

WISx User Guide

Operators

Well Completion Reports (WCRs)

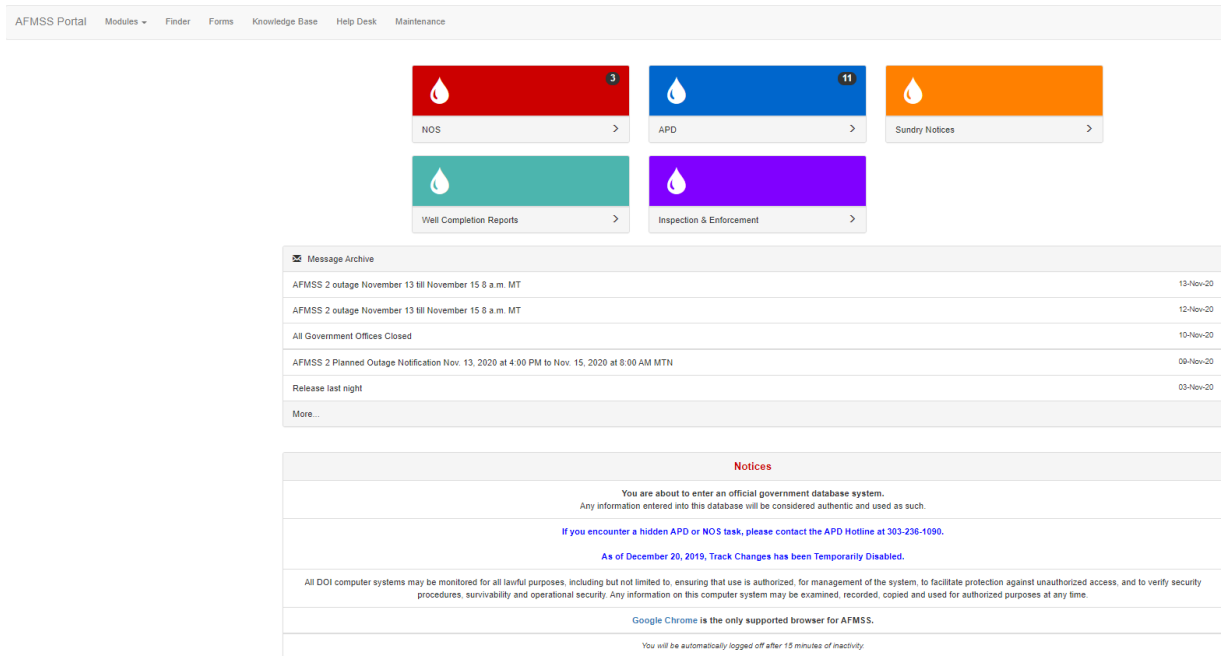
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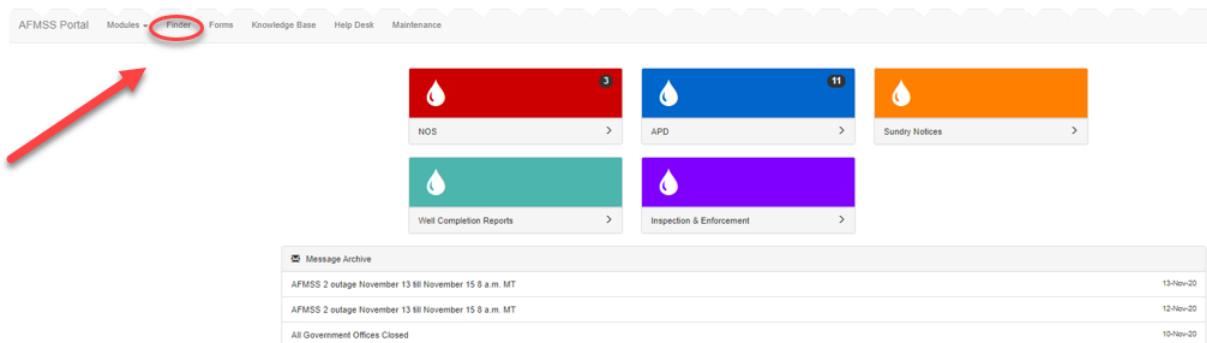
Well Completion Reports

Creating and Submitting Well Completion Report

After logging into AFMSS the user is directed to the landing page.



To create an electronic Well Completion Report the user must navigate to the Finder Screen by clicking on "Finder" in the task bar at the top.



This will take the user to the Finder page.

BLM View

AFMSS Portal Modules Finder Forms Knowledge Base Help Desk Maintenance

Wells Cases Operators Bonds Sundries

Wells


Well Name Well Number

US Well Number Well Completion Case Number

Lease Number Operator Status

<input checked="" type="checkbox"/>	US Well Number	Well Name	Well Number	Operator	Lease Number	Status
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Operator View

AFMSS Portal Modules Finder Forms Knowledge Base Help Desk 

Wells Sundries

Wells

Well Name Well Number

US Well Number Well Completion Case Number

Lease Number Operator Status

<input checked="" type="checkbox"/>	US Well Number	Well Name	Well Number	Operator	Lease Number	Status	
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From the finder page and the Wells tab (highlighted in blue above) the user can use multiple search criteria to search for wells. Once a well is located the user can select the well by clicking to the left of the desired well. From the blue Action button on the bottom, middle of the screen the available actions include “Create Sundry or Notification” and “Create Well Completion Report.”

NOTE: Well Completion Reports cannot be submitted on Fee or State wells, wells without a US Well Number, wells in APD status, or wells that do not have a spud notice documented in AFMSS.

US Well Number Well Completion Case Number

Lease Number Operator ALBERTA GAS COMPANY - Status AAPD - Approved Application for Permit to Drill -

US Well Number	Well Name	Well Number	Operator	Lease Number	Status
4301352837	197653735970100TEST12...	197659606669200TEST12...	ALBERTA GAS COMPANY	TEST12345678901QW	AAPD
4304756418	47740935782900TEST123...	47748145009800TEST123...	ALBERTA GAS COMPANY	TEST12345678901QW	AAPD
	1744114206274700TEST12...	1744119947068400TEST12...	ALBERTA GAS COMPANY	TEST12345678901QW	AAPD
4301353861	TAZ 8-1-19	TAZ 8-1	ALBERTA GAS COMPANY	NMNM118731	AAPD
	BLACKWELL APD WF TEST	WF-3	ALBERTA GAS COMPANY	COC068825	AAPD
	BLACKWELL TEST 2	TST789	ALBERTA GAS COMPANY	UTU0010953	AAPD
	BLACKWELL APD WF TEST	WF-3	ALBERTA GAS COMPANY	NVN004350	AAPD
	TS4_FI_LIAF_HORIZ_MB	11-4-2020	ALBERTA GAS COMPANY	INDTS321355	AAPD
	FIRSTAUTOAPPRVDAPD	TINO123456	ALBERTA GAS COMPANY	COC017126	AAPD
	PASONOMIAPD	TINO123456	ALBERTA GAS COMPANY	COC017126	AAPD

Well Completions

Well Name	Well Number	US Well Number	Wellbore Code	Lease Number	Case Number	Completion Status
TAZ 8-1-19	TAZ 8-1	4301353861	00	92	UTU87538X	

Open...
Export CSV
Export PDF
Add to Batch
Create Sundry or Notification
Create Well Completion Report

Actions

To Create a Well Completion Report the user selects “Create Well Completion Report” from the blue Action dropdown menu.

If the WCR is submitted to the BLM on a paper Form 3160-4, the BLM user would not select “create well completion report” but would select “open” from the Action button and enter the well completion information in the same manner as described below.

Selecting “Create Well Completion Report” will direct the user to the first page of the Well Completion Report. The header information will be pre-populated with the existing data in AFMSS for the well selected and the report will have a completions table (circled in red) indicating the existing information for each completion. The example below only has one completion (i.e. X1) because this is the first completion report for a recently drilled well.

AFMSS Portal Modules - Finder Forms Knowledge Base Help Desk

AFMSS WCRX U.S. Department of the Interior Bureau of Land Management

US Well Number 4303787561 Operator Name TEST OPERATOR APD ID 10400076952

Well Name VERNAL Well Number 12.JX Agreement Number(s) UTU75003

SHL ALIQUOT: NENE SEC. 12 T1W. 12N R1G. 12W State UT County UINTAH

Lease Number(s) UTU82941 Well Pad Name Well Pad Number

Well Completion Detail Report

Completion Status	Case Number	Lease Number	Agreement Name	Wellbore Code	Completion Code ...
Drilling Well	UTU75003	UTU82941		00	X1

The Well Completion Report is designed with a hierarchy that allows:

- Multiple wellbores within each well,
- Multiple completions within each wellbore,
- Multiple intervals within each completion, and
- Multiple well tests within each interval

Each page will have fields marked with a red asterisk where data must be entered before the form can be submitted. If the Validate button at the bottom of the page is selected the blank mandatory fields will be highlighted in red. If the data has been previously entered in an APD or otherwise, that data pre-populates the appropriate fields in the Well Completion Report and allows the user to edit before submitting the Well Completion Report but will not be highlighted in red after selecting validate. The data requirements and fields are the same as was previously required by the Form 3160-4 Well Completion or Recompletion Report and Log.



The blue action buttons on the bottom of each page are as follows.

- Cancel – This has the effect of a delete button. Allows the user to cancel the document without saving.
- Validate – Selecting this button will highlight any required data fields that have not been completed. The user will be unable to submit the Well Completion Report until all required fields have been populated with data.
- Save – Allows user to save any data entry made.
- Save and Exit – Selecting this button will save any entered data and navigate the user away from the Well Completion Report screen.
- Submit Completion – Selecting this will submit the Well Completion Report to the BLM for their review, provided all required fields have been populated with data. If there are still fields that require data entry, those will be listed at the top of the form in red.

The Well Completion Report has 10 pages. The following pages describe each page.

General, Section 1 – The first screen is read-only and populated with existing Lease, Agreement, and Operator Contact Information. This information is common to the entire well.

General

Completions & Completed Intervals

Location

Casing, Liner And Tubing

Logs

Operator Certification

1 2 3

Section 1 - General

Federal/Indian * ⓘ

FEDERAL INDIAN

Lease Number

GeoState * Land Office * Prefix Serial Nr * Suffix

UT U - Ple: 82941

Agreement in place? * ⓘ

Yes No

Federal or Indian agreement? *

FEDERAL INDIAN

Agreement Number *

GeoState * Land Office * Prefix Serial Nr * Suffix

UT U - Ple: 75003

Keep this Well Completion Report confidential? *

Yes No

APD Operator

TEST OPERATOR

Operator Info

Operator	TEST OPERATOR				
Organization Name					
Operator Address	123 TEST				
Operator PO Box					
Operator City	TEST CITY	State	CO	Zip	80225
Operator Phone	3032382289				
Operator Email	ccharneskey@blm.gov				

Cancel Validate Save Save & Exit Submit Completion Next →

General, Section 2 – Well Information. This page allows the user to alter the pre-populated information and requires entering a date the well reached total depth. This information is common for the entire well.

The screenshot displays a web-based form titled "Section 2 - Well Information". On the left, a vertical sidebar contains a menu with the following items: "General" (highlighted in blue), "Completions & Completed Intervals", "Location", "Casing, Liner And Tubing", "Logs", and "Operator Certification". At the top right of the main form area, there are three circular navigation tabs labeled "1", "2", and "3", with "2" being the active tab.

The main form content includes the following sections and fields:

- Field/Pool or Exploratory ***: Radio buttons for "Field/Pool" (selected) and "Exploratory".
- Field Name ***: Text input field containing "BIG FIELD".
- Pool Name**: Text input field containing "NULL_POOL_NAME".
- Well Type ***: Dropdown menu showing "OIL WELL".
- Spud Date ***: Date input field showing "12/18/2020".
- Date Total Measured Depth Reached ***: Date input field showing "mm/dd/yyyy", which is highlighted with a red border.
- Well Status**: Radio buttons for "Drill & Abandon" and "Ready to Produce".
- Well Class**: Radio buttons for "Vertical", "Directional" (selected), "Horizontal", "Sidetrack", "Dual-Completion", and "Multi-Lateral".

At the bottom of the form, a horizontal bar contains several buttons: "← Back", "Cancel", "Validate", "Save", "Save & Exit", "Submit Completion", and "Next →".

General, Section 3 – Geologic Formations – This section allows the user to modify information regarding the geologic formation encountered in the drilling of the well (e.g. if the formations came in at depths different than what was prognosticated in the Drilling Permit). The data can be edited by selecting the blue pencil icon in the upper left of each container. Information here is common for the entire well. If the well has multiple wellbores the Geologic Formations should describe the 00 wellbore.

- General
- Completions & Completed Intervals
- Location
- Casing, Liner And Tubing
- Logs
- Operator Certification

1
2
3

Section 3 - Geologic Formations

ID
1

Surface formation

Name *
MANCOS

Lithology *

<input type="checkbox"/> LIMESTONE	<input type="checkbox"/> SHALE	<input type="checkbox"/> MUDSTONE	<input checked="" type="checkbox"/> SANDSTONE
<input type="checkbox"/> GRANITE	<input type="checkbox"/> VOLCANIC	<input type="checkbox"/> ALLUVIUM	<input type="checkbox"/> SALT
<input type="checkbox"/> ANHYDRITE	<input type="checkbox"/> GYPSUM	<input type="checkbox"/> POTASH	<input type="checkbox"/> CHERT
<input type="checkbox"/> BRECCIA	<input type="checkbox"/> GNEISS	<input type="checkbox"/> SILTSTONE	<input type="checkbox"/> SCHIST
<input type="checkbox"/> CONGLOMERATE	<input type="checkbox"/> MARL	<input type="checkbox"/> DOLOMITE	<input type="checkbox"/> GILSONITE
<input type="checkbox"/> HALITE	<input type="checkbox"/> COAL	<input type="checkbox"/> OTHER	

Elevation (MSL) *
5000

True Vertical Depth *
0

Measured Depth *
0

Mineral Resources *

<input checked="" type="checkbox"/> USEABLE WATER	<input type="checkbox"/> NATURAL GAS	<input type="checkbox"/> CO2	<input type="checkbox"/> OIL
<input type="checkbox"/> COAL	<input type="checkbox"/> TRONA	<input type="checkbox"/> ZEOLITE	<input type="checkbox"/> URANIUM
<input type="checkbox"/> POTASH	<input type="checkbox"/> NONE	<input type="checkbox"/> OTHER	

ID
2

Formation 1

Name *
WINGATE

Lithology *

<input type="checkbox"/> LIMESTONE	<input type="checkbox"/> SHALE	<input type="checkbox"/> MUDSTONE	<input checked="" type="checkbox"/> SANDSTONE
<input type="checkbox"/> GRANITE	<input type="checkbox"/> VOLCANIC	<input type="checkbox"/> ALLUVIUM	<input type="checkbox"/> SALT
<input type="checkbox"/> ANHYDRITE	<input type="checkbox"/> GYPSUM	<input type="checkbox"/> POTASH	<input type="checkbox"/> CHERT
<input type="checkbox"/> BRECCIA	<input type="checkbox"/> GNEISS	<input type="checkbox"/> SILTSTONE	<input type="checkbox"/> SCHIST
<input type="checkbox"/> CONGLOMERATE	<input type="checkbox"/> MARL	<input type="checkbox"/> DOLOMITE	<input type="checkbox"/> GILSONITE
<input type="checkbox"/> HALITE	<input type="checkbox"/> COAL	<input type="checkbox"/> OTHER	

Elevation (MSL) *
1000

True Vertical Depth *
4000

Measured Depth *
4500

Mineral Resources *

<input checked="" type="checkbox"/> USEABLE WATER	<input type="checkbox"/> NATURAL GAS	<input type="checkbox"/> CO2	<input type="checkbox"/> OIL
<input type="checkbox"/> COAL	<input type="checkbox"/> TRONA	<input type="checkbox"/> ZEOLITE	<input type="checkbox"/> URANIUM
<input type="checkbox"/> POTASH	<input type="checkbox"/> NONE	<input type="checkbox"/> OTHER	

8

Completions & Completed Intervals – This is the section where the operator reports the correct Wellbore Code (the 11th and 12th characters in the US Well Number) and Completion Code (the 13th and 14th characters in the US Well Number) combination for each completion. The Office of Natural Resource Revenue (ONRR) Mineral Revenue Reporter Handbook, Appendix G describes the wellbore codes and completion codes. Appendix G can be accessed using the following link,

<https://www.onrr.gov/ReportPay/Handbooks/pdfdocs/MPRH-Appendix-G.pdf>

The operator should indicate the current Completion Status and correct Lease or Agreement to which the completion will be reported. It also requires the operator to report the completion date for each completion and the date the completion status and/or the completion code changed.

To clarify what is meant by “Date Completed”, “Completion”, and “Completed Interval” the user can hover the mouse over the blue question marks near this fields. The following definitions will appear.

Date Completed – Completion Date is when the productive zone(s) is perforated and treated or after other completion methods are performed. If multiple zones are completed, the date when the last zone has been completed should be used. For dry holes or drilling failures, the completion date will be the date when physical well abandonment has been completed.

Completions and Intervals – The term “completion” refers to the portion of the completed well that will produce (or inject) and is reported separately from other completions in the well on the Office of Natural Resource Revenue (ONRR) Oil and Gas Operations Report (OGOR). A single completion may contain multiple completed intervals. A completed interval is considered separate if it is treated and tested separately from another completed interval and should be reported whether it is completed for use or not. A horizontal well can be considered one complete interval.

Since there could be multiple completed intervals within a single completion there is a dropdown titled “Interval Number” so data for each individual interval can be entered and/or viewed separately. The user can add an interval by selecting the blue Add Interval button. Interval data for at least one interval must be reported for each individual completion.

The data fields beyond in each interval page are the same data fields in the BLM’s Form 3160-4 and include opportunity to provide information regarding completed interval formation and depths, interval status, perforation data, treatment data, and test data.

US Well Number 4303787561	Operator Name TEST OPERATOR	APD ID 10400076952
Well Name VERNAL	Well Number 12-XX	Agreement Number(s) UTU75003
SHL ALIQUOT: NENE SEC: 12 TWN: 12N RNG: 12W	State UT	County Uintah
Lease Number(s) UTU82941	Well Pad Name	Well Pad Number

Well Completion Print Report

'Date Completed' is required -- on Completion Data

At least one interval is required -- on Completion Data

Dismiss Messages

Completion Status	Case Number	Lease Number	Agreement Name	Wellbore Code	Completion Code ...	Delete
Drilling Well	UTU75003	UTU82941		00	X1	

- General
- Completions & Completed Intervals
- Location
- Casing, Liner And Tubing
- Logs
- Operator Certification

Completion & Completed Interval Data

[Add New Completion](#) ?

Completion Data

Wellbore Code * ?

00

Completion Status * ?

Drilling Well

Completion Code *

X1

Effective Date of Completion Status Change *

12/18/2020

Effective Date of Completion Code Change *

12/18/2020

The First Federal or Indian Lease Penetrated for Production *

Federal Indian

Lease Number

GeoState *	Land Office *	Prefix	Serial Nr *	Suffix
UT	U	- Ple:	82941	

Agreement in place? * ?

Yes No

Federal or Indian Agreement *

FEDERAL INDIAN

Agreement Number *

GeoState *	Land Office *	Prefix	Serial Nr *	Suffix
UT	U	- Ple:	75003	

Well Completion Type *

NEW WELL

Date Completed * ?

mm/dd/yyyy

Interval Number *

-Please Select-

[Add Interval](#) ?

Selecting the blue Add Interval button will bring up the following form.

Completed and/or Tested Intervals

Interval: 1

Formation *
-Please Select-

Interval Top (MD)(ft) *
Interval Bottom (MD)(ft) *

Status of Interval *
-Please Select-

Interval Perforated *
 Yes No

Was the Interval Treated? *
 Yes No

Interval Attachments
Browse...

Date First Produced
mm/dd/yyyy

API Oil Gravity(*)
Gas Gravity

Production Method
-Please Select-

Disposition of Gas
-Please Select-

Would you like to add Production Test information to this Interval? *
 Yes No

The required fields are indicated in red in the above illustration. The interval top and bottom would be the interval within the producing formation that is perforated or is otherwise open to the wellbore.

If the user indicates that the Status of the interval is Open, the user is provided opportunity to describe how the interval is open to the wellbore, i.e. whether it is perforated, open hole, slotted liner, etc.

If the user indicates that the interval was perforated the following required data fields will appear. The required data is indicated in red.

Interval Perforated *

Yes No

Perforation Size (inches) *
Number of Holes *

If the user indicates that the interval was not perforated the user is asked to provide information describing how the interval is open, e.g. open hole, slotted liner, or other method.

If the user selects the “Yes” radio button in response to the question “Was the Interval Treated?” the following container appears requiring the user to provide information regarding the treatment. The required data is indicated in red.

Was the Interval Treated? *

Yes No

Treatment Type *

-Please Select- ▼

Total Fluid(BBLs): *

Total Proppant (lbs)

Treatment Remarks

If the user selects “Yes” to the question “Would you like to add Production Test information to this Interval” the following container appears allowing the user to provide test data.

Would you like to add Production Test information to this Interval? *

Yes No

Production Tests

Interval: 1 - 1

Hours Tested

Test Date

Test Production Oil (BBLs)

Test Production Water (BBLs)

Test Production Gas (MCF)

Choke Size (in)

Tubing Pressure Flowing (psig):

Tubing Pressure Shut-In (psig):

Casing Pressure (psig):

24 Hour Oil Rate (BOPD):

24 Hour Gas Rate (MCFPD):

24 Hour Water Rate (BWPD):

Gas/Oil Ratio (SCF/BBL)

Save Cancel

The form will display the completion information for the completion that is highlighted by the user in the completions table immediately below the header and will display the interval data for the interval that is selected in the “Interval Number” dropdown.

Location – The location tables allow the user to describe the wellbore path(s) using the same terminology present in the electronic APD process, i.e. Surface Hole Location (SHL), Kick-off Point (KOP), Penetration Point (PPP), Exit, and Bottom Hole Location (BHL). A unique set of location data is required for each wellbore. Note the “00” in the illustration below indicating this is the location data for the “00” wellbore. If multiple wellbores exist there will be a separate set of location tables for each wellbore.

General	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #e0f0ff; margin: -5px -5px 5px -5px; padding: 2px;">Well Location - 00</p> <p>Survey Type * <input type="text" value="Rectangular"/></p> <p>Survey Number <input type="text"/></p> <p>Datum * <input type="radio"/> NAD 27 <input checked="" type="radio"/> NAD 83</p> <p>Vertical Datum * <input type="radio"/> NGVD 29 <input checked="" type="radio"/> NAVD 88</p> <p>Reference Datum * <input type="text" value="GROUND LEVEL"/></p> <p><input type="text" value="SHL"/></p> <p>Lease Type * <input checked="" type="radio"/> Federal <input type="radio"/> Fee <input type="radio"/> Indian <input type="radio"/> State</p> <p>Will this well produce from this lease? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Lease # at Surface Location *</p> <p>Geo State * <input type="text" value="UT"/> Land Office * <input type="text" value="U"/> Prefix <input type="text" value="Please Selk"/> Serial Nr * <input type="text" value="82941"/> Suffix <input type="text"/></p> <p>Elevation (MSL) * <input type="text" value="5000"/></p> <p>Latitude * <input type="text" value="15"/> Longitude * <input type="text" value="-60"/></p> <p>State * <input type="text" value="UTAH"/> Meridian * <input type="text" value="SALT LAKE"/> County * <input type="text" value="UINTAH"/></p> <p>NS-Foot * <input type="text" value="660"/> <input type="radio"/> FSL <input checked="" type="radio"/> FNL EW-Foot * <input type="text" value="660"/> <input checked="" type="radio"/> FEL <input type="radio"/> FWL</p> <p>Township * <input type="text" value="12N"/> Range * <input type="text" value="12W"/> Section * <input type="text" value="12"/></p> <p>Aliquot * <input type="text" value="NENE"/> OR Lot * <input type="text"/> OR Tract * <input type="text"/></p> </div>
Completions & Completed Intervals	
Location	
Casing, Liner And Tubing	
Logs	
Operator Certification	

Casing, Liner And Tubing / Section 1 – allows user to enter or edit casing data. There is a unique set of Casing, Liner And Tubing data for each wellbore. Note that the illustration below is casing data for the “00” wellbore.

General

Completions & Completed Intervals

Location

Casing, Liner And Tubing

Logs

Operator Certification

Section 1 - Casing and Liner - 00

Casing String Type *
CONDUCTOR

Hole Size(in) *
24

Top Setting Depth MD *
0

Bottom Setting Depth MD *
30

Casing Size(in) *
16.125

Grade *
J-55

Joint *
LT&C

Weight (lbs/ft) *
55

Amount Pulled (ft)

Casing, Liner And Tubing / Section 2 – allows user to enter or edit cement data for each casing string. There is a unique set of data for each wellbore. Note that the illustration below is cement data for casing in the “00” wellbore.

General

Completions & Completed Intervals

Location

Casing, Liner And Tubing

Logs

Operator Certification

Section 2 - Cementing - 00

Please provide the following cement details for each casing:

Casing String Type: CONDUCTOR

Segment 1

Stage Tool Depth

Cement Lead Type *
G

Cement Lead(sks) *
100

Cement Lead Yield(cu.ft/sks) *
1

Cement Lead Top(ft) *
0

Add Tail

Total (Lead + Tail) Cement Slurry Volume (bbls)
17.8

Additional Cement Information
Browse...

Add New Segment

Casing, Liner And Tubing / Section 3 – allows user to enter or edit tubing data for each wellbore. Like the location table and casing data, there is a unique set of data for each wellbore.

Section 3 - Tubing - 00

Tubing Set: 1

Tubing Size: 2.875

Tubing Setting Depth (MD)(ft): 4952

Tubing Weight: 23

Tubing Grade: S-95

Tubing Coupling: LT&C

Packer Depth (MD)(ft):

Add Tubing

Back Cancel Validate Save Save & Exit Submit Completion Next

Logs – This section allows the operator to upload a variety of data files, e.g. electric logs, core data, DST data, directional surveys, and geologic report of mud logs. Multiple files can be uploaded beneath each section but no single file can exceed 25 MB. Like the Location, Casing, and Tubing data, this data is also unique to a specific wellbore (note the “Logs – 00” below). The response to the four standard questions will default to “no” but if the user selects “yes” the system will require that a document is uploaded under the question. See illustration below where “Directional Survey” has been responded to in the affirmative. An upload button labeled “Submit Copy” appears with the red asterisk indicating the user must upload a file before the Well Completion Report can be submitted.

If the operator wishes to attach a document that is not specifically addressed on this page, a file can be uploaded under any of the provided upload buttons. Multiple files can be added under any of the upload buttons and the uploads will support almost all file types.

Logs - 00

Type Electric & Other Mechanical Logs Run (Submit copy of each)

Log Upload

Browse...

Was well cored?
 Yes No

Was DST run?
 Yes No

Directional Survey?
 Yes No

Submit Copy*
Browse...

Geologic Report completed?
 Yes No

Wellbore Diagram
Browse...

Operator Certification – This page allows the operator to electronically sign the document and certify that the submitted information is complete and correct. The “Operator Information” table will be populated with the data pertaining to the user that electronically signs the document. A separate set of contact information can also be entered if the operator determines it would be more useful for the BLM’s purposes.

General	<p>Operator Certification</p> <p>I hereby certify that the foregoing and attached information is complete and correct as determined from all available records. Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212, make it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious or fraudulent statements or representations as to any matter within its jurisdiction.</p> <p>Operator electronic signature * Greg Noble <input type="button" value="Sign"/> Signed on Jan 7, 2021</p> <p>Operator Information</p> <p>Name TEST OPERATOR</p> <p>Title Petroleum Engineer</p> <p>Street Address 123 TEST</p> <p>City State Zip TEST CITY CO 80225</p> <p>Phone (303)236-2259</p> <p>Email Address ochamesky@blm.gov</p> <p>Field Representative (if different from above) ⓘ</p> <p>Representative First Name Representative Last Name</p> <p><input type="text"/> <input type="text"/></p> <p>Street Address <input type="text"/></p> <p>City State Zip</p> <p><input type="text"/> <input type="text" value="- Please Select -"/> <input type="text"/></p> <p>Phone Extension</p> <p><input type="text"/> <input type="text"/></p> <p>Email Address <input type="text"/></p>
Completions & Completed Intervals	
Location	
Casing, Liner And Tubing	
Logs	
Operator Certification	

When the Well Completion Report is completed the user can submit it to the BLM by selecting the blue “Submit Completion” button at the bottom of the page.

Emails Generated by WCR Process

The emails generated by the WCR Process are as follows,

Confirmation to the Operator that the WCR has been electronically rec'd,

The Bureau of Land Management

Notice of receiving Well Completion Report

- Operator Name: TEST OPERATOR
- Well Name: OPERATOR
- Well Number: 3-3 X
- US Well Number: 0254011111
- Well Completion Report Id: WCR20210316132207

This is to notify you that we have received your Well Completion Report. Thank you. If we need more information we will contact you.

This notification is automatically generated. Please do not reply to this message as this account is not monitored.

Notice that the WCR has been returned, including the reason it has been returned (as shown above),

The Bureau of Land Management

Notice of Issue with Well Completion Report

- Operator Name: TEST OPERATOR
- Well Name: VERNAL
- Well Number: 12-XX
- US Well Number: 4303787561
- Well Completion Report Id: WCR2021031696827

The BLM received your Well Completion Report on 03/16/2021. This is to notify you that we are returning your Well Completion Report and are requesting the following additional information.

Please include a wellbore diagram

The returned Well Completion Report has generated another task in your worklist that will allow you to update your request, and then resubmit to the BLM.

You may contact the field office if you have any questions.

This notification is automatically generated. Please do not reply to this message as this account is not monitored.

and an email Notice when the WCR has been accepted.

The Bureau of Land Management

Notice of Acceptance for Well Completion Report

- Operator Name: TEST OPERATOR
- Well Name: OPERATOR
- Well Number: 3-3 X
- US Well Number: 0254011111
- Well Completion Report Id: WCR20210316132207

This notification is automatically generated. Please do not reply to this message as this account is not monitored.

Finding and Printing WCRs

There are three lists available for WCRs. The user can navigate to the lists by either selecting the Well Completion Reports card from the landing screen

The screenshot shows the AFMSS Portal landing screen. At the top, there is a navigation bar with 'AFMSS Portal', 'Modules', 'Finder', 'Forms', 'Knowledge Base', 'Help Desk', and 'Maintenance'. Below the navigation bar, there are five cards representing different modules: NOS (red, 3 items), APD (blue, 11 items), Sundry Notices (orange), Well Completion Reports (teal, 34 items, circled in red), and Inspection & Enforcement (purple). Below the cards is a 'Message Archive' section with a list of messages including 'AFMSS 2 outage November 13 11 November 15 8 a.m. MT', 'All Government Offices Closed', and 'AFMSS 2 Planned Outage Notification Nov. 13, 2020 at 4:00 PM to Nov. 15, 2020 at 8:00 AM MTH'. At the bottom, there is a 'Notices' section with a warning about the official government database system and a note about Google Chrome being the only supported browser.

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or by selecting Well Completion Reports from the Module dropdown.

The screenshot shows the AFMSS Portal landing screen with the 'Modules' dropdown menu open. The dropdown menu lists 'NOS', 'APD', 'Sundry Notices', 'Well Completion Reports' (circled in red), 'Inspection & Enforcement', and 'Reports'. The landing screen content is the same as in the previous screenshot, but the 'Well Completion Reports' card now shows 322 items instead of 34. The 'Message Archive' and 'Notices' sections are also visible.

The *Well Completion Worklist* will identify the documents in the workflow that the user is responsible for. What appears in the list will vary depending on the user's profile and role. The tasks that appear in the worklist are Submit Well Completion Report, Initial Review, Engineer Review, and Update Well Completion Report (if a WCR has been returned).

The *In-flight Well Completion Processes* will show all documents that are in the workflow and the documents' status. The statuses shown are Pending Operator Submittal, Received, In Reviews, and Returned.

The *Archived Well Completion Processes* will show all documents that have received a final disposition of either accepted or cancelled. From the Archived worklist the user can access the print report by finding and selecting the well. After the well has been selected the user can select the blue monitoring button in the upper righthand portion of the worklist to get to the print report. In the header under the monitor the user can select Well Completion Print Report to bring up a Jasper report version of the WCR. The Jasper report will also allow the user to open and print all attachments associated with the document.

AFMSS
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BUREAU OF LAND MANAGEMENT

Well Completion Print Report
03/16/2021

Operator Name PHOENIX PRODUCTION COMPANY	Well Name SHL SWNE Sec 16 5N 2W	Well Number 3	US Well Number 4901321269
Well Type CONVENTIONAL GAS WELL	Well Status Producing Gas Well	Agreement Name	Agreement Number(s)
Allottee/Tribe Name WIND RIVER	Well Pad Name null	Well Pad Number null	ID 96AIR0517ALAI

Section 1 - General

Well Completion Report Id: 71587 Submission Date: N/A until DB Work

BLM Office: Lander Field Office

Federal/Indian: INDIAN Lease Number: Lease Acres:

Agreement in place?: NO Federal or Indian Agreement:

Agreement Number: Agreement Name:

Keep this Well Completion Report confidential?: NO

APD Operator: PHOENIX PRODUCTION COMPANY

Section 2 - Well Information

Field/Pool or Exploratory: Field/Pool Pool Name: SHELDON DOME Field Name: SHELDON DOME

Well Type: CONVENTIONAL GAS WELL

Spud Date: 04-09-1982

Date Total Measured Depth Reached:

Well Class: DIRECTIONAL

By selecting the Report dropdown in the upper left hand side of the Jasper report

Well Completion Print Report Data refreshed Mar 16, 2021 at 1:55:06 PM

PDF Print Print Preview

AFMSS
U.S. Department of the Interior
BUREAU OF LAND MANAGEMENT

Well Completion Print Report
03/16/2021

Operator Name PHOENIX PRODUCTION COMPANY	Well Name SHL SWNE Sec 16 5N 2W	Well Number 3	US Well Number 4901321269
Well Type CONVENTIONAL GAS WELL	Well Status Producing Gas Well	Agreement Name	Agreement Number(s)
Allottee/Tribe Name WIND RIVER	Well Pad Name null	Well Pad Number null	ID 96AIR0517ALAI

Section 1 - General

Well Completion Report Id: 71587 Submission Date: N/A until DB Work

the user can retrieve the WCR in other file formats for viewing or printing. The following is a sample of what the .pdf version looks like.



Operator Name PHOENIX PRODUCTION COMPANY	Well Name	Well Number 3	US Well Number 4901321269
SHL SWNE Sec 16 5N 2W	County FREMONT	State WY	Lease Number(s) 1420C581476
Well Type CONVENTIONAL GAS WELL	Well Status Producing Gas Well	Agreement Name	Agreement Number(s)
Allottee/Tribe Name WIND RIVER	Well Pad Name null	Well Pad Number null	ID 96AIR0517ALAI

Section 1 - General

Well Completion Report Id: 71587 **Submission Date:** N/A until DB Work
BLM Office: Lander Field Office
Federal/Indian: INDIAN **Lease Number:** **Lease Acres:**
Agreement in place?: NO **Federal or Indian Agreement:**
Agreement Number: **Agreement Name:**
Keep this Well Completion Report confidential?: NO
APD Operator: PHOENIX PRODUCTION COMPANY

Section 2 - Well Information

Field/Pool or Exploratory: Field/Pool **Pool Name:** SHELDON DOME **Field Name:** SHELDON DOME
Well Type: CONVENTIONAL GAS WELL
Spud Date: 04-09-1982
Date Total Measured Depth Reached:
Well Class: DIRECTIONAL

The Archived Well Completion Processes worklist is the only place to view and/or print the Well Completion Reports.

**Please note external users will not have the I&E card as displayed in the AFMSS Portal screenshot.