Operator Change Data Entry – Multiple Serial Number

Conservation (E and G) > wells > Amend Permit to Drill

SONRIS allows for processing of multiple serial numbers at a time when wells are in same sequence on OJC, same fee type, and the only change is the operator.

1. Well Serial Num – initial in series of common serial numbers
2. Effective Date – effective date of operator change
3. Well Serial Num – end in series of common serial numbers
4. Payment Type – drop down menu with options of CORRECTION
   PAID..$50 – incapable gas, stripper oil
   PAID..$126 – oil, gas, SWD, other
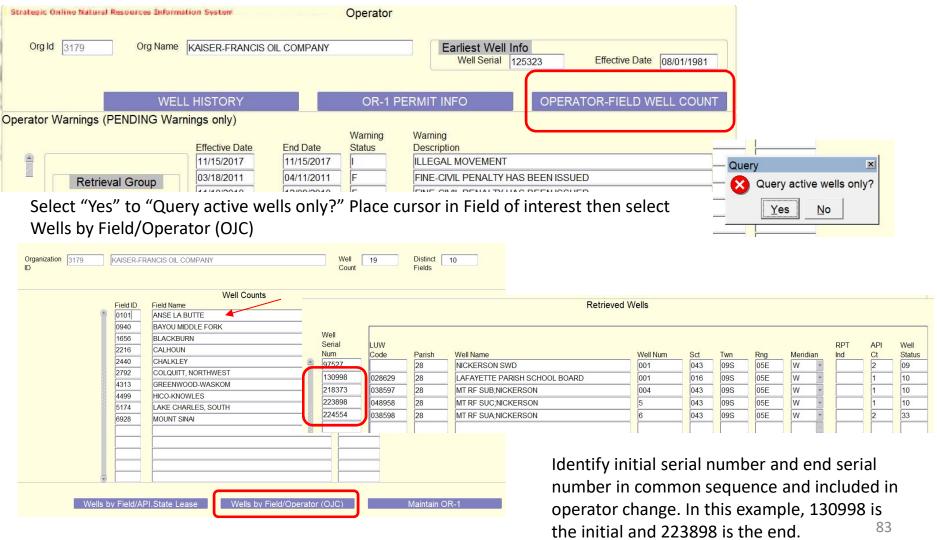   PAID..$117 – obsolete. No longer used.
   UNPAID – Status 22, Status 23
6. Invoice Num – sometimes listed on LT1 only
7. Organization – new operator code

Use public OJC for large operator changes or internal – same data

Public OJC query www.sonris.com > SONRIS Data Portal > Well Information > Well Information Details by Operator (OJC). Query current/former operator; review results by Field grouping. Identify initial serial number and end serial number in common sequence by fee and included in operator change. In this example, 130998 is the initial and 223898 is the end.

Field ID	Field Name	Well Serial Num	LUW code	Parish Code	Well Name	Well Num	Section	Township	Range	Meridian	RPT Ind	API count	Well Status Code	Classification	Well Class Type Code	Financial Security Type
0101	ANSE LA BUTTE	97527	-	28	NICKERSON SWD	001	043	09S	05E	W	-	2	09	II	5	Section 104 LAND
0101	ANSE LA BUTTE	130998	02&629	28	LAFAYETTE PARISH SCHOOL BOARD	001	016	09S	05E	W	-	1	10	-	-	Section 104 LAND
0101	ANSE LA BUTTE	218373	03&597	28	MT RF SUB;NICKERSON	004	043	09S	05E	W	-	1	10	-	-	Section 104 LAND
0101	ANSE LA BUTTE	223898	04&958	28	MT RF SUC;NICKERSON	5	043	09S	05E	W	-	1	10	-	-	Section 104 LAND
0101	ANSE LA BUTTE	224554	03&598	28	MT RF SUA;NICKERSON	6	043	09S	05E	W	-	2	33	-	-	Section 104 LAND
	BAYOU MIDDLE															

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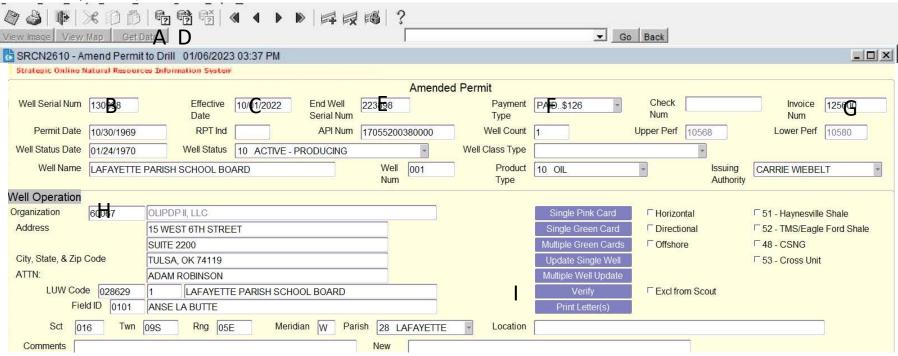# Operator Change Data Entry – Multiple Serial Number

Conservation (E and G) > inspections and enforcement > Compliance > RETRIEVE OPERATOR
COMPLIANCE DETAILS > OPERATOR-FIELD WELL COUNT

Internal OJC is recommended for small operator changes. Limited to Field by Field review, 11 serial numbers in view at a time. Toggle to Retrieve Operator Compliance Details, query by current/former operator, then select OPERATOR-FIELD WELL COUNT button.
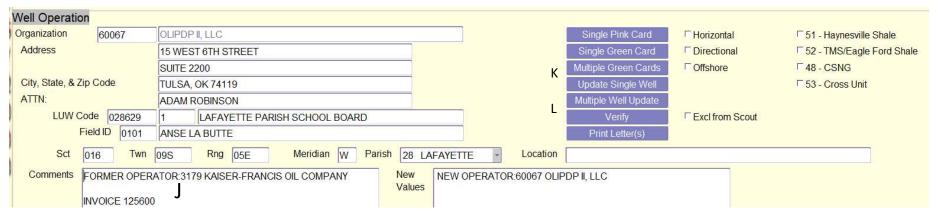

Select "Yes" to "Query active wells only?" Place cursor in Field of interest then select Wells by Field/Operator (OJC)

Identify initial serial number and end serial number in common sequence and included in operator change. In this example, 130998 is the initial and 223898 is the end.

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A. Enter into query mode (F7 or select the icon)

B. Enter initial Well Serial Num in Field 1

C. Enter Effective Date in Field 2

D. Execute query (F8 or select icon)

E. Verify correct well information (compare to form; confirm not a typo in SN, effective date, current operator), then enter end Well Serial Num in Field 3.
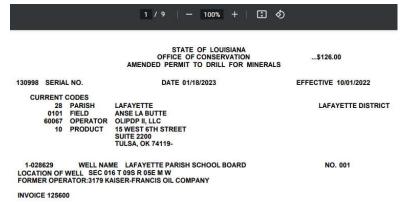

F. Select Payment Type for common group of Well Serial Nums in Field 4

G. Key in Invoice Num in Field 5

H. Enter new operator code in Field 7, then select Tab.

I. Select Verify, button 13

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J. Proposed changes display in Comments Field 8. Delete anything that does not apply to the amendment and add invoice reference if paid (in this example, text should only be Former Operator and invoice reference)

K. Select Multiple Green Card button 10. Verify information on amended permit is correct- effective date, fee, new operator, comments and three pages per serial number in group. If anything needs to be modified, update appropriate field on form; select Multiple Green Card again. Print on green paper.

L. Once updates verified as correct, select Multiple Well Update button 12

M. Distribute greens. Operator copy should be mailed to address on form (may be different than on green). Well file copy is attached to application. Production Audit is placed in their mail slot. District Office copy is placed in their mail. Book copy is retained for monthly stat verification.

N. If SWDs are included (Status 02, Status 09 well serial numbers), make a copy of the signed application and place in IMD's mail box.

O. Update Amendment on Hold spreadsheet date completed and distribution mailed.