

WISx User Guide

Operator

Notifications and Sundry Notices

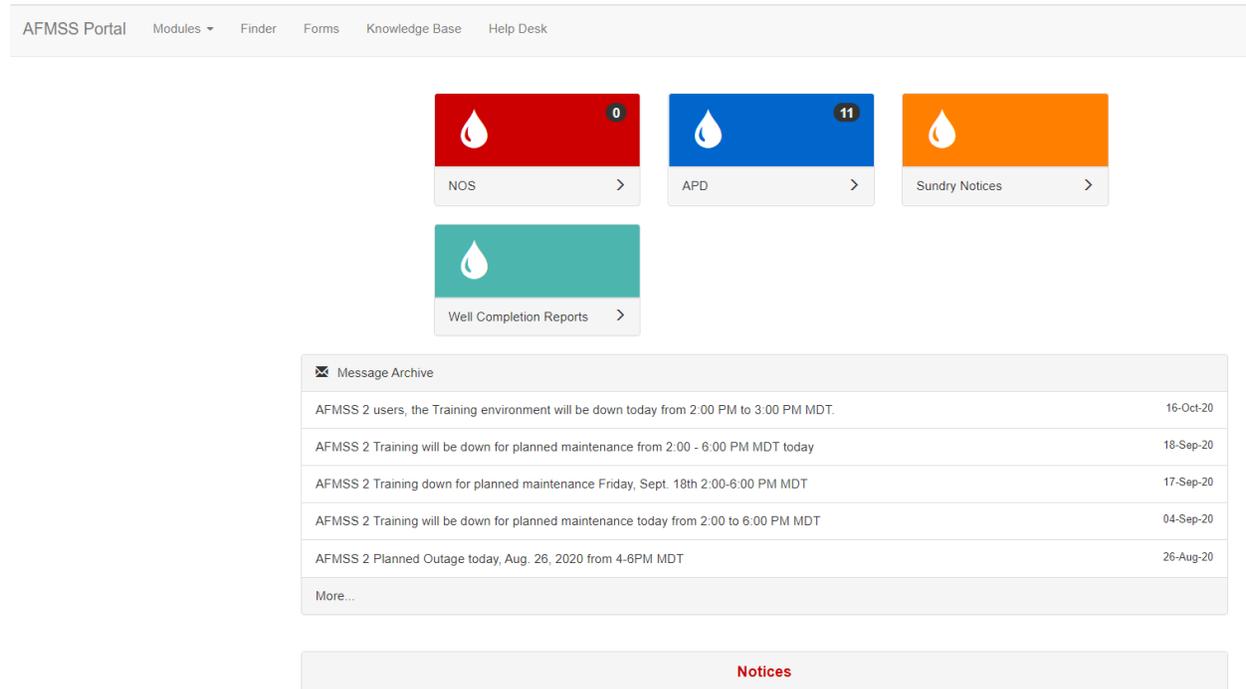
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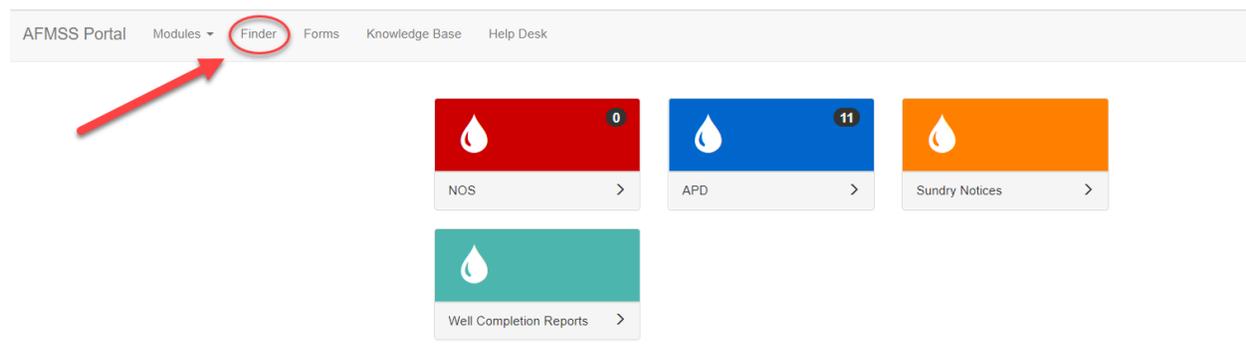
NOTIFICATIONS AND SUNDRY NOTICES

Creating and Submitting Documents

After logging into AFMSS 2 the user will be directed to the landing page:



To create a Notification or Sundry Notice the user must navigate to the Finder Screen by clicking on "Finder" in the task bar at top of the screen.



This will take the user to the Finder page:

Operator View

The screenshot shows the AFMS Portal interface with the 'Wells' tab selected. The search area includes fields for 'Well Name', 'Well Number', 'US Well Number', and 'Well Completion Case Number'. Below these are dropdown menus for 'Lease Number', 'Operator' (set to 'Select'), and 'Status' (set to 'Select'). A table below the search fields has columns for 'US Well Number', 'Well Name', 'Well Number', 'Operator', 'Lease Number', and 'Status'. A search icon and a refresh icon are visible to the right of the search fields.

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.”

The screenshot shows the search results table with the following data:

US Well Number	Well Name	Well Number	Operator	Lease Number	Status
4301352837	107653735970100TEST12...	10765060689200TEST12...	ALBERTA GAS COMPANY	TEST12345678901QW	AAPD
4304756418	47740935782900TEST123...	47748145009800TEST123...	ALBERTA GAS COMPANY	TEST12345678901QW	AAPD
1744114206274700TEST12...	1744119947068400TEST12...	1744119947068400TEST12...	ALBERTA GAS COMPANY	TEST12345678901QW	AAPD
4301353981	TAZ 9-1-19	TAZ 9-1	ALBERTA GAS COMPANY	NINM118731	AAPD
	BLACKWELL APD WF TEST	WF-3	ALBERTA GAS COMPANY	COC058825	AAPD
	BLACKWELL TEST 2	TST789	ALBERTA GAS COMPANY	UTU0010953	AAPD
	BLACKWELL APD WF TEST	WF-3	ALBERTA GAS COMPANY	NVN004350	AAPD
	TS4_FL_LAF_HORIZ_LM8	11-4-2020	ALBERTA GAS COMPANY	INDTS321355	AAPD
	FIRSTAUTOAPPRVDAPD	TINO123456	ALBERTA GAS COMPANY	COC017126	AAPD
	PASONMIAPD	TINO123456	ALBERTA GAS COMPANY	COC017126	AAPD

An action menu is open for the selected row (TAZ 9-1-19), showing options: Open, Export CSV, Export PDF, Add to Batch, Create Sundry or Notification, and Create Well Completion Report. The 'Create Sundry or Notification' option is circled in red.

Notification

To submit a notification the user must select “Create Sundry or Notification” from the action menu on the finder screen

(Note: A sundry notice or notification cannot be submitted for a well that has a status of APD).

Selecting “Create Sundry or Notification” will take the user to the launching screen (see below).

AFMSS Portal Modules ▾ Forms Knowledge Base Help Desk  

Type of Submission

Type of Action

Type of Process *
 Oral Approval 
 Paper Process 
 Electronic Process

To submit a Notification the user must then select “Notification” from the “Type of Submission” dropdown menu. The other choices available from the “Type of Submission” dropdown menu are

- Notice of Intent
 - Subsequent Report
 - Final Abandonment Notice
- (these are discussed below in this user guide)

After selecting Notification the choices available for “Type of Action” are

- BOPE Test
- Casing Pressure Test
- Casing and Cementing
- Drill Stem Test (DST)
- First Production
- Hydraulic Fracturing
- New Construction
- Resume Production
- Well Plugging Operations
- Well Spud
- Other

After a selection for “Type of Submission” and “Type of Action” have been made a definition for the combination will appear to the right of the dropdown menus (see highlighted definition below) so the user can confirm the correct choices have been made before creating the document by selecting the next button in the bottom right of the container.

Type of Submission **BOPE Test** →

Type of Action

Used to provide the BLM notice of the date and time Blowout Preventer Equipment will be pressure tested and/or function tested.

Selecting “Next” will take the user to the Notification form. The header will automatically be populated with the well specific data. Below the header the form will indicate the type of submission and type of action selected. The form allows the user to enter the desired information. (NOTE: All fields with a red asterisk are required fields (i.e. data must be entered before the form can be submitted)). With a few

exceptions the only required entry fields for Notification forms are date and time of the operation and name and contact number for the person responsible for the operations.

The exceptions are as follows:

- The New Construction and Well Spud Notification forms require a US Well Number, if it has not been already been entered for the selected well, before the form can be submitted. The New Construction notification requires the user to indicate if the new construction is a well pad or something else. The Well Spud notification requires the user to indicate the type of spud, i.e. conductor pipe, surface casing, or the rig drilling to total depth.
- First Production and Resume Production require the user to select which completion(s) are first being produced or resuming production and the date of the first or resumed production.
- Casing and Cementing requires the user to indicate which casing string is being set and/or cemented.

The typical Notification form is shown next with the required fields highlighted in red by selecting the validate button. The non-highlighted fields give the user opportunity to provide information but do not require it before the form can be submitted.

After data has been entered into the required fields the user will be able to electronically submit the notification by clicking on the blue Submit button.

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Well Name: DARK	Well Location: NENE 32 32N 112W	Lease Number: WYW054780	Allottee or Tribe Name:
Well Number: 10-8 D	Type of Well: OIL WELL	Unit or CA Name:	Unit or CA Number: COC076003X, COC76003X
US Well Number: 4903522222	County or Parish/State: SUBLETTE / WY	Operator: TEST OPERATOR	

[Sundry Print Report](#)

Proposed start date Required

Time Proposed Operation Will Begin Required

Field contact name Required

Field contact number Required

[Dismiss Messages](#)

BOPE Test

Type of Submission Notification	Type of Action BOPE Test
Date Proposed Operation Will Begin * <input type="text" value="MM/DD/YYYY"/>	Time Proposed Operation Will Begin * <input type="text" value="--:--"/>
Field Contact Name * <input type="text"/>	Field Contact Number * <input type="text" value="() - - -"/>
Rig Name <input type="text"/>	Rig Number <input type="text"/>

Procedure Description

3996 Characters Remaining

OR

Procedure Description

Notices

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. Electronic submission of Sundry Notices through this system satisfies regulations requiring a submission of Form 3160-5 or a Sundry Notice.

The other options the user has from the blue buttons at the bottom of the form are:

- Cancel – will delete the notification and the user will be returned to the finder screen
- Validate – will confirm all required fields have been populated with valid data or highlight in red the fields that still require data before the form can be submitted.
- Save – will save any data that has been entered
- Save and Exit – will save all data that been entered and navigate the user to the finder screen

(NOTE: The user can also exit from the form by selecting the blue “X” in the upper righthand portion of the form. Selecting this will navigate the user back to the finder screen but may not save entered data)

Notice of Intent

Notice of Intent Sundry Notices are created and submitted in the same manner as the Notifications. The steps are as follows:

1. Locate desired well in the finder screen
2. Select the well
3. Select “Create Sundry or Notification” from the Action button in the bottom/middle of the screen
4. Select Notice of Intent from the Type of Submission dropdown menu

5. Select the appropriate Type of Action from the Type of Action dropdown menu.
6. Review the definition to ensure the correct selections have been made.
7. Select the blue Next button.

Similar rules apply to submitting a Notice of Intent as submitting a Notification. All required fields are indicated by a red asterisk or can be identified by clicking on the blue Validate button at the bottom of the form AND all required fields must contain data before the Sundry Notice can be submitted.

All the Notices of Intent forms, except for a few exceptions, are the same. The form header will be automatically populated with the well specific data, i.e. Name, US Well Number, Location, Lease Number, Agreement Number, and Operator. The Type of Submission and Type of Action will also be displayed below the header. All Notice of Intent Sundry notices require that the operator provide an estimate of the date the proposed operation will begin. They also require that data be entered into the “Procedure Description” field OR a Procedure Description attachment is placed into the sundry notice. Entry into both fields is allowed but not required. See typical Notice of Intent below.

AFMSS Portal Modules Forms Knowledge Base Help Desk

Well Name: DARK Well Location: NENE 32 32N 112W Lease Number: WYVW054700 Allottee or Tribe Name:

Well Number: 10-8 D Type of Well: OIL WELL Unit or CA Name: Unit or CA Number: COC075003X, COC75003X

US Well Number: 4903822222 County or Parish/State: SUBLETTE / WY Operator: TEST OPERATOR

Sundry Print Report

Notice Of Intent

Type of Submission: Notice of Intent Type of Action: Acidize

Date Proposed Operation Will Begin *
MM/DD/YYYY

Procedure Description *
3998 Characters Remaining

OR

Procedure Description *
Browse...

Surface Disturbance

Is any additional surface disturbance proposed? Yes No

Operator Certification

I certify that the foregoing is true and correct. 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. Electronic submission of Sundry Notices through this system satisfies regulations requiring a submission of Form 3180-6 or a Sundry Notice.

Operator electronic signature: * Sign Signed on: MM/DD/YYYY

Most Notice of Intent forms include the question “Is any additional surface disturbance proposed?” The answer to the question will default to “no” but if the user selects “yes” a new container will open in the form and require the user to provide information regarding the proposed surface disturbance (below).

Surface Disturbance

Is any additional surface disturbance proposed? Yes No

Proposed Disturbance (acres) *

Interim Reclamation (acres) *

Long Term Disturbance (acres) *

Surface Disturbance *

OR

Surface Disturbance *

Browse...

3998 Characters Remaining

Finally, the Notice of Intent must be electronically signed by the operator. When the Notice of Intent has been electronically signed the operator information will be populated into the form below the signature (based on the user who submits the form). Below the Operator Information the Sundry Notice forms allow for, but do not require, the user to provide information on a Field Representative if it is different and more appropriate to the particular action than the data populated by the electronic signing of the form. See below.

Operator Certification

I certify that the foregoing is true and correct. 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. Electronic submission of Sundry Notices through this system satisfies regulations requiring a submission of Form 3100-5 or a Sundry Notice.

Operator electronic signature: * Signed on: MM/DD/YYYY

Operator Information:

Name
TEST OPERATOR

Title
Petroleum Engineer

Street Address
123 Main

City State Zip
Denver CO 80121

Phone
(303)238-2269

Email Address
ccharneskey@blm.gov

Field Representative (if different from above)

Representative First Name Representative Last Name

Street Address

City State Zip
 - Select State -

Phone Extension
() -

Email Address

Subsequent Report

To submit a Subsequent Report the user must take the same steps as with Notifications and Notices or Intent:

- Locate desired well in the finder screen
- Select the well
- Select “Create Sundry or Notification” from the Action button in the bottom/middle of the screen
- Select Subsequent Report from the Type of Submission dropdown menu
- Select the appropriate Type of Action from the Type of Action dropdown menu.
- Review the definition to ensure the correct selections have been made.
- Select the blue Next button.

The only difference between the Subsequent Report form and the Notice of Intent form is that the form requires entry into a field titled “Date Operation Actually Began” instead of “Date Proposed Operation Will Begin.”

Final Abandonment Notice (FAN)

The Final Abandonment Notice is submitted in the same manner as Notifications, Notices of Intent, and Subsequent Reports. From the launching screen the Final Abandonment Notice is selected from the Type of Submission dropdown menu after which the only Type of Action available is Final Abandonment Notice. The form has three required fields and optional opportunities to attach a surface owner release document and a procedure description/attachment as show below.

AFMSS Portal Modules - Forms Knowledge Base Help Desk

Well Name: DARK Well Location: NENE 32 32N 112W Lease Number: WYV054750 Allottee or Tribe Name:
Well Number: 10-8 D Type of Well: OIL WELL Unit or CA Name: Unit or CA Number: COC075003X
COC75003X
US Well Number: 4903522222 County or Parish/State: SUBLETTE / WY Operator: TEST OPERATOR

Sundry Print Report

Date Site Reclaimed Response Required
Number of Acres Reclaimed Response Required
Operator Signature Required on Operator Certification

Dismiss Messages

Final Abandonment

Type of Submission: Final Abandonment Notice Type of Action: Final Abandonment Notice

Date Site Reclaimed *
MM/DD/YYYY

Number of Acres Reclaimed *

Surface Owner Release
Browse

Comments
3886 Characters Remaining

OR

Comments
Browse

Operator Certification

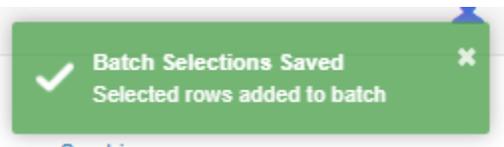
I certify that the foregoing is true and correct. Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212, make it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious or fraudulent statements or representations as to any matter within its jurisdiction. Electronic submission of Sundry Notices through this system satisfies regulations requiring a submission of Form 3180-S or a Sundry Notice.

Operator electronic signature: * Sign Signed on MM/DD/YYYY

Batch Sundry Notices

If a Sundry Notice action includes multiple wells, AFMSS 2 will allow the Sundry Notice to be submitted on multiple wells (limit of 100) at the same time, i.e. Batch function. There are a few restrictions to what can be included in the “batch.” The selected wells/completions must be in the same Field Office and have the same Operator. And the user also will not be able to batch wells with completions, i.e. the batch must be all wells OR all completions. The Batch Sundry Notice process is as follows:

Locate the desired wells/completions in the Finders screen under the wells tab and select either a group of wells or completions. After selections have been made the available selections from the blue Action button on the bottom of the screen include “Add to Batch.” If the user selects this action a green message box will appear in the upper right of the screen confirming the selections have been saved to batch.



The user can then return to the finder screen, initiate a new search, make selections, and continue to add wells or completions to the batch. When the user is done adding to the batch the Action button allows for the selection of “Batch View” so the list of batched selections can be reviewed.

Batch View								
Wells								
	US Well Number	Well Name	Well Number	Operator	Case Number	Lease Number	Status Number	Remove
1	4301332412	UTE TRIBAL	3-33-54	BERRY PETROLEUM COMPANY LLC	1420H624948	1420H624948	TA	
2	4301332185	UTE TRIBAL	1-33	BERRY PETROLEUM COMPANY LLC	1420H624948	1420H624948	TA	
3	4301332601	UTE TRIBAL	10-14-55	BERRY PETROLEUM COMPANY LLC	1420H625016	1420H625016	TA	

[Remove All](#) [Batch Complete](#) [Add To Batch](#)

From this screen the user can remove selections individually by selecting the red “X” or remove them all by selecting the Remove All button. The Add to Batch can also be selected which will re-direct the user back to the finder screen to allow more selections to be added to the batch.

To create a Sundry Notice from the Batch View the blue Batch Complete button must be selected. When it is selected it will direct the user to the Sundry Notice launch screen. From here the Sundry Notices are created in the same way any other Sundry Notice is created.

The available options for batch documents are a sub-set of those available for a single well/completion.

<u>Type of Submission</u>	<u>Type of Actions Available</u>
Notification	Other
Notice of Intent	APD Extension, Acidize, Change of Operator, Commingling, Exception, Facility, Flaring, H2S, Hydraulic Fracturing, Mechanical Integrity Test, Off-lease Measurement/Storage, Produced Water Disposal, Temporary Abandonment, Variance, Other
Subsequent Report	Acidize, Benzene Hazard, Change of Operator, Facility, Flaring, H2S, Hydraulic Fracturing, Mechanical Integrity Test, Produced Water Disposal, Shut-in, Site Facility Diagram/Site Security Plan, Temporary Abandonment, Other
Final Abandonment Notice	(NOT AVAILABLE IN BATCH)

When the document is launched the only difference from a single-well Sundry Notice is the header. The header will be replaced with a table indicating the wells or completions for which the Sundry is being submitted.

AFMSS Portal Modules ▾ Forms Knowledge Base Help Desk 👤 ✕

Total Selected: 3

Well Name	Well Number	US Well Number	Lease Number	Case Number	Operator
UTE TRIBAL	1-33	4301332185	1420H624948	1420H624948	BERRY PETROLEUM COM. ▲
UTE TRIBAL	3-33-54	4301332412	1420H624948	1420H624948	BERRY PETROLEUM COM.
UTE TRIBAL	10-14-55	4301332601	1420H625016	1420H625016	BERRY PETROLEUM COM. ▼

The Batch sundry is completed, submitted, and routed in the same way as any Sundry Notice.

Locating the Documents

In the Worklists - Documents can be viewed while they are still in the workflow and after they have reached final disposition. If the document is still in the workflow it can be found in **the In-flight Sundry Processes** screen. After the document is located and selected in this screen the BLM user will have two available selections, the Monitor button or the View button (the non-BLM user will only be able to select the Monitor button). Selecting either will allow the user to select the Sundry Print Report link that is available directly below the header

From the Monitor Screen

My Monitor for SUNID: 7077360

Well Name: VERNAL	Well Location: NENE 12 12N 12W	Lease Number: UTU82941	Allottee or Tribe Name:
Well Number: 12-10B	Type of Well: OIL WELL	Unit or CA Name:	Unit or CA Number: UTU75003
US Well Number: 4304798653	County or Parish/State: UINTAH / UT	Operator: TEST OPERATOR	FMP Number:

[Sundry Print Report](#)

From the View screen

AFMSS Portal Modules ▾ Forms Knowledge Base Help Desk  

Well Name: VERNAL	Well Location: NENE 12 12N 12W	Lease Number: UTU82941	Allottee or Tribe Name:
Well Number: 12-10B	Type of Well: OIL WELL	Unit or CA Name:	Unit or CA Number: UTU75003
US Well Number: 4304798653	County or Parish/State: UINTAH / UT	Operator: TEST OPERATOR	

[Sundry Print Report](#)

The same options are available in the **Archived Sundry Processes** screen after the document has reached Final disposition.

If Sundry Print Report is selected a Jasper print report will be generated. The report will include links to any attachments that have been included in the document. The print report also the documents to be launched in a variety of other formats (PDF, Excel, CSV, RTF, ODT, ODS, XLSX, and PPT). These optional views do not include a link to the attachments but may provide a preferred view of the document. To launch a print report in an optional format the dropdown menu at the upper left of the Jasper report is used.

Sundry Print Report Data refreshed Dec 31, 2020 at 12:55:36 PM 

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

Sundry Print Report
12/31/2020

Well Name: DARK	Well Location: T32N / R112W / SEC 32 / NENE / 15.1 / -00.1	County or Parish/State: SUBLETTE / WY
Well Number: 10-S D	Type of Well: OIL WELL	Allottee or Tribe Name:
Lease Number: WYV054700	Unit or CA Name:	Unit or CA Number: OOC075003X, OOC75003X
US Well Number: 490352222	Well Status: Producing Oil Well	Operator: TEST OPERATOR

Notification

Type of Submission:	Notification	Type of Action:	Other
Date Sundry Submitted:	Oct 23, 2020	Time Sundry Submitted:	10:35:37 AM
Date Operation will begin:	Oct 23, 2020	Time Operation will begin:	8:00:00 AM
Field Contact Name:	Bill	Field Contact Number:	4503450453
Procedure Description:	other		

CONFIDENTIAL

In the Sundry Notice Finder Screen - The AFMSS user can also locate all Sundry Notices from the

Sundries tab in the Finder screen.

Operator View

AFMSS Portal Modules Finder Forms Knowledge Base Help Desk

Wells

Sundries

Well Name Well Number

US Well Number Well Completion Case Number

Lease Number Operator Status

US Well Number	Well Name	Well Number	Operator	Lease Number	Status
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The sundry notice can be found using a variety of search criteria in the finder screen. After the document is selected the Action button provides the opportunity to select “Print.” This selection is the Sundry Print Report and Functions just the same as a Sundry Print Report launched from the Monitor or View buttons in the In-flight Sundry Processes or Archived Sundry Processes screens.

NOTE: A Print report for documents created by using the oral or paper processes CAN be created from the finder screen.

NOTE: The Sundry Notice form in AFMSS 2 is not titled Form 3160-5 but has the same functionality as the Form 3160-5 and is noted in the Operator Certification of the AFMSS 2 Sundry Notice form.

Operator Certification

I certify that the foregoing is true and correct. 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. **Electronic submission of Sundry Notices through this system satisfies regulations requiring a submission of Form 3160-5 or a Sundry Notice.**

Operator electronic signature: * Signed on: MM/DD/YYYY