

# OCC ePermit Help Table of Contents

<b>Overview .....</b>	<b>3</b>
Purpose and Objective .....	3
Training/Testing Modules for the ITD Application .....	3
<b>Common Functions.....</b>	<b>4</b>
Icon Selection .....	4
Auto-Tabbing .....	4
Cursor Focus and Grids .....	5
Grid Buttons .....	5
Phone Numbers .....	5
Page Tab Smart Key Selection .....	5
<b>Basic GUI Navigation .....</b>	<b>7</b>
Menu Bar .....	7
Page Navigation.....	7
Control Focus and Selection.....	7
Do Not .....	8
<b>Affidavit Request (Request a Login Account).....</b>	<b>9</b>
Operator Email Notifications .....	10
<b>External ePermit Data Entry.....</b>	<b>11</b>
Operator Home Page .....	11
Operator Information is Pre-populated into Operator Panel .....	12
Menu Bar .....	13
ITD Data Entry .....	13
Intent.....	14
Attachments .....	20
Formations .....	22
Adding Orders .....	23
Casings .....	24
Pits .....	26
Disposals.....	29
Bottom Holes.....	30
Affidavit .....	31
Signatures .....	32
<b>Enter Amendment.....</b>	<b>33</b>
The API Suffix is a character that tracks the amendments to an existing well. .	33
Population of Fields by Amending a Record .....	34
<b>Finding Source of Errors.....</b>	<b>35</b>

<b>Rejections.....</b>	<b>36</b>
<b>Appendix A: States and State Abbreviations .....</b>	<b>37</b>
<b>Appendix B: Quarter Call Values .....</b>	<b>40</b>

# Overview

## Purpose and Objective

The purpose of this document is to provide detailed information for training an end-user on the RBDMS ITD.NET online system. This document includes all facets of RBDMS ITD.NET functionality based on defined workflow and application requirements. This training guide does not contain training material for the OCC IT Development Team.

The objective for the training process is to provide the Oklahoma Corporation Commission (OCC) the required training material and instruction necessary to use the system as designed, developed, and implemented.

## Training/Testing Modules for the ITD Application

There are several modules that have been initially identified from the functional requirements document that will be used for the training process for the RBDMS ITD.NET application.

- Common Functions
- Basic GUI navigation
- Workflow Process
- Affidavit Request (Request Login Account)
- External ePermit Data Entry
- Enter Amendment
- Finding Source of Errors
- Rejected ITDs

# Common Functions

Common functions describe actions that operate consistently throughout the RBDMS ITD.NET application. Common functionality includes selection of icons, auto-tabbing between fields, cursor focus on grid view items, phone numbers and Page Tab smart key selection.

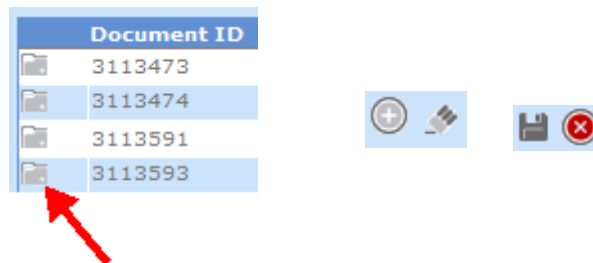
## Icon Selection

Icon selection allows a user to choose an icon in one of two ways:

- Placing the mouse cursor over the icon image and left-clicking the mouse button, or
- Pressing the <TAB> key to the preferred icon and pressing the <ENTER> key

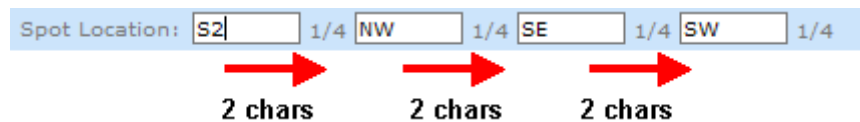
Icon images include:

- Folder images on the Home page
- The Add, Update, Clear, Delete and Cancel buttons above and within grids



## Auto-Tabbing

Auto-Tabbing refers to the movement of the text cursor from one text field to another when the maximum number of text spaces has been entered for a particular field.



## Cursor Focus and Grids

The text cursor focus occurs during the addition of a grid item and when entering a page tab. For example, when a surface owner is added to the surface owner grid, the cursor returns to the **Surface Owner Name** textbox for entry of the next Surface Owner name.

10. SURFACE OWNER

Name

Address One

Address Two

City  State  Zip Code

Country

1. User Selects Add Surface Owner and item is added to the grid

2. Once added, cursor returns to Surface Owner Name Textbox

Name
JERRY SOUTHERD

This action is consistent with all added and updated grid items. The cursor returns to the initial point of entry for a new item.

## Grid Buttons

Grid views functionality consists of five buttons. These buttons include Cancel, Update, Clear, Delete and Save. The buttons operate the same way for all grids.



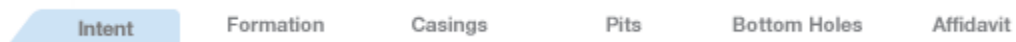
## Phone Numbers

All phone numbers must be entered in 10-digit format. This includes the area code and phone number.

## Page Tab Smart Key Selection

The Data Entry Module of the RBDMS ePermit.NET online application consists of 6 or 7 page tabs depending on role and workflow process. The page tabs include Intent, Formation, Casing, Pits, Bottom Holes, Affidavit and Memo.

### Without Memo



### With Memo



To navigate to a particular page tab when performing Data Entry, Geology Review or Well Record Review, the user may press the <ALT> key plus the first letter of the tab. The image below displays the concept.



# Basic GUI Navigation

## Menu Bar

The RBDMS ePermit.NET system is an online application and follows a Windows/Web Form format. With the proper permissions, all forms are accessible utilizing the Menu Navigation Bar.



All forms contain controls. Controls include textboxes, checkboxes, grids and buttons. When the cursor is located on the specific control, the control is said to have “focus”.

## Page Navigation

A user navigates through a form using two methods. The two methods include the <TAB> key or the Mouse.

The <TAB> key is located near the top left corner of the keyboard. Pressing the <TAB> key moves a cursor from one control to the next in an ordered fashion from left to right on the web form. The Mouse allows a user to move the mouse pointer to any control on the page with a click of the button.

## Control Focus and Selection

The following controls are activated with the actions listed below:

**Checkbox** – Press the <SPACE> bar to select or deselect the item. A check in the checkbox means True/Yes. No check in the checkbox means False/No.

**Textbox** – Letters and numbers on the keyboard are pressed by the user.

**Dropdown Box** – Items are listed in alphabetical order. If the first letter of an item in the dropdown box is an “A”, then the “A” button or the down button can be pressed until the appropriate word is found. The item can also be selected by using the mouse. To activate the list, point the mouse pointer over the dropdown box and left-click the mouse button. Move over the item and select the item by left-clicking the mouse item on the dropdown selection.

**Buttons** – To activate a process performed by a particular button, press the <TAB> key to the specific button and press <ENTER> or <SPACE>.

## **Do Not**

The Internet Browser contains a <BACK> and <FORWARD> key. These keys are displayed as an image with an arrow pointing forward and an arrow pointing backward or with the words "BACK" and "FORWARD". Do not use these buttons as they disrupt the application.



Workflow Process pertains to the lifecycle of a single Intent to Drill (ITD) application utilizing the RBDMS ePermit.NET online application. The RBDMS ePermit.NET online application workflow consists of a non-walkthrough process that begins with the reception of an ITD and ends with the generation of an ITD permit which is delivered via mail. With the exception of the ITD image scan, the process is paperless. The paperless non-walkthrough ITD process is displayed below in the diagram.



# Affidavit Request (Request a Login Account)

Public Users are required to complete an affidavit which assures that any applications submitted are certified from the original company. To submit an affidavit request, enter The Company information into the required fields listed below exactly as is on file with the OCC Oil and Gas Surety section. Once the information has been entered, click the Print Form button to print a hardcopy of the Affidavit Application. An Officer of the Company must sign and date the hardcopy document and the document with the original signature must be either hand delivered or mailed to the address provided on the web page.

The screenshot shows a web form titled "Oklahoma Corporation Commission Affidavit Application". The form includes a header with the logo "EMPOWERING OKLAHOMA" and the text "Oklahoma Corporation Commission Affidavit Application". Below the header is a blue box containing the following text: "In order to process permit applications within Oklahoma, you are required to complete an affidavit which assures that any applications submitted are certified from the original company. Affidavit is a requirement for login to the system." Below this is the address: "Form Instructions. Sign and Mail this Form To: Oklahoma Corporation Commission, Oil and Gas Conservation Division, Jim Thorpe Building, P.O. Box 52000, Oklahoma City, OK 73160-2000". The main section is titled "Company Information." and contains the following fields: Company Number, Company Name, Email, Address One, Address Two, City, State, Zip Code, First Name, Last Name, Phone, Fax, Password Question, and Password Answer. At the bottom of the form are three buttons: "Submit Login Request", "Cancel Request", and "Print Form".

## Required Fields

- Company Name (Operator Name)
- Email
- Operator Address One or Operator Address Two
- Operator City, Operator State, Operator Zip

- First and Last Name
- Password Question and Answer

#### **Buttons**

- **Submit Login Request** – Validates Affidavit Request and submits to the Affidavit Request Reviewer for Approval or Rejection
- **Cancel Request** – Cancels the Affidavit Request and redirects the user to the login page
- **Print Form** – Generates a hard copy in PDF format of the Affidavit Request form that must be signed and submitted to the Corporation Commission before final approval for using the system.

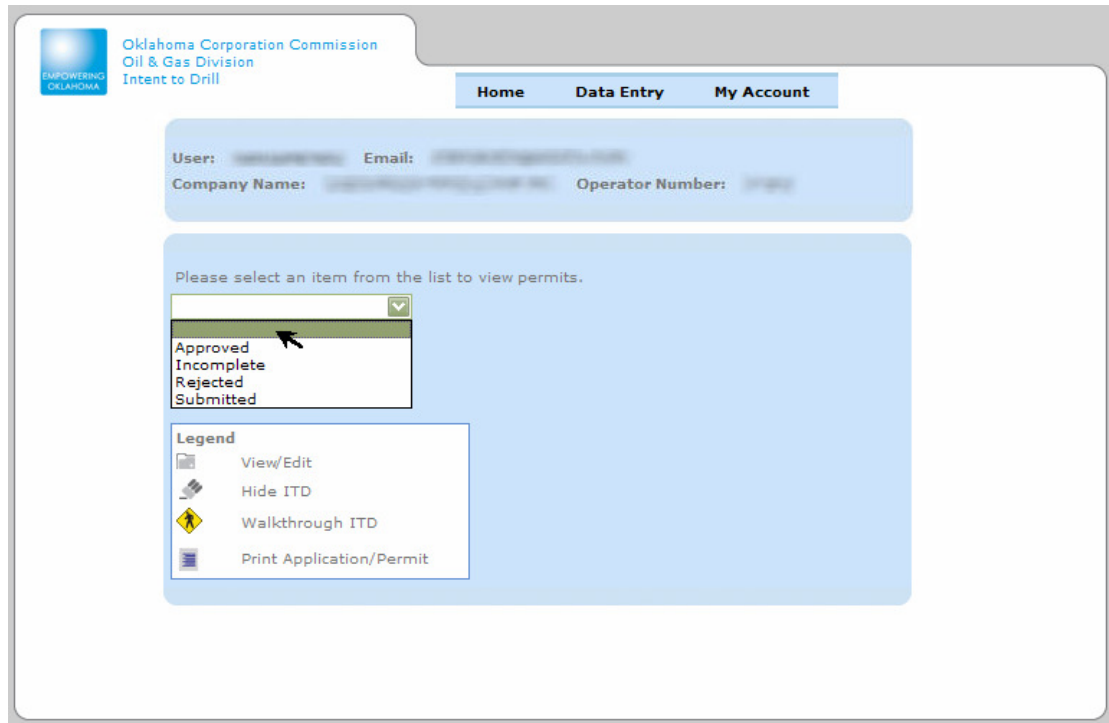
#### **Operator Email Notifications**

Operators will receive email notifications at various times during the submittal, processing, and final approval, from the ePermit application.

# External ePermit Data Entry

Operators are now able to submit an ITD into the RBDMS ITD.NET online system through the internet.

## Operator Home Page



The screenshot shows the Operator Home Page of the RBDMS ITD.NET system. The page header includes the Oklahoma Corporation Commission Oil & Gas Division logo and the text "Intent to Drill". Navigation tabs for "Home", "Data Entry", and "My Account" are visible. The main content area contains a user login section with fields for "User:", "Email:", "Company Name:", and "Operator Number:". Below this is a section titled "Please select an item from the list to view permits." which features a dropdown menu with options: "Approved", "Incomplete", "Rejected", and "Submitted". A mouse cursor is pointing at the "Approved" option. A legend box is also present, listing actions: "View/Edit" (document icon), "Hide ITD" (hand icon), "Walkthrough ITD" (warning sign icon), and "Print Application/Permit" (printer icon).

There are four views available to an operator from the home page.

- Approved
- Incomplete
- Rejected
- Submitted

Selecting one of these views will display a list of appropriate ITD's as shown.

Oklahoma Corporation Commission  
Oil & Gas Division  
Intent to Drill

Home Data Entry My Account

User: [REDACTED] Email: [REDACTED]  
Company Name: [REDACTED] Operator Number: [REDACTED]

Please select an item from the list to view permits.  
Submitted

Well Name	Well Number	Type	Status	Created
[REDACTED]	0-1881	Amend	GRP	11/05/2007
[REDACTED]	0-1881	Drill	GRP	11/02/2007
[REDACTED]	0-1881	Amend	GRP	11/02/2007
[REDACTED]	0-1881	Drill	GRP	11/01/2007
[REDACTED]	0-1881	Drill	GRP	10/31/2007
[REDACTED]	0-1881	Amend	GRP	10/29/2007
[REDACTED]	0-1881	Recomplete	GRP	10/24/2007

**Legend**

- View/Edit
- Hide ITD
- Walkthrough ITD
- Print Application/Permit

The operator can View or Edit any ITD that has not been submitted or has been rejected by OCC OG Division personnel. Operators will be able to “View only” all submitted and approved ITD’s. A duplicate Permit can be printed for all approved ITD’s, and a sample, non-valid, permit can be printed for all other ITD’s.

### Operator Information is Pre-populated into Operator Panel

**9. OPERATOR NAME**

Name: CHESAPEAKE OPERATING INC      Email: [REDACTED]

Address One: P.O. Box 18496

Address Two: [REDACTED]

City: OKLAHOMA CITY      State: OK      Zip Code: 73154      0496

Country: [REDACTED]

Phone: ( ) - -

The Name, Address One, Address Two, City, State, Zip Code boxes, Email, Country and Phone are Read-Only.

Once the operator panel is populated with data, the “Save” button is enabled and the user has the ability to save the ITD.

## Menu Bar

The menu bar is a navigation tool which allows an end-user to proceed to the web page of choice. The menu bar items are both keyboard and mouse-click friendly.



## ITD Data Entry

The RBDMS ITD.NET Application appears as tabs consisting of six tabs. These tabs include: Intent, Formations, Casings, Pits, Bottom Holes and Affidavit.



The material below lists the respective pages and their functionality. All items mentioned in this section will be seen by a user. Data entry is based on free-form methodology with limited base validation. This means the Data Entry Clerk has the ability to enter whatever is on the form and will be notified of errors on the form that are unacceptable for saving the record. Below is the Intent screen after selecting a document from the imaging queue.

Oklahoma Corporation Commission  
Oil & Gas Division  
Intent to Drill

Home Data Entry Search Admin Reports

Intent Formation Casings Pits Bottom Holes Affidavit

View Document

BATCH NUMBER (OCC USE ONLY) 4197 2

1. OTC/OCC OPERATOR NUMBER

2. API NUMBER

Check Surety Amend Reject

3. NOTICE OF INTENT TO: (CHECK ONLY ONE)

Drill  Recomplete  Reenter  Deepen  Amend

4. TYPE OF DRILLING OPERATION

A.  Straight Hole  Horizontal Hole  Directional Hole

B.  Oil/Gas  Injection  Disposal  Water Supply  Strat Test

5. WELL LOCATION

Section Township Range Meridian **IM** County

Spot Location: 1/4 1/4 1/4 1/4

Feet from 1/4 Section Line: from from

Latitude Longitude

7. Well will be feet from nearest unit or property boundary.

8. LEASE NAME WELL NUMBER

9. OPERATOR NAME

Name Address One Address Two City State Zip Code Country Phone

11. Is well located on lands under federal jurisdiction?

12. Will a water well be drilled? Will surface water be used?

10. SURFACE OWNER

Name Address One Address Two City State Zip Code Country

Save Send to Geology

## Intent

The Intent Data Entry screen is the central location to enter all ITD data elements into the new RBDMS ITD.NET system. It contains information necessary for the ITD to be approved.

### Automated Fields (Default Values are automatically populated)

- Batch Date (MMDDYY)
- Batch Number (3-digit sequence number that starts over each day)
- API Suffix
- Well Meridian (Default is IM)

### Required Fields

- Operator Number – For Surety
- Lease Name (Well Name)

- Well Number
- Operator Name
- Operator Address One or Operator Address Two
- Operator City, Operator State, Operator Zip

#### Hidden Fields

- Amend Reason – This textbox is invisible until the “Amend” checkbox under Application Type is selected. The value is removed and the textbox is hidden if the “Amend” checkbox is unselected.
  - Only one item can be selected within the Application Type checkbox list. If multiple items are selected, at least one has to be Amend. The Amend type is expressed by selecting one of the application types.

3. NOTICE OF INTENT TO: (CHECK ONLY ONE)

Drill  Recomplete  Reenter  Deepen  Amend

Amend Reason

#### Disabled/Enabled Fields

- API Number and API Suffix will be disabled and blank if “New Drill” in the Application Type is selected.
- Pit Information on the “Pits” tab will be disabled if “Re-complete” is selected.

#### Buttons

- Check Surety – Validates Surety based on the Operator Number
- Amend – Amends an ITD based on API County and API Number
- Reject – During the data entry phase, the reject button sends a notification to the Imaging group stating an ITD was rejected.
- Save – Saves the record.
- Send to Geology – Sends the ITD to the Unassigned ITDs - Geology Review grid and removes from the data entry queue.
- Attachments – Transfers the user to the attachment page for the permit.

#### Base Validation (Free-form validation checks)

- The Save Button is not activated until a Valid Operator Number with Surety is added to the Operator Panel. Operator Surety will be retrieved from the Surety database. If a user does not have valid Surety, the user will not be able to save the application.
- An error message appears if the Lease Name, Well Number, and Operator Name are not entered
- An error message appears if a text character is entered in the Operator Number, API County, API Number, Well Section, North – South distance, East – West distance, Feet from Lease, Latitude and Longitude textboxes. The fields must be numeric.

- An error message appears if the API County entered is not a valid County Code.
- An error message appears if the API Number is not a valid API Number in the database.
- An error message appears if more than one item is checked under application type and at least one of the two items is not Amend.
- An error message appears if the “Amend” application type is selected and no Amend reason is provided.
- An error message appears if more than one Drilling Type “B” is selected.
- An error message appears if any item in the Surface Owners panel is entered and not added to the Surface Owner Grid. The fields include Surface Owner: Name, Address One, Address Two, City, State, Zip code or Country.

### Application Type

This section describes the application type for which the operator is applying.

#### 3. NOTICE OF INTENT TO: (CHECK ONLY ONE)

Drill  Recomplete  Reenter  Deepen  Amend

The application type consists of five options:

- Drill
- Re-Complete
- Reenter
- Deepen
- Amend (with reason)

More than one category item can be selected along with the “Amend” checkbox.

### Drilling Type and Well Class

This section is used to record the type of drilling operation and also record the well class.

#### 3. NOTICE OF INTENT TO: (CHECK ONLY ONE)

Drill  Recomplete  Reenter  Deepen  Amend

#### 4. TYPE OF DRILLING OPERATION

A.  Straight Hole  Horizontal Hole  Directional Hole

B.  Oil/Gas  Injection  Disposal  Water Supply  Strat Test

There are three types of drilling operations:

- Straight Hole



- Horizontal Hole
- Directional Hole

All three drill types can be selected. If a Horizontal or Directional Hole is selected, there must be one of the types of the specified hole entered on the bottom holes page.

There are five types of well class:

- Oil and Gas
- Injection
- Disposal
- Water Supply
- Strat Test

Only one well class can be selected.

#### Well Location

This section captures the legal location of a well.

**5. WELL LOCATION**

Section  Township  Range  Meridian  County

Spot Location:  1/4  1/4  1/4  1/4  Irregular Section

Feet from 1/4 Section Lines: from  from

Latitude  Longitude

7. Well will be  feet from nearest unit or property boundary.

8. LEASE NAME  WELL NUMBER

A legal location is comprised of several values including:

- Section
- Township
- Range
- County
- Spot Location
- Irregular Section
- Feet from Quarter Lines
- Latitude
- Longitude

The Legal Location entry is verified against predefined values and notifies users of errors in the entry. At least one quarter call is required. The rules for quarter calls in well location pertain to all entries that require quarter call entries. The rules are as follows:

- Two quarter calls must be entered unless the one quarter call entered is “C”.
- When “C” is entered in one of the quarter calls, the succeeding quarter calls cannot be entered.

**Irregular section is NOT visible during Data Entry.**

Feet from the ¼ Section Lines must be numeric.

### Lease Name and Lease Number

While not unique, these two textboxes are required for an ITD to be sent to Geology Review.

### Well Grid

The Well Grid is a box that allows the user to click on a section of the grid to show the well spot and also outline the lease line.

### Company Information

The company information section contains information related to the operator. All fields are disabled with the exception of email and country. All operator information is validated against the surety information located in the Surety system.

**9. OPERATOR NAME**

Name  Email

Address One

Address Two

City  State  Zip Code

Country

Phone (  )  -

### Surface Owner

The surface owner information section contains general information for every surface owner of the property. All surface owners are notified when a permit to drill has been issued.

**10. SURFACE OWNER**



Name


Address One

Address Two

City  State  Zip Code

Country

		Name
7		JERRY SOUTHERD

### Adding a Surface Owner

To add a surface owner, the user should perform the following:

1. Enter relevant information (Name, Address, City, State, etc.) into the Surface Owner textboxes, AND
2. Place the mouse cursor over the “Add Surface Owner” button (Image with a + sign) and left-mouse click on the button, OR
3. Press the <TAB> key to the “Add Surface Owner” button (Image with a + sign) and press <ENTER>.

The surface owner name appears in the grid below the surface owner information panel. The surface owner information in the entry screen becomes blank.

### Updating a Surface Owner

To update a surface owner, the user should perform the following:

1. Place the mouse cursor over the “Edit Surface Owner” button (Image with a checkmark sign) and left-mouse click on the button, OR
2. Press the <TAB> key to the “Edit Surface Owner” button (Image with a checkmark sign) and press <ENTER>.
3. Edit relevant information (Name, Address, City, State, etc.) into the Surface Owner textboxes, AND
4. Place the mouse cursor over the “Update Surface Owner” button (Image of a diskette) and left-mouse click on the button

The surface owner name appears in the grid below the surface owner information panel. The surface owner information in the entry screen becomes blank and the cursor is placed within the surface owner name textbox.

### Federal Jurisdiction and Water

This section contains a checkbox requesting information on whether a well is on lands under federal jurisdiction. This section also collects details about water that is being used on the well site.

As with all checkboxes, a check signifies “Yes” and a blank signifies “No”.

11. Is well located on lands under federal jurisdiction?

12. Will a water well be drilled?  Will surface water be used?

To place a checkmark in the checkboxes, the user performs one of the following:

1. Place the mouse cursor over the checkbox and left-mouse click on the button, OR
2. Press the <TAB> key until the checkbox has focus and press <SPACE>.

## Attachments

The ePermit system is capable of storing PDF attachments with an ITD application. These attachments can be uploaded by an industry user, or by an OCC Data Entry clerk. Once an ITD has been submitted to the OCC geology department attachments will not be able to be modified.



**10. SURFACE OWNER**

Name


Address One

Address Two

City  State

Zip Code

Country

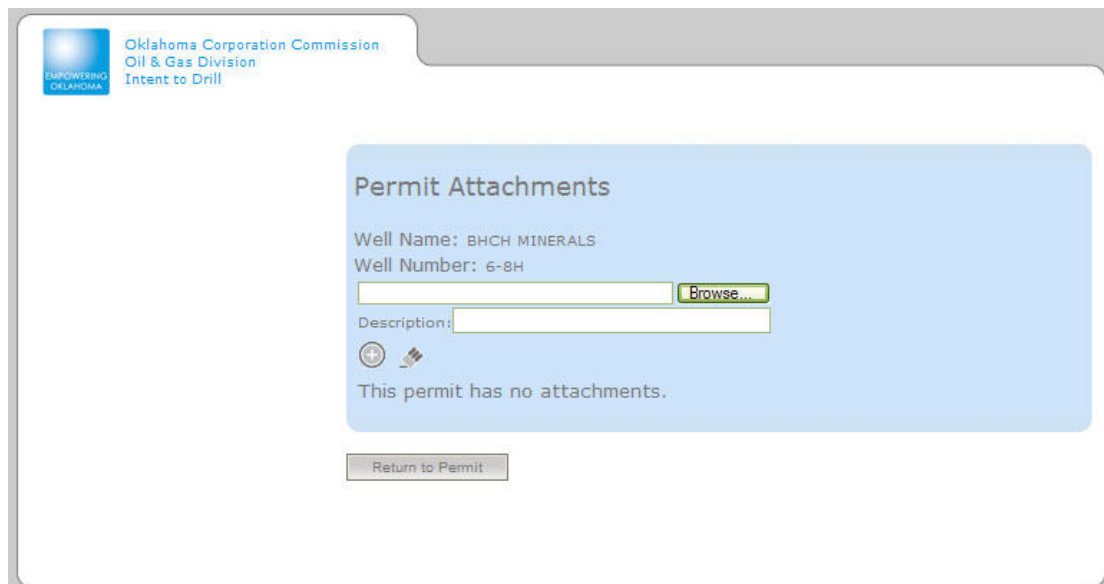
 


[Save](#) [Send to Geology](#) [Attachments](#)

[Delete](#)

A red arrow points from the 'Attachments' button to the 'Attachments' button.

The attachments page can be reached only after the application has been saved for the first time. Accessing the page is done by pressing the Attachments button at the bottom of the Data Entry page under the Intent tab.





 Oklahoma Corporation Commission  
Oil & Gas Division  
Intent to Drill

**Permit Attachments**

Well Name: BHCH MINERALS  
Well Number: 6-8H

[Browse...](#)

Description:

This permit has no attachments.

[Return to Permit](#)



**Add selected Document**

**Permit Attachments**

Well Name: BHCH MINERALS  
Well Number: 6-8H



C:\ITD Info\Docs\BNCH\_MINERALS.pdf

Description:

This permit has no attachments.



**Clear form and start over**



All attachments must include a description. To clear the form and start over press the  button. To add a new document press the  button.

**Permit Attachments**

Well Name: BHCH MINERALS  
Well Number: 6-8H

Description:



Description
 Well info for 6-8H 



Once attached, your document will be listed on the page. You may view your document, or remove it from the system at this time.

**Permit Attachments**

Well Name: BHCH MINERALS  
Well Number: 6-8H

Description:

Description
 Well info for 6-8H 

**Remove document from Permit**

**View document**

In order to return to your current application, press the “Return to Permit” button located at the bottom of the page.

Return to Permit

## **Formations**

The Formations screen displays target formations, spacing orders, pending application c.d. orders, location exception orders, and increased density orders. There is no limit on the number of formations or order types added to their respective grids. This is a new feature that eliminates the fixed number of items a user can enter.

### **Adding a Target Formation**

To add a target formation, the user should perform the following:

1. Enter information into the target formation code or target formation name textbox. Only one of the two items needs to be entered. If the formation code is entered, the formation name will populate the grid on addition of the target formation. If the formation name is entered, the formation code should be populated in the grid on addition of the target formation. Both values may be entered by choice.
2. If there is a formation depth, enter the formation depth into the formation depth textbox. This must be numeric.
3. Place the mouse cursor over the “Add Target Formation” button (Image with a + sign) and left-mouse click on the button, OR
4. Press the <TAB> key to the “Add Target Formation” button (Image with a + sign) and press <ENTER>.

The target formation information appears in the grid below the target formation panel. The target formation information in the entry screen becomes blank and the mouse cursor appears within the target formation name textbox.

### **Updating a Target Formation**

Please reference the “Update Surface Owner” methodology for the key or mouse actions required to update a grid row.

## Adding Orders

Methodology for adding orders is the same for all order types.

- When adding spacing orders, unit size must be numeric.

To add an order type, the user should perform the following:

1. Enter information into the order name textbox. If the order type is a spacing order, unit size must be entered. This must be numeric.
2. Place the mouse cursor over the “Add Order” button (Image with a + sign) and left-mouse click on the button, OR
3. Press the <TAB> key to the “Add Order” button (Image with a + sign) and press <ENTER>.

The order information appears in the grid below the designated order type panel. The order type information in the entry screen becomes blank and the mouse cursor appears within the order name textbox.

## Updating an Order Type

Please reference the “Update Surface Owner” methodology for the key or mouse actions required to update a grid row.

Oklahoma Corporation Commission  
Oil & Gas Division  
Intent to Drill

Home Data Entry Search Admin Reports

Intent Formation Casings Pits Bottom Holes Affidavit

### 14. TARGET FORMATION

Formation  Code  Depth

Formation	Code	Depth (ft)
DOLOMITE WASH	000DWASH	2110
CONGLOMERATE BASAL	000CGLMB	2222

### 15. SPACING ORDER NUMBER(S) AND SIZE UNIT(S)

Order No.  Unit Size

### 16. PENDING APPLICATION C.D. NO.

C.D. No.  Description

### 17. LOCATION EXCEPTION ORDER NO.

Order No.  Description

### 18. INCREASED DENSITY ORDER NO.

Order No.  Description

Save Send to Geology

## Required Fields – Data Entry

- When adding a target formation, formation or formation code is required.
- When adding a spacing order, pending application c.d., location exception or increased density order, an order number is required

## Validation

- An error message appears if a text character is entered in the target formation depth textbox when attempting to add or update the target formation. The field must be numeric.
- An error message appears if a text character is entered in the spacing order, pending application, location exception order or increased density order number textbox when attempting to add or update an order type. The fields must be numeric.
- An error message appears if a text character is entered in the spacing order unit size textbox when attempting to add or update a spacing order. The field must be numeric.

## Casings

The Casings page consists of questions pertaining to the permit and alternate casing programs.

The screenshot shows a web-based data entry form for the Oklahoma Corporation Commission Oil & Gas Division. The form is titled 'Casings' and is part of a larger application with tabs for 'Intent', 'Formation', 'Pits', 'Bottom Holes', and 'Affidavit'. The 'Casings' tab is active. The form contains the following fields and options:

- 19. TOTAL DEPTH: [Textbox]
- 20. GROUND ELEV: [Textbox]
- 21. BASE OF TREATABLE WATER: [Textbox]
- 22. SURFACE CASING: [Textbox]
- 23. ALT CASING PROG USED?:
- 24. ALTERNATE CASING PROCEDURE, check box and fill in blank (AFFADAVIT REQUIRED)
  - A. Cement will be circulated from total depth to ground surface on the production casing string.
  - B. Cement will be circulated by use of a two-stage cementing tool.  
From [Textbox] depth to [Textbox]

At the bottom of the form, there are two buttons: 'Save' and 'Send to Geology'.

## Required Fields

- None

## Validation

- An error message appears if a text character is entered in the total depth, ground elevation, base of treatable water and surface casing textboxes. The fields must be numeric.



- An error message appears if a text character is entered in the “From” or “To” textbox underneath 24.B. The field must be numeric.

Intent    Formation    **Casings**    Pits    Bottom Holes    Affidavit

19. TOTAL DEPTH

20. GROUND ELEV

21. BASE OF TREATABLE WATER

22. SURFACE CASING

23. ALT CASING PROG USED?

24. ALTERNATE CASING PROCEDURE, check box and fill in blank (AFFADAVIT REQUIRED)

A. Cement will be circulated from total depth to ground surface on the production casing string.

B. Cement will be circulated by use of a two-stage cementing tool.

From  depth to

#### Total Depth

This is the total depth of the well. It must be greater than the deepest target formation and it must be numeric.

#### Ground Elevation

This field represents the elevation from sea level of the well site location. This value must be numeric. This value is not required.

#### Base of Treatable Water

This field represents the depth of the base of treatable water. This value must be numeric.

#### Surface Casing

This field represents the surface casing depth. This value must be numeric.

#### Alternate Casing Program Used

This checkbox allows the operator to disclose whether the alternate casing program is used for the well.

#### Alternative Casing Procedure

This section allows the operator to check whether they are using Alternative Casing Procedure A or B. If B is selected, the operator must fill out further details about depth of circulated cement.

- If B is checked, “Circulated Depth From” and “Circulated Depth To” must be numeric if entered.

## Pits

The Pits screen displays pits and disposal information. A pit is the location that the operator will be disposing of fluids and cuttings which come from the well hole. This section of the form will collect all information for each pit that is being used. There is no limit on the number of pits added to the pits grid. This is a new feature that eliminates the fixed number of items a user can enter.

Oklahoma Corporation Commission  
Oil & Gas Division  
Intent to Drill

Home Data Entry Search Admin Reports

Intent Formation Casings **Pits** Bottom Holes Affidavit

**25. PIT INFORMATION**

A. TYPE OF MUD SYSTEM  Water Based  Oil Based  Air

B. EXPECTED MUD CHLORIDE CONTENT: maximum:  ppm average:  ppm

C. TYPE OF PIT SYSTEM  Onsite  Closed  Offsite

D. IS DEPTH TO TOP OF GROUND WATER GREATER THAN 10 FT BELOW BASE OF PIT?

E. WITHIN 1 MILE OF MUNICIPAL WATER WELL?

F. WELLHEAD PROTECTION AREA?

**27. PROPOSED METHOD FOR DISPOSAL OF DRILLING FLUIDS (MUST BE COMPLETED)**

A. Evaporation/dewater and backfilling of reserve pit.

B. Solidification of pit contents.

C. Annular Injection---(REQUIRES PERMIT and surface casing set 200 feet below base of treatable water-bearing formation.

D. One time land application----- (REQUIRES PERMIT) Permit No.  -

E. Haul to Commercial pit facility Order No.  Specify Site Below:  
Section  Township  Range  Meridian  County

F. Haul to Commercial soil farming facility: Order No.  Specify Site Below:  
Section  Township  Range  Meridian  County

G. Haul to recycling/re-use facility; Order No.  Specify Site Below:  
Section  Township  Range  Meridian  County

H. Other Specify:

Save Send to Geology

### Required Fields

- At least one checkbox from Questions A, B, C, D, E or F is required to add a pit to the grid.

### Hidden Fields

- Offsite Pit – When the offsite pit is selected, a panel opens with information required for the offsite pit.

### 25. PIT INFORMATION

A. TYPE OF MUD SYSTEM  Water Based  Oil Based  Air

B. EXPECTED MUD CHLORIDE CONTENT: maximum:  ppm average:  ppm

C. TYPE OF PIT SYSTEM  Onsite  Closed  Offsite

Specify below:

Section  Township  Range  Meridian  County

Spot Location:  1/4  1/4  1/4  1/4

D. IS DEPTH TO TOP OF GROUND WATER GREATER THAN 10 FT BELOW BASE OF PIT?

E. WITHIN 1 MILE OF MUNICIPAL WATER WELL?  Off-Site Pit No.

F. WELLHEAD PROTECTION AREA?



### Validation

- An error message appears if a text character is entered in the Permit Number, Commercial Pit Facility Order Number or Section, Commercial and Farming Facility Order or Section and the Recycling Order Number or Section textboxes. The fields must be numeric.
- If 27.H (Other Specify) is selected, a text reason is required.

### Mud Type

This set of checkboxes represents the type of mud system. The types of mud system include:

- Air
- Oil Based
- Water Based

### 25. PIT INFORMATION

A. TYPE OF MUD SYSTEM  Water Based  Oil Based  Air

B. EXPECTED MUD CHLORIDE CONTENT: maximum:  ppm average:  ppm

C. TYPE OF PIT SYSTEM  Onsite  Closed  Offsite

Specify below:

Section  Township  Range  Meridian  County

Spot Location:  1/4  1/4  1/4  1/4

D. IS DEPTH TO TOP OF GROUND WATER GREATER THAN 10 FT BELOW BASE OF PIT?

E. WITHIN 1 MILE OF MUNICIPAL WATER WELL?  Off-Site Pit No.

F. WELLHEAD PROTECTION AREA?



Only one type of mud type can be selected. This selection is disabled when the application type is a Re-Complete.

### Maximum and Average Chloride

Maximum and Average Chloride are enabled when the Oil or Water mud type are selected. These fields must be numeric. This selection is disabled when the application type is a Re-Complete.

### Pit Type

This set of checkboxes represents the type of pit system. The types of pit system include:

- Closed
- Onsite
- Offsite

Only one type of pit system can be selected. This selection is disabled when the application type is a Re-Complete.

### Offsite Pit Location

If a pit system is marked as “Offsite”, a panel is displayed with extra information to collect. The Offsite Pit Location entries for Section, Township, Range, Meridian, County and Quarter Calls are consistent with similar location fields on other pages.

### Adding a Pit

To add a pit, the user should perform the following:

1. Enter at least one item from the pits panel.
2. Place the mouse cursor over the “Add Pit” button (Image with a + sign) and left-mouse click on the button, OR
3. Press the <TAB> key to the “Add Pit” button (Image with a + sign) and press <ENTER>.

The pit information appears in the grid below the pit panel. The pit information in the entry screen becomes blank and the mouse cursor appears within the pit name textbox.

### Updating a Pit

Please reference the “Update Surface Owner” methodology for the key or mouse actions required to update a grid row.

## Disposals

The disposal section collects data related to the proposed method of disposal of drilling fluids which come out of the well hole during the drilling process. All options may be selected.

**27. PROPOSED METHOD FOR DISPOSAL OF DRILLING FLUIDS (MUST BE COMPLETED)**

A. Evaporation/dewater and backfilling of reserve pit.

B. Solidification of pit contents.

C. Annular Injection---(REQUIRES PERMIT and surface casing set 200 feet below base of treatable water-bearing formation.

D. One time land application----- (REQUIRES PERMIT) Permit No.  -

E. Haul to Commercial pit facility Order No.  Specify Site Below:  
Section  Township  Range  Meridian  County

F. Haul to Commercial soil farming facility; Order No.  Specify Site Below:  
Section  Township  Range  Meridian  County

G. Haul to recycling/re-use facility; Order No.  Specify Site Below:  
Section  Township  Range  Meridian  County

H. Other Specify:

### Validation

- If checkbox D is checked, the Permit Number must be entered. The first box represents the last two digits of the year and the second textbox represents the permit number. Both entries must be numeric.
- If checkbox E, F, or G is checked, the Order Number, Section, Township, Range, Meridian and County are required. The validation for these values follows the rules established for legal locations in other places within the RBDMS ITD.NET application. Order Number must be numeric.
- If checkbox H is checked, a textbox appears and a text entry is required.
- Checkbox H is checked if the Alternate Program Used is checked on the Casings page tab.

## Bottom Holes

The Bottom Holes page is utilized to capture a well's proposed bottom holes location for a directional drilled well or a lateral drilled well. A bottom hole location is determined by several elements including Section, Township, Range, County, Spot Location and Footages from the Quarter Line. This form allows for an unlimited amount of bottom hole entries.

Oklahoma Corporation Commission  
Oil & Gas Division  
Intent to Drill

Home Data Entry Search Admin Reports

Intent Formation Casings Pits **Bottom Holes** Affidavit

**29. Bottom Hole Locations for Directional Holes**

Section  Township  Range  Meridian  County

Spot Location:  1/4  1/4  1/4  1/4

Feet from 1/4 Section Lines: from  from

Latitude  Longitude

Measured Total Depth  True Vertical Depth

BHL from Lease, Unit, or Property Line:

**30. Bottom Hole Locations for Horizontal Holes (DRAINHOLES)**

Section  Township  Range  Meridian  County

Spot Location:  1/4  1/4  1/4  1/4

Feet from 1/4 Section Lines: from  from

Latitude  Longitude

Depth of Deviation  Radius of Turn  Direction  Total Length

Measured Total Depth  True Vertical Depth

End Point location from Lease, Unit, or Property Line:

Save Send to Geology

### Required Fields

- At least one textbox or dropdown must be entered to add a bottom hole.

### Validation

- An error message appears if a text character is entered in the Section, Feet from Quarter Section Lines, Latitude, Longitude, Measured Total Depth, True Vertical Depth, Depth of Deviation, Radius of Turn, Total Length, Direction and End Point location textboxes. The fields must be numeric.

## Affidavit

The Affidavit page collects the signature, receipt number and information on water wells that may be close to a well.

The image below represents an ITD application with no Alternative Casing Program Used. The checkboxes under Section 31 are disabled and no Water Well Owners can be entered.

Oklahoma Corporation Commission  
Oil & Gas Division  
Intent to Drill

Home Data Entry Search Admin Reports

Intent Formation Casings Pits Bottom Holes **Affidavit**

**31. AFFIDAVIT FOR ALTERNATIVE CASING PROGRAM**

This well will penetrate any known lost circulation zones.

During the drilling of this well, withdrawals from any water well within 1/4 mile will exceed 50 gallons per minute.

The projected depth of the well is less than 100 feet from the top of any enhanced recovery project or gas storage facility.

If water wells found, so state:

**32. SIGNATURE**

Signature Name

Contact Phone  -

Contact Fax

Sign Date Month  / Day  / Year

**33. RECEIPT**

Receipt Number

Is this ITD a Walkthrough?

Save Send to Geology

### Required Fields

- None

### Hidden Fields

- Water Well Owner panel. Item is visible when “If water wells found, so state” is checked.

### Validation

- An error message appears if a text character is entered in Contact Phone, Contact Fax, and Signature Date textboxes. The fields must be numeric.
- When the water well panel is visible, an error message appears if a text character is entered in the Section textbox.
- When the water well panel is visible, an error message appears if a value other than “CM” or “IM” is entered in the Meridian field.
- When the water well panel is visible, an error message appears if an invalid value is entered in the State field. The State field only accepts a predefined value.
- When the water well panel is visible, an error message appears if an invalid value is entered in the Quarter Call fields. The Quarter Call fields only accept predefined values.

If Question 23 on the Casings tab (Is Alternative Casing Program Used?) is checked, Section 31 will be enabled and Water Well Owners may be entered.



**23. ALT CASING PROG USED?**

**Water Well Owners Enabled**

**31. AFFIDAVIT FOR ALTERNATIVE CASING PROGRAM**

- This well will penetrate any known lost circulation zones.
- During the drilling of this well, withdrawals from any water well within 1/4 mile will exceed 50 gallons per minute.
- The projected depth of the well is less than 100 feet from the top of any enhanced recovery project or gas storage facility.
- If water wells found, so state:

Name   
Address One   
Address Two   
City  State  Zip Code    
Country   
Section  Township  Range  Meridian  County   
Spot Location:  1/4  1/4  1/4  1/4  
Deepest Producing Interval

When the water wells found question is selected, at least one water well owner entry is required.

**Signatures**

A signature is new information being recorded into RBDMS ePermit.NET.

**32. SIGNATURE**

Signature Name   
Contact Phone (  )  -   
Contact Fax (  )  -   
Sign Date Month  / Day  / Year

**Validation**

- Signature Name is required.
- Signature Date is required.

**Receipt Number**

A number issued by the cashier that shows the record of payment received. This is only required for ITDs that charge money.

**Walkthrough Flag**

This checkbox allows all personnel entering and reviewing an ITD that the ITD is a walkthrough.



# Enter Amendment

Amending a record allows a user to enter the API Number of a record and populate the ITD from existing data if the API Number exists.

The API Number is given to each well and follows the American Petroleum Institute's standard API Numbering scheme. The 10-digit number consists of a 2-digit state code, the 3-digit county code, and a unique, 5-digit serial number.

The API Suffix is a character that tracks the amendments to an existing well. The image below displays an API Number and API Suffix.

The screenshot shows a web form with a light blue background. At the top, there are tabs: 'Intent' (selected), 'Formation', 'Casings', 'Pits', 'Bottom Holes', and 'Affidavit'. Below the tabs, the form contains the following elements:

- BATCH NUMBER (OCC USE ONLY)**: Two input fields containing '4187' and '38'.
- 1. OTC/OCC OPERATOR NUMBER**: Two empty input fields.
- 2. API NUMBER**: Three input fields containing '03', '20002', and an empty field.
- At the bottom, there are three buttons: 'Check Surety', 'Amend', and 'Reject'.

To amend a record after the API Number is entered:

1. Press the <TAB> button on the keyboard until focus is on the "Amend" button, OR
2. Point the mouse cursor over the "Amend" button and left-click the mouse button.

If an API Number exists, data is returned and a temporary API Suffix is automatically generated. The Amend and Check Surety buttons are removed from the screen. If an API Number does not exist, an error message appears in the left column of the screen.

Fields updated by the operator on the ITD form that do not resemble returned data may be updated in the system. The amendment process simplifies data entry by auto-filling the fields with existing data.

The next image displays data field population when an API Number exists after the "Amend" button has been pressed.

## Population of Fields by Amending a Record

Oklahoma Corporation Commission  
Oil & Gas Division  
Intent to Drill

Home Data Entry Search Admin Reports

Intent Formation Casings Pits Bottom Holes Affidavit

**BATCH NUMBER (OCC USE ONLY)** 4187 39

**1. OTC/OCC OPERATOR NUMBER** 14075

**2. API NUMBER** 3 - 20002 5

Reject

**3. NOTICE OF INTENT TO: (CHECK ONLY ONE)**

Drill  Recomplete  Reenter  Deepen  Amend

**4. TYPE OF DRILLING OPERATION**

A.  Straight Hole  Horizontal Hole  Directional Hole

B.  Oil/Gas  Injection  Disposal  Water Supply  Strat Test

**5. WELL LOCATION**

Section 13 Township 23N Range 12W Meridian 1M County ALFALFA

Spot Location: 1/4 1/4 SE 1/4 NE 1/4

Feet from 1/4 Section Lines: from South Line 660 from West Line 1980

Latitude Longitude

**7. Well will be 660 feet from nearest unit or property boundary.**

**8. LEASE NAME** ELLIOTT **WELL NUMBER** 1

**9. OPERATOR NAME**

Name SCOGGINS PRODUCTION CO. Email

Address One

Address Two RR 1 BOX 75

City CLEO SPRINGS State OK Zip Code 73729

Country

Phone

**11. Is well located on lands under federal jurisdiction?**

**12. Will a water well be drilled?**  Will surface water be used?

**10. SURFACE OWNER**

Name

Address One

Address Two

City State Zip Code

Country

Name
7 DALE ELLIOTT

Save Send to Geology

Each page tab contains data pertaining to the amended record.

# Finding Source of Errors

The Intent to Drill application contains different levels of validation based on a user's role setting. Data entry must be concerned with the lowest levels of validation. This level of validation includes proper State abbreviations and fields with numeric values. This validation is required because the database demands certain values when saving a record.

The Intent to Drill application demands more validation for the Geology and Well Records roles. These roles are required to follow the lowest level of validation and also follow a stricter set of guidelines based on OCC requirements for companies submitting ITDs. An ITD application is not Geology Approved until all entries are verified and correct. This level of validation ensures a level of quality control that does not exist in the current system.

When a user encounters an ITD data submittal error, a message box appears in the left-hand margin notifying the user of the error.

The screenshot displays the 'Intent to Drill' application interface. On the left, a vertical list of error messages is shown, each with a red 'X' icon. The messages are:

- A spacing order unit size does not fall within a valid range on the Formations tab.
- A spacing order unit size does not fall within a valid range on the Formations tab.
- Pit Category is required on the Pits tab.
- Pit Location within the pits collection is required on the Pits tab.
- Pit Formation within the pits collection is required on the Pits tab.
- Pit Deep SCA must be selected for a pit within the pits collection on the Pits tab.
- Signature Name is required on the Affidavit tab.
- Signature Date is required on the Affidavit tab.
- Receipt Number is required on the Affidavit tab.

The main interface shows the 'Oklahoma Corporation Commission Oil & Gas Division Intent to Drill' header. Below the header, there are navigation tabs: Intent, Formation, Casings, Pits, Bottom Holes, Affidavit, and Memo. The 'Memo' tab is currently selected. The form contains fields for 'Memo Category' and 'Code'. Below the form, there is a table with the following data:

Category	Memo
LOCATION EXCEPTION - 3333	4/18/2007 - Joseph Arguello - THIS ITEM IS GOING TO BE ACCEPTED AS A MEMO

At the bottom of the form, there are three buttons: Save, Validate, and Approve.

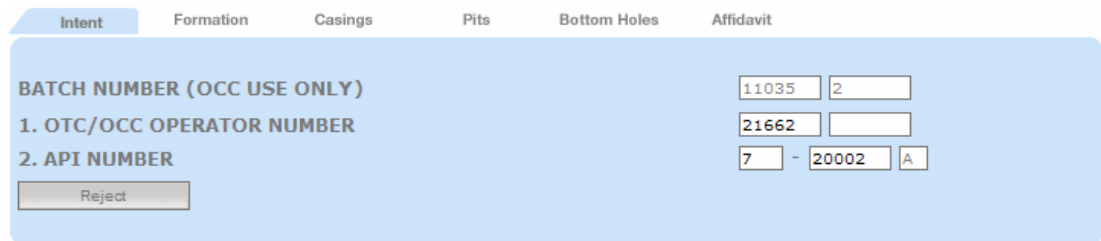
The user may click on the hyperlink within the error message to navigate to the appropriate field or page tab with the validation error.

# Rejections

An ITD can be rejected at certain points during the workflow process. A rejection occurs when:

- The ITD does not pass Surety during Data Entry
- The ITD does not contain valid information or is considered unacceptable by a Geologist during Geology Review
- The ITD passes Geology Review, but Well Records rejects and sends the ITD back to the Geologist for further Geology Review.

A rejection can be performed by pressing the “Reject” button on the Intent page.



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Intent', 'Formation', 'Casings', 'Pits', 'Bottom Holes', and 'Affidavit'. The 'Intent' tab is selected. Below the navigation bar is a light blue form area. On the left side of the form, there are labels: 'BATCH NUMBER (OCC USE ONLY)', '1. OTC/OCC OPERATOR NUMBER', and '2. API NUMBER'. On the right side, there are input fields: a text box containing '11035' followed by a dropdown menu showing '2', a text box containing '21662' followed by an empty text box, and a text box containing '7' followed by a hyphen, a text box containing '20002', and a dropdown menu showing 'A'. At the bottom left of the form area is a button labeled 'Reject'.

- When an ITD is rejected during Data Entry, a notification is sent to the Imaging Division with basic information on the ITD. An email notification is sent the user email address who submitted the Intent to Drill.
- When an ITD is rejected during Geology Review, general information about the ITD is sent to the Imaging Division and a rejection letter is generated and placed in the report queue. An email notification is also sent the user email address who submitted the Intent to Drill.
- When an ITD is rejected during Well Records, the ITD is sent back to Geology Review for further examination where the Geologist has the choice to approve or reject the application.

# Appendix A: States and State Abbreviations

Appendix A provides a list of state names and the state abbreviation required for the “State” field located on several page tabs within the RBDMS ITD.NET application.

State	Abbreviation
ALABAMA	AL
ALASKA	AK
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELEWARE	DE
DISTRICT OF COLUMBIA	DC
FLORIDA	FL
GEORGIA	GA
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY

LOUISIANA	LA
MAINE	ME
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC

<b>SOUTH DAKOTA</b>	<b>SD</b>
<b>TENNESSEE</b>	<b>TN</b>
<b>TEXAS</b>	<b>TX</b>
<b>UTAH</b>	<b>UT</b>
<b>VERMONT</b>	<b>VT</b>
<b>VIRGINIA</b>	<b>VA</b>
<b>WASHINGTON</b>	<b>WA</b>
<b>WEST VIRGINIA</b>	<b>WV</b>
<b>WISCONSIN</b>	<b>WI</b>
<b>WYOMING</b>	<b>WY</b>

## Appendix B: Quarter Call Values

Appendix B provides the values accepted for spot location quarter call entries within the RBDMS ITD.NET application.

Value	Abbreviation
Northwest	NW
Northeast	NE
Southwest	SW
Southeast	SE
North Half	N2
South Half	S2
West Half	W2
East Half	E2
Center	C