

## US Bureau of Land Management | NOS Creation and Submission

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Hello. This is Paul Brown again. We're back here. Thank you for joining us again. We're going to look right now at starting to submit an NOS, or a Notice of Staking, to BLM. For those of you who are familiar with the NOS process in [INAUDIBLE] order number one, you already are aware of the advantages of doing an NOS.

For those of you who have not used in an NOS before, I want to give you a little bit of a sales pitch in order to encourage you to use the NOS process. The NOS process in AFMSS 2 can be used to initiate the data in the APD. But it also gives the BLM an opportunity to respond to you prior to the APD on items that need to be included or changed in your APD submission. So it's in your best interest to do a Notice of Staking first. It benefits both the operator and the BLM as well.

So I've taken the opportunity to go ahead and log into the screen. You want to make sure as an operator when you log into the screen in the upper right hand corner of the screen, the Operator pull down menu is selected. You want to make sure that you're looking at the Operator view in the testing and the training database. You'll be able to change this, but in the Production view, you'll only be in the operator.

And make sure you've got Operator selected, and we're going to go over to start a new APD or NOS. you'll see you have a choice to do either an APD or NOS. We're going to look at the Notice of Staking process this morning. So you can either click in the checkbox and click on NOS process, or click on just the NOS process.

The opening screen for the Notice of Staking. The opening screen for the Notice of Staking will show up first. And you'll notice that the first block is going to be Select the BLM office. Now, on all of the screens that we're going to look at in our sessions today, you'll notice that the fields are followed by a red asterisk in some cases. That indicates that that is a required element or a mandatory field. If you don't see the red asterisk, that means that that field is optional.

So what we're going to do is we're going to go ahead and select the Vernal field office. And for those of you who have used WIS or the Well Information System in the past, we do not have segregated databases between federal and Indian in AFMSS 2. So if you're submitting something to Vernal, regardless of whether or not it is an Indian lease or a federal lease, you'll go ahead and just submit to the Vernal field office without designating whether it's federal or Indian.

We want to select the federal lease on this particular one. Now, one of the things that you'll notice is that there is an NOS operator over on the far right hand side of the screen, and it says Please Select. If you are an operator, you'll have one selection and one selection only. If you're a permit agent or a third party agent that submits for multiple companies, you'll have multiple companies set in your profile, and you'll be able to select those for the

operator that you're filing for. But if you're an operator, it will just have the one name associated with it.

You'll notice that there's little question marks on the end of each field. That'll give you an idea of what's required in that field, but you can also see a title when you hover over that. So we'll go down to the Well Name, and the well name is required. So this is going to be the Brown Dirt Federal. And we'll make this well number the 10-28-15.

And then we'll encourage you to tab out of the individual fields. You can use your mouse to select your next field, but tabbing out of each of the individual fields will trigger edits that go on behind the scenes and will allow you a little bit of a quicker entry into those fields.

So the next thing we're going to select is the Well Type. And you'll notice that this is a pull down list indicated by a little arrow to the right of the field. And we can select where this is going to be a conventional gas, a coal bed, a natural gas well, a monitoring well, or an oil well, or any of the other indicators.

So we want to select that this is going to be an oil well. And then tabbing over to the next block, we're going to indicate whether this is a drill, a new drill, or a re-entry of an existing wellbore. In this particular case, we're going to do a new drill. So we'll select that. And this is going to be a vertical well.

Now, one of the things that I want to encourage you-- in the next few sessions, we're going to talk about directional or horizontal or any of the other options over and above the vertical wellbore. We're going to talk about some of the unique characteristics of AFMSS 2 when it comes to non-vertical wells.

But we'll go ahead and make this relatively simple example in the NOS. When you get all your information entered into the screen, we want you to save by clicking on the button in the lower right hand corner of the screen. One of the things that you're going to hear us repeat over and over again during these sessions is save early, save often. All of our screens have a Save button.

The tendency is that some folks may get distracted in what they're doing, need to run for the File, have of a conversation with a coworker. You want to save your work early. Save your work often, so you don't lose any of the information that you're putting into these screens. So you're going to hear that mantra over and over and over again to the point where it'll be ad nauseum. Save early, save often.

Most applications are also timed or built-in with a security system. There's a security setting in most applications that will create a time out. So you'll want to make sure that you saved your information before you actually do that timeout. So if we click on Save in this particular screen, it will save some information and take us to a new screen.

One of the things that I want to point out is that as we move to the next screen, you have a header information in the upper top part of the screen. It indicates that you have a well name, a well number, the well type, and the well

work type. It also gives us a unique identifier for the AFMSS 2 NOS number. Make a note of this number on a piece of paper or your work files that you can refer to in the future as far as what this specific NOS was.

It's a good reference for internal users, both the operators and the BLM will be able to see this number. It will be a good reference. We can do searches. We can use this. We can also access this NOS in the future to clone to a new NOS and/or a new APD. Cloning is not yet available for the NOS, but it is available for the APD. So we can start an APD from an OS, but also clone an APD to a new APD.

One of the things that you'll notice on this particular screen is that we have a row of bubbles or a row of circles across the top. One, two, three, four. This indicates that there's actually four sections to the NOS. And as we work through our sections, we're going to watch those bubbles-- one, two, three, and four-- change color, and that'll be an indicator of our progress where we are at in the completion of those four sections.

So right now I'd like to go down and start section one. And you'll notice there's a little bit of carry over from the previous screen. We're sending this NOS to the Vernal field office. Based on our log in, we also have our user name and the title based on our profile-- the profile that was set up when you had your account created. So there is some information in there as far as who's logged in, who's doing the work. This is a federal NOS, so that's come over. And again, you have the little circles with the question marks. If you're not sure what is indicated on that particular screen, it will show you that information.

OK, the next thing we want to do is put in our lease number. Federal lease numbers have a state indicator, such as UTU, WYW, NMNM, variety. If you're familiar with federal leases, you're probably going to recognize this format. No dashes and no spaces.

For this particular NOS, we're going to be drilling on a surface lease of UTU013818. And you'll notice that if you tab out of this field, if the lease is correct, it will populate the lease acres from the internal system in BLM that indicates the number of acres in that particular lease.

If we go back and we change the last 8 in the lease number to a 0 and tab out, you'll notice that we get a message that says, lease number UTU013810 does not exist. So there'll be an edit in the database for valid leases. So let's go back and change that to the correct lease number of UTU013818-- and again no dashes or spaces-- and tab out. You'll notice that you get some information populated.

We do not have an agreement in place. And you'll notice that there is an indicator. If you are a designated agent or permit agent in your profile, you'll be able to select Yes or No in this particular block. But right now, the operator in question, Apache corporation, is a operator rather than a designated agent or permit agent. So you really can't do anything with a designated agent yes or no.

Now, we've talked about before-- Now, you'll notice that there is a block of information following below with the organization, the operator name, the operator address, city, state, telephone number, and the internet address of that particular company.

Now, one of the things that will be indicated in this block is the official address for the particular company or permit agent. This is a unique address. One and only one address would indicate in here. But the profile of the user is tied to the email address of that particular indicator. So regardless of where you're located-- let's say for example you work for the Apache corporation, and instead of being in Denver, you were physically located in say Vernal, Utah. The notifications that are going to go back and forth will come to your email address, your inbox, regardless of the physical address of the company. So you want to make sure that your profile is correct, as well as the profile for your particular company.

Now, one of the things you're going to notice across the bottom-- and again, we've talked about this before-- save early, save often. There are two functions that I want to point out across the bottom of the screen. The Save button we've already seen. So if we go ahead and click on Save, you'll see that the information is saved.

And you'll notice that the bubble for section number one now goes from blue to green. And we'll show you this again. We'll have three more opportunities to show you that. The other thing we can do across the bottom of the screen-- this is very handy for screens that are a little bit bigger-- is that you can do a validate.

And if you click on Validate, you'll notice that you get a message at the top of the screen that says, all required data on this page is present. In the next screen, we're going to do this to validate early on so you can see what the message looks like if there are missing information.

So we're going to go ahead and go to the next screen. And you'll notice that in the first section, which we've completed, is turned blue. Number two is now green, indicating that we're working in section number two. So again, we'll go through the screen data elements and indicate the information.

Now, the next block that we're going to deal with is a good example of a selection that will actually change the information on the screen depending on the bubble that you select. If your well is in an exploratory area or a wildcat area, where you do not have a field or pool name, if you select Exploratory here, you'll notice that the bubble changes, but we really don't get any additional information.

If we select a known field and pool, you'll notice that you have a field name and a pool name. Field names are required, pool names are optional. So if we knew the field name in this particular area, we could type into the Field Name Block-- we won't do that right now, but we'll go ahead and just let you know that you can type into the field name. And it will auto-generate the names of the fields that are in that particular office.

I think possibly-- let's try this right now. Not sure whether this is going to work. But I think there is a field in the Vernal Field Office that's called Blue Bell. So if we type in the first word of Blue, and then space, and Bell. Well, that didn't work very well, so I guess there is not a field named Blue Bell. So let's go ahead and we'll go ahead and change this back to an exploratory well. And that's just one example of a changing screen.

Using an existing well pan? Yes or no. If we click on Yes, you'll notice that it will ask for new surface disturbance. If we click on using an existing well pad No, that option goes away. So let's say that we're going to use an existing well pad. It will ask if there's going to be a new surface disturbance. If we click on Yes, the screen will not change. If we click on No, screen doesn't change. So there's no additional information there.

If we have a well pad that is a single wellbore, and we click on single, we really don't get any kind of change. But if we select multiple, you'll notice that we get a multiple well pad name and a multiple well pad number. So we're going to call this the Susie Q well pad. And since we have multiple Susie Q well pad, we're actually going to indicate the number. And this is going to be the 2A well pad.

And again, we'll tab out of the field. And in the event that we have any edits-- OK, this is a vertical well. And some of you will probably say, well why do you have a vertical well in a multiple well pad? This is going to be the first well on the well pad, and it'll be the straight hole where the rest of them will be directional.

So we've already indicated that this is going to be a vertical well. It's going to be a well that's going to be drilled as opposed to re-entered. It's the oil well, and that is the well type. Now, the next block that we're going to do is going to be another indicator of where there's additional information that is required.

Now, in the Western United States, most of the surface ownership is Bureau of Land Management. So if we click Bureau of Land Management, we've got federal lease, we've got federal surface. Everything is pretty well consistent. If we click on say Bureau of Reclamation, it will ask us what the local office is for the Bureau of Reclamation. And we can indicate a city and state for the local office.

If we select military, for example, it'll ask for the local office for the military. US Forest Service will ask for the region name. And you'll notice that we have a pick list for the different regions of the Forest Service. If we click on say the Department of Defense, it'll ask for a local office of the Department of Defense.

Now, one of the things that I might point out is if you click an item and you wish to change your mind, you don't necessarily have to unclick the item, but you can go ahead and click on a new item. So let's say we didn't want to make this the Department of Defense, but we actually wanted to name it as state government surface owner.

Ah, OK now you may raise a question. We've got two different surface ownerships on this particular lease. We can

have that. On a large lease, we could have multiple surface owners on a particular lease. Let's say for example we have Fish and Wildlife Service and US National Park Service.

So we want to unclick the state government and the US department of defense and click US Fish and Wildlife Service and US National Park Service. So we have a situation where say we have a wildlife refuge next to a national park boundary. The lease ownership is actually mixed between the local office of the National Park Service and the local office of the US Fish and Wildlife Service. Those are pretty uncommon situations, but it may be that you have mixed ownership on your surface.

Now we're going to do something a little bit more complicated, and we're going to uncheck those boxes, and we're going to indicate that this is actually private ownership on the surface. Now you'll notice that you've got an option or a requirement to add a private ownership table.

So if we click on Add Private Ownership, you'll notice that you've got the name of the fee owner, which is private services. Same as fee. You've got the fee owner city, address, state, zip, email, and phone number. You'll notice that all of these fields are required, with the exception of the email address. You can put information in here, tab from each one of the screens, save, and indicate who the surface ownership is. We'll go ahead and cancel out of this screen for right now and change it back to Bureau of Land Management just for simplicity's sake.

Now, if you're uncertain whether you've completed all the steps in this particular screen, the first thing you can do is click on Validate. If you click on Validate, it will give you an indication that all required data is either present or not present. In the next screen, we'll show you a situation where information has been skipped.

Again, save early, save often. I'm not following my own advice by saving often in this screen. But we're working through it at a pretty good pace, so we've gone ahead and saved it. What I want to do is I want to click on Next. And you'll notice that the bubbles at the top of the screen, one and two are now blue, which means we've completed those, and number three is active, and we're going to now work on our location table.

The section three indicates the location of the lease. And the first thing we're going to do is select the survey type. Now, you'll notice that most wells in the Western United States are in a rectangular survey system. That's going to be the most common bit of information.

We're going to go with the newer NAD83 datum. Then we're also going to go with the vertical datum of NAVD88. We always want to use the more current information. In an area where you have survey numbers, you can indicate that there is a survey number. In most Western United States, we don't have survey numbers. But in some of the states say like Texas, we may actually have a survey number or a survey name.

Let's test to see if that survey number is alphanumeric. So if you type in Sam Houston 6, will it allow you to tab in there? OK. So one thing I'd like to point out is the survey number will actually allow alphanumeric characters. So you can give it a mixture of names and numbers if applicable. We'll go ahead and strike that row and remove that information.

Now, since the surface hole location is going to be the surface-- now since this is a vertical well, the surface hole location is going to be the same as the bottom hole location. So we're going to go ahead and indicate our state. And again, we have picklists. This well is going to be in Utah.

You'll notice if we go to Meridian, it's only going to give us the meridians that are active for the state of Utah. And we can either select Salt Lake or the Uintah special meridian. We can tab to the next field. And you'll notice that this is the county name. And this is actually going to be in Uintah county.

And latitude and longitude. Now, latitude is going to be a positive number. We're going to say this is going to be in latitude 40.12345. Go ahead and tab out of that, and it takes us to Longitude. Now the difference between this system and previous systems is that longitude will actually have a negative number. But right now, we're not going to put that negative number in. What I'd like to do is I'd like to indicate that this longitude is going to be 61.12345.

And again, we'll tab out of that field. And we really don't get any errors. But I'm really not sure that that's the right format or the right number. So I'm going to go down and click on Validate. This is a little bit early in the process, but we're going to click on Validate to demonstrate a couple of things.

You'll notice that the required fields are not yet completed, and it puts those in a red box. So you know that you've got some information still needing to be filled in. So let's go ahead and click on OK. And it'll leave those red boxes there until we do another action.

So let's go ahead and continue on. And we'll come back to the longitude in a minute. I'll go ahead and demonstrate the edit on the longitude in a moment. The elevation mean sea level is going to be 5280 for this particular well. We can tab from there. Again, you don't need to put in the units. Assume that mean sea level is going to be measured in units of feet.

The measured depth is going to be in feet, and this is actually going to be a 7900 wellbore. And since this is a straight well, the true vertical depth and the measured depth is going to be actually the same. So we'll go ahead and put that in again.

OK, we're going to go ahead and go on down and indicate the lease type for the surface location, or the first lease that will actually be penetrating. And this is going to be a federal lease, so we'll click on that box. And again, we'll put the lease number for UTU013818.

Again, we'll tab to the next field. And you'll notice that when we tabbed out, you get a little green check box that says, yep, that's a valid lease. You're good to go. The North-South footage is going to be 225 from the North line. And East-West is going to be 225 from the West line. Township is going to be 16 South range 23 East section 22. And the aliquot part is going to be the Northwest of the Northwest.

Now, you'll notice that we have a little information box that says either aliquot, lot, or tract is required in our survey system we either have aliquot parts or quarter quarters, as some people refer to, the lot number or the tract number. If we try to put two or more items in this combination of three blocks-- if we say it's lot 12, when we tab out of that screen, you'll notice that you get a little error message at the top of the screen that says, only one of aliquot, lot, or tract may be entered. So you click OK, and we say well, we'll leave the lot out. And we'll put Northwest of the Northwest back into the quarter-quarter, or the aliquot part.

Now, we're going to go ahead and do one more validate. Now that we think we've got all the information in, it says hey, congratulations. All required data is present. Click OK. We're going to save this work. And it gives us a message that says please correct invalid entries. If we click OK, it's going to give us a little error, and it's going to say the value on the longitude cannot be greater than 60.

And it's got a minus sign in front of it. Let's go ahead and look at that error message just one more time. And it says it can't be greater than minus 60. Now, for those of you who are mathematically challenged like I am, my first indication would be say, OK, we'll put of a negative number in front of the 61, and we will think that that satisfies the equation.

If we go ahead and hit Save again, it says that it likes that. Now, what I was trying to demonstrate is that if the negative value was minus-- let's say change that to minus 58 and save, minus 58 is actually greater than minus 60. It says the value cannot be greater than minus 60. Minus 58 is actually greater than minus 60. That's a little bit hard for me to wrap my head around, being mathematically challenged. But you get the point.

So if we change that back to say 61 and click on Save, you'll notice that the screen changes. And it looks like we've actually created our good record. We'll go ahead and click on Next. And you'll notice that we go to section four. The first three bubbles are now blue, and section four is green.

We're almost done. So we can now do our anticipated bottom hole pressure, which is going to be 250. And it's assumed that it's PSI, so we don't have to put in the units. We want to indicate whether we're going to anticipate abnormal pressures, temperatures, or potential geologic hazards.

If we click No, no further information is required. But if we click Yes, you'll notice that there is an opportunity to



describe what those hazards are or attach a hazard attachment. We're not going to do anything with the attachment right now. We're just going to go ahead and click that back to No. And we're going to go down to hydrogen sulfide.

Again, if we click on hydrogen sulfide drilling operations plan required, if we click on No, you'll notice there isn't any further information. If we click on Yes, it will give us an opportunity to add an attachment. Again, we'll come back to add attachments here in a moment.

If we go ahead and click that back to No, it will give us an opportunity to say will existing roads be used, yes or no. I would say that no, existing roads will not be used. If we indicate yes, existing roads will be used, it really is a change. It says the existing road map will be added. We'll deal with that attachment in a moment. So go ahead and change that back to no.

And then we'll go ahead and say, existing roads will not be used. So the first thing it's going to do is it's going to ask for an attachment for the survey plat or map. So we'll demonstrate attachments as a general rule right now. Click on the Add Attachment, and you can go to your browser and select your file.

And go down to a shared drive and open up our files, and scroll down to a file. Oh, there we go. There's our well plat example. So we go ahead and open. And depending on where this drive is actually located, it might take a little bit of time to go find it. So we might have to go back and choose a different file.

Oh, it is attached. So you can see there that the attachment is now in there. It's a PDF file. And if for some reason we did not want to use that file, we could go over and click on the red x and actually remove it. So let's go ahead and remove it. And it says, do you really want to delete this attachment? Yes we do.

And so let's go ahead and add that attachment again. Go ahead and watch how that's done. So we choose our file, open up our browser. And from that browser, we go ahead and select one of those files. And we want to actually do the well plat example, and click Open. And that file is saved. So we click on Save, and you'll notice we've got that back in there.

Now additionally, we can add multiple attachments by repeating this step one at a time. So let's go ahead and add a second attachment. I'm going to choose a file. And this time we're actually going to put in a Word file for some APD information. So let's go and do the APD approval email example. That's just going to be one file.

Go ahead and click on Open, and then Save. And you'll notice we now have the two files there. We attached the incorrect file. So we're going to delete the APD approval email by clicking on the red x. It's going to say, are you sure? Well of course, we're sure. Please delete the file.

We can go down and add additional SUPO information in the block. And this is a text field that will go ahead and expand as you type into it. And we can put any additional information in this block regarding the SUPO or the Surface Use Plan of Operations.

We can also attach additional SUPO attachments if we haven't already done that by clicking on the same Add Attachment button. And again, we open our browser, select that file, press open, and then it will upload that attachment. And you'll notice that the attachment button goes from green to blue once we've added an attachment.

Now instead of the red x, we actually have a Delete button on this particular line. So if you want to delete that particular attachment. Again, we have the opportunity to add other attachments. If you have other attachments that you feel like need to go with this particular file-- if you're a permit agent, your letter of authorization may go in here. Any other attachments that you want to do on your Notice of Staking could be added here.

And then finally, we have an opportunity to put in general comments. These could be the bond number, the individual that you want to have contacted for your on site, any other additional or general comments that you want the BLM to be aware of. Again, we can click on Validate to see if we've done all of our required information, which it says it is. Click OK. We can save.

And we don't have any error messages, so we can go to Next. And you'll notice that it went back to the first section. But we now have two new buttons at the top of the screen. We can either submit this application or cancel the application.

Now, before we select one or the other, I want to caution the users that you want to print your forms, print your reports, and print your attachments. If you're like I am, you like to have paper in your office. And some folks are old school and they need to have a printed copy and a file, or a printed copy to hang on the wall to monitor their progress.

Once you submit or cancel the application, you won't have that opportunity to print any of the information. You can print here. So what we'll do-- we won't do this right now, but you basically select all three of those items, print the NOS report, which is a summary of the information that you've provided, and printing the attachment. So you've got a good paper copy of the information that you're going to submit.

Once we've done that, we can submit the application. We're going to go ahead and do that now. We're going to go ahead and submit the application. And you'll notice that the screen basically goes blank and takes you back to the previous place where we've started of starting a new APD or NOS.

Now, this is your indication that your Notice of Staking has gone to the BLM and is now in their queue for

processing. We can go to My NOS Work List and show that the NOS is no longer in the draft. So it's been sent to BLM. So let's go to my monitor and show that we have now sent an NOS to the BLM from Apache corporation. We've got our time, our well name, our well number, and the status. It has been submitted. And again, you have your NOS ID, unique identifier, in the left hand side.

Now we've indicated that you were encouraged to print before submitting to the BLM. The NOS is now submitted to the BLM, and you are not able to change anything in your submittal while it's in BLM review. BLM will review and respond to you with any changes that are required, or submit a letter of acceptance and contact to you about the on site process.

Are there any questions at this point? Since we have no further questions, we'll go ahead and close this session. And the next session we'll be covering is continuing to file an APD from an NOS initiation. Thank you very much. We'll see you soon.