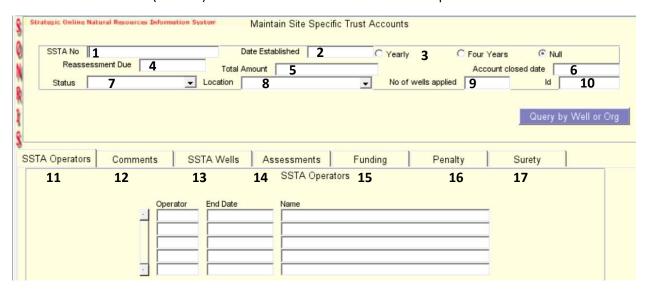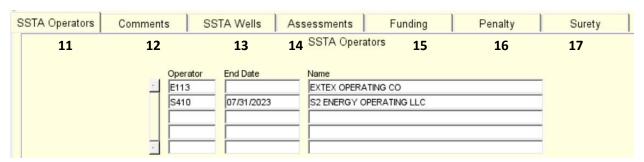**SSTA Data Entry – SRCN9506 – Maintain Site Specific Trust Accounts**
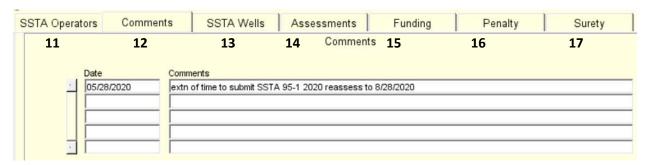
SONRIS > Conservation (E and G) > well administration > Maintain Site Specific Trust Accounts
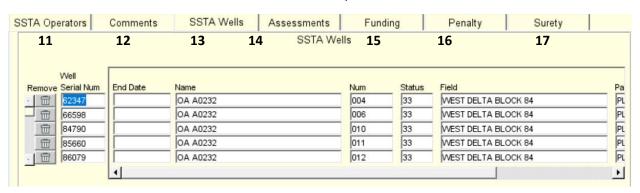

1) SSTA No. – name of SSTA account in the format "SSTA ##-##"
2) Date Established – initiation date of SSTA
3) Review Status – select *Yearly* if not fully funded; select *Four Years* if fully funded. Null should only be selected for closed accounts.
4) Reassessment Due – next reassessment due date
5) Total Amount – amount required to be fully funded
6) Account closed date – date account closed – either all wells plugged or funds collected
7) Status – select appropriate from dropdown. Note – "Security returned to" is utilized for closed accounts.
8) Location – land, inland water, or offshore
9) No of wells applied – calculated number of well serial numbers keyed into 13) SSTA Wells with no end dates
10) Id – unique id assigned to each record
11) SSTA Operators – history of SSTA. Report will display current/latest operator
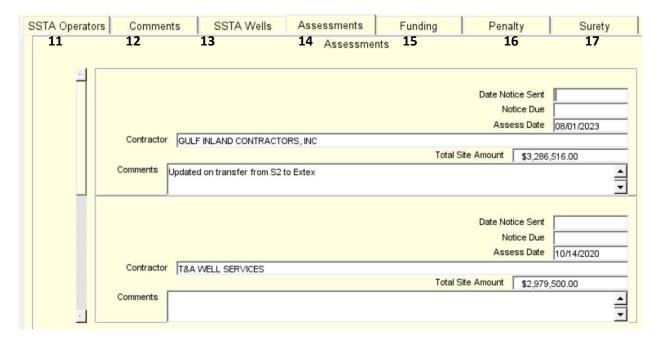   - Add end dates to prior operators.

12) Comments – key in latest crucial summary of SSTA. If no wells included (example, SSTA 05-11 – production facility only), key in site location information. Examples:
- Fully funded. 1 of 10 wells p&a. Reduced total from $100,000 to $88,000.
- Funded with Letter of Credit in amount of $700,000 and monthly payments.
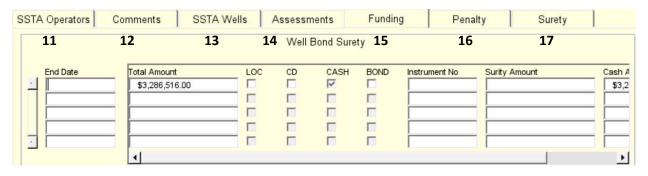- Fully funded. Main Pass Block 31 production facility only.

SSTA Operators	Comments	SSTA Wells	Assessments	Funding	Penalty	Surety
11	12	13	14 Comments 15		16	17

	Date	Comments
·	05/28/2020	extn of time to submit SSTA 95-1 2020 reassess to 8/28/2020
·		

13) SSTA Wells – wells associated with SSTA.
- End date wells that are p&a and site restored.
- Wells that are keyed in generate "Site ID" which will be the Field name.
    i. If no wells in SSTA, be sure to key in Site or Field Name in 4. Comments.

SSTA Operators	Comments	SSTA Wells	Assessments	Funding	Penalty	Surety
11	12	13	14 SSTA Wells 15		16	17

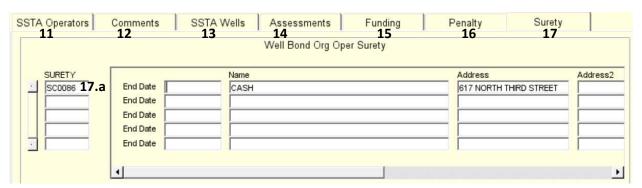| Remove	Well Serial Num	End Date	Name	Num	Status	Field	Pa
· 🗑	62347		OA A0232	004	33	WEST DELTA BLOCK 84	PL
🗑	66598		OA A0232	006	33	WEST DELTA BLOCK 84	PL
🗑	84790		OA A0232	010	33	WEST DELTA BLOCK 84	PL
🗑	85660		OA A0232	011	33	WEST DELTA BLOCK 84	PL
· 🗑	86079		OA A0232	012	33	WEST DELTA BLOCK 84	PL

14) Assessments – work list of latest assessment.
- If funded by instrument, included in Comments date monies verified.

SSTA Operators	Comments	SSTA Wells	Assessments	Funding	Penalty	Surety
11	12	13	14 Assessments 15		16	17

Date Notice Sent
Notice Due
Assess Date 08/01/2023

Contractor GULF INLAND CONTRACTORS, INC

Total Site Amount $3,286,516.00

Comments Updated on transfer from S2 to Extex

Date Notice Sent
Notice Due
Assess Date 10/14/2020

Contractor T&A WELL SERVICES

Total Site Amount $2,979,500.00

Comments

15) Funding – funding mechanism. Should be a line for each type.
- Add end dates to records that have been replaced.
- Instrument No. should be the number provided by the surety.

SSTA Operators	Comments	SSTA Wells	Assessments	Funding	Penalty	Surety
11	12	13	14 Well Bond Surety 15		16	17

End Date	Total Amount	LOC	CD	CASH	BOND	Instrument No	Surity Amount	Cash A
	$3,286,516.00	☐	☐	☑	☐			$3,2
		☐	☐	☐	☐			
		☐	☐	☐	☐			
		☐	☐	☐	☐			
		☐	☐	☐	☐			

16) Penalty – not needed

17) Surety – entity that funds instrument. Could be multiple.
- Add end dates to prior sureties.

SSTA Operators	Comments	SSTA Wells	Assessments	Funding	Penalty	Surety
11	12	13	14	15	16	17

Well Bond Org Oper Surety

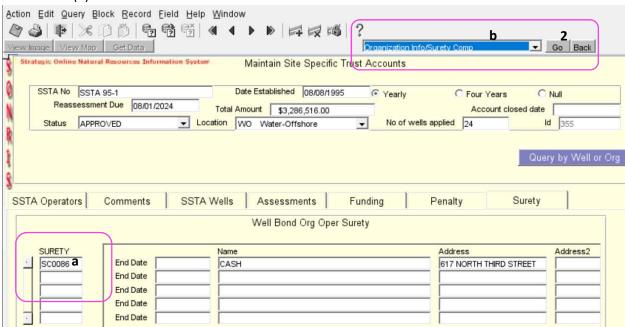| SURETY		Name	Address	Address2
SC0086 17.a	End Date	CASH	617 NORTH THIRD STREET	
	End Date			
	End Date			
	End Date			
	End Date			

17.a Double click in field and find surety. Surety organization ids are unique by surety and address. If surety is red (example below) there is an outstanding matter. Review red flag from OR1 screen to determine if red flag is still valid. If still pending, forward new instrument to attorneys with note of outstanding matter to determine if new instrument should be accepted.

SURETY		Name
SC0396	End Date	GAJA BANCORP & TRUST

If surety is not in list of values, verify bank is active with FDIC or surety is listed on US Dept of Treasury website as certified. If not, new surety should not be keyed in.

CREATING NEW SURETY RECORDS IN SONRIS
Place cursor in SURETY field (a), then select *Organization Info/Surety Comp* from dropdown menu and select "Go" (b).

Select the Tab key on your keyboard, then "Yes" in the popup to generate the new surety organization id.
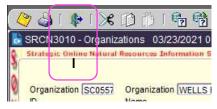
The next SC code will populate. Key in the bank/surety name (c); type in 01 for the *Organization Type* (d); tab all the way to *Gas Gatherer* (e), then select "Save" (f). Once saved, select "Addresses" (g).

Key in *Address Type* as 01 (h), then mailing address (i). Select *Save* (j). Select *Back* (k)…

…then select *Exit* (l) to return to the financial security form. The new surety will display in the list of values.