# OCC ePermit Help Table of Contents

Overview ....................................................................................................................................................... 3

Purpose and Objective ......................................................................................................................... 3
Training/Testing Modules for the ITD Application ........................................................................... 3

Common Functions ..................................................................................................................................... 4

Icon Selection ........................................................................................................................................... 4
Auto-Tabbing ........................................................................................................................................... 4
Cursor Focus and Grids .......................................................................................................................... 5
Grid Buttons ........................................................................................................................................... 5
Phone Numbers ....................................................................................................................................... 5
Page Tab Smart Key Selection ................................................................................................................... 5

Basic GUI Navigation .................................................................................................................................. 7

Menu Bar .................................................................................................................................................. 7
Page Navigation ........................................................................................................................................ 7
Control Focus and Selection ...................................................................................................................... 7
Do Not ....................................................................................................................................................... 8

Affidavit Request (Request a Login Account) ............................................................................................. 9
Operator Email Notifications ................................................................................................................. 10

External ePermit Data Entry ..................................................................................................................... 11

Operator Home Page ............................................................................................................................... 11
Operator Information is Pre-populated into Operator Panel .................................................................. 12
Menu Bar .................................................................................................................................................. 13
ITD Data Entry ......................................................................................................................................... 13
Intent ......................................................................................................................................................... 14
Attachments ............................................................................................................................................ 20
Formations ................................................................................................................................................. 22
Adding Orders .......................................................................................................................................... 23
Casings ...................................................................................................................................................... 24
Pits ............................................................................................................................................................. 26
Disposals ................................................................................................................................................... 29
Bottom Holes ........................................................................................................................................... 30
Affidavit ..................................................................................................................................................... 31
Signatures .................................................................................................................................................. 32

Enter Amendment ....................................................................................................................................... 33

The API Suffix is a character that tracks the amendments to an existing well. ........................................ 33
Population of Fields by Amending a Record ............................................................................................ 34

Finding Source of Errors .......................................................................................................................... 35
Overview

Purpose and Objective
The purpose of this document is to provide detailed information for training an end-user on the RBDMS ITD.NET online system. This document includes all facets of RBDMS ITD.NET functionality based on defined workflow and application requirements. This training guide does not contain training material for the OCC IT Development Team.

The objective for the training process is to provide the Oklahoma Corporation Commission (OCC) the required training material and instruction necessary to use the system as designed, developed, and implemented.

Training/Testing Modules for the ITD Application
There are several modules that have been initially identified from the functional requirements document that will be used for the training process for the RBDMS ITD.NET application.

- Common Functions
- Basic GUI navigation
- Workflow Process
- Affidavit Request (Request Login Account)
- External ePermit Data Entry
- Enter Amendment
- Finding Source of Errors
- Rejected ITDs
Common Functions

Common functions describe actions that operate consistently throughout the RBDMS ITD.NET application. Common functionality includes selection of icons, auto-tabbing between fields, cursor focus on grid view items, phone numbers and Page Tab smart key selection.

Icon Selection
Icon selection allows a user to choose an icon in one of two ways:

- Placing the mouse cursor over the icon image and left-clicking the mouse button, or
- Pressing the <TAB> key to the preferred icon and pressing the <ENTER> key

Icon images include:

- Folder images on the Home page
- The Add, Update, Clear, Delete and Cancel buttons above and within grids

Auto-Tabbing
Auto-Tabbing refers to the movement of the text cursor from one text field to another when the maximum number of text spaces has been entered for a particular field.
Cursor Focus and Grids
The text cursor focus occurs during the addition of a grid item and when entering a page tab. For example, when a surface owner is added to the surface owner grid, the cursor returns to the Surface Owner Name textbox for entry of the next Surface Owner name.

This action is consistent with all added and updated grid items. The cursor returns to the initial point of entry for a new item.

Grid Buttons
Grid views functionality consists of five buttons. These buttons include Cancel, Update, Clear, Delete and Save. The buttons operate the same way for all grids.

Phone Numbers
All phone numbers must be entered in 10-digit format. This includes the area code and phone number.

Page Tab Smart Key Selection
The Data Entry Module of the RBDMS ePermit.NET online application consists of 6 or 7 page tabs depending on role and workflow process. The page tabs include Intent, Formation, Casing, Pits, Bottom Holes, Affidavit and Memo.

Without Memo

| Intent | Formation | Casings | Pits | Bottom Holes | Affidavit |

With Memo

| Intent | Formation | Casings | Pits | Bottom Holes | Affidavit | Memo |
To navigate to a particular page tab when performing Data Entry, Geology Review or Well Record Review, the user may press the <ALT> key plus the first letter of the tab. The image below displays the concept.

Intent  Formation  Casings  Pits  Bottom Holes  Affidavit

Alt + I  Alt + F  Alt + C  Alt + P  Alt + B  Alt + A
Basic GUI Navigation

Menu Bar
The RBDMS ePermit.NET system is an online application and follows a Windows/Web Form format. With the proper permissions, all forms are accessible utilizing the Menu Navigation Bar.

All forms contain controls. Controls include textboxes, checkboxes, grids and buttons. When the cursor is located on the specific control, the control is said to have “focus”.

Page Navigation
A user navigates through a form using two methods. The two methods include the <TAB> key or the Mouse.

The <TAB> key is located near the top left corner of the keyboard. Pressing the <TAB> key moves a cursor from one control to the next in an ordered fashion from left to right on the web form. The Mouse allows a user to move the mouse pointer to any control on the page with a click of the button.

Control Focus and Selection
The following controls are activated with the actions listed below:

Checkbox – Press the <SPACE> bar to select or deselect the item. A check in the checkbox means True/Yes. No check in the checkbox means False/No.

Textbox – Letters and numbers on the keyboard are pressed by the user.

Dropdown Box – Items are listed in alphabetical order. If the first letter of an item in the dropdown box is an “A”, then the “A” button or the down button can be pressed until the appropriate word is found. The item can also be selected by using the mouse. To activate the list, point the mouse pointer over the dropdown box and left-click the mouse button. Move over the item and select the item by left-clicking the mouse item on the dropdown selection.

Buttons – To activate a process performed by a particular button, press the <TAB> key to the specific button and press <ENTER> or <SPACE>. 


Do Not
The Internet Browser contains a <BACK> and <FORWARD> key. These keys are displayed as an image with an arrow pointing forward and an arrow pointing backward or with the words “BACK” and “FORWARD”. Do not use these buttons as they disrupt the application.

Workflow Process pertains to the lifecycle of a single Intent to Drill (ITD) application utilizing the RBDMS ePermit.NET online application. The RBDMS ePermit.NET online application workflow consists of a non-walkthrough process that begins with the reception of an ITD and ends with the generation of an ITD permit which is delivered via mail. With the exception of the ITD image scan, the process is paperless. The paperless non-walkthrough ITD process is displayed below in the diagram.
Affidavit Request (Request a Login Account)

Public Users are required to complete an affidavit which assures that any applications submitted are certified from the original company. To submit an affidavit request, enter the Company information into the required fields listed below exactly as is on file with the OCC Oil and Gas Surety section. Once the information has been entered, click the Print Form button to print a hardcopy of the Affidavit Application. An Officer of the Company must sign and date the hardcopy document and the document with the original signature must be either hand delivered or mailed to the address provided on the web page.

Required Fields

- Company Name (Operator Name)
- Email
- Operator Address One or Operator Address Two
- Operator City, Operator State, Operator Zip
• First and Last Name
• Password Question and Answer

Buttons
• Submit Login Request – Validates Affidavit Request and submits to the Affidavit Request Reviewer for Approval or Rejection
• Cancel Request – Cancels the Affidavit Request and redirects the user to the login page
• Print Form – Generates a hard copy in PDF format of the Affidavit Request form that must be signed and submitted to the Corporation Commission before final approval for using the system.

Operator Email Notifications
Operators will receive email notifications at various times during the submittal, processing, and final approval, from the ePermit application.
External ePermit Data Entry

Operators are now able to submit an ITD into the RBDMS ITD.NET online system through the internet.

Operator Home Page

There are four views available to an operator from the home page.

- Approved
- Incomplete
- Rejected
- Submitted

Selecting one of these views will display a list of appropriate ITD’s as shown.
The operator can View or Edit any ITD that has not been submitted or has been rejected by OCC OG Division personnel. Operators will be able to “View only” all submitted and approved ITD’s. A duplicate Permit can be printed for all approved ITD’s, and a sample, non-valid, permit can be printed for all other ITD’s.

**Operator Information is Pre-populated into Operator Panel**

The Name, Address One, Address Two, City, State, Zip Code boxes, Email, Country and Phone are Read-Only.
Once the operator panel is populated with data, the “Save” button is enabled and the user has the ability to save the ITD.

**Menu Bar**
The menu bar is a navigation tool which allows an end-user to proceed to the web page of choice. The menu bar items are both keyboard and mouse-click friendly.

**ITD Data Entry**
The RBDMS ITD.NET Application appears as tabs consisting of six tabs. These tabs include: Intent, Formations, Casings, Pits, Bottom Holes and Affidavit.

The material below lists the respective pages and their functionality. All items mentioned in this section will be seen by a user. Data entry is based on free-form methodology with limited base validation. This means the Data Entry Clerk has the ability to enter whatever is on the form and will be notified of errors on the form that are unacceptable for saving the record. Below is the Intent screen after selecting a document from the imaging queue.
Intent
The Intent Data Entry screen is the central location to enter all ITD data elements into the new RBDMS ITD.NET system. It contains information necessary for the ITD to be approved.

Automated Fields (Default Values are automatically populated)
- Batch Date (MMDDY)
- Batch Number (3-digit sequence number that starts over each day)
- API Suffix
- Well Meridian (Default is IM)

Required Fields
- Operator Number – For Surety
- Lease Name (Well Name)
• Well Number
• Operator Name
• Operator Address One or Operator Address Two
• Operator City, Operator State, Operator Zip

Hidden Fields

• Amend Reason – This textbox is invisible until the “Amend” checkbox under Application Type is selected. The value is removed and the textbox is hidden if the “Amend” checkbox is unselected.
  ○ Only one item can be selected within the Application Type checkbox list. If multiple items are selected, at least one has to be Amend. The Amend type is expressed by selecting one of the application types.

Disabled/Enabled Fields

• API Number and API Suffix will be disabled and blank if “New Drill” in the Application Type is selected.
• Pit Information on the “Pits” tab will be disabled if “Re-complete” is selected.

Buttons

• Check Surety – Validates Surety based on the Operator Number
• Amend – Amends an ITD based on API County and API Number
• Reject – During the data entry phase, the reject button sends a notification to the Imaging group stating an ITD was rejected.
• Save – Saves the record.
• Send to Geology – Sends the ITD to the Unassigned ITDs - Geology Review grid and removes from the data entry queue.
• Attachments – Transfers the user to the attachment page for the permit.

Base Validation (Free-form validation checks)

• The Save Button is not activated until a Valid Operator Number with Surety is added to the Operator Panel. Operator Surety will be retrieved from the Surety database. If a user does not have valid Surety, the user will not be able to save the application.
• An error message appears if the Lease Name, Well Number, and Operator Name are not entered
• An error message appears if a text character is entered in the Operator Number, API County, API Number, Well Section, North – South distance, East – West distance, Feet from Lease, Latitude and Longitude textboxes. The fields must be numeric.
• An error message appears if the API County entered is not a valid County Code.
• An error message appears if the API Number is not a valid API Number in the database.
• An error message appears if more than one item is checked under application type and at least one of the two items is not Amend.
• An error message appears if the “Amend” application type is selected and no Amend reason is provided.
• An error message appears if more than one Drilling Type “B” is selected.
• An error message appears if any item in the Surface Owners panel is entered and not added to the Surface Owner Grid. The fields include Surface Owner: Name, Address One, Address Two, City, State, Zip code or Country.

Application Type
This section describes the application type for which the operator is applying.

3. NOTICE OF INTENT TO: (CHECK ONLY ONE)
☐ Drill ☐ Re-complete ☐ Reenter ☐ Deepen ☐ Amend

The application type consists of five options:

• Drill
• Re-Complete
• Reenter
• Deepen
• Amend (with reason)

More than one category item can be selected along with the “Amend” checkbox.

Drilling Type and Well Class
This section is used to record the type of drilling operation and also record the well class.

3. NOTICE OF INTENT TO: (CHECK ONLY ONE)
☐ Drill ☐ Re-complete ☐ Reenter ☐ Deepen ☐ Amend

4. TYPE OF DRILLING OPERATION
A. ☐ Straight Hole ☐ Horizontal Hole ☐ Directional Hole
B. ☐ Oil/Gas ☐ Injection ☐ Disposal ☐ Water Supply ☐ Stret Test

There are three types of drilling operations:

• Straight Hole
• Horizontal Hole
• Directional Hole

All three drill types can be selected. If a Horizontal or Directional Hole is selected, there must be one of the types of the specified hole entered on the bottom holes page.

There are five types of well class:

• Oil and Gas
• Injection
• Disposal
• Water Supply
• Strat Test

Only one well class can be selected.

Well Location

This section captures the legal location of a well.

A legal location is comprised of several values including:

• Section
• Township
• Range
• County
• Spot Location
• Irregular Section
• Feet from Quarter Lines
• Latitude
• Longitude

The Legal Location entry is verified against predefined values and notifies users of errors in the entry. At least one quarter call is required. The rules for quarter calls in well location pertain to all entries that require quarter call entries. The rules are as follows:
• Two quarter calls must be entered unless the one quarter call entered is “C”.
• When “C” is entered in one of the quarter calls, the succeeding quarter calls cannot be entered.

**Irregular section is NOT visible during Data Entry.**

Feet from the ¼ Section Lines must be numeric.

**Lease Name and Lease Number**

While not unique, these two textboxes are required for an ITD to be sent to Geology Review.

**Well Grid**

The Well Grid is a box that allows the user to click on a section of the grid to show the well spot and also outline the lease line.

**Company Information**

The company information section contains information related to the operator. All fields are disabled with the exception of email and country. All operator information is validated against the surety information located in the Surety system.

**Surface Owner**

The surface owner information section contains general information for every surface owner of the property. All surface owners are notified when a permit to drill has been issued.
Adding a Surface Owner

To add a surface owner, the user should perform the following:

1. Enter relevant information (Name, Address, City, State, etc.) into the Surface Owner textboxes, AND

2. Place the mouse cursor over the “Add Surface Owner” button (Image with a + sign) and left-mouse click on the button, OR

3. Press the <TAB> key to the “Add Surface Owner” button (Image with a + sign) and press <ENTER>.

The surface owner name appears in the grid below the surface owner information panel. The surface owner information in the entry screen becomes blank.

Updating a Surface Owner

To update a surface owner, the user should perform the following:

1. Place the mouse cursor over the “Edit Surface Owner” button (Image with a checkmark sign) and left-mouse click on the button, OR

2. Press the <TAB> key to the “Edit Surface Owner” button (Image with a checkmark sign) and press <ENTER>.

3. Edit relevant information (Name, Address, City, State, etc.) into the Surface Owner textboxes, AND

4. Place the mouse cursor over the “Update Surface Owner” button (Image of a diskette) and left-mouse click on the button

The surface owner name appears in the grid below the surface owner information panel. The surface owner information in the entry screen becomes blank and the cursor is placed within the surface owner name textbox.

Federal Jurisdiction and Water

This section contains a checkbox requesting information on whether a well is on lands under federal jurisdiction. This section also collects details about water that is being used on the well site.

As with all checkboxes, a check signifies “Yes” and a blank signifies “No”.

11. Is well located on lands under federal jurisdiction? □
12. Will a water well be drilled? ☑ Will surface water be used? ☑

To place a checkmark in the checkboxes, the user performs one of the following:

1. Place the mouse cursor over the checkbox and left-mouse click on the button, OR

2. Press the <TAB> key until the checkbox has focus and press <SPACE>.
Attachments
The ePermit system is capable of storing PDF attachments with an ITD application. These attachments can be uploaded by an industry user, or by an OCC Data Entry clerk. Once an ITD has been submitted to the OCC geology department attachments will not be able to be modified.

The attachments page can be reached only after the application has been saved for the first time. Accessing the page is done by pressing the Attachments button at the bottom of the Data Entry page under the Intent tab.
All attachments must include a description. To clear the form and start over press the button. To add a new document press the button.

Once attached, your document will be listed on the page. You may view your document, or remove it from the system at this time.
Formations
The Formations screen displays target formations, spacing orders, pending application c.d. orders, location exception orders, and increased density orders. There is no limit on the number of formations or order types added to their respective grids. This is a new feature that eliminates the fixed number of items a user can enter.

Adding a Target Formation
To add a target formation, the user should perform the following:

1. Enter information into the target formation code or target formation name textbox. Only one of the two items needs to be entered. If the formation code is entered, the formation name will populate the grid on addition of the target formation. If the formation name is entered, the formation code should be populated in the grid on addition of the target formation. Both values may be entered by choice.

2. If there is a formation depth, enter the formation depth into the formation depth textbox. This must be numeric.

3. Place the mouse cursor over the “Add Target Formation” button (Image with a + sign) and left-mouse click on the button, OR

4. Press the <TAB> key to the “Add Target Formation” button (Image with a + sign) and press <ENTER>.

The target formation information appears in the grid below the target formation panel. The target formation information in the entry screen becomes blank and the mouse cursor appears within the target formation name textbox.

Updating a Target Formation
Please reference the “Update Surface Owner” methodology for the key or mouse actions required to update a grid row.
**Adding Orders**

Methodology for adding orders is the same for all order types.

- When adding spacing orders, unit size must be numeric.

To add an order type, the user should perform the following:

1. Enter information into the order name textbox. If the order type is a spacing order, unit size must be entered. This must be numeric.

2. Place the mouse cursor over the “Add Order” button (Image with a + sign) and left-mouse click on the button, OR

3. Press the <TAB> key to the “Add Order” button (Image with a + sign) and press <ENTER>.

The order information appears in the grid below the designated order type panel. The order type information in the entry screen becomes blank and the mouse cursor appears within the order name textbox.

**Updating an Order Type**

Please reference the “Update Surface Owner” methodology for the key or mouse actions required to update a grid row.
Required Fields – Data Entry

• When adding a target formation, formation or formation code is required.

• When adding a spacing order, pending application c.d., location exception or increased density order, an order number is required

Validation

• An error message appears if a text character is entered in the target formation depth textbox when attempting to add or update the target formation. The field must be numeric.

• An error message appears if a text character is entered in the spacing order, pending application, location exception order or increased density order number textbox when attempting to add or update an order type. The fields must be numeric.

• An error message appears if a text character is entered in the spacing order unit size textbox when attempting to add or update a spacing order. The field must be numeric.

Casings
The Casings page consists of questions pertaining to the permit and alternate casing programs.

Required Fields

• None

Validation

• An error message appears if a text character is entered in the total depth, ground elevation, base of treatable water and surface casing textboxes. The fields must be numeric.
• An error message appears if a text character is entered in the “From” or “To” textbox underneath 24.B. The field must be numeric.

<table>
<thead>
<tr>
<th>Intent</th>
<th>Formation</th>
<th>Casings</th>
<th>Pile</th>
<th>Bottom Holes</th>
<th>Affidavit</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. TOTAL DEPTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. GROUND ELEV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. BASE OF TREATABLE WATER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. SURFACE CASING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. ALT CASING PROG USED?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. ALTERNATE CASING PROCEDURE, check box and fill in blank (AFFADAVIT REQUIRED)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- A. Cement will be circulated from total depth to ground surface on the production casing string.
- B. Cement will be circulated by use of a two-stage cementing tool.

Total Depth
This is the total depth of the well. It must be greater than the deepest target formation and it must be numeric.

Ground Elevation
This field represents the elevation from sea level of the well site location. This value must be numeric. This value is not required.

Base of Treatable Water
This field represents the depth of the base of treatable water. This value must be numeric.

Surface Casing
This field represents the surface casing depth. This value must be numeric.

Alternate Casing Program Used
This checkbox allows the operator to disclose whether the alternate casing program is used for the well.

Alternative Casing Procedure
This section allows the operator to check whether they are using Alternative Casing Procedure A or B. If B is selected, the operator must fill out further details about depth of circulated cement.

- If B is checked, “Circulated Depth From” and “Circulated Depth To” must be numeric if entered.
Pits

The Pits screen displays pits and disposal information. A pit is the location that the operator will be disposing of fluids and cuttings which come from the well hole. This section of the form will collect all information for each pit that is being used. There is no limit on the number of pits added to the pits grid. This is a new feature that eliminates the fixed number of items a user can enter.

Required Fields

- At least one checkbox from Questions A, B, C, D, E or F is required to add a pit to the grid.

Hidden Fields

- Offsite Pit – When the offsite pit is selected, a panel opens with information required for the offsite pit.
Validation

- An error message appears if a text character is entered in the Permit Number, Commercial Pit Facility Order Number or Section, Commercial and Farming Facility Order or Section and the Recycling Order Number or Section textboxes. The fields must be numeric.
- If 27.H (Other Specify) is selected, a text reason is required.

Mud Type

This set of checkboxes represents the type of mud system. The types of mud system include:

- Air
- Oil Based
- Water Based

Only one type of mud type can be selected. This selection is disabled when the application type is a Re-Complete.
Maximum and Average Chloride

Maximum and Average Chloride are enabled when the Oil or Water mud type are selected. These fields must be numeric. This selection is disabled when the application type is a Re-Complete.

Pit Type

This set of checkboxes represents the type of pit system. The types of pit system include:

- Closed
- Onsite
- Offsite

Only one type of pit system can be selected. This selection is disabled when the application type is a Re-Complete.

Offsite Pit Location

If a pit system is marked as “Offsite”, a panel is displayed with extra information to collect. The Offsite Pit Location entries for Section, Township, Range, Meridian, County and Quarter Calls are consistent with similar location fields on other pages.

Adding a Pit

To add a pit, the user should perform the following:

1. Enter at least one item from the pits panel.
2. Place the mouse cursor over the “Add Pit” button (Image with a + sign) and left-mouse click on the button, OR
3. Press the <TAB> key to the “Add Pit” button (Image with a + sign) and press <ENTER>.

The pit information appears in the grid below the pit panel. The pit information in the entry screen becomes blank and the mouse cursor appears within the pit name textbox.

Updating a Pit

Please reference the “Update Surface Owner” methodology for the key or mouse actions required to update a grid row.
Disposals
The disposal section collects data related to the proposed method of disposal of drilling fluids which come out of the well hole during the drilling process. All options may be selected.

### Validation
- If checkbox D is checked, the Permit Number must be entered. The first box represents the last two digits of the year and the second textbox represents the permit number. Both entries must be numeric.
- If checkbox E, F, or G is checked, the Order Number, Section, Township, Range, Meridian and County are required. The validation for these values follows the rules established for legal locations in other places within the RBDMS ITD.NET application. Order Number must be numeric.
- If checkbox H is checked, a textbox appears and a text entry is required.
- Checkbox H is checked if the Alternate Program Used is checked on the Casings page tab.
**Bottom Holes**

The Bottom Holes page is utilized to capture a well’s proposed bottom holes location for a directional drilled well or a lateral drilled well. A bottom hole location is determined by several elements including Section, Township, Range, County, Spot Location and Footages from the Quarter Line. This form allows for an unlimited amount of bottom hole entries.

**Required Fields**

- At least one textbox or dropdown must be entered to add a bottom hole.

**Validation**

- An error message appears if a text character is entered in the Section, Feet from Quarter Section Lines, Latitude, Longitude, Measured Total Depth, True Vertical Depth, Depth of Deviation, Radius of Turn, Total Length, Direction and End Point location textboxes. The fields must be numeric.
Affidavit
The Affidavit page collects the signature, receipt number and information on water wells that may be close to a well.

The image below represents an ITD application with no Alternative Casing Program Used. The checkboxes under Section 31 are disabled and no Water Well Owners can be entered.

Required Fields
• None

Hidden Fields
• Water Well Owner panel. Item is visible when “If water wells found, so state” is checked.

Validation
• An error message appears if a text character is entered in Contact Phone, Contact Fax, and Signature Date textboxes. The fields must be numeric.
• When the water well panel is visible, an error message appears if a text character is entered in the Section textbox.
• When the water well panel is visible, an error message appears if a value other than “CM” or “IM” is entered in the Meridian field.
• When the water well panel is visible, an error message appears if an invalid value is entered in the State field. The State field only accepts a predefined value.
• When the water well panel is visible, an error message appears if an invalid value is entered in the Quarter Call fields. The Quarter Call fields only accept predefined values.
If Question 23 on the Casings tab (Is Alternative Casing Program Used?) is checked, Section 31 will be enabled and Water Well Owners may be entered.

23. ALT CASING PROG USED? ✔

Water Well Owners Enabled

When the water wells found question is selected, at least one water well owner entry is required.

Signatures
A signature is new information being recorded into RBDMS ePermit.NET.

Validation
- Signature Name is required.
- Signature Date is required.

Receipt Number
A number issued by the cashier that shows the record of payment received. This is only required for ITDs that charge money.

Walkthrough Flag
This checkbox allows all personnel entering and reviewing an ITD that the ITD is a walkthrough.
Enter Amendment

Amending a record allows a user to enter the API Number of a record and populate the ITD from existing data if the API Number exists.

The API Number is given to each well and follows the American Petroleum Institute’s standard API Numbering scheme. The 10-digit number consists of a 2-digit state code, the 3-digit county code, and a unique, 5-digit serial number.

The API Suffix is a character that tracks the amendments to an existing well. The image below displays an API Number and API Suffix.

![API Number and Suffix Image]

To amend a record after the API Number is entered:

1. Press the <TAB> button on the keyboard until focus is on the “Amend” button, OR
2. Point the mouse cursor over the “Amend” button and left-click the mouse button.

If an API Number exists, data is returned and a temporary API Suffix is automatically generated. The Amend and Check Surety buttons are removed from the screen. If an API Number does not exist, an error message appears in the left column of the screen.

Fields updated by the operator on the ITD form that do not resemble returned data may be updated in the system. The amendment process simplifies data entry by auto-filling the fields with existing data.

The next image displays data field population when an API Number exists after the “Amend” button has been pressed.
Population of Fields by Amending a Record

Each page tab contains data pertaining to the amended record.
Finding Source of Errors

The Intent to Drill application contains different levels of validation based on a user’s role setting. Data entry must be concerned with the lowest levels of validation. This level of validation includes proper State abbreviations and fields with numeric values. This validation is required because the database demands certain values when saving a record.

The Intent to Drill application demands more validation for the Geology and Well Records roles. These roles are required to follow the lowest level of validation and also follow a stricter set of guidelines based on OCC requirements for companies submitting ITDs. An ITD application is not Geology Approved until all entries are verified and correct. This level of validation ensures a level of quality control that does not exist in the current system.

When a user encounters an ITD data submittal error, a message box appears in the left-hand margin notifying the user of the error.

The user may click on the hyperlink within the error message to navigate to the appropriate field or page tab with the validation error.
Rejections

An ITD can be rejected at certain points during the workflow process. A rejection occurs when:

- The ITD does not pass Surety during Data Entry
- The ITD does not contain valid information or is considered unacceptable by a Geologist during Geology Review
- The ITD passes Geology Review, but Well Records rejects and sends the ITD back to the Geologist for further Geology Review.

A rejection can be performed by pressing the “Reject” button on the Intent page.

- When an ITD is rejected during Data Entry, a notification is sent to the Imaging Division with basic information on the ITD. An email notification is sent the user email address who submitted the Intent to Drill.
- When an ITD is rejected during Geology Review, general information about the ITD is sent to the Imaging Division and a rejection letter is generated and placed in the report queue. An email notification is also sent the user email address who submitted the Intent to Drill.
- When an ITD is rejected during Well Records, the ITD is sent back to Geology Review for further examination where the Geologist has the choice to approve or reject the application.
Appendix A provides a list of state names and the state abbreviation required for the “State” field located on several page tabs within the RBDMS ITD.NET application.

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>AL</td>
</tr>
<tr>
<td>ALASKA</td>
<td>AK</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>AZ</td>
</tr>
<tr>
<td>ARKANSAS</td>
<td>AR</td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>CA</td>
</tr>
<tr>
<td>COLORADO</td>
<td>CO</td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>CT</td>
</tr>
<tr>
<td>DELAWARE</td>
<td>DE</td>
</tr>
<tr>
<td>DISTRICT OF COLUMBIA</td>
<td>DC</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>FL</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>GA</td>
</tr>
<tr>
<td>HAWAII</td>
<td>HI</td>
</tr>
<tr>
<td>IDAHO</td>
<td>ID</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>IL</td>
</tr>
<tr>
<td>INDIANA</td>
<td>IN</td>
</tr>
<tr>
<td>IOWA</td>
<td>IA</td>
</tr>
<tr>
<td>KANSAS</td>
<td>KS</td>
</tr>
<tr>
<td>KENTUCKY</td>
<td>KY</td>
</tr>
<tr>
<td>State</td>
<td>Abbreviation</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>LOUISIANA</td>
<td>LA</td>
</tr>
<tr>
<td>MAINE</td>
<td>ME</td>
</tr>
<tr>
<td>MARYLAND</td>
<td>MD</td>
</tr>
<tr>
<td>MASSACHUSETTS</td>
<td>MA</td>
</tr>
<tr>
<td>MICHIGAN</td>
<td>MI</td>
</tr>
<tr>
<td>MINNESOTA</td>
<td>MN</td>
</tr>
<tr>
<td>MISSISSIPPI</td>
<td>MS</td>
</tr>
<tr>
<td>MISSOURI</td>
<td>MO</td>
</tr>
<tr>
<td>MONTANA</td>
<td>MT</td>
</tr>
<tr>
<td>NEBRASKA</td>
<td>NE</td>
</tr>
<tr>
<td>NEVADA</td>
<td>NV</td>
</tr>
<tr>
<td>NEW HAMPSHIRE</td>
<td>NH</td>
</tr>
<tr>
<td>NEW JERSEY</td>
<td>NJ</td>
</tr>
<tr>
<td>NEW MEXICO</td>
<td>NM</td>
</tr>
<tr>
<td>NEW YORK</td>
<td>NY</td>
</tr>
<tr>
<td>NORTH CAROLINA</td>
<td>NC</td>
</tr>
<tr>
<td>NORTH DAKOTA</td>
<td>ND</td>
</tr>
<tr>
<td>OHIO</td>
<td>OH</td>
</tr>
<tr>
<td>OKLAHOMA</td>
<td>OK</td>
</tr>
<tr>
<td>OREGON</td>
<td>OR</td>
</tr>
<tr>
<td>PENNSYLVANIA</td>
<td>PA</td>
</tr>
<tr>
<td>PUERTO RICO</td>
<td>PR</td>
</tr>
<tr>
<td>RHODE ISLAND</td>
<td>RI</td>
</tr>
<tr>
<td>SOUTH CAROLINA</td>
<td>SC</td>
</tr>
<tr>
<td>SOUTH DAKOTA</td>
<td>SD</td>
</tr>
<tr>
<td>------------------</td>
<td>--------</td>
</tr>
<tr>
<td>TENNESEE</td>
<td>TN</td>
</tr>
<tr>
<td>TEXAS</td>
<td>TX</td>
</tr>
<tr>
<td>UTAH</td>
<td>UT</td>
</tr>
<tr>
<td>VERMONT</td>
<td>VT</td>
</tr>
<tr>
<td>VIRGINIA</td>
<td>VA</td>
</tr>
<tr>
<td>WASHINGTON</td>
<td>WA</td>
</tr>
<tr>
<td>WEST VIRGINIA</td>
<td>WV</td>
</tr>
<tr>
<td>WISCONSIN</td>
<td>WI</td>
</tr>
<tr>
<td>WYOMING</td>
<td>WY</td>
</tr>
</tbody>
</table>
Appendix B: Quarter Call Values

Appendix B provides the values accepted for spot location quarter call entries within the RBDMS ITD.NET application.

<table>
<thead>
<tr>
<th>Value</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest</td>
<td>NW</td>
</tr>
<tr>
<td>Northeast</td>
<td>NE</td>
</tr>
<tr>
<td>Southwest</td>
<td>SW</td>
</tr>
<tr>
<td>Southeast</td>
<td>SE</td>
</tr>
<tr>
<td>North Half</td>
<td>N2</td>
</tr>
<tr>
<td>South Half</td>
<td>S2</td>
</tr>
<tr>
<td>West Half</td>
<td>W2</td>
</tr>
<tr>
<td>East Half</td>
<td>E2</td>
</tr>
<tr>
<td>Center</td>
<td>C</td>
</tr>
</tbody>
</table>