The Bureau of Land Management's

Well Information System (WIS)

How-To Guide

Last Updated: September 29, 2004

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1.0 Introduction

Welcome to the Bureau of Land Management's (BLM) Well Information System (WIS). WIS allows operators to submit all relevant oil and gas permit documents via the Internet, including the Notice of Staking (NOS), Application for Permit to Drill (APD), Well Completion Report (WC), and Sundry Notice (SN). Once submitted, WIS operators can track each document through the various stages of the BLM's approval process and review detailed information regarding when each review was completed, and by whom. WIS automatically updates the forms you submit as they pass through initial form submittal, adjudication, engineering review, geologic review, surface review, and final approval. By simply re-opening a previously submitted WIS form, you can immediately learn its review and/or approval status.

The WIS system utilizes the Probaris SP eForms application, the web-based electronic forms processing system in use throughout the BLM. Probaris SP offers significant advantages over traditional, paper-based forms processing, in particular:

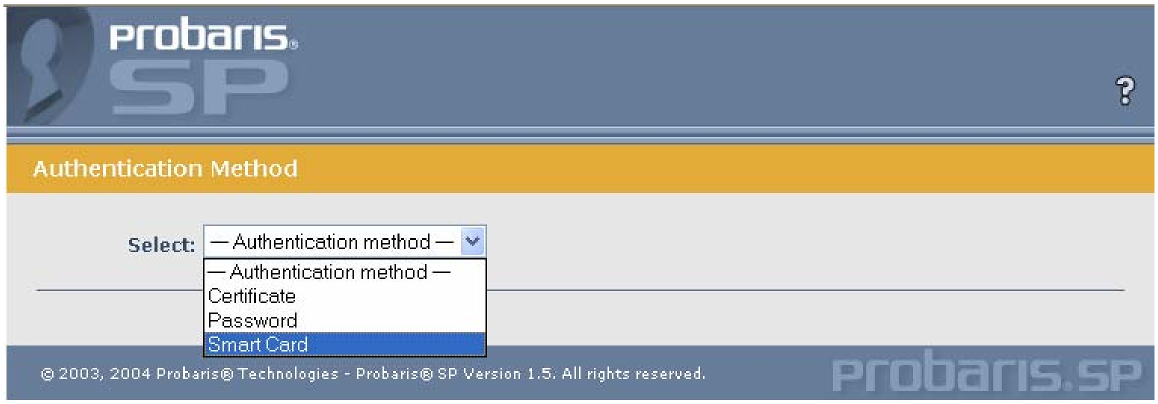
- The system is accessible from any computer with Internet access.
- Documents and attachments are always sent via secured channels, eliminating the possibility that sensitive information can be obtained by anyone but the members of your organization.
- Operators can get virtually real-time, detailed status updates on all previously submitted WIS forms without the need to contact the BLM.
- Operators can electronically sign their WIS forms using digital certificate functionality.

This "How-To Guide" covers all aspects of using WIS, including completing WIS forms and tracking forms you have previously submitted. This guide also includes detailed instructions for completing each type of WIS form. If you need specific information regarding oil and gas operations on federal lands, please contact BLM directly.

2.0 Accessing the System

Once you are registered as a WIS user, logging into WIS is a simple process. From any computer connected to the Internet, access the wispermits.blm.gov web site and click on the first link, labeled "Logon to WIS".

A new window will open asking you to select an Authentication Method. If you are a password user, select the "Password" option from the Authentication Method dropdown box. Select the Certificate or SmartCard authentication methods if you have registered a digital certificate with the BLM for the purposes of digitally signing your documents upon submittal.

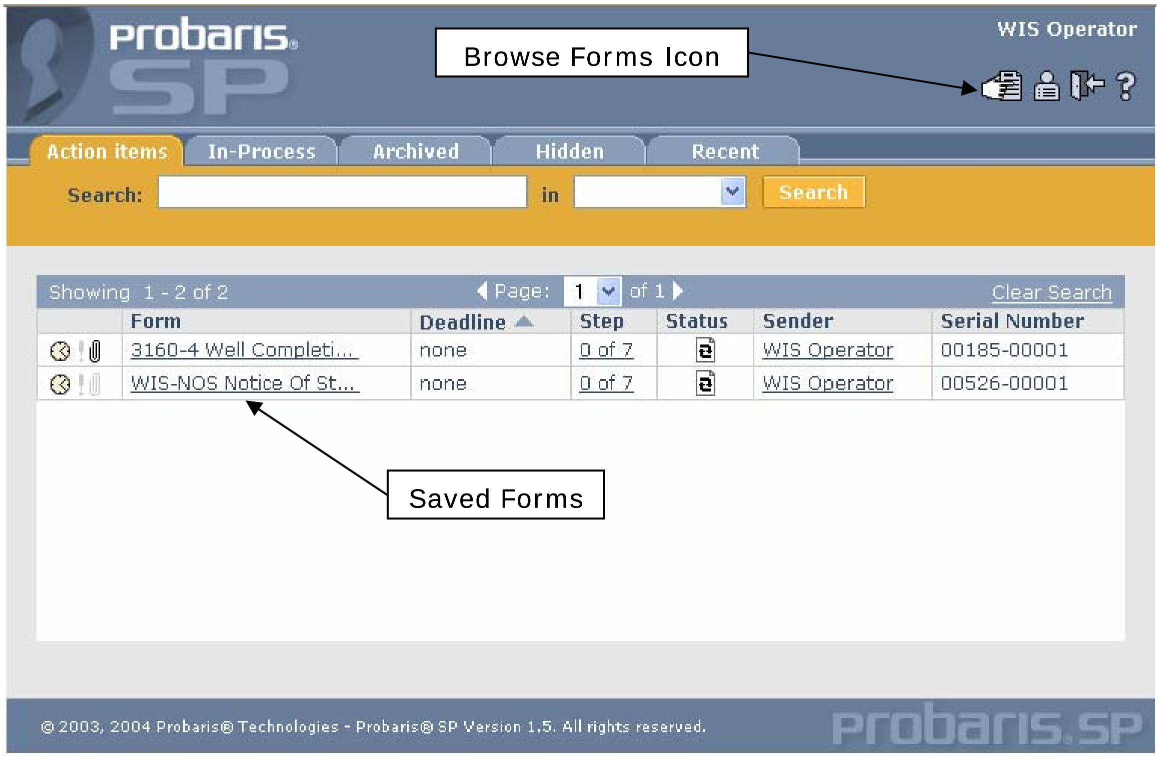


You can obtain information about obtaining digital certificates by accessing the BLM's Electronic Forms website (www.nc.blm.gov/blmforms/SPForms.htm).

Note: Due to the secure nature of WIS, you must utilize the back buttons found within the application when viewing a previously accessed page. In most cases, utilizing your browser's Back button will not produce the desired outcome.

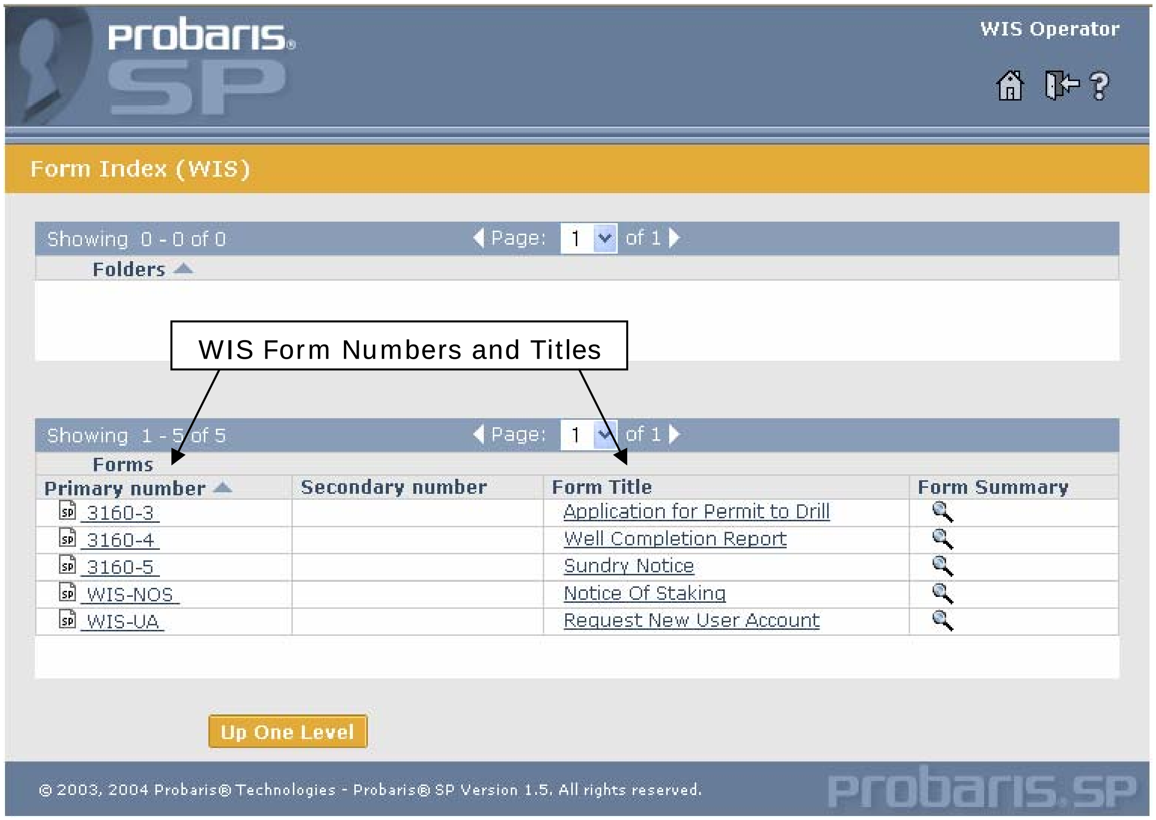
3.0 Creating a New Form

After successfully logging into the system, you are immediately taken to your “Action Items” folder, where you can finish completing a previously saved form, or begin the process of creating a new form. To locate and open a new form, click on the Browse Forms icon found in the upper right corner of the screen.

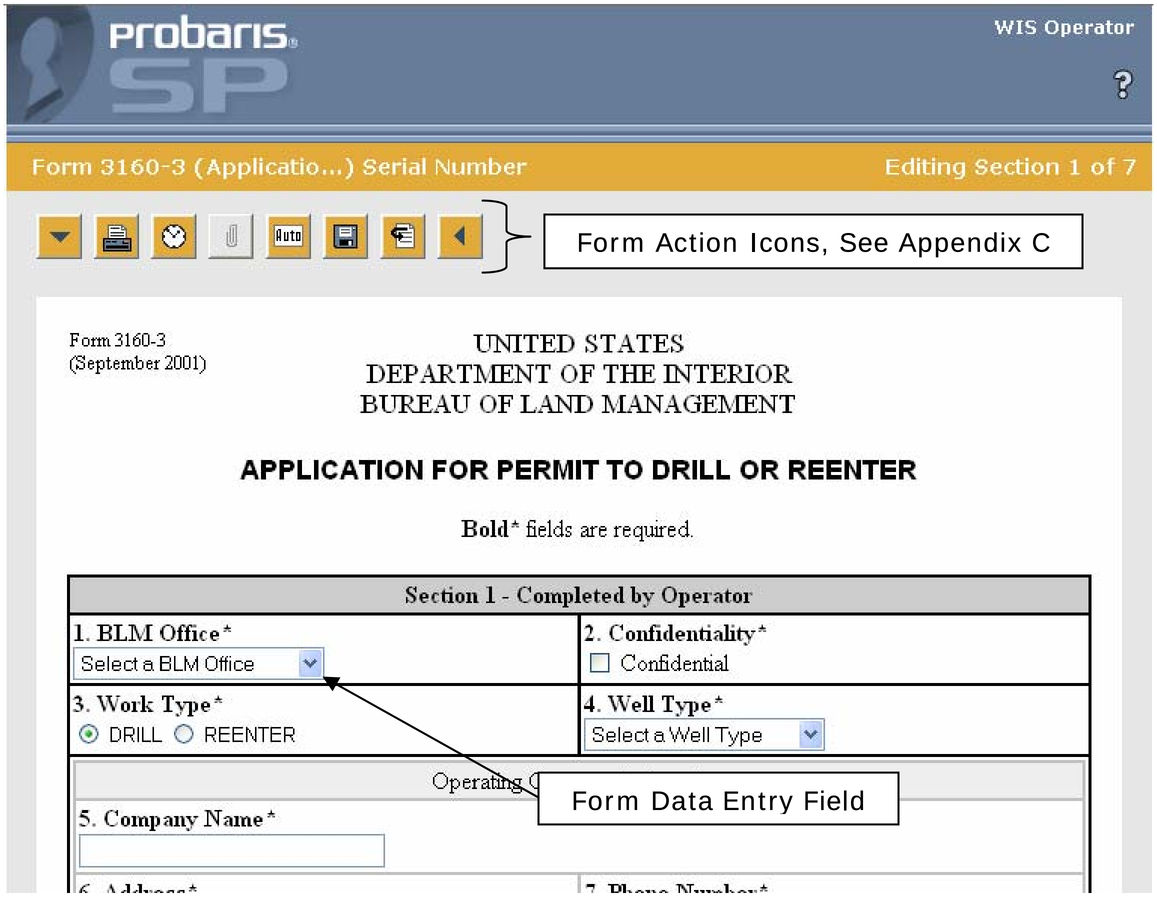


After clicking Browse Forms icon, the “Form Index” window will appear. From the “Form Index” window, click on the “WIS” folder to view the list of WIS forms available for submission.

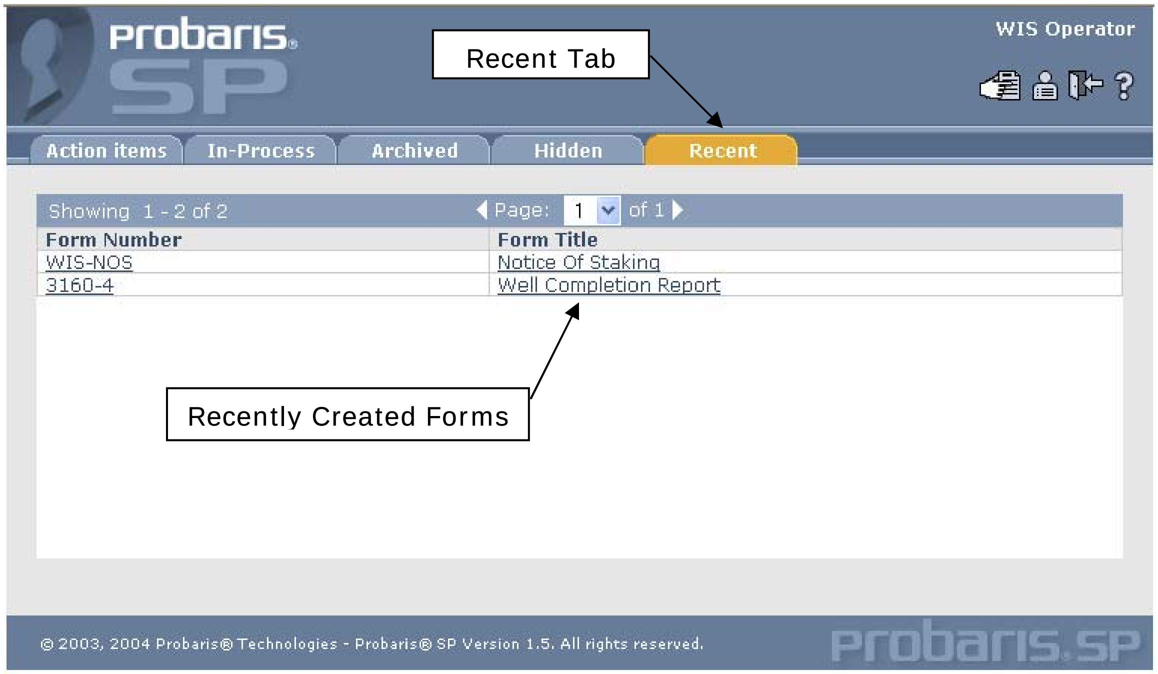
You can open a particular WIS form by clicking on either its Form Number or Form Title. For example, to create a new Application for Permit to Drill, click on either the associated Primary Form Number (3160-3) or the Form Title (Application for Permit to Drill).



After selecting a particular form number or title, it automatically opens in your browser window, where it is ready for you to complete and submit. In addition to the basic form entry fields, the form contains a number of form action icons found in the upper left corner. The function of these icons is explained in Appendix C.



An alternate method of creating a new WIS form instance is to utilize the "Recent Forms" functionality. After you have created a particular WIS form once, you can create a blank version of the same form by clicking on the Recent tab. The Recent tab contains a list of all of the forms you have created in the past. As in the example above, you can create a new WIS form by clicking on either the Form Number or Form Title. After clicking on the form number or title, the system will open the new form in your browser window.



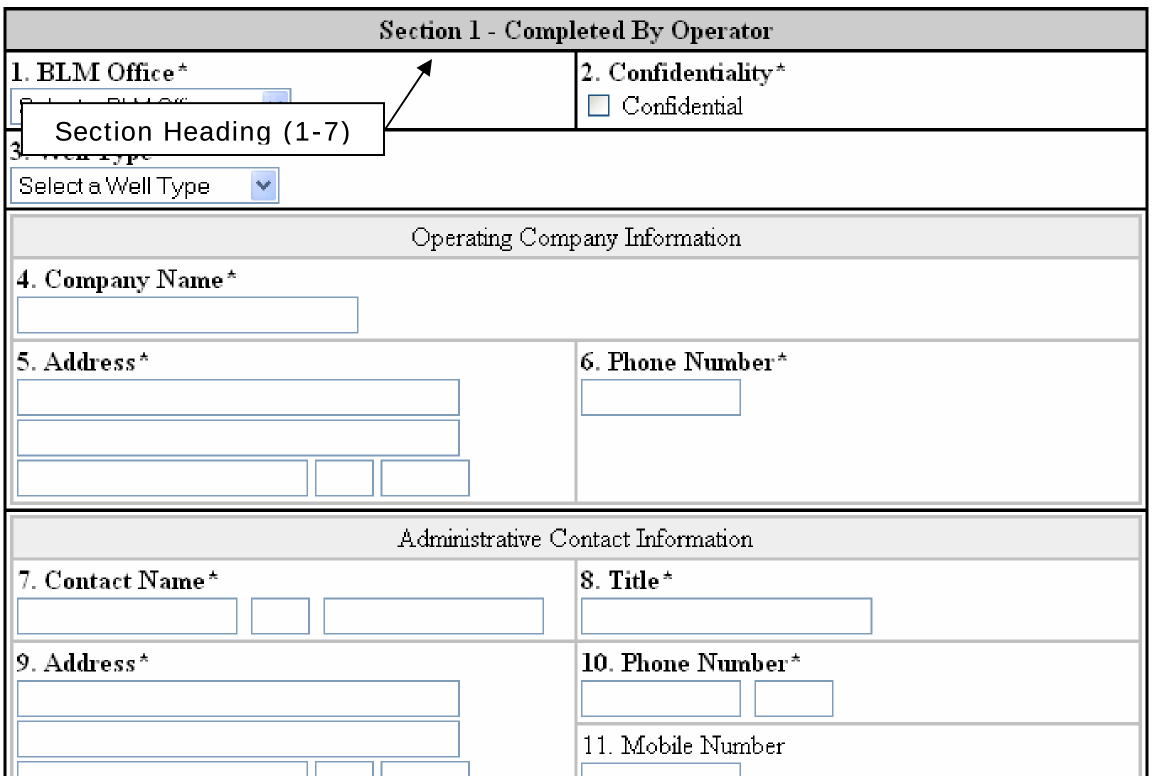
4.0 Completing a New Form

This section details the steps required to complete a new WIS form after locating it and opening it in your browser.

4.1 Basic Form Completion

After you have located and opened a WIS form in your browser window, you are ready to begin entering the requested form information and submit the form to the BLM for review. WIS utilizes all of the standard data input fields you are used to, including textboxes, picklists (dropdowns), radio buttons, and checkboxes.

All WIS forms consist of seven sections, each representing a progressive stage of the form review process. In the first section of the form you will enter and submit the form-related data elements pertaining to the type of form you are submitting. You can think of the first section of the form as containing the form information you would typically provide in a paper-world.



The WIS forms include a robust set of data validations that help ensure the information you provide is in the format and to level of detail required. If you enter a piece of invalid data, the system will notify you immediately of the error, and request that you reenter the information to conform to the required format.

You are required to fill in some fields within the form, while others are optional. For those fields that are mandatory, the field heading appears in bold followed by an asterisk. If you attempt to submit a form without completing one of these mandatory fields, the system will present you with an error message, and automatically take you to the field that you have overlooked.

As the BLM completes the various form data review processes, the WIS system will automatically update the remaining six sections of the form to indicate to you when your form has been received, when specific reviews have taken place, and when the form has reached final approval. As discussed in Section 7.0, you are able to open and review the progress of your WIS forms at any point after you submit them to learn where exactly in the approval process your form is.

4.2 Auto-filling Form Data

The WIS system allows you to automatically fill in a limited number of form fields with the click of a single button. Specifically, your name, address, title, email address, organization affiliation (company name), and phone number can all be "auto-filled" by clicking the Auto-Fill icon (
) found in the upper left corner of the form. After clicking the icon, notice that all of the above-mentioned fields, if provided during the initial registration process, are automatically entered into the appropriate form fields. If the information that the system auto-fills is not correct (e.g., you have recently changed your phone number), you can alter any of the auto-filled information in a particular form by simply going to that field and entering the correct data.

After auto-filling your form data, the WIS system automatically saves your form.

If any of your auto-fill information changes, you can update the system yourself by accessing the User Details screen. To access your user information, click the My Profile icon found in the upper-right corner of the screen.

From the User Details screen, you will see all of the user settings that have been established for your account. To change any of these values, click the Edit User Profile button at the bottom of the screen. To change a particular setting, click the Edit User Profile Property icon ( ) in the Edit column for the row that corresponds to the setting you are changing. For example, if your office phone number changes, click the Edit User Profile Property icon for the Office Phone Number row. The system prompts you for your new office phone number, which will show up in any forms that you auto-fill from that point on.

4.3 Attaching Documents to a Form

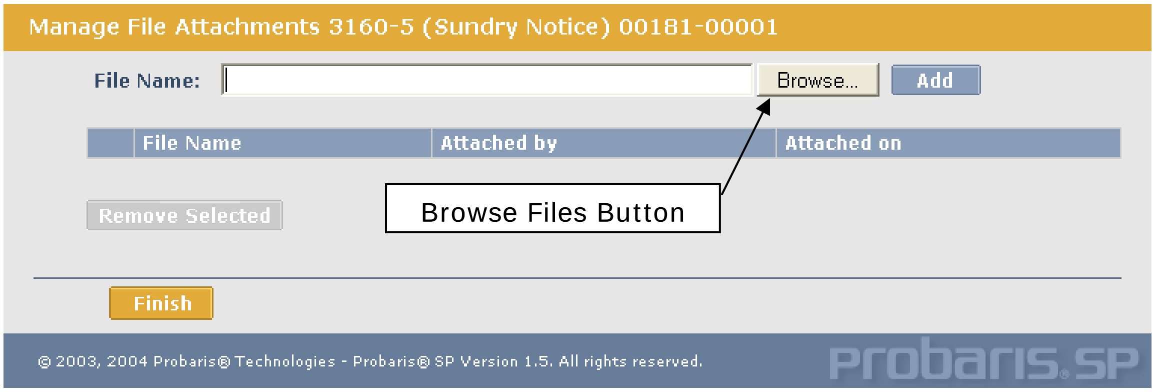
The WIS system allows you to attach any necessary documents to your form prior to submittal. All attachments are sent with the actual form data to the BLM for review during the form approval process.

In order to make attachments to a form, you must first save the form to the system.

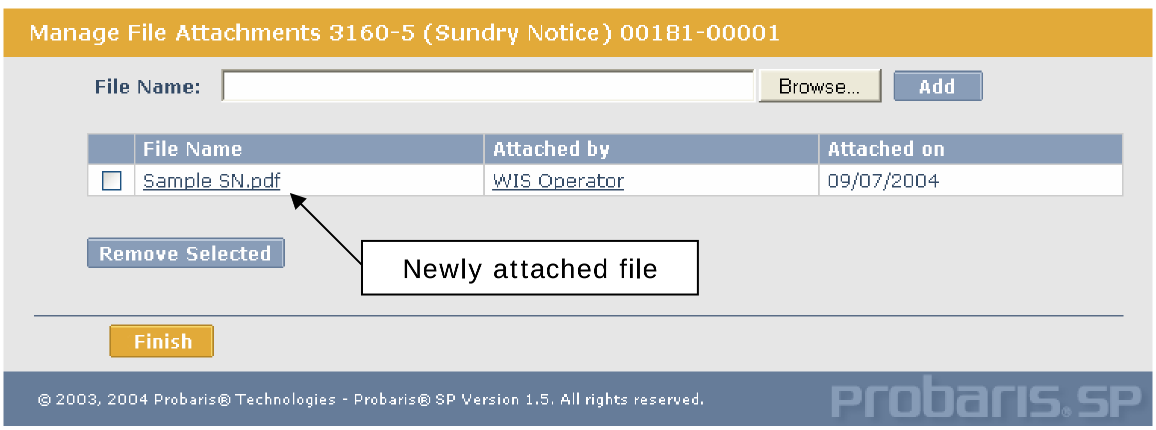
With the form open in your browser, click the Save Form icon ( ) in the upper left corner of the form. Your screen will refresh, signifying that the form has been saved. Alternatively, clicking the auto-fill icon also results in your form being saved, as described in Section 4.2.

After saving the form, click the Attachments icon ( ) also found in the upper left corner of the form. This icon will appear disabled (grayed out) until you have attached one or more documents to the form. In some instances, the icon will not appear enabled (filled in) until the next time you open the form.

You attach documents to a form in much the same way that you browse for and attach a file to an email before sending it. From the Manage File Attachments window, click the Browse button.



When the “Choose File” window appears, browse through your system folders to find the file you would like to attach to the form, select on the appropriate file name and click the **Open** button. Verify that the correct file name appears in the “File Name:” field, and click the **Add** button. You will see that the name of the file you attached, along with your name and the date you attached the file, appear in the list at the bottom of the window.



You can repeat this process until you have attached all of the desired files.

Currently, the WIS system supports the following file types:

- Windows Bitmap (.bmp)
- Microsoft Word (.doc)
- Encapsulated Postscript (.eps)
- GIF Graphic (.gif)
- HTML (.htm or .html)
- JPG Graphic (.jpg)
- PCX Graphic (.pcx)
- Adobe Portable Document Format (.pdf)
- Microsoft PowerPoint (.ppt)
- Postscript (.ps)
- Rich Text Format (.rtf)
- Microsoft Snapshot Document (.snp)

- TIF Graphic (.tif)
- Text File (.txt)
- Microsoft Excel Workbook (.xls)

As we expand the use of WIS, we will be adding support for different files types as needed. If you would like to add a new file type for your submissions, please contact WIS Technical Support or send a help desk ticket. You can create a help desk ticket by clicking on the "Create New Helpdesk Ticket" link from the main WIS access page (wispermits.blm.gov).

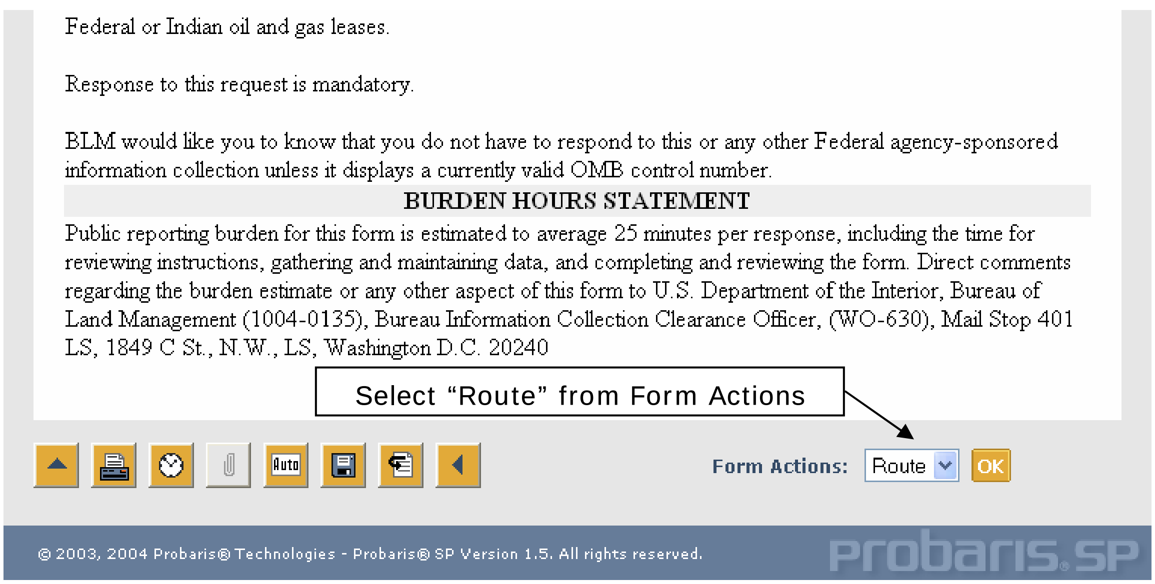
To remove a previously-attached file, from the "Manage File Attachments" window, click the checkbox to the left of the attachment you want to remove and click the Remove Selected button.

4.4 Resetting Form Fields

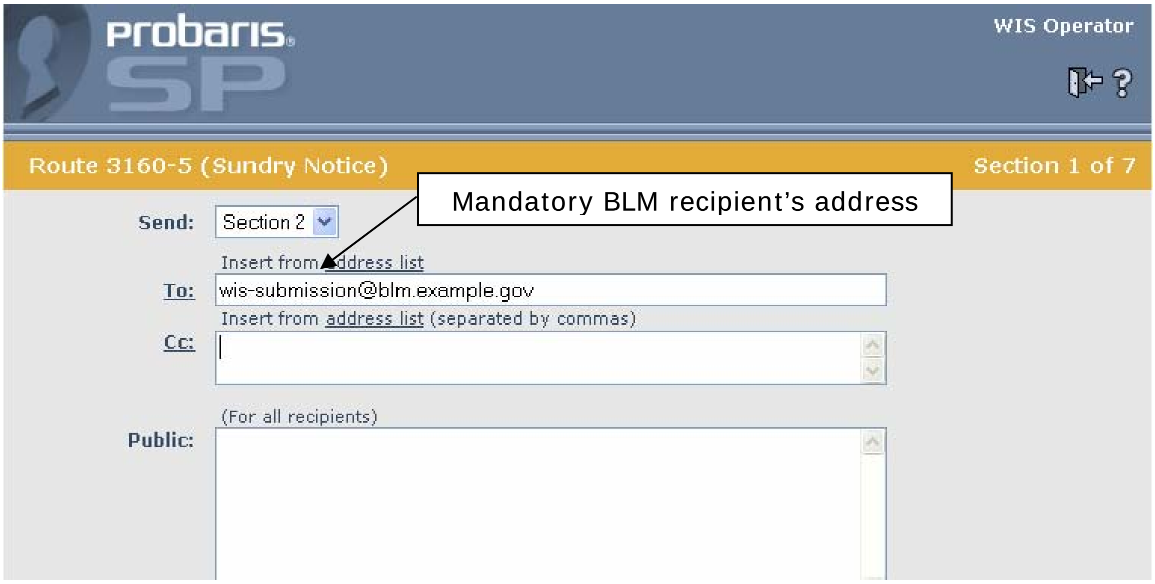
The WIS system allows you to reset all of a particular form's fields to the last saved version by pressing the Reset Form icon in the upper left corner of the form (). After clicking this icon, all form fields, including those populated after you have pressed the Auto-Fill icon, will be set to the values prior to the time you saved the form. If you have never saved the form, all of the form fields will be reset to blank.

5.0 Submitting a Form

After you have finished filling out all of the necessary information contained in Section 1 and adding any necessary attachments, you are ready to submit the form. To do so, select the "Route" option from the Form Actions picklist found at the bottom of the screen and click "OK".

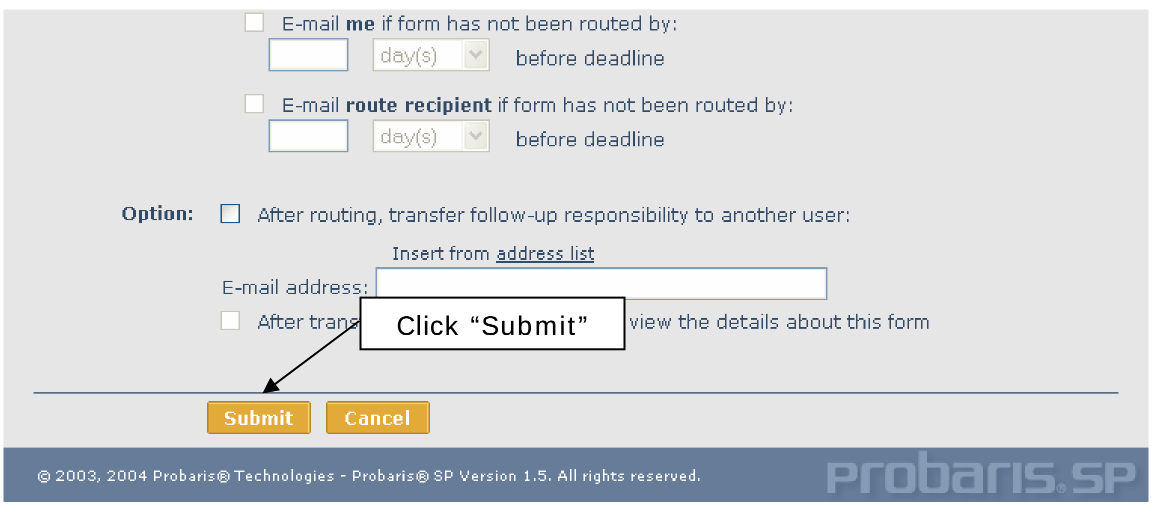


In the subsequent screen, you will see that the route recipient listed in the “To” field is automatically filled in for you. All forms routed to this account are automatically added to the internal BLM processing queue of permits to be approved.



If desired, you can copy the form to another recipient by entering his/her email address in the “CC” field, but keep in mind that this recipient must be a valid WIS user.

The WIS system utilizes a completely secure processing architecture, and at no time will your forms be sent to anyone via email, which is an inherently insecure process. Click the “Submit” button at the bottom of the screen to submit your form.



The message in the following screen verifies that your form has been submitted to the BLM, who will begin reviewing its contents. Click the “OK” button to complete the form submission process.

At this point, you can submit another form by clicking on the associated form link from the Form Index window, or you can complete forms you have begun but not yet submitted by clicking on the “Action Items” icon found in the upper-right hand corner of the screen ( ).

6.0 Saving a Form Prior to Submitting

At times, you may wish to save a WIS form without submitting it, so that you can return to it later to finish entering the relevant data. With the form you wish to save open in your browser window, click on the “Save Form” icon ( ) found in the upper left corner of the form. At this point, your WIS form will be saved in exactly the state you saved it in. The next time you open the form the fields will contain the information as they did when the form was saved, and any attachments you have made will remain attached to the form.

7.0 Transferring a Saved Form

In some instances, you will begin completing a form, but then want to transfer it to one of your co-workers for submission. If, for example, you are training a new employee and want to review his/her form prior to it being submitted to the BLM, you can ask the trainee to transfer it to you instead of routing it to the BLM outright.

To transfer a form to another WIS user, create and save the form in the normal fashion, but instead of selecting the "Route" option from the Form Actions dropdown, select "Transfer". In the subsequent screen, enter the email address of the WIS user you wish to transfer the form in the "To" field, and click the "Transfer" button at the bottom of the screen.

Note that forms can only be transferred to other registered WIS users, since the recipient of the transfer action will be expected to complete the processing of the form. Transferring a form does not submit it to the BLM.

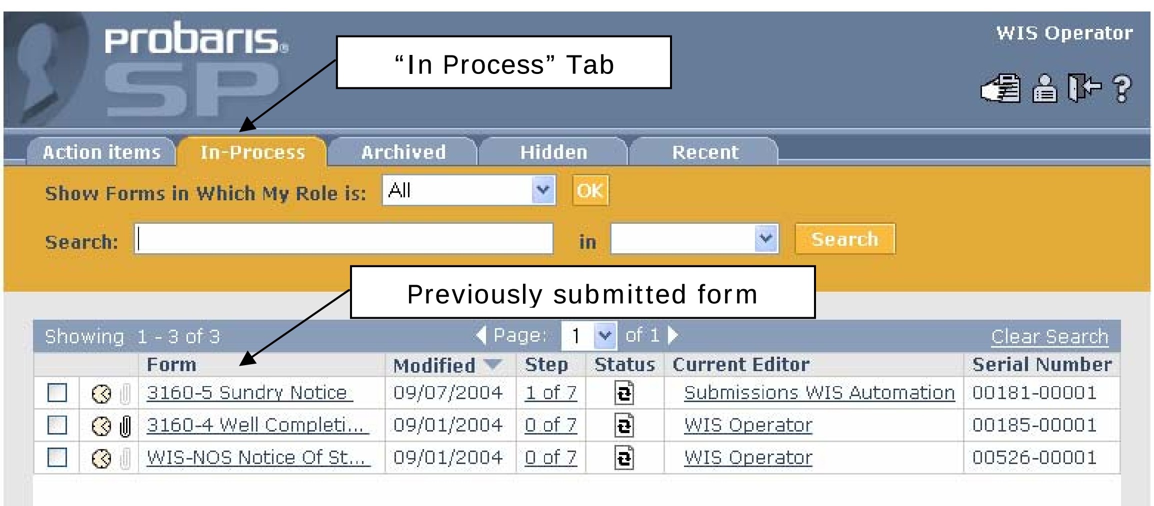
The transferred form will show up in the recipient's Action Items folder, where they can open it and enter any additional form information necessary. Once the form is complete, the recipient can submit it to the BLM in the same manner described in Section 5.0.

8.0 Locating Forms

The WIS system utilizes a number of different folders for tracking and maintaining forms that you have either already submitted or that you have begun completing and saved before submitting. The system also provides you with an Archive folder that you can use to retain forms that have already been approved.

8.1 Locating Previously Submitted Forms

After you have submitted a form to the BLM, you will want to locate it at a later date in order to open it to learn where it is in the approval process. You can access previously submitted forms found in your In-Process folder by clicking on the "In-Process" tab found near the top of the screen.



From the In-Process folder, you will see a list of all of the forms you have submitted, but not yet archived. By default, these forms are ordered by the last date they were modified, so that the form with the most recent activity is always located at the top of the list. Other important form information found here includes the Step the form is in the approval process, and the Status, which will be In-Process (signified by the symbol) if the form is still being reviewed, or Finalized (signified by the symbol) if the form has already been approved by the BLM. The form's Serial Number is a unique identifier assigned to each form that is submitted to the BLM. In the case of WIS forms, the Current Editor will always be listed as "Submissions WIS Automation" if the form is still being processed. If the form has been approved (finalized), the Current Editor will be blank.

If desired, you can change the order in which the forms are listed by clicking on any of the column headings found on this screen (Form Name, Modified Date, Step, Status, or Serial Number). Clicking on the same column heading again will reverse the sort order within that column. For example, clicking on the Step column heading the first time will order your WIS forms starting with the the lowest Step number (1 of 7) through the highest Step number (7 of 7). Clicking the Step column heading again will reverse the order, so that you will see the forms furthest along in the approval process at the top of the list.

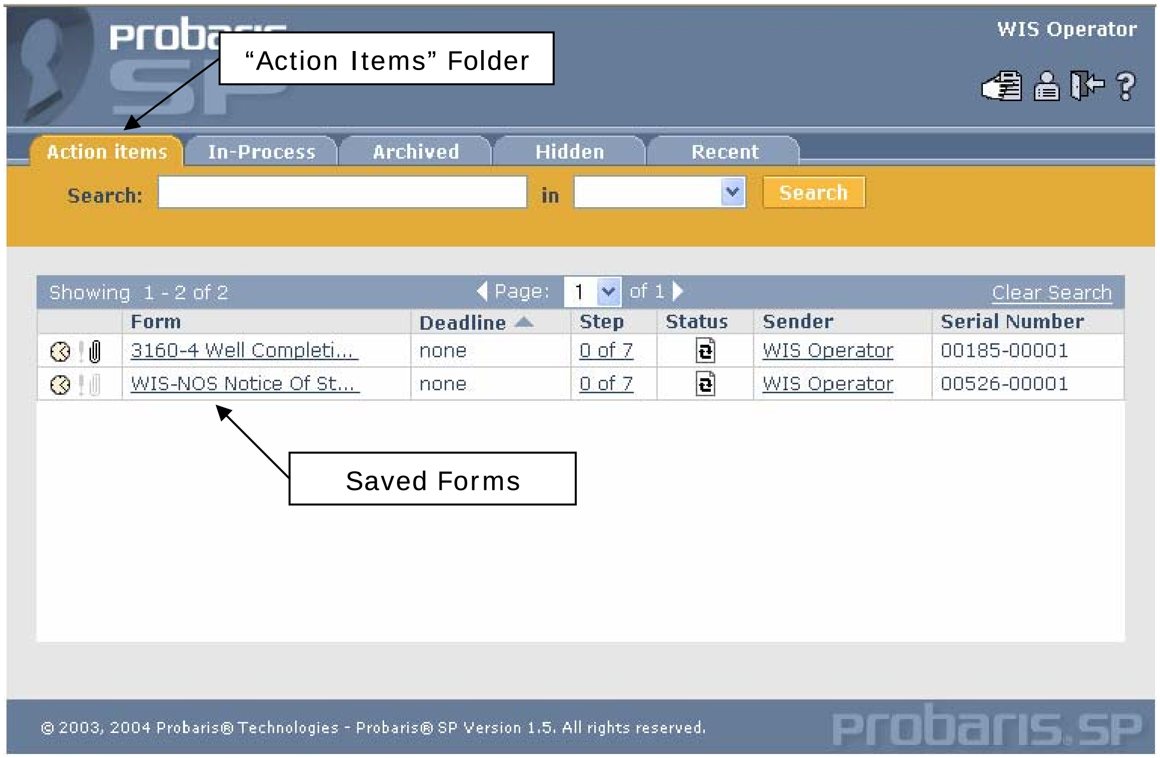
The WIS system also allows you to search for forms with a particular Form Number, Form Name, or unique Serial Number. To search for a form, enter the search criteria in the Search textbox, select the item you want to search for from the "in" picklist and click the Search button. The WIS system will search for forms in your In-Process tab that match the search criteria you entered, and limit the list of displayed forms accordingly.

Currently, the WIS system does not allow users to search for form-specific information.

8.2 Locating Saved Forms (Drafts)

At times, you will begin completing a WIS form but decide that you want to save it prior to submission. In these instances, you locate forms that you have previously saved by accessing your "Action Items" folder.

Your "Action Items" folder contains all of the forms that you are the current editor of, including forms that you have begun completing, but not yet submitted. By default, forms in your "Action Items" folder are displayed by the current step in the review process, in this case Step 0 of 7. You can change the order these forms are displayed in much the same manner described in Section 7.1. Similarly, you can locate a particular form by utilizing the search functionality as described above.



Once you have located the form you are editing, you can open it by clicking on the form title. The form will appear in your browser window including the data it contained when you last saved it. You can continue processing the form as you normally would, as described in Section 5.0.

8.3 Organizing Forms

By design, all of the forms you submit via the WIS system will be perpetually retained within your account. In order to maintain an unquestionable audit trail of your form submissions and associated BLM review actions, you are not able to delete forms after you save them to the WIS system.

You can keep your "In Process" folder as clean as possible by moving forms that are no longer being reviewed to your "Archive" or "Hidden" folder. Both of these folders function as a repository for forms you do not need to access on a regular basis (e.g., rejected forms or older forms that were approved for wells no longer in service). To move a form to your "Archive" or "Hidden" folder, click the "In Process" tab and select the form(s) to be moved by clicking the checkbox to the left of the form's title.

After selecting all forms to be moved, click the Archive or Hide button found at the bottom of the screen. The selected forms will be moved from your "In Process" folder to your "Archive" folder as appropriate.

If you ever need to review a previously archived or hidden form, click on the "Archive" or "Hidden" tab at the top of the screen. Forms are ordered by their last modified date, but can be resorted by clicking on any of the column headings as described in Section 7.1.

Again, forms are never removed from your account once you create them. As a result, you will always have access to all versions of your WIS permits and related applications should any question or issue ever arise. Utilizing the Archive and Hidden folders to contain forms you no longer need to access on a regular basis will help keep your In Process tab, where most of your ongoing WIS work will take place, as "clutter-free" as possible.

Just as you can move a form to either your Archived or Hidden folder, you can move forms from these folders back to your In-Process folder. To do so, select the forms to be moved to the In-Process folder by enabling the checkbox to the left of the form title, and click the "Move To In-Process" button at the bottom of the screen.

9.0 Tracking the Status of a Form

After you have submitted a WIS form, you may want to track it as it is makes its way through the review process, from initial receipt through final approval. If you access your In-Process tab and open a form you have already submitted, you will see that the WIS forms contain seven sections, the first containing the information you supply to the BLM, and the remaining six sections used to convey the form's review status information. This status information is provided to you in real-time as the BLM completes the individual permit reviews on the forms you have submitted.

Immediately after you submit a WIS form, the information you have supplied is sent to the BLM for review. As a means of confirming that your form submission was received successfully, the WIS system updates Section 2 of the WIS form to include the form's Transaction ID, the date the form was sent, and the specific Processing Office handling the form review. The process that sends the information from you to the BLM, and from the BLM to you is executed every half-hour during normal business hours.

Section 2 - System Receipt Confirmation		
34. Transaction 50033	35. Date Sent 06/30/2004	36. Processing Office Salt Lake, UT

The same process that sends your form information to the BLM is used to update sections 3 through 6 as the BLM completes the required internal reviews; adjudication, engineering review, geologic review, and the surface review, as necessary based on the individual form. After the BLM completes one of these reviews, the WIS system updates the next section of the associated WIS form with the Review Category, the date the review was completed, the name of the individual who conducted the review, and any comments this individual included with the review results. The process that updates the review sections of your forms is executed every half-hour during normal business hours.

Section 3 - Internal Review #1 Status		
37. Review Category Surface	38. Date Completed 07/15/2004	39. Reviewer Name John Franklin
40. Comments 07/15/2004: John Franklin: Surface review completed with no issues.		

Section 7 is updated after the BLM completes the final WIS form approval. This section contains similar information as contained in Sections 3 through 6; the final disposition, the date the disposition was made, the name of the individual who provided the final disposition decision, and any comments this individual provided.

Section 7 - Final Approval Status			
1. Disposition Approved	2. Date Completed 08/12/2004	3. Reviewer Name Jennifer Allen	4. Reviewer Title Supervisor
5. Comments 08/12/2004: Jennifer Allen: Noticed approved.			

Since the individual BLM reviews do not take place in a specified order, Sections 3 through 6 are designed to accommodate any of the four individual reviews. The Review Category field designates which of the four reviews the section pertains to. Since some of the WIS forms will not require all of the individual reviews, it possible for one or more of Sections 3 through 6 to be blank. Section 7 will always contain the Final Approval information, and is your signal that the form has completed the review process.

10.0 Printing a Form

Although the forms you have submitted to the BLM will always be accessible to you via your Action Items, In-Process or Archived folders, at times you may wish to print a copy of a particular form. To do so, locate the form within the appropriate folder ("Action Items", "In Process" or "Archived") and open it in your browser. After the form has opened, click on the Print icon () found in the upper left corner of the form window. The WIS system will automatically convert the WIS form to a PDF document, which you can then print, or save to your hard-drive for later review.

In addition to printing a hardcopy of a particular form, you may wish to print an attachment that you have submitted along with your form. To do so, locate the form in your "Action Items", "In Process", or "Archived" folder and click the Attachments icon found to the left of the particular form instance. The Attachments icon only appears as enabled for those forms that actually have attachments.

After clicking on the Attachments icon, the system will open the Manage File Attachments window, where you can open an attached document by clicking the filename, as well as add new or delete existing attachments as described in Section 4.3.

11.0 Form Specific Information

11.1 Notice of Staking

BLM Office
Use the picklist to select the BLM Office to which you would like your form sent. The BLM Offices are listed alphabetically based on the city or town in which they are located.

Confidentiality
Select the Confidential checkbox to mark the form as confidential. Generally, this designation flags the form information as confidential for one year from the date of receipt. If the associated well is on Indian land or is part of an Indian agreement it is considered confidential for the life of the well.

Well Type
Use the picklist to specify the primary product for the proposed or existing well.

Operating Company Information

Use the Name, Address and Phone Number textboxes to enter the appropriate Operating Company Information.

Administrative Contact Information

Use the Contact Name, Title, Address, Phone Number, and E-mail textboxes to enter the appropriate Administrative Contact information. Optionally, enter the Administrative Contact's Mobile and Fax Number in the appropriate textboxes.

Technical Contact Information

If the Technical Contact is the same as the Administrative Contact, click the appropriate checkbox at the beginning of the Technical Contact Information section.

If the Technical Contact is a different individual than the Administrative Contact, use the Contact Name, Title, Address, Phone Number, and E-mail textboxes to enter the appropriate Technical Contact information. Optionally, enter the Technical Contact's Mobile and Fax Number in the appropriate textboxes.

Lease and Agreement Information

Lease Serial Number
Enter the official BLM-assigned administrative record number for the **Federal** lease on which the proposed/existing well is located. If the well is actually on a **State** lease (but part of a federal agreement), enter "STATE" in the Lease Serial Number textbox. If the well is on **Private** land (but part of a federal agreement) enter "FEE" in the Lease Serial Number textbox.

If Indian, Allottee or Tribe Name
If the well is on Indian land or part of an Indian agreement, you must enter the tribe name or the allottee name of the tribe which has jurisdiction over this well.

If Unit or CA/Agreement, Name and/or Number
Some wells are part of an operating agreement, such as a Participating Area, Communitization Agreement, or a Unit. If this well is, or is going to be, subject to such an agreement, enter the BLM-assigned federal agreement number here.

Field and Pool, or Exploratory Area
Enter the name of the field or pool where you expect to complete the well. A field or pool is the name given to an accumulation of hydrocarbons. If the well is an exploratory well in which field/pool is still unknown, you should enter “Wildcat”.

Well Information

Well Name
Enter the operator-assigned well name.

Well Number
Enter the operator-assigned well number.

Proposed M.D.
Enter the estimated Measured Depth (in feet) for the proposed well.

Surface Location Information

Specify the surface location of the proposed well in accordance with any state requirements. Use one of the following methods:

1. If the surface location is being identified by rectangular survey then the following fields are required: State, County, Section, Township, Range, Meridian, Qtr/Qtr, N/S Footage and E/W Footage.
2. If a different survey is used, the following fields are required: State, County, Latitude, Longitude, and Metes & Bounds description.

County or Parrish and State
Enter the name of the County or Parrish and the 2-character postal abbreviation for the state in which the well is located.

Section
A section is a division of a township normally 1 mile square and containing 640 acres. Section numbers generally range from 1 to 36.

Township
Township is a cadastral survey designation for an east-west tier of the townships north and south of a base line. You will need to enter the township number, followed by the direction (“N” for North or “S” for South).

Range
Range is a cadastral survey designation for a north-south column of townships east or west of a meridian. You will need to enter the range number, followed by the direction (“E” for East or “W” for West).

Qtr/Qtr
Enter the quarter of the quarter of the section in which the well is or will be located. If you are specifying the location using section/township/range, you must specify either the quarter/quarter, or the lot, or the tract. N, S, E, and W are used in the format, e.g. “NWSE” meaning the northwest quarter of the southeast quarter of the section.

N/S Footage
Specify the number of feet from the nearest North or South section line and select FNL (From North Line) or FSL (From South Line) from the picklist.

E/W Footage
Specify the number of feet from the nearest East or West section line and select FWL (From West Line) or FEL (From East Line) from the picklist.

Latitude
The latitude is the distance measured in degrees North and South of the equator. If possible, please enter the Latitude to five decimal places of accuracy.

Longitude
The longitude is the east or west distance measured in degrees from the prime meridian, as from Greenwich, England. If possible, please enter the Longitude to five decimal places of accuracy.

Metes and Bounds
Enter text in the Metes and Bounds textbox in instances when using an irregular survey. In cases when you use a Metes and Bounds description, State, County, Latitude and Longitude are required.

Formation Objectives

In the textboxes provided, specify at least one target geologic formation from which you expect to produce hydrocarbons.

Additional Information
This is a free-form text field where you may enter any other pertinent information for the BLM, e.g., the surface owner’s name or driving directions to the site.

11.2 Application for Permit to Drill

BLM Office
Use the picklist to select the BLM Office to which you would like your form sent. The BLM Offices are listed alphabetically based on the city or town in which they are located.

Confidentiality
Select the Confidential checkbox to mark the form as confidential. Generally, this designation flags the form information as confidential for one year from the date of receipt. If the associated well is on Indian land or is part of an Indian agreement it is considered confidential for the life of the well.

Work Type
Select the radio button associated with the type of work being conducted, either Drill or Reenter.

Well Type
Use the picklist to specify the primary product for the proposed or existing well.

Operating Company Information

Use the Name, Address and Phone Number textboxes to enter the appropriate Operating Company Information.

Administrative Contact Information

Use the Contact Name, Title, Address, Phone Number, and E-mail textboxes to enter the appropriate Administrative Contact information. Optionally, enter the Administrative Contact's Mobile and Fax Number in the appropriate textboxes.

Technical Contact Information

If the Technical Contact is the same as the Administrative Contact, click the appropriate checkbox at the beginning of the Technical Contact Information section.

If the Technical Contact is a different individual than the Administrative Contact, use the Contact Name, Title, Address, Phone Number, and E-mail textboxes to enter the appropriate Technical Contact information. Optionally, enter the Technical Contact's Mobile and Fax Number in the appropriate textboxes.

Lease and Agreement Information

Lease Serial Number
Enter the official BLM-assigned administrative record number for the **Federal** lease on which the proposed/existing well is located. If the well is actually on a **State** lease (but part of a federal agreement), enter "STATE" in the Lease Serial Number textbox. If the well is on **Private** land (but part of a federal agreement) enter "FEE" in the Lease Serial Number textbox.

If Indian, Allottee or Tribe Name
If the well is on Indian land or part of an Indian agreement, you must enter the tribe name or the allottee name of the tribe which has jurisdiction over this well.

If Unit or CA/Agreement, Name and/or Number
Some wells are part of an operating agreement, such as a Participating Area, Communitization Agreement, or a Unit. If this well is, or is going to be, subject to such an agreement, enter the BLM-assigned federal agreement number here.

Field and Pool, or Exploratory Area
Enter the name of the field or pool where you expect to complete the well. A field or pool is the name given to an accumulation of hydrocarbons. If the well is an exploratory well in which field/pool is still unknown, you should enter “Wildcat”.

Number of Acres in Lease
Enter the total number of acres covered by this lease or agreement.

Spacing Unit dedicated to this well
If known, enter the number of acres per well allowed in this location.

Well Information

Well Name
Enter the operator-assigned well name.

Well Number
Enter the operator-assigned well number.

API Number
Enter the 10-digit American Petroleum Institute unique identification number assigned by the state agencies to a well. The first 2 digits designate the state, the next three signify the county, and the last 5 are unique number positions.

Proposed M.D.
Enter the estimated Measured Depth (in feet) for the proposed well.

Proposed T.V.D.
Enter the estimated True Vertical Depth (in feet) for the proposed well.

Elevation
Enter the elevation (in feet) and use the picklist to select the elevation type.

BLM/BIA Bond Number
If there is a bond number on file for this operator, enter it here.

Work Start Date
Enter the date the relevant work related to this well is scheduled to start.

Work Duration
Enter the estimated amount of time the proposed work will take.

Number of Completions
Enter the number of completions associated with the well.

Cable Tool
Select the radio button to select either Cable or Rotary to indicate the method of drilling to be used.

Surface Location Information

Specify the surface location of the proposed well in accordance with any state requirements. Use one of the following methods:

1. If the surface location is being identified by rectangular survey then the following fields are required: State, County, Section, Township, Range, Meridian, Qtr/Qtr, N/S Footage and E/W Footage.
2. If a different survey is used, the following fields are required: State, County, Latitude, Longitude, and Metes & Bounds description.

County or Parrish and State
Enter the name of the County or Parrish and the 2-character postal abbreviation for the state in which the well is located.

Section
A section is a division of a township normally 1 mile square and containing 640 acres. Section numbers generally range from 1 to 36.

Township
Township is a cadastral survey designation for an east-west tier of the townships north and south of a base line. You will need to enter the township number, followed by the direction ("N" for North or "S" for South).

Range
Range is a cadastral survey designation for a north-south column of townships east or west of a meridian. You will need to enter the range number, followed by the direction ("E" for East or "W" for West).

Qtr/Qtr
Enter the quarter of the quarter of the section in which the well is or will be located. If you are specifying the location using section/township/range, you must specify either the quarter/quarter, or the lot, or the tract. N, S, E, and W are used in the format, e.g. "NWSE" meaning the northwest quarter of the southeast quarter of the section.

N/S Footage
Specify the number of feet from the nearest North or South section line and select FNL (From North Line) or FSL (From South Line) from the picklist.

E/W Footage
Specify the number of feet from the nearest East or West section line and select FWL (From West Line) or FEL (From East Line) from the picklist.

Latitude
The latitude is the distance measured in degrees North and South of the equator. If possible, please enter the Latitude to five decimal places of accuracy.

Longitude
The longitude is the east or west distance measured in degrees from the prime meridian, as from Greenwich, England. If possible, please enter the Longitude to five decimal places of accuracy.

Metes and Bounds
Enter text in the Metes and Bounds textbox in instances when using an irregular survey. In cases when you use a Metes and Bounds description, State, County, Latitude and Longitude are required.

Distance in miles and direction from nearest town or post office
This is a free-form field.

Distance from proposed location to nearest property or lease line
This is a free-form field.

Distance from proposed location to nearest well, drilling, completed, applied for, on this lease
This is a free-form field.

Bottom Hole Location Information

Enter this information if this is a directional or horizontal well. If Bottom Hole location is the same as the Surface Location, click the appropriate checkbox at the top of the Bottom Hole Location area.

If the Bottom Hole Location is not the same as the Surface Location, see the above Surface Location field descriptions for guidance in completing this section of the form.

Additional Information
This is a free-form text field where you may enter any other pertinent information for the BLM, e.g., the surface owner's name or driving directions to the site.

11.3 Sundry Notice

BLM Office
Use the picklist to select the BLM Office to which you would like your form sent. The BLM Offices are listed alphabetically based on the city or town in which they are located.

Well Type
Use the picklist to specify the primary product for the proposed or existing well.

Submission Type
Select the radio button associated with the type of Sundry Notice you are filing. If this is an action you intend to take, click the Notice of Intent button. If it is an action you have already taken, click the Subsequent Report button. If appropriate, click the Final Abandonment Notice to indicate such an action.

Action
Use the picklist to select the type of action associated with the filing of this Sundry Notice.

Operating Company Information

Use the Name, Address and Phone Number textboxes to enter the appropriate Operating Company Information.

Administrative Contact Information

Use the Contact Name, Title, Address, Phone Number, and E-mail textboxes to enter the appropriate Administrative Contact information. Optionally, enter the Administrative Contact's Mobile and Fax Number in the appropriate textboxes.

Technical Contact Information

If the Technical Contact is the same as the Administrative Contact, click the appropriate checkbox at the beginning of the Technical Contact Information section.

If the Technical Contact is a different individual than the Administrative Contact, use the Contact Name, Title, Address, Phone Number, and E-mail textboxes to enter the appropriate Technical Contact information. Optionally, enter the Technical Contact's Mobile and Fax Number in the appropriate textboxes.

Lease and Agreement Information

Lease Serial Number
Enter the official BLM-assigned administrative record number for the **Federal** lease on which the proposed/existing well is located. If the well is actually on a **State** lease (but part of a federal agreement), enter "STATE" in the Lease Serial Number textbox. If the well is on **Private** land (but part of a federal agreement) enter "FEE" in the Lease Serial Number textbox.

If Indian, Allottee or Tribe Name
If the well is on Indian land or part of an Indian agreement, you must enter the tribe name or the allottee name of the tribe which has jurisdiction over this well.

If Unit or CA/Agreement, Name and/or Number
Some wells are part of an operating agreement, such as a Participating Area, Communitization Agreement, or a Unit. If this well is, or is going to be, subject to such an agreement, enter the BLM-assigned federal agreement number here.

Field and Pool, or Exploratory Area
Enter the name of the field or pool where you expect to complete the well. A field or pool is the name given to an accumulation of hydrocarbons. If the well is an exploratory well in which field/pool is still unknown, you should enter "Wildcat".

County and State Information

Enter the name of the County or Parrish and the 2-character postal abbreviation for the state in which the well is located.

Associated Well Information

Well Name
Enter the operator-assigned well name.

Well Number
Enter the operator-assigned well number.

API Number
Enter the 10-digit American Petroleum Institute unique identification number assigned by the state agencies to a well. The first 2 digits designate the state, the next three signify the county, and the last 5 are unique number positions.

Section
A section is a division of a township normally 1 mile square and containing 640 acres. Section numbers generally range from 1 to 36.

Township
Township is a cadastral survey designation for an east-west tier of the townships north and south of a base line. You will need to enter the township number, followed by the direction ("N" for North or "S" for South).

Range
Range is a cadastral survey designation for a north-south column of townships east or west of a meridian. You will need to enter the range number, followed by the direction ("E" for East or "W" for West).

Qtr/Qtr
Enter the quarter of the quarter of the section in which the well is or will be located. If you are specifying the location using section/township/range, you must specify either the quarter/quarter, or the lot, or the tract. N, S, E, and W are used in the format, e.g. "NWSE" meaning the northwest quarter of the southeast quarter of the section.

N/S Footage
Specify the number of feet from the nearest North or South section line and select FNL (From North Line) or FSL (From South Line) from the picklist.

E/W Footage
Specify the number of feet from the nearest East or West section line and select FWL (From West Line) or FEL (From East Line) from the picklist.

Latitude
The latitude is the distance measured in degrees North and South of the equator. If possible, please enter the Latitude to five decimal places of accuracy.

Longitude
The longitude is the east or west distance measured in degrees from the prime meridian, as from Greenwich, England. If possible, please enter the Longitude to five decimal places of accuracy.

Metes and Bounds
Enter text in the Metes and Bounds textbox in instances when using an irregular survey. In cases when you use a Metes and Bounds description, State, County, Latitude and Longitude are required.

11.4 Well Completion Report

BLM Office
Use the picklist to select the BLM Office to which you would like your form sent. The BLM Offices are listed alphabetically based on the city or town in which they are located.

Well Type
Use the picklist to specify the primary product for the proposed or existing well.

Completion Type
Use the picklist to specify Deepen, Different Reservoir, New Well, Plug Back, Work Over, or Other.

Operating Company Information

Use the Name, Address and Phone Number textboxes to enter the appropriate Operating Company Information.

Administrative Contact Information

Use the Contact Name, Title, Address, Phone Number, and E-mail textboxes to enter the appropriate Administrative Contact information. Optionally, enter the Administrative Contact's Mobile and Fax Number in the appropriate textboxes.

Technical Contact Information

If the Technical Contact is the same as the Administrative Contact, click the appropriate checkbox at the beginning of the Technical Contact Information section.

If the Technical Contact is a different individual than the Administrative Contact, use the Contact Name, Title, Address, Phone Number, and E-mail textboxes to enter the appropriate Technical Contact information. Optionally, enter the Technical Contact's Mobile and Fax Number in the appropriate textboxes.

Surface Location Information

Specify the surface location of the proposed well in accordance with any state requirements. Use one of the following methods:

3. If the surface location is being identified by rectangular survey then the following fields are required: State, County, Section, Township, Range, Meridian, Qtr/Qtr, N/S Footage and E/W Footage.
4. If a different survey is used, the following fields are required: State, County, Latitude, Longitude, and Metes & Bounds description.

County or Parrish and State
Enter the name of the County or Parrish and the 2-character postal abbreviation for the state in which the well is located.

Section
A section is a division of a township normally 1 mile square and containing 640 acres. Section numbers generally range from 1 to 36.

Township
Township is a cadastral survey designation for an east-west tier of the townships north and south of a base line. You will need to enter the township number, followed by the direction ("N" for North or "S" for South).

Range
Range is a cadastral survey designation for a north-south column of townships east or west of a meridian. You will need to enter the range number, followed by the direction ("E" for East or "W" for West).

Meridian
If you are specifying the location using section/township/range, you must also specify the meridian upon which those values are based. Select the appropriate meridian from the picklist.

Qtr/Qtr
Enter the quarter of the quarter of the section in which the well is or will be located. If you are specifying the location using section/township/range, you must specify either the quarter/quarter, or the lot, or the tract. N, S, E, and W are used in the format, e.g. "NWSE" meaning the northwest quarter of the southeast quarter of the section.

Lot #
Enter the lot number on which the well is located. Qtr/Qtr or Lot # or Tract # is required.

Tract #
Enter the tract number on which is the well is located. Qtr/Qtr or Lot # or Tract # is required.

N/S Footage
Specify the number of feet from the nearest North or South section line and select FNL (From North Line) or FSL (From South Line) from the picklist.

E/W Footage
Specify the number of feet from the nearest East or West section line and select FWL (From West Line) or FEL (From East Line) from the picklist.

Latitude
The latitude is the distance measured in degrees North and South of the equator. If possible, please enter the Latitude to five decimal places of accuracy.

Longitude
The longitude is the east or west distance measured in degrees from the prime meridian, as from Greenwich, England. If possible, please enter the Longitude to five decimal places of accuracy.

Metes and Bounds
Enter text in the Metes and Bounds textbox in instances when using an irregular survey. In cases when you use a Metes and Bounds description, State, County, Latitude and Longitude are required.

Producing Interval Location Information

If this is a directional or horizontal well, enter this information. These fields are the same as the Surface Location Information above, so see the above field descriptions for information on completing this section.

Bottom Location Information

If this is a directional or horizontal well, enter this information. These are the same as the Surface Location Information above, so see the above field descriptions for information on completing this section.

Lease and Agreement Information

Lease Serial Number
Enter the official BLM-assigned administrative record number for the **Federal** lease on which the proposed/existing well is located. If the well is actually on a **State** lease (but part of a federal agreement), enter "STATE" in the Lease Serial Number textbox. If the well is on **Private** land (but part of a federal agreement) enter "FEE" in the Lease Serial Number textbox.

If Indian, Allottee or Tribe Name
If the well is on Indian land or part of an Indian agreement, you must enter the tribe name or the allottee name of the tribe which has jurisdiction over this well.

If Unit or CA/Agreement, Name and/or Number
Some wells are part of an operating agreement, such as a Participating Area, Communitization Agreement, or a Unit. If this well is, or is going to be, subject to such an agreement, enter the BLM-assigned federal agreement number here.

Field and Pool, or Exploratory Area
Enter the name of the field or pool where you expect to complete the well. A field or pool is the name given to an accumulation of hydrocarbons. If the well is an exploratory well in which field/pool is still unknown, you should enter "Wildcat".

Well Information

Well Name
Enter the operator-assigned well name.

Well Number
Enter the operator-assigned well number.

API Number
Enter the 10-digit American Petroleum Institute unique identification number assigned by the state agencies to a well. The first 2 digits designate the state, the next three signify the county, and the last 5 are unique number positions.

Date Spudded
Enter the date the well was spud.

Date T.D. Reached
Enter the date the total depth was reached.

Date Completed
Enter the date the well was completed.

Dry & Abandoned or Ready to Produce
Select the applicable checkbox for this well.

Elevation
Enter the elevation in feet, and use the picklist to specify the type of elevation measurement: Casing Head, Derrick Floor, Ground Level, Kelly Bushing, or Rotary Table.

Total Depth
Enter the measured depth, and, if the well is directional or horizontal, the true vertical depth.

Plug Back Total Depth
Enter the measured depth, and, if the well is directional or horizontal, the true vertical depth.

Depth Bridge Plug Set
Enter the measured depth, and, if the well is directional or horizontal, the true vertical depth.

Type of Electric & Other Mechanical Logs Run
Enter free-form text related to the type of logs run.

Was Well Cord?
Select either the Yes or No radio button as appropriate for this well.

Was DST Run?
Select either the Yes or No radio button as appropriate for this well.

Directional Survey?
Select either the Yes or No radio button as appropriate for this well.

Casing and Liner Record
If you enter a Casing a Liner Record, then Hole Size, Casing Size, Casing Weight Per Foot, and Bottom Measured Depth (MD) are all required. The fields in this section may have multiple values, so a number of rows exist for you to enter data. The form can accommodate up to six casings.

Tubing Record
If you enter a tubing record, then Tubing Size and Depth Set (MD) are required. You may optionally enter the Packer Depth (MD). The form can accommodate up to three records.

Producing Intervals (Formation Name, Top MD, Bottom MD)
For the first Producing Internal, enter the name of the geologic formation from which the well is producing, together with the formation's top and bottom measured depth.

Perforation Record
If you enter a record here, then Top (MD) and Bottom (MD) are required. You may optionally enter Size, Number of Holes, and Perf Status.

Acid, Fracture, Treatment, Cement Squeeze, etc.
If a record is entered here, then Top (MD), Bottom (MD), and a Description of up to 5 records are required.

Production Method
You must select a production method form the picklist, e.g., the type of pumping unit, “flows from well”, etc.

Well Status
You must select a Well Status from the picklist.

Production Interval A through D Information

Date First Produced
Enter the date of First Production for the well.

Test Date
Enter the date of the production rate test.

Hours Tested
Enter the total duration of the test in number of hours.

Test Production Information

Oil (BBL)
Enter the amount of oil in barrels produced during the test period.

Gas (MCF)
Enter the amount of gas in cubic feet produced during the test period.

Water (BBL)
Enter the volume of water in barrels produced during the test peiod.

Oil Gravity (Corrected API)
A measure of density or gravity derived by equation.

Gas Gravity
A measure of density or gravity derived by equation.

Choke Size
The size of the choke, in inches, used during the test.

Tubing Pressure Flowing/Shut In
The pressure in tubing during the test (psig).

Casing Pressure
The pressure in casing during the test (psig).

24-Hour Rate Information

Oil (BBL)
Enter the rate of oil in barrels produced, calculated for 24 hours.

Gas (MCF)
Enter the rate of gas in cubic feet produced, calculated for 24 hours.

Water (BBL)
Enter the rate of water in barrels produced, calculated for 24 hours.

Gas:Oil Ratio (GOR)
Ratio of gas (cubic feet0 produced with oil (barrels) produced during the test.

Disposition of Gas
Choose a gas disposition (venting, flaring, sold, etc.) from the picklist.

Summary of Porous Zones
If you enter a Porous Zone formation, then you must also specify a Top and Bottom Measured Depth. A description is optional.

Formation (Log) Markers
If you enter a formation, then you must enter a Top (MD).

Additional Remarks
This is a free-form text field where you may enter any other pertinent information for the BLM, e.g. the surface owner's name, or driving directions to the site.

Appendix A - List of Acronyms

AFMSS	Automated Fluid Minerals Support System
API	American Petroleum Institute
APD	Application for Permit to Drill or Reenter
BLM	Bureau of Land Management
EC	Electronic Commerce
MD	Measured Depth
NOS	Notice of Staking
Psi	Pressure per square inch
psig	Pressure per square inch, gauge
SN	Sundry Notice
TD	Total Depth
TVD	Total Vertical Depth
WC	Well Completion Report
WIS	Well Information System

Appendix B – List of Contacts

If you would like more information concerning any of the following topics:

- BLM's permitting policies, processes and procedures
- BLM's direction for Electronic Permitting
- BLM's Electronic Commerce Trading Partner Agreement

Contact the BLM Project Manager for Electronic Permitting for Fluid Minerals:

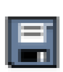
Paul Brown
U.S. Department of Interior
Bureau of Land Management
P.O. Box 25047 (MS WO-330D)
Denver, CO 80225-0047
Phone: 303-236-8586
Fax: 303-236-6691
Email: Paul_Brown@blm.gov

Appendix C – Icon Quick Reference Guide

Icons found from your In-Process tab:

	Browse Forms icon. Used to search for a particular form you would like to create and submit.
	My Profile icon. Select this icon if you need to change any of your personal information (e.g., email address, company address, phone number, etc.).
	Logout of the system.
	Request system help.

Icons found on an individual form:

	Move automatically to the bottom of the form.
	Convert the form to PDF format, for printing or saving.
	View the form history, including the date, time and individual responsible for all form actions that have occurred since the form was created.
	Add attachments icon. The icon appears disabled (grayed out) if no attachments have been made to the form. The icon appears enabled if attachments exist.
	Auto-fill icon. Automatically populate the form with those user attributes set up to auto-fill.
	Save form icon.
	Reset Form icon. Sets all form fields to their values when the form was last saved. If the form has never been saved, all fields are set to blank.
	Close the form and go back to your Action Items folder. If the form is not saved prior to closing, all entered data will be lost.