

**UNITED STATES DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE  
GULF OF MEXICO OCS REGION**

NTL 97-07  
1997

Effective Date: March 1,

**NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL AND GAS  
LEASES  
IN THE OUTER CONTINENTAL SHELF, GULF OF MEXICO OCS REGION**

**Revised Conditions of Approval to Drill, Sidetrack  
and/or Complete for Oil and Gas Production**

This Notice to Lessees and Operators (NTL) facilitates the distribution of the newly revised Conditions of Approval to Drill, Sidetrack and/or Complete for Oil or Gas Production. All wells spudded or sidetracked and/or completed after the effective date of this NTL are subject to the attached Conditions of Approval to Drill, Sidetrack and/or Complete for Oil and Gas Production revised February 1, 1997. These Conditions of Approval have been revised to:

1. Reflect recent changes in the wellbore data submittal process,
2. Provide the lessees and operators with the newly developed Weekly Activity Report,
3. Issue updated telephone numbers for notifying the Marine Navigation Agency of mobile drilling rig moves, and,
4. Stress the importance of proper and timely notification and submittal of the required data.

Notice to Lessees and Operators NTL 97-06, informed operators of the proper format and procedures for submittal of various logs, surveys and reports. The attached Conditions of Approval have been revised to reflect the requirements for wellbore data submittal as contained in NTL 97-06.

Although 30 CFR 250.66(c)(3) requires the submittal of a "daily driller's report," current practice allows this information to be supplied weekly, in no prescribed format, to the

appropriate District Office. This has led to a variety of report formats that have not met the needs of the Minerals Management Service and possibly created unnecessary paperwork for operators. Therefore, we have developed a standardized Weekly Activity Report (WAR) for recommended use. This report can be found in the Attachment. The standardized WAR was developed to simplify and

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identify the necessary information, as well as to capture the pertinent data in tabular form, rather than long narrative explanations. Additionally, the WAR will provide this office with a better method of maintaining the information necessary to keep our records current by means of an electronic data base, which in turn may facilitate the submission of these data electronically. Therefore, your assistance in the implementation of this report in the recommended format is greatly appreciated.

Additionally, NTL 97-06 reminds operators of the importance of the timely submittal of complete drilling well records. The revised Conditions of Approval likewise stress the significance of the timely notification and submittal of data. The suspension, completion, or abandonment date as provided on Line 12 of the attached WAR corresponds to the records submittal due date defined in NTL 97-06. It is only through your cooperation in this matter that we can better serve our customers.

[signed] Chris C. Oynes

Attachments

Revised  
February 1, 1997

**UNITED STATES  
DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE  
GULF OF MEXICO OCS REGION  
FIELD OPERATION**

**CONDITIONS OF APPROVAL TO DRILL, SIDETRACK, AND/OR COMPLETE  
FOR OIL OR GAS PRODUCTION**

1. The appropriate Minerals Management Service District or Subdistrict Office shall be notified within 24 hours prior to the drilling rig arriving on location and within 24 hours prior to releasing a drilling rig.
2. Notify the Marine Navigation Agency at (301) 227-3122 or telefax the information to (301) 227-3175 in advance of moving a mobile drilling unit on location, and within 72 hours after the unit leaves the location.
3. Final composites of open-hole logs, digital borehole velocity and directional surveys, core analysis reports, and paleontological reports shall be submitted according to Notice to Lessees and Operators NTL 97-06.
4. Any changes or departure from the program herein approved must have advance approval of the appropriate District Office. Application for all well completions shall be submitted in accordance with 30 CFR 250.83 of Subpart E.
5. The Well Summary Report (Form MMS-125), in duplicate, *as well as* a subsequent report on Sundry Notices and Reports on Wells (Form MMS-124), in triplicate, shall be submitted to the appropriate District Office in accordance with Notice to Lessees and Operators NTL 97-06. Public Information copies shall be submitted pursuant to 30 CFR 250.18 of Subpart A. Underwater completions (UC) or underwater casing stubs (UCS) shall be identified as such under Item 34 on Form MMS-125 following the well status code.
6. To accomplish the purpose of 30 CFR 250.66 of Subpart D and 30 CFR 250.83 of Subpart E, and other pertinent Regulations, all occurrences of oil, gas, sulphur, and other minerals of potential geological interest shall be noted on Form MMS-125 to include all important zones of porosity and contents thereof, cored intervals, and complete details on all drill-stem or formation tests.

7. Pursuant to 30 CFR 250.66(c), one copy of the daily driller's report shall be submitted weekly to the appropriate District Office until the well is completed, operations on the well are suspended, or the well is plugged and abandoned. In lieu of the daily driller's report, a standardized **Weekly Activity Report** has been prepared by this office for your recommended use. This advocated format can be found in the Attachment. The final weekly report shall show the status of the well (shut in or producing, oil or gas well, temporarily abandoned, suspended, etc.) and the date such operations were completed.

8. A schematic diagram, showing the water depth, the height of the top of the casing stub or wellhead above the Gulf floor, and all equipment attached to the casing, shall be submitted with Form MMS-124 if the well is completed with underwater completion equipment or if the well is temporarily abandoned in such a manner that the casing does not extend above the surface of the water. All wells temporarily abandoned with mudline suspension equipment or underwater casing stubs shall adhere to the requirements of Notice to Lessees and Operators No. 90-09.

9. A downhole wellbore schematic shall be submitted with Form MMS-124 or MMS-125 as appropriate, showing the status and condition of the well at the time operations are finalized or suspended. Include the location of all casings, cemented intervals, perforated zones, completion equipment, isolation packers, landing nipples, subsurface safety devices, alternate completions or plugs utilized in the completion, suspension of operations, or temporary abandonment of the well.

10. Any production from the well shall be in conformity with the maximum production rate (MPR) established pursuant to 30 CFR 250.172(b) of Subpart K and Notice to Lessees and Operators No. 95-01, effective April 25, 1995.

11. A well shall not be produced if completed within 500 feet from a property line unless approved by the Regional Supervisor, Production and Development, pursuant to 30 CFR 250.171(b) of Subpart K.

12. Should this well be successfully completed for production, the appropriate District Office shall be notified when it is placed in a producing status. Such notification may be **provided orally if confirmed in writing** and must be received in the District Office by no later than the fifth business day following the date on which the well is placed on production. The notification shall provide, as a minimum, the following information items:

- a. Operator name.
- b. Well number, lease number, and operating area and block.
- c. Date well was placed on production. (Indicate whether or not this is first production from the lease).
- d. As appropriate, the unit agreement name, number, and reservoir to which the well's production is attributable.
- e. Type of production.

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13. If a KFDJ diverter is used and the bottom-hole assembly is 17½ inches or greater in diameter, the diverter element shall be removed only when tripping that portion of the drill-string through the diverter housing. If the bottom-hole assembly is less than 17½ inches, the diverter element shall not be removed when there is an open hole.

14. The blowout preventers may be tested as outlined in NTL 97-1N. However, the blind/blind shear rams shall be pressure tested upon installation and at each casing/liner point, and shall be function tested once every seven days.

**FAILURE TO COMPLY WITH THESE CONDITIONS COULD RESULT IN THE ISSUANCE OF AN INCIDENT OF NON-COMPLIANCE.**

ATTACHMENT A

WEEKLY ACTIVITY REPORT  
PERIOD \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

GENERAL INFORMATION

- 1. Lease (BHL):
- 2. Well No:
- 3. Area/Block (BHL):
- 4. API No:
- 5. Water Depth:
- 6. RKB :
- 7. Designated Operator:
- 8. Rig Name:
- 9. Contact/Phone No:
- 10. Spud Date: \_\_\_/\_\_\_/\_\_\_
- 11. TD Date: \_\_\_/\_\_\_/\_\_\_
- 12. SUS., COMP. or ABN. Date: \_\_\_/\_\_\_/\_\_\_

WELL SUMMARY INFORMATION:

- 13. MD/TVD:
- 14. Mud Weight:
- 15. Last BOP Test Date: \_\_\_/\_\_\_/\_\_\_, Test Pressures (psi): \_\_\_\_\_ / \_\_\_\_\_
- 16. Well Status (Drl, Com, WO, TA, PA):
- 17. Summary of Operations:

18. Casing/Liner Summary:

Casing Details	Depth (MD/TVD)	Test Pressure (psi)	ShoeTest (EMW)	Cement Vol. (cu. ft.)

19. List all open-hole logs and surveys run (including mwd, velocity surveys and directional surveys):

DATE	LOG/SURVEY	INTERVAL (MD)	RUN NUMBER
1.			
2.			
3.			
4.			

Indicate below if any of the following samples/surveys were taken.

20. Velocity surveys: Yes

21. Conventional cores: Yes

22. Sidewall samples: Yes

23. Paleo samples: Yes

24. Litho samples: Yes

25. Geochem samples: Yes

## Instructions for Completing the Weekly Activity Report (WAR)

Identify Period in the Format of Month/Day/Year

- Line 1: Identify the lease number of the bottomhole location (e.g., OCS-G 0000).
- Line 2: Identify the well number.
- Line 3: Identify the area and block of bottomhole (e.g., GC/133).
- Line 4: API number as shown on the approved APD/Sundry, including the sidetrack identifying number.
- Line 5: Water depth in feet.
- Line 6: Rig kelly bushing elevation in feet.
- Line 7: Identify the approved designated operator as shown on the APD/Sundry.
- Line 8: Identify the rig by name (e.g., Ensco 87).
- Line 9: Identify the name and telephone number of the chief contact person to respond to \_\_\_\_\_ questions regarding this report.
- Line 10: List the spud date of the well in Mo/Day/Year format. (This date should correspond to \_\_\_\_\_ the date provided on Line 23 of the Well Summary Report, Form MMS 125.)
- Line 11: List the date that the well reaches total depth in the Mo/Day/Year format. (This date \_\_\_\_\_ should correspond to the date provided on Line 45 of the Well Summary Report, Form \_\_\_\_\_ MMS 125.)
- Line 12: List the date that permanent abandonment, temporary abandonment, or completion \_\_\_\_\_ operations are discontinued for that specific wellbore. (This date should correspond to \_\_\_\_\_ the date provided on Line 42 of the Well Summary Report, Form MMS 125.)
- Line 13: Provide the measured depth and true vertical depth at the time the report is prepared.
- Line 14: List the mud weight at the time the report is prepared.
- Line 15: List the last BOP test date (Mo/Day/Year) and the test pressure (Annular/Ram).
- Line 16: Provide the Well Status: drilling, completion, workover, or abandoned.
- Line 17: Give brief summary of operation(s) that transpired during the reporting period only. \_\_\_\_\_ Include any well control, lost circulation problems, or other significant well operations \_\_\_\_\_ (e.g. Well testing, fishing, logging).
- Line 18: Complete the table for ***all strings*** of casing or liners run to date. (Do not include drive \_\_\_\_\_ pipe.) Include casing/liner size, weight, grade, the setting depth (measured and true \_\_\_\_\_ vertical depths), casing test pressure, and shoe test in mud weight equivalent.
- Line 19: Provide a summary of all ***open-hole*** logs/surveys successfully run to date in the table provided. List the date(s) of each run, the type (abbreviations are acceptable), the measured depth interval that was logged/surveyed, and run number.
- Lines 20 through 25: Indicate in the box provided if any of these operations were performed \_\_\_\_\_ to date.