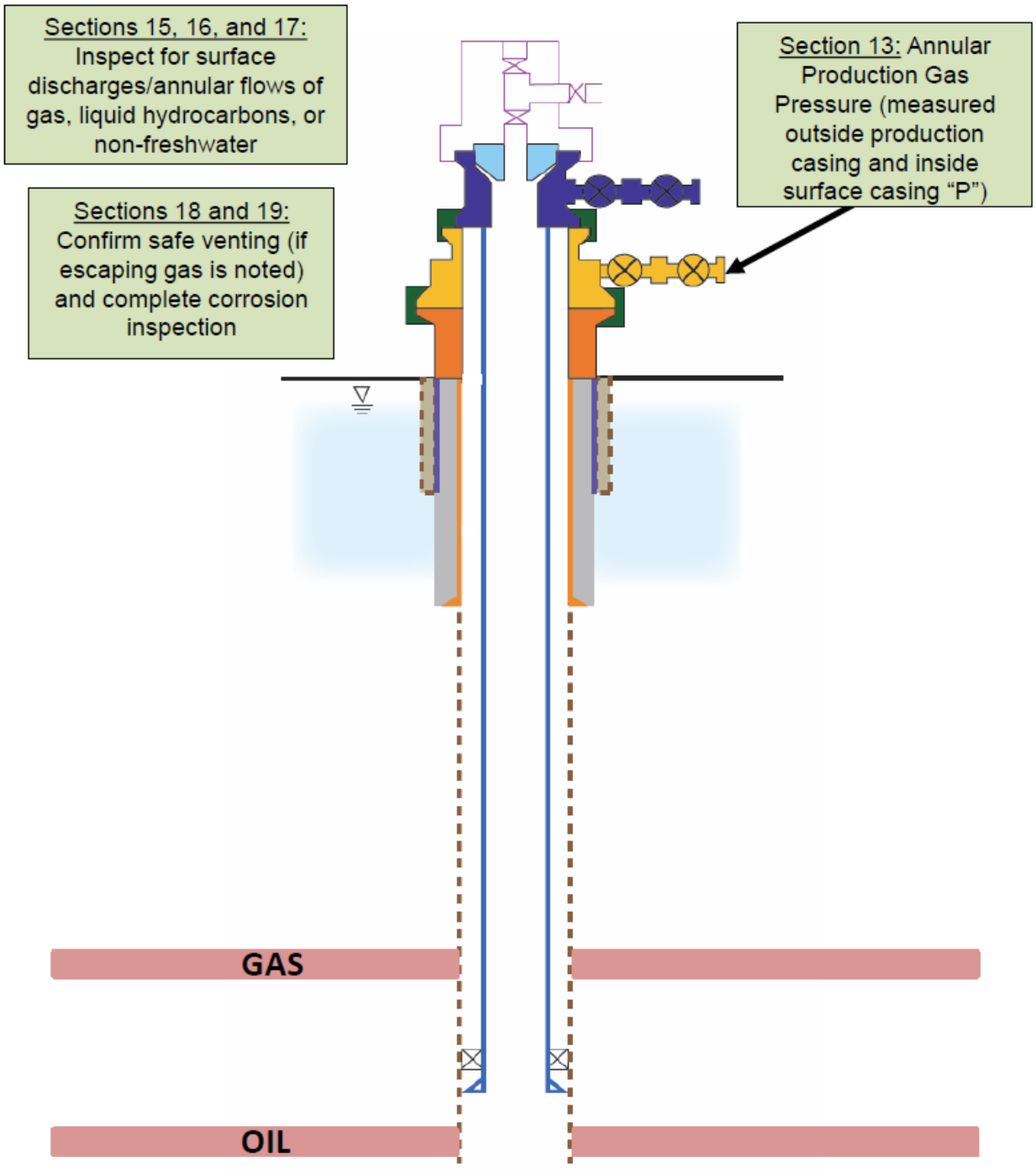
MIA Training Example (Multi-Year)

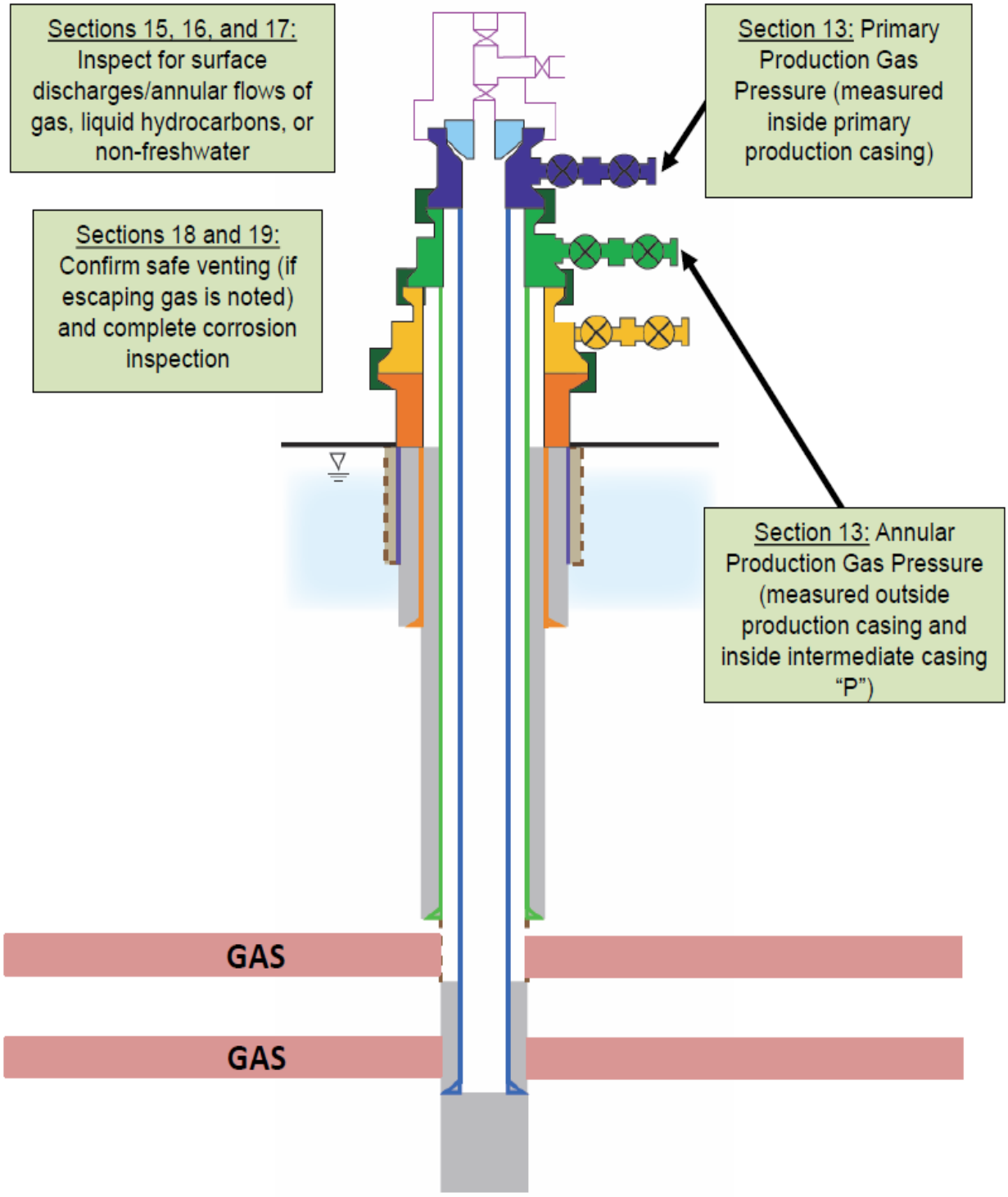
This example demonstrates how to manage well integrity data over a two-year period. In this scenario, the operator has two wells in their inventory. The first well, the Welsh No. 3, is a 5-year old 2-string combination well. It is an open-hole completion equipped with a production string set on a packer. Oil is produced through a rod and tubing assembly and a gas-bearing zone above the packer is produced inside the surface-by-production casing annulus. The second well, the Swank 4H, is a 3-string gas well equipped with surface, intermediate, and production strings. It is a cased hole completion and the cement top on the production string is below the depth of the intermediate casing shoe. Primary gas production is through a tubing assembly and annular gas is produced inside the intermediate casing.

The Welsh No. 3 was in operation during all 4 quarters of 2013 and was inspected during each of those quarters. The Swank 4H was completed during the end of the second quarter of 2013 and began producing by the third quarter of the year. In the example, the operator completes all the necessary 2013 inspections, compiles the data for submission to DEP, and sets up the spreadsheet and conducts the quarterly inspection for the first quarter of 2014 at each well location.

Welsh No. 3 Well Schematic and Inspection Components



Swank 4H Well Schematic and Inspection Components



MIA Training Example (Multi-Year)

Step 1: Enter basic information, including the operator, well ID and abridged API.

a. Well Operator/Owner (*cell/box 1.*): Operator A
   1. Only needs to be done once for the entire form
b. Operator Assigned ID (*cell/box 2.*): Welsh No. 3
c. Abridged API # (*cell/box 3.*): 063-15897

Step 2: Enter well construction information under cells/boxes 4-8. This only needs to be done once for the life of the well, unless a change is made to the construction of that well.

a. Well Type (*cell/box 4a.*): Combo
b. Well Construction Information Not Readily Available (*cell/box 4b.*): N/A
c. Water Level Accessible (*cell/box 5.*): N/A
d. Freshwater Casing Only (*cell/box 6.*): N/A
e. Annular Production (*cell/box 7.*): Y
f. Annular Production Inside Surface or Coal Casing String (*cell/box 8.*): Y

1. Well Operator/Owner	4a. Well Type: Oil / Gas / Combo / Oil (Freshwater Casing Only) / Combo (Freshwater Casing Only) — 4b. Well Construction Information Not Readily Available: Set Up Well for First Inspection	5. Water Level Accessible (Yes/No)	6. Freshwater Casing Only (Yes/No)	7. Annular Production (Yes/No)	8. Annular Production Inside Surface or Coal Casing String (Yes/No)
Operator A		Yes / No	Yes / No	Yes / No	Yes / No
2. Operator Assigned ID	Combo			Y	Y
Welsh No. 3					
3. Abridged API #					
063-15897					

Step 3: Enter the number of casing strings and click "Customize Data Tables."

a. Number of Casings Strings, Excluding Conductor Pipe, Tubing, and Liners (*cell/box 9*): 2
b. Click (*cell/box 9*): Customize Data Tables

Steps 2 and 3 set up the rest of Form A.

Step 4: Enter the Surface or Coal Casing Set Depth in feet (ft), if applicable, and then enter the first quarterly inspection date.

a. Surface or Coal Casing Set Depth (ft) (*cell/box 10.*): 610
b. Q1 Date (*cell/box 11.*): 1/13/13

9. Number of Casing Strings Excluding Conductor Pipe, Tubing, and Liners	10. Surface or Coal Casing Set Depth (ft)	11. Quarterly Inspection Information	
Customize Data Tables		Date	Quarter
2	610	1/13/13	Q1
			Q2
			Q3
			Q4

Step 5: Fill out Section 13 "Wellhead Pressure or Water Level" for Q1. In this case, leave Section 12 blank for Q1 because this is a new well entry in Form A and, thus, there are no previous data to transfer from either the 4th quarter of the previous year or previous quarter of the current year.

a. Primary Production Gas Pressure (psig) (*cell/box 13a.*): N/A
b. Produced Annular Gas Pressure(psig) (*cell/box 13b.*): 100
c. Shoe Test Pressure (psig) (*cell/box 13c.*): N/A
d. Annulus (*cell/box 13d.*): *P (auto-populated)*
e. Water Level (ft) (*cell/box 13e.*): N/A
f. Average Daily Pumping Time (hours) or average daily pumping volume (bbls) (If no produced water, Indicate "NPW") (*cell/box 13f.*): N/A
g. Produced Water Quality – Specific Conductance (µS or µmhos)/cm) (*cell/box 13g.*): N/A

	13. Wellhead Pressure or Water Level §78.88(b)(1)						
12. All Well MIA Conditions Unchanged from Previous Quarter (Y)						ENTER ONE FROM CHOICES BELOW (IF FIELDS ARE AVAILABLE)	
Transfer 4th Qtr From Previous Year / Transfer Previous Quarter's Data	a. Primary Production Gas Pressure (psig)	b. Produced Annular Gas Pressure (psig)	c.Shoe Test Pressure (psig) **(OPTIONAL)**	d. Annulus	e. Water Level (ft)	f.Average Daily Pumping Time (hours) or Average Daily Pumping Volume (bbls) (If no produced water, indicate "NPW")	g. Produced Water Quality - Specific Conductance (µS or µmhos/cm)
		100		P			
				P			
				P			
				P			

Step 6: Fill out Section 14 "Flow or Pressure in Production Annulus" for Q1.

a. Production Annulus Status (*cell/box 14a.*): N/A
b. Production Annulus Flow (scfpd) (*cell/box 14b.*): N/A
c. Production Annulus Pressure (psig) (*cell/box 14c.*): N/A
d. Time Since Production Annulus Was Last Blown Down (days) (*cell/box 14d.*): N/A
e. Cement Top in Production Annulus Above Next Outer Casing Shoe (*cell/box 14e.*): N/A
f. Annulus (*cell/box 14f.*): N/A

14. Flow or Pressure in Production Annulus §78.88(b)(2)				
a. Production Annulus Status: Shut-In / Venting / Inaccessible				
b. Production Annulus Flow (scfpd)	c. Production Annulus Pressure (psig)	d. Time Since Production Annulus was Last Blown Down (days) **(OPTIONAL)**	e. Cement Top in Production Annulus Above Next Outer Casing Shoe (Y/N) **(OPTIONAL)**	f. Annulus

Step 7: Fill out Section 15 "Measurement or Best Estimate of Leaking/Venting Gas Quantity" for Q1.

a. Annulus (*cell/box 15a.*): S/C
b. Flow (scfpd) (*cell/box 15b.*): 0
c. Annulus Shut-in (*cell/box 15c.*): N
d. Annulus (*cell/box 15d.*): N/A
e. Flow (scfpd) (*cell/box 15e.*): N/A
f. Annulus Shut-in (*cell/box 15f.*): N/A
g. Annulus (*cell/box 15g.*): N/A
h. Flow (scfpd) (*cell/box 15h.*): N/A
i. Annulus Shut-in (*cell/box 15i.*): N/A
j. Annulus (*cell/box 15j.*): N/A
k. Flow (scfpd) (*cell/box 15k.*): N/A
l. Annulus Shut-in (*cell/box 15l.*): N/A
m. Surface/Wellhead Equipment/Outside Conductor (*cell/box 15m.*): N

15. Measurement or Best Estimate of Leaking/Venting Gas Quantity §78.88(b)(3)												
a. Annulus	b. Flow (scfpd)	c. Annulus Shut-in (Y/N/I)	d. Annulus	e. Flow (scfpd)	f. Annulus Shut-in (Y/N/I)	g. Annulus	h. Flow (scfpd)	i. Annulus Shut-in (Y/N/I)	j. Annulus	k. Flow (scfpd)	l. Annulus Shut-in (Y/N/I)	m. Surface /Wellhead Equipment/ Outside Conductor (Y/N)
S/C	0	N										N
S/C												
S/C												
S/C												

Step 8: Fill out Section 16 "Liquid Hydrocarbon Flows" for Q1.

a. Annulus (*cell/box 16a.*): *P (auto populated)*
b. Y/N/I (*cell/box 16b.*): N
c. Annulus (*cell/box 16c.*): *S/C (auto populated)*
d. Y/N/I (*cell/box 16d.*): N
e. Annulus (*cell/box 16e.*): N/A
f. Y/N/I (*cell/box 16f.*): N/A
g. Annulus (*cell/box 16g.*): N/A
h. Y/N/I (*cell/box 16h.*): N/A
i. Annulus (*cell/box 16i.*): N/A
j. Y/N/I (*cell/box 16j.*): N/A
k. Surface/Wellhead Equipment/Outside Conductor (*cell/box 16k.*): N

16. Liquid Hydrocarbon Flows §78.88(a), §78.81(a)(2) & 78.73(b)										
a. Annulus	b. (Y/N/I)	c. Annulus	d. (Y/N/I)	e. Annulus	f. (Y/N/I)	g. Annulus	h. (Y/N/I)	i. Annulus	j. (Y/N/I)	k. Surface /Wellhead Equipment/ Outside Conductor (Y/N)
P	N	S/C	N							N
P		S/C								
P		S/C								
P		S/C								

Step 9: Fill out Section 17 "Non-Freshwater Flows" for Q1.

a. Annulus (*cell/box 17a.*): *P (auto populated)*
b. Y/N/I (*cell/box 17b.*): N
c. Annulus (*cell/box 17c.*): *S/C (auto populated)*
d. Y/N/I (*cell/box 17d.*): N
e. Annulus (*cell/box 17e.*): N/A
f. Y/N/I (*cell/box 17f.*): N/A
g. Annulus (*cell/box 17g.*): N/A
h. Y/N/I (*cell/box 17h.*): N/A
i. Annulus (*cell/box 17i.*): N/A
j. Y/N/I (*cell/box 17j.*): N/A
k. Surface/Wellhead Equipment/Outside Conductor (*cell/box 17k.*): N

17. Non-Freshwater Flows (Y/N) §78.88(a), §78.81(a)(2) & 78.73(b)										
a. Annulus	b.(Y/N/I)	c. Annulus	d.(Y/N/I)	e. Annulus	f.(Y/N/I)	g. Annulus	h.(Y/N/I)	i. Annulus	j.(Y/N/I)	k. Surface /Wellhead Equipment/ Outside Conductor (Y/N)
P	N	S/C	N							N
P		S/C								
P		S/C								
P		S/C								

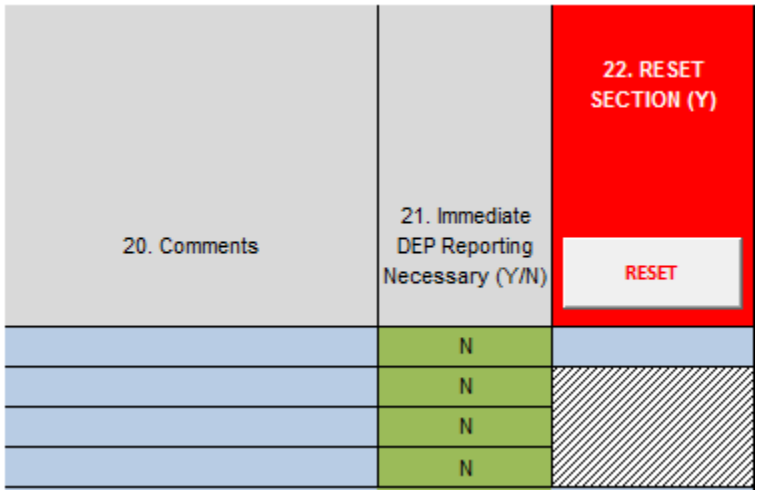
Step 10: Fill out Section 18 "Safe Venting" and check for Corrosion Problems for Q1 in Section 19.

a. Gas Leaking or Venting to Atmosphere (*cell/box 18a.*): *N (auto populated)*
b. Wellhead Hydrogen Sulfide (ppm) (*cell/box 18b.*): N/A
c. Wellhead Methane (%LEL) (*cell/box 18c.*): N/A
d. Corrosion Problems (*cell/box 19.*): N

18. Safe Venting §78.88(a), §78.74 & 78.77(c)			
a. Gas Leaking or Venting to Atmosphere (Y/N)	b. Wellhead Hydrogen Sulfide (ppm)	c. Wellhead Methane (% LEL)	19. Corrosion Problems (Y/N) §78.88(b)(4)
N			N

Step 11: Fill out the "Comments" section, if needed; and check to see if "Immediate DEP Reporting is Necessary" based on the information entered in Form A for Q1. The option to "Reset" this portion of Form A is available as well. This function will only reset the four rows associated with this well.

a. Comments (*cell/box 20.*): N/A
b. Immediate DEP Reporting Necessary (*cell/box 21.*): *N (auto populated)*
c. Reset (*cell/box 22*): N/A

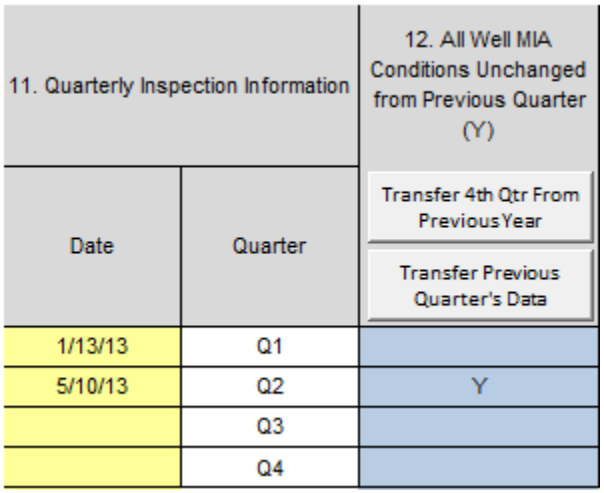


20. Comments	21. Immediate DEP Reporting Necessary (Y/N)	22. RESET SECTION (Y)
	N	
	N	
	N	
	N	

RESET

Step 12: Once you have finished inputting all data for Q1, return to Section 11 "Quarterly Inspection Information" and enter the date of the Q2 inspection. Next, fill out Section 12 "All Well MIA Conditions Unchanged from Previous Quarter," which will transfer all data from the previous quarter. This function is useful when only a few conditions or no conditions at all change at the well.

a. Q2 Date (*cell/box 11.*): 5/10/13
b. All Well MIA Conditions Unchanged from Previous Quarter (*cell/box 12.*): Y
c. Click: Transfer Previous Quarter's Data



11. Quarterly Inspection Information		12. All Well MIA Conditions Unchanged from Previous Quarter (Y)
Date	Quarter	Transfer 4th Qtr From Previous Year / Transfer Previous Quarter's Data
1/13/13	Q1	
5/10/13	Q2	Y
	Q3	
	Q4	

Step 13: Once all data from the previous quarter have been transferred, make the following changes to Section 13 for this example. Sections 14, 15, 16, 17, 18, and 19 require no changes from the previous quarter.

a. Section 13

1) Produced Annular Gas Pressure (psig) (*cell/box 13b.*): 105

13. Wellhead Pressure or Water Level §78.88(b)(1)						
					ENTER ONE FROM CHOICES BELOW (IF FIELDS ARE AVAILABLE)	
a. Primary Production Gas Pressure (psig)	b. Produced Annular Gas Pressure (psig)	c.Shoe Test Pressure (psig) **(OPTIONAL)**	d. Annulus	e. Water Level (ft)	f.Average Daily Pumping Time (hours) or Average Daily Pumping Volume (bbls) (If no produced water, indicate "NPW")	g. Produced Water Quality - Specific Conductance (µS or µmhos/cm)
	100		P			
	105		P			
			P			
			P			

Step 14: The Swank 4H, which was plumbed to production by the start of the third quarter, was inspected on 8/1/13 and is ready to be set up in Form A. Enter basic information, including the operator, well ID and abridged API.

a. Well Operator/Owner (*cell/box 1.*): Operator A
    1. Only needs to be done once for the entire form
b. Operator Assigned ID (*cell/box 2.*): Swank 4H
c. Abridged API # (*cell/box 3.*): 063-25256

Step 15: Enter well construction information under cells/boxes 4-8. This only needs to be done once for the life of the well, unless a change is made to the construction of that well.

g. Well Type (*cell/box 4a.*): Gas
h. Well Construction Information Not Readily Available (*cell/box 4b.*): N/A
i. Water Level Accessible (*cell/box 5.*): N/A
j. Freshwater Casing Only (*cell/box 6.*): N
k. Annular Production (*cell/box 7.*): Y
l. Annular Production Inside Surface or Coal Casing String (*cell/box 8.*): N

1. Well Operator/Owner	4a. Well Type Oil / Gas / Combo Oil (Freshwater Casing Only) Combo (Freshwater Casing Only) 4b. Well Construction Information Not Readily Available Set Up Well for First Inspection	5. Water Level Accessible (Yes/No)	6. Freshwater Casing Only (Yes/No)	7. Annular Production (Yes/No)	8. Annular Production Inside Surface or Coal Casing String (Yes/No)
Operator A		Yes No	Yes No	Yes No	Yes No
2. Operator Assigned ID	Combo			Y	Y
Welsh No. 3					
3. Abridged API #					
063-15897					
2. Operator Assigned ID	Gas		N	Y	N
Swank 4H					
3. Abridged API #					
063-25256					

Step 16: Enter the number of casing strings and click "Customize Data Tables."

a. Number of Casings Strings, Excluding Conductor Pipe, Tubing, and Liners (*cell/box 9*): 3
b. Click (*cell/box 9*): Customize Data Tables

9. Number of Casing Strings Excluding Conductor Pipe, Tubing, and Liners Customize Data Tables	10. Surface or Coal Casing Set Depth (ft)	11. Quarterly Inspection Information Date	 Quarter
2	610	1/13/13	Q1
		5/10/13	Q2
			Q3
			Q4
3			Q1
			Q2
		8/1/13	Q3
			Q4

Steps 2 and 3 set up the rest of Form A.

Step 17: Enter the Surface or Coal Casing Set Depth in feet (ft), if applicable, and then enter the first quarterly inspection date.

a. Surface or Coal Casing Set Depth (ft) (*cell/box 10.*): N/A
b. Q1 Date (*cell/box 11.*): 8/1/13

Step 18: Fill out Section 13 "Wellhead Pressure or Water Level" for Q3. In this case, leave Section 12 blank for Q1 because this is a new well entry in Form A and, thus, there are no previous data to transfer from either the 4th quarter of the previous year or previous quarter of the current year.

a. Primary Production Gas Pressure (psig) (*cell/box 13a.*): 65
b. Produced Annular Gas Pressure(psig) (*cell/box 13b.*): 32
c. Shoe Test Pressure (psig) (*cell/box 13c.*): 2,000 **Note that the shoe test pressure is entered in blue-shaded box in the Q1 row.**
d. Annulus (*cell/box 13d.*): *P (auto-populated)*
e. Water Level (ft) (*cell/box 13e.*): N/A

f. Average Daily Pumping Time (hours) or average daily pumping volume (bbls) (If no produced water, Indicate "NPW") (*cell/box 13f.*): N/A
g. Produced Water Quality – Specific Conductance (µS or µmhos)/cm) (*cell/box 13g.*): N/A

13. Wellhead Pressure or Water Level §78.88(b)(1)						
a. Primary Production Gas Pressure (psig)	b. Produced Annular Gas Pressure (psig)	c.Shoe Test Pressure (psig) **(OPTIONAL)**	d. Annulus	e. Water Level (ft)	ENTER ONE FROM CHOICES BELOW (IF FIELDS ARE AVAILABLE)	
					f.Average Daily Pumping Time (hours) or Average Daily Pumping Volume (bbls) (If no produced water, indicate "NPW")	g. Produced Water Quality - Specific Conductance (µS or µmhos/cm)
	100		P			
	105		P			
			P			
			P			
		2,000	P			
			P			
65	32		P			
			P			

Step 19: Fill out Section 14 "Flow or Pressure in Production Annulus" for Q3.
a. Production Annulus Status (*cell/box 14a.*): N/A
b. Production Annulus Flow (scfpd) (*cell/box 14b.*): N/A
c. Production Annulus Pressure (psig) (*cell/box 14c.*): N/A
d. Time Since Production Annulus Was Last Blown Down (days) (*cell/box 14d.*): N/A
e. Cement Top in Production Annulus Above Next Outer Casing Shoe (*cell/box 14e.*): N/A
f. Annulus (*cell/box 14f.*): N/A

14. Flow or Pressure in Production Annulus §78.88(b)(2)			
a. Production Annulus Status Shut-In Venting Inaccessible			
b. Production Annulus Flow (scfpd)	c. Production Annulus Pressure (psig)	d. Time Since Production Annulus was Last Blown Down (days) **(OPTIONAL)**	e. Cement Top in Production Annulus Above Next Outer Casing Shoe (Y/N) **(OPTIONAL)**

Step 20: Fill out Section 15 "Measurement or Best Estimate of Leaking/Venting Gas Quantity" for Q3. **Note that the annular space names must be entered in the yellow-shaded boxes on the Q1 row.**

a. Annulus (*cell/box 15a.*): I
b. Flow (scfpd) (*cell/box 15b.*): 0
c. Annulus Shut-in (*cell/box 15c.*): N
d. Annulus (*cell/box 15d.*): S/C
e. Flow (scfpd) (*cell/box 15e.*): 0
f. Annulus Shut-in (*cell/box 15f.*): N
g. Annulus (*cell/box 15g.*): N/A
h. Flow (scfpd) (*cell/box 15h.*): N/A
i. Annulus Shut-in (*cell/box 15i.*): N/A
j. Annulus (*cell/box 15j.*): N/A
k. Flow (scfpd) (*cell/box 15k.*): N/A
l. Annulus Shut-in (*cell/box 15l.*): N/A
m. Surface/Wellhead Equipment/Outside Conductor (*cell/box 15m.*): N

15. Measurement or Best Estimate of Leaking/Venting Gas Quantity §78.88(b)(3)												
a. Annulus	b. Flow (scfpd)	c. Annulus Shut-in (Y/N/I)	d. Annulus	e. Flow (scfpd)	f. Annulus Shut-in (Y/N/I)	g. Annulus	h. Flow (scfpd)	i. Annulus Shut-in (Y/N/I)	j. Annulus	k. Flow (scfpd)	l. Annulus Shut-in (Y/N/I)	m. Surface /Wellhead Equipment/ Outside Conductor (Y/N)
S/C	0	N										N
S/C	0	N										N
S/C												
S/C												
I			S/C									
I			S/C									
I	0	N	S/C	0	N							N
I			S/C									

Step 21: Fill out Section 16 "Liquid Hydrocarbon Flows" for Q3.

a. Annulus (*cell/box 16a.*): *P (auto populated)*
b. Y/N/I (*cell/box 16b.*): N
c. Annulus (*cell/box 16c.*): *I (auto populated)*
d. Y/N/I (*cell/box 16d.*): N
e. Annulus (*cell/box 16e.*): S/C *(auto populated)*
f. Y/N/I (*cell/box 16f.*): N
g. Annulus (*cell/box 16g.*): N/A
h. Y/N/I (*cell/box 16h.*): N/A
i. Annulus (*cell/box 16i.*): N/A
j. Y/N/I (*cell/box 16j.*): N/A
k. Surface/Wellhead Equipment/Outside Conductor (*cell/box 16k.*): N

16. Liquid Hydrocarbon Flows §78.88(a), §78.81(a)(2) & 78.73(b)										
a. Annulus	b. (Y/N/I)	c. Annulus	d. (Y/N/I)	e. Annulus	f. (Y/N/I)	g. Annulus	h. (Y/N/I)	i. Annulus	j. (Y/N/I)	k. Surface /Wellhead Equipment/ Outside Conductor (Y/N)
P	N	S/C	N							N
P	N	S/C	N							N
P		S/C								
P		S/C								
P		I		S/C						
P		I		S/C						
P	N	I	N	S/C	N					N
P		I		S/C						

Step 22: Fill out Section 17 "Non-Freshwater Flows" for Q3.

a. Annulus (*cell/box 17a.*): *P (auto populated)*
b. Y/N/I (*cell/box 17b.*): N
c. Annulus (*cell/box 17c.*): *I (auto populated)*
d. Y/N/I (*cell/box 17d.*): N
e. Annulus (*cell/box 17e.*): S/*C (auto populated)*
f. Y/N/I (*cell/box 17f.*): N
g. Annulus (*cell/box 17g.*): N/A
h. Y/N/I (*cell/box 17h.*): N/A
i. Annulus (*cell/box 17i.*): N/A
j. Y/N/I (*cell/box 17j.*): N/A
k. Surface/Wellhead Equipment/Outside Conductor (*cell/box 17k.*): N

17. Non-Freshwater Flows (Y/N) §78.88(a), §78.81(a)(2) & 78.73(b)										
a. Annulus	b. (Y/N/I)	c. Annulus	d. (Y/N/I)	e. Annulus	f. (Y/N/I)	g. Annulus	h. (Y/N/I)	i. Annulus	j. (Y/N/I)	k. Surface /Wellhead Equipment/ Outside Conductor (Y/N)
P	N	S/C	N							N
P	N	S/C	N							N
P		S/C								
P		S/C								
P		I		S/C						
P		I		S/C						
P	N	I	N	S/C	N					N
P		I		S/C						

Step 23: Fill out Section 18 "Safe Venting" and check for Corrosion Problems for Q3 in Section 19.

a. Gas Leaking or Venting to Atmosphere (*cell/box 18a.*): *N (auto populated)*
b. Wellhead Hydrogen Sulfide (ppm) (*cell/box 18b.*): N/A
c. Wellhead Methane (%LEL) (*cell/box 18c.*): N/A
d. Corrosion Problems (*cell/box 19.*): N

18. Safe Venting §78.88(a), §78.74 & 78.77(c)			
a. Gas Leaking or Venting to Atmosphere (Y/N)	b. Wellhead Hydrogen Sulfide (ppm)	c. Wellhead Methane (% LEL)	19. Corrosion Problems (Y/N) §78.88(b)(4)
N			N
N			N
N			N

Step 24: Fill out the "Comments" section, if needed; and check to see if "Immediate DEP Reporting is Necessary" based on the information entered in Form A for Q1. The option to "Reset" this portion of Form A is available as well. This function will only reset the four rows associated with this well.

a. Comments (*cell/box 20.*): N/A
b. Immediate DEP Reporting Necessary (*cell/box 21.*): *N (auto populated)*
c. Reset (*cell/box 22*): N/A

20. Comments	21. Immediate DEP Reporting Necessary (Y/N)	22. RESET SECTION (Y) RESET
	N	
	N	
	N	
	N	
	N	
	N	
	N	
	N	

Step 25: The Welsh No. 3 was inspected on 9/2/13 during the third quarter. Return to Section 11 "Quarterly Inspection Information" and enter the date of the Q3 inspection. Next, fill out Section 12 "All Well MIA Conditions Unchanged from Previous Quarter," which will transfer all data from the previous quarter.

a. Q3 Date (*cell/box 11.*): 9/2/13
b. All Well MIA Conditions Unchanged from Previous Quarter (*cell/box 12.*): Y
c. Click: Transfer Previous Quarter's Data

11. Quarterly Inspection Information		12. All Well MIA Conditions Unchanged from Previous Quarter (Y)
Date	Quarter	Transfer 4th Qtr From Previous Year Transfer Previous Quarter's Data
1/13/13	Q1	
5/10/13	Q2	Y
9/2/13	Q3	Y
	Q4	

Step 26: Once all data from the previous quarter have been transferred, make the following changes to Section 13 for this example. Sections 14, 15, 16, 17, 18, 19 and 20 require no changes from the previous quarter.

a. Section 13
    1) Produced Annular Gas Pressure (psig) (*cell/box 13b.*): 102

13. Wellhead Pressure or Water Level §78.88(b)(1)						
					ENTER ONE FROM CHOICES BELOW (IF FIELDS ARE AVAILABLE)	
a. Primary Production Gas Pressure (psig)	b. Produced Annular Gas Pressure (psig)	c.Shoe Test Pressure (psig) (OPTIONAL)	d. Annulus	e. Water Level (ft)	f.Average Daily Pumping Time (hours) or Average Daily Pumping Volume (bbls) (If no produced water, indicate "NPW")	g. Produced Water Quality - Specific Conductance (µS or µmhos/cm)
	100		P			
	105		P			
	102		P			
			P			

Step 27: The Welsh No. 3 was next inspected on 12/3/13. Return to Section 11 "Quarterly Inspection Information" and enter the date of the Q4 inspection. Next, fill out Section 12 "All Well MIA Conditions Unchanged from Previous Quarter," which will transfer all data from the previous quarter.

a. Q4 Date (*cell/box 11.*): 12/3/13
b. All Well MIA Conditions Unchanged from Previous Quarter (*cell/box 12.*): Y
c. Click: Transfer Previous Quarter's Data

11. Quarterly Inspection Information		12. All Well MIA Conditions Unchanged from Previous Quarter (Y)
Date	Quarter	Transfer 4th Qtr From Previous Year Transfer Previous Quarter's Data
1/13/13	Q1	
5/10/13	Q2	Y
9/2/13	Q3	Y
12/3/13	Q4	Y

Step 28: Once all data from the previous quarter have been transferred, make the following changes to Section 13 for this example. Sections 14, 15, 16, 17, 18, 19 and 20 require no changes from the previous quarter.

a. Section 13

1) Produced Annular Gas Pressure (psig) (*cell/box 13b.*): 98

13. Wellhead Pressure or Water Level §78.88(b)(1)						
					ENTER ONE FROM CHOICES BELOW (IF FIELDS ARE AVAILABLE)	
a. Primary Production Gas Pressure (psig)	b. Produced Annular Gas Pressure (psig)	c.Shoe Test Pressure (psig) **(OPTIONAL)**	d. Annulus	e. Water Level (ft)	f.Average Daily Pumping Time (hours) or Average Daily Pumping Volume (bbls) (If no produced water, indicate "NPW")	g. Produced Water Quality - Specific Conductance (µS or µmhos/cm)
	230		P			
	105		P			
	102		P			
	98		P			

Step 29: The Swank 4H was next inspected on 12/15/13. Return to Section 11 "Quarterly Inspection Information" and enter the date of the Q4 inspection. Next, fill out Section 12 "All Well MIA Conditions Unchanged from Previous Quarter," which will transfer all data from the previous quarter.

a. Q4 Date (*cell/box 11.*): 12/15/13
b. All Well MIA Conditions Unchanged from Previous Quarter (*cell/box 12.*): Y
c. Click: Transfer Previous Quarter's Data

11. Quarterly Inspection Information		12. All Well MIA Conditions Unchanged from Previous Quarter (Y)
Date	Quarter	Transfer 4th Qtr From Previous Year Transfer Previous Quarter's Data
1/13/13	Q1	
5/10/13	Q2	Y
9/2/13	Q3	Y
12/3/13	Q4	Y
	Q1	
	Q2	
8/1/13	Q3	
12/15/13	Q4	Y

Step 30: Once all data from the previous quarter have been transferred, make the following changes to Section 13 for this example. Sections 14, 15, 16, 17, 18, 19 and 20 require no changes from the previous quarter.

a. Section 13
   1) Primary Production Gas Pressure (psig) (*cell/box 13a.*): 70
   2) Produced Annular Gas Pressure(psig) (*cell/box 13b.*): 31

13. Wellhead Pressure or Water Level §78.88(b)(1)						
					ENTER ONE FROM CHOICES BELOW (IF FIELDS ARE AVAILABLE)	
a. Primary Production Gas Pressure (psig)	b. Produced Annular Gas Pressure (psig)	c.Shoe Test Pressure (psig) **(OPTIONAL)**	d. Annulus	e. Water Level (ft)	f.Average Daily Pumping Time (hours) or Average Daily Pumping Volume (bbls) (If no produced water, indicate "NPW")	g. Produced Water Quality - Specific Conductance (µS or µmhos/cm)
	100		P			
	105		P			
	102		P			
	98		P			
		2,000	P			
			P			
65	32		P			
70	31		P			

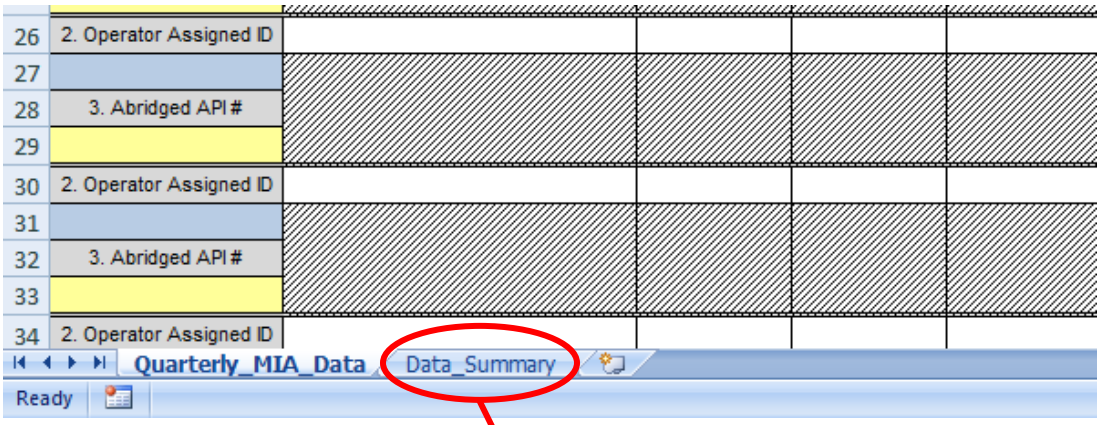
Step 31: The 2013 inspections have now been completed for Operator A's entire well inventory. The next step involves preparing a report for submission to DEP. First, answer the questions in Sections 23 and 24 in the upper left-hand corner of the spreadsheet and then generate the data summary sheet.

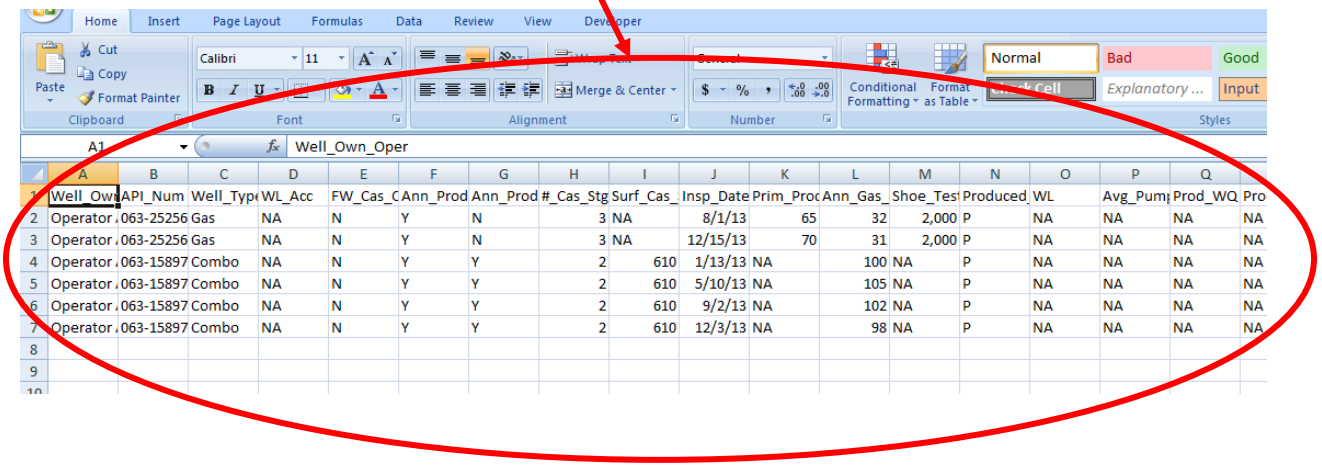
a. Have you finished entering all quarterly inspection data? (*cell/box 23.*): Y
b. Have you checked for and corrected any duplicate API #s? (*cell/box 24*): Y
c. Click (*cell/box 25*): Create Data Summary Sheet

23. Have you finished entering all quarterly inspection data?:	Y	25.Create Data Summary Sheet for Annual Report
24. Have you checked for and corrected any duplicate API #s?:	Y	

1. Well Operator/Owner	4a. Well Type: Oil / Gas / Combo / Oil (Freshwater Casing Only) / Combo (Freshwater Casing Only)	5. Water Level Accessible (Yes/No)	6. Freshwater Casing Only (Yes/No)	7. Annular Production (Yes/No)
Operator A	4b. Well Construction Information Not Readily Available: Set Up Well for First Inspection	Yes / No	Yes / No	Yes / No

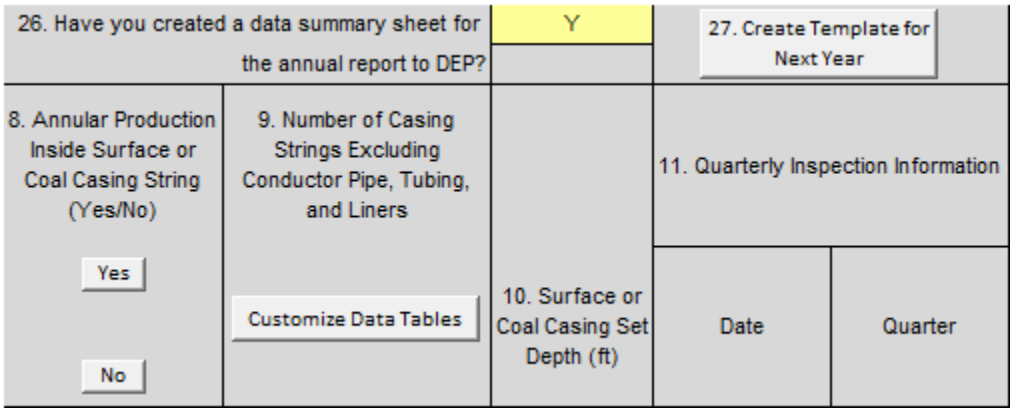
The worksheet tab labeled "Data_Summary" now contains the report for submission to DEP.



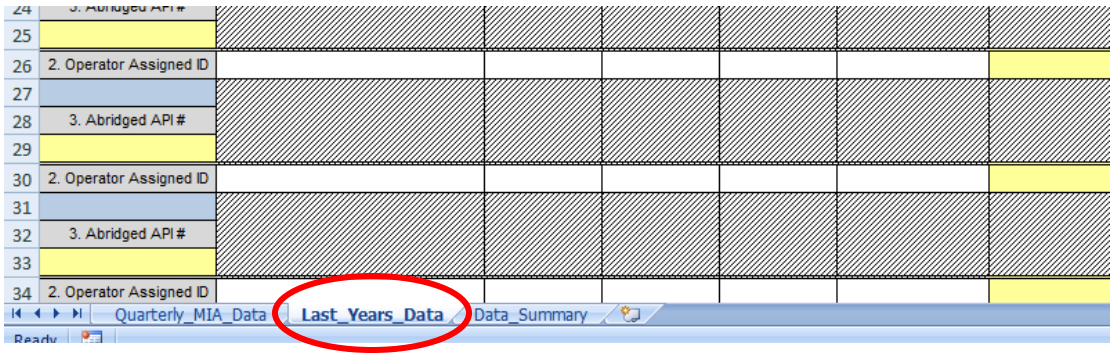


Step 32: Now a template for next year's inspections can be created in Sections 26 and 27.

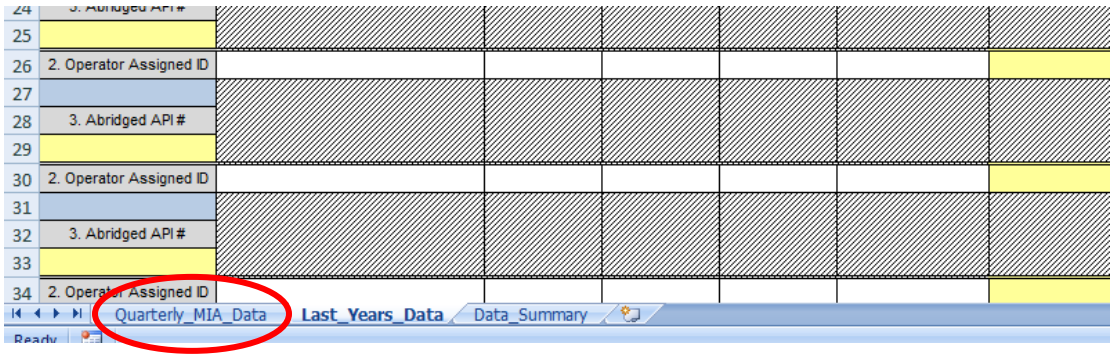
a. Have you created a data summary sheet for the annular report to DEP? (*cell/box 26*): Y
b. Click (*cell/box 27*): Create Template for Next Year



Last year's inspection data are stored under the worksheet tab labeled "Last_Years_Data."



The template for storing 2014 well integrity data is found under the worksheet tab labeled "Quarterly_MIA_Data." **Note that all well construction information is saved in the template so it does not have to be entered again.**



Step 33: The Welsh No. 3 was inspected on 1/10/14. Select the worksheet tab labeled "Quarterly_MIA_Data," return to Section 11 "Quarterly Inspection Information" and enter the date of the Q1 inspection. Next, fill out Section 12 "All Well MIA Conditions Unchanged from Previous Quarter," which will transfer all data from the fourth quarter of 2013 to the first quarter of 2014.

a. Click worksheet tab: Quarterly_MIA_Data
b. Q4 Date (*cell/box 11.*): 1/10/14
c. All Well MIA Conditions Unchanged from Previous Quarter (*cell/box 12.*): Y
d. Click: Transfer 4th Qtr from Previous Year

11. Quarterly Inspection Information		12. All Well MIA Conditions Unchanged from Previous Quarter (Y)
Date	Quarter	Transfer 4th Qtr From Previous Year Transfer Previous Quarter's Data
1/10/14	Q1	Y
	Q2	
	Q3	
	Q4	

Step 34: Once all data from the previous quarter have been transferred, make the following changes to Section 13 for this example. Sections 14, 15, 16, 17, 18, 19 and 20 require no changes from the previous quarter.

a. Section 13
    1) Produced Annular Gas Pressure(psig) (*cell/box 13b.*): 100

13. Wellhead Pressure or Water Level §78.88(b)(1)						
					ENTER ONE FROM CHOICES BELOW (IF FIELDS ARE AVAILABLE)	
a. Primary Production Gas Pressure (psig)	b. Produced Annular Gas Pressure (psig)	c.Shoe Test Pressure (psig) **(OPTIONAL)**	d. Annulus	e. Water Level (ft)	f.Average Daily Pumping Time (hours) or Average Daily Pumping Volume (bbls) (If no produced water, indicate "NPW")	g. Produced Water Quality - Specific Conductance (µS or µmhos/cm)
	100		P			
			P			
			P			
			P			

Step 35: The Swank 4H was inspected on 2/12/14. Return to Section 11 "Quarterly Inspection Information" and enter the date of the Q1 inspection. Next, fill out Section 12 "All Well MIA Conditions Unchanged from Previous Quarter," which will transfer all data from the fourth quarter of 2013 to the first quarter of 2014.

a. Click worksheet tab: Quarterly_MIA_Data
b. Q4 Date (*cell/box 11.*): 2/12/14
c. All Well MIA Conditions Unchanged from Previous Quarter (*cell/box 12.*): Y
d. Click: Transfer 4th Qtr from Previous Year

11. Quarterly Inspection Information		12. All Well MIA Conditions Unchanged from Previous Quarter (Y)
Date	Quarter	Transfer 4th Qtr From Previous Year / Transfer Previous Quarter's Data
1/10/14	Q1	Y
	Q2	
	Q3	
	Q4	
2/12/14	Q1	Y
	Q2	
	Q3	
	Q4	

Step 36: Once all data from the previous quarter have been transferred, make the following changes to Section 13 for this example. Sections 14, 15, 16, 17, 18, 19 and 20 require no changes from the previous quarter.

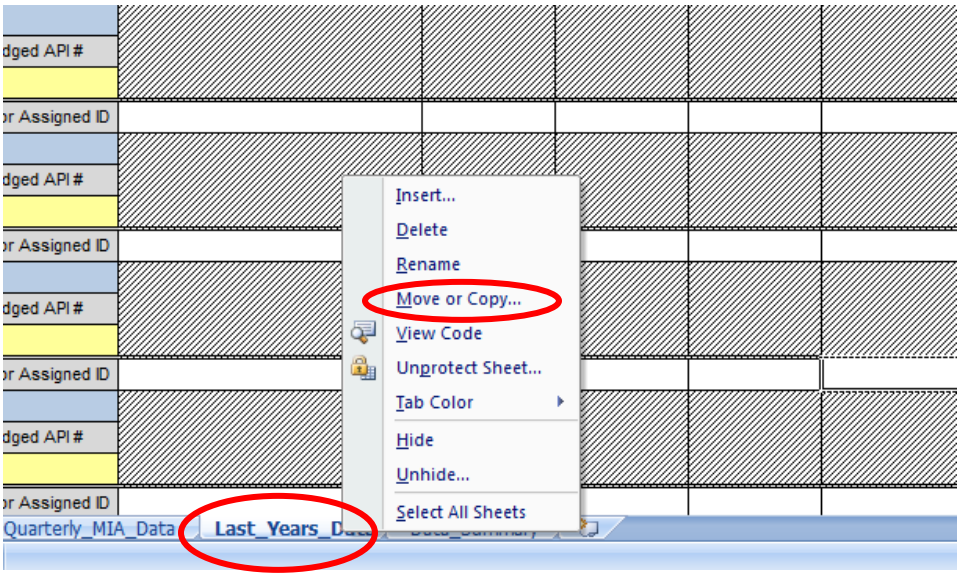
a. Section 13
   3) Primary Production Gas Pressure (psig) (*cell/box 13a.*): 65
   4) Produced Annular Gas Pressure(psig) (*cell/box 13b.*): 32

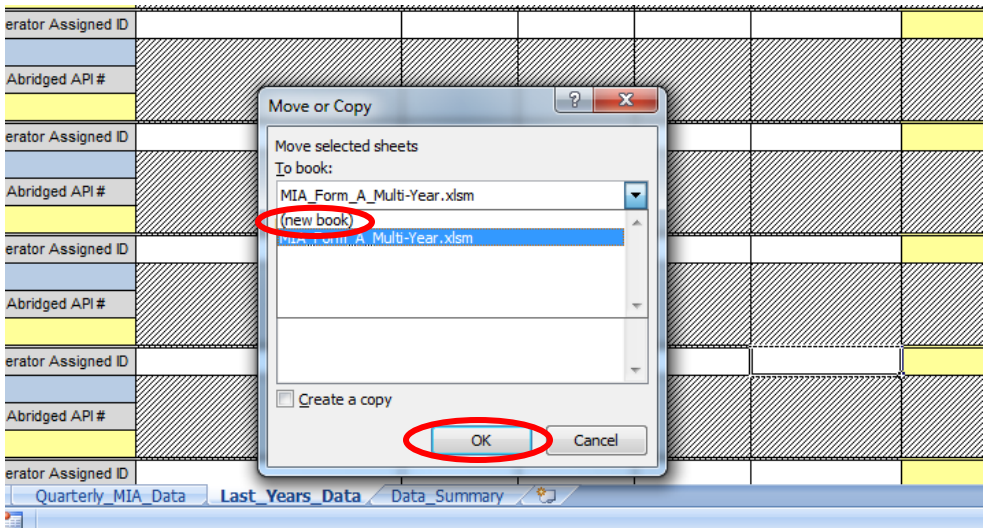
13. Wellhead Pressure or Water Level §78.88(b)(1)						
					ENTER ONE FROM CHOICES BELOW (IF FIELDS ARE AVAILABLE)	
a. Primary Production Gas Pressure (psig)	b. Produced Annular Gas Pressure (psig)	c.Shoe Test Pressure (psig) **(OPTIONAL)**	d. Annulus	e. Water Level (ft)	f.Average Daily Pumping Time (hours) or Average Daily Pumping Volume (bbls) (If no produced water, indicate "NPW")	g. Produced Water Quality - Specific Conductance (µS or µmhos/cm)
	100		P			
			P			
			P			
			P			
65	32	2,000	P			
			P			
			P			
			P			

Note: Before completing the 2014 inspections and generating a data summary sheet for submission to DEP, IT IS CRITICALLY IMPORTANT THAT THE WORKSHEET TITLED "LAST_YEARS_DATA" BE MOVED TO ANOTHER EXCEL WORKBOOK. The worksheet can be moved as soon as all necessary data from the 4th quarter of the previous year have been transferred to the first quarter of the current inspection year.

Step 37: Moving the worksheet is a two-step process. First, right-click the tab labeled "Last_Years_Data" and choose "Move or Copy." Next, choose "(new book)" from the drop-down box.

a. Right-Click worksheet tab: Last_Years_Data
b. Select: Move or Copy
c. From drop-down menu, select: (new book)
d. Click: OK





The new workbook can now be saved under any name for archiving purposes.

Final: This concludes the Multi-Year example.