

## **Well Test Submission Instructions**

There are two well test reporting periods per year; one in May (reports due May 1<sup>st</sup>) and again in November (due November 1<sup>st</sup>). The online report submission system opens 60 days prior to the due dates (March 2<sup>nd</sup> & September 2<sup>nd</sup>), and closes 30 days after.

### Supported Browsers:

Microsoft Internet Explorer, Mozilla Firefox, and Google Chrome

*Note: Apple devices/browsers may work, but are not officially supported.*

## **Login**

The first screen you will see is the Login screen. To login, enter your username and password, then click “login”.

*Note: Usernames are not case-sensitive, but passwords are.*

**Well Test Submissions - Submitter Log-In**

\* Username:

\* Password:

Login

Notes:

- Passwords are case-sensitive, but Usernames are not.
- The supported browsers for this application are Internet Explorer 10+, Firefox 10+, and Chrome 15+. All other browsers may have issues displaying the Online Well Test Submission Web Application.

## **Welcome Screen**

The second screen is the Welcome Page screen. This screen will tell you which reporting period is open for online submission and what date the period for submittal will close. It also gives mailing addresses for each district as well as a link to the district’s information page on the DNR website. To continue, click on the “DM-1R”, “DT-1”, or “Exempt Wells Inactive Report” button.

If the buttons are grayed out, either there are no wells to be filed under a given report, or your account does not have the proper permissions to file the reports.

**Well Test Submissions** Logout

The current reporting period is 05/01/2018. Any submissions past this date are considered delinquent. Submissions for this period end on 06/02/2018. Choose a form type or click the "MISCELLANEOUS WELLS INACTIVE REPORT" button to file an inactive report for a well that does not require a well test.

DM-1R DT-1 MISCELLANEOUS WELLS INACTIVE REPORT

For submitting corrections outside of this reporting period, please submit a paper form to your respective district.

<b>Lafayette District Office</b> Office of Conservation Lafayette District Office 825 Kaliste Saloom Road Brandywine III, Suite 220 Lafayette, LA 70508	<b>Monroe District Office</b> Office of Conservation Monroe District Office 24 Accent Drive, Suite 104 Monroe, LA 71202	<b>Shreveport District Office</b> Office of Conservation Shreveport District Office 1525 Fairfield Avenue, Suite 668 Shreveport, LA 71101-4388
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## DM-1R (Oil wells) & DT-1 (Gas wells)

Both active *and* inactive oil & gas wells should be included on their respective reports. There is an inactive report tab included in the DM1R and DT1 screens for inactive wells.

### Miscellaneous Wells Inactive Report

Here, Inactive Well Reports can be filed on wells that are exempt from DM-1Rs or DT-1s.

#### Exempt Wells include:

- Inactive Stripper Oil Lease Wells (Monroe and Shreveport districts only)
- Inactive Monroe Gas Rock wells (only in Monroe field and certain sand IDs)
- Status 16, 18, 20, 31, 32, 35, 36, and 37 wells
- Wells that are of a required status but have no product code to determine the report to be filed (DM-1R or DT-1)

If an exempt well is **ACTIVE (st. 10)**, you **DO NOT** have to file an Inactive Well Report.

## Data Entry

This screen is where you will be entering the data for your well test. Each time you login to enter data, you will be required to enter contact information.

**Well Test Submissions** Logout

Save Submit Cancel [Back to Welcome Page](#) **Reporting Period: 05/01/2018**

\* Name of Company Official   
\* Official Company Title   
\* Phone Number   
\* Email

Organization ID

**DM-1R** Inactive Reports

- Click the Organization ID drop down menu and select your ID. The organization's name will appear to the right.
- Click the Field ID drop down menu and select a Field ID. The field name will also appear to the right.

**Well Test Submissions** Logout

Save Submit Cancel [Back to Welcome Page](#) **Reporting Period: 05/01/2018**

\* Name of Company Official   
\* Official Company Title   
\* Phone Number   
\* Email

Organization ID  GULFPORT ENERGY CORPORATION  
Field ID  COTE BLANCHE BAY, WEST  
Luw Code

[Show Wells](#)

- **Button Color Guide:** **Green** - All wells submitted, **Yellow** - Started but not submitted, **Orange** - Some wells submitted, **Red** - Not yet started.
- **Well Test Color Guide:** **Green** - Submitted, **Yellow** - Started but not submitted, **Red** - Not yet started
- **Symbol Guide:** ✓ - Submitted, ~ - Started but not submitted, ✕ - Not yet started

**DT-1** Inactive Reports

-Click the LUW Code menu and select a LUW code (the LUW code is an identification code used for production reporting). On the menu, each LUW code will have a symbol next to it showing your progress: a ✓ means the LUW has been submitted, a ~ means the LUW has been started but not completely submitted, and an X means the LUW has not been started.

-Once the LUW code is selected, click the “Show Wells” button. The wells that require test data will populate in a table at the bottom of the page.

Colors have been used on the Show Wells button to help identify your progress for each LUW code and each well individually.

**Green** = submitted

**Yellow** = partially completed / not submitted

**Red** = Not started

**Well Test Submissions** Logout

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Save Submit Cancel Back to Welcome Page **Reporting Period: 05/01/2018**

\* Name of Company Official   
 \* Official Company Title   
 \* Phone Number   
 \* Email

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Organization ID  GULFPORT ENERGY CORPORATION  
 Field ID  COTE BLANCHE BAY, WEST  
 Luw Code  SL 340 WEST COTE BLANCHE BAY

**Show Wells**

- Button Color Guide:** **Green** - All wells submitted, **Yellow** - Started but not submitted, **Orange** - Some wells submitted, **Red** - Not yet started.
- Well Test Color Guide:** **Green** - Submitted, **Yellow** - Started but not submitted, **Red** - Not yet started
- Symbol Guide:** ✓ - Submitted, ~ - Started but not submitted, X - Not yet started

**DT-1** Inactive Reports

Well Serial Number	Well Name	Well Number	Report Type	Assigned Acreage	Upper Perforation	Lower Perforation	Gas (MCF/day)	Condensate (Barrels/day)	Water (Barre
<b>232813</b>	SL 340 WEST COTE BLANCHE BAY	941	DT-1		6554	6566			
<b>234808</b>	SL 340 WEST COTE BLANCHE BAY	958	DT-1		3182	3198			
<b>242245</b>	SL 340 WEST COTE BLANCHE BAY	1017	DT-1		8518	8540			
<b>244677</b>	SL 340 WEST COTE BLANCHE BAY	1057	DT-1		8440	8468			
<b>244749</b>	SL 340 WEST COTE BLANCHE BAY	1053	DT-1		6780	6786			

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**Validation Errors**

Well Serial Number	Luw Code	Fatal	Code	Message
No Errors to display.				

-Click **Cancel** to clear the Org. ID, Field ID, and LUW fields, or **Back to Welcome Screen** to go to the Welcome Screen.

Note: Upper and Lower Perforations have been provided for you. This information is populated from the latest perforation data we have in SONRIS. Also, the table will automatically calculate Gas Oil Ratio (CF/Barrel) based on the data provided.

If the well is **ACTIVE**:

Enter your test data into the fields provided. These required fields are:

DM-1R	DT-1
<i>Upper and Lower Perforations</i>	<i>Upper and Lower Perforations</i>
<i>Oil (BBLs/day)</i>	<i>Gas (MCF/day)</i>
<i>Gas (MCF/day)</i>	<i>Cond (BBLs/day)</i>
<i>Water (BBLs/day)</i>	<i>Water (BBLs/day)</i>
<i>Producing Method</i>	<i>Date of Test or Status</i>
<i>Date of Test or Status</i>	

For **active** wells, the *Date of Test or Status* refers to the date the test was performed on the well.

If the well is **INACTIVE**:

Scroll to the right until you see the *Status if Inactive* field. Click the drop down menu and select **1** if the well has Future Utility, or **2** if the well has No Future Utility. The test data fields will gray out and you will be unable to enter data in them.

**(Hint:** If you inadvertently mark an *active* well as *inactive*, select the blank space on the drop down menu to reopen the test data fields.)

For **inactive** wells, the *Date of Test or Status* refers to the date the well went off production. This date will be automatically filled in if the well is already inactive.

Once you have entered an inactive status and a status date, the **INACTIVE REPORTS** tab (which corresponds to form WR-1) will turn a light blue and become available. Located above the *Well Serial Number* column, next to the *DM1R/DT-1* tab.

On the Inactive Reports tab, enter the following data:

**Date Off Production** - This will be pulled from the Date of Test or Status on the DM1R/DT1 tab

**Utility Status Code** – Status Code of the well. From the DM1R/DT1, you can only change a well to the following inactive statuses: Status **33** (Shut In Productive – Future Utility) or Status **34** (Shut In Productive – No Future Utility). Your status will be automatically populated if the well is already inactive.

**Proposed Future Code** – Select an option from the drop down menu that best describes your plans for the well. If necessary, you may select **other** to open the comments box.

**Comments** (Optional) – Only available if **other** is selected in the Proposed Future Code menu. You can describe your plans for the well here.

**Date Scheduled for Utilization or Abandonment:** An estimate of when you plan to utilize/plug the well.

**Note:** An *inactive* well **cannot** be made *active* through a DM1R or DT-1. An inactive well can only be made active via a potential report, which can be scheduled through the corresponding [Conservation District Office](#).

## Exempt Wells Inactive Report:

The Exempt Well Inactive report requires the same inactive well data as the inactive tab from the DM1R/DT-1 reports. Again, this modification is to allow Inactive Well Reports to be filed on wells that do not have to file DM-1Rs or DT-1s.

The report will look the same as the Inactive Report on the DM1R/DT-1 page.

### Notes:

- Wells that are status 16, 18, 22, 31, 32, 35, 36, and 37 in SONRIS cannot be changed by an inactive report.
- Inactive **Stripper Oil Lease** and **Monroe Gas Rock** wells will appear on the Exempt Wells Inactive Reports page. Some wells may appear under the **No LUW Code** option on the LUW code drop down menu.

## Submitting Data

Once data has been entered, you can then either click **save** or **submit**.

-**Save** will store your data to be submitted at a later time.

-**Submit** will check the data for errors (which will need to be corrected before the data can be submitted), then open a certification box. Clicking **No** here will take you back to the data entry screen, while **Yes** will submit the data. Once submitted, a confirmation box will appear, and a confirmation email will be sent to the **Mailing** email address in your OR-1 contacts.

**Well Test Submissions** Logout

Save Submit Cancel Back to Welcome Page **Reporting Period: 05/01/2014**

\* Name of Company Official John Doe  
\* Official Company Title CEO  
\* Phone Number 1234567890  
\* Email john.doe@company.com

Organization ID E177 ENERGYQUEST II, LLC  
Field ID 2248 CAMERON MEADOWS  
Luw Code 532862 CAMERON MEADOWS LAND CO

Show Wells

• **Button Color Guide:** Green - All wells submitted, Yellow - Started but not submitted, Orange - Some wells submitted, Red - Not yet started.  
• **Well Test Color Guide:** Green - All wells submitted, Yellow - Started but not submitted, Orange - Some wells submitted, Red - Not yet started.

**Confirm Certification** x

Certification: I certify under penalty of law that I have personally examined and am familiar with the information submitted in this report and all attachments and that, based on my personal knowledge or inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (L. R. S. 30:17)

Yes No

Well Serial Number	Choke/64"	BS 8								
1431423	4									
1475730										
1508069	16	92	1428	28.5	140			G - Gas Lift		04/16/2014
1516763	64	75	2000	31.3	120			P - Pumping		04/22/2014
152195										
156349										
163641										
171278										
171279										
171280										
171281										
171282										
181594										
183388										
186432										

**Validation Errors**

## **Delinquency**

-The well serial numbers displayed for each LUW code are required to be submitted for the reporting period. If they are not submitted before the reporting period due date (May 1<sup>st</sup> and Nov. 1st), those serial numbers will be considered delinquent and you will be notified via e-mail.

-If the well tests have not been submitted by the end of the delinquent period (30 days after the period due date), you will receive a compliance email and be issued a civil penalty of **\$250** per delinquent serial number and will be required to submit the tests via paper forms. Excel and .pdf versions of the DM1R, DT-1, and WR-1 forms can be found on the main [Department of Natural Resources website](#).

dnr.louisiana.gov -> Conservation -> Conservation (sidebar) -> Forms -> Engineering Division

-If we still have not received the test data 14 days after the compliance emails are sent, you will be fined an additional **\$500** and we will suspend up to three of your R-4s (does not have to correspond with the delinquent serial numbers).

## **Helpful Hints:**

-Make sure the company's contact information (**especially email address**) is updated through your OR-1 online submission. This is the department's **ONLY** method of contacting you about well test submissions. Any changes (address, phone number, email, personnel, change in company structure, etc.) need to be updated as soon as possible.

-Make sure that DNR emails are being received in your inbox. Emails from DNR will have the '@la.gov' domain name. If you're not receiving them, they may be going to your SPAM or JUNK folder. Your email server should allow you to designate these emails as "not spam" or to create an exception for the domain name.

-Also, be sure to give access to sub-users and reporting companies to file these reports through your OR-1's Master Account via the Administer Access button. For further questions about OR-1s, contact Becky Henry at [Becky.Henry@la.gov](mailto:Becky.Henry@la.gov) or 225-342-5530.

-The **Save** feature allows you to save your progress and return at a later time if needed. However, the data is only submitted to SONRIS through the **Submit** button.

-**Inactive wells can only be made active through a potential report or turn on letter via one of the [district offices](#).** Take care that you do not inadvertently file an active well as inactive or an inactive well as an active well.

-Start early! The online submission system opens 60 days before the period due date. If any issues arise, they can be corrected before the reporting period ends. Contact us if you have ANY problems so that we can help you before the reporting period closes and fines are issued. Everything becomes more complicated once this stage is reached.

-To see what you have left to file, you can check the Delinquent Report:  
SONRIS Data Portal -> Well Information -> Oil & Gas -> Well Test – Delinquent Wells. Select your Organization ID, then use the due date for the current reporting period (ex. 01-NOV-2018). Make sure the date is in the correct format, as shown.

## **Frequently Asked Questions**

*-What is the purpose of the DM1R/DT-1/WR-1 reports?*

The DM1R/DT1 reports determine your allowable for the next 6 months. The inactive well report is for operators to let us know what the proposed future plans for an inactive well will be. We understand this is a best guess estimate most of the time.

*-Why are the DM-1R/DT-1/Exempt Well buttons grayed out and not able to be selected?*

If all three buttons are grayed out, your sub-user account does not have the correct filing permissions. Log into the OR-1 submission system with your master account credentials and assign the correct filing permission to the account. If just one or two of the buttons are greyed out, that means no wells would need to be filed for that report type.

*-I don't know if I have submitted all of my well tests, how could I make sure?*

You can check your progress with the [Delinquent Wells by Organization](#) report. Choose your Organization ID from the dropdown menu, then enter the due date of the current reporting period.

*-How can I view previously submitted well tests?*

Starting with the November 2014 reporting period forward, submitted tests can be accessed through SONRIS Data Portal -> Well Information -> Oil & Gas -> Well Test – DM1R/DT1/WR-1 Inactive.

Tests previous to the November 2014 reporting period can be found under Document Access on SONRIS. When entering your organization ID, make sure any letters are capitalized.

*-A well has been plugged recently, and I have sent in the P&A form, but it is not yet a status 30 in SONRIS. Do I still need to file it?*

The safe thing to do would be to file on the well. SONRIS will remove the well from the list of wells needing to be filed only when the P&A paperwork has been keyed into the system, which may not happen before the end of the reporting period. P&A paperwork can take time making its way through the District Office and being sent to the Baton Rouge office; better to file and avoid being fined for a late filing.

*-I recently sold a well, but it still appears on the report to be filed.*

This means that the operator change has not processed yet. As long as the well is still in your name, you are still the operator of record and responsible for filing the reports. Once the operator change is effective, those wells will show under the new operator's login when they go to file.

*-I have an active Stripper Oil Lease / Monroe Gas Rock Well that needs to be made inactive.*

If the well is to be made **inactive**, then you will need to send a paper WR-1 to one of the Conservation District Offices.

Note: Stripper Oil **Unit** Wells still must file a DM1R.

Any further questions can be directed to Patricia Wells ([Patricia.Wells@la.gov](mailto:Patricia.Wells@la.gov)) or Tony Mele ([Anthony.Mele@la.gov](mailto:Anthony.Mele@la.gov)). While email is preferred for documentation purposes, we can also be reached by phone at (225) 342-5551.