

WIS Introduction Overview

Hello and welcome to the Bureau of Land Management's National Training Center in Phoenix, Arizona. Today I will be presenting training for users and potential users of the bureau's Well Information System or WIS.

WIS is a web based application available to registered users within the oil and gas industry. WIS is used by the industry to electronically file permits, forms, reports, and the associated attachments with BLM field offices nationwide. Data collected by WIS is used internally by BLM to process those same permits and reports.

This training session is designed for both groups of users. The objective of the training is for you to be able to access and use the Well Information System (WIS) for electronic permitting and to do basic troubleshooting for common form submission issues.

The training is divided into segments which may be viewed individually and sequentially. You may view one segment, or only those segments that pertain to your job or all of them in any order.

First I will show you how to reach the WIS Home Page and we will look at the features found on that page. Then I will go through the process of signing up for an online account. Next I will show you the mechanics for basic filing of permits, forms, and reports, how attachments are used, as well as the overall process of the report cycle. I will go over each form in detail and show you how to complete each one – The Notice of Staking, The Application for Permit to Drill, Well Completion Report, and Sundry Notice Form as well as how to link attachments to any of these forms.

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There are some common areas where people encounter difficulty when using the WIS application, and I'll give you some helpful hints and troubleshooting tips for form submissions. I will also review the advanced features of the WIS Application.

To round out the session - I have compiled some resources for your reference and will go over them as part of the summary of the training.

But before I get started let me tell you a little bit more about myself and the WIS Application.

My name is Paul Brown and I work for the Bureau of Land Management or BLM. Currently I am a Section Chief for the Oil and Gas Section at the BLM National Operation Center in Lakewood, Colorado. If you have called my office and we have spoken on the phone you can now put a face with my name.

I have been with BLM for over thirty years and have spent most of those years working in the oil and gas program in Colorado, New Mexico, Utah, and Washington, DC.

Included in my duties is administration and management of the bureau's WIS Application. One of my goals for the training is that BLM staff will be able to assist users or potential users of WIS in getting started and trouble-shooting issues that might arise. For industry – it is my goal that oil and gas professionals will be as excited as I am about using the WIS application, and see how beneficial and easy it is to use.

I will talk more about how to get started using WIS and its many features and functions during the presentation. Right now I'd like to tell you about the history

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of the Well Information System. In the early 1990's I was part of a team with BLM oil and gas staff working with software contractors to create the prototype of what would become the Well Information System. As we looked at the manual process of submitting forms and reports to BLM, we started developing the protocols and requirements for WEB submission. This would allow oil and gas operators or third party permit agents to submit Notices of Staking's (NOS's), Applications for Permit to Drill (APD's), Well Completion Reports, and Sundry Notices as well as the attachments commonly submitted with them, online. It was our goal to allow the oil and gas industry to submit and track their submissions online – and then receive – approved permits, forms, or reports online as well. Prior the non-event we now call Y2K – we had tested our first version of WIS and delayed full scale implementation until after January, 2000 – just to be on the safe side.

In January 2000 we implemented our first version of WIS – slightly different than what you will see in my presentation. The WIS Application has been modified a number of times in response to both BLM and industry user requests.

In Fiscal Year 2011, BLM processed over 27,000 transactions through WIS – up from 20,000 the year before, and 11,000 in Fiscal Year 2009. These WIS submissions cover oil and gas operations in most – if not all – of our 32 oil and gas Field Offices from Alaska and California to the eastern states, from Montana to New Mexico and everywhere in between.

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As of January 2012 – there were over 950 active WIS accounts in use by oil and gas industry staff in over 450 oil and gas companies or their agents.

Approximately 50 new accounts are added each quarter. About twenty percent of those accounts added are for new companies. BLM Oil and Gas Field Offices processed over 2,500 Notice Of Staking's, 2,000 APD's, 1,600 Well Completions, and 21,000 Sundry Notices last fiscal year.

But enough of that, let's take a look at how to get started using WIS and learn about the current WIS functions.

What I'd like to do now is give you a brief overview of the well information system. First thing I'd like to do is show you how to navigate the WIS home page and review the features of the home page. I'd also like to show you how to save the WIS home page as a favorite and create a desktop shortcut. Why? In order for you to use the WIS login; it's often handy to have a shortcut on your desktop. It also starts you off on the home page where we routinely place announcements and additional information for your use.

You can navigate to the WIS home page very easily by using any browser. In your browser line what you want to do is type in; www.blm.gov and it will take you to the BLM's home page on a national basis. On the left hand side look for the word national and below that "what we do". Click on "what we do" and select energy. After you select energy you'll be able to come over on the right hand side and click on oil and gas. What we like to do again is to encourage you to save this as one of your favorites. BLM posts information on this page on a

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regular basis and it also provides you links to other oil and gas resources. To save as a favorite, come up and click on favorites, select add to favorites and click on add. Once you've saved this page as one of your favorites; we can continue to navigate to the well information system. The well information home page should be saved as a favorite.

Okay what I'd like to do now is how you how to create a desktop icon. First of all you need to be able to see your desktop in the background so we've done here is shrunk the window down, come up to your favorites, use your right mouse button to drag the shortcut name out onto the desktop and let the mouse button go or click move here. Now we have a shortcut on the desktop to the well information system; we can go back and maximize the window but you now have a shortcut on your desktop. Again it's very important to use this as your login point and we also update various bits of information and put announcements on this page; so this is a page you want to refer to on a regular basis and that's why- that's another reason why it's good to save it as a desktop.

Before showing you how to request a new user account for WIS; I'd like to point out some of the features that are on the home page for WIS that are important for your reference. At the bottom of the home page you'll see the section labeled your options for using WIS are. There's a number of items down here that are important.

You may send us an e-mail about the WIS web site by clicking on the very last link. That is the- essentially the same feature as creating a help desk ticket. It results in a notification directly into my office that a user is needing some

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assistance. Also on the bottom of the page we have frequently asked questions about WIS, some basic questions that all users would want to know, you can see that the frequently asked questions will open up; you can close them using the back button. Also on the options is a link to the how to guide.

I would not recommend you printing this document as it's about 50, 51 pages but you can open it or save it on your desktop as a reference. It's about 50 or 51 pages as a pdf document and has a table of contents and you can link and move around in this document quite a bit. Also on this page is latest- is the latest WIS announcements. We will post new information on this page on a regular basis so that's another reason why it's important to keep this as your desktop and always log in to WIS from this page. The latest announcements are updated on a regular basis with new features and new capabilities. We also post announcements on this page when the system comes down for maintenance or any other item that the user needs to be aware of. You can look at these items in greater detail at your leisure.

Now what I'd like to do is show you how to request a new user account for the WIS application.