



Advance



# **AUTOMATED FLUID MINERALS SUPPORT SYSTEM 2 (AFMSS 2)**

**Automated  
Notice of Staking (NOS)  
Application Permit to Drill (APD)**

**USER GUIDE  
FOR SUBMITTERS**

**Version 1.4  
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**DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL OPERATIONS CENTER  
DENVER, COLORADO 80225-0047**

## Revision/Change History

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# Welcome to the Bureau of Land Management's Web-based Automated Fluid Minerals Support System 2 (AFMSS 2).

## 1 About this User Guide

This User Manual explains how oil and gas operators use the Bureau of Land Management (BLM) Automated Fluid Mineral Support System 2 (AFMSS 2) for electronically filing of Notice of Staking (NOS) and Application for Permit to Drill (APD). It is divided into separate sections for each topic. Instructions on how the user completes the forms and processes are explained in detail within that section under each heading.

AFMSS 2, called “AFMSS” hereafter, is a computer software application that supports the processing of Notice of Staking and Application for Permit to Drill forms for oil and gas development on public lands. This application design manages the entire lifecycle of NOS and APD, from Operator/Permit Agent submission to BLM processing. The Operator/Permit Agent will be referred to as simply “Operator” hereafter.

The new system ensures that all necessary information is captured and stored using the automated process workflows. AFMSS ensures that the entire APD/NOS process provides Operators and BLM with the highest level of information accuracy, visibility, transparency, control, and accountability.

### **IMPORTANT MESSAGE: VIDEO TUTORIALS ARE AVAILABLE!!**

Most of the instructions in this manual have corresponding video tutorials. Use of this manual in conjunction with these videos will answer most any question you have about the APD process. The videos can be found at this link: <https://www.ntc.blm.gov/krc/viewresource.php?courseID=869>

## 2 Logging In and Out

**This section will show how to log in and out of AFMSS.** Note: If a username or password is needed, please go to following URL: <https://www.ntc.blm.gov/krc/viewresource.php?courseID=869> and follow the instructions in the “Get Account” video segment.

### 2.1 Logging into the BLM Access Security System (BASS) and AFMSS



**BLM Application Security System**

External Production

WARNING TO USERS OF THIS SYSTEM

THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS. This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use.

All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

Login

User:

Password:

Login User SmartCard

Notice to BASS users wanting to enable SmartCard authentication. Please read the BASS SmartCard authentication setup guide [here](#) for instruction on how to enable login using their BLM issued SmartCard. Please be aware that once SmartCard authentication has been enabled for your account it will be the only method by which you will be able to login into BASS!

This page was created by the  
U.S. Bureau of Land Management  
National Operations Center  
Denver Federal Center  
Denver, CO 80225  
Phone: 1-800-BLM-HELP

If you experience any difficulties logging into BASS, please contact your User Representative for the application you are trying to access. If you do not know who your User Representative is, please contact 1-800-BLM-HELP.  
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This is a U.S. Government Computer System. Before continuing, please read this [disclaimer](#), [privacy statement](#), and [acceptable use policy](#).

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Figure 2-1: BASS Login Webpage

1. Enter the URL:  
<https://www.bass.blm.gov/bass2/login.do;jsessionid=071D6E1DB8639BCAC82C1DC8568661A1?dispatch=preparePage> in the address line of the **Chrome** Web browser. The BASS login page will open. The system **will not function properly** with Windows Explorer, Edge or any other browser.
2. Enter username and password.
3. Click the **Login** button.
4. Click the desired AFMSS application (i.e., NOS/APD Production). Note: please only use the Production environment for real NOSs and APDs. The Training environment may be accessed for practice.

**BLM Application Security System**

My Applications My Profile Logout External Production

AFMSS II

AFMSS 2 Production AFMSS 2 Training

Figure 2-2: BASS AFMSS Applications

**AMFSS will open on the AFMSS Portal home page. System notifications are displayed on the home page which will alert you to updates, outages, and important system recommendations. NOS and APD cards**

will display with the number of active applications noted at the top right-hand corner of each card.

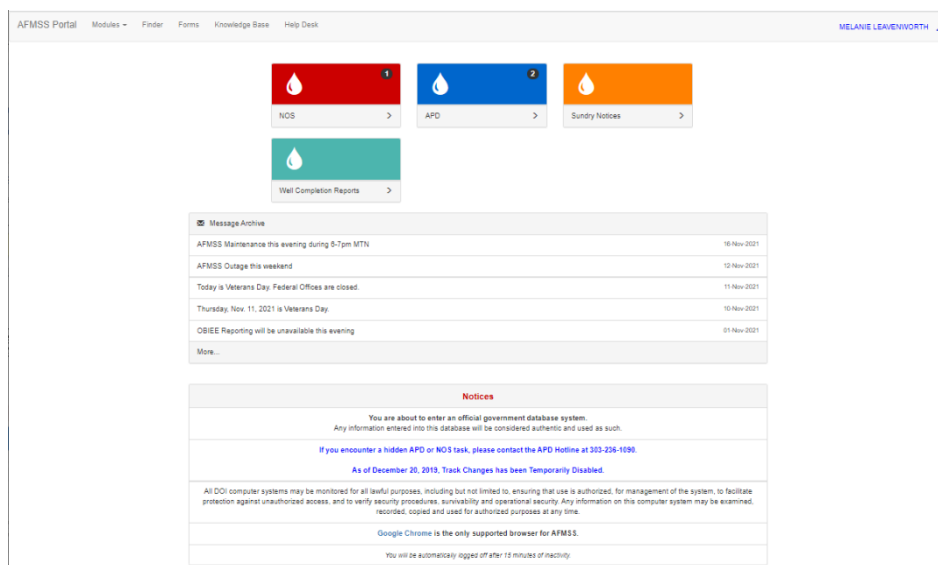


Figure 2-3: AFMSS Portal

## 2.2 Logging out of AFMSS

To log out of AFMSS, perform the following:

1. Click the User silhouette icon in the upper right-hand corner of the screen by your username.



A drop-down menu will appear with 2 options. **Preferences** and **Log Out**

2. Click the **Log Out** option.

The AFMSS window will disappear, and the BASS login page will load.

## 2.3 Changing the BASS Password

1. Every 60 days the BLM BASS system requires a password change. Users will be notified via email to update their passwords. Users can change the password by logging into BASS, then selecting **My Profile**, then selecting **Change Password** under **Actions**.

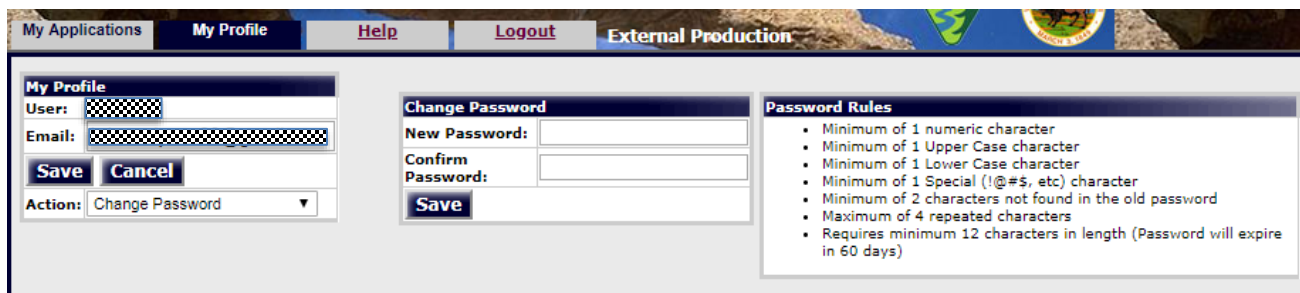


Figure 2-4: BASS Password Change Screen

# 3 Operator Workspace

This section explains how to navigate the Operator NOS and APD workspace.

## 3.1 Navigating AFMSS

- 1. The AFMSS system is comprised of 5 different sections called **Cards**: NOS Card, APD Card, Sundry Notice Card, Well Completion Card, and Inspection & Enforcement Card. The menu at the top of the AFMSS Portal consists of **AFMSS Portal, Modules, Forms, Knowledge Base, and Help Desk**. Navigation through AFMSS can be done by either clicking the Cards or by clicking on any of the menu navigation icons.

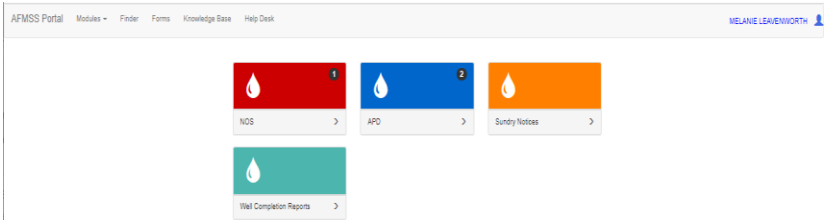


Figure 3-1: AFMSS Card Selections and Portal Menu Options

- 2. The NOS Card and the APD Card are similar and contain tasks that need to be completed by the operator, as well as allow the operator to create and submit applications.

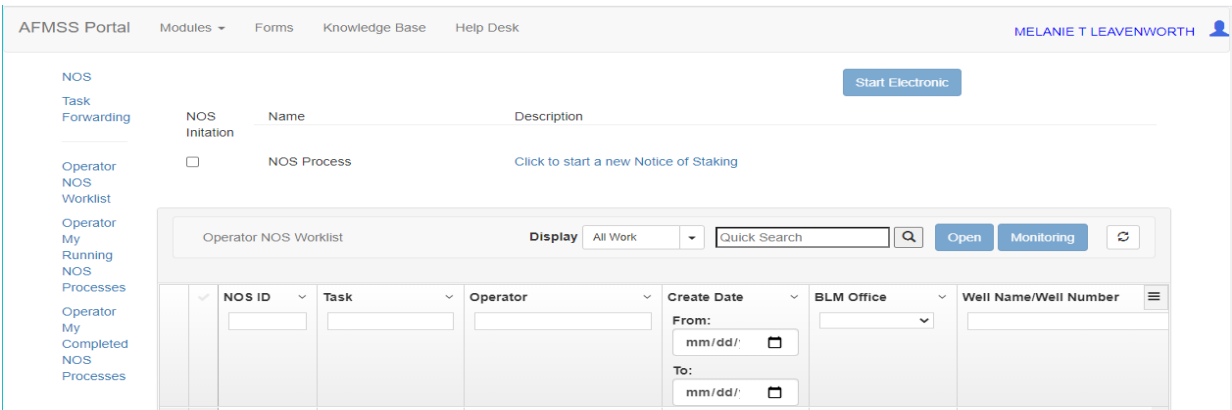


Figure 3-2: NOS Card Page

- 3. The APD/NOS pages contain the links to launch either the NOS form or the APD form.

Figure 3-3: APD Card Page

- The NOS/APD Operator Worklist displays NOS or APDs, dependent on the list selected, that have tasks for the operator to complete. Multiple search options can be used to find a specific NOS or APD by using the Quick Search, APD ID, Task, Operator, Create Date, BLM Office, Well Name/Number, etc. Type in the known criteria such as the ID number in the Search associated with the APD section to find things quickly. Only the last 5 digits of the ID number is needed for this specific search criteria.

Figure 3-4: AFMSS Operator APD Worklist

- To update or work on an NOS or APD from the Operator Worklist, simply click on NOS or APD ID number hyperlink and it will open the NOS/APD.

Figure 3-5: AFMSS Operator APD Access

- To view the NOS or APD from the Operator Worklist, simply highlight the NOS or APD line by checking the grayed-out checkmark to the left of the APD ID number. Click the **Monitoring** button. This will open a new tab. At the top you will see the Well Header information followed below that by Attachments and Reports. After the reports section you will see the APDx Worklist divided by a

My Monitor for APD: 10400059755									
<b>AFMSS II APD #</b>			<b>Operator</b>			<b>APD Submitted</b>			
10400059755			TEST OPERATOR						
<b>Designated Agent</b>			<b>Well Name</b>			<b>Well Number</b>			
N			MKL TEST SWCA			0803			
<b>Well Type</b>			<b>Well Class</b>			<b>Work Type</b>			
OIL WELL			VERTICAL			Drill			
<b>Federal/Indian APD</b>									
FED									
<b>APD Attachments</b>			<a href="#">APD Report</a> <a href="#">Application Data</a> <a href="#">Drilling Plan</a> <a href="#">Surface Plan</a> <a href="#">PWD Plan</a> <a href="#">Bond Info</a> <a href="#">Print 3160</a> <a href="#">Generate APD Package</a>  <a href="#">Download APD Package</a>						

APDs Worklist		Process Model		View all process activities in chronological order.					
ID	Status	Activity	Completed By	Participant	Created Date	Deadline	Completed Date		
101	Created	Submit APD		MELANIE K LEAVENWORTH	2020/8/3 3:34:54 PM				

[illegible]

7. Left navigation from the NOS or APD screen for Operator My Running NOS or APD Processes allows you to see current/in progress NOSs or APDs. Search by ID number or other criteria previously mentioned, then click the ID number link or check the box to the left of the ID number then click the Monitoring button at the top right.
8. Click on Operator My Completed Processes to see all completed NOSs or APDs. From this screen

you can also see and access reports by searching by APD or NOS ID, clicking an APD or NOS ID to access reports and details about how the APD was processed.

APD ID	Operator	Create Date	BLM Office	Well Name/Well Number	Application
10400083390	TEST OPERATOR	2022-02-16 14:22	Lander	MKLTEST / 6-29	Pending Op

Figure 3-8: Operator My Completed Processes

## 4 Processing a Notice of Staking (NOS)

### 4.1 NOS Process Overview

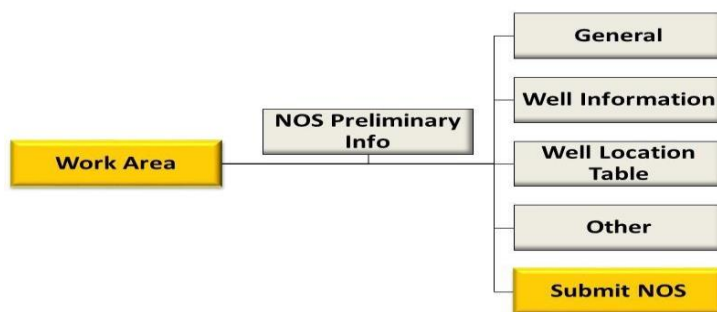


Figure 4-1: Overview of NOS Structure

An Operator may submit an NOS followed by an APD or an APD without an NOS. The NOS data entry form allows the Operator to have BLM conduct an onsite review for the location of the proposed well and to provide feedback on the proposed plan prior to the Operator filing an APD. Completing the NOS form and having the onsite already conducted helps to expedite the APD process. The NOS process also starts the 30-day posting period for Federal wells.

The NOS form is started by entering essential information on the NOS Preliminary Information screen. Upon completion of that screen, enter information in the remaining four sections.

AFMSS utilizes all of the standard data input fields, including text boxes, pick lists (drop-down lists), radio buttons, and checkboxes.

### 4.2 Initiating an NOS

To initiate an NOS or APD process, perform the following:

From the AFMSS Portal homepage, select the **NOS** card to open the NOS worklists.

On the screen, **Click to start a new Notice of Staking** link. Click the link.

The screenshot shows the AFMSS Portal interface. At the top, there's a navigation bar with 'AFMSS Portal', 'Modules', 'Finder', 'Forms', 'Knowledge Base', and 'Help Desk'. On the right, the user 'MELANIE LEAVENWORTH' is logged in. The main content area is titled 'NOS' and has a 'Start Electronic' button. Below this, there's a table with columns: Task, NOS, Name, and Description. The 'Task' column has a link 'Click to start a new Notice of Staking' which is highlighted with a red arrow. To the left of the table, there's a sidebar with links: 'Forwarding', 'Operator', 'NOS', 'Worklist', 'My Running NOS Processes', and 'Operator My Running NOS Processes'. Below the sidebar, there's a search bar with 'Quick Search' and a 'Monitor' button. At the bottom, there's a table with columns: NOS ID, Operator, Create Date, BLM Office, Well Name/Well Number, and Application Status.

Figure 4-2: Start New APD/NOS

A new window will open displaying the NOS Preliminary Information screen.

The screenshot shows the 'Preliminary Information' screen. It has a header with 'AFMSS Portal', 'Modules', 'Forms', 'Knowledge Base', and 'Help Desk'. The main content area is titled 'Preliminary Information'. It contains several fields and options: 'Would you like to clone from a prior submission?' with radio buttons for 'Yes' and 'No' (selected); 'The following information is required to begin this process'; 'BLM Office' and 'Operator' dropdown menus; 'Federal/Indian' checkboxes for 'Federal' and 'Indian'; 'Permitting Agent?' with radio buttons for 'Yes' and 'No'; 'Well Name' and 'Well Number' text input fields; 'Well Type' dropdown menu; and 'Well Class' with radio buttons for 'Vertical', 'Directional', 'Horizontal', 'Sidetrack', 'Dual Completion', and 'Multi-Lateral'. There is a 'Save' button at the bottom left.

Figure 4-3: NOS Preliminary Information

Enter the appropriate information into the required fields.

When cloning an NOS, perform the following steps:

1. Initiate an NOS.
2. Select “Yes” when asked if you want to clone the NOS from a prior NOS.
3. Select an NOS ID to clone from the drop-down list.
4. Select the cloning options you prefer.
5. Click **Clone**.

Once you perform these steps, the system will advance your application to the next task and the Section 1 – General

window will open with the cloned data pre-populated in the data fields on screen.

**NOTE:** NOS/APD's created prior to the July 22, 2019 release of the APDx update will not be available to clone.

AFMSS Portal Modules Forms Knowledge Base Help Desk

Preliminary Information

Would you like to clone from a prior submission? ?

☒ Yes ☐ No

Select a Prior Submission \*

10400060560

Select the Cloning Option \*

☐ Copy all data from selected to Clone

☐ Copy all data from selected to Clone except well location data

☐ Copy all data from selected to Clone except attachments


☒ Copy all data from selected to Clone except attachments and well location data

Cancel Clone

Figure 4-4: Clone a NOS

If you did not clone another NOS, click on the **Save**  button once you have entered the appropriate information.

**Note: Tooltips and Help Icons:** Many fields have a tooltip that gives guidance or instructions to the user.

The help icon  will appear next to certain fields and hover the mouse over this icon and the help text will pop up.

*The Preliminary Information screen will close and the Section 1 – General window will open.*

1. Enter the appropriate information into the required fields.



AFMSS Portal Modules Forms Knowledge Base Help Desk

NOS ID: 10400060800 Well Name: KAY Well Number: 8-19  
Well Work Type: Drill Well Type: COALBED NATURAL GAS WELL

[Print Form in PDF](#) [NOS Print Report](#) [Print Attachments](#)

1 2 3 4

Section 1 - General

BLM Office \* Rawlins User: MELANIE T LEAVENWORTH Title: Test Operator

Federal/Indian \* ☒ FEDERAL ☐ INDIAN  
Is the first lease penetrated for production Federal or Indian? \*  
☐ Federal ☐ Indian

Lease Number \*  
GeoState \* Land Office \* Prefix \* Serial Nr \* Suffix  
- Please Select - - Please Select - Validate Lease

Lease Acres

Agreement in place? \* ☐ Yes ☐ No

Operator \* TEST OPERATOR

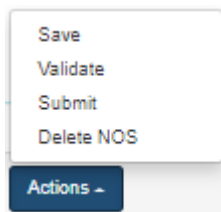
Permitting agent? \* ☐ Yes ☒ No

Operator Information

Operator Organization Name: TEST OPERATOR  
Operator Address: 123 Main  
Operator PO Box:  
Operator City: Denver State: CO Zip: 80121  
Operator Phone: 3032382280  
Operator Internet Address: coharneskey@blm.gov

[Back](#) [Actions](#) [Next](#)

Figure 4-5: Electronic NOS Section 1 – General Information



- Click on the **Actions** pick list menu at the bottom of the screen, choose **Validate**. The validate action will return with any errors or omissions noted at the top of the page, as well as highlight the fields in red, to indicate mandatory data to complete the application. After successful validation, click the **Next** button. Saving the page is recommended. However, clicking the Next button will also initiate a save action.

3. Notice the indicator page bubbles at the top of the screen displays the current page you are editing.

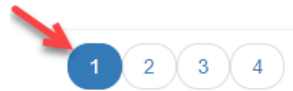


Figure 4-6: Page Tracker on NOS

*The Section 1 – General screen will be saved and Section 2 – Well Information screen will appear.*

The screenshot shows the AFMSS Portal interface. At the top, there's a navigation bar with 'AFMSS Portal', 'Modules', 'Forms', 'Knowledge Base', and 'Help Desk'. Below this, a summary section displays 'NOS ID: 10400060800', 'Well Name: KAY', and 'Well Number: 8-19'. It also shows 'Well Work Type: Drill' and 'Well Type: COALBED NATURAL GAS WELL'. There are links for 'Print Form in PDF', 'NOS Print Report', and 'Print Attachments'. A green message bar says 'Save successful' with a 'Dismiss Messages' button. Below the message bar is a page tracker with four bubbles, the second of which is highlighted. The main section is titled 'Section 2 - Well Information'. It contains several form fields: 'Well Name' (TESTING NOS), 'Well Number' (8-2020), 'Field/Pool or Exploratory?' (Exploratory selected), 'Use Existing Well Pad?' (Yes selected), 'New Surface Disturbance?' (No selected), 'Type of Well Pad?' (Single selected), 'Well Class' (VERTICAL selected), 'Well Work Type' (Drill selected), 'Well Type' (OIL WELL selected), and 'Surface Owners' (BUREAU OF LAND MANAGEMENT selected). At the bottom, there are 'Back', 'Actions', and 'Next' buttons.

Figure 4-7: Electronic NOS Section 2 – Well Information

4. Enter the appropriate information into the required fields.

Save

Validate

Submit

Delete NOS

Actions

5. Click on the **Actions** pick list menu at the bottom of the screen, choose **Validate**. The validate action will return with any errors or omissions noted at the top of the page, to indicate what is necessary to complete the application. After successful validation, click the **Next** button.

The Section 2 – Well Information screen will be saved and Section 3 – Well Location screen will appear.

AFMSS Portal

Modules

Forms

Knowledge Base

Help Desk

NOS ID

1040000000

Well Name

TESTING NOS

Well Number

8-2129

Well Work Type

DWH

Well Type

OIL WELL

Print Form in PDF

NOS Print Report

Print Attachments

Save successful

Dismiss Messages

1

2

3

4

Section 3 - Well Location

Survey Type

RECTANGULAR

Survey Number

Datum

☐ NAD 27
☐ NAD 83

Vertical Datum

☐ NGVD 29
☐ NAVD 88

Reference Datum

- Please Select -

SHL

Lease Type

☐ Federal
☐ Fee
☐ Indian
☐ State

Will this well produce from this lease?

☐ Yes
☐ No

Lease # at Surface Location

Lease Number

Elevation (M&L)

Latitude

99.9999999

Longitude

-99.9999999

State

- Please Select -

Meridian

- Please Select -

County

- Please Select -

N&S-Foot

☐ FSL
☐ FNL

E&W-Foot

☐ FEL
☐ FWL

Township

Range

Section

Alliquot

Lot

Tract

OR

OR

OR

Back

Actions

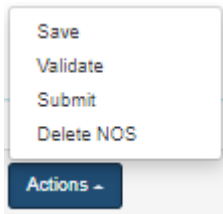
Next

Figure 4-8: Electronic NOS Section 3 – Well Location

6. Enter the appropriate information into the required fields. To enter Lease Type click on the



pencil icon to the right to open that field for data entry. You can also copy and paste data by clicking the copy and paste icon in the same series of icons or clear data by clicking the clear data icon.



- Click on the **Actions** pick list menu at the bottom of the screen, choose **Validate**. The validate action will return with any errors or omissions noted at the top of the page, to indicate what is necessary to complete the application. After successful validation, click the **Next** button.

*The Section 3 – Well Location screen will close and the Section 4 – Other window will open.*

AFMSS Portal
Modules
Forms
Knowledge Base
Help Desk

NOS ID

10400060800

Well Name

TESTING NOS

Well Number

8-2020

Well Work Type

Drill

Well Type

OIL WELL

Print Form in PDF

NOS Print Report

Print Attachments

Save successful

Dismiss Messages

1

2

3

4

Section 4 - Other

Anticipated Bottom Hole Pressure

Anticipated abnormal pressures, temperatures, or potential geologic hazards?

☐ Yes
☐ No

Hydrogen sulfide drilling operations plan required?

☐ Yes
☐ No

Will existing roads be used? \*

☐ Yes
☐ No

Reserve Pit being used? \*

☐ Yes
☒ No

5. Survey Plat or Map \*

Browse...

SUPO Additional Information

Other SUPO Attachment

Browse...

Other Attachment

Browse...

General Comments

Back

Actions

Next

Figure 4-9Electronic NOS Section 4 – Other

- Enter the appropriate information into the required fields.
- Add the appropriate attachments by clicking the **Browse** button.

This will open your browser and allow you to add the necessary attachments. Attachments should always be in .pdf

format and your file name should not contain any special characters (i.e. #). Click **Choose File** and select your attachment and click **Open**, then **Upload**.



Figure 4-10: Add Attachment

10. You may add more than one attachment by repeating the process or you may select multiple attachments from your file list.

### 4.3 Submitting an NOS

After the four sections of the electronic NOS have been entered into the AFMSS system, the application is ready to be submitted to the BLM for processing. It is good practice to print or save the NOS Reports for your records before submitting the NOS to the BLM, although the reports are available anytime from the Operator My Running NOS Processes page.

My Monitor for NOS: 10400081807

AFMSS II NOS #	Operator	NOS Submitted
10400081807	TEST OPERATOR	
Designated Agent	Well Name	Well Number
N	KAY	8-19
Well Type	Well Class	Work Type
COALBED NATURAL GAS WELL	VERTICAL	Drill
Federal/Indian NOS		
FED		

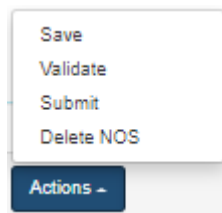
NOS Attachments

Print NOS Report

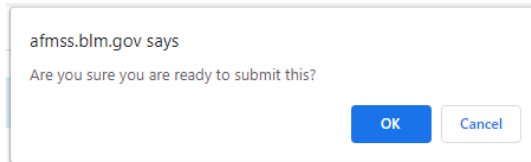
Print Form in PDF

Figure 4-11: My Monitor NOS Reports

To submit the electronic NOS, perform the following:



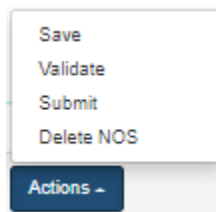
Click on the **Actions** pick list menu at the bottom of the screen, click **Submit**. A confirmation box will open at the top of the screen, click **OK**.



*The electronic NOS window will close and the AFMSS homepage will appear. The electronic NOS will move to the next phase in the process.*

#### 4.4 Deleting an NOS

The Operator can delete the NOS after initiating the NOS and throughout sections 1 – 4, before the NOS is submitted to the BLM. Once submitted, an NOS cannot be cancelled unless it has not been accepted by the BLM and is returned to the operator. In this case, contact the BLM immediately to return the NOS.



To delete the electronic NOS, click on the **Actions** pop-up menu at the bottom of the screen, click **Delete NOS**.

*The electronic NOS window will close, and the NOS process will move to the My Archive tab.*

NOTE: While an NOS is being reviewed by the BLM the Operator will NOT be able to make any edits to it unless the BLM returns it to the Operator/Permit Agent.

#### 4.5 NOS Email Notifications

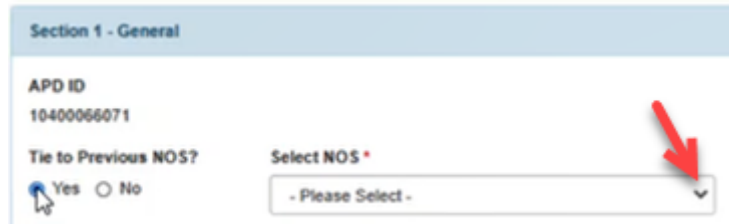
There are few times during the NOS process where the operator will receive email notifications:

1. Once the NOS has been accepted, an email will be received from the BLM.
2. An email will also be received during the Notice of Conformance Review and onsite date including potential conformance issues.
3. NOS onsite review results –if applicable.
4. If the NOS expires an email will be received 60 days after the onsite has been completed if no action has been taken.

## 4.6 Tie an NOS to an APD

After an electronic NOS has completed the NOS process successful, an Operator can tie an NOS to an electronic APD after the Preliminary Information screen entry has been completed.

Select the option to **Tie to Previous NOS** from the **APD Section 1 - General** screen will allow the Operator to tie to a previously submitted NOS. Click Yes, then from the drop-down selection list scroll to locate the NOS you wish to tie to this APD. The Operator will now be able to enter the well information to complete the APD.



The screenshot shows the 'Section 1 - General' header. Below it, the 'APD ID' is 10400066071. The 'Tie to Previous NOS?' section has two radio buttons: 'Yes' (selected) and 'No'. To the right, there is a 'Select NOS' dropdown menu with a red arrow pointing to it. The dropdown menu currently shows '- Please Select -'.

Figure 4-12: Tie to Previous NOS

## 5 Completing an Application for Permit to Drill (APD)

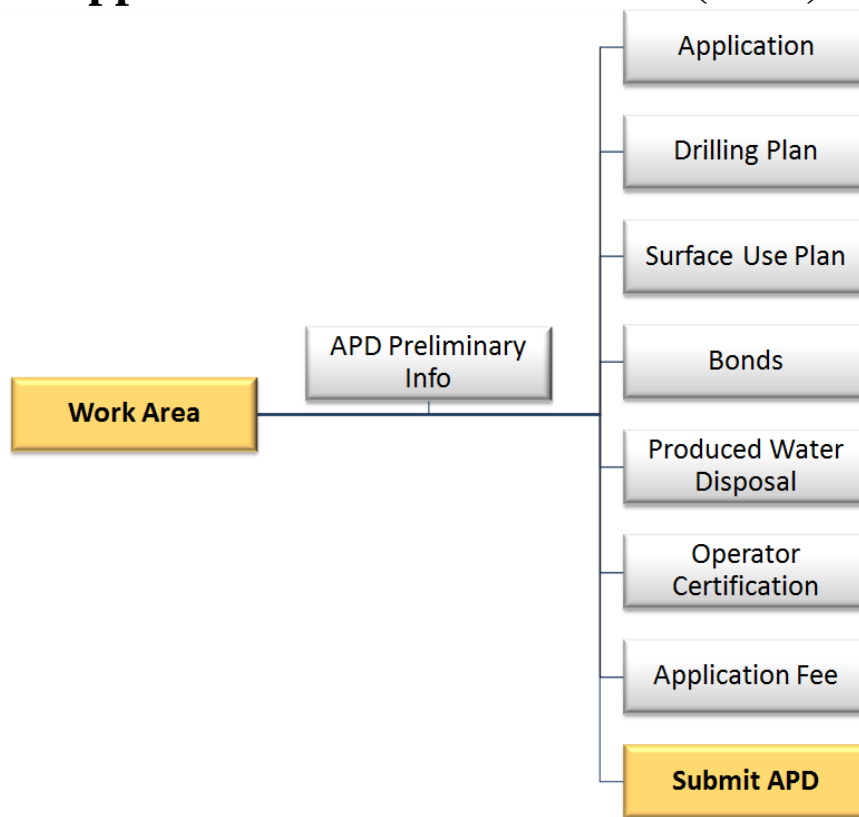


Figure 5-1: Overview of APD Form Structure

APD data entry forms are used to enter all data required for submission of a new APD. The forms are organized according to Onshore Oil and Gas Order 1 (OO#1).

The forms are organized to require that you start by entering essential information on the APD Preliminary Information screen. Upon completion of that screen, you can begin entering information in any of the APD Entry Forms.



Figure 5-2: APD Progress Tracker

AFMSS utilizes all of the standard data input fields, including textboxes, pick lists (drop-downs), radio buttons, and checkboxes.

### 5.1 Electronic APD Process

The Operator initiates an electronic APD by selecting the **Click to start a new Application for Permit to Drill** link after selecting the **APD card** on the AFMSS Portal page. The Preliminary Information screen will then open in a new window. The Operator will then enter the appropriate information into the required fields (note: required fields are marked with an asterisk). The information entered in this screen will create a banner at the top of each screen referred to as the Well Header.

AFMSS Portal Modules Forms Knowledge Base Help Desk

Preliminary Information

Would you like to clone from a prior submission?

☐ Yes ☒ No

The following information is required to begin this process

BLM Office \*  
- Please Select -

Operator \*  
- Please Select -

Federal/Indian \*  
☐ Federal ☐ Indian

Permitting Agent?  
☐ Yes ☐ No

Well Name \*  
[Text Box]

Well Number \*  
[Text Box]

Well Type \*  
- Please Select -

Well Work Type \*  
☐ Drill ☐ Reenter

Well Class \*  
☐ Vertical ☐ Directional ☐ Horizontal  
☐ Sidetrack ☐ Dual Completion ☐ Multi-Lateral

Save

Figure 5-3: Electronic APD Preliminary Information

After the Operator clicks the **Save** button, a new window will appear with the **Application** module, and the **Section 1 – General** screen will load.

### 5.2 Cloning an APD



At the preliminary information screen, you have the option to create an APD with data cloned from a prior APD.

The screenshot shows the 'Preliminary Information' form within the AFMSS Portal. The form has a header bar with 'AFMSS Portal', 'Modules', 'Forms', 'Knowledge Base', and 'Help Desk'. The main content area is titled 'Preliminary Information'. It contains the following elements:

- A question: 'Would you like to clone from a prior submission?' with a help icon. The 'Yes' radio button is selected.
- A required field: 'Select a Prior Submission \*' with a dropdown menu showing '- Please Select -'.
- A required section: 'Select the Cloning Option \*' with four radio button options:
  - ☐ Copy all data from selected to Clone
  - ☐ Copy all data from selected to Clone except well location data
  - ☐ Copy all data from selected to Clone except attachments
  - ☒ Copy all data from selected to Clone except attachments and well location data
- Two buttons at the bottom: 'Cancel' and 'Clone'.

*Figure 5-4: Clone an APD*

When cloning an APD, perform the following steps:

1. Initiate an APD.
2. Select “Yes” when asked if you want to clone the APD from a prior APD.
3. Select an APD ID to clone from the drop-down list.
4. Select the cloning options you prefer.
5. Click **Clone**.

Once you perform these steps, the system will advance your application to the next task and the **Section 1 – General** screen will open with the cloned data pre-populated in the data fields on the screen.

**Note:** NOS/APD created prior to July 22, 2019 release of APDx will not be available to clone.

### 5.3 Navigating the APD Form

**Navigation Tabs:** The left side of the screen contains the navigation tabs. You may click on these tabs to jump directly to an APD Entry Form. They also display an approximation of your progress (% completed) as you complete the form.

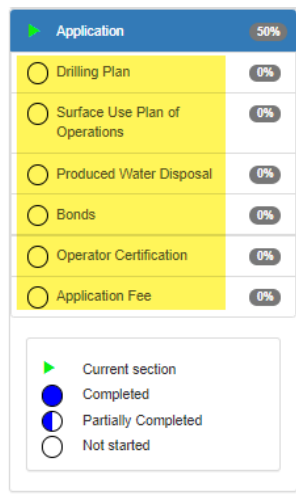



Figure 5-5: APD Navigation Tabs

**Navigation Bars:** Within each entry form section there is a navigation bar along the top. You may click on this bar to jump directly to a subsection. As sub-sections are started and/or completed, the navigation bar will indicate the percentage of completion, for example 30%, 50%. When each section and sub-section is complete the navigation bar will indicate fully complete, 100%.

Figure 5-6: APD Navigation Bars

**Navigation Buttons:** You may also use the buttons at the bottom of each page to navigate to the next or prior logical subsection.

Figure 5-7: APD Navigation Buttons

**Tooltips and Help Icons:** Many fields have a tooltip that gives guidance or instructions to the user. The help icon  will appear next to certain fields and pointing at this icon with your mouse will pop up the help text.

Based on your profile, AFMSS will automatically fill in a limited number of form fields automatically (auto-fill).

## 5.4 Textboxes

Areas for text can be filled by placing your cursor in the field and typing or by copying and pasting from other documents. Text areas can be expanded by pulling on the lower right corner icon in the field. The larger text boxes have a character limit of 4000.

## 5.5 Data Validation

AFMSS includes a robust set of data validations that help ensure the information you provide is in the format and level of detail required.

## 5.6 Saving Your Data

The data that you enter can be manually saved using the buttons at the bottom of each screen. Your data will be automatically saved whenever you leave a form section. You do NOT have to fill out every single mandatory field until ready to submit the entire application to BLM for review.

## 5.7 Printing Your APD

Printing options are available from the APD module Monitoring screen. Select your APD, click the Monitoring button at the top right of the page, then choose any of the hyperlinks to print a section, APD Attachments, or the APD package (available once the APD is complete and submitted).

## 5.8 APD Application Form Section

After entering the required data in the preliminary screen, the APD form will move to the next section in Application section of the process.

## 5.9 Application Section

The first page of the Application Section is Section 1-General and the very first question you will encounter is “Tie to a previous NOS?”

The screenshot displays the 'APD Application Page 1' interface. On the left, a sidebar shows a progress bar for the 'Application' section, with sub-items like 'Drilling Plan', 'Surface Use Plan of Operations', 'Produced Water Disposal', 'Bonds', 'Operator Certification', and 'Application Fee'. The main content area is titled 'Section 1 - General'. It contains the following fields and options:

- APD ID: 10400009111
- Tie to Previous NOS?: Radio buttons for 'Yes' and 'No'. A red arrow points to the 'No' button.
- BLM Office \*: A dropdown menu with 'Test' selected.
- User: MELANIE T. LEAVENWORTH
- Title: TESTER
- Federal/Indian \*: Radio buttons for 'FEDERAL' (selected) and 'INDIAN'.
- Is the first lease penetrated for production Federal or Indian?: Radio buttons for 'Federal' (selected) and 'Indian'.
- Lease Number \*: A text field containing 'DM-3705C'.

Figure 5-8: APD Application Page 1

If you have an NOS that needs to be linked to the APD, and you have not chosen to clone this APD, you can choose YES for this question. If you cloned your APD you will simply choose the NO and leave the “Select the NOS Option” blank so that you do not erase all the cloned data.

Application 50%

- Drilling Plan 0%
- Surface Use Plan of Operations 0%
- Produced Water Disposal 0%
- Bonds 0%
- Operator Certification 0%
- Application Fee 0%

Section 1 - General

APD ID  
10400089111

Tie to Previous NOS? ☒ Yes ☐ No

Select NOS\*  
10400000747

Tie to Previous NOS

Figure 5-9: Cloning an APD from an NOS

After completing section 1 you may choose to validate the data to make sure that all required fields are complete. After validating use the NEXT button to advance to the next section. The NEXT button automatically saves the information you entered.

Save

Validate

Submit

Delete APD

Actions

Figure 5-10: Validate Selection on APD Form

After the Operator clicks the **Next** button, a new screen will appear with the **Application** module, and the **Section 2 – Well Information** screen will load. The Operator will enter the appropriate information into the Required fields.

NOTE: If the APD is for a well on an Indian lease, the **Yes** radio button for the “Keep Application Confidential” question will already be selected.

Application 50%

Drilling Plan 6%

Surface Use Plan of Operations 6%

Produced Water Disposal 6%

Bonds 6%

Operator Certification 6%

Application Fee 6%

Current section

Completed

Partially Completed

Not started

1 2 3

Section 2 - Well Information

Well in a new or existing Master Development Plan?

☐ No
☒ New
☐ Existing

New Master Development Plan Name

Well Name

Well Number

OPERATOR APD

APDX 2021

Field/Pool or Exploratory?

☐ Field and Pool
☒ Exploratory

Is the proposed well in an area containing other mineral resources?

☐ USEABLE WATER
☐ NATURAL GAS
☐ CO2
☐ OIL

☐ POTASH
☐ COAL
☐ TRONA
☐ ZEOLITE

☐ URANIUM
☐ NONE
☐ OTHER

Is the proposed well in a Helium production area?

☐ Yes
☐ No

Use Existing Well Pad?

☐ Yes
☐ No

Type of Well Pad?

☐ Single
☐ Multiple

Well Class

☐ VERTICAL
☐ DIRECTIONAL
☒ HORIZONTAL

☐ SIDETRACK
☐ DUAL-COMPLETION
☐ MULTI-LATERAL

Well Work Type

☒ Drill
☐ Reenter

Well Type

OIL WELL

Well Sub-Type

- Please Select -

Distance to Town (Miles)

Distance to Nearest Well (Feet)

Distance to Lease Line (Feet)

Reservoir Well Spacing Assigned Acres Measurement

Well Plat

Browse...

Well Work Start Date

mm/dd/yyyy

Duration (Days)

Back Actions Next

Figure 5-11: Electronic APD Section 2 – Well Information

After the Operator clicks the **Next** button, a new screen will appear with the **Application** module, and the **Section 3 – Well Location Table** screen will load. The Operator will enter the appropriate information into the Required fields.

Figure 5-12: Electronic APD Section 3 – Well Location Table

Section 3 **well location** is broken into 5 sub-sections

1. Surface Hole Location (SHL)
2. Kick-off Point (KOP)
3. PPP wellbore
4. Exit
5. Bottom Hole Location (BHL)

You will need to enter the Required fields into each sub-section by clicking the Edit icon (pencil) then subsequently, saving each section as you edit that information. If additional PPP points are needed, click the Add icon in the first PPP-01 section and the application will add PPP-02, and so forth. In addition, you may copy the PPP data if it is similar and paste it into PPP-02, and so forth by using the Copy and Paste icons.

PPP

Wellbore 00-1

Lease Type \*

☐ Federal
☐ Fee
☐ Indian
☐ State

Will this well produce from this lease? \*

☐ Yes
☐ No

Lease # at Proposed Penetration Point \*

Lease Number

Edit

Copy

Paste

Clear Data

Add

Delete

Figure 5-13: Well Location Table PPP Wellbore 00-1 sub-section

Once all relevant data has been entered into each sub-section, you can save the entire page from the Action menu at the bottom of the screen.

After the Operator clicks the **Next** button, a new screen will appear in the **Drilling Plan** module, and the **Section 1 – Geologic Formations** screen will load.

## 5.10 APD Drilling Plan Form Sections

The Drilling Plan portion of the APD is made up of eight screens that address the eight point drilling plan. The overview below identifies the eight screens.

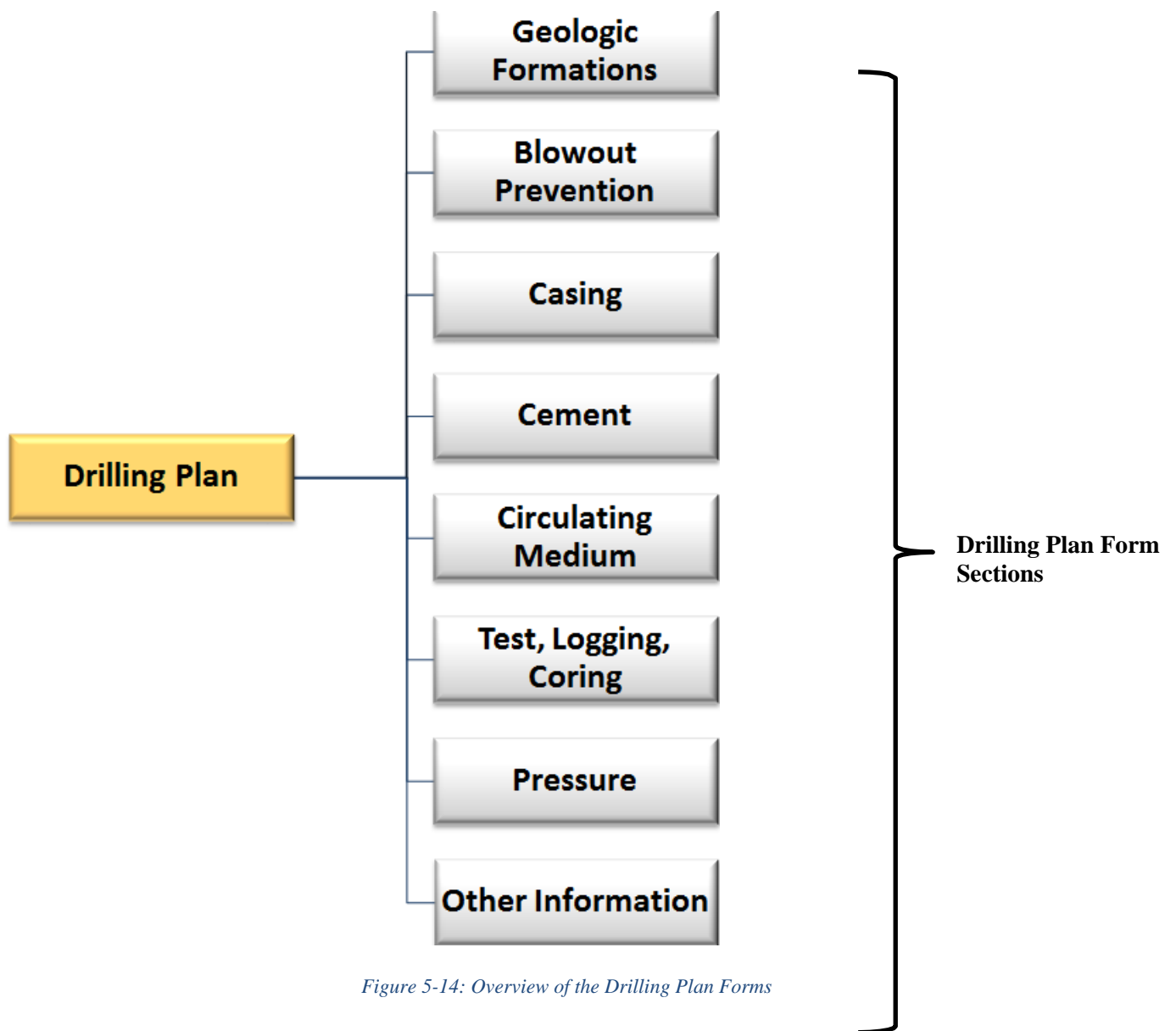


Figure 5-14: Overview of the Drilling Plan Forms

In **Section 1 – Geologic Formations** screen, the Operator will click the Add button to enter the appropriate information into the Required fields.

The screenshot shows the user interface for "Section 1 - Geologic Formations". At the top, there is a horizontal tab bar with numbered buttons 1 through 8, where button 1 is selected. Below the tabs is a light blue header bar with the text "Section 1 - Geologic Formations". Underneath the header is a large, empty white rectangular area. A red arrow points from the bottom center of this area to a blue button labeled "Add...". At the bottom of the screen is a gray footer bar containing three buttons: "Back" with a left arrow, "Actions" with a dropdown arrow, and "Next" with a right arrow.

Figure 5-15: Electronic APD Drilling Plan Geologic Formations



After the Operator clicks the **Next** button, a new screen will appear in the **Drilling Plan** module, and the **Section 2 – Blowout Prevention Table** screen will load. The Operator will enter the appropriate information into the Required fields by clicking the edit icon (pencil).

BOP attachments can be added in this section by clicking the Browse button, browsing to your file, then clicking the Upload button. Once uploaded this file can be deleted by clicking on the X to the right of the file name. Each file uploaded will be appended with the date and time of the upload.

**NOTE:** File names may not contain special characters, such as # or ( ) as this will corrupt the document.

Section 2 - Blowout Preventer Testing Procedure

Pressure Rating (PSI) \*  
- Please Select -

Rating Depth \*

Equipment \*

Requesting Variance? \*  
☐ Yes ☐ No

Testing Procedure \*

BOP Attachments

Choke Diagram Attachment \*  
Browse... BOP\_Schematic.pdf Upload

BOP Diagram Attachment \*  
Browse...

Save Cancel

Back Actions Next

Figure 5-16: Electronic APD Drilling Plan Blowout Prevention Table

After the Operator clicks the **Next** button, a new screen will appear in the **Drilling Plan** module, and the **Section 3 – Casing** screen will load. The Operator will select Add Casing and enter the appropriate information into the Required fields. After the information is entered it may be edited or deleted.

Figure 5-17: Electronic APD Drilling Plan - Casing

Multiple casing may be added by clicking the Add Casing button at the bottom of the screen. Continue to add casings until all the information is recorded and then click **Next**.

Figure 5-18: Electronic APD Drilling Plan – Add Casing

After the Operator clicks the **Next** button, a new screen will appear in the **Drilling Plan** module, and the **Section 4 – Cement** screen will load. The Operator will enter all information into the Required fields. Complete this section for every segment by clicking the **Add Segment** button. Edit the segments by clicking the Edit icon to the right of the screen.

Application 33%

Drilling Plan 25%

Surface Use Plan of Operations 0%

Produced Water Disposal 0%

Bonds 0%

Operator Certification 0%

Application Fee 0%

Section 4 - Cement

Please provide the following cement details for each casing:

Casing String Type Add Segment...

Segment 1

Stage Tool Depth

Legend:

- Current section
- Completed
- Partially Completed
- Not started

Figure 5-19: Electronic APD Drilling Plan - Cement

After the Operator clicks the **Next** button, a new screen will appear in the **Drilling Plan** module, and the **Section 5 – Circulating Medium** screen will load. The Operator will enter the appropriate information into the required fields.

Application 33%

Drilling Plan 31%

Surface Use Plan of Operations 0%

Produced Water Disposal 0%

Bonds 0%

Operator Certification 0%

Application Fee 0%

Section 5 - Circulating Medium

Mud System Type \*

Will an air or gas system be used? \*

Describe what will be on location to control well or mitigate other conditions \*

Describe the mud monitoring system utilized \*

Circulating Medium Table

Legend:

- Current section
- Completed
- Partially Completed
- Not started

Figure 5-20: Electronic APD Drilling Plan – Circulating Medium

Complete a **Circulating Medium Table** for each part of the well. As each table is completed, save it, and if another table is required click the **Add** button at the bottom of the table. You can edit or delete completed tables by clicking the **Edit** and **Delete** icons on the right-hand side of each table.

Circulating Medium Table

Mud Type \*

Top Depth (MD) \*

Bottom Depth (MD) \*

Min Weight (lbs/gal) \*

Max Weight (lbs/gal) \*

Density (lbs/cu. ft)

Gel Strength (lbs/100 sq. ft.)

PH

Viscosity (CP)

Filtration (cc)

Salinity (ppm)

Additional Characteristics

Save

Cancel

Add...

Figure 5-21: Electronic APD Drilling Plan – Circulating Medium Table

After the Operator clicks the **Next** button, a new screen will appear in the **Drilling Plan** module, and the **Section 6 – Test, Logging, and Coring** screen will load. The Operator will enter the appropriate information into the required fields.

Figure 5-22: Electronic APD Drilling Plan – Test, Logging, Coring

After the Operator clicks the **Next** button, a new screen will appear in the **Drilling Plan** module, and the **Section 7 – Pressure** screen will load. The Operator will enter the appropriate information into the required fields.

Figure 5-23: Electronic APD Drilling Plan - Pressure

After the Operator clicks the **Next** button, a new screen will appear in the **Drilling Plan** module, and the **Section 8 – Other Information** screen will load. The Operator will enter the appropriate information into the required fields.

Figure 5-24: Electronic APD Drilling Plan Section – Other Information

After the Operator clicks the **Next** button, a new section will appear: the **Surface Use Plan of Operations (SUPO)**.

### 5.11 APD Surface Use Plan of Operations Form Section

The Surface Use Plan of Operations (SUPO) section of the APD consists of twelve screens. Below is an overview of the twelve screens in the SUPO section.

After the Operator clicks the **Next** button in the previous section, a new screen will appear in the **Surface Use Plan of Operations (SUPO)** module, and the **Section 1 – Existing Roads** screen will load. The Operator will enter the appropriate information into the Required fields. If Yes is selected for existing roads, the screen will expand with additional required fields. Notice as each section is completed your progress is recorded on the left-hand side of the screen.

Figure 5-25: Electronic APD SUPO Section 1 – Existing Roads

This section is the most logical place for the operator to state that existing roads will be maintained in the same condition or better for the life of the well, per OO#1 requirements.

- **Will existing roads be used?** – Always select “Yes” on this question to allow the screen to expand and the data fields to populate below the first question in this section (that were previously hidden) because existing roads will always be used at some point to get access to the project location.
- **Existing Road Map** - Ensure that all attachments are included.
- **ROW(s) Exist?** If known, select Yes

Figure 5-26: Electronic APD SUPO Section 1 –Existing Roads expanded data field

- **Do the existing roads need to be improved?** – Always select “Yes” on this question to add a description for how roads will be maintained; “existing roads will be maintained in the same condition or better” **OR** add an existing road improvement attachment.

Figure 5-27: Electronic APD SUPO Section 1 – Existing Roads description/attachment

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 2 - New or Reconstructed Access Roads** screen will load. The Operator will enter the appropriate information into the Required fields. First answer if new roads are needed. If the answer is **No**, check the radio button and then click **Next** to go to section 3, if the answer is **Yes** complete the screen that appears following that selection.

- **“Will new roads be needed?”** – Select “Yes” for this question UNLESS the project access road and/or ramp is already built and there will be no new disturbance on the access road or pad entry. If you do not select yes, the rest

of the questions and data fields in this section will be hidden. When selecting yes, you will be able to add a road attachment and include other details on the specifications for the well pad access.

The screenshot shows a web form titled "Section 2 - New or Reconstructed Access Roads". It contains the following fields:

- Will new roads be needed? \***: Radio buttons for "Yes" (selected) and "No".
- New Road Map \***: A text input field with a "Browse..." button.
- New Road Type(s) \***: A grid of checkboxes for "Collector", "Resource", "Local", "Two-Track", "Snow Trail", and "Ice Road".

Figure 5-28: Electronic APD SUPO Section 2 – New or Reconstructed Access Roads

- **“New Road Map”** – Upload map(s) with the new and existing road structures (e.g. culverts, bridges, etc.), distances from the point where the access road exits an established road, and typical approach and sections of the road (preferably combined into one file).

This screenshot shows the lower portion of the "Section 2 - New or Reconstructed Access Roads" form:

- Access Other Construction Information**: A large text input field.
- Access Miscellaneous Information**: A text input field containing the placeholder text "[Describe road topsoil and spoils pile locations and containment here]".
- Additional Access Attachments**: A text input field with a "Browse..." button.

Figure 5-29: Electronic APD SUPO Section 2 – New or Reconstructed Access Roads

- **“Access Miscellaneous Information”** – Describe the road topsoil and stockpile location and containment during construction in this text box.

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 3 - Location of Existing Wells** screen will load. Always answer **Yes** to this question and attach the existing wells within a one-mile radius map. If the wells on the map are not labeled with their names, include a list or table of well names that correspond with the wells marked on the map. The Operator will enter the appropriate information into the required fields. Include all necessary attachments.

The screenshot shows a web form titled "Section 3 - Location of Existing Wells". It contains the following fields:

- Existing wells map? \***: Radio buttons for "Yes" (selected) and "No".
- Existing Well Map \***: A text input field with a "Browse..." button.

Figure 5-30: Electronic APD SUPO Section 3 – Location of Existing Wells



After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 4 - Location of Existing and/or Proposed Production Facilities** screen will load. If **Submit** is selected a Production Facilities Map will need to be attached and a description entered for Production Facilities. If **Defer** is chosen, a description will be required in the **Production Facility Description** text box. The BLM may require additional information in order to conduct NEPA analysis as well as a pre-construction onsite inspection.

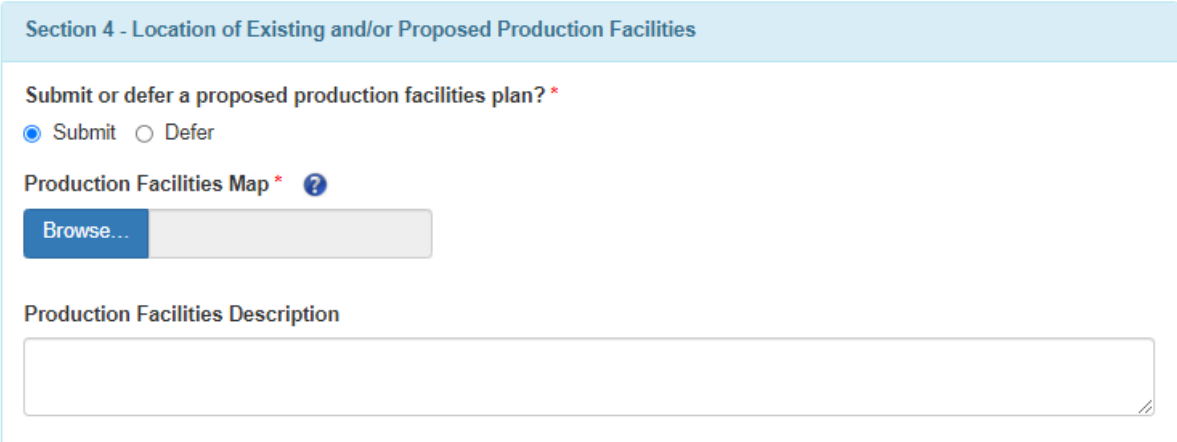


Figure 5-31: Electronic APD SUPO Section 4: Location of Existing and/or Proposed Production Facilities

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 5 - Location and Types of Water Supply** screen will load. The Operator will enter the appropriate information into the required fields and upload any required attachments. Use the **Add** button at the bottom of the screen to create a water source table entry for each type of water source used during drilling, testing, and production. Once you click the button, the section will expand allowing you to enter the details about the water source.

An estimate for water source volume needs to be entered, if one is not available enter zero. Complete all **Water Source tables**. You may edit the tables by clicking on the Edit and Delete icons on the right side of the screen.

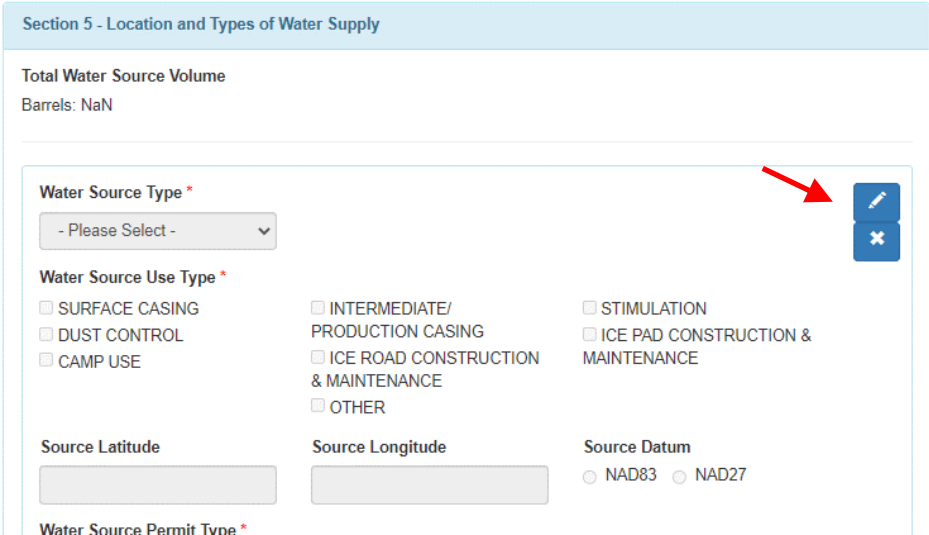


Figure 5-32: Electronic APD SUPO Section 5 – Location and Types of Water Supply

Second half of the screen:

Figure 5-33: Electronic APD SUPO Section 5 – Location and Types of Water Supply

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 6 - Construction Materials** screen will load. The Operator will enter the appropriate information into the required fields. Check the **Yes** or **No** radio button and complete the form.

- Select “Yes” to describe the character and intended use of all construction materials needed to construct the well pad and access road including the surfacing material. Describe the location of the proposed source(s) of construction materials down to the quarter-quarter or depict it on a map or plat. If the application is for an infill well on an existing pad, select “No” for this question.

Figure 5-34: Electronic APD SUPO Section 6 – Construction Materials

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 7 -**

- **Methods of Handling Waste** screen will load. Use the **Add** button to create entries for each type of waste.

Section 7 - Methods for Handling Waste

Add...

Reserve Pit

Reserve Pit being used? \*

☐ Yes ☐ No

Cuttings Area

Cuttings Area being used? \*

☐ Yes ☐ No

Figure 5-35: Electronic APD SUPO Section 7 – Methods for Handling Waste

- The section will expand allowing you to enter details about the waste type. The applicant must include entries for the following waste types: drilling (i.e., fluids and cuttings), garbage, sewage, and chemicals (i.e., any chemicals used during operations besides drilling fluids), and produced water and oil recovered during testing of the well. Each entry must include details about the methods and locations of safe containment as well as the eventual disposal.

The Operator will enter the appropriate information into the required fields.

Section 7 - Methods for Handling Waste

Edit Waste Generation entry

Waste Type \*

PRODUCED WATER

Waste Content Description \*

Amount of Waste \* ?

☐ barrels

☐ gallons

☐ pounds

Waste Disposal Frequency \*

- Please Select -

Safe Containment Description \* ?

OR

Safe Containment Attachment \* ?

Browse...

Figure 5-36: Electronic APD SUPO Section 7 – Methods for Handling Waste

Second half of the screen:

Reserve Pit

Reserve Pit being used? \*

☒ Yes

☐ No

Temporary disposal of produced water into reserve pit? \*

☐ Yes

☐ No

Reserve Pit Length (ft.) \*

Reserve Pit Width (ft.) \*

Reserve Pit Depth (ft.) \*

Reserve Pit Volume (cu. yd.) \*

Is at least 50% of the reserve pit in cut? \*

☐ Yes

☐ No

Reserve Pit Liner \*

☐ None

☐ Clay

☐ Synthetic

☐ Other

Reserve Pit Liner Specifications and Installation Description \*

Cuttings Area

Cuttings Area being used? \*

☒ Yes

☐ No

Cuttings Area Length (ft.) \*

Cuttings Area Width (ft.) \*

Cuttings Area Depth (ft.) \*

Cuttings Area Volume (cu. yd.) \*

Is at least 50% of the cuttings area in cut? \*

☐ Yes

☐ No

Cuttings Area Liner \*

☐ None

☐ Clay

☐ Synthetic

☐ Other

Cuttings Area Liner Specifications and Installation Description \*

Figure 5-37: Electronic APD SUPO Section 7 – Methods for Handling Waste

After the Operator clicks the Next button, a new screen will appear in the SUPO module, and the **Section 8 - Ancillary Facilities** screen will load. The Operator will enter the appropriate information into the required fields. If **No** continue to **Section 9**. If **Yes** the section will expand to allow you to add attachments and comments.

Application 17%

Drilling Plan 13%

Surface Use Plan of Operations 4%

Produced Water Disposal 0%

Bonds 0%

Operator Certification 0%

Application Fee 0%

1 2 3 4 5 6 7 8 9 10 11 12

Section 8 - Ancillary Facilities

Are you requesting any ancillary facilities? \*

☐ Yes ☒ No

← Back Actions Next →

Figure 5-38: Electronic APD SUPO Section 8 – Ancillary Facilities

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 9 - Well Site Layout** screen will load. The Operator will include drill rig layout diagram, interim reclamation diagram, and cuts and fills diagrams, quantities page, and cross sections here if they were not previously depicted on or included with the production facility layout diagram. Enter the appropriate information into the required fields. Add necessary attachments and comments.

Application 17%

Drilling Plan 13%

Surface Use Plan of Operations 8%

Produced Water Disposal 0%

Bonds 0%

Operator Certification 0%

Application Fee 0%

1 2 3 4 5 6 7 8 9 10 11 12

Section 9 - Well Site Layout


Well Site Layout Diagram ?

Browse...

Comments

← Back Actions Next →

Figure 5-39: Electronic APD SUPO Section 9 – Well Site Layout

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 10 – Plans for Final Surface Reclamation** screen will load. The Operator will enter the appropriate information into the required fields. There is a significant amount of information required to complete this section. This manual will cover all the steps required. The first step is to **Copy Previous Reclamation Plan** or **Copy Approved Reclamation Plan** if suitable for this application. The help menus  are available if you need assistance. If there are no previous or approved plans, then continue completing the form.

Type of Disturbance: \*

☐ New Surface Disturbance
 ☐ No New Surface Disturbance

Copy Previous Reclamation Plan

?

Copy Approved Reclamation Plan

?

Multiple Well Pad Name:

Multiple Well Pad Number:




Recontouring Attachment

Browse...

Drainage/Erosion Control Construction \*

Figure 5-40: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation

Continue to complete Section 10 filling out all required fields. If **New Surface Disturbance** radio button is selected, a table will appear with additional required fields (acres and feet). The **Road Proposed Disturbance (acres)** question is only an editable field if the user has answered **Yes** to the question **Will new road be needed?** n page on page 2 of the SUPO. The three columns include the proposed acreage to be disturbed initially, the interim reclamation acreage, and the long-term disturbance acreage remaining after interim reclamation.

Enter the acres for the outer limit of the outer limit to be disturbed.	Enter the acres not needed for active production support.	Enter the number of disturbed acres remaining after interim reclamation.
Well Pad Proposed Disturbance (acres) *	Well Pad Interim Reclamation (acres) *	Well Pad Long Term Disturbance (acres) *
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Road Proposed Disturbance (acres) *	Road Interim Reclamation (acres) *	Road Long Term Disturbance (acres) *
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Powerline Proposed Disturbance (acres) *	Powerline Interim Reclamation (acres) *	Powerline Long Term Disturbance Width (feet) *
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Pipeline Proposed Disturbance (acres)	Pipeline Interim Reclamation (acres) *	Pipeline Long Term Disturbance (acres) *
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Proposed Disturbance (acres) * 	Other Interim Reclamation (acres) * 	Other Long Term Disturbance (acres) * 
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Proposed Disturbance (acres)	Total Interim Reclamation (acres)	Total Long Term Disturbance (acres) *
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Entries must be included for each well on a multiple well pad for proposed, interim, and long term disturbance for each well. Long term disturbance is the amount of acres disturbed remaining after interim reclamation.

Figure 5-41: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation

- **Recontouring Attachment** – In this attachment field, upload diagrams of pre-disturbance and post-reclamation contours.
- **Drainage/Erosion Control Construction/Reclamation** – Describe details about construction and reclamation procedures for drainage control structures (e.g., culverts, wing ditches, etc.).

Recontouring Attachment

Browse...

Drainage/Erosion Control Construction \*

Drainage/Erosion Control Reclamation \*

Figure 5-42: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation

- **Existing Vegetation** – Briefly describe the existing vegetation and/or land use at the location (e.g., mixed grass prairie, agricultural field, grazing). If the vegetation at the other road or ROW differs, indicate that in the existing vegetation text boxes that follow. **OR** upload attachments.

Existing Vegetation at the Well Pad \*

OR

Existing Vegetation at the Well Pad Attachment \*

Browse...

Existing Vegetation Community at the Road \*

OR

Existing Vegetation at the Road Attachment \*

Browse...

Existing Vegetation Community at the Pipeline \*

OR

Existing Vegetation at the Pipeline Attachment \*

Browse...

Figure 5-43: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation

- **Reconstruction Method** – Include reconstruction methods for interim and final reclamation.
- **Topsoil Redistribution** – Describe topsoil re-spreading in this text box.

Figure 5-44: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation

Next, complete the **Seed Management** tables. This section may expand based on your Yes/No answers.

- **Seed Questions** – Answer all the yes/no seed questions, add comments, and fill in all required fields.

Figure 5-45: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation

- **Seed Management and Seed Table** – If the project is on BLM surface and the seed mix will differ from the prescribed seed mix typically provided in the COAs, complete this table by clicking the **Add** button to enter each type of seed used in the reclamation seed mix.
- **Seed Table** – Describe how the seedbed will be prepared (e.g., ripping, disking, dozer track walking, etc.).
- **Seed Reclamation Attachment** – Upload your Seed Reclamation attachment.

Seed Type	Pounds/Acre
Total Pounds/Acre	0

Figure 5-46: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation



- **Seedbed Prep** – Describe how the seedbed will be prepared (e.g., ripping, disking, dozer track walking, etc.).
- **Seed Method** – Describe how the location will be seeded (e.g., drilled, broadcast, hydro-seeded).

The screenshot shows a form titled "Plans for Final Surface Reclamation" with three text input fields. The first field is labeled "Seedbed Prep", the second "Seed BMP", and the third "Seed Method". Each field has a small icon in the bottom right corner.

Figure 5-47: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation

Complete the remaining areas of Section 10:

The screenshot shows a form titled "Plans for Final Surface Reclamation" with several sections. The first section is "Operator Contact/Responsible Official Contact Info" with fields for First Name, Last Name, Phone, and Email. The second section is "Existing Invasive species?" with radio buttons for Yes and No. The third section is "Weed Treatment Plan" with a description field and an attachment field. The fourth section is "Monitoring Plan" with a description field and an attachment field. The fifth section is "Success Standards" with a description field. The sixth section is "Pit Closure" with a description field and an attachment field. Each section has a "Browse..." button for attachments.

Figure 5-48: Electronic APD SUPO Section 10 – Plans for Final Surface Reclamation

Remember to **Validate** and **Save** your work as you progress to prevent data loss.

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 11 – Surface Ownership** screen will load. Click the **Add** button to add one or multiple surface owners. The Operator will enter the appropriate information into the required fields. Check all surface area ownership and management areas here and select the **Disturbance Type** from the drop-down menu.

The screenshot shows the "Section 11 - Surface Ownership" screen. On the left is a sidebar with a list of sections and their completion percentages: Application (17%), Drilling Plan (13%), Surface Use Plan of Operations (21%), Produced Water Disposal (0%), Bonds (0%), and Operator Certification (0%). The main area shows a list of sections from 1 to 12, with section 11 highlighted. Below the list is a large text input field with an "Add..." button. At the bottom are "Back", "Actions", and "Next" buttons.

Figure 5-49: Electronic APD SUPO Section 11 – Surface Ownership

Figure 5-50: Electronic APD SUPO Section 11 – Surface Ownership

- Surface Use Plan Certification** – If **Private Ownership** is selected as the surface owner, the section will expand with an **Add Private Ownership** button. If there is any private (FEE) surface in the proposed project area, record each surface owner and attach a surface access self-certification form for each.
  - Be sure to select “Yes” on the question “Surface Use Plan Certification?” to expand the section to attach the surface use certification form.
  - Answer “Agreement” on the “Surface access agreement or bond?” question (unless you have an additional surface access bond with the BLM or other SMA because you did not come to an agreement with the landowner).
  - Indicate what day the SUPO was sent to the surface owner in the “Surface Access Agreement Need Description” text box.
  - Once you save the surface owner’s information, the **Add Private Ownership** button will be activated for multiple surface ownership if needed.

Figure 5-51: Electronic APD SUPO Section 11 – Private Surface Ownership

**Note:** In December 2020 the Private Surface Ownership name, phone number, and email was deprecated from AFMSS 2 as it is considered PII (Personally Identifiable Information).

After the Operator clicks the **Next** button, a new screen will appear in the **SUPO** module, and the **Section 12 – Other Information** screen will load. The Operator will enter the appropriate information into the required fields.

- Right of Way Needed?** – Only select “Yes” on this question if a BLM ROW is needed for the project.

Figure 5-52: Electronic APD SUPO Section 12 – Other Information

- Use a previously conducted onsite?** – If the onsite inspection already took place, enter the date and any other pertinent details here.
- Other SUPO Attachments** – Add other useful attachments here such as forms from previous onsites, third party and other surface management agency (SMA) NEPA documents, Concurrence (Letter to Construct) Letters from other SMAs, and approved ROWs or easements. Do NOT reattach any SUPO template documents you may have created. Ensure that all data fields in the application are filled out as completely as possible to avoid redundancy and the need to attach an additional SUPO document.

Figure 5-53: Electronic APD SUPO Section 12 – Other Information

This completes the third section of the APD Application.

### 5.12 APD Produced Water Disposal Form Section

The PWD section of the APD consists of eight screens.

After the Operator clicks the **Next** button, a new screen will appear in the **Produced Water Disposal (PWD)**

module, and the **Section 1 – General** screen will load. The Operator will enter the appropriate information into the required fields or the operator can select **No** and address long-term produced water through the sundry process after the APD has been approved.

Figure 5-54: Electronic APD PWD Section 1 – General Information

After the Operator clicks the **Next** button, a new screen will appear in the **PWD** module, and the **Section 2 - Lined Pits** screen will load. The Operator will enter the appropriate information into the required fields. The **No** option will allow you to select next. The **Yes** option will require additional information.

Figure 5-55: Electronic APD PWD Section 2 – Lined Pits

The **Yes** option requires additional information. Select **Add Lined Pit** to expand the section. The Operator will enter the appropriate information into the required fields.

Figure 5-56: Electronic APD PWD Section 2 – Lined Pits

Produced Water Disposal (PWD) Location \*

☐ On-Lease/Unit ☐ Off-Lease/Unit

PWD Disturbance (acres) \*

PWD Surface Owner \*

☐ BIA ☐ BLM ☐ BOR

☐ COE ☐ FEE ☐ MILITARY

☐ STATE ☐ USDOD ☐ USFS

☐ USFWS ☐ USNPS ☐ OTHER

Lined Pit PWD On or Off Channel \*

☐ On channel ☐ Off channel

Lined Pit PWD Discharge Volume (bbl/day) \*

Lined Pit Specifications \*

Browse...

Figure 5-57: Electronic APD PWD Section 2 – Lined Pits

After the Operator clicks the **Next** button, a new screen will appear in the **PWD** module, and the **Section 3 - Unlined Pits** screen will load. The Operator will enter the appropriate information into the required fields. The **No** option will allow you to select next. The **Yes** option will require additional information.

Section 3 - Unlined Pits

Would you like to utilize unlined pit PWD options? \*

☒ Yes ☐ No

Add Unlined Pit

Figure 5-58: Electronic APD PWD Section 3 – Unlined Pits

The **Yes** option requires additional information. Select **Add Unlined Pit** to expand the section. The Operator will enter the appropriate information into the required fields.

Produced Water Disposal (PWD) Location \*

☐ On-Lease/Unit ☐ Off-Lease/Unit

PWD Disturbance (acres) \*

PWD Surface Owner \*

☐ BIA ☐ BLM ☐ BOR

☐ COE ☐ FEE ☐ MILITARY

☐ STATE ☐ USDOD ☐ USFS

☐ USFWS ☐ USNPS ☐ OTHER

Unlined Pit PWD On or Off Channel \*

☐ On channel ☐ Off channel

Unlined Pit PWD Discharge Volume (bbl/day) \*

Unlined Pit Specifications \*

Browse...

Precipitated Solids Disposal \*

Figure 5-59: Electronic APD PWD Section 3 – Unlined Pits

After the Operator clicks the **Next** button, a new screen will appear in the **PWD** module, and the **Section 4 - Injection** screen will load. The Operator will enter the appropriate information into the required fields.

Application	33%
Drilling Plan	56%
Surface Use Plan of Operations	25%
Produced Water Disposal	42%
Bonds	0%
Operator Certification	0%

1 2 3 4 5 6

Section 4 - Injection

Would you like to utilize injection PWD options? \*

☒ Yes ☐ No

Add Injection Well

Figure 5-60: Electronic APD PWD Section 4 - Injection

After the Operator clicks the **Next** button, a new screen will appear in the **PWD** module, and the **Section 5 - Surface Discharge** screen will load. The Operator will enter the appropriate information into the required fields.

Application	33%
Drilling Plan	56%
Surface Use Plan of Operations	25%
Produced Water Disposal	58%
Bonds	0%
Operator Certification	0%

1 2 3 4 5 6

Section 5 - Surface Discharge

Would you like to utilize surface discharge PWD options? \*

☒ Yes ☐ No

Add Surface Discharge

Figure 5-61: Electronic APD PWD Section 5 – Surface Discharge

After the Operator clicks the **Next** button, a new screen will appear in the **PWD** module, and the **Section 6 - Other** screen will load. The Operator will enter the appropriate information into the required fields.

Application	33%
Drilling Plan	56%
Surface Use Plan of Operations	25%
Produced Water Disposal	75%
Bonds	0%
Operator Certification	0%

1 2 3 4 5 6

Section 6 - Other

Would you like to utilize other PWD options? \*

☒ Yes ☐ No

Add Other Options

Figure 5-62: Electronic APD PWD Section 6 - Other

After the Operator clicks the **Next** button, the **Bonds** screen will load. The Operator will enter the appropriate information into the required fields.

5.13 Bond Section

Complete the bond screen with all required information.

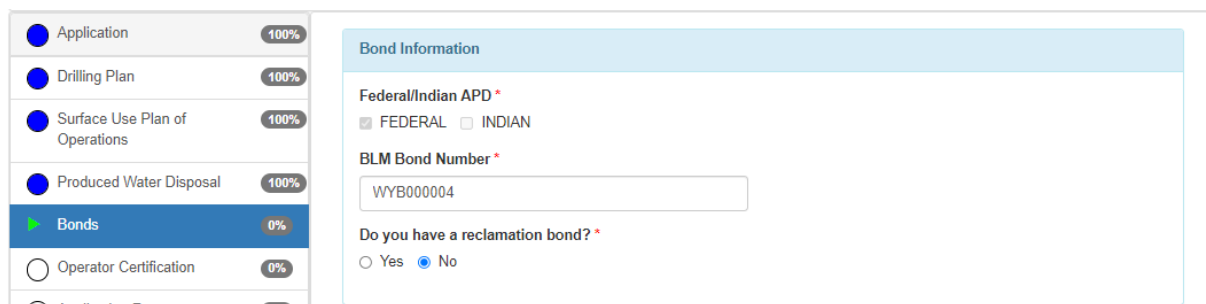


Figure 5-63: Electronic APD Bond Information

After the Operator clicks the **Next** button, the **Operator Certification** screen will load. The Operator will enter the appropriate information into the required fields. The electronic signature is legally acceptable and the **Signed on** date will automatically populate.

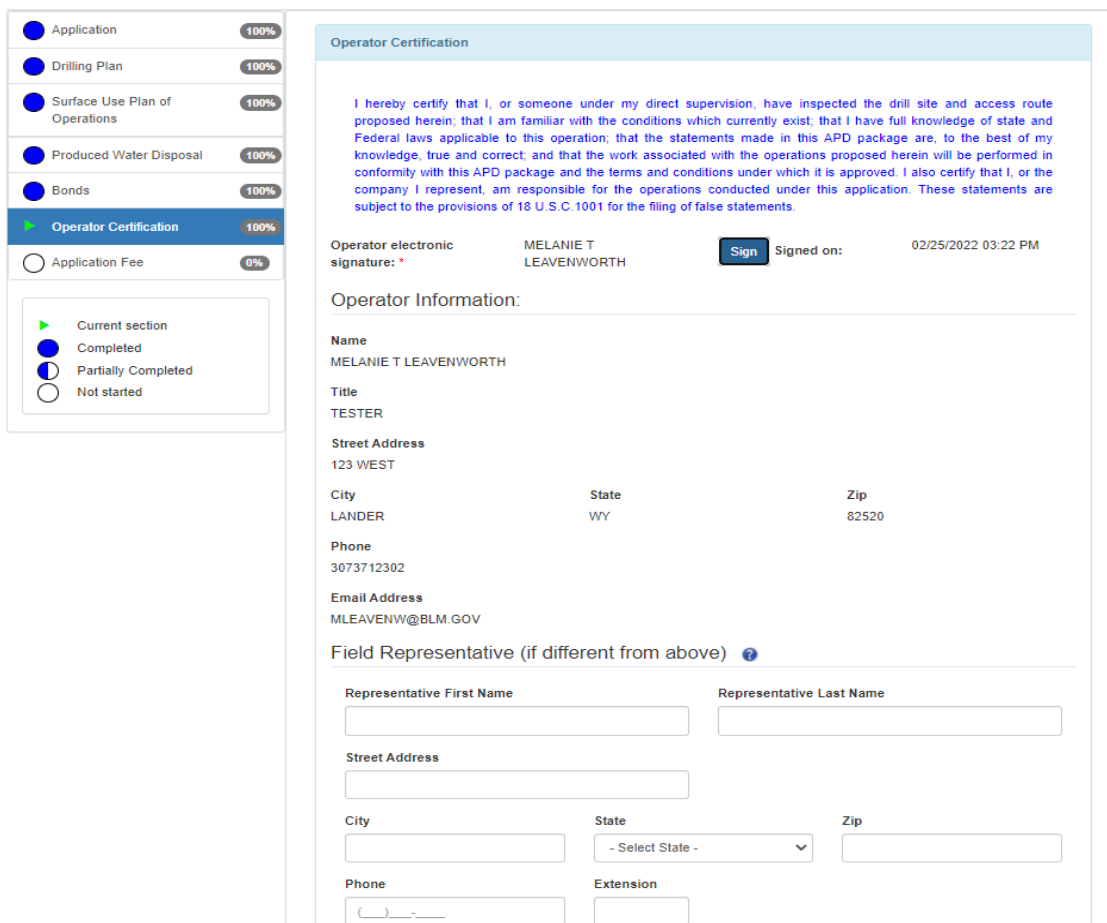


Figure 5-64: Electronic APD Operator Certification

## 5.14 Application Fee Section

After the Operator clicks the **Next** button, the **Application Fee** screen will load. The Operator will enter the appropriate information into the required fields. The APD process is now almost complete. If payment was made to BLM directly, check the radio button **BLM DIRECT** and enter the receipt number. If payment has been made via

Pay.GOV enter the pay.gov Tracking ID. If payment needs to be made, click the hyperlink to launch **pay.gov**.

Application 100%

Drilling Plan 100%

Surface Use Plan of Operations 100%

Produced Water Disposal 100%

Bonds 100%

Operator Certification 100%

Application Fee 0%

Current section

Completed

Partially Completed

Not started

Payment

APD Fee Payment Method \*

☒ PAY.GOV ☐ BLM DIRECT

pay.gov Tracking ID \*

Click to launch pay.gov

Back Actions Next

Figure 5-65: Electronic APD Application - Payment

The APD application fee can be paid by selecting the hyperlink to the Pay.Gov website. You will be asked to enter a set of questions then pay by credit card. A Tracking ID number will be given to you by Pay.gov and you will enter that into the field on the Application Payment Form. Payment by credit Card is limited \$24,999.99 which will cover two APD fees maximum (\$9,790 each). Payment through Pay.Gov can also be made by electronic funds transfer (ACH). If payment is made this way you may pay for as many APDs as you would like. The ACH option allows users to pay for 15 APDs per transaction, but there is no limit to the number of transactions. Click the **Continue to the Form** button.

Alert Message: Pay.gov QA is on Release 7.1.

Bureau of Land Management (BLM) Application for Permit to Drill (APD) Fee

Before You Begin 1 Complete Agency Form 2 Enter Payment Info 3 Review & Submit 4 Confirmation

Please provide the following Agency Company ID, 1411000808, to your bank to allow for your ACH transaction to process successfully and to prevent debit blocking.

Use this form to pay for your Bureau of Land Management (BLM) Application for Permit to Drill (APD) Processing Fee.

Paying online with Pay.gov is safe, secure, and the preferred method to make a payment. To make a payment using one of the below accepted payment methods, please click the Continue to the Form button.

Accepted Payment Methods:

Bank account (ACH)

Debit or credit card

Preview Form Cancel Continue to the Form

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. Please review our privacy policy for more information.

Need Help?

Contact: BLM OC CBS Customer Service

Email: [Click to email](#)

Phone: (303) 236-6795

Figure 5-66: Image of the Pay.gov Screen

The Complete Agency Form screen will open. Enter the required fields and click continue



## Bureau of Land Management (BLM) Application for Permit to Drill (APD) Fee

Before You Begin 1 Complete Agency Form 2 Enter Payment Info 3 Review & Submit 4 Confirmation

**Need Help?**

[Expand](#)



### Bureau of Land Management Application for Permit to Drill (APD) Fee

#### Company Information

\* Required Field

\* Company:

\* Address:

\* City:  \* State:  \* Postal Code:

\* Country:

#### Well Information

(Note: 24,999.99 is the maximum amount that may be charged to an individual credit card per day)

	BLM Office:	APD ID:	Lease Number:	Well Name:	Well Number:	Amount:
#1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#5)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#6)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#7)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#8)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#9)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#10)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#11)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#12)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#13)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#14)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#15)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Payment Amount

[PDF Preview](#)

[Continue](#)

Figure 5-67: Electronic APD Fee Certification

Next Select payment type:

## Bureau of Land Management (BLM) Application for Permit to Drill (APD) Fee

Before You Begin 1 Complete Agency Form 2 Enter Payment Info 3 Review & Submit 4 Confirmation

#### Payment Information

Payment Amount: \$9,610.00

\* I want to pay with my:

- ☐ Bank account (ACH)  
☐ Debit or credit card

[Previous](#)

[Return to Form](#)

[Cancel](#)

[Next](#)

Figure 5-68: Electronic APD Payment Option

Complete the payment information and click the **Review and Submit Payment** button. Be sure to keep track of the Pay.Gov tracking number as you will need this number to submit your APD.

## Bureau of Land Management (BLM) Application for Permit to Drill (APD) Fee

Before You Begin 1 Complete Agency Form 2 Enter Payment Info 3 Review & Submit 4 Confirmation

Please provide the payment information below. Required fields are marked with an \*.

\* Payment Amount:

\$9,610.00

\* Payment Date (mm/dd/yyyy)

09/15/2017

\* Account Holder Name

John Smith

\* Select Account Type

Business Checking



\* Routing Number

Routing Number

This field is required.

\* Account Number

Account Number

\* Confirm Account Number

Confirm Account Number

Company

Test

APD IDs

10400005678

Lease Numbers

NM6252

Well Numbers

NM123

Well Names 1-4

Test Well

Well Names 5-8

Well Names 9-12

Well Names 13-15

Note

You will need your Pay.gov Tracking ID to complete your APD transaction in AFMSS II. Please ensure you write this number down upon completion of payment.

Previous

Return to Form

Cancel

Review and Submit Payment

Figure 5-69: Electronic APD Operator Submit Payment

The pay.gov tracking ID number will be in following format: ###XXXX# example: 222WXYZ3

It is IMPORTANT to have access to this number it will be needed to submit the APD. A receipt number is required. Inserting “pending” will not be acceptable, even though the system accepts it, your APD will be returned for the correct information.

Once all items in the application have been accounted for 100% the application may be submitted to the BLM for processing. The legend will show you if any items are incomplete before submitting the application.

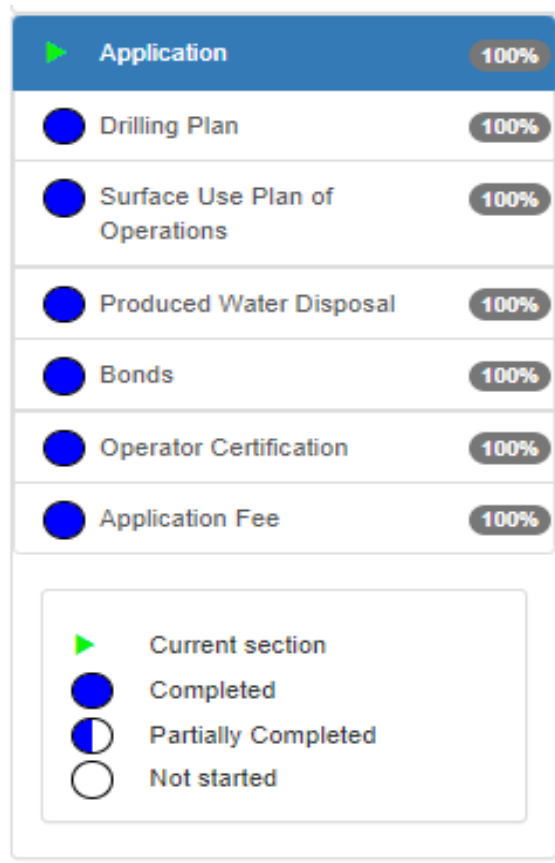
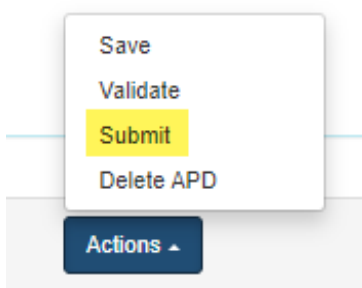


Figure 5-70: APD Left-Hand Side Menu Options

### 5.15 Submitting Your APD

Once all mandatory fields have been filled and the APD Application Fee has been paid, you can submit your APD by clicking on the **Submit APD** button from the **Action** menu at the bottom of the screen. Clicking the **Delete APD** button will indicate that you do not want to submit this APD and the APD will be deleted.



Once the Submit APD button is clicked the Application will be sent to the BLM office designated in the application.

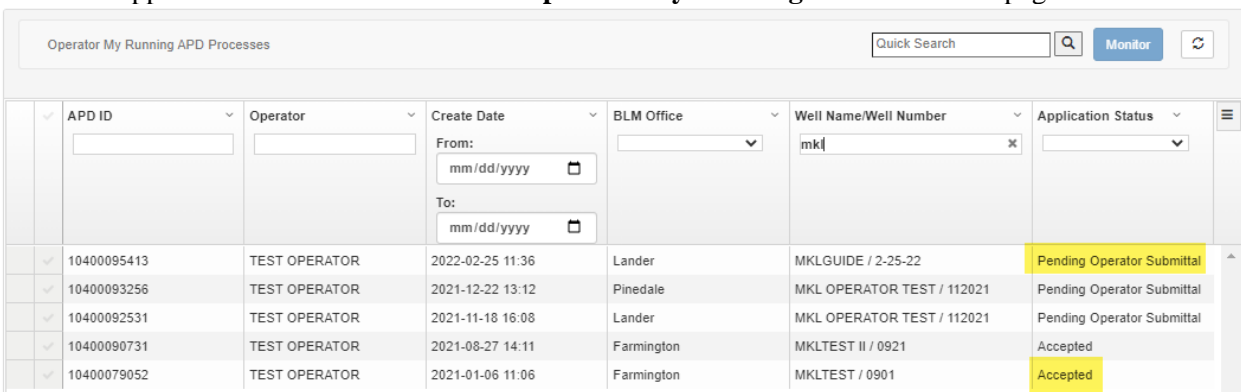
## 6 BLM Processing and Response - Application for Permit to Drill (APD)

### 6.1 BLM Response and Operator Corrections

Once the BLM has received the APD application, a review of the application for completeness and errors will take place. One of two things will happen:

- If the APD is missing information or contains errors the BLM will notify the operator and return the APD for correction. Once those corrections have been made and verified, the application will be forwarded to the BLM Analysts for processing.

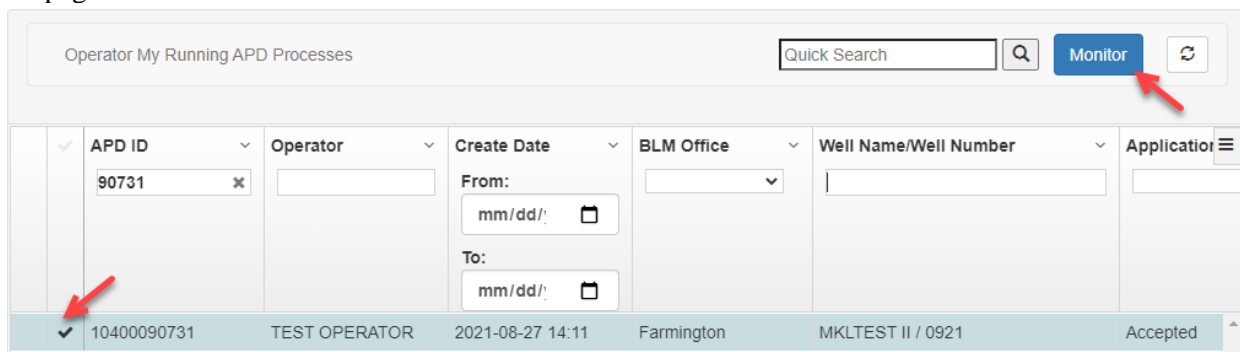
The status of the application can be tracked via the **Operator My Running APD Processes** page.



APD ID	Operator	Create Date	BLM Office	Well Name/Well Number	Application Status
10400095413	TEST OPERATOR	2022-02-25 11:36	Lander	MKLGUIDE / 2-25-22	Pending Operator Submittal
10400093256	TEST OPERATOR	2021-12-22 13:12	Pinedale	MKL OPERATOR TEST / 112021	Pending Operator Submittal
10400092531	TEST OPERATOR	2021-11-18 16:08	Lander	MKL OPERATOR TEST / 112021	Pending Operator Submittal
10400090731	TEST OPERATOR	2021-08-27 14:11	Farmington	MKLTEST II / 0921	Pending Operator Submittal
10400079052	TEST OPERATOR	2021-01-06 11:06	Farmington	MKLTEST / 0901	Accepted

Figure 6-1: Tracking an Application in Operator My Running APD Processes

To view the progress of an APD, highlight the APD and open the Monitor page by selecting the **Monitor** button at the top right of the page.



APD ID	Operator	Create Date	BLM Office	Well Name/Well Number	Application Status
10400090731	TEST OPERATOR	2021-08-27 14:11	Farmington	MKLTEST II / 0921	Accepted

Figure 6-2: Tracking an Application in Monitor

The Monitoring page will open. From here you can download sections of the APD, or the APD Attachments by selecting the hyperlinks from the top half of the page. The bottom half of the page is separated by a mobile division line that can be moved up or down the page to expand the field by hovering your mouse over the line until the double line/arrow icon is visible, then clicking your mouse and moving it up or down to drag the line in either direction. The bottom half of the page displays the APDx Worklist describing the task currently assigned, completed by, and the completed date.

My Monitor for APD: 10400090731

<b>AFMSS II APD #</b> 10400090731  <b>Designated Agent</b> N  <b>Well Type</b> OIL WELL  <b>Federal/Indian APD</b> FED	<b>Operator</b> TEST OPERATOR  <b>Well Name</b> MKLTEST II  <b>Well Class</b> HORIZONTAL	<b>APD Submitted</b> August 27, 2021  <b>Well Number</b> 0921  <b>Work Type</b> Drill
--	---	--

[APD Attachments](#)

[APD Print Report](#)  
[Application Data](#)  
[Drilling Plan](#)  
[Surface Plan](#)  
[PWD Plan](#)  
[Bond Info](#)  
[Print 3160](#)  
[Generate APD Package](#)  
  
[Download APD Package](#)

APDx Worklist		Process Model					
View all process activities in chronological order.							
ID	Status	Activity	Completed By	Participant	Created Date	Deadline	Completed Date
101	Completed	Submit APD	MELANIE K LEAVENWORTH	MELANIE K LEAVENWORTH	2021/8/27 2:11:55 PM		2021/8/27 2:20:43 PM
103	Completed	Review APD	MELANIE K LEAVENWORTH	Adjudicator	2021/8/27 2:20:46 PM		2021/8/27 2:36:47 PM

Figure 6-3: Tracking an Application in Monitor

By clicking the tab for the **Process Model** you will be able to see the process flow of an APD. By following the blue highlighted line, you can see where the APD is in the process flow.

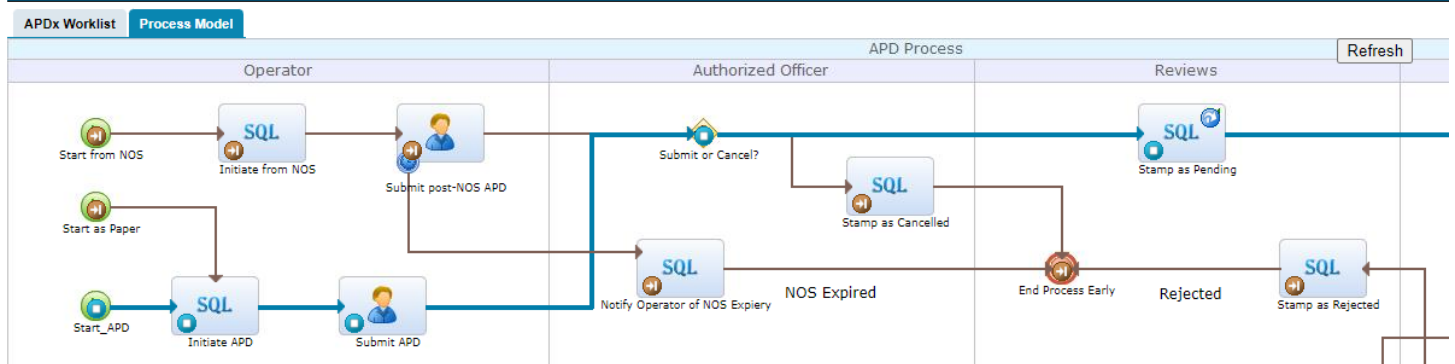




Figure 6-4: Tracking an Application in Monitor

## 6.2 The 10-Day Letter

An example of the 10-day letter that is sent via email to the Operator is shown below (first page only). The 10-day letter outlines the current deficiencies, if any, and the operator has will receive the task called Submit Change Address Deficiencies to make corrections to the APD. If there are no deficiencies, then this task will not be generated.



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
FARMINGTON FIELD OFFICE  
6251 COLLEGE BLVD STE  
FARMINGTON, NM 87402  
<http://www.blm.gov/nm>



In Reply To:  
3160  
11

08/07/2015

Attn: Jessie Gonzales  
DANIELS COMPANY  
1020 OPAL STREET  
DENVER, CO 80020

Re: Receipt and Acceptability of Application for Permit to Drill (APD)

Well Number / Name: **NOS 2015 / OPERATOR NOS**  
Legal Description: T, R, SEC ,  
County, State: ,  
Date APD Received: 08/07/2015

Dear Operator:

**This is the 10-day letter pursuant to Onshore Oil and Gas Order, Number 1, Section III.E.2.a.**

The BLM received your Application for Permit to Drill (APD), for the referenced well, on 08/07/2015. The BLM reviewed the APD package pursuant to part III.B.2 of Onshore Oil and Gas Order No.1 and it is:

1. ☒ Incomplete/Deficient (*The BLM cannot process the APD until you submit the identified items within 45 calendar days of the date of this notice or the BLM will return your APD.*)

- ☒ Well Plat
- ☒ Drilling Plan
- ☒ Surface Use Plan of Operations (SUPO)
- ☐ Certification of Private Surface Owner Access Agreement
- ☐ Bonding
- ☒ Onsite (The BLM has scheduled the onsite to be on 08/07/2015 )  
This requirement is exempt of the 45-day timeframe to submit deficiencies. This requirement will be satisfied on the date of the onsite.

**[Please See Addendum for further clarification of deficiencies]**

Figure 6-5: First Page 10 Day Letter

### 6.3 Operator Submit Changes and Address Deficiencies

After the 10-day letter is sent, the APD is sent back to the Operator to address deficiencies. The Operator or Permit Agent will receive a task called "Submit Changes/Address Deficiencies." Please reference the 10-day letter for the items that need to be addressed. **IMPORTANT:** If the onsite inspection has not been conducted and the Operator has not received an onsite inspection report, then the Operator will not be able to submit the APD back to the BLM until that task is completed in AFMSS 2 by the BLM and the operator receives the onsite inspection report. The system functions this way because the BLM needs all deficiencies addressed that are listed on the 10-day letter and the onsite inspection report. An Operator may request an extension if they cannot complete all deficiencies within the 45-day period allowed.

### 6.4 Deferral Process

Once the APD is complete, the BLM has 30 days to approve the APD. If the APD cannot be approved within the 30 days, the BLM may defer approval to a later time due to additional action or information that is needed to

finalize the APD package from either party (Operators or BLM). An Operator may also request a deferral by contacting the BLM Office where the APD was submitted.

When a deferral is requested, an e-mail notification will be sent to the Operator and a letter available in AFMSS 2 explaining the reasons for the deferral and whether additional action is needed. If this is the first instance of a deferral,



	<b>United States Department of the Interior</b> <b>BUREAU OF LAND MANAGEMENT</b> LITTLE SNAKE FIELD OFFICE 455 EMERSON STREET CRAIG, CO 81625 cccr@blm.gov	
In Reply To: 3160 [REDACTED]		01/26/2016
Attn: [REDACTED] [REDACTED] Company [REDACTED] STREET DENVER, CO 80020		
Re: [REDACTED]		
Well No.	<b>DEFERRALTEST / 2</b>	
Legal Description:	T12N, R12W, SEC 12, NESW	
County, State:	AUTAUGA, AL	
Date APD Received:	01/26/2016	
Dear Operator:		
<b>This is the Notice of Deferral letter pursuant to Onshore Oil and Gas Order, Number 1, Section III.E.2.c.</b>		
As the BLM previously stated, the Application for Permit to Drill (APD) submitted for the above referenced well is a complete application. This letter is to inform you that the BLM was not able to complete processing that APD after determining the APD was complete.		
<b>Reasons for not processing the APD:</b>		
The BLM has not completed the National Environmental Policy Act (NEPA) analysis. We Anticipate that this analysis will take the following number of days : 1,000.		
<b>- National Environmental Policy Act (NEPA)</b>		
- Surface deferral reasons: Reason for Deferral		
Missing necessary information (The BLM can start, but cannot complete, the analysis until you submit the identified items within two (2) years or the BLM will deny your APD.)		
<b>- Hydraulic Fracturing Plan</b>		

Figure 6-6: Page 1 of the 30-Day/Deferral Letter

the letter will be referred to as the 30-Day Letter. Subsequent deferrals will be referred to as deferral letters. If the deferral is due to additional action or information that is needed, the “Address Deferral Items” task will appear in the Operator My running APD Processes worklist.

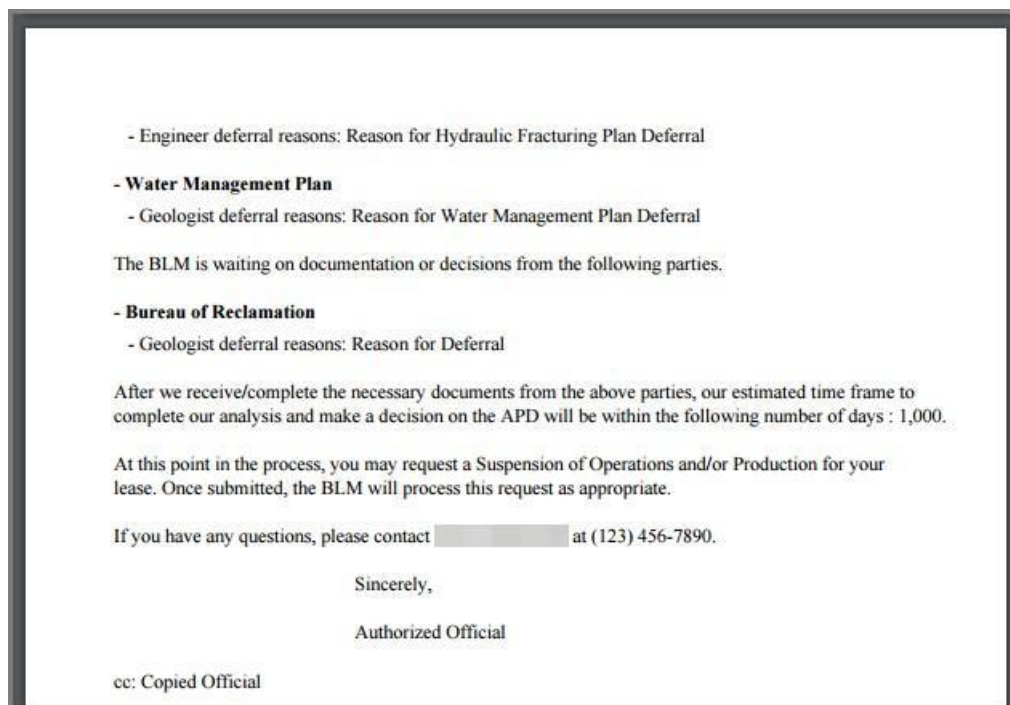


Figure 6-7: Page 2 of the 30-Day/Deferral Letter

## 6.5 Address Deferral Items

This screen will appear identical to the APD application form and will allow you to make the changes needed to resolve the deferral items outlined in the letter.

At this point, you can either choose **Withdraw APD** from the **Action** menu to withdraw your application or make the necessary revisions and choose **Submit APD** from the **Action** menu.

APD ID 10400094273	Federal/Indian APD <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDIAN	Well Name BL FED LA SIDETRACK	Well Number 02-01-2022
Well Work Type Drill	Well Type COALBED NATURAL GAS WELL		
<a href="#">Application Report</a>	<a href="#">Drilling Plan Report</a>	<a href="#">SUPO Report</a>	
<a href="#">APD Print Report</a>	<a href="#">APD Attachments</a>	<a href="#">3160 Form</a>	

Application 100%

Drilling Plan 100%

Surface Use Plan of Operations 100%

Produced Water Disposal 100%

Bonds 100%

Operator Certification 100%

Application Fee 100%

Current section

Completed

Partially Completed

Not started

1 2 3

Section 1 - General

APD ID  
10400094273

Tie to Previous NOS?  
☒ Yes ☐ No

Select NOS \*  
10400094272

Tie to Previous NOS

BLM Office \*  
Carlsbad

User  
MELANIE K LEAVENWORTH

Title  
Program Analyst

Federal/Indian \*  
☒ FEDERAL ☐ INDIAN

Figure 6-8: Address Deferral Items task



## 6.6 Final Steps - Operator My Completed APD Processes

The final steps in the process is for the Operator to **Generate APD** then **Download APD Package** from **Operator My Completed APD Processes**. Highlight the APD and click the Monitor button to open the Monitoring page.

APD ID	Operator	BLM Office	Well Name/Well Number	Disposition Date	Application Status
44631				From: mm/dd/yyyy To: mm/dd/yyyy	
10400044631	ALBERTA GAS COMP...	Bakersfield	MKLTEST/1-21	2020/2/24 15:58:27	APPROVED

Figure 6-9: Operator My Completed APD Processes

From the Monitoring page, the Operator will click on the hyperlink to **Generate APD Package**. This may take some time and you will receive an email notification when this task has completed. Once the APD has been generated, the hyperlink to **Download APD Package** will be made active.

AFMSS II APD #	Operator	APD Submitted
10400075411	TEST OPERATOR	November 13, 2020
Designated Agent	Well Name	Well Number
N	ABLM	11-17
Well Type	Well Class	Work Type
OIL WELL	DIRECTIONAL	Drill
Federal/Indian APD		
FED		

APD Attachments	APD Print Report
<a href="#">View 10 Day Letter 2020-11-13</a>	<a href="#">Application Data</a>
	<a href="#">Drilling Plan</a>
	<a href="#">Surface Plan</a>
	<a href="#">PWD Plan</a>
	<a href="#">Bond Info</a>
	<a href="#">Print 3160</a>
	<a href="#">Generate APD Package</a>
	<a href="#">Download APD Package</a>

Figure 6-10: My Monitor Operator My Completed APD Processes

## 7 APPENDIX A – Helpful Hints

Radio Buttons:      ☐      Only one selection at a time.

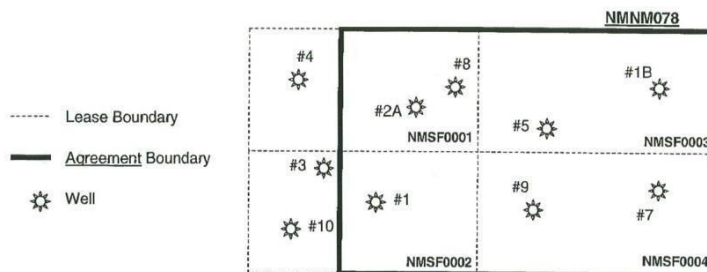
Check boxes:      ☐      Multiple selections can be made.

Before exiting any window, use the SAVE, SAVE & EXIT, or NEXT button to save any new or changed data you have added.

### Legal Land Descriptions:

- LLDs are not zero filled. They can be entered as such:
  - Township: 3N = 3N
  - Range: 21E = 21E
  - Section: 31 = 31
  - Aliquot Part: QTR/QTR
  - Lot: alpha numeric
  - Tract: alpha numeric

### Case: Lease or Agreement?



<u>Well #</u>	<u>Lease #</u>	<u>Agreement #</u>	<u>Case #</u>
1B	NMSF0003	NMNM078	NMNM078
3	NMSF0002	None	NMSF0002
2A	NMSF0001	NMNM078	NMNM078

Case =

*Lease*

OR

*Agreement*

↓  
Federal  
Tribal

↓  
Unit/Participating Area  
Communitization Agreement (CA)

Fee  
State  
Un-leased  
Private/Acquired

Gas Storage Agreement  
Compensatory Royalty Agreement  
API Unit (< 10% Fed/Ind Interest)

## 8 APPENDIX B - List of Acronyms

Acronym	Definition
APD	Application for Permit to Drill
AFMSS	Automated Fluid Mineral Support System 2
API	Now US Well Number
BASS	BLM Access Security System
BPM	Business Process Management
GDP	Geothermal (Well) Drilling Permit
GRASS	Geothermal Resources Automated Support System
NOS	Notice of Staking
PWD	Produced Water Disposal
SUPO	Surface Use Plan of Operations
TG	Temperature Gradient
US Well Number	Former API or APD Number
WCR	Well Completion Report
WIS	Well Information System

## 9 APPENDIX C - List of Terms

### ABANDON

(1) The proper plugging and abandoning of a well in compliance with all applicable regulations, and the cleaning up of the well site to the satisfaction of any governmental body having jurisdiction with respect thereto and to the reasonable satisfaction of the Operator. (2) To cease efforts to find or produce from a well or field. (3) To plug a well completion and salvage material and equipment.

### ABATEMENT

(1) The act or process of reducing the intensity of pollution. (2) The use of some method of abating pollution.

<b>AMERICAN PETROLEUM INSTITUTE (API)</b>	The American Petroleum Institute is the primary trade association representing the oil and natural gas industry in the United States.
<b>ANNULUS</b>	The space between: (1) the casing and the wall of the borehole. (2) Two strings of casing. (3) Tubing and casing.
<b>API</b>	American Petroleum Institute
<b>API COUNTY CODE</b>	An indicator developed by the American Petroleum Institute (API) to identify areas such as counties and other subdivision areas identified within state boundaries. Defined by API bulletin d12a, as amended. This code becomes a part of the API well number.
<b>API STATE CODE</b>	The indicator assigned to a state, as defined in API bulletin d12a, as amended. This code is a part of the API well number (the API state code for Colorado is 05).
<b>API WELL NUMBER</b>	A well identifier assigned as defined in API (American Petroleum Institute) Bulletin d12a, as amended. The API well numbers are assigned by the appropriate state or federal regulatory agency. Now US Well Number.
<b>APPRAISAL WELL</b>	A well drilled as part of an appraisal drilling program that is carried out to determine the physical extent, reserves, and likely production rate of a field.
<b>ASSOCIATED GAS</b>	A well drilled as part of an appraisal drilling program that is carried out to determine the physical extent, reserves and likely production rate of a field.
<b>BARREL</b>	A unit of volume measurement used for petroleum and its products (7.3 barrels = 1 ton: 6.29 barrels = 1 cubic meter).
<b>Bbl</b>	One barrel of oil; 1 barrel = 35 imperial gallons (approx.), or 159 liters (approx.); 7.5 barrels = 1 ton (approx.); 6.29 barrels = 1 cubic meter.
<b>Bcf</b>	Billion cubic feet; 1 bcf = 0.83 million tons of oil equivalent.
<b>Bcm</b>	Billion cubic meters (1 cubic meter = 35.31 cubic feet).
<b>BLOCK</b>	An acreage subdivision measuring approximately 10 x 20 kms, forming part of a quadrant. E.g., block 9/13 is the 13th block in quadrant 9.
<b>BLOW-DOWN</b>	Condensate and gas is produced simultaneously from the outset of production.
<b>BLOW-OUT</b>	When well pressure exceeds the ability of the wellhead valves to control it. Oil and gas "blow wild" at the surface.

<b>BLOW-OUT PREVENTERS (BOPS)</b>	These are high pressure wellhead valves, designed to shut off the uncontrolled flow of hydrocarbons.
<b>BOP</b>	See blow-out preventers.
<b>BOREHOLE</b>	The hole as drilled by the drill bit.
<b>BRADENHEAD</b>	A casing head.
<b>BRADENHEAD TEST</b>	A test designed to assess the mechanical integrity of a well, to detect the existence of wellbore mechanical failure and/or conditions which could lead to impacts on groundwater and possible loss of the hydrocarbon resource.
<b>CASING</b>	Pipe cemented in the well to seal off formation fluids or keep the hole from caving in.
<b>CASING STRING</b>	The steel tubing that lines a well after it has been drilled. It is formed from sections of steel tube screwed together.
<b>CENTRAL ESTIMATE</b>	A range of exploration drilling scenarios from which the following activity levels, based on recent historical experience, are adopted as the central estimates.
<b>CHRISTMAS TREE</b>	The assembly of fittings and valves on the top of the casing which control the production rate of oil.
<b>COGIS</b>	Colorado oil and gas information systems
<b>COMMERCIAL FIELD</b>	An oil and/or gas field judged to be capable of producing enough net income to make it worth developing.
<b>COMPLETION</b>	The installation of permanent wellhead equipment for the production of oil and gas.
<b>CONDENSATE</b>	Hydrocarbons which are in the gaseous state under reservoir conditions and which become liquid when temperature or pressure is reduced. A mixture of pentanes and higher hydrocarbons.
<b>CORING</b>	Taking rock samples from a well by means of a special tool -- a "core barrel".
<b>CRUDE OIL</b>	Liquid petroleum as it comes out of the ground as distinguished from the refined oils manufactured out of it.
<b>CUBIC FOOT</b>	A standard unit used to measure quantity of gas (at atmospheric pressure); 1 cubic foot = 0.0283 cubic meters.
<b>CUTTINGS</b>	Rock chips cut from the formation by the drill bit and brought to the surface with the mud. Used by geologists to obtain formation data.

<b>DEEPEN</b>	To increase the distance below a specified reference datum.
<b>DERRICK</b>	The tower-like structure that houses most of the drilling controls.
<b>DEVELOPMENT PHASE</b>	The phase in which a proven oil or gas field is brought into production by drilling production (development) wells.
<b>DRILL</b>	(1) To bore a hole, also see drilling, (2) an implement with cutting edges used to bore holes.
<b>DRILLING</b>	The using of a rig and crew for the drilling, suspension, completion, production testing, capping, plugging and abandoning, deepening, plugging back, sidetracking, redrilling, or reconditioning of a well (except routine cleanout and pump or rod pulling operations) or the converting of a well to a source, injection, observation, or producing well, and including stratigraphic tests. Also includes any related environmental studies. Associated costs include completion costs but do not include equipping costs.
<b>DRILLING RIG</b>	A drilling unit that is not permanently fixed to the seabed, e.g., a drillship, a semi-submersible, or a jack-up unit. Also means the derrick and its associated machinery.
<b>DRY GAS</b>	Natural gas composed mainly of methane with only minor amounts of ethane, propane, and butane and little or no heavier hydrocarbons in the gasoline range.
<b>DRY HOLE</b>	A well which has proved to be non-productive.
<b>E&amp;A</b>	Abbreviation for exploration and appraisal.
<b>E&amp;P</b>	Abbreviation for exploration and production.
<b>EXPLORATION DRILLING</b>	Drilling carried out to determine whether hydrocarbons are present in a particular area or structure.
<b>EXPLORATION PHASE</b>	The phase of operations which covers the search for oil or gas by carrying out detailed geological and geophysical surveys, followed up where appropriate by exploratory drilling.
<b>EXPLORATION WELL</b>	A well drilled in an unproven area; search of a new and as yet undiscovered field and/or pool of oil or gas. Also known as a "wildcat well." Drilling in a known area, but to a deeper undrilled formation would constitute exploratory drilling.
<b>FARM IN</b>	When a company acquires an interest in a block by taking over all or part of the financial commitment for drilling and exploration wells.

<b>FIELD</b>	A geographical area under which an oil or gas reservoir lies.
<b>FISHING</b>	Retrieving objects from the borehole, such as a broken drill string or tools.
<b>FORMATION PRESSURE</b>	The pressure at the bottom of a well when it is shut in at the wellhead.
<b>FORMATION WATER</b>	Salt water underlying gas and oil in the formation.
<b>FRACTURING</b>	A method of breaking down a formation by pumping fluid at very high pressures. The objective is to increase production rates from a reservoir.
<b>G</b>	Gas.
<b>G/C</b>	Gas condensate.
<b>GAS FIELD</b>	A field containing natural gas but no oil.
<b>GAS INJECTION</b>	The process whereby separated associated gas is pumped back into a reservoir for conservation purposes or to maintain the reservoir pressure.
<b>GAS/OIL RATIO</b>	The volume of gas at atmospheric pressure produced per unit of oil produced.
<b>GEOGRAPHIC INFORMATION SYSTEMS(GIS)</b>	A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information.
<b>GIS</b>	See: Geographic Information Systems
<b>HYDROCARBON</b>	A compound containing only the elements hydrogen and carbon. May exist as a solid, a liquid or a gas. The term is mainly used in a catch-all sense for oil, gas and condensate.
<b>IDLE PRODUCING</b>	A well shall be an idle well unless it has produced one or more barrels of oil or other hydrocarbon substances or 10,000 or more cubic feet of gas within any twelve (12) month period.
<b>INJECTION WELL</b>	A well used for pumping water or gas into the reservoir.
<b>JACKET</b>	The lower section, or "legs", of an offshore platform.
<b>KICK</b>	A barge that is specially equipped to lay submarine pipelines.

<b>LIQUEFIED NATURAL GAS (LNG)</b>	Oilfield or naturally occurring gas, chiefly methane, liquefied for transportation.
<b>LIQUEFIED PETROLEUM GAS (LPG)</b>	Light hydrocarbon material, gaseous at atmospheric temperature and pressure, held in the liquid state by pressure to facilitate storage, transport and handling. Commercial liquefied gas consists essentially of either propane or butane, or mixtures thereof.
<b>Mboe</b>	Million barrels oil equivalent.
<b>MECHANICAL INTEGRITY TEST</b>	The act of setting a packer or retrievable bridge plug above the perforations in a wellbore and applying pressure to the annulus in order to ensure soundness of the casing.
<b>METRIC TON</b>	Equivalent to 1000 kilos, 2204.61 lbs.; 7.5 barrels.
<b>MIT</b>	Mechanical integrity test
<b>Mmcf</b>	An aperture in the center of a drillship or semi-submersible drilling rig, through which drilling and diving operations can be conducted.
<b>MOU/MOA</b>	Memorandums of Understanding/Agreement
<b>MUD</b>	A mixture of base substance and additives used to lubricate the drill bit and to counteract the natural pressure of the formation.
<b>NATURAL GAS</b>	Gas, occurring naturally and often found in association with crude petroleum.
<b>NATURAL GAS POLICY ACT OF 1978</b>	Enacted on November 9, 1978 and became effective December 1, 1978. The act has been amended, and it replaced or amended the natural gas act. Refer to 15usc 3301-3432.
<b>NGLS</b>	Natural gas liquids. Liquid hydrocarbons found in association with natural gas.
<b>NGPA</b>	See: Natural Gas Policy Act of 1978.
<b>O</b>	Oil.
<b>O&amp;G</b>	Oil and gas.
<b>OIL</b>	A mixture of liquid hydrocarbons of different molecular weights.
<b>OIL FIELD</b>	A geographic area under which an oil reservoir lies.



<b>OIL IN PLACE</b>	An estimated measure of the total amount of oil contained in a reservoir and, as such, a higher figure than the estimated recoverable reserves of oil.
<b>OPERATOR</b>	The company that has legal authority to drill wells and undertake the production of hydrocarbons that are found. The Operator is often part of a consortium and acts on behalf of this consortium.
<b>PAYZONE</b>	Rock in which oil and gas are found in exploitable quantities.
<b>PERMEABILITY</b>	The property of a formation which quantifies the flow of a fluid through the pore spaces and into the wellbore.
<b>PETROLEUM</b>	A generic name for hydrocarbons, including crude oil, natural gas liquids, natural gas, and their products.
<b>POROSITY</b>	The percentage of void in a porous rock compared to the solid formation.
<b>POSSIBLE RESERVES</b>	Those reserves which at present cannot be regarded as “probable” but are estimated to have a significant but less than 50% chance of being technically and economically producible.
<b>PRIMARY RECOVERY</b>	Recovery of oil or gas from a reservoir purely by using the natural pressure in the reservoir to force the oil or gas out.
<b>PROBABLE RESERVES</b>	Those reserves which are not yet proven but which are estimated to have a better than 50% chance of being technically and economically producible.
<b>PROVEN FIELD</b>	An oil and/or gas field whose physical extent and estimated reserves have been determined.
<b>PROVEN RESERVES</b>	Those reserves which on the available evidence are virtually certain to be technically and economically producible (i.e., having a better than 90% chance of being produced).
<b>RECOMPLETE</b>	An operation involving any of the following: (1) deepening from one zone to another zone, (2) completing well in an additional zone, (3) plugging back from one zone to another zone, (4) sidetracking to purposely change the location of the bottom of the obstructions in the borehole, (5) conversion of a service well to an oil or gas well in a different zone, or (6) conversion of an oil or gas well to a service well in a different zone well, but not including sidetracking for the sole purpose of bypassing
<b>RECOVERABLE RESERVES</b>	That proportion of the oil and/gas in a reservoir that can be removed using currently available techniques.

<b>RECOVERY FACTOR</b>	That proportion of the oil and/gas in a reservoir that can be removed using currently available techniques.
<b>REENTER</b>	To enter a previously abandoned well.
<b>RESERVOIR</b>	The underground formation where oil and gas has accumulated. It consists of a porous rock to hold the oil or gas, and a cap rock that prevents its escape.
<b>RISER (DRILLING)</b>	A pipe between a seabed bop and a floating drilling rig.
<b>RISER (PRODUCTION)</b>	The section of pipework that joins a seabed wellhead to the Christmas tree.
<b>ROUGHNECK</b>	Drill crew members who work on the derrick floor, screwing together the sections of drill pipe when running or pulling a drill string.
<b>ROUSTABOUT</b>	Drill crew members who handle the loading and unloading of equipment and assist in general operations around the rig.
<b>ROYALTY PAYMENT</b>	The cash or payment in kind paid to the owner of mineral rights.
<b>SECONDARY RECOVERY</b>	Recovery of oil or gas from a reservoir by artificially maintaining or enhancing the reservoir pressure by injecting gas, water, or other substances into the reservoir rock.
<b>SHUT IN WELL</b>	A well which is capable of producing but is not presently producing. Reasons for a well being shut in may be lack of equipment, market, or other.
<b>SHUTDOWN</b>	A production hiatus during which the platform ceases to produce while essential maintenance work is undertaken.
<b>SI/TA</b>	Shut in /temporarily abandoned
<b>SIDETRACK</b>	A wellbore segment extending from a wellbore intersection along a wellbore path to a different wellbore bottom hole from any previously existing wellbore bottom holes.
<b>SIDETRACKING</b>	The well activity of drilling a new wellbore segment from a wellbore intersection to a new wellbore bottom hole or target.
<b>SPLIT ESTATE</b>	Lands where the surface is owned by an entity or person other than the owner of the Federal or Indian oil and gas.
<b>SPUDDING</b>	Initial hole making operations for a well. May involve dry-hole digger, cable tool spudding unit, air-rig or rotary rig capable of reaching total depth. (See BLM Drilling Operations Manual/Handbook 3160 – Glossary)

<b>SURFACE LOCATION</b>	The location of a well or facility/measurement point.
<b>SURFACE MANAGEMENT AGENCY (SMA)</b>	Any federal or state agency having jurisdiction over the surface overlying federal or Indian owned minerals.
<b>SURFACE MANAGEMENT ENTITY</b>	Private owner or entity held in trust of the surface estate.
<b>SURFACE RECLAMATION</b>	A restoration of the surface as for productivity or usefulness.
<b>SUSPENDED WELL</b>	A well that has been capped off temporarily.
<b>TCF</b>	Trillion cubic feet (of gas)
<b>TEMPORARILY ABANDONED</b>	The act of isolating the completed interval or intervals within a wellbore from the surface by means of a cement retainer, cast iron bridge plug, cement plug, tubing and packer with tubing plug, or any combination thereof.
<b>TOOLPUSHER</b>	Second-in-command of a drilling crew under the drilling superintendent.  Responsible for the day-to-day running of the rig and for ensuring that all the necessary equipment is available.
<b>TOPSIDES</b>	The superstructure of a platform
<b>UIC</b>	Underground injection control
<b>UNDERGROUND INJECTION CONTROL</b>	A program required in each state by a provision of the Safe Drinking Water Act (SDWA) for the regulation of injection wells, including a permit system. An applicant must demonstrate that the well has no reasonable chance of adversely affecting the quality of an underground source of drinking water before a permit is issued.
<b>VARIANCE</b>	An approved alternative to a provision or standard of an Order or Notice to Lessee.
<b>WELL LOG</b>	A record of geological formation penetrated during drilling, including technical details of the operation.
<b>WILDCAT WELL</b>	A well drilled in an unproven area. Also known as an "exploration well" (the term comes from exploration wells in West Texas in the 1920s. Wildcats were abundant in the locality, and those unlucky enough to be shot were hung from oil derricks).
<b>WORKOVER</b>	Remedial work to the equipment within a well, the well pipework, or relating to attempts to increase the rate of flow.

# AFMSS APD Report Terms/Definitions

**APD ID:** The unique identifier AFMSS assigns to an APD - (This is not the API or US Well Number).

**APD Received Date:** This is the date the operator submits the APD to the BLM.

**APD Accepted Date:** This is the date the BLM has determined that the APD is valid and the BLM has received payment. This is the date the Review APD task is completed and the APD timer begins.

**APD Administratively Complete Date:** This is the date that the BLM has determined that the operator has submitted all deficient items and all components of the APD are complete. All reviewers have clicked the APD Complete button in the Post Deficiency Reviews.

The APD then moves to the Conditions of Approval (COA) tasks in the workflow. From this point the BLM has 30 days to approve the APD or the BLM will send either a 30-day letter or a deferral letter to the operator with the reasons for the deferral and an estimated time to complete the approval process.

**APD Decision (Including NEPA) Complete Date:** This is the date the Authorized Officer has made a decision on the APD and enters a final disposition (Approved or Denied.) The BLM APD processing time ends on this date. Additionally, the APD abstracts into AFMSS 1 in order to receive sundries, well completion reports, inspections, etc.

**Print APD Package Complete Date:** This is the date the operator prints the APD package completing the final task in the workflow. After the operator clicks the “complete” button the APD is sent to the Archive.

**Total Processing Time in Days from Accepted to Decision:** This calculation is the total number of days from the Accepted date to the Decision date.

**Processing Time in Days from Accepted to Complete:** This is calculation is the total number of days from the Accepted date to the Administratively Complete date. All deficiencies have been submitted and all Required information needed by the BLM in order to process the APD has been submitted.

**Processing Time in Days from Complete to Decision:** This calculation is the total number of days from the Administratively Complete date to the Decision date.

**Deferred APD:** An APD becomes deferred if the BLM cannot approve an APD within 30 days of the administratively complete date. The BLM must notify the operator by the 30th day in writing (30-day letter in AFMSS 2) that the BLM is deferring action on the APD and requires additional time before making a final decision.

**Deferral Types:** There are three deferral types available for the users to request when selecting the deferral option to initiate a 30 day letter: *BLM*, *Operator*, and *BLM and Operator*.

However, there are only two workflow types programmed in AFMSS: the BLM Deferral or the Operator Deferral. If the type titled *BLM and Operator Deferral* is selected, the deferral will follow the Operator Deferral workflow. Once the operator submits the APD back to the BLM, the adjudicator will receive a task called, *Review Changes and Deferral Items* in which the adjudicator can send the APD back to the analyst requesting the deferral to address deferral items.

Please note, if the deferral type, “BLM and Operator” is selected, the AFMSS system will *not* automatically create a task for the BLM specialist to address deferral Items.