**Operator Change Checklist**

Operators:

* Current OR1
* Compliance issues
	+ Email enforcement/audit/well files if pending issues
	+ Contact OSR if “W” or “X” with open end date; must resolve issues prior to approving new wells
	+ Investigate inactive invoices
* Financial security (FS)
	+ If old operator has SSTA, new op must provide SSTA
	+ If no SSTA, regular FS is required. Only exception is orphan wells- no FS required for orphan wells

Wells:

* Must transfer all wells on lease or unit in Field
	+ If not, exception must be approved by Permits engineer
* Check for orphan wells and 9999 operator code in area
	+ If similar location, Permits engineer should evaluate whether wells should be included
* Names – make sure no conflict with new operator’s existing well names and numbers
* Check API count to make sure no status 22s are left behind
* Orphan wells must have ok from OSR and effective date must be after orphan date
	+ Orphan wells require orphan well affidavit
	+ Orphan wells should be changed to 33 (wells with LUW) or 31 (wells without LUW) with op change
* Status 20 wells should be changed to 33
* SWD wells should be included in transfer if on same lease (ie, same name); IMD processes SWDs
* All wells must be listed at least once on the SOCI form

Fee:

* Verify correct fee submitted

ANY QUESTIONABLE AMENDMENTS SHOULD BE PASSED BY PERMITS ENGINEER PRIOR TO PROCESSING.

\*Once greens are cut, verify effective date and total number of greens matches info on blue forms.

If SWDs are included, make a copy of LT1, signed form, and SOCIs after producers processed and place in IMD’s mail box.

**AMENDMENTS**

UNIT TO LEASE

* Verify correct info on amendment (SONRIS and most recent amendment processed)- operator, field, well name, number, etc.
* Check WH-1 and Form Comp (if available) for work done
* Check location of top of perfs and determine if well name is correct and if locations are legal
	+ If location amendment as well, description of new BHL should be top of perfs for directional wells. If not available, use TD. Description of BHL for horizontal wells is the TD. Confirm locations with directional survey. If not in Well File, request status of collection from District Office (check scout first).
	+ If well name change is required and location amendment not included, contact District and request as-drilled plat/amendment. Operator usually sends directly to BR.
	+ If unauthorized location (ie, too close to lease lines, spacing between wells), 29EU. Make note on LT-1 of violation.
* Check Field Order blackbooks for units in Field in new sand
	+ If units exist, check locations of units to confirm well is not completed in unit or in violation of spacing to unit boundary (if so, 29EU).
	+ If well has been completed to unit, see if it has the authority to be a unit well.
		- Follow “## TO UNIT” checklist to determine if compliant. If compliant, process as unit basis.
	+ If an issue exists, notify District Office. Make note of findings on LT-1 as well.
* Effective date should reflect associated action on WH-1/Form Comp or otherwise…
* Search for LUW code
	+ NOTE- Status 18, 22, 31, and 35 do NOT have LUWs assigned.
	+ Search for portion of lease name in “LUW Name Inquiry” and enter Field ID
	+ Select Current, then execute
		- If an active LUW exists for operator (Sts 1) and product is the same, use that LUW (names must match exactly!)
		- If not, redo search and select “All”
			* Find an active LUW (Sts 1 [3s are no good!]) with same name and review associated wells to see if on same lease. If so, use that LUW
			* If not, assign new LUW

### TO UNIT

* Verify correct info on amendment (SONRIS and most recent amendment processed)- operator, field, well name, number, etc.
* Check WH-1 and Form Comp (if available) for work done
	+ Check location of top of perfs and determine if well name is correct and if locations are legal
		- If location amendment as well, description of new BHL should be top of perfs for directional wells. If not available, use TD. Description of BHL for horizontal wells is the TD. Confirm locations with directional survey. If not in Well File, request status of collection from District Office (check scout first).
* Check Field Order blackbooks and review Order series to confirm Order on amendment is correct, ie:
	+ Order has not been overridden by a subsequent Order and unit still exists
	+ Operator has authority to utilize Order
		- If effective date of Order is less than a year old, only operator in Order has permission to utilize Order UNLESS letter submitted by operator in Order granting authority for another operator
	+ Ensure new location conforms with spacing rules of units
		- Unit wells at locations designated by Order cannot move
		- Alts can move as long as they comply with spacing rules, are not more exceptional (if exception granted) or bound by tolerance
	+ Ensure perfs are within definition and product matches Form Comp
		- Review structure maps or contact Geological Division if review is necessary
		- Product in Order supersedes product of well
	+ Check SONRIS and ALTs sheets to make sure another well hasn’t used up the Order
	+ Check SONRIS to confirm only one operator with active wells in unit
		- Some units have dual operators, but those are RARE
	+ IF THE AMENDMENT DOES NOT COMPLY WITH ALL OF THE ABOVE, THE WELL WILL HAVE TO BE A LEASE WELL UNTIL APPROVAL GRANTED BY SUBSEQUENT ORDER.
* Effective dates:
	+ If Order effective date precedes the recompletion date and well was formerly completed in a different reservoir, effective date of amendment will be the recompletion date.
	+ If Order effective date precedes the completion date and initial completion, effective date of amendment can be the Order date or the completion date.
	+ If Order effective date is after the recompletion date and well was formerly completed in a different reservoir, effective date of amendment will be the Order date.
* Search for LUW code
	+ Search for portion of unit name in “LUW Name Inquiry” and enter Field ID
	+ Select Current, then execute
		- If an active LUW exists for operator (Sts 1) and product is the same, use that LUW (names must match exactly!)
		- If not, redo search and select “All”
			* Find an active LUW (Sts 1 [3s are no good!]) with same name and review associated wells to see if on same lease. If so, use that LUW
			* If not, assign new LUW.

LOCATION

* Verify correct info on amendment (SONRIS and most recent amendment processed)- operator, field, well name, number, etc.
* If location change for un-drilled well, verify 500’ structure rule, Order U-HS, 250’ from levee, no Class 1 wells within 2 miles, CUP, >1000’ from Interstates crossing water, distance to road greater than rig height, scenic rivers within ½ mile, 29-S requirements
* Check WH-1 and Form Comp (if available) for work done
* Check location of top of perfs and determine if well name is correct and if locations are legal
	+ Description of new BHL should be top of perfs for directional wells. If not available, use TD. Description of BHL for horizontal wells is the TD. Confirm locations with directional survey. If not in Well File, request status of collection from District Office (check scout first).
	+ If well name change is required, check SONRIS for existing operator’s wells with that lease name to ensure no conflict of well numbers
		- Can search Well History in Discoverer and search by portion of lease number and operator code
		- Ensure numbered in sequence
	+ If a unit well:
		- Ensure new location conforms with spacing rules of units
			* Unit wells at locations designated by Order cannot move
			* Alts can move as long as they comply with spacing rules, are not more exceptional (if exception granted) or bound by tolerance
		- Ensure perfs are within definition
			* Review structure maps or contact Geological Division if review is necessary
	+ If unauthorized location, 29EU. Make note on LT-1 of violation.
* Check Field Order blackbooks for units in Field in new sand
	+ If units exist, check locations of units to confirm well is not completed in unit or in violation of spacing to unit boundary (if so, 29EU).
	+ If well has been completed to unit, see if it has the authority to be a unit well.
		- If unclear, review structure map in dockets or request correlation from Geological Division
	+ If an issue exists, notify District Office. Make note of findings on LT-1 as well.
* Effective date should reflect associated action on WH-1
* LUW code – confirm existing or search for correct code
	+ NOTE- Status 18, 22, 31, and 35 do NOT have LUWs assigned
	+ Search for portion of lease name in “LUW Name Inquiry” and enter Field ID
	+ Select Current, then execute
		- If an active LUW exists for operator (Sts 1) and product is the same, use that LUW (names must match exactly!)
		- If not, redo search and select “All”
			* Find an active LUW (Sts 1 [3s are no good!]) with same name and review associated wells to see if on same lease. If so, use that LUW
			* If not, assign new LUW

OPERATOR – see quick check list

* Verify all wells on lease or in unit are being transferred
	+ If only portion of lease being transferred, need letter of concurrence from operators
	+ If only some unit wells are being transferred, need dual operator Order OR letter stating only retaining/transferring well(s) to p&a. Unit nomenclature will be removed from well(s) to be plugged and lease LUW with 29EU applied OR Status 34 with no LUW
	+ If orphan wells or 9999 operator active wells appear on lease, question why the abandoned wells are not included
		- If SWD on lease, do NOT process change of orphan oil/gas wells until IMD approves – see 3/11/2004 email in policy folder
* Verify well names do not conflict with existing
	+ If so, check to see if on same lease. Check for conflicting numbers and re-number as necessary.
	+ If not on same lease, amend lease name (add A, B, C… etc). Notify District and operator of change.
* Check for current OR-1 and Compliance Orders
	+ If OR-1 not current, check with Production Audit for reason
	+ If pending Compliance Orders or penalties, contact appropriate divisions to determine if amendment should be held pending compliance or process
	+ If “W” without end date, need to hold amendment and contact OSR to see what’s required to satisfy orphan officer issues
* Check for appropriate fee
	+ Stripper oil and incapable gas wells pay reduced fee
		- Must be on SONRIS or certification letter provided by operator
		- To check, go on SONRIS > INSPECTIONS AND ENFORCEMENT > COMPLIANCE > RETRIEVE OPERATOR COMPLIANCE DETAILS > select OPERATOR-FIELD WELL COUNT > highlight Field, then select Wells by Field/Operator (OJC) OR use Data Portal equivalent
			* Report Indicator 12 and 14 pay reduced rate
	+ Status 22 and Orphan Wells are exempt
* If signature from current operator missing, ensure 10-day letter sent
	+ If objection received, return operator change with standard letter of need for hearing
	+ If no object received, District should acquire affidavit. See 1992 memo.
* If orphan change, need orphan well affidavit and confirmation from OSR that change is acceptable. Key in all orphan operator changes in “Orphan Wells Transferred 8.1.2016 and after” spreadsheet in Permits 🡪 PinkCards folder for Act 583 tracking purposes.
* See memo for reverted to land owner
	+ Per discussions with Todd RE: 151269 3/23/17, landowners do not need to abide by “take one, take all” policy
* SWDs are processed by Injection and Mining
* Serial numbers created for production audit purposes are NOT included on operator changes- those are transferred via R4s.
	+ Examples: 9999## serial numbers for units that straddle federal line; serial numbers created so LUW can be assigned to track production.
* Effective 8/1/16, all operator change amendments require surface owner contact info. See FORM SOCI.
* Check for SSTA. If on SSTA, do not approve until new operator obtains SSTA or OSR approval granted.
* Check for payment of inactive well invoices.

**CROSS UNIT WELL SITUATIONS**

* Well permitted as cross unit well based on cross unit Order. Well completed in single unit. Operator required to have hearing to designate well as alternate or substitute unit well in lieu of cross unit well if there isn’t another Order available to utilize as single unit well.
* Well permitted as cross unit well based on cross unit Order. Well completed less than 330’ from common unit boundary. Operator required to have a hearing to approve well at exceptional location. SEE AS-DRILLED CROSS UNIT WELL ANALYSIS GUIDELINES for more details.

**STATUS 03 WELLS WITH RECORDS IN DOCUMENT ACCESS**

* Review records in Document Access to confirm that the records actually belong to 03 serial number.
* Request inspection from District to check the status of site (p&a’d, well existing, etc)
* If no p&a report and inspector cannot find well, change to Status 28 effective date of inspection.
	+ Inspector should also file LFIR with coordinates inspected. See 83577 for an example.
* If well found, well should be made Status 80 effective date of inspection.
	+ Enforcement will go through motions to get well orphaned.
	+ If no p&a report, well is present and operator no longer exists, make it a Status 80 until it’s officially orphaned.
	+ If conductor/drive pipe only, do not change to 80. If it’s not clear (ie, potential to be surface casing), assign status 80. Example – SN 245065. Should have been made Status 80 upon inspection since not clear if pipe within cellar is drive pipe or surface casing.
* If p&a report present and inspector does not locate well, change status to 29 effective date of inspection.

**STATUS 33 to 10**

* Processed by Form Comp, Turn on letter, or potential report.
* All other wells require a potential from the District Office so the allowable can be re-assigned. District will notify us of change; Well Files should change status. Prior to changing to 10 (and especially if change is more than a month old), confirm:
	+ Operator requesting change is operator of record effective date of change.
	+ Change of status does not override or conflict with records already in SONRIS (check well history and well tests)
		- Well tests are on SONRIS > WELLS > WELL ALLOWABLES > RETRIEVE WELL TEST DATA ENTRY
	+ Well has a product and LUW.

**DUALS – PROCESSING FORM COMP WHEN COMPLETION PRECEDES PERMIT DATE**

* SONRIS cannot accept records prior to permit date. Key in completions as permit date when true completion precedes permit date.

**SPUD DATES**

* Spud dates for duals and triples should be of the original serial number. (Discussed via email 8/3/16)
* Spud dates for re-entries should be the date the well was re-entered, not the original spud date of the initial serial number. (Discussed via email 8/3/16)

**LUWs**

LUW REQUIRES MULTIPLE PARISHES – ONLY ONE ASSIGNED

* Units that overlay multiple Parishes must have all Parishes associated with the LUW on Maintain LUW. When it’s discovered that not all Parishes are listed, add the additional Parishes based on the effective date of the current operator OR as far back as Production Audit has had errors cleared (usually about 5 years).

LUW PRIMARY PRODUCT

* If a unit’s definition is oil, gas and condensate, that means the primary product can be oil or gas. It is ok if some of the units in the reservoir are oil and others are gas at the same time. Sample is L SMK RA in Ora Field (7145), [Order No. 136-C-9](http://ucmwww.dnr.state.la.us/ucmsearch/UCMRedir.aspx?url=http%3a%2f%2fucmprod%3a16200%2fcs%2fgroups%2fconservation%2fdocuments%2fooc%2fmda1%2fmtix%2f%7eedisp%2f5121560.pdf).

**PERMITTING SCENARIOS**

SURFACE OUT OF STATE, BHL IN LA

* See 248457. Surface location in Texas, wellbore crosses into Louisiana. Well sidetracked to new BHL with entire wellbore in Texas. Well made p&a effective date wellbore abandoned and sidetracked.
* Financial security is required if wellbore crosses State lines (see 222131)

9999## SERIAL NUMBER FOR PRODUCTION REPORTING PURPOSES

* Production Audit assigns and manages these LUWs for Mineral’s benefit. These are units that extend over the State/Federal line and no wells are on the State side. Serial number is assigned so production can be reported/tracked. Recommended to assign API.
	+ Well number keyed in as 9999 🡨excluded from annual production fee
* Production Audit handles operator changes. The serial numbers are not listed on our forms because they aren’t real wells.
* Once all wells in unit are plugged, Production Audit will change status to 30 based on “End of Operations” report from BSEE. See SN 999988 as an example. Other tips:
	+ Ask OMR (Jason Talbot is good contact) for federal API/well number associated with LUW. Once well #/API known, contact BSEE to confirm when wells plugged:
	+ New Orleans District Well Information – 504 734 6777
	+ Lafayette District – Mark Malbrew(sp?) – 337 289 5116
	+ New Orleans Production Development (unitization group) – 504 736 2677

PERMIT ISSUED TWICE FOR SAME WELL

* See 249715. Application received/approved via email; on hold for originals. Originals came in; second serial number assigned for same well.
	+ To correct, write memo to file of correct SN.
	+ Send ticket to IT to delete record.
	+ If erroneous permit has already been mailed out, notify District and Operator.
	+ Once deleted from SONRIS, SN and API can be reused.

EXCEPTION TO “NO DUAL OPERATORS IN UNIT UNLESS ORDER DICTATES SUCH” POLICY

* See 246207 op change effective 3/1/15. No explanation, but it’s an example!

COMPLETIONS IN UNITIZED SAND OUTSIDE OF UNITS

See 10/23/1979 memo for reference. Procedure is:

* District issues normal lease allowable
* District notifies operator that they must form a unit and the have 30 days to begin unitization process
* If unitization process does not start in 30 days, allowable is cancelled
* Todd has NOT required this process if the area is owned by one mineral owner.

PLUGGED WELLS USED AS MONITOR WELLS – UNIQUE (EX DENBURY DELHI AREA)

1. Denbury wants to turn a plugged wellbore into a monitor well (status 30 to 18):
	1. Denbury files an amend operator form (if necessary) along with a letter of explanation. The letter of explanation needs two statements:
		1. Well will not be re-entered without filing an application to drill in order to receive a new SN (our normal process to re-enter a well).
		2. When the monitoring process ends, Denbury will file a Work Permit to re-abandon the well (cut, cap, bury, & restore location). The normal forms and procedures for P&A will be followed.
	2. When the Baton Rouge office puts the well in Denbury’s name, the status is changed to 18. If the well is plugged and in Denbury’s name, a Work Permit to convert the well from status 30 to 18 is filed, and the CES is notified prior to starting the work.
		1. When the well is converted, Denbury will file a WH1, the CES will file a LFIR, and Baton Rouge will change the status to 18 on the effective date in the WH1.
2. When Denbury wants to re-enter a well that has been changed from Status 30 to 18 via the above procedure, the old SN will retain the status 18 designation until the new SN is spudded. When the wellbore is spudded under the new SN, Baton Rouge will convert the old SN back to status 30. The new SN becomes active. If the new SN expires (status 01 to 03), then the old SN retains the status 18 code until such time Denbury abandons under the normal procedures prescribed in item 1 above.

EVALUATING PROPOSED LOCATIONS BY ORDER

* + - 1. Example- SN 248134. Well completed in CRIS 1 sand, outside of unitized area. Well is legal to unit boundaries; however, there is an alternate approved by Order that would be exceptional to this location. Since the alternate is not permitted, we disregard it and the completion of 248134 is considered legal. Todd approved this via email 2/15/16.

STATUS 28 VS 90 VS 29 VS 30

* Status 90 – assigned to wells that have been plugged yet no p&a report nor knowledge of when work was done. This status is reserved for situations when the plugged well is visually inspected (ie, dug up).
* Status 28 – assigned to wells that have been plugged yet no p&a report nor knowledge of when work was done. The status is assigned when all attempts to locate well failed to yield a well, yet it wasn’t specifically dug up (ie, site clearance performed however well not visually located).
* Status 29/30 should only be assigned when plugs appropriately set and when we are certain the work was done (ie, for effective date purposes).

EXPIRE PERMITS PRIOR TO EXPIRATION DATE

In the event an operator chooses to not drill a well, the permit can be expired prior to the assigned expiration date. Operator should submit a letter to the District requesting the premature cancellation; District confirms well has not been drilled; permit expired. Notice sent to Well Files for imaging. See 6/26/15 email from attorneys (in Policy/Memo folder).

29-E EXCEPTIONS – SPACING VIOLATION FROM UNIT LINE

Normal practice is to require hearing if well violates spacing from unit line and for well to carry lease nomenclature until unitization matters resolved (except for cross unit wells). However, exception granted for SN 247873 due to the matter being brought to light 3 years later, one mineral owner included, and well has primarily ceased to produce. Operator required to remove unit nomenclature from the well after production ceased and required to have hearing to produce from unitized sand in future.

FOUND WELLS

In the event a well is found and a serial number cannot be tied to the well, a 99#### serial number should be assigned to track proper p&a of well. Found well memos are in “…PermitsSection/DrillingPermits/Misc/Found Wells” folder. See SN 990482 for example. Add to API book (DMH) under Duals, Repermits, Reentries but do not assign API.

PRODUCER TO INJECTOR

Handled via amendment and extensive IMD checklist. Submit all applications to IMD for processing.

INCORRECT PERMIT DATE KEYED INTO SONRIS

If in the future, only IT can correct. Send ticket.

If in the past, modify records on Maintain Permit to Drill and Well History screens. IT will have to delete initial well history record and update permit date on maintain well data.

WELL SHOULD HAVE BEEN ORPHANED BUT MISSED FROM POTPOURRI

Example – SN 220485. Status 03 well yet drive pipe. Was included in a compliance order for site restoration; operator orphaned based on different CO, yet well was not included in 10-day orphan letter based on oversite (likely due to status). Since operator remains orphan, Enforcement must send a 10-day letter to get on next orphan potpourri.

WELL ORPHANED IN ERROR

Example – SN 16078. Prior to 6/20/2022 orphan potpourri submitted to register, new information indicated this well should not be orphan. Well was listed on potpourri and status changed to orphan. Source of leak was an active flowline. Sending memo to file to override orphan status and remove orphan flag.

**PRODUCTION AUDIT**

CARRYING STOCK CORRECTIONS

If operator carries stock for ages and no bogus production reports filed/not sure where error came from, allow for one-time adjustment with letter to the file (similar to processing of orphan wells- file as negative volumes). If operator reports bogus production values, make them correct.

OPERATOR PRODUCING INTO ANOTHER OPERATOR’S FACILITY

Facility operator submits an R4 as an attachment to their approved R4 with other operator’s LUW. Transporter will report volumes acquired from facility. Both operators report volumes via OGP using facility and LUW. LUWs are keyed in to R4 screen by Audit.

COMMINGLING

If commingling application includes LUWs in different fields, legal notice is by Field- ie, one legal notice created for each Field. See Johnson Branch commingling facility #4, 927700.

Note: this document is in F:\OoC\Eng\Engineering\RegulatorySection\PermitsSection\Procedure as “Amendments, Cross Unit Wells, Status Changes, Production Audit”

As-Drilled Cross Unit Well Analysis - Guidelines

WELL INFORMATION

* Document Access > Permitting > Well Permit to Drill/Amend OR access from Lite cartridge (serial number yields well files)
	1. Search by well serial number; select “Get associated documents.”
	2. Open latest amendment for well and verify that information on the pink card matches it (ie, operator name and code, field name and code, well name and number). Verify via SONRIS.
	3. Open Form Comp and WH-1 for completion info
		1. These files are indexed as “Well Engineering/Mechanical.”
		2. The effective date of the documents should be the same. Form Comps are typically one page, WH-1s are typically 3 pages.
		3. If multiple “Well Engineering/Mechanical” documents, you can check the completion date from Scout Details on SONRIS to more easily find the appropriate documents:
			1. Under “Well Inquiry,” key in serial number, execute search, then select “Retrieve Well Profile” button
			2. At the bottom of the page, Scout Info will display various entries. Scroll through them until you see the completion date. Indexed Form Comp and WH-1 in Document Access will be filed under the same date.
	4. Verify perforations (perfs) and total depth (TD) on Form Comp and WH-1 are the same.
		1. If discrepancy, email District Office.
	5. Open directional survey (DS)
		1. This will be a multi-page document indexed as “Well Engineering/Mechanical.”
		2. Verify that you are using the correct DS. Scroll to the end of the DS and confirm that the TD matches the TD on completion paperwork.
		3. Verify TVD is within definition (see “Unit Information” below to find definition of unit. Some definitions exclude specific sands).
	6. Key in perfs and DS information in cross unit calculation spreadsheet.
	7. Check surface location coordinates and calls on plat with latest location amendment to verify that the surface location has not changed.
		1. If surface location changed, we’ll have to follow some of the guidelines in the “Location” checklist.
	8. Compare spreadsheet percentages to that of operator’s.
		1. We allow a +/-0.5% difference between operator’s percentages and ours. If outside of variance, contact operator. The percentages are derived from the total length of perforated lateral (ie, upper perf MD – lower perf MD) split by the intersection of the lateral across the common unit boundary.

UNIT INFORMATION

* If this is a location amendment only, all associated Orders should be listed on LT-1 (cover sheet) of permit/amendment that allowed the well to be a cross unit well. Verify no additional Orders issued for units that would replace original authority by reviewing Black Books.
	1. Document Access > Regulatory > Field Order Index-Black Books > Moved from Document Access OR access by Lite cartridge (Field ID results yield Black Books)
	2. Key in “Field Code,” select “Execute.”
	3. Results will load with index of all Orders in field.
		1. From here, you can more easily find the Order that created your unit, set spacing rules, granted cross unit wells, etc. by searching (Ctrl F) or sorting column A to have the field series in order sequentially.
* Once Order number is known, follow these steps:
	1. Document Access > Regulatory > Field Order OR select link from Black Books
	2. Type in Order that authorized the cross unit well (ex: 361-L-117), select “Get associated documents,” then search.
	3. Check Order to make sure there are no spacing limitations for the well
		1. If it’s a unit well (no “ALT” in well number), may be bound to spacing rules (ie, Order will indicate “well will be drilled within 100’ of the proposed well path”).
			1. Check Order plat and amendment plat to verify that well conforms with spacing restrictions.
		2. If no spacing restrictions, verify that perfs are in compliance with spacing of unit.
			1. Typically 330’ from unit line. You can use the Field Index to check for the Order that created the unit which will also set the spacing rules.
	4. Record the effective date of the Order that authorized the cross unit well.
* Per Todd, operators are allowed to drill laterals shorter than requested by Order (as long as they comply with 500’ rule). However, if a lateral in an Order is approved to extend only partway through a unit, operators can’t perforate significantly more than requested (Todd is flexible).

LUW INFORMATION

* SONRIS > Conservation (E and G) > Fields > Retrieve LUWs by Name
* You will need to follow these steps for each unit
	1. Key in unit nomenclature followed by a percent sign (ie, HA RA SU60%) in “LUW Name.”
	2. Key in Field code in “Field ID.”
	3. Select “All,” then execute search.
		1. If only one LUW code is displayed, select “Wells by LUW” and confirm that the active wells associated with the LUW (ie, wells without an end date) are operated by the same operator.
			1. If ok, record LUW on worksheet.
* Confirm correct unit name and field. GIS is useful for that. Review Maintain LUW for cross unit flag – cross unit flag must be selected effective earliest well date through current.

SURFACE LOCATION CHANGE

* Plot coordinates into SONRIS GIS
	+ Verify that there are not any structures within 500’
	+ Verify that plat indicates that there are not structures within 500’
		- If there are structures, must be under lease (indicated on plat) or affidavit signed by surface owner indicating waiving 500’ rule
	+ Verify mineral owner name at surface matches well name
		- If different, we’ll have to check the well number
		- Well name (info after semicolon in well name) MUST match mineral owner of where the surface location is located
	+ Order U-HS statement required for Haynesville units.

LEASE TO UNIT CHANGE

* LT-1 (amendment cover letter) will typically reference the Order number that authorized cross unit well (and therefore lease to unit change). Verify that it is the correct Order by reviewing Black Books (see UNIT INFORMATION guidelines) and Order.
* Check alternate unit well list to verify that well has authority to be cross unit well (ie, Order grants 4 alternates, make sure no more than 4 alternates are using the Order)
	+ In SONRIS, go to Conservation (E and G) > fields > Maintain Field
	+ Type in Field ID, then select Alt Wells
	+ Find unit in list (alphabetical order; can search within form)
		- May need to move data over from network spreadsheets – PermitsSection > Pinkcards > AlternateWellLists
	+ Make sure all wells associated with LUW (see LUW INFORMATION guidelines to get to the well list by LUW) are listed on spreadsheet. If not, add them and their associated Order.
	+ Also, search for permitted wells with the same unit nomenclature under Well Inquiry.
		- You’ll use a wildcard search (ie, HA RA SU60% in the well name field, then the field code in that field).
		- Wells that have not been completed will not have the LUW associated with them, so that is why we have to search this way also.

UNIT COORDINATES

* Verify unit corner coordinates reflect unit survey plat.
	+ If accepted, unit survey plats are indexed by creation Order in Document Access.
	+ If no unit survey plats for units in question, utilize adjacent unit survey plats.
	+ If no unit survey plats, use existing cross unit well plat.
		- Email operator if any discrepancy noted.

Note: this document is in F:\OoC\Eng\Engineering\RegulatorySection\PermitsSection\Procedure as “As-Drilled Cross Unit Well Analysis Guidelines”