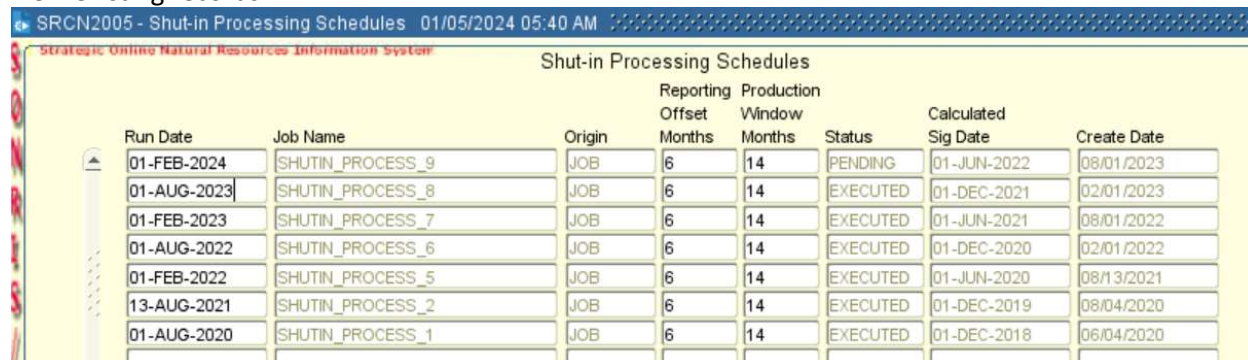**Process Shut-ins User Guide and Explanation**

The Process Shut-ins function identifies wells that have a Status 10 (Active-Producing) yet no production for a certain amount of time with the associated LUW (cross unit wells are excluded from this process based on multiple LUWs), updates the well record to Status 33 (Shut-in), emails the operator that the process has been executed, and uploaded a document to the well file (UCM). Many functions within SONRIS rely on status codes, so the intent of this process is to assist in properly reflecting well statuses.

The Process Shut-ins is within SONRIS forms via Conservation (E and G) > Wells > Process Shut-ins. Users must have the role CON_ENG_SHUTIN to edit or create new records. The purpose of this form is to view and manage the schedule, which is implemented through DBMS_SCHEDULER. Select execute query to view existing records.

| | Run Date | Job Name | Origin | Reporting Offset Months | Production Window Months | Status | Calculated Sig Date | Create Date |
|---|---|---|---|---|---|---|---|---|
| | 01-FEB-2024 | SHUTIN_PROCESS_9 | JOB | 6 | 14 | PENDING | 01-JUN-2022 | 08/01/2023 |
| | 01-AUG-2023 | SHUTIN_PROCESS_8 | JOB | 6 | 14 | EXECUTED | 01-DEC-2021 | 02/01/2023 |
| | 01-FEB-2023 | SHUTIN_PROCESS_7 | JOB | 6 | 14 | EXECUTED | 01-JUN-2021 | 08/01/2022 |
| | 01-AUG-2022 | SHUTIN_PROCESS_6 | JOB | 6 | 14 | EXECUTED | 01-DEC-2020 | 02/01/2022 |
| | 01-FEB-2022 | SHUTIN_PROCESS_5 | JOB | 6 | 14 | EXECUTED | 01-JUN-2020 | 08/13/2021 |
| | 13-AUG-2021 | SHUTIN_PROCESS_2 | JOB | 6 | 14 | EXECUTED | 01-DEC-2019 | 08/04/2020 |
| | 01-AUG-2020 | SHUTIN_PROCESS_1 | JOB | 6 | 14 | EXECUTED | 01-DEC-2018 | 06/04/2020 |

Form operation:
1) Users can only change schedules that are in a PENDING status.
2) Origin = JOB cannot be deleted since on semi-annual schedule. If we choose to not run a scheduled query, change the run date to the next 6-month period.
   a. One reason to not run a query is because UCM is down; parameters need to be updated; or some either factor.
3) You can only change the run_date, reporting_offset_months, and production_window_months fields, all others are for display only.
   a. Run_date = date schedule will be executed
   b. Reporting_offset_months = number of months to allow reporting to mature
   c. Production_window_months = time period of no production reported to LUW
4) If you delete a PENDING schedule it will delete the corresponding database schedule.
5) If you modify the run date of the corresponding database schedule will be altered. Changing the reporting_offset_month and production_window_months do not impact scheduling.
6) Records created by user the screen will have an ORIGIN of USER. Reporting_offset_month will default to 6 and production_window_months will default to 14, but both can be changed. There is validation on the run_date that will not let you schedule anything sooner than TOMORROW.
7) In the event a user wants to execute the query at a different time than the 6-month schedule, a new record can be created by selecting the last record then using the down arrow.

Processing:
1) When a record is created through the screen two schedules are generated
   a. Reminder – a reminder email sent to shut-in contact email (eng_shut_in_contact_email) will be sent 7 days prior to the indicated schedule run date, unless the run date is within one week of the date that the schedule is created or updated, in which case the email gets sent immediately.

ⅰ. If we need to change Governor, Secretary, Commissioner, shut-in contact, shut-in contact email, or text of document (example- rule change) we'll need to put in a ticket.

ⅱ. District contact information is in SONRIS via Conservation (E and G) > engineering codes > Maintain District Code. Shut-in contact role can edit these fields.

ⅲ. Once the reminder email is sent, the query is run and the data is saved in the shutin tables until the actual run is executed, at which point the data will be overridden for that run_id.

b. Shut-in run – At 6 pm on the scheduled run date the system will:

ⅰ. Collect Org, LUW, and well information for LUWs having no reported production since the calculated date (based on the offset and windows indicated on the schedule record) (well must be status = 10, well_num <> 9999 and well_name NOT LIKE %HC). The list of operators is taken directly from the list of non-producing LUWS.

ⅱ. For each organization evaluate well operator vs LUW operator and mark mismatches and set the appropriate cc list values based on the field of the well

ⅲ. For each organization well that is not a mismatch attempt to perform a well history change from status 10 to 33 with the effective date of the change being the run date. Individual wells will be marked with success or failure.

ⅳ. For each organization an email is generated. The email will be sent to the email address indicated on the organization address record for the '01' operation type, or to the Shut-in contact (sonris_const = 'ENG_SHUT_IN_CONTACT_EMAIL'; which is DNR_EXT@WORKFLOWMAIL.DNRDOMAIN.DNR.STATE.LA.US in test and will be carrie.wiebelt@la.gov in production). The email will also be sent to a cc list that consists of all district managers for the wells included in the email, and the shut-in contact. Only wells that did not have the operator mismatch, and were successfully shut-in (successfully had the SONRIS well status changed) will appear in the email.

ⅴ. For each organization a replica of the operator email is generated using Oracle Reports. The report is captured into UCM for each well that was listed in the report. The UCM document type is WELL GENERAL CORRESPONDENCE with indexes of documentType, WellSerialNum, Description, Date, and CompanyName.

ⅵ. If the shut-in run was based on a schedule record that has an ORIGIN = JOB then a new schedule will be automatically created with a run date that is 6 months in the future. So the schedule on which the semi-annual run executes can be changed by changing the run date of the upcoming normally scheduled shut-in process run.

ⅶ. If an email fails to send, an email will be sent to the shut-in contact with the email that failed. The shut-in contact person should then re-send the information to the operator and District with a better email or via snail mail in the event an email is not valid.

After the query is executed, occasionally we'll run into the example where a well was recently brought on production and OGP not filed. Verify that there is a potential/Form Comp in the system (ie, that claim is valid), then email Well Files to correct the well status back to Status 10 – Active and delete the document

from UCM. Other issues encountered are operators filing the production of the well to a different LUW. Review the situation and advise accordingly based on Permits input.

Examples:
Reminder email – to be sent 7 days prior to schedule or same day if new job created <7 days:

REMINDER FOR SHUT-IN SEMI-ANNUAL RUN ON 01 August, 2023

To    Carrie Wiebelt

Run id:8 is scheduled to run on 01 August, 2023 at 6p.m.

| | |
|---|---|
| Governor: | JOHN BEL EDWARDS |
| Secretary: | THOMAS F. HARRIS |
| Commissioner: | MONIQUE M. EDWARDS |
| Shut-in Contact: | Carrie Wiebelt at 225-342-9380 |
| Shut-in Contact Email: | carrie.wiebelt@la.gov |

| District | Manager | Email |
|---|---|---|
| VIRTUAL/BAD DATA | ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ | NONE |
| LAFAYETTE | PATRICK MOLBERT | LAF-INFO@LA.GOV |
| MONROE | JIM YORK | JIM.YORK@LA.GOV |
| SHREVEPORT | PATRICK RALEY | PATRICK.RALEY@LA.GOV |
| MULTIPLE FIELD/TAS | N/A | NONE |
| HOME OFFICE | JOYCE PARKER | LAF-INFO@LA.GOV |

Sample email:

Tue 8/1/2023 7:01 PM
Office of Conservation <carrie.wiebelt@la.gov>
Notice of Status Change - Inactive Status 10 - No Production

To    JULIE@CANECREEKOPERATING.COM
Cc    Carrie Wiebelt; Jim York

*Louisiana.gov* > Department of Natural Resources

TBR OPERATING COMPANY INC. - OC T5843

A review of SONRIS records on 01 August, 2023 reflect that the following well(s) is/are listed as well status code "10 - Active - Producing," yet the associated LUW has not reported production since 01 December, 2021:

172256

The appropriate District Office was not immediately notified when the well(s) went off production in order that the allowable(s) could be cancelled and/or the well(s) was/were not reported on the most recent Inactive Well Report. - LAC 43:XIX.121 & 137.A.3.a.

Based on these findings, the well status(es) has/have been changed to "33 - Shut-in" effective 01

JOHN BEL EDWARDS
GOVERNOR

**State of Louisiana**
DEPARTMENT OF NATURAL RESOURCES
OFFICE OF CONSERVATION

THOMAS F. HARRIS
SECRETARY

MONIQUE M. EDWARDS
COMMISSIONER OF CONSERVATION

01 August, 2023

TBR OPERATING COMPANY INC. - OC T5843

RE:     Notice of Status Change - Inactive Status 10 - No Production

A review of SONRIS records on 01 August, 2023 reflect that the following well(s) is/are listed as well status code "10 - Active - Producing," yet the associated LUW has not reported production since 01 December, 2021:

172256

The appropriate District Office was not immediately notified when the well(s) went off production in order that the allowable could be cancelled and/or the well(s) was/were not reported on the most recent Inactive Well Report. - LAC 43:XIX.121 &  137.A.3.a.

Based on these findings, the well status(es) has/have been changed to "33 - Shut-in" effective 01 August, 2023.  If you believe the production records have been filed in error, please update your OGP, then contact the District Office to schedule a CES-witnessed State Potential to change the well(s) to "10 - Active - Producing."

Please note all shut-in wells require electronic, semi-annual filings via the Well Test/Inactive Report Submission application.  Additionally, wells shut-in for five years or more are subject to the annual inactive well assessment fee of $250 per well. - LAC 43:XIX.137.A.2.b.

Should you have any questions regarding this notice, please contact Carrie Wiebelt at 225-342-9380.

MONIQUE M. EDWARDS
COMMISSIONER OF CONSERVATION


CC:     JULIE@CANECREEKOPERATING.COM
        carrie.wiebelt@la.gov
         JIM.YORK@LA.GOV