

OKIES User Manual
Plugging Report – Form 1003

Accessing the Plugging Report

You can access a plugging report if you have the permissions below:

Security Permissions

Access to submit a plugging report is only available to those with the security permissions below.

- Organization Admin – Ability to Create, Read, Update, and Delete
- Organization All Forms Submitter – Ability to Create, Read, Update
- Organization Read Access – Ability to Read (All new users will default to Read Access)
- Tip: When updating security, take care to uncheck the Read Access box as it will override any selection made in conjunction with.
- The Admin is the only person who can view or edit security permissions. To view Security Permissions:
 - Click on My Organization
 - Click on Summary
 - Click on People
 - Click on the hyperlinked name of the person you would like to review
 - Click on Summary
 - Click on Security
 - Check permissions that apply and click Save

Open a Plugging Report Form:

To access the Form for submission you can:

1. Select “Forms”
2. Select “Online Forms”
3. Select “Plugging Report”

Step 1: Form Information Fields and Functions:

Form Name: Will default to the form you have selected.

Organization: Will default to the Organization you are signed in under.

API: Select the API of the well you are filing for. The Type of Well, Well Name & Number will populate from the API selection

Form Information

V1

Please enter information for your well below.

Operator Number

19113 - STEPHENS & JOHNSON OPERATING CO

API Number

3500300082

Type of Well

OIL

Well Name

IDA FELLERS

Well Number

1

Well Fee:

\$100.00

Step 2: Operator Information

The Operator Information page is used to designate contacts for the filing.

By default, the person who is logged in and is submitting the Form will be displayed in the “Contacts” grid. By clicking the **Actions** button and selecting **Add Contact**, additional contacts can be associated with the Form. A **[Plugger]** and **[Cementer]** contact will be required in this section, if that is the same entity select **[Plugger/Cementer]**. Review the operator information displayed at the top of the form to ensure the correct organization has been selected.

Operator Information

V1

API

3510921746

Well Name

CAPITAL

Well Number

1-33

Type of Well

GAS

Please confirm the correct Organization has been selected, and designate contact(s) with their contact role. By default, the form submitter is selected as a contact.

Organization Name

STEPHENS & JOHNSON OPERATING CO

Operator Number

19113

Organization Mailing Address

811 6th Street, Wichita Falls, TX 76301

Organization Primary Phone Number

9407238113

Contacts

Advanced Filtering

Actions

Add Contact

Export - Excel

Actions

Name	Phone Number	Ext	Email	Role
John Connor			cass.luckett+18@occ.ok.gov	Submitter
Kyle Reese	(405) 522-3605		cass.luckett@occ.ok.gov	Plugger / Cementer

Step 3: Well Information

The Well Information step is used to give wellhead information.

- Verify the wellhead information appears correct.
- If there is a discrepancy leave a remark in the “Comments” section at the bottom of the page. You will see a “Comment successfully added” toast message in the bottom right corner of the screen.
- Enter the production unit number(s) associated with the well. In some scenarios there may be two PUN’s if the completion interval crosses a county boundary, i.e. directional or horizontal wells.
- Enter the base of treatable water value (will automatically round to the nearest ten).
- *Weight of Fluid Between Plugs* is, in general, the weight of fluid that was circulated in the wellbore prior to cementing. This field must contain a single numeric value. If different fluids were circulated in the wellbore during P&A operations, note the first weight in this field and all subsequent weights under *Comments* below.
- *Date Well Plugged* is the date P&A operations were completed.

Well Information V1

API
3510921746

Well Name
CAPITAL

Well Number
1-33

Type of Well
GAS

Please verify or enter location information on the Well below. * Indicates required field

Wellhead Location

Well Name

CAPITAL

Well Number

1-33

Section

28

Township

13N

Range

03W

Meridian

IM

County

Oklahoma

Spot Location

1/4

SW

1/4

NE

1/4

SE

1/4

SE

Latitude (NAD83)

35.567828

Longitude (NAD83)

-97.515409

Production Unit No. 1

073-123456-0000

Production Unit No. 2

Date Well Was Plugged *

1/1/2026

Base of Treatable Water *

1,120

Review BTW

Field Inspector Present During Plugging *

John Smith

Weight of Fluid Between Plugs (lbs/gal)

9.0

Comments

Add

Tip: The “Review BTW” button can be used to derive the value, upon clicking the button a map will zoom to the location per the GPS coordinates entered on the Form. To place a “Pin” on the map, the coordinates will need to be entered again. Once entered, hit enter and click on the “Pin”. Your BTW value will appear.

Step 4: Plugging Procedures

This section is used to provide information on the procedure used to plug the well and will be required for the form to be eligible for approval.

Plugging Procedures V1			
API 3510921746	Well Name CAPITAL	Well Number 1-33	Type of Well GAS
Please enter information on the plugging procedures below. * Indicates required field			
The information below outlines how the well was plugged, Comments and Additional Information. (5000 characters maximum. If additional information is needed, please upload additional documentation in the next step, Document Upload.) *			
Set 4.5 CIBP @ 5710' per OCC. Circulate hole w/ mud & cap plug w/10 sks Class "A" cement up to 5575'. Cut & pull 4.5 csg from 1297'. Spot 80 sks cement @ 1281-1070' to cover csg cut, 8.625 shoe, & BTW. WOC. Tag TOC @ 1052'. Top out well 64'-4' w/ 30 sks cement. Cut & cap well 4' BGL.			

Step 5: Features and Cement

Features & Cement – The Basics

Some information about the wellbore will already be populated in the tables. If all documentation was issued prior to OKIES, the populated entry will appear as such depending upon the classification of the well i.e., oil, gas, dry, etc. Start with the first entry, if there are multiple, and build out your wellbore.

Features and Cement V1

API

Well Name

Well Number

Type of Well

3507335952

LEE ENIX (LEE ENIX #2)

22-2

OIL

Please enter information on the Wellbore, Wellbore Construction Features, Cement, and Cement classes below. * Indicates required field

Wellbore Information *

Advanced Filtering

Actions

Wellbore Type	Construction Status	Wellbore Start Depth (...)	Total Depth (MD ft) ↑	Total Depth (TVD ft)	Wellbore Code	Wellbore Extension Code	Actions
OIL		0	0	0	00	01	Actions Edit Wellbore

1

1

10 items per page

Viewing 1 - 1 from 1 results

Table Descriptions:

- *Wellbore Information* lists the open hole record of the wellbore.
- *Wellbore Construction Feature & Tubular Detail* itemizes the objects inside the wellbore. The feature must have a **Wellbore Parent**.
- *Cement Segment & Class* is a description of the cement inside and behind casing. The cement segment & class must have an **Associated Feature**.

Information may be added to each table by clicking on **[Actions]** at the top of the table and selecting **[Add New]**.

Information regarding a **Wellbore, Feature, Cement Segment & Class, or Perforations** may be edited by clicking **[Actions]** for the specific item and **[Edit Record]**.

Features & Cement Example – Adding a Cement Squeeze for Existing Perforations

In this example, a cement retainer was set above a fish in the wellbore. A cement squeeze was performed on the production perforations below the fish. Features for a cement squeeze may include: Cast Iron Bridge Plug, Perforations, Cement Squeeze, Cement Retainer.

To add a cement squeeze, select *[Actions]* and *[Add Construction Feature]*:

- Add *[Fish]*, *[Cement Retainer]*, and *[Cement Squeeze]* **Features**.
- **Construction Status** will be *[Installed]*.
- **Wellbore Parent** will be *[VerticalHole1]* if the item is inside the vertical section of the wellbore below the **SurfaceHole1** depth.
- **Feature Bottom MD (ft)** will be bottom of tool for the *Cement Retainer* and lowest perforation depth for the *Cement Squeeze*.
- **Feature Top MD (ft)** will be the proposed top of tool for the *Cement Retainer* and top of cement for the *Cement Squeeze*.

Wellbore Construction Feature & Tubular Detail ×

* Indicates required field

Feature *

Fish

Construction Status

Installed

Wellbore Parent *

Vertical Hole 1

Feature Top MD (ft) *

7,703

Feature Bottom MD (ft) *

7,873

Outside Diameter (decimal inches) ⓘ *

2.375

Inside Diameter (decimal inches)

Weight (lbs/ft)

Grade

Select

Pulled

Select

Description

2 3/8 tubing above a Weatherford AS-1X packer

Save

Cancel

Wellbore Construction Feature & Tubular Detail

* Indicates required field

Feature *	Construction Status	Wellbore Parent *	
Cement Retainer	Installed	Vertical Hole 1	
Feature Top MD (ft) *	Feature Bottom MD (ft) *	Outside Diameter (decimal inches) ? *	Inside Diameter (decimal inches)
7,695	7,696	4.500	
Weight (lbs/ft)	Grade		
	Select		
Pulled			
Select			
Description			

Save

Cancel

Wellbore Construction Feature & Tubular Detail

* Indicates required field

Feature *	Construction Status	Wellbore Parent *	
Squeeze	Installed	Vertical Hole 1	
Feature Top MD (ft) *	Feature Bottom MD (ft) *	Outside Diameter (decimal inches) ? *	Inside Diameter (decimal inches)
7,609	8,055	4.500	
Weight (lbs/ft)	Grade		
	Select		
Pulled			
Select			
Description			
100sks G cement, 90sks below CICR @ 7695 & 10sks on top			

Save

Cancel

Features & Cement Example – Adding a Cast Iron Bridge Plug and Cement Plug

In this example, a cast iron bridge plug was set, and a balanced cement plug was pumped on top of the plug. Features for balanced plugs may include: Cast Iron Bridge Plug, Cement Retainer & Cement Plug.

To add said features, select *[Actions]* and *[Add Construction Feature]*:

- Add *[Cast Iron Bridge Plug]* and *[Cement Plug]* **Features**.
- **Construction Status** will be *[Installed]*.
- **Wellbore Parent** will be *[VerticalHole1]* if the item is inside the vertical section of the wellbore below the **SurfaceHole1** depth.
- **Feature Bottom MD (ft)** will be:
 - The depth of the bottom of tool for the *Cast Iron Bridge Plug*.
 - The end of tubing for the *Cement Plug*.
- **Feature Top MD (ft)** will be:
 - The top of tool for the *Cast Iron Bridge Plug*
 - The calculated cement top for the *Cement Plug*. If the height of the *Plug* was verified (e.g. by tagging), the top of the plug is the depth that was verified.

Wellbore Construction Feature & Tubular Detail ×

* Indicates required field

Feature *	Construction Status	Wellbore Parent *	
Cast Iron Bridge Plug ▼	Installed ▼	Vertical Hole 1 ▼	
Feature Top MD (ft) *	Feature Bottom MD (ft) *	Outside Diameter (decimal inches) ? *	Inside Diameter (decimal inches)
6,356	6,357	4.500	
Weight (lbs/ft)	Grade		
	Select ▼		
Pulled			
Select ▼			
Description			

Save

Cancel

Wellbore Construction Feature & Tubular Detail



* Indicates required field

Feature *

Cement Plug ▼

Construction Status

Installed ▼

Wellbore Parent *

Surface Hole 1 ▼

Feature Top MD (ft) *

6,091

Feature Bottom MD (ft) *

63,556

Outside Diameter (decimal inches) ⓘ *

8.625

Inside Diameter (decimal inches)

Weight (lbs/ft)

Grade

Select ▼

Pulled

Select ▼

Description

Save

Cancel

Features & Cement Example – Adding a Failed Cement Squeeze Attempt

In this example, the cement squeeze was unable to be performed. A cast iron bridge plug was set, the casing was perforated, a cement retainer was set, and a cement balanced plug was placed on top of the cement retainer. Features for cement squeezes may include: Cast Iron Bridge Plug, Cement Retainer, Cement Squeeze, and Perforations.

To add said features select **[Actions]** for the table and **[Add Construction Feature]**:

- Add **[Cast Iron Bridge Plug]**, **[Perforations]**, **[Cement Retainer]**, and **[Balanced Plug]** **Features**.
- **Wellbore Parent** will be **[VerticalHole1]** if the item is inside the vertical section of the wellbore below the **SurfaceHole1** depth.
- **Feature Bottom MD (ft)** will be:
 - The depth of the bottom of tools for the *Cast Iron Bridge Plug & Cement Retainer*
 - The bottom of the perforated interval for *Perforations*
 - The end of tubing for the *Cement Plug*.
- **Feature Top MD (ft)** will be:
 - The top of tool for the *Cast Iron Bridge Plug & Cement Retainer*
 - The top of the perforated interval for *Perforations*
 - The calculated cement top for the *Cement Plug*. If the height of the *Plug* was verified (e.g. by tagging), the top of the plug is the depth that was verified.

Wellbore Construction Feature & Tubular Detail ×

* Indicates required field

Feature *	Construction Status	Wellbore Parent *	
Cast Iron Bridge Plug ▼	Installed ▼	Vertical Hole 1 ▼	

Feature Top MD (ft) *	Feature Bottom MD (ft) *	Outside Diameter (decimal inches) ? *	Inside Diameter (decimal inches)
4,559	4,560	4.500	

Weight (lbs/ft)	Grade
	Select ▼

Pulled

Select ▼

Description

Save

Cancel

Wellbore Construction Feature & Tubular Detail ×

* Indicates required field

Feature *

Perforation

Construction Status

Installed

Wellbore Parent *

Vertical Hole 1

Feature Top MD (ft) *

4,487

Feature Bottom MD (ft) *

4,488

Outside Diameter (decimal inches) ⓘ *

4.500

Inside Diameter (decimal inches)

Weight (lbs/ft)

Grade

Select

Pulled

Select

Description

Save

Cancel

Wellbore Construction Feature & Tubular Detail ×

* Indicates required field

Feature *

Cement Retainer

Construction Status

Installed

Wellbore Parent *

Vertical Hole 1

Feature Top MD (ft) *

4,437

Feature Bottom MD (ft) *

4,438

Outside Diameter (decimal inches) ⓘ *

4.500

Inside Diameter (decimal inches)

Weight (lbs/ft)

Grade

Select

Pulled

Select

Description

Save

Cancel

Wellbore Construction Feature & Tubular Detail
×

* Indicates required field

Feature *
Cement Plug

Construction Status
Installed

Wellbore Parent *
Vertical Hole 1

Feature Top MD (ft) *
4,172

Feature Bottom MD (ft) *
4,437

Outside Diameter (decimal inches) ⓘ *
4.500

Inside Diameter (decimal inches)

Weight (lbs/ft)

Grade
Select

Pulled
Select

Description
30sks class G cement balanced plug on top of CICR @ 4437ft, unable to squeeze below CICR

Save

Cancel

Features & Cement Example – Adding a Cement Squeeze Performed Due to Insufficient Top of Cement

In this example a cement squeeze is performed below the surface shoe. A cast iron bridge plug was set, the casing was perforated, a cement retainer was set, and a cement squeeze was performed. Features for cement squeezes may include: Cast Iron Bridge Plug, Cement Retainer, Cement Squeeze, and Perforations.

To add said features select **[Actions]** for the table and **[Add Construction Feature]**:

- Add **[Cast Iron Bridge Plug]**, **[Perforations]**, **[Cement Retainer]**, and **[Cement Squeeze] Features**.
- **Construction Status** will be **[Installed]**.
- **Wellbore Parent** will be **[VerticalHole1]** or **[SurfaceHole1]** depending on whether the *Feature* starts or ends above or below the **SurfaceHole1** depth, starting above will be **[SurfaceHole1]**.
- **Feature Bottom MD (ft)** and **Feature Top MD (ft)** will be the bottom and top of the **Feature**.

Wellbore Construction Feature & Tubular Detail



* Indicates required field

Feature *

Cement Retainer

Construction Status

Installed

Wellbore Parent *

Surface Hole 1

Feature Top MD (ft) *

572

Feature Bottom MD (ft) *

573

Outside Diameter (decimal inches) ⓘ *

8.625

Inside Diameter (decimal inches)

Weight (lbs/ft)

Grade

Select

Pulled

Select

Description

Cement retainer for base of surface casing squeeze, 100ft above perfs and 50ft above surface shoe.

Save

Cancel

Wellbore Construction Feature & Tubular Detail



* Indicates required field

Feature *

Perforation

Construction Status

Installed

Wellbore Parent *

Vertical Hole 1

Feature Top MD (ft) *

672

Feature Bottom MD (ft) *

673

Outside Diameter (decimal inches) ⓘ *

4.500

Inside Diameter (decimal inches)

Weight (lbs/ft)

Grade

Select

Pulled

Select

Description

Save

Cancel

Features & Cement Example – Adding a Surface Plug

Features for surface plugs may include: Perforation and Surface Plug.

To add said features, select **[Actions]** and **[Add Construction Feature]**:

- Add **[Perforation]** and **[Cement Plug]** **Features**.
- **Construction Status** will be **[Installed]**.
- **Wellbore Parent** will be **[SurfaceHole1]** because the items are above the **SurfaceHole1** depth.
- **Feature Bottom MD (ft)** and **Feature Top MD (ft)** will be the bottom and top of the **Feature**.

Wellbore Construction Feature & Tubular Detail ×

* Indicates required field

Feature *	Construction Status	Wellbore Parent *	
Perforation	Installed	Surface Hole 1	
Feature Top MD (ft) *	Feature Bottom MD (ft) *	Outside Diameter (decimal inches) ? *	Inside Diameter (decimal inches)
50	51	8.625	
Weight (lbs/ft)	Grade		
	Select		
Pulled			
Select			
Description			
Peforations @ 50ft for surface plug			

Save

Cancel

Wellbore Construction Feature & Tubular Detail ×

* Indicates required field

Feature *	Construction Status	Wellbore Parent *	
Cement Plug	Installed	Surface Hole 1	

Feature Top MD (ft) *	Feature Bottom MD (ft) *	Outside Diameter (decimal inches) ? *	Inside Diameter (decimal inches)
0	50	8.625	

Weight (lbs/ft)	Grade
	Select

Pulled
Select

Description
 40sks class G cement surface plug through perfs @ 50ft

Save

Cancel

Features & Cement – Adding Cement Segments & Class

Cement Segments & Class must have an associated **Feature** from the **Wellbore Construction Feature & Tubular Detail** table. To add select **[Actions]** and **[Add Cement Segment]**:

- For existing cement behind casing, select **[Outside]** for **Inside / Outside Casing**.
- If multiple slurries were used during the primary cement job, select accordingly **[Lead]** or **[Tail]** for **Lead/Tail**.
- For cement squeezes on production / injection intervals or plugs, select **[Inside]** for **Inside / Outside Casing**.
- For cement squeezes due to inadequate casing cement (where cement was squeezed inside and behind casing), select **[N/A]** for **Inside / Outside Casing**.
- The **Cement Top** and **Cement Bottom** will be the top and bottom of that segment.

Cement Segments & Class



* Indicates required field

Associated Feature *

Surface Casing 1

Inside/Outside Casing *

Outside

Cement Construction Status *

Installed

Cement Top (MD ft) *

0

Cement Bottom (MD ft)

620

Cement Type

Class H Cement

Lead/Tail

Single

Volume (Sacks) *

690

Vol of slurry pumped (Cu ft per sack)

780.00

Yield (cu ft per sack)

1.13

How Was Cement Top Determined? *

Visual (Circulation to surface)

Description

Save

Cancel

Cement Segments & Class



* Indicates required field

Associated Feature *

Squeeze 1

Inside/Outside Casing *

Inside

Cement Construction Status *

Installed

Cement Top (MD ft) *

7,609

Cement Bottom (MD ft)

8,055

Cement Type

Class G Cement

Lead/Tail

Single

Volume (Sacks) *

100

Vol of slurry pumped (Cu ft per sack)

115.00

Yield (cu ft per sack)

1.15

How Was Cement Top Determined? *

Calculated

Description

100sk squeeze on prod perforations from 8041-8055ft

Save

Cancel

Cement Segments & Class



* Indicates required field

Associated Feature *

Cement Plug 2

Inside/Outside Casing *

Inside

Cement Construction Status *

Installed

Cement Top (MD ft) *

4,172

Cement Bottom (MD ft)

4,437

Cement Type

Class G Cement

Lead/Tail

Single

Volume (Sacks) *

30

Vol of slurry pumped (Cu ft per sack)

35.28

Yield (cu ft per sack)

1.18

How Was Cement Top Determined? *

Tagged

Description

30sk (265ft) balanced cement plug on top of CICR @ 4437ft

Save

Cancel

Cement Segments & Class



* Indicates required field

Associated Feature *

Cast Iron Bridge Plug 1

Inside/Outside Casing *

Inside

Cement Construction Status *

Installed

Cement Top (MD ft) *

5,575

Cement Bottom (MD ft)

5,710

Cement Type

Class A Cement

Lead/Tail

Single

Volume (Sacks) *

10

Vol of slurry pumped (Cu ft per sack)

11.76

Yield (cu ft per sack)

1.18

How Was Cement Top Determined? *

Calculated

Description

Save

Cancel

Step 6: Perforations

This section will consist of production or injection perforations within the wellbore. Navigate to the *[Actions]* dropdown and *[Add Perforation]*.

Perforations
V1

API

Well Name

Well Number

Type of Well

3510921746
CAPITAL
1-33
GAS

Perforations

Advanced Filtering
Actions

Perforation Uni...	Wellbore	Construction Status	Top MD (ft)	Bottom MD (ft)	Formations	Description
P1	Vertical Hole 1	Installed	6,130	6,135	CLEVELAND - 405CLVD	
P2	Vertical Hole 1	Installed	6,480	6,586	OSWEGO - 404OSWG	
P3	Vertical Hole 1	Installed	6,766	6,770	2ND WILCOX - 202WLCX2	
P4	Vertical Hole 1	Installed	8,000	8,005	2ND WILCOX - 202WLCX2	

1
1
10
items per page

Viewing 1 - 4 from 4 results

- The **Wellbore** options will be the selections that were made in the **Wellbore Information** section within **Features and Cement**. Select the segment of the wellbore that is perforated.
- Construction Status** will be *[Installed]*.
- The **Top MD (ft)** and **Bottom MD (ft)** will be the top and bottom of that segment of perforations. Each segment of perforations should have a separate entry.
- Select the **Formation(s)** that the perforations are located within. Each formation should have a separate entry.

Perforation

Wellbore *

Vertical Hole 1

Construction Status

Installed

Top MD (ft) *

6,766

Bottom MD (ft) *

6,770

Formation(s)

wlcx

1ST WILCOX - 202WLCX1

2ND WILCOX - 202WLCX2

3RD WILCOX - 202WLCX3

LOWER WILCOX - 202WLCXL

MIDDLE WILCOX - 202WLCXM

SIMPSON (WILCOX) - 202SWLCX

SIMPSON ABOVE BASE OF 2ND WLCX - 202SMA2W

Save

Cancel

Step 7: Document Upload

Any additional documents that are required, i.e. cement quality certificate, can be uploaded in this section.

Document Upload V1

API

Well Name

Well Number

Type of Well

3510921746

CAPITAL

1-33

GAS

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

* Indicates required field

Uploaded Documents

Advanced Filtering

Actions

Upload Document

Export - Excel

Upload Date	Uploaded By	Type	Description	Filename
No results to display				

0

10 items per page

Upload Document



* Indicates required field

File Types Accepted: PDF, TIFF, Word, JPG, Excel (with no macros, .xlsx only)

Type *

Cement Quality Certificate

Submitted Date

07-21-2026

Description *

Cement Quality Certificate

Filename *

Select files...

✓ Done



okies-external-faq-1 (12).pdf

File(s) uploaded successfully.

Save

Cancel

Step 8: Form Submit

To submit the form, check the box next to the acknowledgement statement, confirm all sections have been completed (check mark vs “X”) and click the “Submit” button at the bottom of the page. Prior to submittal, a draft copy is available using the “Download Draft PDF” button as well as preview of your submission.

Form Submit V1

API
3510921746

Well Name
CAPITAL

Well Number
1-33

Type of Well
GAS

Review your information and click Submit to complete the form.

* Indicates required field

Acknowledgement

Submitter

John Connor

Submitter Title *

Test

☒ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

Download Draft PDF