

## Document Explanations

### **Well File**

File including engineering and permitting documents.

*Note – all engineering and approved permit documents received since 2000 have been imaged by serial number. Most documents received prior to 2000 are also indexed as “Well File Historic.” Older well files may have non-imaged documents that are available for public review via microfiche and/or reel at the LaSalle Building, 9<sup>th</sup> floor, or paper copies at District Office the well is located.*

Access well files in Document Access via GIS tool OR search by serial number as follows:

- Access Well File in Document Access – **Well Permit to Drill/Amend**
  - Start at SONRIS.com, then select Document Access
  - Under “Criteria,” select “Permitting,” highlight “Well Permit to Drill/Amend” by selecting with cursor, then select “Next”
  - Key in “Well Serial Number” field, select “Get associated documents” box, then select “Search”
- To review microfiche/reels for specific serial numbers, please visit Well Files on the 9<sup>th</sup> floor of the LaSalle Building.

NOTE: Step-by-step guide referencing various Document Types and data file explanations can be found in [“Maneuvering in SONRIS” tool](#).

## Compliance Orders, Notices, Complaints, and Well Control

A Compliance Order or Notice is a unique index number assigned to well serial number (or other criteria such as unit survey plat, etc.) referencing a violation or potential violation of regulations. Complaints are written complaints submitted by the public related to a specific incident (well serial number, operator, etc.). Well control incidents include blowouts.

*Note – only closed Compliance Orders issued since 2006 through current are imaged at this time. Some Compliance Orders issued between 2002-2006 have been imaged. Compliance Orders issued between 1989-2001 have not been imaged. Compliance Notices, Complaints, and Well Control files have not been imaged.*

- Identify Compliance Order or Notice (if any) reference number in SONRIS Data Portal > Inspection and Enforcement > **Compliance Order and Notice Query**
  - Start at SONRIS.com, then select SONRIS Data Portal
  - Select “Inspection and Enforcement” then “Compliance Order and Notice Query”
    - Multiple search parameters available; users can execute the query with no parameters keyed in to view the entire dataset. Use the headers to filter results.
  - If no results, no record of Compliance Orders or Notices within selected parameters
- Identify Complaints (if any) reference number in SONRIS Data Portal > Inspection and Enforcement > **Public Complaint Query**
  - Start at SONRIS.com, then select SONRIS Data Portal
  - Select “Inspection and Enforcement” then “Public Complaint Query”
    - Entire dataset displays as results. Use the headers to filter.
- Identify Well Control (if any) reference number in SONRIS Data Portal > Inspection and Enforcement > **Well Control Incident Query**
  - Start at SONRIS.com, then select SONRIS Data Portal
  - Select “Inspection and Enforcement” then “Well Control Incident Query”
    - Entire dataset displays as results. Use the headers to filter.
- Search for Compliance Order documents in Document Access – **Engineering Compliance Order**
  - Start at SONRIS.com, then select Document Access
  - Under “Criteria,” select “Enforcement,” highlight “Engineering Compliance Order” by selecting with cursor, then select “Next”
  - Key in Compliance Order in “Ref Num” field, select “Get associated documents,” then select “SEARCH”
    - Multiple search parameters available; however, Field or Compliance Order number are recommended search criteria
  - Contact Inspection and Enforcement for files related to non-imaged Compliance Orders, Notices, Complaints, or Well Control documents.

## Production and Reserve Pits

Unique file assigned to reserve or production pit associated with specific well serial number or well site.

*Note – Production and Reserve Pit files have not been imaged. Files are available for public review at the LaSalle Building, 9<sup>th</sup> floor. Production Pits are sorted by Pit ID number. Reserve Pits are sorted by well serial number. Some Reserve Pits are assigned Pit ID numbers, so searching by serial number and Pit ID (if any) is recommended. Additionally, some Pit ID numbers do not reflect an actual pit and are “key-in” errors.*

- Identify Production Pit ID (if any) in SONRIS Data Portal > Production and Reserve Pits > **Production Pit Query**
  - Start at SONRIS.com, then select SONRIS Data Portal
  - Select “Production and Reserve Pits” then “Production Pit Query”
    - Multiple search parameters available; however, Field or Serial Number are recommended search criteria
- Identify serial numbers associated with Reserve Pits (if any) in SONRIS Data Portal > Production and Reserve Pits > **Reserve Pit Query**
  - Start at SONRIS.com, then select SONRIS Data Portal
  - Select “Production and Reserve Pits” then “Reserve Pit Query”
    - Multiple search parameters available; however, Field or list of Serial Number are recommended search criteria

Contact Inspection and Enforcement for Pit files OR visit LaSalle Building.

## Dockets

Hearing transcripts and exhibits associated with unitization matters and exceptions to [Title 43](#).

*Note – most dockets have not been imaged, but are available for public review at the LaSalle Building, 9<sup>th</sup> floor for all Districts. Dockets in Baton Rouge are sorted by Docket Number. Additionally, each District Office (Lafayette, Monroe, Shreveport) maintains copies of Dockets associated with the specific District.*

- Identify Docket Number of interest in Document Access – **Field Order Index-Black Books**
  - Start at SONRIS.com, then select Document Access
  - Under “Criteria,” select “Regulatory,” highlight “Field Order Index-Black Books” by selecting with cursor, then select “Next”
  - Key in Compliance Order in “Field Code,” leave “Get associated documents” unchecked, then select “Search”
  - Results will yield a single Excel file for the Field depicting Order Number (with a hyperlink to the Order Number), Date (effective date of Order), and Docket Number (if hearing was held; some Orders issued by administrative process). See sample below (yellow highlighted text reflects Docket Number):

| <b>LDNR - Field Order Index<br/>Terrebonne Parish, MONTEGUT FIELD</b> |             |   |
|---|-------------|---|
| <b>Order Number</b>   | <b>Date</b> | <b>Comment</b>  |
| <a href="#">Order 381</a>   | 09/05/1957  | <b>57-83</b> Southern Natural Gas Co. - Rules and regulations and the creation of drilling units for the <u>Textularia W #4 Sand</u> .  |
| <a href="#">Order 381-A</a>   | 05/01/1958  | <b>58-79</b> Southern Natural Gas Co. - Establishment of rules and regulations governing the exploration for and production of oil and gas and formation of units for the oil phase of the <u>Textularia W Sand</u> . |
| <a href="#">Order 381 Supp</a>  | 08/07/1958  | Extension of time in which to call another public hearing for two months or to November 1, 1958.  |

- If no results populate, an Order has not been issued to the Field; as such, no Dockets exist

## Field Order

Order issued by the Commissioner of Conservation for specific Field. Orders result from a hearing or administrative application. Orders reflect unitization matters, exceptions to [Title 43](#), and authorize various other activities including but not limited to commingling, downhole configuration of a wellbore, etc.

*Note – all Orders have been imaged by Order number.*

Orders are accessed by Document Access **Field Order Index-Black Books** search as described in the Dockets section OR by searching for specific Order series, as follows:

- Access Order in Document Access – **Field Order**
  - Start at SONRIS.com, then select Document Access
  - Under “Criteria,” select “Regulatory,” highlight “Field Order” by selecting with cursor, then select “Next”
  - Key in Order number in “Ref Num” field, select “Get associated documents” box, then select “Search”
    - Note – can search for series of Orders with wild card “%.” Sample is below:

The screenshot displays the search interface on the SONRIS website. On the left, a 'CRITERIA' section shows 'SEARCH TERMS: FIELD ORDER' and a list of categories: Auditing, Enforcement, Executive, Leasing, Permitting, and Regulatory. On the right, the 'Enter search criteria:' section includes input fields for Date (mm/dd/yyyy), Description, Docket Num, Field Code, and Ref Num. The Ref Num field contains '381-%'. Below these fields is a checked checkbox for 'Get associated documents' and two buttons: 'SEARCH' and 'CLEAR'.

## Unit Survey Plats

Plats depicting mineral ownership of Commissioner's unit; required only for units that produced.

*Note – most survey plats received have been imaged and indexed by Field Order. Some may have been missed and are available for public review at the LaSalle Building, 9<sup>th</sup> floor for all Districts. Unit survey plats in Baton Rouge are sorted indexed by Field, then creation Order number.*

Imaged unit survey plats are accessible in Document Access **Field Order** search as described in the Order section OR by searching for unit survey plats only, as follows:

- Access Survey Plat in Document Access – **Survey Plats**
  - Start at SONRIS.com, then select Document Access
  - Under “Criteria,” select “Regulatory,” highlight “Survey Plats” by selecting with cursor, then select “Next”
  - Key in “Field Code” field, leave “Get associated documents” unchecked, then select “Search”
    - Note – although there is a “LUW code” search option, not all survey plats have been indexed with the associated LUW.

## Production Records

Production records are available in data format from 1977 through current by LUW. Various queries are available for production data in SONRIS Data Portal > Production Audit.

Production records prior to 1977 are accessible in Document Access via Field, Operator, and date range, as follows:

- Access Production Audit Cards in Document Access – **Production Audit Cards**
  - Start at SONRIS.com, then select Document Access
  - Under “Criteria,” select “Auditing,” highlight “Production Audit Card Condensate” by selecting with cursor, then select “Next”
  - Key in “Field Code” field and optional date range, select “Get associated documents” box, then select “Search”
    - Note – selecting “Get associated documents” will pull crude and natural gas production audit cards as well as condensate.
    - If searching by operator name, the operator of record at the time the cards were filed is what populates.

Statewide production reporting became mandatory in 1940. Prior to that, production by Parish is available for some parts of the State through 1929 in biennial reports.

## Commingling Applications

Application required for combination of gas and/or liquid hydrocarbon production prior to sales of two or more leases as referenced by [29-D-1](#). Applications reference the method and/or facility utilized to allocate production to wells.

*Note – Commingling applications approved via hearing are available in the Docket and most are not imaged. Administrative commingling applications have not been imaged.*

Commingling applications approved via hearing can be found by reviewing the associated **Docket** in the approved **Field Order**. Identify if any commingling applications have been reviewed at a hearing by reviewing **Field Order Index-Black Books**. See steps in Dockets and Field Order sections above to access documents.

Administrative commingling applications are logged in the **Administrative Order Index-Red Books** by Field and 29-D number.

- Identify 29-D number of interest in Document Access – **Administrative Order Index-Red Books**
  - Start at SONRIS.com, then select Document Access
  - Under “Criteria,” select “Regulatory,” highlight “Administrative Order Index-Red Books” by selecting with cursor, then select “Next”
  - Key in Compliance Order in “Field Code,” leave “Get associated documents” unchecked, then select “Search”
  - Results will yield a single Excel file for the Field depicting Administrative Order Number, Date (effective date of Order), and Description
    - 29-D applications and approvals are not imaged

To review an administratively approved commingling application, please contact Engineering Administrative with the Field and 29-D number OR visit Well Files on the 9<sup>th</sup> floor of the LaSalle building.

*The Administrative Order Index-Red Books includes all approved and denied administrative applications in a field. Other administrative applications result in a Field Order or documentation to the well file; so, step-by-step guide for each type is not provided.*