

# Log Submittal via an electronic Form 5, Form 4, or Form 6

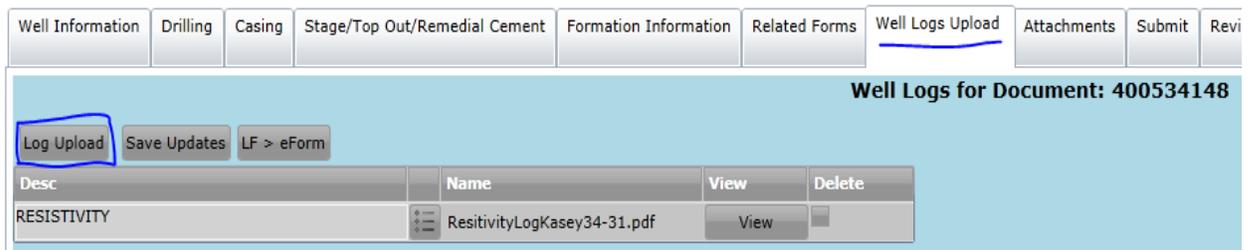
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## GUIDANCE DOCUMENT CONTENTS

- Form 5 Instructions for Well Log Upload: pages 1 – 5
- Form 4 Instructions for Well Log Upload: pages 6 – 7
- Form 6 Instructions for Cement Bond Log Attachment: pages 8 – 11

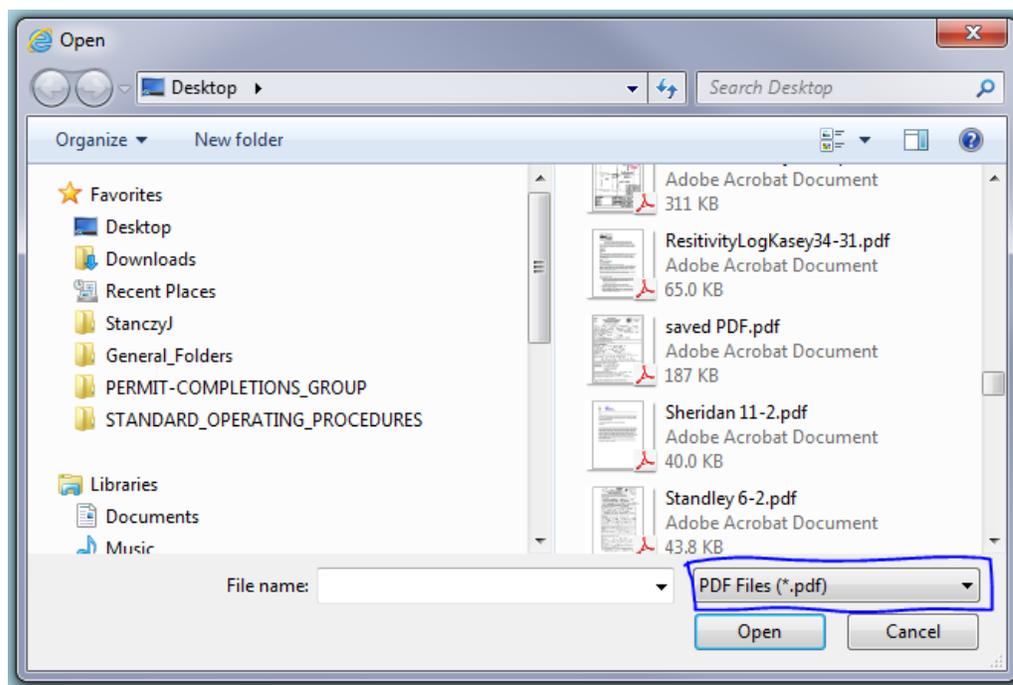
## Drilling Completion Report, Form 5

1. Open the DRAFT Form 5
2. Select "Well Logs Upload" tab. ***Never*** use the ***Attachments*** tab of the Form 5 to submit a log.



3.

4. Click Log Upload button to bring up a dialogue box to select the log file to upload



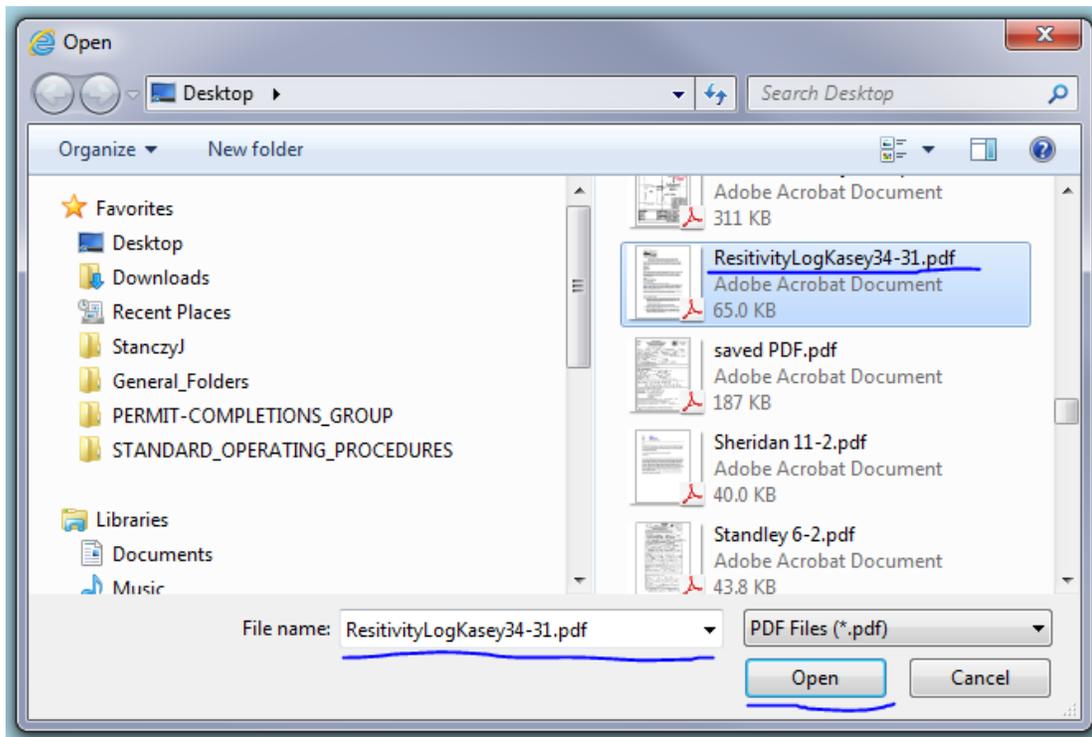
5.

6. Use drop-down to select the *type of log file format* to be uploaded.

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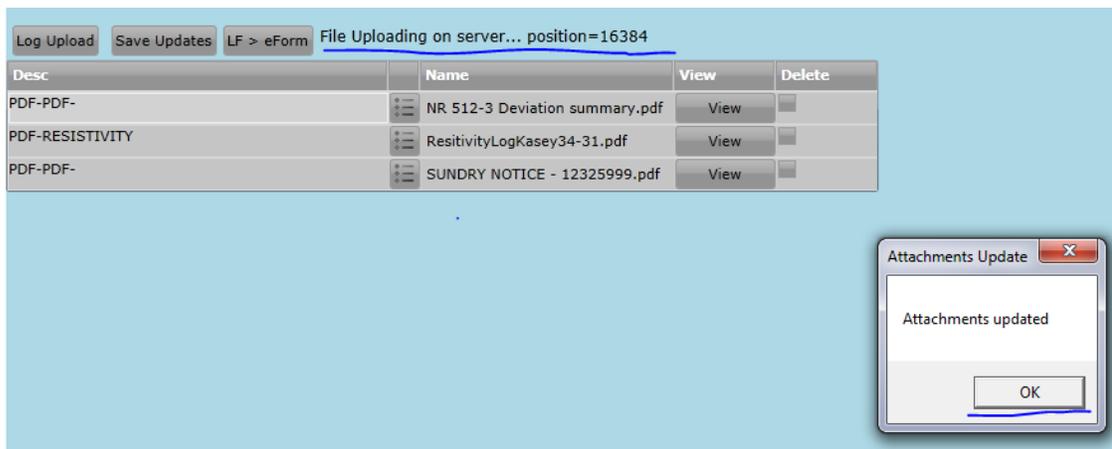
7. The log file format choices are:
  - a. LAS files (\*.las)
  - b. PDF Files (\*.pdf)
  - c. PDS Files (\*.pds)
  - d. JPEG Files (\*.jpg)
  - e. TIFF Files (\*.tif)
  - f. Log Files (\*.log)
  - g. DLIS Files (\*.dlis)
8. Browse to select the log file to be uploaded
9. Single click the file to select (highlight) it and then click the  button to start the upload of the selected log file – OR – Double click the file to start the upload of the selected log file



- 10.
11. The “File uploading on server...position = #####” message may appear
12. If the Attachments Update box appears, click the  button in the Attachments Update box to begin the upload of the log to the Form 5.

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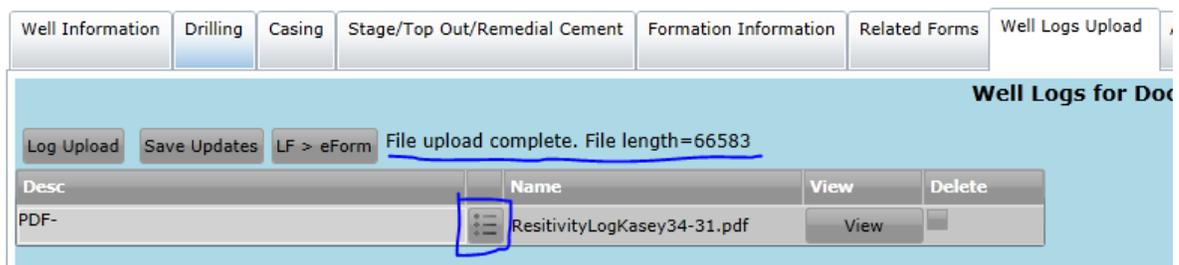


13.

14. When the upload has finished, the "File upload complete. File length = #####" message will appear and the log file will be listed with only the format type in the "Desc" column

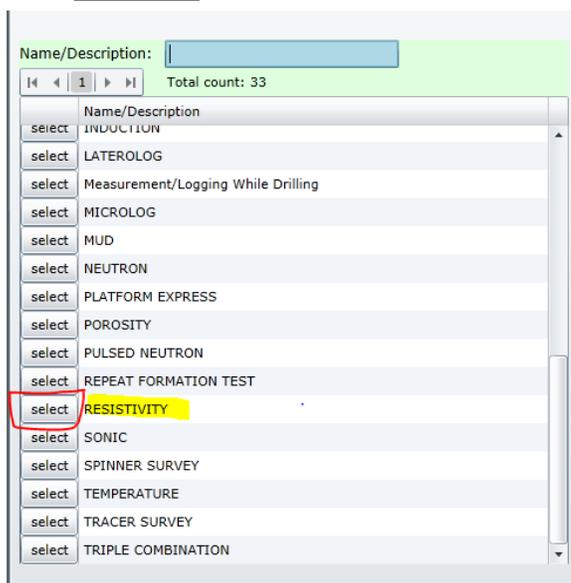


15. Click the  button to view the list of log names



16.

17. Click the  button for the appropriate Name/Description for the log



18.

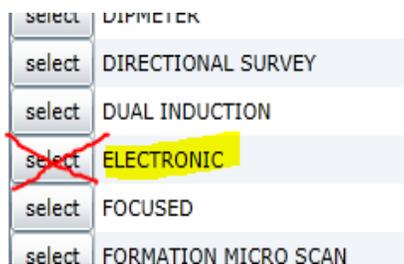
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**19. IMPORTANT:** A log name must be selected from the Name/Description list for every log.

a. Do not submit with only the default of the format type as the Name/Description.

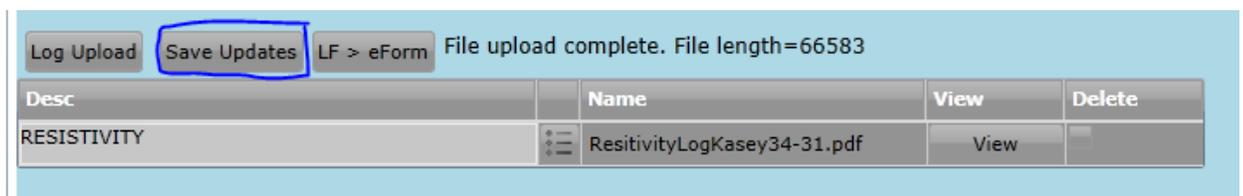
b. Never select ELECTRONIC for a log Name/Description.



**20.**

21. The selected log name will immediately appear in the "Desc" column

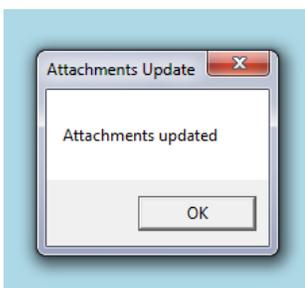
22. Click the  button to save the uploaded log before starting the upload process for another log and before leaving the "Well Logs Upload" tab



**23.**

24. The Attachments Update box will appear.

25. Click the  button to continue



**26.**

27. Click the  button to open the log file and **verify the upload was successful prior to submitting the Form 5.**

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28.

The screenshot shows a navigation bar with tabs: Well Information, Drilling, Casing, Stage/Top Out/Remedial Cement, Formation Information, Related Forms, and Well Logs Upload. Below the navigation bar, there are buttons for Log Upload, Save Updates, and LF > eForm. A table titled 'Well Logs for Document' contains the following data:

Desc	Name	View	Delete
RESISTIVITY	ResitivityLogKasey34-31.pdf	View	
CEMENT BOND	ResitivityLogKasey34-31.pdf	View	

29. **IMPORTANT:** *Never* use the Form 5 Attachments tab to submit a log

30.

The screenshot shows a navigation bar with tabs: Well Information, Drilling, Casing, Stage/Top Out/Remedial Cement, Formation Information, Related Forms, Well Logs Upload (underlined in blue), Attachments (crossed out with a red X), Submit, and Revi. Below the navigation bar, there are buttons for Log Upload, Save Updates, and LF > eForm. A message states 'File upload complete. File length=66583'. A table titled 'Well Logs for Document: 400534148' contains the following data:

Desc	Name	View	Delete
RESISTIVITY	ResitivityLogKasey34-31.pdf	View	

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## Sundry Notice, Form 4

1. Open the DRAFT Form 4
2. Select the "Other Changes" tab
3. Check the Digital Well Log Upload checkbox near the bottom of the page

Well/ Location	Location Change/ As-Built GPS	Formation/ Spacing	<u>Other Changes</u>	Reclamation	Engineering/ Environmental	Casing/ Cementing	H2S Reporting	BMP	S
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**OTHER CHANGES**

REMOVE FROM SURFACE BOND: Signed Surface Use Agreement is a required attachment

CHANGE OF WELL, FACILITY OR OIL & GAS LOCATION NAME OR NUMBER

	Name	Number
From:	KASEY	34-31
To:		
Effective Date	<MM/dd/yyyy	15

ABANDONED PERMIT: Permit can only be abandoned if the permitted operation has NOT been conducted. Field inspection will be conducted to verify site status.

WELL: Abandon Application for Permit-to-Drill (Form2) – Well API Number 05- - - has not been

PIT: Abandon Earthen Pit Permit (Form 15) – COGCC Pit Facility ID Number has not been constructed (P pit requires closure per Rule 905)

CENTRALIZED E&P WASTE MANAGEMENT FACILITY: Abandon Centralized E&P Waste Management Facility Permit (Form Facility ID Number has not been constructed (Constructed facility requires closure per Rule 908)

OIL & GAS LOCATION ID Number:

Abandon Oil & Gas Location Assessment (Form 2A) – Location has not been constructed and site will not be used in

Keep Oil & Gas Location Assessment (Form 2A) active until expiration date. This site will be used in the future.

**Surface disturbance from Oil and Gas Operations must be reclaimed per Rule 1003 and Rule 1004.**

REQUEST FOR CONFIDENTIAL STATUS

DIGITAL WELL LOG UPLOAD

DOCUMENTS SUBMITTED Purpose of Submission:

4.

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5. Select "Well Logs Upload" tab. **Never** use the **Attachments** tab of the Form 4 to submit a log.

Well Logs for Document: 400534136

Log Upload Save Updates LF > eForm

Desc	Name	View	Delete
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- 6.
7. Follow steps 3 through 28 above

8. **IMPORTANT: Never** use the **Form 4 Attachments** tab to submit a log

Well Logs for Document: 400534136

Log Upload Save Updates LF > eForm File upload complete. File length=66583

Desc	Name	View	Delete
RESISTIVITY	ResitivityLogKasey34-31.pdf	View	

- 9.

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## Well Abandonment Report, Form 6

### 1. IMPORTANT NOTES about the Form 6 and well log submittal

- a. The only well log that can be submitted via an electronic Form 6 is a PDF of a Cement Bond Log. (LAS log files should not be submitted for CBLs.)
- b. The Form 6 is the only electronic form that can have a log submitted as an attachment.

2. Open the DRAFT Form 6

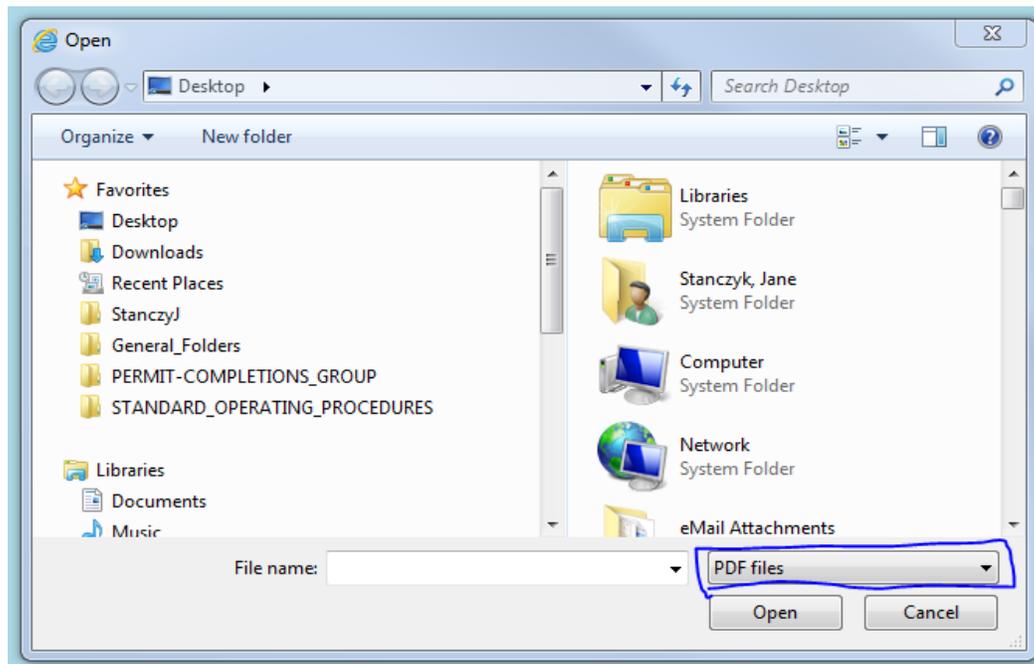
3. Select the "Attachments" tab



4.

5. Click the New Attachment button to bring up a dialogue box to select the PDF of the Cement Bond Log to upload

6. PDF is the only file type that can be attached



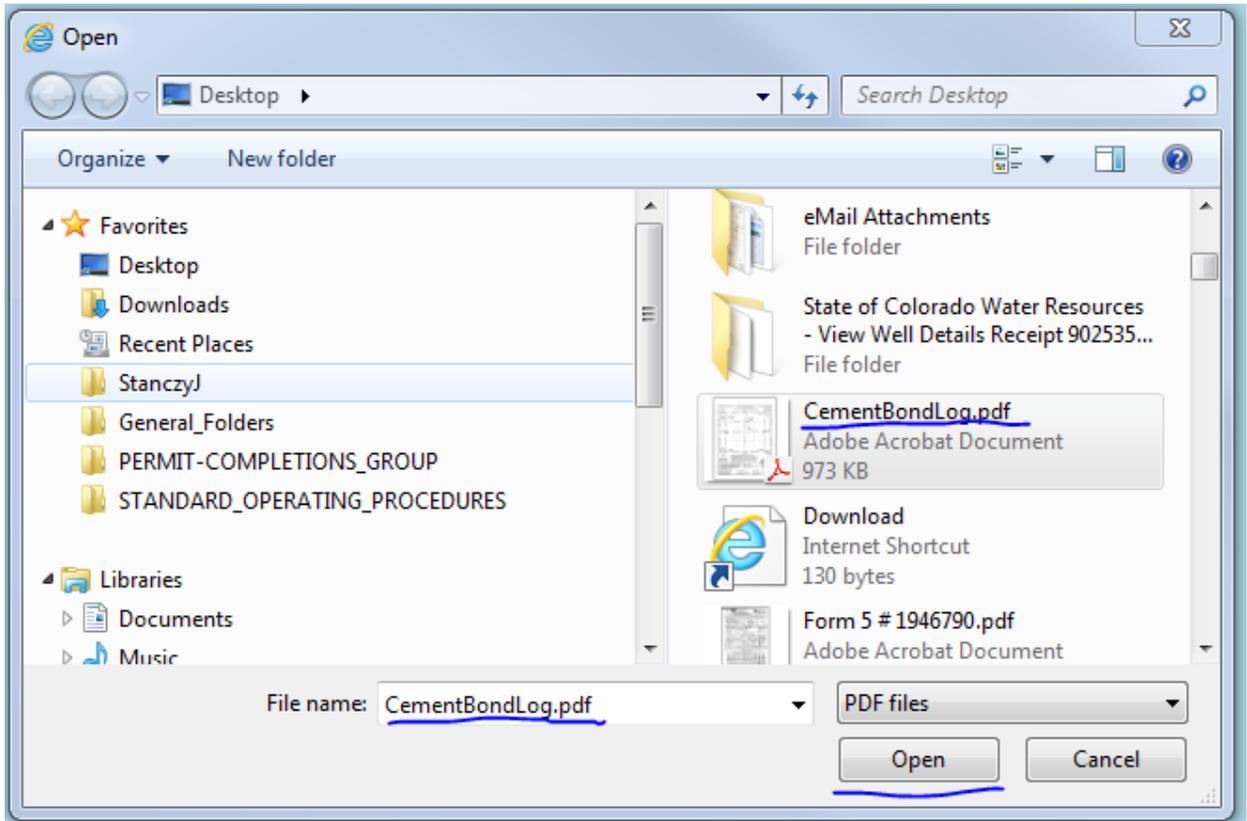
7.

8. Browse to select the log file to be uploaded

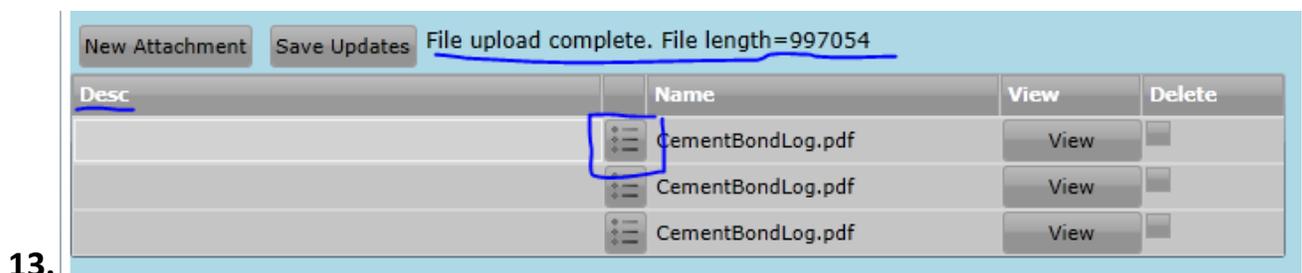
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9. Single click the file to select (highlight) it and then click the Open button to start the upload of the selected log file – OR – Double click the file to start the upload of the selected log file



- 10.
11. The “File uploading on server...position = #####” message may appear
12. When the upload has finished, the “File upload complete. File length = #####” message will appear and the log file will be listed with a blank “Desc” column



- 13.



14. Click the  button to view the list of attachment names

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15. Click the  button for CEMENT BOND LOG as the Name/Description

Name/Description:

« 1 » Total count: 13

	Name/Description
<input type="button" value="select"/>	CEMENT BOND LOG
<input type="button" value="select"/>	CEMENT JOB SUMMARY
<input type="button" value="select"/>	DIRECTIONAL SURVEY
<input type="button" value="select"/>	FORM 6 INTENT SUBMITTED
<input type="button" value="select"/>	FORM 6 SUBSEQUENT SUBMITTED
<input type="button" value="select"/>	OPERATIONS SUMMARY
<input type="button" value="select"/>	OTHER
<input type="button" value="select"/>	PROPOSED PLUGGING PROCEDURE
<input type="button" value="select"/>	SURFACE CASING CHECK
<input type="button" value="select"/>	WELL ABANDONMENT REPORT (INTENT)
<input type="button" value="select"/>	WELL ABANDONMENT REPORT (SUBSEQUENT)
<input type="button" value="select"/>	WELLBORE DIAGRAM
<input type="button" value="select"/>	WIRELINE JOB SUMMARY

16.

17. CEMENT BOND LOG will immediately appear in the "Desc" column

18. Click the  button to save the uploaded log before starting the upload process for another log or attachment and before leaving the "Well Logs Upload" tab

File upload complete. File length=997054

Desc	Name	View	Delete
CEMENT BOND LOG	CementBondLog.pdf	View	<input type="checkbox"/>
CEMENT BOND LOG	CementBondLog.pdf	View	<input type="checkbox"/>
CEMENT BOND LOG	CementBondLog.pdf	View	<input type="checkbox"/>

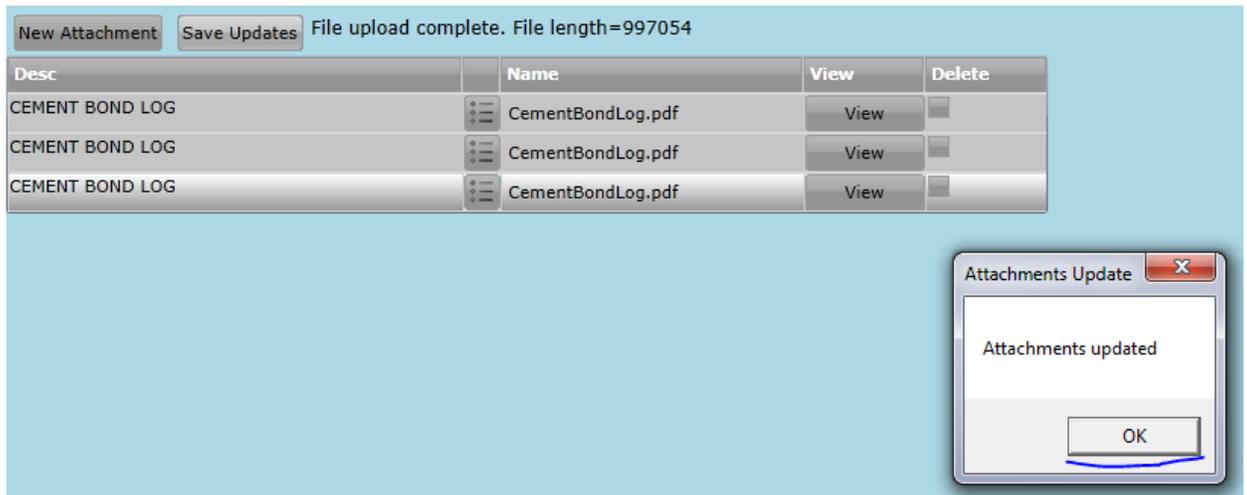
19.

20. The Attachments Update box will appear.

21. Click the  button to continue

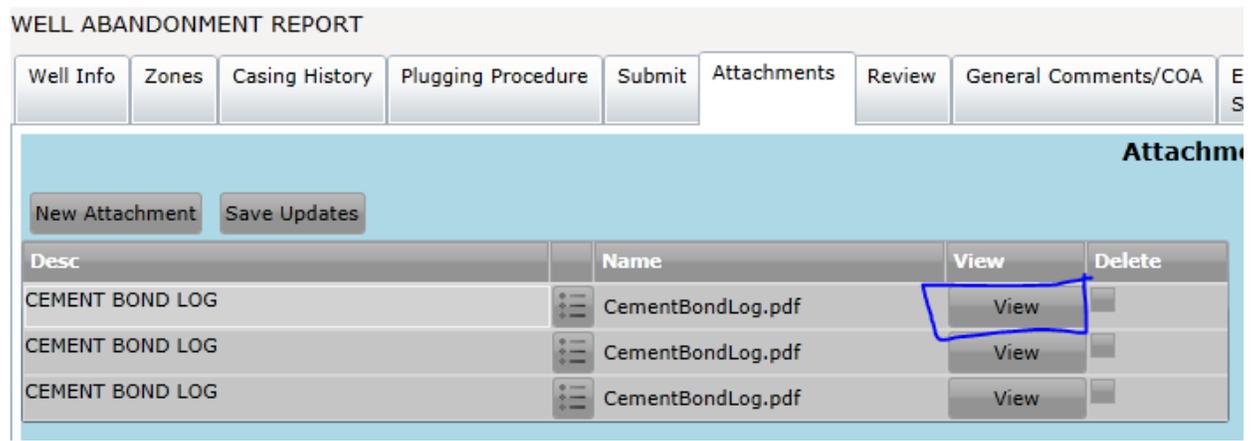
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22.

23. Click the  button to open the log file and verify the upload was successful prior to submitting the Form 6.



24.