

# Colorado Oil and Gas Conservation Commission

<http://cogcc.state.co.us/>

## FORM 5 Drilling Completion Report

### INDUSTRY TRAINING

Denver, Colorado

November 27, 2012



OIL & GAS CONSERVATION COMMISSION

# Form 5 Drilling Completion Report

## Introduction

The purpose of this presentation is to provide instructions for Operators to complete the Drilling Completion Report - Form 5

The Form 5 and associated attachments report and document when, where, and how a well was drilled and all subsequent physical changes to the well construction.

This includes the actual surface location, the depth, the wellbore path, the formations penetrated, and the physical construction - casing and cement configuration - of the well.



# Regulatory Basis for the Form 5 Drilling Completion Report

## **308A. COGCC Form 5. DRILLING COMPLETION REPORT** (first paragraph)

Within thirty (30) days of the setting of production casing, the plugging of a dry hole, the deepening or sidetracking of a well, or any time the wellbore configuration is changed, the operator shall transmit to the Director the Drilling Completion Report, Form 5,

and two (2) copies of all logs run, be they mechanical, mud, or other, submitted as one (1) paper copy and, as available, one (1) digital LAS (log ASCII) formatted copy, or a format approved by the Director.

Additionally, if drill stem tests, core analyses, or directional surveys are run, they shall be submitted at the same time and together with this completion report.

All Sections 1 - 22 (if applicable) and the attachment checklist shall be completely filled out.

The latitude and longitude coordinates in decimal degrees to an accuracy and precision of five (5) decimals of a degree using the North American Datum (NAD) of 1983 (e.g.; latitude 37.12345 N, longitude 104.45632 W), Position Dilution of Precision (PDOP) reading, instrument operator's name and the date of the measurement of the "as drilled" well location shall be reported on the Form 5. If GPS technology is utilized to determine the latitude and longitude, all GPS data shall meet the requirements set forth in Rule 215. a. through h.



# Regulatory Basis for the Form 5 Drilling Completion Report

## **308A. COGCC Form 5. DRILLING COMPLETION REPORT** (second paragraph)

Within thirty (30) days of the **suspension of commenced drilling activities prior to reaching total depth**, the operator shall file a Drilling Completion Report, Form 5, notifying the Director of the date of such suspension of drilling activity stating the reason for suspension and the anticipated date and method of resumption of drilling, showing the details of all work performed to date. In cases of an uncompleted well, the initial Drilling Completion Report, Form 5, shall state **"preliminary"** at the top of the form. A supplementary Form 5 shall be submitted within thirty (30) days of reaching total depth.

### **Preliminary Form 5 Examples**

1. “suspension of commenced drilling activities prior to reaching total depth” = small rig used to drill & set casing for the surface or possibly intermediate hole
2. “uncompleted well” = drilled and cased
  - A. No logs run yet, so no formation tops available to report
  - B. Not perforated yet, so no Footages at Top of Productive Zone available to report



# COGCC Review of the Form 5 Drilling Completion Report

Form 5 is reviewed for *compliance* with

- The approved drilling plan for this well
  - Application for Permit to Drill (APD) Form 2
  - Any Sundry Notice Form 4
- All rules and orders applicable to the drilling of this well
  - Surface Location: Rule 603 safety setbacks, Rule 318A drilling windows, Spacing Orders
  - Subsurface Wellbore & Completion location: Rule 318a & b setbacks from lease lines & other wells, Spacing Order setbacks from unit boundaries & other wells
- Rule 308A Form 5 Requirements
  - All data reported, including “as-drilled” well location GPS
  - Logs Submitted
  - Drill Stem Test Results
  - Core Analyses
  - Directional Surveys
  - Submitted within 30 days of reaching TD



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## Form 5 Drilling Completion Report Instructions

- eForms divides each type of form into “TABS”
- Each “Tab” has one or more subjects
- eForm 5 has 9 Tabs



Well Information	Drilling	Casing	Stage/Top Out/Remedial Cement	Formation Information	Related Forms	Well Logs Upload	Attachments	Submit
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- These instructions will go through them in order, except...
- The Operator Comments are at the end on the Submit tab
- The text box is 8000 characters – **Please use it!**

Comment:



# Form 5 Drilling Completion Report Instructions

## Important Notes:

1. eForm auto-populates some information from *your* eForm Log-In credentials
2. eForm auto-populates some information from the COGCC database
3. The auto-populated well data is the planned well information from the approved APD and Sundry Notices in the COGCC database
4. Auto-populated information can be edited, but auto-populated well data should not be changed without consulting COGCC staff to determine the cause of the discrepancy between your data and the COGCC database
5. All other well data should be the actual data from the drilled well
6. All data is required unless noted otherwise

A star identifies information that is often incorrectly reported or omitted.



## Form 5 - Well Information Tab (1 of 6)

**Mailing Info:** auto-populated by eForms from Operator Number in Form 5 Wizard

**Contact Name & Info:** auto-populated by eForms from Log-In; should be the best person to answer questions about this form, being a Designated Agent is optional for this person

**Completion Type:** select Final or Preliminary from drop down

Preliminary means something that must be reported on the Form 5 has not been finished: drilling, or logging, or completing

Preliminary requires comments: Reason & Plans with a date

The screenshot shows the 'Well Information' tab selected in a navigation bar. Below the navigation bar, the 'Completion Type' dropdown is set to 'Final Form 5'. The 'Contact Name' field is filled with 'Brienne Visconti'. The 'Phone' field contains '970 737-1073' and the 'Fax' field contains '970'. The 'Email' field contains 'bvisconti@syrinfo.com'. The 'Mailing Info' section includes 'Operator Num: 10311', 'Suff: N/A', 'Address: 20203 HIGHWAY 60', 'City: PLATTEVILLE', 'State: CO', and 'Zip: 80651'. A red circle highlights the 'Well Information' tab, a purple box highlights the 'Completion Type' dropdown, a green box highlights the 'Contact Name' field, and a blue box highlights the 'Mailing Info' section.

Well Information	Drilling	Casing	Stage/Top Out/Remedial Cement	Formation Information	Related For
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Completion Type: Final Form 5

Contact Name: Brienne Visconti

Phone: 970 737-1073 Fax: 970

Email: bvisconti@syrinfo.com

Mailing Info: Operator Num: 10311 Suff: N/A

Address: 20203 HIGHWAY 60

City: PLATTEVILLE State: CO Zip: 80651



## Form 5 - Well Information Tab (2 of 6)

Data auto-populated by eForms for API Number in Form 5 Wizard: [API Number](#), [County](#), [Well Name and Number](#), [Description of Legal Location](#), [Footage at Surface](#)

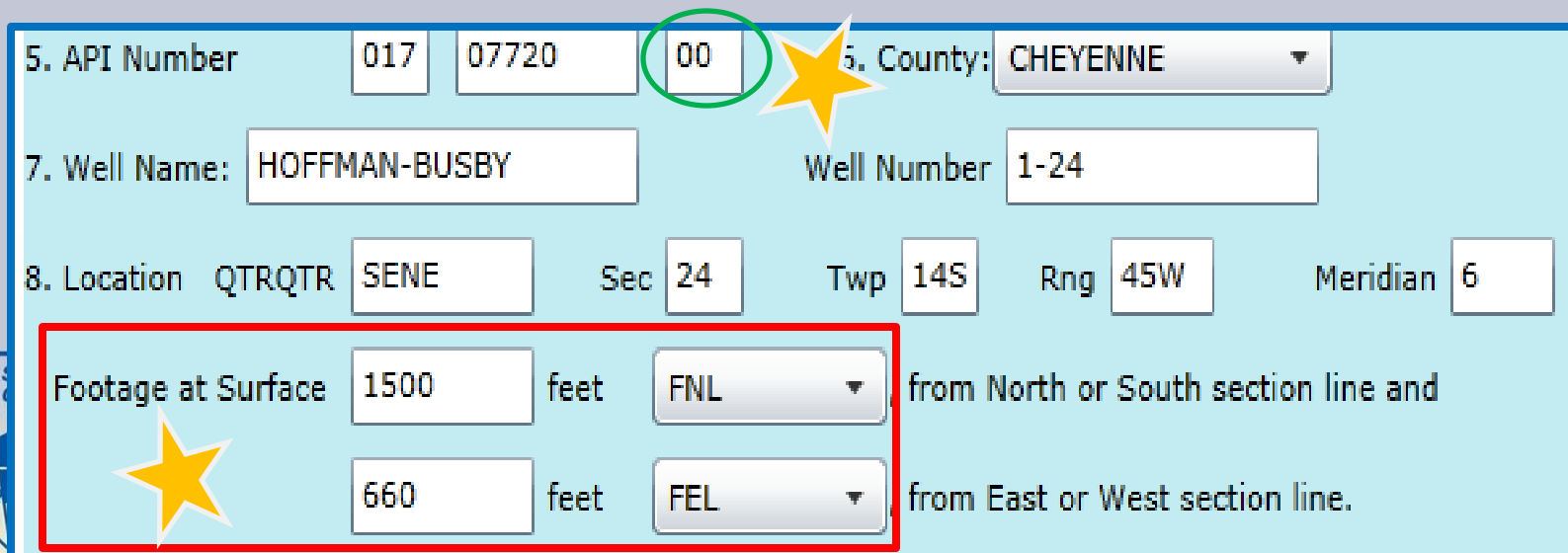
The auto-populated well data is the planned well information from the approved APD and Sundry Notices in the COGCC database, displayed on the Scout Card

If any data appears to be inaccurate, contact COGCC staff to resolve the error before submitting Form 5

The **last 2 digits of the API number** identify a specific wellbore; *a Form 5 must be submitted for every wellbore*

**Footage at Surface** should *not* be changed using the Footage Calculator from “as-drilled” GPS

**Footage at Surface** should be changed *only* when the well has been re-surveyed, the new plat is attached, and an Operator Comment explains it



5. API Number	017	07720	00	5. County:	CHEYENNE					
7. Well Name:	HOFFMAN-BUSBY		Well Number	1-24						
8. Location	QTRQTR	SENE	Sec	24	Twp	14S	Rng	45W	Meridian	6
Footage at Surface	1500	feet	FNL	from North or South section line and						
	660	feet	FEL	from East or West section line.						

## Form 5 - Well Information Tab (3 of 6)

### “As-drilled” Data for *actual* surface location:

All 5 elements of “as-drilled” GPS data are required : Lat, Long, Date, PDOP, Operator’s Name

Technical requirements are defined in Rule 215

In Colorado, *Latitude* is positive and *Longitude* is negative; eForm will place the minus sign in front of the *Longitude* value

The *Date of Measurement* must be after spud date unless the conductor pipe was pre-set; an Operator Comment must explain with conductor set date

Acceptable *PDOP* (Position Dilution of Precision) reading is less than or equal to 6

GPS data should be accurate and entered carefully (*a typo can put the well in Australia!*)

“As-drilled” location should be very close to permitted location approved on Form 2; any significant discrepancy should be explained in Operator Comments

Surface location must be legal

Problems identified in COGCC review could require obtaining new “as-drilled” GPS and submitting on a Sundry Notice Form 4

As Drilled Latitude:

38.823090

As Drilled Longitude: -102.390840

GPS Data: Date of Measurement:

09/27/2012



PDOP Reading: 2.7

GPS Instrument Operator's Name

KEITH WESTFALL



## Form 5 - Well Information Tab (4 of 6)

### Top of Productive Zone (TPZ) and Bottom Hole Location (BHL)

Required for all **deviated** wells - directional, horizontal, and drifted wells; *leave all spaces blank for vertical wells*

Enter **all** of the data for **each** one: footages, section lines, section, township, range

These must be the **actual** – *not planned* – locations calculated from Directional Survey taken when the well was drilled (*not* the Deviated Drilling Plan)

Calculations must be accurate

These locations must be legal according to applicable setbacks

Directional Survey and Directional Data Template are required attachments for all deviated wells

If Directional, footage at Top of Prod. Zone:	<input type="text" value="688"/>	FSL	<input type="text" value="262"/>	FWL
** including TVD in [Drilling] Tab **	Sec: <input type="text" value="31"/>	Twp: <input type="text" value="3N"/>	Rng: <input type="text" value="65W"/>	
If Directional, footage at Bottom Hole:	<input type="text" value="482"/> feet	FNL	<input type="text" value="156"/> feet	FWL
** including TVD in [Drilling] Tab **	Sec: <input type="text" value="31"/>	Twp: <input type="text" value="3N"/>	Rng: <input type="text" value="65W"/>	



## Form 5 - Well Information Tab (5 of 6 )

### Top of Productive Zone (TPZ)

Where this is in the wellbore depends upon type of well and type of completion:

1. Production Casing or Cemented Liner = Shallowest Perf
2. Slotted/Pre-perforated Liner with external swell packers = location of Base of the Shallowest Packer
3. Slotted/Pre-perforated Liner without external swell packers = location of Production Casing Shoe
4. Open Hole Completion = location of Production Casing Shoe

The depth in the well at this location is equal to the depth of the **TPZ** reported on the Form 5A

For a well completed with Production Casing or Cemented Liner this location cannot be determined if the well has not been completed

Submit Preliminary Form 5 now with explanation in Operator Comments and submit Final Form 5 after completion

If Directional, footage at Top of Prod. Zone:

2795

FNL

879

FWL

\*\* including TVD in [Drilling] Tab \*\*

Sec:

36

Twp:

6N

Rng:

65W

## Form 5 - Well Information Tab (6 of 6)

**Field Name:** auto-populated from APD

1. Non-wildcat well permitted with a field name should match Form 2 and field outlines on COGCC website MAPS
2. Wildcat well permitted as wildcat:
  - Leave the field name as Wildcat on the Form 5
  - A *new* field name will be assigned by COGCC staff when the Form 5A is processed after sales are verified through monthly Form 7 production reports

9. Field Name: WATTENBERG ▼

11. Federal, Indian, or State Lease number:

81/6537-S

**Lease Number:** ONLY for Federal, Indian, or State Leases

1. *Do Not* enter numbers used internally by your company's land department
2. Should have been provided on Form 2 and should match that number
  - If number not provided on Form 2 – report now
  - If incorrect number on Form 2 – report correct number now, with Comment explaining correction





# Form 5 – Drilling Tab (1 of 7)



**DATES:** *all must make logical operational sense, watch for typos*

Spud Date: Drilling commenced on the surface hole

Setting the conductor is not spudding a well

Must be the same date on all Form 5's for the well: preliminary, final, all sidetracks, and post-recomplete Form 5's – the surface hole is only started *once* in a well

Well Information	<b>Drilling</b>	Casing	Stage/Top
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12. Spud Date (when the 1st bit hit the dirt)

Date TD: Wellbore reached the final total depth and finished drilling - can be less than final total depth if surface hole Preliminary Form 5

13. Date TD

Date Casing Set or DA: Deepest string of casing was set in a well that will be/has been completed or Surface Plug was set dry hole was abandoned

14. Date Casing Set or DA



## Form 5 – Drilling Tab (2 of 7)

**WELL CLASSIFICATION**: corresponds to plans described on the APD for this well  
Must be selected even if well not yet completed – use APD well type

15. Well Classification

Oil Well

Oil Well

Gas/Coalbed

Oil Well

Dry Hole

Stratigraphic

Disposal

Storage

Observation

Enhanced Recovery

Gas well has Gas/Oil Ratio (GOR) greater than 15,000

**GOR = MCF Gas/Bbls Oil X 1000**



## Form 5 – Drilling Tab (3 of 7)

16. Total Depth:

MD

11713

TVD\*\*

7152

### **Total Depth: MD**

Total actual *drilled* Measured Depth of well or wellbore, equals the drillers TD

For all deviated wells, also equals the actual or projected total MD on Directional Survey attached to the Form 5

### **Total Depth: TVD**

Total True Vertical Depth (TVD) of the well or wellbore

Required for all deviated wells

Only exists in deviated wells; *leave this space blank for a vertical well*

Must be TVD that corresponds to the actual or projected total MD on Directional Survey attached to the Form 5



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## Form 5 – Drilling Tab (4 of 7)

17. Plug Back Total Depth:

MD 11809

TVD\*\* 7248



### Plug Back Total Depth

**MD:** The Measured Depth at which the wellbore is plugged back

In a well cased and cemented to TD, the depth of the top of the cement inside the casing is the plugged back TD

In a well with an open hole completion or an *uncemented* liner, the Plug Back TD is equal to the total drilled Measured Depth (MD) of the well

**TVD:** The True Vertical Depth (TVD) of the plug back depth

Only exists in deviated wells; *leave this field blank for a vertical well*

Required for all deviated wells

This is the TVD that corresponds to the plug back Measured Depth

This TVD is calculated from the actual Directional Survey taken when the well was drilled



## Form 5 – Drilling Tab (5 of 7)

18. Elevations:

GR

4971

KB

4987

### Elevations

**GR:** *Ground* is the elevation of the ground surface at the well head

The Ground Elevation should be very close to value on the APD

**KB:** *Kelly Bushing* is the elevation of the kelly bushing on the derrick floor of the rig when the well was drilled

The KB on the Form 5 should match the KB on the log headings submitted for the well

The KB must be above the ground elevation



## Form 5 – Drilling Tab (6 of 7)

### List “Electric” Logs Run

List all logs actually run in *this* well or wellbore: mudlogs, open-hole wireline logs, cased-hole wireline logs, logging-while-drilling (LWD/MWD)logs

Do not enter “laundry list” of typical logs used in your wells (all logs listed are expected to be submitted and will be requested by COGCC staff if not submitted)

Enter all logs run in conjunction with the work being reported on this Form 5; do not enter logs reported on and submitted with previous Form 5s

Use standard industry log names and abbreviations; text box holds 5000 characters

If only cased-hole logs were run explain why here (if not, COGCC staff will ask)

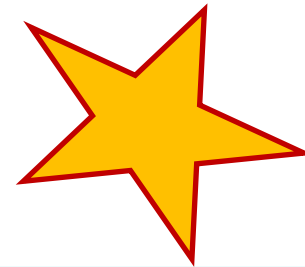
If no logs of any sort were run, and none will be run in the future, do not leave blank: enter “No Logs Run” and explain why (if not, COGCC staff will ask)

If no open-hole logs were run, but cased-hole logs will be run when the well is completed in the future, enter “No Logs Run”, explain future plans, submit this as Preliminary Form 5, submit Final Form 5 after logging & completing the well

Cement Bond Log is required to be run on production casing by Rule 317.o

19. List Electric Logs Run

CBL, DUAL IND/COMP.DENSITY/COMP.NEUTRON



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## Form 5 – Drilling Tab (last of 7)

### Log Submittals

Rule 308A: “Within thirty (30) days... the operator shall transmit to the Director the Drilling Completion Report, Form 5, and two (2) copies of all logs run, be they mechanical, mud, or other”

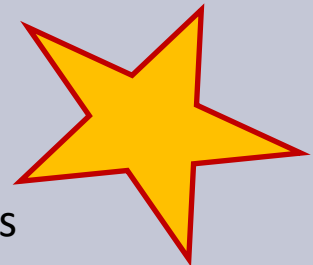
All logs must be submitted within 30 days

Approved Confidential Status protects logs from release

Mail paper copies to COGCC and check box “Hard Copy Submitted”

Upload digital copies directly to the COGCC website or attach to the Form 5 and check box “Digital Log Submitted”

- Current refusal by some operators to submit certain logs:
  - Non-Compliance with COGCC rules
  - Log Submittal Policy being developed to address the concerns
  - List all logs run, identify those not being submitted




One paper copy of all electric and mud logs must be submitted, along with one digital LAS copy as available

Hard Copy Submitted

Digital Log Submitted

## Form 5 – Casing Tab (1 of 2)



Casing data is entered in an eForms data “grid” – lines are added (and removed) as needed

Enter a *complete* line of data (10 items) for every casing string set in the well, including conductor pipe (if set), liners, and openhole interval (if applicable) 

1. Casing Type: Select type of casing string from the drop down list
2. Size of Hole: Enter hole size, if no fraction is needed, leave fraction spaces blank, do not enter decimals
3. Size of Casing: Enter casing size, if no fraction is needed, leave fraction spaces blank, do not enter decimals
4. Wt/Ft: Enter weight in pounds per foot of casing used
5. Csg/Lin Top: Enter depth of top of casing or liner, enter “0” for surface
6. Setting Depth: Enter depth casing string was set

Casing Type	Size	Of	Hole	Size	Of	Casing	Wt/Ft	Csg/Lin Top	Setting Depth	Sacks of Cement	Cement Top	Cement Btm	Status
Surface String	13	1	/ 2	9	5	/ 8	36	0	854	620	16	854	CALC
First String	8	3	/ 4	7		/	26	0	7612	625	1150	7612	CBL
1ST LINER	6	1	/ 8	4	1	/ 2	11.6	6626	11698				CALC

## Form 5 – Casing Tab (2 of 2)

7. Sacks of Cement: Enter number of sacks of cement used to cement casing string
  8. Cement Top: Enter depth of top of cement on casing string, enter “0” for surface
  9. Cement Btm: Enter depth of bottom of cement on casing string
  10. Status: Select basis for determining the depth of top of cement on casing string from the drop down list
    - CALC: Calculated – the top of cement was calculated using hole volume and cement volume
    - CBL: Cement Bond Log – the top of cement was determined from a CBL
    - VISU: Visual – cement returned to the surface was observed – **SURFACE CASING**
- Cement Job Summary (cement tickets) must be attached for surface casing 
- Data for casing strings set above a sidetrack kickoff point should match on all Form 5s for the well
- Report *ONLY* primary cement here – **NO Staged Cement, NO DV Tool** 

Casing Type	Size	Of	Hole	Size	Of	Casing	Wt/Ft	Csg/Lin Top	Setting Depth	Sacks of Cement	Cement Top	Cement Btm	Status
Surface String ▾	13	1 /	2	9	5 /	8	36	0	854	620	16	854	CALC ▾
First String ▾	8	3 /	4	7	/		26	0	7612	625	1150	7612	CBL ▾
1ST LINER ▾	6	1 /	8	4	1 /	2	11.6	6626	11698				CALC ▾

Add   Remove

# Form 5 – Stage, Top Out, Remedial Cement Tab (1 of 5)

Cement Work Date: Enter date cement work was completed

Cement Work data is entered in an eForms data “grid” – lines are added (and removed) as needed

Complete all data fields for each data record (line)

Method used: Select the type of cement method from the drop down list

String: Select which casing string is being cemented from the drop down list

Details of Work: Describe the situation requiring cement work and provide any additional information not reported in the data fields above; text box is 7500 characters

Well Information	Drilling	Casing	<b>Stage/Top Out/Remedial Cement</b>	Formation Information	Related Forms	Well Logs Upload	Attachments	Submit
------------------	----------	--------	--------------------------------------	-----------------------	---------------	------------------	-------------	--------

<b>Cement Work Date</b>	<MM/dd/yyyy> 15					
<b>Method used</b>	<b>String</b>	Cementing Tool Setting/Perf Depth	Cement Volume - Sacks	Cement Top	Cement Bottom	
					Add	Remove

**Details of Work**

## Form 5 – Stage, Top Out, Remedial Cement Tab (2 of 5)

Cementing Tool Setting/Perf Depth: Enter the depth of the DV tool or port collar, or in the case of a cement squeeze, the deepest perforations for the cement squeeze

Cement Volume – Sacks: Enter number of sacks of cement used for the cement work

Cement Top: Enter depth of top of cement for the cement work

Cement Bottom: Enter depth of bottom of cement for the cement work

Required Attachment: If any data is entered on this tab

➤ Cement Job Summary (contractor's cement tickets) must be attached

Required Logs: If remedial cement CBL is run

➤ Remedial Cement CBL must be listed and submitted

**NOTE:** all staged cement, placed with a DV tool *MUST* be reported here



Method used	String	Cementing Tool Setting/Perf Depth	Cement Volume - Sacks	Cement Top	Cement Bottom



# Form 5 – Stage, Top Out, Remedial Cement Tab (3 of 5)

## Method used drop-down list

1. N/A
2. 1 INCH
3. DV TOOL
4. PERF & PUMP
5. RETAINER
6. SQUEEZE
7. STAGE TOOL
8. NON CEMENT SQUEEZE

## String drop-down list

1. Conductor casing
2. Surface Casing
3. First String
4. Stage Cement 1<sup>st</sup> String 1
5. Stage Cement 1<sup>st</sup> String 2
6. Second String
7. Stage Cement 2<sup>nd</sup> String 1
8. Stage Cement 2<sup>nd</sup> String 2
9. Third String
10. Stage Cement 3<sup>rd</sup> String 1
11. Stage Cement 3<sup>rd</sup> String 2
12. 1<sup>ST</sup> LINER
13. 2<sup>ND</sup> LINER
14. 1<sup>ST</sup> TAPER
15. Stage Tool
16. New String Type
17. Open Hole
18. Stage Cement 1<sup>st</sup> String 3



## Form 5 – Stage, Top Out, Remedial Cement Tab (4 of 5)

### Description of Common Strings:

(3) First String: largest diameter casing in the wellbore inside the surface casing

(4) Stage Cement 1<sup>st</sup> String 1: the first stage of staged cement pumped on the first string of casing (post primary cement)

(5) Stage Cement 1<sup>st</sup> String 2: the second stage of staged cement pumped on the first string of casing (post primary cement)

(6) Second String: next largest diameter casing inside the first string

(12) 1<sup>ST</sup> LINER: small-diameter casing string hung inside a larger casing – top of liner is not at surface; do not use this string type for “tie-backs” to the surface, which should be reported as a normal string (tie-back hanger depth can be reported in “Details of Work” when a tie-back is used)



## Form 5 – Stage, Top Out, Remedial Cement Tab (5 of 5)

### Description of Common Strings:

- (14) 1<sup>ST</sup> TAPER: casing run as a continuous string with two or more different sizes – 1<sup>st</sup> taper is the smallest diameter bottom portion of the casing
- (15) Stage Tool: (or port collar) tool run as part of casing string for up-hole access to the annulus for additional cement coverage
- (16) New String Type: string type not included in the rest of this list
- (17) Open Hole: uncased portion of hole
- (18) Stage Cement 1<sup>st</sup> String 3: the third stage of staged cement pumped on the first string of casing (post primary cement)



## Form 5 – Formation Information Tab (1 of 2)

Formation Information is entered in an eForms data “grid” – lines are added (and removed) as needed

Complete a separate data section/line for each formation reported

Formation Name: Select the Formation name from the Drop Down List; if the formation name is not on the list – contact COGCC staff to discuss

Measured Depth Top: Enter the measured depth of the top of the formation

Measured Depth Bottom: Enter the measured depth of the base of the formation

- The bottom depth is optional **only if** the base of this formation is equal to the top of the next formation listed
- Every objective formation listed on the Form 2 must be reported if drilled
- Every formation reported on the Form 5A must be reported
- The perf depths for a formation reported on the Form 5A must be between the top & bottom depths of that formation reported here on the Form 5
- All formations that are productive in the vicinity of the well should be listed
- The formation at TD must be listed
- Formations must be listed in order from shallowest to deepest



Well Information	Drilling	Casing	Stage/Top Out/Remedial Cement	Formation Information	Related Forms	Well Logs Upload	Attachments	Submit	
				Formation Name	Measured Depth Top	Measured Depth Bottom	DST	Cored	
				SHARON SPRINGS	2384	2414			
				NIOBRARA	2434	2448			
								Add	Remove

## Form 5 – Formation Information Tab (2 of 2)

DST: select YES or NO for a Drill Stem Test (DST) for each formation listed

➤ If DST was run, the DST Analysis must be attached


Cored: select YES or NO for a core for each formation listed

➤ If a core was taken, the Core Analysis must be attached

Comment Box: enter additional information; this text box can only accommodate 120 characters

**NOTE:** If formation information is not available because the well has not been logged yet and formations tops have not been determined, then this section must be left blank and only a Preliminary Form 5 can be submitted at this time; the lack of information and reason must be noted in the operator's "Comment" box; a Final Form 5 must be submitted to report Formation Information after logging and completing the well

Formation Name	Measured Depth Top	Measured Depth Bottom	DST	Cored
SHARON SPRINGS	2384	2414		
NIOBRARA	2434	2448		

Comments 

YES  
NO

## Form 5 – Related Forms Tab

Related Forms are entered in an eForms data “grid” – lines are added (and removed) as needed

*No related forms are required on the Form 5*

If a related form is entered, the Document Number and the Form Type are required

Memo field is optional

Only enter a form for this well that is being submitted simultaneously with this Form 5

- Enter the Form 5A only if it is being submitted simultaneously with the Form 5
- Enter the Form 6 only if it is being submitted simultaneously with the Form 5

Do not enter a form that has been submitted previously: Form 2, Form 2A, Preliminary Form 5, etc.

The screenshot shows a software interface with several tabs: Well Information, Drilling, Casing, Stage/Top Out/Remedial Cement, Formation Information, **Related Forms**, Well Logs Upload, Attachments, and Submit. The 'Related Forms' tab is selected and circled in red. Below the tabs is a data grid with columns: Related Document#, Form Type, Memo, and link. The 'Related Document#' column contains the value '0'. The 'Form Type' column has a dropdown arrow. The 'Memo' and 'link' columns are empty. At the bottom right of the grid are 'Add' and 'Remove' buttons.

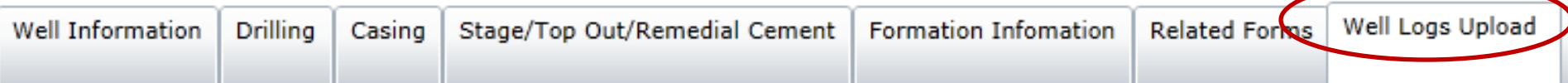
Related Document#	Form Type	Memo	link
0			

## Form 5 – Well Logs Upload Tab

Digital copies of logs can be attached to the Form 5

When the Form 5 is processed eForm will move the log to the well file

Do not attach a digital log that has already been uploaded directly to the COGCC website



Well Logs for Do

Log Upload Save Updates

Desc	Name	View	Delete
MUD	LF@3017179 400348022	View	<input type="checkbox"/>
TRIPLE COMBINATION	LF@3017180 400348023	View	<input type="checkbox"/>

## Form 5 – Attachments Tab (1 of 3)

Use “New Attachment” button to attach all documents required for this Form 5  
*After attaching:*

Desc: Select the correct name for each attachment from the drop down list under “Desc” for “Description”

Name: currently, this is a combination of text and document numbers that are assigned by the eForm system and cannot be edited in the form

View: Click the “View” button to verify each attachment

- Document opens properly – file is not corrupt
- Document is for ***this well***

Import Directional Drilling: Use to attach Directional Data, the survey data within the template spreadsheet ; **Required per Policy dated January 1, 2012**

Save Updates: click to save attachments



Well Information

Drilling

Casing

Stage/Top Out/Remedial Cement

Formation Information

Related Forms

Well Logs Upload

Attachments

Attachments for Document:

New Attachment

Save Updates

Import Directional Drilling

Desc	Name	View	Delete
FORM 5 SUBMITTED	LF@3017178 400348015	View	<input type="checkbox"/>
DIRECTIONAL SURVEY	LF@3017181 400348036	View	<input type="checkbox"/>
DIRECTIONAL DATA	LF@3017182 400348037	View	<input type="checkbox"/>
CEMENT JOB SUMMARY	LF@3017183 400348039	View	<input type="checkbox"/>



# Form 5 – Attachments Tab (2 of 3 )

## Form 5 Attachment Requirements

CEMENT JOB SUMMARY: Contractor's Cement Tickets are required for:

- Surface casing - since September 2009
- All cement reported on the Stage/Top Out/Remedial Cement Tab
- For a dry and abandoned (DA)well: the plugging cement tickets

CORE ANALYSIS: The Core Analysis report is required if any cores were taken

CORRESPONDENCE: Attach any correspondence relevant to the drilling of the well, particularly any involving COGCC notifications & approval of operations or problems

DIRECTIONAL DATA: The directional survey data is required to be attached within the template spreadsheet for all deviated wells (see COGCC Policy for Electronic Submittal of Directional Surveys and Plans)

- Enter and attach the data using the “Import Directional Data” tool in eForms

DIRECTIONAL SURVEY: The Directional Survey is required for all deviated wells (see Rules 308A and 325); this is NOT the Deviated Drilling Plan that was submitted with the APD, this is the report of the actual Directional Survey measurements taken as the well was being directionally drilled

- Must include data table, plan view and side view
- Must have sufficient depth to determine accurate projection to BHL if the survey was not run to TD



## Form 5 – Attachments Tab (3 of 3 )

### Form 5 Attachment Requirements (continued...)

DRILLING COMPLETION REPORT: The eForm system assigns this name to the PDF of the Form 5 in the well file after the COGCC review & processing is completed

DST ANALYSIS: The DST results are required if any DST was performed

FORM 5 SUBMITTED: The eForm system assigns this name to the scan of the submitted paper Form 5 or to the PDF of the electronic submitted Form 5; this document appears in eForm during processing and in the well file after the COGCC review & processing is completed

OPERATIONS SUMMARY: Operations Summary is required if cement tickets or wireline tickets are not available, otherwise this is an optional attachment

OTHER: Attach any other significant documents that are not named in the list

PLAT: A plat is an optional attachment

WELL LOCATION PLAT: A Well Location Plat is required if the operator is reporting a change of the footages for the surface location based on an “As-Drilled” survey

WELLBORE DIAGRAM: A Wellbore Diagram is optional for Form 5, but may be required by a Condition of Approval on the approved APD



## Form 5 – Submit Tab

Print Name: Enter the name of the person who is actually submitting this Form 5.

➤ This person *must* be a Designated Agent for the Operator

Title: Enter the title of the person who is actually submitting this Form 5.


Email: Enter the email address of the person who is actually submitting this Form 5.

Comment: Enter required comments and any additional information deemed necessary to clarify this submitted Form 5. This box expands to accommodate 8000 characters. **Please use this !!!**

Well Information	Drilling	Casing	Stage/Top Out/Remedial Cement	Formation Information	Related Forms	Well Logs Upload	Attachments	Submit
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Print Name:  Title:

Email:

Comment: 

# Form 5 Drilling Completion Report

## Conclusion

The preparation and submittal of a Form 5 is how you report the drilling of, or work done on, one of your wells.

In reviewing of your Form 5s we must verify that (1) the well was drilled, or the work was done, according to the approved plans and all applicable Rules, Orders, and Policies and that (2) all reporting requirements have been met.

If your Form and attachments do not enable us to verify everything, we must request additional information.

Our goal for this training is to provide everything you need in order to submit Form 5s that are absolutely complete and accurate.



# Form 5 Drilling Completion Report

Any Questions?



OIL & GAS CONSERVATION COMMISSION

# Form 5 Drilling Completion Report

Thank You!



OIL & GAS CONSERVATION COMMISSION