

New Permits to Drill – Miscellaneous Notes

- Rush permits – occasionally, operators request a rush permit and a copy is emailed from the District. This is to accommodate rig schedules only. Key into SONRIS, print letter/permit, but hold for originals (ie, do not place in Well File's basket for processing)
- Folder labels – include serial number, Field, Parish. Bold, size 28 font
- Distribution of permits – always mail to address at bottom of MD-10-R-1. May be different than on generated permit (and that's ok!). If different than on permit, use solid envelope. If same, use envelope with window.
- If typo is noted after save, will need to update Permit Eval screen and Maintain Well Data
- Data entry notes
 - BHL and depth- keying down creates records. Be sure to not create more records than needed. Typically, only one bottomhole record is necessary
 - Unique characters – the PERMIT generated by the reports are very limited in regards to special characters. As an example, received error *REP-50003: The parameter value is invalid: Safari/537.36* when 1590' keyed in. Replaced ' with FT.
 - Re-entries, re-permits, re-drills – reference associated SN in location description. Example: 180' EAST & 1570' NORTH FROM THE SW CORNER OF SEC 16-T10N-R12W. (REDRILL OF SERIAL #78248-P&A)