

WIS FORM DEMO NOS

What I'd like to do next is go through each of the four individual forms and create a submission from top to bottom. What I'd like to do here is show you how to create the four forms in greater detail and actually submit them to the BLM. We'll go through the notice of staking form first and then follow with the application for permit to drill, then the well completion report and finally Sundry notices.

The notice of staking form is usually the first form in the life cycle of a well so we'll start there. What I've done and I have already logged in to my previously developed account and again once you first log in and you're doing a form for the first time; you'll need to go to browse process, open up the WIS file and select the notice of staking form. We'll work through the notice of staking form from top to bottom and fill all the required fields in. You can jump around using your mouse but I would highly encourage you to go through one at a time and select the fields from top to bottom. This notice of staking is going to go to our Mile City, Montana Office. It's going to be a gas well and one thing that you can use as a shortcut is actually come up when you get to block three. Come up to the top of the form, click on auto fill and select your profile information. You'll notice that your profile information will fill in a number of fields but by design block 4 and block 5 will not be filled in; so what you want to do is type in your office address and this address can be different than the contact address. We've developed this in with the idea in mind that contractors or third-party operators or third party permit agents can actually file documents for any one of the companies that they work for and the company name address can be different from the administrative contact or the

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technical contact. If your administrative contact is different from the technical contact you can type that information in or you can simply check the box to say the technical contact is the same as the administrative contact. You'll notice that all the bold and starred items are required to be filled in. All of the items that are not bold or starred are optional.

When you put in your lease number in block 20 you want to make sure that that matches the BLM format exactly. Most often there will be no dashes and no spaces and it'll usually be MTM UTU; something like that followed by a 5 or 6 digit number. One of the things that you really need to be careful about is that that lease number does exist in the BLM database and is a valid lease number. For notice of staking and APDs you may have to contact the local field office and make sure that this lease number is in their system. For the first well on a lease; this often needs to be added into the system. So if you're drilling, if you're submitting an NOS or even an APD for the first well on the lease; you want to make sure that that is a valid lease number in the BLM system. So we'll go ahead and fill in the lease number and this is a wild cat area so we do not have a field or a pool name. Our well is called the federal number 7; notice I'm not using the pound sign or the number sign. Try to stay away from that. That kind of is a problem with the software that we'll talk about a little bit later. Go ahead and fill in your county and your state, your section number, township; range. You'll notice that the township and range does not have a T or an R in front of it. Township and range is also an edited field in the since that we are looking for

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township and ranges in a particular range of values. For example you can't have a township greater than 200 or a range greater than 200. Go ahead and continue to fill in the form using the tab key. You can use your tab key to move from field to field.

You'll notice that on some of the fields there's actually a pull down menu. You can either type the valid value in the pull down or in the box or use the pull down menu to select that. The pull down menu is anywhere you see a button that looks like this there is a pull down menu such as; meridian or from the north south footages. Latitude and Longitude is highly encouraged but it is not required at this time. What we'd like you to do is use latitude and longitude as much as you possibly can and when you're submitting a notice of staking you always have to specify at least one formation name that your objective is at. After you've filled in block 28 you can go to block 29 and put in any additional information that you might like to provide. For example your BLM bond number and for your on site. Also be reminded from our previous session we always want to save our work. We want to save early, save often and in the previous session we also covered how to do an attachment. We won't go into that level of detail right now but if you need to do an attachment or more than one attachment; go ahead and save your work then work your attachments; might be a good idea to scan you document completely from top to bottom to make sure that everything is complete. Once you've got your attachments built and you're ready to submit the form, you want to make sure that you're name and your title

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is filled in in the bottom and that you've selected today's date to actually date stamp that form. Once you're fairly certain of all your forms are filled in, save my work. One thing you'll notice is we've got to the bottom. We can go to the bottom of the form using the top or using this button or go to the top of the form using this button but I'm going to go ahead and click select route and click OK. Okay one thing you'll need to know is that in the event that you've not filled in a required field when you come down to the bottom of the form and you click on route and say OK; it will actually give you a little warning message that you've forgotten to fill in a required field. The cursor will return to that field and will actually allow you to fill it in. Once you've filled that document in, saved your work and come and click OK on the route button again; you can actually submit that document. I am fairly confident that this form is correctly filled in and is ready to be routed to the BLM so we'll go ahead and down here and click on OK and if everything is correct; what I'll do is I'll get a screen that shows up here. I can go to the bottom of a form, left hand side, click submit and I will get a confirmation message that says this was successfully routed. We can go ahead and close it and it'll return me to the previous form.

Now one of the things I'd like to show you here is a little bit of a labor saving device that's available. Once you've submitted your first form of any kind, you can come back to your action items. If you have a form that's already submitted it won't be in action item; it'll actually be in my processes. So what we've got is we've got some documents here that I've been building and I actually have one

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document that has been sent to the BLM. We can open that back up by clicking on the form and you'll see the form as it's filled out in that particular field. We can come down to the bottom of the form, look for the process action button that is probably sitting on transfer and come down and clone the form. Basically the clone feature will allow you to take all the information in the previously submitted form and duplicate it. We want to clone, say OK and then be just sure to save your work. Once we close the form and go back to the action item tab you'll see we now have a new notice of staking form that's unsent to the BLM that we can actually open up, edit if it's for a different well; let's say we're going to send this for the 77 well. We can actually change that form, change the lease or any other information on this particular form, save it and either route that form with new attachments or close the process and work on that at a later date. One of the things that you'll notice is that if you've not yet sent a form, it'll always be setting on step 0 of 7 and will show up in your action items. If it's been sent it'll be in my processes and it'll go to 1 of 7 once it goes out of your office and then it'll go to 2 of 7 when it's received by the BLM. There's more information on the steps in the resource section at the end of this session.

One thing you'll notice that as you build your forms there will be an identifier that's added to the right hand side. For each one of your new forms there will be an identifier. This is just simply an item identifier within the application that allows the software to tag remarks and certain updates to the right form. One of

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the things that we will look at later on is the identifier that the Bureau of Land Management sees that is a slightly different version than this particular identifier.

The other thing that I wanted to show you before we leave the WIS form is once you've actually submitted a form to BLM of a particular kind, you can go to recent process and you'll notice your form name or number or your process title is also in that document. What we can do is open up that process; one thing that you'll notice that we can do after we've built a form is again we're going to revisit the auto fill button. Let me explain the different choices. The auto fill button; profile only will take your profile information and pre-populate it into the form. The copy button on this particular screen will take the information from the last form that was submitted, you can copy from a notice of staking to a notice of staking an APD to an APD etc. and it will take the information from your previously submitted form and pre-populate that form. Once you've done the copy or the profile only from the auto fill button, you'll be able to go back to the form and edit it as necessary. If you have a number of forms that you want to submit in succession; you can actually go into the form and copy from your previous document or auto fill or also remember you can use the clone feature to use those short cuts. Remember to save your work and close your form with this button.

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Now we'll move on and go to the next form in the life cycle of a well. I'll show you how to fill out an APD or an application for permit to drill and submit that to the BLM.