



The Bureau of Land Management's Well Information System (WIS) How-To Guide

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1.0 Introduction

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

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

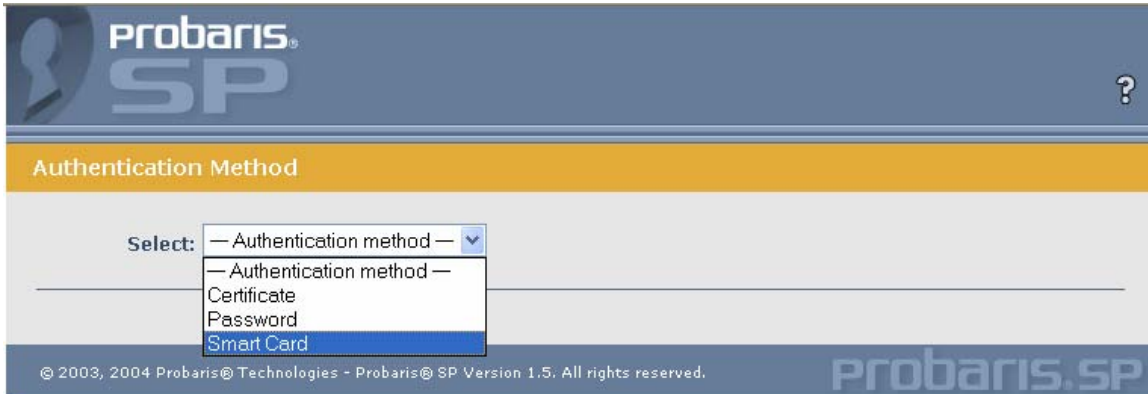
- The system is accessible from any computer with Internet access.
- Documents and attachments are always sent via secured channels, eliminating the possibility that sensitive information can be obtained by anyone other than the members of your organization.
- Operators can get virtually real-time, detailed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

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

2.0 Accessing the System

Once you are registered as a WIS user, logging into WIS is a simple process. From any computer connected to the Internet, access the WIS informational web site and click on the link to log in to the appropriate WIS system.

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



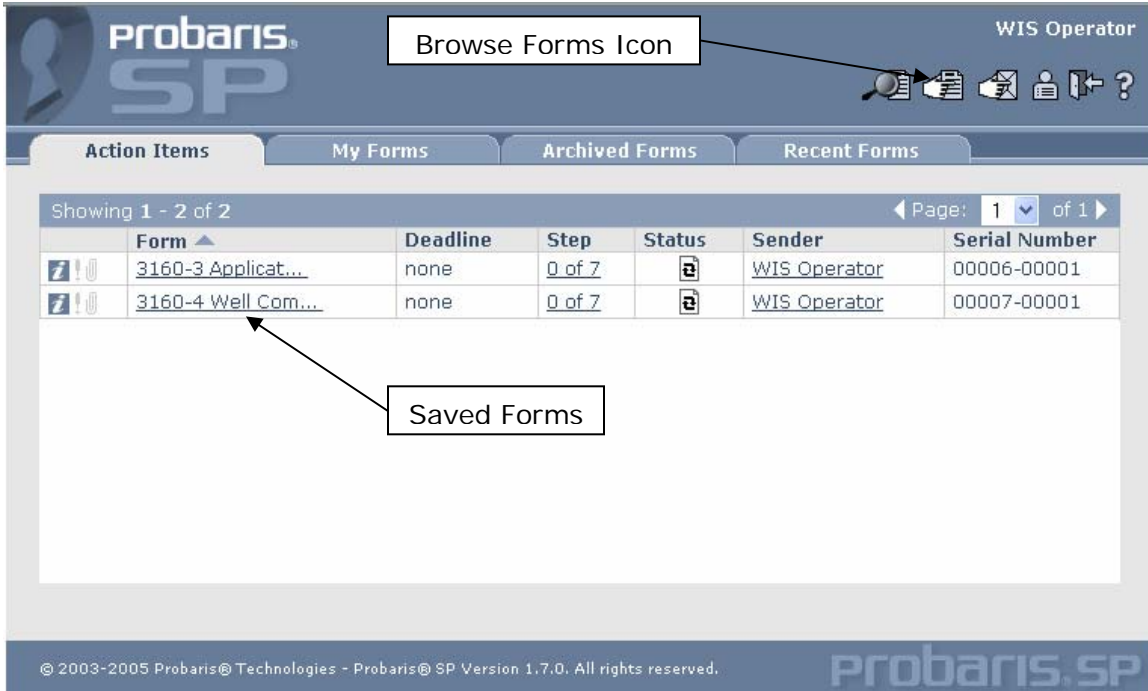
The screenshot shows the Probaris SP login interface. At the top left is the Probaris SP logo, and at the top right is a question mark icon. Below the logo is a yellow header bar with the text "Authentication Method". The main content area is a light gray box containing a "Select:" label followed by a dropdown menu. The dropdown menu is open, showing three options: "Certificate", "Password", and "Smart Card". The "Smart Card" option is currently selected and highlighted in blue. At the bottom of the page, there is a copyright notice: "© 2003, 2004 Probaris@ Technologies - Probaris@ SP Version 1.5. All rights reserved." and the Probaris.SP logo on the right.

You can obtain information about obtaining digital certificates by accessing the BLM's Electronic Forms website.

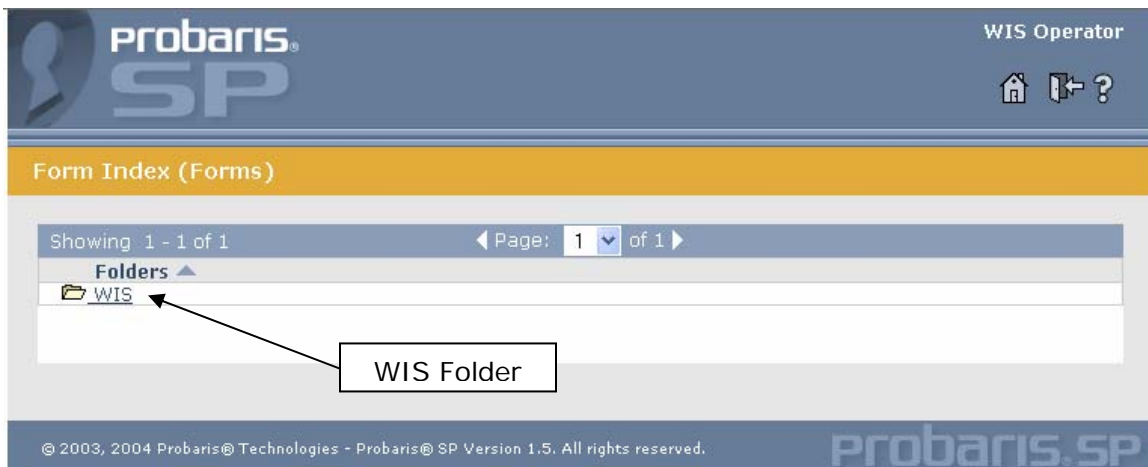
Note: Due to the secure nature of WIS, you must utilize the back buttons found within the application when viewing a previously accessed page. In most cases, utilizing your browser's Back button will not produce the desired outcome.

3.0 Creating a New Form

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



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



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

The screenshot shows the Probaris SP WIS Operator interface. At the top, there is a header with the Probaris SP logo and the text 'WIS Operator'. Below the header, there is a navigation bar with a home icon, a back icon, and a help icon. The main content area is titled 'Form Index (WIS)'. It features a pagination bar showing 'Showing 0 - 0 of 0' and 'Page: 1 of 1'. Below this, there is a section for 'Folders' which is currently empty. The main section is titled 'Forms' and shows a list of forms. The list has columns for 'Primary number', 'Secondary number', 'Form Title', and 'Form Summary'. The first row of the list is highlighted, and a callout box labeled 'WIS Form Numbers and Titles' points to the 'Primary number' and 'Form Title' columns of this row. Below the list, there is an 'Up One Level' button. At the bottom of the page, there is a footer with the copyright information: '© 2003, 2004 Probaris® Technologies - Probaris® SP Version 1.5. All rights reserved.' and the Probaris SP logo.

Primary number ▲	Secondary number	Form Title	Form Summary
SP 3160-3		Application for Permit to Drill	
SP 3160-4		Well Completion Report	
SP 3160-5		Sundry Notice	
SP WIS-NOS		Notice Of Staking	
SP WIS-UA		Request New User Account	

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

Form 3160-3 (Applicatio...) Serial Number Editing Section 1 of 7

Form Action Icons, See Appendix C

Form 3160-3
(September 2001)

**UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

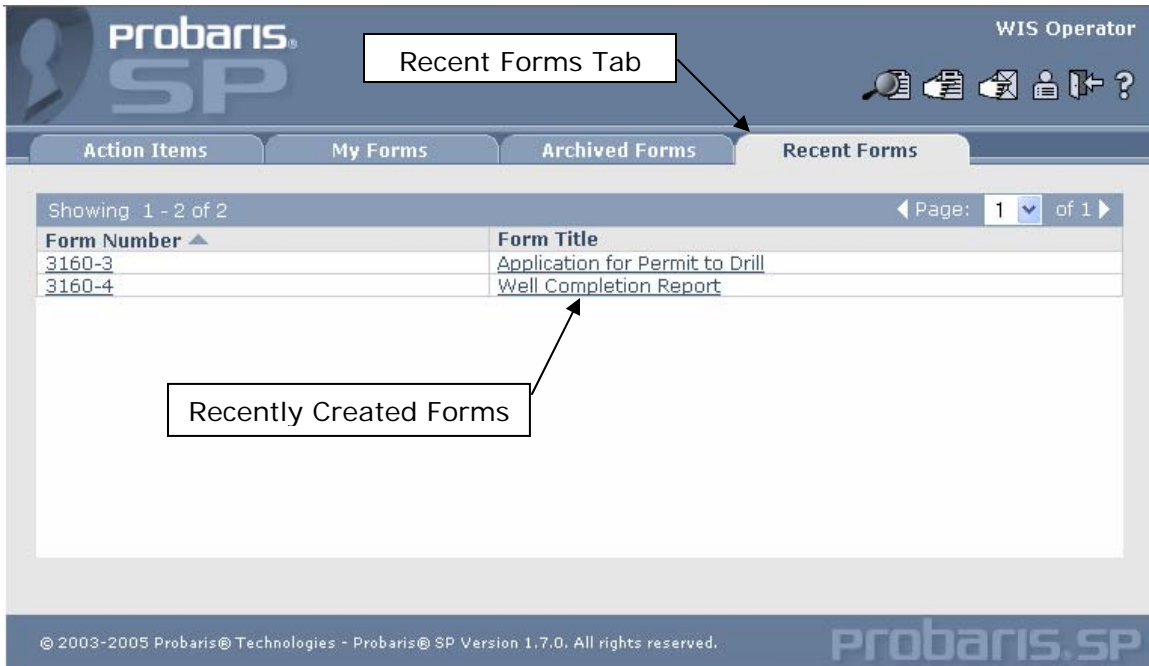
APPLICATION FOR PERMIT TO DRILL OR REENTER

Bold+ fields are required.

Section 1 - Completed by Operator	
1. BLM Office* Select a BLM Office <input type="button" value="v"/>	2. Confidentiality* <input type="checkbox"/> Confidential
3. Work Type* <input checked="" type="radio"/> DRILL <input type="radio"/> REENTER	4. Well Type* Select a Well Type <input type="button" value="v"/>
Operating Company	
5. Company Name* <input type="text"/>	
6. Address*	7. Phone Number*

Form Data Entry Field

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



4.0 Completing a New Form

This section details the steps required to complete a new WIS form you have located and opened it in your browser.

4.1 Basic Form Completion

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

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

Section 1 - Completed By Operator	
1. BLM Office* <input type="text"/>	2. Confidentiality* <input type="checkbox"/> Confidential
Section Heading (1 of 7)	
Select a Well Type <input type="button" value="v"/>	
Operating Company Information	
4. Company Name* <input type="text"/>	
5. Address* <input type="text"/> <input type="text"/> <input type="text"/>	6. Phone Number* <input type="text"/>
Administrative Contact Information	
7. Contact Name* <input type="text"/>	8. Title* <input type="text"/>
9. Address* <input type="text"/> <input type="text"/>	10. Phone Number* <input type="text"/>
	11. Mobile Number <input type="text"/>

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


The screenshot shows a web form titled "Administrative Contact Information". The form has several fields: "7. Contact Name*" (with three input boxes), "8. Title*" (with one input box), "9. Address*" (with three input boxes), "12. E-mail*" (with one input box containing "My Email Address"), and "13. Fax Number" (with one input box). An error dialog box from "Microsoft Internet Explorer" is overlaid on the form, displaying a yellow warning icon and the message "Invalid E-mail format. Please correct entry." with an "OK" button.

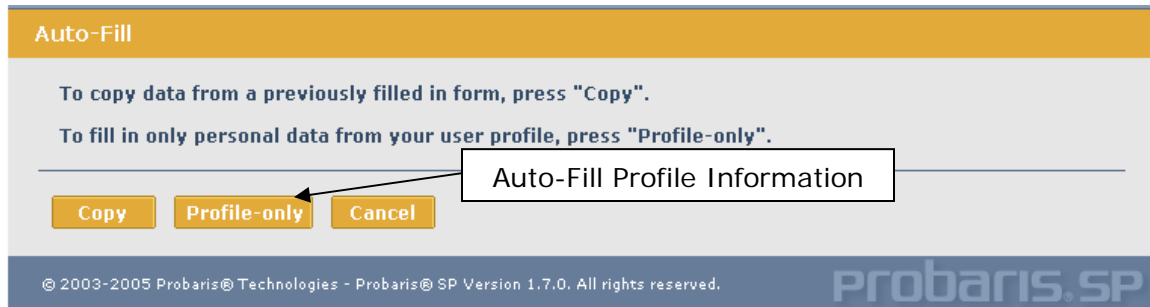
Note: The system executes an additional validation against the Lease Serial Number field to ensure that the permit you are submitting is appropriate for the system being used. In cases when the Lease Serial Number you entered is not valid, an alert box will notify you that this is the case, and the system will not allow you to submit the particular transaction. Similarly, the system checks the Lease Serial Number against a list of "known" Lease Serial Numbers. If the Lease Serial Number you entered does not appear on this list, an alert box will notify you that this is the case, and supply you with the appropriate contact information. Keep in mind that for new leases, the Lease Serial Number may not appear on the list of valid Lease Serial Numbers for up to two days.

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

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

4.2 Auto-Fill from Profile


The WIS system allows you to automatically fill in a limited number of form fields automatically. Specifically, your name, address, title, email address, organization affiliation (company name), and phone number can all be "auto-filled" by clicking the Auto-Fill icon () found in the upper left corner of the form. Click the "Profile-only" button in the subsequent screen and all of the above-mentioned fields, if provided during the initial registration process, are automatically entered into the appropriate form fields.



If the information that the system auto-fills is not correct (e.g., you have recently changed your phone number), you can alter any of the auto-filled information in a particular form by simply going to that field and entering the correct data.

After auto-filling your form data, the WIS system automatically saves your form. If any of your auto-fill information changes, you can permanently update the system yourself by accessing the User Details screen. See Section 12 for more information on how to update the information contained in your profile.

4.3 Auto-Fill from Last Routed Form

In addition to auto-filling information from your user profile, you can also populate a new form based on the information contained in the last version of the form you routed. To do so, click on the Auto-Fill icon () found in the upper left corner of the form and click the "Copy" button in the subsequent screen. The system will retrieve the data associated with the last version of the same form that you routed, and populate the new form with that information.





You can update any of the information the system auto-fills prior to submitting the form by simply overwriting the existing data.

4.4 Attaching Documents to a Form

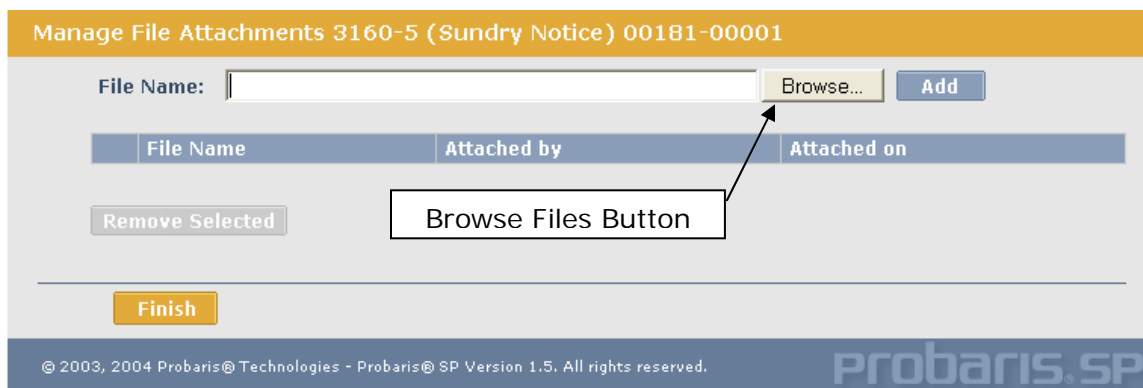
The WIS system allows you to attach any necessary documents to your form prior to submittal. All attachments are sent to the BLM with the actual form data that is reviewed during the form approval process.

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

With the form open in your browser, click the Save Form icon () in the upper left corner of the form. Your screen will refresh, signifying that the form has been saved. Alternatively, clicking the auto-fill icon also results in your form being saved, as described in Section 4.2 and 4.3.

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

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



Manage File Attachments 3160-5 (Sundry Notice) 00181-00001

File Name: Browse... Add

File Name	Attached by	Attached on
-----------	-------------	-------------

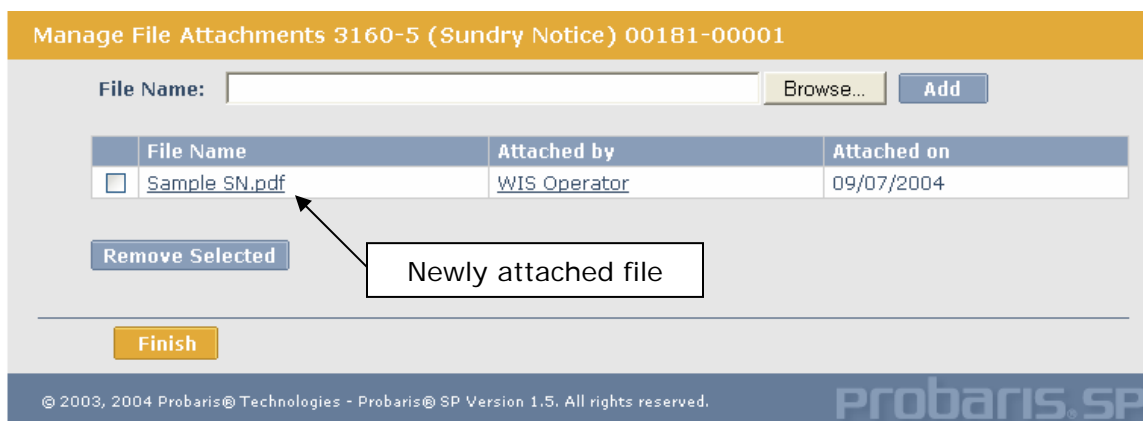
Remove Selected

Finish

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A callout box labeled "Browse Files Button" points to the "Browse..." button.

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



Manage File Attachments 3160-5 (Sundry Notice) 00181-00001

File Name: Browse... Add

File Name	Attached by	Attached on
<input type="checkbox"/> Sample SN.pdf	WIS Operator	09/07/2004

Remove Selected

Finish

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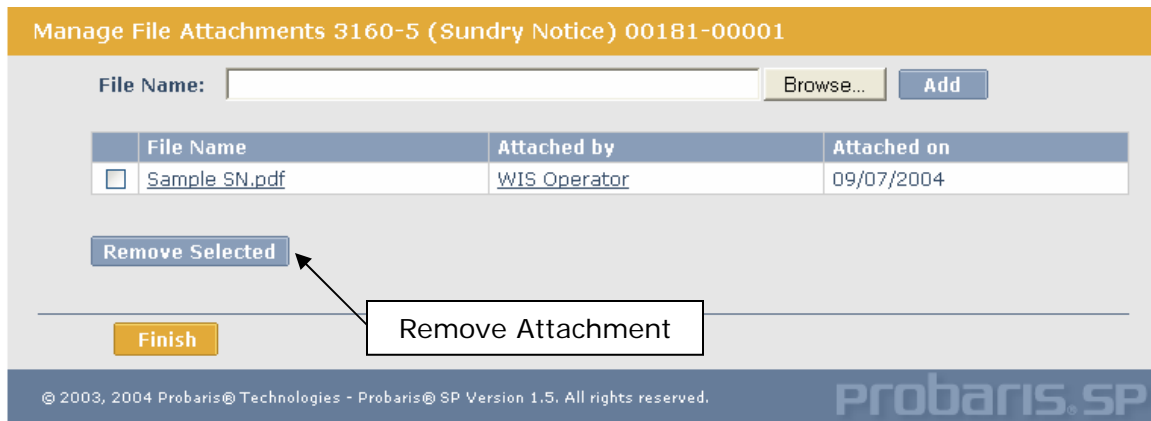
A callout box labeled "Newly attached file" points to the first row of the table.

You can repeat this process until you have attached all of the desired files. Currently, the WIS system supports the following file types:


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

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

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



4.5 Resetting Form Fields

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

5.0 Submitting a Form

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

Federal or Indian oil and gas leases.

Response to this request is mandatory.

BLM would like you to know that you do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

BURDEN HOURS STATEMENT

Public reporting burden for this form is estimated to average 25 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to U.S. Department of the Interior, Bureau of Land Management (1004-0135), Bureau Information Collection Clearance Officer, (WO-630), Mail Stop 401 LS, 1849 C St., N.W., LS, Washington D.C. 20240

Select "Route" from Form Actions

Form Actions:

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

Probaris[®] SP WIS Operator

Route 3160-5 (Sundry Notice) Section 1 of 7

Send: Section 2

Insert from [address list](#)

To: wis-submission@blm.example.gov

Insert from [address list](#) (separated by commas)

Cc:

Public: (For all recipients)

Mandatory BLM recipient's address

If desired, you can copy the form to another recipient by entering his/her email address in the “CC” field, but keep in mind that this recipient must be a valid WIS user. The recipient of the CC action will be able to review, but not update, the form. The WIS system utilizes a completely secure processing architecture, and at no time will your forms be sent to anyone via email, which is an inherently insecure process. Click the “Submit” button at the bottom of the screen to submit your form.

E-mail **me** if form has not been routed by:
[] day(s) before deadline

E-mail **route recipient** if form has not been routed by:
[] day(s) before deadline

Option: After routing, transfer follow-up responsibility to another user:

Insert from [address list](#)

E-mail address: []


After trans [Click "Submit"](#) view the details about this form

Submit Cancel


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The message in the following screen verifies that you have successfully submitted your form to the BLM, who will begin reviewing its contents. Click the "OK" button to complete the form submission process.



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

6.0 Saving a Form Prior to Submitting

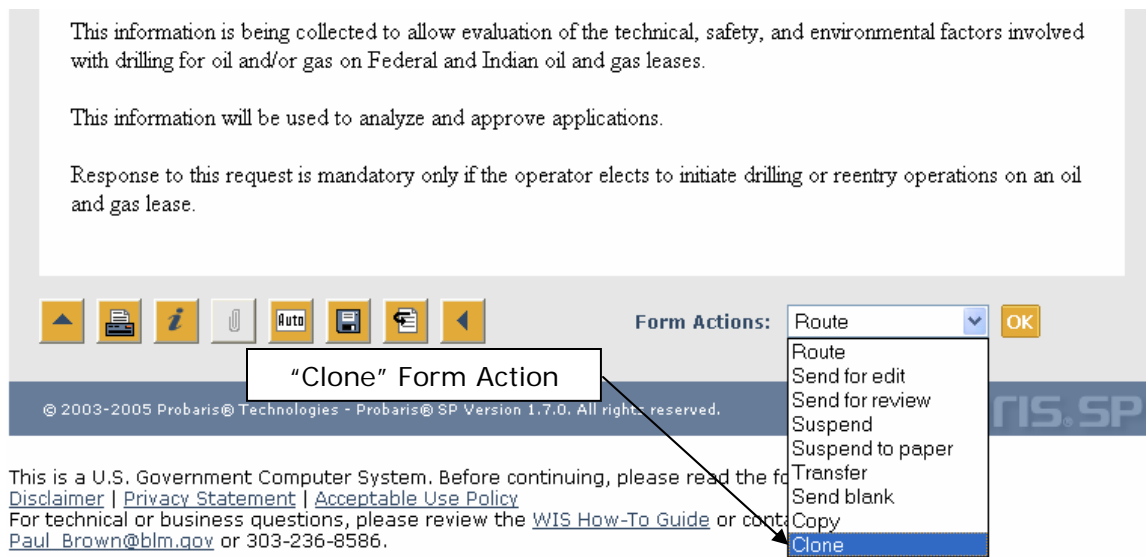
At times, you may wish to save a WIS form without submitting it, so that you can return to it later to finish entering the relevant data. With the form you wish to save open in your browser window, click on the "Save Form" icon () found in the upper left corner of the form. At this point, your WIS form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

Saved forms will appear in your "Action Items" folder. You can access saved form by clicking on the "Action Items" tab from anywhere within the WIS system.

7.0 Cloning an Existing Form

There are times when you may wish to submit a form that is very similar to one you have submitted in the past. For example, over the course of a particular well's operation, you may need to submit a number of Sundry Notices that all contain very similar data. Rather than creating a separate form each time you need to submit a Sundry Notice for the same well, you can utilize the "Clone" functionality, which allows you to create an exact duplicate of a previously submitted form, change any information (if necessary), and submit it to the BLM for review.

To Clone a form, you must first locate the original form you wish to clone, and open it in your browser window. You can clone draft versions of your forms (found in your "Action Items" folder), forms you have already submitted to the BLM (found in your "My Forms" folder), or forms you have previously archived (found in your "Archived Forms" folder). After opening the form you wish to clone, select the "Clone" option from the Form Actions picklist found at the bottom of the form, and click "OK".



The screenshot shows a web form interface. At the top, there are three paragraphs of text: "This information is being collected to allow evaluation of the technical, safety, and environmental factors involved with drilling for oil and/or gas on Federal and Indian oil and gas leases.", "This information will be used to analyze and approve applications.", and "Response to this request is mandatory only if the operator elects to initiate drilling or reentry operations on an oil and gas lease." Below the text is a toolbar with several icons. To the right of the toolbar is a "Form Actions:" dropdown menu. The dropdown menu is open, showing a list of actions: "Route", "Send for edit", "Send for review", "Suspend", "Suspend to paper", "Transfer", "Send blank", "Copy", and "Clone". The "Clone" option is highlighted in blue. A callout box with the text "Clone Form Action" has an arrow pointing to the "Clone" option in the dropdown menu. Below the toolbar, there is a copyright notice: "© 2003-2005 Probaris@ Technologies - Probaris@ SP Version 1.7.0. All rights reserved." and a disclaimer: "This is a U.S. Government Computer System. Before continuing, please read the following: [Disclaimer](#) | [Privacy Statement](#) | [Acceptable Use Policy](#). For technical or business questions, please review the [WIS How-To Guide](#) or contact Paul_Brown@blm.gov or 303-236-8586." The "RIS.SP" logo is visible in the bottom right corner.

The system will open a new version of the form in your browser window with all of the form data exactly as it exists in the cloned form. If necessary, you can change any form data that may be different from the cloned form. Since cloned forms do not include the attachments contained in the original form, you will need to add any attachments that you wish to include with your submission. After updating the form and adding attachments, you can submit it to the BLM just as you would any other form (see Section 5.0).

8.0 Transferring a Saved Form

In some instances, you may begin completing a form, but then want to transfer it to one of your co-workers for he/she to enter the rest of the form data and submit it. If, for example, you are training a new employee and want to review his/her form prior to it being submitted to the BLM, you can ask the trainee to start completing the form and then transfer it to you instead of routing it to the BLM outright. Note that forms can only be transferred to other registered WIS users, since the recipient of the transfer action will be expected to complete the processing of the form. Transferring a form does not submit it to the BLM.

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

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

9.0 Organizing Forms



The WIS system utilizes a number of different folders for tracking and maintaining forms that you have either already submitted or that you have begun completing and saved before submitting. The system also provides you with an Archive folder that you can use to retain forms that have already been approved or you no longer need to readily access.

9.1 Locating Previously Submitted Forms

After you have submitted a form to the BLM, you will want to locate it at a later date in order to open it to learn where it is in the approval process. The forms you have already submitted can be accessed from your "My Forms" folder, which is accessible by clicking on the "My Forms" tab.

The screenshot shows the Probaris SP interface. At the top, there is a navigation bar with tabs for 'Action Items', 'My Forms', 'Archived Forms', and 'Recent Forms'. The 'My Forms' tab is selected. Below the navigation bar, there is a table of forms. The table has columns for 'Form', 'Step', 'Status', 'Current Editor', and 'Serial#'. The first row is highlighted and labeled 'Recently submitted form'. The table contains the following data:

Form	Step	Status	Current Editor	Serial#
3160-3 Applicat...	1 of 7	In-Process	Submissions WIS...	00006-00001
3160-3 Applicat...	0 of 7	In-Process	WIS Operator	00008-00001
3160-3 Applicat...	0 of 7	In-Process	WIS Operator	00008-00002
3160-3 Applicat...	0 of 7	In-Process	WIS Operator	00017-00001
3160-4 Well Com...	0 of 7	In-Process	WIS Operator	00007-00001

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

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

9.2 Locating Saved Forms (Drafts)

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

Your "Action Items" folder contains all of the forms that you have begun completing, but not yet submitted. By default, forms in your "Action Items" folder are displayed by the current step in the review process, in this case Step 0 of 7. You can change the order these forms are displayed in much the same manner described in Section 7.1. Similarly, you can locate a particular form by utilizing the search functionality as described above. Forms that one of your co-workers has Transferred to you (see Section 7.0) will also appear in your "Action Items" folder.

The screenshot shows the Probaris SP WIS Operator interface. The top navigation bar includes the "Action Items" tab, which is selected. Below the navigation bar, a table displays a list of forms. The table has the following columns: Form, Deadline, Step, Status, Sender, and Serial Number. The first row of the table is highlighted, and a callout box labeled "Saved Forms (Drafts)" points to it. The table contains the following data:

Form	Deadline	Step	Status	Sender	Serial Number
3160-3 Applicat...	none	0 of 7	[Icon]	WIS Operator	00008-00001
3160-3 Applicat...	none	0 of 7	[Icon]	WIS Operator	00008-00002
3160-3 Applicat...	none	0 of 7	[Icon]	WIS Operator	00017-00001
3160-4 Well Com...	none	0 of 7	[Icon]	WIS Operator	00007-00001

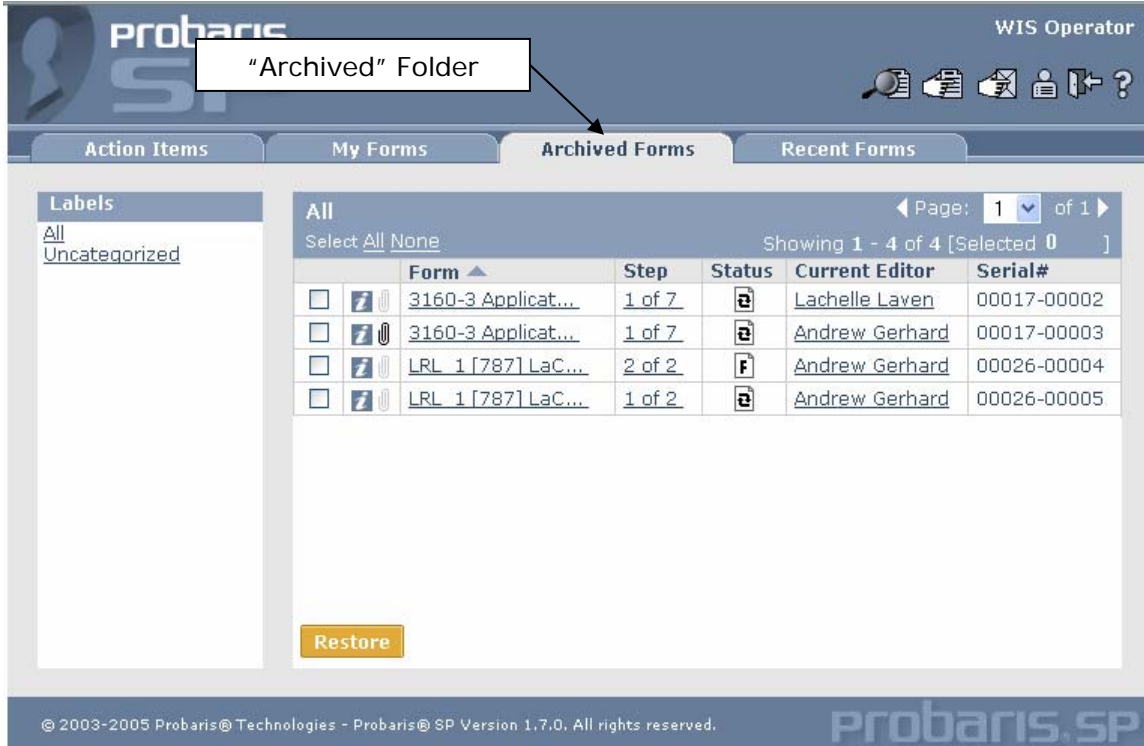
Once you have located the draft you wish to continue working on, you can open it by clicking on the form title. The form will appear in your browser window in the form it existed when you last saved it. You can continue processing the form as you normally would, as described in Section 5.0.

9.3 Archiving Forms

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

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

to be moved, click the “Archive Form” button found at the bottom of the screen. The selected forms will be moved from your “My Forms” folder to your “Archive” folder.

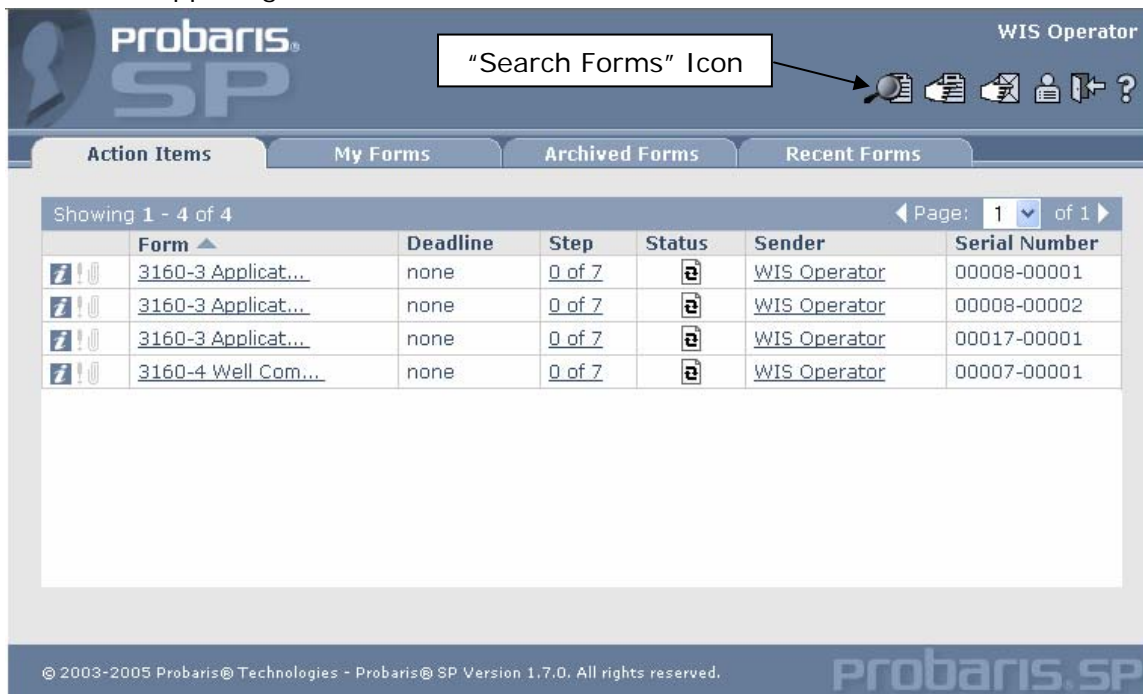


If you ever need to review a previously archived form, click on the “Archive” or tab at the top of the screen. Archived forms are ordered by their last modified date, but can be resorted by clicking on any of the column headings as described in Section 7.1. You can restore a form (move it back to your “My Forms” folder) by selecting the checkbox in front of the form and clicking the Restore button.

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

10.0 Searching for Forms

The Search forms functionality provides you with an easy way to locate a particular form or set of forms that you can review their most current status, clone, or send to your "Archive" folder. The WIS search functionality offers a robust mechanism for finding a particular form. To access the form search page, click the "Search Forms" icon in the upper right corner of the screen.



The screenshot shows the Probaris SP interface. At the top right, the user is identified as "WIS Operator". A callout box labeled "Search Forms" Icon points to a magnifying glass icon in the top navigation bar. Below the navigation bar are tabs for "Action Items", "My Forms", "Archived Forms", and "Recent Forms". The main content area shows a table of forms. The table has columns for Form, Deadline, Step, Status, Sender, and Serial Number. The table displays four rows of data, all with a deadline of "none" and a status of "0 of 7".

Form	Deadline	Step	Status	Sender	Serial Number
3160-3 Applicat...	none	0 of 7	0	WIS Operator	00008-00001
3160-3 Applicat...	none	0 of 7	0	WIS Operator	00008-00002
3160-3 Applicat...	none	0 of 7	0	WIS Operator	00017-00001
3160-4 Well Com...	none	0 of 7	0	WIS Operator	00007-00001

The system will open the Search Criteria screen where you can specify the forms you would like to search for. Keep in mind that the system will only search through the forms you have submitted or saved, not all of the forms that exist in the system.

Your search can be as basic as entering the information you are looking for in the "Form Data" textbox and clicking the "Search" button. For example, entering a particular Well Name in the "Form Data" textbox and clicking the Search button will result in the system returning a list of all forms that contain that Well Name.

You can also limit your search to a particular form or set of forms by adding the form name to "Forms" section of the Search Criteria screen. To do so, click the "Only forms of the following type(s)" radio button, and click the "Add" button. The system will display a window containing all of the forms you have previously submitted. Select the checkbox next to each form type you want to search for, and click the "Add" button. The system will populate the "Forms" section of the Search Criteria screen with the forms you selected.

You can also limit your search to forms that are in a particular status. For example, if you only want to search for forms that are either waiting for review (In-process) or have already been approved (Finalized), you can uncheck all of the checkboxes but these two.

If you are only interested in forms that were Originated, Modified or Finalized within a particular date range or over a specified number of days, you can select the form event you are interested in searching by, and then enter either the number of days

or the start and end dates associated with the forms you want to search through. For example, if you want to search for all of the forms that have been modified over the last two weeks (i.e., forms you have submitted, or have been updated by the BLM), select "Last Modified" from the Event dropdown, click the "In The Last" radio button, and enter 14 in the "Days" textbox. If no other search criteria are entered, the system will return all forms that were modified in the last two weeks.

11.0 Labeling Forms

The WIS system allows you to organize and more easily locate your WIS submissions by assigning them dynamic labels, which you can then use to filter the forms displayed in your "My Forms" folder. Labels are a similar, but more robust alternative to folders, as they can more easily be managed and maintained and forms can be assigned numerous different labels depending on the labeling strategy works best for you. What labels you create, and how you label your forms is entirely up to you. You can assign each form multiple labels, or delete labels once they are no longer needed.

Form labeling occurs within your "My Forms" folder. From here, you can filter your forms based on the labels you have created, or add new or additional labels to your existing forms as described in the sections below.

The screenshot shows the Probaris SP WIS Operator interface. At the top, there is a header with the Probaris SP logo and the text "WIS Operator". Below the header, there are navigation tabs: "Action Items", "My Forms", "Archived Forms", and "Recent Forms". The "My Forms" tab is selected.

On the left side, there is a "Labels" sidebar with a list of labels: "All", "Uncategorized", "Capped Wells", "Pinedale Wells", "Profitable Well...", "Vernal Wells", "Well# 3MU-12-1", "Well# 432-EW", and "Well# 6-2432D". A callout box labeled "Operator-Created Labels" points to the "Capped Wells" label in this list.

The main area displays a table of forms. The table has columns: "Form", "Step", "Status", "Current Editor", and "Serial#". There are 6 rows of data, all with "WIS Operator" as the current editor. A callout box labeled "List of Available Labels" points to a dropdown menu at the bottom right of the table, which currently shows "Capped Wells".

At the bottom of the interface, there are buttons for "Manage Labels", "Archive Form", "Remove Label", and "Apply Label". The "Apply Label" button is highlighted in orange.

At the very bottom, there is a footer with the text: "© 2003-2005 Probaris@ Technologies - Probaris@ SP Version 1.7.0. All rights reserved." and the Probaris SP logo.

11.1 Create, Delete or Rename Labels

In order to start labeling your forms, you must first create the labels you wish to use. Keep in mind that labels are specific to your account, so you can use any labeling scheme you find works best for you.

To create a new label or edit your existing list of labels, go to your “My Forms” folder, and click the “Manage Labels” button in the bottom left corner of the screen. In the subsequent screen you will see a list of the labels you have already created.

The screenshot displays the 'Manage Labels' interface. At the top, the Probaris SP logo is on the left, and 'WIS Operator' is on the right. Below the header is a yellow bar with the text 'Manage Labels'. The main content area features a table of labels. A callout box labeled 'Previously Created Labels' points to the table. Below the table is a 'Create a New Label' section with a text input field and a 'Create' button. At the bottom left is a 'Back' button. The footer contains copyright information and the Probaris SP logo.

Label Name ▲		
Capped Wells	rename	delete
Pinedale Wells	rename	delete
Profitable Wells	rename	delete
Vernal Wells	rename	delete
Well# 3MU-12-1	rename	delete
Well# 432-EW	rename	delete
Well# 6-2432D	rename	delete

To add a new label, enter the label name in the “Create a New Label” textbox and click the “Create” button. The system will update your list of labels to include the newly created label. At this point, you have only created the label. Section 10.2 describes the steps you should follow to assign a label to a particular form.

To delete an existing label, click the “delete” button in the row associated with the label to be deleted. The system will ask you to confirm that you wish to delete the label, after which the label will be removed from your list of existing labels, as well as from any forms that you previously assigned the label to prior to its deletion.

To rename an existing label, click the “rename” button in the row associated with the label to be renamed. In the subsequent screen, enter the new label name, and click the “Rename” button.

The screenshot shows a web application interface for editing a user label. At the top left is the Probaris SP logo. At the top right, it says 'WIS Operator' and has a help icon. Below this is a yellow header bar with the text 'Edit User Label Name'. The main content area has a label 'Label Name:' followed by a text input field containing the text 'Capped Wells'. Below the input field are two buttons: 'Rename' and 'Cancel'. At the bottom of the screen, there is a footer with the text '© 2003-2005 Probaris@ Technologies - Probaris@ SP Version 1,7,0. All rights reserved.' and the Probaris SP logo on the right.

The system will bring you back to the “Manage Labels” screen, where you can confirm that the label name has been changed. Any forms that you had assigned the renamed label to will now automatically have the newly named label associated with it.

11.2 Assigning Labels to a Form

After creating your customized list of labels, you are now ready to assign them to individual forms. The process for assigning a label to a form is a simple one.

From your “My Forms” folder, click the checkbox next to the forms you wish to label. Select the label you are applying to the form(s) from the dropdown list of available labels found in the lower-right corner of the screen. Click the “Apply Label” button to assign the label selected in the dropdown box to the labels you have checked.

The screenshot shows the Probaris SP WIS Operator interface. At the top, there is a navigation bar with tabs for "Action Items", "My Forms", "Archived Forms", and "Recent Forms". The "My Forms" tab is active. On the left, there is a "Labels" sidebar with a list of labels: "All", "Uncategorized", "Capped Wells", "Pinedale Wells", "Profitable Well...", "Vernal Wells", "Well# 3MU-12-1", "Well# 432-EW", and "Well# 6-2432D". The main area displays a table of forms under the "All" filter. The table has columns for "Form", "Step", "Status", "Current Editor", and "Serial#". Two forms are selected, indicated by green checkmarks in the first column. A callout box points to these two rows with the text "Forms selected for labeling". Below the table, there are buttons for "Manage Labels", "Archive Form", and "Remove Label". A dropdown menu is open, showing a list of labels: "Capped Wells", "Capped Wells", "Pinedale Wells", "Profitable Wells", "Vernal Wells", "Well# 3MU-12-1", "Well# 432-EW", and "Well# 6-2432D". A callout box points to this dropdown with the text "Label to be assigned to selected forms". An "Apply Label" button is also visible.

Form	Step	Status	Current Editor	Serial#
<input type="checkbox"/> 3160-3 Applic...				00006-00001
<input type="checkbox"/> 3160-3 Applic...				00008-00001
<input checked="" type="checkbox"/> 3160-3 Applicat...	0 of 7	🔒	WIS Operator	00008-00002
<input checked="" type="checkbox"/> 3160-3 Applicat...	0 of 7	🔒	WIS Operator	00017-00001
<input type="checkbox"/> 3160-4 Well Com...	0 of 7	🔒	WIS Operator	00007-00001
<input type="checkbox"/> 3160-4 Well Com...	0 of 7	🔒	WIS Operator	00009-00001
<input checked="" type="checkbox"/> 3160-5 Sundry N...	0 of 7	🔒	WIS Operator	00033-00001
<input checked="" type="checkbox"/> 3160-5 Sundry N...	0 of 7	🔒	WIS Operator	00033-00002

This is a U.S. Government Computer System. Before continuing, please read the [Disclaimer](#) | [Privacy Statement](#) | [Acceptable Use Policy](#). For technical or business questions, please review the [WIS How-To Guide](#) or contact Paul Brown at Paul_Brown@blm.gov or 303-236-8586.

If you wish to label all of your forms, click the "All" link, which enables the checkbox for all of your forms. Note that the checkbox will be enabled for all of the forms in your "My Forms" folder, not just the ones that are displayed on the current screen.

11.3 Removing an Assigned Label

There may be times when you want to remove a label that you have previously assigned to a particular form. To remove a label from a form, go to your "My Forms" folder, click the label name from the Labels column, select the checkbox in the row of all forms you wish to remove the label from, and click the "Remove Label" button.

The system will update your list of forms so that only the forms that are still associated with the currently selected label are displayed.

11.4 Filtering Forms Based on Labels

After you have labeled your forms, you can filter the forms in your "My Forms" by clicking on a particular label from the list on the left part of the screen. When you click on a label, the system changes the list of forms displayed on the screen to include only those that have been assigned that label. For example, in the screenshot below, the user has clicked on the "Vernal Wells" label. As a result, the system displays only those forms that have been previously assigned the "Vernal Wells" label.

The screenshot shows the Probaris SP interface with the following elements:

- Header:** Probaris SP logo, WIS Operator name, and navigation icons.
- Tabs:** Action Items, My Forms (selected), Archived Forms, Recent Forms.
- Labels List (Left):**
 - All
 - Uncategorized
 - Capped Wells
 - Pinedale Wells
 - Profitable Well...
 - Vernal Wells
 - Well# 3MU-12-1
 - Well# 432-EW
 - Well# 6-2432D
- Main Content Area:**
 - Section Header:** Vernal Wells
 - Page Info:** Page: 1 of 1
 - Actions:** Select All, None
 - Table:**

	Form	Step	Status	Current Editor	Serial#
<input type="checkbox"/>	3160-3 Applicat...	0 of 7		WIS Operator	00017-00001
<input type="checkbox"/>	3160-4 Well Com...	0 of 7		WIS Operator	00007-00001
 - Footer:** Manage Labels, Archive Form, Remove Label, Capped Wells dropdown, Apply Label button.

Callouts in the image:

- Currently Selected Label:** Points to the 'Vernal Wells' section header.
- Forms previously assigned the label "Vernal Wells":** Points to the table rows.

From here you can click on another label to change the forms displayed, or you can click the "All" label (always the first label in your list) to view all of your forms regardless of what labels you have assigned them. Clicking the "Uncategorized" label will show you all of your forms that you have not yet assigned a label.

12.0 Updating Your User Profile

Your user profile contains information about you and your organization that the system uses to auto-fill your WIS forms when you select the Auto-Fill From Profile option (see Section 4.2). Generally speaking, it is a good idea to keep the information contained in your user profile current, as the system administrator will use it as the means to contact with any system notifications.

To access your user profile, click the My Profile icon found in the upper-right corner of the screen.

The screenshot displays the Probaris SP web application interface. At the top right, the user is identified as 'WIS Operator'. A callout box labeled 'My Profile Icon' points to a person icon in the top right navigation area. Below the navigation bar, there are tabs for 'Action items', 'In-Process', and 'Archived'. A search bar is present with the text 'Search:'. Below the search bar, a table displays a list of forms. The table has columns for 'Form', 'Deadline', 'Step', 'Status', 'Sender', and 'Serial Number'. Two forms are listed: '3160-4 Well Completi...' and 'WIS-NOS Notice Of St...'. The footer contains the copyright notice: '© 2003, 2004 Probaris@ Technologies - Probaris@ SP Version 1.5. All rights reserved.' and the Probaris SP logo.

Form	Deadline	Step	Status	Sender	Serial Number
3160-4 Well Completi...	none	0 of 7	[icon]	WIS Operator	00185-00001
WIS-NOS Notice Of St...	none	0 of 7	[icon]	WIS Operator	00526-00001

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

Tracking the Status of a Form

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

Immediately after you submit a WIS form, the information you have supplied is sent to the BLM for review. As a means of confirming that your form submission was received successfully, the WIS system updates Section 2 of the WIS form to include the form's Transaction ID, the date the form was sent, and the specific Processing

Office handling the form review. The process that sends the information from you to the BLM, and from the BLM to you is executed once per day.

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

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

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

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

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

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

13.0 Printing a Form

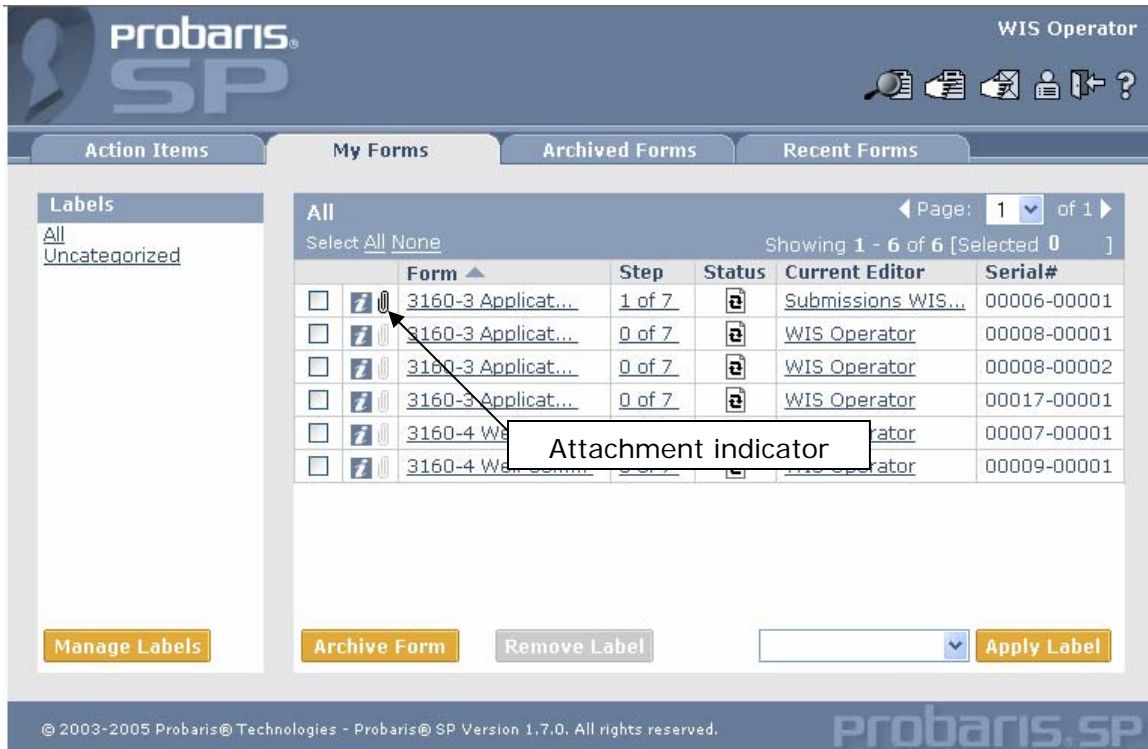
13.1 Printing Entire WIS Forms

Although the forms you have submitted to the BLM will always be accessible to you via your Action Items, My Forms or Archived folders, at times you may wish to print a copy of a particular form with all of the detailed BLM approval information. To do so, locate the form within the appropriate folder ("Action Items", "My Forms", or "Archived") and open it in your browser. After the form has opened, click on the Print

icon (📎) found in the upper left corner of the form window. The WIS system will automatically convert the WIS form to a PDF document, which you can then print, or save to your hard-drive for later review.

13.2 Printing Attachments

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



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

13.3 Printing Condensed Version of Forms

In addition to printing a WIS form that includes all of the BLM approval information (Sections 2 through 7), you may wish to print a condensed version of the form that comprises only 1 or 2 pages. As part of the form submittal process, the WIS system creates a condensed PDF version of your form that contains the data as you entered it in your original submission and attaches the document to the form itself. Similarly, when the BLM approves a WIS submission, the system creates another PDF version of your form that contains the form data as approved by the BLM. This document is also attached to the WIS form submission after it is finalized.

To access the condensed PDF version of your form, follow the “Printing Attachments” instructions in Section 10.2.

You can distinguish between the initial form submission and the final version approved by the BLM by the filename associated with each PDF attachment. Specifically, the system uses the following file naming structure for condensed versions of your forms:

- Original Submission: "WIS_Print_Submitted_51234.pdf" where 51234 is the AFMSS Transaction ID.
- Approved Version: "WIS_Print_Revised_51234.pdf" where 51234 is the AFMSS Transaction ID.

Note: The system creates the condensed version of WIS forms as part of a process that is executed once per day.

11.0 Form Specific Information

11.1 Notice of Staking

BLM Office

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

Confidentiality

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

Well Type

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

Operating Company Information

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

Administrative Contact Information

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

Technical Contact Information

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

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

Lease and Agreement Information

Lease Serial Number

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

If Indian, Allottee or Tribe Name

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

If Unit or CA/Agreement, Name and/or Number

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

Field and Pool, or Exploratory Area

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

Well Information

Well Name

Enter the operator-assigned well name.

Well Number

Enter the operator-assigned well number.

Proposed M.D.

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

Surface Location Information

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

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

County or Parrish and State

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

Section

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

Township

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

Range

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

Qtr/Qtr

Enter the quarter of the quarter of the section in which the well is or will be located. If you are specifying the location using section/township/range, you must specify either the quarter/quarter, or the lot, or the tract. N, S, E, and W are used in the

format, e.g. "NWSE" meaning the northwest quarter of the southeast quarter of the section.

N/S Footage

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

E/W Footage

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

Latitude

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

Longitude

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

Metes and Bounds

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

Formation Objectives

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

Additional Information

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

11.2 Application for Permit to Drill

BLM Office

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

Confidentiality

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

Work Type

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

Well Type

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

Operating Company Information

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

Administrative Contact Information

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

Technical Contact Information

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

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

Lease and Agreement Information

Lease Serial Number

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

If Indian, Allottee or Tribe Name

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

If Unit or CA/Agreement, Name and/or Number

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

Field and Pool, or Exploratory Area

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

Number of Acres in Lease

Enter the total number of acres covered by this lease or agreement.

Spacing Unit dedicated to this well

If known, enter the number of acres per well allowed in this location.

Well Information

Well Name

Enter the operator-assigned well name.

Well Number

Enter the operator-assigned well number.

API Number

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

Proposed M.D.

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

Proposed T.V.D.

Enter the estimated True Vertical Depth (in feet) for the proposed well.

Elevation

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

BLM/BIA Bond Number

If there is a bond number on file for this operator, enter it here.

Work Start Date

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

Work Duration

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

Number of Completions

Enter the number of completions associated with the well.

Cable Tool

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

Surface Location Information

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

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

County or Parrish and State

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

Section

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

Township

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

Range

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

Qtr/Qtr

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

N/S Footage

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

E/W Footage

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

Latitude

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

Longitude

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

Metes and Bounds

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

Distance in miles and direction from nearest town or post office

This is a free-form field.

Distance from proposed location to nearest property or lease line

This is a free-form field.

Distance from proposed location to nearest well, drilling, completed, applied for, on this lease

This is a free-form field.

Bottom Hole Location Information

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

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

Additional Information

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

11.3 Sundry Notice

BLM Office

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

Well Type

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

Submission Type

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

Action

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

Operating Company Information

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

Administrative Contact Information

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

Technical Contact Information

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

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

Lease and Agreement Information

Lease Serial Number

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

If Indian, Allottee or Tribe Name

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

If Unit or CA/Agreement, Name and/or Number

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

Field and Pool, or Exploratory Area

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

County and State Information

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

Associated Well Information

Well Name

Enter the operator-assigned well name.

Well Number

Enter the operator-assigned well number.

API Number

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

Section

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

Township

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

Range

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

Qtr/Qtr

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

N/S Footage

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

E/W Footage

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

Latitude

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

Longitude

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

Metes and Bounds

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

11.4 Well Completion Report

BLM Office

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

Well Type

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

Completion Type

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

Operating Company Information

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

Administrative Contact Information

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

Technical Contact Information

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

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

Surface Location Information

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

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

County or Parrish and State

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

Section

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

Township

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

Range

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

Meridian

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

Qtr/Qtr

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

Lot

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

Tract

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

N/S Footage

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

E/W Footage

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

Latitude

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

Longitude

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

Metes and Bounds

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

Producing Interval Location Information

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

Bottom Location Information

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

Lease and Agreement Information

Lease Serial Number

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

If Indian, Allottee or Tribe Name

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

If Unit or CA/Agreement, Name and/or Number

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

Field and Pool, or Exploratory Area

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

Well Information

Well Name

Enter the operator-assigned well name.

Well Number

Enter the operator-assigned well number.

API Number

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

Date Spudded

Enter the date the well was spud.

Date T.D. Reached

Enter the date the total depth was reached.

Date Completed

Enter the date the well was completed.

Dry & Abandoned or Ready to Produce

Select the applicable checkbox for this well.

Elevation

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

Total Depth

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

Plug Back Total Depth

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

Depth Bridge Plug Set

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

Type of Electric & Other Mechanical Logs Run

Enter free-form text related to the type of logs run.

Was Well Cord?

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

Was DST Run?

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

Directional Survey?

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

Casing and Liner Record

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

Tubing Record

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

Producing Intervals (Formation Name, Top MD, Bottom MD)

For the first Producing Internal, enter the name of the geologic formation from which the well is producing, together with the formation's top and bottom measured depth.

Perforation Record

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

Acid, Fracture, Treatment, Cement Squeeze, etc.

If a record is entered here, then Top (MD), Bottom (MD), and a Description of up to 5 records are required.

Production Method

You must select a production method from the picklist, e.g., the type of pumping unit, "flows from well", etc.

Well Status

You must select a Well Status from the picklist.

Production Interval A through D Information

Date First Produced

Enter the date of First Production for the well.

Test Date

Enter the date of the production rate test.

Hours Tested

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

Test Production Information

Oil (BBL)

Enter the amount of oil in barrels produced during the test period.

Gas (MCF)

Enter the amount of gas in cubic feet produced during the test period.

Water (BBL)

Enter the volume of water in barrels produced during the test period.

Oil Gravity (Corrected API)

A measure of density or gravity derived by equation.

Gas Gravity

A measure of density or gravity derived by equation.

Choke Size

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

Tubing Pressure Flowing/Shut In

The pressure in tubing during the test (psig).

Casing Pressure

The pressure in casing during the test (psig).

24-Hour Rate Information

Oil (BBL)

Enter the rate of oil in barrels produced, calculated for 24 hours.

Gas (MCF)

Enter the rate of gas in cubic feet produced, calculated for 24 hours.

Water (BBL)

Enter the rate of water in barrels produced, calculated for 24 hours.

Gas: Oil Ratio (GOR)

Ratio of gas (cubic feet) produced with oil (barrels) produced during the test.

Disposition of Gas

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

Summary of Porous Zones

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

Formation (Log) Markers

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

Additional Remarks

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

Appendix A - List of Acronyms

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

Appendix B – List of Contacts

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





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

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









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Appendix C – Icon Quick Reference Guide

Icons found from your In-Process tab:

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

Icons found on an individual form:

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