5b)* window.

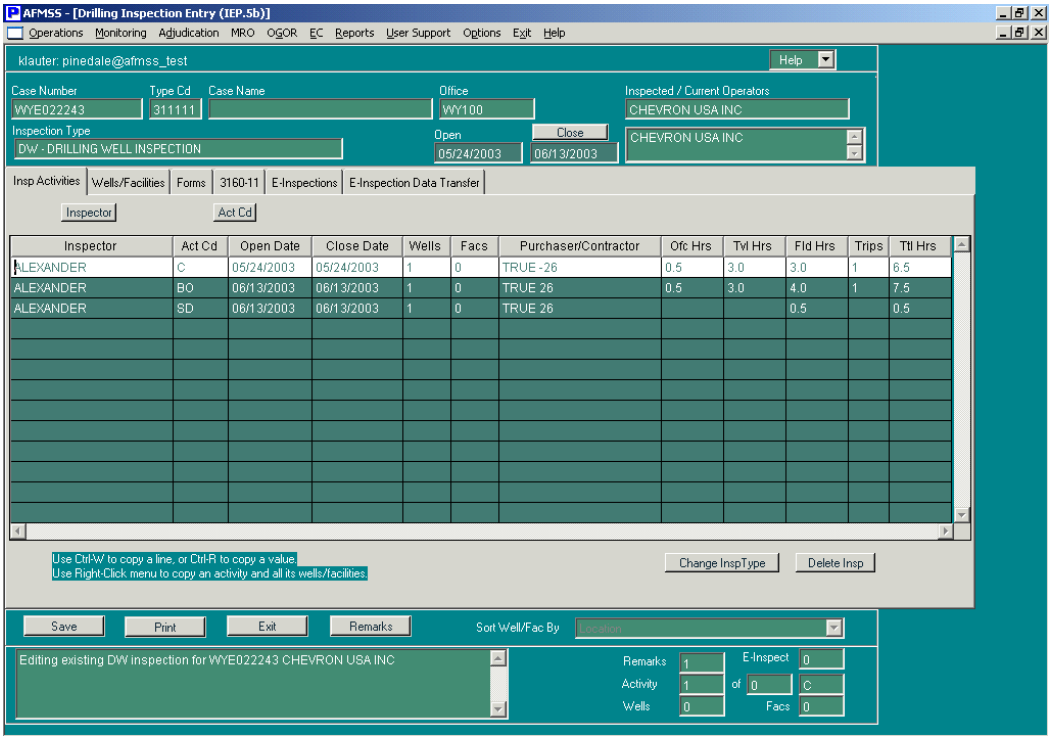


Figure 4-3: Drilling Inspection Entry (IEP.5b) Window

The organization and general format of the window remain the same for all inspections, but the data fields in the window vary depending upon the inspection button in the inspection finder window that launched it. The general organization and format of the common inspection window is discussed in the subsection below followed by the particulars for each of the inspection types.

NOTE: The drilling inspection window is being used as the test model for the pilot handheld electronic inspection subsystem. The drilling inspection window has two additional tabs that are not included in the other inspection windows at this time.

4.2.2.1 General Notes

The window has been sized to fit across an 800 x 600 display (small fonts), which many people use because of vision issues. The bottom of the window may not always fit, but the width should.

The upper segment of the window autopopulates with any existing data when it is launched.

> Case Number, Type Cd, Case Name and Office are taken from the record chosen in the inspection finder window. These are read-only data fields and cannot be edited.
>
> **The** Inspected / Current Operators data fields are read-only. The top field shows who the operator was at the time the inspection happened and the bottom field shows all the operators of the wells and facilities at the present time. For a new inspection they should be identical but for an old inspection more than one operator may have been involved.
>
> **The** Inspection Type data field shows the type of record that was selected in the finder window, *Non-Indian AFMSS Inspection List (GLB.92)*, and the inspection button that was used to launch the window. For example, if a record with the status DW was

selected, then the Drilling button in *GLB.92* was clicked, the field would show DW. If a New record was selected, the field will be empty. Click the button to the right of the field to display a list of all options appropriate for this type of inspection. For example, if in *GLB.92* a New record was chosen, then Drilling was clicked, the inspection options listed would be DW (drilling well) or OV (oversight). However if Well Surface was clicked, the options would be ES (environmental/surface) or OV (oversight).

Open (inspection): There are two similar open date data fields in the window; this one for the overall inspection and one used for the individual activities (described in section on page -125). The inspection Open cannot be determined until at least one inspection activity is entered and the data saved. The database then determines the earliest opening date (there may be multiple activities) and autopopulates the inspection **Open** data field. If an activity is added at a later time that has an earlier opening date, the database will ask if the earlier date should replace the existing date.

Close (inspection): This **Close** data field is used as a flag for the Quarterly Progress Report**. DO NOT** click the button above this data field until the inspection is completed; that is until after the last inspection activity has been entered and its close date has been recorded. This may be the same day, a week or two, or possibly a full year after the inspection was opened. The date put into the inspection **Close** field is determined by the database after the last inspection activity is entered and the button above the data field is clicked.

NOTE: It is important to understand the difference between the inspection close date and the close date in the individual activities that appear in the sliding grid. Enter the close date in the activities as they occur. If there are multiple activities entered for an inspection, then each one should have its own open and close dates entered. When all activities have been concluded and their close dates have been entered, then the total inspection is considered closed and it is at this point the inspection **Close** button is clicked and the database finds the last activity closing date and inserts it. For any questions, contact the USP.

Tab Deck: The window opens with the **Insp Activities** tab active; this means that all the data fields in the grid below the tab are inspection activities. Click on one of the other tabs (**Wells/Facilities**, **Forms, 3160-11 and E-Inspections**) to display a different set of data fields in the grid. This format allows entering inspection data without the necessity to launch additional windows for associated data (print a blank **Drilling** form to take to the field).

Sliding Grid: The data fields are in a grid-like format to allow more than one inspection activity to be tracked at a time. The most commonly used or referenced data fields are located on the left of the grid. The grid slides to the right/left and up/down with the use of the scroll bars that are at the right and bottom of the grid, making it easy to access all the data fields for the tab.

NOTE: Use the Tab key to move between the data fields so that the database puts the entries into the required format and calculates any necessary counts.

A **right-click** on the mouse in one of the data fields displays popup menus/picklists. Put the cursor in the column desired, right-click the mouse and a menu appropriate for that data field appears. Left-click the mouse on the selection to insert into the data field. (The copy row

function inserts it into the clipboard. The paste row function puts it into the row desired). Specific right-click menus are discussed in the tab sections below.

There are two keyboard-commands for copying; **<Ctrl-W>** to copy a line and <**Ctrl-R>** to copy a value. Put the cursor in the line or column value, use the keyboard command, then click the place in the line or column value to insert the copy and click on the **Paste** command.

The **Delete Insp** (inspection) button removes the entire inspection (not just an activity) from the database. This is a function of the USP. The message "*Really delete this inspection?*" appears. Answer *Yes* to execute the delete. Once the deletion is completed, the message ***Inspection Deleted. Either press Exit at this point, or re-save as if a new inspection*** is displayed. The data remains on the screen. The election to re-save the inspection is equivalent to not having deleted it. If **exit** is clicked, the inspection cannot be recovered.

NOTE: To delete an inspection activity, use the right-click feature **Cut Row (Delete Activity)** discussed in the *Inspection Activities Tab/Right-Click Menus* section.

Save: No changes are saved in the database until this button is used. A new inspection must be saved before the **copy** and **remarks** buttons can be activated.

Exit: This button exits the inspection window and returns to the finder window.

Print: This launches the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to print the sliding grid data fields for the active tab. For example, if the **Insp Activities** tab is active, then a printout similar to the one shown in Figure 4-4 is generated.

Inspection / Activities for UTU013148

Act	Open Date	Close Date	Inspector	Purchaser/Contractor	Ofc Hrs	Tvl Hrs	Fld Hrs
SD	02/04/1997	02/04/1997	BARNES	QUARLES RIG #24	0.0	0.0	0.5
BO	02/04/1997	02/06/1997	BARNES	QUARLES RIG #24	1.5	12.0	28.5
BO	02/04/1997	02/06/1997	BARNES	QUARLES RIG #24	1.5	12.0	28.5

Figure 4-4: Example of Printout Using Insp Activities Tab

Remarks: It is strongly recommended that comments relating to this inspection be documented noting any problems or special situations. Click this button to launch the *Non-Indian AFMSS Inspection Remarks (IEP.5R)* window to enter comments. This button is not available for a new inspection until after the inspection is saved. **Caution**: There is no spell checker available in the database and other users will view the remarks from other portions of Non-Indian AFMSS, so review comments carefully.

The **Sort Well/Fac by** button is only available when the **Wells/Facilities** tab is active. It provides ways of sorting well/facility information. The default option is **Location**; this sorts by township, range, section and quarter-quarter (descending order).

The **Message Box** at the bottom left of the window indicates the type of activity that is currently underway. For example, in Figure 4-5 the message reads, *Editing existing DW inspection for COC47656A Tom Brown Incorporated.* Also, there is a reminder to right-click the mouse in the data fields of the sliding grid for menu options.

4.2.2.2 Insp Activities Tab

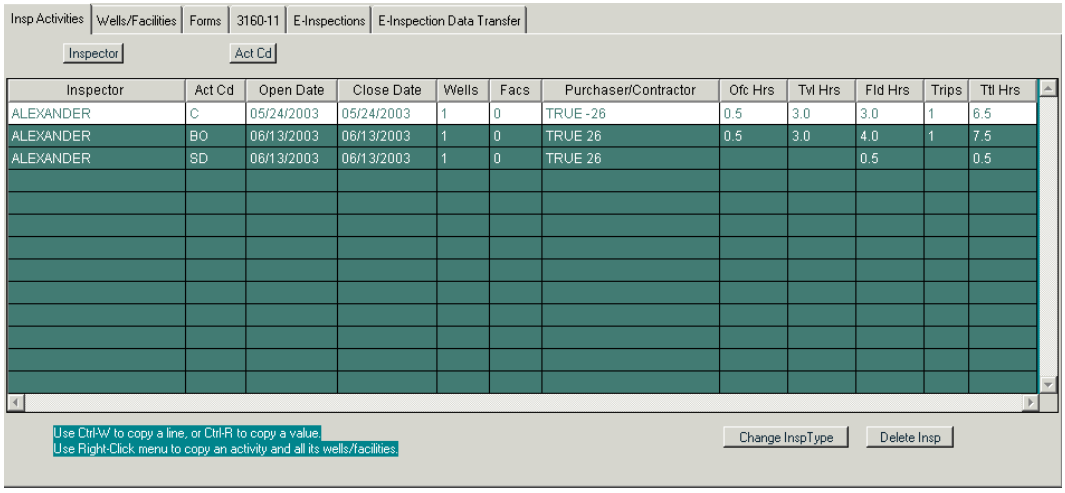


Figure 4-5: Insp Activities Tab Screen

The inspection window opens with the **Insp Activities** tab active; all the data fields in the grid below the tab are inspection activities. The purpose of the **Insp Activity** tab screen is to document inspection activities that have been conducted for this inspection. The data fields vary slightly from one type of inspection to another, but the general format remains the same for all.

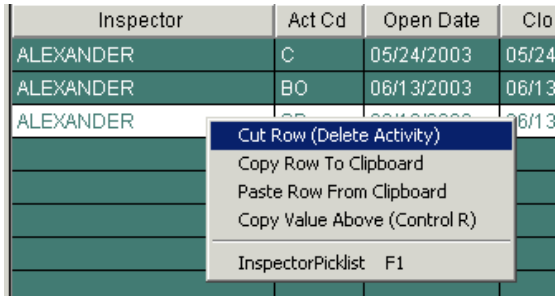
All data fields in one row apply to one inspection activity.

The first three data fields**, Inspector**, **Act Cd** and **Open Date** are static with additional data fields hidden to the far right that can be accessed with the scroll bar. Remember that the type of inspection determines which data fields are required; all data fields may not be displayed for the inspection. For example, a production inspection will display the over/under reported data fields that are not displayed for the other inspections. All inspecting information required to be documented is contained on one activity line.

Use the **Tab** key to move between the data fields so that the database corrects the entries into the required format and calculates any necessary counts.

Inspection Activities Tab Data Fields

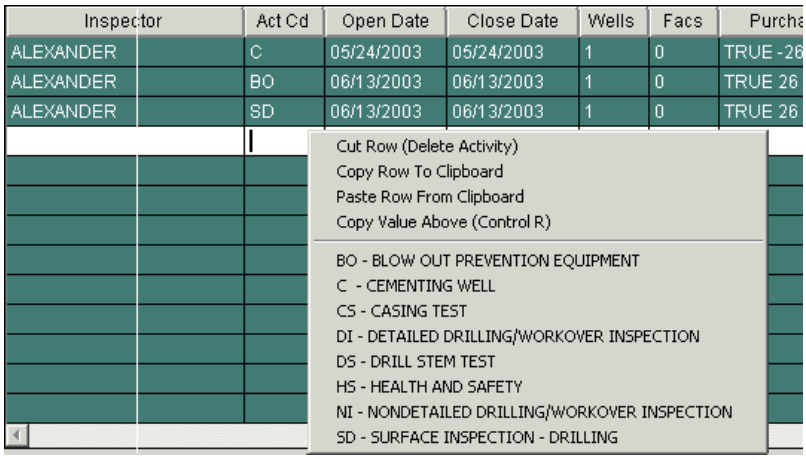
Inspector: Enter the name of the inspector by typing the name in directly or clicking the button above the field for a picklist. Also, use the right-click menu feature or press F1 to get the picklist. Contact the USP if the inspector desired is not listed.



Inspector Right-click Menu: Note: Right click in the grid column, not on the **Inspector** buttons. The lower portion of the right-click menu provides access to the same popup picklist of

inspector names that are accessed through the **Inspector** button. Left-click on the **Inspector Picklist** in the menu to get the picklist.

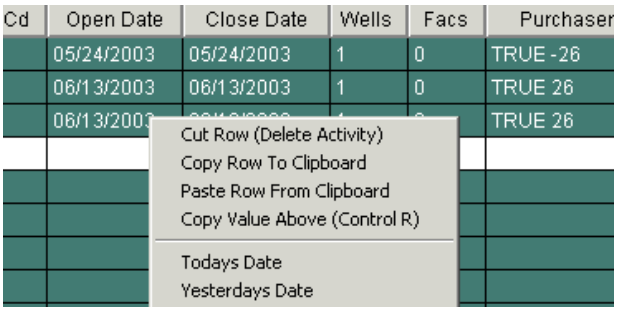
Act Cd: Enter the activity code directly or click the button above the field for a picklist valid for this inspection type, or use the right-click menu feature.



Act Cd Right -click Menu: **Note**: Right click in the grid column, not on the **Act Cd** buttons. The lower portion of the right-click menu provides valid activity codes for the inspection type in the window. Left-click on the code to put it into the data field.

Open Date: Manually enter the open date for this activity or use the right-click menu feature. This field must be completed before a record can be saved.

Close Date: Manually enter the date that this activity (including any inspection documentation) was actually completed or use the right-click menu feature. Remember that for some inspection types, the date the inspection is completed may be a full year from the open date, so the data field may be left blank.



Open Date and **Close Date Menus**: Right clicking on the lower portion of these menus provides two date options; **Todays Date** or **Yesterdays Date**. Left click on the appropriate option.

The **Wells** and **Facs** data fields are display-only columns that reflect the number of wells and/or facilities inspected during the activity. They remain blank until the wells and/or facilities are tied to the activity. Once the ties are made, the number of wells and/or facilities that were selected autopopulate the **Wells** and **Facs** data fields.

NOTE: Click the **Wells/Facilities** tab to go to the wells and facilities screen and make ties to the activity in the activity row, or complete the other data fields in the row and click the **Wells/Facilities** tab.

Count: This data field only appears for a production inspection and is to be updated for measurement activities only. A measurement activity type is entered for the inspection and the **Count** (number of times that activity is done) defaults to 1. Each time that measurement activity occurs, update the **Count**.

For example, if 10 tank gauge inspection activities were conducted on the same case, enter one TG activity line and enter 10 into the **Count** data field. Enter the hours spent on the TG activities into the time data fields, then select the applicable wells/facilities associated with the activity. If 12 MS inspection activities were also conducted on this same case, go to the next line and enter an MC activity and enter 12 into that **Count** data field. Remember to enter the hours into the time fields and select the applicable wells/facilities for the MC activity.

If the same inspector conducts additional measurement activities on the case throughout the year, the existing measurement activity line should be updated to reflect the total count conducted over the year rather than entering a new line for each trip. Using the example above, if several months later, 5 TG activities were conducted on the same case, update the **Count** field in the TG activity line to *15*, update other data fields in the row (**Close Date** and the time fields) then ensure the well/facility for these additional TG activities are tied to the activity line. Do not create a new activity line for the TG measurement.

If a measurement activity resulted in a volume discrepancy determination, that specific measurement must be entered separately and attached to the applicable well/facility where the volume discrepancy was discovered. The **Count** field in this instance would be set to 1.

If multiple inspectors conduct a measurement activity (on the same inspection) separately, each inspector would enter separate measurement activity lines on the same inspection type.

If multiple inspectors conduct a measurement activity jointly, enter both names on one activity line.

NOTE: The **Count** field is not applicable for non-measurement activities. If a user tries to enter a count in a non-measurement activity line, a message appears that states it is not necessary to update the field, and the system defaults the count back to 1.

Purchaser/Contractor: Leave this field blank if an entry is non-applicable for this activity. Otherwise, enter either the name of the product purchaser or drilling/work-over/plugging contractor related to this particular inspection activity (not to the entire inspection).

This data field, and most of those remaining, does not have a specific option on the right-click menu, but the upper options are available. The options **Cut Row (Delete Activity)**, **Copy Row To Clipboard, Paste Row From Clipboard**, and **Copy Value Above (Control R)** appear in the upper portion of all right-click menus. These options allow easy deletion or cloning of the activity row (with all its wells and facilities). The options are for all values in the row. It is important to know where the cursor is blinking (in a filled row or a blank row) before clicking on one of these options.

Ofc Hrs: Enter the office hours required to review files, prepare for an inspection, write an incident of noncompliance (INC), and perform other office follow-up time in hours and tenths of hours. Round to the nearest half hour, if desired. Use the Tab key to go to the next time count field.

Tvl Hrs: Enter the travel hours required to travel to and from a field inspection in hours and tenths of hours. Round to the nearest half hour, if desired. Use the Tab key to go to the next time count field.

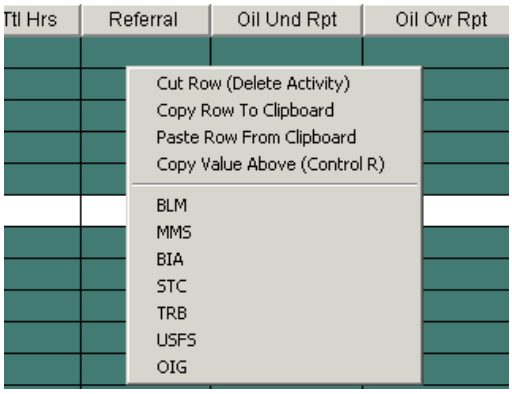
Fld Hrs: Enter the field hours required to conduct the inspection in hours and tenths of hours. Round to the nearest half hour, if desired. Use the Tab key to go to the next time count field.

Trips: (Optional). Enter the number of trips required to complete this inspection activity. This should not include follow-up trips as a result of INC or other enforcement actions. Follow-up trips for noncompliance actions are tracked within the INC records.

Ttl Hrs: This field automatically calculates total time with the **office, travel,** and **field** hours data fields when the Tab key is used after each entry.

- **NOTE:** Continue with the other data fields below when working with a production inspection. For all other inspections, now is the time to connect the activity that was just entered to the appropriate wells/facilities.

Referral: Enter the agency code directly if known or use the right-click menu for the picklist.



Agency Referral Right-click Menu: The lower portion of this right-click menu provides a listing of codes for the agencies.

Oil Und Rpt: Enter the oil under-reported volume (in a whole amount; do not use decimals) if there is any. An inspection may show a difference between the oil volume reported by the operator and the oil volume that is determined by the authorized BLM officer. If the BLM officer's volume is more than the operator's reported volume, the operator has under-reported the production volumes and must submit an amended report.

Oil Ovr Rpt: Enter the oil over-reported volume (in a whole amount; do not use decimals) if there is any. This is a negative volume for BLM, so it must be entered in a negative format, -200. An inspection may show a difference between the oil volume reported by the operator and the oil volume that is determined by the authorized BLM officer. If the BLM officer's volume is less than the operator's reported volume, the operator has *over-reported* the production volumes and must submit an amended report.

Oil Acct For: Enter the oil accounted for volume (in a whole amount; do not use decimals) if there is any. This is the amount of under- or over-reported volume that is accounted for by BLM. For example, a correction in open or closing stocks, method of disposition, oil transferred, etc. The oil accounted for volume should balance for any over- or under-reported volumes recorded

in the previous columns. For example over-reported oil = -200, under-reported oil = 100, oil accounted for = -100.

Gas Und Rpt: Enter the gas under-reported volume (in a whole amount; do not use decimals) if there is any. An inspection may show a difference between the gas production volume reported by the operator and the gas production volume that is determined by the authorized BLM officer. If the authorized officer's volume is more than the operator's reported volume, the operator has *under reported* production volumes and must submit an amended report.

Gas Ovr Rpt: Enter the gas over-reported volume (in a whole amount; do not use decimals) if there is any. This is a negative volume for BLM so it must be entered in a negative format, -200. An inspection may show a difference between the gas production volume reported by the operator and the gas production volume that is determined by the authorized BLM officer. If the authorized officer's volume is less than the operator's reported volume, the operator has *over reported* production volumes and must submit an amended report.

Gas Acct For: Enter the gas accounted for volume (in a whole amount; do not use decimals) if there is any. This is the amount of under- or over-reported volumes accounted for by BLM. The gas accounted for volume should balance for any over- or under-reported volumes recorded in the previous columns. For example, over-reported gas = -200, under-reported gas = 100, gas accounted for = -100.

For each activity that is entered, make sure to select the wells and/or facilities inspected and tie them to that activity. Click in a column in the activity row to tie to a well or facility, then click the **Wells/Facilities** tab. It is best to complete the data fields in one activity row, then connect that activity to its wells and/or facilities before entering the next activity.

4.2.2.3 Wells/Facilities Tab

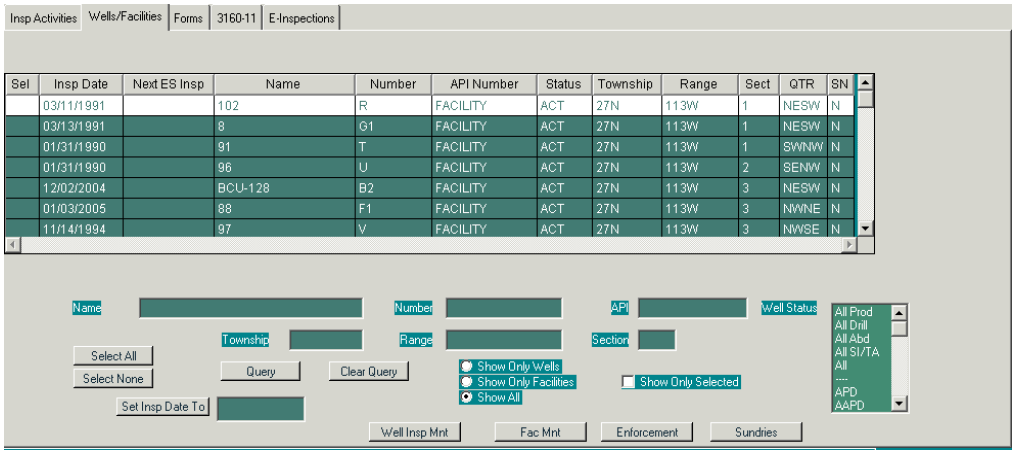


Figure 4-6: Wells/Facilities Tab Screen

The purpose for the Wells/Facilities tab screen is to provide a listing of wells and facilities for selecting those that should be tied to the activity in the Inspection Activity tab screen. It is also possible to update well and facility maintenance windows or the sundry window from this tab screen.

The database automatically displays any wells/facilities on the case/operator when the **Wells/Facilities** tab is clicked. How the **Wells/Facilities** tab is opened impacts which wells/facilities data are displayed.

Production Inspections: Each activity can have its own wells and facilities, so click in an inspection activity row before clicking the Wells/Facilities tab to get the related wells and/or facilities for that activity.

Environmental, Drilling, and Abandonment Inspections: The entire inspection for these types of inspections has the same list of wells and facilities, so it is not necessary to select an activity. Simply click on the Wells/Facilities tab.

Undesirable Event (UE) Inspections: The entire inspection has the same list that cannot be changed; it comes from the UE.

- When the grid for the **Wells/Facilities** tab opens, the wells and/or facilities shown are primarily dependent upon whether it is a new or existing inspection.

Existing inspections show only wells/facilities that were previously *selected* on the activity. There will be an X in the Sel data field for each one shown.

New inspections show all wells/facilities for the case unless there are too many available, large cases with more than 100 wells/facilities. (In large cases, the screen will open without any wells/facilities listed, requiring a query).

The **option area** of this tab screen contains option buttons for displaying grid data and query parameters, and GUIs for access to additional Non-Indian AFMSS windows.

General process for tying a well or facility to the activity.

Each row reflects data for one well or one facility. Remember this ties the row(s) to the activity that was highlighted in the **Insp Activities** tab screen before the **Wells/Facilities** tab was clicked.

Verify that the information in the data fields coincides with the well or facility desired. If this is an ES/SP and the task is to tie multiple wells or facilities, it is best to complete a tie for one well or facility before going on to the next one. (The descriptions/guidelines for the data field are in item #5).

Put an X in the Sel column to tie the well/facility to the activity.

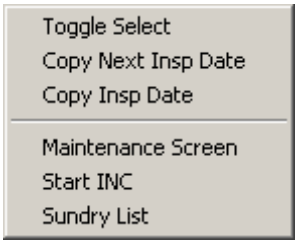
Enter the dates for this inspection (Insp Date) and the next inspection (Next Insp). Leave the Next Insp blank if it is not appropriate for the inspection, drilling.

Edit the other data fields as necessary.

Click Save to enter the changes into the database.

Right-click Menu

There is only one right-click menu for this tab, as shown below. The menu options apply to the entire row that holds the cursor. The upper portion of the menu deals with the data fields for the row and the lower portion launches additional Non-Indian AFMSS windows pertaining to the well or facility for the row.



Toggle Select: Click this option to add or remove the X in the Sel column that indicates whether the well or facility is on the activity.

Copy Next Insp Date: This option is only active when an ES inspection is being done. This is the date the well or facility should be visited again. The right-click menu copies the last date above the cursor in the Next Insp column and inserts it into the row with the cursor.

Copy Insp Date: This is the date of the last visit. The right-click menu copies the last date listed in Insp Date above the cursor and inserts it into the row with the cursor.

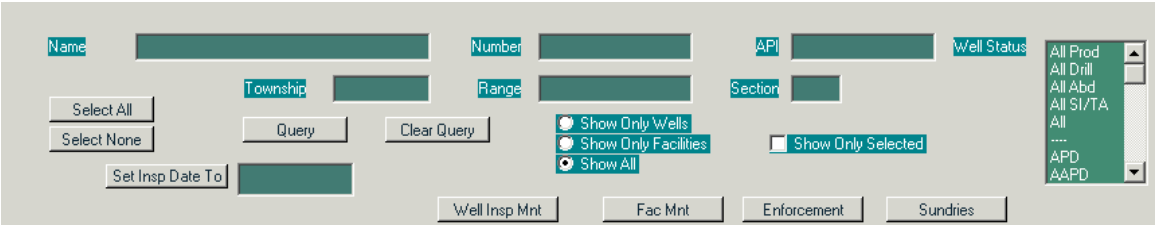
Maintenance Screen: This option launches the *Well Inspection Maintenance (IEP.59)* or the *Non-Indian AFMSS Production Facility (IEP.29)* windows for the well or facility in this row.

Start INC: This option launches the *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* window for the well or facility in this row.

Sundry List: This option launches the *Non-Indian AFMSS Sundry List for Well (SNT.38)* or the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* windows for the well or facility in this row. (The sundry window can only deal with one well or facility at a time). An alert message advises that there is no well/facility for the striped well/facility if no sundries are associated with the selected well/facility.

Query and Other Options

This area provides a means to (1) change the wells and/or facilities that are shown in the grid or that are searched when a query is done, and/or (2) launch related well or facility windows for maintenance, violations or sundries (approvals).



There are times it is useful to query the database for wells and/or facilities that are not shown. For example, in large cases with more than 100 wells/facilities, the wells/facilities information will not automatically be displayed, so perform a query to list them.

It is optional to use the Clear Query button to clear the QBE field if there are already data in the fields.

Enter information into as many of the QBE fields as possible using the wildcard (%) as necessary. The data fields (well Name, well Number, API, Township, Range, Section) use the same parameters as defined below in the Wells/Facilities Data Fields subsection.

Choose the appropriate code from the Well Status picklist to search with this code(s).

It is essential that the Show Only Selected option not be checked. If the option is checked, only those wells/facilities selected on a previous inspection will be displayed instead of all wells/facilities for the case.

Click Show Only Wells, Show Only Facilities or Show All to search the database for only wells, only facilities or both.

Click Query to execute the search.

The query results are displayed in the grid replacing any data that may have been there. Select the wells/ facilities that should be tied to the activity (put an **X** in the **Sel** column) before performing another query. Repeat the query process as many times as needed to get all wells/facilities that need to be tied to the activity. All wells/facilities that are selected, even if more than one query is necessary, can be displayed by first returning to the **Inspection Activities** tab screen and clicking on the **Wells/Facilities** tab again. This time when the tab screen opens all selected wells/facilities will be listed.

Use the option buttons to display and then select the wells/facilities that should be associated to the activity or to launch related windows:

Show Only Wells, Show Only Facilities or Show All: Click one of these radio buttons to display records for wells, facilities, or both.

Show Only Sel: Only those wells/facilities selected for the activity, those that have an X in the Sel column, are shown if this button is marked. Deselect this button to see all the wells/ facilities. It is essential that it be deselect before running a query; otherwise only those wells/ facilities selected for a previous inspection activity will be displayed.

Select All or Select None: Add or remove the X in the Sel data field for all displayed well and facilities by using these buttons.

Insp Date: This is the date of the last visit. A date must be entered in this field. The inspection date may be set for all *displayed* wells and facilities by putting a date into the Set Insp Date box. The appropriate well maintenance records will be automatically updated with the inspection date. Access the well maintenance window directly to make other changes.

Next Insp Date: This data field only appears when an ES inspection is being done. This is the date the well or facility should be visited again. Set it for all *displayed* wells and facilities by putting a date into the Set Next Insp Date box. The appropriate well maintenance records will be automatically updated with the date. Access the well maintenance window directly to make other changes.

Well Insp Mnt: Once all wells have been selected for this activity, all of these well records may be updated by clicking this button to launch the *Well Inspection Maintenance (IEP.59)* window.

All well records that were connected to the activity will be called up one at a time.

Update the applicable fields for each record.

Use the Next and Previous buttons to scroll through all the records.

Save the data and Exit back to the inspection window.

NOTE: To update a single well, right-click in the row for that well and left-click **Maintenance Screen** to launch *IEP.59*. Then follow the update steps listed above.

Fac Mnt: Once all facilities have been selected for this activity, update all of the facility records by clicking this button to launch the *Non-Indian AFMSS Production Facility (IEP.29)* window.

All facility records that were connected to the activity will be called up one at a time.

Update the applicable fields for each record.

Use the Next and Previous buttons to scroll through all the records.

Save the data and Exit back to the inspection window.

NOTE: To update a single facility, right-click in the row for that facility and left-click **Maintenance Screen** to launch *IEP.29*, then follow the update steps listed above.

Enforcement: Once all wells and facilities have been selected for this activity, make any INC updates to them by clicking this button to launch the *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* window.

All well and facility records that were connected to the activity will be called up one at a time.

Update the applicable fields for each record.

Use the Next and Previous buttons to scroll through all the records.

Save the data and Exit back to the inspection window.

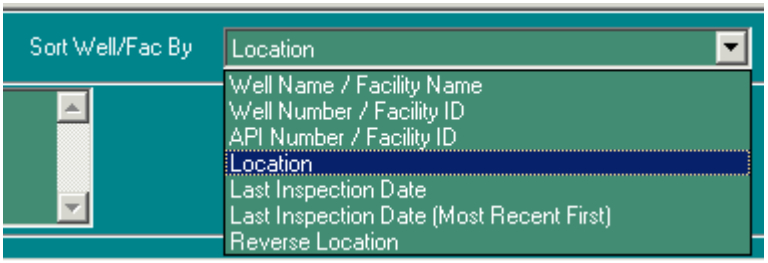
NOTE: To update a single well or facility, right-click in the row for that well or facility and left-click **Start INC** to launch *IEP.43*, then follow the update steps listed above.

Sundries: Look at the column marked **SN**; a **Y** indicates a sundry exists for this well or facility and an **N** indicates there is no sundry. If a sundry does exist, launch the *Non-Indian AFMSS Sundry List for Well (SNT.38)* or the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* windows for the *first selected* well or facility. (The sundry window can only deal with one well or facility at a time). An alert message advises that there is no well/facility for the striped well/facilities if no sundries are associated with the selected well/facility.

NOTE: Also use the right-click menu in the row for the desired well or facility and left-click **Sundry List** to launch *SNT 38* or *SNT.58*.

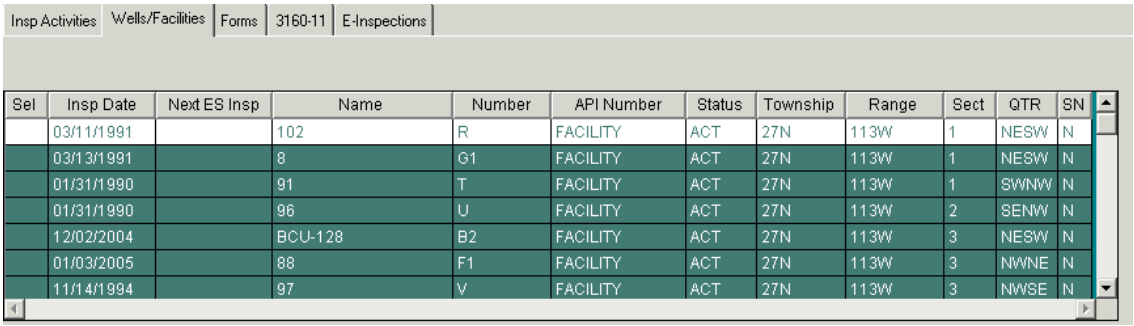
Sort Wells/Facilities

The Sort Well/Fac By button is only available when the **Wells/Facilities** tab is active. It provides several ways of sorting well/facility information. The default option is **Location**; this sorts by township, range, section and quarter-quarter (descending order). **Reverse Location** sorts the same data but in ascending order. The other options are self-explanatory.



Wells/Facilities Tab Data Fields

Verify that the information in the data fields coincides with the well or facility desired. The data field general descriptions are listed below.



Sel	Insp Date	Next ES Insp	Name	Number	API Number	Status	Township	Range	Sect	QTR	SN
	03/11/1991		102	R	FACILITY	ACT	27N	113W	1	NESW	N
	03/13/1991		8	G1	FACILITY	ACT	27N	113W	1	NESW	N
	01/31/1990		91	T	FACILITY	ACT	27N	113W	1	SWNW	N
	01/31/1990		96	U	FACILITY	ACT	27N	113W	2	SENW	N
	12/02/2004		BCU-128	B2	FACILITY	ACT	27N	113W	3	NESW	N
	01/03/2005		88	F1	FACILITY	ACT	27N	113W	3	NWNE	N
	11/14/1994		97	V	FACILITY	ACT	27N	113W	3	NWSE	N

Sel: An X means the well or facility is selected, that it is on the activity. Change that flag by double-clicking in the data field or using the Toggle Select on the right-click menu. Add or remove the X in all displayed wells and facilities by using the Select All or Select None buttons in the options area.

Insp Date: This is the date of the last visit. The user must enter a date in the field. Click directly in the field and type in the date or use the feature in the right-click menu. Also, set it for all *displayed* wells and facilities by putting a date into the Set Insp Date box in the options area.

Next Insp Date: This is the date the well or facility should be visited again. It may not be appropriate for some inspections, drilling, so it may be left blank. Click directly in the field and type in the date or use the feature in the right-click menu. Also, set it for all *displayed* wells and facilities by putting a date into the Set Next Insp Date box in the options area at the bottom of the screen.

Name: This is the name of the well or of the facility.

Number: This is the well number.

API Number: The API number is shown for a well and the word FACILITY is shown for a facility.

Status: This is the status of the well or facility. (The Well Status picklist in the option area provides a complete list of status codes).

Township: Non-Indian AFMSS uses the format *nnnX* or *nnn.nnX* where *X* is either a N or S (for example, 12.25N).

Range: Non-Indian AFMSS uses the format *nnnX* or *nnn.nnX* where *X* is either an E or W (for example, 12.25E).

Sect: Section numbers are usually from 1 to 36 but can be higher and, in some states, the section number may include an alphabetical character.

QTR: This is the quarter-quarter direction (NWSE).

SN: A Y (yes) or N (no) indicates whether this well or facility has a sundry notice.

The selections, entries or changes made in the **Wells/Facilities** tab should be saved before returning to the **Inspection Activity** tab.

4.2.2.4 Forms Tab

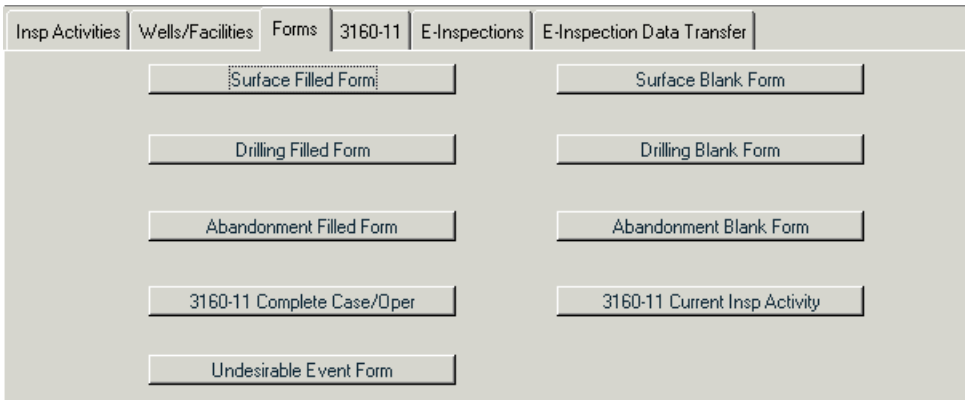


Figure 4-7: Forms Tab Screen

The 3160 forms for the various inspections are accessed through this tab window. Surface, drilling and abandonment inspection forms (either the filled header or blank header options) plus the 3160-11 form (either the complete or current activity options) are available if the inspection is a surface, drilling, or abandonment inspection type. The drilling and abandonment filled header forms are not available for a production inspection, but the blank header forms and of course the 3160-11 forms are accessible. The UE form, however, can only be launched if a UE inspection is being done.

Click Surface Filled Form or Surface Blank Form to launch the one page form window. A filled form is shown in Figure 4-8.

Updated 2/25/99

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

SURFACE INSPECTION FORM

Well Name: RED MOUNTAIN			Well #: 1		API #: 430433031300X1	Well Status: ABD	
Footage: 1896FNL 1284FWL	Alliquot: SWNW	Lot/Tract:	Section: 22	Twnship/Lat: 3N	Rng/Long: 14E	County: SUMMIT	State: UT
Case: UTU013148	Facility ID:			Associated Rights of Way:			
Lease: UTU013148	H2S Date:		H2S Gas Stream:		H2S Vapors:	H2S Radius:	
Hazard:No							
SME: UNITED STATES FOREST SERVICE		Operator Name: MERIT ENERGY COMPANY					

Please be sure to complete for inspection

Inspector:		Company/SME Rep:			Phone #:
Date:	Type:	Activity:	Office:	Travel:	Insp:

General Remarks:

Follow-up Requirements: (circle any that apply) NONE VERBAL LETTER INC NOTIFY PET

Follow-up Remarks:

CORRECT PROBLEM BY: NEXT INSPECTION:

Figure 4-8: Surface Inspection Filled Form

Click Drilling Filled Form or Drilling Blank Form to launch the three-page form window. The three pages of a Drilling Filled Form (3160-10) are shown in Figures 4-9, 10, and 11.

Form 3160-10
(October 2002)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

INSPECTION RECORD - DRILLING

Case Number	State	Field Office	Field Area	
UTU013148	UT	UTAH STATE OFFICE	BRIDGER LAKE	☐ Detailed ☐ Non-Detailed

Well Name:	Well Number:
RED MOUNTAIN	1

API No.	Location 1/4, 1/4, S-T-R (Lat/Long)	Spud Date	Status
430433031300X1	SW/NW 22 3N 14E	12/29/1996	ABD

Operator/Representative	Rig/Contractor/Representative
MERIT ENERGY COMPANY	QUARLES RIG #24

INSP. TYPE	ACT. CODE	INSPECTOR	OPEN DATE	CLOSED DATE	OFFICE TIME	TRAVEL TIME	INSPECT. TIME	TRIPS

GENERAL	INSPECTED	NA	VIOLATION
1. Is approved drilling permit and plan on location?			
2. Is drill site properly identified?			
3. Are operations being conducted in a workmanlike manner? (Detailed list in handbook)			
4. Did Operator report all spills?			
5. Are drill-stem tests conducted as required?			
6. Is hole deviation within approved tolerances?			
SURFACE USE			
7. Is surface use in accordance with approved plans?			
a. Well site lay-out;			
b. Pits, sumps, and other ancillary facilities;			
c. Containment and Disposal of solid, liquid, and gaseous wastes;			
d. Failure to implement dust control;			
e. Failure to obtain prior approval for additional surface disturbances.			
BLOWOUT PREVENTER AND ASSOCIATED EQUIPMENT			
8. Is BOP pressure rating and arrangement at least that approved? Rating _____			
9. Are choke lines and manifold, kill lines, and fill lines properly installed and operable?			
10. Are Master controls installed and functional?			
a. Remote control on floor?			
b. Hand wheels or autolock?(Circle appropiate item)			
c. Valve installed in closing line of annular preventer?			
11. Is pressure accumulator system adequate to activate BOP? psi rating _____ Fluid volume _____			

Figure 4-9: Drilling Filled Form (3160-10), Page 1

SPECIAL OPERATIONS-AIR/GAS DRILLING	INSPECTED	NA	VIOLATION
37. Is rotating head in operating condition?			
38. Is the blooie line installed and the pilot light and igniter installed and operating as per APD?			
39. Is deduster equipment installed?			
40. Is mud circulation equipment available for rapid use (including mud, reserve pits, and steel tanks)?			
41. Are engines equipped with spark arresters or water cooled exhaust?			
HYDROGEN SULFIDE OPERATIONS (500' above or 3 days prior to expected H2S)			
42. Are the H2S Drilling Operations Plan and Public Protection Plan, if required, available at the wellsite?			
43. Are the locations of safe briefing areas as approved, are they designated, and is safe access provided to them?			
44. Is a secondary means of egress available and passable?			
45. Is required safety equipment for essential personnel available and operable?			
a. Portable H2S and SO2 detectors?			
b. Self-contained breathing apparatus?			
c. Explosion proof ventilation fans?			
d. Other equipment as approved in drilling operations plan?			
46. Are initial and weekly training and H2S/well control drills held and recorded on the driller's log?			
47. Is permanent H2S detection and monitoring equipment installed, tested, operable?			
a. Are location of sensing points as approved?			
b. Are H2S detector/monitor tests recorded on driller's log?			
48. Is the wind direction equipment installed and visible?			
49. Are the caution/danger signs legible, visible, and posted a safe distance from the location?			
50. Are the warning flags, flare gun and flares available?			
51. Is the equipment H2S trimmed as required?			
52. Is remote kill line installed and tested?			
53. Is the flare system designed to safely gather and burn H2S?			
a. Is the flare system equipped with a safe and suitable means of ignition?			
b. Is the flareline mouth at least 150' from wellbore?			
c. If noncombustible gas is to be flared, is supplemental fuel available?			
54. Are the mud-gas seperator, degassers, and rotating head installed and operational (exploratory wells only)?			
55. Is the remote controlled choke installed, tested, and operable?			
56. Is the pH of freshwater mud 10.0 or above unless otherwise approved?			
a. Are sufficient quantities of mud additives to scavenge H2S available at the well site (exploratory wells only)?			
OTHER			
57. Other special requirements per approved APD and lease terms.			
58. Description of operations witnessed.			

HIGH PRIORITY INSPECTION REMARKS

Figure 4-10: Drilling Filled Form (3160-10), Page 2

BLOWOUT PREVENTER AND ASSOCIATED EQUIPMENT (CONTINUED)		INSPECTED	NA	VIOLATION
a. Nitrogen precharge pressure? Date last checked _____				
b. Will reservoir hold two times the usable fluid volume?				
c. Is power available and turned on to the accumulator pumps?				
12. Are ram-type preventers tested to stack working pressure if isolated by test plug or 70 percent of internal yield pressure of casing if BOP stack is not isolated from casing? _____ psi test pressure				
13. Are annular-type preventers tested to 50 percent of working pressure? _____ psi.	DATE RECORDED			
14. Are BOPE tests run and recorded in driller's log? _____ psi.				
a. When initially installed?				
b. Whenever a seal subject to test pressure is broken?				
c. Following related repairs?				
d. 30-day intervals?				
15. Are BOP drills conducted weekly and recorded in driller's log? Time:_____				
16. Is annular preventer activated weekly and recorded in driller's log?				
17. Are pipe rams activated each trip and recorded in driller's log?				
18. Are blind rams activated each trip and recorded in driller's log?				
19. Is the slow pump speed recorded each tour?				
20. Are drill string safety valves and/or inside BOP valves readily available?				
21. Is upper kelly cock installed? Is lower kelly cock installed? Are appropiate kelly cock wrenches available?				
a. BOPE shall be installed, used, maintained, and tested in a manner necessary to assure well control and shall be in place prior to drilling the surface casing shoe.				
CASING AND CEMENT				
22. Was casing run in accordance with approved APD? Size Weight Grade Depth New Used				
23. When setting surface casing, did cement circulate to surface? If not, was remedial action taken?				
a. Centralizers used as required? Yes No Number _____				
24. When setting casing, was cement job conducted as approved? (Circle applicable type) Surface Intermediate Production Liner				
25. Were all casing strings pressure tested prior to drill out? _____ psi?				
a. Was remedial action taken if test indicated need? Action _____				
b. Were all pressure tests recorded in driller's log? Date recorded _____				
26. Were all waiting on cement(WOC) times adequate to achieve a minimum of 500 psi compressive strength at the shoe?				
27. Are casing shoe pressure integrity tests (mud weight equivalency test) performed and recorded in log? Date Recorded:_____, Mud Weight_____, Depth_____, Pressure_____				
28. All indications of usable water reported to the authorized officer?				
29. Are wiper plugs used as required?				
MUD PROGRAM				
30. Is mud system in accordance with approved APD?				
31. Are appropriate quantities of mud on hand?				
32. Is mud monitoring equipment in accordance with approved APD?				
a. Electronic/Mechanical mud monitoring equipment alarms set and turned on?				
33. Is gas detection equipment installed and operating as per APD?				
34. Are acceptable well control practices being followed while tripping?				
35. Are tourly mud tests (weight & viscosity) recorded in the driller's log?				
36. Was flare system installed?				

Figure 4-11: Drilled Filled Form (3160-10), Page 3

Click Abandonment Filled Form or Abandonment Blank Form to launch the two-page form window. The two pages of an abandonment filled form (3160-13) are shown in Figures 4-12 and 4-13.

Form 3160-13
(April 1993)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

INSPECTION RECORD - ABANDONMENT

Lease No./Unit/CA	State	District	Field Area
UTU68523	UT	UTAH STATE OFFICE	WILDCAT

Well Name:	Well Number:	Hazard?
FEDERAL 28	1	No

API No.	Location 1/4, 1/4, S-T-R (Lat/Long)	Spud Date	Status
430173013800X1	SESW 28 33S 7E	05/02/1994	ABD

Operator/Representative	Rig/Contractor/Representative
BHP PETROLEUM INCORPORATED	PARKER DRILLING

Well Type: (Circle One)
Dry Hole Depleted Producer Service Water Well Etc.

INSP. TYPE	ACT. CODE	INSPECTOR	OPEN DATE	CLOSED DATE	OFFICE TIME	TRAVEL TIME	INSPECT. TIME	TRIPS

PLUGGING OPERATIONS	WITNESSED YES	NO	N/A
1. Plugs spotted across perforations if casing set?			
2. Plugs spotted at casing stubs?			
3. Open hole plugs spotted as specified?			
4. Retainers, bridge plugs, or packers set as specified?			
5. Cement quantities as specified?			
6. Method of verifying and testing plugs as specified?			
7. Pipe withdrawal rate satisfactory after spotting plugs?			
8. All annular spaces plugged to surface?			
9. INC issued?			

Plug Tested: ☐ No ☐ Pressured ☐ Tagged
If tested, which plug(s): _____

Bottom Plug: Type Plug _____ Depth(s) _____ Amount of Cement _____

Stub Plug: Type Plug _____ Depth(s) _____ Amount of Cement _____

Intermediate Plug: Type Plug _____ Depth(s) _____ Amount of Cement _____

Surface Shoe Plug: Amount of Cement _____ Top of Plug _____

Other: Type of Plug _____ Depth(s) _____ Amount of Cement _____

Cement and mechanical plug placement data*(attach service company report, if available)*: _____

Remarks:

Figure 4-12.: Abandonment Filled Form (3160-10), Page 1

BALANCE PLUG PROGRAM

CALCULATION

	Size	Weight	cf/lf	lf/cf	bbl/ft	ft/bbl
Hole/Casing						
Casing						
Tubing/D.P.						
Annular Volume						

Plug Set at _____ Size of Plug _____

H_2O Ahead _____ bbl Cement Class _____ Additions _____

H_2O Req: _____ gal/sk _____ cf/sk

Slurry Wt: _____ lbs/gal _____ lbs/cf

Slurry Vol: _____ cf/sk

CEMENT VOLUMES: _____ cf _____ bbls

Hole cap (cf/lf) x size of plug = cf x .1781 = bbls

SACKS OF CEMENT: _____ sks

Cmt vol (cf) / slurry vol (cf/sk)

MIXING H_2O REQUIRED: _____ bbls

Sks of cmt x H_2O req (gal/sk = gallons / 42)

H_2O BEHIND: _____ bbls

Annular vol (ft/bbl) x H_2O ahead = _____ x tubing/D.P.(bbl/ft)

DISPLACEMENT: _____ bbls

Top of plug x tubing/D.P.(bbl/ft) = _____ tubing volume

CALCULATION

	Size	Weight	cf/lf	lf/cf	bbl/ft	ft/bbl
Hole/Casing						
Casing						
Tubing/D.P.						
Annular Volume						

Plug Set at _____ Size of Plug _____

H_2O Ahead _____ bbl Cement Class _____ Additions _____

H_2O Req: _____ gal/sk _____ cf/sk

Slurry Wt: _____ lbs/gal _____ lbs/cf

Slurry Vol: _____ cf/sk

CEMENT VOLUMES: _____ cf _____ bbls

Hole cap (cf/lf) x size of plug = cf x .1781 = bbls

SACKS OF CEMENT: _____ sks

Cmt vol (cf) / slurry vol (cf/sk)

MIXING H_2O REQUIRED: _____ bbls

Sks of cmt x H_2O req (gal/sk = gallons / 42)

H_2O BEHIND: _____ bbls

Annular vol (ft/bbl) x H_2O ahead = _____ x tubing/D.P.(bbl/ft)

DISPLACEMENT: _____ bbls

Top of plug x tubing/D.P.(bbl/ft) = _____ tubing volume

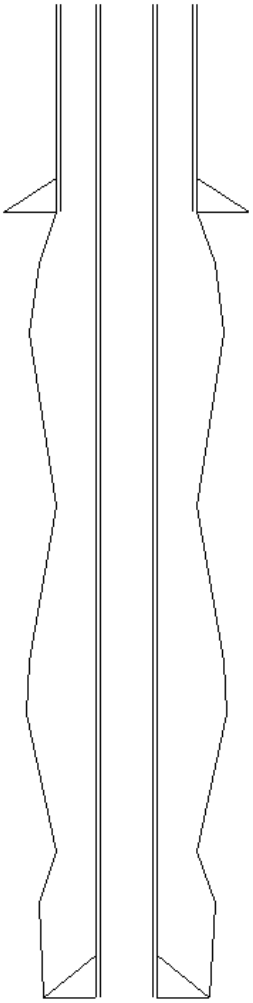


Figure 4-13: Abandonment Filled Form (3160-10), Page 2

Click Undesirable Event Form when using the UE window to launch the one-page form window (Figure 4-14).

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
UNDESIRABLE EVENT INSPECTION FORM

Unique Event Number: 92-03	Date of Event: 10/22/1992	Date Reported: 10/23/1992	
State: UT	Office Code: SL	County: GARFIELD	
1/4 1/4: NWSW	Section: 6	Township: 37S	Range: 2E
Reference Point (Remarks):			
Case Number: UTU63038O			
Operator Name: CITATION OIL & GAS CORPORATION	SME:		
Type of Event: OIL AND SALTWATER SPILL			
Volumes -	Discharged Oil: 5	Gas:	Water: 50	Other:
	Recovered Oil: 3	Gas: N/A	Water: 1	Other:
INSPECTION OPEN DATE: 10/23/1992	INSPECTION CLOSE DATE: 12/02/1992		
INSPECTOR: MITCHELL	COMPANY REPRESENTATIVE: KEN FUDGE		
TIMES - OFFICE:	TRAVEL:	INSPECTION:	
EVENT CLASSIFICATION: MINOR			
Well or Facility ID: 43017300150 0S1	Name: UPPER VALLEY	Number: 12	
CAUSE OF EVENT (REMARKS):			
ACTION TO CONTROL (REMARKS):			
GENERAL (REMARKS):			
ACTION TAKEN TO PREVENT (REMARKS):			
DAMAGE DESCRIPTION (REMARKS):			
EXTENT OF PERSONAL INJURY (REMARKS):			
INSPECTION REMARKS: SUMMARY ENTRY FOR THE TWO NU INSPECTIONS ON UNIT			
SUMMARY OF RESULTS OF RECLAMATION/CORRECTIVE ACTION:			
FOLLOW-UP REQUIREMENTS: (Circle any that apply) NONE VERBAL LETTER INC NOTIFY P.E.T. OTHER:			

Figure 4-14: Undesirable Event Inspection Form

Click 3160-11 Complete Case/Operator to launch the options window for printing a 3160-11 with all activities on a production inspection. The number of pages to a 3160-11 varies depending upon what actions have occurred. For example, f there were no approvals on any of the activities, the 3160-11 will not contain a page for *Approvals*. A 3160-11 option window and the form are shown under the 3160-11 tab guidelines in the next section.

Click 3160-11 Current Insp. Activity to launch an the options window for printing a 3160-11 for only the activity that was selected in the Inspection Activity screen. (It is also possible to have only the current inspection activity by selecting that option screen for the full 3160-11). The *Wells/Facilities* page of the 3160-11 abbreviated form will only contain wells or facilities that

were tied to the one activity. A sample 3160-11 option window and the form are shown under the 3160-11 tab guidelines in the next section.

4.2.2.5 3160-11 Tab

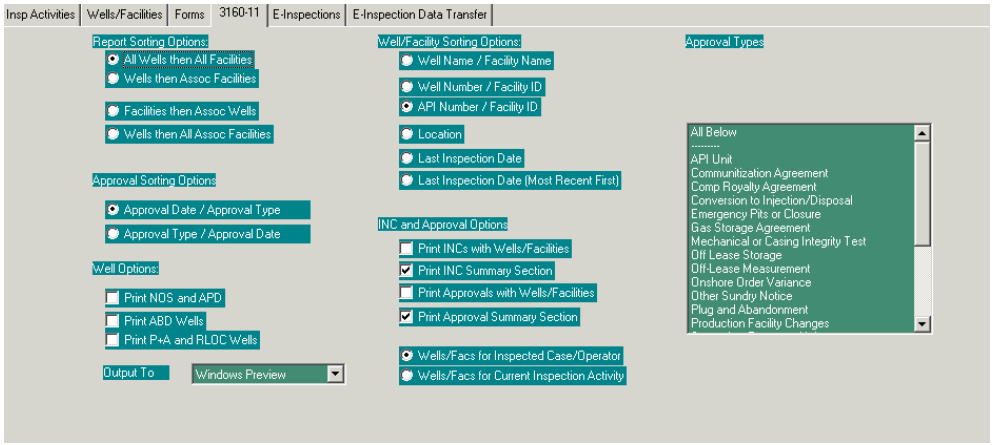


Figure 4-15: 3160-11 Options Screen

The **3160-11** tab launches the *options* screen for the complete 3160-11 form. Click in the options desired, select whether to preview, copy, or actually print a copy of the form in the **Output To** box, then click **Print** at the bottom of the window. It will take a short time to compile the form and display it on the screen.

Samples of the 3160-11 form are shown in Figures 4-16 through 4-22.

Form 3160-11
(April 1993)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

INSPECTION RECORD - PRODUCTION

Resource Area: UT040	Township: 36S	Range: 1E	Section: 11
Class: O&G Participating Area Agreement	Meridian: SLB	1/4 1/4: SENE	Latitude:
Inspection Item ID: UTU63038O	County: GARFIELD	State: UT	Longitude
Lease Name: UPPER VALLEY KB	Indian Agency:	Lease Status: HELD BY PROD ACT	Hazard: YES:
Operator: CITATION OIL & GAS CORPORATION	Mineral Ownership Percent: 100.0	Status Date: 02/11/1970	Royalty: FIXED
Contract:	Remarks: H2S PRESENT IN STV		

PR Year:	Inspection Type:	Inspector:	Open Date:	Close Date:
2004				

ACTIVITY CODE	OPEN DATE	CLOSE DATE	NUMBER WELLS INSPECTED	NUMBER FACILITIES INSPECTED	OFFICE TIME	TRAVEL TIME	INSPECTED TIME	TRIPS	SOURCE
	REFERRALS	OIL OVER REPORTED	OIL UNDER REPORTED	OIL ACCOUNTED FOR		GAS OVER REPORTED	GAS UNDER REPORTED	GAS ACCOUNTED FOR	

PURCHASER CONTRACTOR

ACTIVITY CODE	OPEN DATE	CLOSE DATE	NUMBER WELLS INSPECTED	NUMBER FACILITIES INSPECTED	OFFICE TIME	TRAVEL TIME	INSPECTED TIME	TRIPS	SOURCE
	REFERRALS	OIL OVER REPORTED	OIL UNDER REPORTED	OIL ACCOUNTED FOR		GAS OVER REPORTED	GAS UNDER REPORTED	GAS ACCOUNTED FOR	

PURCHASER CONTRACTOR

ACTIVITY CODE	OPEN DATE	CLOSE DATE	NUMBER WELLS INSPECTED	NUMBER FACILITIES INSPECTED	OFFICE TIME	TRAVEL TIME	INSPECTED TIME	TRIPS	SOURCE
	REFERRALS	OIL OVER REPORTED	OIL UNDER REPORTED	OIL ACCOUNTED FOR		GAS OVER REPORTED	GAS UNDER REPORTED	GAS ACCOUNTED FOR	

PURCHASER CONTRACTOR

GENERAL	INSPECTED	VIOLATION
1. Identification Satisfactory *(per 43 CFR 3162.6)*		
A. Tanks		
B. Facilities		
C. Wells		
2. Well Equipment Satisfactory		
3. Environmental Protection Satisfactory *(per 43 CFR 3162.3-1, 3162.5-1, 3162.7-1, and NTL's 2-B and 3-A)*		
A. Water Disposal		
1. Pits		
2. Subsurface		
B. Surface Use		
C. Undesirable		

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Figure 4-16: 3160-11 Productions Inspection Form, Page 1

LIQUID HYDROCARBONS PRODUCTION *(per Order No. 4)*		INSPECTED	VIOLATION
4. Liquid Handling Equipment Satisfactory			
A. Bypass Around Measurement Point			
5. Measurement Satisfactory *(attach Run Ticket, Proving Report, 3160-16, or 3160-17)*			
A. Tank Gauging: __ Truck __ Pipeline __ Top Gauge Temp Gravity S&W Bottom Gauge Temp			
1. Performed *(attach volume calculations)*			
2. Witnessed			
B. LACT Proving Witnessed: Previous Factor New Factor *(attach proving report)*			
NATURAL GAS PRODUCTION *(per Order No. 5)*			
6. Gas Handling Equipment Satisfactory			
A. Bypass Around Measurement Point			
7. Type of Production: __ Gas Well __ Casing Head			
8. Measurement Satisfactory *(attach appropriate forms)*			
A. Volume Calculation Performed *(attach calculations)*			
B. Meter Calibration Witnessed Orifice Pipe ID Beta Ratio			
9. Meter Type Meter Station No. Enclosure Type			
SITE SECURITY *(per 43 CFR 3162.7-5, Order No. 3)*			
10. Facility Diagram *(Onsite Verification)*			
A. Diagram Accurate			
B. Facilities Adequately Sealed: __ Sales Phase __ Production Phase			
11. LACT			
A. Components Complete			
B. Sealed to Minimum Standards			
12. Seal Record			
A. Maintained by Operator			
B. Current			
C. Seal Record			
SAFETY *(per 43 CFR 3162.5-3, Order No. 6)*			
13. H2S			
A. Hazard			
1 PPM Ambient STV			
B. Operating Requirements Met			
C. Public Protection Plan __ Required __ Available			
RECORDS REVIEW	**REVIEW PERIOD DATES**		
14. Production/Measurement Records *(per Order No. 4 & 5)*	FROM	TO	
A. Internal Records *(attach any independent calculations)*			
1. MMS 3160 (MRO)			
2. LACT Meter Proving Report			
3. Gas Meter Calibration Report			
B. External Records *(attach any independent calculations)*			
1. Run Tickets / LACT print-outs			
2. Pipeline Run Statement			
3. Pumpers Log			
4. Seal Records			
a. LACT			
b. Facility			
5. Purchasers Gas Volume Sales Reports			
6. Chart Integration Reports			
7. Methods Used to Estimate Volumes of Gas Flared/Vented			
8. Methods Used to Estimate Volumes of Gas or Oil Lost/Used on Lease			
OTHER			
15. Royalty Rate Determination *(per 43 CFR 3162.7-4)*			
16. Transporter Manifest Review *(per CFR 3162.7-1)*			

REMARKS

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Figure 4-17: 3160-11 Productions Inspection Form, Page 2

	INSPECTION HISTORY FOR FISCAL YEAR								
INSPECTOR	OPEN DATE	CLOSED DATE	INSP TYPE	INSP ACTY	WELL INSP	FAC INSP	INSP TIME	TRAV TIME	OFFICE TIME
JEFF BROWN	09/18/2003	09/19/2003	PI	HS		3	0.3		0.2
JEFF BROWN	09/18/2003	09/19/2003	PI	SS		3	2.0	5.0	0.3
JEFF BROWN	09/18/2003	09/19/2003	PI	TG		1	1.0	1.0	0.5
JEFF BROWN	09/18/2003	09/18/2003	PI	SP	30	3	5.0	7.0	1.0
JEFF BROWN	09/18/2003	09/18/2003	PI	WS	3		0.3		0.2
JEFF BROWN	08/04/2003	09/22/2003	PI	RR		1			1.0
JEFF BROWN	08/04/2003		PI	MP		1	1.0	10.0	0.5

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Figure 4-18: 3160-11 Productions Inspection Form, Page 3

WELL COMPLETION AND FACILITY RECORD(S)

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
4301711221 00S1	SENE		WW			S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
1	11			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	C		USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU013738	1E			PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	05/05/1962	12/01/1972

Plugging Date:	Site Restoration Date:	Status Change Date:
		10/01/1993

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
4301716025 00S1	NWNW	A	TA	760FWL 630FNL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
2	13			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU013734	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	08/29/1963	03/12/1964

Plugging Date:	Site Restoration Date:	Status Change Date:
		01/18/2001

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
4301716026 00S1	SESW	A	TA	516FEL 732FSL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
3	13			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU019379	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	04/20/1964	07/19/1964

Plugging Date:	Site Restoration Date:	Status Change Date:
		12/01/1999

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

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Figure 4-19: 3160-11 Productions Inspection Form, Page 4

WELL COMPLETION AND FACILITY RECORD(S)

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017160270 0S1	SESE	A	POW	927FEL 564FSL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
4	24			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU019379	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	09/05/1964	02/26/1965

Plugging Date:	Site Restoration Date:	Status Change Date:
		02/26/1965

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017160280 0S1	SESW		WIW	2205FWL 1090FSL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
5	12			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	C		USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU013734	1E			PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	10/05/1964	12/01/1966

Plugging Date:	Site Restoration Date:	Status Change Date:
		12/01/1966

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017202750 0S1	NWSE	A	POW	775FEL 2085FSL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
8	13			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU013738	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	08/26/1967	10/18/1967

Plugging Date:	Site Restoration Date:	Status Change Date:
		10/18/1967

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

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Figure 4-20: 3160-11 Productions Inspection Form, Page 5

WELL COMPLETION AND FACILITY RECORD(S)

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017203240 0S1	NWSE	A	POW	1980FEL 1980FSL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
9	24			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU019379	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	01/22/1968	04/14/1968

Plugging Date:	Site Restoration Date:	Status Change Date:
		04/14/1968

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017300010 0S1	SENE	A	POW	660FEL 2140FNL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
10	25			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU019379	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	03/20/1968	05/04/1968

Plugging Date:	Site Restoration Date:	Status Change Date:
		05/04/1968

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017300020 0S1	SESE	A	POW	660FEL 740FSL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
11	25			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU019379	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	04/19/1968	07/02/1968

Plugging Date:	Site Restoration Date:	Status Change Date:
		07/02/1968

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

Figure 4-21: 3160-11 Productions Inspection Form, Page 6

WELL COMPLETION AND FACILITY RECORD(S)

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017300040 0S1	SESE	A	OSI	320FEL 900FSL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
14	11			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU013734	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/06/2002	08/06/1968	10/21/1968

Plugging Date:	Site Restoration Date:	Status Change Date:
		05/01/2001

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks: 09/23/2002 MAINT: valve to flowline shut, murphy switch unplugged, no wire to ESS, well SI. Discussed TA approval with operator. May re-enter well at a future date.
Remarks:

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017300050 0S1	SESW	A	POW	2300FWL 750FSL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
15	24			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	B	ESS	USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU019379	1E		W	PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	08/30/1968	10/10/1968

Plugging Date:	Site Restoration Date:	Status Change Date:
		10/10/1968

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks: 09/23/2002 MAINT: leaking casinghead valve 2". 300 bbls tank on skids on location.
Remarks:

API No:	1/4 1/4:	Oil:	Status:	Footages:	CMZ:	NOC:
43017300070 0S1	SWNE		WW	2135FEL 1765FNL		S1

Well No:	Section:	Gas:	Tract No:	P Zone:	FP:
16	11			KAIBAB	UPPER VALLEY

Well Name:	Township:	H2O:	P Method:	SME:	County:	State:
UPPER VALLEY	36S	C		USFS	GARFIELD	UT

Lse CA No:	Range:	CO2:	D Method:	Lease Type:	Well Type:
UTU019375	1E			PUBLIC	NOT APPLICABLE

Inspection Date:	Spud Date:	Completion Date:
08/07/2002	11/05/1968	03/09/1969

Plugging Date:	Site Restoration Date:	Status Change Date:
		03/09/1969

Production Data as of Month:	No. Days Produced:	Oil:	Gas:	Water:

Remarks:

UTU630380 9/21/2004 Page 7

Figure 4-22. 3160-11 Productions Inspection Form, Page 7

4.2.2.6 Non-Indian AFMSS Handheld Module

There is a separate *Software User Guide for the Non-Indian AFMSS Handheld Module*; therefore, duplicate information has been removed from this document.

4.2.3 Production Inspection Entry

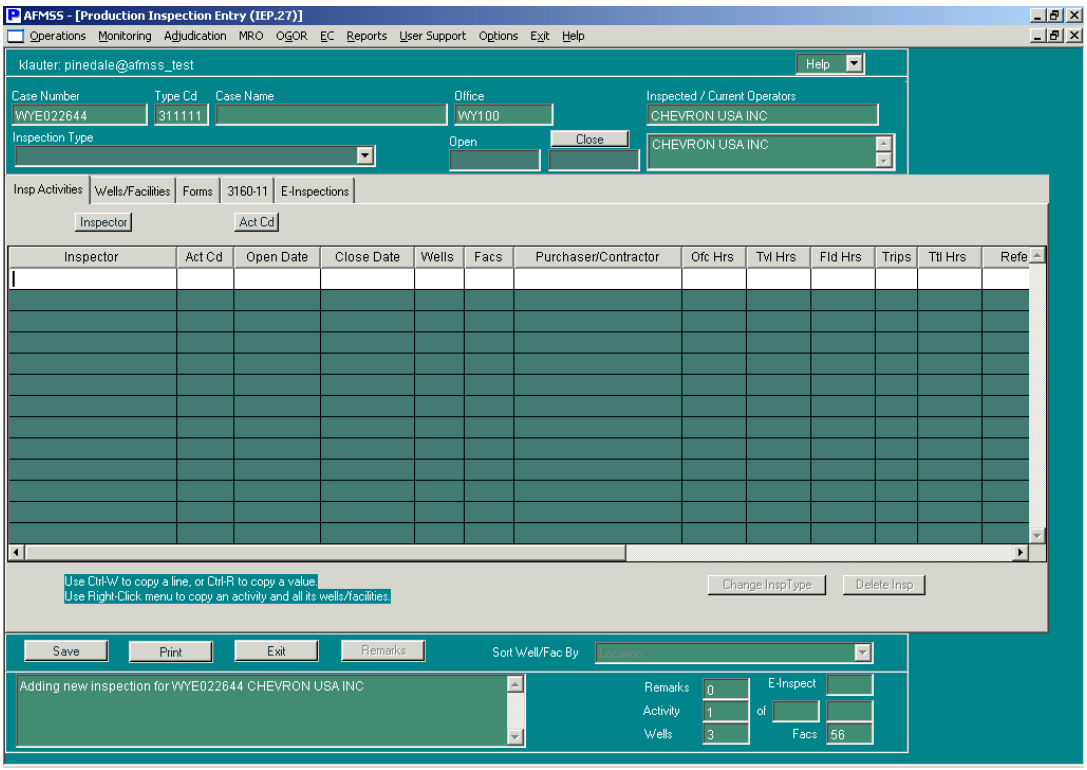


Figure 4-23: Production Inspection Entry (IEP.27) Window

Before a production inspection is done, be sure that new facility records have been entered and that all facility records are tied to their wells. New facility records can be entered through the submenus **Operations/Facilities** or **Monitoring/Facilities.** Facilities are added and edited using the *Non-Indian AFMSS Production Facility (IEP.29)* window. A facility is tied to a well using the *Well Inspection Maintenance (IEP.59)* window.

General Production Inspection Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and click **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window.

2. **Enter information into the QBE fields and click Query.** Highlight a record with an **Insp Code** that can be used with a production of inspection.

   Click Production to launch the *Production Inspection Entry (IEP.27)* window.

3. **Valid Production Inspection Types**: At one time there were numerous production inspecting types in the database, but they have been consolidated into the following:

PI—general production inspection
Generally, only one PI inspection type should be recorded per case/operator per fiscal year.

- If several trips were made to conduct the PI then adjust the inspection activities, the open and close dates, and the times and number of trips under that one PI inspection accordingly.
- If more than one inspector conducted activities on the same case/operator, each inspector should record their activities as a separate activity under the same PI.
- If inspectors conduct a single activity together, both names should be recorded under a single activity.
- An exception to this rule is if a PI had been completed and later there was a request by another agency (MMS, BIA, etc.) to conduct another inspection during the same FY.

RV—records (volume) verification inspection
These are in-office reviews of a specific type of production record (e. g., run ticket, meter calibration report) that are not tied to a PI and are recorded once for each type of record reviewed on the case. This inspection type is only used when one type of production or measurement related document is reviewed to ensure that it is filled out properly and that calculations are correct. It is not reviewed during the course of a field witnessed measurement activity. If a review of all operator production records (PR) is conducted on the case do not record an RV inspection type.

TH—theft inspection (alleged)

OV—oversight inspection
If a supervisor is conducting an oversight inspection while accompanying an inspector, the supervisor would code the inspection as an OV inspection type with the appropriate activity code.

WK—workover inspection
WK inspections must be recorded by well; each well inspected must have a separate WK inspection type created for it.

4. **Non-measurement activities** (HS, RR, RD, PR, SP, SS, WS) should be entered once and be tied to all wells and/or facilities. Edit the open and closed dates and times appropriately. Do not create a separate inspection activity for every well or facility that receives a non-measurement activity on different trips.

NOTE: The **Count** field is not applicable for non-measurement activities. If the user tries to enter a count in a non-measurement activity line, a message appears that states it is not necessary to update the field and the system defaults the count back to 1.

Measurement activities (TG, MC, MP, LV, CV, TV, TR, I) should be entered once and be tied to all wells and/or facilities. Ensure the **Count** data field reflects the number of times the measurement activity was conducted, then edit the open and closed dates and times

appropriately. Do not create a separate inspection activity for every well or facility that receives a measurement activity on different trips.

Count: This data field only appears for a production inspection and is to be updated for measurement activities only. A measurement activity type is entered for the inspection and the **Count** (number of times that activity is done) defaults to 1. Each time that measurement activity occurs, update the **Count**.

For example, if 10 tank gauge inspection activities were conducted on the same case, enter one TG activity line and enter 10 into the **Count** data field. Enter the hours spent on the TG activities into the time data fields, then select the applicable wells/facilities associated with the activity. If 12 MS inspection activities were also conducted on this same case, go to the next line and enter an MC activity and enter 12 into that **Count** data field. Remember to enter the hours into the time fields and select the applicable wells/facilities for the MC activity.

If the same inspector conducts additional measurement activities on the case throughout the year, the existing measurement activity line should be updated to reflect the total count conducted over the year rather than entering a new line for each trip. Using the example above, if several months later another 5 TG activities were conducted on the same case, update the Count field in the TG activity line to *15*, update other data fields in the row (Close Date and the time fields) then ensure the well/facility for these additional TG activities are tied to the activity line. Do not create a new activity line for the TG measurement.

If a measurement activity resulted in a volume discrepancy determination, that specific measurement must be entered separately and attached to the applicable well/facility where the volume discrepancy was discovered. The **Count** field in this instance would be set to 1.

If multiple inspectors conduct a measurement activity (on the same inspection) separately, each inspector would enter separate measurement activity lines on the same inspection type.

If multiple inspectors conduct a measurement activity jointly, enter both names on one activity line.

4.2.4 Surface (Well or Facility) Inspection

There are two surface inspection entry windows, one for facilities (Figure 4-24) and one for wells (Figure 4-25).

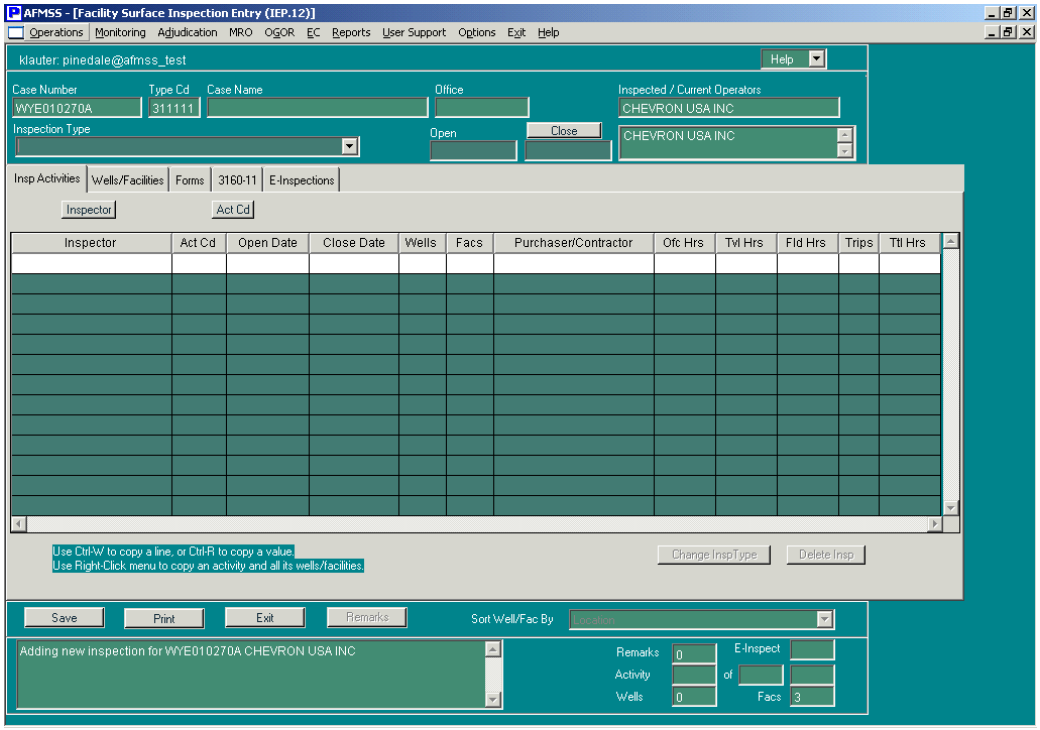


Figure 4-24: Facility Surface Inspection Entry (IEP.12) Window

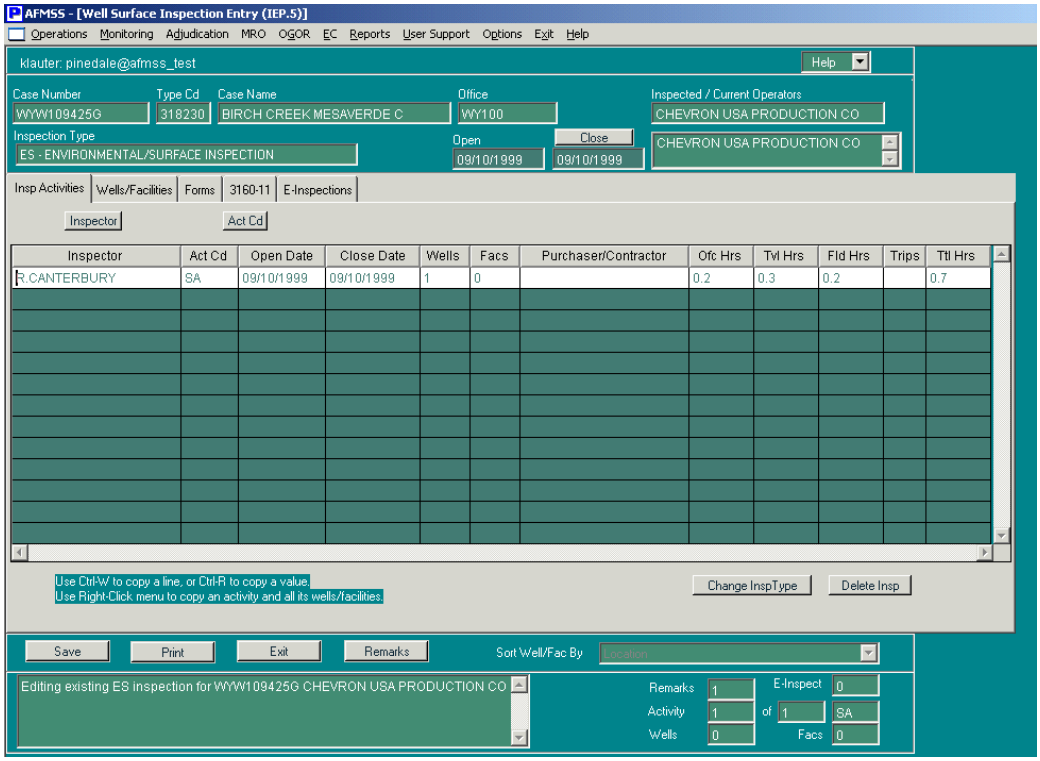


Figure 4-25: Well Surface Inspection Entry (IEP.5) Window

These windows provide a merger of environmental inspections to inspect wells, facilities, or both on any particular environmental inspection according to policy and user preferences. There is no longer a requirement to enter one inspection for the well and another for the facility.

General Environmental/Surface Inspection Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and click **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window.
2. Choose the record display data fields.

   Click by Facility to enter an inspection for a facility.

   Click by Well to enter an inspection for a well.

3. **Enter information into the QBE fields and click Query.** Highlight a record with an **Insp Code** that can be used with a surface inspection. The codes **New**, **ES** and **OV** are used for a surface inspection.
4. Click the appropriate surface button to launch the appropriate *Inspection Entry* window.

   Click Facility Surface to launch Facility Surface Inspection Entry (IEP.12).

   Click Well Surface to launch Well Surface Inspection Entry (IEP.5).

5. The types of surface inspections are:

   ES–environmental/surface inspection

   OV–oversight
   If a supervisor is conducting an oversight inspection while accompanying an inspector, the supervisor would code the inspection as an OV inspection type with the appropriate activity code.

Copying an existing ES:
The **Copy** button in *GLB.92* remains grayed out (unavailable) until an ES record is selected. The inspection information copied to additional completions does not include the office, field, and travel times or counts entered on the original inspection.

Query using ES in the Insp Code QBE field to find an ES record in the *Non-Indian AFMSS Inspection List (GLB.92)* window. (If necessary, use the All Insp option button before the query to access all the possible ES inspections).

Alternatively, create the first ES inspection to copy. If there is environmental inspection information to enter for multiple completion wells or facilities on different cases (there may be an S1 completion on Case A but there is also an S2 completion of that well on Case B), create the S1 ES, then copy it to make the S2 ES inspection.

Complete the ES inspection procedures for the first completion (include open/close dates, remarks, tie wells/facilities, etc.) in the *Inspection Entry* window and Save the data.

Click Exit to return to *GLB.92*.

Query for the inspection just completed. The fastest way to do this is to use the sort option Inspection Date, enter the first 10 digits of the API and the wildcard, then click Query.

The query results should show a New type inspection line for both of the well completion records, S1 and S2, and the ES inspection just entered should also be there.

To copy the ES inspection from well completion S1 on Case [47635A] to well completion S2 on Case [47635B], click on the inspection just completed (S1 Case [47635A]).

Now, click the Copy button in GLB.92 to make the duplicate and to launch either the Select Multiple Wells (IEP.5a): Copy Inspection for these Completions or Select Multiple Facilities (IEP.12a): Copy Inspection for these Facilities window.

The selection criteria mode (by Facility or by Well) determines whether the well or facility window is launched. In by Insp Priority mode, the database determines if the selected record is for a well or facility, and then launches the window based upon that criteria.

NOTE: The window automatically queries for all well or facility records, regardless of case.

If the inspection is not linked to any completions or facilities (AIRS conversions), an alert message appears.

If the completion is not listed, insert QBE data and perform a query here. Use the Sort button to organize the records.

Click Cancel to return to *GLB.92* without copying the inspection to any other completion.

Highlight the completion(s) to which to copy the inspection (the S2 well completion on Case [47645B]). It is possible to select multiple items. (The one being copied will not appear in the list so it cannot be mistakenly chosen). One new ES inspection per selection will be created; not one new ES inspection with multiple wells.

Click Exit. The window closes and returns to *GLB.92*.

Perform a query again to find the ES inspection for the S2 completion record. When it appears, note that the S1 completion has been copied to the S2 well completion.

To update or review the copy, highlight the record and click the Well or Facility Surface button to launch the inspection window. The open/close dates as well as remarks have been copied to the new inspection, but the office, travel and field times have not. Update the fields as necessary. (Since the inspection applies to one well but multiple completions, the times are not copied for each inspection because this would erroneously increase the total amount of time involved for this inspection).

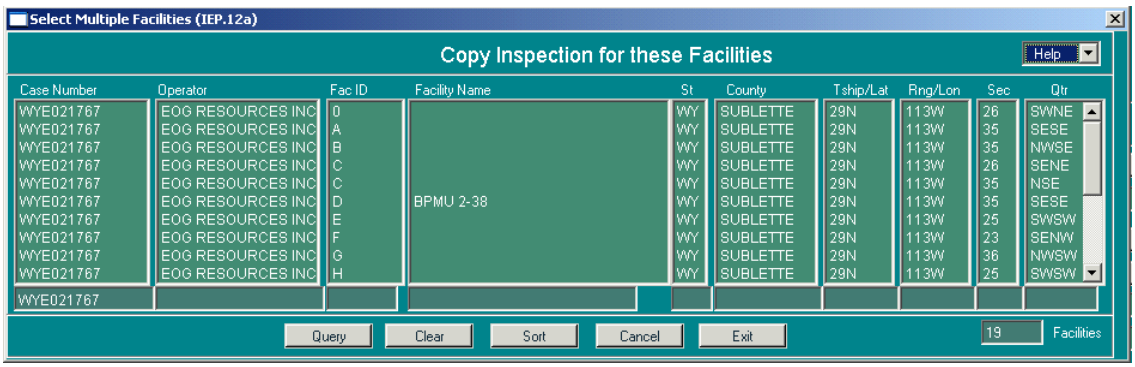


Figure 4-26: Example of Copy Inspections Window (Select Multiple Facilities [IEP.12a])

Surface Inspection-Production (ES/SP)

It is possible to enter multiple wells/facilities for ES/SP inspections. Environmental inspections are usually conducted on a well-by-well basis (well specific); however, when conducting ES inspections, and only ES inspections, one environmental inspection may be entered and more than one well/facility selected. The determining factor on how these inspections are to be entered will be in the I&E Strategy Matrix.

If the Matrix was calculated to show the number of environmental inspections on a well-by-well basis, then they must be entered individually for each well inspected.

If the Matrix used the number of cases that would be inspected, then environmental inspections (for producing cases) should be entered on a case-by-case basis.

Enter only one activity regardless of how many wells were inspected. If the inspection was an environmental inspection of producing/active wells the entry would be the ES inspection type with one activity line for the SP activity code. The open and close dates for the activity should reflect the first day the inspector visited the first well and the last day the inspector visited the last well. Do Not enter multiple SP activities.

Remember that the Close button in the upper portion of the inspection window should not be clicked until all the visits are completed and the last visit is recorded as closed in the activity row of the sliding grid. The Close data field is a flag for the Quarterly Progress Report that the inspection is concluded and there will be no further activity on it.

Surface Inspection-Drilling (ES/SD)

Enter an inspection for each well inspected. If there are several wells on the same case/operator, use the **Copy** button in the *Inspection Entry* window to save time. Create and save the ES/SD for the first well, then use the **Copy** button in the *Inspection Entry* window to duplicate it. Be sure to remove any dates in the **Open** and **Close** data fields in the upper portion of the window before making any changes to the rest of the copy. Remove these dates by double-clicking in the field, then clicking the <**Backspace**> bar on the keyboard. Once these dates have been removed, continue with any edits as necessary.

Surface Inspection-Construction prior to spud (ES/SC)

Enter an inspection for each well inspected. If there are several wells on the same case/operator, use the **Copy** button in the *Inspection Entry* window to save time. Create and save the ES/SD for the first well, then use the **Copy** button in the *Inspection Entry* window to duplicate it. Be sure to remove any dates that are in the **Open** and **Close** data fields in the upper portion of the window

before making any changes to the rest of the copy. Remove these dates by double-clicking in the field and clicking on the <**Backspace**> bar on the keyboard. Once these dates have been removed, continue with any edits as necessary.

Surface Inspection-Abandoned Wells (ES/SA)
Enter an inspection for each well inspected. If there are several wells on the same case/operator, use the **Copy** button in the *Inspection Entry* window to save time. Create and save the ES/SD for the first well, then use the **Copy** button in the *Inspection Entry* window to duplicate it. Be sure to remove any dates that are in the **Open** and **Close** data fields in the upper portion of the window before making any changes to the rest of the copy. Remove these dates by double-clicking in the field and clicking on the <**Backspace**> bar on the keyboard. Once these dates have been removed, continue with any edits as necessary.

Next Inspection Date
This data field only appears when an ES inspection is being done. This is the date the well or facility should be visited again. Set it for all *displayed* wells and facilities by putting a date into the **Set Next Insp Date** box**.** The appropriate well maintenance records will be automatically updated with the date. Access the well/facility maintenance windows directly to make other changes.

If the inspection is for a surface restoration, and additional surface inspections will need to be conducted to ensure reclamation is complete, the **Next Inspection Date** field can be used as planning tool and help in controlling the workload. This data field is used to compile the *Next Inspection (IEP.67)* report for the upcoming workload.

4.2.5 Drilling Inspection

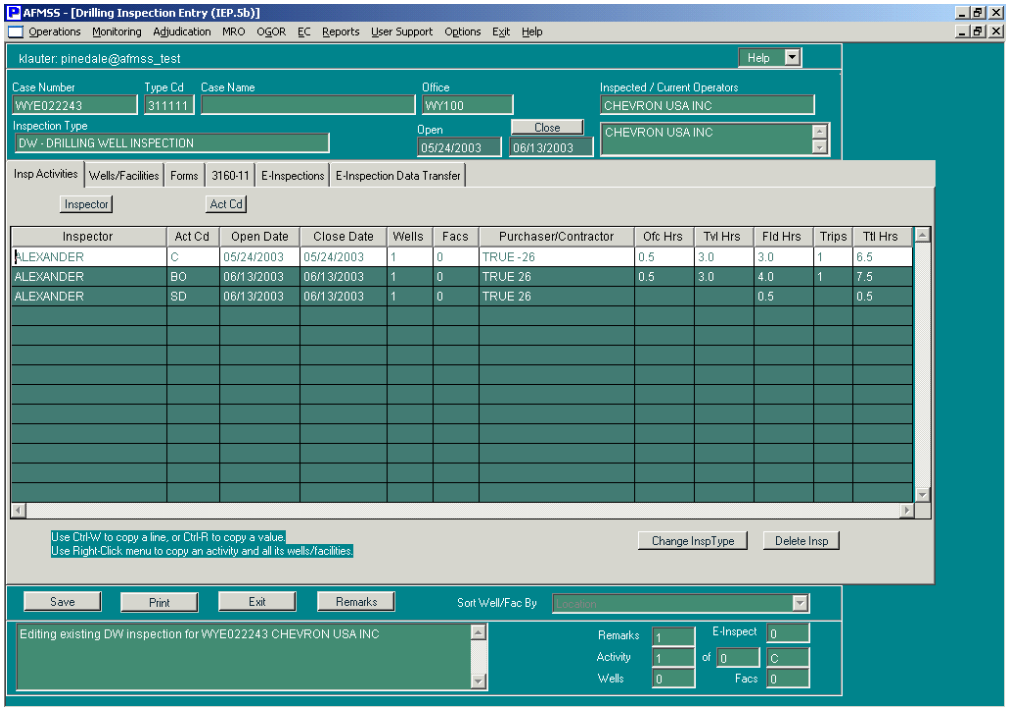


Figure 4-27: Drilling Inspection Entry (IEP.5b) Window

A drilling inspection must be recorded by well to ensure an accurate inspection count. A new inspection is created for each well inspected.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and click **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window.
2. Click **by Well** to set the search parameters for a well record.
3. **Enter information into the QBE fields and click Query.** The option to sort by inspection date is the most convenient method to display the case/operator combinations for each well when entering a *new* inspection. However, if the API number for the specific well of an inspection is known, use the **API Number** QBE to enter the number for the well. This the fastest, most accurate way to find a *specific well* to enter inspection data. If the API number is unknown, query on the **Case Number** and/or a combination of the remaining QBE fields to find the well.
4. Highlight a record with an **Insp Code** that can be used with a drilling inspection. The New, DW or OV codes are used for a drilling inspection.
5. Click **Drilling** to launch the *Drilling Inspection Entry (IEP.5b)* window.
6. The drilling inspection type codes are:

   DW—drilling well inspection

   OV—oversight inspection
   If a supervisor is conducting an oversight inspection while accompanying an inspector, the supervisor would code the inspection as an OV inspection type with the appropriate activity code.

Notes about drilling inspections and their activities:
A separate inspection is created for each well inspected. For example, if 65 wells receive a DW inspection on case [UTU123456], create 65 DW inspection types and tie each to the well being inspected.

An activity conducted on the same well over the course of several months is created when the first one is conducted, then updated for each subsequent occurrence. For example, over the course of six months, an inspector conducted three health and safety (HS) inspection activities on the same drilling well. Instead of creating three separate HS activities, edit the first HS activity created, then adjust the times, trips and dates accordingly.

If more than one inspector conducts an activity on a well, the activities conducted would be recorded separately for each inspector, but under the one inspection type.

4.2.6 Abandonment Inspection

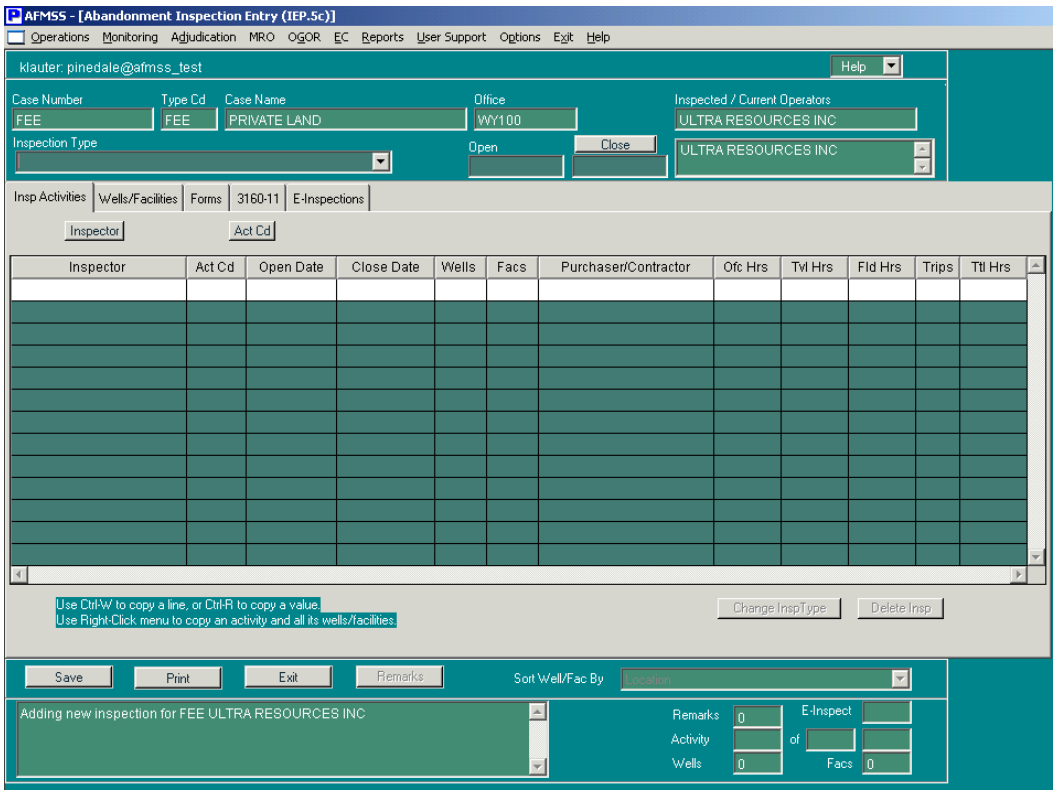


Figure 4-28: Abandonment Inspection Entry (IEP.5c) Window

An abandonment inspection must be recorded by well to ensure an accurate inspection count. A new inspection is created for each well inspected.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and click **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window.
2. Click **by Well** to set the search parameters for a well record.
3. **Enter information into the QBE fields and click Query.** The option to sort by inspection date is the most convenient method to display the case/operator combinations for each well when entering a *new* inspection. However, if there is an API number for the specific well of an inspection, use the **API Number** QBE to enter the number for the well. This the fastest, most accurate way to find a *specific well* to enter inspection data. If the API number is unknown, query on the **Case Number** and/or a combination of the remaining QBE fields to find the well.
4. Highlight a record with an **Insp Code** that can be used with an abandonment inspection. The **New**, **PD** or **OV** codes are used for a drilling inspection.
5. Click **Abandonment** to launch the *Abandonment Inspection Entry (IEP.5c)* window.
6. The inspection type codes are:

PD—abandonment inspection

OV—oversight
If a supervisor is conducting an oversight inspection while accompanying an inspector, the supervisor would code the inspection as an OV inspection type with the appropriate activity code.

Notes about abandonment inspections and their activities:
A separate inspection is created for each well inspected. For example, if 65 wells receive a PD inspection on case [UTU123456], create 65 PD inspection types and tie each to the well being inspected.

An activity conducted on the same well over the course of several months is created when the first one is conducted, then updated for each subsequent occurrence. For example, over the course of six months an inspector conducted three health and safety (HS) inspection activities on the same well. Instead of creating three separate HS activities, edit the first HS activity created, then adjust the times, trips and dates accordingly.

If more than one inspector conducts an activity on a well, the activities conducted would be recorded separately for each inspector but under the one inspection.

4.2.7 Undesirable Event Inspection

An undesirable event (UE) inspection must be recorded by the event on a specific well. A separate inspection is created for each UE.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and click **Undesirable Events** to launch the *Non-Indian AFMSS Undesirable Event Finder (IEP.39)* window.

   NOTE: The UE number is displayed only once in *IEP.39*, even if there are multiple wells or facilities tied to it.

2. **Enter information into the QBE fields and click Query.** Entering the unique UE number or part of it with wildcards is the fastest, most accurate method to find a record.
3. Highlight the desired record.
4. Click **Inspection** to launch the Non-Indian AFMSS Undesirable Event Inspection Entry (IEP.36) window.

Notes about undesirable event inspections and their activities:
When the UE inspection is started, it will automatically display the wells/facilities list from the UE. Once the inspection is saved, it becomes insensitive to the list on the UE; it is possible to add or subtract wells/facilities from either without affecting the other. All activities on the UE inspection will have the same wells/facilities list.

4.2.8 Enforcement

When a violation is found, it is documented and the Incident of Noncompliance (INC) forms are generated using the *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* window (Figure 4-29).

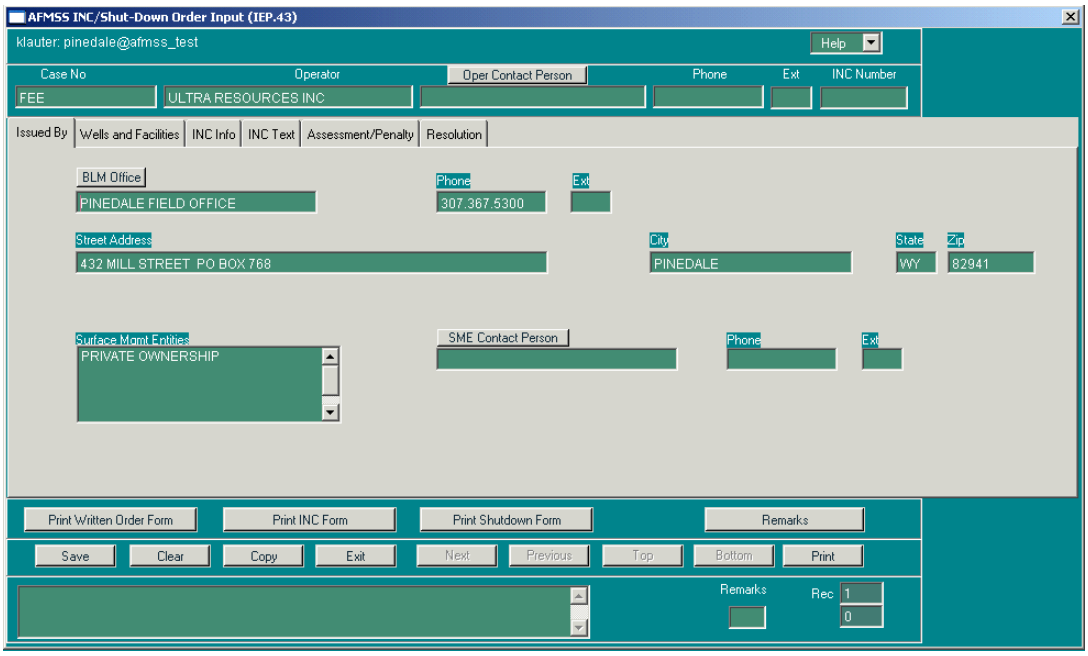


Figure 4-29: Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43) Window

Access

The enforcement window can be accessed through one of the finder windows or one of the inspection entry windows. However, if the case has never had any violations enter the violation through the **Monitoring**/**Inspections**/**Enforcement** access route.

The finder windows require querying the database for records and highlighting the one desired.

From the *Non-Indian AFMSS Main Menu* select **Monitoring** and click **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window. Follow the guidelines for *GLB.92* to query for the record desired. Select the record, then click **Enforcement** to launch the *Non-Indian AFMSS INC/ Shut-Down Order Input (IEP.43)* window.

From the *Non-Indian AFMSS Main Menu* select **Monitoring** and then click Pending INCs to launch the *Non-Indian AFMSS Pending INCs (IEP.60)*. Select the record, then click **Enforcement Action** to launch the *Non-Indian AFMSS INC/ Shut-Down Order Input (IEP.43)* window.

From the *Non-Indian AFMSS Main Menu* select **Monitoring** and then click Undesirable Events to launch the *Non-Indian AFMSS Undesirable Event Finder (IEP.39)*. Follow the guidelines for *IEP.39* to query for the record desired. Select the record and click **Enforcement** to launch the *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* window.

The route through an inspection entry window (production, facility surface, well surface, drilling or abandonment) goes through the inspection finder, *Non-Indian AFMSS Inspection List*

(GLB.92), window and into one of the inspection windows. Access the enforcement window from there.

From the *Non-Indian AFMSS Main Menu* select **Monitoring** and then click **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window. Query for the records desired and highlight the one desired. Click one of the inspection selection buttons to launch the desired *Inspection Entry* window.

Click the **Wells/Facilities** tab in the inspection window and click **Enforcement** to launch the *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* window.

Upper Section
The data fields in the upper section of the window are shown, regardless of which tab screen is active in the window.

Case Number and **Operator** data fields autopopulate from existing data. These are read-only data fields and cannot be edited.

Oper Contact Person: Click this button to launch the *INC Contact PickList* window to enter the operator contact person as well as their phone and extension number (Figure 4-30).

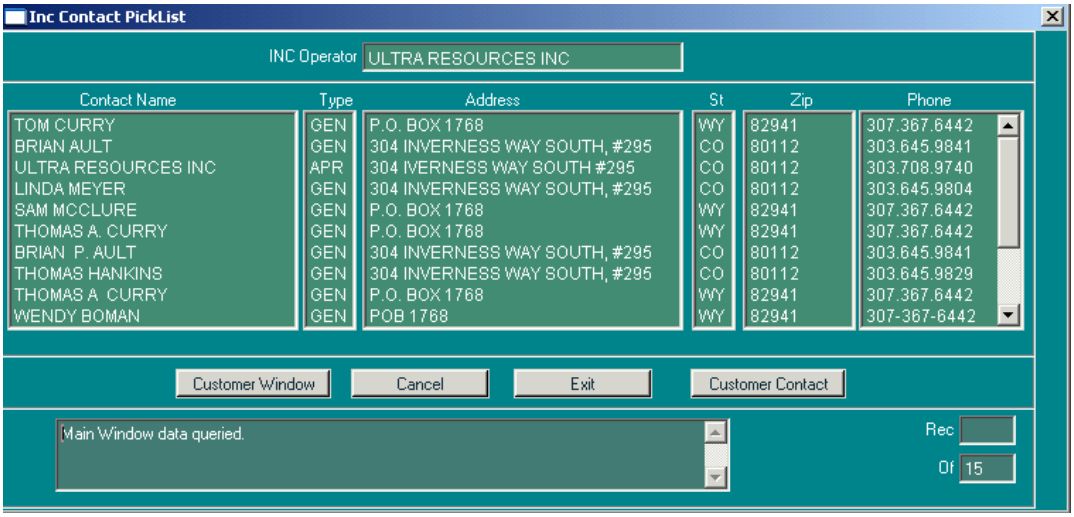


Figure 4-30: INC Contact PickList Window

Ensure that the operator in the INC Operator data field is correct.

Highlight the appropriate name from the list the INC Operator.

If the contact name desired is not displayed, click **Customer Contact** to launch the *Customer Contacts (GLB.12a)* window. The operator name appears in the top data field with a list of that operator's contacts listed below it. Scroll through the list to find the name desired. If the name is not there, add a new name by clicking the Add New button and completing the data. When the data is saved, the name will be added to the operator's list. Select it and click Exit to return to *IEP.43*. The name, phone number and extension will have been inserted into the IEP.43 data field.

Click **Customer Window** to launch *Customer Maintenance (GLB.12*. To determine whether or not the operator is in the database, choose **BLM Authorized Operator** in the **Org Type** data field, enter the name of the operator desired to verify (use the wildcard if necessary) in the **Name** field, then click **Query**. If the operator is in the database, the other fields in the window will autopopulate with information. The site USP is responsible for entering new operators into the database, so if the query is unsuccessful, ask the USP. See the *Non-Indian AFMSS Software User Guide for Privileged Users* for guidelines for the *GLB.12* window.

Click **Exit** to return to IEP.43 after selecting a name. The name autopopulates the data field in *IEP.43*.

Click **Cancel** to abandon any selections made and return to *IEP.43* without inserting a contact name.

Figure 4-31 contains a sample of *GLB.12* and *12a* windows.

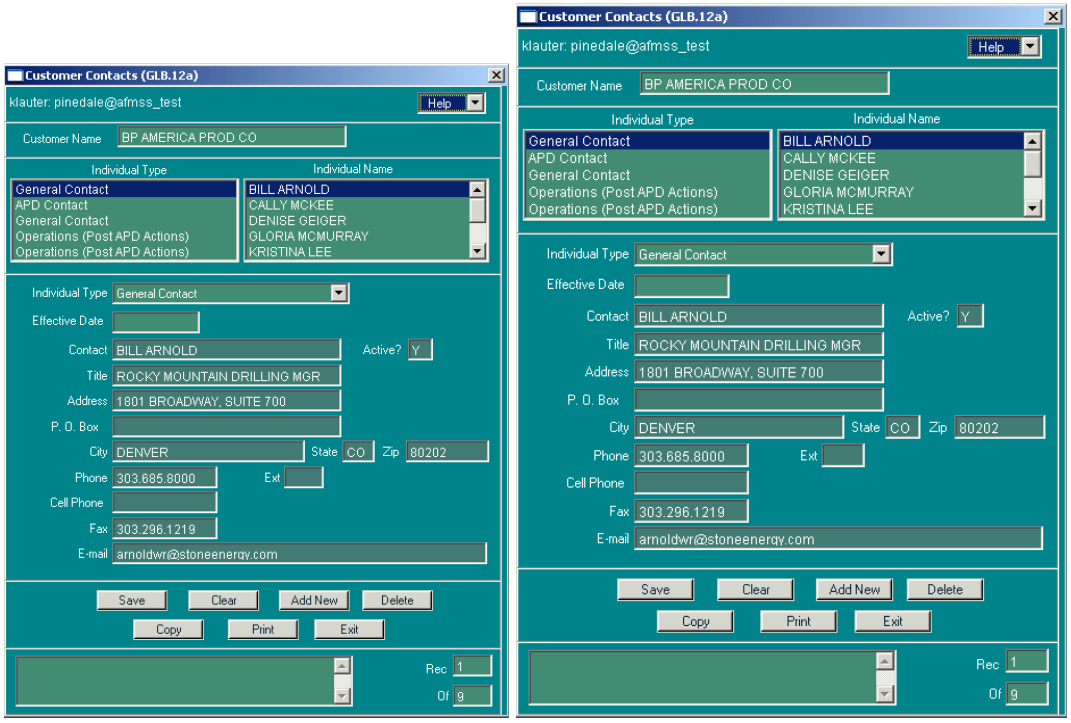


Figure 4-31: Customer-Related Windows as Picklists

Note: There are several customer related windows that are used as picklists from the enforcement window. The *Non-Indian AFMSS Customer Selection (GLB.11)* window displays a catalog of existing customers, customer contacts, BLM offices and other organizations; the *Customer Maintenance (GLB.12)* window displays all the data for an operator; and the *Customer Contacts (GLB.12a)* window displays customer contacts. The general user can add a new contact in *GLB.12a*, but *GLB.11* and *GLB.12* function only as picklists, and only the USP has access to change or enter new data in them.

INC Number: When a unique INC number is entered under the **INC Info** tab, the number is shown here for ready reference.

Lower Section
The GUI options for the various form printouts, remarks and the general activity buttons are in the lower portion of the window. They are displayed regardless of the tab screen that is active.

Figure 4-32. Lower Portion of *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* Window

Click Save to retain data into Non-Indian AFMSS.

Click Clear to remove data field entries.

Click Copy to make a copy of the data in the exiting window to be used in creating a new INC. This launches an alert window advising that creating a new INC record requires a **Yes/No** response. If the answer is **NO,** Non-Indian AFMSS returns to the existing record. If the answer is **Yes,** Non-Indian AFMSS returns to the *IEP.43* window. *IEP.43* now it contains a copy of the previous record, which must be edited to reflect the appropriate data. **Save** the record, once editing is completed, into Non-Indian AFMSS.

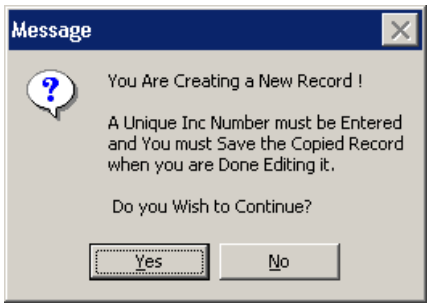


Figure 4-33: Copy Alert Message for IEP.43

Use the **Next**, **Previous**, **Top**, **Bottom** buttons to scroll through multiple records. These options are only available when multiple records were selected in *GLB.92* before the **Enforcement** button was clicked to launch *IEP.43*.

Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to make a copy of the window with the currently active tab screen.

Print Written Order/Print INC Form/ Print Shutdown Forms There are three **Print Form** buttons in the window. Each launches a preview screen showing the form for the button clicked. The forms will not print unless the **Action Type** data field in the **INC Type** tab screen is the same as the type of form requested, **Written Order** must be in the data field to print a Written Order form. Additionally, the INC must already exist in the database before printing the form. If it is not in Non-Indian AFMSS, a message alert advises saving it.

Form 3160-18
(October, 1999)

Number 123XY
Page ____ of ____

☒ Certified Mail - Return Receipt Requested
XYZ

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NOTICE OF WRITTEN ORDER

IDENTIFICATION	
IID	
Lease	UTU38347
CA	
Unit	
PA	

Bureau of Land Management Office: UTAH STATE OFFICE	Operator: BROWN BROTHERS LAND COMPANY
Address: P.O. BOX 45155 SALT LAKE CITY UT 84145-0115	Address: 50 WEST LIBERTY STREET SUITE 980 RENO NV 89501
Telephone: 801.539.4048	Attention:
Inspector: JACKSON	Attn Addr:

Site Name	Well or Facility	1/4 1/4 Section	Township	Range	Meridian	County	State
CHARGER	1	SESW 29	32S	3E	SLB	GARFIELD	UT

The following condition(s) were found by Bureau of Land Management Inspectors on the date and at the site(s) listed above.

Date	Time (24-hour clock)	Corrective Action to be Completed by	Date Corrected	Authority Reference
11/11/2004				

Remarks:
Test remarks.

When the Written Order is complied with, sign this notice and return to above address.

Company Representative Title _____ Signature _____ Date _____

Company Comments _____

Warning

The Authorized Officer has authority to issue a Written Order in accordance with 43 CFR 3161.2. Written Order correction and reporting time frames begin upon receipt of this Notice or 7 business days after the date it is mailed, whichever is earlier. Each stipulation must be corrected within the prescribed time from receipt of this Notice and reported to the Bureau of Land Management Office at the address shown above. If you do not comply as noted above under "Corrective Action to be Completed By", you shall be issued an Incident of Noncompliance (INC) in accordance with 43 CFR 3163.1(a). Failure to comply with the INC may result in assessments as outlined in 43 CFR 3163.1 and may also incur civil penalties (43 CFR 3163.2). All self-certified corrections must be postmarked no later than the next business day after the prescribed time frame for correction.

Section 109(d)(1) of the Federal Oil and Gas Royalty Management Act of 1982, as implemented by the applicable provisions of the operating regulations at Title 43 CFR 3163.2(f)(1), provides that any person who "knowingly or willfully "prepares, maintains, or submits false, inaccurate, or misleading reports, notices, affidavits, records, data, or other written information required by this part shall be liable for a civil penalty of up to $25,000 per violation for each day such violation continues, not to exceed a maximum of 20 days.

Review and Appeal Rights

A person contesting a decision shall request a State Director review of the Written Order. This request must be filed within 20 working days of receipt of the Notice with the appropriate State Director (see 43 CFR 3165.3). The State Director review decision may be appealed to the Interior Board of Land Appeals, 801 North Quincy Street, Suite 300, Arlington, VA 22203 (see 43 CFR 3165.4). Contact the above listed Bureau of Land Management office for further information.

Signature of Bureau of Land Management Authorized Officer	Date	Time

FOR OFFICE USE ONLY

Number	Date	Type of Inspection
37		CS

Figure 4-34: Sample Written Order Form

Form 3160-9
(December 1989)

Number 123XY
Page ____ of ____

☒ Certified Mail - Return Receipt Requested XYZ

☐ Hand Delivered Received by

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NOTICE OF INCIDENTS OF NONCOMPLIANCE

Identification	
IID	
Lease	UTU38347
CA	
Unit	
PA	

Bureau of Land Management Office: UTAH STATE OFFICE	Operator: BROWN BROTHERS LAND COMPANY
Address: P.O. BOX 45155 SALT LAKE CITY UT 84145-0115	Address: 50 WEST LIBERTY STREET SUITE 980 RENO NV 89501
Telephone: 801.539.4048	Attention:
Inspector: JACKSON	Attn Addr:

Site Name	Well or Facility	1/4 1/4 Section	Township	Range	Meridian	County	State
CHARGER	1	SESW 29	32S	3E	SLB	GARFIELD	UT
Site Name	Well or Facility	1/4 1/4 Section	Township	Range	Meridian	County	State

THE FOLLOWING VIOLATION WAS FOUND BY BUREAU OF LAND MANAGEMENT INSPECTORS ON THE DATE AND AT THE SITE LISTED ABOVE

Date	Time (24 - hour clock)	Violation	Gravity of Violation
11/11/2004			MINOR
Corrective Action To Be Completed By	**Date Corrected**	**Assessment for Noncompliance**	**Assessment Reference**
			43 CFR 3163.1()

Remarks
Test remarks.

When violation is corrected, sign this notice and return to above address.

Company Representative Title _____ Signature _____ Date _____

Company Comments _____

WARNING

Incidents of Noncompliance correction and reporting timeframes begin upon receipt of this Notice or 7 business days after the date it is mailed, whichever is earlier. Each violation must be corrected within the prescribed time from receipt of this Notice and reported to the Bureau of Land Management office at the address shown above. Please note that you already may have been assessed for noncompliance (see amount under "Assessment for Noncompliance"). If you do not comply as noted above under "Corrective Action To Be Completed By" you may incur an additional assessment under (43 CFR 3163.1) and may also incur Civil Penalties (43 CFR 3163.2). All self-certified corrections must be postmarked no later than the next business day after the prescribed time for correction.

Section 109(d)(1) of the Federal Oil and Gas Royalty Management Act of 1982, as implemented by the applicable provisions of the operating regulations at Title 43 CFR 3163.2(f)(1), provides that any person who "knowingly or willfully" prepares, maintains, or submits, false, inaccurate, or misleading reports, notices, affidavits, record, data, or other written information required by this part shall be liable for a civil penalty of up to $25,000 per violation for each day such violation continues, not to exceed a maximum of 20 days.

REVIEW AND APPEAL RIGHTS

A person contesting a violation shall request a State Director review of the Incidents of Noncompliance. This request must be filed within 20 working days of receipt of the Incidents of Noncompliance with the appropriate State Director (see 43 CFR 3165.3). The State Director review decision may be appealed to the Interior Board of Lands Appeals, 801 North Quincy Street, Suite 300, Arlington VA 22203 (see 43 CFR 3165.4). Contact the above listed Bureau of Land Management office for further information.

Signature of Bureau of Land Management Authorized Officer	Date	Time

FOR OFFICE USE ONLY

Number	Date	Assessment	Penalty	Termination
37				
Type of Inspection: CS				

Figure 4-35: Sample INC Form

Form 3160-12
(December 1989)

Number 123XY
Page ____ of ____

☒ Certified Mail - Return Receipt Requested XYZ

☐ Hand Delivered Received by

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NOTICE TO SHUT DOWN OPERATION

Identification	
IID	
Lease	UTU38347
CA	
Unit	
PA	

Bureau of Land Management Office: UTAH STATE OFFICE	Operator: BROWN BROTHERS LAND COMPANY
Address: P.O. BOX 45155 SALT LAKE CITY UT 84145-0115	Address: 50 WEST LIBERTY STREET SUITE 980 RENO NV 89501
Telephone: 801.539.4048	Attention:
Inspector: JACKSON	Attn Addr:

Site Name	Well or Facility	1/4 1/4 Section	Township	Range	Meridian	County	State
CHARGER	1	SESW 29	32S	3E	SLB	GARFIELD	UT

YOU ARE ORDERED TO IMMEDIATELY SHUT IN THE ABOVE OPERATION ACCORDING TO 43 CFR 3163.1(a)(3)

Date	Time (24 - hour clock)	Corrective Action To Be Completed By	Report Corrective Action By	Date Corrected
11/11/2004				

Remarks
Test remarks.

When violation is corrected, sign this notice and return to above address.

Company Representative Title _____ Signature _____ Date _____

Company Comments _____

WARNING

Operations are not to be resumed until permitted by the authorized officer. Failure to comply with this notice within the time allowed may incur an assessment under (43 CFR 3163.1) and may also incur Civil Penalties under 43 CFR 3163.2

Section 109(d)(1) of the Federal Oil and Gas Royalty Management Act of 1982, as implemented by the applicable provisions of the operating regulations at Title 43 CFR 3163.2(f)(1), provides that any person who "knowingly or willfully" prepares, maintains, or submits, false, inaccurate, or misleading reports, notices, affidavits, record, data, or other written information required by this part shall be liable for a civil penalty of up to $25,000 per violation for each day such violation continues, not to exceed a maximum of 20 days.

REVIEW AND APPEAL RIGHTS

A person contesting a violation shall request a State Director review of the Incidents of Noncompliance. This request must be filed within 20 working days of receipt of the Incidents of Noncompliance with the appropriate State Director (see 43 CFR 3165.3). The State Director review decision may be appealed to the Interior Board of Lands Appeals, 801 North Quincy Street, Suite 300, Arlington VA 22203 (see 43 CFR 3165.4). Contact the above listed Bureau of Land Management office for further information.

Signature of Bureau of Land Management Authorized Officer	Date	Time

Figure 4-36: Sample Shutdown Order Form

Remarks: Click this button to launch the *Non-Indian AFMSS INC Remarks (IEP.43r)* window. This window shows any notes or comments typed into **INC Test** tab screen. Ensure that the **Category** is set appropriately, set the criteria for the remark (**This INC Only** and **Inspections and Undesirable Events**), and enter necessary dates before clicking **Add New** to add a new remark.

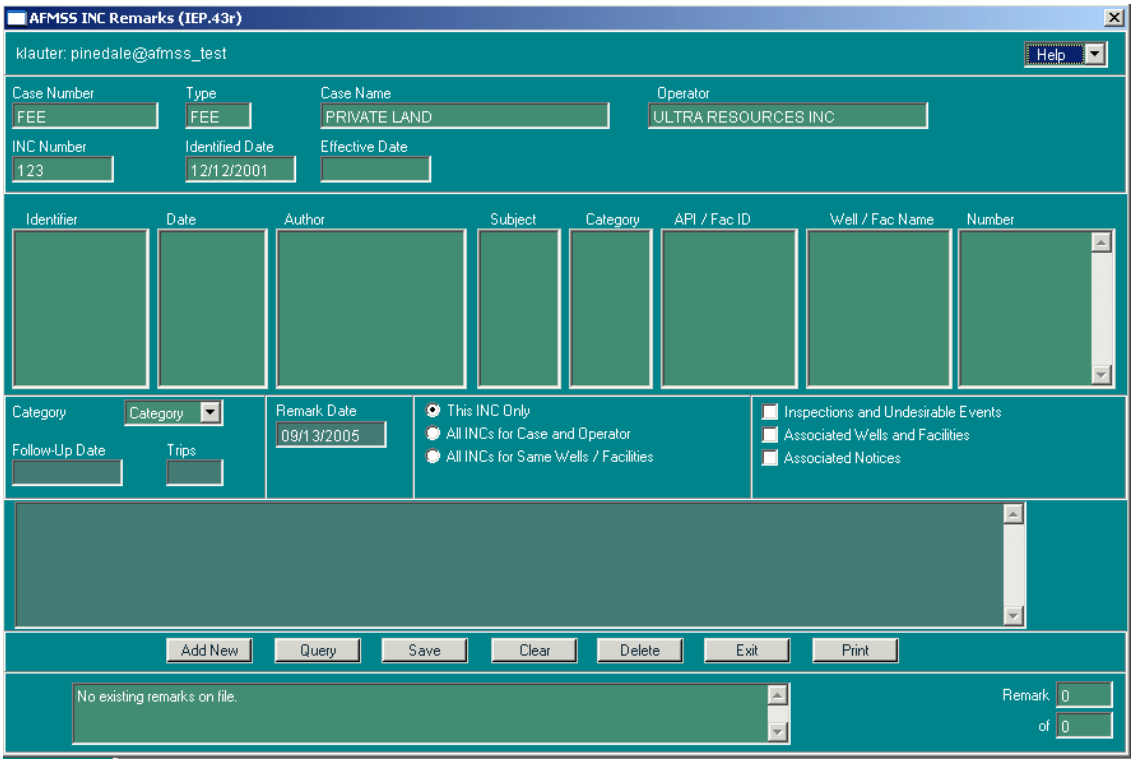


Figure 4-37: Non-Indian AFMSS INC Remarks (IEP.43r) Window

Issued By Tab

The enforcement window opens with the **Issued By** tab active. This tab identifies the BLM and SME inspection offices and contacts.

The tabs are in sequential order according to their usage.

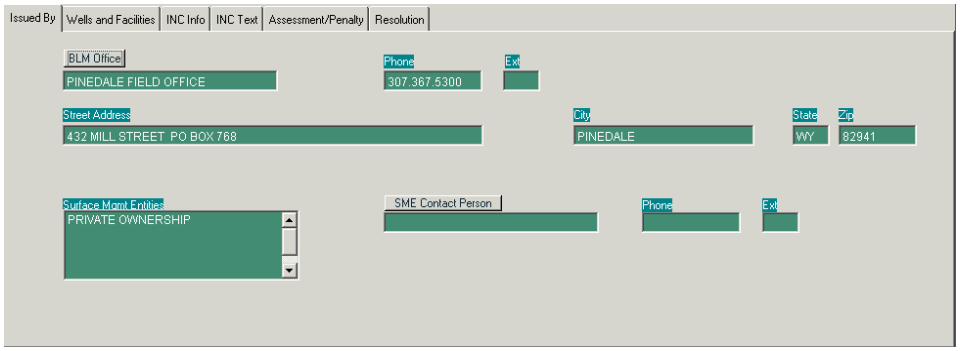


Figure 4-38: Issued By Tab in IEP.43

BLM Office: The BLM office data fields autopopulate; however, if the INC should be returned to a satellite office at a different address, click the BLM Office button to select that satellite office. **Do not use this option unless the INC should be returned to a different address.**

Click the button to launch the *Non-Indian AFMSS Customer Selection (GLB.11)* window as a picklist. The **Customer Type** default is set to **BLM**. Find the name desired, highlight it, and click **Exit** to return to *IEP.43*. **The office address for the selected office will not display in the IEP.43 window**.

Surface Mgmnt Entities: This data field is a read-only field and will autopopulate.

SME Contact Person: The button to the right of the field launchers the *INC Contact Picklist*, but this time it will show SMEs. (The same procedures apply as described for the Oper Contact Person **data field).** Highlight the appropriate contact and click **Exit** to return to *IEP.43* and autopopulate the data field.

Wells and Facilities Tab

This tab identifies the wells and/or facilities that are involved with the violation. The data fields will autopopulate with well or facility data derived from the case/operator that launched *IEP.43*. However, if the data desired is not listed, query for others.

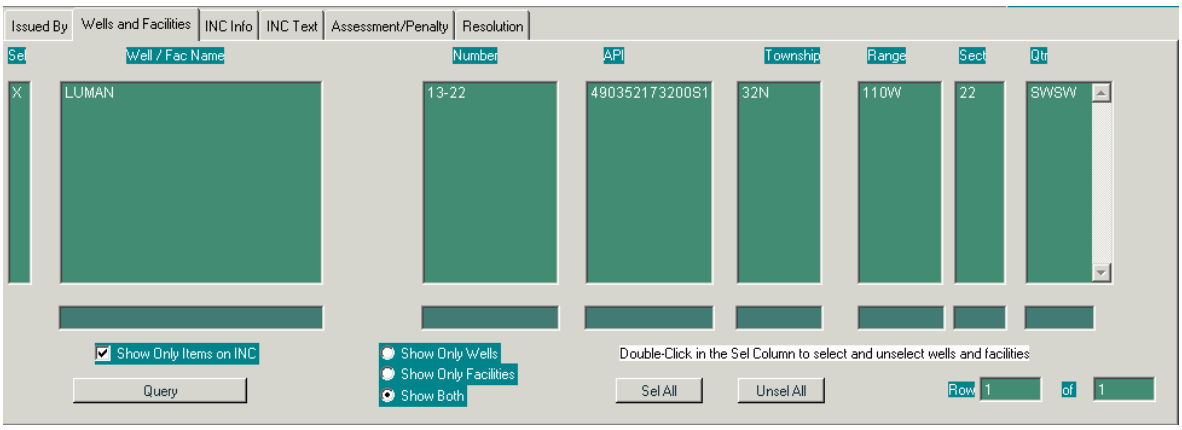


Figure 4-39: Wells and Facilities Tab Screen

Show Only Items on INC: This option displays an X in the **Sel** column of a record indicating it is part of the violation. Make sure this option is not selected when performing a query.

Show Only Wells: This option displays only wells.

Show Only Facilities: This option displays only facilities.

Show Both: This option displays both wells and facilities.

Query: Ensure that the appropriate search criteria options (listed above) are selected. Enter data into at least one of the QBE fields, **Well/Fac Name**, **Number**, **API**, **Township**, **Range**, **Sec**, **Qtr**, then click **Query**.

Sel All: This option selects all records shown.

Use All: This option *unselects* all records.

Sel column: Shows which records have been selected. The selection or unselection of a specific record is done by double-clicking in the **Sel** column of the record. Double click in this column to select or deselect wells and/or facilities.

The first counter box next to **Row** indicates in which well/facility record the cursor is in, and the second counter box displays how many record rows there are.

INC Info Tab

This tab contains the INC data about the violation.

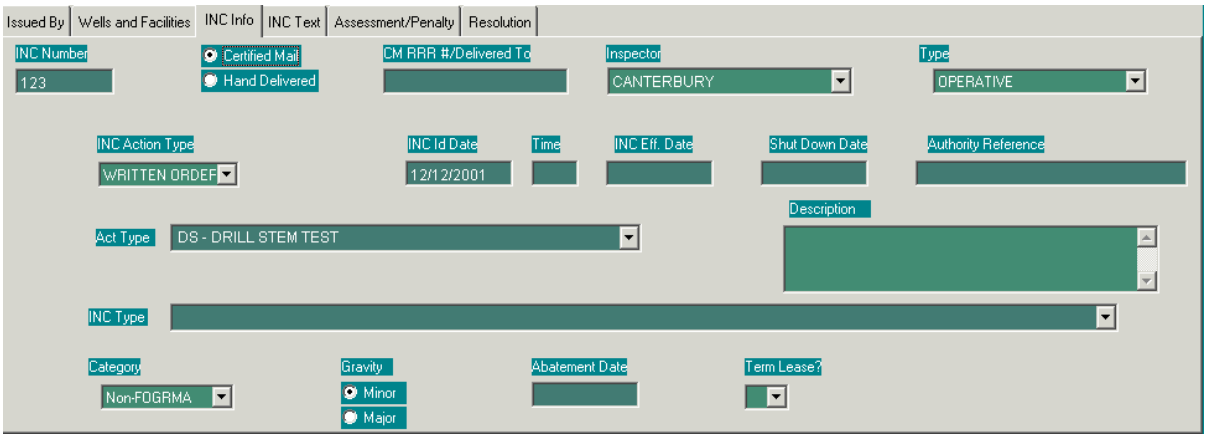


Figure 4-40: INC Info Tab Screen

INC Number: Enter the enforcement noncompliance INC number assigned by the BLM field inspection office.

When a unique INC number is entered under the **INC Info** tab, the number is shown in the upper portion of the window for ready reference.

Select either **Certified Mail** or **Hand Delivered** as the method for delivery.

CM RRR #/Delivered To: If the previous selection was for **Certified Mail**, enter the United States Postal Service certified mail receipt number. If the previous selection was for **Hand Delivered**, enter the name of the person (company representative) to whom the enforcement action was hand delivered.

Inspector: Enter the name of the inspector if it is not already present or press the button on the right of the field and select the appropriate name. If the name is not listed, see the site USP to add it.

Type: Click this button to select the correct type (**Administrative** or **Operative**).

INC Action Type: Click this button and select the action type (Written Order**,** INC**,** Shut Down Order**,** Verbal Warning**)**.

INC Id Date: Enter the enforcement noncompliance identification date that indicates when an INC was initially identified by BLM.

Time: Enter the identification time.

INC Eff. Date: Enter the enforcement noncompliance identification date that indicates when an INC was effective according to BLM.

Shut Down Date: Enter the enforcement noncompliance shut-down date if applicable.

Authority Reference: Enter the enforcement noncompliance authority references text. This text consists of specific regulatory citations, term, conditions, or orders that describe the situation or violation for which the INC is being issued (43 CFR 3163.2 [G]).

Act. Type: Click this button and select the appropriate record. The **Act Type** must be selected before the **INC Type** can be selected because the INC types are divided into drilling or plugging type options chosen in the **Act Type** field.

INC Type: Click the button and select the appropriate INC type.

Description: Autopopulates with the definition of the INC type chosen above.

Category: Depending upon the selection made under **INC Type** the category code will autopopulate. Review the category code and update it if necessary using the button to the right of the field. The categories are:

FOGRMA: Production/Measurement related.

Non-FOGRMA: Non-production/Non-measurement related Envir: Environmentally related
Gravity: Select the appropriate gravity, Major or Minor.

Abatement Date: Enter the date by which the operator must correct the violation that generated the INC.

Term Lease: Select **Y** for Yes if lease termination actions have been taken or initiated because of continued noncompliance; otherwise select **N** for No.

INC Text Tab
This tab provides a space to enter notes about the INC and is included on the form that is sent to the operator. Put the cursor into the first line of the message area and begin typing. There is no spell-checker in Non-Indian AFMSS, so review comments before leaving the window.

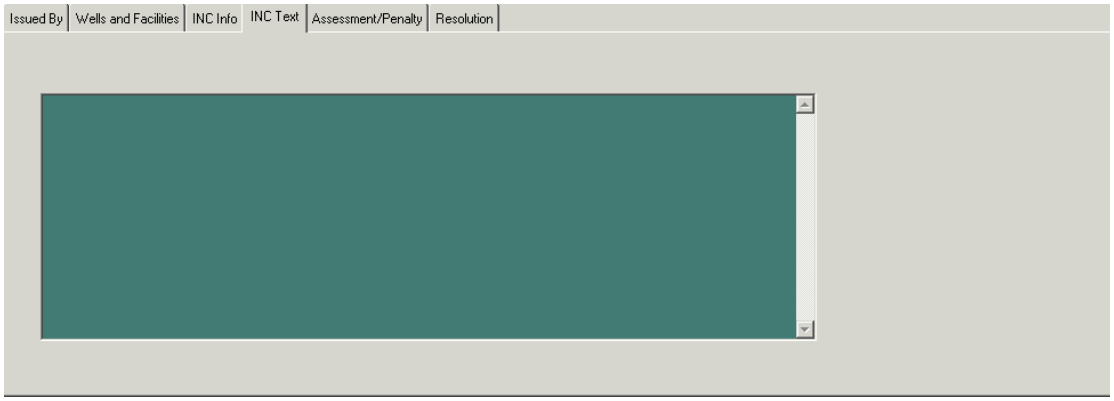


Figure 4-41: INC Text Tab Screen

Assessment/Penalty Tab
This screen identifies any BLM assessments or penalties against the operator for the violation.

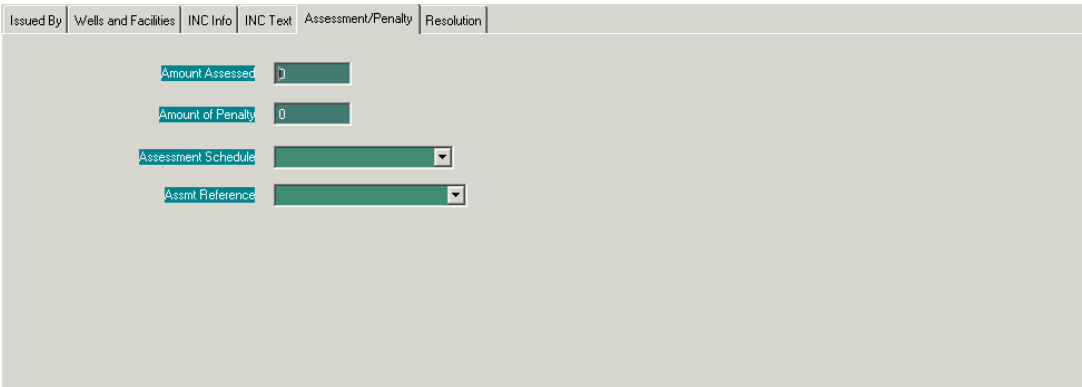


Figure 4-42: Assessment/Penalty Tab Screen

Amount Assessed: Enter the amount of fine or assessment in whole dollars.

Amount of Penalty: Enter the total amount (not per day) of penalty in whole dollars.

Assessment Schedule: Click the button to the right of the field and choose the correct assessment code.

Single: single assessment with no daily accrual.

Payment: assessment accrues per day.

Assmt Reference: Click the button to the right of the field and choose the correct assessment reference code.

b: 43CFR3163.1(b)

a1: 43CFR3163.1(a)(1)

a2: 43CFR3163.1(a)(2)

Resolution Tab
This tab tracks the resolution of the violation.

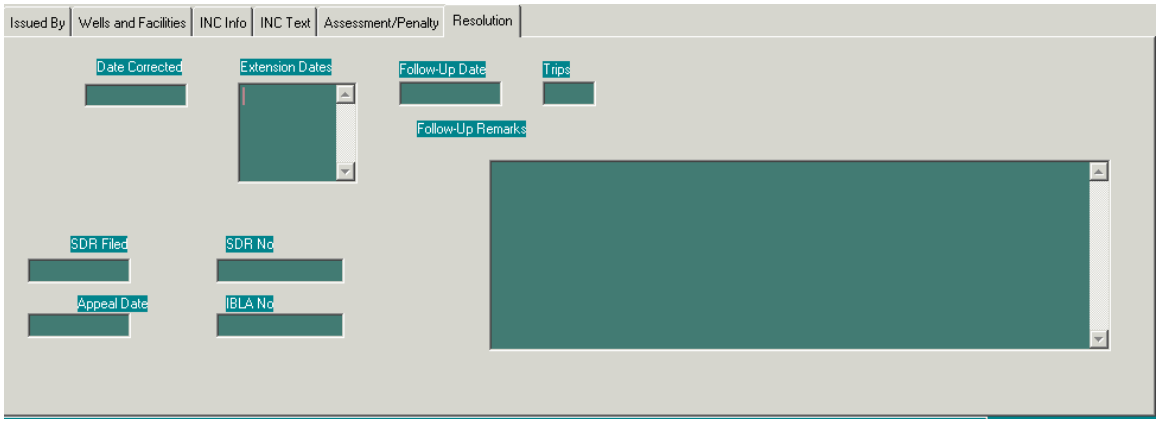


Figure 4-43: Resolution Tab Screen

Date Corrected: Enter the date when the INC or violation was corrected.

Extension Dates: Enter the date given by BLM for an extension requested by an operator to correct a violation. If more than one has been granted list each one.

Follow-Up Date: Enter the date that the resolution should be reviewed.

Trips: Enter the number of trips that are made to the site for the INC.

Follow-Up Remarks: (*Optional)* Enter a brief summary of the follow-up.

SDR Filed: Enter the date that the operator requested an SDR (State Director Review).

SDR No: Enter the SDR number assigned by the BLM.

Appeal Date: Enter the date that an appeal was filed with the Interior Board of Land Appeals (IBLA) by an operator regarding an adverse decision.

IBLA No: Enter the IBLA number.

4.2.9 Undesirable Events

Use the **Undesirable Events** submenu under **Monitoring** from the *Non-Indian AFMSS Main Menu*.

4.2.10 Production Facility (Maintenance)

An existing facility record may be edited through a path similar to the one used for a adding a new facility under **Facilities**. Use the **Well/Fac Maint** button on the Inspection finder window or the **FacMnt** button on any of the inspection entry windows to launch the *Non-Indian AFMSS Production Facility (IEP.29)* window.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** then **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window.

   Perform a query for the facility record desired by using the selection criteria option by Facility.

   Select other query options then enter data into one or more of the QBE fields. Click Query and highlight the record desired.

2. Click the **Well/Fac Maint** button to launch the *Non-Indian AFMSS Production Facility (IEP.29)* window. Some of the data fields may autopopulate upon execution of the button.

4.2.11 Well Maintenance

Well inspection information can be updated through the **Well/Fac Maint** button on the *Non-Indian AFMSS Inspection List (GLB.92)* window or one of the inspection entry windows. A well is tied to a facility through this window. Diagram 4-3 provides the logic flow to associated windows.

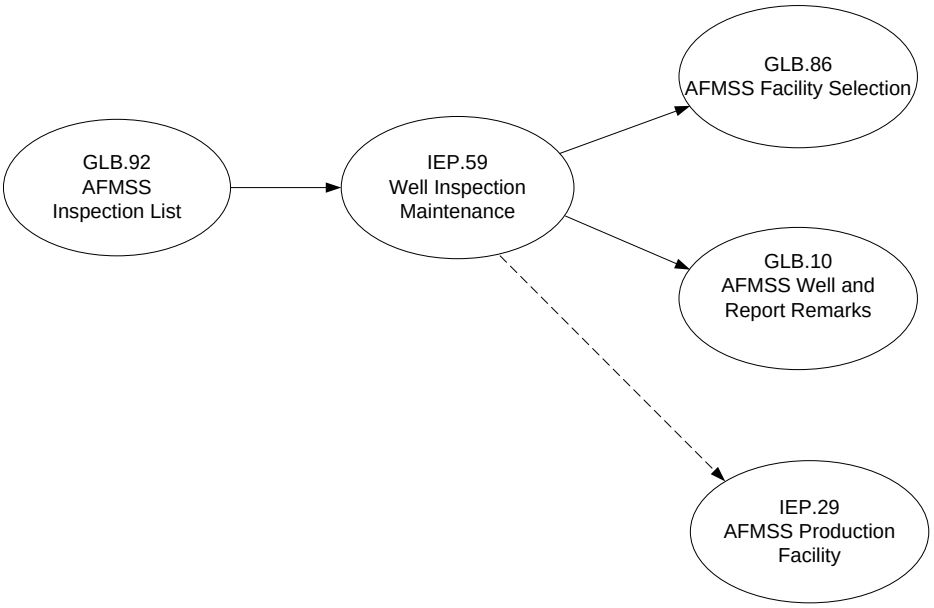


Diagram 4-3: Well Inspection Maintenance Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** then **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window.

   Perform a query for the well record desired by using the selection criteria option by Well.

   Select other query options then enter data into one or more of the QBE fields (Entering the API number or part of it with wildcards is the fastest, most accurate method to find a specific well).. Click Query and highlight the record desired.

2. Click the **Well/Fac Maint** button to launch the *Well Inspection Maintenance (IEP.59)* window.

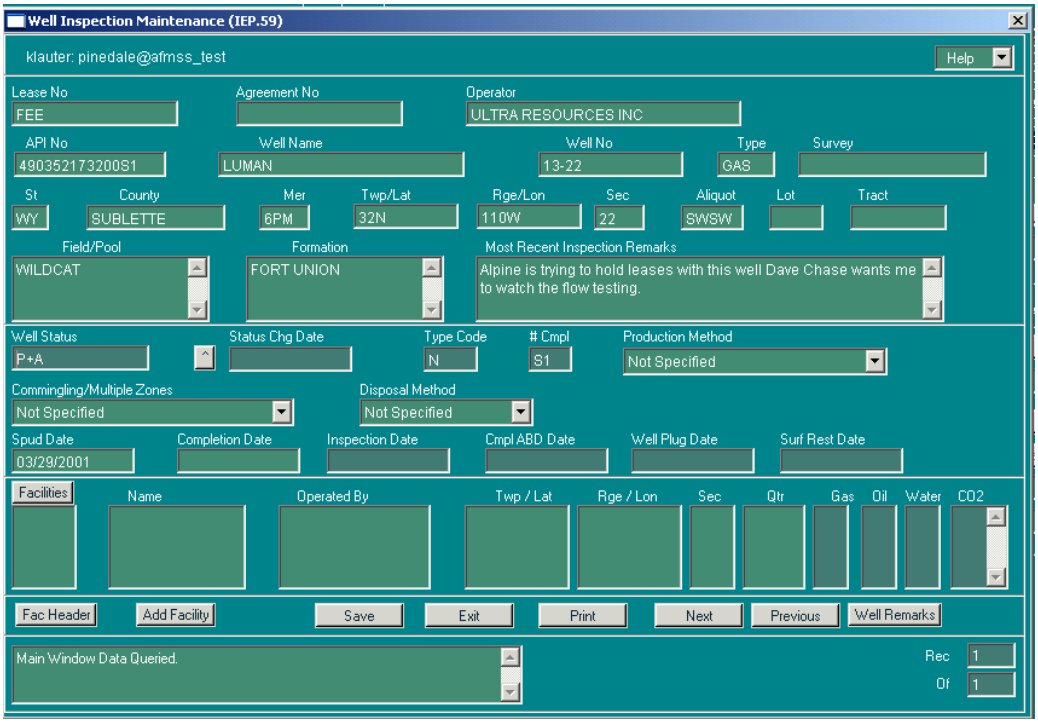


Figure 4-44: Well Inspection Maintenance (IEP.59) Window

3. The upper section of the window is read-only and autopopulates with existing data (Lease No., Agreement No., Operator, etc.). Verify that this data matches the well being updated.

4. **Well Status**: The procedures for updating the well status varies between BLM offices; check with the local USP for office procedures before changing the status. Click the button to the right of **Well Status** to launch the picklist, then click in the **Code** column to select a well status code. After the user makes the selection, Non-Indian AFMSS returns to *IEP.59*.

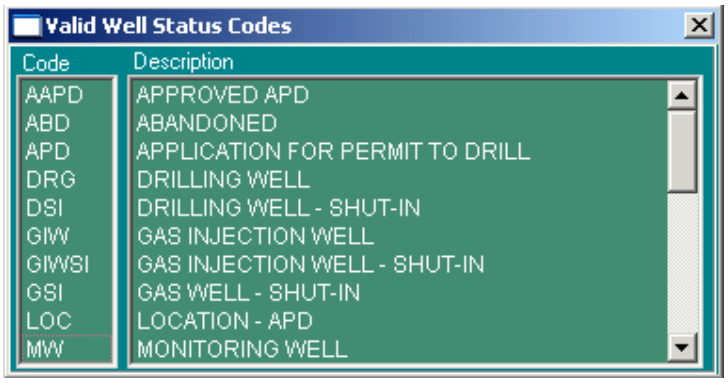


Figure 4-45: Valid Well Status Codes Picklist

NOTE: Once the API number is established with a completion code extension, it cannot be changed. This field reflects the actual completion code of the wellbore. See the *MMS PAAS Onshore Oil & Gas Reporter Handbook* for applicable codes.

5. Click the **Production Method** picklist button and select the correct production method.

6. Click the Commingling/Multiple Zones picklist button and select the correct commingling multiple zones.

7. Click the Disposal Method picklist button and select the correct disposal method.
8. Spud Date: This field autopopulates and is read-only.
9. Completion Date: This field autopopulates and is read-only.
10. Inspection Date: Enter the inspection date. Click in the field if a date is already there to select it then type in the correct date.
11. Cmpl ABD Date: Enter the date the well completion was abandoned. Click in the field if a date is already there to select it then type in the correct date.
12. Well Plug Date: Enter the well plug date. Click in the field if a date is already there to select it then type in the correct date.
13. Surf Rest Date: Enter the approval date of the final abandonment notice. Click in the field if a date is already there to select it then type in the correct date.
14. Click the Facilities picklist button to launch the *Non-Indian AFMSS Facility Selection (GLB.86)* window.

    If the correct facility is not listed click Clear to remove all data

    Click the type of records to be queried; Active Facilities Only, All Facilities, or Inactive Facilities Only.

    Enter data using a wildcard if necessary into the QBEs and click Query.

    Select all facilities to which this well is connected.

    Click Exit to return to *IEP.59*.

NOTE: All facilities that were selected now appear in the **Facilities** data field area in *IEP.59*.

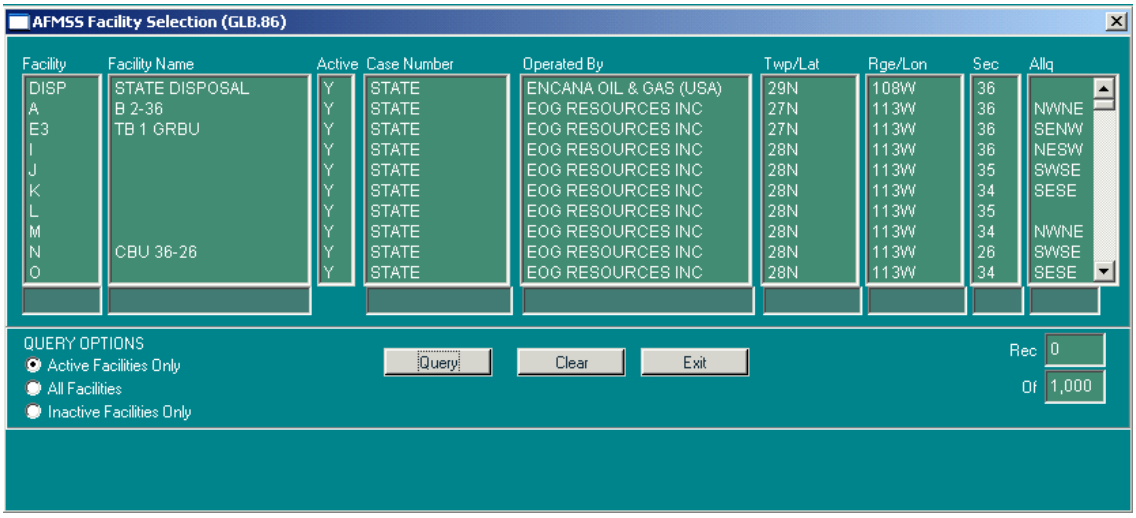


Figure 4-46: Non-Indian AFMSS Facility Selection (GLB.86) Window

15. **Gas**: Enter an X in this column if appropriate for each facility listed.
16. **Oil**: Enter an X in this column if appropriate for each facility listed.

17. **Water**: Enter an X in this column if appropriate for each facility listed.

18. **CO2**: Enter an X in this column if appropriate for each facility listed.

NOTE: If no X is entered in at least one of the fields (gas, oil, water, CO2) for each facility, the facility record(s) will not be tied to the well record for reporting purposes. The X in the column makes the connection between the facility and the well. If the well is abandoned, the X should be removed.

19. Inspection remarks cannot be entered in *IEP.59*; however; specific well remarks can be entered by clicking the **Well Remarks** button to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window.

20. Click the **Fac Header** button to launch the *Non-Indian AFMSS Production Facility (IEP.29)* window. Facilities that are associated with this well may be edited.

21. Click **Add Facility** if the facility desired is not yet entered into Non-Indian AFMSS. This button launches the same *Non-Indian AFMSS Production Facility (IEP.29)* window as above, but this time in a mode that allows adding a facility.

22. Click the **Save** button to save any changes.

23. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.

24. Click the **Exit** button to return to the originating window.

4.2.12 Inspection Priorities

Get a listing of all inspection priorities through the *Non-Indian AFMSS Inspection Priority List (IEP.69)* window. This is helpful when updating inspection priorities after using the *Inspection Items Report (IEP.51)* under **I&E Strategy Matrix**. The window allows a query on multiple QBEs (case number, operator, year, status, county, field office, last PI). Once the records are found and displayed, they can be sorted with another set of options (case number, case type, operator, priority year, priority status, overall priority, state, county, field office, last PI).

Diagram 4-4 provides a logic flow to associated windows.

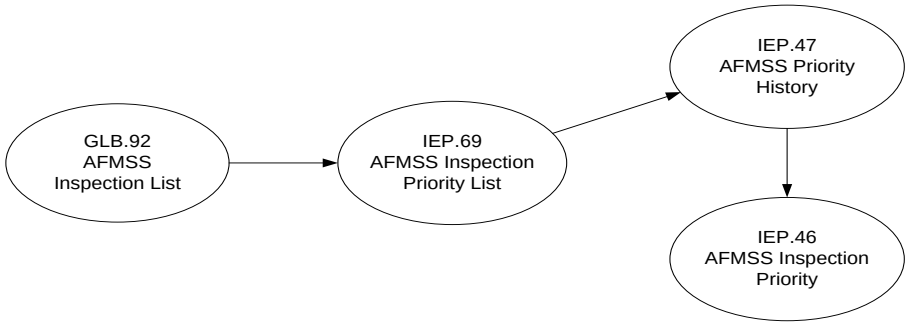


Diagram 4-4: Inspection Priority Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and then **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window.
2. Set the selection criteria to **by Insp Priority**.
3. It is not necessary to perform a query and select records before launching the priority window.
4. Click **Priorities** to launch the *Non-Indian AFMSS Inspection Priority List (IEP.69)* window. If a record was selected, its existing data will be displayed when the window opens; otherwise the window opens with all data fields blank.

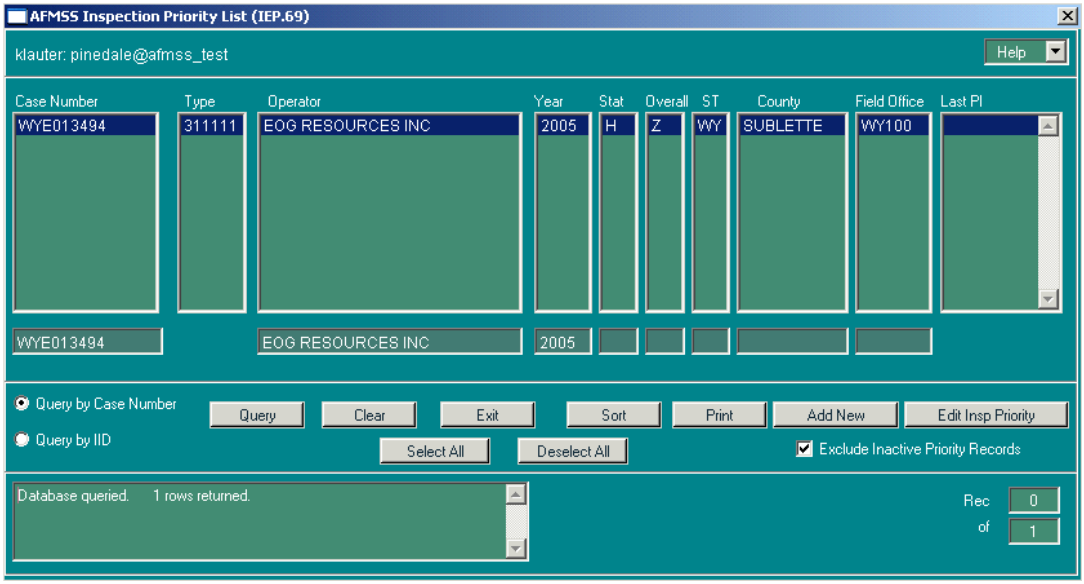


Figure 4-47: Non-Indian AFMSS Inspection Priority List (IEP.69) Window

5. To add a new record, do not query the database since the priority window will open with blank data fields in the add mode. Click **Add New** to launch a blank *Non-Indian AFMSS Inspection Priority (IEP.46)* window for adding a new priority. It is not necessary to first select a case/operator record.
6. For all other activities, such as reviewing workloads for an office or editing existing inspection priorities, begin with inspection priority records. If the records desired are not shown in the window, query the database.

Click Clear to remove any existing data.

The query will exclude inactive priority records unless deselected (clicking in the box next to that option).

Enter data into at least one, preferably more, of the QBE fields (case number, operator, year, status, overall, state, county, field office, last PI) using the wildcard as necessary.

Click Query.

7. If there are a significant number of records, it may be difficult to find those desired easily. Click **Sort** to launch the *Non-Indian AFMSS Sort Window (GLB.43)*. Select the option that will organize the results in an easy-to-use manner.

   Select an option**(s) under** Columns (case number, case type, operator, priority year, priority status, overall priority, state, county, field office, last PI) and click ADD to put it under Order By. Select as many options as desired. Select them in the sequence to be organized – State, Field Office, Case Number. In case of a mistake, select the option under Order By, click Remove to remove it from the sort, then try again.

   Click Ascending or Descending order.

   Click Sort to execute the selections and return to *IEP.69*.

   Click Cancel to return to *IEP.69* without executing the sort.

8. Click **Print** to print a hardcopy of the displayed records.
9. Use either of the following methods to select one or more records for reviewing or editing.

   Click the first record then hold down the *Cntrl* key and select as many other records as desired.

   Click the Select All option.

   In case of **a mistake, click the** Deselect All to remove all selections made, then start over.

10. Click **Edit Insp Priority** to launch the *Non-Indian AFMSS Inspection Priority (IEP.46)* window with the selected records' data for editing. If more than one record was selected, the records will be stacked with one showing in the window at a time.
11. Click **Exit** when all priority activities have been concluded in *IEP.69* to return to *GLB.92*.

4.2.12.1 Add a new Inspection Priority

The *Non-Indian AFMSS Inspection Priority (IEP.46)* window is used to add a new inspection priority.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring,** then **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window. Click the **Priorities** button to launch the *Non-Indian AFMSS Inspection Priority List (IEP.69)* window.

2. Click the **Add New** button to launch the *Non-Indian AFMSS Inspection Priority (IEP.46)* window. This window opens with the current year in the **Year** data field and the default values in each of the priority measurement fields (**Freq**, **Prod**, etc.); all other fields are blank in the add mode.

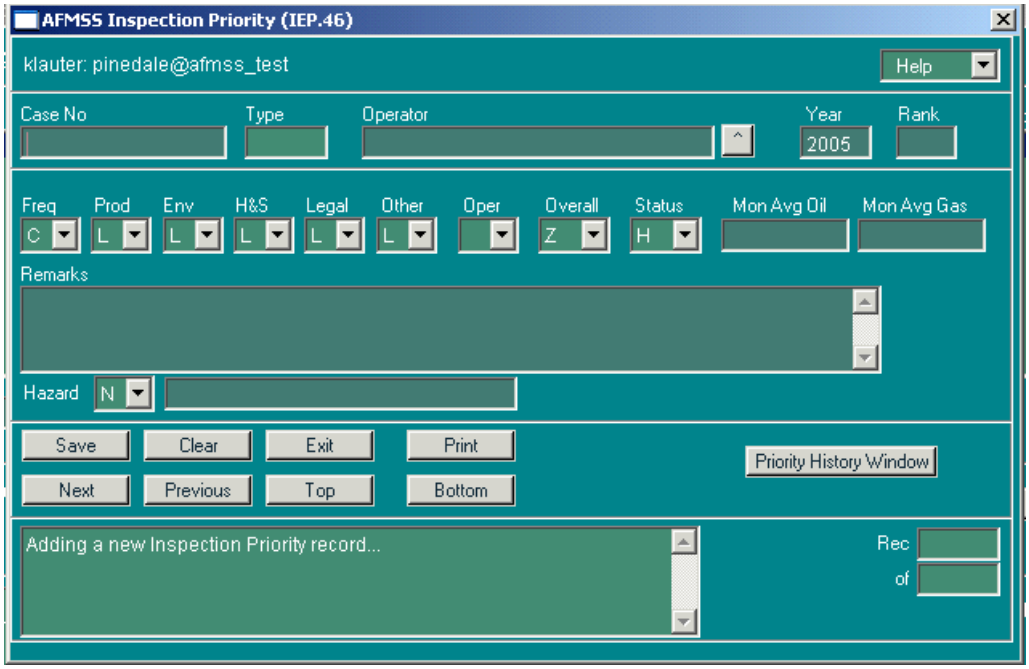


Figure 4-48: Non-Indian AFMSS Inspection Priority (IEP.46) Window

3. **Case Number**: This is a mandatory field. Enter the valid case number. It is important to use the Tab key to go to the next data field.

4. **Type**: This field autopopulates when the user Tabs out of the **Case Number** field.

5. **Operator**: Click the button to the right of the field to launch a picklist of operators for the case number entered. Select the operator desired.

6. **Year**: Autopopulated with the current year when the window opens.

7. **Rank**: This is an optional field. Enter the BLM assigned rank number.

8. **Freq**: Click the **Freq** button to select the correct frequency and automatically go to **Prod**.

A	Annually
B	Every other year
C	Every three years

9. **Prod**: Click the **Prod** button to select the average monthly production code and automatically go to **Env**.

   L Low

   H High

10. **Env**: Click the **Env button** to select the priority ranking for inspection based on environmental criteria and automatically go to **H&S**.

    L Low

    H High

11. **H&S**: Click the **H&S** button to select the ranking for inspection based on health and safety criteria and automatically go to **Legal**.

    L Low

    H High

12. **Legal**: Click the **Legal** button to select **the** inspection ranking based on legal requirements and automatically go to **Other**.

    L Low

    H High

13. **Other**: Click the **Other** button to select the inspection ranking based on other criteria and automatically go to **Oper**.

    L **Low**

    H **High**

14. **Oper**: Click the **Oper** button to select the non-compliance rating for the operator and automatically go to **Overall**.

    L Low

    H High

15. **Overall**: Click the **Overall** button to select the code that indicates the overall inspection priority for an inspection item:

    W FOGRMA High and Surface/Environmental High

    X FOGRMA High and Surface/Environmental Low

    Y FOGRMA Low and Surface/Environmental High

    Z FOGRMA Low and Surface/Environmental Low

16. **Status**: Click the **Status** button to select the code that indicates the inspection status.

    H

    A

    I

17. **Mon Avg Oil**: Enter the 12-month average monthly oil quantity in units of BBLS.
18. **Mon Avg Gas**: Enter the 12-month average monthly gas quantity in units of Mcf.
19. **Remarks**: Enter any relevant remarks about this priority by clicking into the text area and typing.
20. Click **Clear** to remove all data from the window before trying again.
21. Click **Priority History Window** to launch the *Non-Indian AFMSS Priority History (IEP.47)* window. This window displays the priority history for the case/operator combination. Print the report by pressing the **Print** button. Click the **Exit** button to return to *IEP.46*.

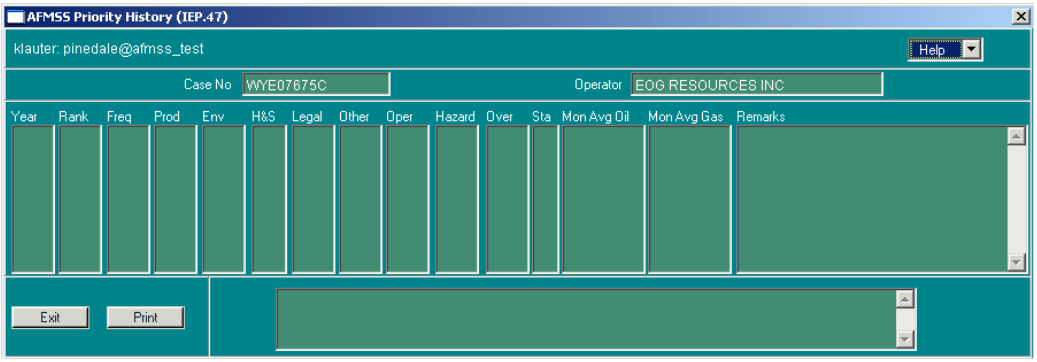


Figure 4-49: Non-Indian AFMSS Priority History (IEP.47) Window

22. Click **Save** to save the new inspection priority into the database.
23. Click **Exit to** return to *IEP.69*.

4.2.12.2 Edit an existing Inspection Priority

The *Non-Indian AFMSS Inspection Priority (IEP.46)* window that was used to add a new inspection priority is also used to edit existing inspection priorities. There are differences in which fields can be accessed, but all other functions work the same.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** then **Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window. Click the **Priorities** button to launch the *Non-Indian AFMSS Inspection Priority List (IEP.69)* window. Query for records and select one or more as necessary.
2. Click the **Edit Insp Priorities** button to launch the *Non-Indian AFMSS Inspection Priority (IEP.46)* window.

3. **Case Number**, **Type** and **Operator** data fields cannot be changed.
4. If more than one record is selected, they will be stacked with the top one showing. Use the **Next**, **Previous**, **Top** and **Bottom** buttons to scroll through the records.
5. The **Clear** button removes only data that is changed during an edit.
6. Click **Priority History Window** to launch the *Non-Indian AFMSS Priority History (IEP.47)* window. This window displays the priority history for the case/operator combination. Print the report by pressing the **Print** button. Click the **Exit** button to return to *IEP.46*
7. Click **Save** to save the new inspection priority into the database.
8. Click **Exit** to return to *IEP.69*.

4.3 Pending Incidents of Noncompliance

Non-Indian AFMSS utilizes the *Non-Indian AFMSS Pending INCs (IEP.60)* window as the finder screen from which pending incidents of noncompliance (INCs) activities are initiated. See Diagram 4-5 for a diagram of the associated windows.

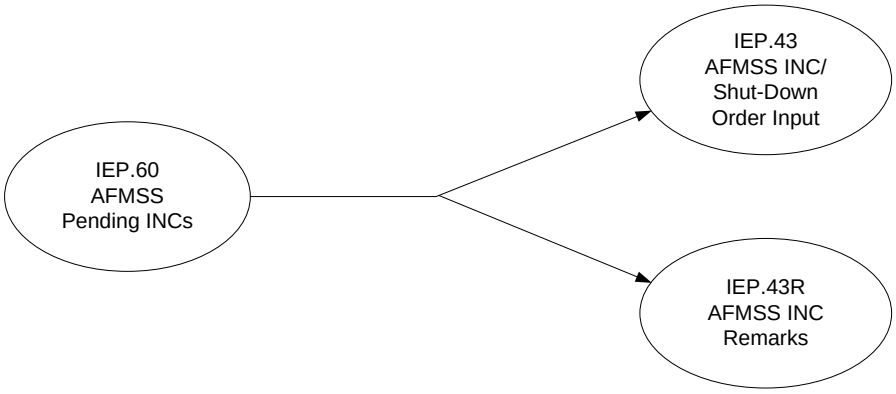


Diagram 4-5: Pending INC Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** then **Pending INCs** to launch the *Non-Indian AFMSS Pending INCs (IEP.60)* window (Figure 4-50).
2. The default is to display all pending violations. To display all violations, click on **All INCs** button.
3. Click either the **Query by Case** or **Query by IID** button depending upon the records desired.
4. Enter query input data into one or more of the input fields. (Entering the unique INC number or part of it with wildcards is the fastest, most accurate method to find a record).
5. Click the **Query** button. The system will display existing well records using the information provided. If more than one record is displayed highlight the necessary well record.
6. Click **Clear** to remove data from the window for a new query.
7. Click **Sort** to arrange the records as desired.

8. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
9. Click **Add Violation** if the case has had previous violations in order to add a new one. If the case has never had any violations, enter the violation under **Monitoring/Inspections** to launch the *Non-Indian AFMSS Inspection List (GLB.92)* window. Perform a query, highlight an existing record, and click the **Enforcement** button. This launches the *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* window.
10. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

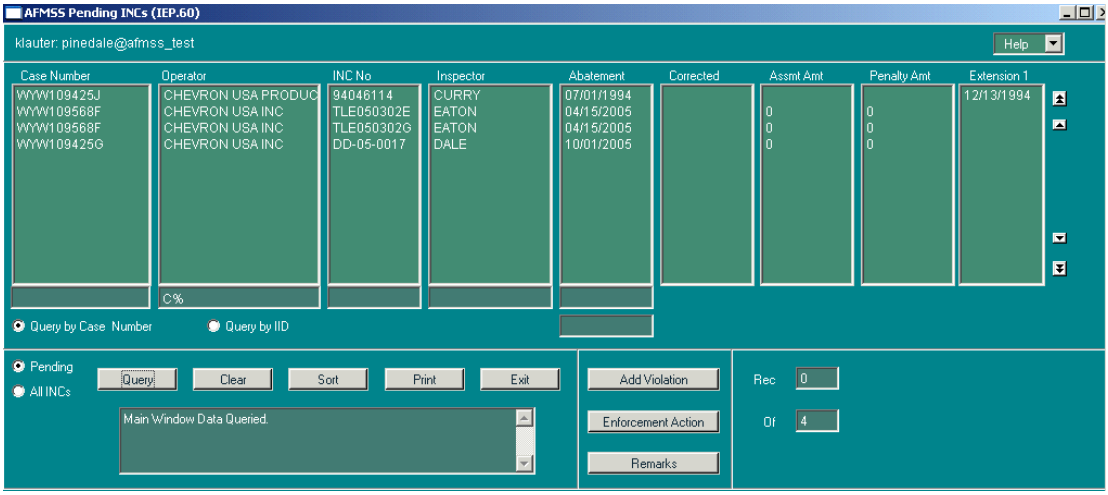


Figure 4-50: Non-Indian AFMSS Pending INCs (IEP.60) Window

4.4 Inspection and Enforcement (I&E) Strategy

NOTE: The site USP must initiate the fiscal year end via the *Inspection Priority Rollover (IEP.68)* window before any I&E Strategy activities for the new fiscal year can proceed.

Non-Indian AFMSS uses the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Items (IEP.54)* window as the finder screen from which all inspection and enforcement activities can be summarized into reports for strategy planning. See Diagram 4-6 for a diagram of the associated windows. *IEP.55*, *56*, *57* and *58* windows also provide links to the each other as well as *IEP.54* for convenience.

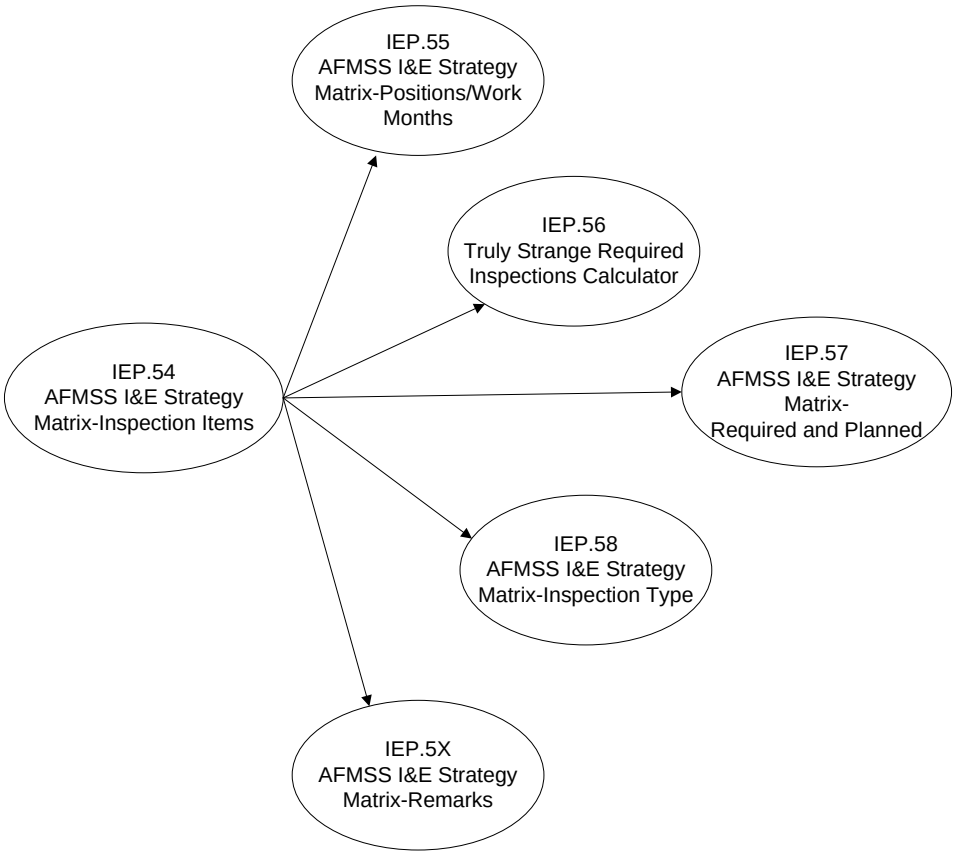


Diagram 4-6: I&E Strategy Associated Windows

4.4.1 I&E Strategy Windows General Format

There are five I&E Strategy Matrix windows used to enter data for compiling the reports plus a remarks window. The five I&E windows use a common format to simplify entering and tracking the data.

Office: The office that is generating the data.

FY: Fiscal Year for this data.

Version: A unique name is entered when creating a new matrix. Otherwise, select a version that is already in the database by clicking on the button by the field.

Type: First compile a working copy of the data before finalizing an official report. If the user selects a version that already exists, this data field will autopopulate with the type of that version.

- **Official**: This is the official report that is submitted to Washington.
- **Working**: This is a working copy of the report that is used for gathering matrix information and different workload scenarios for oversight purposes and workload justifications. This copy does not impact the final, official matrix report. The user can run a working report, then convert it into the official one.

Reports: Click this button in any of the window then select the report option desired. Non-Indian AFMSS will compile the report and launch the Adobe Acrobat window for it. The page footer of these reports contain the date and time the reports were run. Once the Acrobat screen is open, click Print to print the report or Exit to return to the I&E window.

- IEP.49 Quarterly Progress Report: This report only runs when an Official version is in the I&E window.
- IEP.50 Inspection Matrix Summary
- IEP.51 Inspection Items

Each of the five windows can be reached from any of the other four.

- Click **Inspection Items** to launch the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Items (IEP.54)* window. This is the finder window but it is also the source for the inspection items data.
- Click **Positions/Workmonths** to launch the Non-Indian AFMSS I&E Strategy Matrix–Positions/Work Months (IEP.55) window.
- Click **Required/Planned** to launch the Non-Indian AFMSS I&E Strategy Matrix–Required and Planned (IEP.57) window.
- Click **Inspection Types** to launch the Non-Indian AFMSS I&E Strategy Matrix–Inspection Type (IEP.58) window.
- Click **Calculations** to launch the Truly Strange Required Inspections Calculator (IEP.56) window.

4.4.2 Creating a New I&E Strategy Matrix

Procedures

1. *Non-Indian AFMSS Main Menu* select **Monitoring**. Select **I&E Strategy**. This launches the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Items (IEP.54)* window (Figure 4-51).

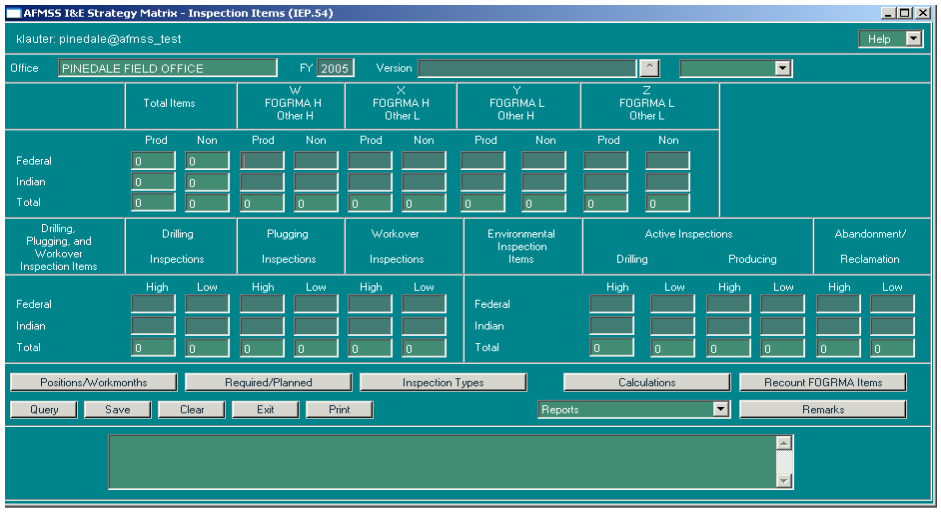


Figure 4-51: Non-Indian AFMSS I&E Strategy Matrix–Inspection Items (IEP.54) Window

2. **FY** (Fiscal Year): This field autopopulates with the current FY. To designate a new FY double- click the field and enter the new FY.

3. **Version**: Click in the box to the right of the **Version** label. Enter the name if creating a new matrix. (If there is already a name there, double-click it and enter a new one). To query an existing matrix, click the picklist button to the right of **Version**. This launches the *Select Inspection Strategy Version* window (Figure 4-52). Select a version, click **Query** to fill the *IEP.54* data fields, and click **Exit** to return to *IEP.54*. The **Delete** function is the responsibility of the USP. To delete a working version, talk with the USP.

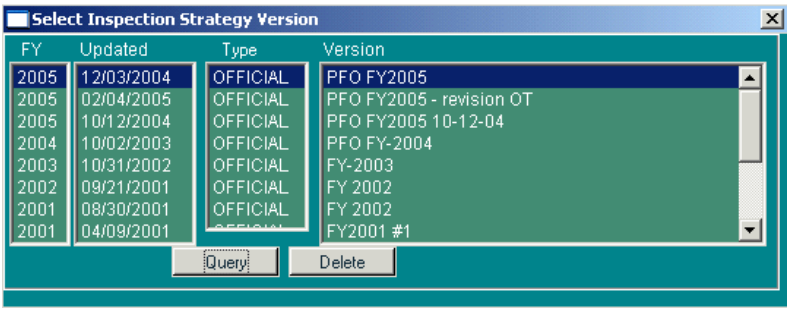


Figure 4-52: Select Inspection Strategy Version Window

4. **Save**: After entering a new version name, save the record by clicking the **Save** button. This will update the table.

5. **Type** (not labeled; it is the field to the right of **Version**): Click the button and choose either **Working** or **Official**.

   Official: This is the official report that is submitted to Washington.

   Working: This is a working copy of the report that is used for gathering matrix information and different workload scenarios for oversight purposes and workload justifications. This copy does not impact the final, official matrix report. The user can run a working report, then convert it into the official one.

6. **Reports**: When creating a new matrix summary, review all cases that received a priority rating for the designated FY (including abandoned cases) and note any necessary changes to the priority records. The *Inspection Items* report contains this data. Click the **Reports** button and select **IEP.51 Inspection Items** to display the launcher window for the report.

   a. It is possible to limit the search criteria by specifying data for:

   Cases Like

   Operators Like

   Wells in County

   b. Select/deselect either or both of the exclusions:

   Exclude Abandoned Priorities?

   Exclude Terminated Cases?

   c. Select/deselect any one, several, all or none of the high priority options:

Environmental

Health and Safety

Operator Compliance

Production

Legal

Other

d. Click one of the **Sort by** options to order the report. The default is **Case**.

e. Select/deselect either or both of the format options.

f. Click the button to the right of **Output to** and select the output destination. Click **Print** to compile and display the report at the destination.

g. Click **Cancel** to return to *IEP.54* without compiling the report.

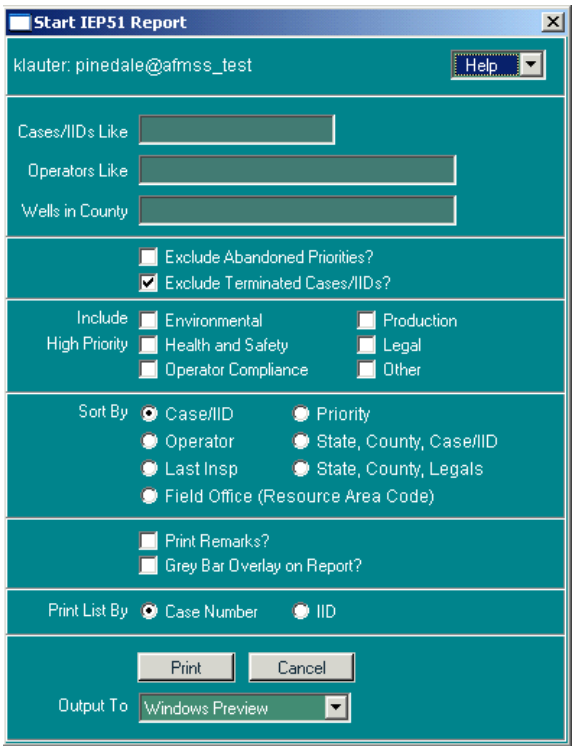


Figure 4-53: Start IEP51 Report Window

Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

4.4.3 Updating Case Priority Records

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring**. Select **Inspections**. This launches the *Non-Indian AFMSS Inspection List (GLB.92)* window.

2. Click the **Priorities** button. This launches the *Non-Indian AFMSS Inspection Priority List (IEP.69)* window.

3. Click the **Exit** button to return to the *Non-Indian AFMSS Inspection List (GLB.92)* window.

4. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

4.4.4 Counting Inspection Items

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring**. Select **I&E Strategy**. This launches the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Items (IEP.54)* window.

2. Select the version created earlier.

3. Click **Recount FOGRMA Items** to compile a count of the inspection items for the FY. This function can take a considerable time to run, so ensure the data is needed before clicking the button. An alert message asks, "*This operation can take a long time. Do you really want to count the inspection items for 2004?"* Click **Yes**. Non-Indian AFMSS will count the number of producing and nonproducing inspection items by overall priority. This does not include inspection items with an abandoned case status. The inspection items fields will autopopulate once the count is complete. Review the total number of inspection items once the fields have autopopulated.

NOTE: The number of items displayed will not equal the number of cases listed on the IEP.51 report because the recount does not include those cases with an abandoned status.

4. Enter the estimated number of inspections to be conducted for the FY in the appropriate boxes.

5. Click the **Save** button.

4.4.5 Positions/Workmonths

Procedures

1. Click the **Positions/Workmonths** button. This launches the *Non-Indian AFMSS I&E Strategy Matrix–Positions/Work Months (IEP.55)* window (Figure 4-54).

2. Enter position and workmonth information based on the inspection personnel of the office that work in the program.

3. Click the **Save** button.

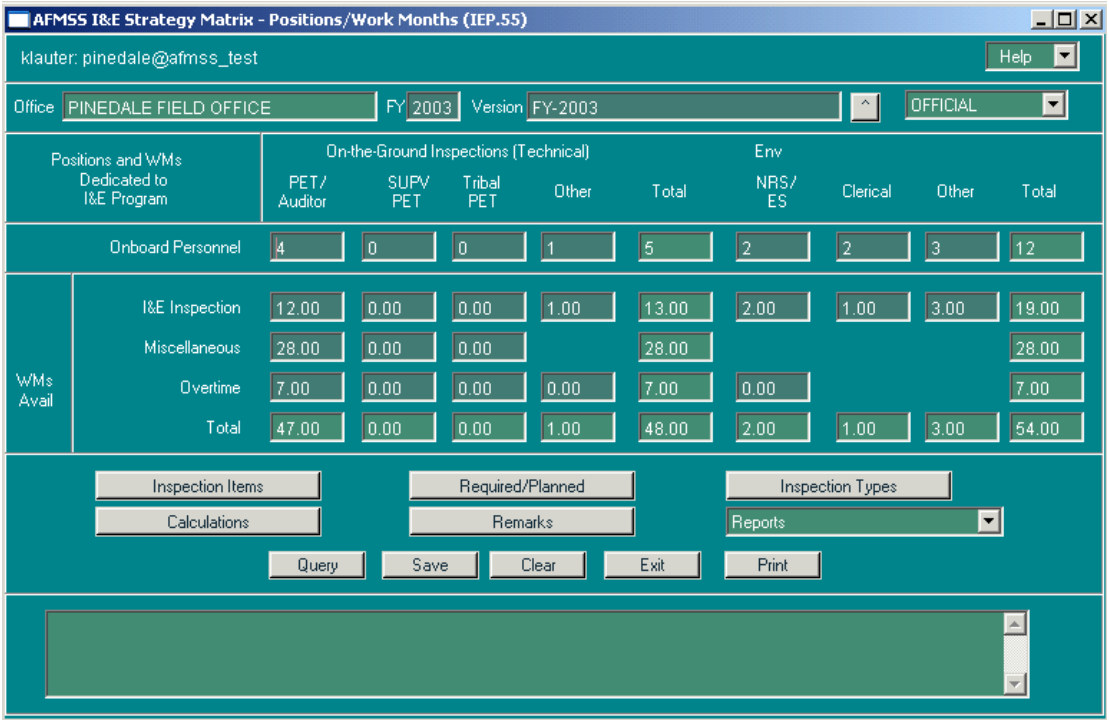


Figure 4-54: Non-Indian AFMSS I&E Strategy Matrix–Positions/Work Months (IEP.55) Window

4.4.6 Calculations

Procedures

1. Click the **Calculations** button. This launches the *Truly Strange Required Inspections Calculator (IEP.56)* window (Figure 4-55). This window displays information entered on the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Items (IEP.54)* window and allows changing the percentage of **Total Other** inspection items to be accomplished. Ensure that the percentage field is defaulting to 33.33%. If it is not, manually input this number in the entry field.

2. Click the **Save** button.

3. Click the **Exit** button to return to the *Non-Indian AFMSS I&E Strategy Matrix–Positions/Work Months (IEP.55)* window.

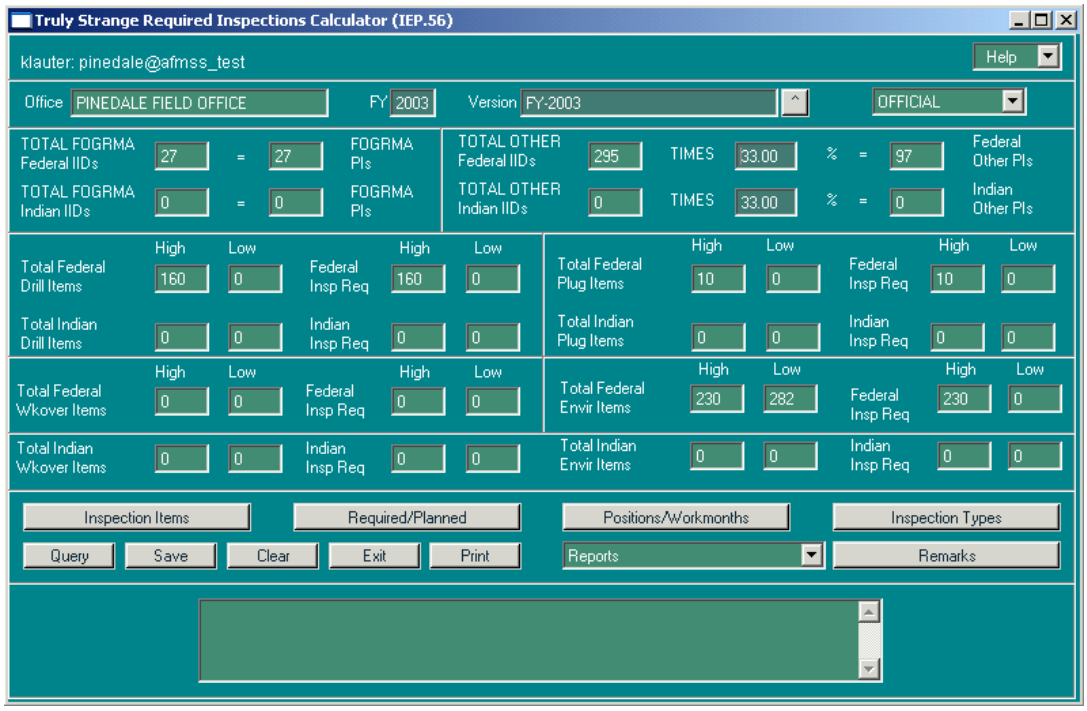


Figure 4-55: Truly Strange Required Inspections Calculator (IEP.56) Window

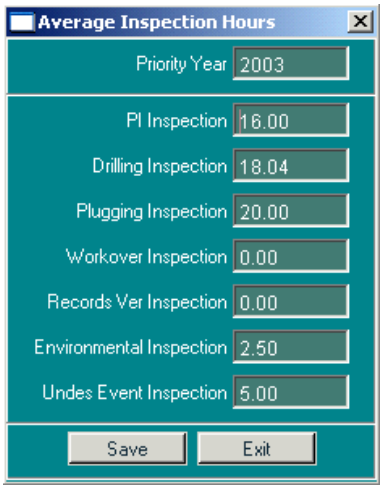
4.4.7 Inspection Types

Procedures

1. Click the **Inspection Types** button. This launches page 2 of the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Type (IEP.58)* window which lists all inspection types, average hours to conduct each inspection type, the number of required and planned inspections, and workmonths necessary to conduct the inspections.

2. Average hours are automatically calculated by the system and are displayed in the first column next to the inspection type.

3. If the hours need to be adjusted, click the **Insp Hrs** button. This launches the *Average Inspection Hours* window. Make the necessary adjustments.



4. Click the **Save button**.
5. Click the **Exit** button to return to the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Type (IEP.58)* window. The system will update the average inspection hours displayed. It will take a few moments to complete this procedure because the system is also calculating new workmonth figures.
6. Click the **Save** button.
7. In IEP.54, enter the number of Federal planned inspections for the FY in the appropriate columns. The number of planned inspections must be based on the available workmonths indicated in the *Non-Indian AFMSS I&E Strategy Matrix–Positions/Workmonths (IEP.55)* window.
8. Click the **Save** button.

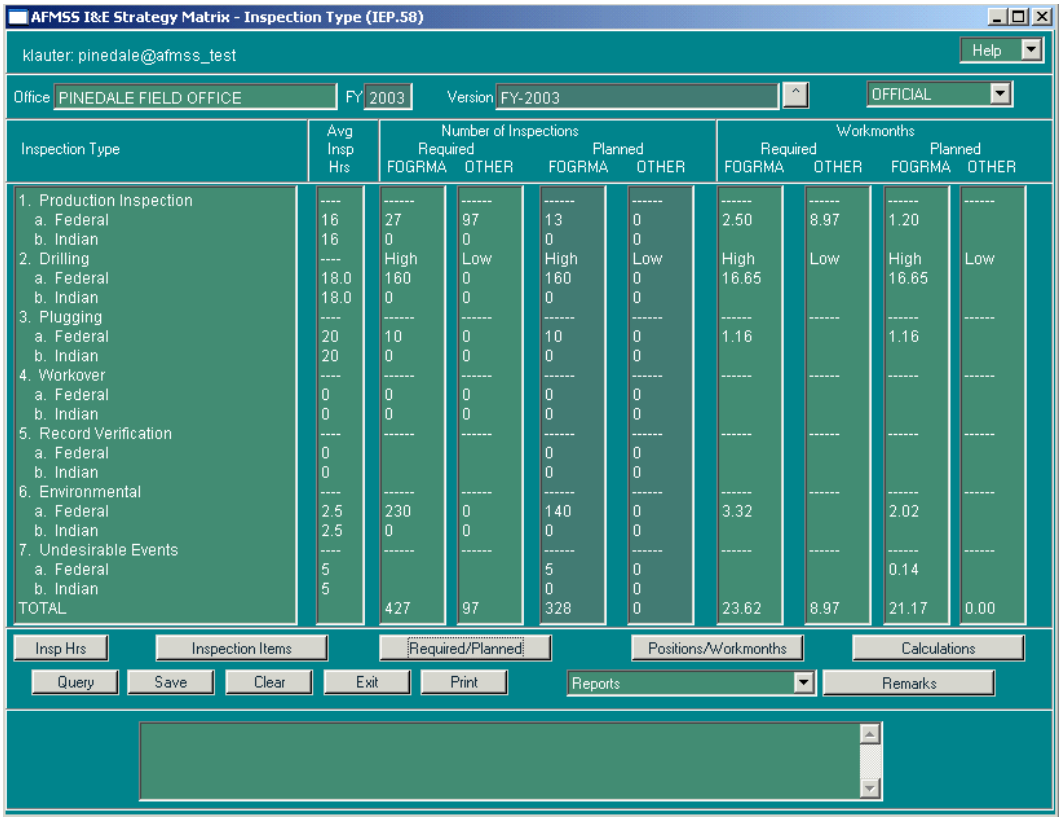


Figure 4-56: Non-Indian AFMSS I&E Strategy Matrix–Inspection Type (IEP.58) Window

4.4.8 Required/Planned

Procedures

1. Click the **Required/Planned** button. This launches the *Non-Indian AFMSS I&E Strategy Matrix–Required and Planned (IEP.57)* window.
2. Verify the number of available workmonths against the number planned. If the numbers do not correspond, click the **Exit** button to return to the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Type (IEP.58)* window.
3. Make the necessary corrections.
4. Click the **Save** button.
5. To add remarks or special considerations, click the **Remarks** button. This launches the *Non-Indian AFMSS I&E Strategy Matrix–Remarks (IEP.5X)* window.

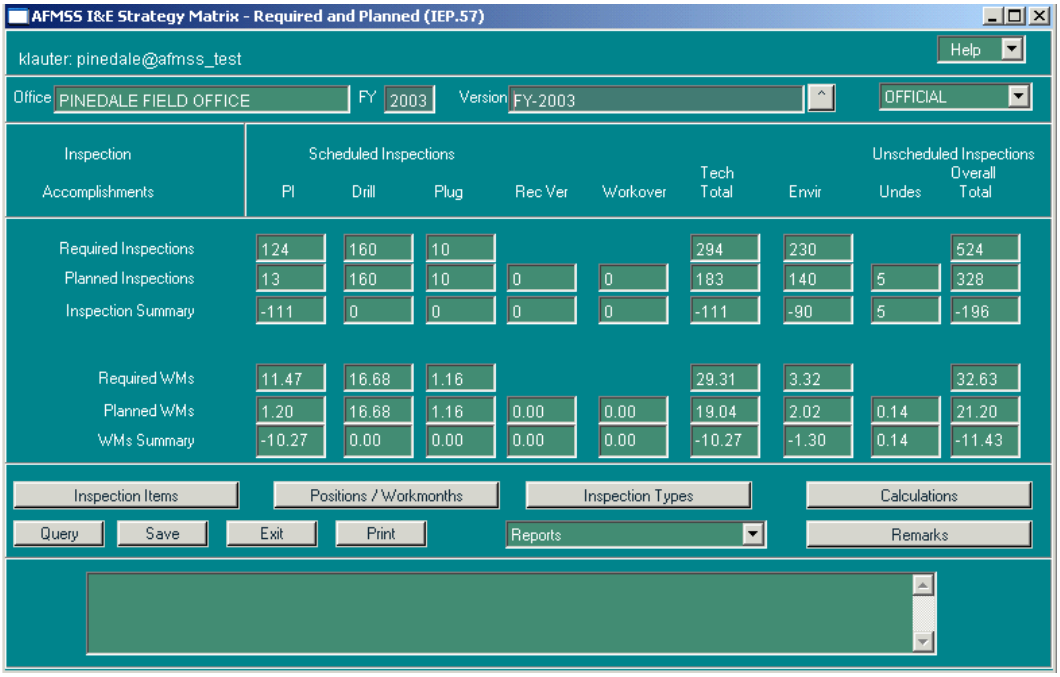


Figure 4-57: Non-Indian AFMSS I&E Strategy Matrix–Required and Planned (IEP.57) Window

4.5 Undesirable Events

Non-Indian AFMSS uses the *Non-Indian AFMSS Undesirable Event Finder (IEP.39)* window as the finder screen from which all Undesirable Event (UE) and subsequent field inspections (if any) are recorded. The logic flow of the associated windows is in Diagram 4-7.

NOTE: The UE must be entered before an inspection can be recorded.

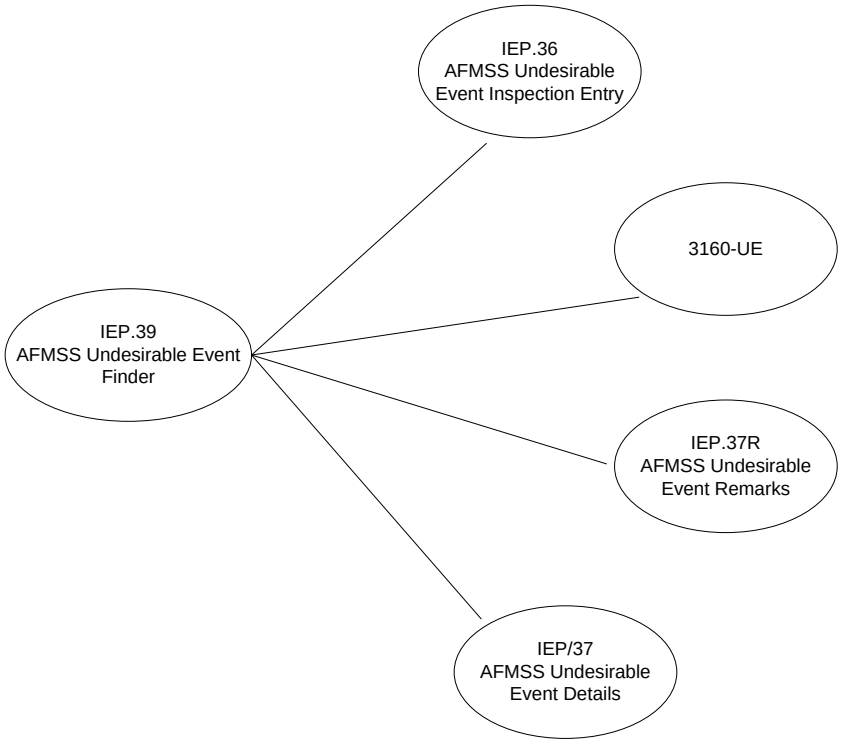


Diagram 4-7: Undesirable Event Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring**. Select **Undesirable Events**. This launches the *Non-Indian AFMSS Undesirable Event Finder (IEP.39)* window (Figure 4-58).

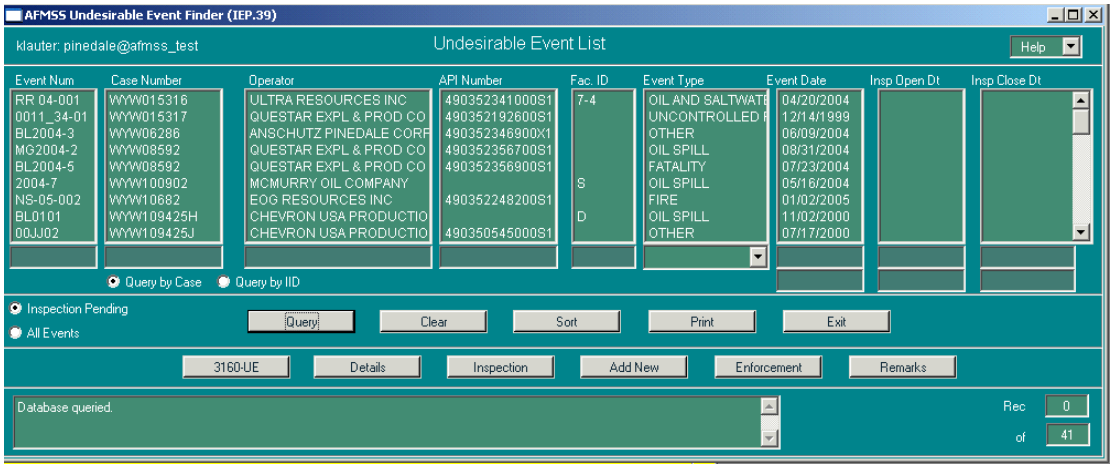


Figure 4-58. Non-Indian AFMSS Undesirable Event Finder (IEP.39) Window

2. Click the **Add New** button to add a new UE. This button launches the *Non-Indian AFMSS Undesirable Event Details (IEP.37)* window. The window opens with all data fields blank for entry of a new UE.

3. Perform a query for the existing UE desired for all other UE activities.

a. Select one from each of the search options.
   - **Inspection Pending** or **All Events**
   - **Query by Case** or **Query by IID**

b. Enter data into one or more of the QBE fields. The button in the **Event Type QBE** provides a list of valid types for selection.

   Entering the unique UE number or part of it with wildcards is the fastest and most accurate method to find a UE record.

c. Click the **Query** button.

4. Find the record desired and highlight (select) it. If there are numerous query results, use the **Sort** button, and choose the most efficient option for finding the UEs desired. It is possible to select more than one UE.
5. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click Print to launch the *WinPreview* window to review or print a copy.
6. Click **Clear** to remove all records preparatory to running a new query.
7. Click one of the following buttons to launch a UE window for the record(s) highlighted:

   Details: This button launches the *Non-Indian AFMSS Undesirable Event Details (IEP.37)* window to display details of a UE that already exists in the database.

   Inspection: This button launches the *Non-Indian AFMSS Undesirable Event Inspection Entry (IEP.36)* window to enter the original inspection or to edit an existing inspection. A UE must have already been entered into the database before recording the UE inspection for it.

   Enforcement: This launches the Non-Indian AFMSS INC/Shut-Down Order (IEP.43) window.

   Remarks: This launches the Non-Indian AFMSS Undesirable Event Remarks (IEP.37R) window.

   3160--UE: This launches the *WinPreview* window to review or print a copy of the 3160-UE form.

8. Click **Exit** to return to the Main Menu when completed.

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management

UNDESIRABLE EVENT INSPECTION FORM

Unique Event Number: 95-01	Date of Event: 06/23/1995	Date Reported: 06/23/1995	
State: UT	Office Code: SL	County: GARFIELD	
1/4 1/4: NWSW	Section: 24	Township: 36S	Range: 1E
Reference Point (Remarks):			
Case Number: UTU63038O			
Operator Name: CITATION OIL & GAS CORPORATION	SME:		
Type of Event: SALTWATER SPILL			

Volumes -	Discharged Oil:	Gas:	Water:	Other:
			30	
	Recovered Oil:	Gas:	Water:	Other:
		N/A		

INSPECTION OPEN DATE: 06/26/1995		INSPECTION CLOSE DATE: 06/26/1995	
INSPECTOR: MITCHELL		COMPANY REPRESENTATIVE: KEN FUDGE	
TIMES - OFFICE:	TRAVEL: 4.00	INSPECTION: 2.00	
EVENT CLASSIFICATION: MINOR			
Well or Facility ID: 43017301300OS1	Name: UPPER VALLEY	Number: 39	

CAUSE OF EVENT (REMARKS):

ACTION TO CONTROL (REMARKS):

GENERAL (REMARKS):

ACTION TAKEN TO PREVENT (REMARKS):

DAMAGE DESCRIPTION (REMARKS):

EXTENT OF PERSONAL INJURY (REMARKS):

INSPECTION REMARKS:
SALTWATER SPILL OF 30 BBLS DUE TO HOLE IN INJECTION LINE. LINE REPLACED WITH NEW FIBERGLASS JOINT.

SUMMARY OF RESULTS OF RECLAMATION/CORRECTIVE ACTION:

FOLLOW-UP REQUIREMENTS: (Circle any that apply)
NONE VERBAL LETTER INC NOTIFY P.E.T. OTHER:

Figure 4-59: 3160 Undesirable Event Inspection Form

4.5.1 Add New UE

From the *Non-Indian AFMSS Main Menu* select **Monitoring**, then **Undesirable Events**. This launches the *Non-Indian AFMSS Undesirable Event Finder (IEP.39)* window.

Click the **Add New** button to launch the *Non-Indian AFMSS Undesirable Event Details (IEP.37)* window. All data fields will be blank for the purpose of adding a new UE.

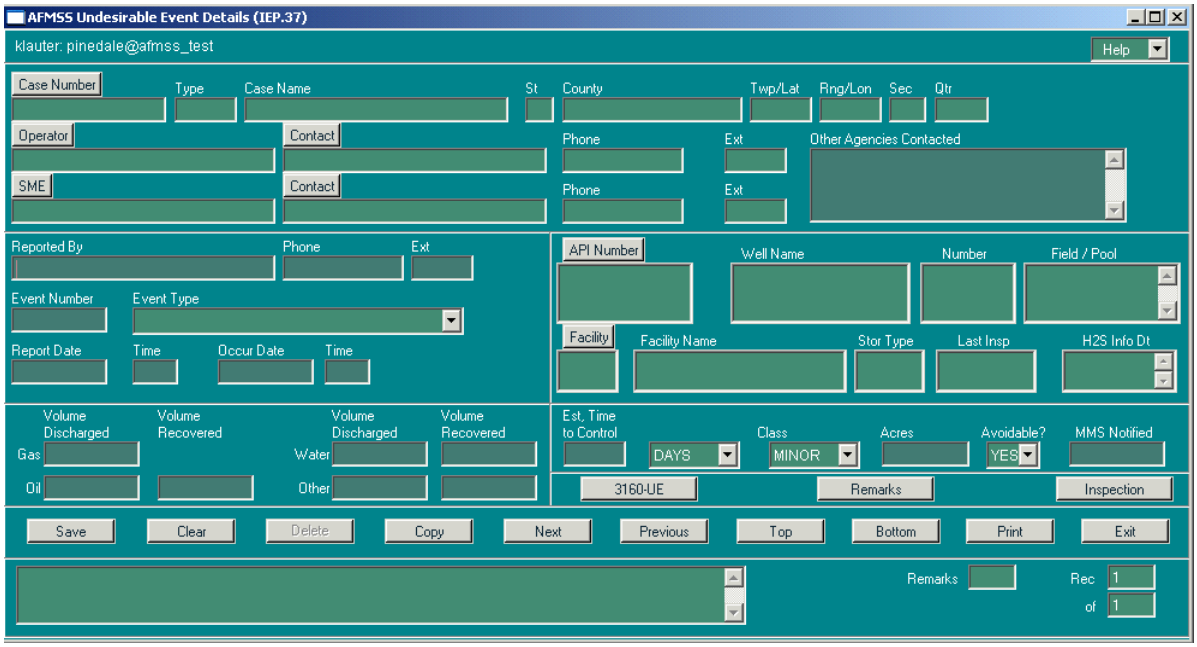


Figure 4-60: Non-Indian AFMSS Undesirable Event Details (IEP.37) Window

Procedures

Record the UE using the following data field guidelines. The data fields for the case number, operator, type of event, unique event number and at least one well (API) or facility must be completed before the UE can be saved.

1. Select a case number before many of the other data fields can be completed. Click the **Case Number** button to launch the *Select Case* picklist query window.
    - Enter a **Case Number** or part of it with wildcards into the QBE field and click **Query**.
    - Highlight the case number that desired.
    - Click **Exit** to return to *IEP.37*. The **Case Number** fields now contain data.

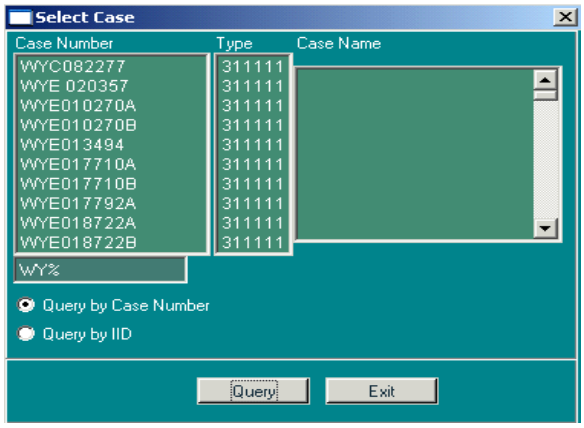


Figure 4-61: Select Case Picklist Window

2. Click the **Operator** button to launch the picklist with the names of valid operators for the case. (The **Case Number** field must be contain data before entering an operator). Highlight the appropriate operator, and the operator information populates the field in *IEP.37*.

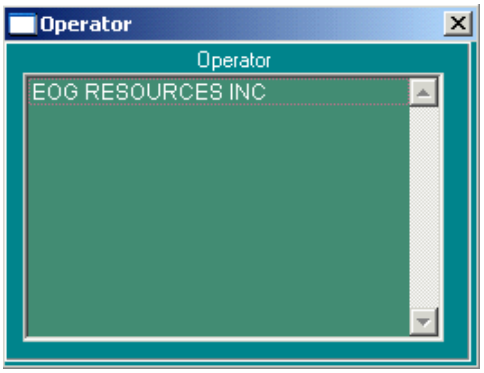


Figure 4-62: Operator Picklist Window

3. Click **Contact** to launch the *Customer Contacts (GLB.12a)* window for a picklist of operator contacts if they exist. Highlight the appropriate contact, then click **Exit** to return to *IEP.37*. The contact name, phone and extension (if available) populate the contact fields.

4. Click the **SME** button to launch the **Surface Management Entities** picklist. Highlight (in the **Code** column) the agency desired and the code populates the field in *IEP.37*.

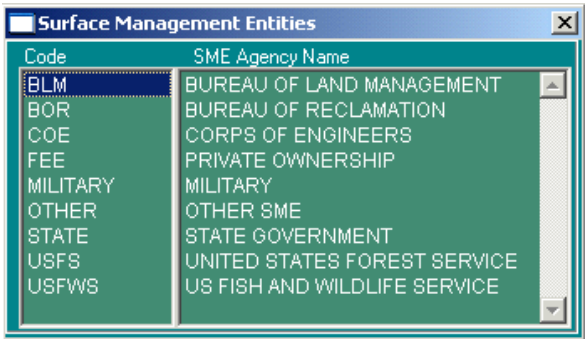
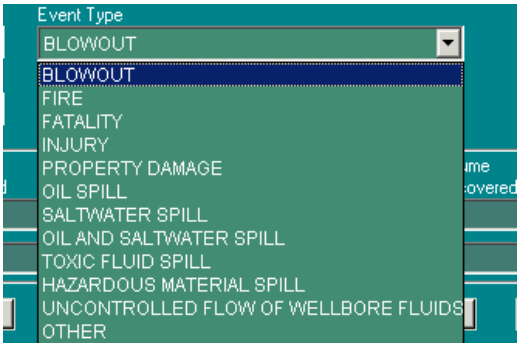


Figure 4-63: Surface Management Entities Picklist Window

5. Click **Contact** to launch the *Customer Contacts (GLB.12a)* window for a picklist of the SME contacts if they exist. Highlight the appropriate contact, then click **Exit** to return to *IEP.37*. The contact name, phone and extension (if available) populate the contact fields.

   - **Other Agencies Contacted**: If any other agencies were contacted, type them into this space.
   - **Reported By/Phone/Ext**: Enter information of the person that reported the UE.
   - **Event Number**: This is a mandatory field. There is no standard format for the event number; some offices use the chronological number of the event and others use two digits for the year, the inspector's initials, plus a chronological event number. Check with the USP for the format used in the office.
   - **Event Type**: Click the button to display the picklist, then highlight the appropriate event type. This is a mandatory field.



- **Report Date/Time**: Enter the date and time the UE was reported.
- **Occur Date/Time**: Enter the date and time that the UE occurred.

6. Click the **API Number** to launch the *Pick Well for UE* window. *Pick Well* displays all wells associated with this case/operator combination. Select one or more well record(s) by highlighting the record(s) and clicking **Exit**. Or query for an API number, well number and/or well name by entering the appropriate data into one or more to the QBE fields and clicking **Query**. Once the query results appear highlight the ones desired and click **Exit** to return to *IEP.37*. The IEP fields autopopulate with the selections.

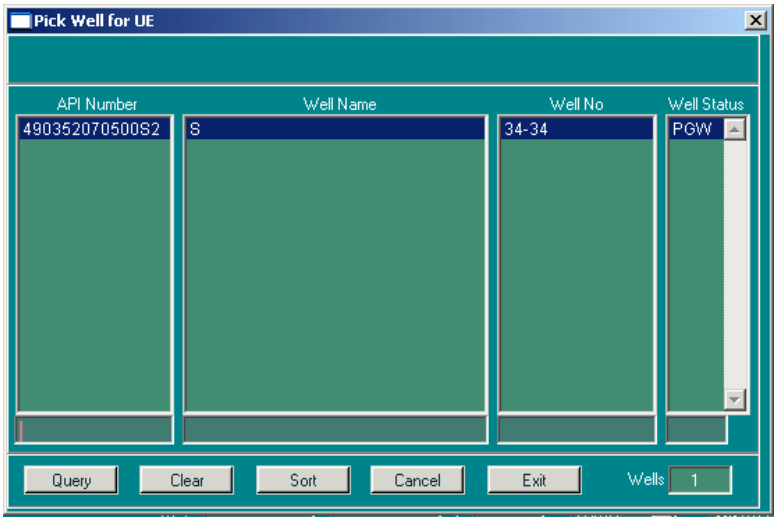


Figure 4-64: Pick Well for UE Picklist Window

7. Click **Facility** to launch the *Pick Facilities for Inspection* picklist. This picklist displays all facilities associated with this case/operator combination. Select one or more facility record(s) by highlighting the record(s) and clicking **Exit**. Or query in any of the data columns by entering the appropriate data into one or more to the QBE fields and clicking **Query**. Once the query results appear highlight the ones needed and click **Exit** to return to *IEP.37*. The IEP fields autopopulate with the selections.

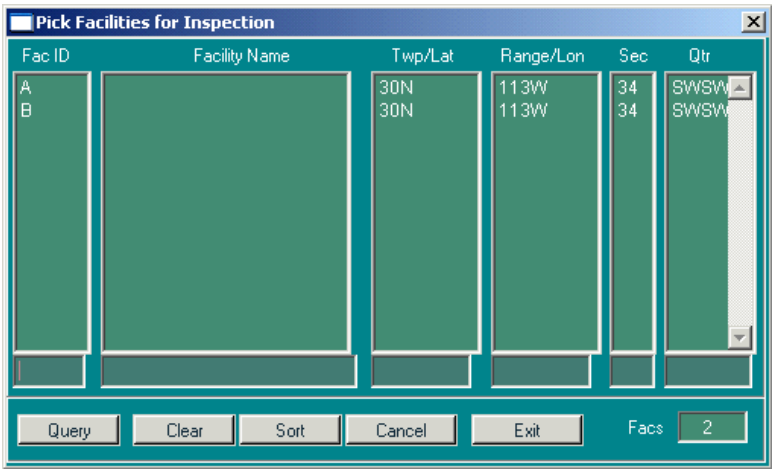


Figure 4-65: Pick Facilities for Inspection Picklist Window

- **Volume Discharged/Volume Recovered**: Enter the volume discharged and recovered (to the nearest whole number) for each category that is appropriate (**Gas**, **Oil**, **Water** and/or **Other**).
- **Est. Time to Control**: Enter the time it took to get the situation under control, then click the button in the blank data field to choose the time period (hours, days, weeks, months, years or eons).
- **Class**: Select either **Major** or **Minor**.
- **Acres:** Enter the number of acres (can accept up to nearest hundredth an acre) involved.
- **Avoidable?: Yes** or **No.**
- **MMS Notified?:** Enter **Yes** or **No**.

8. Click the **Save** button after all available data have been entered.
9. Click one of the following buttons to launch related UE windows.

   3160--UE: This launches the *WinPreview* window to review or print a copy of the 3160-UE form.

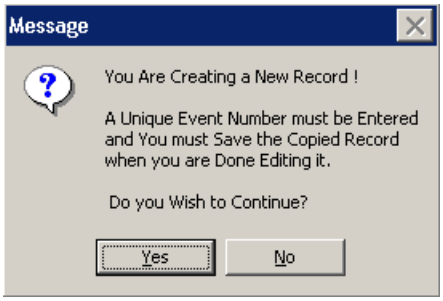
   Remarks: This launches the Non-Indian AFMSS Undesirable Event Remarks (IEP.37R) window.

   Inspection: This button launches the *Non-Indian AFMSS Undesirable Event Inspection Entry (IEP.36)* window for recording the UE inspection. A UE must have already been entered into the database before recording the UE inspection for it.

10. Click **Save** to enter the UE into the database.
11. The case number and operator fields cannot be changed once they have been saved into Non-Indian AFMSS; however, it is possible to add additional UEs for the same case number and operator with the same wells/ facilities without going back to the main UE window by using the **Copy** button.

Click Copy to make a duplicate of the UE to add another UE similar to the one just saved.

An alert message appears:



Enter the new Event Number and edit other data fields as appropriate.

Save the new UE.

This process may be repeated as many times as necessary.

12. Click the **Exit** button to return to the *Non-Indian AFMSS Undesirable Event Finder (IEP.39)* window.

4.5.2 Edit Existing UE

From the *Non-Indian AFMSS Main Menu* select **Monitoring**. Select **Undesirable Events**. This launches the *Non-Indian AFMSS Undesirable Event Finder (IEP.39)* window. Query for the desired UE and select it.

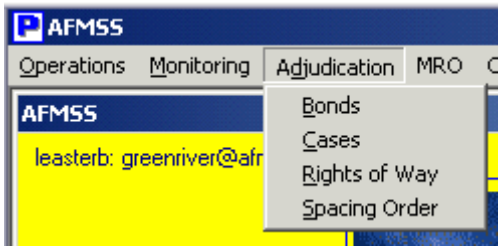
Click the **Details** button to launch the *Non-Indian AFMSS Undesirable Event Details (IEP.37)* window. This is the same window that is launched for adding a new UE, but when launched with the **Detail** button, the window opens with the existing data for the record(s) selected.

The case number and operator fields cannot be changed once they have been saved into Non-Indian AFMSS; therefore, when this window is launched for an existing UE, these fields cannot be changed. New data may be entered and/or existing data edited for the other data fields, and related UE windows can be accessed using the same guidelines that were given for adding a new UE.

5 Special Users

5.1 Adjudication

The **Adjudication** menu contains the following submenu:



Non-Indian AFMSS functions that are launched from the **Adjudication** submenu on the *Non-Indian AFMSS Main Menu* are discussed below. Access to these functions is restricted to the Application Administrator or Adjudicator.

5.1.1 Bond Information

This section demonstrates how to enter bond information. The *Bond Status and Information (GLB.67)* window (Figure 5-1) provides the entry into bond activities.

Procedures

1. From the *Non-Indian AFMSS Main Menu* under **Adjudication,** click on **Bonds** to launch the *Bond Status and Information (GLB.67)* window.

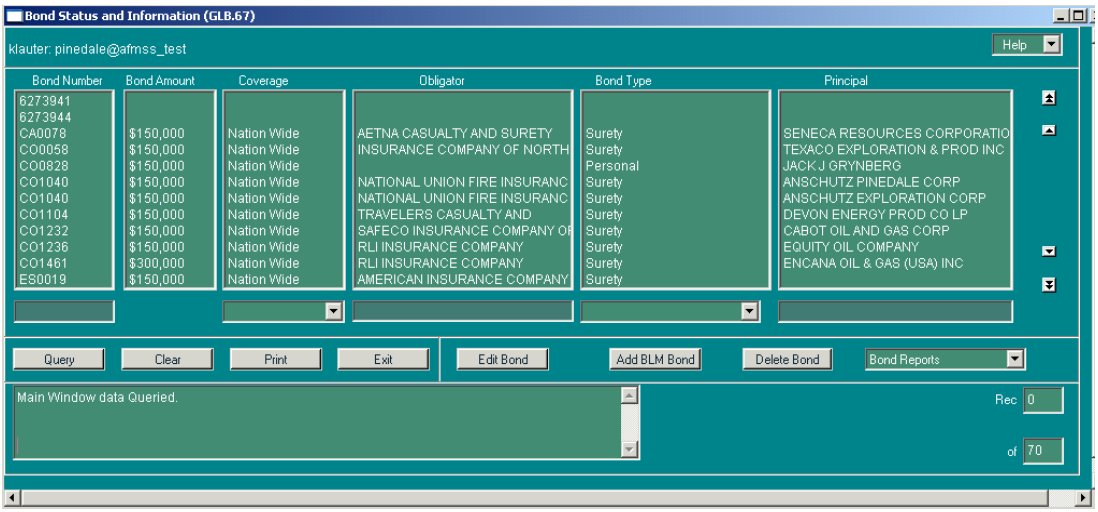


Figure 5-1: Bond Status and Information (GLB.67) Window

2. To query by example, enter information in one or all of the following fields:

   Bond Number: Enter the BLM-assigned bond number.

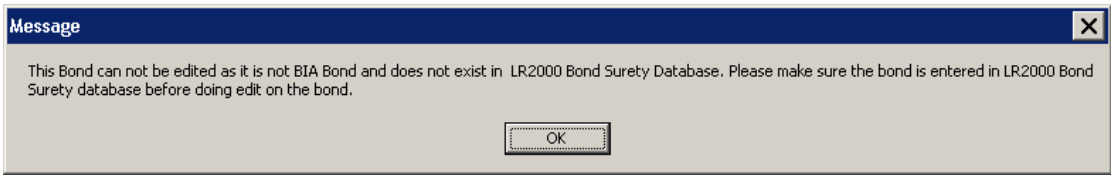
   Coverage: Click the button located on the bottom right of the **Coverage** field. Scroll to the desired coverage (**Individual**, **State Wide**, **Nation Wide**, or **Collective**).

   Obligator: Enter obligator name. The obligator is the surety, insurance company or other financial institution that holds the bond.

   Bond Type: Click the button located on the bottom right of the **Bond Type** field. Scroll to the desired bond type (**Personal**, **Surety**, **Letter of Credit**, **Certificate of Deposit**, **Cashier's Check**, or **Treasure Note**).

Principal: Enter the principal name. The principal is the name of the operator that is covered by the bond. The principal can be more than one operator, depending upon how the bond is issued. Riders can be attached to certify more than one entity.

3. Click the **Query** button. Select the bond record needed.
4. Click **Print** to make a hardcopy of the window.
5. Click **Add BLM Bond** to launch the new version of the *Maintain BLM Bonds (GLB.68B)* window to add a new bond.
6. Click **Edit Bond** to launch *Maintain BLM Bonds(GLB.68B)*, depending on the bond number selected, with its existing data for editing. If a BLM bond is selected that does not exist in Bond/Surety, a warning message will appear. This discrepancy must be corrected before continuing with the edit.



7. Click **Delete Bond** to remove the bond from Non-Indian AFMSS. If the bond is active and cannot be deleted, a message box appears with the message "*Bond Number xxxxxx is in use*." Otherwise the message "*Delete selected bond(s)?*" appears. Click **Yes** to delete the bond from Non-Indian AFMSS. A confirmation message appears in the status box in the lower left of the window when the action is completed.
8. Click the **Bond Reports** button to display the report options.
9. Click **Bond Report** to launch the *Bond Report (GLB.101)* launcher window.
10. Click **Bonds Reviewed Report** to launch the *Bonds Reviewed Report (GLB.102)* launcher window.
11. Click Exit to return to the *Non-Indian AFMSS Main Menu*.

5.1.1.1 Add or Edit Bonds

The *Maintain BLM Bonds (GLB.68B)* and *Maintain BIA Bonds (GLB.68)*windows are used for both adding a new bond and editing an existing bond (Figure 5-2). The status of the window is dependent upon which button is used to launch it from the bond finder window.

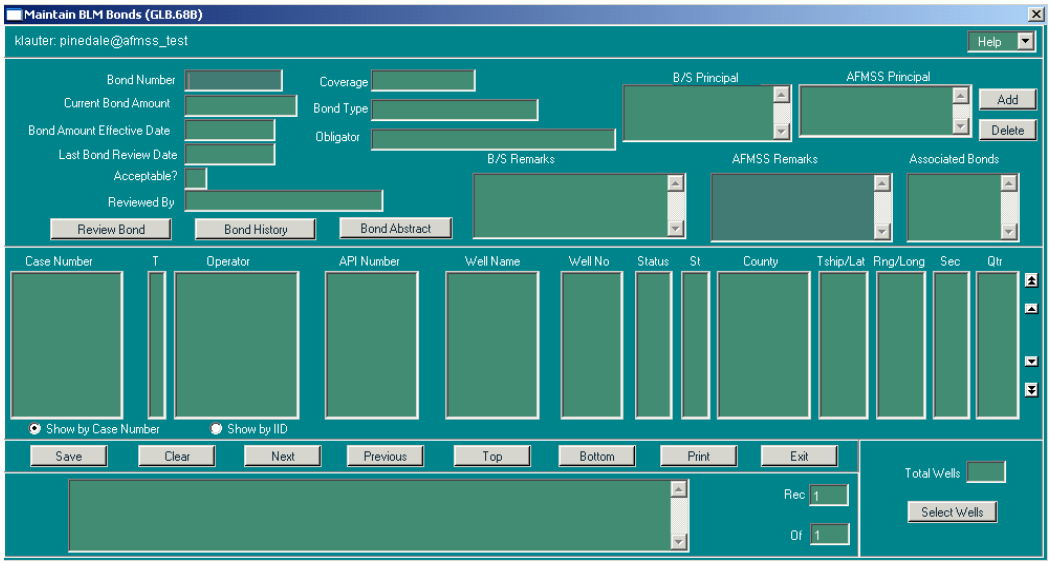


Figure 5-2: Maintain BLM Bonds (GLB.68B) Window

Procedures

1. From the Bond Status and Information (GLB.67) window:

   Click the **Add BLM Bond** button window to launch a blank *Maintain BLM Bonds (GLB.68B)* window.

   Or click the **Edit Bonds** button after performing a query and selecting the desired bond to launch the *Maintain BLM Bonds (GLB.68B)* or *Maintain BIA Bonds (GLB.68)* window containing data for the selected bond. It is possible to select more than one bond record before clicking the **Edit** button.

   - **Bond Number**: Enter the BLM-assigned bond number if this is a new bond, or verify that the number is correct for an existing bond.
   - **Current Bond Amount**: Enter the bond amount if this is a new bond, or verify that the number is correct for an existing bond.
   - **Bond Amount Effective Date**: Enter the appropriate date.
   - **Coverage**: Click the button and select the desired coverage (**Individual**, **State Wide**, **Nation Wide**, or **Collective**).
   - **Bond Type**: Click the button and select the desired bond type (Personal, Surety, Letter of Credit, Certificate of Deposit, Cashier's Check, or Treasury Note).
   - **Obligator**: Enter the obligator's name.

NOTE: The obligator is the surety, insurance company or other financial institution that holds the bond.

   - **Principal**: Click **Add** to launch the *Non-Indian AFMSS Customer Selection (GLB.11)* window as a picklist. Select the appropriate operator, then click **Exit** to return to the bonds window.

NOTE: The principal is the name of the operator that is covered by the bond. The principal can be more than one operator depending upon how the bond is issued. Riders can be attached that would certify more than one entity.

2. Remarks: Place the cursor in the text box and type comments regarding this bond.
3. There are three view-only data fields. If this is an existing bond the current data appears in the data fields. If this is a new bond the data fields will be blank. These data fields autopopulate from the *Bond Review* window that is launched by the **Bond Review** button.

Last Bond Review Date

Acceptable?

Reviewed by

4. Save new or changed bond data before using the **Review Bond** or **Bond History** buttons. Click **Save** to enter the data.
5. Click **Review Bond** to launch the or *BLM Review Bond (GLB.109B)* or *BIA Review Bond (GLB.109)* windows. Remember, new or changed bond data must already be saved before using the **Review Bond** button.
6. Click **Bond History** to launch the *Bond History (GLB.108)* window (Figure 5-3). Remember, new or changed bond data must already be saved before using the **Bond History** button.

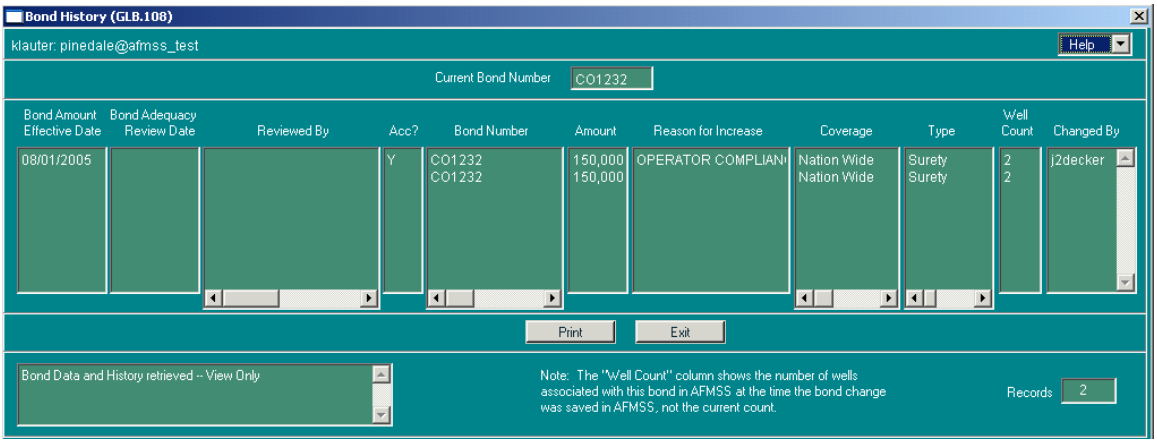


Figure 5-3: Bond History (GLB.108) Window

7. Click the **Select Wells** button to launch the *Associate Wells with Bond (GLB.104)* window to tie wells/facilities to the bond.
8. Click the **Clear** button to clear data from the fields.
9. Scroll through the all selected existing records using the **Next**, **Previous**, **Top** or **Bottom** buttons.
10. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
11. Click the **Save** button.

12. Scroll through the record listing using the **Next, Previous, Top** or **Bottom** buttons.

13. Click the **Exit** button to return to the *Bond Status and Information (GLB.67)* window.

5.1.1.2 Review Bond Data

The bond amount is changed in the *BLM Bond Review (GLB.109B)* (Figure 5-4) or *BIA Bond Review (GLB.109)* windows. Once this data is entered then saved into Non-Indian AFMSS, related data fields in the *Maintain BLM Bonds (GLB.68B)* or *Maintain BIA Bonds (GLB.68)* windows autopopulate.

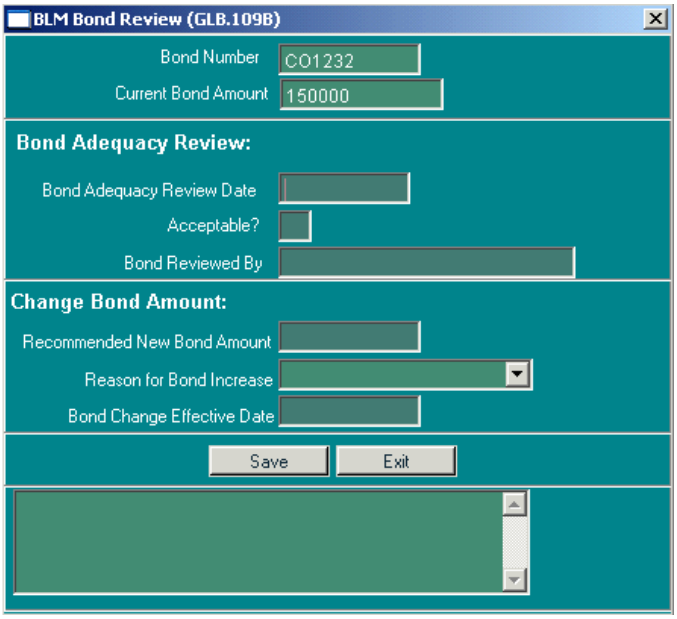


Figure 5-4: BLM Bond Review (GLB.109B) Window

Procedures: Bond Reviews

1. Click **Review Bond** in the *Maintain BLM Bonds (GLB.68B)* or *Maintain BIA Bonds (GLB.68)* window to launch the *BLM Bond Review (GLB.109B)* or *BIA Bond Review (GLB.109)* windows, respectively. The bond number and current amount autopopulate.

   - **Bond Adequacy Review Date**: Enter the date the review took place.
   - Acceptable? Yes = Y, No = N
   - **Bond Reviewed By**: Enter the name of the person that reviewed the bond.
   - **Recommended** (BLM) **New Bond Amount**: Enter the new bond amount.
   - **Reason for Bond Increase**: Click the button to display the picklist of reasons for the bond increase and select one.

   Idle/Shut-in Wells: Total plugging/reclamation costs exceeds the bond amount for idle/ shut-in well situations. Nor for producing wells (such as POW, WIW, PGW).

   Operator Compliance: History of poor operator compliance with the protection of the lands and resources.

Revenue: History of unpaid royalties, assessments or civil penalties.

New Operator: New operator takes over a liability situation; BLM would increase bond based on the liability of Shut-in and Idle wells and reclamation could tie back to **Idle/ Shut-in Wells** reason above.

Environmental: Highly sensitive environmental areas.

Public Complaint: Complaints from public (Tribal, EPA, Fee land owners).

2. Click **Save** to enter the data into the bond record.
3. Click **Exit** to return to the appropriate *Maintain Bond* window.

5.1.1.3 Bond History Data

The *Bond History (GLB.108)* window provides a means for tracking increases and decreases of bond data. This is a view-only window that autopopulates from the existing Non-Indian AFMSS data.

NOTE: The well count column shows the number of wells associated with the bond at the time the bond change was saved in Non-Indian AFMSS and not necessarily the current amount.

Procedures

1. Click **Bond History** in the *Maintain BLM Bonds (GLB.68B)* window to launch the *Bond History (GLB.108)* window.
2. Click **Print** to make a hardcopy.
3. Click **Exit** to return to the *Maintain BLM Bonds* window.
4. To tie wells to a bond:

The wells that are associated with a bond can be tied to it using the *Associate Wells with Bond (GLB.104)* window (Figure 5-5). If a well is associated with more than one bond, the letter "M" appears in the column at the far right.

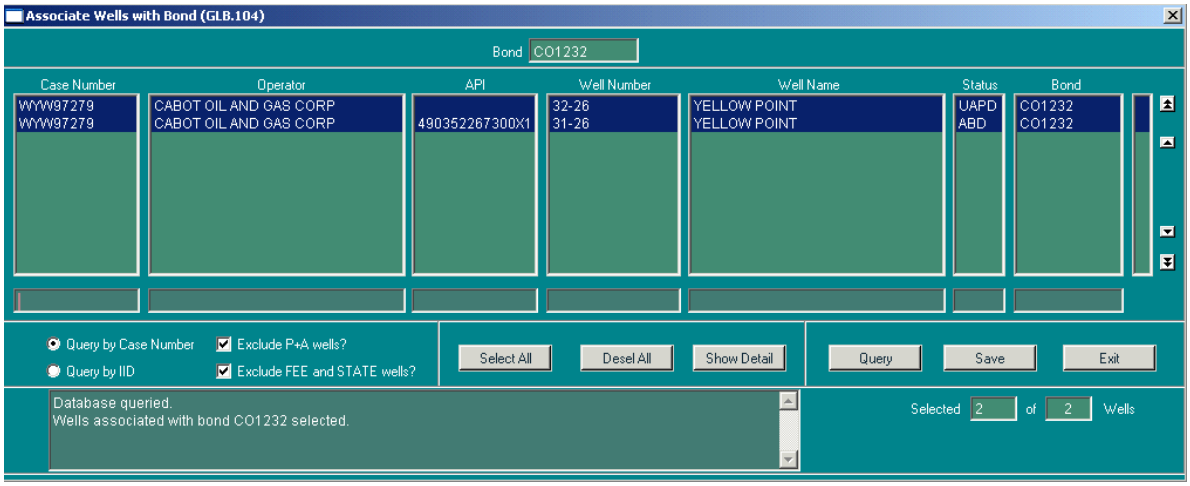


Figure 5-5: Associate Wells with Bond (GLB.104) Window

Procedures

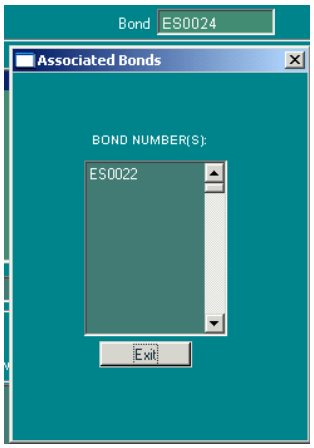
1. Click the **Select Wells** button in the Maintain BLM Bonds (GLB.68B) or Maintain BIA Bonds (GLB.68) window to launch the *Associate Wells with Bond (GLB.104)* window.
2. Enter data into the query input fields (**Case Number**, **Operator**, etc.) and click **Query** to execute the search.
3. Select the wells to be associated with the bond.

   Click on individual well records to select one at a time.

   Hold down either the Ctrl or Shift key, then click on each well record desired for groups of record selections (non-consecutive records or consecutive records).

   Click on **Select All** to select all the well records listed.

   Click **Desel All** to deselect well records selected by mistake, then select the correct records.
4. To see the other bonds with which a well is associated, highlight the row for the well and click on the **Show Detail** button in the lower right side of the window.
5. The Associated Bonds window pops up. Click **Exit** to return to the *Associate Wells with Bond (GLB.104)* window.



6. Click **Save** to save the wells associated with the bond to Non-Indian AFMSS.
7. Click the **Exit** button to return to the *Maintain BLM Bonds (GLB.68B)* or *Maintain BIA Bonds (GLB.68* window. The data appears in the wells area of that window.

5.1.1.4 Bond Reports

The bond reports may be accessed from either *Non-Indian AFMSS Main Menu*/**Reports/Bond Reports** or from the *Bond Status and Information (GLB.67)* window. In *GLB.67* highlight the desired bond record in the *Bond Status and Information (GLB.67)* window and click the **Bond Report** button to display the two report options: **Bond Report** and **Bonds Reviewed Report.** The **Bond Report** button launches the *Bond Report (GLB.101)*, window, and the **Bonds Reviewed Report** button launches the *Bonds Reviewed Report (GLB.102)* window. Enter the QBE data (Dates, Cases like, End Date, etc.), select the options for formatting the reports, then

click **Print** to launch a *WinPreview* window to review or print the report. Click **Exit** to return to the bond window.

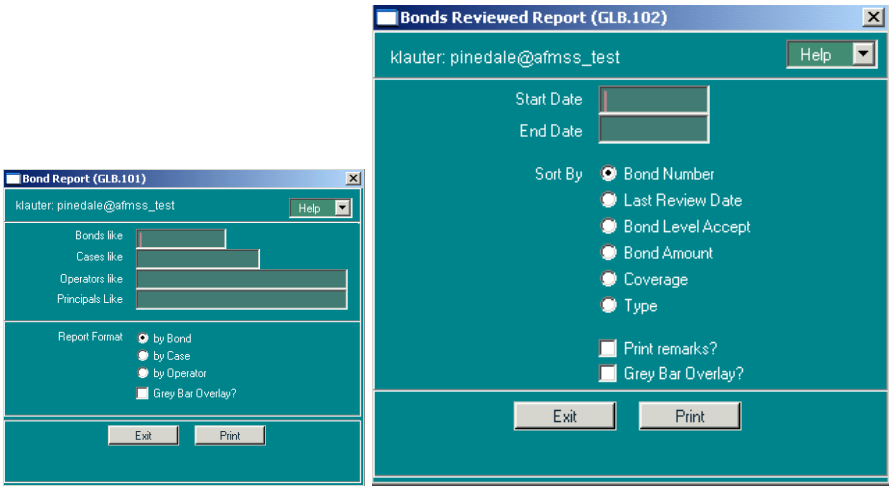


Figure 5-6: Launcher Screens for Bond Report (GLB.101) and Bonds Reviewed Report (GLB.102)

If accessing the reports via the **Reports** menu, click on **Bond Reports** to access the two reports.

5.1.2 Cases

The case finder window contains the case listings of all agreements and leases in Non-Indian AFMSS. The case finder and its associated windows may be accessed from **Adjudication/Cases** as well as **Operations/Facilities**.

From the *Non-Indian AFMSS Main Menu* select the **Adjudication** submenu and click **Cases**. This launches the *Non-Indian AFMSS Case Finder (GLB.94)* window (Figure 5-7).

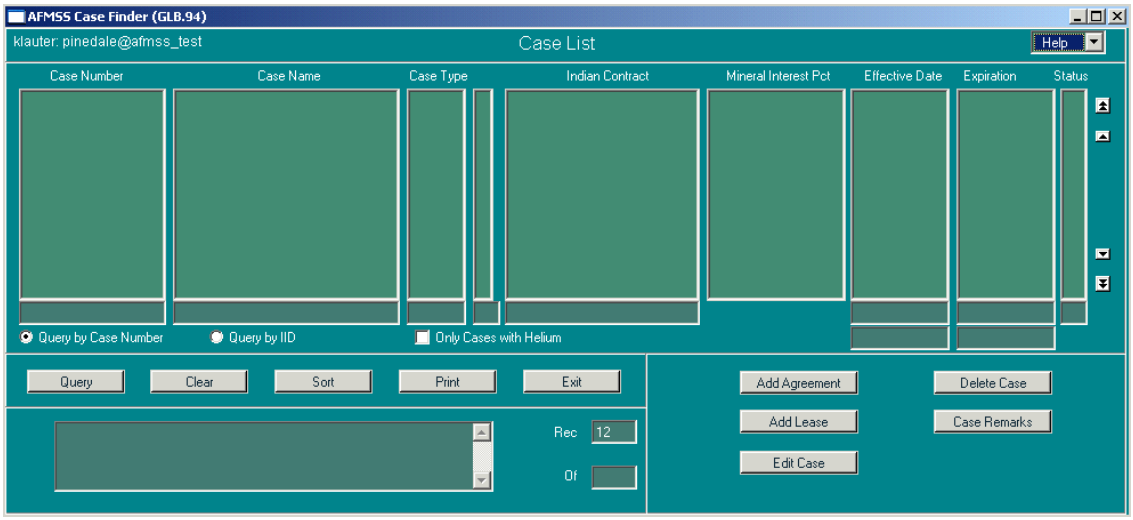


Figure 5-7: Non-Indian AFMSS Case Finder (GLB.94) Window

5.1.3 Rights of Way

There are three ways to launch the *Rights of Way (GLB.100)* window (Figure 5-8).

From the *Non-Indian AFMSS Main Menu* select **Adjudication**, then select **Rights of Way**.

From the *Non-Indian AFMSS Production Facility (IEP.29)* window, click the **Rights of Way** button.

From one of the associated windows with facility data, click the **ROW** button.

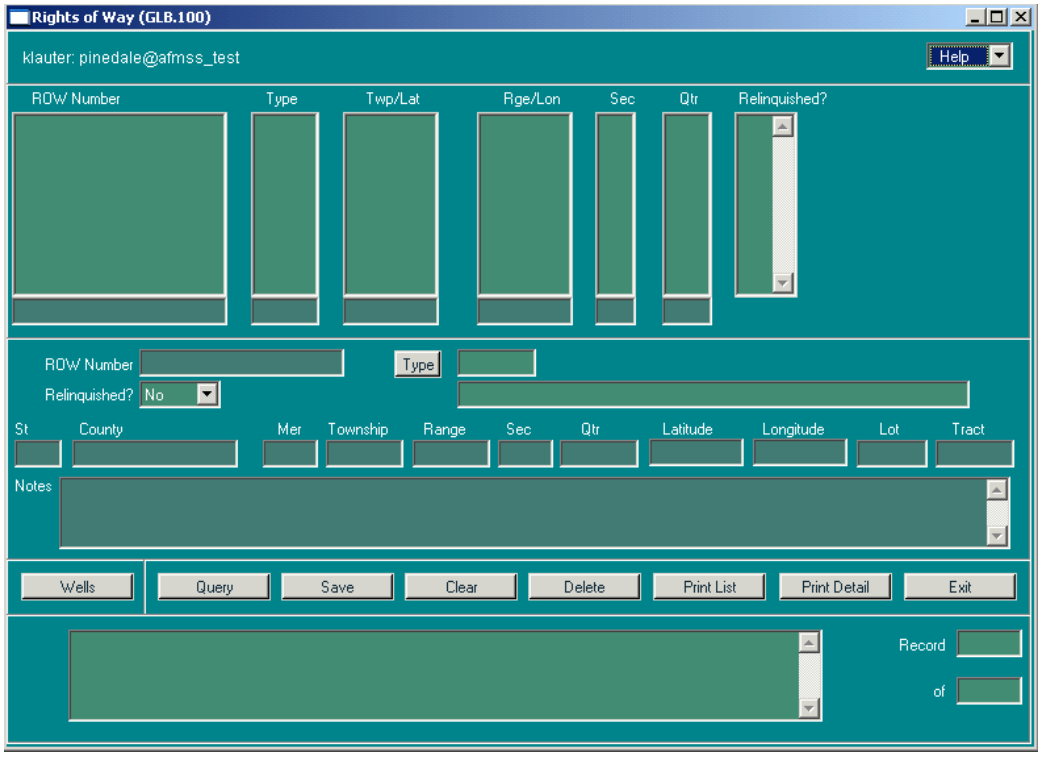


Figure 5-8: Rights of Way (GLB.100) Window

Procedures

1. Query by entering information into one or more of the input fields in the upper section of the window or add a new right of way with the following procedures.
    - **ROW Number**: Enter the ROW number.
    - **Click Type to show the picklist and select** a surface review case type.
    - **Relinquished**?: Yes or No.
    - **St**: Enter the two-digit state code.
    - **County**: Enter the county code.
    - **Mer: Enter the meridian**. See Appendix C for a list of meridian codes.
    - **Township**: Enter the township.
    - **Range**: Enter the range.
    - **Sec**: Enter the section number.

NOTE: Section numbers are usually from 1 to 36 but can be higher, and in some states the section number may include an alphabetical character.

- **Qtr**: Enter the aliquot (quarter of a quarter).
- **Latitude**: Enter latitude information if available.
- **Longitude**: Enter longitude information if available.
- **Lot**: Enter lot information if available.
- **Tract**: Enter tract information if available.
- **Notes**: Enter comments or notes.

2. Click the **Save** button.
3. Click Pr**int List** to make a hardcopy print of the upper portion of the window (query results).
4. Click **Print Detail** to make a hardcopy of the details in the lower portion of the window.
5. Click **Wells** to launch the *Show Wells for Right of Way* window showing wells tied to the ROW (Figure 5-9). Click **Print** to preview or make a hardcopy of the listing. Click **Exit** to return to *GLB.100*.

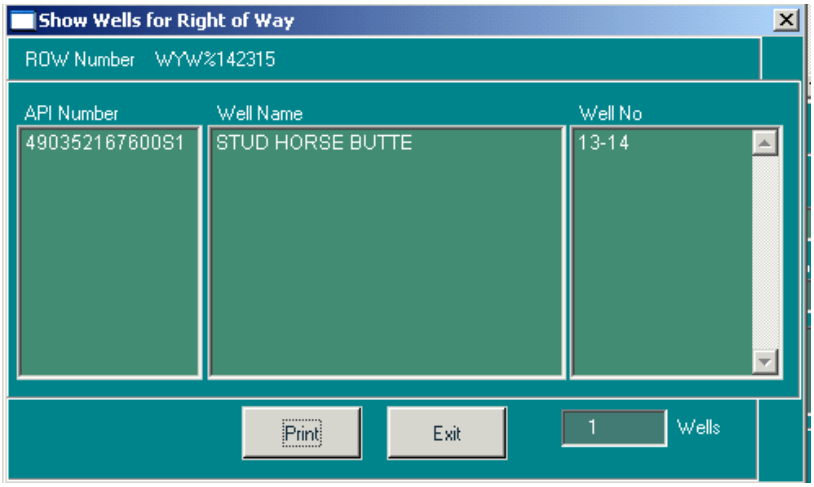


Figure 5-9: Show Wells for Right of Way Window

6. Click the **Exit** button as necessary to return to the *Non-Indian AFMSS Main Menu*.

5.1.4 Spacing Order

Most sites allow everyone to read spacing orders, but the adjudicator is responsible for maintaining spacing orders.

Procedures:

1. From the *Non-Indian AFMSS Main Menu* select **Adjudication** then **Spacing Order** to launch the *Spacing Order (GLB.66)* window (Figure 5-10).

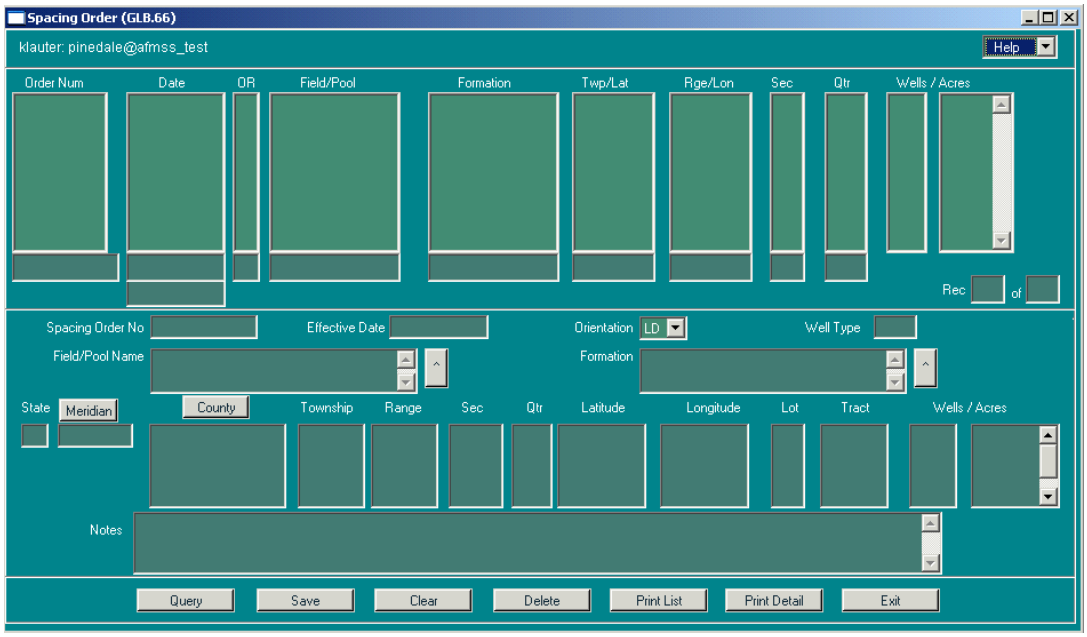


Figure 5-10: Spacing Order (GLB.66) Window

2. The top section of the window permits query capability for the following data fields:
   - **Order Num**: Order number.
   - **Date**: Date the order was issued.
   - **OR**: Orientation Code

     Lay-down (LD)

     Stand-up (SU)
   - **Field/Pool**: Field and pool names
   - **Formation**: Formation name
   - **TWP/Lat**: Township/Latitude
   - **Rge/Lon**: Range/Longitude
   - **Sec**: Section
   - **Qtr**: Quarter
3. Additionally two fields, **Wells** and **Acres** (for *x-number* of wells per *x-number* of acres), are displayed in the finder section, but no query is allowed on either.
4. Enter data into at least one of the QBE fields and click **Query** for a listing of all spacing records that fit the QBE parameters.

NOTE: Spacing orders covering multiple formations will appear several times in the QBE section.

5. Highlight the record desired. The data will appear in the middle spacing order record section of the window for modification.

- **Spacing Order No**: Contains 12 characters.
- **Effective** Date: Uses the format xx/xx/xxxx.
- **Orientation**: Uses either SU or LD (stand-up or lay-down).
- **Well Type** accepts only **OIL** or **GAS**. Any other input will result in an Alert Message: "xxxx" is not a valid well type."
- **Field/Pool Name**: Accepts input via the picklist button to the right of the field. Highlight the appropriate response and the field will be autopopulated.

NOTE: Child tables hold the field and formation information so these elements can occur more than once.

- **Formation**: Accepts input via the picklist button to the right of the field. Highlight the appropriate response and the field will be autopopulated.

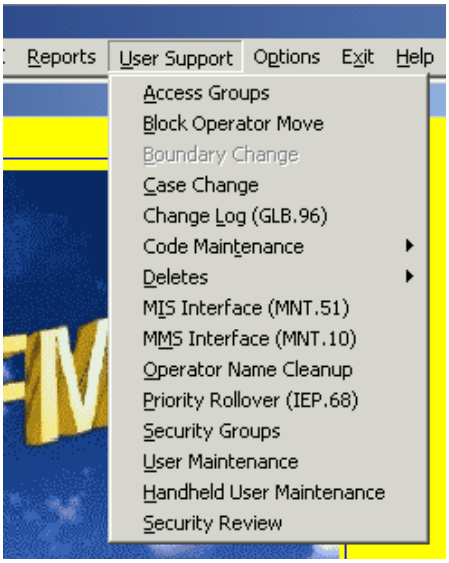
NOTE: C**hild tables hold** the field and formation information so these elements can occur more than once.

- **St**: Accepts the appropriate two-letter Postal Office abbreviation for the state.
- **County**: Accepts only legitimate names of counties within the state listed in the previous field. An inappropriate county entry results in the Alert Message: "xxxx is not a valid county name for state XX."
- **Mer, Township, Range, Sec, Qtr, Latitude, Longitude, Lot, Tract**: These fields contain full location information for multiple points.

6. The **Notes** field is a text field that accepts all characters for comments regarding the order.
7. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

5.2 User Support

Each site has a User Support Person (USP) responsible for the access, standardization, maintenance, quality control, and ad hoc queries to Non-Indian AFMSS. USP guidelines are described in the *Non-Indian AFMSS Software User Guide for Privileged Users*. The User Support menu contains the following submenu:



This section provides detailed procedures for functions that are launched from the **User Support** button on the *Non-Indian AFMSS Main Menu*.

5.3 Access Groups

Tribes and other special groups should be able to use Non-Indian AFMSS for their needs but not have access to information for other groups. The *Access Groups (MNT.44)* window provides a means for permitting and controlling such access.

Procedures

1. Open the *Non-Indian AFMSS Main Menu*, select **User Support**, and click on **Access Groups** to launch the *Access Groups (MNT.44)* window (Figure 5-11).
2. The access groups are displayed in the upper section of the window. The listing for each group includes the name, description, and the number of users, cases and operators.

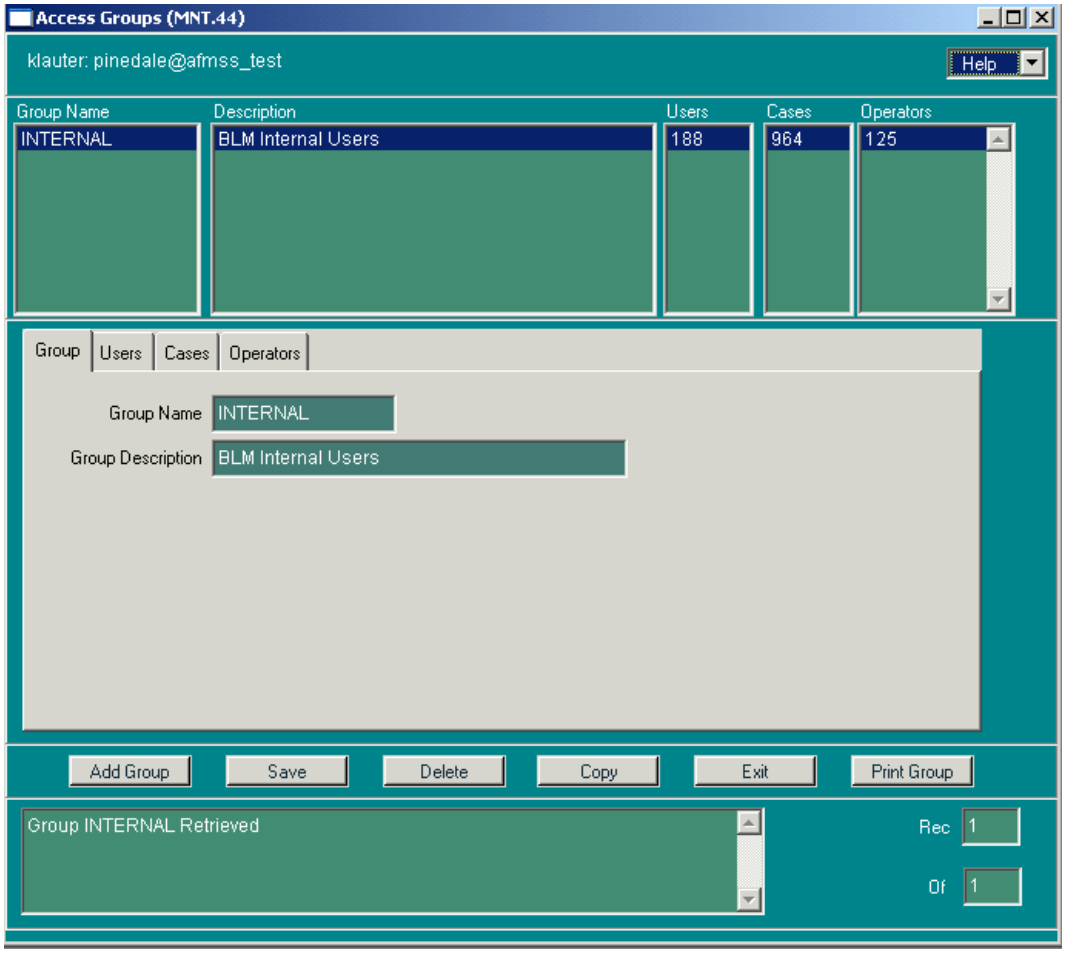


Figure 5-11: Access Groups (MNT.44) Window

3. Click Delete **(after highlighting a specific access group name) to remove that group from the database.**

4. Click Print Group **(after highlighting a specific access group name) to launch the *Non-Indian AFMSS*** *Print Confirmation (GLB.49)* window. A sample copy of an Access Group is shown in Figure 5-12.

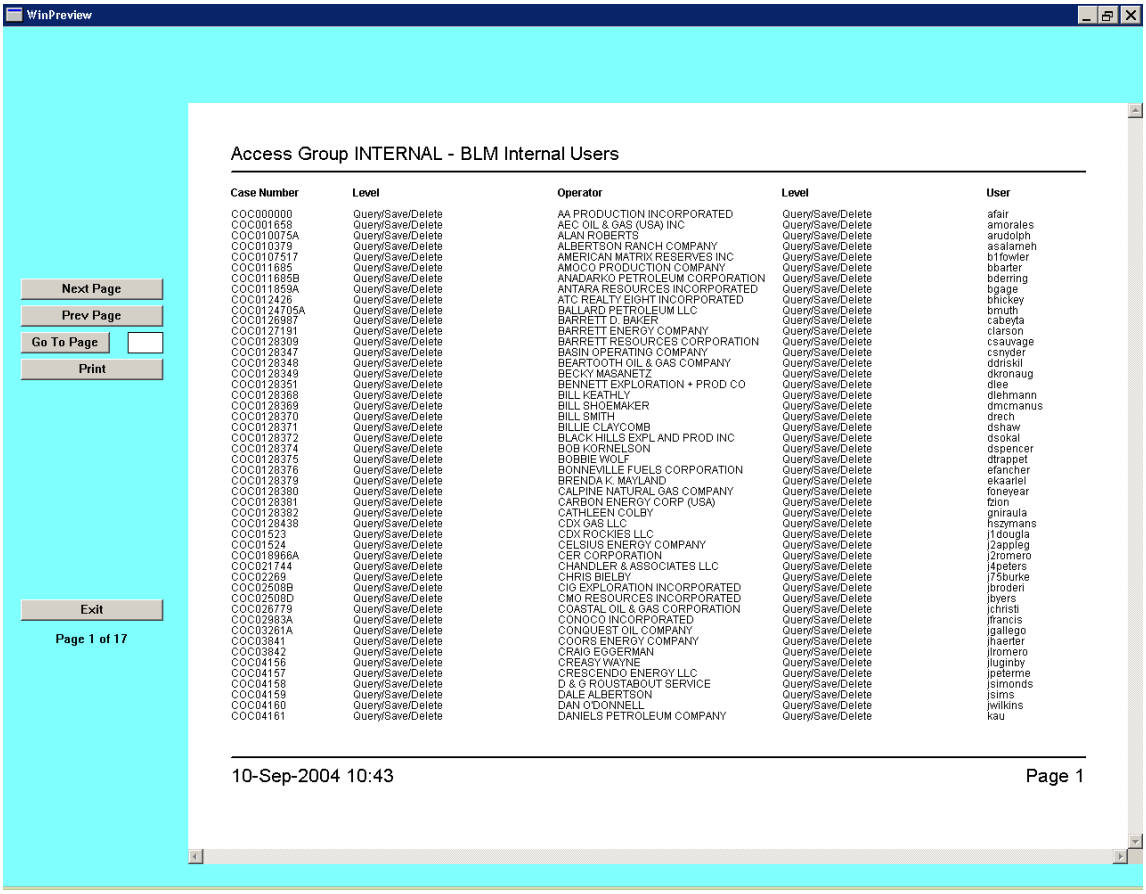


Figure 5-12: WinPreview Print Window of Access Groups–Sample Copy

5. Click **Add Group** to add a new group to the database. The middle section of MNT.44 contains several tabs that are used to input new data and edit existing data. Click a tab to open it and input data as necessary.

   Group: Contains text fields for the Group Name and the Group Description (Figure 5-13). This tab is the default field that displays when *MNT.44* opens. Type in a unique name and a description for a new group.

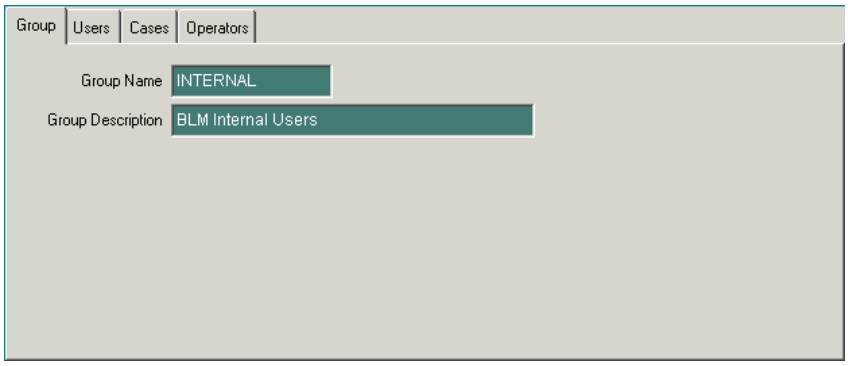


Figure 5-13: Access Groups (MNT.44) Group Tab

   Users: Contains columns listing user names and their membership status in the group (Figure 5-14).Enter the user name, highlight it, then use the Set Selected Users To field to

choose Members or Not Members. Members have *Yes* by their names. Assign more than one user at a time the same membership status by holding down the keyboard *Ctrl* key, clicking the beginning user through the last user, and then clicking the desired membership status.

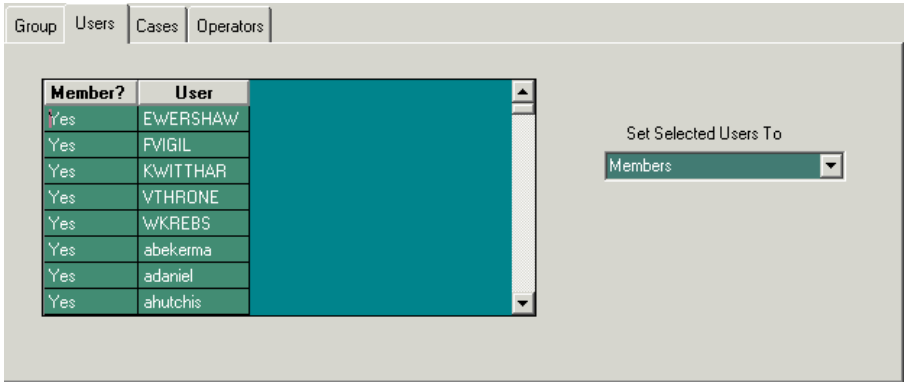


Figure 5-14: Access Groups (MNT.44) Users Tab

Cases: Contains columns for **Level**, **Case Number** and **Tribe Name** (Figure 5-15). The **Case Number** column is used to establish data in all three columns. Type in the case number(s) if known. Query for a list of cases by using the selection criteria fields **Cases Like**, **Tribe Like**, **Has Wells in M/T/R** (meridian/township/range) and **Has Wells in St/Cnty** (state/county), or using one of the dropdown choices in the upper right box: **Show Cases in Group**, **Show Cases Not in Group**, or **Show All Cases**. After entering query data or choosing a query option, click **Query**. The cases are displayed in the **Case Number** column. Click on the case number then assign it a level of access (**Query/Save/Delete**, **Query/Save**, **Query**, **No Access**) by clicking the appropriate option under the **Set Selected Cases To**: field. Assign more than one case number (of the same level) at a time of access by holding down the keyboard *Ctrl* key, clicking the beginning case number through the last case number, and clicking the access level.

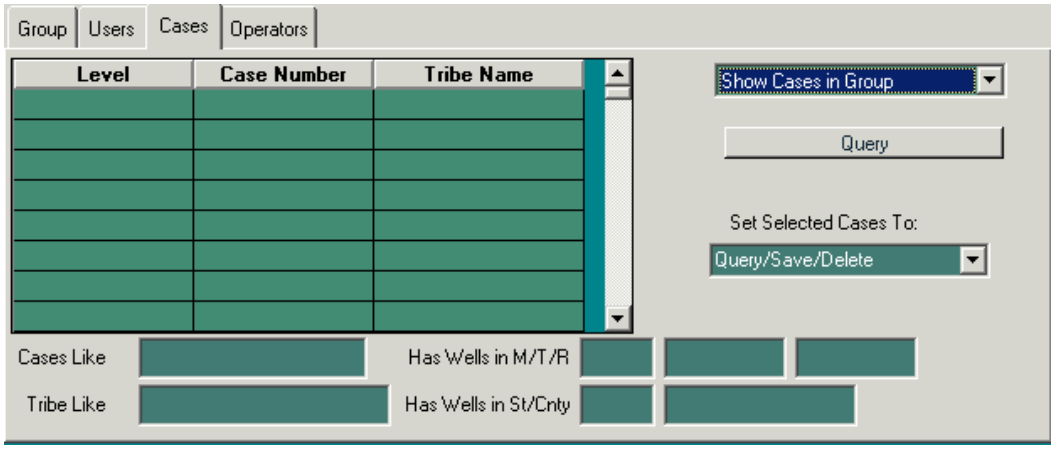


Figure 5-15. Access Groups (MNT.44) Cases Tab

Operators: Contains columns for **Level** and **Operator** (Figure 5-16). The **Operator** column is used to establish data in both columns. Type in the operator(s) if known. Query for a list of operators by using the selection criteria fields **Operators Like**, **Has Wells in**

M/T/R (meridian/township/range) and **Has Wells in St/Cnty** (state/county), or using one of the dropdown choices in the upper right box: **Show Operators in Group**, **Show Operators Not in Group**, **Show All Operators**. After entering query data or choosing a query option, click **Query**. The cases are displayed in the **Case Number** column. Click on the case number, then assign it a level of access (**Query/Save/Delete**, **Query/Save**, **Query**, **No Access**) by clicking the appropriate option under the **Set Selected Cases To** field. If an access level for an operator is not assigned, it will not be given any. Assign more than one operator at a time the same level of access by holding down the keyboard *Ctrl* key, clicking the beginning operator through the last operator, and clicking the level. Click **Copy** (after highlighting a group name) to use an existing group as a template for adding a new group into the database. Enter the new group name and description, then use the tabs listed above for changing the appropriate data.

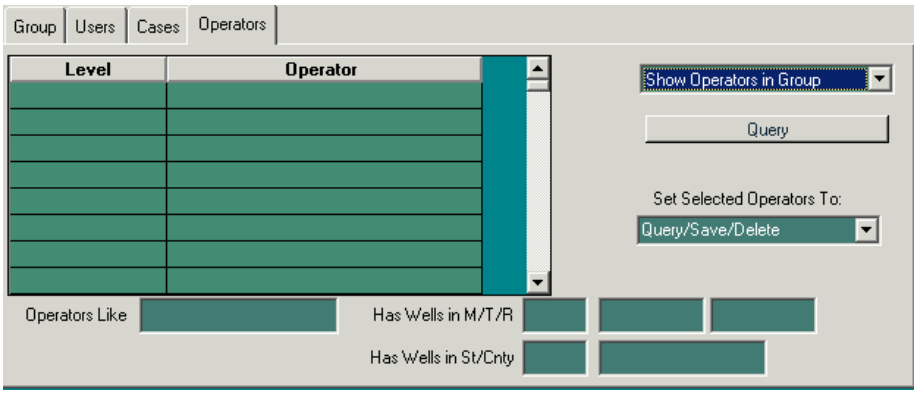
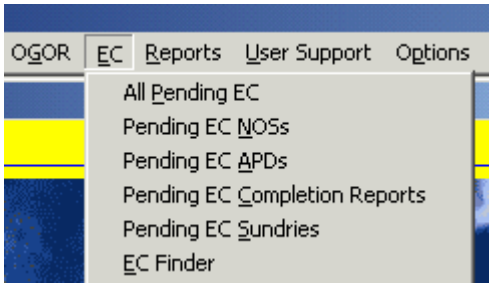


Figure 5-16: Access Groups (MNT.44) Operators Tab

6. Click **Save** to save any additions, changes, or deletions to the database.
7. Click **Exit** to return the *Non-Indian AFMSS Main Menu*.

Electronic Commerce Reviewers

Each site has an Electronic Commerce Reviewer (ECR) responsible for the validating all electronic commerce transmissions before they are committed into Non-Indian AFMSS. ECR guidelines are described in the *Electronic Commerce Reviewers Manual (ECRM)*, document FM-SUG-ECR-000005-002-300. The reviewer can quickly verify how many (if any) and what type of pending EC has been sent by using the EC submenu.



Each of these submenus launches the *Non-Indian AFMSS EC List (EC.1)* window containing the specific pending EC transmissions. Figure 5-17 is an example of the EC finder launched when the **All Pending EC** option is selected. The reviewer may also launch a blank screen by clicking the EC Finder option.

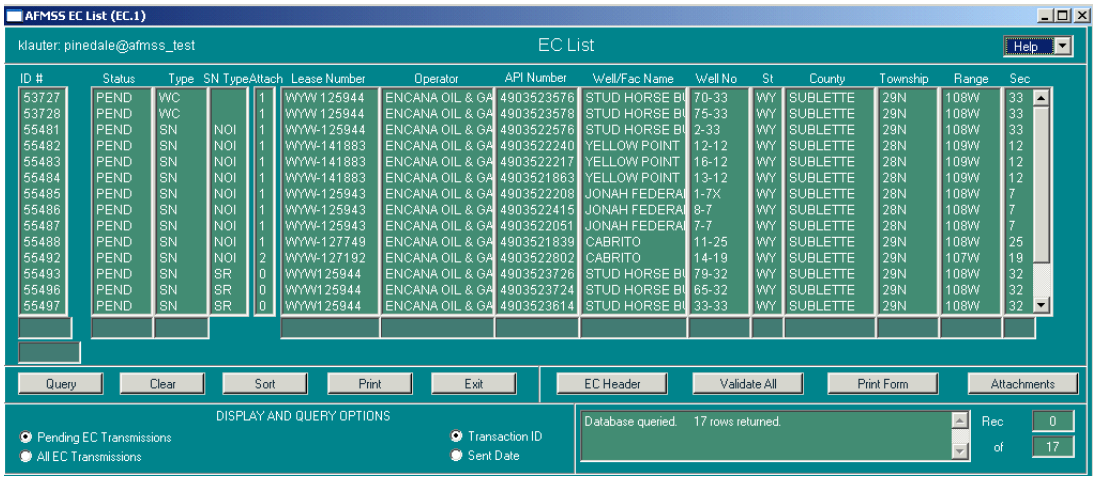
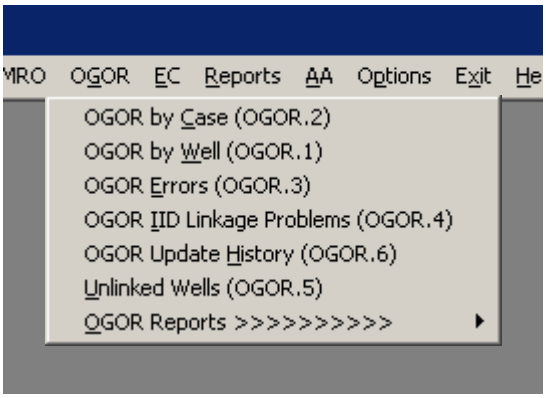


Figure 5-17: Non-Indian AFMSS EC List (EC.1) Window for All Pending EC Submenu

6 Monthly Report of Operations

The Minerals Management Services (MMS) used the Monthly Report of Operations (MRO) to provide the production information that BLM uses in managing oil and gas leases. However, MMS switched from the MRO format to the Oil and Gas Operations Report (OGOR) format in late 2001.

The MRO submenu in Non-Indian AFMSS contains production data received from MMS prior to the switch to OGOR. All production data, including amended report submissions, received after the switch must be accessed using the OGOR submenu.



BLM does not modify the MMS information in any way although comments may be added. The MRO/ OGOR functionality in Non-Indian AFMSS is that of a data retrieval and display system. This chapter reviews guidelines for MRO and Chapter 8 reviews OGOR guidelines.

Every week MMS extracts new production reports to a file and stores that file on their FTP server. This file contains all production reports for all offices. It may contain both new reports and revisions to old reports.

The Non-Indian AFMSS server checks weekly for a new file. If there is one it is downloaded, split into production records for each district office and loaded into the appropriate Non-Indian AFMSS databases.

Non-Indian AFMSS users may then query MRO information using parameters such as case number or IID, operator, well name, API number or a time period. A variety of production reports are also available and the production information is automatically available to the Non-Indian AFMSS inspection strategy and inspection priority subsystems.

Non-Indian AFMSS preserves only accepted and final versions of production documents. If the operator amends a production report, Non-Indian AFMSS stores only the amended version.

6.1 Non-Indian AFMSS and MMS Query Differences

Some of the information displays have buttons to select either **Non-Indian AFMSS QBE and Data** or **MMS/MRO QBE and Data**. Depending on the selection, either Non-Indian AFMSS conventions or MMS conventions are used for certain data elements.

Case Number and **IID**: Non-Indian AFMSS uses **Case Number** to identify the lease or agreement number; it may included embedded spaces. MMS uses the Inspection Item Description (**IID**) that has no embedded spaces.

Operator Name: Non-Indian AFMSS and MMS **should** use the same operator names but may not. MMS may learn about a change of operator before BLM does. MMS updates their records immediately to ensure they can collect royalties from the correct entity. BLM uses a more formal process to recognize a succession of operator. The Non-Indian AFMSS system displays the *current Non-Indian AFMSS operator* for a well and MMS display the *operator in effect on MMS records* at the time the production report was filed.

Well Name and Number: Non-Indian AFMSS holds the *well name* and *well number* in separate fields. MMS combines them into one field they call a *well name*. In most cases Non-Indian AFMSS does not query production information by *well number* since that concept has no meaning to MRO.

6.2 Find MRO Data by Well (MRO.1)

This window displays production information for a particular well using the well name, API number, or location. The associated windows are shown in Diagram 6-1. Select one of the two methods shown in Figure 6-1 to retrieve production information. Make sure the correct radio button was pressed before launching a query.

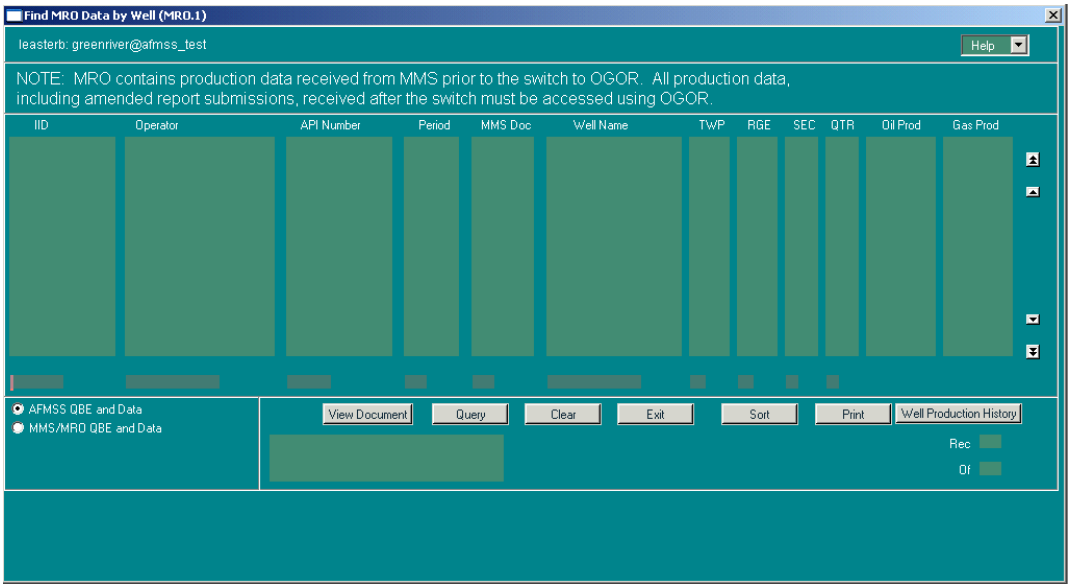


Figure 6-1: Find MRO Data by Well (MRO.1) Window

Non-Indian AFMSS QBE and Data are used for a non-Indian AFMSS case number or operator. MMS/MRO QBE and Data are used for an MRO number.

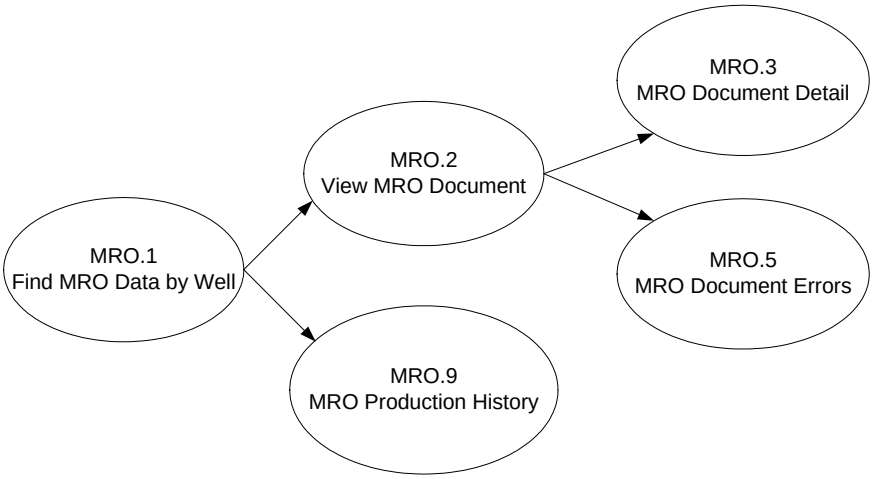


Diagram 6-1: Find MRO Data By Well (MRO.1) Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO**. Select **MRO by Well (MRO.1)**. This launches the *Find MRO Data by Well (MRO.1)* window (Figure 6-2).

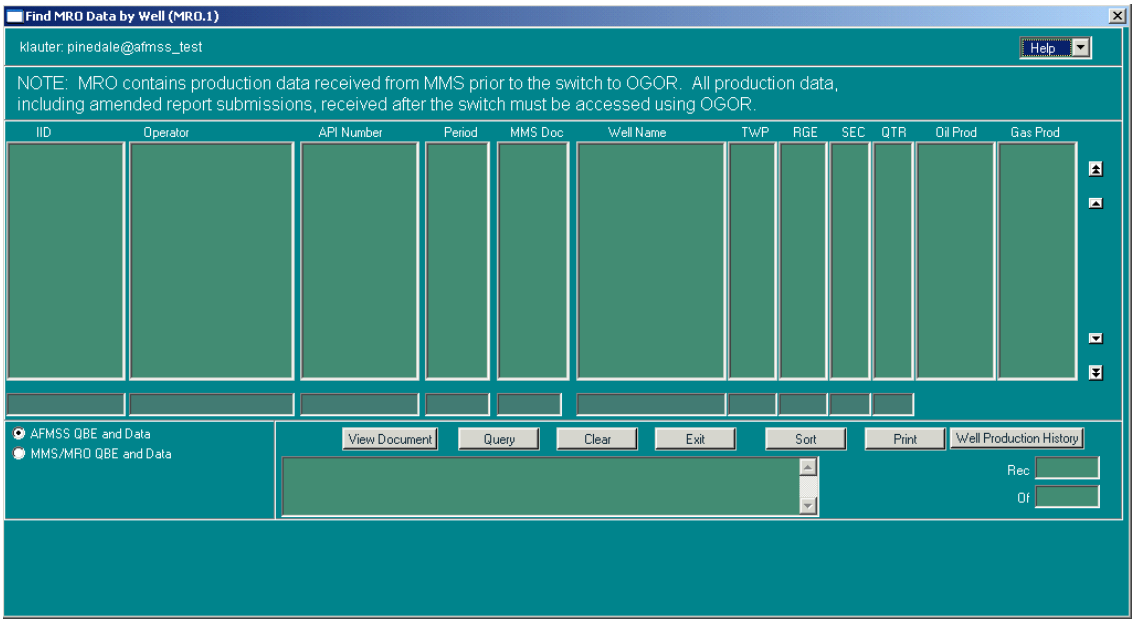


Figure 6-2: Find MRO Data by Well (MRO.1) Window

2. Click either the **Non-Indian AFMSS QBE and Data** or **MMS/MRO QBE and Data** button to choose the type of records for a query. The Non-Indian AFMSS choice will provide a **Case Number QBE** field and the MMS choice will provide an **IID QBE** field.
3. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored, so also list a period or some other QBE data to limit the search.
4. Click the **Query** button. The default order for records listed is by their period. Highlight the necessary well record.
5. Click **Sort** to arrange the records in an efficient order for use, by case number and operator name. The sort options include all the QBE options (**Case/IID**, **Operator**, **API**, etc.) in the window.
6. Click **Print** to review or make a copy of the displayed records.
7. Click **View Document** to launch *View MRO Document (MRO.2)* to see the complete header of the production document submitted by the operator.

NOTE: The MMS document number (**MMS Doc** data field in *MRO.1*) is useful when solving problems with MMS. However, MMS will also need the document type and that is only shown in *MRO.2*.

8. Click **Well Production History** to launch *MRO Production History (MRO.9)* to see the production history of the well selected (including its oil, gas and water for every reporting period on file). The most recent production is shown first.
9. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.3 View MRO Document (MRO.2)

This window shows the complete header of the production document submitted by the operator. It contains the MMS document type and document number that are essential to work problems with MMS.

Procedures

1. This window is not accessed directly from the MRO submenu, but from one of the other MRO windows. The following MRO windows have the button **View Document** that launches MRO.2:
    - *Find MRO Data by Case (MRO.4)*
    - *Find MRO Data by Well (MRO.1)*
    - *Document Errors (MRO.20)*
    - *IID Linkage Problems (MRO.24)*
    - *Unlinked Wells (MRO.19)*
2. Select the desired record in the appropriate finder window, then click the **View Document** button in one of the MRO windows to launch the *View MRO Document (MRO.2)* window (Figure 6-3).

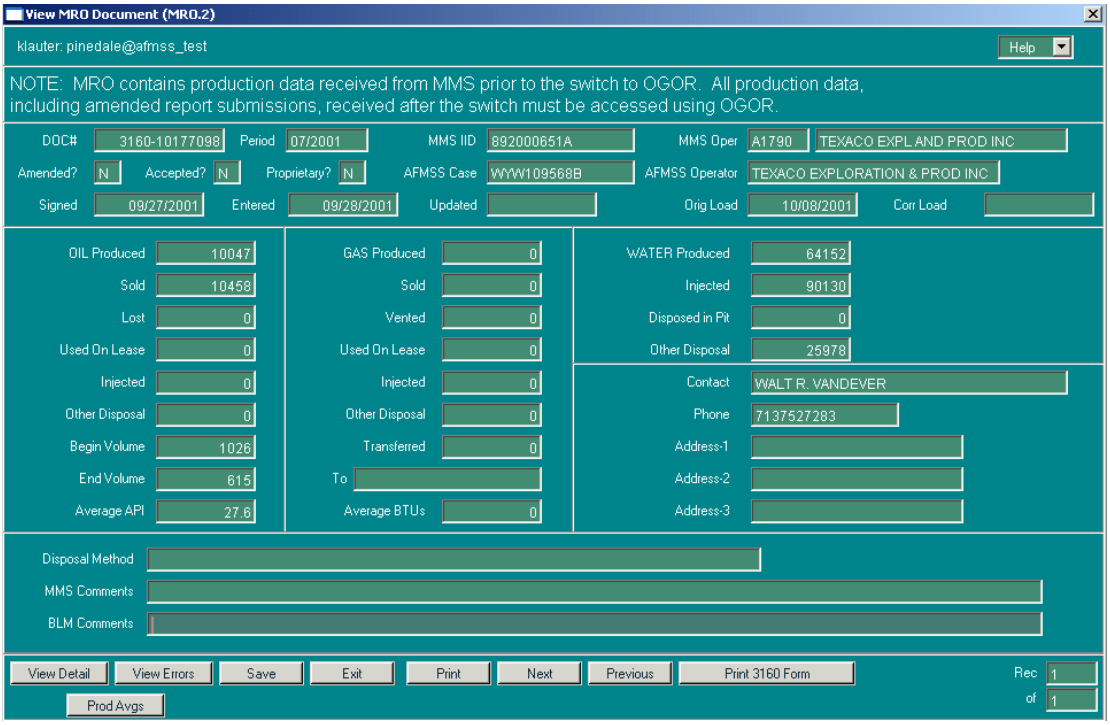


Figure 6-3: View MRO Document (MRO.2) Window

3. The **Doc #** field is formatted with the document type-document number (*3160-10156900*). MMS will need both the document type and number to solve problems. There are two MMS document types:

- 3160: indicates either a paper submission or OGOR.
- OGOR.

4. The dates at the top show the document's update history. If the operator revised the document, the **Amended** field will contain a **Y** and the **Updated** field will be populated.
5. The **Non-Indian AFMSS Operator** and **Non-Indian AFMSS Case** fields will be blank if the system was unable to determine the Non-Indian AFMSS case number that went with the MMS IID.
6. BLM comments can be saved by typing or editing comments in the **BLM Comments** field and pressing the Save button. MMS comments can be viewed but not changed.
7. Click **View Detail** to launch the *MRO Document Detail (MRO.3)* window to see individual rows of well production detail for all the wells reported on a the MMS document.
8. Click **View Errors** to launch the *MRO Document Errors (MRO.5)* window to see all error codes for every well on the document.
9. Click **Prod Avgs** to launch the *MRO Production Averages by Case (MRO.11)* window to see a summary of oil and gas production data for a particular MMS IID within a particular time frame.
10. Click **Print 3160 Form** to launch the Acrobat window with the MMS 3160 for the document.
11. Click **Exit** to return to the originating MRO window.

6.4 MRO Document Detail (MRO.3)

This window contains the individual rows of well production detail for all the wells reported on a particular document. This window defaults to Non-Indian AFMSS data.

Procedures

1. This window is not accessed directly from the MRO submenu but from either *View MRO Document (MRO.2)* via the **View Detail** button or from *Document Errors (MRO.20)* via the **View Document Detail** button.
2. Click the **View Detail** or **View Document Detail** button to see the production breakdown by well. This launches the *MRO Document Detail (MRO.3)* window (Figure 6-4).
3. Click either the **Non-Indian AFMSS Information** or **MMS/MRO Information** button to choose the convention of the information. The Non-Indian AFMSS choice will provide a Case Number field and the MMS choice will provide a QBE field.
4. The **Last Update** field contains the date of the most recent revision.
5. BLM comments can be saved by typing or editing comments in the BLM Comments **field and** pressing the **Save** button. MMS comments can be viewed but not changed.

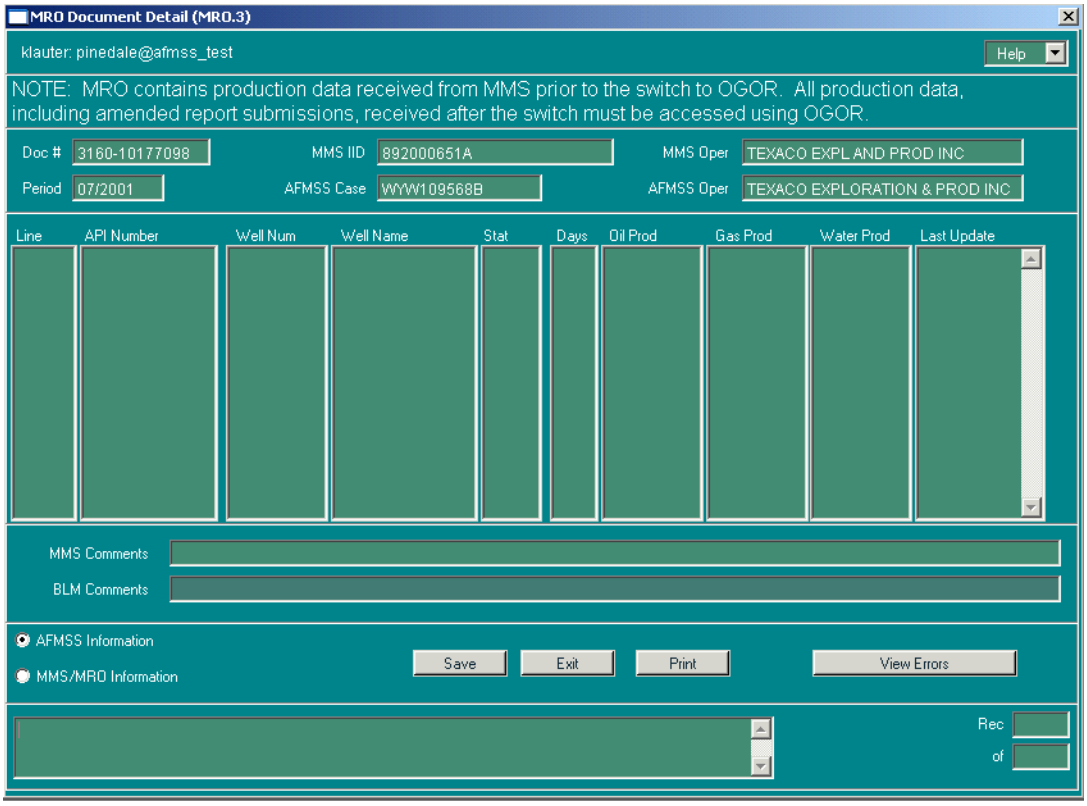


Figure 6-4: MRO Document Detail (MRO.3) Window

6. Highlight a record and click **View Errors** to launch *MRO Document Errors (MRO.5)* to see all error codes (if any) for the selected well.
7. Click **Print** to make a copy of the window.
8. Click **Exit** to return to the originating window.

6.5 MRO Document Errors (MRO.5)

The *MRO Document Errors (MRO.5)* window shows error codes for wells.

Procedures

1. This window is not accessed directly from the MRO submenu, but from either *View MRO Document (MRO.2)* via the **View Errors** button. or *MRO Document Detail (MRO.3)* via the **View Errors** button.
2. Click the **View Errors** button in the MRO window to launch the *View MRO Document Errors (MRO.5)* window (Figure 6-5). This window displays MMS-detected errors and warnings. Since these are MMS detected anomalies they are displayed only with MMS identification (IID, well name or operator name).

NOTE: Shows all error codes for every well on the document when reached from *MRO.2* but shows only error codes for the selected well when reached from *MRO. 3*.

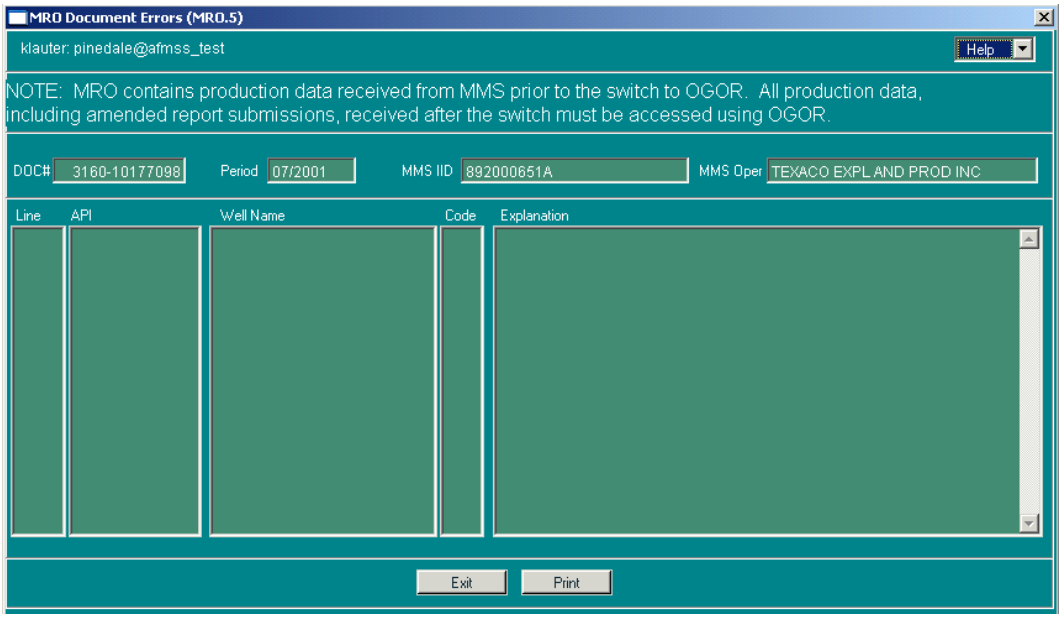


Figure 6-5: MRO Document Errors (MRO.5) Window

3. Click **Print** to make a copy of the window.
4. Click **Exit** to return to the originating window.

6.6 MRO Production History

The production history of a particular well includes its production of oil, gas and water for every reporting period on file. The production information displays the most recent production first.

Procedures

1. This window is not accessed directly from the MRO submenu but from either *Find MRO Data by Well (MRO.1)* or *Unlinked Wells (MRO.19)* via the **Well Production History** button.
2. Click the **Well Production History** button to launch the *MRO Production History (MRO.9)* window (Figure 6-6). This screen shows a selected well's production history of oil, gas, and water for every reporting period.

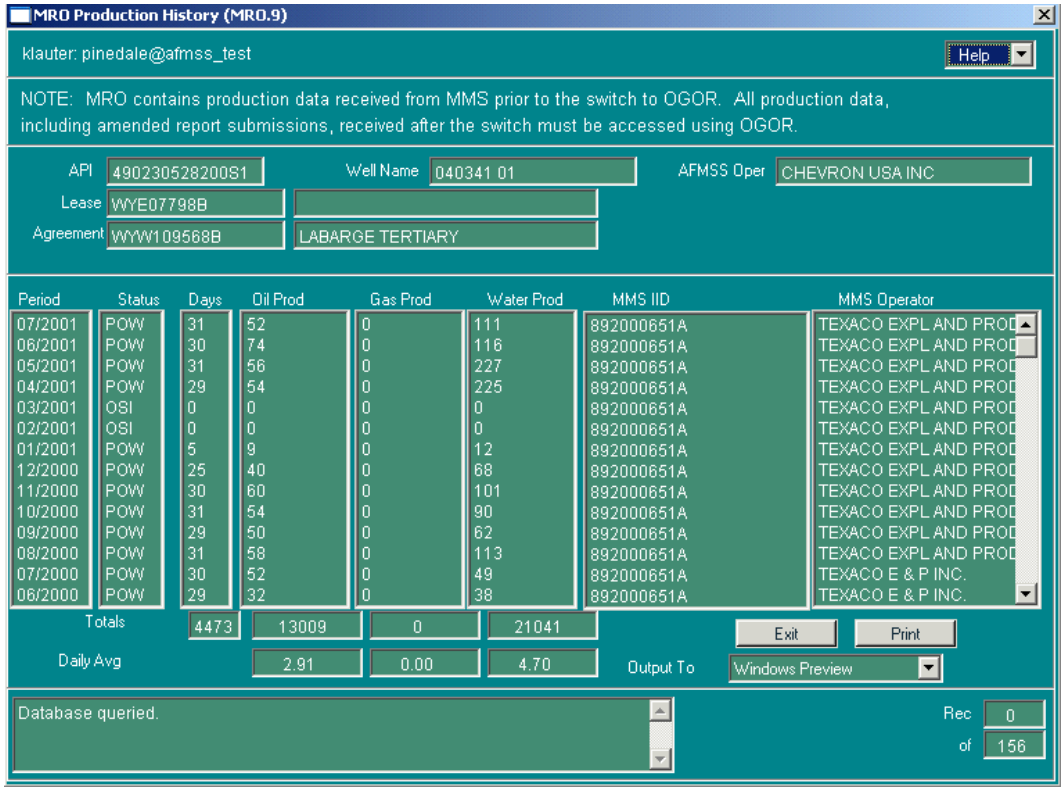


Figure 6-6: MRO Production History (MRO.9) Window

3. Click **Print** to make a copy of the history.
4. Click **Exit** to return to the originating window.

6.7 Find MRO Data by Case (MRO.4)

This section demonstrates how to locate production information for a particular case using the case number and operator. The associated windows are shown in Figure 6-7. Use **Non-Indian AFMSS QBE and Data** for a non-Indian AFMSS case number or operator or use **MMS/MRO QBE and Data** for an MRO number to retrieve production information. Make sure the correct radio button has been pressed before launching a query.

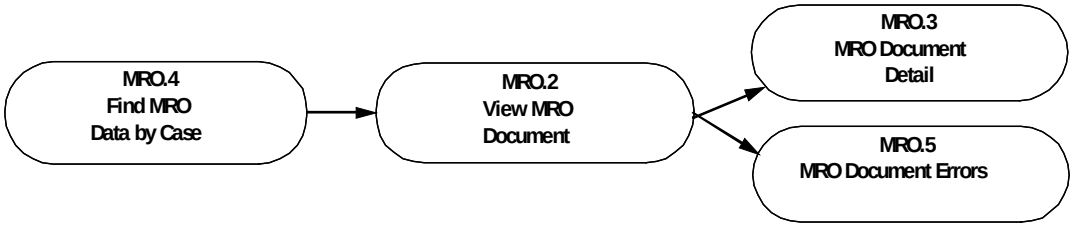


Figure 6-7: Find MRO Data by Case (MRO.4) Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO**. Select **MRO by Case (MRO.4)**. This launches the *Find MRO Data by Case (MRO.4)* window (Figure 6-8).

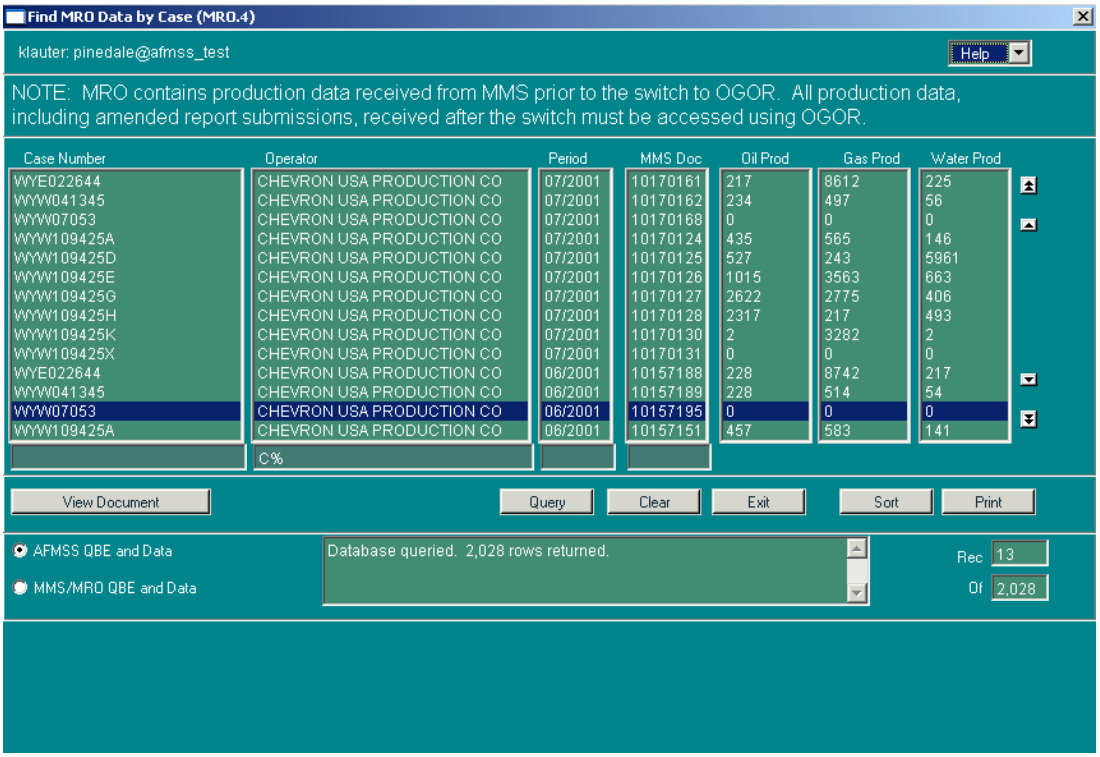


Figure 6-8: Find MRO Data by Case (MRO.4) Window

2. Click either the **Non-Indian AFMSS QBE and Data** or **MMS/MRO QBE and Data** button to choose the type of records for a query. The Non-Indian AFMSS choice will provide a **Case Number QBE** field and the MMS choice will provide an **IID QBE** field.
3. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored so also list a period or some other QBE data to limit the search.
4. Click the **Query** button. The default order for records listed is by their period.
5. Click **Sort** to arrange the records in an efficient order for use, by case number and operator name. The sort options include all the QBE options (Case/IID, Operator, API, etc.) in the window.
6. Highlight the desired case record.
7. Click **Print** to review or make a copy of the displayed records.
8. Click **View Document** to launch *View MRO Document (MRO.2)* to see the complete header of the production document submitted by the operator.

NOTE: The MMS document number (**MMS Doc** data field in MRO.4) is useful when solving problems with MMS. However, MMS will also need the document type and that is only shown in *MRO.2*.

9. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.8 MRO 3160 Reports (MRO.10)

This window creates a replica of the MMS 3160 report.

Procedures

1. The MMS 3160 report can be launched from the *View MRO Document (MRO.2)* window via the **Print 3160 Form** button for a specified document or directly from the *Non-Indian AFMSS Main Menu* for all documents within a specified reporting period. Click the button in *MRO.2* or on the main menu go to **MRO/MRO Reports** and click on **3160 Report (MRO.10)** to launch the *MRO 3160 Reports (MRO.10)* window (Figure 6-9).

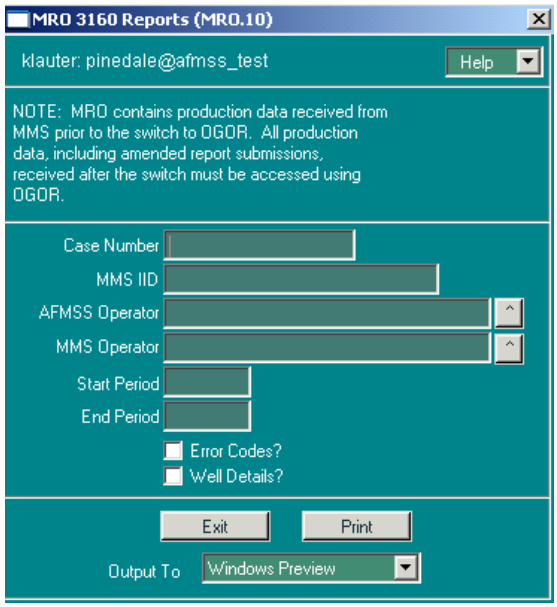


Figure 6-9: MRO 3160 Reports (MRO.10) Window

2. A total of 50 documents can print (or be viewed) at one time.
3. **Case Number or MMS IID**: Enter either the Non-Indian AFMSS case number or the MMS inspection identification (IID).
4. **Non-Indian AFMSS Operator**: (Optional) Enter the Non-Indian AFMSS operator either by typing in the name or clicking the picklist button to the right and choosing an operator.
5. **MMS Operator**: (Optional) Enter the MMS operator either by typing in the name or clicking the **picklist** button to the right and choosing an operator.
6. **Start Period**: Enter the start date.
7. **End Period**: Enter the end date.
8. Click the **Error Codes** radio button to print error codes on the report.
9. Click the **Well Details** radio button to print well details on the report.
10. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.

11. Click the **Exit** button to return to the *MRO.2* window or to the *Non-Indian AFMSS Main Menu*.

U.S. DEPARTMENT OF THE INTERIOR
Minerals Management Service
Royalty Management Program

MONTHLY REPORT OF OPERATIONS

OMB 1010-0040
(Expires July 31, 1998)

AFMSS REPLICA OF
MMS DOC# 3160-10045668
MMS IID WYW148335X
PERIOD 08/2000
REPRINTED 8/24/2004

Lease Number
Agreement Number
Field name
Unit Name HANNA DRAW FEDERAL UNIT
Participating Area Name
County CARBON State WY
Operator BARRETT RESOURCES A 1 0 0 9

___ Amended Report X Federal ___ Indian

The following is a correct report of operations and production (including status of all unplugged wells) for the report period 0 8 0 0 (mmyy)

(See reverse of form for instructions)

API Well Number (Required) Operator Well Number (Optional)	Sec. & 1/4 of 1/4	TWP	RNG	Well Status	Days Prod	Barrels of Oil	MCF of Gas	Barrels of Water	Remarks
- --- - ---- - ----- - -									
- --- - ---- - ----- - -									
- --- - ---- - ----- - -									
- --- - ---- - ----- - -									
- --- - ---- - ----- - -									
- --- - ---- - ----- - -									
- --- - ---- - ----- - -									

DISPOSITION OF PRODUCTION (Lease or Agreement Basis)

	Oil & Condensate (BBLS)	Gas (MCF)	Water (BBLS)
. On hand, Start of Month	0	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
. Produced	0	0	6,423
. Sold	0	0	XXXXXXXXXXXXXXXX
. Spilled or Lost	0	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
. Flared or Vented	XXXXXXXXXXXXXXXX	0	XXXXXXXXXXXXXXXX
. Used on or for Benefit of Lease	0	0	XXXXXXXXXXXXXXXX
. Injected	0	0	0
. Gas Transferred	XXXXXXXXXXXXXXXX	0	XXXXXXXXXXXXXXXX
Plant Number/Name			
. Surface Pits	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	0
. Other	0	0	-6,423
Identify		WATER TRUCKED	
. On hand, End of Month	0	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
. API Gravity/BTU Content		0	XXXXXXXXXXXXXXXX

COMMENTS THIS WELL INADVERTENTLY EXCLUDED FROM AUG FILE SUBMITTED ON 10/24/00

CONTACT NAME PEGGYDIHLE PHONE NUMBER (307) 686-1636 EXT
ADDRESS
AUTHORIZING SIGNATURE DATE 1 1 0 3 0 0 (mmddyy)
AUTHORIZING NAME (type or print)

FORM MMS-3160 (Rev 8/95) (Formerly BLM Form 3160-6) PAGE 1 OF 1

Figure 6-10: MMS 3160 Form

6.9 MRO Production Averages by Case (MRO.11)

The *MRO Production Averages by Case (MRO.11)* window contains summary oil and gas production information for a particular MMS IID with a particular timeframe.

Procedures

1. The Production Averages report can be launched from the *View MRO Document (MRO.2)* window via the **Prod Avgs** button for the specified case or directly from the *Non-Indian AFMSS Main Menu* for all cases within a specified reporting period. Click the button in *MRO.2* or on the main menu go to **MRO/MRO Reports** and click on **Production Averages by Case (MRO.11)** to launch the *MRO Production Averages by Case (MRO.11)* window (Figure 6-11).

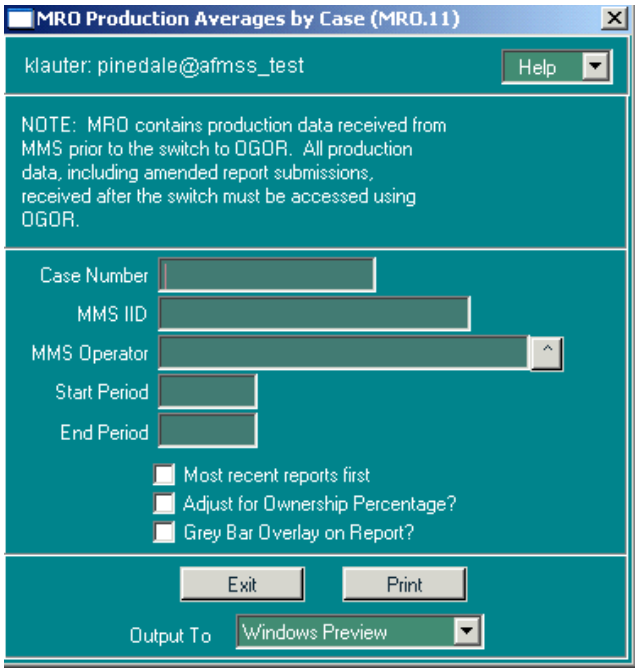


Figure 6-11: MRO Production Averages by Case (MRO.11) Window

2. **Case Number** or **MMS IID**: Enter either the Non-Indian AFMSS case number or the MMS inspection identification (IID).
3. **MMS Operator**: (Optional) Enter the MMS operator either by typing in the name or clicking the picklist button to the right and choosing an operator.
4. **Start Period**: Enter the start date.
5. **End Period**: Enter the end date.
6. **Most recent reports first**: (Optional) If this option is selected, the reports will be sorted so that the most recent are at the beginning in the list.
7. **Adjust for Ownership Percentage?:** (Optional) If this option is selected volumes shown on the report will be adjusted for each period according to the mineral ownership for the case.

8. **Grey Bar Overlay on Report?:** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
9. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.
10. Click **Exit** to return to *MRO.2* or to the *Non-Indian AFMSS Main Menu*.

6.10 MRO All Production Averages (MRO.12)

The All Production Averages report retrieves information on the average monthly production of oil and gas for all IIDs and operators for a given time frame as well as high and low monthly production. At the end of the report, summary averages for Federal, and Indian IIDs are provided. The report can show production numbers as they are or the numbers can be adjusted for Federal/Indian mineral interest in the lease. This window does not provide well details.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO/MRO Reports** and click **All Production Averages (MRO.12)** to launch the *MRO All Production Averages (MRO.12)* window (Figure 6-12).

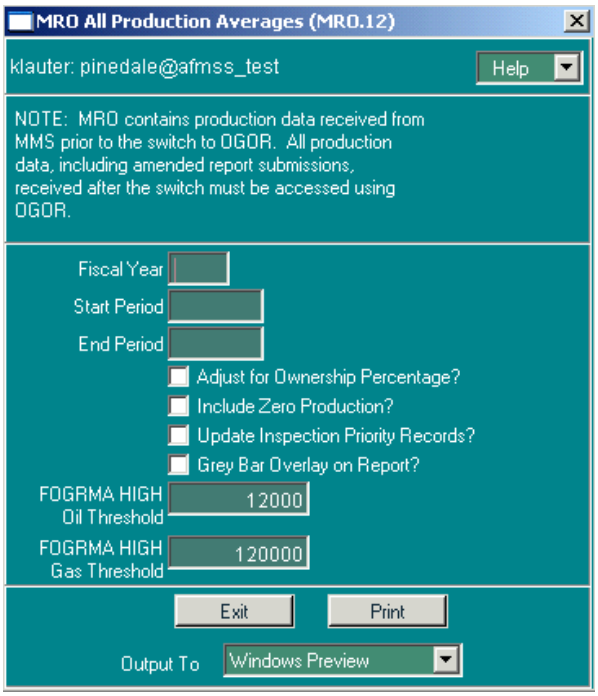


Figure 6-12: MRO All Production Averages (MRO.12) Window

2. **Fiscal Year**: Enter the fiscal year in YYYY format. This will autopopulate the Start Period and End Period fields. To find a report on a period other than a fiscal year, specify only the start and end dates.
3. **Start Period**: (Optional) Enter the start date.

4. **End Period**: (Optional) Enter the end date.
5. Click the **Adjust for Ownership Percentage?** button to adjust production by mineral ownership.
6. Click the **Include Zero Production?** button to include periods with no production in the averages.
7. Click the **Update Inspection Priority Records?** button to include updated production numbers and production priority codes in the Non-Indian AFMSS inspection priority records. If this option is selected the periods must be an exact fiscal year. Also select the **Include Zero Production** and the **Adjust for Ownership Percentage** buttons.
8. Click **Grey Bar Overlay on Report?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
9. **FOGRMA HIGH Oil Threshold**: FOGRMA categorizes cases as either high or low priority for inspection purposes based on the average production. The normal thresholds for high-priority production are 12,000 barrels of oil a month. These numbers can be adjusted.
10. **FOGRMA HIGH Gas Threshold**: The Federal Oil and Gas Royalty Management Act of 1982 (FOGRMA) categorizes cases as either high or low priority for inspection purposes based on the average production. The normal thresholds for high-priority production are 120,000 Mcf of gas. These numbers can be adjusted.
11. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.
12. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.11 MRO Zero Production (MRO.13)

This report lists wells that have zero production of oil, gas and water within a given time period. Specify a minimum number of months of zero production required before a case or well appears on this report to avoid reporting short-term shut-ins. This report can be lengthy especially if well details are required. It is best to run in batch on a scheduled basis.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO/MRO Reports** and click **Zero Production (MRO.13)** to launch the *MRO Zero Production (MRO.13)* window (Figure 6-13).

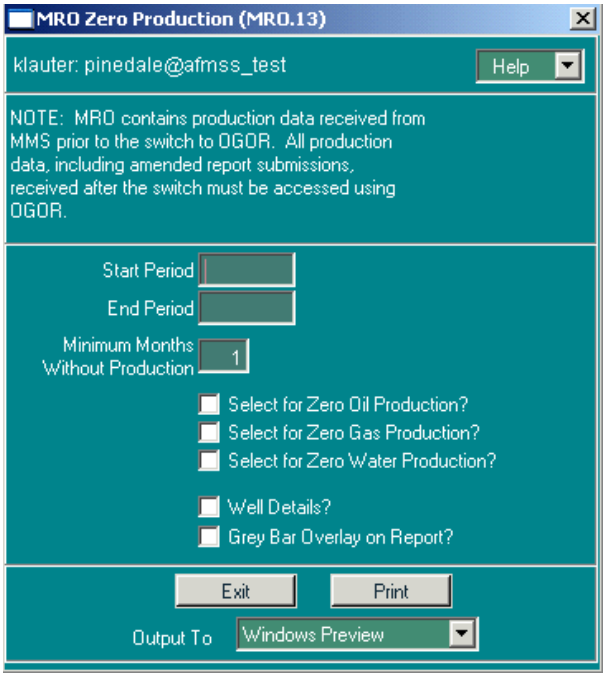


Figure 6-13: MRO Zero Production (MRO.13) Window

2. **Start Period**: *(mandatory entry)*. Enter the start date in format mm/yyyy.
3. **End Period**: (*mandatory entry).*Enter the end date in format mm/yyyy.
4. **Select for Zero Oil Production?**: Select this button alone or in combination with the **Select for Zero Gas Production** and **Select for Zero Water Production** buttons.
5. **Select for Zero Gas Production?**: Select this button alone or in combination with the **Select for Zero Oil Production?** and **Select for Zero Water Production?** buttons.
6. **Select for Zero Water Production?**: Select this button alone or in combination with the **Select for Zero Oil Production** and **Select for Zero Gas Production** buttons.
7. Click the **Well Details?** button for the report to show wells that had no production during the given time frame; otherwise it will show all cases with no production.
8. Click **Grey Bar Overlay on Report?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
9. **Minimum Months Without Production**: Enter the number of consecutive months without production that the well or case must have before it appears on the report. The default is one month.
10. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.
11. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.12 MRO Venting and Flaring (MRO.14)

The Venting and Flaring report retrieves information on cases and operators that have vented or flared more than a certain amount of gas in any time period. It does not provide well details; venting is reported case-wide.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO/MRO Reports** and click **Flaring (MRO.14)** to launch the *MRO Venting and Flaring (MRO.14)* window (Figure 6-14).

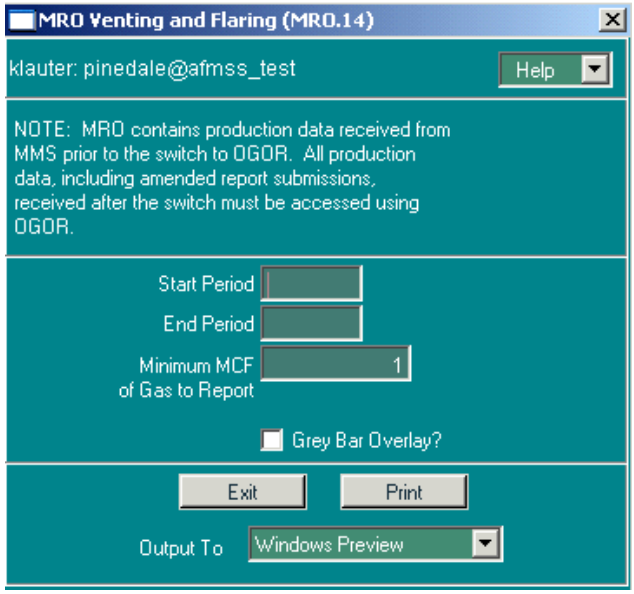


Figure 6-14: MRO Venting and Flaring (MRO.14) Window

2. **Start Period**: *(mandatory entry)*. Enter the start date.
3. **End Period**: (m*andatory entry)*. Enter the end date.
4. **Minimum Mcf of Gas to Report**: Enter the minimum number of Mcf of gas that qualifies a case to appear on the report. The default (1 Mcf) will retrieve any venting or flaring.
5. Click **Grey Bar Overlay?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
6. Click **Print** to run the report and display the print preview window.
7. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.13 MRO Spilled and Lost Oil (MRO.15)

This report retrieves information on cases and operators that have spilled or lost more than a certain amount of oil in any one period. It does not provide well details.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO/MRO Report** and click **Spilled and Lost Oil (MRO.15)** to launch the *MRO Spilled and Lost Oil (MRO.15)* window (Figure 6-15).

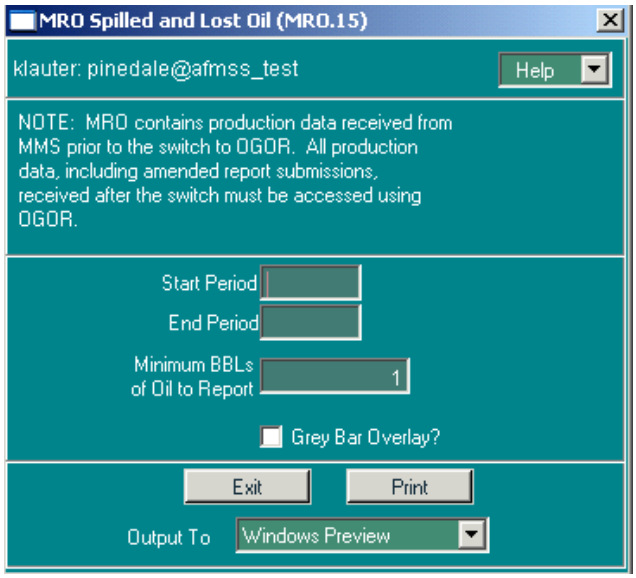


Figure 6-15: MRO Spilled and Lost Oil (MRO.15) Window

2. **Start Period**: *(mandatory entry)*. Enter the start date.
3. **End Period:** (*mandatory entry)*. Enter the end date.
4. **Minimum BBLs of Oil to Report**: Enter the minimum number of BBLs of oil that qualifies a case to appear on the report. The default (1 barrel) will retrieve any spills into this report.
5. Click **Grey Bar Overlay?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
6. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.
7. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.14 MRO Documents by Case (MRO.16)

This report retrieves summary level information on MRO production reports received for a particular case and operator. This product is useful in finding missing reports, changes in operator succession, or misspellings of operator names.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO/MRO Reports** and click **Reports by Case (MRO.16)** to launch the *MRO Documents by Case (MRO.16)* window (Figure 6-16).

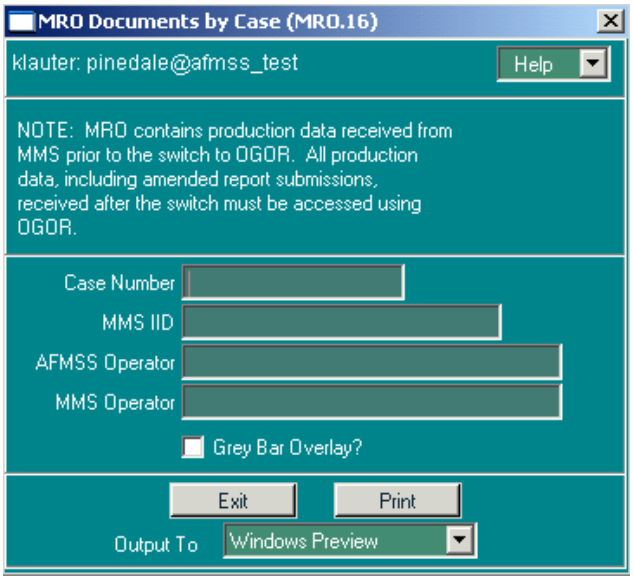


Figure 6-16: MRO Documents by Case (MRO.16) Window

2. **Case Number** or **MMS IID**: Enter either the Non-Indian AFMSS case number or the MMS IID.
3. **Non-Indian AFMSS Operator**: (Optional) Enter the Non-Indian AFMSS operator.
4. **MMS Operator**: (Optional) Enter the MMS operator.
5. Click **Grey Bar Overlay?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
6. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.
7. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.15 MRO Missing Documents by Case (MRO.17)

This report retrieves information on Non-Indian AFMSS case/operator combinations that do not have production reports in a specified time frame. This may mean that the operator failed to deliver the report, MMS has not yet accepted it, or that the IID did not link to a non-Indian AFMSS case and operator.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO/MRO Reports** and click **Missing Documents by Case (MRO.17)** to launch the *MRO Missing Documents by Case (MRO.17)* window (Figure 6-17).

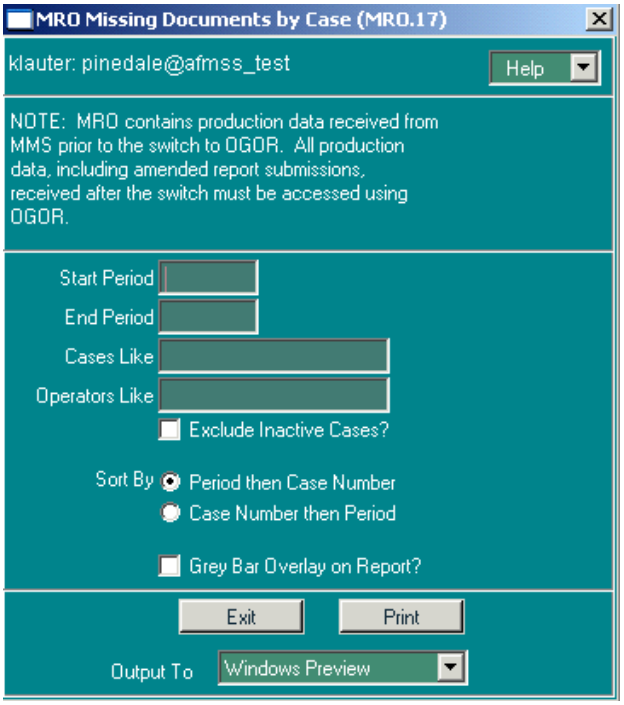


Figure 6-17: MRO Missing Documents by Case (MRO.17) Window

2. **Start Period**: Enter the start date.
3. **End Period**: Enter the end date.
4. **Cases Like**: Enter the a case number. Use wild cards if necessary.
5. **Operators Like**: Enter the name of an operator. Use wild cards if necessary.
6. Click the **Exclude Inactive Cases?** button to exclude inactive cases.
7. Click **Sort By Period then Case Number** if these are the parameters desired to include in the report. Only select one sort option.
8. Click **Sort By Case Number then Period** if these are the parameters desired to include in the report. Only select one sort option.
9. Click **Grey Bar Overlay on Report?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
10. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.
11. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.16 MRO Missing Documents by Well (MRO.18)

This report retrieves information on Non-Indian AFMSS well completions that do not have production reports in a specified time frame. This may mean that the operator failed to deliver the report, MMS has not yet accepted it, or that the IID did not link to a non-Indian AFMSS case and operator.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO/MRO Reports** and click **Missing Documents by Well (MRO.18**) to launch the *MRO Missing Documents by Well (MRO.18)* window (Figure 6-18).

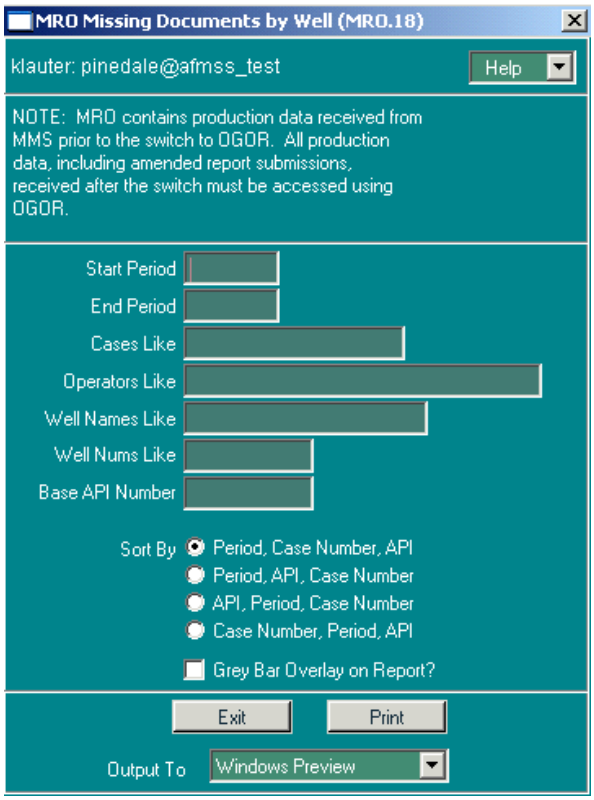


Figure 6-18: MRO Missing Documents by Well (MRO.18) Window

2. **Start Period**: Enter the start date.
3. **End Period**: Enter the end date.
4. **Cases Like**: Enter the case number. Use wild cards if necessary.
5. **Operators Like**: Enter the name of an operator. Use wild cards if necessary.
6. **Well Names Like**: Enter the name of a well. Use wild cards if necessary.
7. **Well Nums Like**: Enter the number of a well. Use wild cards if necessary.
8. **Base API Number**: Enter the first ten digits of the API number. The report will list all sidetracks and completions associated with the basic API number.
9. Click **Sort by Period, Case Number, API** if these are the parameters desired to include in the report. Only select one sort option.
10. Click **Sort By Period, API, Case Number** if these are the parameters desired to include in the report. Only select one sort option.
11. Click **Sort By API, Period, Case Number** if these are the parameters desired to include in the report. Only select one sort option.

12. Click **Sort By Case Number, Period, API** if these are the parameters desired to include in the report. Only select one sort option.
13. Click **Grey Bar Overlay on Report?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
14. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.
15. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.17 Unlinked Wells (MRO.19)

This window retrieves information on production records whose API numbers are unknown to Non-Indian AFMSS. The window does not provide production information.

The associated windows are shown in Figure 6-19.

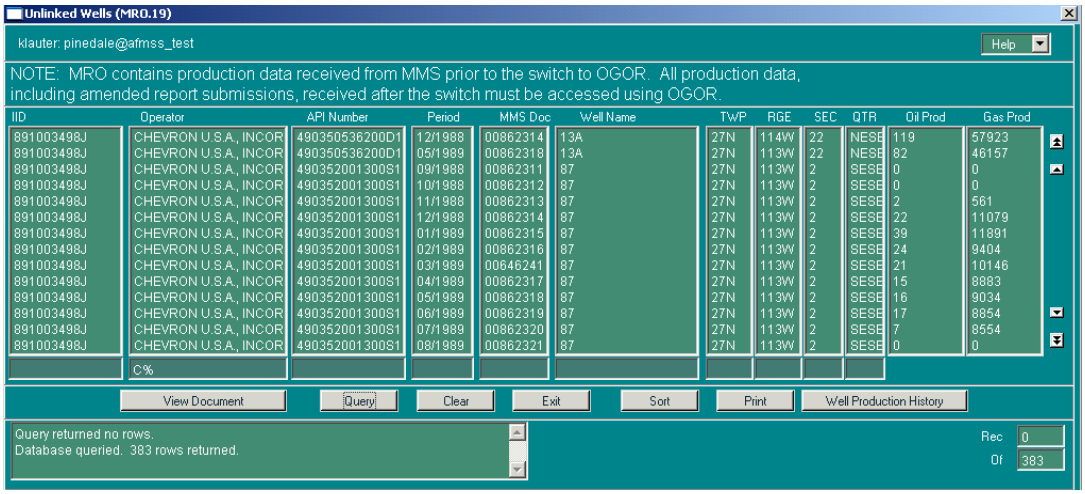


Figure 6-19: Unlinked Wells (MRO.19) Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO. Click Unlinked Wells (MRO.19)** to launch the *Unlinked Wells (MRO.19)* window (Figure 6-20).

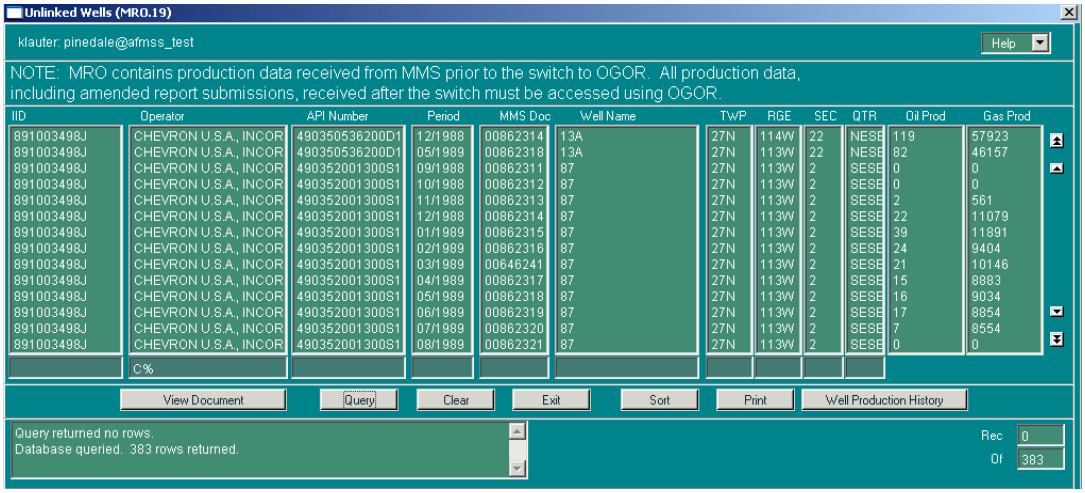


Figure 6-20: Unlinked Wells (MRO.19) Window

2. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored, so also list a period or some other QBE data to limit the search.

3. Click the **Query button**. The default order for records listed is by their period. Highlight the necessary well record.

4. Click **Sort** to arrange the records in an efficient order for use, by case number and operator name. The sort options include all the QBE options (Case/IID, Operator, API, etc.) in the window.

5. Click **Print** to review or make a copy of the displayed records.

6. Click **View Document** to launch *View MRO Document (MRO.2)* to see the complete header of the production document submitted by the operator. Click **Exit**.

NOTE: The MMS document number **(MMS Doc** data field in *MRO.1*) is useful when solving problems with MMS. However, MMS will also need the document type and that is only shown in *MRO.2*.

7. Click **Well Production History** to launch *MRO Production History (MRO.9)* to see the production history of the well selected (including its oil, gas and water for every reporting period on file). The most recent production is shown first.

8. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.18 Document Errors (MRO.20)

This window retrieves information on general document and well detail errors. It allows selection of specific codes. The associated windows are shown in Figure 6-21.

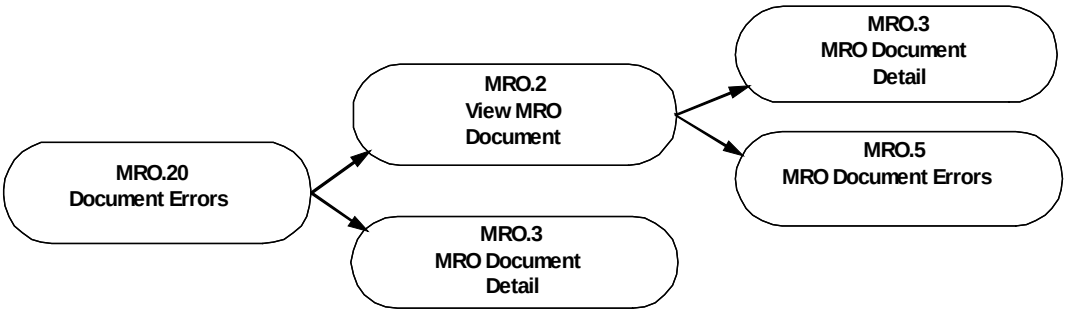


Figure 6-21: Document Errors (MRO.20) Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO**. Click **MRO Errors (MRO.20)** to launch the *Document Errors (MRO.20)* window (Figure 6-22).

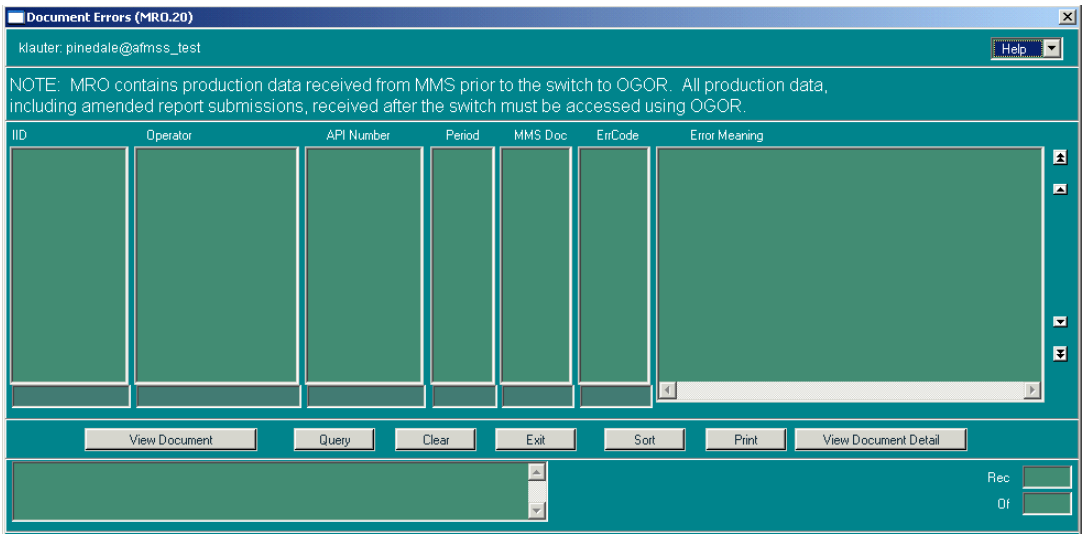


Figure 6-22: Document Errors (MRO.20) Window

2. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored so also list a period or some other QBE data to limit the search.
3. Click the **Query** button. The default order for records listed is by their period. Highlight the necessary well record.
4. Click **Sort** to arrange the records in an efficient order for use, by case number and operator name. The sort options include all the QBE options (Case/IID, Operator, API, etc.) in the window.
5. Click **Print** to review or make a copy of the displayed records.
6. Click **View Document** to launch *View MRO Document (MRO.2)* to see the complete header of the production document submitted by the operator.

NOTE: The MMS document number **(MMS Doc** data field in *MRO.1*) is useful when solving problems with MMS. However, MMS will also need the document type and that is only shown in *MRO.2*.

7. Click **View Detail** to launch the *MRO Document Detail (MRO.3)* window to see individual rows of well production detail for all the wells reported on a the MMS document.
8. Click **Exit** on each window to return to the *Non-Indian AFMSS Main Menu*.

6.19 MRO Operator Mismatch (MRO.23)

This report retrieves MMS production documents that have a different operator name from production documents in Non-Indian AFMSS.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO** and click **MRO Operator Name MisMatch (MRO.23)** to launch the *MRO Operator Mismatch (MRO.23)* window (Figure 6-23).

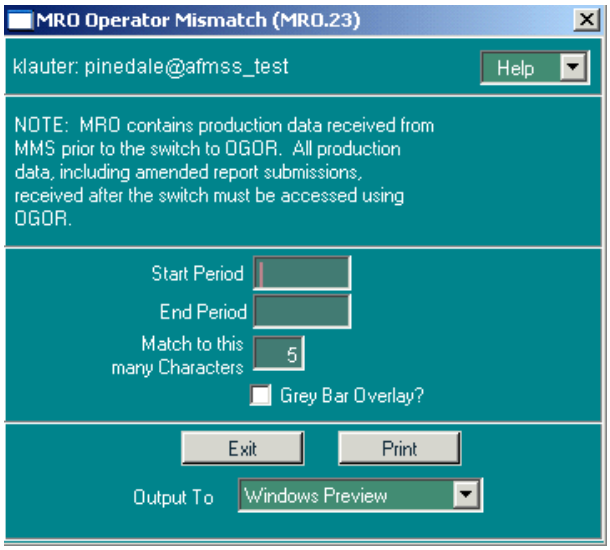


Figure 6-23: MRO Operator Mismatch (MRO.23) Window

2. **Start Period**: Enter the start date.
3. **End Period**: Enter the end date.
4. **Match to this many characters**: Enter the number of characters to match. For example, to find all matches for Seneca Resources Corp, it would be best to enter seven or more characters. This will allow the system to narrow the search.
5. **Grey Bar Overlay?**: If this option is clicked, the report will contain grey stripes across sets of three rows to make the report easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
6. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.

7. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

6.20 IID Linkage Problems (MRO.24)

This window retrieves information on production records when the case number is unavailable. The associated windows are shown in Figure 6-24.

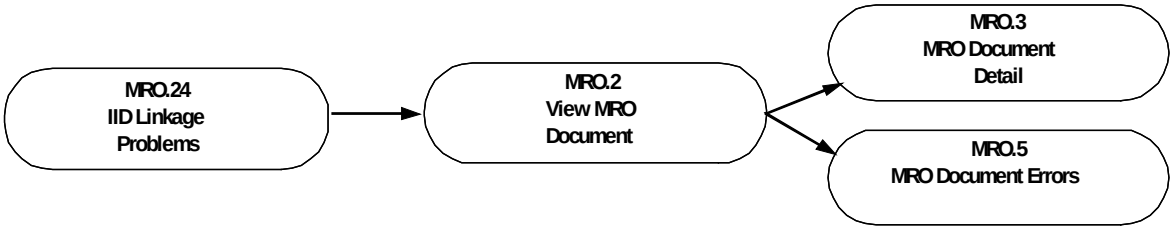


Figure 6-24: IID Linkage Problems Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO**. Click **MRO IID Linkage Problems (MRO.24)** to launch the *IID Linkage Problems (MRO.24)* window (Figure 6-25).

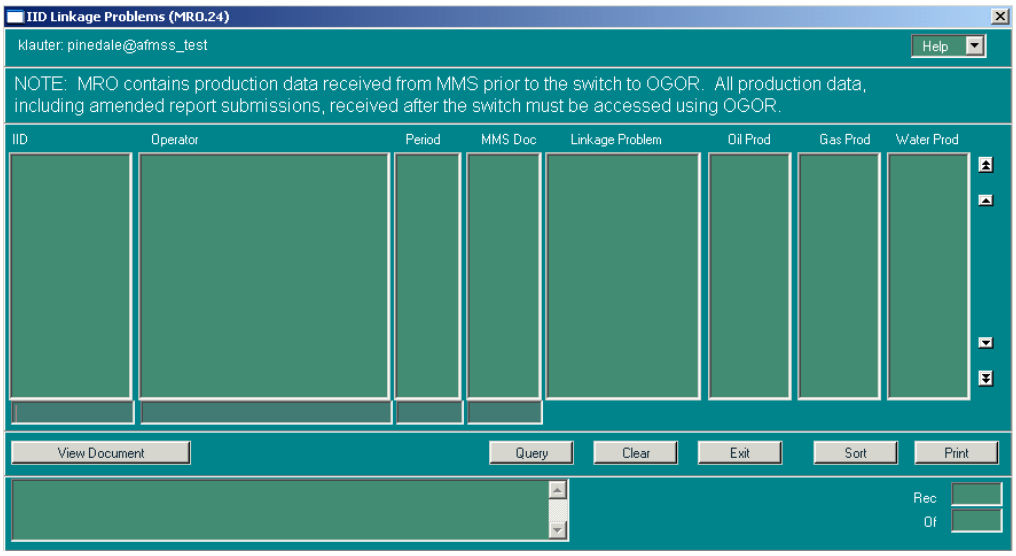


Figure 6-25: IID Linkage Problems (MRO.24) Window

2. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored so also list a period or some other QBE data to limit the search.
3. Click the **Query** button. The default order for records listed is by their period. Highlight the necessary well record.
4. Click **Sort** to arrange the records in an efficient order for use, by case number and operator name. The sort options include all the QBE options (Case/IID, Operator, API, etc.) in the window.
5. Click **Print** to review or make a copy of the displayed records.

6. Click **View Document** to launch *View MRO Document (MRO.2)* to see the complete header of the production document submitted by the operator.

NOTE: The MMS document number (**MMS Doc** data field in *MRO.1*) is useful when solving problems with MMS. However, MMS will also need the document type and that is only shown in *MRO.2*.

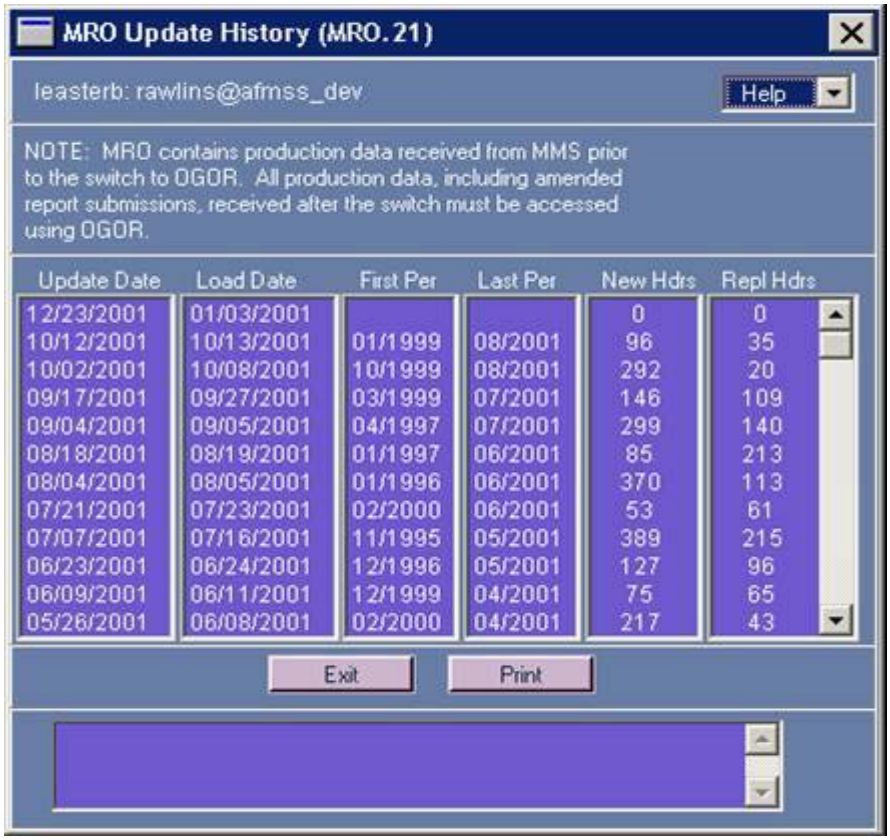
7. Click **Exit** in each window to return to the *Non-Indian AFMSS Main Menu*.

6.21 MRO Update History (MRO.21)

This window displays a history of the MRO data loads from MMS that are currently in the Non-Indian AFMSS application. Loads should occur every other week if they are received properly. The window allows the administrative administrator to identify loads not received.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **MRO**. Click **Update History (MRO.21)** to launch the *MRO Update History (MRO.21)* window (Figure 6-26).



Update Date	Load Date	First Per	Last Per	New Hdrs	Repl Hdrs
12/23/2001	01/03/2001			0	0
10/12/2001	10/13/2001	01/1999	08/2001	96	35
10/02/2001	10/08/2001	10/1999	08/2001	292	20
09/17/2001	09/27/2001	03/1999	07/2001	146	109
09/04/2001	09/05/2001	04/1997	07/2001	299	140
08/18/2001	08/19/2001	01/1997	06/2001	85	213
08/04/2001	08/05/2001	01/1996	06/2001	370	113
07/21/2001	07/23/2001	02/2000	06/2001	53	61
07/07/2001	07/16/2001	11/1995	05/2001	389	215
06/23/2001	06/24/2001	12/1996	05/2001	127	96
06/09/2001	06/11/2001	12/1999	04/2001	75	65
05/26/2001	06/08/2001	02/2000	04/2001	217	43

Figure 6-26: MRO Update History (MRO.21) Window

2. Click **Print** to print the report as it appears in the window.
3. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

7 **Oil and** Gas Operations Report

The Minerals Management Service (MMS) is responsible for the calculation and collection of royalty payments from the operators for oil and gas producing wells. Royalty calculations are based primarily upon production data provided to MMS by the operators in the *Oil and Gas Operations Report (OGOR).* An operator submits an OGOR for each lease or agreement (by MMS IID or Non-Indian AFMSS Case Number) under its control. MMS also reviews BLM data for producing oil and gas wells as a verification for the operator-submitted OGOR data. MMS flags any errors or discrepancies that it finds among its own records, the OGOR data, and BLM data. MMS periodically transmits the operator-submitted documents, with all discrepancies and errors noted, to BLM.

MMS has changed from the Monthly Report of Operations (MRO) format for the operator-submitted reports to the OGOR format. View the reports previously sent using the MRO format through either the **MRO** or **OGOR** submenus. However, reports currently supplied by MMS, including amended reports previously sent through MRO, must be accessed using the **OGOR** submenu.

There are several purposes for BLM users to review the MMS reports, but one of the more important is to identify, verify and resolve the discrepancies between BLM records for a well's status and production activity and the MMS document for that well. It is also possible that MMS may learn about a change of operator for a well before BLM does, and the MMS report provides a checkpoint for BLM. Additionally, the MMS report provides a variety of production data and, once that information is in the database, Non-Indian AFMSS automatically makes it available to the Non-Indian AFMSS inspection strategy and inspection priority subsystems for planning purposes.

7.1 Non-Indian AFMSS and MMS Terms and Convention

A. OGOR: A monthly report made by an operator to MMS containing production details for every well on a lease or agreement under that operator's control. A separate OGOR is made for each of its leases or agreements.

   Examples of the four parts of the OGOR in Non-Indian AFMSS are shown in Figure 7-1 and Figure 7-2. Note that both the MMS document number and the Non-Indian AFMSS case number are shown in the OGOR header.

OIL AND GAS OPERATIONS REPORT
PART A - WELL PRODUCTION
(OGOR-A)

OGOR Document Number: 010003957 BLM Case Number: COC20630

REPORT TYPE	MMS LEASE/AGREEMENT NUMBER	AGENCY LEASE/AGREEMENT NUMBER
X ORIGINAL MODIFY (DELETE/ADD BY LINE) REPLACE (OVERLAY PREVIOUS REPORT)		COC20630

PRODUCTION MONTH (YYYY-MM)	MMS OPERATOR NUMBER	OPERATOR NAME
2000-01	A1009	BARRETT RESOURCES

OPERATOR LEASE/AGREEMENT NAME	OPERATOR LEASE/AGREEMENT NUMBER
RULISON	

LINE	ACT	API WELL NUMBER				PROD. INT.	OPERATOR WELL NUMBER	WELL STATUS CODE	DAYS PROD.	PRODUCTION VOLUMES			INJECTION VOLUME (BBL/MCF)
		STATE	COUNTY	SEQUENCE	SDTRK					OIL/CONDENSATE (BBL)	GAS (MCF)	WATER (BBL)	
1	A	05	045	06351	00	S1	FEDERAL 161	PGW	31	0	535	0	0
									TOTAL PRODUCTION	0	535	0	
									TOTAL INJECTION	0	0	0	

OIL AND GAS OPERATIONS REPORT
PART B - PRODUCTION DISPOSITION
(OGOR-B)

OGOR Document Number: 010003957 BLM Case Number: COC20630

REPORT TYPE	MMS LEASE/AGREEMENT NUMBER	AGENCY LEASE/AGREEMENT NUMBER
X ORIGINAL MODIFY (DELETE/ADD BY LINE) REPLACE (OVERLAY PREVIOUS REPORT)		COC20630

PRODUCTION MONTH (YYYY-MM)	MMS OPERATOR NUMBER	OPERATOR NAME
2000-01	A1009	BARRETT RESOURCES

OPERATOR LEASE/AGREEMENT NAME	OPERATOR LEASE/AGREEMENT NUMBER
RULISON	

LINE	ACT	DISP CODE	METERING POINT	GAS PLANT	API GRAV 99.9	BTU 9999	DISPOSITION VOLUMES		
							OIL/CONDENSATE (BBL)	GAS (MCF)	WATER (BBL)
1	A	01				1034		535	
						TOTAL DISPOSITIONS	0	535	0

Disposition Codes:
01 Sales-Subject to Royalty (MEASURED)

Figure 7-1. OGOR Part A & B (OGOR.15 Report)

Figure 7-1: OGOR Part A & B (OGOR.15 Report)

OIL AND GAS OPERATIONS REPORT
PART C - PRODUCTION INVENTORY
(OGOR-C)

OGOR Document Number: 010003957 BLM Case Number: COC20630

REPORT TYPE	MMS LEASE/AGREEMENT NUMBER	AGENCY LEASE/AGREEMENT NUMBER
X ORIGINAL MODIFY (DELETE/ADD BY LINE) REPLACE (OVERLAY PREVIOUS REPORT)		COC20630

PRODUCTION MONTH (YYYY-MM)	MMS OPERATOR NUMBER	OPERATOR NAME
2000-01	A1009	BARRETT RESOURCES

OPERATOR LEASE/AGREEMENT NAME	OPERATOR LEASE/AGREEMENT NUMBER
RULISON	

LINE	ACT	PROD CODE	FACILITY NUMBER	METERING POINT	API GRAV 99.9	BEGINNING INVENTORY	PRODUCTION (BBL)	SALES (BBL)	ADJUSTMENTS CODE	ADJUSTMENTS VOLUME	ENDING INVENTORY (BBL)
TOTALS						0	0	0		0	0

OIL AND GAS OPERATIONS REPORT
PART D - COMMENTS/LEGEND
(OGOR-D)

OGOR Document Number: 010003957 BLM Case Number: COC20630

REPORT TYPE	MMS LEASE/AGREEMENT NUMBER	AGENCY LEASE/AGREEMENT NUMBER
X ORIGINAL MODIFY (DELETE/ADD BY LINE) REPLACE (OVERLAY PREVIOUS REPORT)		COC20630

PRODUCTION MONTH (YYYY-MM)	MMS OPERATOR NUMBER	OPERATOR NAME
2000-01	A1009	BARRETT RESOURCES

OPERATOR LEASE/AGREEMENT NAME	OPERATOR LEASE/AGREEMENT NUMBER
RULISON	

Disposition Codes:
01 Sales-Subject to Royalty (MEASURED)

Error Codes:
Code Line Description

Comments:
Code Line Description

CONTACT NAME		TELEPHONE NUMBER
BARBARAHUTCHINS		3035723900
AUTHORIZING SIGNATURE	DATE	COMMENTS

Figure 7-2. OGOR Part C& D (OGOR.15 Report)

Figure 7-2: OGOR Part C & D (OGOR.15 Report)

B. MMS sends periodic reports (usually monthly) to BLM that consist of multiple MMS documents. Each MMS document is uniquely numbered and contains an operator-submitted OGOR plus any errors or discrepancies that MMS found in it.

C. The Non-Indian AFMSS windows *OGOR.7* and *OGOR.8* provide two ways of looking at the MMS document data. *View OGOR Document (OGOR.7)* provides the complete header of the operator-submitted production document, shows the MMS document type and number, and contains the production details totals of all the wells included in the MMS document. *OGOR Document Detail (OGOR.8)* provides the MMS document number and contains production details for each well included in the MMS document.

D. Some OGOR windows have buttons to select either **Non-Indian AFMSS QBE and Data** or **MMS/OGOR QBE and Data**. Either Non-Indian AFMSS conventions or MMS conventions, depending upon this button selection, are used for certain data elements.

1. **Case Number** and **IID**: Non-Indian AFMSS uses **Case Number** to identify the lease or agreement number; it may include embedded spaces. MMS uses the **Inspection Item Description (IID)** that has no embedded spaces.
2. **Operator**: Non-Indian AFMSS and MMS *should* use the same operator names but may not. MMS may learn about a change of operator before BLM does. MMS updates their records immediately to ensure they can collect royalties from the correct entity. BLM uses a more formal process to recognize a succession of operator. The Non-Indian AFMSS system displays the *current Non-Indian AFMSS operator* for a well and MMS display the *operator in effect on MMS records* at the time the production report was filed.
3. **Well Name** and **Well Number**: Non-Indian AFMSS holds the *well name* and *well number* in separate fields. MMS combines them into one field they call a *well name*. In most cases Non-Indian AFMSS does not query production information just by *well number* since that concept has a limited meaning to OGOR.
4. **Date Format**: The date format (period) for OGOR windows in Non-Indian AFMSS is the four digit year, a dash, and the two digit month (2005-01). The system automatically converts from standard mm/yyyy format.

7.2 Find OGOR Data by Well (*OGOR.1*)

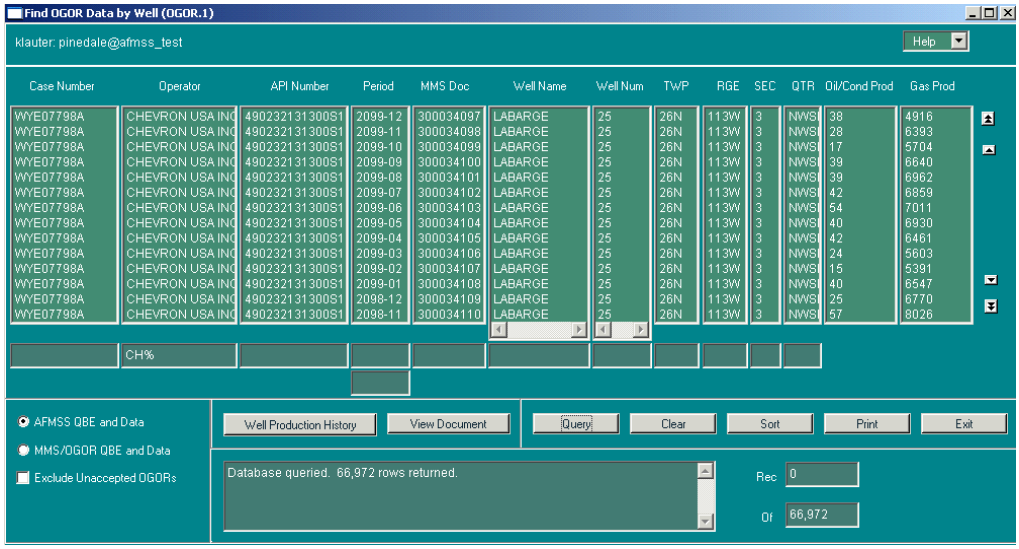


Figure 7-3: Find OGOR Data by Well (OGOR.1) Window

The *Find OGOR by Well (OGOR.1)* window finds MMS production information for a particular well. The oil and gas data are shown in the display area after the query. The associated windows are shown in Diagram 7-1.

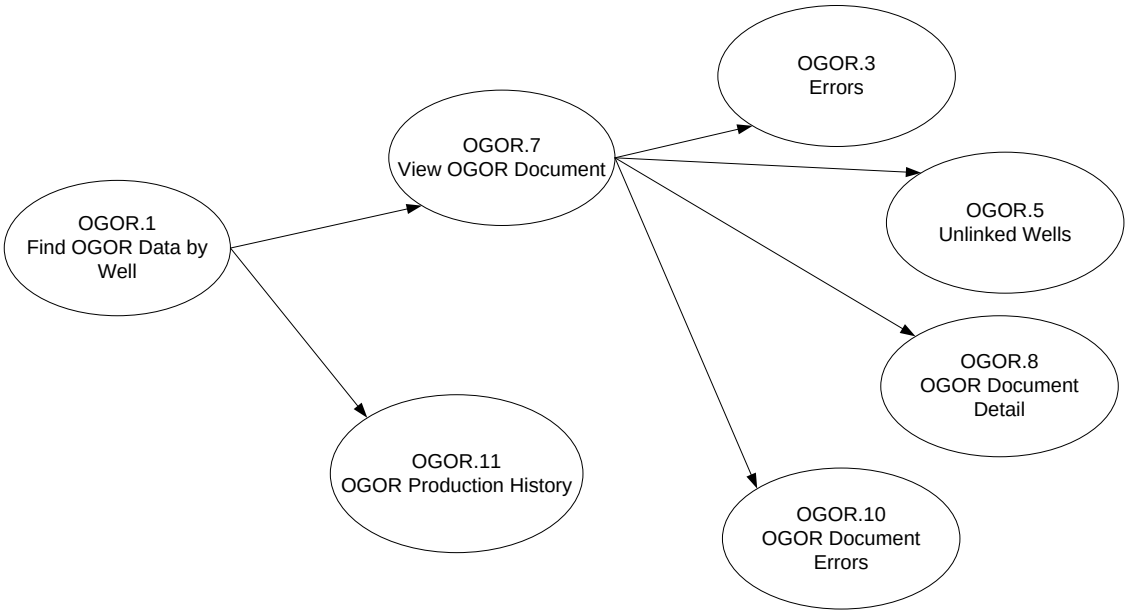


Diagram 7-1: OGOR by Well Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** and click **OGOR by Well (OGOR.1)** to launch the *Find OGOR Data by Well (OGOR.1)* window.
2. Click either the **Non-Indian AFMSS QBE and Data** or **MMS/MRO QBE and Data** button to choose the type of records for a query. The Non-Indian AFMSS choice will provide a Case Number QBE field and the MMS choice will provide an IID QBE field.
3. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored, so also list a period or some other QBE data to limit the search.
4. Click the **Query** button. The default order for records listed is by their period. Highlight the necessary well record.
5. Click **Sort** to arrange the records in an efficient order for use (by case number and operator name). The sort options include all the QBE options (Case/IID, Operator, API, etc.) in the window.
6. Click **Print** to review or make a copy of the displayed records.
7. Click **View Document** to launch *View OGOR Document (OGOR.7)* to see the complete header of the production document submitted by the operator.

NOTE: The MMS document number (**MMS Doc** data field in *OGOR.1*) is useful when solving problems with MMS. However, MMS will also need the document type and that is only shown in *OGOR.7*.

8. Click **Well Production History** to launch *OGOR Production History (OGOR.11)* to see the production history of the well selected (including its oil, gas and water for every reporting period on file). The most recent production is shown first.

9. Click **Clear** to remove all records from the window display if another query is to be done.

10. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

7.3 Find OGOR by Case (*OGOR.2*)

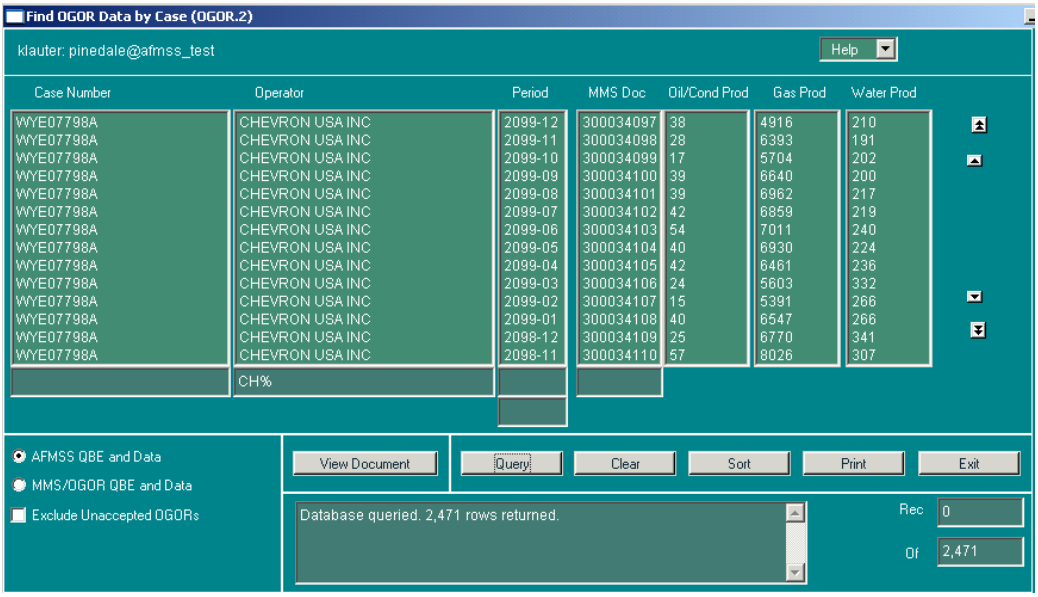


Figure 7-4: Find OGOR Data By Case (OGOR.2) Window

The *Find OGOR by Case (OGOR.2)* window finds MMS production information for a particular case. The oil and gas data is shown in the display after the query. The associated windows are shown in Diagram 7-2.

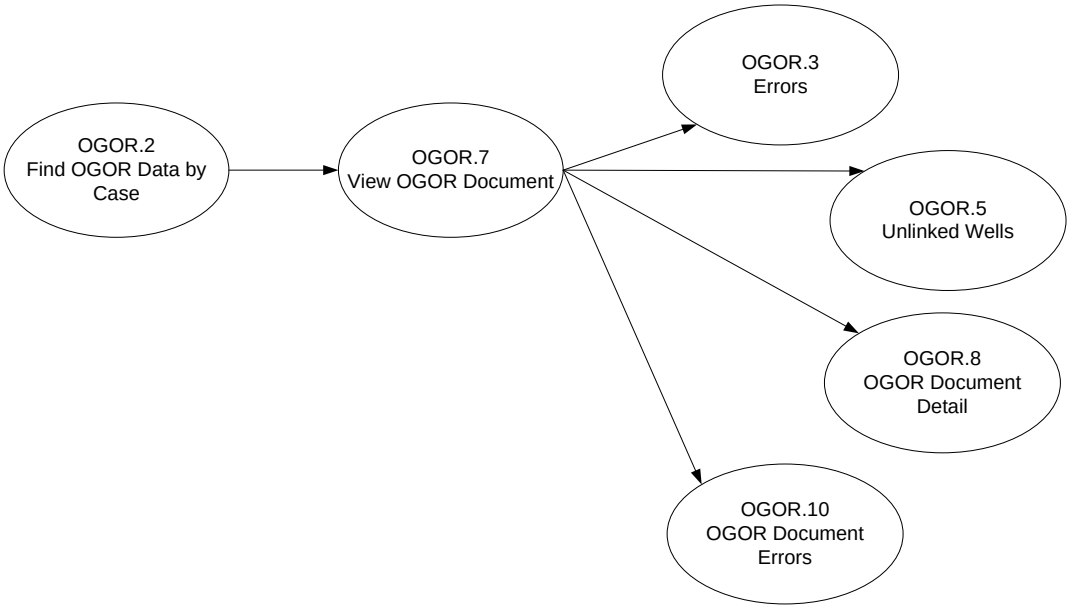


Diagram 7-2: OGOR by Case Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** and click **OGOR by Case (*OGOR.2*)** to launch the *Find OGOR Data by Case (OGOR.2)* window.
2. Click either the **Non-Indian AFMSS QBE and Data** or **MMS/OGOR QBE and Data** button to choose the type of records for a query. The Non-Indian AFMSS choice will provide a Case Number QBE field and the MMS choice will provide an IID QBE field.
3. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored so also list a period or some other QBE data to limit the search.
4. Click the **Query** button. The default order for records listed is by their period. Highlight the necessary well record.
5. Click **Sort** to arrange the records in an efficient order for use (by case number and operator name). The sort options include all the QBE options (Case/IID, Operator, API, etc.) in the window.
6. Click **Print** to review or make a copy of the displayed records.
7. Click **View Document** to launch *View OGOR Document (OGOR.7)* to see the complete header of the production document submitted by the operator.

NOTE: The MMS document number (**MMS Doc** data field in *OGOR.2*) is useful when solving problems with MMS. However, MMS will also need the document type and that is only shown in *OGOR.7*.

8. Click **Clear** to remove all records from the window display if another query is to be done.
9. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

7.4 Errors (OGOR.3)

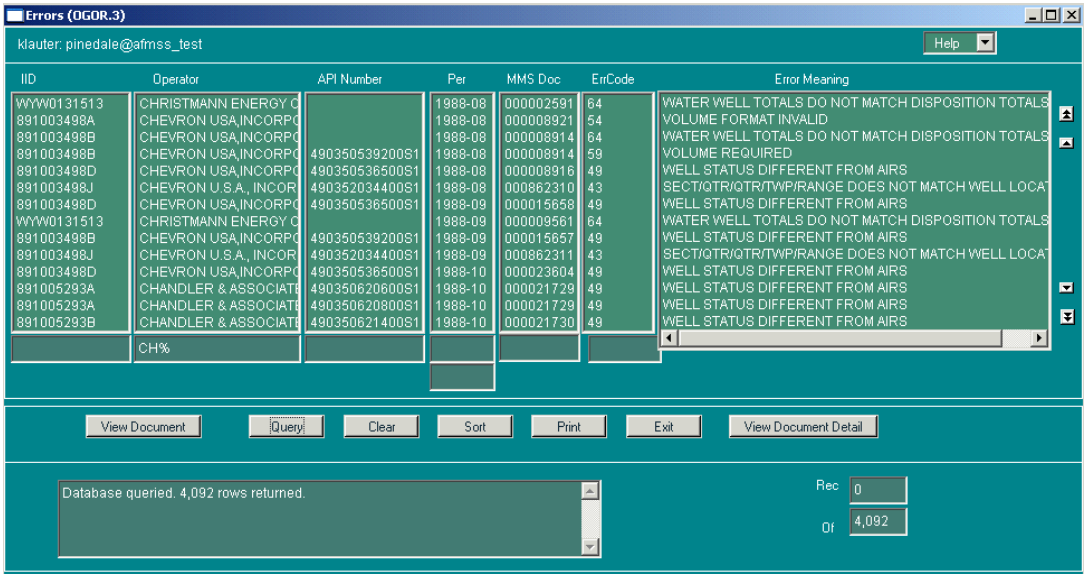


Figure 7-5: Errors (OGOR.3) Window

The *Errors (OGOR.3)* window finds any errors that have been reported by MMS depending upon the QBE fields (IID, operator, period of time, or error code) specified. The associated windows are shown in Diagram 7-3.

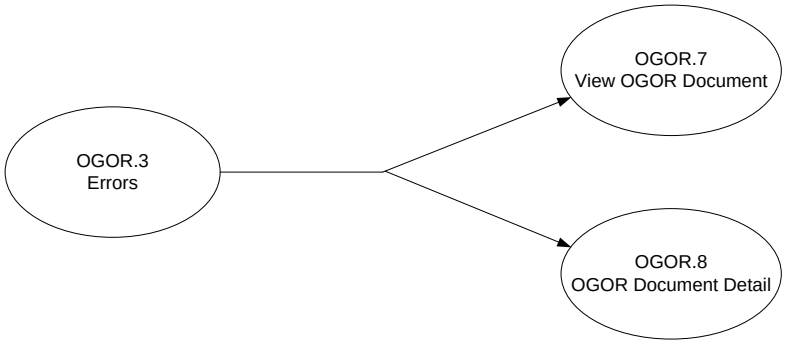


Diagram 7-3: Errors (OGOR.3) Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** and click **OGOR Errors (OGOR.3)** to launch the *Errors (OGOR.3)* window. This window displays MMS-detected errors and warnings. Since these are MMS detected anomalies they are displayed only with MMS identification (IID, well name or operator name).
2. Find the type of errors desired by entering information into the appropriate QBE fields, then click **Query**. It is important that the QBE fields used for a search be carefully considered to get the results desired. For example, to find all the errors for a specific operator, use only the operator QBE. This may take a significant amount of time since there are thousands of records in the database. If that query should include a certain period, include a start date/end date in the period QBE. To find out how often error code 37 occurred–regardless of the operator but within a certain date–then use the error code and period but not the operator QBE fields. For all errors that occurred on a particular document, then specify only the document QBE.
3. Use the scroll bar at the bottom of the **Error Meaning** column to read all the text in the column.
4. Click **Sort** to arrange the records in an efficient order for use (by operator name and descending error codes). The sort options include all the QBE options (IID, Operator, etc.) in the window.
5. Click **Print** to review or make a copy of the displayed records.
6. Highlight a record and click **View Document** to launch the *View OGOR Document (OGOR.7)* window to see the complete header of the production document submitted by the operator to MMS. *OGOR.7* reports the sums (per category) of all the individual well production amounts included in a MMS document.

NOTE: The MMS document number (**MMS Doc** data field in *OGOR.3*) is useful when solving problems with MMS. However, MMS will also need the document type and that is only shown in *OGOR.7*.

7. Highlight a record and click **View Document Detail** to launch the *OGOR Document Detail (OGOR.8)* window to see the well production details for each well included on a MMS document.
8. Click **Clear** to remove all records from the window display if another query is to be done.
9. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

7.5 OGOR IID Linkage Problems (OGOR.4)

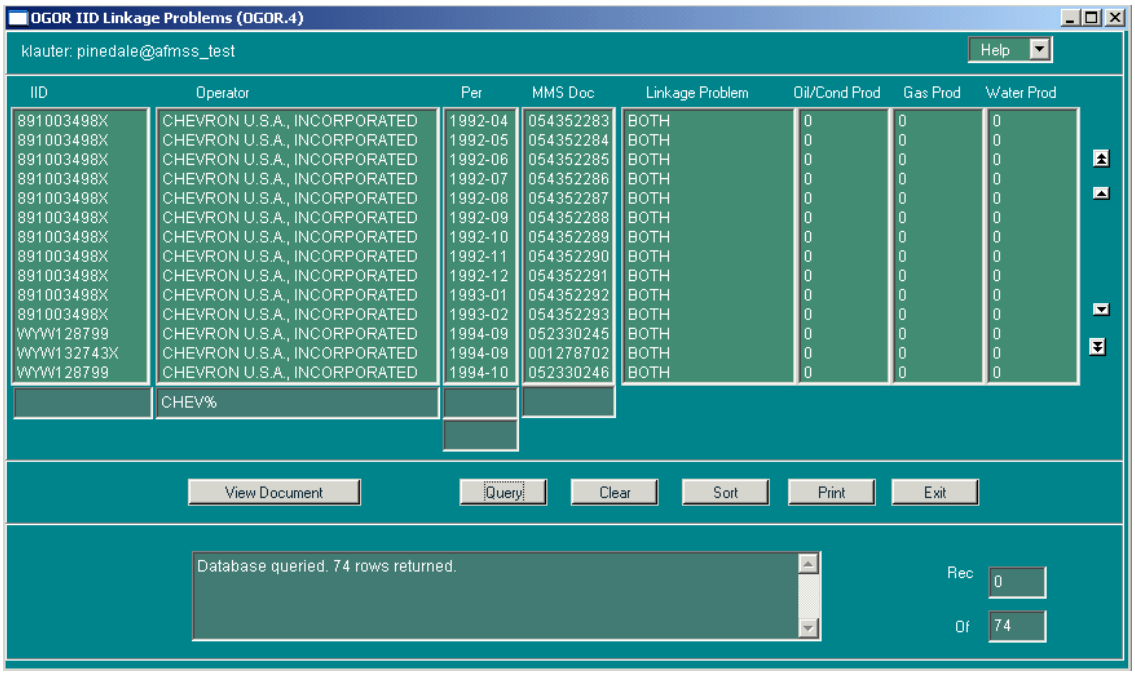


Figure 7-6: OGOR IID Linkage Problems (OGOR.4) Window

The *OGOR IID Linkage Problems (OGOR.4)* window shows the user discrepancies in the IID number reported by MMS. The associated windows are shown in Diagram 7-4.

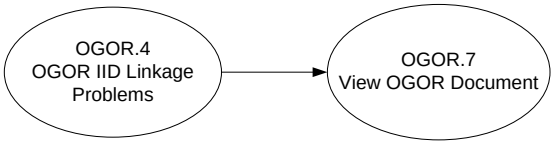


Diagram 7-4: OGOR IID Linkage Problems Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** and click **OGOR IID Linkage Problems (OGOR.4)** to launch the *OGOR IID Linkage Problems (OGOR.4)* window.
2. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored, so also list a period or some other QBE data to limit the search.
3. Click the **Query** button. The default order for records listed is by their period. Highlight the necessary well record.

4. Click **Sort** to arrange the records in an efficient order for use (by IID and operator name). The sort options include all the QBE options (IID, Operator, API, etc.) in the window.
5. **Linkage Problem**: OGOR data is linked to Non-Indian AFMSS data by the operator and case tables. The column will contain one of the following depending upon the data that is found:
    a. **Operation**: There is no Non-Indian AFMSS operator information for the OGOR record.
    b. **Case**: There is no Non-Indian AFMSS case information for the OGOR record.
    c. **Both**: Both the Non-Indian AFMSS operator and case data are missing for the OGOR record.
6. Click **Print** to review or make a copy of the displayed records.
7. Click **View Document** to launch *View OGOR Document (OGOR.7)* to see the complete header of the production document submitted by the operator with detail sums for the wells in the document.
8. Click **Clear** to remove all records from the window display if another query is to be done.
9. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

7.6 Unlinked Wells (OGOR.5)

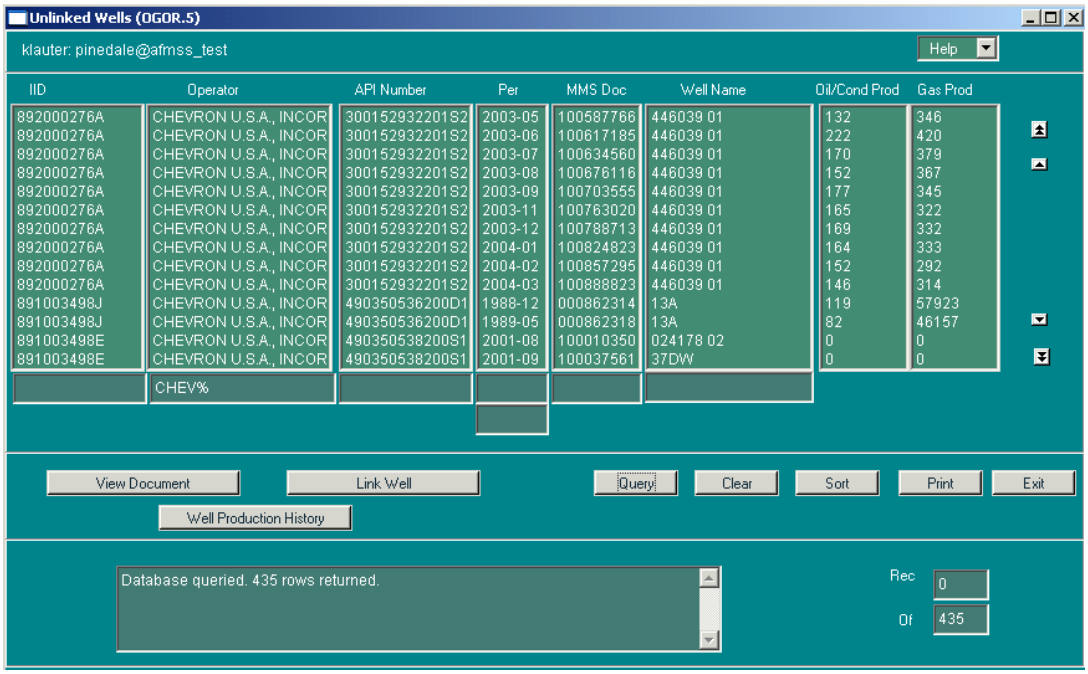


Figure 7-7: Unlinked Wells (OGOR.5) Window

The *Unlinked Wells (OGOR.5)* window shows the wells that have been reported by MMS but have not been linked to a well in Non-Indian AFMSS. It may be useful to research the problem and then go to another window to make the link. The associated windows are shown in Diagram 7-5.

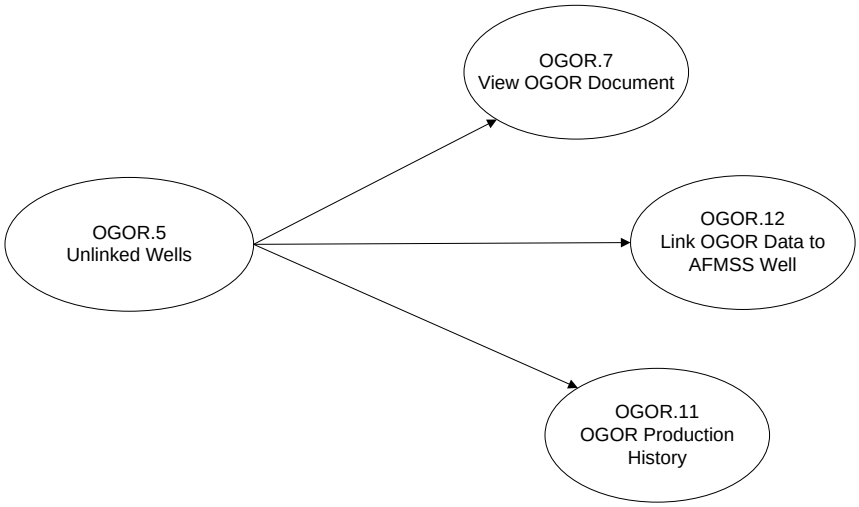


Diagram 7-5: Unlinked Wells (OGOR.5) Associated Windows

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** and click **Unlinked Wells (OGOR.5)** to launch the *Unlinked Wells (OGOR.5)* window.
2. Query by entering information into one or more of the input fields. Remember that a query on an Operator name only may take some time since there may be several thousand records stored, so also list a period or some other QBE data to limit the search.
3. Click the **Query** button. The default order for records listed is by their period. Highlight the necessary well record.
4. Click **Sort** to arrange the records in an efficient order for use (by IID and operator name). The sort options include all the QBE options (IID, Operator, API, etc.) in the window.
5. Click **Print** to review or make a copy of the displayed records.
6. Click **View Document** to launch *View OGOR Document (OGOR.7)* to see the complete header of the production document submitted by the operator. Click **Exit**.
7. Click **Well Production History** to launch *OGOR Production History (OGOR.11)* to see the production history of the well selected (including its oil, gas and water for every reporting period on file).
8. Click **Link Well** to launch *Link OGOR Data to Non-Indian AFMSS Well (OGOR.12)* to link the OGOR well data to an existing well in Non-Indian AFMSS. Once this link is made there is no easy way to undo the link, so it is important to verify that the Non-Indian AFMSS well and OGOR well are in fact the same one.
9. Click **Clear** to remove all records from the window display if another query is to be done.
10. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

7.7 OGOR Update History (OGOR.6)

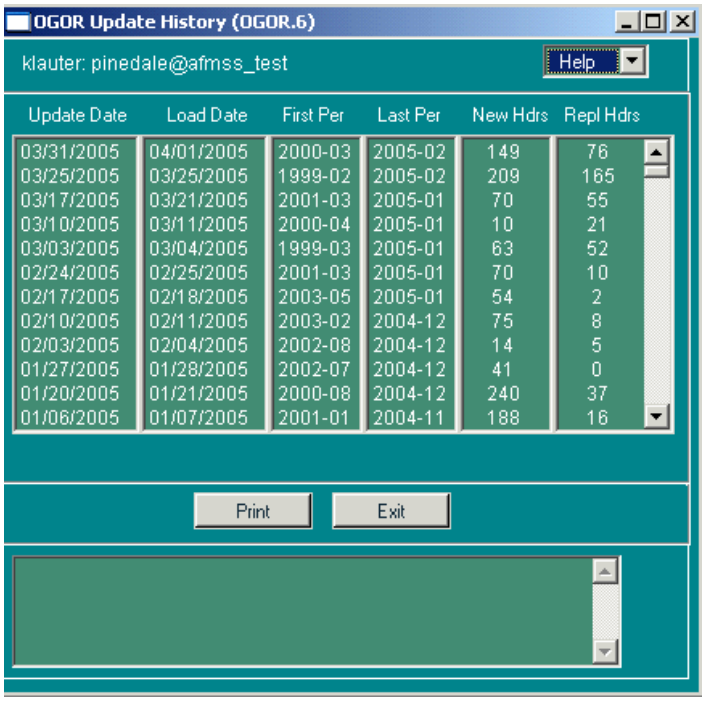


Figure 7-8: OGOR Update History (OGOR.6) Window

The *OGOR Update History (OGOR.6)* window shows the user OGOR data that has been loaded into Non-Indian AFMSS from MMS. The window allows the application administrator to identify loads not received.

There are no other windows linked to *OGOR.6*.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** and click **OGOR Update History (OGOR.6)** to launch the *OGOR Update History (OGOR.6)* window. This is a display only window.
2. Click **Print** to print the report as it appears in the window.
3. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

7.8 View OGOR Document (OGOR.7)

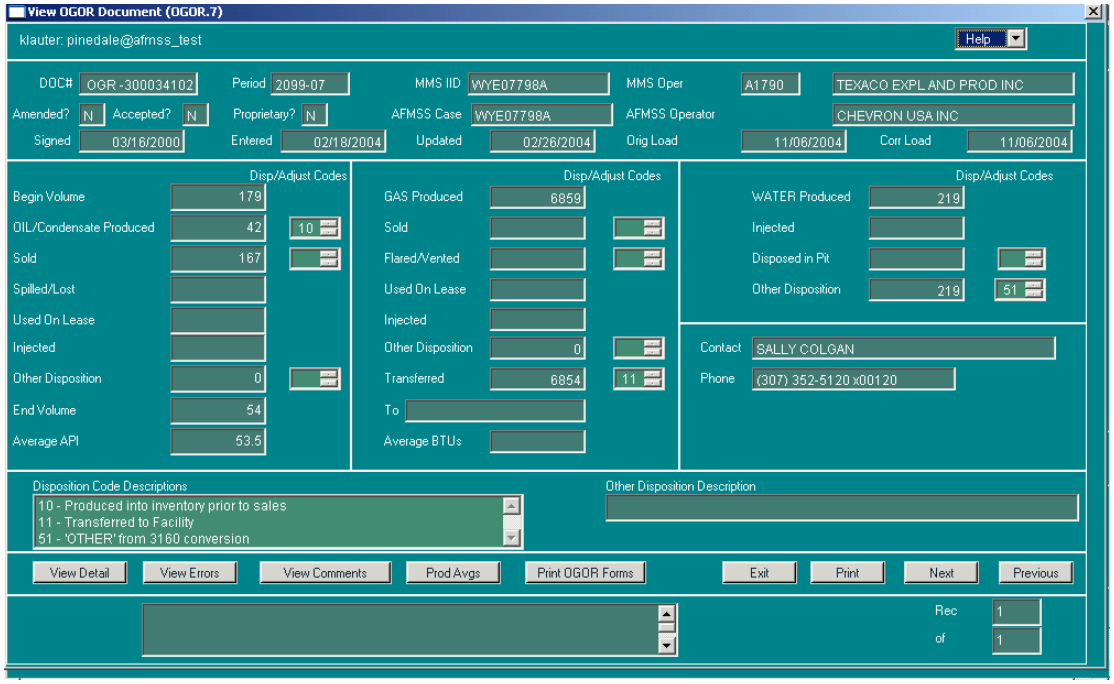


Figure 7-9: View OGOR Document (OGOR.7) Window

The *View OGOR Document (OGOR.7)* window shows the complete header of the production document submitted by the operator and contains the MMS document number and document type that are essential to work problems with MMS. The associated windows are shown in Diagram 7-6.

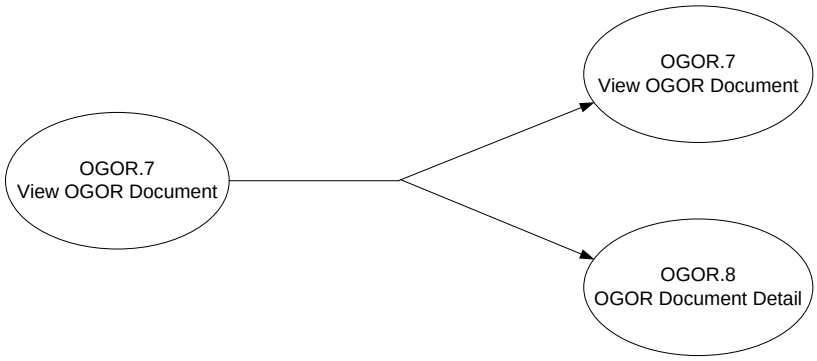


Diagram 7-6: View OGOR Document Associated Windows

Procedures

1. The *View OGOR Document (OGOR.7)* window is accessed by clicking the **View Document** button in one of the following OGOR windows. It cannot be accessed directly from the OGOR submenu.

Find OGOR Data by Well (OGOR.1)

Find OGOR Data by Case (OGOR.2)

Errors (OGOR.3)

OGOR IID Linkage Problems (OGOR.4)

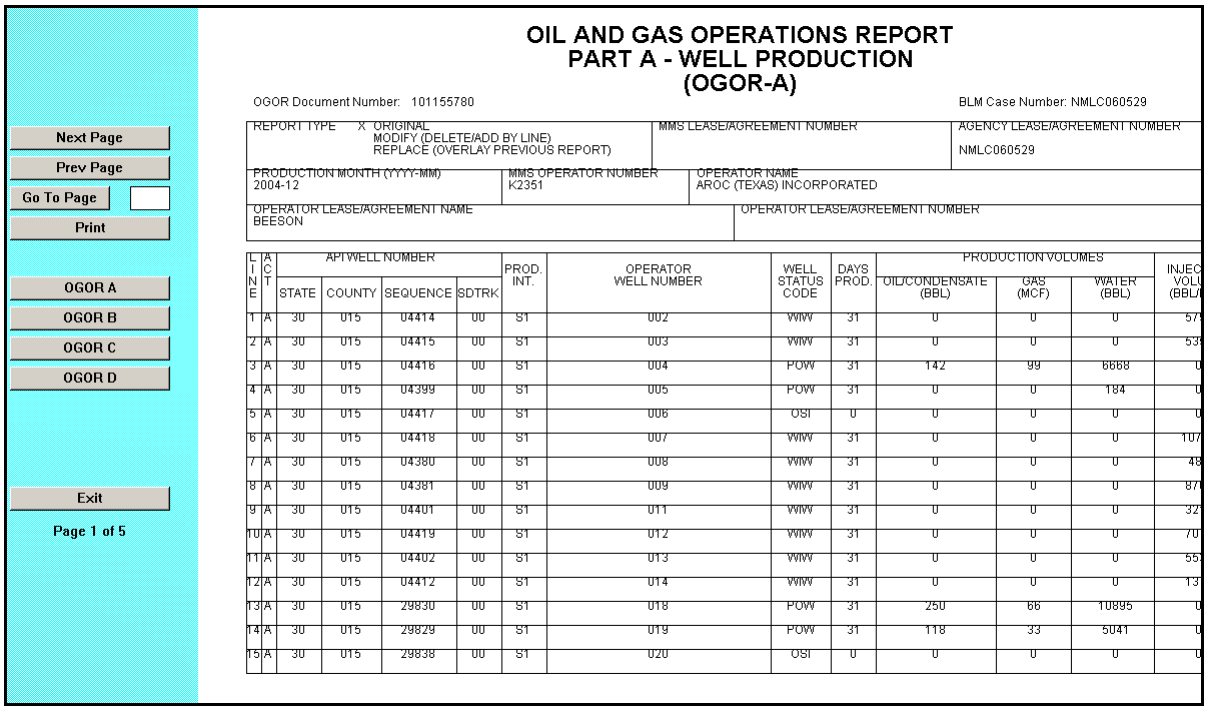
Unlinked Wells (OGOR.5)

2. Select the desired record in the one of the above windows and click the **View Document** button to launch the *View OGOR Document (OGOR.7)* window.
3. The **Doc #** field is formatted with the MMS document type-document number (*3160-10156900*). MMS will need both the document type and number to solve problems. There are two MMS document types:

   3160: indicates either a paper submission or Oil and Gas Operations Report

   4054: indicates an electronic submission

4. If the operator revised the document, the **Amended** field will contain a **Y** and the **Updated** field will be populated with a date.
5. The **Non-Indian AFMSS Operator** and **Non-Indian AFMSS Case** fields will be blank if the system was unable to determine the Non-Indian AFMSS case number that went with the MMS IID.
6. Use the **Next/Previous** buttons to move through the stack of records if more than one record was selected in the originating finder window.
7. Click **View Detail** to launch the *OGOR Document Detail (OGOR.8)* window to see separate rows of well production detail for each of the wells reported on a the MMS document.
8. Click **View Errors** to launch the *OGOR Document Errors (OGOR.10)* window. When accessed from *OGOR.7*, this window shows all errors for all wells in the MMS document for this time period.
9. Click **Prod Avgs** to launch the *OGOR Production Avg by Case (OGOR.16)* window to see a summary of oil and gas production data for a particular MMS IID within a particular time frame. Click **Exit**.
10. Click **Print OGOR Forms** to launch Acrobat to compile the OGOR Forms A, B, C and D for this specific record.



Next Page
Prev Page
Go To Page
Print
OGOR A
OGOR B
OGOR C
OGOR D
Exit
Page 1 of 5

OIL AND GAS OPERATIONS REPORT
PART A - WELL PRODUCTION
(OGOR-A)

OGOR Document Number: 101155780 BLM Case Number: NMLC060529

REPORT TYPE X ORIGINAL
MODIFY (DELETE/ADD BY LINE)
REPLACE (OVERLAY PREVIOUS REPORT)

MMS LEASE/AGREEMENT NUMBER
AGENCY LEASE/AGREEMENT NUMBER NMLC060529

PRODUCTION MONTH (YYYY-MM) 2004-12
MMS OPERATOR NUMBER K2351
OPERATOR NAME AROC (TEXAS) INCORPORATED

OPERATOR LEASE/AGREEMENT NAME BEESON
OPERATOR LEASE/AGREEMENT NUMBER

LINE	ACT	API WELL NUMBER STATE	COUNTY	SEQUENCE	SDTRK	PROD. INT.	OPERATOR WELL NUMBER	WELL STATUS CODE	DAYS PROD.	PRODUCTION VOLUMES OIL/CONDENSATE (BBL)	GAS (MCF)	WATER (BBL)	INJEC VOLU (BBL/
1	A	30	015	04414	00	S1	002	WIW	31	0	0	0	57
2	A	30	015	04415	00	S1	003	WIW	31	0	0	0	53
3	A	30	015	04416	00	S1	004	POW	31	142	99	6668	0
4	A	30	015	04399	00	S1	005	POW	31	0	0	184	0
5	A	30	015	04417	00	S1	006	OSI	0	0	0	0	0
6	A	30	015	04418	00	S1	007	WIW	31	0	0	0	107
7	A	30	015	04380	00	S1	008	WIW	31	0	0	0	48
8	A	30	015	04381	00	S1	009	WIW	31	0	0	0	87
9	A	30	015	04401	00	S1	011	WIW	31	0	0	0	32
10	A	30	015	04419	00	S1	012	WIW	31	0	0	0	70
11	A	30	015	04402	00	S1	013	WIW	31	0	0	0	55
12	A	30	015	04412	00	S1	014	WIW	31	0	0	0	13
13	A	30	015	29830	00	S1	018	POW	31	250	66	10895	0
14	A	30	015	29829	00	S1	019	POW	31	118	33	5041	0
15	A	30	015	29838	00	S1	020	OSI	0	0	0	0	0

11. Click **View Comments** to launch the *OGOR Comments (OGOR.9)* window to see any MMS comments about this document.

12. Click **Exit** to return to the originating finder window.

7.9 OGOR Document Detail (OGOR.8)

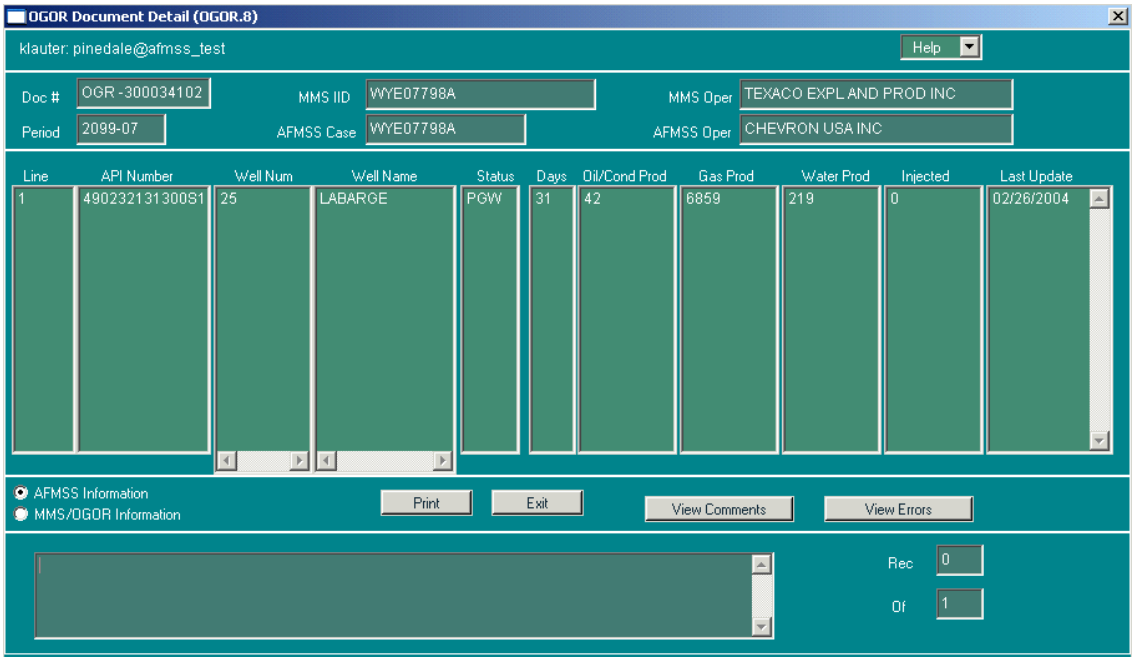


Figure 7-10: OGOR Document Detail (OGOR.8) Window

The *OGOR Document Detail (OGOR.8)* window shows the production detail for each well reported in the MMS document. This window is equivalent to the OGOR A Form. The associated windows are shown in Diagram 7-7.

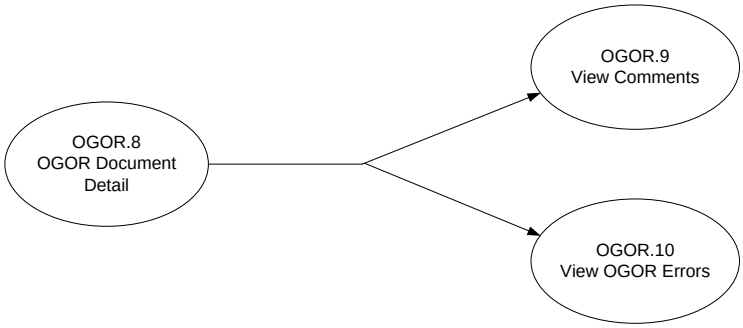


Diagram 7-7: OGOR Document Detail Associated Windows

Procedures

1. The *OGOR Document Detail (OGOR.8)* window is accessed by clicking the **View Detail** button in the *View OGOR Document (OGOR.7)* window or the **View Document Detail** button in the *Errors (OGOR.3)* window.
2. Select the desired record in the appropriate window and click the appropriate detail button to launch the *OGOR Document Detail (OGOR.8)* window.
3. Click either the **Non-Indian AFMSS QBE and Data** or **MMS/MRO QBE and Data** button to choose the type of records for a query. The Non-Indian AFMSS choice will provide a Case Number QBE field and the MMS choice will provide an IID QBE field.
4. The **Last Update** field contains the date of the most recent revision.
5. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
6. Click **View Errors** to launch the *OGOR Document Errors (OGOR.10)* window. When accessed from *OGOR.8*, this window shows all errors for the well selected in *OGOR.8* that are in the MMS document for this time period.
7. Click **View Comments** to launch the *OGOR Comments (OGOR.9)* window to see any MMS comments about this well.
8. Click **Exit** to return to the originating finder window.

7.10 OGOR Comments (OGOR.9)

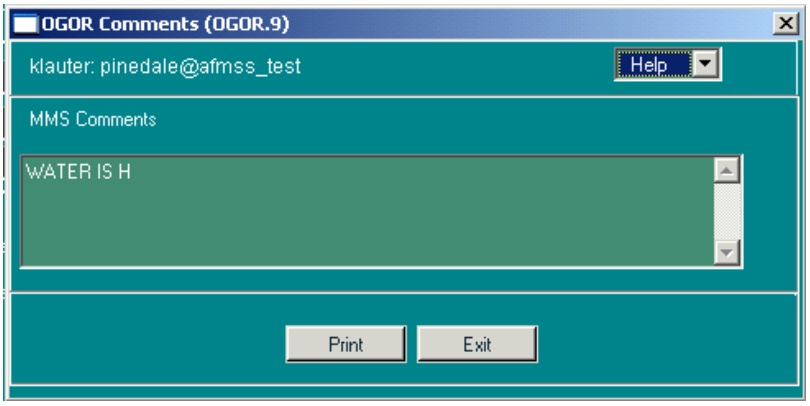


Figure 7-11: OGOR Comments (OGOR.9) Window

The *OGOR Comments (OGOR.9)* window shows MMS comments.

Procedures

1. The *OGOR Comments (OGOR.9)* window is launched from either *View OGOR Document (OGOR.7)* or *OGOR Document Detail (OGOR.8)* by clicking the **View Comments** button.
2. Click in *OGOR.7* to see all MMS comments made for the document.
3. Click in *OGOR.8* to see MMS comments made for one of the wells. Select the desired well, then click the button.
4. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
5. Click **Exit** to return to the originating window.

7.11 OGOR Document Errors (OGOR.10)

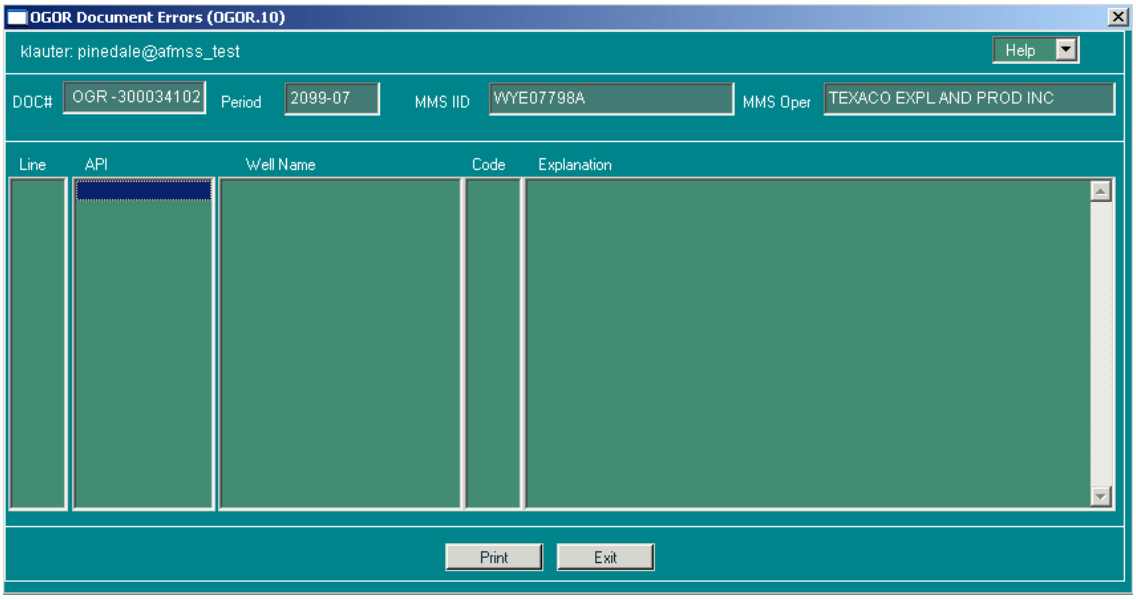


Figure 7-12: OGOR Document Errors (OGOR.10) Window

The *OGOR Document Errors (OGOR.10)* window shows MMS found errors in a document.

Procedures

1. The *OGOR Document Errors (OGOR.10)* window *OGOR.8)* by clicking the **View Errors** button.
    a. Click in *OGOR.7* to see all MMS errors made for all the wells in the document.
    b. Click in *OGOR.8* to see all MMS errors made for a selected well in the document. Select the desired well in *OGOR.8*, then click the button.
2. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
3. Click **Exit** to return to the originating window.

7.12 OGOR Production History (OGOR.11)

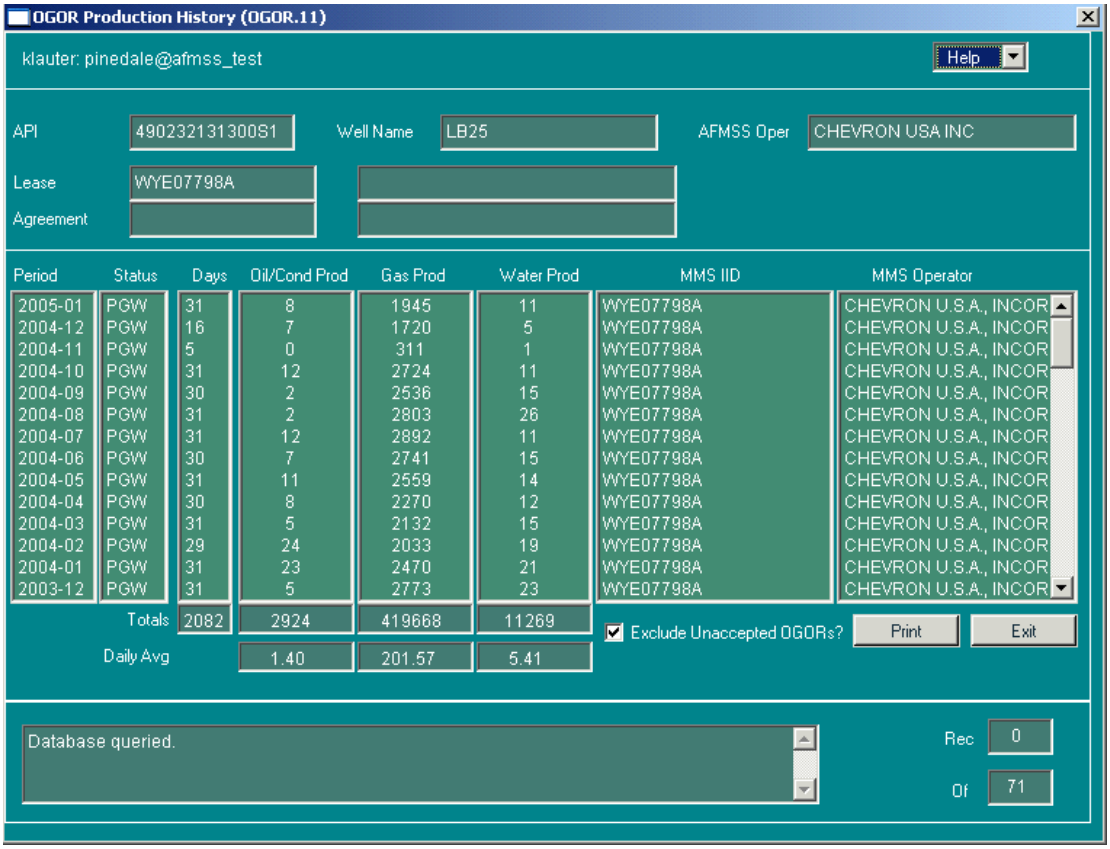


Figure 7-13: OGOR Production History (OGOR.11) Window

The *OGOR Production History (OGOR.11)* window shows the production history of a selected well. This history includes production of oil, gas, and water for every reporting period on file.

Procedures

1. The *OGOR Production History (OGOR.11)* window is launched from either the *Find OGOR Data by Well (OGOR.1)* window or the *Unlinked Wells (OGOR.5)* window. Select the desired record in the appropriate window after executing a query, then click the **Well Production History** button to launch *OGOR.11*.
2. The production information displays the most recent production first. The totals and daily averages are below the scrolling display.
3. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.
4. Click the **Exit** button to return to the initiating window.

7.13 Link OGOR Data to Non-Indian AFMSS Well (OGOR.12)

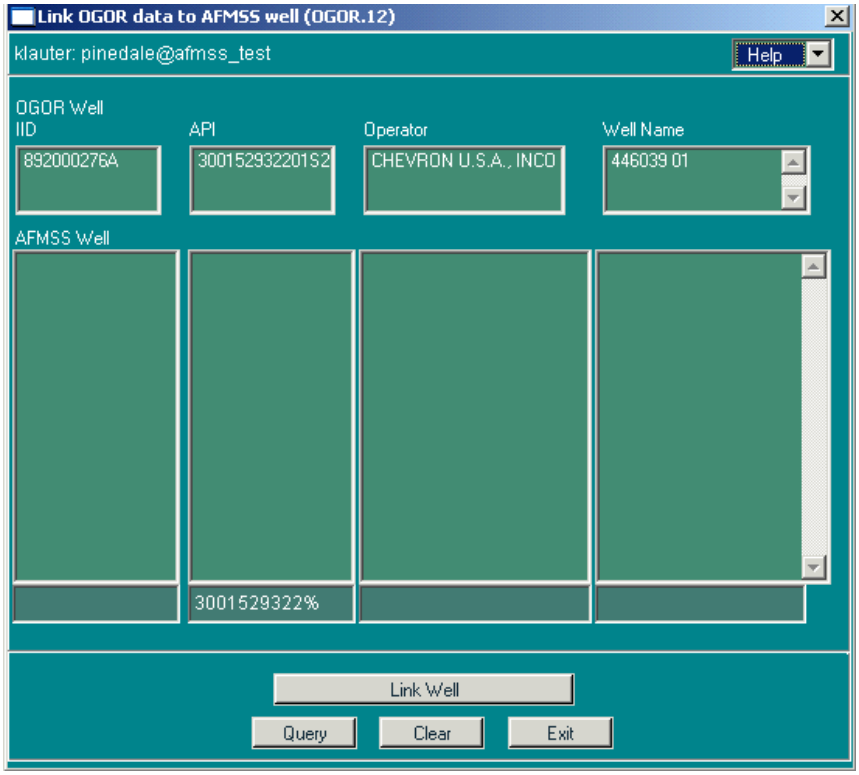


Figure 7-14: Link OGOR Data to Non-Indian AFMSS Well (OGOR.12) Window

Use the *Link OGOR Data to Non-Indian AFMSS Well (OGOR.12)* window to link an OGOR well to a well that exists in Non-Indian AFMSS.

Procedures

1. The *Link OGOR Data to Non-Indian AFMSS Well (OGOR.12)* window is launched from the *Unlinked Wells (OGOR.5)* window. Select the desired record in *OGOR.5*, then click the **Link Well** button to launch *OGOR.12*.
2. The **OGOR Well** data fields show the data from the MMS document.
3. The **Non-Indian AFMSS Well** data fields are filled with data that was found in an automatic query by the database using the API number.
4. Click **Clear** to remove data from the display in preparation for doing a new query if desired.
5. If no data was found by Non-Indian AFMSS or to do a new query, enter data into one or more of the QBE fields (Well, API, Operator, Well Name) and click **Query**.
6. It is very important to verify that the right well is selected before the actual link is made. Be sure to compare all the data fields under **Non-Indian AFMSS Well** with those under **OGOR Well**. If there is any doubt that these are the same well, do not execute the link.
7. Select the appropriate well by clicking in one of its fields, and ensure that the selected well is the correct one.

8. Click **Link Well**. A message alert will appear once the link has been established.

NOTE: There is no way to unlink the two once this button is clicked. If case of a mistake, consult the USP.

9. Click **Exit** to return to *OGOR.5*.

7.14 Reports

There are ten OGOR reports accessible from the **OGOR** submenu and one that is accessed from the **Reports** submenu.

7.14.1 OGOR Reports (OGOR.15)

An OGOR consists of four forms that contain an operator's production details for all wells per lease or agreement. All four of the forms are compiled for each record selected through the *OGOR Reports (OGOR.15)* window, so a search that finds 10 records will contain 40 pages and take time to compile, so complete the search fields carefully.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **OGOR Report (OGOR.15)** to launch the report window (Figure 7-15).

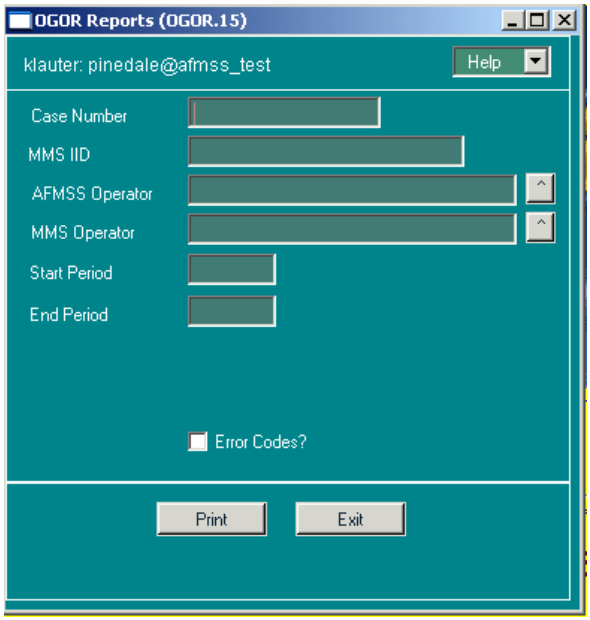


Figure 7-15: OGOR Reports (OGLR.15) Window

2. Be as specific as possible when entering the criteria into the selection fields to limit the search time and results. Several hundred records may be found (taking an hour or more to compile) depending upon the operator and time period chosen. It may help to use the case number to limit the search.

3. **Case Number/MMS IID**: (Optional) Enter the Non-Indian AFMSS case number or the MMS IID using the wildcard if necessary. This greatly facilitates limiting the search.
4. **Non-Indian AFMSS Operator**: (Optional) Enter the Non-Indian AFMSS operator either by typing in the name or clicking the picklist button to the right and choosing an operator.
5. **MMS Operator**: (Optional) Enter the MMS operator either by typing in the name or clicking the picklist button to the right and choosing an operator.
6. **Start Period/End Period:** Enter the start and end dates. If the operator has numerous leases/ agreements but no case number is specified, it may be fastest to limit the time period to a month.

NOTE: OGOR date format uses the four digit year, a dash, and the two digit month (2001-01). If the date is incorrectly entered in mm/yyyy format, the database automatically changes it.

7. Click **Error Codes** for the error codes to be noted with the OGOR forms.
8. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.
9. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.2 OGOR Production Averages by Case Report (OGOR.16)|

OGOR.16: Production Averages for NCR158 Periods 2002-10 to 2002-12

Lease: HAY RESERVOIR
Case Name:
PA:
Interest: Numbers not adjusted for mineral interest percentage.
Unaccepted OGORS are excluded from production totals.
This is a federal case.

PERIOD	MMS OPERATOR	NOTES	OIL/COND PROD	GAS PROD	WATER PROD	OIL SOLD	GAS SOLD
2002-10	TOM BROWN INC.		458	32,561	128	863	0
2002-11	TOM BROWN INC.		480	29,592	224	305	0
2002-12	TOM BROWN INC.		410	31,713	174	623	0
TOTAL		3 Periods	1,348	93,866	526	1,791	0
HIGH			480	32,561	224	863	0
AVG		all 3 Periods	449	31,289	175	597	0
AVG		3 reported periods	449	31,289	175	597	0
AVG		Producing Periods	449	31,289	175	597	0
LOW			410	29,592	128	305	0

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Figure 7-16: Example of Production Averages by Case Report (OGOR.16)

The *Production Averages by Case* report lists summary oil and gas production information for one case/MMS IID within a particular timeframe.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **Production Avg by Case (OGOR.16)** to launch the window (Figure 7-17).

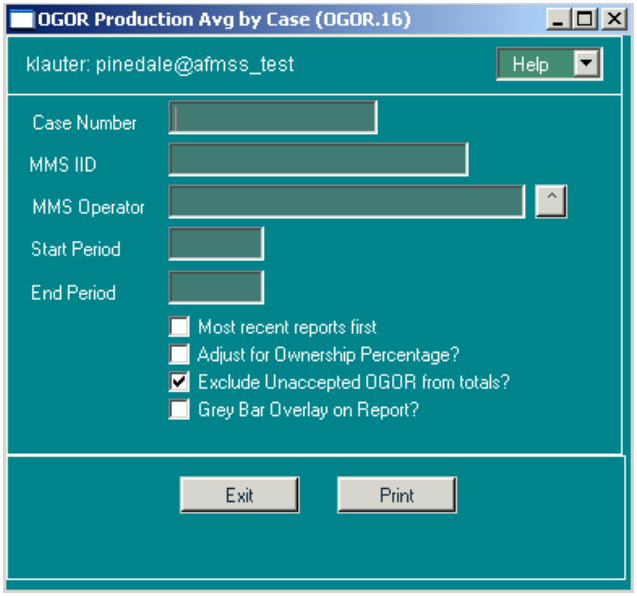

Figure 7-17: OGOR Production Avg by Case (OGOR.16) Window

2. **Case Number/MMS IID**: Enter the Non-Indian AFMSS case number or the MMS IID if available.
3. **MMS Operator**: (Optional) Enter the MMS operator either by typing in the name or clicking the picklist button to the right and choosing an operator.
4. **Start Period/End Period:** Enter the start and end dates. OGOR date format uses the four digit year, a dash, and the two digit month (2005-01).
5. **Most recent reports first:** (Optional) If this option is selected, the reports will be sorted so that the most recent are at the beginning in the list.
6. **Adjust for Ownership Percentage?**: (Optional) If this option is selected, volumes shown on the report will be adjusted for each period according to the mineral ownership for the case.
7. **Exclude Unaccepted OGOR from totals?**: Click this option to exclude unaccepted report volumes. If an unaccepted report was submitted for the appropriate months it will continue to be listed but the volume will not be included in the calculations. A note indicating the exclusion appears in the report.
8. **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

NOTE: Non-Indian AFMSS can select only one IID at a time. If more than one IID is found, an alert message will advise of this. Revise the query data as necessary to limit the search and try again.

9. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR Report* window.

10. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.3 OGOR All Production Averages (OGOR.17)

OGOR.17: Production Averages for All IIDs: Periods 2001-10 to 2002-09

MMS IID	CASE MMS OPERATOR TYPE		CASE NAME	MIN%	FOGRMA	OIL/CONDENSATE (barrels) HIGH	AVG	LOW	GAS (MCF) HIGH	AVG	LOW
891004649B	FED	MARATHON OIL COMPANY		49.0	HIGH	1,709	1,469	1,263	201,757	184,564	163,958
891006369D	FED	DOUBLE EAGLE PETRO & MINI		100.0	LOW				1,014	1,014	1,014
891006369E	FED	DOUBLE EAGLE PETRO & MINI	DAKOTA	100.0	LOW	14	8	4	4,979	2,019	154
891006369X	FED	DOUBLE EAGLE PETRO & MINI		100.0	LOW				25,202	10,214	682
891008206A	FED	MERIT ENERGY COMPANY	LOST SOLDIER	41.0	HIGH	82,077	71,641	58,349	2,958,389	2,490,276	1,969,582
891008206B	FED	MERIT ENERGY COMPANY	LOST SOLDIER	38.0	HIGH	52,783	43,683	38,444	700,891	566,513	394,746
891008206C	FED	MERIT ENERGY COMPANY	LOST SOLDIER UNIT	40.0	HIGH	31,526	28,701	25,626	278,303	221,037	157,149
891008637A	FED	MERIT ENERGY COMPANY	WEST SIDE CANAL	28.0	LOW				54,777	46,112	27,912
891008637B	FED	MERIT ENERGY COMPANY	WEST SIDE CANAL	31.0	LOW				2,166	1,629	237
891008637C	FED	MERIT ENERGY COMPANY	WEST SIDE CANAL	30.0	LOW				3,891	2,513	806
891008637D	FED	MERIT ENERGY COMPANY	WEST SIDE CANAL	7.0	LOW						
891008766A	FED	MERIT ENERGY COMPANY		0.0	LOW	1,522	918	590			
891008766B	FED	MERIT ENERGY COMPANY		0.0	LOW	854	744	666			
891008766C	FED	MERIT ENERGY COMPANY		0.0	LOW						
891008833A	FED	BRADEN-DEEM, INCORPORATED		0.0	LOW	1,093	680	262			
891013826C	FED	DEVON SFS OPERATING INC.		95.0	HIGH	2,860	2,556	2,251	381,643	353,223	324,803
891013826H	FED	DEVON SFS OPERATING INC.		84.4	LOW	63	55	46	27,327	18,888	10,448
8910138380	FED	ROCK RIVER OPERATING INC.		8.0	LOW	4,251	3,874	3,585	4,870	4,412	4,186
891014156D	FED	DEVON SFS OPERATING INC.		100.0	LOW	12	7	2	2,856	1,688	4
891014327A	FED	TOM BROWN INC.	HAY RESERVOIR UNIT	84.0	HIGH	3,569	2,977	1,863	327,805	299,240	263,295
891015510A	FED	ANADARKO E&P COMPANY LP	CRESTON III UNIT	44.0	LOW	107	54	14	6,469	5,754	5,104
891015510B	FED	ANADARKO E&P COMPANY LP	CRESTON III UNIT -	50.0	LOW						
8910160500	FED	TOM BROWN INC.	GREAT DIVIDE UNIT	100.0	LOW	463	321	161	25,452	18,978	10,156
891016050B	FED	TOM BROWN INC.	GREAT DIVIDE UNIT	53.0	LOW	229	97	4	7,806	2,380	438
8910161110	FED	XERIC OIL & GAS COMPANY		94.0	LOW				1,887	1,262	362
891016163A	FED	RICHARDSON OPERATING COMP	HORSE RIDGE-MESAV.	50.0	LOW						
891016965A	FED	HUDSON GROUP LLC	PICKETT LAKE UNIT	100.0	LOW	120	57	10	16,996	6,470	2,058
891017053B	FED	CROWN OIL & GAS INC.	GALE-MESAVERDE A	100.0	LOW						
8910210450	FED	QUESTAR EXPLORATION & PRO		96.0	HIGH	201	53	15	174,295	153,729	135,371
8910210460	FED	BENSON-MONTIN-GREER DRLG.		85.0	LOW	898	499	145	775	564	200
891021046A	FED	BENSON-MONTIN-GREER DRLG.		100.0	LOW						
8920002540	FED	MERIT ENERGY COMPANY	WERTZ DOME	100.0	HIGH	59,038	47,643	42,113	1,193,266	854,828	685,611
892000343A	FED	WOLD OIL PROPERTIES, INC.	MAHONEY DOME	100.0	LOW	3,594	2,736	1,762			
8920003880	FED	WOLD OIL PROPERTIES, INC.	BAILEY DOME	73.0	LOW	1,751	1,486	1,299			
892000388A	FED	WOLD OIL PROPERTIES, INC.	BAILEY DOME	62.0	LOW	2,272	1,818	1,478	1,322	1,211	991
892000449C	FED	MERIT ENERGY COMPANY	MESAVERDE	100.0	LOW				11,787	7,943	5,313
CAWY039001	FED	ANADARKO E&P COMPANY LP	FEDERAL BH	100.0	LOW	853	555	303	28,579	23,990	18,418
NCR101	FED	ANADARKO E&P COMPANY LP		100.0	LOW	1,073	765	235	95,024	58,072	20,261
NCR112	FED	ANADARKO E&P COMPANY LP		100.0	LOW	250	94	3	8,019	6,649	5,569
NCR146	FED	MARATHON OIL COMPANY		37.0	LOW	287	252	220	38,442	33,832	30,931
NCR154	FED	MARATHON OIL COMPANY		100.0	LOW	178	155	138	40,849	40,033	39,201
NCR156	FED	MARATHON OIL COMPANY		76.0	LOW	111	99	88	33,115	31,391	29,650
NCR158	FED	TOM BROWN INC.		100.0	LOW	575	492	394	35,914	31,839	27,089
NCR235	FED	ANADARKO E&P COMPANY LP		100.0	LOW	1,177	794	494	76,239	67,261	61,751
NCR237	FED	ANADARKO E&P COMPANY LP		100.0	LOW	239	153	52	30,208	27,013	23,573

Production Average calculations do not include zero production.
FOGRMA High Production Item based on average of 12,000 BOPM and 120,000 MCFPM.

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Figure 7-18: Example of Production Averages for All IIDs (OGOR.17)

The *Production Averages for All IIDs* report gives information on the average monthly production of oil and gas for **all** IIDs and operators for a given time frame within a fiscal year. This window does not provide well details. It provides high and low monthly production in addition to the averages. At the end of the report, summary averages for Federal IIDs are provided. The report can show production numbers as they are, or the numbers can be adjusted for Federal/Indian mineral interest in the lease.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **All Production Averages (OGOR.17)** to launch the window (Figure 7-19).

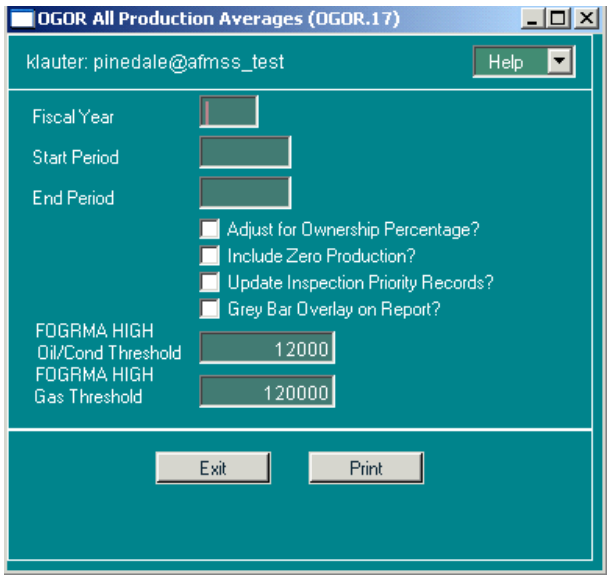

Figure 7-19: OGOR All Production Averages (OGOR.17) Window

2. **Fiscal Year**: Enter the fiscal year in YYYY format. This will autopopulate the **Start Period** and **End Period** fields. To find a report on a period other than a fiscal year, specify only the start and end dates.
3. **Start Period/End Period:** Enter the start and end dates. OGOR date format uses the four digit year, a dash, and the two digit month (2005-01).
4. **Adjust for Ownership Percentage?**: Click the **Adjust for Ownership Percentage?** button to adjust production by mineral ownership.
5. **Include Zero Production?**: Click the **Include Zero Production** button to include periods with no production in the averages.
6. **Update Inspection Priority Records?**: Click the **Update Inspection Priority Records?** button to include updated production numbers and production priority codes in the Non-Indian AFMSS inspection priority records. If this option is selected, the periods must be an exact fiscal year. Also select the **Include Zero Production** and the **Adjust for Ownership Percentage** buttons.
7. **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
8. **FOGRMA HIGH Oil/Cond Threshold** and **FOGRMA HIGH Gas Threshold**: FOGRMA categorizes cases as either high or low priority for inspection purposes based on the average production. The normal thresholds for high-priority production are 12,000 barrels of oil a month or 120,000 Mcf of gas, or a combination thereof. These numbers can be adjusted.
9. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.
10. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.4 OGOR Zero Production (OGOR.18)

OGOR.18: IIDs with Zero Production for 1 Periods in 2002-10 to 2002-11

MMS IID	CASE STATUS	OGOR PERIOD	PRODUCTION FOR PERIOD OIL/CONDENSATE	GAS	WATER	MMS OPERATOR	CASE NAME
891006369E	H	2002-11	0	57	0	DOUBLE EAGLE PETRO & MINI	DAKOTA
		2002-10	23	130	0		
891008637A	H	2002-11	0	46,081	0	MERIT ENERGY COMPANY	WEST SIDE CANAL
		2002-10	0	53,795	0		
891008637B	H	2002-11	0	2,257	0	MERIT ENERGY COMPANY	WEST SIDE CANAL
		2002-10	0	2,222	0		
891008637C	H	2002-11	0	2,438	0	MERIT ENERGY COMPANY	WEST SIDE CANAL
		2002-10	0	2,804	0		
891008637D	H	2002-11	0	0	0	MERIT ENERGY COMPANY	WEST SIDE CANAL
		2002-10	0	0	0		
891015510A	H	2002-11	0	0	0	ANADARKO E&P COMPANY LP	CRESTON III UNIT -
891015510B	H	2002-11	0	0	0	ANADARKO E&P COMPANY LP	CRESTON III UNIT - 9
		2002-11	0	0	0		
		2002-10	0	0	0		
891016050B	H	2002-10	0	206	0	TOM BROWN INC.	GREAT DIVIDE UNIT
8910161110	H	2002-11	0	65	0	XERIC OIL & GAS COMPANY	
		2002-10	0	231	0		
891016163A	H	2002-11	0	0	0	RICHARDSON OPERATING COMP	HORSE RIDGE-MESAV.
891017053B	H	2002-11	0	0	0	CROWN OIL & GAS INC.	GALE-MESAVERDE A
		2002-10	0	0	0		
891021046A	H	2002-11	0	0	0	BENSON-MONTIN-GREER DRLG.	
		2002-10	0	0	0		
892000449C	H	2002-11	0	8,202	0	MERIT ENERGY COMPANY	MESAVERDE
		2002-10	0	6,319	0		
CAWY039001	H	2002-11	0	0	0	ANADARKO E&P COMPANY LP	FEDERAL BH
NCR101	H	2002-11	0	0	0	ANADARKO E&P COMPANY LP	
NCR112	H	2002-11	0	0	0	ANADARKO E&P COMPANY LP	

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Figure 7-20: Example of Zero Production Report (OGOR.18)

The *Zero Production* report lists wells that have zero production of oil, gas and water within a given time period. Specify a minimum number of months of zero production required before a case or well appears on this report to avoid reporting short-term shut-ins.

This report can be lengthy, especially if well details are required. It is best to run in batches on a scheduled basis.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **Zero Production (OGOR.18)** to launch the window (Figure 7-21).

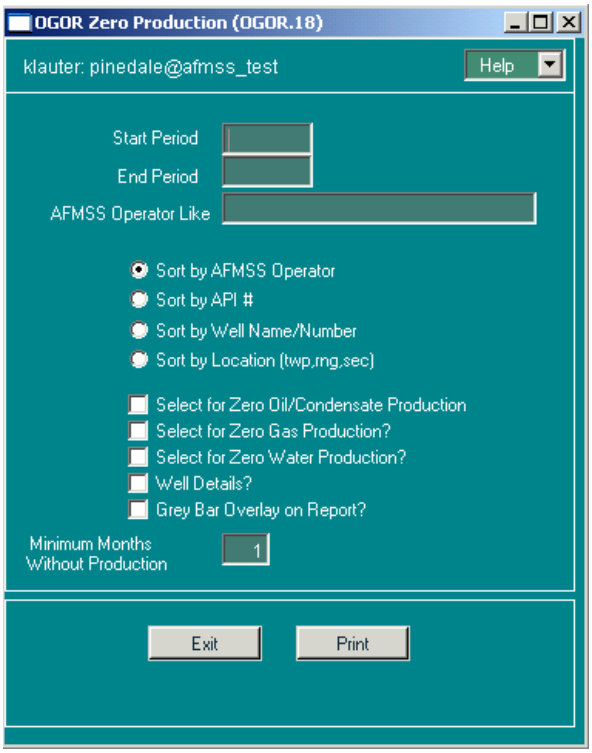


Figure 7-21: OGOR Zero Production (OGOR.18) Window

2. **Start Period/End Period:** *(mandatory entry)*. Enter the start and end dates. OGOR date format uses the four digit year, a dash, and the two digit month (2005-01).
3. **Report Options:** Select any of the following buttons alone or in combination with the other options listed.

Select for Zero Oil/Condensate Production?

Select for Zero Gas Production?

Select for Zero Water Production?

4. **Well Details?**: Click the **Well Details** button for the report to show wells that had no production during the given time frame; otherwise, it will show all cases with no production. This detail adds considerably to the length of the report and to the time necessary to compile it.
5. **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
6. **Minimum Months Without Production**: Enter the number of consecutive months without production that the well or case must have before it appears on the report. The default is one month.

7. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.
8. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.5 OGOR Venting and Flaring (OGOR.19)

OGOR.19: IIDs with Venting of 1 MCF in Periods 2002-10 to 2002-11

MMS IID	PERIOD	MCF FLARED	MMS OPERATOR	CASE NAME
891004649B	2002-11	131	MARATHON OIL COMPANY	
	2002-10	137		
WYW023751A	2002-11	187	MARATHON OIL COMPANY	
	2002-10	196		
WYW0312099	2002-11	78	MARATHON OIL COMPANY	
	2002-10	87		
WYW102983	2002-11	3	EOG RESOURCES INC	
WYW122461A	2002-11	107	EOG RESOURCES INC	
WYW145994X	2002-11	93	EOG RESOURCES INC	
WYW147719	2002-11	7	EOG RESOURCES INC	
WYW3223	2002-11	273	MARATHON OIL COMPANY	ECHO SPRINGS
	2002-11	273		
	2002-10	282		
	2002-10	282		
	2002-10	282		
WYW38822	2002-11	214	WEXPRO COMPANY	
WYW4198	2002-11	21	MARATHON OIL COMPANY	SIBERIA RIDGE
	2002-10	21		

Figure 7-22: Example of Venting and Flaring Report

The OGOR venting and flaring report lists information on cases and operators that have vented or flared more than a certain amount of gas in any time period. It does not provide well details; venting is reported case-wide.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **Venting and Flaring (OGOR.19)** to launch the window (Figure 7-23).

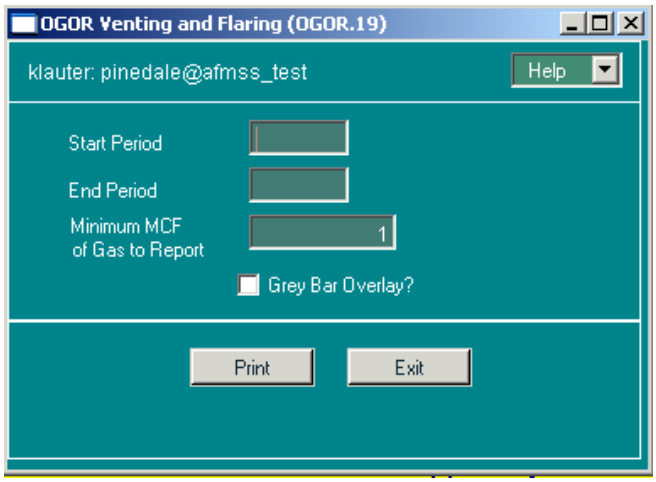


Figure 7-23: OGOR Venting and Flaring (OGOR.19) Window

2. **Start Period/End Period:** (m*andatory entry)*. Enter the start and end dates. OGOR date format uses the four digit year, a dash, and the two digit month (2005-01).
3. **Minimum Mcf of Gas to Report**: Enter the minimum number of Mcf of gas that qualifies a case to appear on the report. The default, 1 Mcf, will retrieve any venting or flaring.
4. **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
5. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.
6. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.6 OGOR Spilled and Lost Oil (OGOR.20)

OGOR.20: IIDs with Lost Oil of 1 BBLs in Periods 2000-03 to 2003-01

MMS IID	PERIOD	OIL LOST	MMS OPERATOR	CASE NAME
8910138380	2000-07	4,021	ROCK RIVER OPERATING INC.	ROCK RIVER CRETACEOUS SAND UNI
WYW0155092	2001-07	37	NUPETCO ASSOCIATES	

Figure 7-24: Example of a Spilled and Lost Oil Report

The *Spilled and Lost Oil* report lists information on cases and operators that have spilled or lost more than a certain amount of oil in any one period. It does not provide well details.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **Spilled and Lost Oil (OGOR.20)** to launch the window (Figure 7-25).

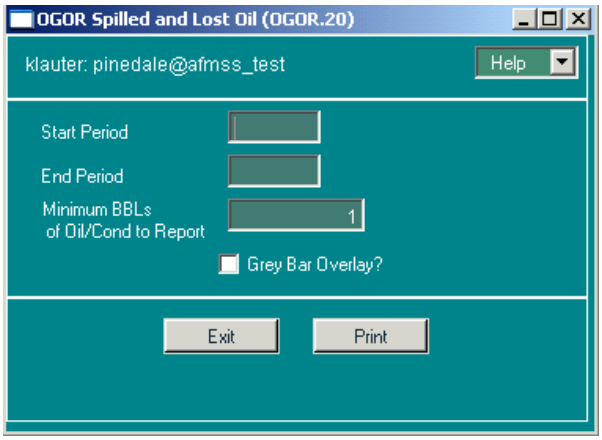


Figure 7-25: OGOR Spilled and Lost Oil (OGOR.20) Window

2. **Start Period/End Period:** *(mandatory entry)*. Enter the start and end dates. OGOR date format uses the four digit year, a dash, and the two digit month (2005-01).
3. **Minimum BBLs of Oil/Cond to Report**: Enter the minimum number of BBLs of oil that qualifies a case to appear on the report. The default, 1 barrel, will retrieve any spills into this report.
4. **Grey Bar Overlay?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
5. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.
6. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.7 OGOR Documents by Case (OGOR.21)

OGOR.21: Summary of IIDs in the System

MMS IID	MMS OPERATOR	CASE NAME	FIRST PERIOD	ACTUAL PERIODS	EXPECTED PERIODS	LAST PERIOD
891014327A	TBI EXPLORATION	HAY RESERVOIR UNIT	1996-11	26	26	1998-12
891014327A	TOM BROWN INC.	HAY RESERVOIR UNIT	1999-01	87	63	2004-03
8910160500	TBI EXPLORATION	GREAT DIVIDE UNIT	1998-01	12	12	1998-12
8910160500	TOM BROWN INC.	GREAT DIVIDE UNIT	1999-01	64	63	2004-03
891016050B	TBI EXPLORATION	GREAT DIVIDE UNIT	1998-01	12	12	1998-12
891016050B	TOM BROWN INC.	GREAT DIVIDE UNIT	1999-01	62	63	2004-03
891016985A	TBI EXPLORATION	PICKET LAKE UNIT	1997-07	18	18	1998-12
891016985A	TOM BROWN INC.	PICKET LAKE UNIT	1999-01	2	3	1999-03
891020357B	SNYDER	91-020357-D	1998-11	11	11	1999-09
891020357B	SANTA FE-SNYDER CORPORATION	91-020357-D	1999-10	16	16	2001-01
891020357B	DEVON SFS OPERATING INC.	91-020357-D	2001-02	7	7	2001-08
891020357B	DEVON ENERGY PROD. CO. L.P.		2004-03	2	2	2004-04
NCR158	TBI EXPLORATION		1997-07	18	18	1998-12

Figure 7-26: Example of Documents by Case Report

The *Reports By Case* report lists summary level information on OGOR production reports received for a particular case and operator. This product is useful in finding missing reports, changes in operator succession, or misspellings of operator names.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **Reports by Case (OGOR.21)** to launch the window (Figure 7-27).

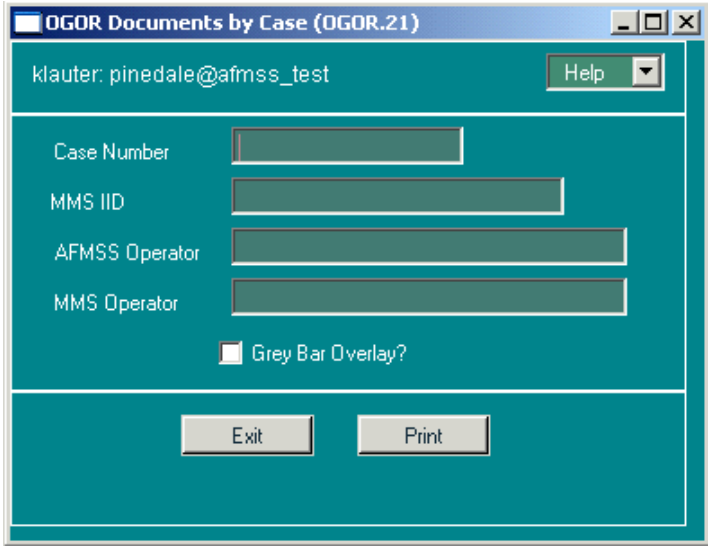


Figure 7-27: OGOR Documents by Case (OGOR.21) Window

2. **Case Number/MMS IID**: Enter the Non-Indian AFMSS case number or the MMS IID using wildcards as necessary.
3. **Non-Indian AFMSS Operator**: Enter the Non-Indian AFMSS operator using wildcards as necessary.
4. **MMS Operator**: Enter the MMS operator using wildcards as necessary.
5. **Grey Bar Overlay?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
6. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.
7. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.8 OGOR Missing Documents by Case (OGOR.22)

OGOR.22: AFMSS Cases without OGOR Reports in Periods 2001-01 to 2002-01

CASE NUMBER	OPERATOR	CASE_NAME	STATUS	PERIOD
WYW48463	BP AMERICA PRODUCTION COMPANY		H	2002-01
WYW5064	SAMEDAN OIL CORP		H	2002-01
WYW54917	KCS MOUNTAIN RESOURCES INC		H	2002-01
WYW54919	INTEGRITY OIL & GAS CO		H	2002-01
WYW55501	ANADARKO E & P COMPANY LP		H	2002-01
WYW56635	JENKINS BRYCE		H	2002-01
WYW59119	INDUSTRIAL GAS SERVICES INC		H	2002-01
WYW59143	KAISER FRANCIS OIL CO		H	2002-01
WYW59505	DEVON ENERGY PRODUCTION CO LP		H	2002-01
WYW60504	QUESTAR EXPL AND PRODUCTION CO		H	2002-01
WYW65223	WOLD OIL PROPERTIES INC		H	2002-01
WYW66784	DEVON ENERGY PRODUCTION CO LP		H	2002-01
WYW68047	BP AMERICA PRODUCTION COMPANY		H	2002-01
WYW69402	QUESTAR EXPL AND PRODUCTION CO		H	2002-01
WYW7173	ANADARKO E & P COMPANY LP		H	2002-01
WYW7884	DEVON ENERGY PRODUCTION CO LP		H	2002-01
WYW8216A	APACHE CORPORATION		H	2002-01
WYW87421	BENSON MONTIN GREER DRLG CO		H	2002-01
WYW8772A	ANADARKO E & P COMPANY LP		H	2002-01
WYW91028	THOROFARE RESOURCES INC		H	2002-01
WYW91029	THOROFARE RESOURCES INC		H	2002-01
WYW92838	THOROFARE RESOURCES INC		H	2002-01

Total Missing Cases by Period

2001-01	226
2001-02	219
2001-03	198
2001-04	196
2001-05	195
2001-06	196
2001-07	204
2001-08	284
2001-09	305
2001-10	205
2001-11	198
2001-12	202
2002-01	196

Figure 7-28: Example of Non-Indian AFMSS Cases without OGOR Report

The *Missing Documents by Case* report lists information on Non-Indian AFMSS case/operator combinations that do not have production reports in a specified time frame. This may mean that:

The operator failed to deliver the report.

MMS has not yet accepted it.

The IID did not link to a non-Indian AFMSS case and operator.

Wells with a status that is not required to be reported (APD, UAPD, AAPD, NOS, UNOS, LOC, DRG, P&A and MW) are not included in this report.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **Missing Documents by Case (OGOR.22)** to launch the window (Figure 7-29).

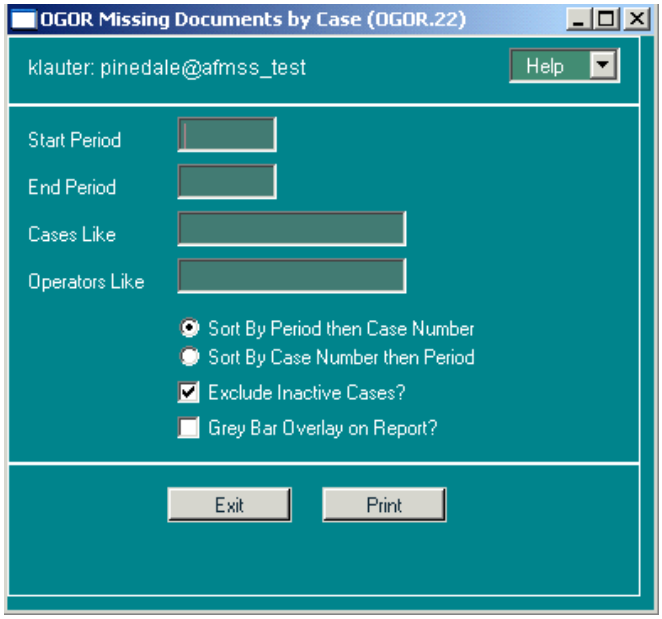


Figure 7-29: OGOR Missing Documents by Case (OGOR.22) Window

2. **Start Period/End Period:** *(mandatory entry)*. Enter the start and end dates. OGOR date format uses the four digit year, a dash, and the two digit month (2005-01).
3. **Cases Like**: Enter a case number. Use wild cards if necessary.
4. **Operators Like**: Enter the name of an operator. Use wild cards if necessary.
5. Click either Sort by Period then Case Number or Sort by Case Number then Period.
6. Click the **Exclude Inactive Cases?** button to exclude inactive cases.
7. **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
8. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR Report* window.
9. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.9 OGOR Missing Documents by Well (OGOR.23)

OGOR.23: AFMSS Wells without OGOR Reports in Periods 2001-10 to 2001-12

OPERATOR	CASE NUMBER	API	WELL NUM	WELL NAME	STAT	TWP	RGE	SEC	QTR	C-STAT	PERIOD
CORNERSTONE NATURAL RES LLC	WYW36464	4900722421 00S1	2-18	FILLMORE FEDERAL	PGW	19N	91W	18	SWSW	H	2001-10
CORNERSTONE NATURAL RES LLC	WYW36464	4900722422 00S1	1-18	FILLMORE FEDERAL	PGW	19N	91W	18	SWSE	H	2001-10
SAMSON RESOURCES COMPANY	WYW37184	4903724793 00S1	5-28	FEDERAL	PGW	20N	92W	28	NWSE	H	2001-10
ANADARKO E & P COMPANY LP	WYW37185	4903724718 00S1	3-32	ECHO SPRINGS	PGW	20N	92W	32	SENW	H	2001-10
ANADARKO E & P COMPANY LP	WYW37185	4903725247 00S1	4-32	ECHO SPRINGS	PGW	20N	92W	32	SESE	H	2001-10
BP AMERICA PRODUCTION COMPANY	WYW37192	4900721911 00S1	34-4	COAL GULCH	PGW	18N	93W	34	SENW	H	2001-10
ANADARKO E & P COMPANY LP	WYW38445	4900721471 00S1	8-2	PICKETT FEDERAL	PGW	19N	93W	8	NWNE	H	2001-10
ANADARKO E & P COMPANY LP	WYW38445	4900722360 00S1	8-3	PICKETT FEDERAL	PGW	19N	93W	8	SWSE	H	2001-10
ANADARKO E & P COMPANY LP	WYW38446	4900722319 00S1	18-3	BATON ROUGE FEDERAL	PGW	19N	93W	18	SESE	H	2001-10
ANADARKO E & P COMPANY LP	WYW38446	4900722362 00S1	18-2	BATON ROUGE	PGW	19N	93W	18	CNE	H	2001-10
SAMSON RESOURCES COMPANY	WYW38447	4900722250 00S1	5-22	FEDERAL	PGW	19N	93W	22	NWSE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW38815	4900721694 00S1	10-10	BALDY BUTTE	PGW	17N	92W	10	NWSE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW38821	4900722399 00S1	9-20	STANDARD DRAW	PGW	18N	93W	20	NESE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW39295	4900722222 00S1	5-28	COAL GULCH	PGW	17N	93W	28	SWNW	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW39296	4900722400 00S1	14-8	STANDARD DRAW	PGW	18N	93W	8	SESW	H	2001-10
WESTPORT OIL & GAS CO LP	WYW40091	4903724638 00S1	4-28	ECHO SPRINGS	PGW	20N	93W	28	NENW	H	2001-10
WESTPORT OIL & GAS CO LP	WYW40091	4903724639 00S1	3-28	ECHO SPRINGS	PGW	20N	93W	28	NESE	H	2001-10
CABOT OIL & GAS CORPORATION	WYW40475	4900721968 00S1	20-22	FALCONE FEDERAL	PGW	17N	93W	22	NWNE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW41314	4900721712 00S1	2-14	ROBBERS GULCH	PGW	14N	92W	14	NWNE	H	2001-10
ANADARKO E & P COMPANY LP	WYW41198	4903724769 00S1	28-1	SIBERIA RIDGE	PGW	22N	94W	28	SWNW	H	2001-10
SAMSON RESOURCES COMPANY	WYW41198	4903724774 00S1	14-28	SIBERIA RIDGE	PGW	22N	94W	28	SWSW	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW42193	4900722342 00S1	7-32	STANDARD DRAW	PGW	18N	93W	32	NWSE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW44256	4900722242 00S1	4-29	MEXICAN FLATS	PGW	15N	92W	29	NENW	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW44699	4900720700 00D1	1A-30	CIG FEDERAL	PGW	14N	92W	30	CNE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW46530	4903725492 00S1	4-8	WILD ROSE	PGW	17N	94W	8	NWNW	H	2001-10
BP AMERICA PRODUCTION COMPANY	WYW46932	4903724584 00S1	2	USA AMOCO R	PGW	21N	94W	20	SESE	H	2001-10
TOM BROWN INC	WYW46946	4903725022 00S1	81	HAY RESERVOIR UNIT	PGW	24N	97W	35	SENE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW47197	4900722243 00S1	15-20	MEXICAN FLATS	PGW	15N	92W	20	SWSE	H	2001-10
BP AMERICA PRODUCTION COMPANY	WYW48090	4903725126 00S1	4-30	EAST ECHO SPRINGS	PGW	20N	92W	30	SWSE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW4865	4900722277 00S1	11-32	CRESTON NOSE	PGW	18N	92W	32	NESW	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW4865	4900722426 00S1	15-32	CRESTON NOSE	PGW	18N	92W	32	SWSE	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW49585	4900722282 00S1	6-26	ECHO SPRINGS	PGW	19N	93W	26	SENW	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW51982	4903725229 00S1	14-1	C G ROAD	PGW	19N	94W	14	SWNW	L	2001-10
ANADARKO E & P COMPANY LP	WYW55501	4900722123 00S1	2-30	FEDERAL BF	GSI	19N	91W	30	NWNE	H	2001-10
JENKINS BRYCE	WYW56635	4900720666 00S1	12-13	WHC FED	OSI	19N	87W	12	SWSW	H	2001-10
JENKINS BRYCE	WYW56635	4900720710 00S1	12-14	WHC FED	POW	19N	87W	12	SESW	H	2001-10
INDUSTRIAL GAS SERVICES INC	WYW59119	4903721168 00S1	1	USA AMOCO O	PGW	22N	94W	28	CSW	H	2001-10
BP AMERICA PRODUCTION COMPANY	WYW68047	4903723938 00S1	30-3	SIBERIA RIDGE	PGW	22N	93W	30	NWSE	H	2001-10
BP AMERICA PRODUCTION COMPANY	WYW68047	4903723952 00S1	30-2	SIBERIA RIDGE	PGW	22N	93W	30	NWSE	H	2001-10
ANADARKO E & P COMPANY LP	WYW7173	4900721650 00S1	3-6	WAMSUTTER FEDERAL	PGW	17N	93W	6	SWSE	H	2001-10
ANADARKO E & P COMPANY LP	WYW7173	4900721916 00S1	3-8	WAMSUTTER FEDERAL	PGW	17N	93W	8	CSE	H	2001-10
ANADARKO E & P COMPANY LP	WYW7173	4900722317 00S1	4-6	WAMSUTTER FEDERAL	PGW	17N	93W	6	SENW	H	2001-10
ANADARKO E & P COMPANY LP	WYW7173	4900722436 00S1	8-5	WAMSUTTER FEDERAL	PGW	17N	93W	8	NWSE	H	2001-10
ANADARKO E & P COMPANY LP	WYW7173	4900722437 00S1	6-5	WAMSUTTER FEDERAL	PGW	17N	93W	6	NESW	H	2001-10
DEVON ENERGY PRODUCTION CO LP	WYW7174	4900722347 00S1	8-20	COAL GULCH	PGW	17N	93W	20	NESE	H	2001-10
TOM BROWN INC	WYW79628	4900722303 00S1	13-4	LOOKOUT FEDERAL	PGW	14N	93W	4	NWSW	H	2001-10
FOREST OIL CORPORATION	WYW8773	4903724527 00S1	1-6	WILD ROSE FEDERAL	PGW	17N	94W	6	NENE	H	2001-10
TOM BROWN INC	WYW90916A	4903725449 00S1	85	HAY RESERVOIR UNIT	PGW	24N	97W	36	NENW	H	2001-10
TOM BROWN INC	WYW90916X	4903725023 00S1	80	HAY RESERVOIR UNIT	PGW	24N	97W	35	NWSW	L	2001-10
TOM BROWN INC	WYW90916X	4903725399 00S1	82	HAY RESERVOIR UNIT	PGW	24N	96W	31	SWSW	L	2001-10

Total Missing Wells by Period

2001-10	449
2001-11	0
2001-12	0

Figure 7-30: Example of Missing Documents by Well Report

The *Missing Documents by Well* report lists information on Non-Indian AFMSS well completions that do not have production reports in a specified time frame. This may mean that:

The operator failed to deliver the report.

MMS has not yet accepted it.

The IID did not link to a non-Indian AFMSS case and operator.

Wells with a status that is not required to be reported (APD, UAPD, AAPD, NOS, UNOS, LOC, DRG, P&A and MW) are not included in this report.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **Missing Documents by Well (OGOR.23)** to launch the window (Figure 7-31).

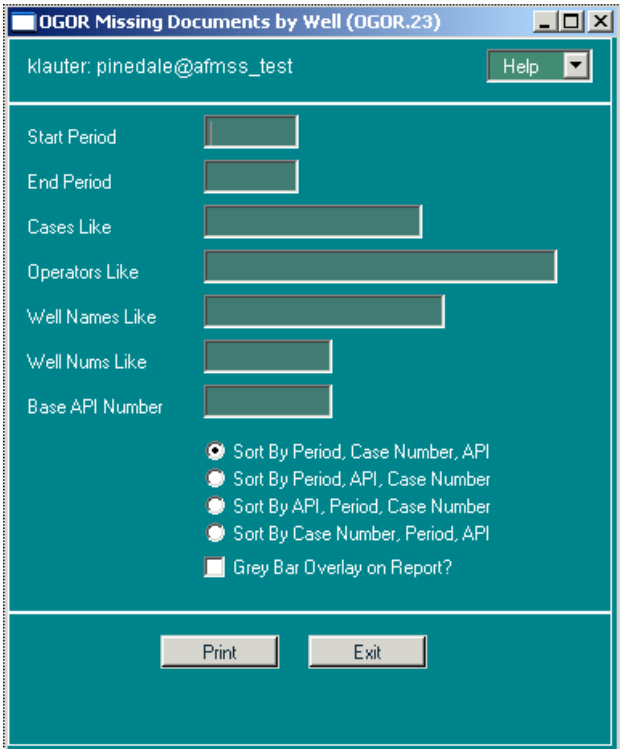


Figure7-31: OGOR Missing Documents by Well (OGOR.23) Window

2. **Start Period/End Period:** *(mandatory entry)*. Enter the start and end dates. OGOR date format uses the four digit year, a dash, and the two digit month (2001-01).
3. **Cases Like**: Enter the name of a case; use wild cards if necessary.
4. **Operators Like**: Enter the name of an operator; use wild cards if necessary.
5. **Well Names Like**: Enter the name of a well; use wild cards if necessary.
6. **Well Nums Like**: Enter the number of a well; use wild cards if necessary.
7. **Base API Number**: Enter the first ten digits of the API number. The report will list all sidetracks and completions associated with the basic API number.
8. **Sort by:** Click the button for the parameters desired to include in the report. Select one of the following sort options:

   Period, Case Number, API

   Period, API, Case Number

   API, Period, Case Number

   Case Number, Period, API
9. **Grey Bar Overlay on Report?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

10. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.

11. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.10 OGOR Operator Name Mismatch (OGOR.24)

OGOR.24: Operator Mismatch of 5 characters in periods 2001-01 to 2002-01

IID	MMS OPERATOR	AFMSS OPERATOR	PERIOD	DOCNUM
891014156A	SANTA FE-SNYDER CORPORATION	DEVON ENERGY PRODUCTION CO LP	2001-01	3160-002307278
891014156D	SANTA FE-SNYDER CORPORATION	DEVON ENERGY PRODUCTION CO LP	2001-01	3160-002307280
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-01	3160-060112966
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-02	3160-010101901
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-03	3160-010114310
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-04	3160-010129221
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-04	3160-010142261
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-04	3160-010128281
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-05	3160-010146038
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-06	3160-010161233
8910154950	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-07	3160-010173679
891015510A	RME PETROLEUM COMPANY	UNION PACIFIC RESOURCES CO	2001-01	OGOR-010014886
891015510A	RME PETROLEUM COMPANY	UNION PACIFIC RESOURCES CO	2001-02	OGOR-010015753
891015510B	RME PETROLEUM COMPANY	UNION PACIFIC RESOURCES CO	2001-01	OGOR-010014887
891015510B	RME PETROLEUM COMPANY	UNION PACIFIC RESOURCES CO	2001-02	OGOR-010015754
891016096A	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-01	3160-060112970
891016096A	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-02	3160-010101905
891016096A	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-03	3160-010114314
891016096A	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-04	3160-010142265
891016096A	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-04	3160-010128285
891016096A	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-04	3160-010129225
891016096A	AMOCO PRODUCTION COMPANY	BP AMERICA PRODUCTION COMPANY	2001-05	3160-010146042

Figure 7-32: Example of Operator Name Mismatch Report

The *Operator Name Mismatch* report lists wells that have a different operator as reported by MMS and Non-Indian AFMSS.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **OGOR** then **OGOR Reports** to display the reports submenu. From the submenu select **Operator Name Mismatch (OGOR.24)** to launch the window (Figure 7-33).

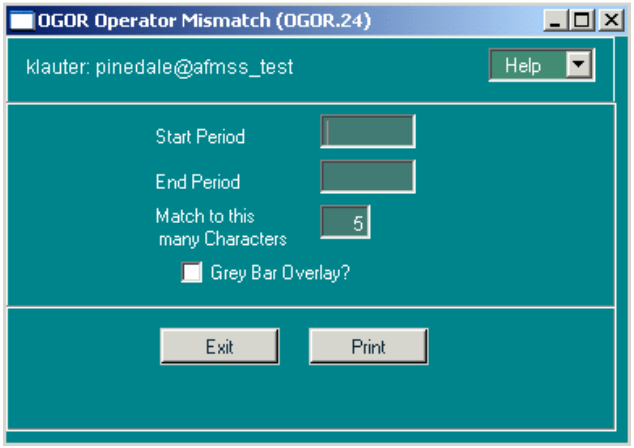


Figure 7-33: OGOR Operator Name Mismatch (OGOR.24) Window

2. **Start Period/End Period: (***mandatory entry)*. Enter the start and end dates. OGOR date format uses the four digit year, a dash, and the two digit month (2005-01).

3. **Match to this many Characters**: Enter the number of characters in the operator name to match.
4. **Grey Bar Overlay?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
5. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR Report* window.
6. Click the **Exit** button to return to the *Non-Indian AFMSS Main Menu*.

7.14.11 Well Status Comparison (OGOR.25)

OGOR.25: Well Status Comparison (Excluding State/Fee wells)

Case	Operator	Well Name, Number	API #	AFMSS Well Status	Well Status Start Date	OGOR Well Status	Well Status Start Date	Months in OGOR status	Last Production Inspection Date
WYW40091	WESTPORT OIL & GAS CO LP	ECHO SPRINGS, 4-28	49037246380 0S1	PGW	06/13/2003				
WYW40475	CABOT OIL & GAS CORPORATI	FALCONE FEDERAL, 50-22	49007225670 0X1	DRG	05/14/2004				
WYW41314	DEVON ENERGY PRODUCTION C	ROBBERS GULCH, 2-14	49007217120 0S1	PGW	03/01/1999	DRG	06/21/1999	62	07/30/2002
WYW42193	DEVON ENERGY PRODUCTION C	STANDARD DRAW, 1-30	49007222800 0X1	DRG	12/27/2003				
WYW44699	DEVON ENERGY PRODUCTION C	CIG FEDERAL, 1A-30	49007207000 0D1	PGW	12/04/1995	GSI	07/18/1997	85	03/11/2002
WYW46530	DEVON ENERGY PRODUCTION C	WILD ROSE, 1-8	49037254910 0X1	DRG	12/19/2003				11/07/2003
WYW46946	TOM BROWN INC	HAY RES NONUNIT, 12	49037212340 0S1	PGW	08/30/1996	GSI	04/11/2003	16	02/19/2004
WYW47197	DEVON ENERGY PRODUCTION C	MEXICAN FLATS, 15-20	49007222430 0S1	PGW	08/29/2003				
WYW48090	BP AMERICA PRODUCTION COM	EAST ECHO SPRINGS, 4-30	49037251260 0S1	PGW	12/02/2002				11/07/2003
WYW4865	DEVON ENERGY PRODUCTION C	CRESTON NOSE, 15-32	49007224260 0S1	PGW	12/01/2003				
WYW52013	HUDSON GROUP LLC	PICKET LAKE, 2	49037213880 0X1	DRG	10/08/2002				
WYW55501	ANADARKO E & P COMPANY LP	FEDERAL BF, 1-30	49007205700 0S1	PGW	07/01/2002	GSI	11/30/2002	21	10/30/2000
WYW55501	ANADARKO E & P COMPANY LP	FEDERAL BF, 2-30	49007221230 0S1	GSI	02/01/2003				
WYW56635	JENKINS BRYCE	WHC FED, 12-13	49007206660 0S1	OSI	02/20/1991	POW	10/27/2000	46	03/16/2004
WYW60500	SUNSHINE VALLEY PETROLEUM	MCPHERSON SPGS, 14-2	49037217410 0S1	PGW	10/20/2003	GSI	05/15/2004	3	10/05/2002
WYW65402	MARATHON OIL CO	WAMSUTTER/FED, 1-30	49037214050 0S1	PGW	08/06/1993	GSI	12/23/2003	8	04/21/2003
WYW65402	MARATHON OIL CO	WAMSUTTER, 12-30	49037242300 0S1	TA	01/30/2002	GSI	08/28/2002	24	04/21/2003
WYW7173	ANADARKO E & P COMPANY LP	WAMSUTTER FEDERAL, 4-6	49007223170 0S1	PGW	03/13/2003				
WYW7173	ANADARKO E & P COMPANY LP	WAMSUTTER FEDERAL, 8-5	49007224360 0S1	PGW	03/18/2004				
WYW7173	ANADARKO E & P COMPANY LP	WAMSUTTER FEDERAL, 3-8	49007218160 0S1	PGW	04/01/2000				12/13/2002
WYW7173	ANADARKO E & P COMPANY LP	WAMSUTTER FEDERAL, 6-5	49007224370 0S1	PGW	04/18/2004				
WYW79631	DEVON ENERGY PRODUCTION C	ROBBERS GULCH, 9-32	49007221940 0X1	DRG	01/24/2002				07/22/2002
WYW90916A	TOM BROWN INC	HAY RESERVOIR, 71	49037234190 0S1	PGW	10/21/1995	GSI	06/19/2004	2	11/05/2002
WYW90916A	TOM BROWN INC	HAY RES UNIT, 42	49037221390 0S1	PGW	11/04/1982	GSI	03/10/2004	5	11/05/2002
WYW90916X	TOM BROWN INC	HAY RESERVOIR UNIT, 80	49037250230 0S1	PGW	08/08/2003				02/19/2004

Well Counts by AFMSS Status:

	Federal	Indian	Other
DRG	72	0	0
GIW	10	0	0
GSI	15	0	0
OSI	21	0	0
PGW	183	0	0
POW	64	0	0
TA	22	0	0
WDW	2	0	0
WDWSI	1	0	0
WIW	81	0	0
WIWSI	9	0	0
WSWSI	1	0	0
Totals	481	0	0

Report Creation Parameters
Cases like: All
Operators like: All
OGOR well status like: All
Months like: All
States like: WY
Counties like: All
Include wells : Only if statuses differ
Exclude statuses: 'PA', 'P+A', 'P&A', 'ABD', 'MW'
Exclude State/Fee: Yes

Figure 7-34: Example of Well Status Comparison Report

The *Well Status Comparison* report provides a functional comparison between the well status in Non-Indian AFMSS and the MMS well status as reported by the operator on the OGOR. The selection of records for this report is based upon the following criteria:

The case number.

The API well number.

The current Non-Indian AFMSS well status.

The start date for the current Non-Indian AFMSS well status.

The current OGOR well reporting status.

The first month the current well status was reported.

The minimum months in the present status (counting from the first month of OGOR status to the first day of the present month).

The date of the last production inspection date (PI, PA or PH inspection).

Procedures

1. From the Non-Indian AFMSS Main Menu select Reports. Click the Well Reports pull-down menu and select Well Status Comparison (OGOR.25). This launches the Well Status Comparison window (Figure 7-35).

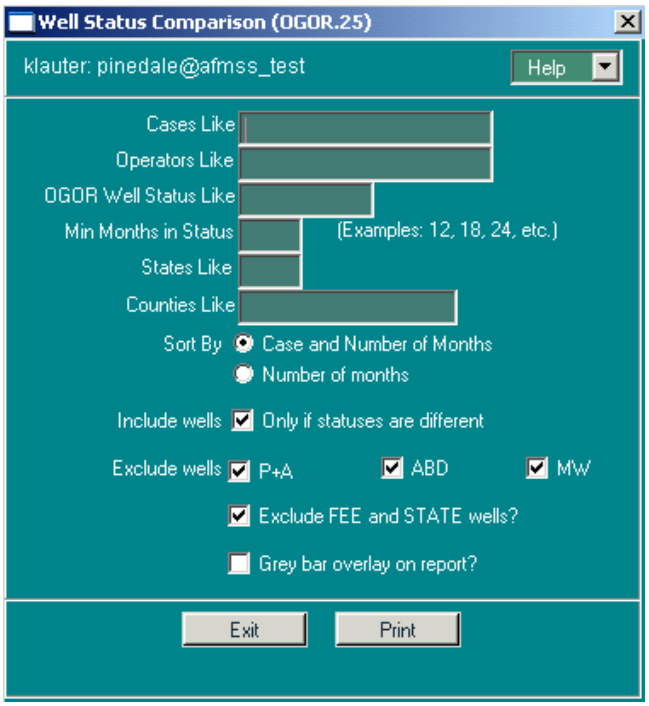


Figure 7-35: Well Status Comparison (OGOR.25) Window

2. When a name or number is specified in any of the search fields only those records with the specified name or number will be considered.
3. **Cases Like:** Enter the case number or use wild cards for a limited range of case numbers to be searched.
4. **Operators Like**: Enter the name of an operator if desired. Use wild cards if necessary.
5. **OGOR Well Status Like**: Enter the OGOR status desired for comparison if known.
6. **Min Months in Status**: Enter the minimum number of months the well was in this MRO status (12, 16, 24, etc.) if known. (Only minimum or more records will be considered).
7. **States Like**: Enter the two letter code for the state to be searched.
8. **Counties Like**: Enter the name of the county desired if known.
9. Click one of the two **Sort By** buttons (select only one sort option):

Case and number of months

Number of months

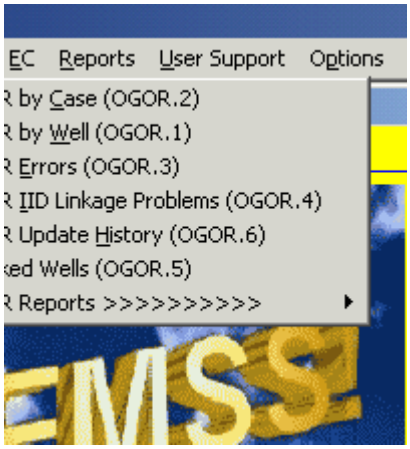
10. Click **Include wells only if statuses are different** for this option.
11. Click as many of the options (**P+A**, **ABD**, **MW**) as necessary above **Exclude wells** to exclude those types of wells from the report.
12. Click **Exclude FEE and STATE wells?** to exclude them from the report.
13. **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
14. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report, then click **Exit** to return to the *OGOR report* window.
15. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8 Reports

Introduction

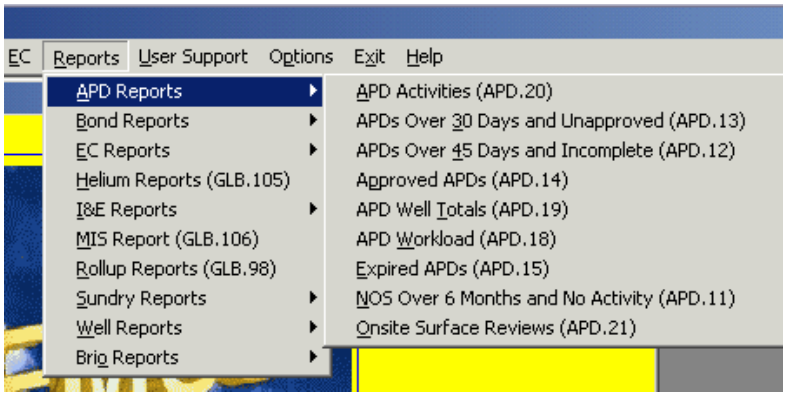
This chapter reviews the Non-Indian AFMSS report functions that are launched from the **Reports** button on the *Non-Indian AFMSS main menu*. Reports are separated into the categories shown below:

The submenus that contain more than one report have an arrow on the right; when the cursor is on one of these submenus all reports for that option are displayed as a cascading menu. Click on the report to launch the window that contains all the selection criteria for compiling that report. Each compiled report, except the rollup reports, contains in its title the report number associated with the Non-Indian AFMSS report launching screen (*APD.11*, *GLB.101*).



8.1 APD Reports

The following is the cascade submenu for the APD reports:



Move the cursor to the right so that the report desired is highlighted, then click the mouse to launch that APD report.

8.1.1 APD Activities (APD.20)

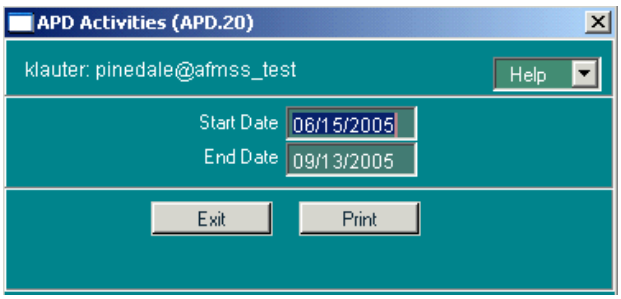


Figure 8-1: APD Activities (APD.20) Window

Use the *APD Activities (APD.20)* compiler window to retrieve a report that lists APD statistics for a given period of time. The report shows (in the old QFMR format) APD workloads such as APDs received, APDs approved, etc., for Federal applications.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click the **APD Reports** pull-down menu and select **APD Activities (APD.20)**. This launches the *APD Activities (APD.20)* window.
2. **Start Date**: Defaults to three months prior to the current date. It can be changed by double-clicking on the date and entering the desired date.
3. **End Date**: Defaults to the current date. It can be changed by double-clicking on the date and entering the desired date.
4. Click the **print** button to generate the report and launch the *WinPreview* window to view or print the report. Click **Print** in the preview window to print a hardcopy of the report.
5. Click **Exit** to return to the *APD Activities (APD.20)* window.
6. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.1.2 APDs 30 Days Old and Unapproved (APD.13)

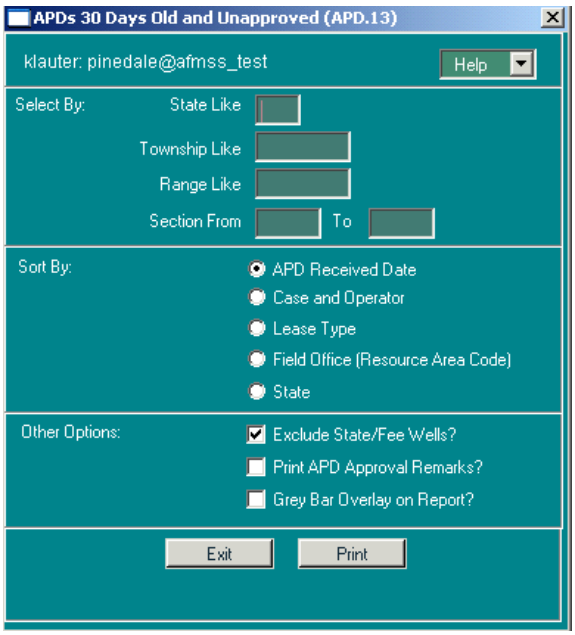


Figure 8-2: APDs 30 Days Old and Unapproved (APD.13) Window

The report *APDs 30 Days Old and Unapproved* (also called *APDs Over 30 days Old and Still Awaiting Disposition*) lists all of the APDs which were received by an office more than 30 days ago, and which do not yet have a final disposition.

Several criteria are used to select the records that appear on this report:

The well status of the proposed well must be "APD".

The received date for the APD must be more than 30 days prior to the current date.

The final disposition for the APD itself must be blank. The disposition date of the APD must also be blank.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields (except **Section**):

State Like: If a two-character state code is specified, only the wells in that state will appear on the report.

Township Like: If a township is specified, only wells in that township will appear on the report.

Range Like: If a range is specified, only wells in that range will appear on the report.

Section From and To: It is possible to specify a range of section numbers to include on the report. Or, if only one section is desired, it can be entered in the Section From field.

There are several sort options for the report:

APD Received Date

Case and Operator

Lease Type (Federal, State, Fee, Private Acquired)

Field Office (Resource Area Code)

State

There are several other options for the report:

Exclude State/Fee Wells?: If this option is selected, the report will not display or count wells where the well's lease type is "F" (Fee) or "S" (State).

Print APD Approval Remarks?: If this option is selected, the report will also display any remarks related to APD approval.

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

ST: The two-character state code for the state in which the proposed well is located.

FO: The Field Office or Resource Area code within whose jurisdiction the proposed well is located. If the option to sort by Field Office is selected, the report will also contain a subtotal line for each FO/RA showing APD counts by Field Office.

LSE TYPE: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Lse Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
F:	FEE
S:	ST
Q:	PAQ

CASE NUMBER: The case number associated with the APD. If the proposed well is to be part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.

OPERATOR: The name of the operator associated with the APD.

WELLNUM: The operator-assigned well number for the proposed well. To make everything fit well on the report, this field has been trimmed down to 10 characters in length.

WELL NAME: The operator-assigned well name for the proposed well. To make everything fit well on the report, this field has been trimmed down to 15 characters in length.

TWP: The township or latitude of the surface location of the proposed well.

RGE: The range or longitude of the surface location of the proposed well.

SEC: The section in which the surface location of the proposed well is located.

QTR: The quarter/quarter, lot, or tract in which the surface location of the proposed well is located. The information displayed is dependent on what was entered into Non-Indian AFMSS.

SME: The Surface Management Entity associated with the location of the proposed well.

RECEIVED: The date the APD was "received", the Received Date specified when the proposed well was entered into Non-Indian AFMSS.

APPL CMPLT: The date that an application was administratively complete.

Report Totals Section

Totals (counts) are broken out by Lease Type.

30 – 60 Days: The counts shown in this column are calculated by counting the number of APDs selected for the report whose Received Date is at least 30 days prior to the current date, but less than 60 days prior to the current date.

60 - 90 Days: The counts shown in this column are calculated by counting the number of APDs selected for the report whose Received Date is at least 60 days prior to the current date, but less than 90 days prior to the current date.

Over 90 Days: The counts shown in this column are calculated by counting the number of APDs selected for the report whose Received Date is at least 90 days prior to the current date.

There are grand totals for each line and each column.

Report Creation Parameters Section

All of the selection and sort criteria that went into the creation of the report are printed at the end of the report.

8.1.3 APDs 45 Days Old and Incomplete (APD.12)

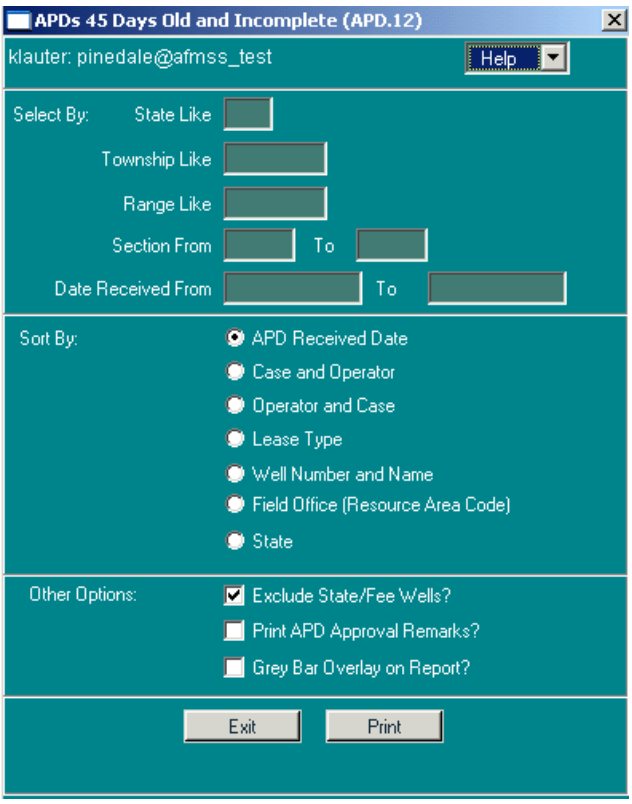


Figure 8-3: APDs 45 Days Old and Incomplete (APD.12) Window

This report lists all of the APDs which were received by an office more than 45 days ago, and which do not yet have a final disposition.

There are several criteria used to select the records that appear on this report:

The received date for the APD must be more than 45 days prior to the current date.

The final disposition and disposition date for the APD must be blank.

The date the APD is administratively complete must be blank.

The well status of the proposed well must be "APD."

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields (except Section):

State Like: If a two-character state code is specified, only the wells in that state will appear on the report.

Township Like: If a township is specified, only wells in that township will appear on the report.

Range Like: If a range is specified, only wells in that range will appear on the report.

Section From and To: It is possible to specify a range of section numbers to include on the report. Or, if only one section is desired, it can be entered into the "Section From" field.

Date Received From and To: It is possible to specify a range of APD received dates to include on the report. Also, if only the "From" date is specified, all APDs received on or after that date

will appear on the report; or, if only the “To” date is specified, all APDs received on or before that date will be displayed. (Date format is DD/MM/YYYY).

There are several sort options for the report:

APD Received Date

Case and Operator

Operator and Case

Lease Type (Federal, State, Fee, Private Acquired)

Well Number and Name

Field Office (Resource Area Code)

State

There are several other options for the report:

Exclude State/Fee Wells?: If this option is selected, the report will not display or count wells where the well’s lease type code is “F” (Fee) or “S” (State).

Print APD Approval Remarks?: If this option is selected, the report will also display any remarks related to APD approval.

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

ST: The two-character state code for the state in which the proposed well is located.

FO: The Field Office or Resource Area code within whose jurisdiction the proposed well is located. If the option to sort by Field Office is selected, the report will also contain a subtotal line for each FO/RA showing APD counts by Field Office.

LSE TYPE: The type of lease on which the proposed well is located. The value displayed on the report is derived from the “Lse Type” code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
F:	FEE
S:	ST
Q:	PAQ

C**ASE NUMBER**: The case number associated with the proposed APD. If the proposed well is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.

LEASE NUMBER: The lease number associated with the proposed well.

OPERATOR: The name of the operator associated with the APD.

WELLNUM: The operator-assigned well number for the well. To make everything fit well on the report, this field has been trimmed to 10 characters.

WELL NAME: The operator-assigned well name for the proposed well. To make everything fit well on the report, this field has been trimmed to 15 characters.

TWP: The north/south coordinate for the surface location of the proposed well. May be either township or latitude.

RGE: The east/west coordinate for the surface location of the proposed well. May be either range or longitude.

SEC: The section in which the surface location of the proposed well is located.

QTR: The quarter/quarter, lot, or tract in which the surface location of the proposed well is located. The information displayed is dependent on what was entered into Non-Indian AFMSS.

SME: The Surface Management Entity associated with the location of the proposed well.

RECEIVED: The date the APD was "received", the Received Date specified when the proposed well was entered into Non-Indian AFMSS.

Report Totals Section

If sorting by Field Office, the report subtotals Total Inactive APDs by field office code. At the end of the report, totals are printed for the total number of APDs by well lease type code (Federal, State, Fee, etc.).

Report Creation Parameters Section

All of the selection and sort criteria that went into the creation of the report are printed at the end of the report.

8.1.4 APDs Approved in Period (APD.14)

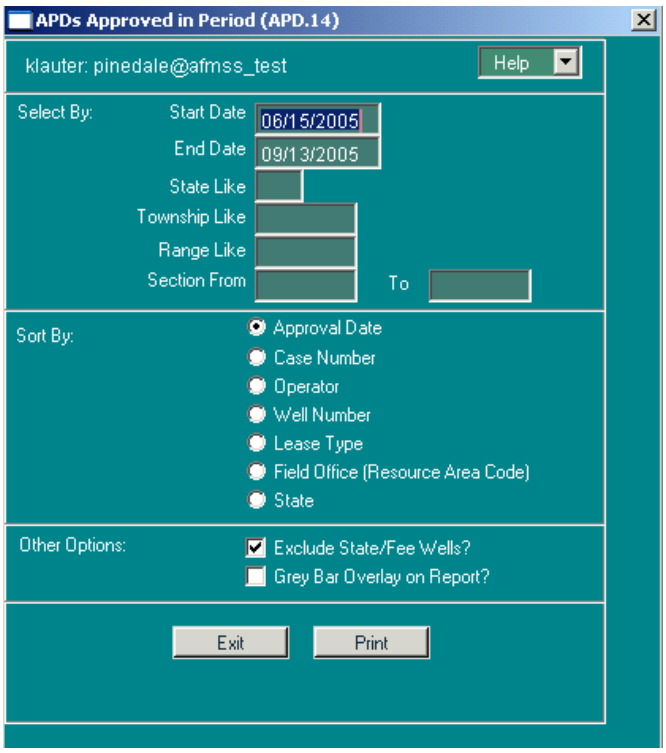


Figure 8-4: APDs Approved in Period (APD.14) Window

The report *APDs Approved in Period* lists all of the APDs which were approved by an office during a specified period.

Several criteria are used to select the records which appear on this report:

The disposition date for the APD must fall between (inclusively) the specified start and end dates for the report period.

The final disposition for the APD must be "Accepted" or "Approved."

A Start Date and an End Date must be entered for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The End Date for the report is automatically set to today's date, and the Start Date is set to 90 days prior to today's date. It is possible to change either or both of these dates as needed, to specify a different date range.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields (except Section):

State Like: If a two-character state code is specified, only the wells in that state will appear on the report.

Township Like: If a township is specified, only wells in that township will appear on the report.

Range Like: If a range is specified, only wells in that range will appear on the report.

Section From and To: It is possible to specify a range of section numbers to include on the report. Or, if only one section is desired, it can be entered in the "Section From" field.

There are several sort options for the report:

Approval Date

Case Number

Operator

Well Number

Lease Type (Federal, State, Fee, Private Acquired)

Field Office (Resource Area Code)

State

There are other options for the report:

Exclude State/Fee Wells?: If this option is clicked, the report will not display or count wells where the well's lease type is "F" (Fee) or "S" (State).

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

ST: The two-character state code for the state in which the proposed well is located.

FO: The Field Office or Resource Area code within whose jurisdiction the proposed well is located. If the option to sort by Field Office is selected, the report will also contain a subtotal line for each FO/RA showing APD counts by Field Office.

LSE TYPE: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Lse Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
F:	FEE
S:	ST
Q:	PAQ

CASE NUMBER: The Case Number associated with the APD. If the proposed well is to be part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.

OPERATOR: The name of the operator associated with the APD.

WELLNUM: The operator-assigned well number for the proposed well. To make everything fit on the report, this field has been reduced to 10 characters in length.

WELL NAME: The operator-assigned well name for the proposed well. To make everything fit on the report, this field has been reduced to 15 characters in length.

TWP: The township or latitude of the surface location of the proposed well.

RGE: The range or longitude of the surface location of the proposed well.

SEC: The section in which the surface location of the proposed well is located.

QTR: The quarter/quarter, lot, or tract in which the surface location of the proposed well is located. The information displayed is dependent on what was entered into Non-Indian AFMSS.

SME: The Surface Management Entity associated with the location of the proposed well.

APPROVED: The date the APD was approved or accepted, the date specified when the final disposition of the APD is entered into Non-Indian AFMSS.

Report Totals Section

Totals (counts) are broken out by Lease Type.

Report Creation Parameters Section

All of the selection and sort criteria that went into the creation of the report are printed at the end of the report.

8.1.5 APD Well Totals (APD.19)

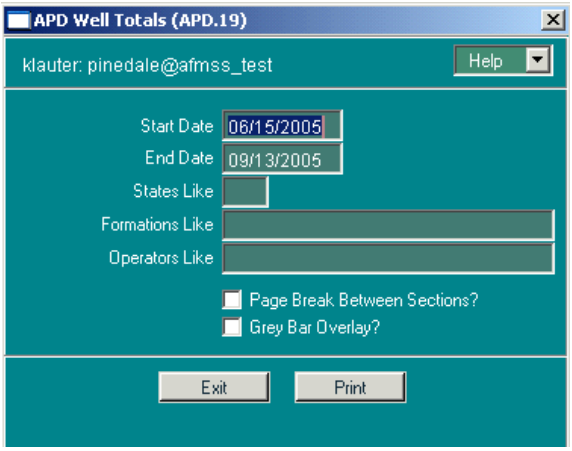


Figure 8-5: APD Well Totals (APD.19) Window

This section demonstrates how to retrieve a report that lists an APD-related report showing disposition of APDs (in QFMR format) with wells listed by formation and operator. The report can be filtered using query-by-example methods to list wells in certain states, producing formations, operators, or a combination of all three.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click the **APD Reports** pull-down menu and select **APD Well Totals (APD.19)**. This launches the *APD Well Totals (APD.19)* window.

NOTE: The data entered in the following selection criteria determine the records that will be considered for the report. If a selection criterion is left blank, all records for that criterion will be considered; if data is entered for a specific criterion, only those records matching that criterion will be considered.

2. **Start Date**: Defaults to three months prior to the current date. It can be changed by double-clicking on the date and entering the desired date.
3. **End Date**: Defaults to the current date. It can be changed by double-clicking on the date and entering the desired date.
4. **States Like**: Enter the two-digit state code. <*Tab*>
5. **Formations Like**: Enter the name of a formation. Use wild cards if necessary. <*Tab*>
6. **Operators Like**: Enter the name of an operator. Use wild cards if necessary.
7. **Page Break Between Sections?** Click this button to have the sections divided.
8. **Grey Bar Overlay?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows to make the report easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
9. Click **Print** to run the report and display the print preview window.
10. Click **Exit** to return to the *APD Well Totals (APD.19)* window.
11. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.1.6 APD Workload (APD.18)

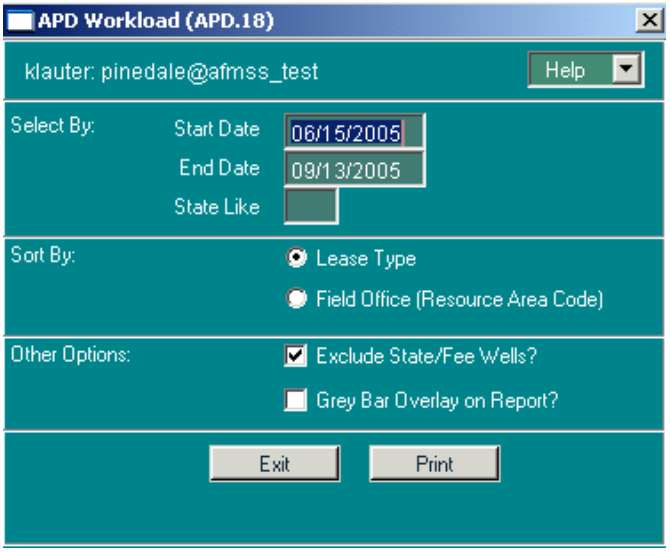


Figure 8-6: APD Workload (APD.18) Window

The report "APD Workload Tracking" summarizes APD-related activities, giving the status of applications on hand and received within the specified period.

Several criteria are used to select the records that appear on this report:

The date received for the APD must be prior to the end date for the specified reporting period.

The disposition date of the APD must be either blank, or after the start date for the specified reporting period.

A Start Date and an End Date must be entered for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The End Date for the report is automatically set to today's date, and the Start Date is set to 90 days prior to today's date. Change either or both of these dates as needed.

It is possible to specify an additional selection criterion to limit the records on the report. The wildcard character ("%") can be used in this input field:

State Like: If a two-character state code is specified, only the wells in that state will appear on the report.

There are two sort options for the report:

Lease Type (Federal, State, Fee, Private Acquired)

Field Office (Resource Area Code)

There are other options for the report:

Exclude State/Fee Wells?: If this option is selected, the report will not display or count wells where the well's lease type is "F" (Fee) or "S" (State).

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

APPLICATIONS ON HAND TO START: The Received Date must be before the specified Start Date and the disposition date is blank or after the specified Start Date.

APPLICATIONS RECEIVED: APDs are included in these counts if the "date received" is between the specified Start Date and End Date.

APPLICATIONS RETURNED: APDs are included in these counts if: the disposition of the APD is "returned" and the disposition date is prior to the specified End Date.

APPLICATIONS INCOMPLETE: APDs are included in these counts if the disposition date is blank, or the disposition date falls after the specified End Date and the administratively complete date is either prior to the specified Start Date or after the specified End Date.

APPLICATIONS COMPLETE AND PENDING: APDs are included in these counts if the administratively complete date is between the specified Start Date and End Date and disposition is blank.

APPLICATIONS APPROVED: APDs are included if the disposition date is between the Start Date and End Date and the disposition is "approved" or "accepted."

APPLICATIONS CLOSED BUT NOT APPROVED: APDs are included if the disposition is "denied", "cancelled", "withdrawn", "rescinded", "expired", or "rejected."

Report Totals Section

If the option to sort by Field Office is selected, each line on the report will contain the Field Office Code and the counts for the Field Office or Resource Area within whose jurisdiction the proposed well is located.

If the option to sort by Lease Type is selected, the lines on the report will be as follows:

Lease Type:	Line on Report
A or P:	FEDERAL
S:	STATE
F:	FEE
Q:	PVT-ACQ
O:	OTHER

Report Creation Parameters Section

All of the selection and sort criteria that went into the creation of the report are printed at the end of the report**.**

8.1.7 Expired APDs (APD.15)

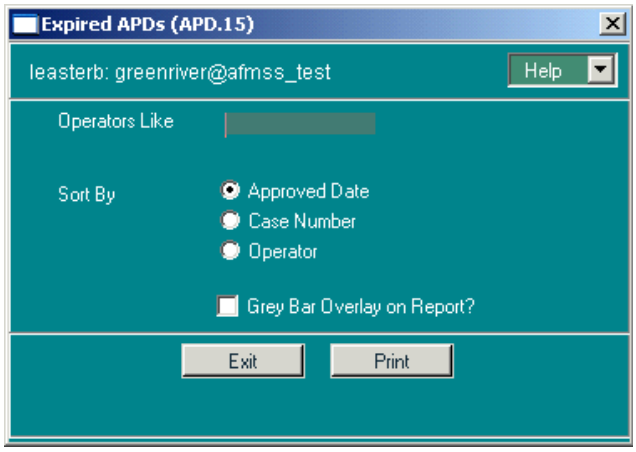


Figure 8-7: Expired APDs (APD.15) Window

This section demonstrates how to retrieve a report that lists expired APDs.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click the **APD Reports** pull-down menu and select **Expired APDs (APD.15)**. This launches the *Expired APDs (APD.15)* window.

NOTE: The data entered in the following selection criteria determine the records that will be considered for the report. If a selection criterion is left blank, all records for that criterion will be considered; if data is entered for a specific criterion, only those records matching that criterion will be considered.

2. **Operators Like**: Enter the name of an operator. Use wild cards if necessary.
3. Click one of the three **Sort By** buttons (select only one sort option):

Approved Date

Case Number

Operator

4. **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
5. Click **Print** to run the report and display the print preview window.
6. Click **Exit** to return to the *Expired APDs (APD.15)* window.
7. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.1.8 NOS Over 6 Months and No Activity (APD.11)

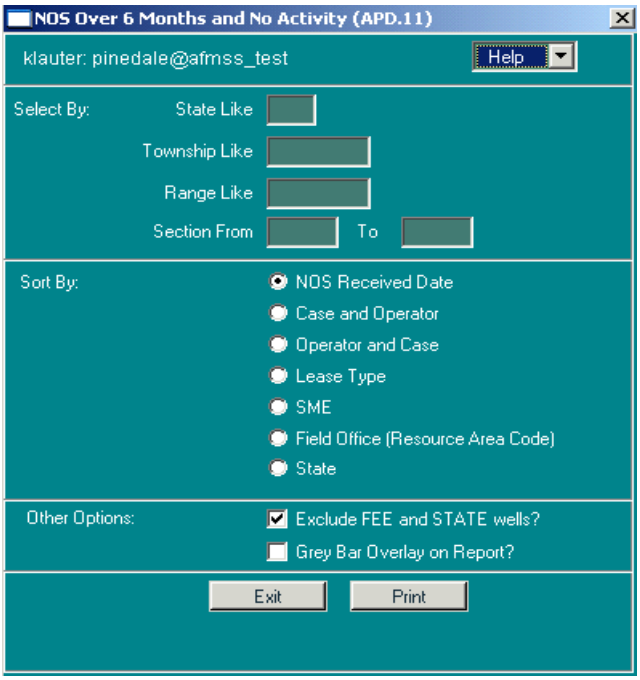


Figure 8-8: NOS Over 6 Months and No Activity (APD.11) Window

This report lists wells that have had an NOS submitted. The NOS must have been received more than 180 days ago, and the well must still be in NOS status.

- Specific criteria are used to select the records that appear on this report:
- There must have been an NOS submitted for the well.

- The received date for the NOS must be more than 180 days prior to the current date.
- The well status of the proposed well must be “NOS”.
- If geographic state, township, range, or sections are furnished on the report launcher, then the well’s location must match.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character (“%”) can be used in all of these input fields (except Section):

- **State Like**: If a two-character state code is specified, only the wells in that state will appear on the report.
- **Township Like**: If a township is specified, only wells in that township will appear on the report.
- **Range Like**: If a range is specified, only wells in that range will appear on the report.
- **Section From and To**: It is possible to specify a range of section numbers to include on the report. Or, if only one section is desired, it can be entered into the “Section From” field.

There are several sort options for the report:

NOS Received Date

Case and Operator

Operator and Case

Lease Type (Federal, State, Fee, Private Acquired)

SME

Field Office (Resource Area Code)

State

There are other options for the report:

Exclude FEE and STATE Wells?: If this option is selected, the report will not display or count wells where the well's lease type code is "F" (Fee) or "S" (State).

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

ST: The two-character state code for the state in which the proposed well is located.

FO: The Field Office or Resource Area code within whose jurisdiction the proposed well is located. If the option to sort by Field Office is selected, the report will also contain a subtotal line for each FO/RA showing NOS counts by Field Office.

LSE TYPE: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Else Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type	Value on Report
A or P	FED
F	FEE
S	ST
Q	PAQ

CASE NUMBER: The case number associated with the proposed APD. If the proposed well is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.

LEASE NUMBER: The lease number associated with the proposed well.

OPERATOR: The name of the operator associated with the proposed well.

WELLNUM: The operator-assigned well number for the well. To make everything fit on the report, this field has been limited to 10 characters.

WELL NAME: The operator-assigned well name for the proposed well. To make everything fit on the report, this field has been limited to 15 characters.

TWP: The north/south coordinate for the surface location of the proposed well. May be either township or latitude.

RGE: The east/west coordinate for the surface location of the proposed well. May be either range or longitude.

SEC: The section in which the surface location of the proposed well is located.

QTR: The quarter/quarter, lot, or tract in which the surface location of the proposed well is located. The information displayed is dependent on what was entered into Non-Indian AFMSS.

SME: The Surface Management Entity associated with the location of the proposed well.

RECEIVED: The date the NOS was "received," the received date specified when the proposed well was entered into Non-Indian AFMSS.

Report Totals Section

If sorting by Field Office, the report subtotals Total Inactive NOSs by field office code.

At the end of the report, totals are printed for the total number of NOSs by well lease type code (Federal, Private, etc.).

Report Creation Parameters Section

All of the selection and sort criteria that went into the creation of the report are printed at the end of the report.

8.1.9 Onsite Surface Reviews (APD.21)

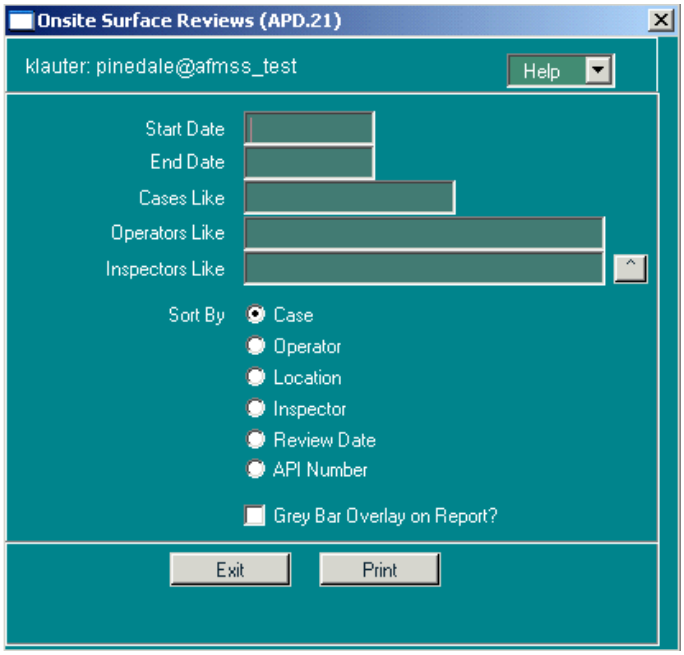


Figure 8-9: Onsite Surface Reviews (APD.21) Window

This section demonstrates how to retrieve reports that list onsite surface reviews. Reports can be filtered using query-by-example methods to list reviews by cases, operators, inspectors, or a combination of all three.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click the **APD Reports** pull-down menu and select **Onsite Surface Reviews (APD.21)**. This launches the *Onsite Surface Reviews (APD.21)* window.

NOTE: The data entered in the following selection criteria determine the records that will be considered for the report. If a selection criterion is left blank, all records for that criterion will be considered; if data is entered for a specific criterion, only those records matching that criterion will be considered.

2. **Start Date**: Defaults to three months prior to the current date. It can be changed by double-clicking on the date and entering the desired date.
3. **End Date**: Defaults to the current date. It can be changed by double-clicking on the date and entering the desired date.
4. **Cases Like**: Enter the name of a case. Use wild cards if necessary. <*Tab*>
5. **Operators Like**: Enter the name of an operator. Use wild cards if necessary. <*Tab*>
6. **Inspectors Like**: Click the button to show a picklist of inspectors. Select the one desired.
7. Click one of the six **Sort By** buttons (select only one sort option):

   Case

   Operator

   Location

   Inspector

   Review Date

   API Number
8. **Grey Bar Overlay on Report?:** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
9. Click **Print** to run the report and display the print preview window.
10. Click **Exit** to return to the *Onsite Surface Reviews (APD.21)* window.
11. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.2 Bond Reports

The bond reports may be accessed via *Non-Indian AFMSS Main Menu*/**Reports**/**Bond Reports** as well as *Non-Indian AFMSS Main Menu*/**Adjudication**/**Bonds**. Open the *Bond Status and Information (GLB.67)* window from *Non-Indian AFMSS Main Menu*/**Adjudication** by clicking **Bonds**, highlight the desired bond record, and click the **Bond Report** button to display the two report options. Then continue as below.

8.2.1 Bond Report GLB.101)

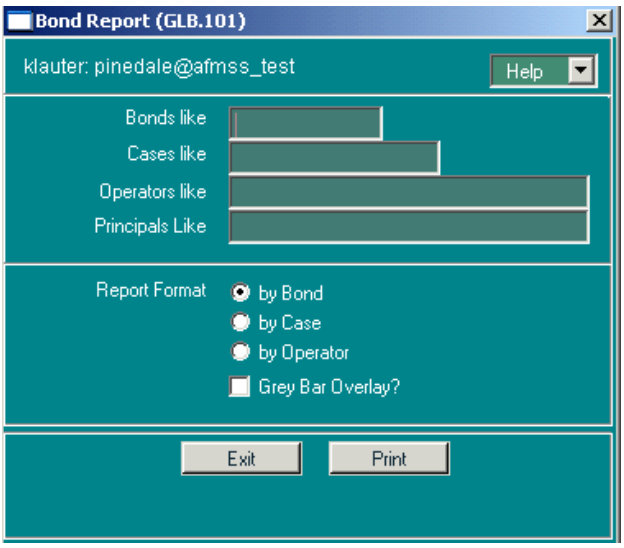


Figure 8-10: Bond Report (GLB.101) Window

This report lists bond information and the wells associated with the bond. The bond information is displayed in the report heading and the well information is displayed in the columns.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click on the **Bond Reports** pull-down menu to display the two reports.
2. Click on **Bond Report (GLB.101)** to launch the *Bond Report (GLB.101)* window. All bonds and their corresponding well information will be displayed on the report unless one or all of the following selection criteria are completed:
3. **Bonds Like**: Enter the bond number (using wildcards as necessary). Only bonds containing the number entered will be considered.
4. **Cases Like**: Enter the case number (using wildcard as necessary). Only cases containing the number entered will be considered
5. **Operators Like**: Enter the operator desired (using wildcards as necessary). Only operators with the same name or containing the same letters will be considered.
6. **Principals Like**: Enter the principal desired (using wildcards as necessary). Only principals with the same name or containing the same letters will be considered.
7. Click one of the three **Report Format** buttons (select only one option):

   by Bond

   by Case

   by Operator

8. **Grey Bar Overlay?:** If this option is clicked, the report will contain grey stripes across alternating sets of three rows to make the report easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
9. Click **Print** to run the report and display the print preview window.
10. Click **Exit** to return to the *Bond Report (GLB.101)* window.
11. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.2.2 Bonds Reviewed Report (GLB.102).

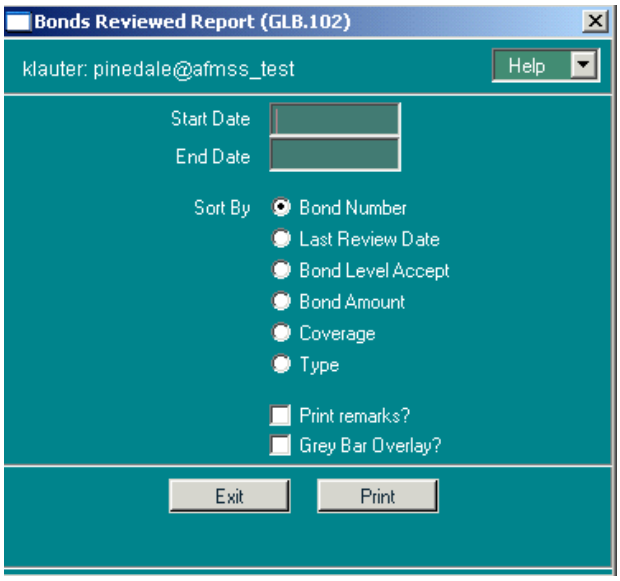


Figure 8-11: Bonds Reviewed Report (GLB.102) Window

The primary function of this report is to show when bonds were last reviewed and if the bond level was acceptable or not. The last page of the report contains a summary section of pertinent totals such as the total number of Bond Level Accepts that were "Yes."

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click on the **Bond Reports** pull-down menu to display the two reports.
2. Click on **Bonds Reviewed Report** to launch the *Bonds Reviewed Report (GLB.102)* window.
3. **Start Date**: Enter the start date desired.
4. **End Date**: Enter the end date desired.
5. Click one of the **Sort by** buttons (select only one option):

   Bond Number

   Last Review Date

   Bond Level Accept

Bond Amount

Coverage

Type

6. Click on **Print remarks?** to include remarks in the report.
7. **Grey Bar Overlay?:** If this option is clicked, the report will contain grey stripes across alternating sets of three rows to make the report easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
8. Click **Print** to run the report and display the print preview window.
9. Click **Exit** to return to the *Bonds Reviewed Report (GLB.102)* window.
10. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.3 EC Reports

This submenu deals with records that were transmitted via electronic commerce. The *EC Transaction Summary (EC.20)* window (Figure 8-12) is accessible by the EC Reviewer only. See the *Non-Indian AFMSS Electronic Commerce Reviewers Manual (ECRM)*.

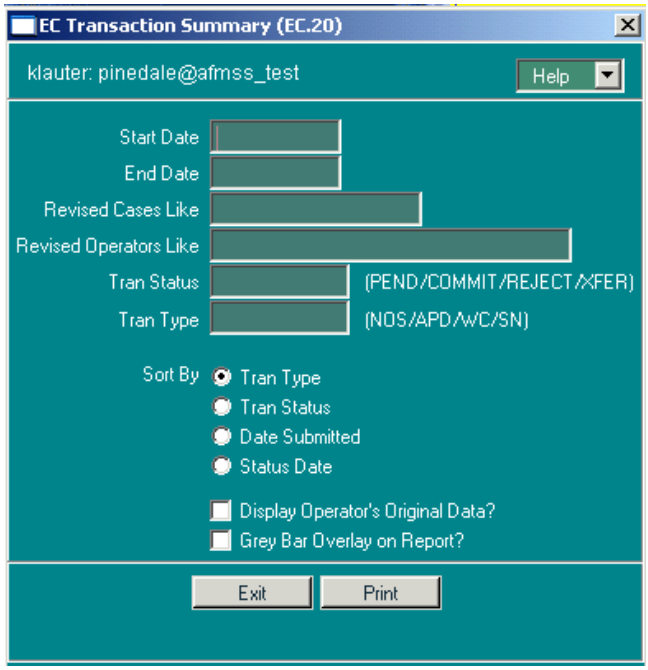


Figure 8-12: EC Transaction Summary (EC.20) Window

8.4 Helium Reports

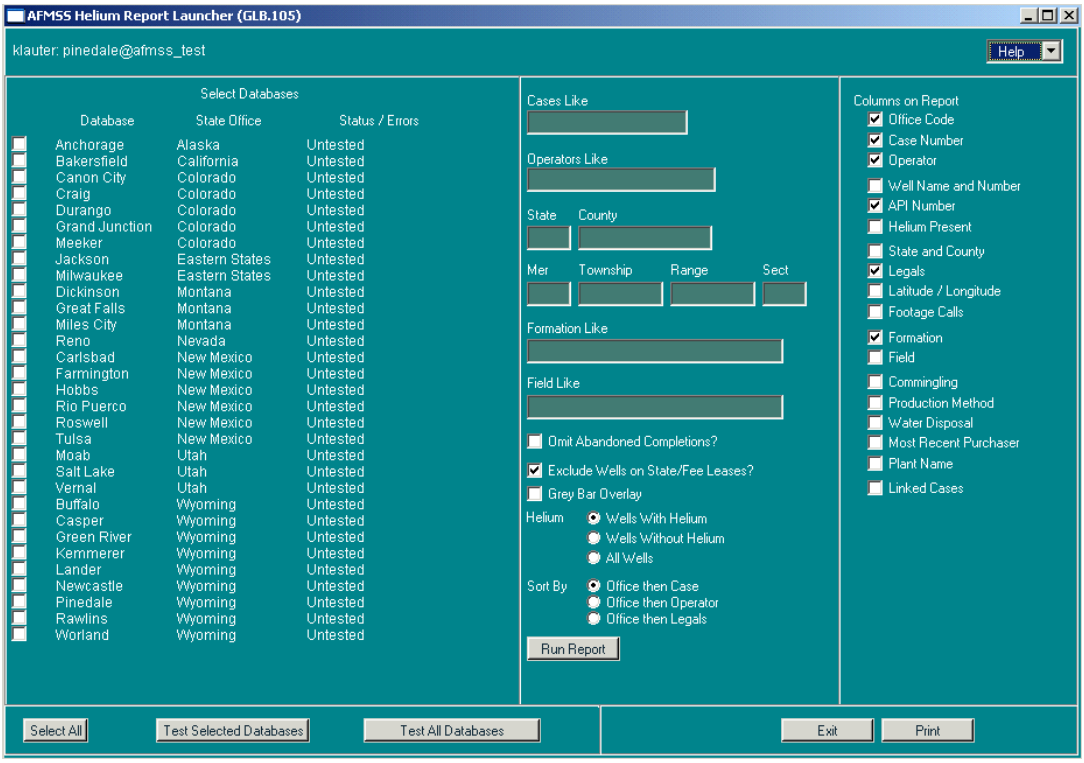


Figure 8-13: Non-Indian AFMSS Helium Report Launcher (GLB.105)

Select Databases

Select the database(s) desired to compile reports in the *Non-Indian AFMSS Helium Report Launcher (GLB.105)* window. Manually click on each of the listed locations desired, or click the **Select All** button to select all of the ones listed. To deselect a database, click on it again.

Click **Test Selected Databases** to ensure there is access to the each of the selected databases before running the report.

Click **Test All Databases** to test the access to all databases for this report.

Status/Errors: The status (**Untested**, **OK**) indicates whether a database has been tested and, if so, the results of that test.

Report Parameters

The input to the report may be limited by specifying data (or partial data plus the wildcard) for **Cases Like, Operators Like, State, County, Mer, Township, Range., Sect, Formation Like, Field Like.**

Report Options: Click the options desired. If an option is selected, deselect it by clicking on it again.

Omit Abandoned Completions

Exclude Wells on State/Fee Leases?

Grey Bar Overlay

Helium

- **Wells with Helium**
- **Wells Without Helium**
- **All Wells**

Sort By:

- **Office then Case**
- **Office then Operator**
- **Office then Legals**

Columns on Report: Click the options desired to appear on the report. If an options is selected, deselect it by clicking on it again.

Output to: Chose a preview or copy output. It may be worth previewing the report before sending it to a printer.

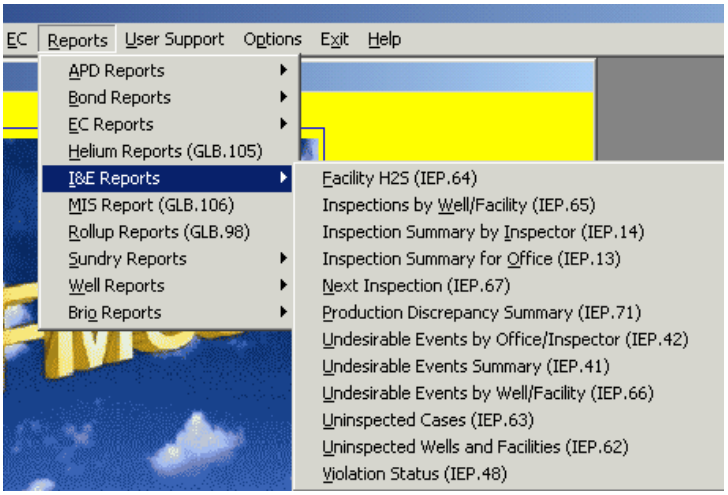
Click **Run Report** to compile the report and show it in the form specified in the output option.

Click **Print** to make a hardcopy of the window data.

Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.5 I&E Reports

The following reports can be launched from the **I&E Reports** picklist on the **Reports** pull-down menu of the *Non-Indian AFMSS Main Menu*:



The following sections demonstrate how to retrieve and use each report.

8.5.1 Facility H2S Summary (IEP.64)

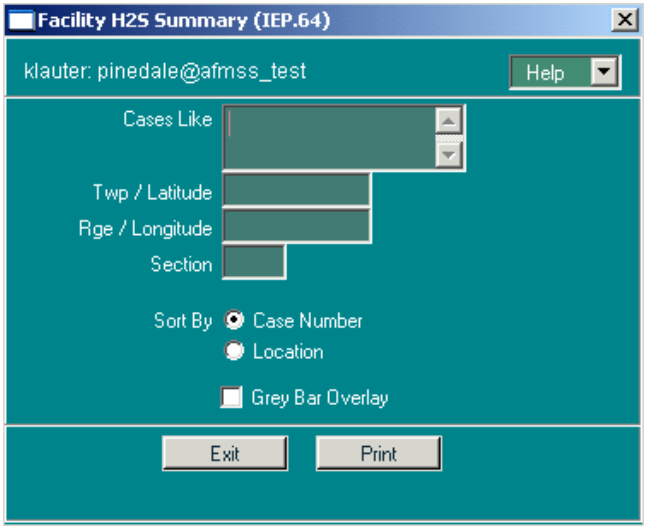


Figure 8-14: Facility H2S Summary (IEP.64) Window

The *Facility H2S Summary (IEP.64)* report lists hydrogen sulfide cloud radii for facilities.

The criteria used to select the records that appear on the report are listed below:

The facilities must have H2S information entered in the Facility Header screen.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character (%) can be used in all of these input fields (except Section):

- **Cases Like:** If a case number is specified, only facilities associated with that case will appear on the report.
- **Twp/Latitude:** If a township/latitude is specified, only facilities located in that specific townships/latitudes will appear on the report.
- **Rge/Longitude:** If a range/longitude is specified, only facilities located in that specific range/ longitude will appear on the report.
- **Section:** If a section is specified, only facilities located in that specific section will appear on the report.

There are sort options for the report:

Case Number

Location

There is another option for the report:

Grey Bar Overlay: If this option is clicked, the report will contain grey stripes across alternating sets of three rows to make the report easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Data, By Columns

CASE: The case number associated with the facility.

OPERATOR: The name of the operator associated with the violation.

FACILITY NAME: The name of the facility.

NUMBER: The facility number assigned by the operator.

ST: The state the facility is located.

COUNTY: The county where the facility is located.

TWP/LAT: The township/latitude where the facility is located.

RGE/LON: The range/longitude where the facility is located.

SEC: The section where the facility is located.

QTR: The aliquot (quarter/quarter) where the facility is located.

GAS-STRM: The maximum concentration (in PPM) of hydrogen sulfide in the gas stream of a production facility.

VAPORS: The maximum concentration (in PPM) of hydrogen sulfide in the accumulated vapors of a storage tank containing produced fluids and operated at or near atmospheric pressure.

INFO DATE: The most recent date that a test was performed H2S measurements.

8.5.2 Inspection Statistics by Well/Facility (IEP.65)

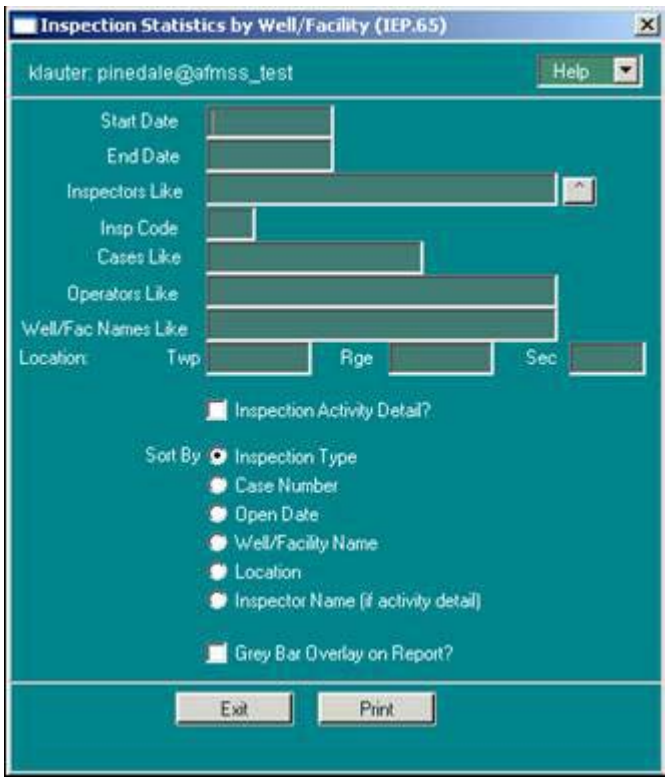


Figure 8-15: Inspection Statistics by Well/Facility (IEP.65) Window

This section demonstrates how to retrieve a report that lists wells and facilities that have been inspected for a specified time frame.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click the **I&E Reports** pull-down menu and select **Inspections by Well/Facility (IEP.65)**. This launches the *Inspection Statistics by Well/Facility (IEP.65)* window.
2. **Start Date**: Enter the report start date.
3. **End Date**: Enter the report end date.
4. **Inspectors Like**: Enter an inspector name if desired. Use wild cards if necessary.

   NOTE: Only records with the specified name will be considered.
5. **Insp Code**: Enter an inspection code if desired.

   NOTE: Only records with the specified inspection code will be considered.
6. **Cases Like**: Enter a case number if desired. Use wild cards if necessary.

   NOTE: Only records with the specified name will be considered.
7. **Operators Like**: Enter an operator name if desired. Use wild cards if necessary.

   NOTE: Only records with the specified name will be considered.

8. **Well/Fac Names Like**: Enter either a well or facility name if desired. Use wild cards if necessary.

   NOTE: Only records with the specified name will be considered.

9. **Locations**: Enter location information if desired.
10. **Inspection Activity Detail**? Click this radio button for a detailed report of the inspection activity.
11. Click one of the six **Sort By** buttons (select only one sort option):

    Inspection Type

    Case Number

    Open Date

    Well/Facility Name

    Location

    Inspector Name (if activity detail)

12. **Grey Bar Overlay on Report?:** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
13. Click **Print** to run the report and display the print preview window.
14. Click **Exit** to return to the *Inspection Statistics by Well/Facility (IEP.65)* window.
15. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.5.3 Inspection Statistics by Inspector (IEP.14)

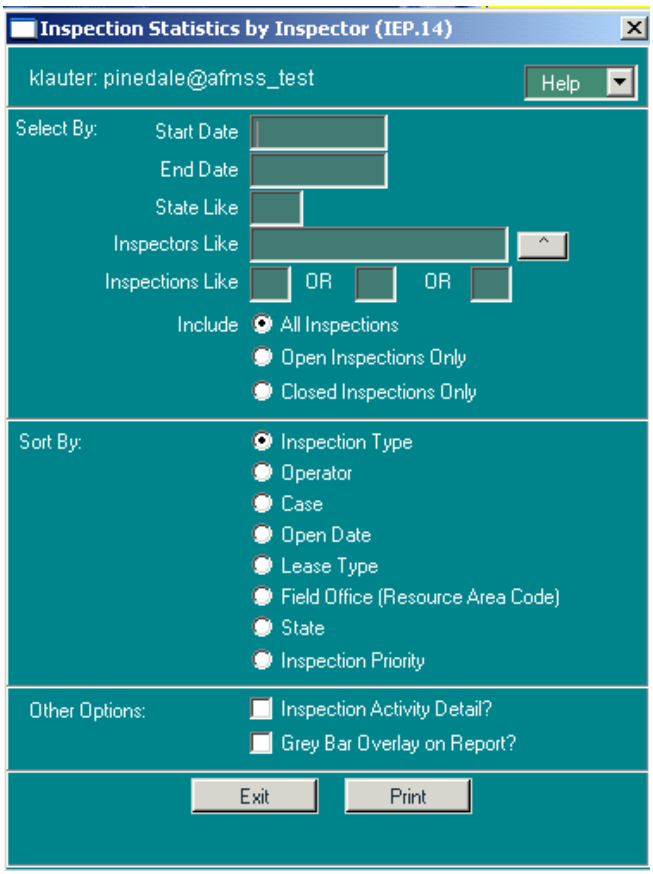


Figure 8-16: Inspection Statistics by Inspector (IEP.14) Window

A **Start Date** and an **End Date** for the desired reporting period must be specified. However, when the report launcher screen appears, these dates are already filled in. The End Date for the report is automatically set to today's date, and the Start Date is set to 90 days prior to today's date. Change either or both of these dates as needed to specify a different date range.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields.

Inspectors Like: If a specific inspector is entered, only the inspection conducted by that inspector will appear on the report.

Inspections Like: Enter up to three inspection type codes, and only inspections of the specified type(s) will appear on the report.

There are several **Sort By** options for the report:

Inspection Type

Operator

Case

Open Date

Lease Type

Field Office (Resource Area Code)

State

Inspection Priority

There are several other options for the report:

Inspection Activity Detail? If this option is selected, the report will display details of the inception activity.

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows to make the report easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

8.5.4 Inspection Statistics for Office (IEP.13)

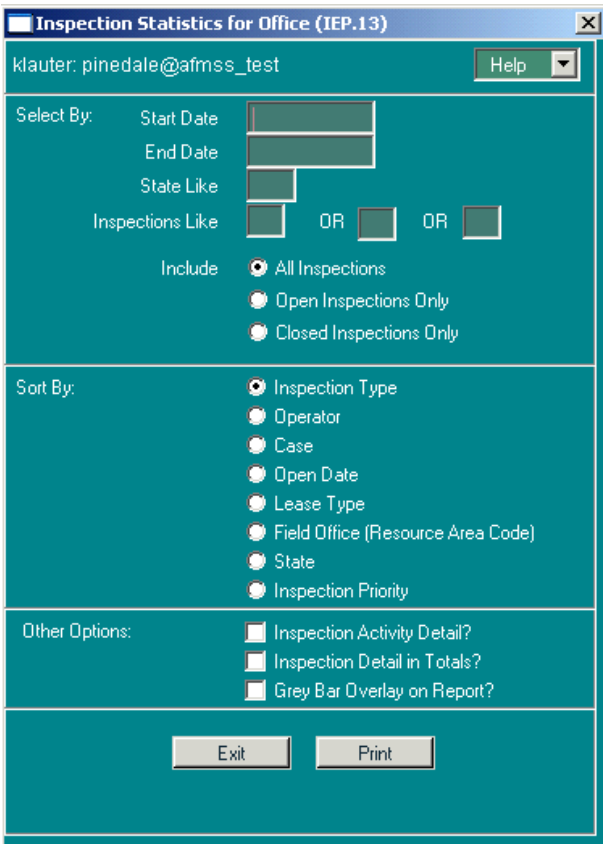


Figure 8-17: Inspection Statistics for Office (IEP.13) Window

The “Inspection Statistics for Office” report lists selected inspections, based on user-specified selection criteria, along with values for office time, travel time, and field time. Totals for the period covered by the report are also included.

Specify a **Start Date** and **End Date**, which is used in conjunction with the selected “Include Inspections” option, as described below.

It is possible to specify additional selection criteria to limit the records on the report:

State Like: If desired, enter a 2-character state code to limit the selected inspections to that state.

Inspections Like: It is possible to enter up to three inspection type codes, and only inspections of the specified type(s) will appear on the report.

Include: This option is used in conjunction with the start and end dates to select the inspections which appear on the report.

> All Inspections: Select inspections whose open date is between the specified start and end date. The close date is not used at all to select data.
>
> Open Inspections Only: Select inspections whose open date is between the specified start and end date, and which have not yet been closed.
>
> Closed Inspections Only: Select inspections whose close date is between the specified start and end date. The open date is not used at all to select data.

There are several **Sort By** options for the report:

> **Inspection Type**
>
> **Operator**
>
> **Case**
>
> **Open Date**
>
> **Lease Type**
>
> **Field Office** (Resource Area Code)
>
> **State**
>
> **Inspection Priority**

There are three other options for the report:

Inspection Activity Detail?: If this option is selected, the report will contain all of the inspection activities for each inspection listed, including the activity name and the office, field, and travel time information for each activity. This option can be selected independently of the “Inspection Detail in Totals” option.

Inspection Detail in Totals?: If this option is selected, the “Totals” section of the report will contain additional summarized information for each type of inspection covered in the report. This option can be selected independently of the “Inspection Activity Detail” option.

Grey Bar Overlay on Report?: If this option is selected, the report will contain grey stripes across alternating sets of three rows to make the report easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

ST: The state code of the state associated with the inspection. Since State is maintained in Non-Indian AFMSS only at the well level, one well associated with the case and operator for the inspection is retrieved from the database, and the state associated with that well is used for this report.

FO: The Field Office or Resource Area code of the BLM office associated with the inspection. Since the office code is maintained in Non-Indian AFMSS only at the well level, one well associated with the case and operator for the inspection is retrieved from the database, and the office code associated with that well is used for this report.

TYPE: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Lse Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
F:	FEE
S:	ST
Q:	PAQ

CASE NUMBER: The case number associated with the inspection.

OPERATOR: The operator associated with the inspection, the operator at the time the inspection was performed.

OPENED: The open date of the inspection if the report line applies to an inspection, or the open date of the activity if the report line corresponds to an activity.

CLOSED: The close date of the inspection if the report line applies to an inspection, or the close date of the inspection activity if the report line corresponds to an activity. Will be blank if the inspection or activity has not yet been closed.

INSPECTION TYPE: If the option to include inspection activity detail is not selected, this column will contain the description of the inspection. Otherwise, it will contain the description of the inspection, followed on the next line(s) by the description of its associated activities. This field has been shortened to 20 characters in length, to make everything fit on the report.

OFF: If the report line applies to an inspection, this column will contain the total office time for all activities associated with this inspection. If the report line applies to an activity, this column will contain the office time associated with this activity.

TRVL: If the report line applies to an inspection, this column will contain the total travel time for all activities associated with this inspection. If the report line applies to an activity, this column will contain the travel time associated with this activity.

FLD: Field Time. If the report line applies to an inspection, this column will contain the total field time for all activities associated with this inspection. If the report line applies to an activity, this column will contain the field time associated with this activity.

TOT CNT: If the report line applies to an inspection, this column will contain the total time (office + travel + field) for all activities associated with this inspection. If the report line applies to an activity, this column will contain the total time (office + travel + field) associated with this activity.

PRI: This column contains the current overall inspection priority for the case and operator, regardless of the date range.

Report Totals Section

If the option to include “Inspection Detail in Totals” is not selected, then one total line for “All Inspections” will be printed. Otherwise, a total line will be printed for each inspection type included in the report. For each line, the following items will be printed:

Count: The total number of inspections of this type included in the report, regardless of whether or not they had any activities associated with them.

Total Office: The total amount of office time for all inspections of this type included in the report.

Total Field: The total amount of field time for all inspections of this type included in the report.

Total Travel: The total amount of travel time for all inspections of this type included in the report.

Total Time: The total amount of time (office + travel + field) for all inspections of this type included in the report.

Average Office: The “Total Office” time, divided by the number of inspections of this type which had inspection activities (may be different from value shown in “Count” column).

Average Field: The “Total Field” time, divided by the number of inspections of this type which had inspection activities (may be different from value shown in “Count” column).

Average Travel: The “Total Travel” time, divided by the number of inspections of this type which had inspection activities (may be different from value shown in “Count” column).

Average Time: The “Total Time”, divided by the number of inspections of this type which had inspection activities (may be different from value shown in “Count” column).

The total counts of Federal inspected cases are also printed.

Report Creation Parameters Section

All of the selection and sort criteria that went into the creation of the report are printed at the end of the report.

8.5.5 Next Inspection (IEP.67)

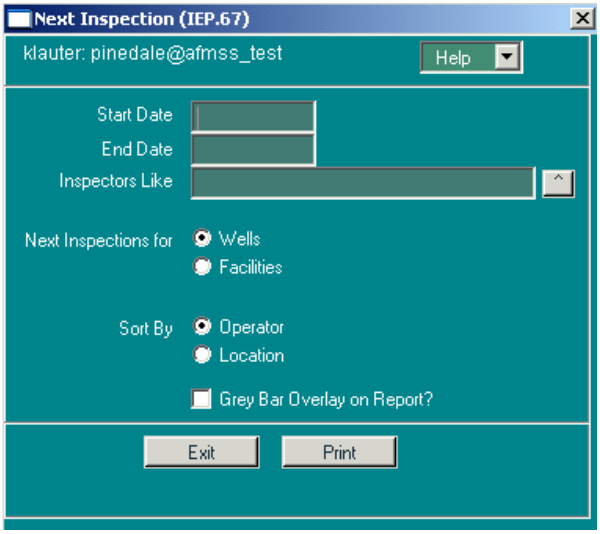


Figure 8-18: Next Inspection (IEP.67) Window

This section demonstrates how to retrieve a report that lists the next inspections for a particular inspector.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click the **I&E Reports** pull-down menu and select **Next Inspection (IEP.67).** This launches the *Next Inspection (IEP.67)* window.
2. **Start Date**: Enter the report start date.
3. **End Date**: Enter the report end date.
4. **Inspectors Like**: Enter the name of the inspector desired. Use wild cards if necessary.
5. **NOTE**: Only records with the specified name will be considered.
6. Next Inspections for either Wells or Facilities.
7. Click one of the **Sort By** buttons (select only one sort option):

   Operator

   Location

8. **Grey Bar Overlay on Report?:** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
9. Click **Print** to run the report and display the print preview window.
10. Click **Exit** to return to the *Next Inspection (IEP.67)* window.
11. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

Production Discrepancy Summary (IEP.71)

IEP.71: Production Discrepancies between 11/11/2000 and 11/11/2002 for RAWLINS FIELD OFFICE

ST	FO	TYPE	CASE NUMBER	OPERATOR	INSPACT		OPENED	CLOSED	OIL-OVER	OIL-UNDER	OIL-ACCT	GAS-OVER	GAS-UNDER	GAS-ACCT
WY	WY030	FED	WYW110938	DEVON ENERGY PRODUCTION CO LP	PI	RR	05/06/2001	07/30/2001	0.0	0.0	0.0	0.0	5214.0	5214.0
WY	WY030	FED	WYW121148B	BP AMERICA PRODUCTION COMPANY	PI	TG	02/06/2002	07/25/2002	0.0	64.0	0.0	0.0	0.0	0.0
WY	WY030	FED	WYW130680	BP AMERICA PRODUCTION COMPANY	PI	RR	02/27/2002	07/11/2002	0.0	227.0	0.0	0.0	0.0	0.0
WY	WY030	FED	WYW132755	DEVON ENERGY PRODUCTION CO LP	PI	RR	05/06/2001	06/25/2001	0.0	715.0	715.0	0.0	4958.0	4958.0
WY	WY030	FED	WYW141462A	QUESTAR EXPL AND PRODUCTION CO	PI	RR	10/22/2002	06/10/2003	32.0	0.0	0.0	13291.0	0.0	0.0
WY	WY030	FED	WYW35311	BP AMERICA PRODUCTION COMPANY	PI	RR	05/28/2002	05/07/2003	0.0	35.0	0.0	0.0	0.0	0.0
TOTAL		FEDERAL							32.0	1041.0	715.0	13291.0	10172.0	10172.0
TOTAL		INDIAN							0.0	0.0	0.0	0.0	0.0	0.0
TOTAL		FEDERAL AND INDIAN							32.0	1041.0	715.0	13291.0	10172.0	10172.0

Report Creation Parameters

Minimum Volume: 1
Inspection Status: All
Federal Cases: YES
Indian Cases: YES
Sorted By: Field Office

Figure 8-19: Example: Production Discrepancy Summary Report

The "Production Discrepancy Summary" Report lists production discrepancies for a given field office within a specified period for a specified discrepancy volume. The launcher window for the report is the *Production Discrepancy Summary (IEP.71)*.

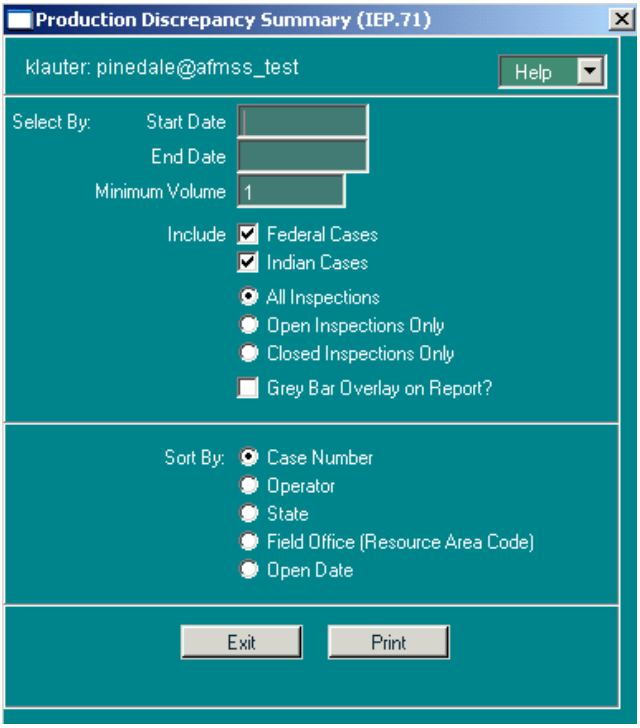


Figure 8-20: Production Discrepancy Summary (IEP.71) Window

Specific criteria used to select the records that appear on this report:

- The date of the occurrence must be on or after the user-specified Start Date.
- The date of the occurrence must be on or before the user-specified End Date.
- The occurrence must be equal to or greater than the user-specified Minimum Volume or the default volume of 1.

Specify a **Start Date**, an **End Date**, and a **Minimum Volume** if the volume is to be other than the default.

Also, specify one of the following:

- **All Inspections** (default)
- **Open Inspections Only**
- **Closed Inspections Only**

There are several sort options available for the report:

- **Case Number**

Operator

State

Field Office (Resource Area Code)

Open Date

There is one other option for the report:

- **Grey Bar Overlay on Report?:** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Detail Report Detail, by Column

The following data for the detail report for the requested time period is listed as follows.

- **ST**: The two letter state code.
- **FO**: The two letter field office (resource area) code.
- **TYPE**: The type of well (Federal).
- **CASE NUMBER**: The case number associated with the inspection.
- **OPERATOR**: The operator associated with the inspection, the operator at the time the inspection was performed.
- **INSP**: The type of inspection when the discrepancy was found (PI).
- **ACT**: The type of inspection activity that was being conducted when the discrepancy was found.
- **OPENED**: The open date of the inspection.
- **CLOSED**: The closed date of the inspection.
- **OIL-OVER**: The volume of oil over reported.
- **OIL-UNDER**: The volume of oil under reported.
- **OIL-ACCT**: The oil volume discrepancy amount.
- **GAS-OVER**: The volume of gas over reported.
- **GAS-UNDER**: The volume of gas under reported.

- **GAS-ACCT**: The gas volume discrepancy amount.

Report Totals Section

The total number of discrepancies by type of well.

Report Creation Parameters Section.

The selection criteria used in the launcher window to compile the report.

8.5.6 Undesirable Events by Office/Inspector (IEP.42)

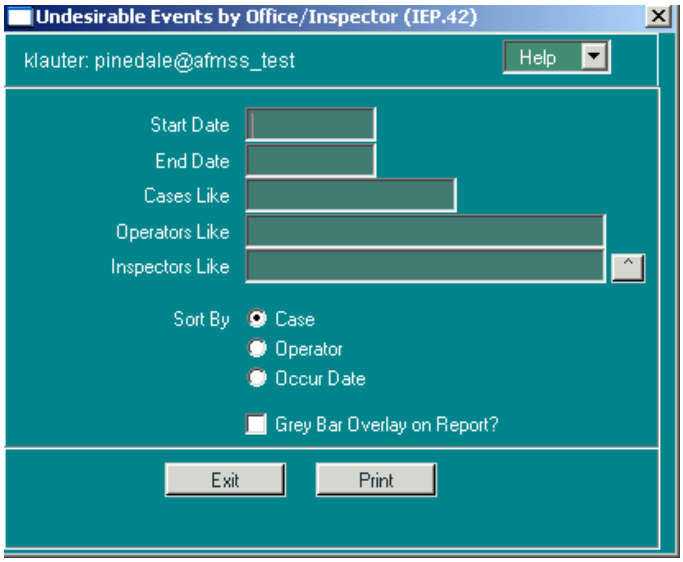


Figure 8-21: Undesirable Events by Office/Inspector (IEP.42) Window

The *Undesirable Events by Office/Inspector* report lists undesirable events by case/operator combination and calculates the average time spent per inspection.

Specific criterion used to select the records that appear on this report:

The date of the occurrence must be on or after the user-specified Start Date.

The date of the occurrence must be on or before the user-specified End Date.

Specify a **Start Date** and an **End Date** for the desired reporting period.

There are additional selection criteria to limit the records on the report. The wildcard character (%) can be used in these input fields:

Cases Like: If a case number is specified, it will restrict the report to only matching cases.

Operators Like: Specify an operator name to limit undesirable events to be reported to requested operators.

Inspectors Like: Specify an inspector's name to restrict the report to only those inspections conducted by that inspector. Click the button to show a list of inspectors to select.

There are three sort options available for the report:

Case

Operator

Occur Date

There is one other option for the report:

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Columns

CASE NUMBER: The case number associated with the inspection.

OPERATOR: The operator associated with the inspection, the operator at the time the inspection was performed.

TYP: The type of the undesirable event: Oil Spill, Salt H2O, etc.

OIL-SPL: The amount of oil spilled in the event.

OIL-REC: The amount of oil recovered in the event.

GAS-LOST: The amount of gas lost in the event.

OCCURED: The date of the undesirable event.

INSP-OPEN: The date the undesirable event inspection was opened.

INSP-CLOSE: The date the undesirable event inspection was closed.

OFFICE: The time spent in the office on the inspection.

TRAVEL: The time spent on travel for the inspection.

FIELD: The time spent in the field on the inspection.

TOTAL: The total time spent on the inspection.

Report Totals Section

The average amount of time spent on each phase of the undesirable event inspections is given in the last line of the report.

8.5.7 Undesirable Events Summary (IEP.41)

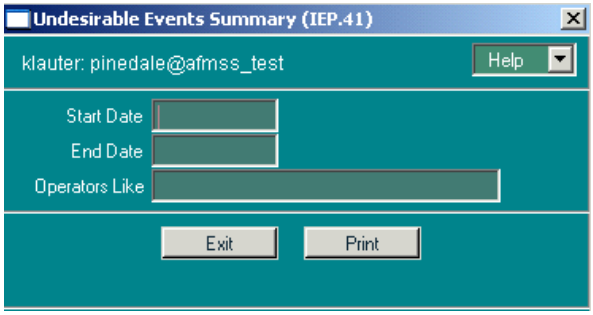


Figure 8-22: Undesirable Events Summary (IEP.41) Window

The *Undesirable Events Summary* report summarizes undesirable events by operator for the specified time period.

Specific criteria used to select the records that appear on this report:

- The date of the occurrence must be on or after the user-specified Start Date.
- The date of the occurrence must be on or before the user-specified End Date.

Specify a **Start Date** and an **End Date** for the desired reporting period.

There is one other selection option:

Operators Like: Specify an operator name, including wildcards (%) to limit undesirable events to be reported to requested operators.

Report Detail

Each section gives a summary, in table format, of undesirable events for each operator, for the requested time period. It calculates and displays the totals of major and minor (classification) events inspected and not inspected.

OPERATOR: The operator associated with the inspection, the operator at the time the inspection was performed.

CLASSIFICATION: Columns for the classification (MAJOR/MINOR and TOTAL) of the undesirable event.

ACRES DISTURBED: The total number of acres that were disturbed by the undesirable events.

Mcf LOST: The volume of gas that was discharged by the event.

BARRELS SPILLED: The volume of oil, water, or other product that was spilled during the event.

BARRELS RECOVERED: The volume of oil, water, or other product that was recovered from the event.

Report Totals Section

The total number of major and minor events, acres disturbed, and product discharged and recovered are summed up at end of each appropriate column.

8.5.8 Undesirable Events by Well/Facility (IEP.66)

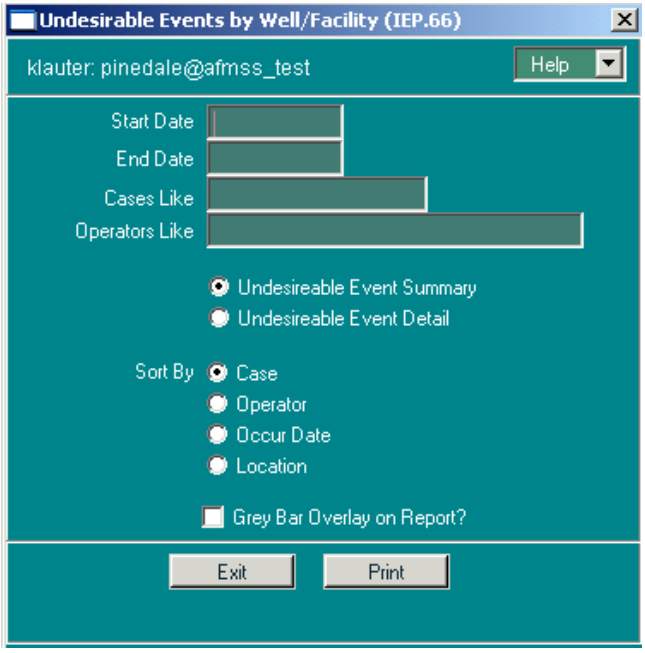


Figure 8-23: Undesirable Events by Well/Facility (IEP.66) Window

The "Undesirable Events by Well/Facility" report lists undesirable events by event number with a count of wells and facilities involved. It is available in both summary and detail format.

Specific criteria used to select the records that appear on this report:

The date of the occurrence must be on or after the user-specified Start Date.

The date of the occurrence must be on or before the user-specified End Date.

Specify a **Start Date** and an **End Date** for the desired reporting period.

There are additional selection criteria to limit the records on the report. The wildcard character (%) can be used in these input fields:

Cases Like: If a case number is specified, it will restrict the report to only matching cases.

Operators Like: Specify an operator name to limit undesirable events to be reported to requested operators.

It is possible to select the level of detail in the report by choosing one of two options:

Undesirable Event Summary: Optional constraint to report a summary by event of oil spilled and recovered and number of wells/facilities involved.

Undesirable Event Detail: Adds case, operator and occurrence details to the summary report.

There are several **Sort By** options available for the report:

Case

Operator

Occur Date

Location

There is one other option for the report:

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Summary Report Detail

The Undesirable Events Summary lists one event per line containing the following information.

EVENT NUMBER: The office assigned number for the undesirable event.

OIL-SPL: The amount of oil spilled in the event

OIL-REC: The amount of oil recovered in the event.

GAS-LOST: The amount of gas lost in the event.

IEP.66: Undesirable Events by Well/Facility from 11/11/2000 to 11/11/2004

EVENT NUMBER:	00-JB-03							1	Wells	0	Facilities
EVENT NUMBER:	TW-05-01	OIL-SPL:	8	OIL-REC:	5			1	Wells	0	Facilities
EVENT NUMBER:	TW-06-01	OIL-SPL:	8	OIL-REC:	5			1	Wells	0	Facilities
EVENT NUMBER:	TW-09-01							1	Wells	1	Facilities
EVENT NUMBER:	TW-11-01							1	Wells	1	Facilities
EVENT NUMBER:	TW-02-01							1	Wells	0	Facilities
EVENT NUMBER:	TW-03-01	OIL-SPL:	4	OIL-REC:	3			1	Wells	0	Facilities
EVENT NUMBER:	TW--01-03	OIL-SPL:	20	OIL-REC:	18			0	Wells	1	Facilities
EVENT NUMBER:	TW-04-01							1	Wells	0	Facilities
EVENT NUMBER:	TW-08-01	OIL-SPL:	3	OIL-REC:	2			1	Wells	0	Facilities
EVENT NUMBER:	TW-10-01	OIL-SPL:	1	OIL-REC:	1			1	Wells	0	Facilities
EVENT NUMBER:	TW-13-01	OIL-SPL:	1	OIL-REC:	1			1	Wells	1	Facilities
EVENT NUMBER:	TW-14-01							1	Wells	1	Facilities
EVENT NUMBER:	TW-07-01	OIL-SPL:	5	OIL-REC:	3			1	Wells	1	Facilities
EVENT NUMBER:	TW-03-03	OIL-SPL:	18	OIL-REC:	18			1	Wells	0	Facilities
EVENT NUMBER:	TW-15-01							1	Wells	1	Facilities
EVENT NUMBER:	TW-03-20							1	Wells	1	Facilities
EVENT NUMBER:	LC-03-01							1	Wells	0	Facilities
EVENT NUMBER:	CR01-20-NU					GAS-LOST:	200	1	Wells	0	Facilities

Total Wells: 18 Total Facilities: 8

The total number of wells and facilities associated with the undesirable event is calculated and printed.

Detail Report Detail, by Column

In addition to the summary data above, the following data for the detail report of undesirable events for each well/facility, for the requested time period is listed as follows.

IEP.66: Undesirable Events by Well/Facility from 11/11/2000 to 11/11/2004

CASE NUMBER	OPERATOR		TYP	OCCURED	NUMBER		NAME			API/ID	TWP/LAT	RGE/LON	SEC	QTR
EVENT NUMBER:	00-JB-03							1	Wells	0 Facilities				
891008206A	BP AMERICA PRODUCTION COMPANY		SWS	12/21/2000	13		LOST SOLDIER			49037062650 0S1	26N	90W	3	SENW
EVENT NUMBER:	TW-05-01	OIL-SPL:	8	OIL-REC:	5			1	Wells	0 Facilities				
891008206A	MERIT ENERGY COMPANY		OSS	03/10/2001	12		LOST SOLDIER			49037201860 0S1	26N	90W	3	SWNE
EVENT NUMBER:	TW-06-01	OIL-SPL:	8	OIL-REC:	5			1	Wells	0 Facilities				
891008206A	MERIT ENERGY COMPANY		OSS	03/10/2001	96		LOST SOLDIER			49037209140 0S1	26N	90W	3	NENE
EVENT NUMBER:	TW-09-01							1	Wells	1 Facilities				
891008206A	MERIT ENERGY COMPANY		SWS	07/22/2001	199		LOST SOLDIER			49037224680 0S1	26N	90W	10	SESE
891008206A	MERIT ENERGY COMPANY		SWS	07/22/2001	FAC					A	26N	90W	10	NENE
EVENT NUMBER:	TW-11-01							1	Wells	1 Facilities				
891008206A	MERIT ENERGY COMPANY		SWS	08/21/2001	107		LOST SOLDIER			49037211150 0S1	26N	90W	4	SENE
891008206A	MERIT ENERGY COMPANY		SWS	08/21/2001	FAC					A	26N	90W	10	NENE
EVENT NUMBER:	TW-02-01							1	Wells	0 Facilities				
WYW106364	BASIN EXPLORATION INC		OSS	01/22/2001	1		POLAR BAR			49037230370 0S1	14N	96W	22	NWSE
EVENT NUMBER:	TW-03-01	OIL-SPL:	4	OIL-REC:	3			1	Wells	0 Facilities				
WYW109471E	DOUBLE EAGLE PETROLEUM		OS	04/05/2001	1-12		COW CREEK			49007200270 0D3	16N	92W	12	NWSE
EVENT NUMBER:	TW--01-03	OIL-SPL:	20	OIL-REC:	18			0	Wells	1 Facilities				
WYW109745X	MERIT ENERGY COMPANY		OSS	03/09/2003	FAC					A	26N	90W	10	NENW
EVENT NUMBER:	TW-04-01							1	Wells	0 Facilities				
WYW109745X	MERIT ENERGY COMPANY		SWS	04/24/2001	38		WERTZ			49037062520 0S1	26N	90W	1	NWSW
EVENT NUMBER:	TW-08-01	OIL-SPL:	3	OIL-REC:	2			1	Wells	0 Facilities				
WYW109745X	MERIT ENERGY COMPANY		OS	12/02/2000	70		WERTZ			49007208980 0S1	26N	89W	6	SESW
EVENT NUMBER:	TW-10-01	OIL-SPL:	1	OIL-REC:	1			1	Wells	0 Facilities				
WYW109745X	MERIT ENERGY COMPANY		OSS	08/17/2001	23		WERTZ			49037061690 0S1	26N	90W	12	NENE
EVENT NUMBER:	TW-13-01	OIL-SPL:	1	OIL-REC:	1			1	Wells	1 Facilities				
WYW109745X	MERIT ENERGY COMPANY		OS	11/06/2001	86		WERTZ			49007210360 0S1	26N	89W	6	SWNW
WYW109745X	MERIT ENERGY COMPANY		OS	11/06/2001	FAC					A	26N	90W	10	NENW

CASE NUMBER: The case number associated with the inspection.

OPERATOR: The operator associated with the inspection, the operator at the time the inspection was performed.

TYP: The type of the undesirable event: Oil Spill, Salt H2O, etc.

OCCURED: The date of the undesirable event.

NUMBER: If the line pertains to a well, this column will contain the operator-assigned well number. Otherwise, it will contain "FAC".

NAME: The operator-assigned well name.

API/ID: The API number for wells, or the facility ID for facilities.

TWP/LAT: The north/south coordinate for the well/facility location. May be either township or latitude.

RGE/LON: The east/west coordinate for the well/facility location. May be either range or longitude.

SEC: The section in which the surface location of the well/facility is located.

QTR: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.

Report Totals Section

The total number of wells and the total number of facilities associated with the undesirable events given on the report.

8.5.9 Uninspected Cases (IEP.63)

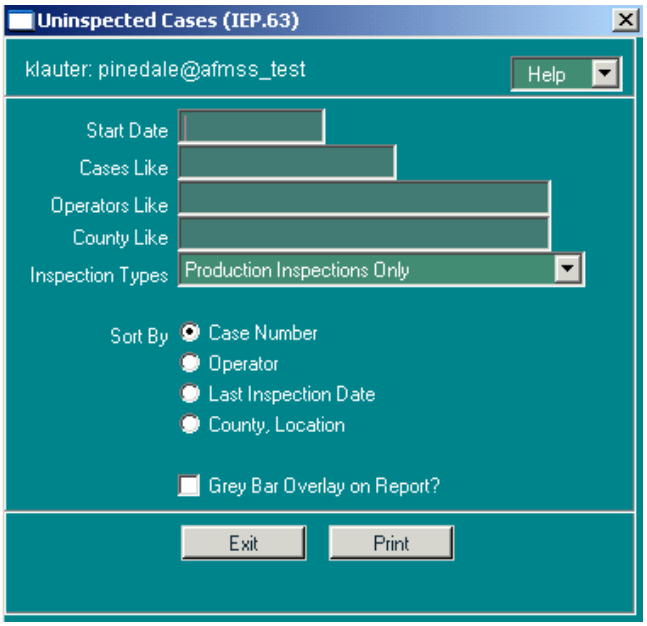


Figure 8-24: Uninspected Cases (IEP.63) Window

The *Uninspected Cases* report lists cases that have not had inspections since the user-specified Start Date.

Specific criteria are used to select the records which appear on this report:

The open date for the most recent inspection is prior to the user-specified Start Date, or the case has never been inspected.

The case/operator combination must have an active inspection priority record for the current fiscal year.

It is necessary to specify a Start Date for this report. However, the Start Date specified on the report launcher screen for this report works differently from "Start Dates" on most other Non-Indian AFMSS reports (see the first criterion above). For example, enter a Start Date which is one month prior to the current date and the report will show all cases that have NOT BEEN INSPECTED WITHIN THAT ONE MONTH TIMEFRAME.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields:

Cases Like: Specify a case number, including wildcards, to restrict the report to include only matching cases.

Operators Like: Specify an operator name, including wildcards, to restrict the report to include only matching operators.

County Like: Specify a county name, including wildcards, to restrict the report to include only matching counties.

Inspection Types: There is a choice to include all inspections or only non-production inspections from the picklist:

> All Inspections**. Lists all case/operator combinations which have not had any inspections** since the user-specified Start Date.
>
> Non-Production Inspections Only. Lists all case/operator combinations which have not had any Surface, Drilling, Abandonment, or Undesirable Event inspections since the user-specified Start Date.

There are several sort options available for the report:

- **Case Number**
- **Operator**
- **Last Inspection Date**
- **County, Location**

There is one other option for the report:

- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

CASE NUMBER: The case number associated with the inspection.

OPERATOR: The operator associated with the inspection, the operator at the time the inspection was performed.

INSP PRI: The inspection priority for the given case/operator combination.

TYPE: The type of the last inspection performed on the case/operator.

INSP DATE: The “open date” of the inspection.

ANY COUNTY: The name of the county in which the majority of the wells associated with the case are located.

ANY TWP/LAT: The north/south coordinate where the majority of the wells on the case are located. May be either township or latitude.

ANY RGE/LON: The east/west coordinate where the majority of the wells on the case are located. May be either range or longitude.

Report Totals Section

The report gives a grand total of all uninspected case/operator combinations listed.

IEP.63: Cases without Production Inspections Since 11/22/2003

CASE NUMBER	OPERATOR	INSP PRI	TYPE	INSP DATE	ANY COUNTY	ANY TWP/LAT	ANY RGE/LON
8910073440	GOLDMARK ENGINEERING INC	Z	PI	04/23/2003	ALBANY	17N	76W
891008833A	BRADEN DEEM INC	Z	PI	04/23/2003	CARBON	18N	77W
8910117590	GOLDMARK ENGINEERING INC	Z	PI	11/05/1999	ALBANY	17N	77W
8910138380	ROCK RIVER OPERATING INC	Z	PI	10/28/2002	CARBON	20N	78W
891014156D	DEVON ENERGY PRODUCTION CO LP	Z	PI	03/01/2002	CARBON	15N	92W
8910160500	TOM BROWN INC	Z	PI	07/31/2002	SWEETWATER	23N	96W
8920003520	CORAL PRODUCTION CORPORATION	Z	PI	01/28/2003	LARAMIE	17N	68W
8920006720	SONOMA ENERGY CORPORATION	Z	PI	09/25/2003	CARBON	21N	79W
CAWY039001	ANADARKO E & P COMPANY LP	Z	PI	02/18/2003	CARBON	19N	93W
CAWY039002	DNR OIL AND GAS INC	Z	PI	06/06/2003	SWEETWATER	20N	95W
WYC028447B	DNR OIL AND GAS INC	Z	PI	05/03/1999	ALBANY	16N	77W
WYC028447C	DNR OIL AND GAS INC	Y	PI	11/06/2003	ALBANY	16N	77W
WYC029520A	MERIT ENERGY COMPANY	Z	PI	05/01/2003	CARBON	26N	89W
WYC029612A	WOLD OIL PROPERTIES INC	Z	PI	04/02/2002	CARBON	26N	89W
WYC032201A	UNITED UTILITIES CORPORATION	Y	PI	11/13/2002	CARBON	21N	79W
WYC064912	MERIT ENERGY COMPANY	Z	PI	08/21/2003	SWEETWATER	26N	90W
WYC070341	MERIT ENERGY COMPANY	Z			SWEETWATER	26N	90W
WYC074533	MERIT ENERGY COMPANY	Z	PI	08/22/2003	SWEETWATER	26N	90W
WYW010753	MERIT ENERGY COMPANY	Z			SWEETWATER	26N	90W
WYW0155092	NUPETCO ASSOCIATES	Y	PI	11/20/2002	CARBON	20N	83W

8.5.10 Uninspected Wells and Facilities (IEP.62)

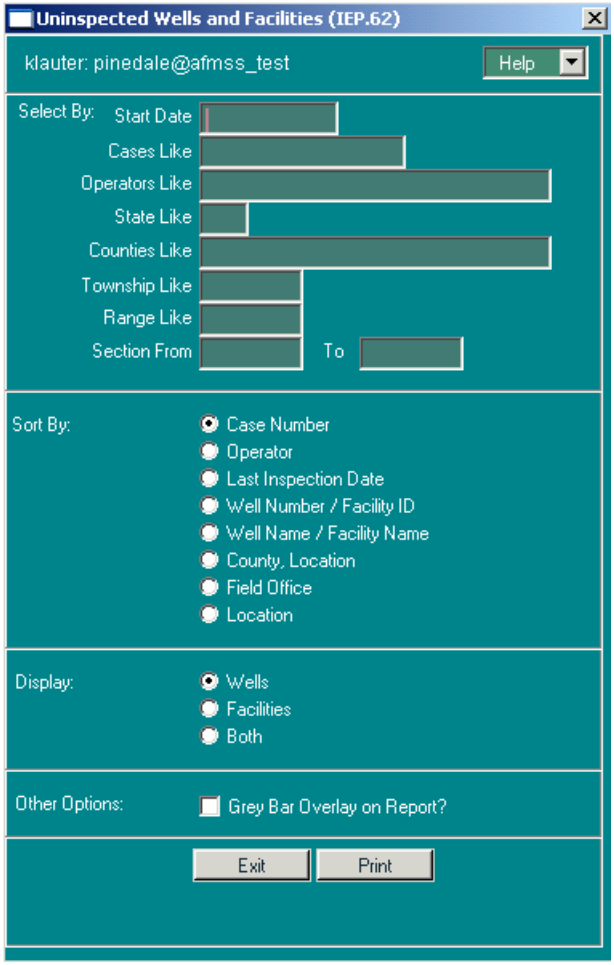


Figure 8-25: Uninspected Wells and Facilities (IEP.62) Window

The *Uninspected Wells and Facilities* report lists wells and facilities that have not had inspections since the user-specified Start Date.

Several criteria are used to select the records which appear on this report:

The open date for the most recent inspection is prior to the user-specified Start Date, or the well or facility has never been inspected.

The well or facility's case and operator must have an active inspection priority record for the current fiscal year.

The well status must not be NOS, APD, AAPD, LOC, or P&A.

It is necessary to specify a Start Date for this report. However, the Start Date specified on the report launcher screen for this report works differently from "Start Dates" on most other Non-Indian AFMSS reports (see the first criterion above). For example, enter a Start Date which is one month prior to the current date and the report will show all wells and facilities that have NOT BEEN INSPECTED WITHIN THAT ONE MONTH TIMEFRAME. For this report, the *earlier* the Start Date, the *shorter* the report will be.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields (except Section):

Cases Like: Specify a case number, including wildcards, to restrict the report to include only matching cases.

Operators Like: Specify an operator name, including wildcards, to restrict the report to include only matching operators.

State Like: Specify a two-character state code, and only the wells in that state will appear on the report.

Counties Like: Specify a county name, including wildcards, to restrict the report to include only matching counties.

Township Like: If a township is specified, only wells in that township will appear on the report.

Range Like: If a range is specified, only wells in that range will appear on the report.

Section From and To: It is possible to specify a range of section numbers to include on the report. Or, if only one section is desired, it can be entered in the "Section From" field.

There are several sort options available for the report:

Case Number

Operator

Last Inspection Date

Well Number / Facility ID

Well Name / Facility Name

County, Location

Field Office

Location

There are three choices for what the report displays:

Wells

Facilities

Both

There is one other option for the report:

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

CASE NUMBER: The case number associated with the inspection.

OPERATOR: The operator associated with the inspection, the operator at the time the inspection was performed.

INSP DATE: The “open date” of the inspection.

ITEM NAME: Indicates whether the line item on the report pertains to a Well or a Facility.

NUMBER: The number assigned to the well/facility.

LSE: The type of lease.

ST: The state in which the well/facility is located.

COUNTY: The name of the county in which the well/facility is located.

TWP: The north/south coordinate for the well/facility location. May be either township or latitude.

RGE: The east/west coordinate for the well/facility location. May be either range or longitude.

SEC: The section in which the surface location of the well/facility is located.

QTR: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.

FO: The Field Office identification.

Report Totals Section

The report gives a grand total of all uninspected wells and facilities.

Report Creation Parameters Section

All of the selection and sort criteria which went into the creation of the report are printed at the end of the report.

8.5.11 Violation Status (IEP.48)

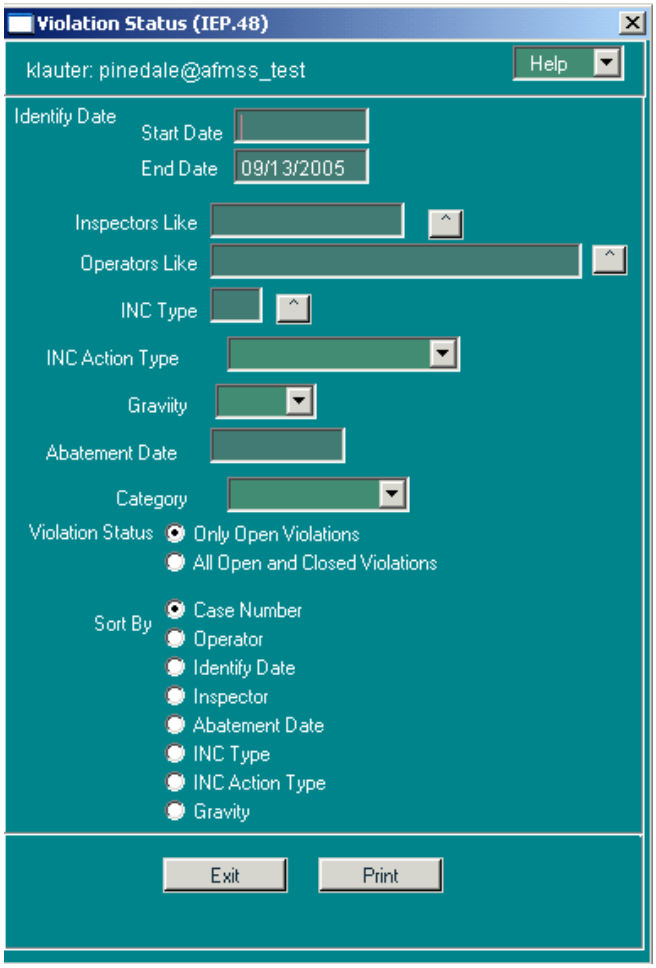


Figure 8-26: Violation Status (IEP.48) Window

The *Violation Status* report lists open violations for a field office in sections with one violation each.

The specific criterion used to select the records that appear on this report:

The abatement date of the violation must be prior to the user-specified Due Date. The Due Date field defaults to the current date.

There are several options:

Start Date/End Date: Specify desired dates for the report. The default end date is the current date.

Inspectors Like: Click the button to display a picklist of all valid inspectors in Non-Indian AFMSS. Select one.

Operators Like: Click the button to display a picklist of all valid operators in Non-Indian AFMSS. Select one.

INC Type: Choose the appropriate code from the picklist to describe the particular Incidence of Noncompliance (INC). Note: this is a long list of specific types of incidents.

INC Action Type: Choose the appropriate action from the picklist: WRITTEN ORDER< INC< SHUT DOWN ORDER, or VERBAL WARNING.

Gravity: Click the button to display a picklist of MINOR, MAJOR, or BOTH. Select one.

Abatement Date: The abatement (due) date of the open violations.

Category: Click the button to display a picklist of FOGRMA, Non-FOGRMA, or Envir. Select one.

Violation Status: Select either Only Open Violations or All Open and Closed Violations.

There are several sort options for the report:

Case Number

Operator

Identify Date

Inspector

Abatement Date

INC Type

INC Action Type

Gravity

Report Detail, by Columns within Section

UNIQUE NUMBER: Unique Incident of Noncompliance (INC) number. This number is assigned by the BLM field inspection office.

OPERATOR: The name of the operator associated with the violation.

CASE NUMBER: The case number associated with the violation.

VIOLATION CODE: Code for the nature of the Incident of Noncompliance.

FORM: Code for the form of action taken on a particular Incident of Noncompliance.

ASSESSMENT: The fine or assessment that is levied by the BLM for the violation.

GRAVITY: 3 (Major) or 1 (Minor) gravity of the violation.

PENALTY: The total amount of the penalty assessed.

CLASS: The authorization case type code.

WELL NUMBER: The number of the well where the violation occurred.

WELL NAME: The name of the well where the violation occurred.

FACILITY ID: The number of the facility where the violation occurred.

FACILITY NAME: The name of the facility where the violation occurred.

INSPECTOR: The inspector who issued the violation.

IDENTIFY DATE: The date the violation was identified by the BLM.

EFFECTIVE DATE: The date the violation was effective.

ABATEMENT DATE: The date by which the violation must be corrected.

EXTENSION DATES: The dates of extensions granted to correct the violation.

1st Ext Date

2nd Ext Date

3rd Ext Date

CORRECTED ON: The date the violation was corrected.

Followup Date: Any dates scheduled for followup.

REMARKS: The inspector's remarks associated with a violation.

8.6 MIS Report (GLB.106)

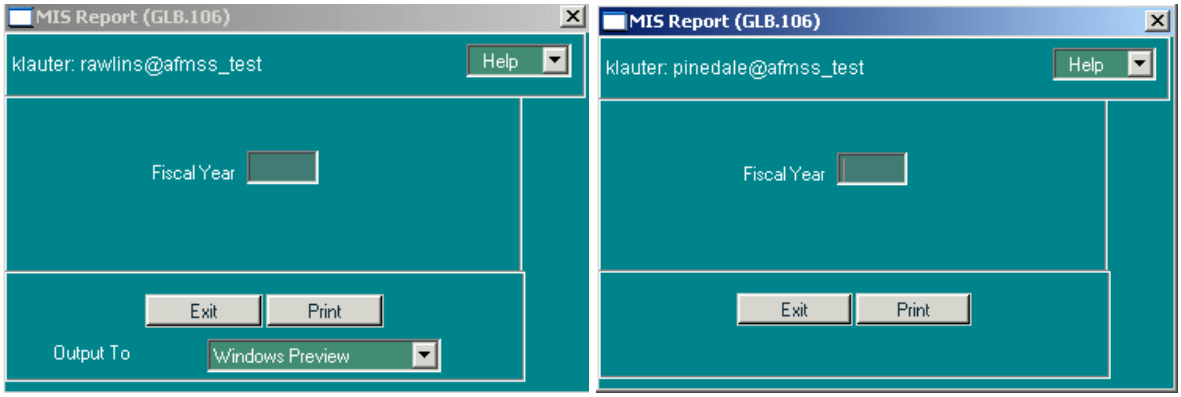


Figure 8-27: Example MIS Report (GLB.106) Windows

The Management Information System (MIS) is a software program within the BLM that ties into planning and budgeting. For example, the number of inspections that are planned helps set staffing requirements that, in turn, helps set funding requirements. Currently only two MIS elements (EJ and NB) exist in Non-Indian AFMSS and are pulled for the *MIS Report (GLB.106)*.

The fiscal year is used to select the records that appear on this report**.** Figure 8-28 is an example of a *WinPreview* for this report.

Report Detail, By Column

PE: The MIS program element (PE) code (currently only EJ and NB).

Name: The name of the program element.

EJ: Federal APDs.

NB: Federal Inspections.

ORG: The BLM organization code.

SUB: The sub-activity (internal to MIS and BLM) is always 1310.

PROJ: The project is either N/A or Trust. Denotes if the APD or inspection is on Indian trust land.

Count: The actual number of APDs or inspections for the fiscal year.

GLB.106: MIS Report for Fiscal Year 2003 for Salt Lake

PE	NAME	ORG	SUB	PROJ	COUNT
EJ	Federal & Indian APDs	UT050	1310	N/A	1
NB	Federal & Indian Inspections	UT040	1310	N/A	1
NB		UT050	1310	N/A	1

The counts shown are cumulative actuals since the beginning of the specified FY.

APDs are counted if
a. the APD has been assigned a disposition (any disposition, not just approved)
b. the disposition date of the APD is between 10/1 and 9/30 of the specified FY
c. the lease associated with the well is not STATE or FEE

If there is no tribe associated with the case the well is on, it is counted as Federal; otherwise, it is counted as Indian.

Inspections are counted if the Completion Date of the Inspection is between 10/1 and 9/30 of the specified FY. If there is no tribe associated with the inspected case, it is counted as Federal; otherwise, it is counted as Indian.

Figure 8-28: Example of MIS Report

8.7 Rollup Reports

Rollup reports can be launched from the **Rollup Reports** picklist on the **Reports** submenu. The *Non-Indian AFMSS Rollup Report Launcher (GLB.98)* window (Figure 8-29) can run three oversight reports and 16 operational rollup reports.

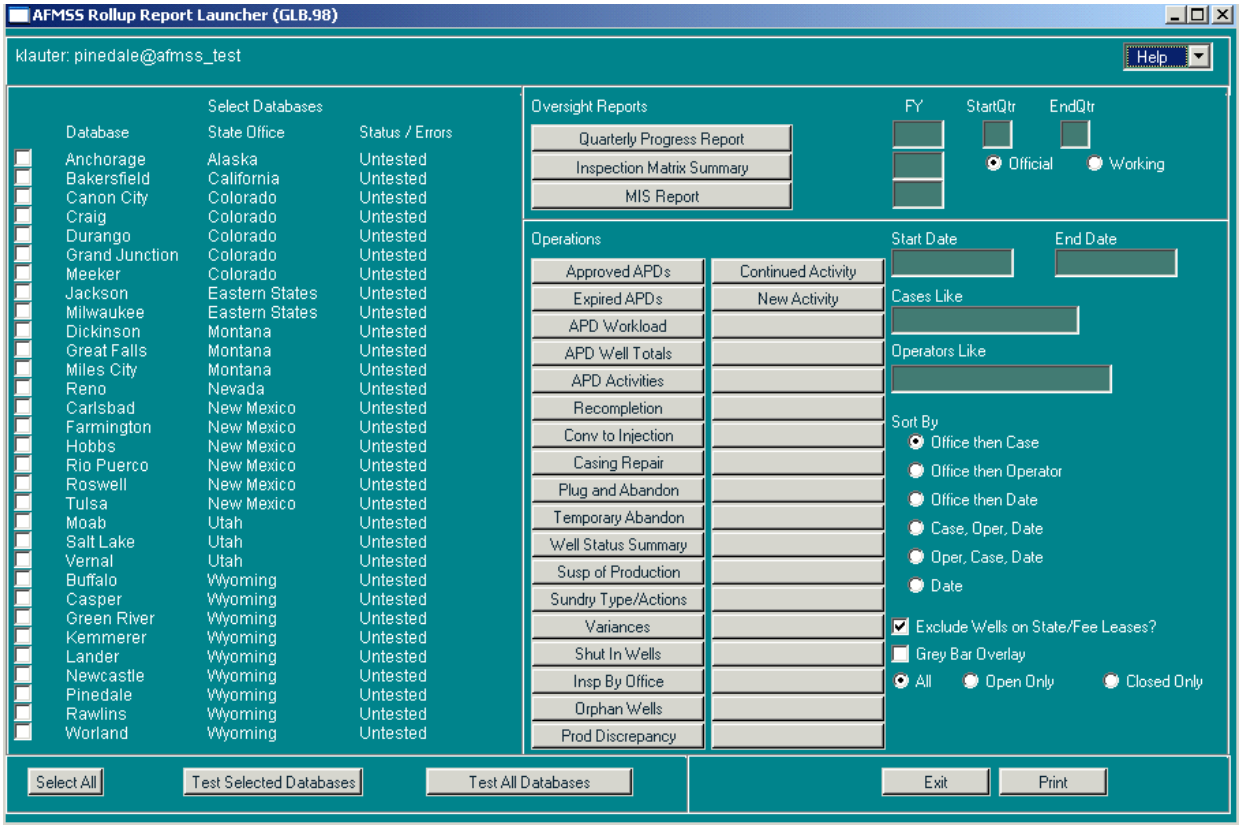


Figure 8-29: Non-Indian AFMSS Rollup Report Launcher (GLB.98)

General Procedure:
Select the databases (left side of window) to include in compiling the reports, then click the appropriate test button (bottom) to ensure access is available. In the right section of the window, enter search criteria data, select the options desired, and indicate the output destination. Finally, click the rollup report bar (it has the name of the report on it) to run the report.

Select Databases:
Click the databases manually to select various ones or use the **Select All** button at the bottom of the section to choose all of them. Deselect a database by clicking on it again.

Test Selected Databases: Click this button to test for access to the databases selected before running the report.

Test All Databases: Click this button to test all the databases in the list before running the report.

Oversight Reports:

Quarterly Progress Report: The QPR can only be run as an Official report.

- **FY**: Enter the fiscal year.
- **StartQtr/EndQtr**: Enter the starting quarter and ending quarter for period to be reported.
- Click the **Quarterly Progress Report** bar to run the report.

- **Inspection Matrix Summary:**

- **FY**: Enter the fiscal year.
- **Official**: This is the official report that is submitted to Washington.
- **Working**: This is a working copy of the report that is used for gathering matrix information and different workload scenarios for oversight purposes and workload justifications. This copy does not impact the final, official matrix report. It is possible to run a working report then convert it into the official one.
- Click the **Inspection Matrix Summary** bar to run the report.

- **MIS Report:**
  - **FY**: Enter the fiscal year.
  - Click the **MIS Report** bar to run the report.

Operations

There are 20 operational rollup reports listed. Enter data in the search criteria fields using the wildcard ("%") as necessary, select the options desired, then click the report bar (Approved APDs) to run the report.

Search Criteria:
Start Date/End Date

Cases Like:

Operators Like

Sort By Options:
Office then Case

Office then Operator

Office then Date

Case, Oper, Date

Oper, Case, Date

Date

Other Options:
Exclude Wells on State/Fee Leases?

Grey Bar Overlay

What records in the databases should be searched:

All

Open Only

Closed Only

Output to: The rollup reports may be lengthy; it may be useful to chose a preview output option to ensure the report is appropriate before tying up the printer or storing a copy of the report.

Acrobat Preview

Windows Preview

Default Printer

Web Browser Preview

Save to CSV File

Save to HTML File

8.7.1 Casing Repairs Rollup Report

The rollup version of the **Casing Repairs** report lists wells which have an approved Sundry Notice of Intent (NOI) for Casing Repairs. This is a rollup report that covers one or more offices, with totals.

Specific criteria are used to select the records that appear on this report:

The well must have a Casing Repair Sundry Notice of Intent.

The NOI must have a final disposition of "Accepted" or "Approved."

The accepted/approved date for the NOI must be within the user-specified timeframe.

Specify a **Start Date** and an **End Date** for the desired reporting period.

There are options for this report:

Cases Like: Specify a case number, including wildcards, to restrict the report to only matching cases.

Operators Like: Specify an operator name, including wildcards, to restrict the report to only matching operators.

Rollup reports have 6 standard sort options, which are:
Office then Case

Office then Operator

Office then Date

Case, Operator, Date

Operator, Case, Date

Date

Additional options include:

Exclude Wells on State/Fee Leases?

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

OC: The Office Code of the BLM office to which the well belongs.

F: Indicates the well is a Federal well.

CASE NUMBER: The case number associated with the well. If the well is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.

OPERATOR: The name of the operator associated with the well.

API: The API number of the well.

WELL-ID: The well number followed by the well name. To make everything fit well on the report, this field has been trimmed to 15 characters.

Well Number:

Well Name:

ST: The state in which the well is located.

COUNTY: The name of the county in which the well is located.

TWP: The north/south coordinate for the well location. May be either township or latitude.

RGE: The east/west coordinate for the well location. May be either range or longitude.

SEC: The section in which the surface location of the well is located.

TYPE: The type of sundry filed for the Notice of Intent.

QTR: The quarter/quarter, lot, or tract in which the surface location of the well is located.

NOI-APPRV: The date on which the Notice of Intent was accepted or approved.

EXTEND: The date on which an extension was approved for the Notice of Intent.

EXPIRES: The date on which the approval for the Notice of Intent expires.

SR?: This column indicates if a corresponding Subsequent Report (SR) for this Casing Repair NOI has been received.

If there is an SR which has a final disposition, the final disposition of the SR will be printed.

If there is an SR which does not have a final disposition yet, "RECV" will be printed.

If there is no SR, "NONE" will be printed.

Report Totals

This report includes three totals sections: by Office, by State, and a Grand Total for all listed offices. Each total line displays Federal well counts.

Report Creation Parameters Section

Rollup reports print a final page listing each database used in the report.

8.7.2 Conversion to Injection Rollup Report

The rollup version of the *Injections and Disposals Approved* report (also called "Conversion to Injection/ Disposal") lists wells and facilities which have an approved Sundry Notice of Intent (NOI) for conversion to either injection or disposal. This is a rollup report that covers one or more offices, with totals.

Specific criteria used to select the records that appear on this report:

- The well or facility must have a Sundry Notice of Intent for conversion to either injection or disposal.
- The NOI must have a final disposition of “Accepted” or “Approved.”
- The accepted/approved date for the NOI must be within the user-specified timeframe.

Specify a Start Date and an End Date for the desired reporting period.

There are several options for this report:

- Cases Like: Specify a case number, including wildcards, to restrict the report to only matching cases.
- Operators Like: Specify an operator name, including wildcards, to restrict the report to only matching operators.
- Rollup reports have six standard sort options:
- **Office then Case**
- **Office then Operator**
- **Office then Date**
- **Case, Operator, Date**
- **Operator, Case, Date**
- **Date**

Additional options include:

- **Exclude Wells on State/Fee Leases?**
- Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **OC**: The Office Code of the BLM office to which the well/facility belongs.
- **F**: Indicates the well is a Federal well.
- **CASE NUMBER**: The case number associated with the well/facility. If the well/facility is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.
- **OPERATOR**: The name of the operator associated with the well/facility.
- **API**: The API number of the well.
- **WELL-ID**: The well number followed by the well name. Otherwise, it will contain “FAC” followed by the facility name. To make everything fit well on the report, this field has been trimmed to 15 characters.
- **Well Number**:
- **Well Name**:

- **Facility Name**:
- **TYPE**: The type of Sundry NOI to which the line pertains. For this report, the only two possible values are “DISP” for Conversion to Disposal or “INJ” for Conversion to Injection.
- **ST**: The state in which the well/facility is located.
- **COUNTY**: The name of the county in which the well/facility is located.
- **TWP**: The north/south coordinate for the well/facility location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well/facility location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well/facility is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.
- **NOI-APPRV**: The date on which the Notice of Intent was accepted or approved.
- **EXTEND**: The date on which an extension was approved for the Notice of Intent.
- **EXPIRES**: The date on which the approval for the Notice of Intent expires.
- **SR?**: This column indicates if a corresponding Subsequent Report (SR) for this Conversion to Injection/Disposal NOI has been received.
    - **If there is an SR which has a final disposition, the final disposition of the SR will be printed.**
    - **If there is an SR which does** not have a final disposition yet, “RECV” will be printed.
    - **If there is no SR, “NONE” will be printed.**

Report Totals

This report includes three totals sections: by Office, by State, and a Grand Total for all listed offices. Each total line displays Federal well counts.

Report Creation Parameters Section

Rollup reports print a final page listing each database used in the report.

8.7.3 Plug and Abandon (Rollup Report Version)

The rollup version of the “Plugged and Abandoned Wells” report (also called “Plug and Abandon Report”) lists all of the wells that have had a sundry notice “Approved” or “Accepted” for plugging and abandonment, during the specified time period.

Several criteria are used to select the records that appear on this report:

- A sundry notice of type “abandoned” (ABD) must be entered in Non-Indian AFMSS for the well.

- There must be a Notice of Intent (NOI) or a Subsequent Report (SR) for the ABD sundry, depending on the options chosen.
- The received date of the NOI or SR (depending on the selected option) must be in the specified date range.
- If a Final Abandonment Notice (FAN) has been “Accepted” or “Approved” for a well, that well will not print on the report.

Specify a Start Date and an End Date for the desired reporting period.

There are several options for this report:

- **Cases Like**: Specify a case number, including wildcards, to restrict the report to only matching cases.
- **Operators Like**: Specify an operator name, including wildcards, to restrict the report to only matching operators.

Rollup reports have six standard sort options:

- Office then Case
- Office then Operator
- Office then Date
- Case, Operator, Date
- Operator, Case, Date
- Date

There are other options for this report:

- Exclude State/Fee Wells: If selected, the report will not display or count wells where the Lease Type Code is “F” (Fee) or “S” (State).
- Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **OC**: The Office Code of the BLM office to which the well belongs.
- **F**: Indicates the well is a Federal well.
- **CASE NUMBER**: The case number associated with the well. If the well is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.
- **OPERATOR**: The name of the operator associated with the well.
- **API**: The API number of the well.
- **WELL-ID**: The well number followed by the well name. To make everything fit well on the report, this field has been trimmed to 15 characters.

    - **Well Number**
    - **Well Name**
- **ST**: The state in which the well is located.
- **COUNTY**: The name of the county in which the well is located.
- **TWP**: The north/south coordinate for the well location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well is located.
- **NOI-APPRV**: The date on which the Notice of Intent was accepted or approved.
- **SR-RECV**: The latest date a SR for the ABD sundry was received. If a well has several SRs for abandonment, the latest receive date is printed.
- **SR-APPRV**: The latest date a SR for the ABD sundry was "Accepted" or "Approved." If a well has several approved SRs for abandonment, the latest approval date is printed.
- **FAN-RECV**: The latest date an noi or SR for the FAN was received. When a well has several NOIs or SRs for abandonment, the latest dates are printed. For received dates, the latest dates that match the report criteria are printed, if any.

Report Totals Section

Office: Displays the name of the office along with the total number of Federal wells appearing on the report for that office.

State: Displays the name of the State along with the total number of Federal wells appearing on the report for that State.

All Listed Offices: Displays the total number of Federal wells appearing on the report for all the offices included in the report.

8.7.4 Recompletions Rollup Report

The rollup version of the "Recompletion Report" (also called "Recompletions and Plugbacks Approved") lists approved Sundry Notices of Intent (NOI) for Recompletions. This is a rollup report that covers one or more offices, with totals.

Specific criteria used to select the records that appear on this report:

- The well must have a Sundry Notice of Intent for conversion to either injection or disposal.
- The NOI must have a final disposition of "Accepted" or "Approved."
- The accepted/approved date for the NOI must be within the user-specified timeframe.

Specify a Start Date and an End Date for the desired reporting period.

There are several options for this report:

- Cases Like: Specify a case number, including wildcards, to restrict the report to only matching cases.
- Operators Like: Specify an operator name, including wildcards, to restrict the report to only matching operators.

Rollup reports have six standard sort options:

- Office then Case
- Office then Operator
- Office then Date
- Case, Operator, Date
- Operator, Case, Date
- Date

Additional options include:

- Exclude State/Fee Wells: If selected, the report will not display or count wells where the Lease Type Code is “F” (Fee) or “S” (State).
- Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **OC**: The Office Code of the BLM office to which the well belongs.
- **F**: Indicates the well is a Federal well.
- **CASE NUMBER**: The case number associated with the well. If the well is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.
- **OPERATOR**: The name of the operator associated with the well.
- **API**: The API number of the well.
- **WELL-ID**: The well number followed by the well name. To make everything fit well on the report, this field has been trimmed to 15 characters.
    - **Well Number**
    - **Well Name**
- **ST**: The state in which the well is located.
- **COUNTY**: The name of the county in which the well is located.
- **TWP**: The north/south coordinate for the well location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well location. May be either range or longitude.

- **SEC**: The section in which the surface location of the well is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well is located.
- **NOI-APPRV**: The date on which the Notice of Intent was accepted or approved.
- **EXTEND**: The date on which an extension was approved for the Notice of Intent.
- **EXPIRES**: The date on which the approval for the Notice of Intent expires.
- **SR?**: This column indicates if a corresponding Subsequent Report (SR) for this Conversion to Injection/Disposal NOI has been received.
    - **If there is an SR which has a final disposition, the final disposition of the SR will be printed.**
    - **If there is an SR which does** not have a final disposition yet, "RECV" will be printed.
    - **If there is no SR, "NONE" will be printed.**

Report Totals Section

This report includes three totals sections: by Office, by State, and a Grand Total for all listed offices. Each total line displays Federal well counts.

Report Creation Parameters Section

Rollup reports print a final page listing each database used in the report.

8.7.5 Shut In Rollup Report

The rollup version of the "Shut In Report" (also called "Shutin Wells") lists all wells that are currently in any shut-in status. If the well has one or more Shut-In sundry notices, the most recent sundry NOI or SR will displayed, along with any approval information.

The specific criterion used to select the records that appear on this report:

- The well status must be Shut In (GSI, GIWSI, DSI, OSI, etc.).

There are options for this report:

- **Cases Like**: Specify a case number, including wildcards, to restrict the report to only matching cases.
- **Operators Like**: Specify an operator name, including wildcards, to restrict the report to only matching operators.

Rollup reports have six standard sort options:

- Office then Case
- Office then Operator
- Office then Date
- Case, Operator, Date

- Operator, Case, Date
- Date

Additional options include:

- Exclude State/Fee Wells: If selected, the report will not display or count wells where the Lease Type Code is “F” (Fee) or “S” (State).
- Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **OC**: The Office Code of the BLM office to which the well belongs.
- **F**: Indicates if the well is a Federal well.
- **CASE NUMBER**: The case number associated with the Sundry Notice.
- **OPERATOR**: The name of the operator associated with the well to which the Sundry applies.
- **API**: The API number is the unique identification number assigned to a well.
- **WELL-ID**: This column displays the well number followed by the well name. To make everything fit well on the report, this field has been trimmed to 15 characters.
    - **Well Number**
    - **Well Name**
- **STAT-DATE**: The date when the well was turned on and commenced production.
- **APPR-DATE**: The date the NOI or SR, for the shut-in sundry, was “Accepted” or “Approved.”
- **EXPIRES**: If an extension has been approved, this column will contain the expiration date of the extension. Otherwise, the expiration date of the original authorization is printed.
    - **Expiration Date**
    - **Extension Expiration Date**
- **STAT**: The status of the well - GSI, GIWSI, DSI, OSI, etc.
- **TY**: The type of sundry notice, either NOI (Notice of Intent) or SR (Subsequent Report).
- **ST**: The state in which the well is located.
- **COUNTY**: The name of the county in which the well is located.
- **TWP**: The north/south coordinate for the well location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well is located.

- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well is located.

Report Totals Section

This report includes three totals sections: by Office, by State, and a Grand Total for all listed offices. Each total line displays Federal well counts.

Report Creation Parameters Section

Rollup reports print a final page listing each database used in the report.

8.7.6 Sundry Type and Action Rollup Report

The report "Sundry Type and Action Rollup Report" (also called "Sundry Type and Actions") summarizes sundry activity for a set of offices. The report shows the number of applications on hand at the start of a specified period, the number received during the period, the number processed, the number disapproved, and the number still pending at the end of the period. This count is done for both NOIs and SRs, for every type of sundry notice, for Federal applications.

Specific criteria are used to select the records that appear on this report:

The sundry must belong to one of the databases selected on the *Non-Indian AFMSS Rollup Report Launcher (GLB.98)* screen.

An NOI and SR are considered completely separate events, and each has its own section of the report.

The sundry NOI / SR must have been received on or before the end date of the period specified.

If there is a final disposition date, it must be on or after the start date of the specified period.

Specify a Start Date and an End Date for the desired reporting period.

There are several options:

- **Cases Like**: Specify a case number, including wildcards, to restrict the report to only matching cases associated with the sundry.
- **Operators Like**: Specify an operator name, including wildcards, to restrict the report to only matching operators.
- **Exclude State/Fee Wells**: If selected, the report will not display or count wells where the Lease Type Code is "F" (Fee) or "S" (State).
- **Grey Bar Overlay on Report**?: If this option is selected, the third row of each group of three rows will be printed with a grey stripe overlay. This may improve the readability of the report.

Report Detail, By Column

- **OFFICE NAME COLUMN**: The office whose statistics are being reported in this section of the report, or a state name for the state rollup section, or "All Offices" for the grand total section of the report.

- **FEDERAL/INDIAN COLUMN**: If a case linked to the sundry has an Indian tribe associated with it, it is considered to an Indian case. If the sundry is linked to any Indian cases, it is an Indian sundry.
- **SUNDRY TYPE CODE COLUMN**: A sundry type will be summarized only if there is at least one relevant sundry notice on file for it.
- NOTICE OF INTENT **and** SUBSEQUENT REPORT SECTIONS
- **NOTE**: The following columns appear twice, once under Notice of Intent and once under Subsequent Report. The section where an application is counted depends on the NOI/SR code.
- **APPS ON HAND AT START**: The NOI or SR is counted here if its received date is before or on the reporting period start date.
- **APPS RECEIVED**: The NOI or SR is counted here if its received date is before or on the period end date, but after the start date.
- **APPS PENDING**: The NOI or SR is counted here if its disposition date is null (not disposed), or is after the period end date.
- **APPS APPROVED**: The NOI or SR is counted here if its disposition date is before or on the period end date, and the disposition is “Accepted” or “Approved”.
- **APPS NOT APPROVED**: The NOI or SR is counted here if its disposition date is before or on the period end date, and the disposition is not “Accepted” or “Approved”.

Report Totals Section

The report provides sums for total number of applications per office (or rollup) by application type, summing the number of Federal applications.

The report provides a complete rollup section by administrative state and sundry type.

The report provides a grand totals section by sundry type.

Report Creation Parameters Section

Rollup reports print a final page listing each database used in the report.

8.7.7 Case Suspensions Filed Rollup Report

The rollup version of the “Case Suspensions Filed” report (also called “Suspension of Production”) lists cases that are marked as suspended, with the suspension filed date between the dates specified for the report. This report deals with complete case suspensions, not individual well actions, and the report does not look at sundry notice records. This is a rollup report that covers one or more offices, with totals.

Specific criterion used to select the cases that appear on this report:

The case must have a 'Suspension Filed Date' between the dates specified when launching the report. The report will include cases with expired or terminated suspensions.

Specify a Start Date and an End Date for the desired reporting period. The program will select records with the Suspension Filed Date within this range.

There are options for this report:

- **Cases Like**: Specify a case number, including wildcards, to restrict the report to only matching cases.
- **Operators Like**: Specify an operator name, including wildcards, to restrict the report to only matching current operators.

NOTE: The operator name is not queried and does not print. The sort options involving the operator name generally act as if the operator name were identical for all cases reported. The *filter* for operator name does work as expected, even though the operator name does not print.

Rollup reports have six standard sort options:

- Office then Case
- Office then Operator
- Office then Date
- Case, Operator, Date
- Operator, Case, Date
- Date

Additional options include:

- Exclude State/Fee Wells: If selected, the report will not display or count wells where the Lease Type Code is "F" (Fee) or "S" (State).
- Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **OFFICE CODE COLUMN**: The Office Code of the BLM office to which the well belongs.
- **FEDERAL COLUMN**: Indicates the well is a Federal well.
- **CASE NUMBER**: The case number that was suspended.
- **CASE NAME:** The geographic, or operator-assigned, name of the case.
- **LEASE (if AGRMT)**: If the suspended case is an agreement, then this column shows the lease number(s) that the agreement belongs to. If the suspended case is a lease, then this column is blank.

- **FILED**: The date the case suspension request was filed.
- **APPROVED**: The date the case suspension request was approved.
- **EFFECTIVE**: The date the case suspension request is/was effective.
- **EXPIRES**: The date the case suspension request expires/expired.

Report Totals Section

The report provides sums for the total number of suspended cases per office and per administrative state, followed by a case total for all listed offices. The totals are broken down into Federal cases.

Report Creation Parameters Section

Rollup reports print a final page listing each database used in the report.

8.7.8 Temporary Abandonment Rollup Report

The rollup version of the "Temporary Abandonment" report (also called "Well in Temporary Abandonment") lists wells which have a well status of Temporary Abandonment ("TA"). It displays information about each well, along with approval and expiration dates for TA sundry notices for each well.

The criteria used for selecting records to appear on this report:

- The wells must be in TA status.
- The report retrieves the latest information about TA sundry notices that have been that have been "accepted" or "approved" for each well.

Specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used:

- Cases Like: Specify a case number to restrict the report to only include matching cases.
- Operators Like: Specify an operator name to restrict the report to include only matching operators.

Rollup reports have six standard sort options:

- Office then Case
- Office then Operator
- Office then Date
- Case, Operator, Date
- Operator, Case, Date
- Date

Additional options include:

- Exclude State/Fee Wells: If this option is selected, the report will not display or count wells where the well's lease type is "F" (Fee) or "S" (State).

- Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **OC**: The Office Code of the BLM office to which the well belongs.
- **F**: Indicates the well is a Federal well.
- **CASE NUMBER**: The case number associated with the Sundry Notice.
- **OPERATOR**: The name of the operator associated with the well or facility to which the Sundry applies.
- **API**: The API number is the unique identification number assigned to a well.
- **WELL-ID**: This column displays the well number followed by the well name. To make everything fit well on the report, this field has been trimmed to 15 characters.
    - **Well Number**
    - **Well Name**
- **STAT-DATE**: The date when the well was turned on and commenced production.
- **APPR-DATE**: The date the NOI or SR, for the shut-in sundry, was "Accepted" or "Approved."
- **EXPIRES**: If an extension has been approved, this column will contain the expiration date of the extension. Otherwise, the expiration date of the original authorization is printed.
    - **Expiration Date**
    - **Extension Expiration Date**
- **TY**: The type of sundry notice, either NOI (Notice of Intent) or SR (Subsequent Report).
- **ST**: The state in which the well is located.
- **COUNTY**: The name of the county in which the well is located.
- **TWP**: The north/south coordinate for the well location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well is located.

Report Totals Section

This report includes three totals sections: by Office, by State, and a Grand Total for all listed offices. Each total line displays Federal well counts.

Report Creation Parameters Section

Rollup reports print a final page listing each database used in the report.

8.7.9 Variance Requests Rollup Report

The report “Variance Requests”, (also called “Variances from Onshore Orders”) lists wells for which the operator has requested a variance from onshore orders. This is a rollup report that covers one or more offices, with totals.

Specific criteria used to select the records that appear on this report:

- The variance request must have been received on or after the Start Date and on or before the End Date.
- When the sundry notice covers multiple wells and facilities, each well and facility is listed separately.
- When a well is multiply-completed, each well completion is treated as if it were a separate well.
- If a facility is linked to multiple cases, it will be listed multiple times, once per case for each sundry.

Specify a Start Date and an End Date for the desired reporting period.

Additional options include:

- **Cases Like**: Specify a case number, including wildcards, to restrict the report to only matching cases.
- **Operators Like**: Specify an operator name, including wildcards, to restrict the report to only matching current operators.

Rollup reports have six standard sort options:

- Office then Case
- Office then Operator
- Office then Date
- Case, Operator, Date
- Operator, Case, Date
- Date

Additional options include:

- Exclude State/Fee Wells: If selected, the report will not display or count wells where the Lease Type Code is “F” (Fee) or “S” (State).
- Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, by Column

- **OC**: The Office Code of the BLM office to which the well belongs.
- **F** Indicates the well is a Federal well.
- **CASE NUMBER**: The case number associated with the well/facility. If the well/facility is part of an Agreement, the Agreement number will be shown on this report. Otherwise, the Lease number appears.
- **OPERATOR**: The name of the operator associated with the well/facility.
- **API**: The 14-character API number of the well.
- **WELL-ID**: The operator-assigned well number and well name. To make everything fit well on the report, this field has been trimmed to 15 characters.
    - **Well Number**
    - **Well Name**
- **ST**: The state in which the well/facility is located.
- **COUNTY**: The name of the county in which the well/facility is located.
- **TWP**: The north/south coordinate for the well/facility location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well/facility location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well/facility is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.
- **ORDER**: The onshore order number from which the operator is requesting a variance, if specified.
- **RECV**: The date the Variance Request was formally received by the BLM.
- **APPRV**: If the Variance Request was accepted or approved, then the request disposition date. If the variance was otherwise disposed of, or has not yet been processed, then this column is blank.

Report Totals Section

The report provides sums for the total number of well completions with variance requests per office and per administrative state, followed by a grand total for all listed offices. The totals are broken down into Federal cases.

Report Creation Parameters Section

Rollup reports print a final page listing each database used in the report.

8.7.10 Well Status Summary Rollup Report

The rollup version of the report, “Well Status Summary,” counts wells in various statuses as of a specified date. It counts and reports them by office, then geographic state, further broken down by Federal wells. It can optionally break down the counts to the case level, grouped by geographic state.

Specific criteria used to select the records that appear on this report include:

- The well’s case and operator must match if cases and operators are specified.
- The well must have some kind of identifiable status on the effective date.
- The date the well was added to the system must be on or before the user-specified effective date for the report.
- The surface hole location must have a state code.
- When a well is multiply-completed, each well completion is treated as if it were a separate well.
- Case and operator selections apply to the current case and operator.
- Specify an Effective Date for the report in the **Start Date** field. The report attempts to determine the well status on this date.
- It is possible to specify additional selection criteria to limit the records on the report. The wildcard character (%) can be used:
- Cases Like: If all or part of a case number is entered, only cases that match the specified information will be included.
- Operators Like: If all or part of an operator’s name is entered, only operators that match the specified information will be included.

Additional options include:

- Exclude Wells on State/Fee Leases: If this option is selected, the report ignores wells where the well’s lease type is “F” (Fee) or “S” (State).
- Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **OFFICE**: The Office Code of the BLM office to which the well belongs.
- **CASE TYPE**: The type of case, either Federal. A well is Indian if the case it is on has a tribe pointer. Otherwise it is Federal.
- **NEW WELLS DRILLING - Wells Active DRG**: Count of completions with a status of ‘DRG’ (drilling) on the effective date.
- **NEW WELLS DRILLING - Wells Susp’d DSI**: Count of completions with a status of ‘DSI’ (drilling shut-in) on the effective date.
- **USABLE WELLS:** Count of wells with any usable completions.

NOTE: It seems that this number should never be more than the number of usable completions, but curiously sometimes it appears it is one more. There may be a problem with the handling of the last well on the report. Completions are grouped into wells by comparing API numbers; it might be better to compare well id.

- **PRODUCIBLE AND SERVICE COMPLETIONS**

  OIL POW: Count of completions with a status of 'POW' on the effective date.

  GAS PGW: Count of completions with a status of 'PGW' on the effective date.

  OIL SHUTIN OSI: Count of completions with a status of 'OSI' on the effective date.

  GAS SHUTIN GSI: Count of completions with a status of 'GSI' on the effective date.

  SERVICE: Count of completions with a status of 'WIW', 'WDW', 'GIW', 'SIW', 'MW', or 'WSW' on the effective date.

- **TOTAL USABLE COMPL**: Count of completions that on the effective date, are a service well, or are 'POW','PGW','OSI', or 'GSI' status.
- **TA WELLS**: Count of completions with a status of 'TA' on the effective date.
- **CUM. P&A WELLS**: Count of completions with a status of 'P+A' on the effective date.
- **CUM. TOTAL WELLS**: Sum of "usable wells", plus TA, P+A, ABD columns.

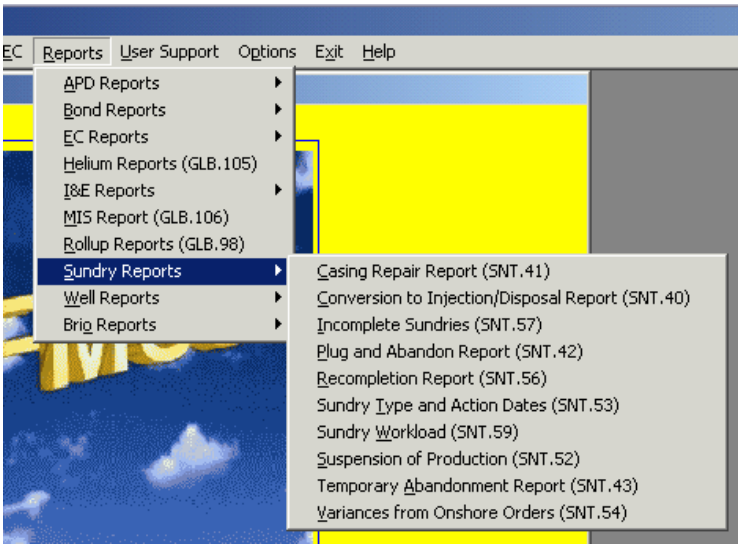
NOTE: "Usable Wells" is on a well basis, but the last three are on a completion basis. Although most columns say "wells", generally they mean "completions". The row totals seem to mix counts that are wells and counts that are completions.

Report Totals Section

The report provides sums for the total number of wells/completions by office, then geographic state, followed by a grand total for all offices selected. The totals are broken down into Federal cases.

8.8 Sundry Reports

The following reports can be launched from the **Sundry Reports** submenu on the **Reports** section which is found on the *Non-Indian AFMSS main menu*:



The following sections demonstrate how to retrieve and use each report.

8.8.1 Casing Repairs (SNT.41)

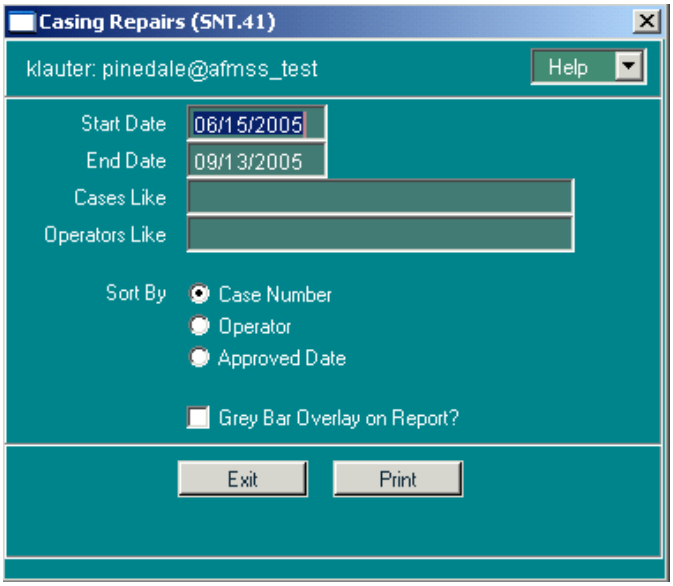


Figure 8-30: Casing Repairs (SNT.41) Window

The "Casing Repairs" report lists wells and facilities which have an approved Sundry Notice of Intent (NOI) for Casing Repairs.

Specific criteria are used to select the records that appear on this report:

- The well or facility must have a Casing Repair Sundry Notice of Intent.
- The NOI must have a final disposition of "Accepted" or "Approved."
- The accepted/approved date for the NOI must be within the user-specified timeframe.

Specify a **Start Date** and an **End Date** for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The **End Date** for the report is

automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in these input fields:

- Cases Like: Specify a case number to restrict the report to only matching cases.
- Operators Like: Specify an operator name to restrict the report to only matching operators.

Sort options for the report include:

- Case Number
- Operator
- Approved Date

Additional options include:

Grey Bar Overlay on Report?: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **CASE NUMBER**: The case number associated with the well/facility. If the well/facility is part of an Agreement, the Agreement number will be shown on this report. Otherwise, the Lease number appears.
- **OPERATOR**: The name of the operator associated with the well/facility.
- **API**: If the line on the report pertains to a well, this column will contain the API number of the well. Otherwise, it will contain the facility ID.
- **WELL-ID**: If the line on the report pertains to a well, this column will contain the well number followed by the well name. Otherwise, it will contain "FAC" followed by the facility name. To make everything fit well on the report, this field has been limited to 15 characters.
- **ST**: The state in which the well/facility is located.
- **COUNTY**: The name of the county in which the well/facility is located.
- **TWP**: The north/south coordinate for the well/facility location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well/facility location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well/facility is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.
- **TYPE**: The type of sundry filed for the Notice of Intent.

- **NOI-APPRV**: The date on which the Notice of Intent was accepted or approved.
- **EXTEND**: The date on which an extension was approved for the Notice of Intent.
- **EXPIRES**: The date on which the approval for the Notice of Intent expires.
- **SR**: This column indicates if a corresponding Subsequent Report (SR) for this Casing Repair NOI has been received.
    - If there is an SR which has a final disposition, the final disposition of the SR will be printed.
    - If there is an SR which does not have a final disposition yet, "RECV" will be printed.
    - If there is no SR, "NONE" will be printed.

8.8.2 Conversion to Injection/Disposal (SNT.40)

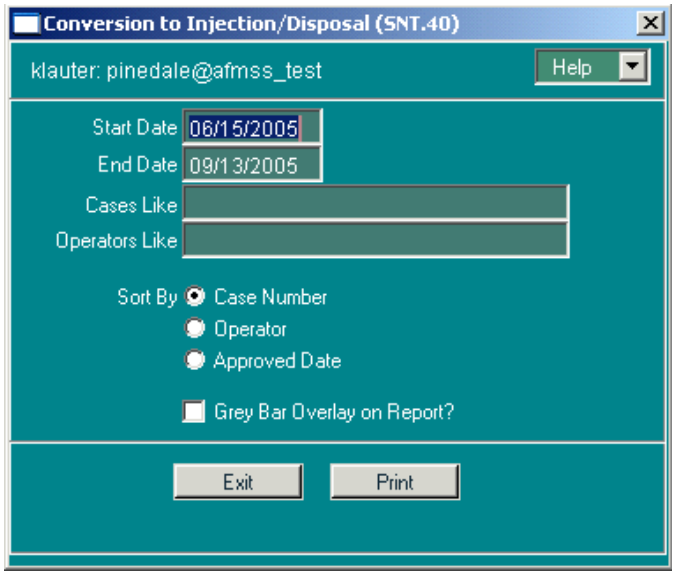


Figure 8-31: Conversion to Injection/Disposal (SNT. 40) Window

The *Conversion to Injection/Disposal* report lists wells and facilities which have an approved Sundry Notice of Intent (NOI) for Conversion to either Injection or Disposal.

Specific criteria used to select the records that appear on this report:

- The well or facility must have a Sundry NOI for Conversion to either Injection or Disposal.
- The NOI must have a final disposition of "Accepted" or "Approved."
- The accepted/approved date for the NOI must be within the user-specified timeframe.

Specify a **Start Date** and an **End Date** for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The **End Date** for the report is automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can also be used in all of input fields:

- Cases Like: If all or part of a case number is entered, only cases that match the specified information will be included.
- Operators Like: If all or part of an operator's name is entered, only operators that match the specified information will be included.

There are several sort options for the report:

- **Case Number**
- **Operator**
- **Approved Date** There is another option for the report:
- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **CASE NUMBER**: The case number associated with the Sundry Notice.
- **OPERATOR**: The name of the operator associated with the well/facility to which the Sundry applies.
- **API**: If the line on the report pertains to a well, this column will contain the API number of the well. Otherwise, it will contain the facility ID.
- **WELL-ID**: If the line on the report pertains to a well, this column will contain the well number followed by the well name. Otherwise, it will contain "FAC" followed by the facility name. To make everything fit well on the report, this field has been trimmed to 15 characters.
- **TYPE**: The type of Sundry NOI. For this report, the only two possible values are "DISPOSE" for Conversion to Disposal or "INJ" for Conversion to Injection.
- **ST**: The state in which the well/facility is located.
- **COUNTY**: The name of the county in which the well/facility is located.
- **TWP**: The north/south coordinate for the well/facility location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well/facility location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well/facility is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.
- **NOI-APPRV**: The date on which the Notice of Intent was accepted or approved.
- **EXTEND**: The date on which an extension was approved for the Notice of Intent.

- **EXPIRES**: The date on which the approval for the Notice of Intent expires.
- **SR?**: This column indicates if a corresponding Subsequent Report (SR) for this Conversion to Injection/Disposal NOI has been received.
    - If there is an SR which has a final disposition, the final disposition of the SR will be printed.
    - If there is an SR which does not have a final disposition yet, "RECV" will be printed.
    - If there is no SR, "NONE" will be printed.

8.8.3 Incomplete Sundries (SNT.57)

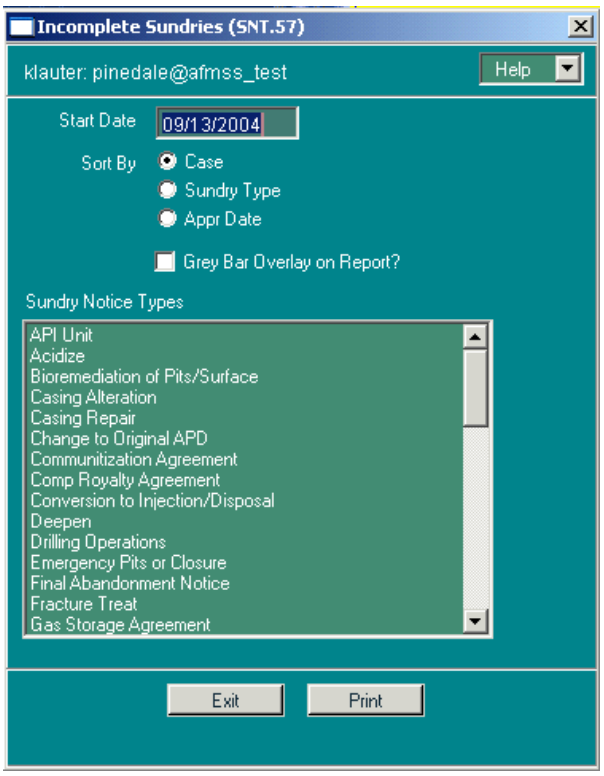


Figure 8-32: Incomplete Sundries (SNT.57) Window

The *Incomplete Sundries* report lists Sundry Notices which have an approved Notice of Intent (NOI) but no approved Subsequent Report (SR). For each Sundry, information for one of the wells or facilities to which the Sundry applies is also printed.

Specific criteria are used to select the records that appear on this report:

- There must be an approved or accepted NOI.
- The NOI must have been accepted or approved after the user-specified Start Date.
- There must be no approved or accepted SR for the Sundry Notice.
- The report lists the "first" well or facility for the Sundry. From a user's point of view, the selection of the "first" well or facility is basically random. The program simply picks the

first well it finds which is associated with the Sundry; if there are no wells, it picks the first facility it finds.

Specify a **Start Date** for the desired reporting period. When the report launcher screen appears, the current date is the default, but may be changed. The program selects only NOIs which have been approved or accepted after this date.

Specify additional selection criteria to limit the records on the report:

- **Sundry Notice Typ**e: One or more types of Sundry Notices must be selected. Types are selected by clicking on the appropriate sundries to highlight them.

Sort options for the report include:

- **Case**
- **Sundry Type**
- **Appr Date** (NOI Approval Date)

There is another option for the report:

- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **CASE NUMBER**: The case number associated with the Sundry Notice.
- **OPERATOR**: The name of the operator associated with a well/facility to which the Sundry applies.
- **TYPE**: The type of the Sundry Notice (NOI).
- **NOI APPR**: The date the NOI was accepted or approved.
- **NOI EXPR**: The expiration date for the NOI. Or, if an extension has been approved, the expiration date of the extension.
- **SR?**: If a Subsequent Report has been received but as yet has no disposition, the abbreviation “RECV” will be printed, to indicate that a SR has been received but not yet approved. If no SR has been received, this column will be blank.
- **#WELLS**: The number of wells associated with the Sundry Notice.
- **#FACS**: The number of facilities associated with the Sundry Notice.
- **FIRST WELL/FAC NAME**: The name of the “first” well or facility associated with the Sundry. The program retrieves all of the wells, and then all of the facilities, associated with the Sundry, sorted by well name and facility name. If there is a well associated with the Sundry, it will print the first one it finds. If there are no wells associated with the Sundry, it will print the first facility it finds.

NOTE: The well name has been trimmed to 18 characters to fit on the report.

- **NUMBER**: The number of the “first” well associated with the Sundry. (See description for “First Well/Fac Name”, above).

NOTE: The well number has been limited to 10 characters to fit on the report.

8.8.4 Plugged and Abandoned Wells (SNT.42)

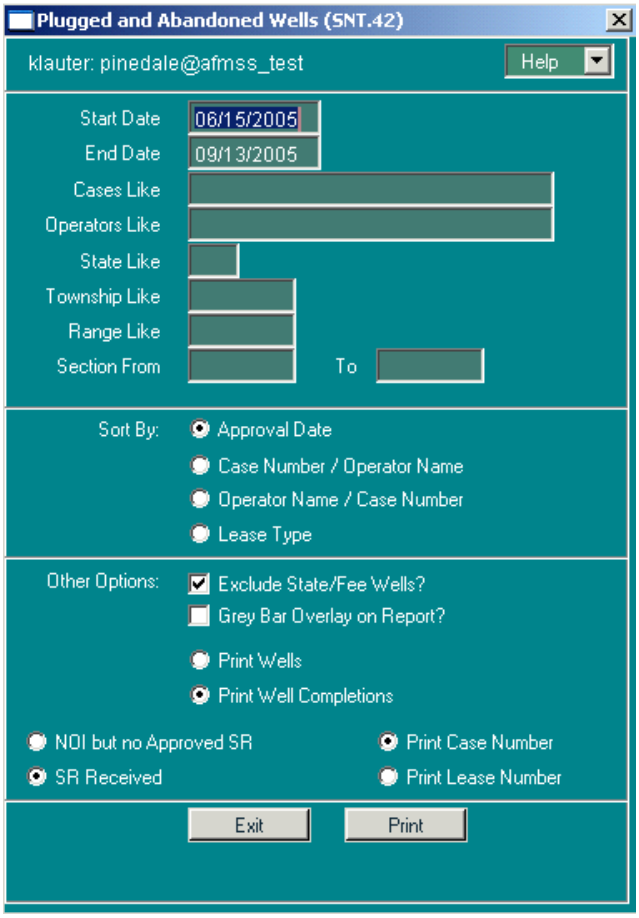


Figure 8-33: Plugged and Abandoned Wells (SNT.42) Window

The *Plugged and Abandoned Wells* report lists all of the wells that have had a sundry notice for plugging and abandonment during the specified time period. The report only shows wells or completions; facilities will not appear on the report.

Several criteria are used to select the records that appear on this report:

A sundry notice of type "abandoned" (ABD) must be entered in Non-Indian AFMSS for the well.

There must be a Notice of Intent (NOI) or a Subsequent Report (SR) for the ABD sundry, depending on the options chosen.

The received date of the NOI or SR (depending on the selected option) must be in the specified date range. The SR of abandonment cannot be received before the NOI.

If a Final Abandonment Notice (FAN) has been "Accepted" or "Approved" for a well, that will not print on the report. (The report considers an abandonment NOI closed when a FAN is accepted/approved not upon receipt of the FAN**).**

Specify a **Start Date** and an **End Date** for the desired reporting period. When the report launcher screen appears, these dates are already filled in. The **End Date** for the report is automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields (except **Section**):

- **Cases Like**: If all or part of a case number is entered, only cases that match the specified information will be included.
- **Operators Like**: If all or part of an operator's name is entered, only operators that match the specified information will be included.
- **State Like**: If a two-character state code is entered, only wells in that state will be included.
- **Township Like**: If all or part of a township code is entered, only wells in that township will be included.
- **Range Like**: If all or part of a range code is entered, only wells in that range will be included.
- **Section From and To**: If both "From" and "To" are entered, only wells in locations between those section numbers will be included. If only one section is desired, it can be entered in the "Section From" field.

There are several sort options for the report:

- **Approval Date** (default)
- **Case Number/Operator Name**
- **Operator Name/Case Number**
- **Lease Type** (Federal, State, Fee, Private Acquired).

Additional options include:

- **Exclude State/Fee Wells?**: If selected, the report will not display or count wells where the Lease Type Code is "F" (Fee) or "S" (State).

- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
- **Print Wells**: If this option is selected, only one completion per well is printed, even if the well has multiple completions and the ABD sundry applied to several of them. The well name, well number, and completion code that print are the first ones encountered for the well.
- **Print Well Completions**: If selected, each completion of a multiple-completion well is printed as if it were a distinct well. This option is the default.
- **NOI but no Approved SR**: If selected, wells are included when they have an noi filed (approved or not), but no subsequent report (approved or not). A well with a received but unapproved NOI will print, but the dates will be blank.
- **SR Received**: If selected, wells are included when they have a SR received for abandonment, whether or not there is an noi, and whether or not the SR is approved. This option is the default.
- **Print Case Number**: If selected, the report prints the well's case number (lease or agreement). This is the default.
- **Print Lease Number**: If selected, the report prints the well's lease number.

Report Detail, By Column

- **LSE TYPE**: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Lse Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
F:	FEE
S:	ST
Q:	PAQ

- **CASE NUMBER**: The case number associated with the proposed APD. If the proposed well is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.
- **OPERATOR**: The name of the operator associated with the APD.
- **API**: The API number is the unique identification number assigned to a well.
- **Well-ID**: The well number and well name. To make everything fit well on the report, this field has been limited to 30 characters.
- **TWP**: The north/south coordinate for the surface location of the well. May be either township or latitude.

- **RGE**: The east/west coordinate for the surface location of the well. May be either range or longitude.
- **SEC**: The section containing the surface location of the well.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well is located. The information displayed is dependent on what was entered into Non-Indian AFMSS.
- **NOI-APPRV**: The latest date an noi for the ABD sundry was "Accepted" or "Approved." If a well has several approved NOIs for abandonment, the latest approval date is printed.
- **SR-RECV**: The latest date a SR for the ABD sundry was received. If a well has several SRs for abandonment, the latest receive date is printed.
- **SR-APPRV**: The latest date a SR for the ABD sundry was "Accepted" or "Approved." If a well has several approved SRs for abandonment, the latest approval date is printed.
- **FAN-RECV**: The latest date an noi or SR for the FAN was received. When a well has several NOIs or SRs for abandonment, the latest dates are printed. For received dates, the latest dates that match the report criteria are printed, if any.

Report Totals Section

The report subtotals wells (completions) with abandonment applications, by Resource Area and State/ County.

Well count totals are then printed by well lease type code (Federal, Private, etc.).

Report Creation Parameters Section

All of the selection and sort criteria which went into the creation of the report are printed at the end of the report.

8.8.5 Recompletions (SNT.56)

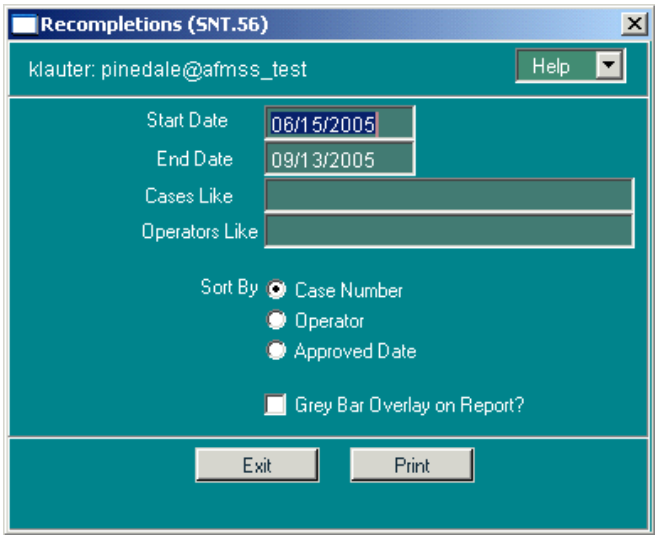


Figure 8-34: Recompletions (SNT.56) Window

The *Recompletions* report lists wells and facilities which have an approved Sundry Notice of Intent (NOI) for Recompletion.

Specific criteria used to select the records that appear on this report:

- The well or facility must have a Sundry Notice of Intent for Recompletion.
- The NOI must have a final disposition of "Accepted" or "Approved."
- The accepted/approved date for the NOI must be within the user-specified timeframe.

Specify a **Start Date** and an **End Date** for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The **End Date** for the report is automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can also be used in all of input fields:

- **Cases Like**: If all or part of a case number is entered, only cases that match the specified information will be included.
- **Operators Like**: If all or part of an operator's name is entered, only operators that match the specified information will be included.

There are several sort options for the report:

- **Case Number**
- **Operator**
- **Approved Date**

There is another option for the report:

- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **CASE NUMBER**: The case number associated with the sundry notice.
- **OPERATOR**: The name of the operator associated with the well or facility to which the sundry applies.
- **API**: If the line on the report pertains to a well, this column will contain the API number of the well. Otherwise, it will contain the facility ID.
- **WELL-ID**: If the line on the report pertains to a well, this column will contain the well number followed by the well name. Otherwise, it will contain "FAC" followed by the facility name. To make everything fit well on the report, this field has been trimmed to 15 characters.
- **ST**: The state in which the well/facility is located.
- **COUNTY**: The name of the county in which the well/facility is located.

- **TWP**: The north/south coordinate for the well/facility location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well/facility location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well/facility is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.
- **TYPE**: The type of Sundry NOI. For this report, the only possible value is "RCMPL" for Recompletion.
- **NOI-APPRV**: The date on which the Notice of Intent was accepted or approved.
- **EXTEND**: The date on which an extension was approved for the Notice of Intent.
- **EXPIRES**: The date on which the approval for the Notice of Intent expires.
- **SR?**: This column indicates if a corresponding Subsequent Report (SR) for this Conversion to Injection/Disposal NOI has been received.
    - If there is an SR that has a final disposition, the final disposition of the SR will be printed.
    - If there is an SR that does not have a final disposition yet, "RECV" will be printed.
    - If there is no SR, "NONE" will be printed.

8.8.6 Sundry Type and Action Dates (SNT.53)

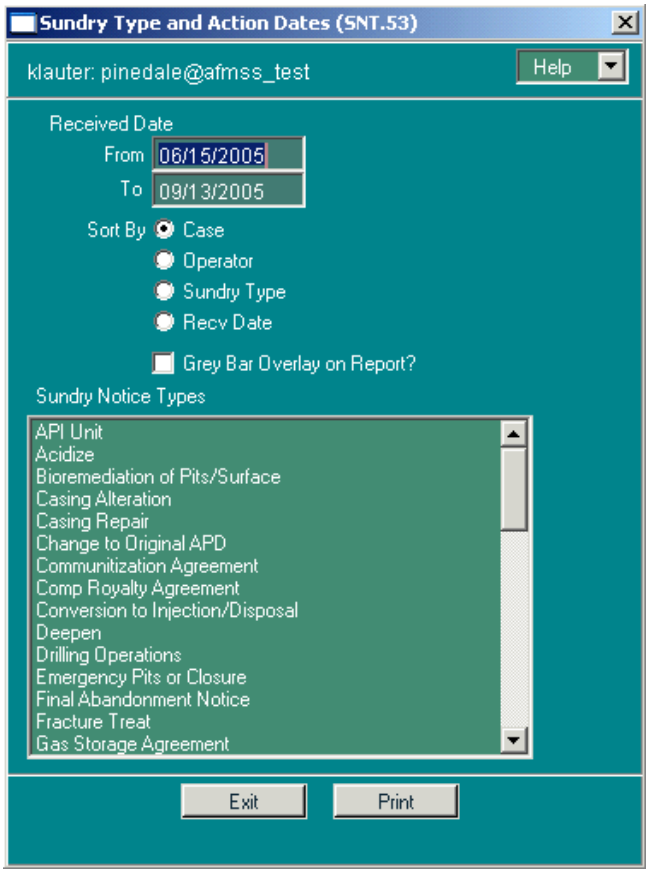


Figure 8-35: Sundry Type and Action Dates (SNT.53) Window

The *Sundry Type and Action Dates* report lists wells and facilities that have received sundry notices within a specified date range. It prints the well/facility identification (case, operator, API, well name/number, or case, operator, facility ID and name), the well/ facility location, the sundry type, NOI/SR, the date the sundry was received, and the status of the sundry notice.

Specific criteria used to select the records that appear on this report:

- The sundry notice must have been **received** between the dates specified when the report is run. The default is within the last three months.
- The sundry type must be one of those specified when the report is run.

When the sundry notice covers multiple wells and facilities, each well and facility is listed separately. Thus the report cannot be used for purposes such as counting sundry notices.

When a well is multiply-completed, each well completion is treated as if it were a separate well.

If a facility is linked to multiple cases, it will be listed multiple times, once per case for each sundry.

Specify a **Start Date** and an **End Date** for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The **End Date** for the report is

automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed.

There are several sort options for the report:

- **Case**
- **Operator**
- **Sundry Type** (NOI or SR)
- **Recv Date** (Date the sundry was received)

Additional options include:

- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
- **Sundry Notice Types**: Specify the types of sundry notices that are to be listed. It is necessary to select at least one sundry type, or as many as desired.

Report Detail, By Column

- **CASE NUMBER**: The case number associated with the sundry notice.
- **OPERATOR**: The name of the operator associated with the well or facility to which the sundry applies.
- **API**: If the line on the report pertains to a well, this column will contain the API number of the well. Otherwise, it will contain the facility ID.
- **WELL-ID**: If the line on the report pertains to a well, this column will contain the well number followed by the well name. Otherwise, it will contain "FAC" followed by the facility name. To make everything fit well on the report, this field has been trimmed to 15 characters.
- **CODE**: The version of the sundry notice, either NOI (Notice of Intent) or SR (subsequent report).
- **TYPE**: The type of sundry notice.
- **ST**: The state in which the well/facility is located.
- **COUNTY**: The name of the county in which the well/facility is located.
- **TWP**: The north/south coordinate for the well/facility location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well/facility location. May be either range or longitude.
- **SEC**: The section which contains the surface location of the well/facility.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.
- **RECEIVED**: The date the sundry NOI or SR was formally received by the BLM.

- **STATUS**: The status or disposition of the sundry notice. If the sundry has been completely processed and the disposition recorded, then this status is the final disposition. If the sundry is not completely processed, but is administratively complete, then the status is "COMPLETE". Otherwise the status is "INCOMPLETE", indicating merely that it is received.
- **STAT-DATE**: The date the sundry notice entered its current status or disposition. If the sundry has been completely processed and the disposition recorded, then this date is the final disposition date. If the sundry is not completely processed, but is administratively complete, then the status is the date the notice was marked administratively complete. Otherwise the status is "INCOMPLETE" and the STAT-DATE is blank.

8.8.7 Sundry Workload (SNT.59)

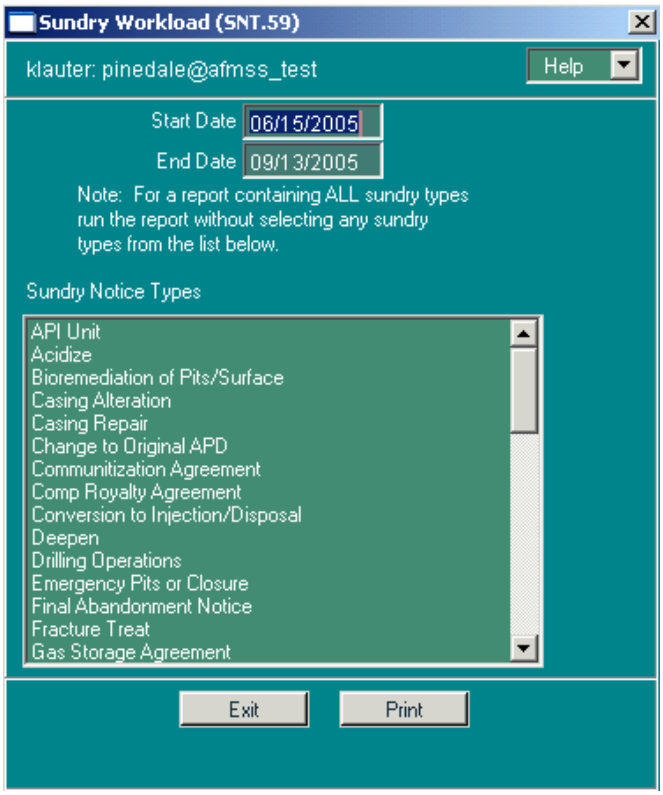


Figure 8-36: Sundry Workload (SNT.59) Window

The *Sundry Workload* report summarizes sundry-related activities for a specified period. It displays information such as the number of sundries received, approved, etc., sorted by the type of sundry, and whether it was a Notice of Intent (NOI) or a Subsequent Report (SR). The information provided is from both well and facility sundries. It also provides separate totals for Federal Lands.

Several criteria are used to select the records which appear on this report:

- The <u>date received</u> for the sundry must be prior to the end date for the specified reporting period.

- The disposition date of the sundry must be either blank, or after the start date for the specified reporting period.
- This report relies exclusively on data entered in the *Non-Indian AFMSS Approval (GLB.81)* window.

Specify a **Start Date** and an **End Date** for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The **End Date** for the report is automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed, to specify a different date range.

For a report containing all sundry types, run the report without selecting any sundry types from the list.

Additional options include:

- **Sundry Notice Types**: Specify the types of sundry notices that are to be listed. It is necessary to select at least one sundry type, or many as desired.

Report Detail, By Column

- **TYPE OF SUNDRY COLUMN**: This is the type of sundry notice to which this line of information applies. The report is sorted by Type of Sundry.
- **REPORT TYPE CODE COLUMN**: This is the type of report, Notice of Intent (NOI) or Subsequent Report (SR).
- **FEDERAL/INDIAN COLUMN**: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Lse Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
IA, IT:	IND
F:	FEE
S:	ST
Q:	PAQ

- **APPLICATIONS ON HAND AT START**: The NOI or SR is counted here if its received date is before or on the reporting period start date.
- **APPLICATIONS RECEIVED**: The NOI or SR is counted here if its received date is before or on the period end date, but after the start date.
- **APPLICATIONS RETURNED**: The NOI or SR is counted here if its disposition date is within the specified period, and the disposition is "Returned."

- **APPLICATIONS INCOMPLETE**: The NOI or SR is counted here if its disposition date and administratively complete date are after the period end date, or the disposition date is blank.
- **APPLICATIONS COMPLETE AND PENDING**: The NOI or SR is counted here if its disposition date is null (not disposed), and the administratively complete date is before the period end date.
- **APPLICATIONS APPROVED**: The NOI or SR is counted here if its disposition date is between the specified start and end dates, and the disposition is "Accepted" or "Approved."
- **APPLICATIONS CLOSED BUT NOT APPROVED**: Sundries are included in these counts if the disposition is "denied", "cancelled", "withdrawn", "rescinded", "expired", or "rejected."

Report Totals Section

The report is sorted by sundry type. Each sundry type will have counts for NOIs and SRs and sub-totals by sundry type and report type.

At the end of the report, a "TOTAL" section is included for all NOIs, all SRs, and a grand total for all sundries ("ALL") by column.

8.8.8 Suspension of Production (SNT.52)

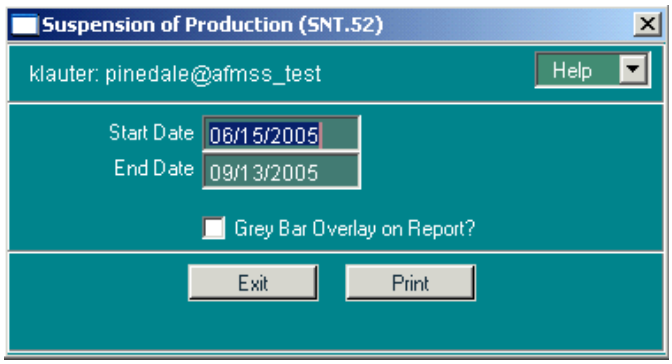


Figure 8-37: Suspension of Production (SNT.52) Window

The *Suspension of Production* report lists cases that are marked as suspended, with the suspension filed date between the dates specified for the report. This report deals with complete case suspensions, not individual well actions, and the report does not look at sundry notice records.

The specific criterion used to select the cases that appear on this report:

- The case must have a 'Suspension Filed Date' between the dates specified when launching the report. The report will include cases with expired or terminated suspensions.

Specify a **Start Date** and an **End Date** for the desired reporting period. When the report launcher screen appears, these dates are already filled in. The **End Date** for the report is

automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed.

There is one option:

- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **CASE NUMBER**: The case number that was suspended.
- **CASE NAME**: The geographic, or operator-assigned, name of the case.
- **LEASE (if AGRMT)**: If the suspended case is an agreement, then this column shows the lease number(s) that the agreement belongs to. If the suspended case is a lease, then this column is blank.
- **FILED**: The date the case suspension request was filed.
- **APPROVED**: The date the case suspension request was approved.
- **EFFECTIVE**: The date the case suspension request is/was effective.
- **EXPIRES**: The date the case suspension request expires/expired.

8.8.9 Temporarily Abandoned Wells (SNT.43)

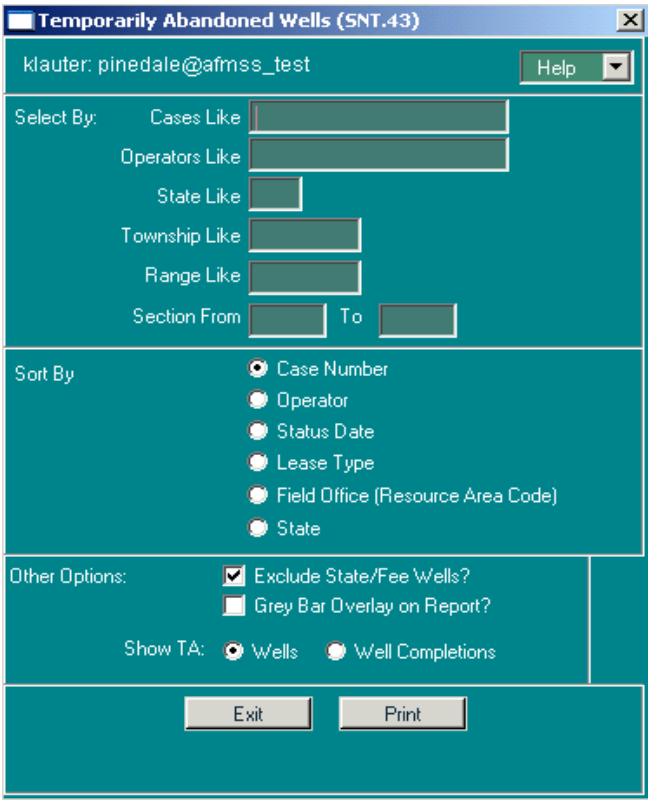


Figure 8-38: Temporarily Abandoned Wells (SNT.43) Window

The *Temporarily Abandoned Wells* report lists wells which have a well status of Temporary Abandonment ("TA"). It displays information about each well, along with approval and expiration dates for TA sundry notices for each well.

The criteria used for selecting records to appear on this report:

- The wells must be in TA status.
- The report retrieves the latest information about TA sundry notices that have been that have been "accepted" or "approved" for each well.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields (except Section):

- **Cases Like**: Specify a case number to restrict the report to only include matching cases.
- **Operators Like**: Specify an operator name to restrict the report to include only matching operators.
- **State Like**: If a two-character state code is specified, only the wells in that state will appear on the report.
- **Township Like**: If a township is specified, only wells in that township will appear on the report.
- **Range Like**: If a range is specified, only wells in that range will appear on the report.
- **Section From and To**: Specify a range of section numbers to include on the report. Or, if only one section is desired, it can be entered in the "Section From" field.

There are several sort options available for the report:

- **Case Number**
- **Operator**
- **Status Date**
- **Lease Type**
- **Field Office** (Resource Area Code)
- **State**

Additional options include:

- **Exclude State/Fee Wells?**: If this option is selected, the report will not display or count wells where the well's lease type is "F" (Fee) or "S" (State).
- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
- **Show TA**:

Wells. If selected, this option show wells with “TA” completions only if the well has no other completions in a producing status (“POW”, “PGW”). If such a well has multiple completions in TA status, each of those completions will be shown on the report.

Well Completions. If selected, this option shows all TA completions, regardless of the presence of other producing completions for the well.

Report Detail, By Column

- **ST**: The two-character state code for the state in which the proposed well is located.
- **FO**: The Field Office or Resource Area code within whose jurisdiction the proposed well is located. If the option to sort by Field Office is selected, the report will also contain a subtotal line for each FO/RA.
- **LSE TYPE**: The type of lease on which the proposed well is located. The value displayed on the report is derived from the “Lse Type” code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
IA, IL, IT:	IND
F:	FEE
S:	ST
Q:	PAQ

- **CASE NUMBER**: The case number associated with the Sundry Notice.
- **OPERATOR**: The name of the operator associated with the well or facility to which the Sundry applies.
- **API**: The API number is the unique identification number assigned to a well.
- **WELL-ID**: This column displays the well number followed by the well name. To make everything fit well on the report, this field has been limited to 15 characters.
- **STAT-DATE**: The date when the well was turned on and commenced production.
- **APPR-DATE**: The date the NOI or SR, for the shut-in sundry, was “Accepted” or “Approved.”
- **EXPIRES**: If an extension has been approved, this column will contain the expiration date of the extension. Otherwise, the expiration date of the original authorization is printed.
- **TYPE**: The type of sundry notice, either NOI (Notice of Intent) or SR (Subsequent Report).

- **COUNTY**: The name of the county in which the well is located.
- **TWP**: The north/south coordinate for the well location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well is located.

NOTE: This report is at the WELL level. However, all TA completions are listed above for referenced purposes, including wells with multiple completions. The count listed below includes only WELLS that are in a TA status. Wells with both TA and Producing (POW/PGW) completions are not included in the list above or the count below.

Report Totals Section

At the end of the report, totals are printed for the total number of TA completions by well lease type code (Federal, Fee, etc.).

Report Creation Parameters Section

All of the selection and sort criteria which went into the creation of the report are printed at the end of the report.

8.8.10 Variance Requests (SNT.54)

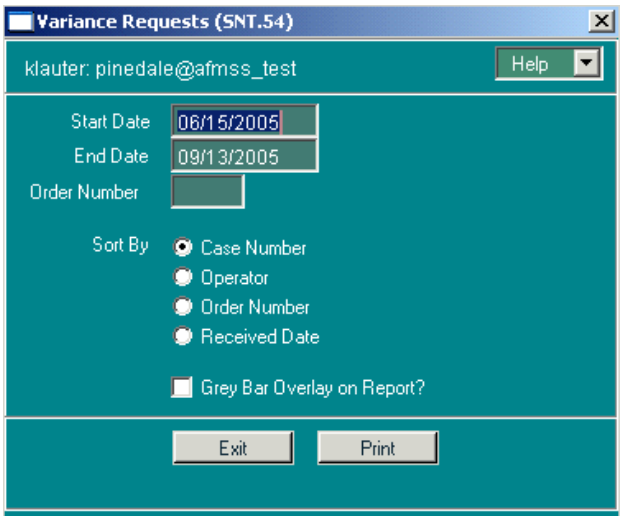


Figure 8-39: Variance Requests (SNT.54) Window

The *Variance Requests* report lists wells and facilities for which the operator has requested a variance from onshore orders.

Specific criteria used to select the records that appear on this report:

- The variance request must have been received on or after the Start Date and on or before the End Date.

- When the sundry notice covers multiple wells and facilities, each well and facility is listed separately.
- When a well is multiply-completed, each well completion is treated as if it were a separate well.
- If a facility is linked to multiple cases, it will be listed multiple times, once per case for each sundry.

Specify a **Start Date** and an **End Date** for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The End Date for the report is automatically set to today's date, and the Start Date is set to 90 days prior to today's date. Change either or both of these dates as needed.

Order Number. Optionally specifies the particular onshore order number that the variance request addresses. If not specified, all order numbers will be reported, including requests that did not specify an order number.

Sort options include:

- **Case Number**
- **Operator**
- **Order Number**
- **Received Date**

There is one more option:

- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

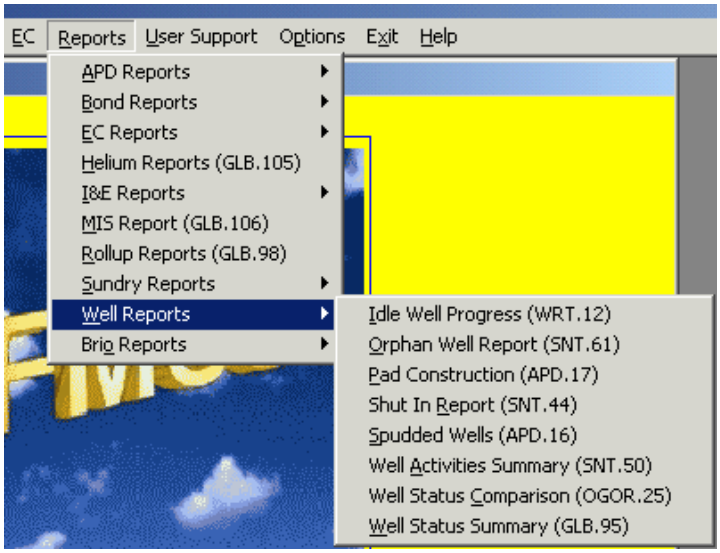
Report Detail, By Column

- **CASE NUMBER**: The case number associated with the well/facility. If the well/facility is part of an Agreement, the Agreement number will be shown on this report. Otherwise, the Lease number appears.
- **OPERATOR**: The name of the operator associated with the well/facility.
- **API**: If the line on the report pertains to a well, this column will contain the API number of the well. Otherwise, it will contain the facility ID.
- **WELL-ID**: If the line on the report pertains to a well, this column will contain the well number followed by the well name. Otherwise, it will contain "FAC" followed by the facility name. To make everything fit well on the report, this field has been trimmed to 15 characters.
- **ST**: The state in which the well/facility is located.
- **COUNTY**: The name of the county in which the well/facility is located.
- **TWP**: The north/south coordinate for the well/facility location. May be either township or latitude.

- **RGE**: The east/west coordinate for the well/facility location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well/facility is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well/facility is located.
- **REF#:** The onshore order number from which the operator is requesting a variance, if specified.
- **RECV**: The date the Variance Request was formally received by the BLM.
- **APPRV**: If the Variance Request was accepted or approved, then the request disposition date. If the variance was otherwise disposed of, or has not yet been processed, then this column is blank.

8.9 Well Reports

The following reports can be launched from the **Well Reports** submenu found on the *Non-Indian AFMSS Main Menu*:



The following sections demonstrate how to retrieve and use each report.

8.9.1 Idle Well Progress (WRT.12)

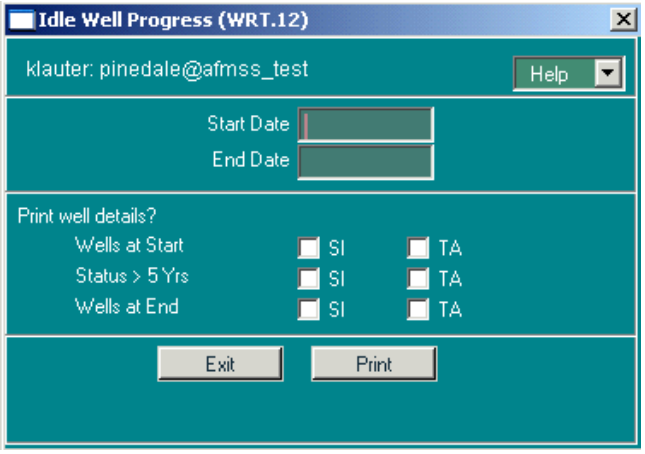


Figure 8-40: Idle Well Progress (WRT.12) Window

The *Idle Well Progress* report includes the totals for those wells that are in Shutin (SI) or Temporary Abandoned (TA) status at the start of the reporting period, in this status for over five years, and in this status at the end of the reporting period. The report additionally includes the number of idle wells reviewed, number of bonds reviewed, number of bonds increased and total amount of bonds increased.

The specific criterion used to select the records that appear on this report:

- The well status must be SI or TA for the period identified (**Start Date/ End Date**).

Specify a **Start Date** and an **End Date** for the desired reporting period. To select optional detailed information, click any or all of the items listed under **Print Well Details?**

- **Wells at Start/SI/TA**
- **Status > 5 Yrs/SI/TA**
- **Wells at End/SI/TA**

Report Identifiers

WRT.12: Idle Well Progress Report

Reporting Office: RAWLINS FIELD OFFICE
Report Start Date: 11/11/2002
Report End Date: 12/12/2002

	1	2	3	4	5	6	7
	Total Wells At Start	Wells in SI/TA Status Longer Than 5 Years	Total Wells At End	Number of Wells Reviewed	Number of Bonds Reviewed	Number of Bonds Increased	Total Amount of Bond Increases
Shut-In	111	71	110	0			
Temporary Abandoned	25	11	25	0			
Total Shut-In and TA	**136**	**82**	**135**	**0**	**0**	**0**	**$0**

Notes:
Columns 1 & 3: SI/TA Wells > 12 months
Column 2: SI/TA Wells > 60 months
Columns 5, 6, and 7 include only Bond Reviews and Increases that were associated with Idle Wells and Idle Well Reviews

The Reporting Office, Report Start Date and Report End Date appear at the top of the report.

Report Detail, By Column (for each status individually and their sums).

Total Wells at Start: The total number of wells in SI/TA status at the beginning of the reporting period.

Wells in SI/TA Status Longer Than 5 Years: Total number of wells in SI/TA status more than five years.

Total Wells At End: The total wells in SI/TA status at the end of the reporting period.

Number of Wells Reviewed: The total number of wells reviewed for the report.

Number of Bonds Reviewed: The total number of bonds reviewed for the report.

Number of Bonds Increased: The total number of bonds whose amounts were increased.

Total Amount of Bond Increases: The total amount of the bond increases.

Notes:

- Explanations of the columns appear below the **Notes** header.

8.9.2 Orphan Wells (SNT.61)

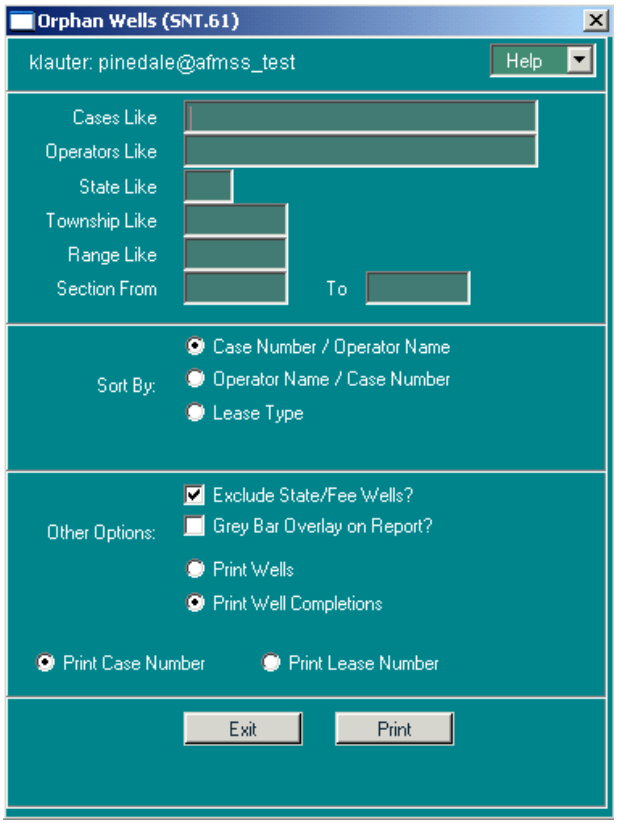


Figure 8-41: Orphan Wells (SNT.61) Window

The definition of an orphaned well is one for which the operator and/or lessee has disappeared or is completely non-responsive. The report for orphaned wells displays information about each well. To truly designate a well as an orphan, it is essential that all completion records for the well have had the toggle set to **Orphan** in the *Non-Indian AFMSS Well Header (GLB.90)* window. Otherwise, the well will not accurately be reflected as an orphan. In essence, if a well

has multiple completions and any one of those completion records is not designated as orphan, none of the records will be retrieved for this report.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields (except **Section**):

- **Cases Like**: Specify a case number to restrict the report to only include matching cases.
- **Operators Like**: Specify an operator name to restrict the report to include only matching operators.
- **State Like**: If a two-character state code is specified, only the wells in that state will appear on the report.
- **Township Like**: If a township is specified, only wells in that township will appear on the report.
- **Range Like**: If a range is specified, only wells in that range will appear on the report.
- **Section From and To**: Specify a range of section numbers to include on the report. If only one section is desired, it can be entered in the Section From field.

There are several sort options available for the report:

- **Case Number/Operator Name** (default)
- **Operator Name/Case Number**
- **Lease Type.**

Additional options include:

- **Exclude State/Fee Wells?**: If this option is selected, the report will not display or count wells where the well's lease type is "F" (Fee) or "S" (State).
- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

The next two options allow selecting the report records based upon well information versus well completion information. To truly designate a well as an orphan, it is essential that all completion records for the well have had the toggle set to **Orphan** in the *Non-Indian AFMSS Well Header Review (GLB.90)* window. Otherwise, the well will not accurately be reflected as orphan. In essence, if a well has multiple completions and any one of those completion records is not designated as orphan, none of the records will be retrieved for this report.

- **Print Wells:** If this option is selected and there are multiple completion records for a well, only one of the completion records will be displayed on the report. All completion records for a well must be designated as **Orphan** or none of the records will be displayed on the report.
- **Print Well Completions**: (default) The default is to print all well completion records for a well that has been designated as an orphan. Using this option, if a well has more than one completion record and all of those completion records have been designated as **Orphan** in the *Non-Indian AFMSS Well Header Review (GLB.90)* window, the records

will print on the report. If there are multiple well completion records and any one of those completion records have not been designated as orphan, none of the completion records will print on the report.

The next two options allow displaying the report either by the case or lease number.

- **Print Case Number**: If selected, this option shows the case number for the wells. If well completions records are tied to an agreement, the agreement becomes the Case Number.
- **Print Lease Number:** If selected, this option shows the lease number for the wells.

Report Detail, By Column

The report first separates the orphaned wells into categories by the Field Office (FO), county and state within whose jurisdiction the wells are located and then defines the individual wells by the following columns:

- **LSE TYPE**: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Lse Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
IA, IL, IT:	IND
F:	FEE
S:	ST
Q:	PAQ

- **CASE NUMBER**: The case number associated with the Sundry Notice.
- **OPERATOR**: The name of the operator associated with the well or facility to which the Sundry applies.
- **API**: The API number is the unique identification number assigned to a well.
- **WELL-ID**: This column displays the well number followed by the well name. To make everything fit well on the report, this field has been trimmed to 15 characters.
- **TWP**: The north/south coordinate for the well location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well is located.
- **STATUS**: The status of the orphaned well.

- **STATUS DATE**: The date of the orphaned well status.

Report Totals Section

At the end of the report, totals are printed for the total number of orphaned completions by well lease type code (Federal, Private, etc.).

Report Creation Parameters Section

All of the selection and sort criteria which went into the creation of the report are printed at the end of the report.

8.9.3 Pad Construction (APD.17)

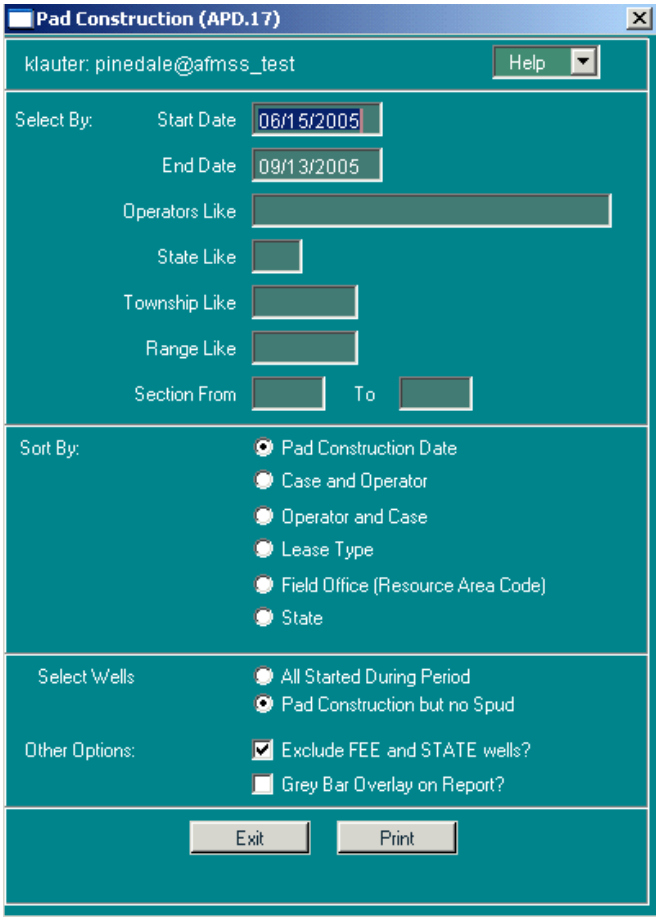


Figure 8-42: Pad Construction (APD.17) Window

The *Pad Construction* report lists all the wells for which pad construction has been started during the specified time period.

There are two criteria used to select which records appear on this report:

- The actual start date for pad construction <u>must</u> be between the “Start” and “End” date entered.
- The well <u>must</u> have a pad construction date, entered on the Pad Construction window.

Specify a **Start Date** and an **End Date** for the desired reporting period. When the report launcher screen appears, these dates are already filled in. The **End Date** for the report is automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used in all of these input fields (except Section):

- **Operators Like**: If all or part of an Operator's Name is entered, only Operators that match the specified information will be included.
- **State Like**: Only wells in the specified geographic state will be included.
- **Township Like**: Only wells in the specified township will be included.
- **Range Like**: Only wells in the specified range will be included.
- **Section From and To**: Specify a range of section numbers to include on the report. If only one section is desired, it can be entered in the "Section From" field.

There are several sort options for the report:

- **Pad Construction Date**
- **Case and Operator**
- **Operator and Case**
- L**ease Type** (Federal, State, Fee, Private Acquired)
- **Field Office** (Resource Area Code)
- **State**

There are several options for the report:

- Select Wells:
    - All Started During Period. Prints all wells with a pad construction date that is in the specified range.
    - Pad Construction but no Spud. Prints only those wells with a status of NOS, APD, AAPD, or LOC, with the pad construction date in the specified date range, and no spud date.
- **Exclude FEE and STATE Wells?** If this option is selected, the report will not display or count wells where the well's lease type is "F" (Fee) or "S" (State).
- **Grey Bar Overlay on Report?** If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **ST**: The two-character state code for the state in which the proposed well is located.

- **FO**: The Field Office or Resource Area code within whose jurisdiction the proposed well is located. If the option to sort by Field Office is selected, the report will also contain a subtotal line for each FO/RA.
- **LSE TYPE**: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Lse Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
IA, IL, IT:	IND
F:	FEE
S:	ST
Q:	PAQ

- **CASE NUMBER**: The case number associated with the proposed well. If the proposed well is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.
- **LEASE NUMBER**: The lease number associated with the proposed well.
- **OPERATOR**: The name of the operator associated with the proposed well.
- **WELLNUM**: The operator-assigned well number for the well. To make everything fit on the report, this field has been limited to 10 characters.
- **WELL NAME**: The operator-assigned well name for the proposed well. To make everything fit on the report, this field has been limited to 15 characters.
- **API**: The API number is the unique identification number assigned to a well.
- **TWP**: The north/south coordinate for the surface location of the proposed well. May be either township or latitude.
- **RGE**: The east/west coordinate for the surface location of the proposed well. May be either range or longitude.
- **SEC**: The section in which the surface location of the proposed well is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the proposed well is located. The information displayed is dependent on what was entered into Non-Indian AFMSS.
- **SME**: The Surface Management Entity associated with the location of the proposed well.
- **PAD-CON**: The date the pad construction was started.
- **STAT**: The status of the proposed well.

Report Totals Section

If sorting by Field Office, the report subtotals Total Pad Construction by field office code.

At the end of the report, totals are printed for the total number of pad constructions by well lease type code (Federal, Fee, etc.).

Report Creation Parameters Section

All of the selection and sort criteria which went into the creation of the report are printed at the end of the report.

8.9.4 ShutIn Wells (SNT.44)

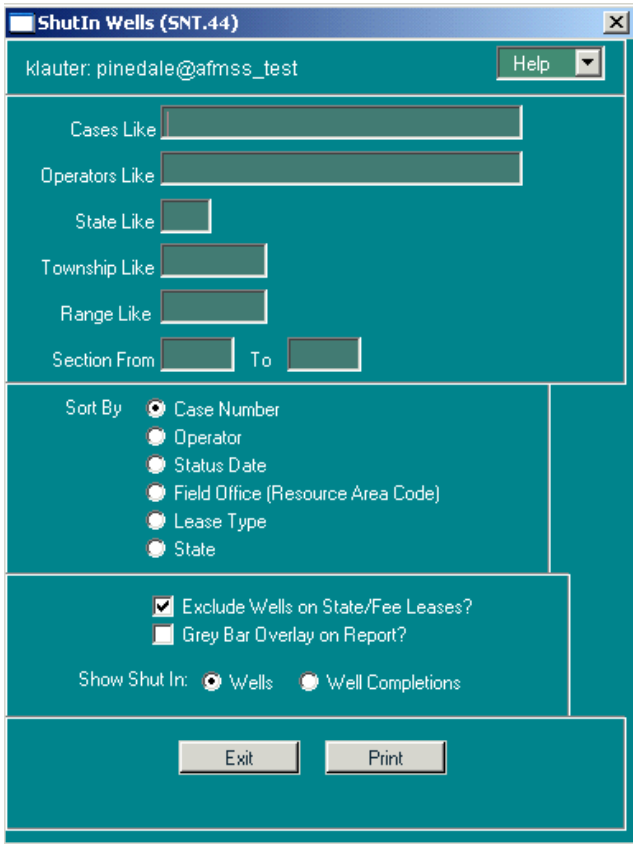


Figure 8-43: ShutIn Wells (SNT.44) Window

The *Shutin Wells* report lists all wells that are currently in any shut-in status. If the well has one or more Shut-In sundry notices, the most recent sundry NOI or SR will displayed, along with any approval information.

The specific criterion used to select the records that appear on this report:

- The well status must be Shut In (GSI, GIWSI, DSI, OSI, etc.).

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can also be used in all of input fields:

- **Cases Like**: If all or part of a case number is entered, only cases that match the specified information will be included.

- **Operators Like**: If all or part of an operator's name is entered, only operators that match the specified information will be included.
- **State Like**: If a two-character state code is specified, only the wells in that state will appear on the report.
- **Township Like**: If a township is specified, only wells in that township will appear on the report.
- **Range Like**: If a range is specified, only wells in that range will appear on the report.
- **Section From and To**: Specify a range of section numbers to include on the report. If only one section is desired, it can be entered in the "Section From" field.

There are several sort options available for the report:

- **Case Number**
- **Operator**
- **Status Date**
- **Field Office** (Resource Area Code)
- **Lease Type**
- **State**

There are two other options for the report:

- **Exclude wells on State/Fee Leases?**: If this option is selected, the report will not display or count wells where the well's lease type is "F" (Fee) or "S" (State).
- **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **CASE NUMBER**: The case number associated with the Sundry Notice.
- **FO**: The Field Office or Resource Area code within whose jurisdiction the proposed well is located. If the option to sort by Field Office is selected, the report will also contain a subtotal line for each FO/RA.
- **LSE TYPE**: The type of lease on which the proposed well is located. The value displayed on the report is derived from the "Lse Type" code in the *Non-Indian AFMSS Well Header Review* window. The codes are translated as follows:

Lease Type:	Value on Report
A or P:	FED
IA, IL, IT:	IND
F:	FEE

S:	ST
Q:	PAQ

- **OPERATOR**: The name of the operator associated with the well or facility to which the Sundry applies.
- **API**: The API number is the unique identification number assigned to a well.
- **WELL-ID**: This column displays the well number followed by the well name. To make everything fit well on the report, this field has been trimmed to 15 characters.
    - **Well Number**:
    - **Well Name**:
- **STA**: The status of the well - GSI, GIWSI, DSI, OSI, etc.
- **STAT-DATE**: The date when the well was turned on and commenced production.
- **APPR-DATE**: The date the NOI or SR, for the shut-in sundry, was "Accepted" or "Approved."
- **EXPIRES**: If an extension has been approved, this column will contain the expiration date of the extension. Otherwise, the expiration date of the original authorization is printed.
- **TYPE:** NOI or SR, for example.
- **ST:** The name of the state in which the well is located.
- **COUNTY**: The name of the county in which the well is located.
- **TWP**: The north/south coordinate for the well location. May be either township or latitude.
- **RGE**: The east/west coordinate for the well location. May be either range or longitude.
- **SEC**: The section in which the surface location of the well is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the well is located.

Report Totals Section

At the end of the report, totals are printed for the total number of shut-in by well lease type code (Federal, Fee, etc.).

Report Creation Parameters Section

All of the selection and sort criteria which went into the creation of the report are printed at the end of the report.

8.9.5 Spudded Wells (APD.16)

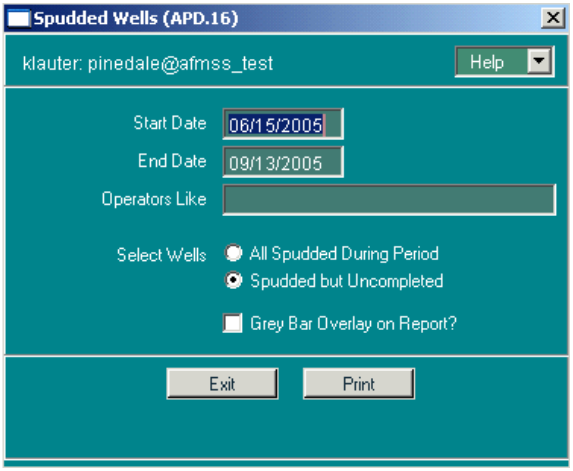


Figure 8-44: Spudded Wells (APD.16) Window

The *Spudded Wells* report lists wells that have been spudded but not completed during the designated time period.

Specific criteria used to select the records that appear on this report:

- There must have been an APD submitted.
- The final disposition for the APD must be "Accepted" or "Approved."
- The spud date for the well must be in the specified date range.

Specify a **Start Date** and an **End Date** for the desired reporting period. When the report launcher screen appears, these dates are already filled in. The **End Date** for the report is automatically set to today's date, and the **Start Date** is set to 90 days prior to today's date. Change either or both of these dates as needed.

Specify the following additional selection criterion to limit the records on the report. The wildcard character ("%") can be used.

- **Operators Like**: If all or part of an operator's name is entered, only operators that match the specified information will be included.

Additional option includes:

- Select Wells:
  - **All Spudded During Period**. Prints all wells with a spud date that is in the specified range.
  - **Spudded but Uncompleted**. Prints only those wells that have not been completed and that have a status of NOS, APD, AAPD, LOC, or DRG. The spud date must be in the specified date range.
- **Grey Bar Overlay on Report?**. If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.

Report Detail, By Column

- **CASE NUMBER**: The case number associated with the proposed well. If the proposed well is part of an agreement, the Agreement Number will be shown on this report. Otherwise, the Lease Number appears.
- **OPERATOR**: The name of the operator associated with the proposed well.
- **WELLNUM**: The operator-assigned well number for the well. To make everything fit well on the report, this field has been trimmed to 10 characters.
- **WELL NAME**: The operator-assigned well name for the proposed well. To make everything fit well on the report, this field has been trimmed to 15 characters.
- **TWP**: The north/south coordinate for the surface location of the proposed well. May be either township or latitude.
- **RGE**: The east/west coordinate for the surface location of the proposed well. May be either range or longitude.
- **SEC**: The section in which the surface location of the proposed well is located.
- **QTR**: The quarter/quarter, lot, or tract in which the surface location of the proposed well is located. The information displayed is dependent on what was entered into Non-Indian AFMSS.
- **SME**: The Surface Management Entity associated with the location of the proposed well.
- **APD APPR**: The disposition date entered into Non-Indian AFMSS when the APD was "Approved" or "Accepted."
- **SPUDDED**: The date the well was "spud", the spud date specified in Non-Indian AFMSS.
- **STAT**: The Status of the well - NOS, APD, AAPD, LOC, or DRG.
- **DWNHLE**: The downhole inspection priority, either high or low.
- **SURFACE**: The surface inspection priority, either high or low.

Report Totals Section

Total Spudded / Uncompleted Wells in Period: The total number of spudded wells printed on the report or, if the "Spudded but Uncompleted" option was selected, the total with a status of NOS, APD, AAPD, LOC, or DRG. A well can have multiple completions but only one spud; because of this, completions are counted separately.

Total Spudded / Uncompleted Completions in Period: The total number of completions printed on the report.

8.9.6 Well Activities Report (SNT.50)

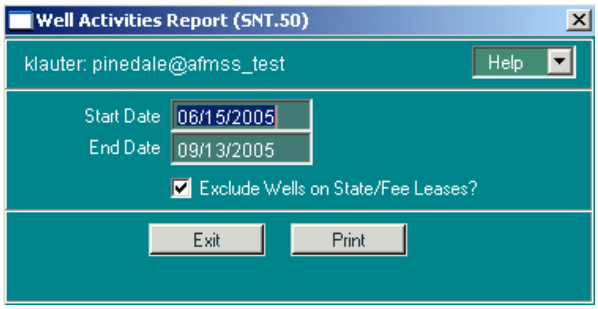


Figure 8-45: Well Activities Report (SNT.50) Window

The *Well Activities* report is a report in two separate parts: **New Wells Activities Summary** and **Old Wells Activities Summary**. Each part is treated separately below.

New Well Activities Summary Report

SNT.50: New Well Activities Summary from 06/02/2002 to 08/31/2004 for RAWLINS FIELD OFFICE

(Excluding State/Fee Wells)					Separate Completions (Producible or Usable)						
					Oil		Gas				
State	Land Category	Type of Well	New Well Starts	Number of Usable Wells Completed	POW	OSI	PGW	GSI	Service	Dry Wells & Failures (Plugged and Abandoned)	Completed to TA
WY	FEDERAL	Exp.	9	7	0	0	8	0	0	1	0
	FEDERAL	Dev.	256	209	2	1	193	23	2	9	0
	INDIAN	Exp.	0	0	0	0	0	0	0	0	0
	INDIAN	Dev.	0	0	0	0	0	0	0	0	0
	Subtotal		265	216	2	1	201	23	2	10	0
TOTAL			265	216	2	1	201	23	2	10	0

The *New Well Activities Summary* report tallies the results of drilling activity in a period. It counts well starts, completions, and failures and reports these by geographic state, further broken down by Federal wells, and finally, exploratory versus development wells.

Two specific criteria are used to select the records that appear on this report:

- It requires “query or better” security access to the current case and operator for the well completion.
- The well/well completion must be in drilling or later status before the end date of the reporting period.

Specify a **Start Date** and an **End Date** for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The **End Date** for the report is automatically set to today’s date, and the **Start Date** is set to 90 days prior to today’s date. Change either or both of these dates as needed.

There is one other option:

- Exclude Wells on State/Fee Leases?: If this option is selected, the report ignores wells where the well’s lease type is “F” (Fee) or “S” (State).

Report Detail, By Column

- Excluding State/Fee Wells
    - **STATE**: The geographic state code for the well’s surface hole location.

- **LAND CATEGORY**: The type of case, either Federal. A well is Indian if the case it is on has a tribe pointer. Otherwise it is Federal.
- **TYPE OF WELL**: The type of well, either “Exp” (Exploratory) or “Dev” (Development).
- **NEW WELL STARTS**: Count of completions whose first “DRG” or “DSI” status record occurs on or after the report start date and before the end date. If the report period is long enough that a well could be spudded and be multiply completed, this counter will click for each completion.
- **NUMBER OF USABLE WELLS COMPLETED**: The report looks up the status change immediately following any “DRG” or “DSI”. If the change occurred during the report period, and the status not “TA”, “P+A” or “ABD”, then this counter is incremented. The report checks this on a per-well basis, not a per-completion basis.

- **SEPARATE COMPLETIONS (PRODUCIBLE OR USABLE)**
  - **OIL**
    - **OIL POW**: Count of completions where the status was previously “DRG” or “DSI”, and becomes “POW”, during the period.
    - **OIL OSI**: Count of completions where the status was previously “DRG” or “DSI” and becomes “OSI”, during the period.
  - **GAS**
    - **GAS PGW**: Count of completions where the status was previously “DRG” or “DSI”, and becomes “PGW”, during the period.
    - **GAS GSI**: Count of completions where the status was previously “DRG” or “DSI”, and becomes “GSI”, during the period.
  - **SERVICE**: Count of completions where the status was previously “DRG” or “DSI”, and becomes one of the service group during the period.
- **DRY WELLS AND FAILURES (PLUGGED AND ABANDONED)**: The report looks up the status change immediately following any “DRG”or”DSI”. If the change occurred during the report period, and the status is “P+A” or “ABD”, then this counter is incremented. The report checks this on a per-well basis, not a per-completion basis.
- **COMPLETED TO TA**: The report looks up the status change immediately following any “DRG” or “DSI”. If the change occurred during the report period, and the status is “TA”, then this counter is incremented. The report checks this on a per-well basis, not a per-completion basis.

Report Totals Section

The report provides sums for the total number of wells/completions by geographic state, followed by a grand total. The totals are broken down into Federal cases.

8.9.6.1 Old Well Activities Summary

SNT.50: Old Well Activities Summary from 06/02/2002 to 08/31/2004 for RAWLINS FIELD OFFICE

(Excluding State/Fee Wells)		Completion Conversions to Service or Production and New Completions			No. of Abandoned Wells Changed to		Producible or Service Completions Exhausted Abandoned or Converted			Plugged and Abandoned Wells
State	Land Category	OIL POW & OSI	GAS PGW & GSI	Service	Service	Production	Oil	Gas	Service	
WY	FEDERAL	2	15	5	1	1	7	20	1	0
	INDIAN	0	0	0	0	0	0	0	0	0
	Subtotal	2	15	5	1	1	7	20	1	0
TOTAL		2	15	5	1	1	7	20	1	0

The *Old Well Activities Summary* report tallies the results of well status changes in a period. It counts transitions between producing, service, and abandoned states. It counts and reports these by geographic state, further broken down by Federal wells.

Two specific criteria are used to select the records that appear on this report:

- It requires “query or better” security access to the current case and operator for the well completion.
- The well must have a status change during the reporting period, and the status change must be to a status later than drilling.

Specify a **Start Date** and an **End Date** for the desired reporting period. However, when the report launcher screen appears, these dates are already filled in. The **End Date** for the report is automatically set to today’s date, and the **Start Date** is set to 90 days prior to today’s date. Change either or both of these dates as needed.

There is one other option:

- **Exclude Wells on State/Fee Leases?**: If this option is selected, the report ignores wells where the well’s lease type is “F” (Fee) or “S” (State).

Report Detail, By Column

- **Excluding State/Fee Wells**
  - **STATE**: The geographic state code for the well’s surface hole location.
  - **LAND CATEGORY**: The type of case, either Federal. A well is Indian if the case it is on has a tribe pointer. Otherwise it is Federal.
- **COMPLETION CONVERSIONS TO SERVICE OR PRODUCTION AND NEW COMPLETIONS**

  OIL

  - **OIL POW & OSI**: Counts completions where the status at the start of the period is service, or before completion, and the final status is “POW” or “OSI”.

  GAS

  - **GAS PGW & GSI**: Counts completions where the status at the start of the period is service, or before completion, and the final status is “PGW” or “GSI”.
  - **SERVICE**: Counts completions where the status at the start of the period is service, or before completion, and the final status is service-related.

- **NO. OF ABANDONED WELLS CHANGED TO**
    - **SERVICE**: Counts changes from “TA” or “P+A” to a service status during the period, and from “ABD” to service during the period.
    - **PRODUCTION**: Counts changes from TA or P+A to a producing status during the period, and from ABD to producing during the period.
- **PRODUCIBLE OR SERVICE COMPLETIONS EXHAUSTED, ABANDONED OR CONVERTED**
    - **OIL**: Counts changes from “POW” OR “OSI” to “ABD”,”TA” OR”P+A” during the period.
    - **GAS**: Counts changes from “PGW” OR “GSI” to “ABD”,”TA” OR”P+A” during the period.
    - **SERVICE**: Counts changes from service to “ABD”,”TA” OR”P+A” during the period.
- **PLUGGED AND ABANDONED WELLS**: Counts completions that change from usable to P+A during the period.

Report Totals Section

The report provides sums for the total number of wells/completions by geographic state, followed by a grand total. The totals are broken down into Federal cases.

8.9.7 Well Status Comparison (OGOR.25)

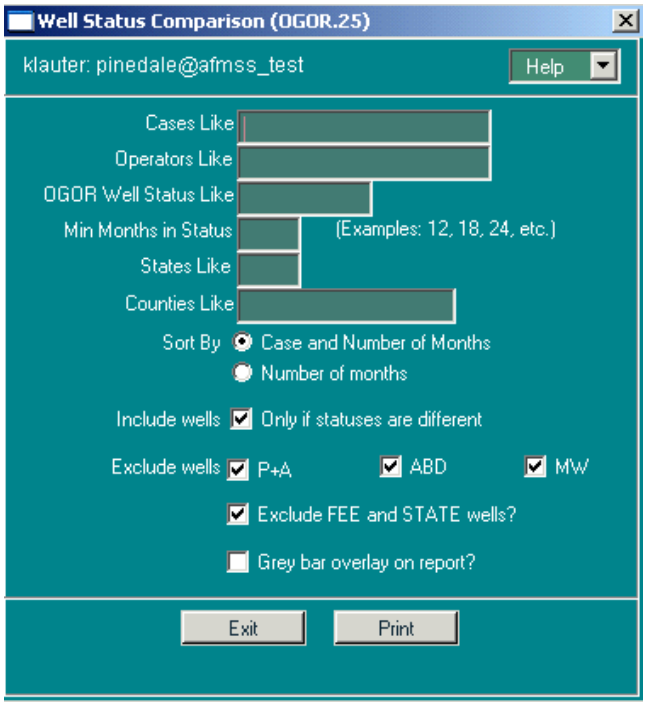


Figure 8-46: Well Status Comparison (OGOR.25) Window

The *Well Status Comparison (OGOR.25)* window provides a functional comparison between the well status in Non-Indian AFMSS and the MMS well status as reported by the operator on the OGOR 3160. The selection of records for this report is based upon the following criteria:

- The case number.
- The API well number.
- The current Non-Indian AFMSS well status.
- The start date for the current Non-Indian AFMSS well status.
- The current OGOR well reporting status.
- The first month the current well status was reported.
- The minimum months in the present status (counting from the first month of MRO status to the first day of the present month).
- The date of the last production inspection date (PI, PA or PH inspection).

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Reports**. Click the **Well Reports** pull-down menu and select **Well Status Comparison (MRO.25)**. This launches the *Well Status Comparison (MRO.25)* window.
2. **Cases Like:** Enter the case number or use wild cards for a limited range of case numbers to be searched.
3. **Operators Like**: Enter the name of an operator if desired. Use wild cards if necessary.

NOTE: Only records with the specified name will be considered.

4. **OGOR Well Status Like**: Enter the OGOR status desired for comparison if known.

NOTE: Only records with the specified status will be considered.

5. **Min Months in Status**: Enter the minimum number of months the well was in this MRO status (12, 16, 24, etc.) if known.

NOTE: Only records with the ***specified minimum or more*** months will be considered.

6. **States Like**: Enter the two letter code for the state to be searched.

NOTE: Only records with the specified state will be considered.

7. **Counties Like**: Enter the name of the county desired if known.

NOTE: Only records with the specified county will be considered.

8. Click one of the two **Sort By** buttons (select only one sort option):

   Case and number of months

   Number of months

9. Click **Include wells Only if statuses are different** for this option.

10. Click as many of the options (**P+A**, **ABD**, **MW**) as necessary next to **Exclude wells** to exclude those types of wells from the report.
11. Click **Exclude FEE and STATE wells?** to exclude them from the report.
12. **Grey Bar Overlay on Report?**: If this option is clicked, the report will contain grey stripes across alternating sets of three rows which make it easier to read. Some copiers and fax machines, however, have trouble incorporating the grey stripes.
13. Click **Print** to compile the report and display the *WinPreview* window.
14. Click **Exit** to return to the *Well Status Comparison (MRO.25)* window.
15. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

8.9.8 Well Status Summary Report (GLB.95)

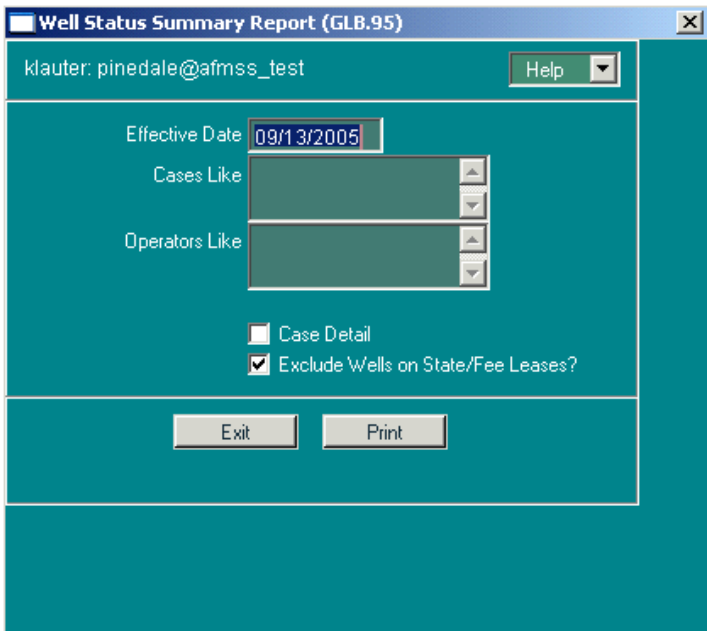


Figure 8-47: Well Status Summary Report (GLB.95) Window

The *Well Status Summary* report counts wells in various statuses as of a specified date. It counts and reports them by office, then administrative state, further broken down by Federal wells. It can optionally break down the counts to the case level, grouped by geographic state.

Specific criteria used to select the records that appear on this report:

- The well's case and operator must match if cases and operators are specified.
- The well must have some kind of identifiable status on the effective date.
- The date the well was added to the system must be on or before the user-specified effective date for the report.
- The surface hole location must have a state code.
- When a well is multiply completed, each well completion is treated as if it were a separate well.

- Case and operator selections apply to the current case and operator.

Specify an **Effective Date** for the report. The report launcher screen prefills this field with today's date. The report attempts to determine the well status on this date.

It is possible to specify additional selection criteria to limit the records on the report. The wildcard character ("%") can be used:

- **Cases Like**: If all or part of a case number is entered, only cases that match the specified information will be included.
- **Operators Like**: If all or part of an operator's name is entered, only operators that match the specified information will be included.

There are other options for the report:

- **Case Detail**: If this option is selected, the report lists individual cases, with totals by geographic state.
- **Exclude Wells on State/Fee Leases?**: If this option is selected, the report ignores wells where the well's lease type is "F" (Fee) or "S" (State).

Report Detail, By Column

- **STATE**: The geographic state code for the well's surface hole location.
- **CASE NUMBER**: The case number associated with the well completion. If the completion is part of an agreement, the Agreement number will be shown on this report. Otherwise, the Lease Number appears.
- **LAND CATEGORY**: The type of case, either Federal. A well is Indian if the case it is on has a tribe pointer. Otherwise it is Federal.
- **NEW WELLS DRILLING**
    - **Wells Active DRG**: Count of completions with a status of "DRG" (drilling) on the effective date.
    - **Wells Susp'd DSI**: Count of completions with a status of "DSI" (drilling shut-in) on the effective date.
    - **USABLE WELLS**: Count of wells with any usable completions.
- **PRODUCIBLE AND SERVICE COMPLETIONS**
    - **OIL POW**: Count of completions with a status of 'POW' on the effective date.
    - **GAS PGW**: Count of completions with a status of 'PGW' on the effective date.
    - **OIL SHUTIN OSI**: Count of completions with a status of 'OSI' on the effective date.
    - **GAS SHUTIN GSI**: Count of completions with a status of 'GSI' on the effective date.
    - **SERVICE**: Count of completions with a status of 'WIW', 'WDW', 'GIW', 'SIW', 'MW', or 'WSW' on the effective date.

- **TOTAL USABLE COMPL**: Count of completions that on the effective date, are a service well, or are ‘POW’,’PGW’,’OSI’, or ‘GSI’ status.
- **TA WELLS**: Count of completions with a status of ‘TA’ on the effective date.
- **CUM. P&A WELLS**: Count of completions with a status of ‘P+A’ on the effective date.
- **CUM ABD WELLS**: Count of completions with ABD status.
- **CUM. TOTAL WELLS**: Sum of “usable wells”, plus TA, P+A, and ABD columns.

Report Totals Section

The report provides sums for the total number of wells/completions by geographic state, followed by a grand total. The totals are broken down into Federal cases.

8.10 Brio Reports

For this section we will only show the screen shots of available Brio reports with limited narrative on criteria selection. It is assumed the user has sufficient knowledge about selecting criteria items to generate a report.

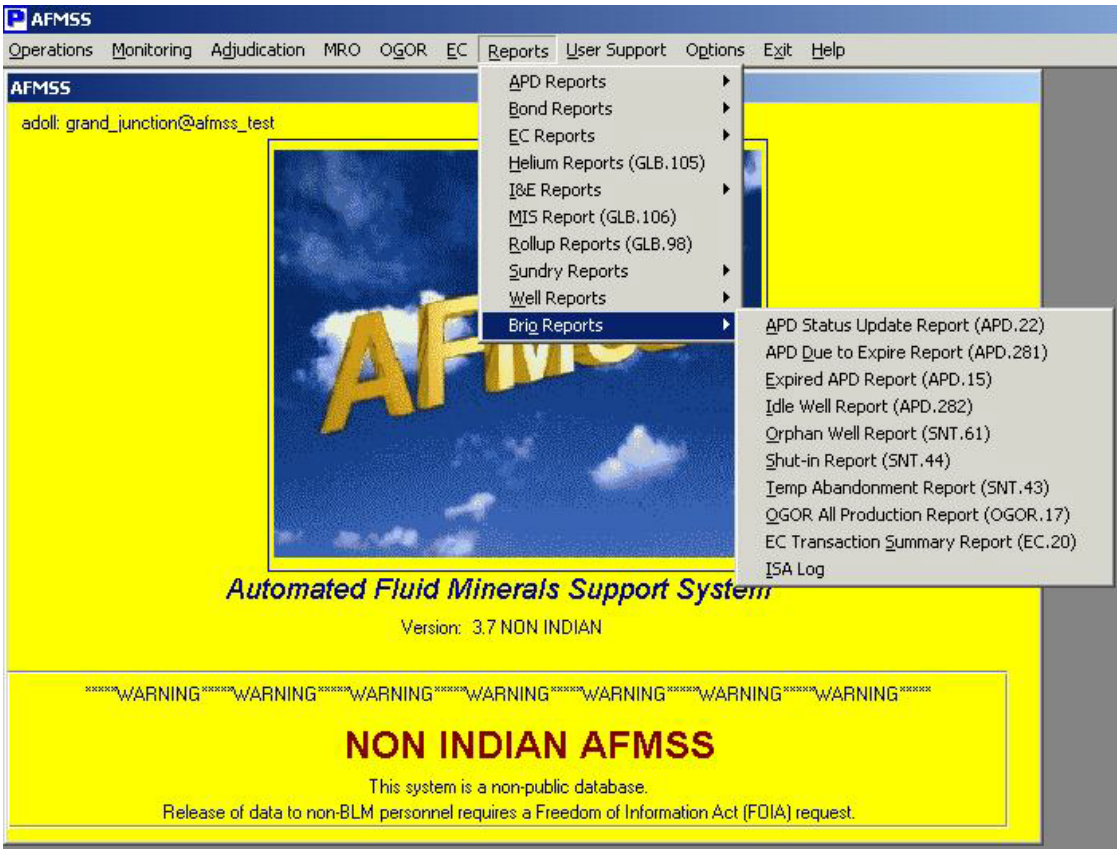


Figure 8-48: Available Brio Report Menu

8.10.1 APD Status Update Report (ADP.22)

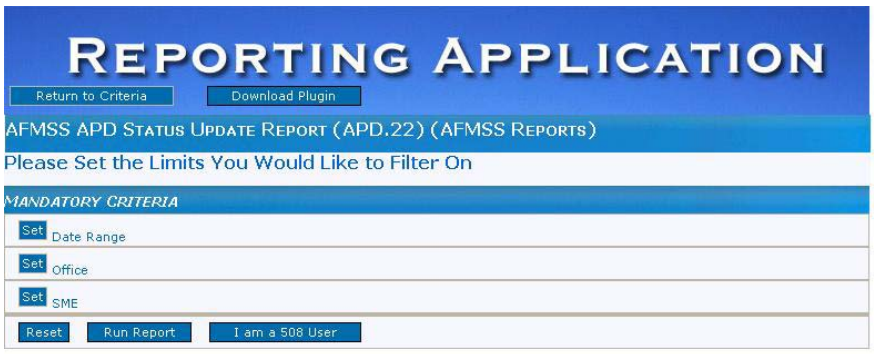


Figure 8-49: APD Status Update Report

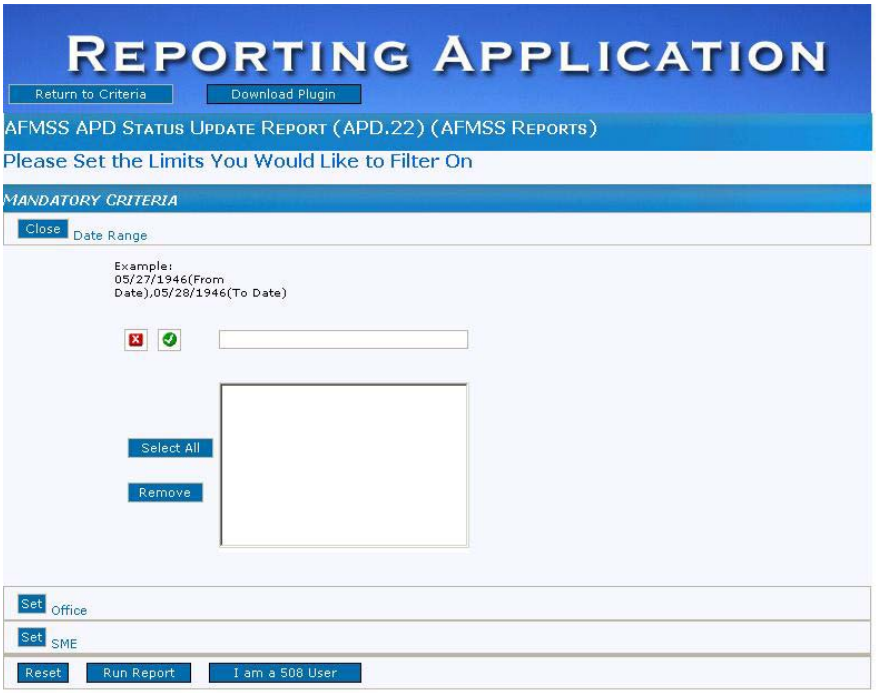


Figure 8-50: APD Status Update Report Date Range

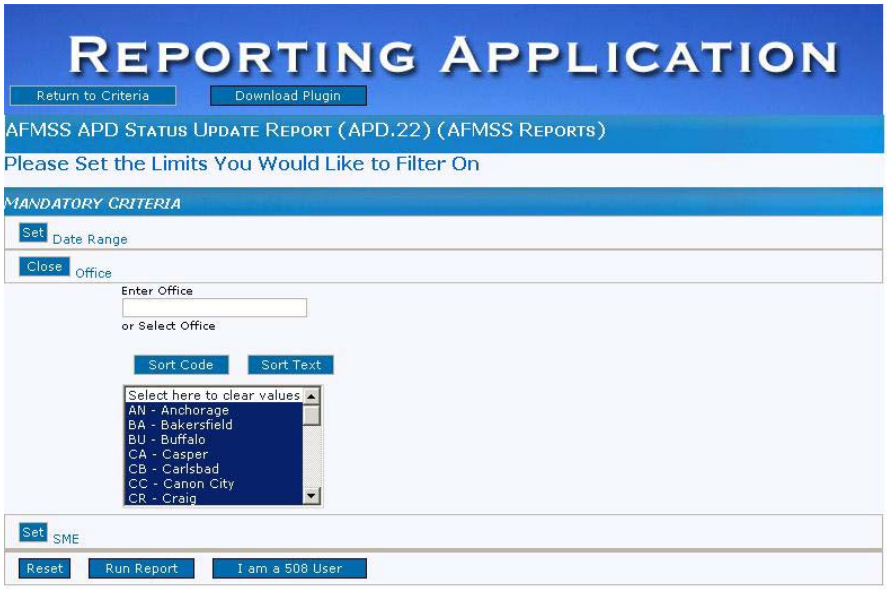


Figure 8-51: APD Status Update Report Office Selection

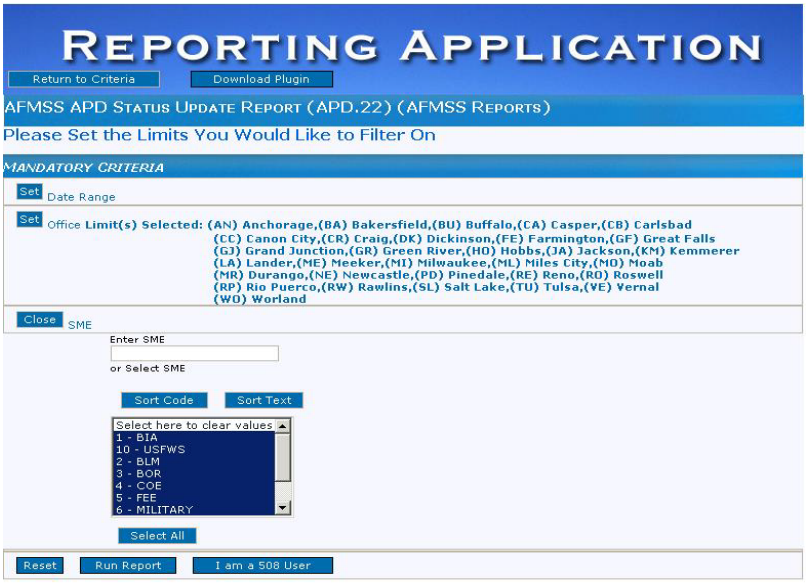


Figure 8-52: APD Status Update Report SME Selection

8.10.2 APD Due to Expire Report (APD.281)

Figure 8-53: APD Due to Expire Report

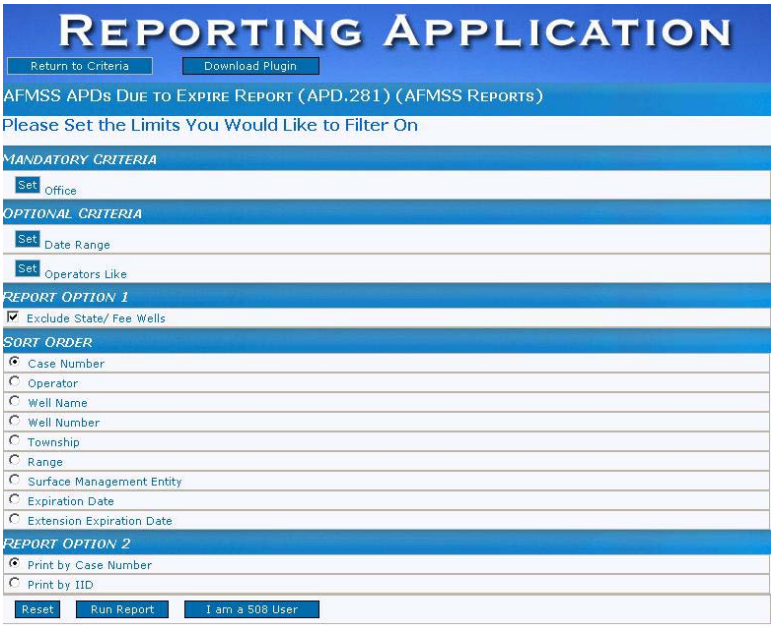


Figure 8-54: APD Due to Expire Report Criteria Selection

8.10.3 Expired APD Report (APD.15)

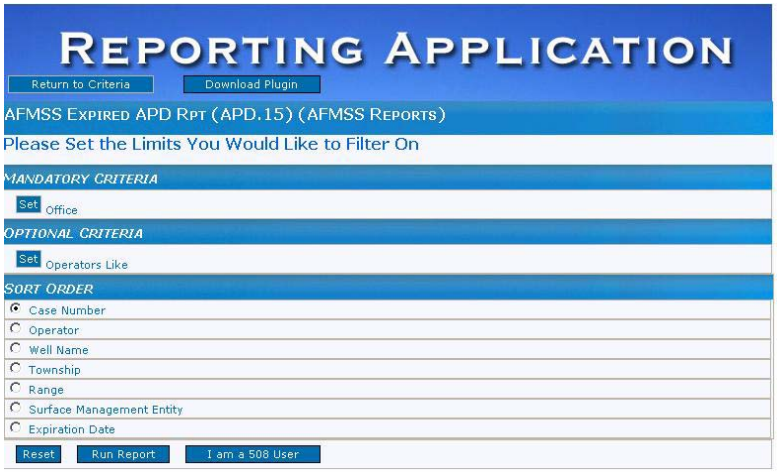


Figure 8-55: Expired APD Report

8.10.4 Idle Well Progress Report (APD.282)

Figure 8-56: Idle Well Progress Report

8.10.5 Orphan Well Report (SNT.61)

Figure 8-57: Orphan Well Report

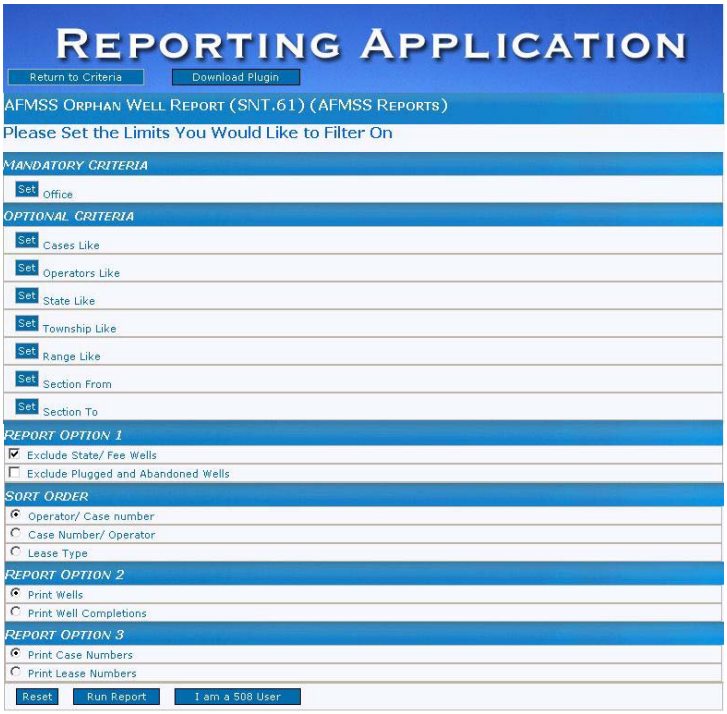


Figure 8-58: Orphan Well Report Criteria Selection

8.10.6 Shut-In Well Report (SNT.44)

Figure 8-59: Shut-In Well Report

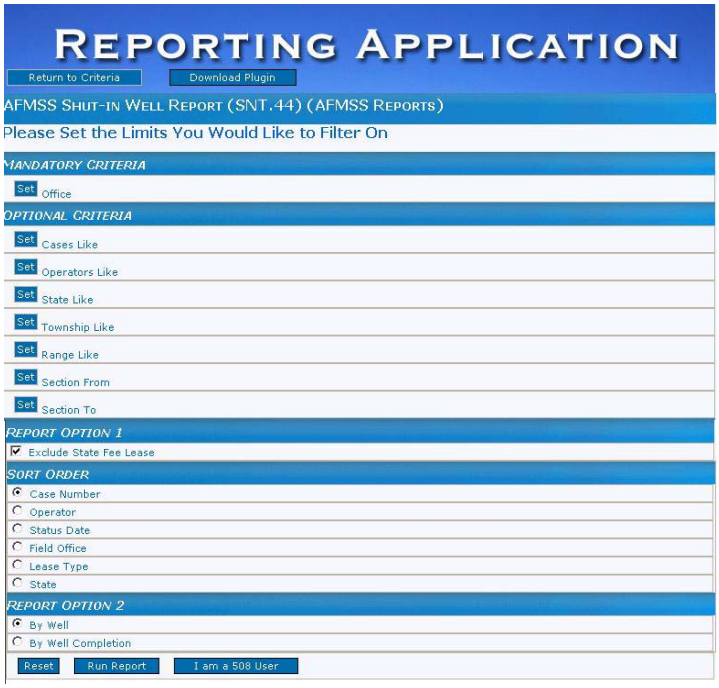


Figure 8-60: Shut-In Well Report Criteria Selection

8.10.7 Temp Abandonment Report (SNT.43)

Figure 8-61: Temp Abandonment Report

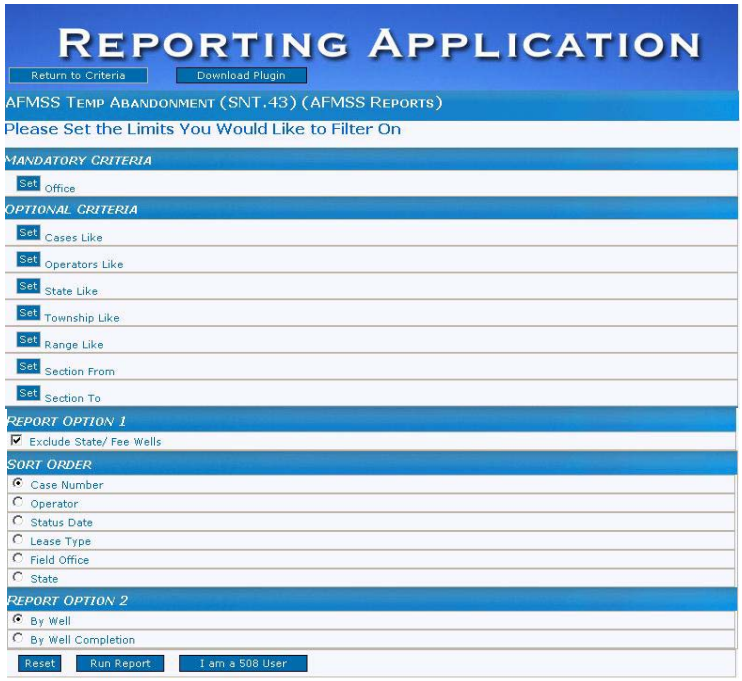


Figure 8-62: Temp Abandonment Report Criteria Selection

8.10.8 OGOR All Production Report (OGOR.17)

Figure 8-63: OGOR All Production Report

Figure 8-64: OGOR All Production Report Office Criteria Selection

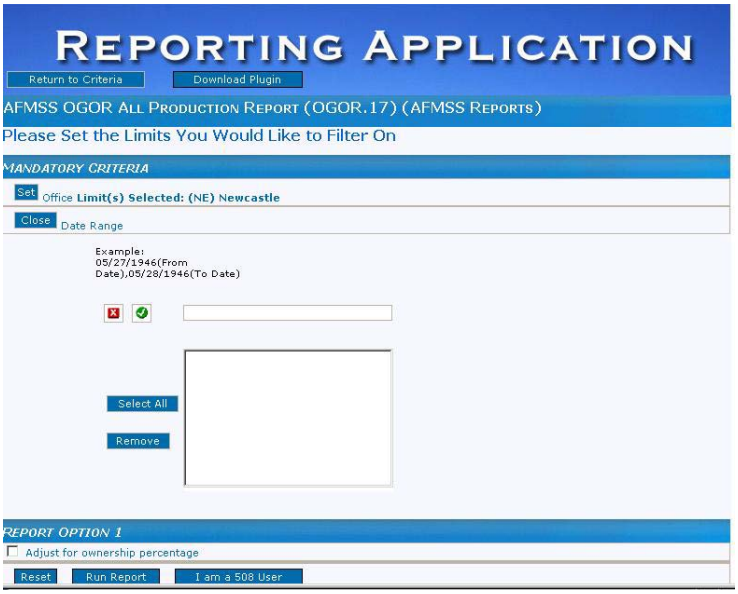


Figure 8-65: OGOR All Production Report Date Criteria Selection

8.10.9 EC Transaction Summary Report (EC.20)

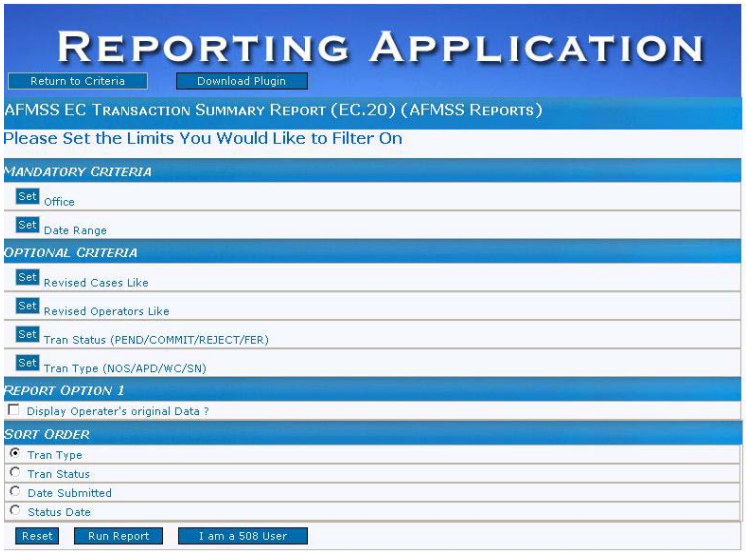


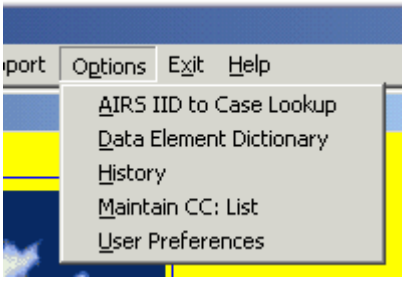
Figure 8-66: EC Transaction Summary Report

8.10.10 ISA Log

The ISA Log is for programmer use only and is disabled for general users.

9 Options

This chapter reviews the Non-Indian AFMSS functions that are launched from the **Options** submenu on the *Non-Indian AFMSS Main Menu*.



9.1 AIRS IID to Case Lookup

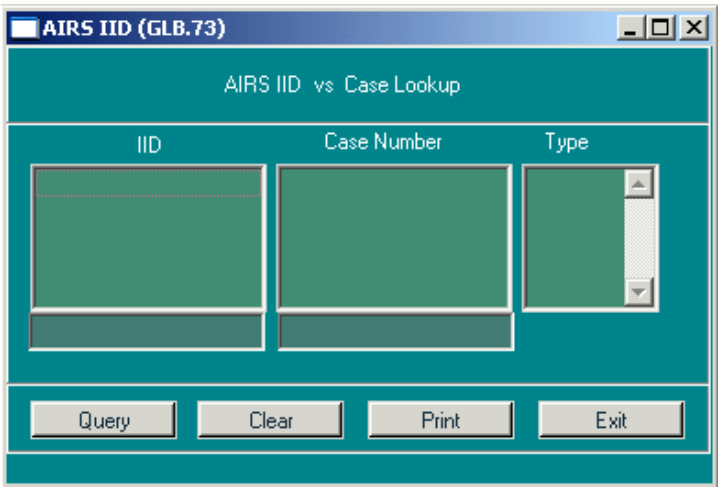


Figure 9-1: AIRS IID (GLB.73) Window

This section demonstrates how to find a non-Indian AFMSS case number (ALMRS format) by using the AIRS IID (wild cards allowed) or find the IID by using the case number.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Options** and then select **AIRS IID to Case Lookup**. This launches the *AIRS IID (GLB.73)* window.
2. Find the Non-Indian AFMSS Case Number:
   a. Enter the IID (use wildcards if necessary) into the QBE field at the bottom of the IID column.
   b. Click **Query** to search the database and list the records.
3. Find the **AIRS IID**:
   a. Enter the case number (use wildcards if necessary) into the QBE field at the bottom of the **Case Number** column.
   b. Click **Query** to search the database and list the records.
4. Click the **Clear** button to remove all data from the window and try again.

5. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.

Click the **Exit** button as required to return to the *Non-Indian AFMSS Main Menu*.

9.2 History

The effective dates concerning operator or status histories for a well or case can be changed with the windows accessed through the History button. These windows tie-in with the MMS database and there is some sensitivity regarding changes. Ensure that any work in these windows has been verified for MMS.

9.2.1 History Finder Window

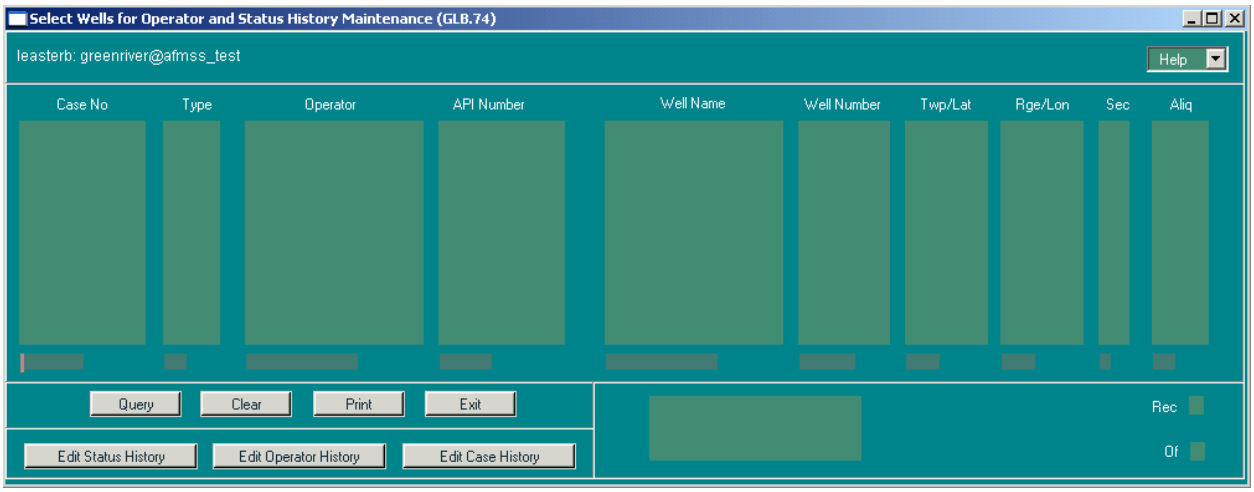


Figure 9-2: Select Wells for Operator and Status History Maintenance (GLB.74) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Options** and then **History**.
2. This launches the *Select Wells for Operator and Status History Maintenance (GLB.74)* window. This is the finder window for the history records and activities.
3. Use one of the following methods to do a query.
   a. Insert query data (case number, operator name, well name) into the input fields. Use the wildcard (%) if necessary. Click Query. When the query is completed, data will fill the fields. If no records were available, the status box will reflect this.
   b. Do not insert any query data; simply click **Query**. Answer *yes* to the popup "*No QBE Data Entered. Are you sure you want to query all Records*" **This query searches all Non-Indian AFMSS records and can be a time consuming operation.**
4. Use the **Clear** button to remove data from the window if a mistake is made. Then re-query if necessary.
5. Highlight the desired record or records.

6. Click **Edit Status History** to edit a well status.
7. Click **Edit Operator History** to edit operator data.
8. Click **Edit Case History** to edit the case status.
9. Click **Print** to make a hardcopy of the window.
10. Click **Exit** in *GLB.74* to return to the *Non-Indian AFMSS Main Menu*.

9.2.2 Well Status History

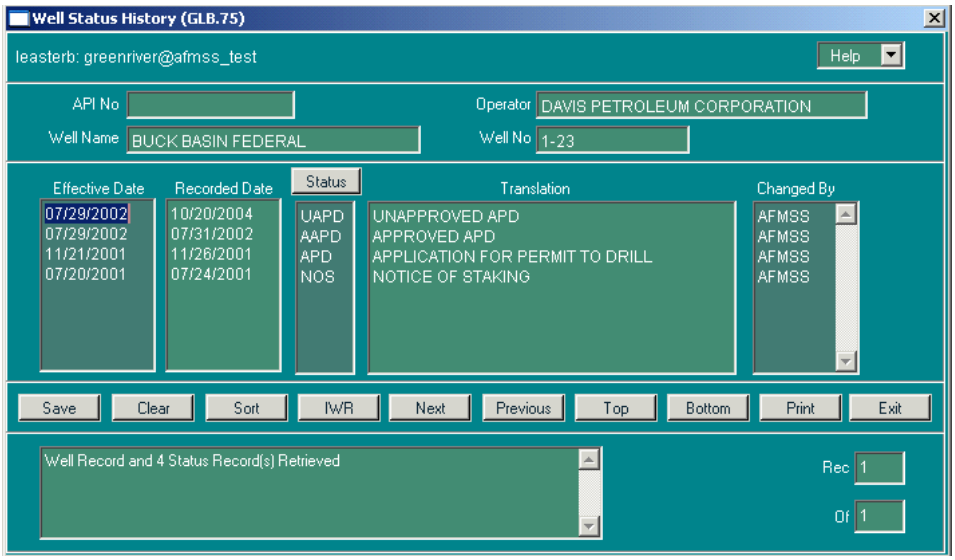


Figure 9-3: Well Status History (GLB.75) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Options** and then **History**. This launches the *Select Wells for Operator and Status History Maintenance (GLB.74)* window. Perform a query.
2. Highlight the desired record or records.
3. Click **Edit Status History** to launch the *Well Status History (GLB.75)* window. Multiple records selected from *GLB.74* are accessible one record at a time in *GLB.75*. The records are stacked. Use the toggle buttons (Next, Prev, Top, Bottom) to find the desired record.
4. Press **Sort** to stack the records in the desired order if necessary.
5. Highlight the desired record.
6. Press the **Status** button on *GLB.75* to launch a picklist of valid codes. Click in the left field for the code, not in the description of the code, to change a status code.

NOTE: If the record does not contain an API number and a change status valid code is selected a popup message will appear; "Status change not allowed for wells without API numbers. Please use Well Header to set up API number." Press ***Okay*** to return to the *GLB.75*.

7. Press **IWR** to display the IWR copy. Press **Print** to launch the *WinPreview* window of the Individual Well Record of the record displayed. Press **Exit** to return to *GLB.75*.
8. Use **Clear** to remove all data entered in the window since opening it or since the last Save. Data that has already been saved to the database will not be affected by the clearing action.
9. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy. Press **Exit** to return to *GLB.75*.
10. Press **Save** before exiting the record. (Answer *yes* to the query "Save to Non-Indian AFMSS?" Notice that once the database saves the record the status box reflects that the main window data were saved to Non-Indian AFMSS and that the customer tables were updated).
11. Deleting a row that was entered in error is accomplished by removing data in the **Effective Date** field for that line. Double click in the field to highlight it then click on the keyboard <**Backspace**> key to remove the data. Click **Save** again. The line will be removed from the display.
12. Press **Exit** in GLB.75 to return to the *Select Wells for Operator and Status History Maintenance (GLB.74)* window.

9.2.3 Operator History

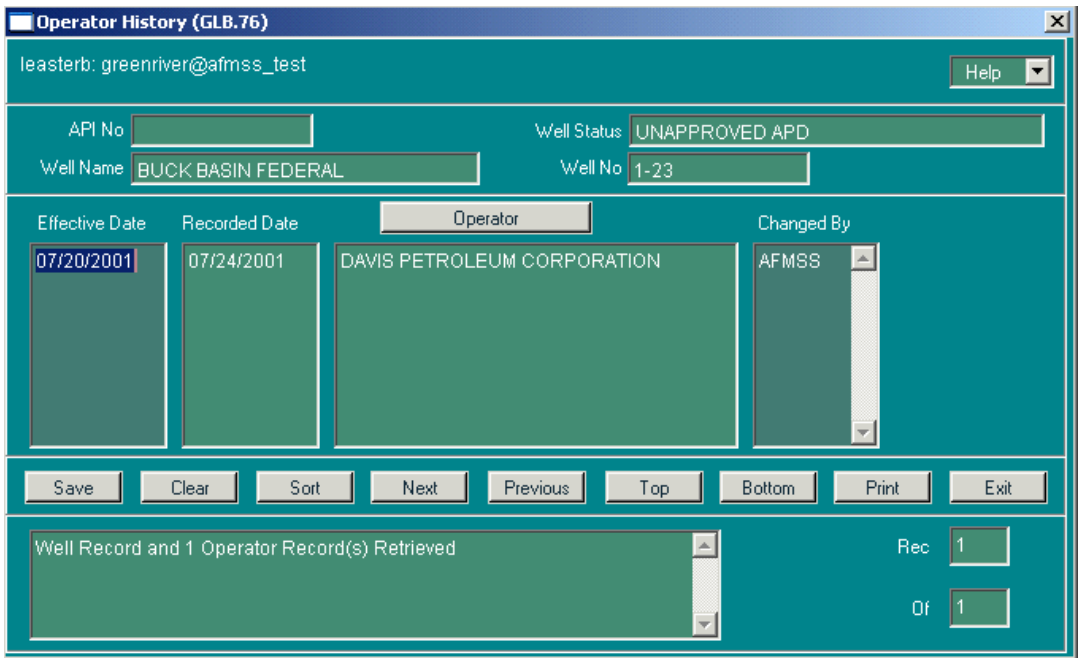


Figure 9-4: Operator History (GLB.76) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Options** and then **History**. This launches the *Select Wells for Operator and Status History Maintenance (GLB.74)* window. Perform a query.

2. Highlight the desired record.
3. Click **Edit Operator History** to launch the *Operator History (GLB.76)* window.
4. Multiple records selected from *GLB.74* are accessible one record at a time in *GLB.76*. The records are stacked. Use the toggle buttons (**Next, Prev, Top,** and **Bottom)** to find the desired record.
5. Press **Sort** to stack the records in the desired order if necessary.
6. Press the **Operator** button to launch the *Non-Indian AFMSS Customer Selection (GLB.11)* window. *GLB.11* is used only for a picklist here; the customer type may not be changed when the screen is being used as a picklist. Click on the operator name desired. Click **Exit** to return to *GLB.76*.
7. Use **Clear** to remove all data entered in the window since opening it or since the last Save. Data that has already been saved to the database will not be affected by the clearing action.
8. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
9. Press **Save** before exiting the record. (Answer *yes* to the query "Save to Non-Indian AFMSS?" Notice that once the database saves the record, the status box reflects that the main window data were saved to Non-Indian AFMSS and that the customer tables were updated).
10. Deleting a row that was entered in error is accomplished by removing data in the **Effective Date** field for that line. Double click in the field to highlight it then click on the keyboard <**Backspace**> key to remove the data. Click **Save** again. The line will be removed from the display.
11. Press **Exit** in GLB.76 to return to the *Select Wells for Operator and Status History Maintenance (GLB.74)* window.

9.2.4 Case History

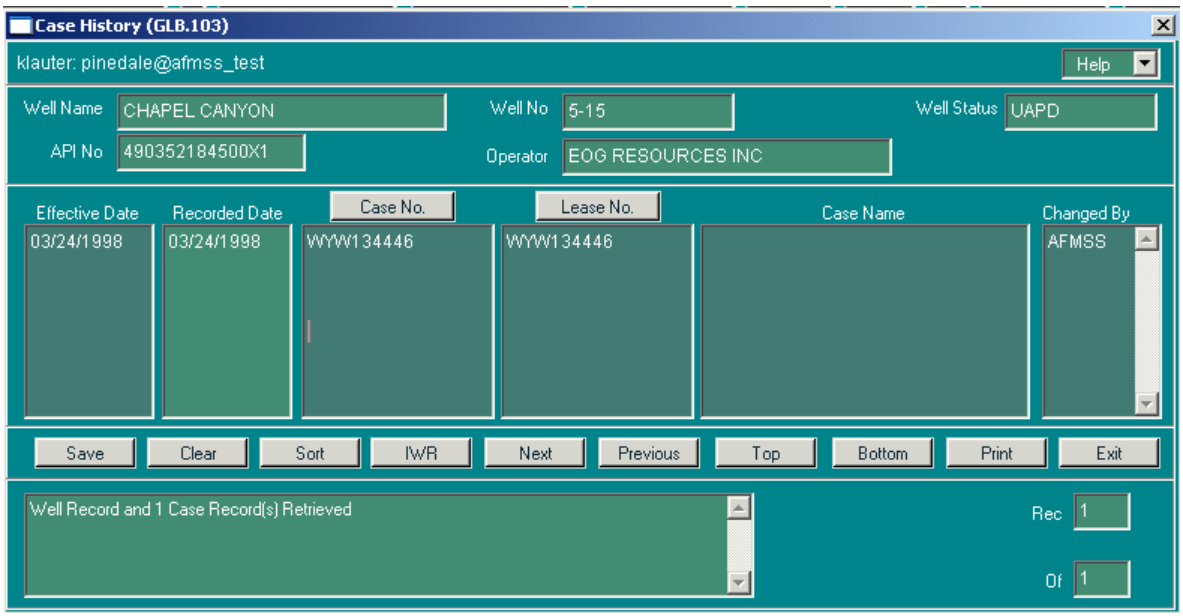


Figure 9-5: Case History (GLB.103) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Options** and then **History**. This launches the *Select Wells for Operator and Status History Maintenance (GLB.74)* window. Perform a query.
2. Highlight the desired record.
3. Click **Edit Case History** to launch the *Case History (GLB.103)* window.
4. Multiple records selected from *GLB.74* are accessible one record at a time in *GLB.103*. The records are stacked. Use the toggle buttons (**Next, Prev, Top,** and **Bottom)** to find the desired record.
5. Press **Sort** to stack the records in the desired order if necessary.
6. Edit the necessary field or fields. Click the **Case No**. and **Lease No**. buttons to display these picklists, perform a query, and select the appropriate number in each. Click Exit to return to *GLB.103*.
7. Press **IWR** to launch the *WinPreview Individual Well Record* window. Press **Print** for a hardcopy of the record displayed. Press **Exit** to return to *GLB.103*.
8. Click **Clear** to remove data entered in the window since opening it or since the last Save. Data that has already been saved to the database will not be affected by the clearing action.
9. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy. Press **Exit** to return to *GLB.103*.

10. Press **Save** before exiting the record. (Answer *yes* to the query "Save to Non-Indian AFMSS?" Notice that once the database saves the record the status box reflects that the main window data were saved to Non-Indian AFMSS and that the customer tables were updated).
11. Deleting a row that was entered in error is accomplished by removing data in the **Effective Date** field for that line. Double click in the field to highlight it then click on the keyboard <**Backspace**> key to remove the data. Click **Save** again. The line will be removed from the display.
12. Press **Exit** in GLB.103 to return to the *Select Wells for Operator and Status History Maintenance (GLB.74)* window.

9.3 EC Approval CC: (MNT.50)

The *EC Approval CC: (MNT.50)* window provides the capability to build a picklist of email addresses for the contacts that need to receive final approval emails.

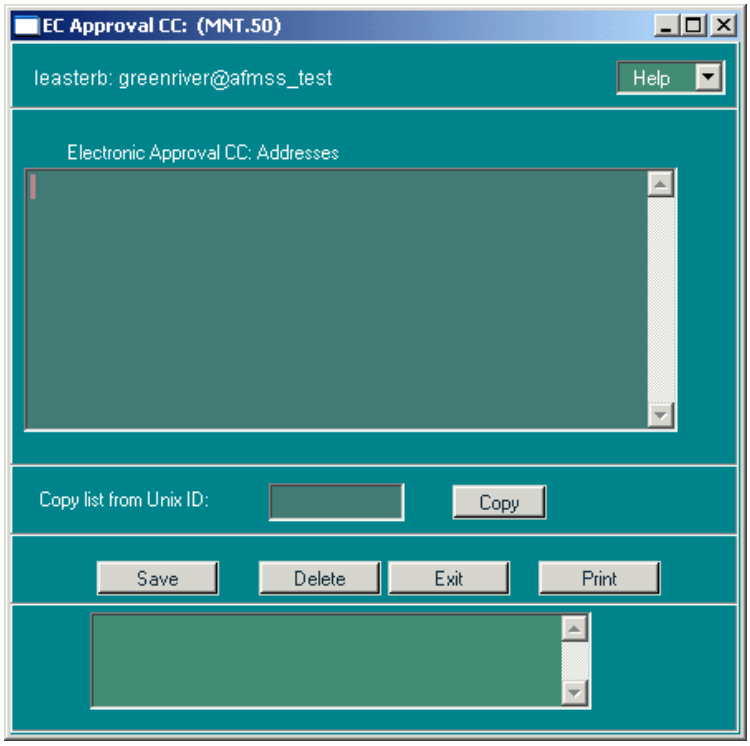


Figure 9-6: EC Approval CC: (MNT.50) Window

Procedures

1. In the *Non-Indian AFMSS Main Menu* click **Options** and select **Maintain CC: List** to launch the *EC Approval CC: (MNT.50)* window.
2. **Electronic Approval CC: Addresses**: Type one email address per line. Click in the next line after each entry to type in another.
3. **Copy list from Unix ID:** Enter the UNIX identifier of another person then click **Copy** to duplicate and add their email addresses to a separate file.

4. Select an email address and click **Delete** to remove it from the file.
5. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
6. Click **Exit** to return to the *Non-Indian AFMSS Main Menu*.

9.4 User Preferences

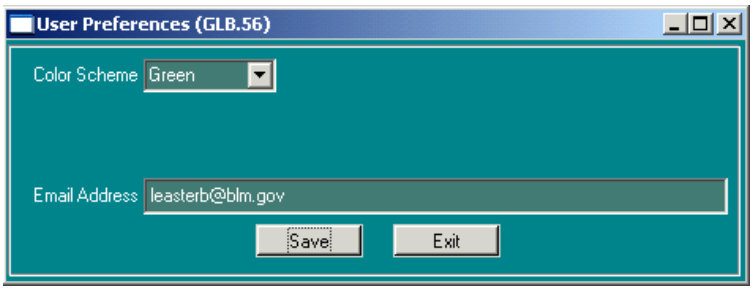


Figure 9-7: User Preferences (GLB.56) Window

This section demonstrates how to change the color scheme and provide a user email address.

Procedures

1. In the *Non-Indian AFMSS Main Menu* click **Options** and select **User Preferences**. This will open the *User Preferences (GLB.56)* window.
2. Select desired color scheme from the picklist displayed when the button to the right of the field is clicked. clicking the appropriate button. For a high contrast scheme, select the **Default** option.
3. Type in the user's email address.
4. Click the **Save** button. An alert message advises to restart the database to activate the color scheme change.
5. Click the **Exit** button on the *Non-Indian AFMSS Main Menu*.
6. Restart Non-Indian AFMSS to invoke changes. (Changes will not take place until Non-Indian AFMSS is restarted).

10 Reviews/Approvals

The following BLM reviews and approvals may be required for operator submitted requests:

- Adjudication
- Engineering
- Geologic
- Surface
- Approval

- Oral Approval (may be needed for an noi only)

The following operator submitted requests may require some or all of the reviews listed above:

- NOS
- APD
- Sundry
- Well Report

There are several windows in Non-Indian AFMSS that record the various reviews during the processing of a well. All of these review windows track useful information and should be completed by the appropriate discipline (Surface, Geologic, Engineering, and Adjudication). The review window for each of the disciplines remains the same for the various operator submissions, although the data displayed in each may vary depending upon the source window that *called* the review window.

For example, the *Non-Indian AFMSS Adjudication Review (GLB.77)* window may be called from the following source windows. The *type* of Adjudication Review data is determined by the source window.

- **For an nos or APD**: From the *Non-Indian AFMSS Well List (GLB.89)* window by the **APD Reviews** button that displays a picklist; click **Adjudication.**
- **For a sundry**: From the *Non-Indian AFMSS Well List (GLB.89)* window; click the **Sundry List** button that launches the *Non-Indian AFMSS Sundry List for Well (SNT.38)* window; click either the **NOI Reviews** or **SR Reviews** button that displays a picklist; click **Adjudication.**
- **For a well report**: From the *Non-Indian AFMSS Well List (GLB.89)* window; click the **New Well Rpt** button that launches the *Non-Indian AFMSS Well Report Status (WRT.11)* window; click the **Reviews** button that displays a picklist; click **Adjudication**.

10.1 Accessing Review Windows

There are multiple links that lead to the review windows depending on the type of task. The more frequently used routes are listed below. It is assumed for the purposes of this section that the review window described is open.

From the *Non-Indian AFMSS Main Menu* select Operations then select **Facilities**. This launches the *Non-Indian AFMSS Facility List (GLB.93)* window. Query by entering information into one or more of the input fields. Click the **Query** button and highlight the necessary facility record. Click the **Sundries** button. This launches the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* window. Click either the NOI **Review** or SR Review button and select **Adjudication**. This launches the *Non-Indian AFMSS Adjudication Review (GLB.77)* window.

From the *Non-Indian AFMSS Main Menu* select **Operations** then **Wells**. This launches the *Non-Indian AFMSS Well List (GLB.89)* window. Enter the appropriate query data and click **Query**. Select the record desired. From this point there are a number of ways to the review windows including the following:

- Click **APD Reviews** and choose **Adjudication** from the options displayed.

- Click the **Pending APD** button without entering any well record information. This launches the *Non-Indian AFMSS APD Status (APD.3)* window. Make sure that the **Pending** radio button is checked. Click the **Query** button. Highlight the necessary well record. Click **Adjudication**.
- Click the **Sundry List** button. This launches the *Non-Indian AFMSS Sundry List for Well (SNT.38)* window. Click on **NOI Reviews** or **SR Reviews** and choose **Adjudication** from the options displayed.
- Click the **Pending Sundry** button. This launches the *Non-Indian AFMSS Sundry Status (SNT.35)* window that shows all pending sundry notices for the selected well. However, all the data fields in *SNT.35* will be blank when it opens if there are no pending items for the selected well. Click **Reviews** and choose **Adjudication** from the options displayed.

From the *Non-Indian AFMSS Main Menu* select **Monitoring** then select **Facilities**. This launches the *Non-Indian AFMSS Facility List (GLB.93)* window. Query by entering information into one or more of the input fields. Click the **Query** button and highlight the necessary facility record. Click the **Sundries** button. This launches the *Non-Indian AFMSS Sundry List for Facility (SNT.58)* window. Click on **NOI Reviews** or **SR Reviews** and choose **Adjudication** from the options displayed.

10.2 Adjudication Reviews

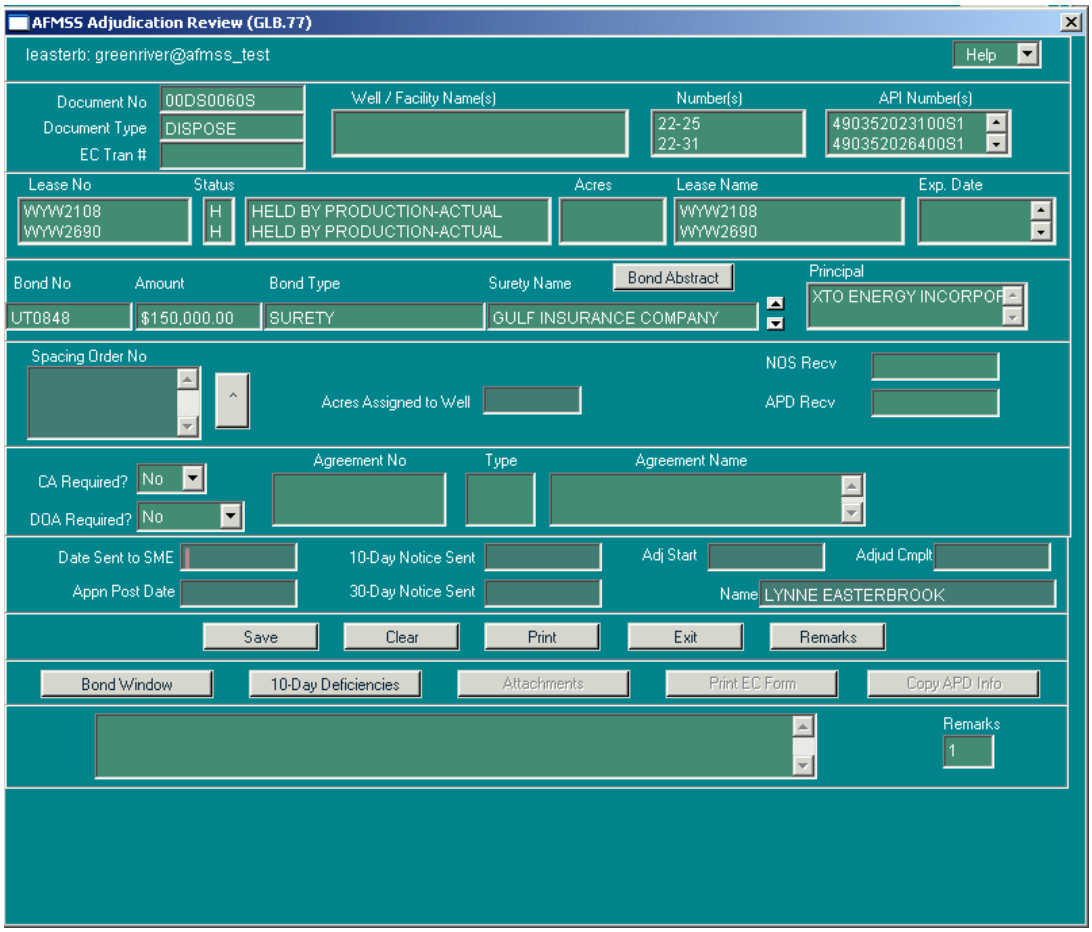


Figure 10-1: Non-Indian AFMSS Adjudication Review (GLB.77) Window

Adjudication reviews are documented through the *Non-Indian AFMSS Adjudication Review (GLB.77)* window. These are the only reviews that require bond information.

NOS Notes: In most cases a cursory adjudication review and surface review are conducted for a NOS. There may not be engineering or geologic reviews.

Procedures

1. It is assumed that the *Non-Indian AFMSS Adjudication Review (GLB.77)* window is displayed.
2. The two upper sections of data fields autopopulate as the window opens.
3. The **EC Trans #** field will contain a number if this is an EC transmission. If it is not an EC transmission, the **Attachments** and **Print EC Form** buttons on the lower row of activity buttons will be grayed-out.
4. The reviewer's name field in the lower right section can be edited. It continues to display the user name if the reviewer is missing; which is the case until the record is saved.
5. As it opens, the cursor defaults to the **Date Sent to SME** field.
6. **Bond No**: This is a display-only field. Use the scroll bars to the right of the **Surety Name** field to display multiple bonds if applicable.

7. **Bond Abstract**: This button launches the browser containing the *Bond Abstract Report* for the selected well.
8. To add, delete, or edit bond information, click the **Bond Window** button as described below.
9. Click **Bond Window** to display the *Bond Status and Information (GLB.67)* window. Existing bonds will appear in the non-input fields and may be selected as from a picklist. Use this window to enter or update bond information, use the display as a picklist, query, edit, add, or delete bonds. Select the appropriate bond record, then click **Exit** to return to the adjudication window. All the other bond data fields will autopopulate with data from the selected bond.
10. **Spacing Order No**: Enter the well spacing order number assigned by the State Oil and Gas Regulatory Agency. This is a multiple entry field. (This data field is not applicable to a facility).

    NOTE: Click on the button next to the **Spacing Orde**r field if a spacing order is necessary and the number is unknown. This launches the *Spacing Order (GLB.66)* window. Query for the spacing order, select it and exit. Usually the site USP or adjudicator enters the spacing order.
11. **Acres Assigned to Well**: Enter the number of acres assigned to the well. (This data field is not applicable to a facility).
12. **NOS Recv:** Displays the date the NOS was received.

13. **APD Recv**: Displays the date the APD was received.
14. **CA Required**: If a communization agreement (CA) is required toggle the button to **Yes**. If it is not toggle to No.
15. Agreement No/Type/Agreement Name: Enter the agreement data.
16. **DOA Required?**: (Designation of Agent)**:** Adjudicate whether an operator has the right to drill and complete on a unit well—*No/Yes/Approved*. This is well-by-well, not by lease or agreement.
17. **Date Sent to SME**: Enter the date that BLM sent the application to the SME.
18. **10-Day Notice Sent**: Enter the date the 10-day notice was sent to the operator. (This data field is not applicable to a sundry).
19. **Adj Start**: Enter the date the Adjudication Review was started.
20. **Adjud Cmplt**: Enter the date that the adjudication review was complete.
21. **Appn Post Date**: Enter the date that the application was posted. (This data field is not applicable to a sundry).

NOTE: This date will autopopulate from the NOS adjudication review to the APD adjudication review if *yes* was selected when the APD record was saved in the *Non-Indian AFMSS Well Header Review (GLB.90)* window.

22. **30-Day Notice Sent**: Enter the date that a 30-day notice was sent to the operator. A notice could be a letter, fax, telephone call, email, etc. (This data field is not applicable to a sundry).
23. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window. Edit an existing remark to revise or add more information. Do not add new remarks to track events or receipt of documentation. Click **Exit** to return to *GLB.77*.

NOTE: The review windows provide the capability to attach remarks relating to the specific discipline. These remarks can be viewed by other reviewers, so enter remarks pertinent to the review that is being documented. However, only the *Non-Indian AFMSS Approval (GLB.81)* window will be used to extract information; this means that only the Approval remarks will be used to determine the reason for an approval delay. It is therefore very important that all information on the Approval window is accurate and complete.

24. Click **Attachments** to view any documents (maps, directions, reports) submitted by the operator via electronic commerce (EC).

NOTE: If the **Attachment** button is grayed-out, there are no attachments available for this record.

25. Click **Print EC Form** to launch the *Print EC Form (EC.23)* window. To see the original data as submitted by the operator, select **Original: Operator-submitted data**. To see changes made in Non-Indian AFMSS for the record (a change in disposition or the name of the Approver) select **Revised: Non-Indian AFMSS data**. Either of these two options permit selection of **Include Revisions Page?** to include a page that displays operator-submitted data beside Non-Indian AFMSS revisions. Click **Print** to launch the *WinPreview* window. Click **Exit** to return to *EC.23*, then click Exit to return to *GLB.77*.

26. Click **10-Day Deficiencies** to launch the *Non-Indian AFMSS 10-Day Deficiencies (GLB.77a)* window (Figure 10-1a). This window is used to track the deficiencies identified within 10 days from the receipt of an APD. The upper portion is a display-only section containing well information. The mid section contains a picklist of common deficiencies, selected by clicking on a row or multiple rows to highlight.

27. Click into the first position in the **Remarks** section and enter remarks to define the deficiencies and explain how the operator was notified of them. Click on **Save**. Click **Exit** to return to *GLB.77*.

28. After the operator has responded to the identified deficiencies, go back into *GLB.77a* and enter that date into the **Operator Responded to Deficiencies** date field. If there were more than one deficiencies, enter the date of the latest response. Click **Exit** to return to *GLB.77*.

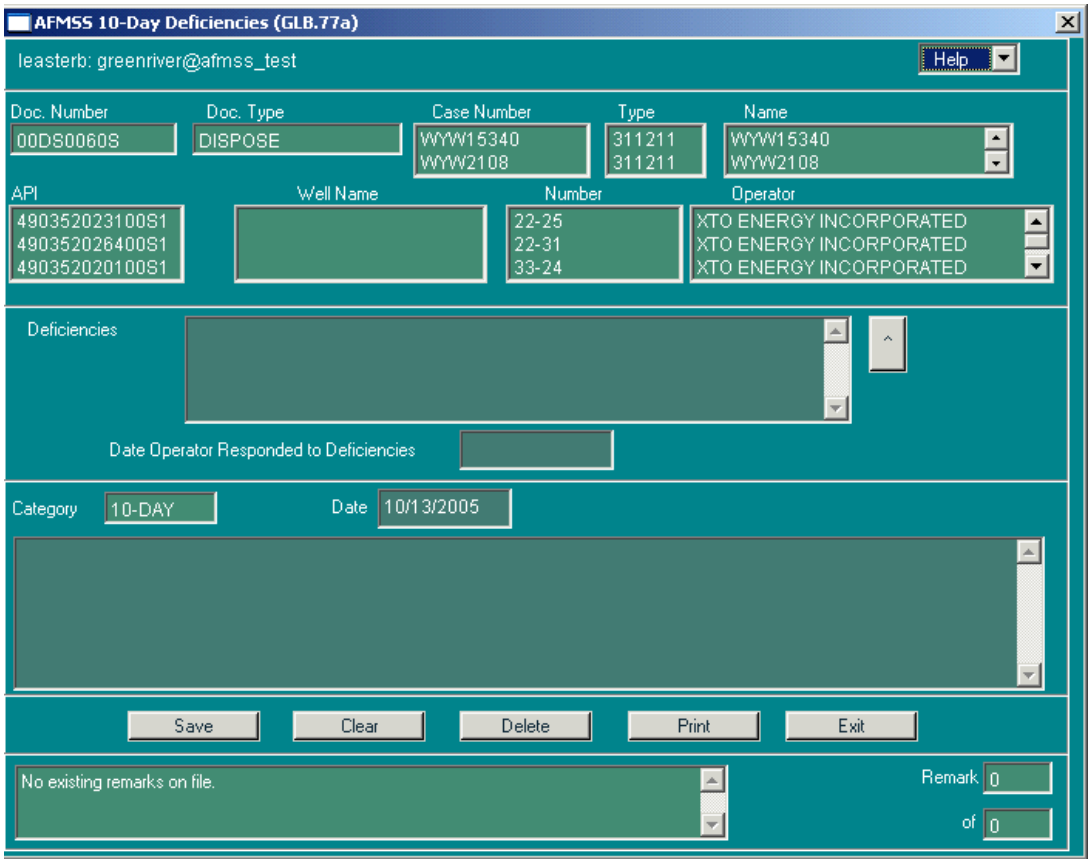


Figure 10-1a: Non-Indian AFMSS 10-Day Deficiencies (GLB.77a) Window

29. Click **Copy APD Info** to launch the *Non-Indian AFMSS Copy APD Information (APD.25)* window to copy the adjudication review from the current record into the *APD.25* queried APDs.

30. Click **Print** to make a copy of the window data.

31. Click the **Save** button.

32. Click the **Exit** button to return to the source window.

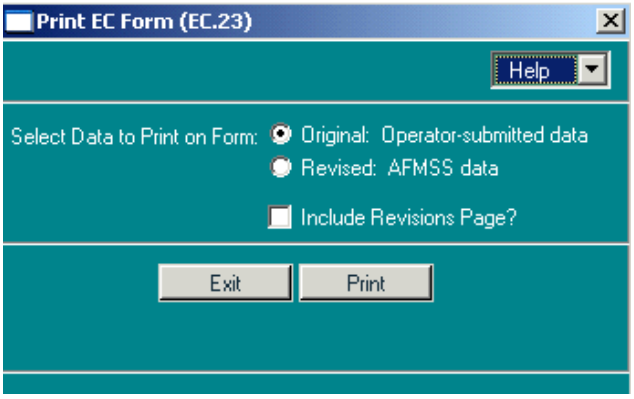


Figure 10-2: Print EC Form (EC.23) Window

10.3 Engineering Review

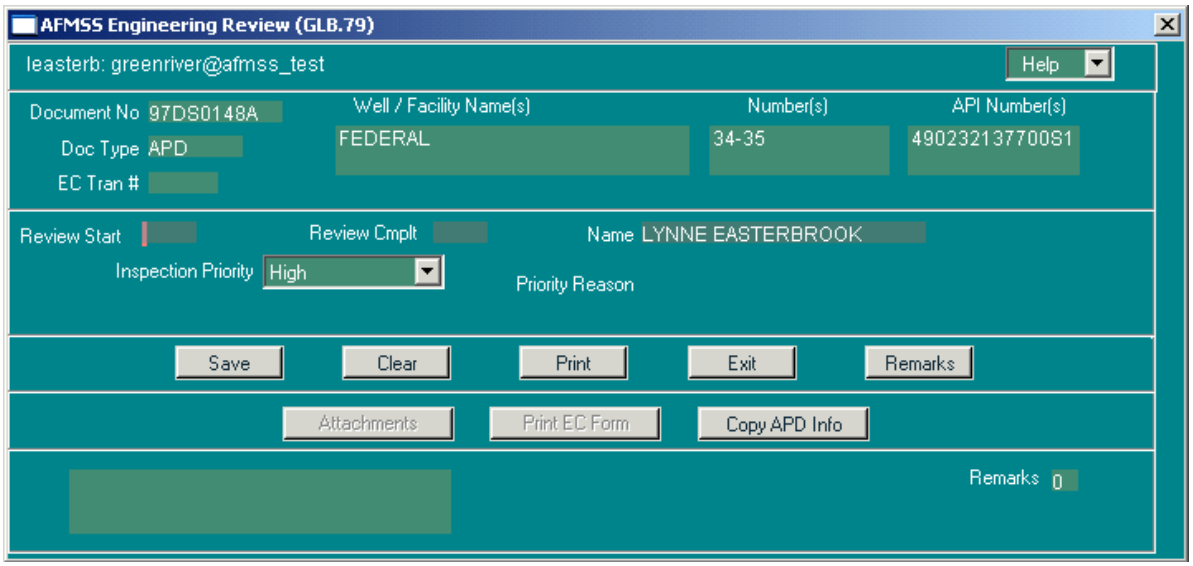


Figure 10-3: Non-Indian AFMSS Engineering Review (GLB.79) Window

Engineering reviews are documented through the *Non-Indian AFMSS Engineering Review (GLB.79)* window. Priorities are set at the APD level and cannot be changed at the Sundry level.

NOS Notes: In most cases a cursory adjudication review and surface review are conducted for a NOS. There may not be engineering or geologic reviews.

Procedures

1. It is assumed that the *Non-Indian AFMSS Engineering Review (GLB.79)* window is displayed.
2. The upper section of data fields autopopulates as the window opens.
3. The **EC Trans #** field will contain a number if this is an EC transmission. If it is not an EC transmission the **Attachments** and **Print EC Form** buttons on the lower row of activity buttons will be grayed out.

4. **Review Start**: Enter the date the Engineering Review was started by the Engineer.
5. The reviewer's name field can be edited. It displays the user name if the reviewer is missing, which is the case until the record is saved.
6. **Review Cmplt**: Enter the engineering review completion date. This field autopopulates but can also be edited.
7. **Inspection Priority**: The engineer and NRS assign a priority for inspection of the well location. Click the toggle button and select either high or low. The system will automatically go to the **Priority Reason** field. To use the priority currently showing, tab to **Priority Reason**.
8. **Priority Reason**: Type in a reason if it is a high priority (T&E species, possible water contamination, etc.). It is not necessary to enter a reason for a low priority.
9. Click **Clear** to remove data entered into the window.
10. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window. Edit an existing remark to revise or add more information. Do not add new remarks to track events or receipt of documentation.
11. **NOTE**: The review windows provide the capability to attach remarks relating to the specific discipline. These remarks can be viewed by other reviewers, so enter remarks pertinent to the review that is being documented. However, only the *Non-Indian AFMSS Approval (GLB.81)* window will be used to extract information; this means that only the Approval remarks will be used to determine the reason for an approval delay. It is therefore very important that all information on the Approval window is accurate and complete.
12. Click **Attachments** to view any documents (maps, directions, reports) submitted by the operator via electronic commerce (EC).
13. **NOTE**: If the Attachment button is grayed out, there are no attachments available for this record.
14. Click **Print EC Form** to launch the *Print EC Form (EC.23)* window (Figure 10-4). To see the original data as submitted by the operator, select **Original: Operator-submitted data**. To see changes made in Non-Indian AFMSS for the record (a change in disposition or the name of the Approver) select **Revised: Non-Indian AFMSS data**. Either of these two options allows selecting **Include Revisions Page?** to include a page that displays operator-submitted data beside Non-Indian AFMSS revisions. Click **Print** to launch the *WinPreview* window. Click **Exit** to return to *EC.23*. Click **Exit** to return to *GLB.79*.
15. Click **Copy APD INFO** to launch the *Non-Indian AFMSS Copy APD Information (APD.25)* window to copy the adjudication review from the current record into the *APD.25* queried APDs.
16. Click **Print** to make a copy of the window data.
17. Click the **Save** button.
18. Click the **Exit** button to return to the source window.

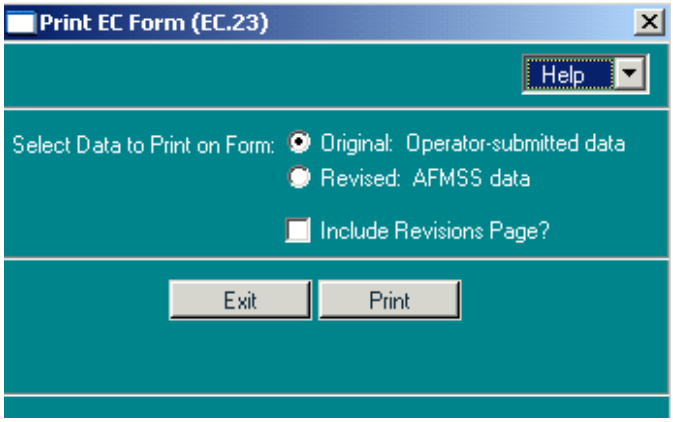


Figure 10-4: Print EC Form (EC.23) Window

10.4 Non-Indian AFMSS Geologic Review

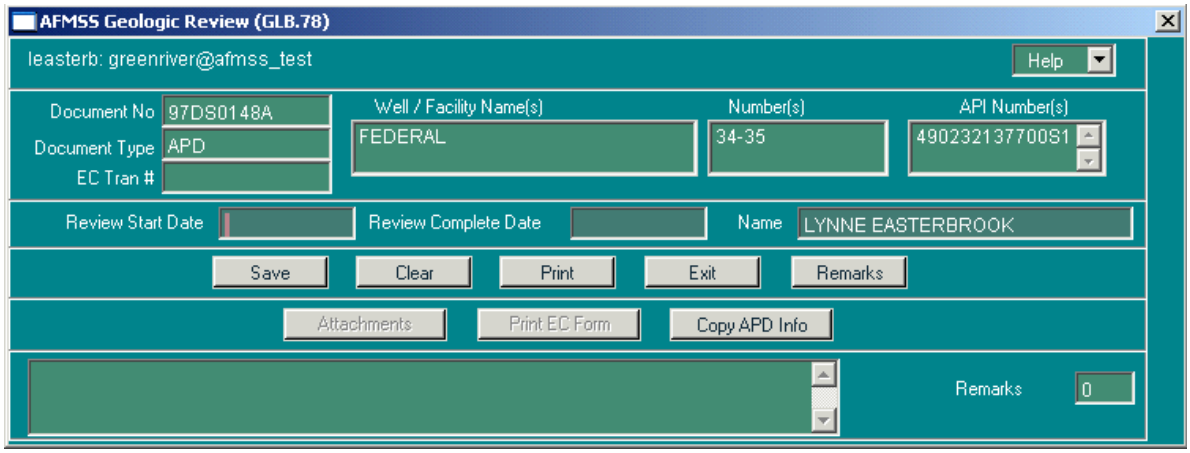


Figure 10-5: Non-Indian AFMSS Geologic Review (GLB.78) Window

Geologic reviews are documented through the *Non-Indian AFMSS Geologic Review (GLB.78)* window.

NOS Notes: In most cases a cursory adjudication review and surface review are conducted for a NOS. There may not be engineering or geologic reviews.

Procedures

1. It is assumed that the *Non-Indian AFMSS Geologic Review (GLB.78)* window is displayed.
2. The upper section of data fields autopopulates as the window opens.
3. The **EC Trans #** field will contain a number if this is an EC transmission. If it is not an EC transmission, the **Attachments** and **Print EC Form** buttons on the lower row of activity buttons will be grayed out.
4. **Review Start Date**: Enter the date the Geologic Review was started by the Geologist.
5. The reviewer's name field can be edited. It displays the user name if the reviewer is missing; which is the case until the record is saved.

6. **Review Complete Date**: Enter the geologic review completion date. This field autopopulates but can also be edited.
7. Click **Clear** to remove data entered into the window.
8. Click **Delete** to remove the review record. A message window will ask if it is to be deleted from Non-Indian AFMSS, followed by another message window asking if the action is to be saved to Non-Indian AFMSS. See the site USP for security authorization for the delete. See the *Software User Guide for Privileged Users* for procedures.
9. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window. Edit an existing remark to revise or add more information. Do not add new remarks to track events or receipt of documentation.

NOTE: The review windows provide the capability to attach remarks relating to the specific discipline. These remarks can be viewed by other reviewers, so enter remarks pertinent to the review that is being documented. However, only the *Non-Indian AFMSS Approval (GLB.81)* window will be used to extract information; this means that only the Approval remarks will be used to determine the reason for an approval delay. It is therefore very important that all information on the Approval window is accurate and complete.

10. Click **Attachments** to view any documents (maps, directions, reports) submitted by the operator via electronic commerce (EC).

NOTE: If the Attachment button is grayed out, there are no attachments available for this record.

11. Click **Print EC Form** to launch the *Print EC Form (EC.23)* window. To see the original data as submitted by the operator, select **Original: Operator-submitted data**. To see changes made in Non-Indian AFMSS for the record (a change in disposition or the name of the Approver) select **Revised: Non-Indian AFMSS data**. Either of these two options allow selecting **Include Revisions Page?** to include a page that displays operator-submitted data beside Non-Indian AFMSS revisions. Click **Print** to launch the *WinPreview* window. Click **Exit** to return to *EC.23*. Click **Exit** to return to *GLB.79*.
12. Click **Copy APD Info** to launch the *Non-Indian AFMSS Copy APD Information (APD.25)* window to copy the adjudication review from the current record into the *APD.25* queried APDs.
13. Click **Print** to make a copy of the window data.
14. Click the **Save** button.
15. Click the **Exit** button to return to the *source* window.

10.5 Non-Indian AFMSS Surface Review

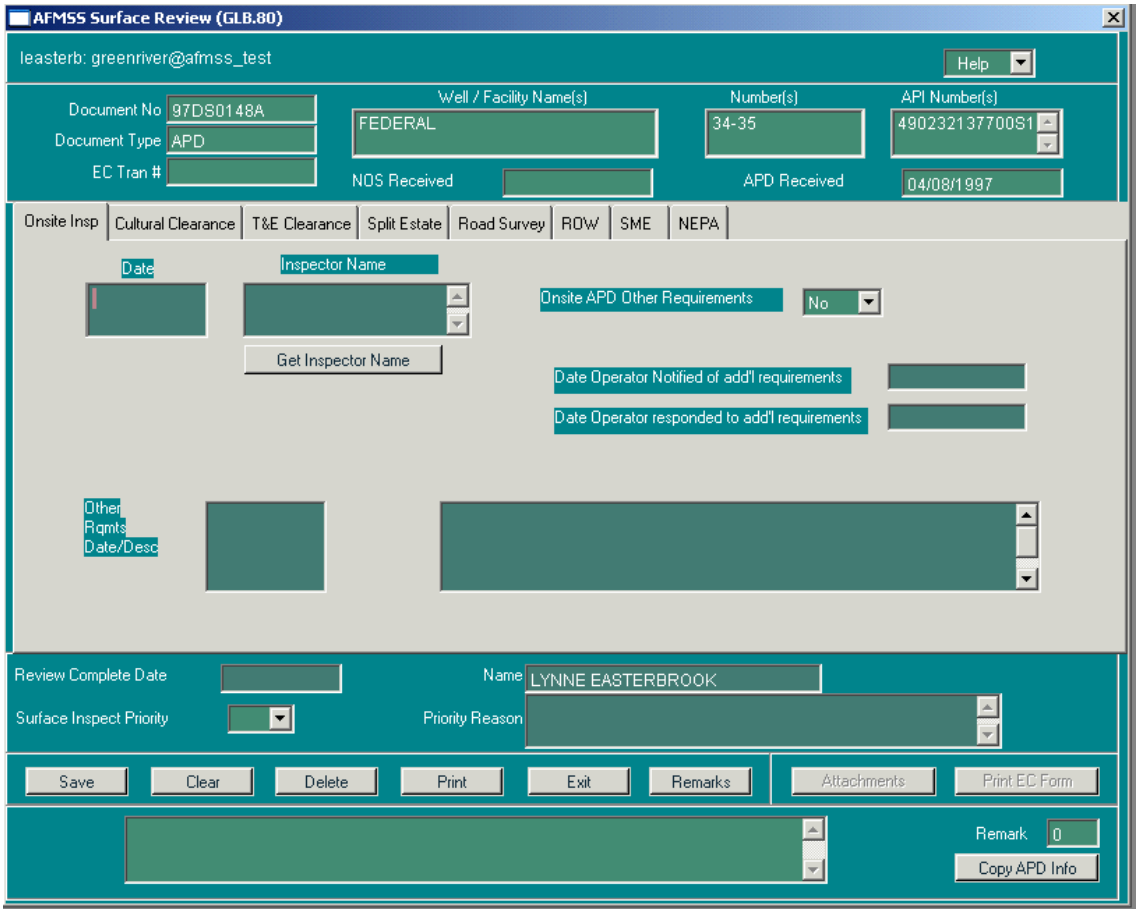


Figure 10-6: Non-Indian AFMSS Surface Review (GLB.80) Window

Surface reviews are documented through the *Non-Indian AFMSS Surface Review (GLB.80)* window. Priorities are set at the APD level and cannot be changed at the Sundry level.

NOS Notes: In most cases, a cursory adjudication review and surface review are conducted for a NOS. There may not be engineering or geologic reviews.

Procedures

1. It is assumed that the *Non-Indian AFMSS Surface Review (GLB.80)* window is displayed.
2. The upper section of data fields autopopulates as the window opens.
3. The **EC Trans #** field will contain a number if this is an EC transmission. If it is not an EC transmission, the **Attachments** and **Print EC Form** buttons on the lower row of activity buttons will be grayed out.
4. The middle section of the window contains the following Tabs, each of which is described in the procedures below:

   Onsite Insp

   Cultural Clearance

T&E Clearance

Split Estate

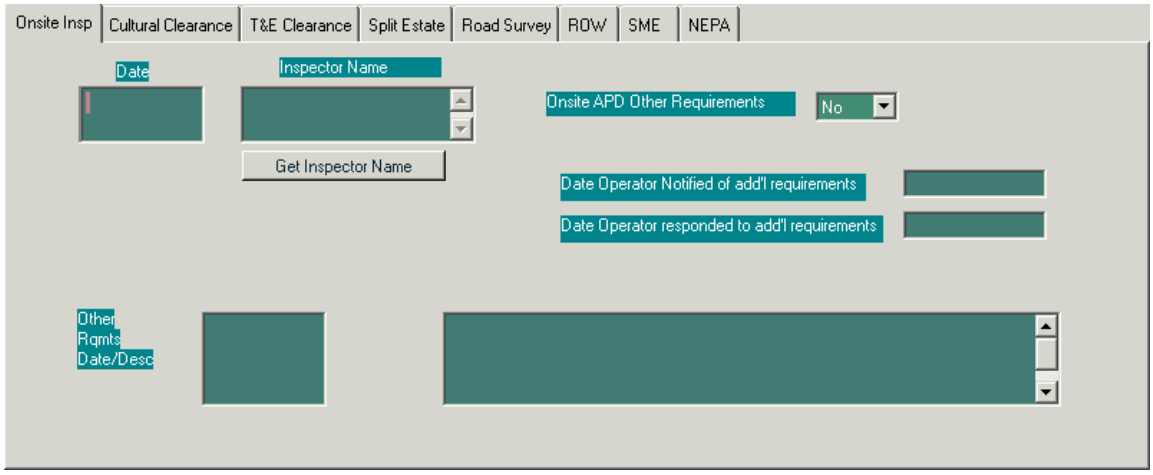
Road Survey

ROW

SME

NEPA

5. **Onsite Insp** (Inspection) Tab



a. Enter the date of the onsite inspection in the **Date** field.

b. Click the **Get Inspector Name** for a list of authorized inspectors and click the appropriate name. If the inspector's name is missing, contact the site USP to have it added.

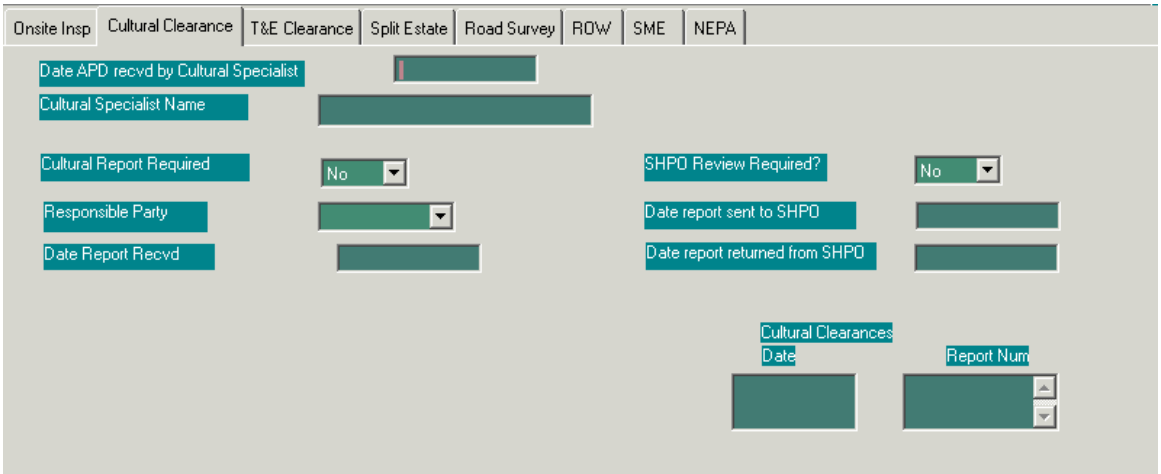
c. Whether or not other requirements were identified during any of the onsite visits, toggle the **Onsite APD Other Requirements** to **Yes** or **No**, as applicable. The default is set to **No**.

d. In the **Date Operator Notified of add'l requirements** field, enter the date the operator was notified. This field records only the most current date. Previous dates are overwritten.

e. In the **Date Operator responded to add'l requirements**, enter the date that all identified requirements were met.

f. Use the **Other Rqmts Date/Desc** field to enter the date that other requirements were identified and the blank field to the right to describe the requirements.

6. Cultural Clearance Tab



a. Enter the date received in the **Date APD rec'vd by Cultural Specialist** field.

b. Enter the specialist's name in the **Cultural Specialist Name** field.

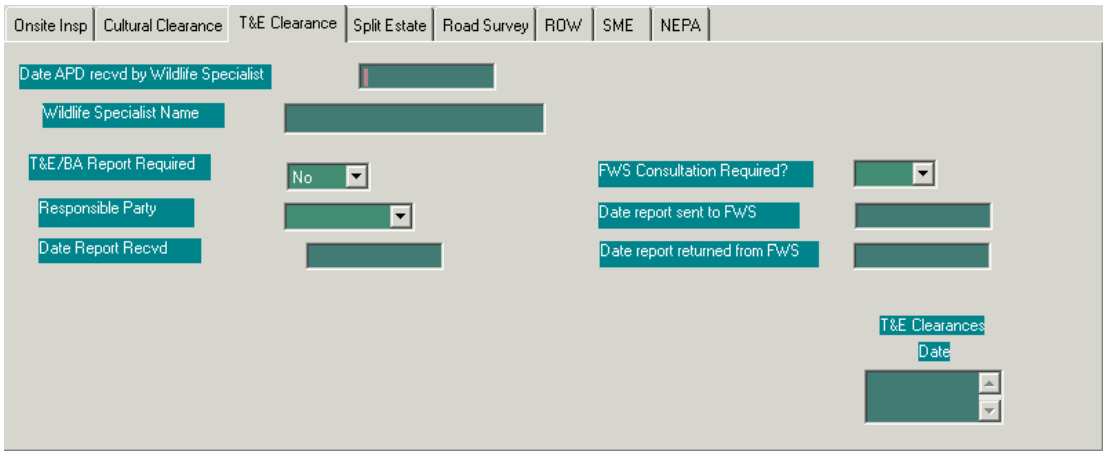
c. To the right of the **Cultural Report Required?** field, toggle to **Yes** or **No** as appropriate. The default is set to **No**. If a report is required, fill in the **Responsible Party** field by clicking the down arrow button and selecting the appropriate entity. Enter the date in the **Date Report Rec'vd** when the report is received or completed.

d. To the right of the **SHPO Review Required?** (a review from the State Historical Preservation [SHPO]) field, toggle to **Yes** or **No** as appropriate. The default is set to **No**. If a review is required, enter the appropriate dates in the **Date report sent to SHPO** and **Date report returned from SHPO** fields.

e. **Cultural Clearance Date**: Enter the date when the archeological report was approved.

f. **Report Num**: Enter the corresponding report number.

7. **T&E Clearance** (Threatened and Endangered) Tab



a. Enter the date the APD was received and the Wildlife Specialist's name in the **Date APD rec'vd by Wildlife Specialist** and **Wildlife Specialist Name** fields.

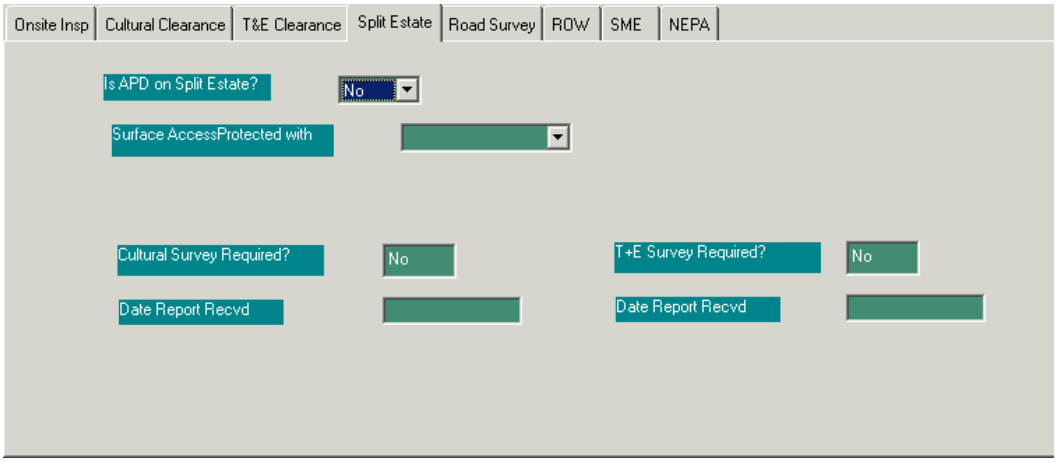
b. To the right of the **T&E/BA Report Required** (Biological Assessment [BA]) field, toggle **Yes** or **No** as appropriate. The default is set to **No**. If a report is required, select

Yes. To the right of the **Responsible Party** field, click the down arrow button, and select either **BLM** or **Operator**. Enter the appropriate date in the **Date Report Rec'vd** field.

c. The fields to the right concern the Fish and Wildlife Service (FWS). To the right of the **FWS Consultation Required?** field, click the down arrow button and select either **Yes** or **No**, depending on whether FWS consultation is required for this APD. If **Yes**, enter the appropriate dates in the **Date report sent to FWS** and **Date Report returned from FWS** fields.

d. **T&E Clearances Date**: Enter the date that the T&E species criterion was cleared by the BLM.

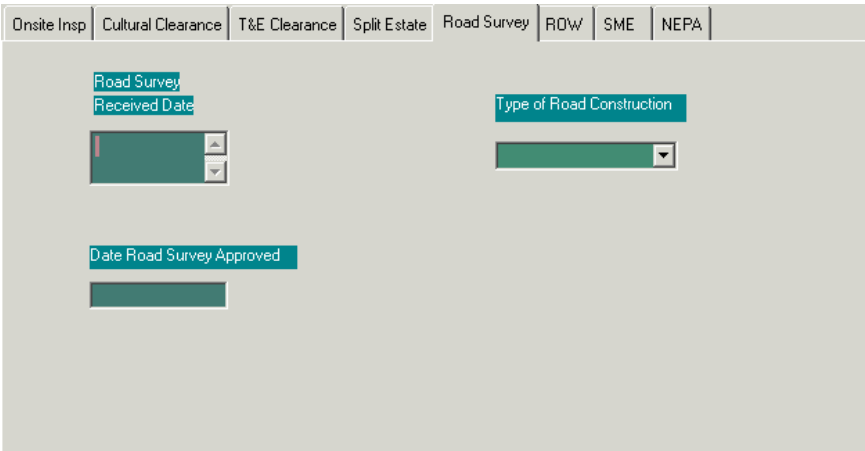
8. Split Estate Tab



a. The default is set to **No** on the **Is APD on Split Estate?** field. If **Yes** is selected, click on the down arrow button in the field to the right of the **Surface Access Protected with** field and select the appropriate item, either **Bond** or **Access Agreement**.

b. The fields for **Cultural Survey Required?** and **T&E Survey Required?** are read only, populated from the tabs where the data is recorded.

9. Road Survey Tab

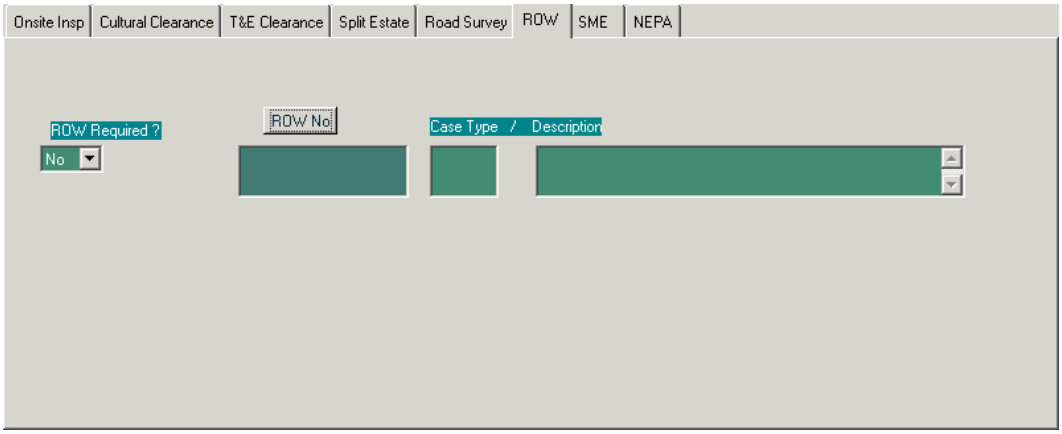


a. In the **Road Survey Received Date** field, enter the date(s) that road surveys were received.

b. Click the down arrow button beneath the **Type of Road Construction** field and select either **Simple** or **Detailed**, as appropriate.

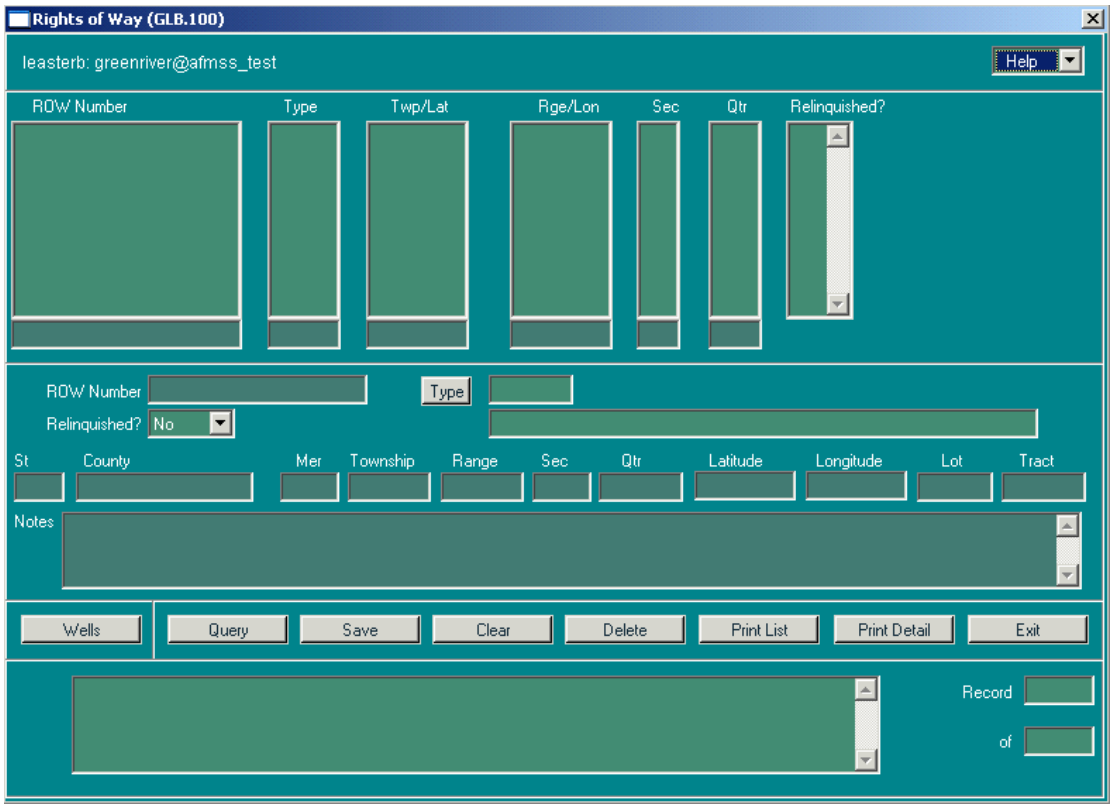
c. When the road survey is approved, enter the date in the **Date Road Survey Approved** field.

10. **ROW** (Right of Way) Tab.



a. The default is set to **No** in the **ROW Required?** field. If an ROW is required, click on the down arrow button and select **Yes**.

b. To retrieve the ROW from Non-Indian AFMSS, click on the **ROW No** button to launch the *Rights of Way (GLB.100)* window as shown below.

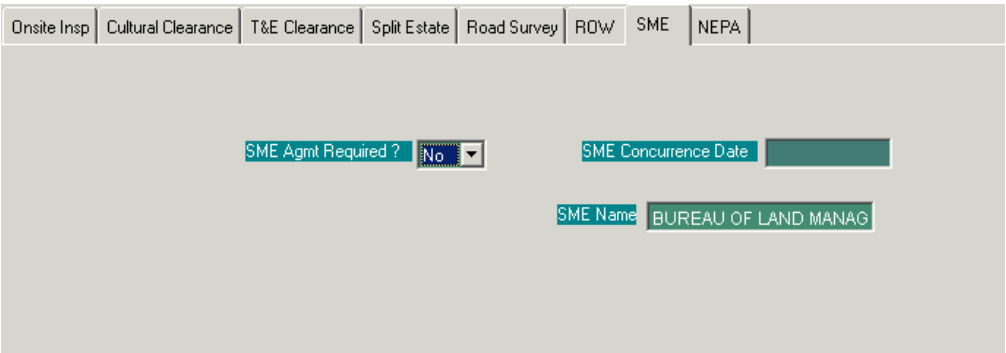


c. The window comes up blank. Click the **Query** button to see all ROW data recorded in the database.

d. Highlight the appropriate ROW in the top portion of the screen, then click **Exit**.

e. This populates the ROW tab with the selected ROW data.

11. **SME** (Surface Management Entity) Tab

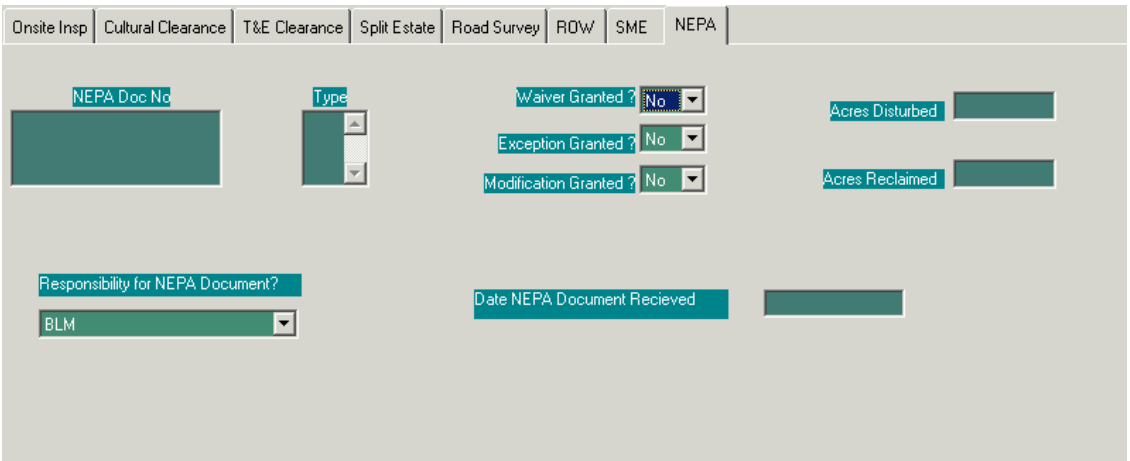


a. Use this tab to record data if the APD is associated with an SME other than BLM. To the right of the **SME Agmt Required?** field, click the down arrow button to select **Yes** or **No**. The default is set to **No**.

b. Once concurrence is received from the SME, enter that date in the **SME Concurrence Date** field.

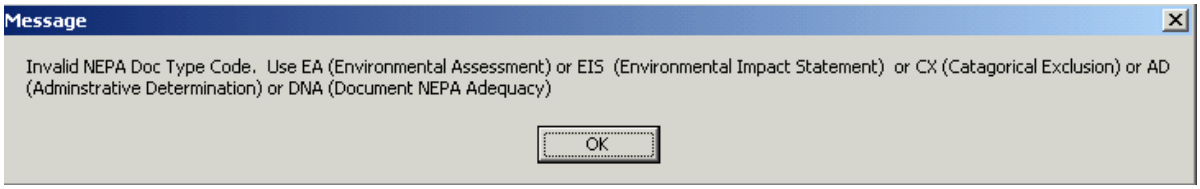
c. The **SME Name** field autopopulates with data recorded in the *Well Header Review* window.

12. **NEPA** (National Environmental Policy Act) Tab.



a. **NEPA Doc No:** It is possible to enter multiple NEPA documents. Click in a separate row for each entry in the **NEPA Doc No** field and enter the NEPA document number.

b. **NEPA Doc Type**: Enter the NEPA document type on the same line as the document number. (See Appendix C for the codes, or enter a random code and click <Enter> on the keyboard. This generates the popup message shown below containing available type codes).



c. **Waiver Granted?**: If a waiver was granted, toggle to **Yes**. If not, toggle to **No**. Manually selecting **Yes** or **No** will automatically move to **Exception Granted?**. To use the answer currently showing, manually tab to **Exception Granted?** The default is set to **No**.

d. **Exception Granted?**: If an exception was granted, toggle to **Yes**. If not, toggle to **No**. Manually selecting **Yes** or **No** will automatically move to **Modification Granted?**. To use the answer currently showing, manually tab to **Modification Granted?** The default is set to **No**.

e. **Modification Granted?**: If a modification was granted, toggle to **Yes**. If it was not, toggle to **No**. Manually selecting **Yes** or **No** will automatically move to **Acres Disturbed**. To use the answer currently showing, tab to **Acres Disturbed**. The default is set to **No**.

f. **Acres Disturbed**: Enter the number of proposed acres disturbed.

g. **Acres Reclaimed**: Enter the number of proposed acres to be reclaimed. The system will then automatically go to **Review Complete Date**.

h. **Responsibility for NEPA Document**: Select **BLM**, **Surface Management Agency**, or **Operator** from the drop-down list.

i. Once the NEPA document is completed or received, enter the date in the **Date NEPA Document Received** field.

13. After all data has been entered under each tab in the *Non-Indian AFMSS Well Header Review (GLB.90)* window, enter the date the Surface Review was complete in the **Review Complete Date** in the bottom portion of the window.

14. Select the priority using the drop-down arrow to the right of the **Surface Inspect Priority** field. Then enter the justification for that priority in the **Priority Reason** field to the right.

15. The reviewer's name field can be edited. The system displays the user name if the reviewer is missing; which is the case until the record is saved. The Surface Specialist for the APD is considered to be the "Lead" and should ensure that all data has been recorded in each tab before the review is considered complete.

16. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window. Edit an existing remark to revise or add more information. Do not add new remarks to track events or receipt of documentation. Click **Exit** to return to *GLB.80*.

NOTE: The review windows provide the capability to attach remarks relating to the specific discipline. These remarks can be viewed by other reviewers, so enter remarks pertinent to the review that is being documented. However, only the *Non-Indian AFMSS Approval (GLB.81)*

window is used to extract information; this means that only the Approval remarks are used to determine the reason for an approval delay. It is therefore very important that all information on the Approval window is accurate and complete.

17. Click **Attachments** to view any documents (maps, directions, reports) submitted by the operator via electronic commerce (EC).

NOTE: If the **Attachment** button is grayed out, there are no attachments available for this record.

18. Click **Print EC Form** to launch the *Print EC Form (EC.23)* window if available. To see the original data as submitted by the operator select **Original: Operator-submitted data**. To see changes made in Non-Indian AFMSS for the record (a change in disposition or the name of the Approver) select **Revised: Non-Indian AFMSS data**. Either of these two options allow selecting **Include Revisions Page?** to include a page that displays operator-submitted data beside Non-Indian AFMSS revisions. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window. Click **Exit** as required to return to *GLB.80*.
19. Click **Copy APD Info** to launch the *Non-Indian AFMSS Copy APD Information (APD.25)* window to copy the adjudication review from the current record into the *Non-Indian AFMSS Copy APD Information (APD.25)* queried APDs.
20. Click **Print** to launch a *WinPreview* window to review or make a copy of the window data.
21. Click the **Save** button.
22. Click the **Exit** button to return to the *source* window.

10.6 Non-Indian AFMSS Approval

Approvals are documented through the *Non-Indian AFMSS Approval (GLB.81)* window (Figure 10-7).

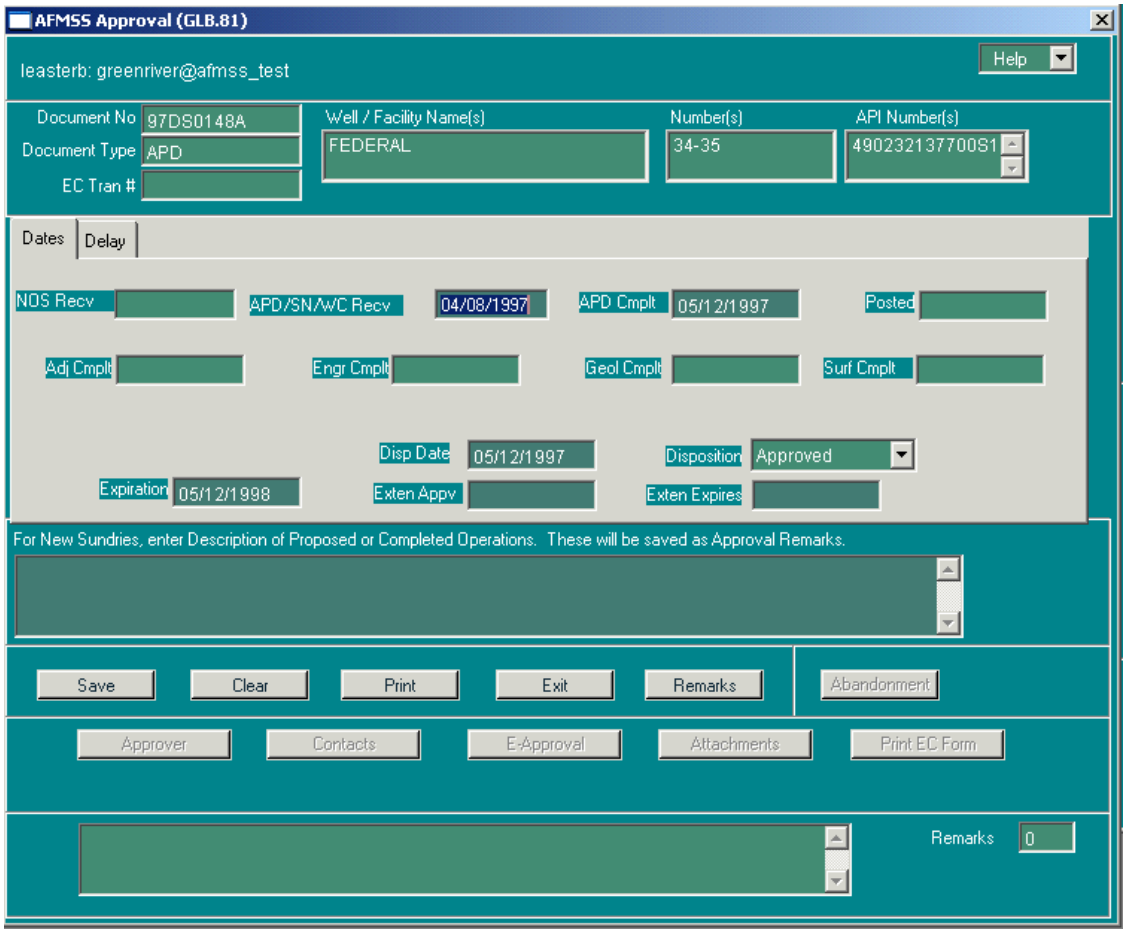


Figure 10-7: Non-Indian AFMSS Approval (GLB.81) Window

NOS Notes: In most cases, a cursory adjudication review and surface review are conducted for an NOS. There may not be engineering or geologic reviews. However, the *Non-Indian AFMSS Approval (GLB.81)* window must have the date the NOS was received and the date the NOS is approved or otherwise acted on. If this date is not entered, the NOS will remain on the *Pending* list. The *GLB.81* **Appl Recd** field will automatically populate with the received date from the Well Header. Enter the **Appl Complt** date using the same date as received. Enter the **Disp Date** as the day the NOS was accepted. This could be the same day as received.

Unapproved NOS: Enter the **Disp date**, then click the Disposition pull-down menu and choose the appropriate disposition (the disposition cannot be *Approved* or *Accepted*) in the *Non-Indian AFMSS Approval (GLB.81)* window. **Save** then **Exit** the window. At this point the well status in the *Non-Indian AFMSS Well Header Review (GLB.90)* will be updated to UNOS.

APD Notes: All of the review windows have the capability to attach remarks pertaining to their specific discipline. Although the review remarks provide useful and important information, the *Non-Indian AFMSS Approval (GLB.81)* window and the approval remarks attached to it are used to extract approval delay information. For this reason it is extremely important that the *GLB.81* window contain accurate and complete data.

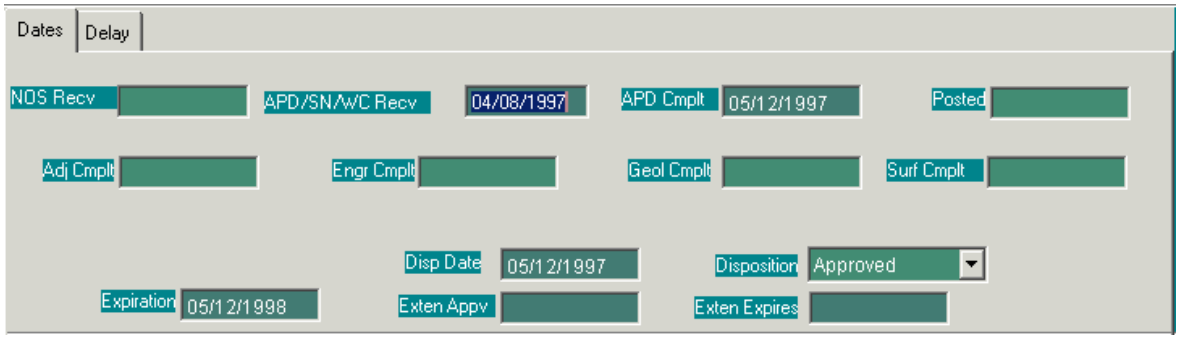
If the API number is available at the time of the APD approval, enter the API number as an X1 extension in the *Non-Indian AFMSS Well Header Review (GLB.90)* or enter it at the time of

spud. If it is entered at the time of the approval, go to the *Well Inspection Maintenance (IEP.59)* window and enter X1 in the **# CMPL** (number of completions) field.

Unapproved APD: Enter the **Disp date**, then click the Disposition pull-down menu and choose the appropriate disposition (the disposition cannot be *Approved* or *Accepted*) in the *Non-Indian AFMSS Approval (GLB.81)* window. **Save** then **Exit** the window. At this point, the well status in the *Non-Indian AFMSS Well Header Review (GLB.90)* will be updated to UAPD.

Procedures

1. It is assumed that the *Non-Indian AFMSS Approval (GLB.81)* window is displayed.
2. The upper section of data fields autopopulates as the window opens.
3. The **EC Trans #** field will contain a number if this is an EC transmission. If it is not an EC transmission, the **Attachments** and **Print EC Form** buttons on the lower row of activity buttons will be grayed out.
4. The middle section of the window contains two tabs, **Dates** and **Delay**, as described in the procedures below.
5. **Dates** Tab



   a. The following fields autopopulate with the dates entered in the *Non-Indian AFMSS Well Header Review (GLB.90)* window: the date the NOS was received - **NOS Recv**, the date the APD was received - **APD Recv**, the date the APD was posted - **Posted**, the date the Adjudication Review was completed, - **Adj Complt**, the date the Engineering Review was completed - **Engr Complt**, the date the Geologic Review was completed - **Geol Complt**, and the date the Surface Review was completed - **Surf Complt**.

   b. **APD Cmplt**: Enter the date that the application was administratively complete.

   c. **Disp Date**: Enter the date that a disposition was taken.

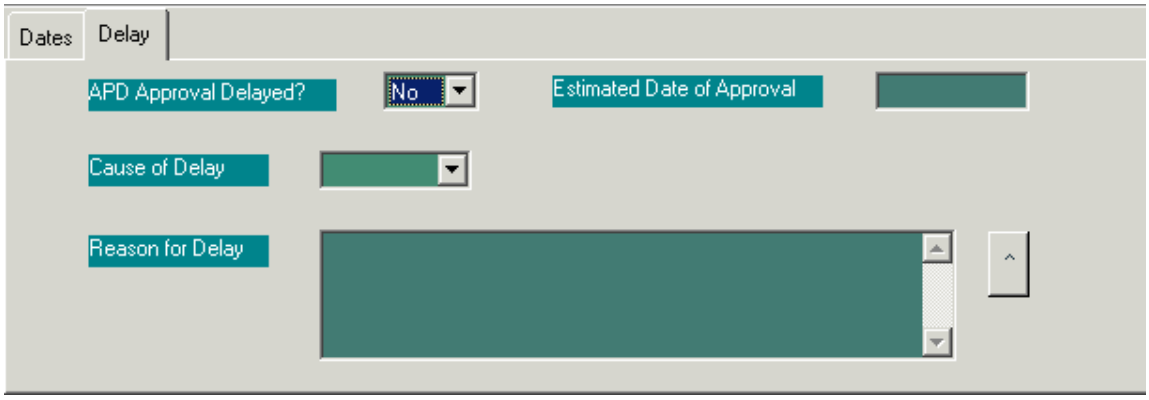
   d. **Disposition**: Click the pull-down menu and choose the appropriate disposition. If the record is unapproved, the disposition cannot be *Approved* or *Accepted*.

   e. **Expiration**: The expiration date is calculated by the system to be one year from the disposition date (**Disp Date**). However, a date entered manually it will be preserved and not recalculated.

   f. **Exten Appr**: Enter the date that the application was extended, if applicable.

g. **Exten Expires**: Enter the date that the application expired, if applicable.

6. Delay Tab

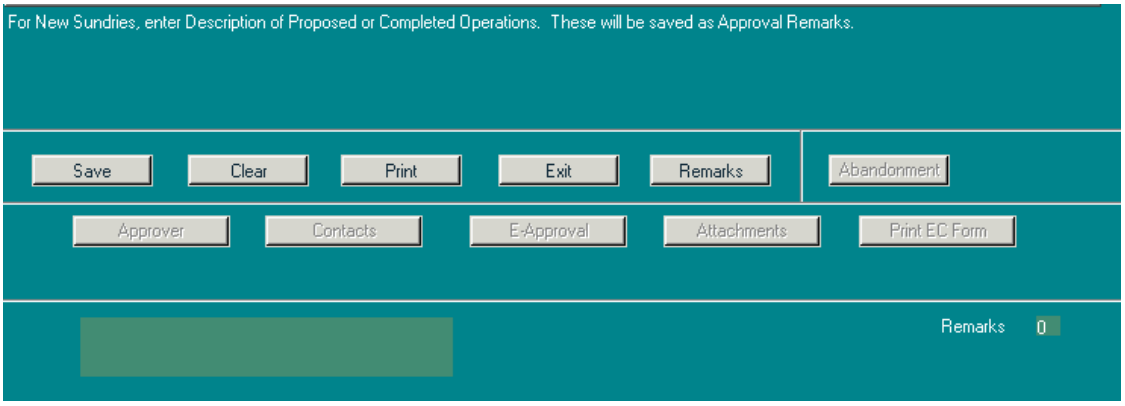


a. If the APD was not approved in the 30 – 35 day timeframe, record the reasons for the delay in this tab. The default for the **APD Approval Delayed?** Field is set to **No**. If **Yes**, enter a date to the right of the **Estimated Date of Approval** field.

b. Click the down arrow button to the right of the **Cause of Delay** field and select either **BLM** or **Operator** from the drop-down menu.

c. Select one or more reasons for the delay **Reason for Delay** field. Use the scroll arrows to see all available reasons. Hold the <Ctrl> key down on the keyboard and click to select multiple reasons.

7. In the lower section of the *Non-Indian AFMSS Approval (GLB.81)* window, click in the remarks field to add additional details about the reason(s) for the delay. This is an unlimited free-form text field where it is possible to add to the existing remarks by clicking in the field at the appropriate place. There is no spell check available, and these remarks will be available through other windows in Non-Indian AFMSS, so proof read carefully.



8. Always click the **Save** button in each window before exiting. To be safe, click **Save** periodically when entering large amounts of data in any particular screen.

9. Click **Clear** to remove data entered into the window that were entered incorrectly.

10. Click **Delete** to remove the review record from Non-Indian AFMSS. A message window will ask if it is to be deleted from Non-Indian AFMSS, followed by another message window

asking if the delete action is to be saved to Non-Indian AFMSS. See the site USP for security authorization for the delete. See the *Software User Guide for Privileged Users* for procedures.

11. Sundry Notice Approval Remarks: It is mandatory that a sundry notice have at least one approval remark before the approval for it can be saved. When the **Save** button is clicked, the database checks to see if there are already existing approval remarks for this sundry notice in the system. If none exist, add one. If one or more already exist, add another if needed. All sundry approval remarks print on the 3160-11 (Production) form. Type in approval notes/comments into the text box under **For New Sundries, enter Description of Proposed or Completed Operations** then click **Save**.
12. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window. Edit an existing remark to revise or add more information. Do not add new remarks to track events or receipt of documentation.
13. **NOTE**: If the approval date is more than 35 days after the application completion date, it is mandatory that the reason(s) for the delay be entered in the Approval Remarks.
14. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy. Click **Exit** to return to *GLB.89*.
15. Click **Abandonment** to launch the *Abandonment (SNT.60)* window. A Subsequent Report (SR) with a sundry type of either Plug and Abandonment (P&A) or Final Abandonment Notice (FAN) must have already been entered and approved in the database before the Abandonment window can be used. If the **Abandonment** button is not available in the *Non-Indian AFMSS Approval (GLB.81*) window, then no P&A or FAN SR exists for the sundry.
16. **For EC Transmissions Only**: The **EC Trans #** field will contain a number if this is an EC transmission. If it is not an EC transmission, the lower row of activity buttons (**Approver**, **Contacts**, **E-Approval**, **Attachments**, and **Print EC Form**) will be grayed out.
17. **Email notification regarding an EC transmission**: The system provides an opportunity to send an *approval* email to the operator regarding an EC transmitted record. It is no longer mandatory that a change of disposition occur before an email is sent, but a disposition of some sort must exist before an email can be sent.
    a. Click the button next to the **Disposition** field and select the appropriate change.
    b. Click the **Save** button. A popup message asks, "*Save the approval to Non-Indian AFMSS?"* Answer **Yes**. Another popup message asks, "*Would you like to notify the Operator via email?"*
        - Answer *No* to send an email at a later time. Use the **E-Approval** button at the bottom of the *GLB.81* to send an email at a later time for the approval (see guidelines under **E-Approval** below).
        - Answer **Yes** to launch the *Send Email to Operator (MNT.46)* window (Figure 10-10). This window is accessible to authorized users only; consult the USP for assistance.

18. Click **Approver** to launch the *Approvers for EC Transactions* picklist (Figure 10-13). Select the name of the person that should be listed as the approver in the Approval form. The name selected will appear in the BLM signature section of the revised Approval form if the disposition status of the APD or Sundry is **Approved**. If the status is not **Approved**, the BLM signature section will contain the current disposition status.

19. Click **Contacts** to launch the *Edit Contacts (APD.24)* window (Figure 10-8). An administrative contact for an operator must be listed in Non-Indian AFMSS before an EC transmission can be sent through WIS. This contact name should autopopulate in the **Administrative Contact** field in *APD.24*. The **Technical Contact** field may be blank. To enter or replace a contact in either field, click the **Edit Contact** button below the field to launch the *Customer Contacts (GLB.12a)* window. After returning to *APD.24*, click **Save** to save changes into Non-Indian AFMSS. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy. Click **Exit** to return to *GLB.81*.

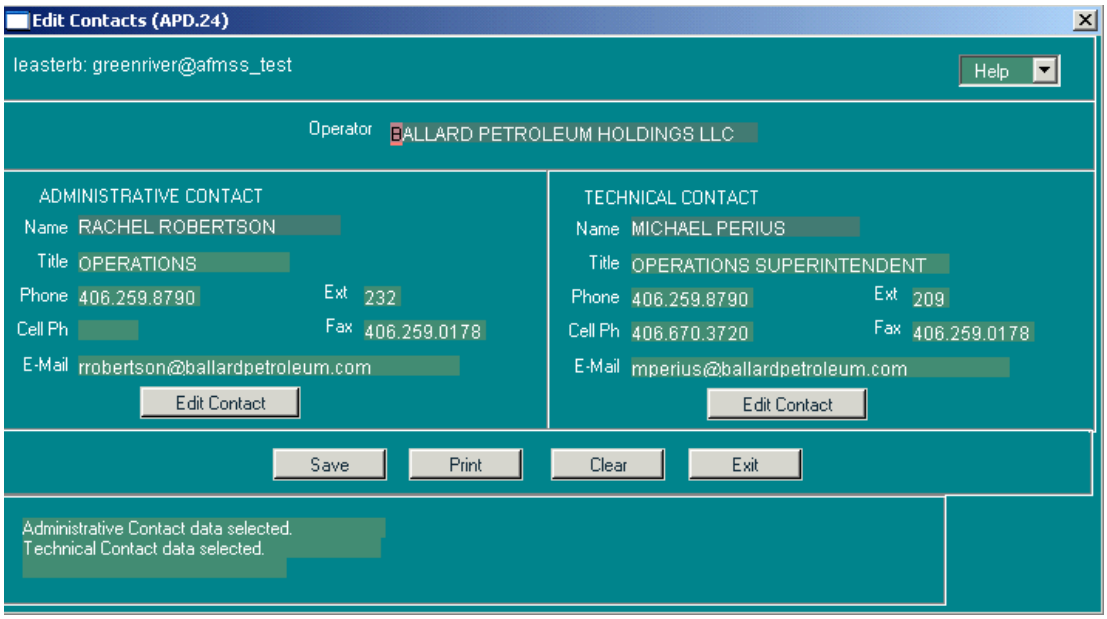


Figure 10-8: Edit Contacts (APD.24) Window

20. Click **E-Approval** to launch the *Send Email to Operator (MNT.46)* window. If the email has already been sent for this record, that email can be viewed in read-only format. If an email has been drafted but has not yet been sent, it is possible to edit, send, delete or resave it as a draft. If nothing has yet been drafted, it is possible to create an email, then save it as a draft or send it to the operator.

21. Click **Attachments** to view any documents (maps, directions, reports) submitted by the operator via electronic commerce (EC).

NOTE: If the Attachment button is in a grayed-out format, there are no attachments available for this record.

22. Click **Print EC Form** to launch the *Print EC Form (EC.23)* window (Figure 10-9). To see the original data as submitted by the operator, select **Original: Operator-submitted data**.

To see changes made in Non-Indian AFMSS for the record (a change in disposition or the name of the Approver), select **Revised: Non-Indian AFMSS data**. Either of these two options allows selecting **Include Revisions Page?** to include a page that displays operator-submitted data beside Non-Indian AFMSS revisions. Click **Print** to execute the print preview or copy. Click **Exit** to return to the *Non-Indian AFMSS Approval (GLB.81)* window.

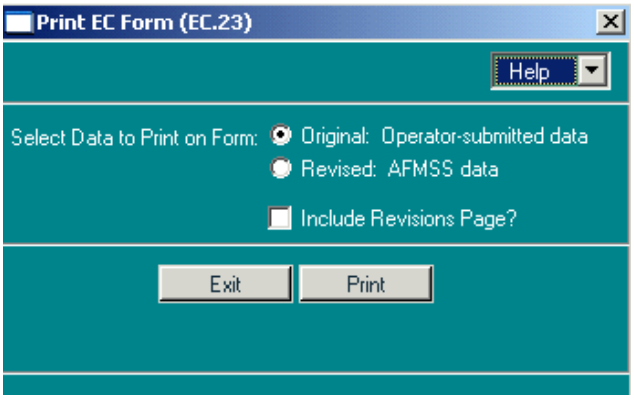


Figure 10-9: Print EC Form (EC.23) Window

23. **The Return to Draft Status for Resend (User Support Only)** button is only visible if an EC Approval message was previously sent from the *Send Email to Operator (MNT.46)* window. This button resets the EC Approval message to draft status (it can be edited) so that it may be sent to another party (BIA). This button appears in *GLB.81* every time the **Send** button is used in *MNT.46*.
24. Click the **Save** button.
25. Click the **Exit** button to return to the *originating* window.

10.7 Send Email to Operator (MNT.46)

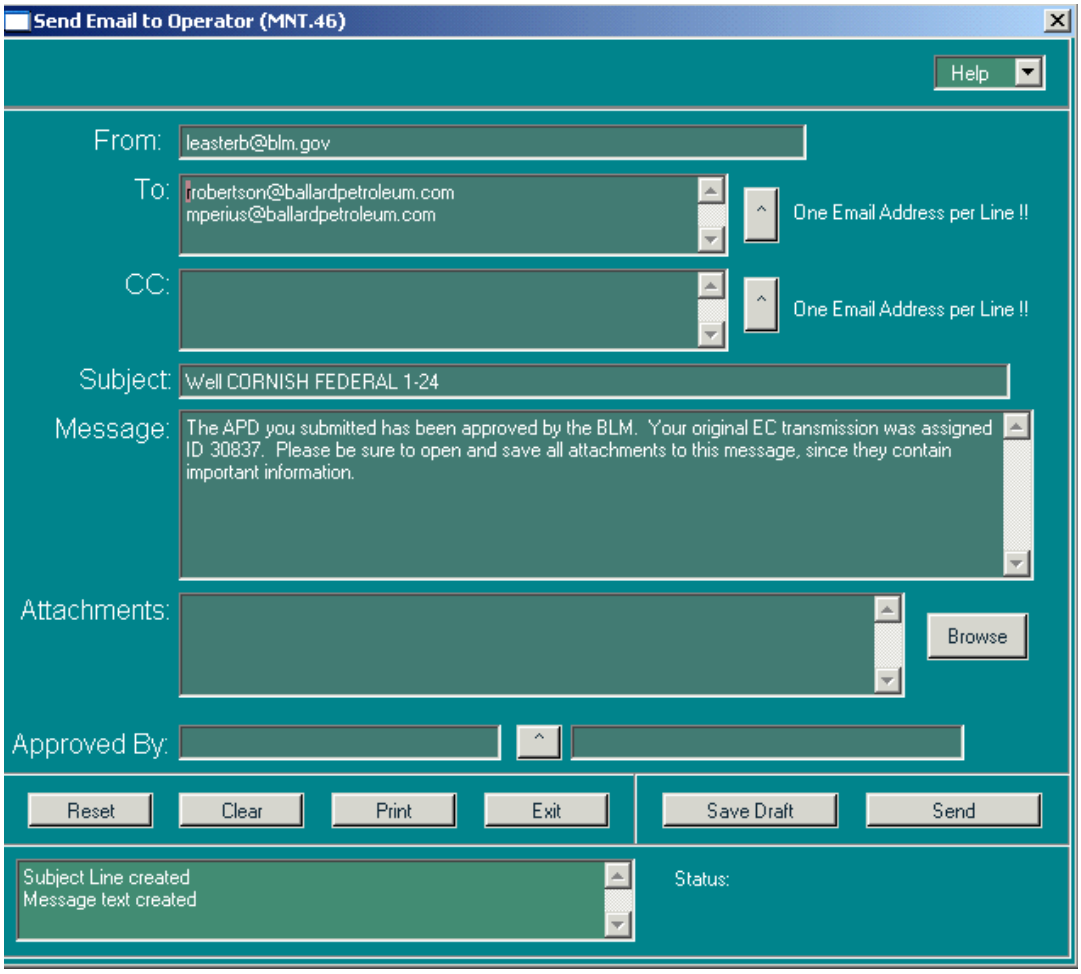


Figure 10-10: Send Email to Operator (MNT.46) Window

The system provides the opportunity to send an *approval* email to the operator regarding an EC transmitted record. It is no longer mandatory that a change of disposition occur before an email can be sent, but it is necessary that a disposition of some sort exists.

1. It is assumed that the Send Email to Operator (MNT.46) window is displayed via work in either the *Non-Indian AFMSS* Draft Approvals (MNT.49) or the *Non-Indian AFMSS* Approval (GLB.81) windows.

2. **From**: The user's email address should autopopulate this field. Correct it as necessary. A copy of the email with all attachments will be sent to this address.

3. **To**: The default contact for this EC transmission autopopulates this field; however, it is possible to change this address. Only one email address can be on a single line, so use the <**Enter**> key on the keyboard to go to the next line in the field to list more than one address. Manually type in the address desired, or click on the button to the right of the field to display the *Contacts with Email Addresses* picklist (Figure 10-11). In the picklist, select the desired contact. To select more than one contact, hold down the <**Ctrl**> key on the keyboard and click on each name to be included. Click **Cancel** to not use any of the listed names. If the

contact name is not listed, click **Contact Maintenance** to launch the *Customer Contacts (GLB.12a)* window to enter a new contact into the picklist. Click **Exit** to return to the email window.

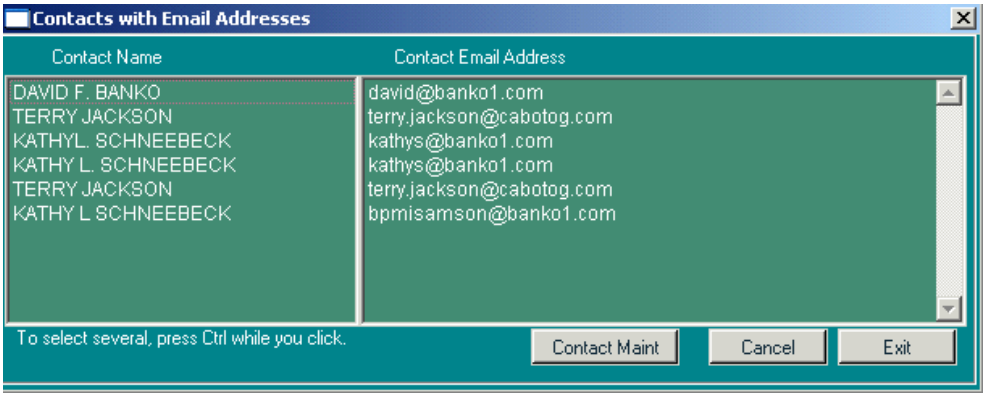


Figure 10-11: Contacts with Email Addresses Window

4. **CC**: Send a copy of the change to another party by manually entering their addresses in this field or selecting the appropriate addresses from the **CC List for Electronic Approvals** picklist (Figure 10-12). Use the button to the right of the field to display the picklist. This may be helpful for providing another person/agency a copy of the change. Remember that only one email address can appear on a line.

NOTE: The CC picklist will only have addresses if they were previously entered into the database using the *EC Approval CC: (MNT.50)* window under the **Options** menu. If the picklist has no addressees, the system will advise going to *MNT.50* to enter them.

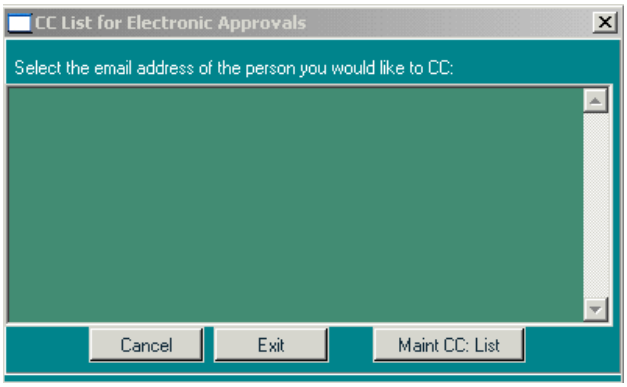


Figure 10-12: CC List for Electronic Approvals Window

5. **Subject**: This defaults to particulars taken from the record, but manual text changes are allowed.

6. **Message**: This defaults to a generic message to the operator compiled by Non-Indian AFMSS for the change. Manual text changes are allowed.

7. **Attachments**: Click the **Browse** button to launch a search of personal directories to find the file to attach to the email. Click on the file to attach it and return to the window.

8. **Approved By**: This is a mandatory field; the email will not be sent unless this field is completed. It will autopopulate if a name was selected via the **Approver** (for EC

Transactions) button from *GLB.81*. If no name is shown or to select a different one, click the button to the right of the field to display the **Approvers for EC Transactions** picklist. Select the desired approver, then click **Exit** to return to the email window. Click **Cancel** to not use the picklist.

NOTE: The name of the *Approver* will appear in the BLM signature section of the revised approval form that is automatically attached to this email.

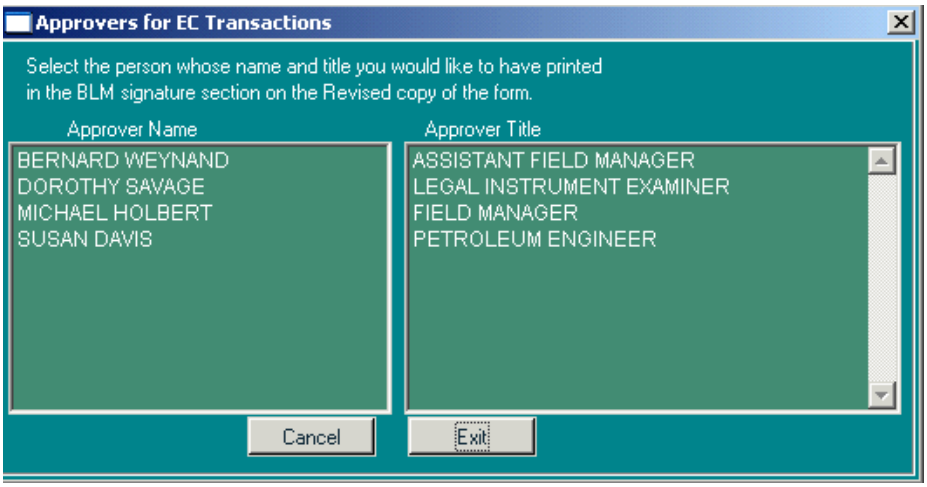


Figure 10-1: Approvers for EC Transactions Window

9. Click **Reset** to return to the *original* data in the window (before changes).
10. Click **Clear** to remove all data from the window.
11. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
12. Click **Save as Draft** to temporarily save as a draft. In the lower right corner of the window, notice that **Draft** now appears next to **Status:** and the date and time that the email was saved as a draft appear under the status. Once the email has been saved as a draft, access it through **Operations/Draft Approvals** as well as via the *Non-Indian AFMSS Approval (GLB.81)* window.

NOTE: The **Draft Approvals** number on the **Main Menu** is recalculated when the **Save Draft** button is used.

13. Click **Send** to actually send the email (with the revised approval form plus any attachments indicated). A message is sent when the email has been successfully sent. In the lower right corner of the window, notice that **Sent** now appears next to **Status:** and the date and time that the email was sent appear under the status.

NOTE: When the **Send** button is used in *MNT.46*, the button **Return to Draft Status** appears in the *Non-Indian AFMSS Approval (GLB.81)* window. Click to return the EC Approval message to draft status (it can be edited) so that it may be sent to another party (BIA). This button appears in *GLB.81* every time the **Send** button is used in *MNT.46*.

NOTE: The Draft Approvals count on the **Main Menu** is recalculated when the **Send** button is used.

14. Click **Exit** to return to the originating (*MNT.49* or *GLB.81*) window.

10.8 Sundry Notice NOI Permit/Oral Approval

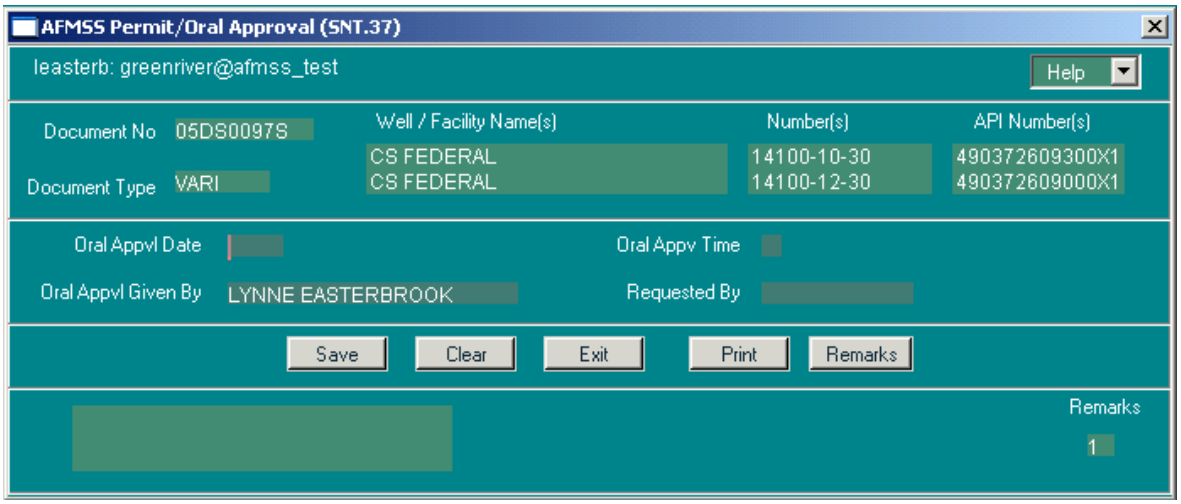


Figure 10-14: Non-Indian AFMSS Permit/Oral Approval (SNT.37) Window

Procedures

1. It is assumed that the *Non-Indian AFMSS Permit/Oral Approval (SNT.37)* window is displayed. The first section of data fields autopopulates as the window is opening.
2. **Oral Appvl Date**: Enter the oral approval date.
3. **Oral Appv Time**: Enter the oral approval time.
4. **Oral Appvl Given By**: Enter the name of the person who issued the oral approval.
5. **Requested By**: Enter the name of the person who requested the oral approval.
6. Click **Clear** to remove data entered into the window.
7. Click **Remarks** to launch the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window. Edit an existing remark to revise or add more information. Do not add new remarks to track events or receipt of documentation.
8. Click **Print** to launch the *Non-Indian AFMSS Print Confirmation (GLB.49)* window to choose printing options. Then click **Print** to launch the *WinPreview* window to review or print a copy.
9. Click the **Save** button.
10. Click the **Exit** button to return to the *source* window.
11. Click the **Exit** button in the source window to return to *Non-Indian AFMSS Main Menu*.

10.9 Non-Indian AFMSS Copy APD Information (APD.25)

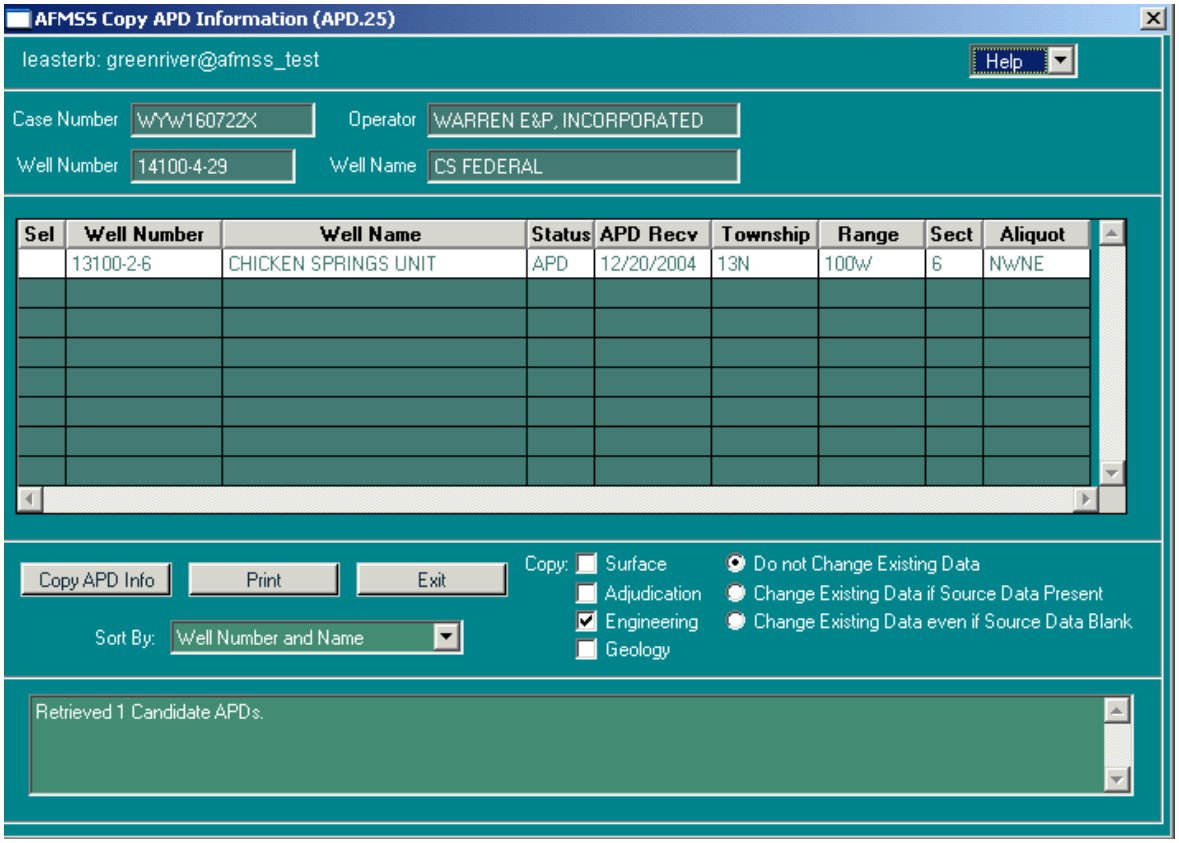


Figure 10-15: Non-Indian AFMSS Copy APD Information (APD.25) Window

The *Non-Indian AFMSS Copy APD Information (APD.25)* window allows an existing and complete APD (the *source* APD) to be copied and inserted into existing but incomplete APD (the *target* APD) if they both are on the same case/ operator combination.

Procedures

1. The copy APD function is available from the **Adjudication**, **Engineering**, **Geologic**, or **Surface** review windows. It is assumed that one of these review windows is open.

NOTE: The APD selected in *GLB.89* to launch the review window is known as the *source* APD. It is the one that is going to be copied.

2. The **Copy APD** button will only be active (visible, not grayed out) if:

   The document being reviewed is an APD (not an NOS, not an AAPD, not a well report, not a sundry, etc.).

   All access privileges, including **Save**, have been set up for the *review* windows and for the *Copy APD* window.

3. Click the **Copy APD** button to launch the *Non-Indian AFMSS Copy APD Information (APD.25)* window.

4. The database immediately queries for all APDs where:

   The case and operator are the same as the source APD.

   The well status is APD.

   The well has an APD. Wells with no APD at all will not show up.

   The APD has no disposition.

   NOTE: Those APDs that meet these criteria are known as the *target* APDs.

5. If there are **no target APDs for this case/operator combination**, the copy APD function will not work. If there are no target APDs, a message appears stating, "*There are no other wells in APD status, with undisposed APDs, for this case/operator*." Click **OK** and to return to the review window.

NOTE: If the query results (in the *Non-Indian AFMSS Well List [GLB.89]* window) for the source APD, did not show any other APDs with the same case number and operator, then there are no target APDs.

6. The Non-Indian AFMSS Copy APD Information (APD.25) window opens showing target APD data.

   Well name and number

   APD received date

   Well status (APD)

   Legals (township, range, sect, aliquot)

7. Click a **Sort by** option to organize the target APDs if necessary.

   Well Name and Number

   Well Number and Name

   Location

8. Double-click in the **Sel column to select a target APD into which to copy the source APD data**.

9. Select any combination of review data to be copied:

Surface

Adjudication

Engineering

Geology

10. Select the format for copying the data:

Do not change existing data (default): If a column in the target APD is blank it will be updated from the source APD; but if a column in the target APD already has data it will not be replaced with data from the source APD.

Change existing data if source data present: A column in the target APD is overwritten, even if it has data, provided that the column in the source APD has data in it. If the column in the source APD is blank, then the data in the target APD remains untouched.

Change existing data even if source data blank: A column in the target APD is overwritten even if the column in the source APD is blank. If the column in the source APD is blank the column in the target APD will become blank.

See examples of source APD data taken from the various reviews and how it is copied into the target APDs in Table 10-1.

Table 10-1: Data Copied for Selected Formats

	Formatting Options		
Data Type	**Do not change existing target data**	**Change target data if source has data**	**Change target data if source is blank**
General Remarks	Not copied	Not copied	Not copied
Engineering and Surface Priority reasons	Copied if target has no priority reasons.	If source has priority reasons, target priority reasons are replaced. If source is blank, target left alone.	If source has priority reasons, target priority reasons are replaced. If source is blank, target priority reasons left. Existing priority reasons are not replaced with blank data.
Spacing Orders	Copied if target has no spacing order.	If source has spacing order, target spacing order is replaced. If source is blank, target left alone.	If source has spacing order, target spacing order are replaced. Existing spacing orders are not replaced with blank data.
Rights of Way	Copied if target has no ROW.	If source has ROW, target ROW is replaced. If source is blank, target left alone.	If source has ROW, target ROW is replaced. Existing ROWs are not replaced with blank data.
NEPA documents	Copied if target has no NEPA documents.	If source has NEPA documents, target NEPA documents are replaced. If source is blank, target left	If source has NEPA documents, target NEPA documents are replaced. Existing NEPA documents are not replaced with blank data.

Data Type	Formatting Options		
	Do not change existing target data	**Change target data if source has data**	**Change target data if source is blank**
		alone.	
Surface Dates	Each type copied if target has no dates of that type.	If source has dates of each type, target dates are replace. If source is blank, target left alone.	If source has dates of each type, target dates are replaced. Existing dates are not replaced with blank data.

11 Remarks/Attachments

Non-Indian AFMSS provides the capability to attach comments and remarks directly to an action to ensure that the full circumstances regarding an action are available for decision making. The following is a list of the various *Remarks* windows available in Non-Indian AFMSS.

- Non-Indian AFMSS Well and Report Remarks (GLB.10)
- Non-Indian AFMSS Case Remarks (GLB.60R)
- Non-Indian AFMSS Inspection Remarks (IEP.5R)
- Non-Indian AFMSS Facility Remarks (IEP.29R)
- Non-Indian AFMSS INC Remarks (IEP.43R)
- Non-Indian AFMSS Undesirable Events Remarks (IEP.37R)
- Non-Indian AFMSS I&E Strategy Matrix - Remarks (IEP.5X)
- View MRO Document (MRO.2)
- OGOR Remarks

Additionally, a link to the Internet to view operator-submitted attachments is available in some Non-Indian AFMSS windows via the **Attachments** button.

The Non-Indian AFMSS User Group continues to examine the purposes of the different remarks and recommend modifications to meet changing needs. For questions concerning any of the *Remarks* windows, contact the site USP.

The *Remarks* windows or the operator-submitted attachments cannot be accessed directly from the *Non-Indian AFMSS Main Menu*. They are launched from windows that require fuller explanation of circumstances. These source windows are listed in the following sections as completely as possible; however, there may be source windows that are not identified. In such cases, use the guidelines described for the type of remark being processed.

11.1 Non-Indian AFMSS Well and Report Remarks (GLB.10)

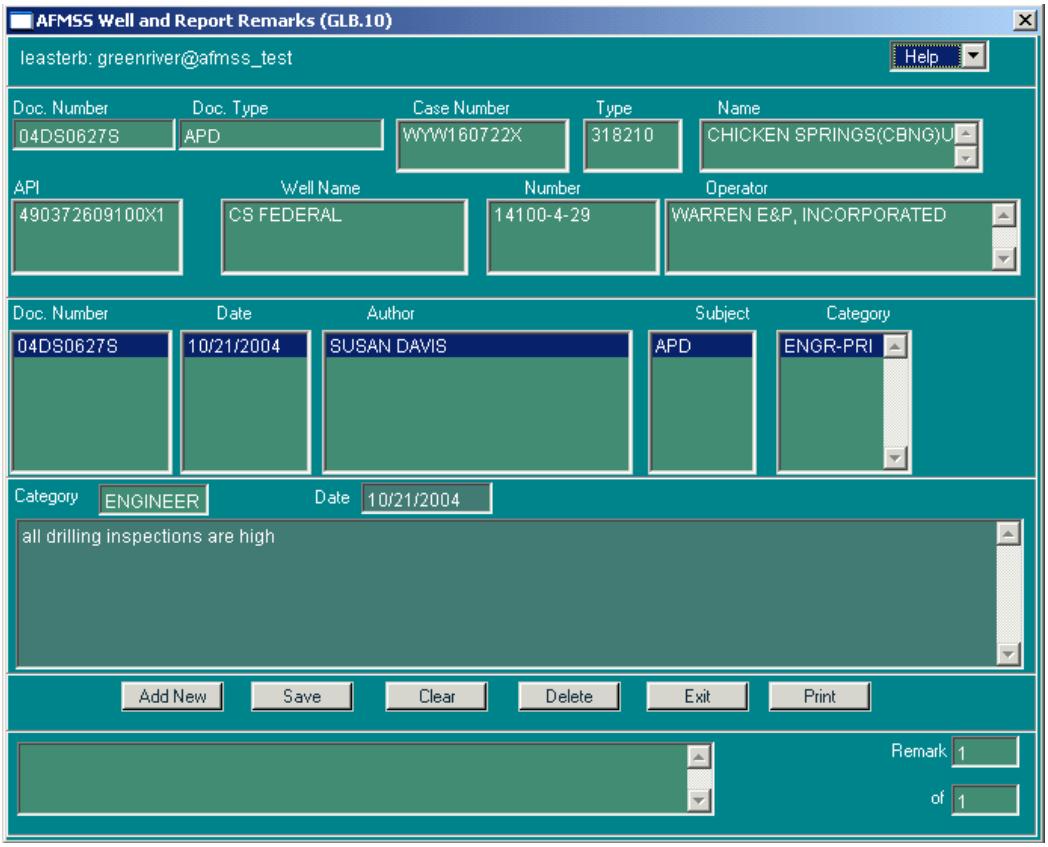


Figure 11-1: Non-Indian AFMSS Well and Report Remarks (GLB.10) Window

The *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window records comments regarding the processing of operator-submitted requests (NOS, APD, BLM reviews, well reports, etc.). Some of the source windows that use *GLB.10* are listed below:

Non-Indian AFMSS Well Header Review (GLB.90)

Non-Indian AFMSS Adjudication Review (GLB.77)

Non-Indian AFMSS Geologic Review (GLB.78)

AMFSS Engineering Review (GLB.79)

Non-Indian AFMSS Surface Review (GLB.80)

Non-Indian AFMSS Approval (GLB.81)

Non-Indian AFMSS Permit/Oral Approval (SNT.37)

Non-Indian AFMSS Pad Construction (WRT.3)

Non-Indian AFMSS Well Spud (WRT.4)

Non-Indian AFMSS Sundry List for Well (SNT.38)

Non-Indian AFMSS Sundry List for Facility (SNT.58)

Non-Indian AFMSS Sundry Status (SNT.35)

EC reviewer screens

Procedures

1. Due to the multitude of operation windows that use the *Non-Indian AFMSS Well and Report Remarks (GLB.10)* window, the following procedures assume that window is open.
2. The data fields in the first section (two top rows) autopopulate with data from the well record that was highlighted before the **Remarks** button was clicked in the source window. Verify that the data is for the subject (well, facility, report, etc.) desired.
3. The second section contains a listing of all remarks that have been made to date for that subject. The number of remarks are documented in the bottom right-hand corner. The remarks may have been made by several authors at differing times.
4. When a Sundry notice was committed to Non-Indian AFMSS through the EC route, any remarks tied to that sundry are saved with the Sundry effective date.
5. Keep in mind the following guidance on remarks:
    a. Do not add new remarks to track events or receipt of documentation.
    b. Edit an existing remark to revise or add more information to the same comment.
    c. Remember that some comments appear on reports where space may be limited. Use initial caps and lower case letters instead of all caps to minimize space requirements.

d. The review windows provide the capability to attach remarks relating to the specific discipline (adjudication, engineering, etc.). These remarks can be viewed by other reviewers, so enter remarks pertinent to the review that is being documented. However, only the *Non-Indian AFMSS Approval (GLB.81)* window will be used to extract information; this means that *only the Approval remarks will be used to determine the reason for an approval delay*.

6. **Add New Remarks**: Click the **Add New** button. This clears the remarks field and automatically inserts the category (well report, adjudication, etc.) and date of the new remark in the **Category field**. If necessary, change the date by manually clicking in the field and entering the appropriate date. Put the cursor in the blank field if it is not already there and type in pertinent remarks. Make the remarks as brief and concise as possible.

7. **View Existing Remarks**: Click on a line in the **Doc. Number** column to highlight the entire row of a remark. The text of the remark appears in the third section of the window (just below the **Category** field). Click on the **Doc. Number** column again to replace the remark text with another. All remarks can be viewed, one at a time, in this manner.

8. **Edit Existing Remarks**: Click on the desired remark line in the **Doc. Number** column to highlight the entire line. The text of the remark appears in the third section of the window (just below the **Category** fields). Click the cursor in the text at the place to make a correction or change and make the necessary edits and/or updates.

   NOTE: A user can only edit his or her own remarks.

9. Use the **Clear** button to remove all new text from the remarks entry if a mistake is made and try again.

10. There is no spell checker in Non-Indian AFMSS, so edit remarks carefully. Remember that others will be able to view them and, in some cases, the remarks will automatically print onto forms sent to the operator.

11. Use the **Print** button to print a copy of the screen.

12. **Delete**: Click on a line in the **Doc. Number** column to highlight the desired remark. Click **Delete** to remove it from Non-Indian AFMSS. The user cannot remove remarks made by other authors.

NOTE: In most offices, only the USP is authorized to use the delete function. Contact the site USP for further guidance.

13. Click the **Save** button.

14. Click the **Exit** button to return to the *source* window.

11.2 Non-Indian AFMSS Case Remarks (*GLB.60R*)

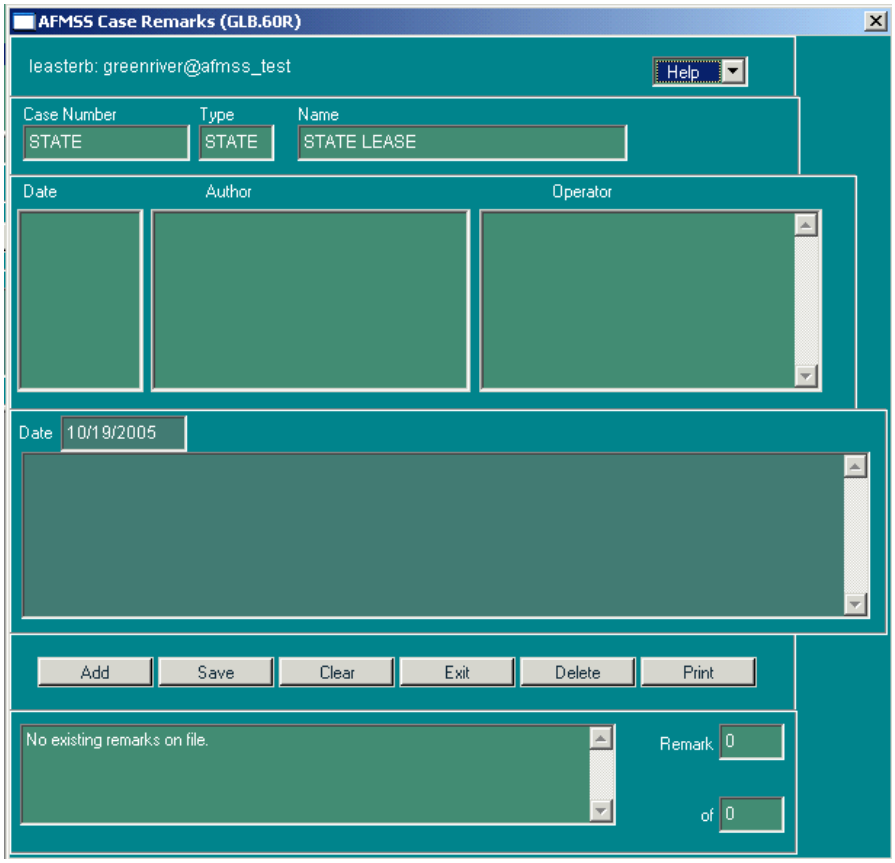


Figure 11-2: Non-Indian AFMSS Case Remarks (GLB.60R) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Operations** then select **Cases**. This launches the *Non-Indian AFMSS Case Finder (GLB.94)* window.
   a. **For a Lease**: Click either the **Add Lease** or the **Edit Case** button to launch the *Non-Indian AFMSS Lease Maintenance (GLB.60)* window.
   b. **For an Agreement**: Click either the **Add Agreement** or the **Edit Case** button to launch the *Non-Indian AFMSS Agreement Maintenance (GLB.63)* window.
2. Click the **Remarks** button to launch the *Non-Indian AFMSS Case Remarks (GLB.60R)* window. Either add new remarks or edit current remarks from this window.
3. Keep in mind the following guidance on remarks:
   a. Do not add new remarks to track events or receipt of documentation.
   b. Edit an existing remark to revise or add more information to the same comment.
   c. Remember that some comments appear on reports where space may be limited. Use initial caps and lower case letters instead of all caps to minimize space requirements.

4. **Add New Remarks**: Click the **Add New** button. This clears the **Remarks** field and automatically inserts the current date in the **Date** field. Change the date by double-clicking on it, then entering the desired date if necessary. Put the cursor in the blank field if it is not already there and type in pertinent remarks. Make the remarks as brief and concise as possible.

NOTE: If there are multiple operators on a case select to which case/operator combination, the remarks should be applied.

5. **View Existing Remarks**: Click on a line in the **Date** or **Author** columns to select the remark wanted. The text of the remark appears in the third section of the window (just below the **Date** field). Click on a line in the **Date** or **Author** columns again to replace the remark text with another. All remarks can be viewed one at a time in this manner.
6. **Edit Existing Remarks**: Click on the desired remark line in the **Date** or **Author** columns. The text of the remark appears in the third section of the window. Click the cursor in the text to make a correction or change and make the necessary edits and/or updates.

NOTE: The user can only edit his or her own remarks.

7. Use the **Clear** button to remove all new text from the remarks entry if a mistake is made and try again.
8. There is no spell checker in Non-Indian AFMSS, so edit remarks carefully. Remember that others will be able to view them and, in some cases, the remarks will automatically print onto forms sent to the operator.
9. Use the **Print** button to print a copy of the screen.
10. **Delete**: Click on a line in the **Date** or **Author** columns to highlight the desired remark. Click **Delete** to remove it from Non-Indian AFMSS. In most offices, only the USP is authorized to use the delete function. Contact the USP for further guidance.

NOTE: The user cannot remove remarks made by other authors.

11. Click the **Save** button.
12. Click the **Exit** button to return to the *source* window.

11.3 Non-Indian AFMSS Inspection Remarks (IEP.5R)

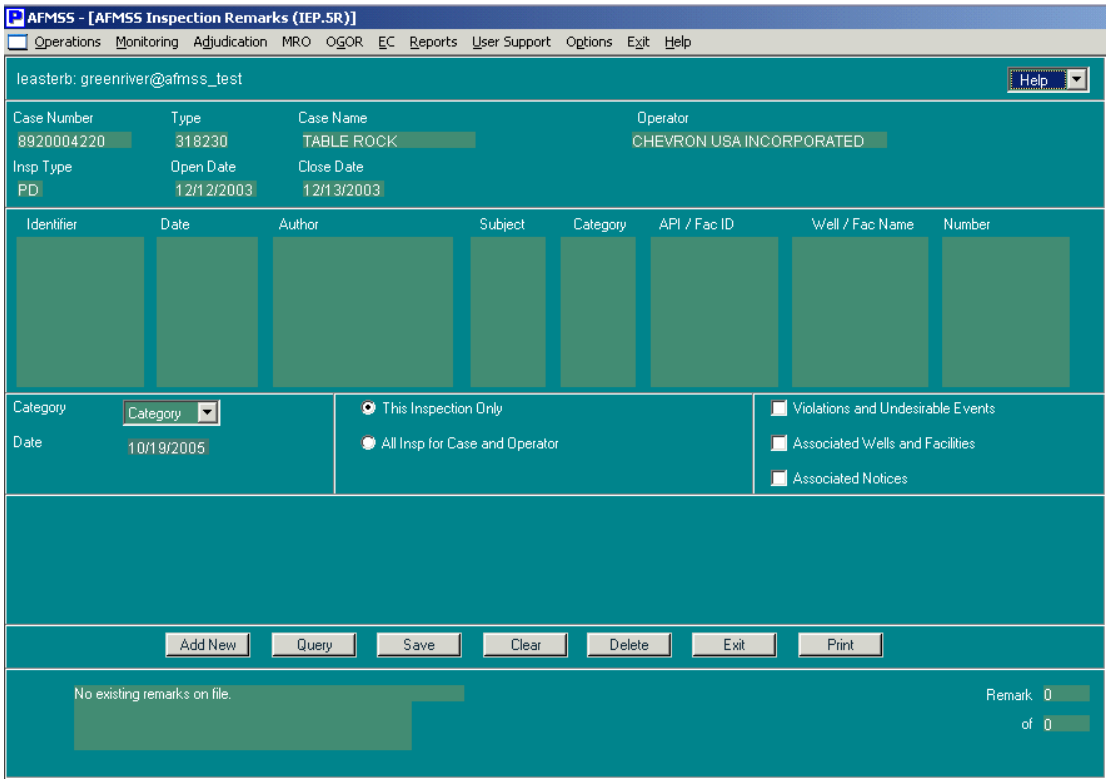


Figure 11-3: Non-Indian AFMSS Inspection Remarks (IEP.5R) Window

The date entered and the name of the person that entered the remarks are contained in the inspection forms.

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and then **Inspections**. This launches the *Non-Indian AFMSS Inspection List (GLB.92)* window.
2. Under **Selection** select one of the inspection record category buttons:
   - **by Insp Priority**
   - **by Facility**
   - **by Well**
3. Under **Selection** select one of the status of records options:
   - Most Recent Insp
   - **Open Insp Only**
   - All Insp
4. Select an optional sort order button to use a sort other than the default:
   - **Case Number** (default option)

- **Operator**
- **Inspection Date**
- **Name/Number**
- **County, Legals**
- **Legal Land Desc**

NOTE: by Insp Priority records can only be sorted by Case Number, Operator and Inspection Date.

5. Enter query input data into one or more of the input fields.
6. Click the **Query** button. Highlight a record.
7. Select one of the **Inspections** windows by clicking the **Production, Facility Surface, Well Surface, Drilling** or **Abandonment** buttons. This launches the appropriate inspection window.
8. Click the **Remarks** button to launch the *Non-Indian AFMSS Inspection Remarks (IEP.5R)* window.
9. The inspection selected is identified in the upper section of the window by **Case Number, Type, Case Name, Operator, Insp Type, Open Date** and **Close Date**. Review this data to ensure the right inspection is selected.
10. The mid-section lists all activities for this inspection with comments. Click on one of these to review comments in the comment box.
11. Click the **Category** picklist button and select a category:
    - **GENERAL**
    - **FOLLOWUP**
12. Click on either **This Inspection only** or **All Insp for Case and Operator** for the search parameters.
13. Click one of the sort option buttons (select only one)**:**
    - **Violations and Undesirable Events**
    - **Associated Wells and Facilities**
    - **Associated Notices**
14. **Date**: Enter the date.
15. Click **Query** to find any previously recorded remarks.
16. Remember that some comments appear on reports where space may be limited. Use initial caps and lower case letters instead of all caps to minimize space requirements.
17. **Add New Remarks**: Click the **Add New** button. This clears the remarks field and automatically inserts the current date in the **Date** field. Change the date by double-clicking on it, then entering the desired date if necessary. Put the cursor in the blank field if it is not

already there and type in pertinent remarks. Make the remarks as brief and concise as possible.

18. **View Existing Remarks**: Click on the desired remark line (under the **Identifier** data field). The text of the remark appears in the third section of the window (just below the **Date** field). Click on a line in the **Identifier** column again to replace the remark text with another. All remarks can be viewed one at a time in this manner.

19. **Edit Existing Remarks**: Click on the desired remark line in the **Identifier** column. The text of the remark appears in the third section of the window. Click the cursor in the text to make a correction or change and make the necessary edits and/or updates.

NOTE: A user can only edit his or her own remarks.

20. Use the **Clear** button to remove all new text from the remarks entry if a mistake is made and try again.

21. There is no spell checker in Non-Indian AFMSS, so edit remarks carefully. Remember that others will be able to view them and, in some cases, the remarks will automatically print onto forms sent to the operator.

22. Use the **Print** button to print a copy of the screen.

23. Select a remark line (under the **Identifier** data field). Click **Delete** to delete any new remarks. The message "Delete Remarks from Non-Indian AFMSS?" appears. Click **Yes** and return to *IEP.5R*. In most offices, only the USP is authorized to use the delete function. Contact the site USP for further guidance.

NOTE: A user cannot remove remarks made by other authors.

24. Click the **Save** button.

25. Click the **Exit** button to return to the inspection source window.

11.4 Non-Indian AFMSS Facility Remarks (IEP.29R)

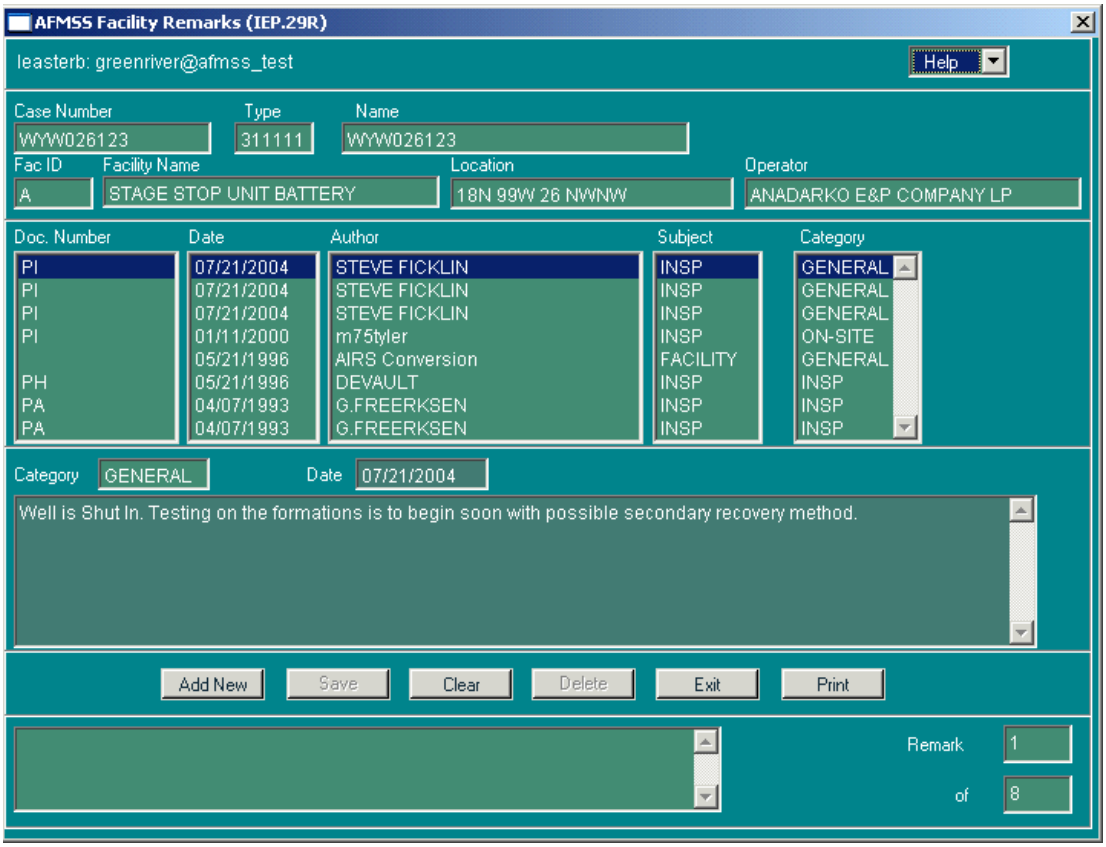


Figure 11-4: Non-Indian AFMSS Facility Remarks (IEP.29R) Window

The remarks window for a facility can be reached from either the **Monitoring** or **Operations** menus. Instructions for both are provided below.

1. Source window from Monitoring:

   a. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and then **Facilities**. This launches the *Non-Indian AFMSS Facility List (GLB.93)* window.

   b. Select **by Facility**.

   c. Under **Selection** select one of the status of records options:

      - Most Recent Insp
      - Open Insp Only
      - All Insp

   d. Select an optional sort order button to use a sort other than the default:

- **Case Number** (default option)
  - **Operator**
  - **Inspection Date**
  - **Name/Number**

- **County/Legals**
- **Legal Land Desc**

e. Enter query input data into one or more of the input fields. Click the **Query** button. Highlight a record.

f. Select the **Facility Surface** button. This launches the *Non-Indian AFMSS Production Facility (IEP.29)* window.

2. Source window from **Operations:**

   a. From the *Non-Indian AFMSS Main Menu* select the **Operations** submenu and then click on **Facilities**. The *Non-Indian AFMSS Facility List (GLB.93)* window opens. To display a facility it is necessary to query the database. Select either **Query by Case Number** or **Query by IID** to determine the search criteria. Use a wildcard if the complete name or number is unknown.

   b. Click **Query,** then highlight the desired record.

3. Click the **Remarks** button to launch the *Non-Indian AFMSS Facility Remarks (IEP.29R)* window.

4. Remember that some comments appear on reports where space may be limited. Use initial caps and lower case letters instead of all caps to minimize space requirements.

5. **Add New Remarks**: Click the **Add New** button. This clears the **Remarks** field and automatically inserts the current date in the **Date** field. Change the date by double-clicking on it, then entering the desired date if necessary. Put the cursor in the blank field if it is not already there and type in pertinent remarks. Make the remarks as brief and concise as possible.

6. **View Existing Remarks**: Click on the desired remark line (under the **Doc. Number** column). The text of the remark appears in the third section of the window (just below the **Date** field). Click on a line in the **Doc. Number** column again to replace the remark text with another. All remarks can be viewed, one at a time, in this manner.

7. **Edit Existing Remarks**: Click on the desired remark line in the **Doc. Number** column. The text of the remark appears in the third section of the window. Click the cursor in the text to make a correction or change and make the necessary edits and/or updates.

NOTE: A user can only edit his or her own remarks.

8. Click **Delete** to remove a highlighted Facility remark line. (The Facility remark lines are noted as such in the **Subject** column directly after the author of the remark. This safeguard is to prevent the deletion of other remarks in this window that were entered as Well or Sundry remarks). In most offices, only the USP is authorized to use the delete function. Contact the site USP for further guidance.

NOTE: Users cannot remove remarks made by other authors.

9. Use the **Clear** button to remove all new text from the remarks entry if a mistake is made and try again.

10. There is no spell checker in Non-Indian AFMSS, so edit remarks carefully. Remember that others will be able to view them and, in some cases, the remarks will automatically print onto forms sent to the operator.
11. Use the **Print** button to print a copy of the screen.
12. Click the **Save** button.
13. Click the **Exit** button to return to the source window.

11.5 Non-Indian AFMSS INC Remarks (IEP.43r)

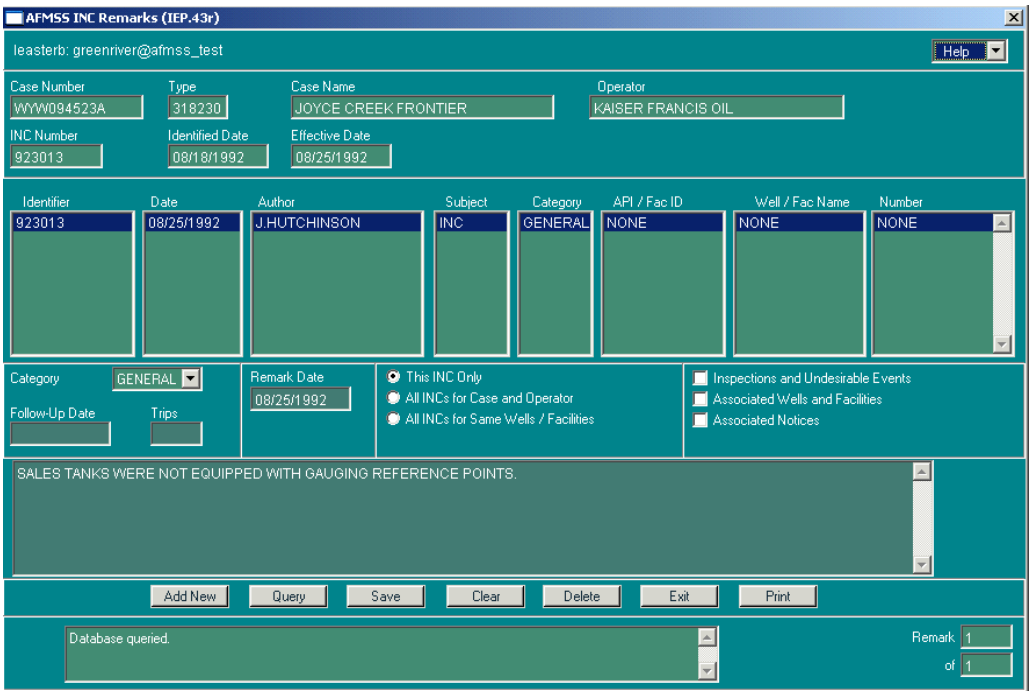


Figure 11-5: Non-Indian AFMSS INC Remarks (IEP.43r) Window

The remarks window for a facility can be reached from either **Inspections** or **Pending INCs** under the Monitoring menu. Instructions for both are provided below.

Procedures

1. Source window from **Monitoring**:

a. From the *Non-Indian AFMSS Main Menu* select **Monitoring** and then **Inspections**. This launches the *Non-Indian AFMSS Inspection List (GLB.92)* window.

b. Select either Query by Case Number or Query by IID.

c. Select an optional sort order button to use a sort other than the default:

NOTE: **by Insp Priority** records can only be sorted by **Case Number**, **Operator** and **Inspection Date**.

- **Case Number** (default option)
- **Operator**

- **Inspection Date**
- **Name/Number**
- **County, Legals**
- **Legal Land Desc**

d. Under **Selection** select one of the inspection record category buttons:

- **by Insp Priority**
- **by Facility**
- **by Well**

e. Under **Selection** select one of the status of records options:

- **Most Recent Insp**
- **Open Insp Only**
- **All Insp**

f. Enter query input data into one or more of the input fields. Click the **Query** button. Highlight a case number.

g. Click the **Enforcement** button. This launches the *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* window. Highlight the desired record.

2. Source window from **Pending INCs**

a. From the *Non-Indian AFMSS Main Menu* select **Monitoring**. Select **Pending INCs**. This launches the *Non-Indian AFMSS Pending INCs (IEP.60)* window.

b. Click either the **Query by Case Number** or **Query by IID** button, depending upon the records desired.

c. Click either the **Pending** or the **All INCs** button, depending upon the records desired.

d. Query by entering information into one or more of the input fields. Click the **Query** button. The system will display existing well records using the information provided. If more than one record is displayed highlight the necessary well record.

e. Click either the **Add Violation** or the **Enforcement Action** button depending upon the purpose. Either launches the *Non-Indian AFMSS INC/Shut-Down Order Input (IEP.43)* window.

3. Click the **Remarks Window** button to launch the *Non-Indian AFMSS INC Remarks (IEP.43R*) window.

4. **Category**: Select either **General** or **Followup** from the toggle list. Only one general INC remark is allowed by the system. It is possible to edit and/or add to this general remark but not to create more than one.

5. Select one of the following options (only select one):

- **This INC Only**

- **All INCs for Case and Operator**
- **All INCs for Same Wells/Facilities**

6. Select one of the following options (only select one):
    - **Inspections and Undesirable Events**
    - **Associated Wells and Facilities**
    - **Associated Notice**
7. **Follow-up Date**: Enter the follow-up date.
8. **Trips**: Enter the number of trips.
9. Remember that some comments appear on reports where space may be limited. Use initial caps and lower case letters instead of all caps to minimize space requirements.
10. **Add New Remarks**: Click the **Add New** button. This clears the remarks field and automatically inserts the current date in the **Remark Date** field. Change the date by double-clicking on it, then entering the desired date if necessary. Put the cursor in the blank field if it is not already there and type in pertinent remarks. Make the remarks as brief and concise as possible.
11. **View Existing Remarks**: Click on the desired remark line (under the **Identifier** data field). The text of the remark appears in the third section of the window (just below the **Date** field). Click on a line in the **Identifier** column again to replace the remark text with another. All remarks can be viewed one at a time in this manner.
12. **Edit Existing Remarks**: Click on the desired remark line in the **Identifier** column. The text of the remark appears in the third section of the window. Click the cursor in the text to make a correction or change and make the necessary edits and/or updates.

NOTE: A user can only edit his or her own remarks.

13. Use the **Clear** button to remove all new text from the remarks entry if a mistake is made and try again.
14. There is no spell checker in Non-Indian AFMSS, so edit remarks carefully. Remember that others will be able to view them and, in some cases, the remarks will automatically print onto forms sent to the operator.
15. Use the **Print** button to print a copy of the screen.
16. Select a remark line (under the **Identifier** data field). Click **Delete** to delete any new remarks. The message “Delete Remarks from Non-Indian AFMSS?” appears. Click **Yes** and return to *IEP.43R*. In most offices, only the USP is authorized to use the delete function. Contact the site USP for further guidance.

NOTE: A user cannot remove remarks made by other authors.

17. Click the **Save** button.
18. Click the **Exit** button to return to the inspection *source* window.

11.6 Non-Indian AFMSS I&E Strategy Matrix - Remarks (IEP.5X)

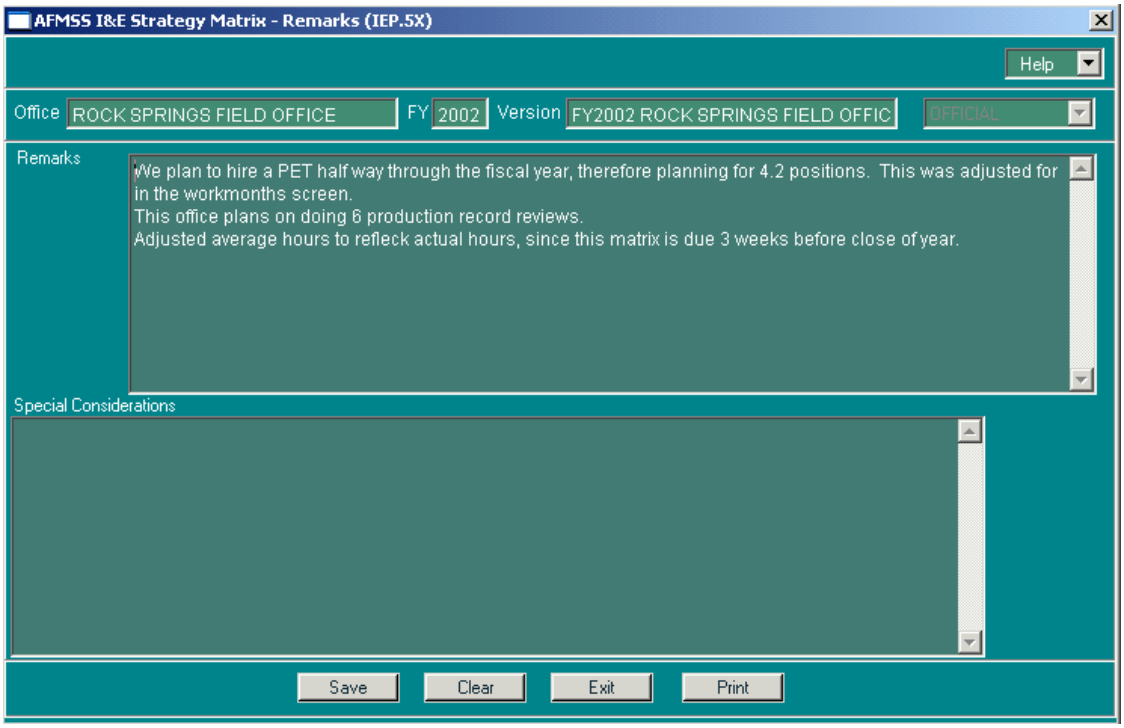


Figure 11-6: Non-Indian AFMSS I&E Strategy Matrix - Remarks (IEP.5X) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring**. Select **I&E Strategy**. This launches the *Non-Indian AFMSS I&E Strategy Matrix–Inspection Items (IEP.54)* window.

   NOTE: Other I&E windows (*IEP.55*, IEP.*56*, etc.) that may be accessed from the finder screen also use the following directions for remarks. However, remember that the remarks are attached to the *source* window that launched the remarks window.

2. Click the **Remarks** button to add remarks or special considerations. This launches the *Non-Indian AFMSS I&E Strategy Matrix–Remarks (IEP.5X)* window.

3. Remember that some comments appear on reports where space may be limited. Use initial caps and lower case letters instead of all caps to minimize space requirements.

4. Click in the **Remarks** section and enter a new comment.

5. Click in the **Special Considerations** section and enter necessary information.

6. There is no spell checker in Non-Indian AFMSS, so edit remarks carefully. Remember that others will be able to view them and, in some cases, the remarks will automatically print onto forms sent to the operator.

7. Click the **Save** button.

8. Click the **Exit** button to return to the I&E Strategy *source* window.

11.7 Non-Indian AFMSS Undesirable Event Remarks (IEP.37R)

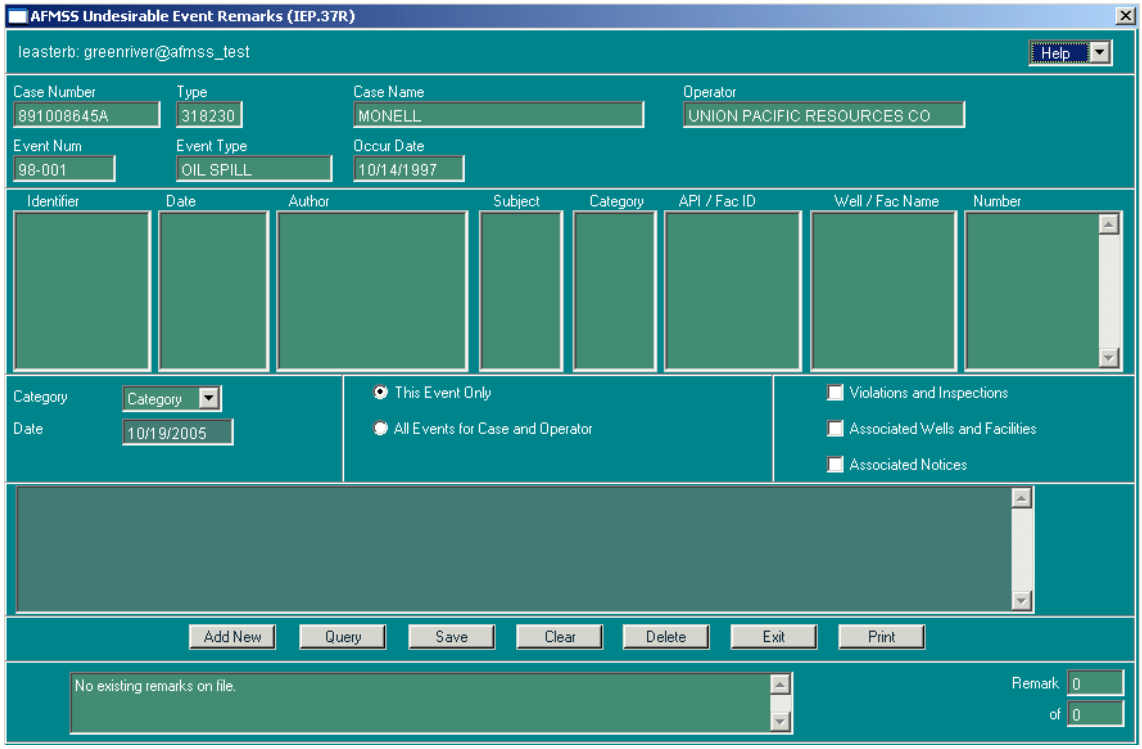


Figure 11-7: Non-Indian AFMSS Undesirable Event Remarks (IEP.37R) Window

Procedures

1. From the *Non-Indian AFMSS Main Menu* select **Monitoring**. Select **Undesirable Events**. This launches the *Non-Indian AFMSS Undesirable Event Finder (IEP.39)* window.
2. Make sure that either the **Inspection Pending** or the **All Events** button is pressed.
3. Click either the **Query by Case** or **Query by IID**, depending upon the records wanted.
4. Query by entering information into one or more of the input fields. It is possible to query without entering any query-by-example information. Click the **Query** button. Highlight the necessary well record.

   NOTE: Other UE windows (*IEP.36*, *IEP.37*, etc.) that may be accessed from the finder screen also use the following directions for remarks. However, remember that the remarks are attached to the *source* window that launched the remarks window.

5. Click the **Remarks** button to launch the *Non-Indian AFMSS Undesirable Event Remarks (IEP.37R)* window.
6. Click the **Category** picklist button and select a category:
   - **CAUSE**
   - **ACT-CTRL**
   - **SUB-CLN**

- **DAMAGE**
- **ACT-PRVT**
- **INJURY**
- **GENERAL**
- **REF-PNT**

7. Click on either **This Event Only** or **All Events for Case and Operator** for the sort order.
8. Click as many options in the second set of sort buttons as applicable:
    - **Violations and Inspections**
    - **Associated Wells and Facilities**
    - **Associated Notices**
9. Click **Query** to find any previously recorded remarks.
10. Remember that some comments appear on reports where space may be limited. Use initial caps and lower case letters instead of all caps to minimize space requirements.
11. **Add New Remarks**: Click the **Add New** button. This clears the remarks field and automatically inserts the current date in the **Date** field. Change the date by double-clicking on it, then entering the desired date if necessary. Put the cursor in the blank field if it is not already there and type in pertinent remarks. Make the remarks as brief and concise as possible.
12. **View Existing Remarks**: Click on the desired remark line in the **Identifier** column. The text of the remark appears in the third section of the window (just below the **Date** field). Click on a line in the **Identifier** column again to replace the remark text with another. All remarks can be viewed, one at a time, in this manner.
13. **Edit Existing Remarks**: Click on the desired remark line in the **Identifier** column. The text of the remark appears in the third section of the window. Click the cursor in the text to make a correction or change and make the necessary edits and/or updates.

NOTE: A user can only edit his or her own remarks.

14. Use the **Clear** button to remove all new text from the remarks entry if a mistake is made and try again.
15. There is no spell checker in Non-Indian AFMSS, so edit remarks carefully. Remember that others will be able to view them and, in some cases, the remarks will automatically print onto forms sent to the operator.
16. Use the **Print** button to print a copy of the screen.
17. Select a remark line in the **Identifier** column. Click **Delete** to delete any UE inspection remarks. The message “Delete Remarks from Non-Indian AFMSS?” appears. Click **Yes** and return to *IEP.37R*. In most offices, only the USP is authorized to use the delete function. Contact the site USP for further guidance.

NOTE: A user cannot remove remarks made by other authors.

18. Click the **Save** button.

19. Click the **Exit** button to return to the inspection source window.

11.8 Operator Attachments

An attachment is any document (e. g., maps, directions, reports) submitted by an operator that further describes a well, facility, action or condition. Operators may submit attachments electronically via the electronic commerce (EC) link on the Internet. Those attachments submitted via EC are accessible for viewing in Non-Indian AFMSS, but are not actually stored in Non-Indian AFMSS. However, a hardcopy of an attachment may be printed when it is accessed through Non-Indian AFMSS.

NOTE: **Adobe Acrobat Reader** is required to view electronically submitted attachments. A free copy of Acrobat is available from Adobe's website at *www.adobe.com* if needed.

Procedures:

1. Look at the **Attachment** button in the window. If it is grayed-out (not available), there are no attachments available for this record.
2. Click **Attachment** if the button is black. The Internet browser is spawned, linking through Acrobat Reader. This may take a few minutes. The attachment is divided into three sections consisting of **Attachment List, Attachment Data** and an unnamed section for the attachment text or graphics (see Figure 11-8).
3. The **Filename** column of the **Attachment List** section displays the associated text and/or graphics file(s). There may be multiple filenames from which to choose. Click on the name of the file desired to launch the *Non-Indian AFMSS Attachment Viewer* browser window.
4. Review the attachment using the side and bottom scroll bars.
5. Use the browser's print functions to print a hardcopy of the attachment.
6. Repeat for each **Filename** listed.
7. Press **File** in the top menu bar and select **Close** to return to the Non-Indian AFMSS window.

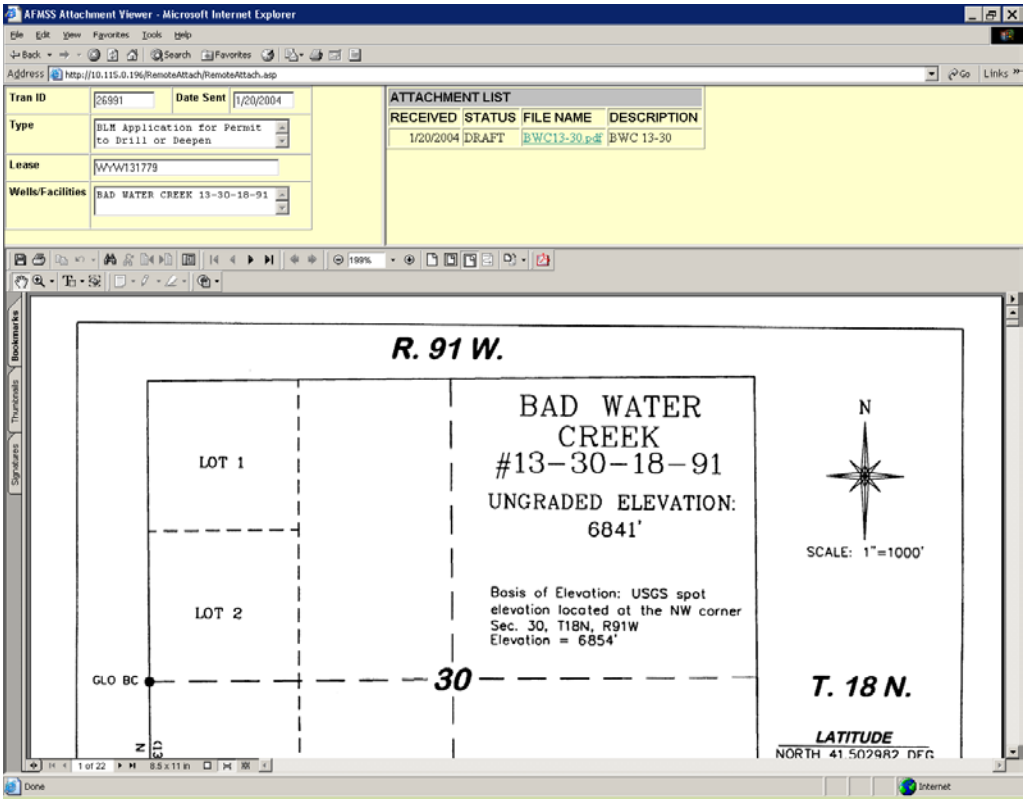


Figure 11-8: EC Attachment Sample

APPENDIX A: Non-Indian AFMSS Mailing Labels in Microsoft Word

The following procedures are used to create a set of mailing labels in Microsoft Word format.

►From the *AFMSS Main Menu*:

1. Under the **Operations** click on **Customers**.
2. The *AFMSS Customer Select (GLB.11)* screen defaults to display all types of addresses in AFMSS. See Figure B-1.
3. For a specific type of operator address, query for the Customer Type desired to create labels. If, for example, to make a mailing list for all BLM offices, click on the down arrow button to the right of the **Customer Type** field in the lower section of the screen. Select **BLM–BLM OFFICE** and click on the **Query** button. The screen will re-query and return a display of only those names and addresses that are entered under the BLM office type.
4. Click on **Label Export**.
5. At the *Save Label Export To* window, select the drive and directory to save this file. The file will automatically be saved with the .txt file extension (text file). Type a file name in the File Name field and click on the **Save** button.
6. **Exit** from AFMSS.

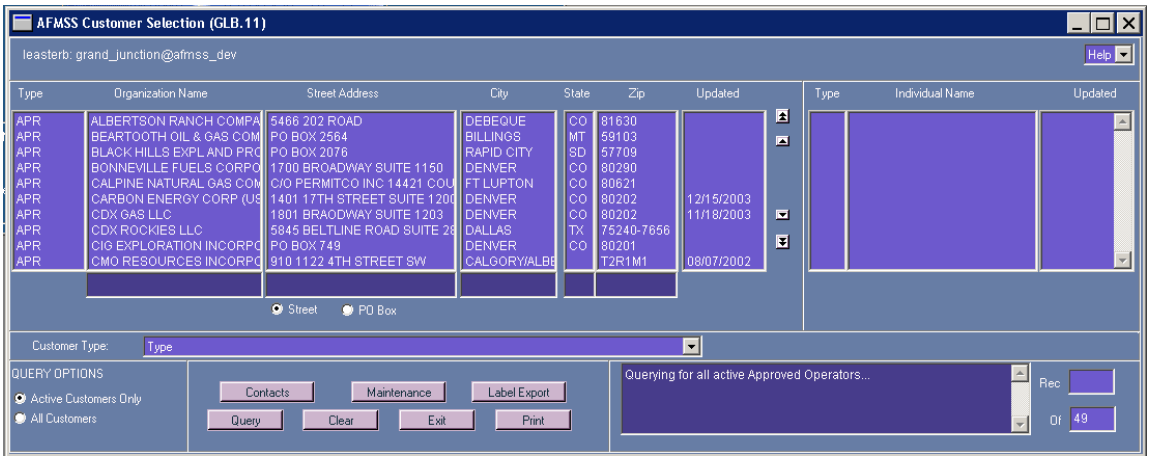


Figure A-1: AFMSS Customer Selection (GLB.11)

►To use the text file saved from AFMSS to create and print labels for mailing, open a new document in Microsoft Word:

1. On the **Tools** menu, point to **Letters and Mailings**, and then click **Mail Merge Wizard**.
2. Under **Select document type**, click **Labels**.

   The active document becomes the main document.
3. Click **Next: Starting document**.

Tip: If familiar with the mail merge feature or to work outside the wizard, use the **Mail Merge** toolbar. The buttons are arranged in sequence from left to right.

►More step-by-step information:

The wizard guides through the rest of the mail merge process. The following are more details, listed in step-by-step order.

Set up and display the labels.

1. Create a new sheet of labels.

   a. Click **Change document layout**.

   b. Click **Label options**.

   c. In the **Label Options** dialog box, select the options desired, such as the label type and size, and then click **OK**.

      For Help on an option, click the question mark, and then click the option.

   d. Under **Select recipients**, click **Use an existing list**.

   e. Click **Browse**.

   f. In the **Select Data Source** dialog box, locate and click the data source desired.

   g. By default, Microsoft Word opens the **My Data Sources** folder.

   h. Click **Open**.

      All of the entries in the data source appear in the **Mail Merge Recipients** dialog box, where the user can refine the list of recipients to include in the merge.

2. Sort items in the list.

   This is useful to see items in alphabetical or numeric order.

   Click the column heading of the item desired to sort by. For example, to display the list alphabetically by last name, click the **Last Name** column heading.

3. Filter items in the list.

   This is useful if the list contains records to exclude from the merge. Once filtered, use the check boxes to include and exclude records as described in the previous section.

   a. Click the arrow next to the column heading of the item desired to filter by.

   b. Click any of the following:

      (Blanks) displays all the records in which the corresponding field is blank.

(Nonblanks) displays all the records in which the corresponding field contains information.

If the data source contains records that share the same information, and there are ten or fewer unique values in the column, filter by specific information. For example, if there are multiple addresses that list Australia as the country/region, filter on **Australia**.

The **Mail Merge Recipients** dialog box displays only the designated records. To display all the records again, click **(All)**.

c. Click **OK** to return to the Mail Merge Wizard. Microsoft Word will use the recipients designated for the merge.

   Tips:

   - For advanced sorting and filtering, click the arrow next to any column name, and then click **(Advanced)**. Use the **Filter Records** and **Sort Records** tabs to set up the sorting or filtering query desired.
   - If address validation software is installed, click **Validate** in the **Mail Merge Recipients** dialog box to validate the recipients' addresses.

d. Click Next: Arrange labels.

4. Arrange the content of labels.

   Insert merge fields in the places to merge names, addresses, and other information such as a postal bar code.

   How?

   a. In the main document, click in the place to insert the field.
   b. Insert any of the following: Address block with name, address, and other information
   c. Click Address block.
   d. In the Insert Address Block dialog box, select the address elements desired to include and the formats desired, and then click OK.
   e. For Help on an option, click the question mark, and then click the option.
   f. If the Match Fields dialog box appears, Microsoft Word may have been unable to find some of the information it needs for the address block. Click the arrow next to (not available), and then select the field from the data source that corresponds to the field required for the mail merge.
   g. Click Insert, and then click Close.

To copy the format and layout of the first label to all the other labels on the page, click **Update all labels**.

1. After completing the main document and inserting all of the merge fields, click **Save As** on the **File** menu. Name the document, and then click **Save**.
2. Click **Next: Preview the labels**.

Preview the labels and fine-tune the recipient list

a. Preview the items. Do one of the following:

- To preview the items in order, click the arrow buttons. Each record is previewed in the first label on the sheet.
- To locate and preview a specific item, click **Find a recipient**, and then enter the search criteria in the **Find Entry** dialog box.

b. For Help on an option, click the question mark, and then click the option.

c. To fine-tune the recipient list — for example, exclude a recipient — click Edit recipient list, and then make changes in the Mail Merge Recipients dialog box.

d. Click Next: **Complete the merge**.

5. Complete the merge

Do any of the following:

a. Personalize individual labels.

To personalize individual items, complete the merge, and then edit the information in the resulting merged document.

1. Click **Edit individual labels**.
2. In the **Merge to New Document** dialog box, select the records desired to merge.

   For Help on an option, click the question mark, and then click the option.
3. Click **OK**.

   Microsoft Word creates and opens a new merged document. The main document also remains open to switch back to it to make a change to all the items.
4. Scroll to the information to edit, and make the changes.
5. Print or save the document like any regular document.

b. Print the sheet of labels.

Do one of the following:

If the items have been personalized and the merged document is active:

1. On the **File** menu, click **Print**.
2. Select the options desired.

   For Help on an option, click the question mark, and then click the option.

To print directly from the Mail Merge Wizard:

1. In Step 6 of the Mail Merge Wizard (**Complete the merge**), click **Print**.
2. In the **Merge to Printer** dialog box, do one of the following, and then click **OK**.
   - To print all the documents, click **All**.
   - To print the document seen in the document window, click **Current record**.
   - To print a range of documents, click **From**, and then type the record numbers in the **From** and **To** boxes.
3. In the **Print** dialog box, select the options desired.

   For Help on an option, click the question mark, and then click the option.

c. Save the sheet of labels for later use

To edit merged labels or save them for later use, collect them into a single document, as follows.

1. Click **Edit individual labels**.
2. In the **Merge to a New Document** dialog box, do one of the following, and then click **OK**.
   - To merge all the documents, click **All**.
   - To merge only the document shown in the document window, click **Current record**.
   - To merge a range of documents, click **From**, and then type the record numbers in the **From** and **To** boxes.

Microsoft Word opens a single new document that contains all the individual labels. This document can be saved for later use, the same as any regular document.

APPENDIX B: Non-Indian AFMSS Formats and Codes

A few of the more frequently used Non-Indian AFMSS formats, codes and abbreviation are listed in the following sections.

ACTIONS AND REVIEWS

INC:	Incident of Noncompliance
SDR:	State Director Review
AD:	Administrative Determination
SR:	Subsequent Report

NON-INDIAN AFMSS FORMATS FOR COMMON DATA ELEMENTS

Dates: Dates used for Non-Indian AFMSS input are entered in MM/DD/YYYY format. For example, 21 June 1997 would be entered as 06/21/1997. Note: Minerals Management Services (MMS) uses the format MM/YYYY and therefore some dates in the Monthly Report of Operations (MRO) and Oil and Gas Operations Report (OGOR) windows may use this format.

Times: Times are entered as HHMM, with the hour being in military time. For example, 3:15 p.m. would be entered as 1515. Midnight is 0000.

Money: Monetary figures are entered without the decimal point and dollar sign. For example, $250,000.00 would be entered as 250,000 or 250000.

Legal Land Descriptions: They are entered without leading zeros. For example, Township 3N = 3N; Range 21E = 21E; Section 32 = 32.

Township: It is no longer necessary to enter leading or trailing zeros. Non-Indian AFMSS uses the format nnnX or nnn.nnX where X is either a N or S (for example, 12.25N).

Range: It is no longer necessary to enter leading or trailing zeros. Non-Indian AFMSS uses the format nnnX or nnn.nnX where X is either a N or S (for example, 12.25N).

Footages: Feet from north/south line would be in the format 1957FNL (no spaces). Feet from east/ west line would be in the format 982FEL (no spaces).

Wildcard: The wildcard is the % symbol in Non-Indian AFMSS. It can be used before, after and/or in the middle of a string.

AGENCIES

SMA:	Surface Management Agency

BLM:	Bureau of Land Management
MMS:	Minerals Management Service
BIA:	Bureau of Indian Affairs
FS:	United States Forest Service
COE:	Corps of Engineers
USFW:	United States Fish & Wildlife Service
USPS:	United States Postal Service
EPA:	Environmental Protection Agency

AGREEMENT FILES ABBREVIATIONS

TD:	Tulsa District (USGS)
SCR:	South Central Region (USGS)
U:	Unit
MC:	Mid-Continent Region (USGS)
CR:	Central Region (USGS)
NRMR:	Northern Rocky Mountain Region (USGS)
ES:	Eastern States
C:	Colorado
W:	Wyoming
FW:	Fish & Wildlife

ALIQUOT CODES

Code	Quarter/Quarter
NENE:	The northeast quarter of the northeast quarter of the section
NWNE:	The northwest quarter of the northeast quarter of the section
SENE:	The southeast quarter of the northeast quarter of the section

Code	Quarter/Quarter
SWNE:	The southwest quarter of the northeast quarter of the section
NENW:	The northeast quarter of the northwest quarter of the section
NWNW:	The northwest quarter of the northwest quarter of the section
SENW:	The southeast quarter of the northwest quarter of the section
SWNW:	The southwest quarter of the northwest quarter of the section
NESE:	The northeast quarter of the southeast quarter of the section
NWSE:	The northwest quarter of the southeast quarter of the section
SESE:	The southeast quarter of the southeast quarter of the section
SWSE:	The southwest quarter of the southeast quarter of the section
NESW:	The northeast quarter of the southwest quarter of the section
NWSW:	The northwest quarter of the southwest quarter of the section
SESW:	The southeast quarter of the southwest quarter of the section
SWSW:	The southwest quarter of the southwest quarter of the section
NE:	The northeast quarter of the section
CNE:	The center of the northeast quarter of the section
NW:	The northwest quarter of the section
CNW:	The center of the northwest quarter of the section
SE:	The southeast quarter of the section
CSE:	The center of the southeast quarter of the section
SW:	The southwest quarter of the section
CSW:	The center of the southwest quarter of the section
N2:	The north half of the section
S2:	The south half of the section
E2:	The east half of the section
W2:	The west half of the section

API NUMBERS

Non-Indian AFMSS uses a 14 digit API number derived from the basic API 12 digit number plus the BLM designated completion code. The 14 digit API is structured as follows:

First Field		Second Field	Third Field	
State	**County**	**Sequence**	**Sidetrack**	**Completion Code**
xx	xxx	xxxxx	xx	xx

The general API format is as follows:

- **First Field**:
  Positions 1-2: State Code
  Positions 3-5: County Code
  Positions 6-10: Unique Number
- **Second Field**: Positions 11-12: Sidetrack Code (The sidetrack code is a two digit suffix assigned serially that is added to the original API number so that directional sidetrack holes can be related to the original hole and yet be uniquely identified. The serial range goes from 00-99 with 00 representing no sidetrack in the well bore).

Note: Always use the **Add Sidetrack** button in the *Non-Indian AFMSS Well Header Review (GLB.90)* window to add a sidetrack well.

- **Third Field:** Positions 13-14: Completion Code. The completion code is based on the number of separate completions that BLM needs to track in the well. The first digit is an alpha-character (from the list below) that describes the number of completions and the second digit is numeric assigned sequentially beginning with the number **1** for the first completion within the well bore followed by consecutively higher numbers for successive completions.

ALLOCATED	BOREHOLE	SINGLE	DUAL	TRIPLE	QUADRUPLE	QUINTUPLE	COMMINGLE
A	**X**	**S**	**D**	**T**	**Q**	**V**	**C***

***THE C COMPLETION CODE IS THE ONLY ONE USED IN NEW MEXICO TO BE CONSISTENT WITH STATE LAWS.**

For example: a single completed well would be assigned the code S1; a dual completed well would be assigned D1 and D2, etc.

For definitive guidance on APIs, consult the *MMS Minerals Production Reporters Handbook* or the *MMS PAAS Onshore Oil & Gas Reporter Handbook*.

APPLICATION TYPES

APD:	Application for Permit to Drill
AAPD:	Approved APD
CA:	Communitization Agreement

FAN:	Final Abandonment Notice
GSA:	Gas Storage Agreement
LOC:	Notification of Pad Construction
NOI:	Notice of Intent
NOS:	Notice of Staking
SOA:	Spacing Order Agreement
SR:	Subsequent Report
SRA:	Subsequent Report of Abandonment
UA:	Unitization Agreement

AUTHORIZATION STATUS

I:	Inactive
A:	Abandoned
E:	Extended term
H:	Held by production–actual
P:	Primary term
R:	Renewable
L:	Held by production–allocated
T:	Indian lease recommended for termination

CASE STATUS CODES

A:	Abandoned or terminated unit
E:	In extended term
H:	Held by production-actual

I:	Inactive
L:	Held by production-allocated
P:	In primary term
R:	Renewable
T:	Indian lease recommended for termination

CATEGORIES OF NONCOMPLIANCE

F:	FOGRMA
N:	NONFOGRMA
E:	Environmental

CUSTOMER TYPES

ALL:	All data
APP:	Applicant
APR:	Approved BLM operator
BLM:	BLM office
EMG:	Emergency contact
GRA:	Grantor
HDQ:	Headquarters
INC:	Representative designated to receive Notice of Non-compliance
LOC:	Local office
LSE:	Leasee
MRO:	Monthly Report of Operations representative
OPP:	Observed operation (inspection)

OTH:	Other
PMR:	Pumper
REG:	Regional office
SME:	Surface managing entity
SUR:	Surety
TRB:	Tribe

ELEVATION DATUMS

GL:	Ground Level
CH:	Casing Head
DF:	Drilling Floor
KB:	Kelly Bushing
RT:	Rotary Table

EQUIPMENT TYPE

Dehydrators
Disposal Pits
Electronic Flow Meter
Emergency Pits
Gun Barrel
Heater Treater
LSE Auto Cust Transfer Meter
Oil Tanks
Orifice
Other
Separators
Turbine
Venturi

Water Tanks

FREQUENCY

A:	Annually
B:	Every other year
C:	Every three years
N:	Other/None

INC CATEGORY DEFINITIONS

11.8.1.1 INC Violation Codes and Category Classification

INC Code	INC Violation Description	Non-Indian AFMSS Default
	Production Violations	
1	Site is not properly identified	
2	Well equipment is not satisfactory.	
3	Environmental protection is not satisfactory.	
4	Temporary or emergency pits are not approved.	
5	Pitsare not satisfactory.	
6	Surface use is not in accordance with approved plan.	
7	Monthly Report of Operations is not complete and current. *The Monthly Report of Operations (MRO) listings will be left as an option to select to track correspondence with time frames issued to resolve reporting discrepancies with the operator. The category for this type of document will be classified an N.	
81	MRO confirms the reasonableness of Production vs. Sales	
82	MRO confirms the reasonableness of Tank capacity vs inventory	
83	MRO confirms the reasonableness of Well status vs actual status	

INC Code	INC Violation Description	Non-Indian AFMSS Default
10	Off-lease measurement is not approved (oil). **General Rule: Those categories with two asterisks next to them may be FOGRMA or non- FOGRMA related based upon site specific conditions. The system will default to the category indicated and the user must review to ensure the category is correct for the actual violation. The user will have the capability of editing the field if it is actually a non-FOGRMA related violation or order. Those items classified as FOGRMA in the listing are related to the proper production handling and measurement of product as well as items 50 and 52 which are specifically addressed in the Act itself.	
12	Other method of measuring oil and condensate is not approved.	
13	Method of measuring oil and condensate is not satisfactory.	
14	Valves are not sealed in accordance with minimum standards.	
15	Site facility diagram is not satisfactory.	
17	Off-lease storage of oil and condensate is not approved.	
18	Liquid handling equipment is not satisfactory.	
20	Commingling is not approved.	
23	Flaring or venting or other is not approved.	
24	Off-lease measurement is not approved (gas).	
27	Method of measurement (other than orifice meter) of natural gas not approved.	
28	Method of measuring natural gas is not satisfactory.	
29	Natural gas handling/treating equipment is not satisfactory.	
31	Collection of liquids is not satisfactory.	
33	Water disposal method is not approved.	
35	Disposal of water is approved but not satisfactory.	
37	Tank batteries are not properly equipped.	
38	Warning signs are not properly installed.	
39	If required the contingency plan is not available.	

INC Code	INC Violation Description	Non-Indian AFMSS Default
40	Personnel are not properly protected.	
41	Sales & Mgmnt. of oil and condensate are not documented according to standards.	
42	Operator has not established a site security plan in accordance with standards	
43	Operator does not maintain a seal record.	
44	Operator does not have a self-inspection program.	
50	Failed to comply with a notice, written order, or instruction of the AO	
51	Operator is required to submit requested paperwork.	
52	Prepared, maintained or submitted false, inaccurate or misleading reports, etc.	
53	Failure to obtain approval for specific operations.	
	Drilling Violations	
	Drilling INC Type Codes are tracked using a D prefix after the violation number so that users can easily tell the type of violation issued.	
1D	Approved drilling permit and plan are not on location.	
2D	Drill site is not properly identified.	
3D	Operations are not conducted in a wrokmanlike manner.	
4D	Operator failed to report spills.	
5D	Drill-stem test was not conducted according to minimum standards.	
6D	Hole deviation is not within approved tolerance.	
7D	surface use is not in accordance with approved plan.	
8D	Well control and associated equipment is not installed, used, etc. to maintain well control.	
23D	Casing and cementing operations were not conducted according to approved plan.	
28D	Mud system is not according to approved plan.	N
33D	Air and gas drilling op's are not according to approved plan or minimum stand.	

INC Code	INC Violation Description	Non-Indian AFMSS Default
37D	Hydrogen sulfide op's do not meet minimum standards or approved plan.	
50D	Failed to comply with a notice, written order, or instruction of AO.	
51D	Operator is required to submit requested paperwork.	
52D	Prepared, maintained or submitted false, inaccurate or misleading reports, etc.	
	Plugging Violations	
	Plugging INC Type Codes are tracked using a P prefix after the violation number so that users can easily tell the type of violation issued.	
1P	Plugging/Abandonment operations are not conducted according to approved plan.	
2P	Rehabilitation does not meet approved plan.	
50P	Failed to comply with a notice, written order or instruction of the AO.	
51P	Operator is required to submit requested paperwork.	
52P	Prepared, maintained or submitted false, inaccurate or misleading reports, etc.	
Category Codes: F=FOGRMA; N-Non-FOGRMA, Environmental		

INSPECTION ACTIVITIES AND INSPECTION TYPES

This list contains many types of inspections that are no longer used in Non-Indian AFMSS, but may still appear as historical data. Valid code types are indicated with an asterisk (*****).

- **Abandonment**
- ***NEW**—for creating a new record
- ***OV**—oversight inspection
- ***PD**—plugging/abandonment well inspection (down hole)
- **Drilling**
- ***DW**—drilling well inspection
- NC—
- ***NEW**—for creating a new record
- NR—
- ***OV**—oversight inspection
- **Facility Surface**
- ***ES**—environmental/surface inspection
- ***NEW**—for creating a new record
- ***OV**—oversight inspection
- **Production**
- **D**—detailed PI
- **PV**—product verification
- **NM**—non-detailed meter proving/calibration
- **N**—non-detailed PI
- ***NEW**—for creating a new record
- ***OV**—oversight inspection
- **PA**: production accountability
- ***PI**—production inspection
- **PH**—production handling
- ***RV**—records (volume) verification inspection
- ***TH**—theft inspection (alleged)
- ***WK**—workover
- **Well Surface**
- ***ES**—environmental/surface inspection
- ***NEW**—for creating a new record

- ***OV**—oversight inspection

LEASE IDENTIFICATION

Abbr.	**Identification**
CR	ase Recordation Number (Lease Identification Number)
GLO	General Land Office
G	Guthrie Land Office
BGS	Billings Land Office
BIS	Bismarck Land Office
BU	Buffalo Land Office
GF	Great Falls Land Office
AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa

Abbr.	**Identification**
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina

Abbr.	Identification
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	Virgin Islands
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

MERIDIAN CODES

Code	Meridian Description
1PM	1ST PRINCIPAL MERIDIAN
2PM	2ND PRINCIPAL MERIDIAN
3PM	3RD PRINCIPAL MERIDIAN
4PM	4TH PRINCIPAL MERIDIAN-IL
5PM	5TH PRINCIPAL MERIDIAN-MN
6PM	6TH PRINCIPAL MERIDIAN
BHM	BLACK HILLS MERIDIAN
BSE	BOISE MERIDIAN
CHK	CHICKASAW MERIDIAN
CTW	CHOCTAW MERIDIAN

Code	Meridian Description
CIM	CIMARRON MERIDIAN
CRM	COPPER RIVER MERIDIAN
FBX	FAIRBANKS MERIDIAN
GSR	GILA&SALT RIVER MERIDIAN
HUM	HUMBOLDT MERIDIAN
HNT	HUNTSVILLE MERIDIAN
IND	INDIAN MERIDIAN
LAM	LOUISIANA MERIDIAN
MIM	MICHIGAN MERIDIAN
MPM	MONTANA PRINCIPAL MERIDIAN
MTD	MOUNT DIABLO MERIDIAN
NAV	NAVAJO MERIDIAN
NMP	NEW MEXICO PRINCIPAL MERIDIAN
STM	ST. HELENA MERIDIAN
STS	ST. STEPHENS MERIDIAN
SLB	SALT LAKE BASIN MERIDIAN
SBM	SAN BERNARDINO MERIDIAN
SEW	SEWARD MERIDIAN
TAL	TALLAHASSE
UBM	UINTAH BASIN MERIDIAN
UTE	UTE MERIDIAN
WLM	WILLAMETTE MERIDIAN
WR1	WIND RIVER MERIDIAN

Code	Meridian Description
WR2	WIND RIVER MERIDIAN
ORS	OHIO RIVER SURVEY
KRM	KATEEL RIVER MERIDIAN
UMM	UMIAT MERIDIAN
MIL	US MILITARY SURVEY
CWR	CONNECTICUT WESTERN RESER
OCM	OHIO COMPANY
7RS	SEVEN RANGES
JNS	JOHNSON
KYM	KENTUCKY MERIDIAN
MDM	MARYLAND
NYM	NEW YORK MERIDIAN
PAM	PENNSYLVANIA MERIDIAN
TNM	TENNESSEE MERIDIAN
VAM	VIRGINIA MERIDIAN
WVM	WEST VIRGINIA MERIDIAN

MINERAL OWNERSHIP

A:	quired-Public
P:	Public Domain
F:	Fee
S:	State
Q:	Private Acquired

MINERAL TYPE

O:	Oil
G:	Gas
H:	Steam
C:	Coal
S:	Sand
G:	Gravel
L:	Limestone
P:	Potash

NEPA DOCUMENT TYPE

EA:	Environmental Assessment
EIS:	Environmental Impact Statement
CX:	Categorical Exclusion
AD:	Administrative Determination
DNA:	Documentation of NEPA Adequacy

NUMBER OF COMPLETION (NOC)

Non-Indian AFMSS uses **#CMPL** to signify the number of completions.

X1:	well with no completions or completion abandoned.
S1:	single completion well (S2, S3 for 2 and 3 single completion, etc.)
D1:	completion 1 of 2 of a dual completed well
D2:	completion 2 of 2 of a dual completed well
T1:	completion of 1 of 3 of a triple completed well
T2:	completion 2 of 3 of a triple completed well

T3:	completion 3 of 3 of a triple completed well

Q and V codes are similar to triple codes

ORGANIZATION TYPES

ALL:	All Customer Records
APP:	Applicant
APR:	Approved BLM Operator
BLM:	BLM Office
EMG:	Emergency Contact
GRA:	Grantor
HDQ:	Headquarters
INC:	Notice of Non-Compliance Representative
LOC:	Local Office
LSE:	Leasee
MRO:	Monthly Report of Operations Representative
OPP:	Observed Operator (Inspection)
OTH:	Other
PMR:	Pumper
REG:	Regional Office
SME:	Surface Managing Entity
SUR:	Surety
TRI:	Tribe

OVERALL INSPECTION PRIORITY FOR AN INSPECTION ITEM

W:	FOGRMA High and Surface/Environmental/Other High

X:	FOGRMA High and Surface/Environmental/Other Low
Y:	FOGRMA Low and Surface/Environmental/Other High
Z:	FOGRMA Low and Surface/Environmental/Other Low

PROPRIETARY CODE

Blank:	Not applicable (It will almost always be blank).
I:	Indian
P:	Petition

ROYALTY RATE CODE

B:	Both fixed and variable
C:	Cumulative royalty rate
F:	Fixed
H:	Heavy Oil Reduced Rate
O:	Other
R:	Flat
S:	Reduced Royalty Rate
V:	Variable

ROYALTY SCHEDULE CODE

1:	12 ½%
2:	16 2/3%
3:	Step scale (12 l/2% to 32%)
4:	Schedule B step scale (12/1/2 % to 25%)
5:	Sliding schedule

6:	5% (20 year lease)
7:	Other

STORAGE TYPES

Storage Only

Sales

N/A (Not Applicable)

Not Inspected

SUNDRY NOTICE TYPES

API Unit

Acidize

Bioremediation of Pits/Surface

Casing Alteration

Casing Repair

Change to Original APD

Communitization Agreement

Comp Royalty Agreement

Conversion to Injection/Disposal

Deepen

Drilling Operations

Emergency Pits or Closure

Final Abandonment Notice

Fracture Treat

Gas Storage agreement

Mechanical or Casing Integrity Test

New Construction

Off Lease Storage

Off Lease Measurement

Onshore Order Variance

Other Sundry Notice

Plug and Abandonment

Plug-back

Production Facility Changes

Production Start-up

Reclamation

Return to production

Right of Way

Secondary Recovery Unit

ShutIn Notice

Site Facility Diagram/Security Plan

Subsurface Commingling

Successor of Operator

Surface Commingling

Surface Disturbance

Suspension of Operations and/or Production

Temporary Abandonment

Undesirable Event

Unit Agreement

Unit Plan of Development

Venting and/or Flaring

Waiting on Pipeline

Water Disposal

Water Shut-off

Water Well Assumption

Well Spud

Well Test

Workover Operations

SUNDRY REVIEWS

Notice of Intent

Adjudication Review

Engineering Review

Geologic Review

Surface Review

NOI Approval

Oral Approval

Subsequent Report

Adjudication Review

Engineering Review

Geologic Review

Surface Review

SR Approval

SURVEY TYPES

Rectangular

Latitude/Longitude

Carter Coordinates

Metes and Bounds

Other

SUSPENSION OF OPERATIONS TYPE

A:	Agency Delay
C:	Cultural
E:	Economics
O:	Other
W:	Weather

THREAD COUPLING CODES

LT&C:	Long thread and coupling
ST&C:	Short thread and coupling
Butt:	Buttress
FJ:	Flush joint coupling

SLH:	Slim hole
NU:	Non-upset
EU:	External upset
EXL:	Extreme line

UNITS OF MEASURE

BBLS:	Barrels
CUFT:	Cubic Feet
GALS:	Gallons
BTU:	British Thermal Units
Mcf:	1000 Cubic Feet
BOPD:	Barrels of Oil Per Day

WELL COMPLETION TYPES

X:	Well Boreholed
S:	Single Formation Completion
D:	Dual Formation Completion (produced separately)
T:	Triple Formation Completion (produced separately)
Q:	Quadruple Formation Completion (produced separately)
V:	Quintuple Formation Completion (produced separately)
S1:	Only initial single formation producing
S2:	Only second formation producing
S3:	Only third formation producing

WELL STRINGS

DDS:	Directionally Drilled Single Well String
DDD:	Directionally Drilled Dual Lateral Well String
DDT:	Directionally Drilled Triple Lateral Well String
DDQ:	Directionally Drilled Quadruple Lateral Well String
DDV:	Directionally Drilled Quintuple Lateral Well String
HDS:	Horizontally Drilled Single Well String
HDD:	Horizontally Drilled Dual Well String
HDT:	Horizontally Drilled Triple Well String
HDQ:	Horizontally Drilled Quadruple Well String
HDV:	Horizontally Drilled Quintuple Well String

WELL STATUS

ABD:	Abandoned
DRG:	Drilling Well
DSI:	Drilling Well Shut-in
GIW:	Gas Injection Well
GIWSI:	Gas Injection Well Shut-in
GSI:	Gas Well Shut-in
MW:	Monitoring Well
OSI:	Oil Well Shut In
P+A:	Plugged and Abandoned
PGW:	Producing Gas Well
POW:	Producing Oil Well

RLOC:	Reclaimed Location
SIW:	Steam Injection Well
SIWSI:	Steam Injection Well Shut-in
TA:	Temporarily Abandoned
WDW:	Water Disposal Well
WDWSI:	Water Disposal Well Shut-in
WIW:	Water Injection Well
WIWSI:	Water Injection Well Shut-in
WSW:	Water Source Well
WSWSI:	Water Source Well Shut-in

WELL TREATMENT TYPE CODE

A:	Acidize
F:	Frac
B:	Breakdown
S:	Squeeze

WELL TYPE

Note: There is a difference between well type and well status codes.

OIL:	Oil
GAS:	Gas
CBM:	Coal Bed Methane
INJ:	Injection
OTH:	Other

3160 FORMS

3160-11:	(Production)
3160-WS:	(Surface: Blank)
3160-WS:	(Surface: Filled)
3160-10:	(Drilling)
3160-13:	(Abandonment)
3160-UE:	(Undesirable Event)

APPENDIX C: Acronyms

Acronym	Full Name
AAPD	Approved APD
APD	Application for Permit to Drill
AD	Administrative Determination (NEPA document type)
ADP	Automated data processing
Non-Indian AFMSS	Automated Fluid Minerals Support System
AIRS	Automated Inspection Record System
aka	Also known as
ANSI	American National Standards Institute
APD	Application for Permit to Drill
API	American Petroleum Institute
BASS	BLM Application Security System
BBLS	Barrels
BIA	Bureau of Indian Affairs
BPD	Barrels per day
BFPH	Barrels of fluid per hour
BLOB	Binary Large Object
BLM	Bureau of Land Management
BOP	Blowout Preventer
BS&W (aka S&W)	Basic Sediment and Water
Btu	British thermal unit
CA	Communication Agreement
CFD	Cubic feet per day
CFR	Code of Federal Regulations
COE	(United States Army) Corps of Engineers
CO2	Carbon Dioxide
Ctrl	Control key on the keyboard
CX	Categorical Exclusions (NEPA document type)

Acronym	Full Name
D&A	Dry and Abandoned
DED	Data Element Dictionary
DOE	Department of Energy
DOJ	Department of Justice
DOI	Department of Interior
DNA	Documentation of NEPA Agency
DST	Drill Stem Test
E	East
EA	Environmental Assessment (NEPA document type)
EC	Electronic Commerce
ECR	Electronic Commerce Reviewer
EDI	Electronic data interchange
EFI	Electronic flow measurement
EIS	Environmental Impact Statement (NEPA document type)
EOR	Enhanced oil recovery
FAN	Final Abandonment Notice
FEE	Fee well
FOGRMA	Federal Oil & Gas Royalty Management Act of 1982
FNL	Format for feet measure from directional line: Feet from (north) line
FTP	File Transfer Protocol
FY	Fiscal Year
GAO	General Accounting Office
GLB.xx	Global window number
GOR	Gas/Oil Ratio
GIW	Gas Injection Well
GUI	Graphical User Interface
HHMM	Format for time using hours/minutes with the hour in military time
H2S	Hydrogen Sulfide

Acronym	Full Name
IBLA	Interior Board of Land Appeals
IEP	Inspection and Enforcement Program
I&E	Inspection and Enforcement
ID	Identification
IID	Inspection identification
in	inch
INC	Incident of Non-Compliance
IPAA	Independent Petroleum Association of America
ISP	Internet Service Provider
IWR	Individual Well Report
LAN	Local area network
Lat	Latitude
LLD	Legal Land Description
LNG	Liquefied natural gas
Long	Longitude
LPG	Liquefied petroleum gas
M	Thousand (from Latin mille)
Mcf	Thousand cubic feet
MIS	Management Information System
MMbd	Million barrels per day
MMcf	Million cubic feet
MM/DD/YYYY	Format for date using month/day/year (02/12/2000)
MM/YYYY	Format for date using month/year (02/2000)
MMS	Minerals Management Service
MRO	Monthly Report of Operations
N	North
NEPA	National Environmental Policy Act
NOC	Number of completion
NOI	Notice of Intent
NOS	Notice of Staking

Acronym	Full Name
NPS	National Park Service
NRS	Natural Resource Specialist
NTL	Notice to lessees and operators
OGOR	Oil and Gas Operations Report
OTS	Office Technology Systems
PA, P+A or P&A	Plug and Abandon
PET	Petroleum Engineering Technician
PINC	National Potential Incident of Noncompliance List
ppm	parts per million
.ps	Indication that file is post script
psi	Pounds per square inch
QBE	Query by Example
RDBMS	Relational Database Management System
ROW	Rights of Way
Roy Rt Ef	Royalty Rate Effective
RTM	Requirements Traceability Matrix
S	South
SA	System Administrator
SDR	State Director Review
SME	Surface Maintenance Entity
SN	Sundry Notice
SR	Subsequent Report
STATE	State well
SUM	Software Users Manual
TA	Temporary Abandonment
T&E	Threatened and Endangered
TVDB	Temporary Validation Database
UAPD	Unapproved APD
UE	Undesirable Event
UNOS	Unapproved NOS

Acronym	Full Name
UOM	Unit of Measure
USC	United States Code
USDA	United States Department of Agriculture
USGS	United States Geological Survey
USP	User Support Person
WAN	Wide area network
W	West
WIS-SP	Well Interface System-Secure Process
Yd	yard
%	Wildcard character
_	Substitutes for any single character

Glossary

3160	A name for a family of reports and forms dealing with Federal Oil and Gas leasing.
3160-10	Inspection form for drilling
3160-11	Inspection form for production
3160-13	Inspection form for abandonment
3160-14	Individual Well Record
3160-UE	Inspecting form for undesirable event
3160-WS	Inspecting form for well surface
ad hoc	Latin term meaning “for this” or “for this particular occasion.”
Non-Indian AFMSS	Automated Fluids and Minerals Software System. The BLM Oil and Gas tracking system.
Agreement	An arrangement to share oil and gas resources. Agreements may involve the products from a particular formation, products generated in a particular geographical area, or for other reasons. Agreements involving Federal wells are registered with the Federal government, and the government or the tribe gain royalties. Agreements and leases collectively are called cases. All Federal well completions on agreements are inherently also on a lease, but when speaking of the case number for a well it is customary to give the agreement number and ignore the lease number. The lease number becomes the case number only if the well is not on an agreement at all. It is possible for different well completions of the same well to be on different agreements, depending on what products the completion produces or what formation it exploits.
ALMRS	A software project in the BLM that has been cancelled.
API Number	In Non-Indian AFMSS, a unique string of 14 characters assigned by the American Petroleum Institute that identifies a well (or a well completion). For definitive guidance on APIs, consult the *MMS Minerals Production Reporters Handbook* or the *MMS PAAS Onshore Oil & Gas Reporter Handbook*. (MMS inserts an extra digit

	at the end to distinguish between onshore and offshore wells). The general Non-Indian AFMSS API format is as follows: First Field: Positions 1-2: State Code Positions 3-5: County Code Positions 6-10: Unique Number Second Field: Positions 11-12: Sidetrack Code (can go from 00 to 99) Third Field: Positions 13-14: Completion Code. Letter codes reside in the number 13 position and number codes are in the 14 position. X=Borehole S=Single D=Dual T=Triple Q=Quadruple V=Quintuple
User Support Person (USP)	The BLM person specially trained on the details and operations needed to keep Non-Indian AFMSS running and with access to certain special control windows in Non-Indian AFMSS. Usually each district office has at least one User Support Person.
Barrel	An obscure unit of measure often used in the American oil industry. A barrel is 42 gallons or about 119.3 liters.
Batch	A technique on many systems for running jobs, reports, etc. at a convenient time and without making the requestor wait for it.
Button	A control on an X or Microsoft Windows display that looks like a pushbutton. It is pushed by putting the mouse pointer over it and clicking. This usually results in an action (starting another window) occurring.
Button Bar	A row of buttons on many Non-Indian AFMSS windows containing standard actions like Exit, Clear, Save, etc.
Case Commit	An instruction to the database engine to apply all the updates made since the start of the transaction. When updates are made on a

	transaction basis the database guarantees that either all the updates are applied (committed) at once or none of them are applied at all (rollback).
Database Administrator (DBA):	A person specially trained in the administration of a database product such as Informix. Typically also experienced in data structures, information management and normalization, SQL and similar topics from computer science.
DIF	Data Interchange Format is a file format with quoted strings often used to get application information into a spreadsheet.
Display	As used in this document–the visible portion of a window in the computer monitor.
Document	The records pertaining to Non-Indian AFMSS. Non-Indian AFMSS system documentation pertains to books about Non-Indian AFMSS, including records for specifications, specification requirements, interface requirements, system design, user manuals, user group minutes, configuration management board minutes, etc. Non-Indian AFMSS software documentation includes records for codes, PR listings, design plans, etc. MMS uses this term as the 3160 report that the well operator files with MMS every month.
e.g.	Abbreviation for Latin term meaning “for example.”
FOGRMA	The Federal Oil and Gas Royalty Management Act is the law that describes how Federal lands can be leased for mineral rights, how royalties are to be collected. and when those leases must be inspected.
FTP	File Transfer Protocol is system capability to transfer files from one computer to another over a network.
i.e.	Abbreviation for Latin term meaning “that is.”
IID	Inspection Item Identifier is the term for a case used prior to Non-Indian AFMSS and ALMRS. A particular lease or agreement may have both a case number (Non-Indian AFMSS) and an IID (AIRS/ MMS). The IID is unofficial and discouraged.
Informix	The database product for Non-Indian AFMSS or its vendor.
Inspection Strategy Launcher Screen:	The Non-Indian AFMSS feature that assists District Managers in planning their inspection schedules for an upcoming fiscal year. As

	used within Non-Indian AFMSS, a small screen used only to specify report parameters.
Lease	Within Non-Indian AFMSS the basic grant to an operator of the right to drill oil and gas wells in a certain territory. In return the operator pays royalties on any minerals extracted. Often wells are also grouped into agreements. Leases and agreements collectively are called cases.
Listbox	A type of control on X or Microsoft Windows windows containing one or more rows of related information. Often several listboxes together display a complete record of information, and there is a way to scroll the listboxes together when they hold more rows than fit in the window.
Logical Log	An informix database structure where the database engine stores the results of transactions after they have been committed. Non-Indian AFMSS does not use this due to the time-intensive process. Non-Indian AFMSS reloads from the previous night's backup should the database be lost.
Mcf	An obscure unit of measure used in the American oil and gas industry meaning a thousand cubic feet of gas. It may also imply a certain temperature and pressure.
Message Window	A multiple-line text control at the bottom of many Non-Indian AFMSS windows that displays messages from the application to the user.
MMS	The Minerals Management Service, a part of the Department of Interior that deals with mineral rights and royalties.
MRO	Monthly Report of Operations is a subsystem of Non-Indian AFMSS that deals with oil and gas production reports received from MMS.
NFS	Network File System lets one computer use files and directories from another computer as if they were local.
OGOR	Oil and Gas Operations Report is a version of the3160 production report filed electronically with MMS, usually by the larger operators.
Postscript	A special computer language for describing computer graphics and usually implemented as a way to print complex documents with graphics.
QBE	Query-by-Example is a feature of Non-Indian AFMSS in which the user identifies what records are to be displayed by providing some

	sample data similar to the desired data.
Query	A request to the database engine to return some information.
Record Indicator	Two small text controls at the lower right of many Non-Indian AFMSS windows that display how many records the most recent query retrieved and which record number within that set was most recently selected.
Regional Server	A non-Indian AFMSS database server. To make the best use of relative scarce resources such as DBAs, Non-Indian AFMSS databases are hosted on regional servers typically located at BLM State Offices. District Office users connect to the regional server over the DOI Network.
Report Preview	A non-Indian AFMSS feature that allows the user to preview a requested production report before being sent to the printer.
Rollback	An instruction to the database engine to abandon all the updates made since the start of the transaction. In Non-Indian AFMSS usually done when an error occurs. When updates are made on a transaction basis, the database guarantees that either all the updates are applied (committed) or none of them are applied at all (rollback).
Screen Print	The capability in Non-Indian AFMSS to obtain a printout containing a *snapshot* of the current window or display in that window.
Scrollbar	A vertical bar usually on the right or at the bottom of a group of listboxes that allows one to select which rows to display when there are more rows than will fit in the window.
Splash Screen	In Non-Indian AFMSS the first window displayed upon startup. It contains a picture and the *Non-Indian AFMSS Main Menu* that includes a means for exiting the program.
SQL	Structured Query Language is a set of commands by which some advanced users *talk* with the database.
Stripe	The act of selecting a row of information in a display on a window by touching any column of it with the mouse pointer and clicking the left button. A stripe appears across the row, indicating it has been selected.
System Administrator (SA)	A person specially trained in the intricacies of installing and supporting an operating system such as Windows. This person usually has privileged access to the system for purposes such as backup, adding/removing users, allocating disk space, etc.

Text Box	A control on a non-Indian AFMSS window that allows entry or display on one line or fragment of information.
Transaction	A complete change to a database which may actually consist of many small updates to several different tables.
Well Completion	A specific completion (source of oil/gas/water) on a specific sidetrack or wellbore of a particular well. Distinct from a well only when the well has a more complicated geometry than a hole in the ground. (MMS treats each well completion as a completely distinct entity).
Window	As used in this document, a single Non-Indian AFMSS form with a frame that appears on the computer screen. Several windows can be stacked at one time on a single screen.