OKIES User Manual

Completion Report – Form 1000

Home Landing Page

Tour of Home Screen Navigation – Once logged in; every operator will see the home screen (Figure 1) when logged into OKIES:

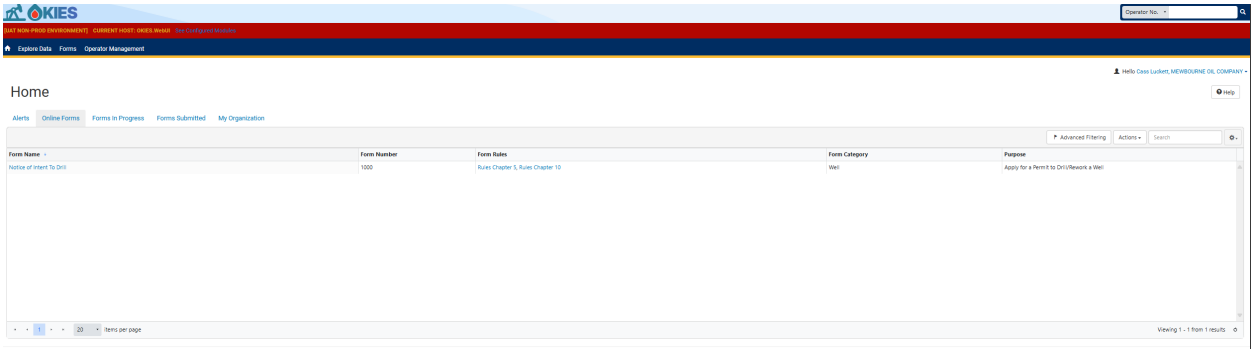


Figure 1: Okies Homepage

Tour of Home Screen Navigation – Once logged in; every operator will see the home screen (Figure 1)

Search - A quick search bar is available on your homepage in the upper right-hand corner. This search will apply to which ever selection was made in the dropdown menu to include: Organization Name, API, File Number, Bond Number, Last Name or First Name.

Home – Selecting the home image resets your browser window to the homepage; which will always open to Alerts.

Explore Data – Allows you to view data and information that you have entered or submitted through OKIES. You can only view information under the organization that you are logged into.

Forms – Selecting “Forms” and then “Online Forms” will populate a grid listing all forms that you have security permissions to submit.

Alerts – Alerts will show here for any actions that have been taken related to a form you have submitted or someone in your workgroup has submitted noting that the form has been approved, on hold, or returned to you with edits needed.

Online Forms – This will show a listing of all forms that are available for you to submit based on your security permissions.

Forms in Progress – This page will show all forms in progress under your organization that you have security permissions to view. Forms in this section are still available to edit as they have not been submitted to the OCC yet. Note that forms in progress may have a default filter set to only view "Drafts", should you be looking for a form with a status of "Returned" or "On Hold" you will need to clear/reset the filter to see all forms.

Forms Submitted – This page will show all forms that have been submitted to the OCC for review. Forms in this section will not be available to edit unless you request it to be returned. Check the advanced filters to ensure no default filter has been set in place if you are unable to find a specific form. You will only be able to view forms that you or your workgroup have submitted.

My Organization – This page will take you to the Organization Detail page for the organization you are currently logged in under. If you submit forms for multiple entities you will need to log out, and log in again selecting the organization that you plan to submit forms for.

User Profile – The User Profile line displays the current user logged in and the corresponding company associated with the user.

Required Information – Will be denoted by a red asterisk (*). The applicant is encouraged to complete as many fields as possible. If there are sections you are unsure of what to enter contact the Technical Department at ogbtw@occ.ok.gov.

Error Messages – You will receive an error message at the top of the page if information was missed or entered incorrectly. These messages are hyperlinked and will take you directly to the portion of the page once clicked. You may also receive an error message in the form of a red letter "X" next to the step you have completed under "Form Navigation". This indicates information was entered incorrectly or information is missing from this

section. Go back and correct the information to clear the error. You will not be able to submit the form until all mandatory sections and fields are completed adequately.

Completed Sections - When all fields and sections have been completed adequately, a green check mark will appear by each section under the "Form Detail Navigation" banner. This will indicate that you may submit the application.

Form Information

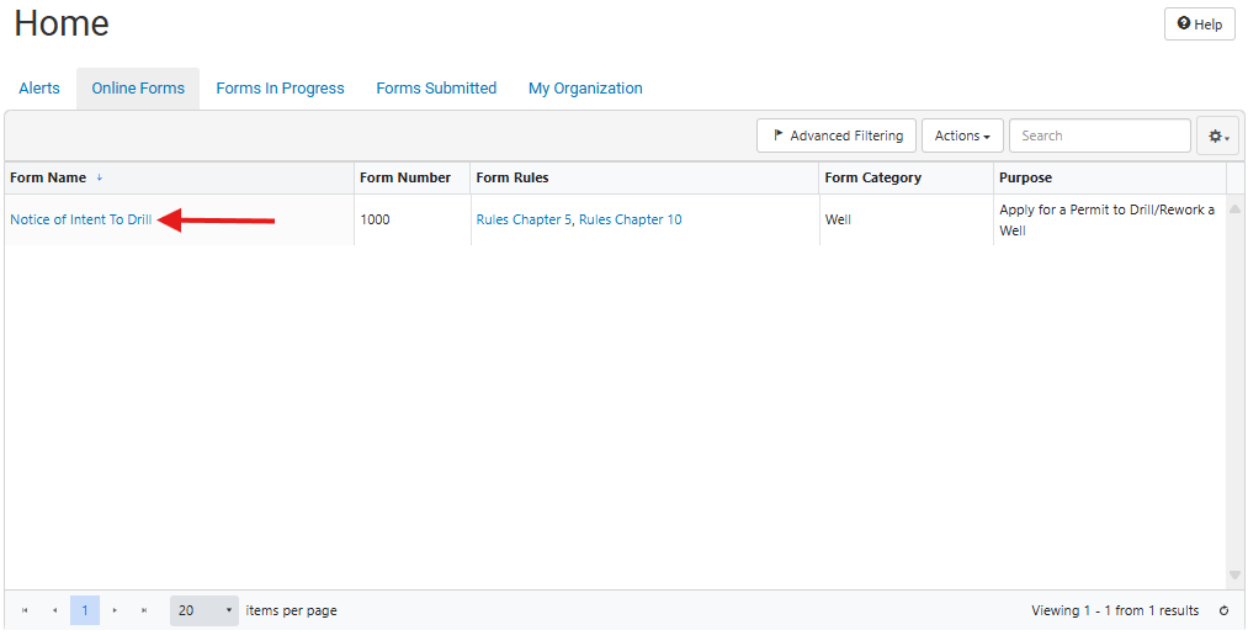


Figure 2: Form 1000

After selecting the form 1000 (Figure 2) you will be brought to the Form Information tab, **take care to answer correctly as once you proceed to the next tab this step will become read-only**. The operator number drop down will be automatically populated with your entity.

Please reference the following "Notice of Intent" selections (Figure 3) to ensure the correct notice is chosen:

- Amend – Making edits to an active permit
- Deepen – Increasing the length of an existing documented wellbore
- Drill – New Drill
- Recomplete – Converting an existing UIC well to a producer or changing formations within an existing well
- Re-enter – Entering an OCC designated plugged well

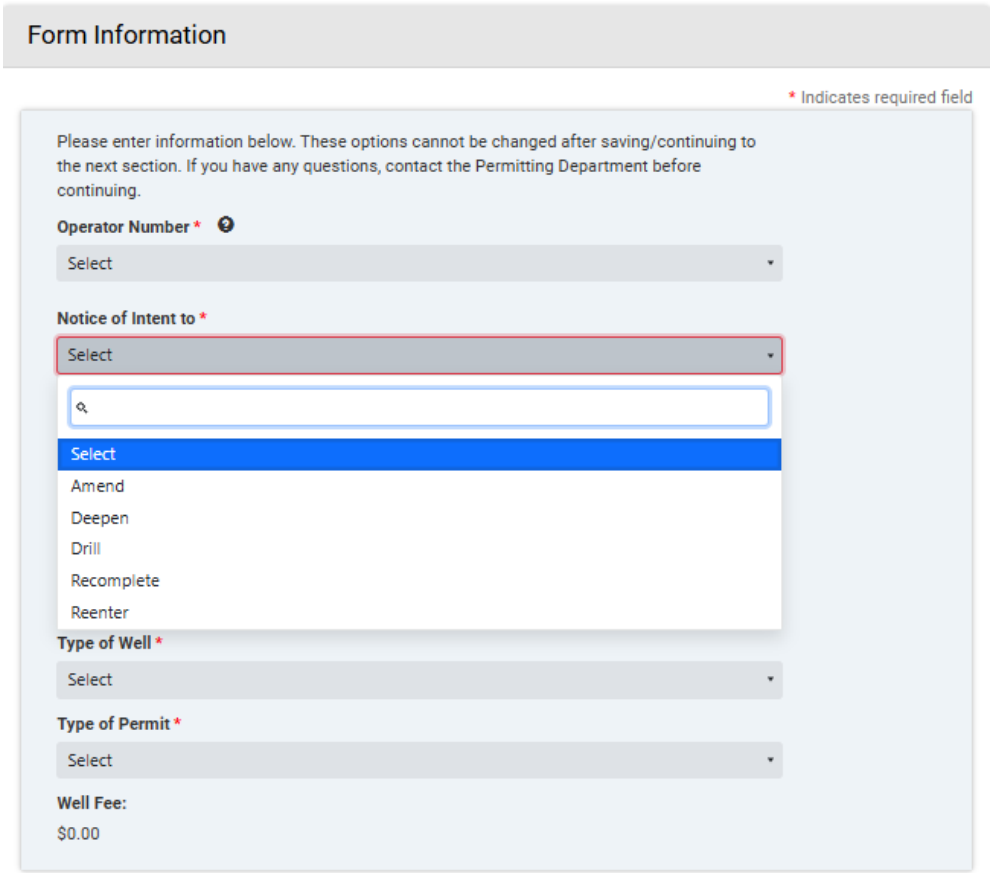


Figure 3: Notice of Intent

If any option other than "Drill" is selected, you will be prompted to enter the API number of the well being permitted.

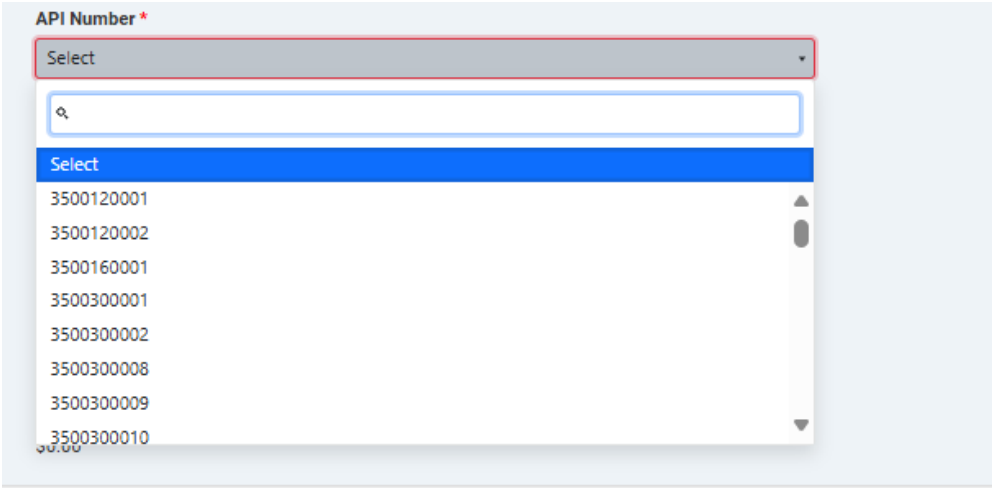


Figure 4: API Auto-Complete

Please reference the following "Type of Drilling Operation" selections to ensure the correct type is chosen:

- Directional – The intentional changing of direction from the vertical portion
- Horizontal – The horizontal component of the completion interval of the well will be located within a single-spacing unit while exceeding the vertical component of the completion interval and extending at least 150' into the target formation(s)
- Multi-Unit – The completion interval of the well will be located in more than one spacing unit while exceeding the vertical component of the completion interval and extending at least 150' into the target formation(s)
- Vertical – Minimal deviation in which the terminus of the wellbore will essentially be directly beneath the surface location

The type of permit (Figure 5) will allow you to select the prioritization needs of the permit, the order in which staff review permits is based on this selection.

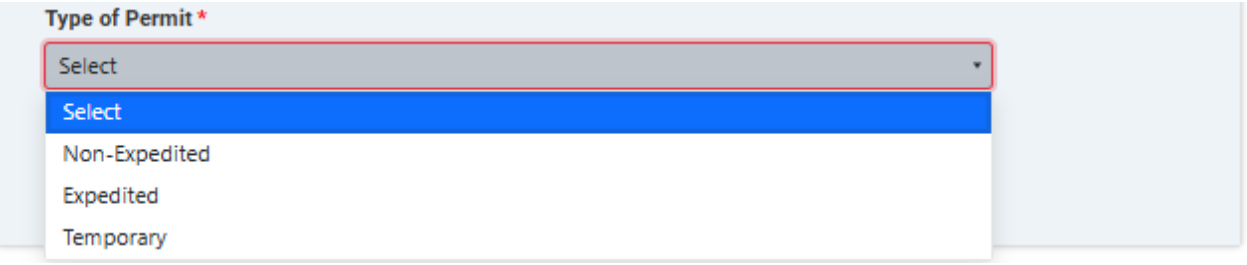


Figure 5: Type of Permit

Operator Information

Upon completing the “Form Information” tab, you will be brought to the “Operator Information” tab where you can add contacts that will be referenced during the review process and will receive all notifications applicable to the permit (Figure 6).

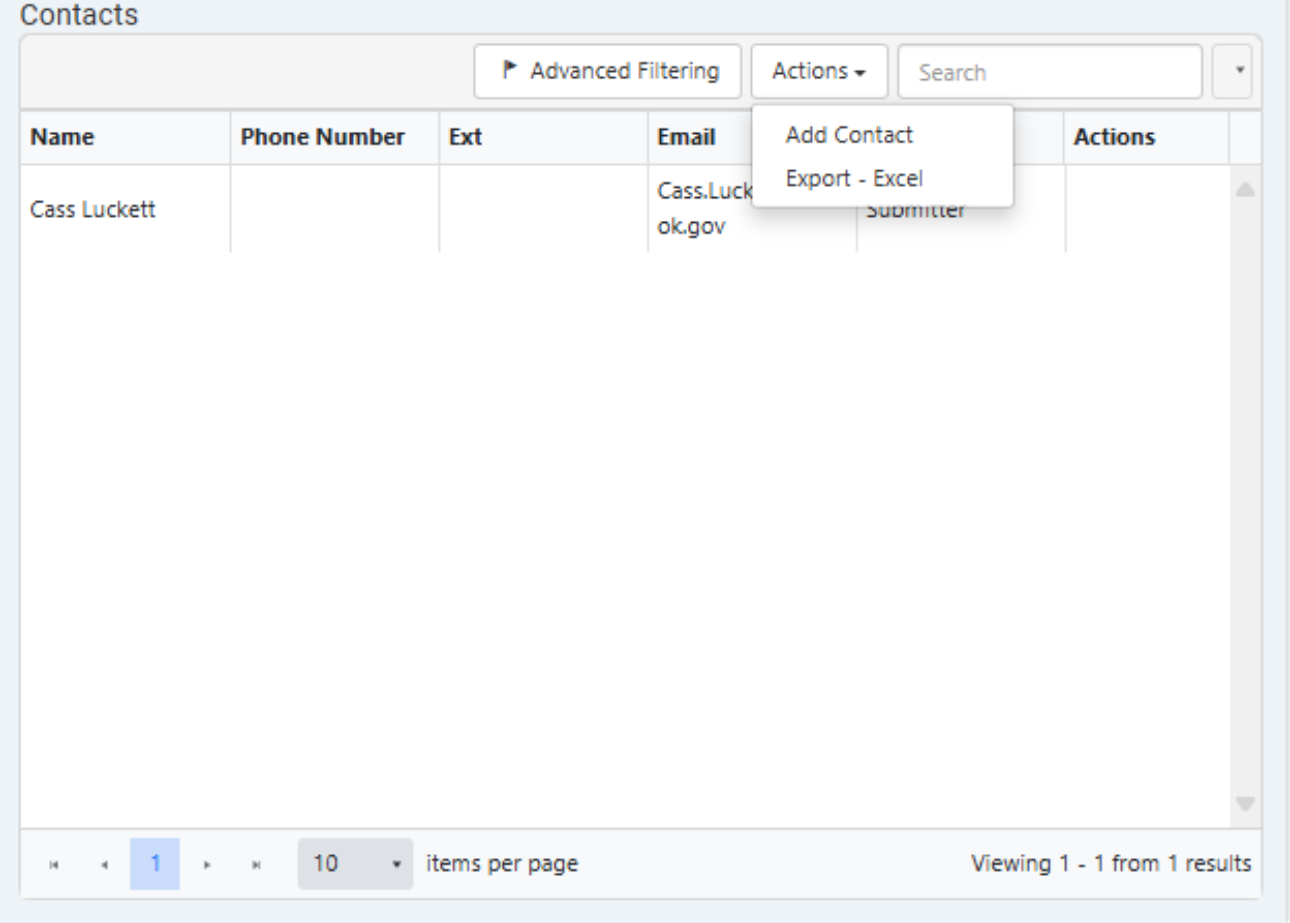


Figure 6: Contacts

Well Information

The next tab, “Well Information”, will be the wellhead data consisting of various location specific fields (Figure 7).

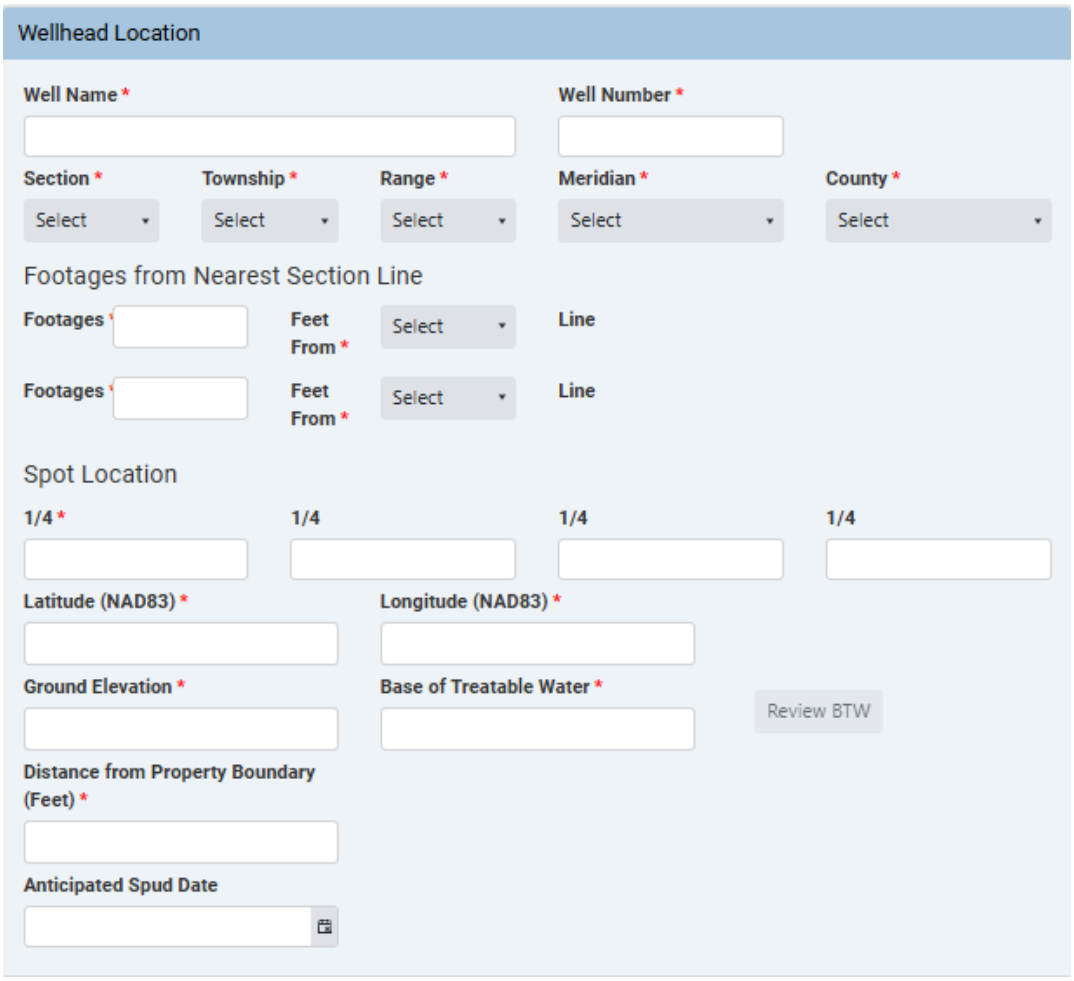


Figure 7: Well Information

After entering the latitude and longitude the “Review BTW” button, indicated by the red arrow, will become actionable (Figure 8).

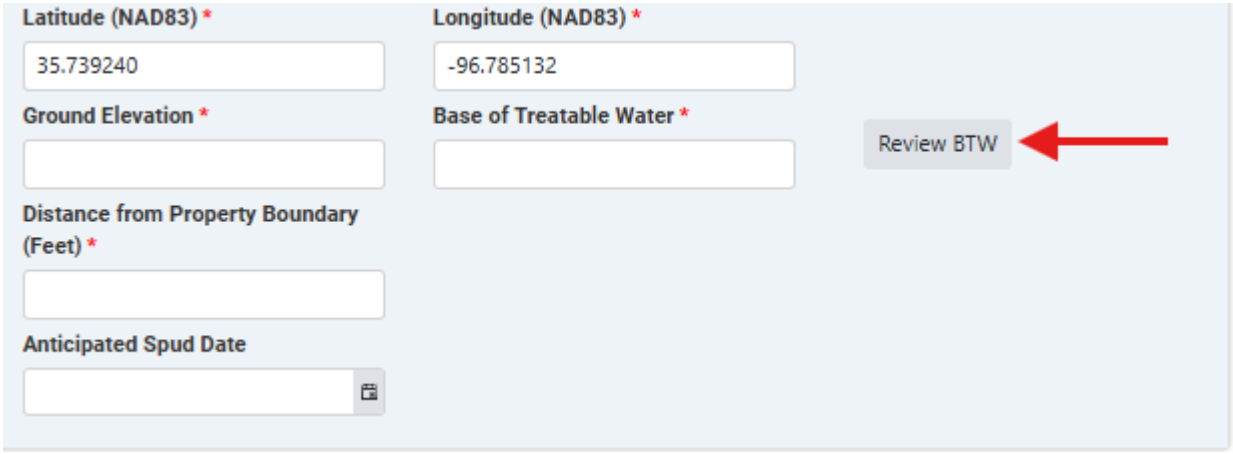


Figure 8: Review BTW

After clicking the button, you will be brought to our base of treatable water map where you will be prompted to enter the coordinates once again (Figure 9).

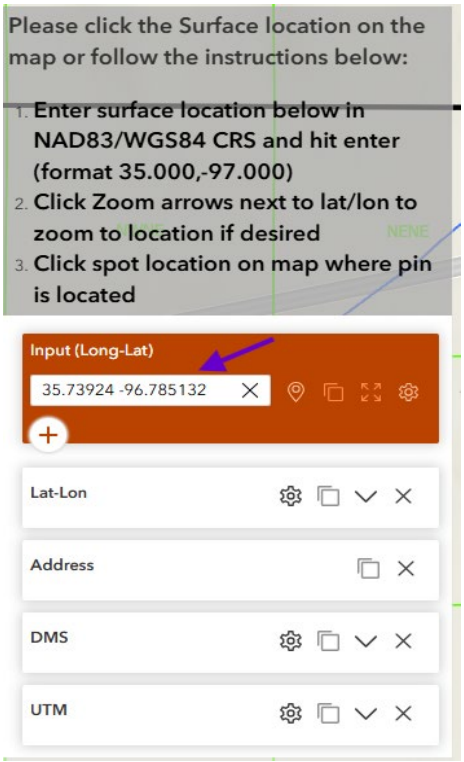


Figure 9: Input Coordinates

Upon doing so, a location will be pinned to the GIS map. See red arrow below (Figure 10).

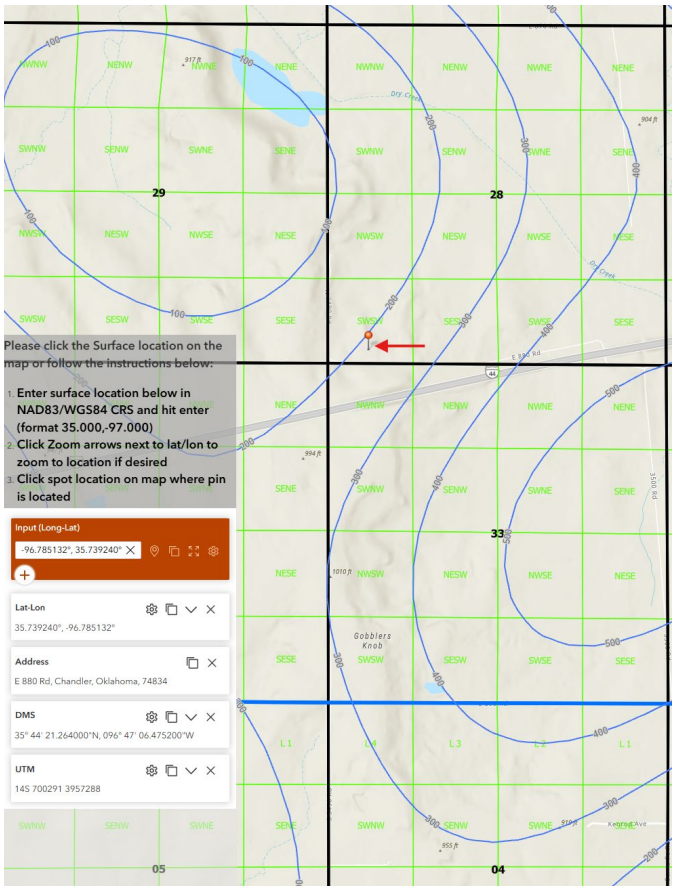


Figure 10: Map Pin

Clicking said pin will populate a window that will appear with the BTW value (Figure 11) that can be used within the permit. Keep in mind, this value will need to be rounded to the nearest ten and 40' is the minimum value that will be approved.

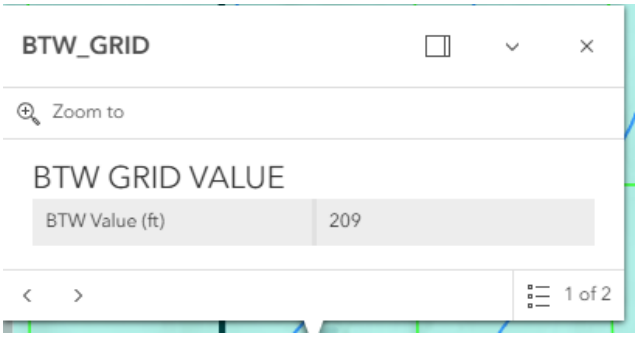


Figure 11: BTW Grid Value

Zones of Significance

The next tab, “Zones of Significance”, will consist of proposed logs that will be ran along with formation information. Zone category options, “Target” & “Adjacent”, will be only applicable to Multi-Unit wells, all other types (Directional, Horizontal, Vertical) will choose “Target”. “Estimate/Actual” refers to the formation top and bottom that will be encountered and whether that information is predicted or derived by some form of formation evaluation tool. Depending upon the answers from the “Order Notations Info”, will require more information in the next tab.

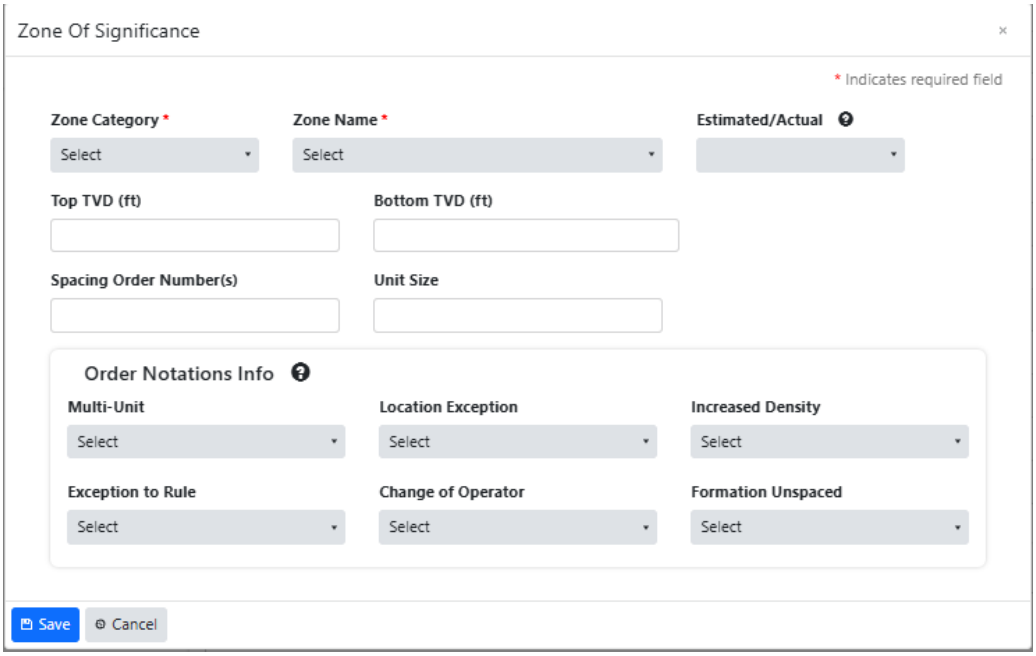


Figure 12: Zones of Significance Modal

Order Notations

The next page, “Order Notations”, will be a summary of the applications associated with the well, i.e. if a location exception is required you would select “Yes” from the dropdown field above (Figure 12). Upon navigating to the Order Notation tab, you will be prompted to fill out key information from that application or order (Figure 13).

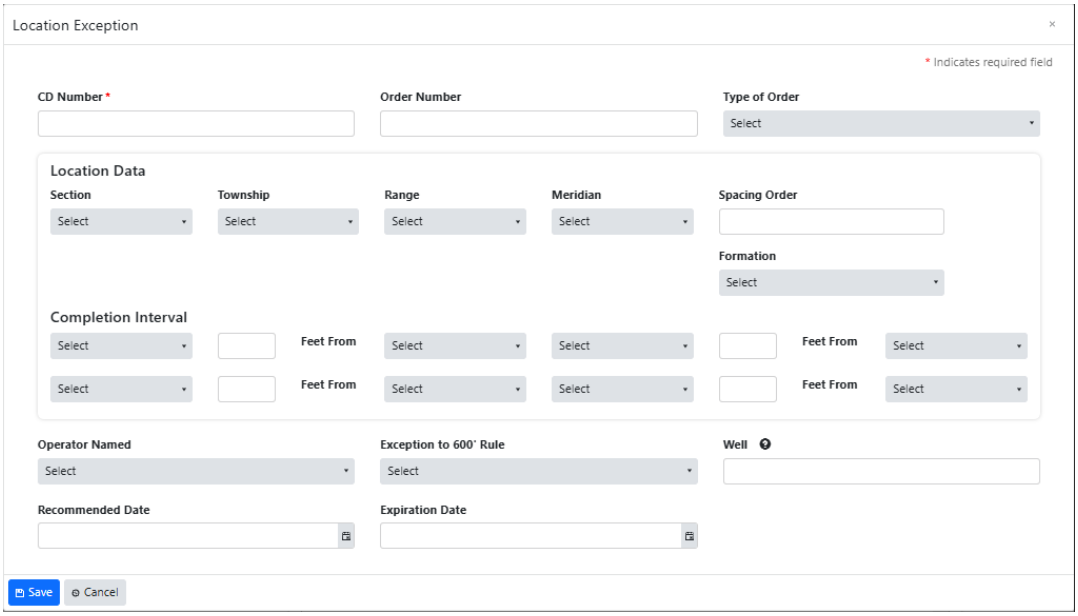


Figure 13: Location Exception Modal

If your application or order involves more than one legal description or formation, a feature that can be utilized is the "Duplicate" action indicated by the red arrow below, this will allow you to populate the information again and make changes accordingly.

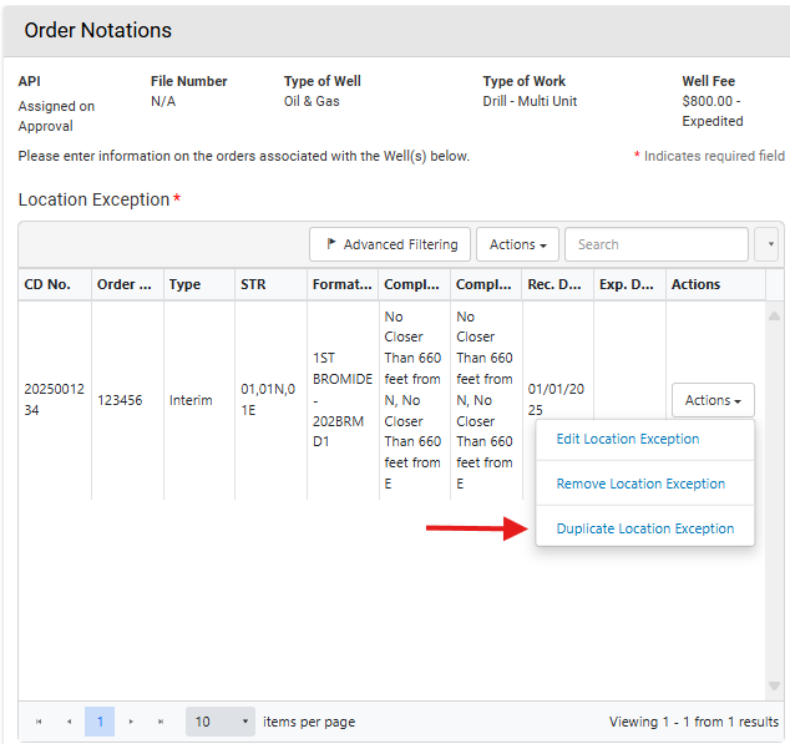


Figure 14: Duplicate Order Notation Entry

At the bottom of the Order Notations tab there is an unspaced modal that will be actionable if you answered “Yes” in the “Formation Unspaced” dropdown field (Figure 12). Within the unspaced modal is a lease outline coordinate grid that will allow you to trace your lease by clicking and dragging. If your lease is more conventional, the right side of the grid will allow you to select certain legal descriptions which will populate the grid (Figure 15).

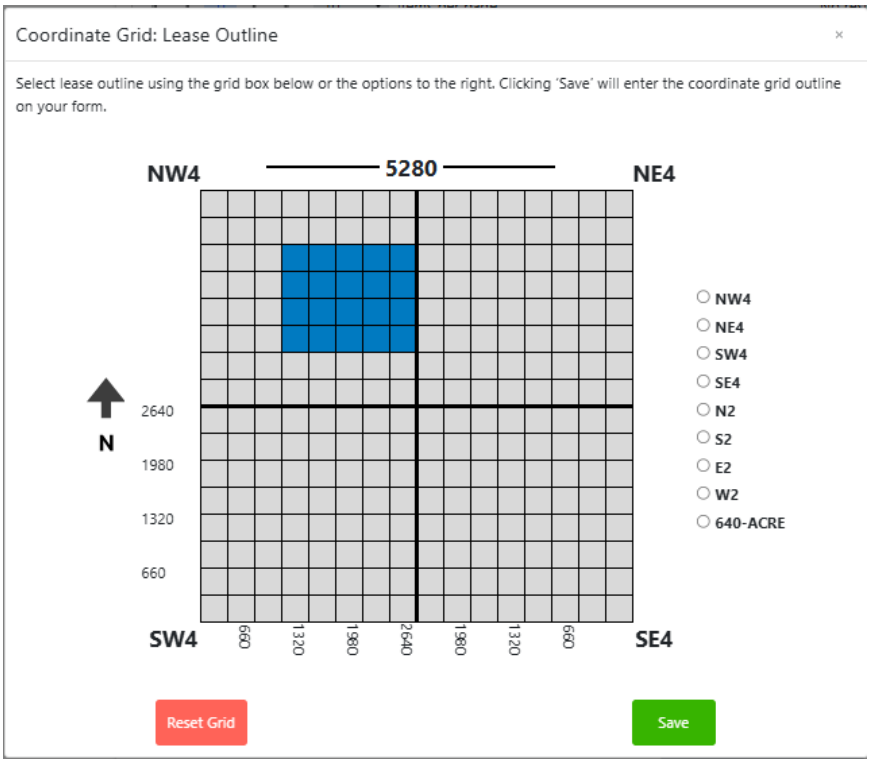


Figure 15: Lease Outline

Pits

The next page is the “Pits” tab, the newest feature within this tab will function similarly to the Review BTW button on the Well Information page. After entering the latitude and longitude the button will become actionable (indicated by the red arrow) and upon clicking it will take you to a GIS map.

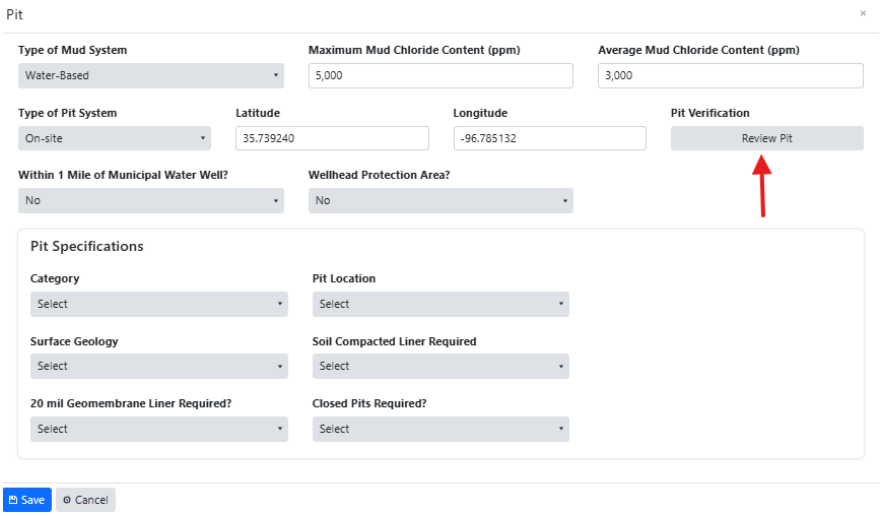
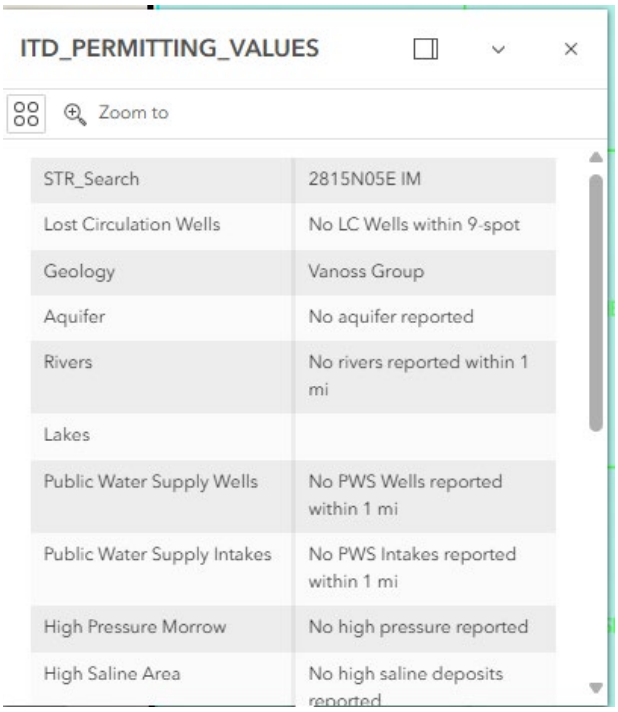


Figure 16: Review Pit

Enter the coordinates again and click enter, a pin will be assigned to the map. Clicking the pin will result in a window appearing with all the pit information required to fill out this portion. If you are requesting an exception to the surface casing setting depth or alternate casing, this window will provide information as to any lost circulation events in the 9-section area.



Features and Cement

This section is used to provide details in four consecutive segments: “Wellbore Information”, “Wellbore Construction Feature and Tubular Detail”, “Cement Segment and Cement Class”. Complete each section for each wellbore in order. (e.g. For Wellbore 1, complete the wellbore information, wellbore construction feature, cement segment and cement class; then move to wellbore 2)

Wellbore Information

This section is used to add wellbore information. Click the “Actions” dropdown menu and choose “Add Wellbore”. A pop-up window will appear (Figure 17).

Note: Repeat these steps for each string in the wellbore (e.g. Surface Hole, Vertical Hole,

Vertical & Curve, and Lateral).

Fields and Functions

Wellbore Type: Choose the type of wellbore from the dropdown menu. Note: do these

steps again for each string in the wellbore (e.g. Surface Hole, Vertical Hole, Vertical & Curve, and Lateral).

Wellbore Code (API-12): OCC use only

Wellbore Construction Status: Choose “Proposed” for new wells and choose “Installed”

for existing wells that are being proposed to be recompleted or re-entered from the dropdown menu.

Wellbore Start Depth: Indicate the wellbore start depth (MD -Measured Depth).

For example, a surface hole’s start depth would be 0’.

Total Depth (MD ft): Input the total depth. Input the total depth (e.g. A surface holes

Total depth would be the setting depth of the surface casing).

Total Depth (TVD ft): Input the total vertical depth (TVD). (i.e. A surface hole’s TVD would

be equivalent with its MD).

Kickoff Point (MD ft): The point in which the drilling direction is intentionally changed from vertical to directional or horizontal (i.e. applicable in the vertical and curve or directional selections)

Entry Point into Target Formation: Entry point footage at which the wellbore enters the target formation (for use on directional wells only).

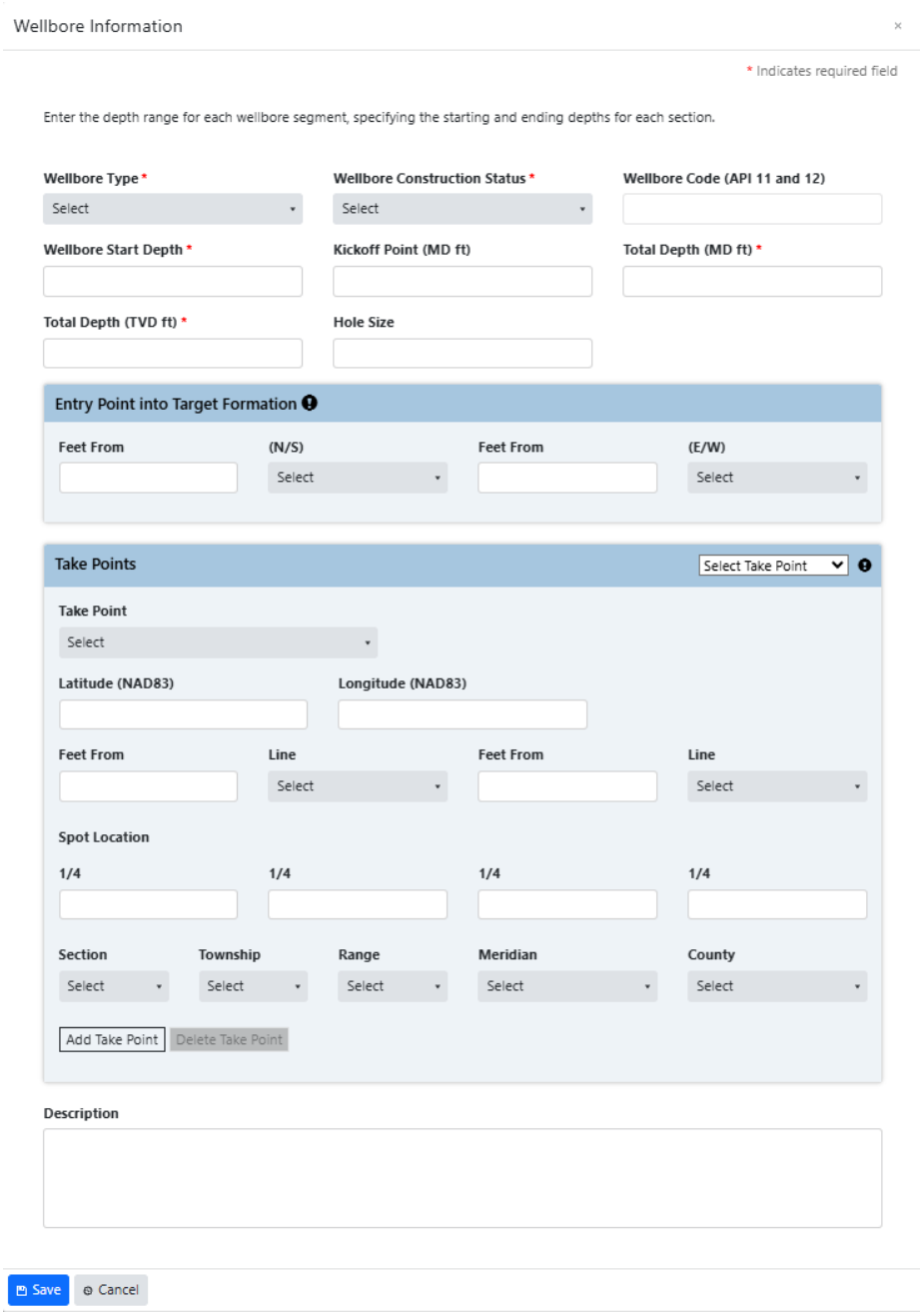


Figure 17: Wellbore Information Modal

Wellbore Construction Feature & Tubular Detail

This section is used to add wellbore construction feature information. Click the “Actions” dropdown menu and choose “Add Feature”. A pop-up window will appear (Figure 18).

Repeat these steps for each string in the wellbore.

Fields and Functions

Feature: Choose a feature from the dropdown menu (e.g. Surface Casing) that was created from the previous “Wellbore Information” step.

Construction Status: Choose “Proposed” for new wells or choose “Installed” for existing wells that are being proposed to be recompleted or re-entered from the dropdown menu.

Casing Design: Select the appropriate design element of your casing selection (i.e. Alternate Casing will require the Production Casing selection from the dropdown).

Wellbore Parent: Choose the appropriate wellbore accordingly (e.g. Surface Hole would be the parent wellbore of Surface Casing).

Feature Top MD (ft): Input the top depth (i.e. 0’ for most casing strings unless a liner hanger is being used)

Feature Bottom MD (ft): Input the bottom depth (i.e. setting depth of the selected casing).

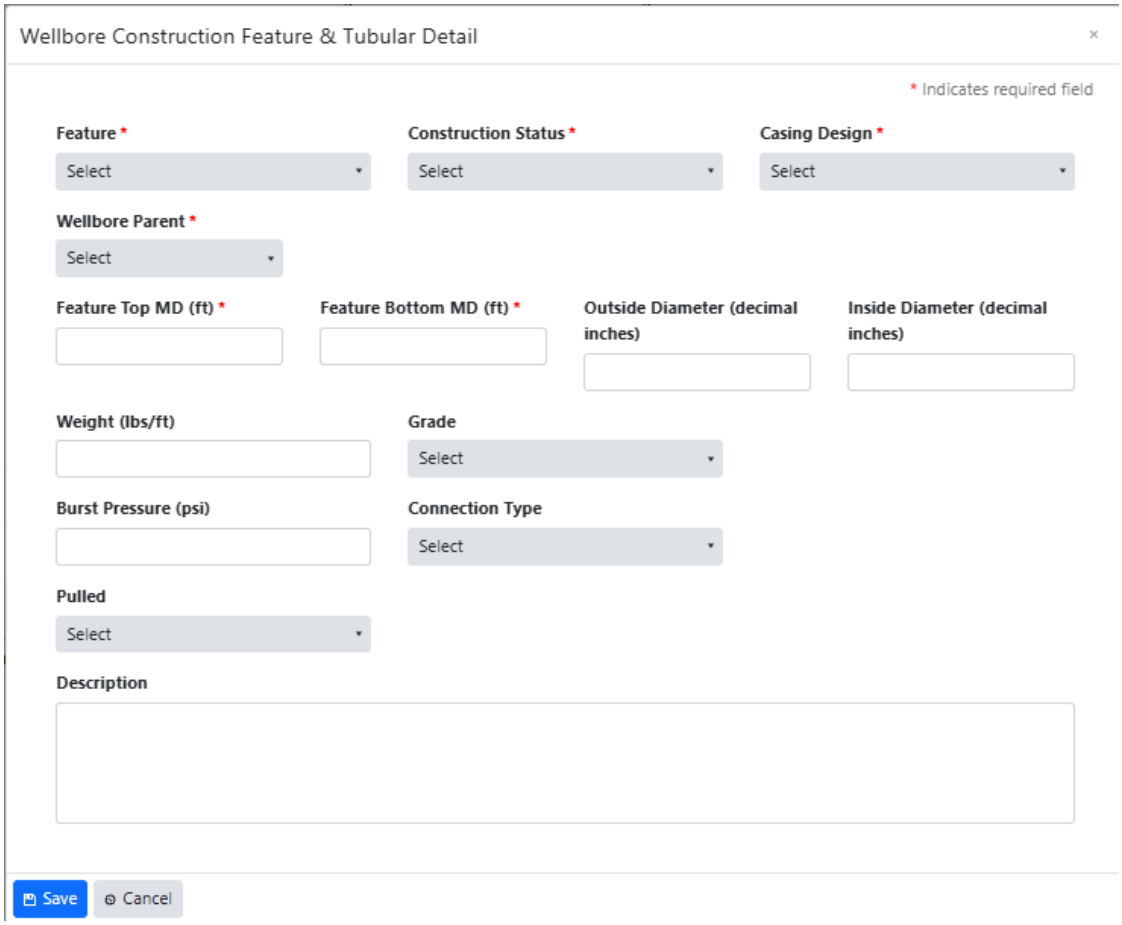


Figure 18: Wellbore Construction Modal

Cement Segment & Class

This section is used to add cement segment information. Click the “Actions” dropdown menu and choose “Add Cement Segment”. A pop-up window will appear (Figure 19). Repeat these steps for each string in the wellbore.

Fields and Functions

Associated Feature: Choose an associated feature from the dropdown menu (e.g. Surface Casing 1).

Inside/Outside Casing: Dependent upon which wellbore was chosen in the previous step, select “Inside”, “N/A”, or “Outside”.

Construction Status: Choose “Proposed” for new wells or choose “Installed” for existing wells that are being proposed to be recompleted or re-entered from the dropdown menu.

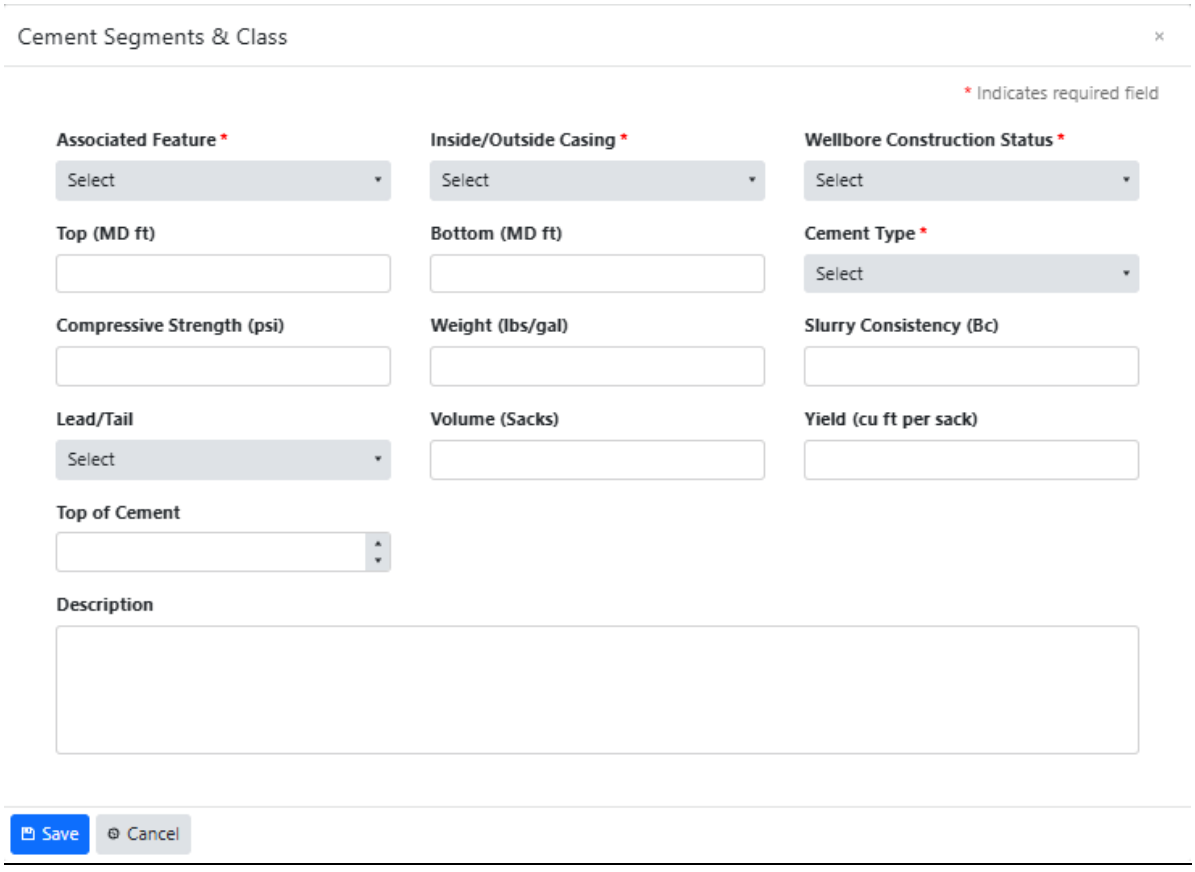
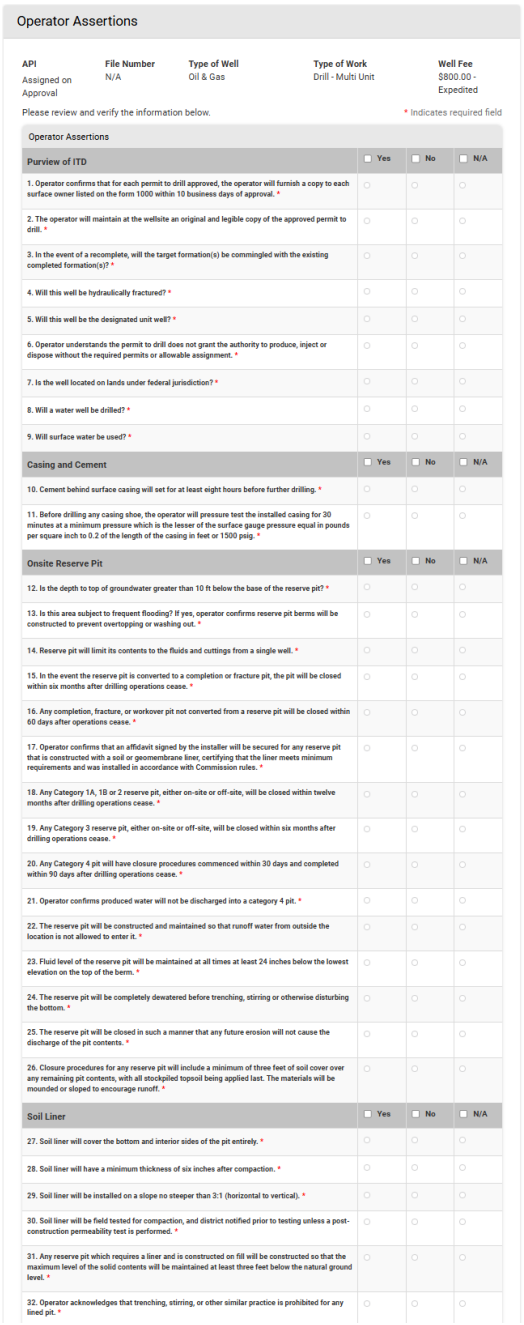


Figure 19: Cement Segment Modal

Operator Assertions

This section requires the applicant to indicate if they have reviewed and understand the OCC policies applicable to the form 1000. The Oil and Gas Division will use these assertions to determine additional review. Click the radio button for either the “Yes”, “No”, or “N/A” for all assertions within the table.



Operator Assertions

API	File Number	Type of Well	Type of Work	Well Fee
Assigned on Approval	N/A	Oil & Gas	Drill - Multi Unit	$800.00 - Expedited

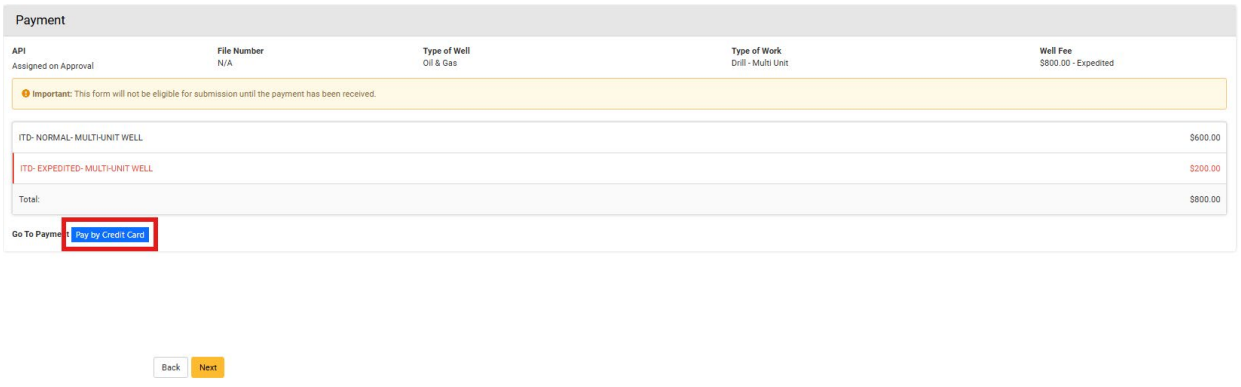
Please review and verify the information below. * Indicates required field

Operator Assertions

Purview of ITD	Yes	No	N/A
1. Operator confirms that for each permit to drill approved, the operator will furnish a copy to each surface owner listed on the form 1000 within 10 business days of approval. *			
2. The operator will maintain at the wellsite an original and legible copy of the approved permit to drill. *			
3. In the event of a recomplete, will the target formation(s) be commingled with the existing completed formation(s)? *			
4. Will this well be hydraulically fractured? *			
5. Will this well be the designated unit well? *			
6. Operator understands the permit to drill does not grant the authority to produce, inject or dispose without the required permits or allowable assignment. *			
7. Is the well located on lands under federal jurisdiction? *			
8. Will a water well be drilled? *			
9. Will surface water be used? *			
Casing and Cement	**Yes**	**No**	**N/A**
10. Cement behind surface casing will set for at least eight hours before further drilling. *			
11. Before drilling any casing shoe, the operator will pressure test the installed casing for 30 minutes at a minimum pressure which is the lesser of the surface gauge pressure equal in pounds per square inch to 0.2 of the length of the casing in feet or 1500 psig. *			
Onsite Reserve Pit	**Yes**	**No**	**N/A**
12. Is the depth to top of groundwater greater than 10 ft below the base of the reserve pit? *			
13. Is this area subject to frequent flooding? If yes, operator confirms reserve pit berms will be constructed to prevent overtopping or washing out. *			
14. Reserve pit will limit its contents to the fluids and cuttings from a single well. *			
15. In the event the reserve pit is converted to a completion or fracture pit, the pit will be closed within six months after drilling operations cease. *			
16. Any completion, fracture, or workover pit not converted from a reserve pit will be closed within 60 days after operations cease. *			
17. Operator confirms that an affidavit signed by the installer will be secured for any reserve pit that is constructed with a soil or geomembrane liner, certifying that the liner meets minimum requirements and was installed in accordance with Commission rules. *			
18. Any Category 1A, 1B or 2 reserve pit, either on-site or off-site, will be closed within twelve months after drilling operations cease. *			
19. Any Category 3 reserve pit, either on-site or off-site, will be closed within six months after drilling operations cease. *			
20. Any Category 4 pit will have closure procedures commenced within 30 days and completed within 90 days after drilling operations cease. *			
21. Operator confirms produced water will not be discharged into a category 4 pit. *			
22. The reserve pit will be constructed and maintained so that runoff water from outside the location is not allowed to enter it. *			
23. Fluid level of the reserve pit will be maintained at all times at least 24 inches below the lowest elevation on the top of the berm. *			
24. The reserve pit will be completely dewatered before trenching, stirring or otherwise disturbing the bottom. *			
25. The reserve pit will be closed in such a manner that any future erosion will not cause the discharge of the pit contents. *			
26. Closure procedures for any reserve pit will include a minimum of three feet of soil cover over any remaining pit contents, with all stockpiled topsoil being applied last. The materials will be mounded or sloped to encourage runoff. *			
Soil Liner	**Yes**	**No**	**N/A**
27. Soil liner will cover the bottom and interior sides of the pit entirely. *			
28. Soil liner will have a minimum thickness of six inches after compaction. *			
29. Soil liner will be installed on a slope no steeper than 3:1 (horizontal to vertical). *			
30. Soil liner will be field tested for compaction, and district notified prior to testing unless a post-construction permeability test is performed. *			
31. Any reserve pit which requires a liner and is constructed on fill will be constructed so that the maximum level of the solid contents will be maintained at least three feet below the natural ground level. *			
32. Operator acknowledges that trenching, stirring, or other similar practice is prohibited for any lined pit. *			

Payment

Payment must be made before submitting the form 1000, payment options include Credit Card and ACH (Electronic Check) (Figure 20). You will be emailed two receipts, one from our IMS system and one from OKIES.



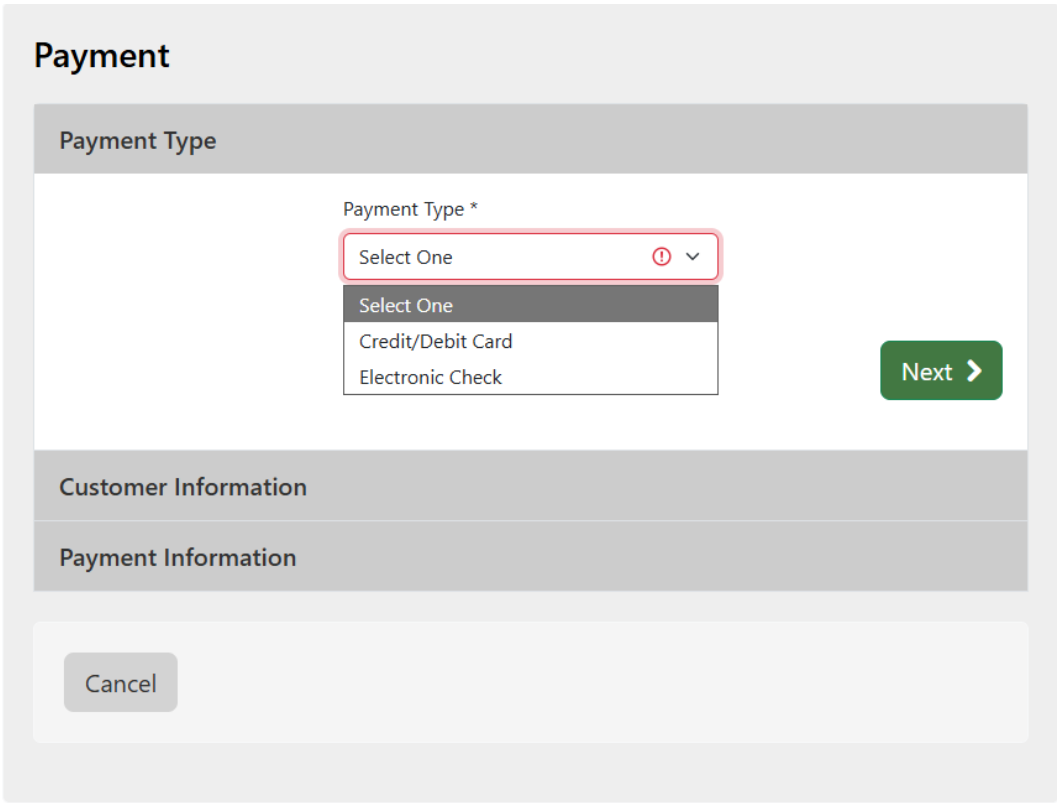


Figure 20: Payment Options

Form Submit

This page allows the applicant to submit the application. If needed, comments can be added by typing in the textbox below the grid, then click the yellow “Add” button on the right. All comments associated with the application will be displayed. “Submitter” is filled in automatically with the current user’s information. The current date is automatically entered for “Date Received”. Click the checkbox next to the statement “I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete.” Click “Preview Submission Summary” to review the form, and then click “Submit” at the bottom of the page (Figure 21).

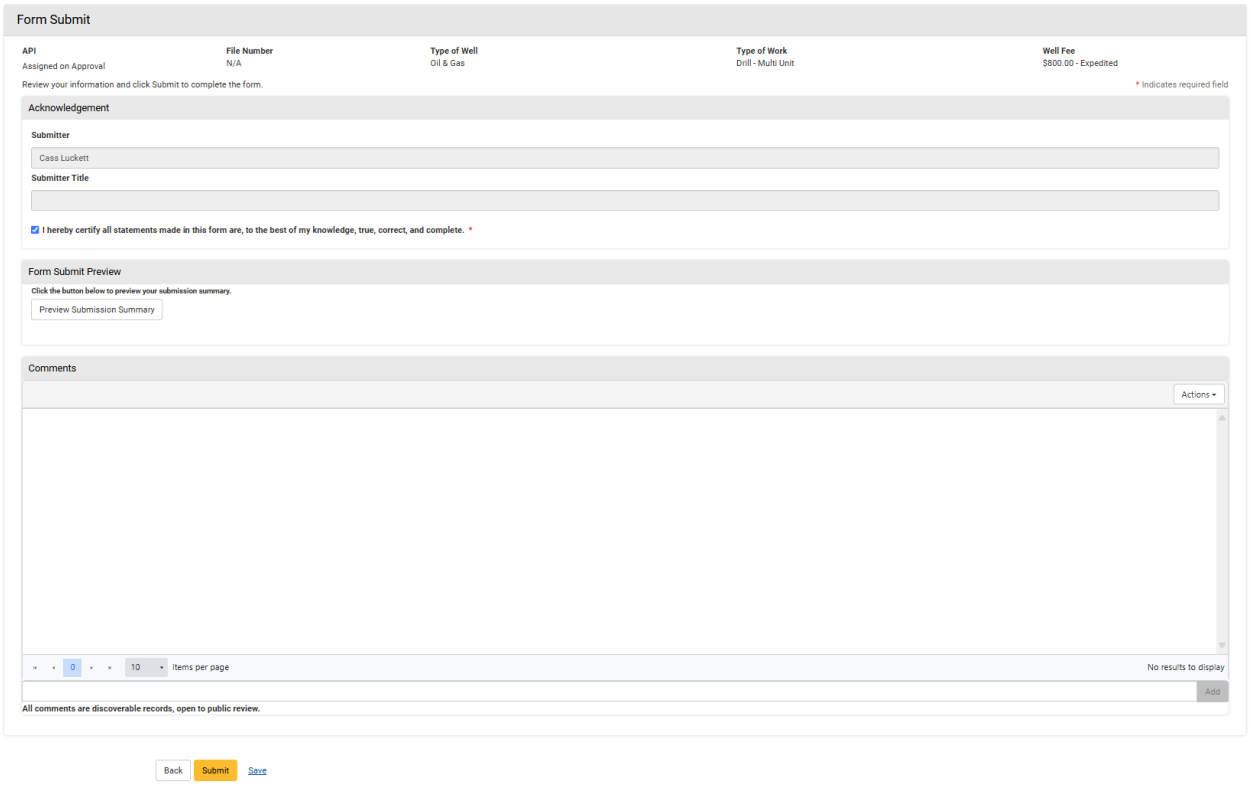


Figure 21:Form Submit