

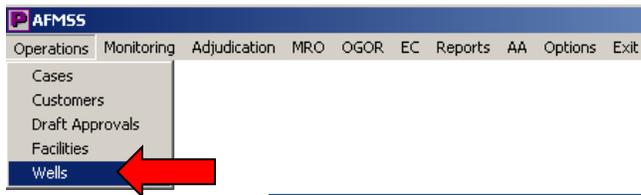
Attachment 2

Instructions for Entering Idled Well Review Data into AFMSS

Idled Well Review Screen AFMSS Version 3.7.29

This guide provides step-by-step guidance in the data entry requirements for the Idle Well Review Screen.¹ As a reminder, an idled well review should be entered into the Idled Well Review Screen for each nonoperational and idled well reviewed by the Bureau of Land Management.

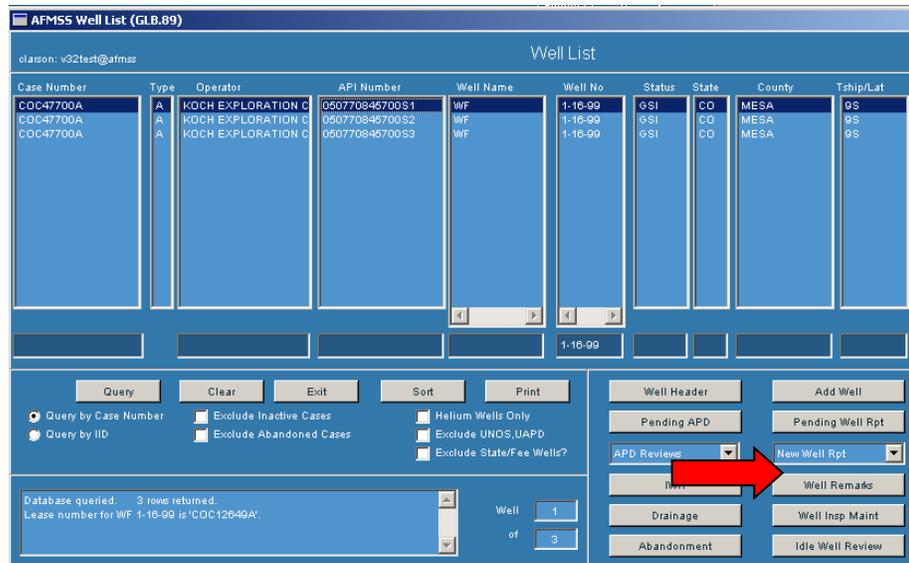
From the Main Menu, click on ‘Operations’ and then click ‘Wells.’



This launches the AFMSS Well List (GLB.89) screen.

Enter data into one or more of the Query by Example (QBE) fields and click on Query.

Highlight the applicable record and click on “Idle Well Review.”



¹ Although the Energy Policy Act of 2005 references idled wells; the Automated Fluid Mineral Support System (AFMSS) uses the word “idle” in place of “idled.” To prevent confusion, this attachment references “idle” to remain consistent with AFMSS buttons and drop down menus and uses “idled” to refer to the actual idled well review.

This will launch the Idle Well Review (GLB.107) screen:

The top portion is display only. This provides information for the record you have selected: Lease Number, Case Number, Operator, API Number, Well Name, Well Number, Well Status, Status Effective Date, Bond Number, and the current Bond Amount.

Idle Well Review (GLB.107)

clarson: miles_city@afmss_test

Lease Number: FEE Case Number: 891008964A Operator: DENBURY ONSHORE LLC

API: 25025213710082 Well Name: BN Well Number: 13-17C

Well Status: TA Status Eff Date: 11/10/1998 History

Idle Well Review Date: Reviewed By: Operator Contact Letter Sent: Next Review

Review Date: Reviewed By: Remarks

Operator Contact Letter Sent Date: Next Idle Well Review Date

Save Clear Add New Delete Next Previous Print Exit

Copy this Review to other Wells Print All Reviews Sundry List

Idle Well Review for 1 wells. No Reviews entered yet for this well...now in ADD mode Well 1 of 1

By clicking on the “History” button next to the Well Status information, the Well Status History (GLB.75) screen is launched.

Well Status: GSI Status Eff Date: 04/27/1982 History

Well Status History (GLB.75)

clarson: v2test@afmss

API No: 05077094670081 Operator: KIOCH EXPLORATION COMPANY

Well Name: WF Well No: 1-16-99

Effective Date: 04/27/1982 Recorded Date: Status: GSI Translation: GAS WELL - SHUT-IN

Save Clear Exit Sort IWR Next Prev Top Bottom Print

Well Record and 1 Status Record(s) Retrieved Rec 1 of 1

The Well Status History screen allows you to view a historical listing of the status of the well completion that was selected for the review.

Clicking on the “History” button next to the Bond information will launch the Bond History (GLB.108) screen:

Bond Number: C00774 Bond Amount: \$25,000 History

Bond History (GLB.100)

clarson: miles_city@afmss_test

Current Bond Number

Bond Amount Effective Date	Bond Adequacy Review Date	Reviewed By	Acc?	Bond Number	Amount	Reason for Increase	Coverage	Type	Well Count	Changed By
				MTB000344	550,000		Nation Wide	Surety	654	clarson

Print Exit

Bond Data and History retrieved -- View Only

Note: The "Well Count" column shows the number of wells associated with this bond in AFMSS at the time the bond change was saved in AFMSS, not the current count.

Records

This screen displays a historical listing of any changes made to the bond, including any bond adequacy reviews performed and changes in the bond amount.

This section is the display of Idled Well Reviews which have been conducted.

Idle Well Review Date	Reviewed By	Operator Contact Letter Sent	Next Review
04/01/2001	JANE DOE	04/01/2001	04/01/2003
04/01/2003	JOHN DOE	04/01/2003	04/01/2004

The data for the highlighted row is displayed in the section below.

Review Date	Reviewed By
04/01/2001	JANE DOE

Remarks: This is a review for the idle well program.

Operator Contact Letter Sent Date: Next Idle Well Review Date:

This section allows review information to be entered and updated.

Review Date	Reviewed By
<input type="text"/>	<input type="text"/>

Remarks:

Operator Contact Letter Sent Date: Next Idle Well Review Date:

To enter review information, click on "Add New."

This section is cleared and allows for entry of the "Review Date," the name of the reviewer in "Reviewed By," and applicable remarks.

In the Remarks section, ensure the review contains the required information to ensure all reviewers recognized and conducted a complete idled well review.

Click on "Save" after data has been entered. A new row will be displayed in the top section with the review information. This review should be updated throughout the fiscal year with any follow-up actions.



The "Clear" button clears all data from the entry fields.

The "Delete" button deletes the record currently highlighted in the top section.

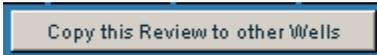
The "Previous" and "Next" buttons scroll through records if multiple records were selected on the Well List (GLB.89) screen.

The "Print" button prints exactly what is shown on the screen:

Idle Well Review

Lease Number COC12649A	Case Number COC47700A	Operator KOCH EXPLORATION COMPANY	
API 050770845700S1	Well Name WF	Number 1-16-99	
Well Status GSI	Status EffDate 04/27/1982	Bond Number C00774	Bond Amount \$100,000
Idle Well Review Date 04/01/2001 04/01/2003	Reviewed By JANE DOE JOHN DOE	Operator Contact Letter Sent 04/01/2003	Next Review 04/01/2003 04/01/2004
Review Date 04/01/2001	Reviewed By JANE DOE		
Remarks	This is a review for the idle well program.		
Operator Contact Letter Sent Date	04/01/2001	Next Idle Well Review Date	04/01/2003

There is a feature that allows an Idled Well Review to be copied to multiple well completion records.



For example, this well has 3 completions.

Clicking on this button allows

you to copy the current review to the remaining completion records and/or well completion record(s) on other cases. It is recommended for those wells that have multiple completion records, the review should be copied to all completion records for a well. The review will only be counted once on the Idled Well Progress Report.

The Select Multiple Wells screen is launched:

Select Multiple Wells

Multi-Well Pick List Help

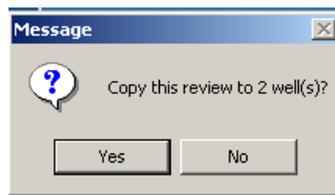
Case Number	Operator	API Number	Well Name	Well No	Stat	St	County	Tship/Lat	Rng/Long	Sec	Qtr
COC47700A	KOCH EXPLORATION COM	050770845700S1	WF	1-16-99	GSI	CO	MESA	9S	99W	16	SWNE
COC47700A	KOCH EXPLORATION COM	050770845700S2	WF	1-16-99	GSI	CO	MESA	9S	99W	16	SWNE
COC47700A	KOCH EXPLORATION COM	050770845700S3	WF	1-16-99	GSI	CO	MESA	9S	99W	16	SWNE
				1-16-99							

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Query Clear Sort Cancel Exit

Enter data into one or more of the QBE fields and click 'Query' to find the records to which the review is to be copied. Highlight the appropriate record(s) and click 'Exit.'

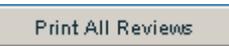
This message will appear:
To proceed with the copy, click Yes.



This message appears. The review is copied to the selected records. Query the Well List (GLB.89) screen to find the records and view the Idle Well Review (GLB.107) screen for each record.



Edits may be made to the Idle Well Reviews for each record; therefore, when an update is needed, update the current review with the necessary information. This will ensure one idle well review is not inadvertently double counted.

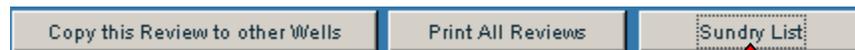
 ← This button prints all of the reviews that have been conducted for the currently selected record.

All Idle Well Reviews for WF 1-16-99

Lease: COC12649A
 Case: COC47700A
 Operator: KOCH EXPLORATION COMPANY

API Number: 050770845700S1 Well Name: WF Well #: 1-16-99
 Well Status: GSI Status Date: 04/27/1982
 Bond: CO0774 Bond Amt: \$100,000

REV DATE	REVIEWED BY	LETTER DATE	NEXT REVIEW	REVIEW REMARKS
04/01/2001	JANE DOE	04/01/2001	04/01/2003	This is a review for the idle well program.
04/01/2003	JOHN DOE	04/01/2003	04/01/2004	Subsequent idle well review.



The “Sundry List” button launches the Sundry List for Well (SNT.38) screen.

This allows you to view, add, or edit sundry notice/approval information for the currently selected well record.

Click “Exit” to return to the Idle Well Review (GLB.107) screen.

