

This reference guide provides examples of activities that require the submission of a Notice of Operation and a Completion / Workover Report.

1. Notice of Operation

- A Notice of Operation must be submitted using the eSubmission portal. <https://esubmission.bcogc.ca/> The Notice of Operation provides the BC Oil and Gas Commission an opportunity to schedule an inspection, awareness of operation for appropriate emergency response, and verification for reporting compliance.
- As per sections 24 and 26 of the DPR, a Notice of Operation must be submitted at least:
 - 7 business days before commencement of any abandonment operations.
 - 1 business day before beginning any other work.
- A program must be uploaded for any Notice of Operation that requires the submission of a Completion / Workover Report

2. Completion / Workover Report:

- As per section 36 (1) of the DPR a Completion / Workover Report must be submitted within 30 days of the end of each completion and workover, suspensions or abandonment operation, with an attached downhole schematic diagram, in color.
- Refer to the Well Data Submission Requirements Manual for file naming types and submission methods.

Completion and Workovers	Maintenance
<p>A Notice of Operation including an uploaded detailed program complete with a current schematic (in color) is <u>required</u> to be submitted for initial completions, completions, workovers, suspensions and abandonments.</p>	<p>A Notice of Operation is <u>required</u> to be submitted for the maintenance operations listed below. A program and schematic are not required.</p>
<p>A Completion / Workover Report <u>IS REQUIRED</u> to be submitted for the following operations:</p>	<p>A Completion / Workover Report <u>IS NOT REQUIRED</u> for the following operations:</p>
<p><u>Completion Operations</u> All cased or open hole operations – using either service and drilling rigs</p> <ul style="list-style-type: none"> • Perforating • Notching of tubing • Fracturing • Stimulation • Acidization (squeeze, fracturing operations) • Re-perforating an existing zone • Milling, abrasion jetting (casing, tubing) • Barefoot or openhole completions <p><u>Testing and Monitoring</u></p> <ul style="list-style-type: none"> • DFIT (diagnostic fracture injection test), or Mini-Frac test • Injectivity tests • Microseismic observation (installation of transducers) <p><u>Remedial</u></p> <ul style="list-style-type: none"> • Cement squeeze • Placement of cement plugs • Casing <ul style="list-style-type: none"> • patch or repair • installation of liner • removal or replacement • Fishing <p><u>Clean out (Mechanical)</u></p> <ul style="list-style-type: none"> • Tubing scale cleanout • Hydrate removal • Wax removal • Milling completion equipment <p><u>Suspension* / Abandonment</u></p> <ul style="list-style-type: none"> • Installations that isolate a zone <ul style="list-style-type: none"> • Any plug or packer • cement retainers, cement plugs • All downhole work performed during abandonment operations • Surface cut and cap of a well • Hydrovac proving of surface abandonment <p><u>Re-Entry</u></p> <ul style="list-style-type: none"> • All completion re-entry work (re-entry of any abandoned well where no additional drilling is to occur). • For any workover performed in preparation for a drilling re-entry that is finished prior to and is not to be reported as part of the drilling re-entry (ie: drilling out of or setting of cement plugs, abandonment of hole, recovery or setting of bridge plugs, logging, casing extensions, etc.) <p><u>Bottom Hole Equipment</u> Installation, removal or change of</p> <ul style="list-style-type: none"> • Artificial lifts (includes all forms of bottom hole pumping methods) <ul style="list-style-type: none"> • downhole pumps (including ESP and PCP) • plunger lift • gas lift • polish rod • Sub-surface safety valves - except for inspection and repair purposes • Packers or plugs • Sliding sleeve – shifting to open or closed • Check valves • Downhole chokes (initial installation or change in size) • Any operations to restore lost hydraulic isolation <p><u>Tubing including coil tubing and velocity string</u></p> <ul style="list-style-type: none"> • Installation or removal • Depth change • Size change <p><u>Wellhead</u></p> <ul style="list-style-type: none"> • Removal of a valve thereby eliminating the ability to isolate the wellbore • Installation of a back pressure valve. 	<p><u>Testing, Monitoring and Logging</u></p> <ul style="list-style-type: none"> • Packer isolation testing* • Pressure testing – tubing or casing • Pressure testing – down hole recorders (including gauge build up, fall off and pressure gradient testing)* • Production logging • Swabbing • Gauge ring and junk basket runs <p><u>Suspension / Abandonment</u></p> <ul style="list-style-type: none"> • Inhibiting wellbore for purpose of suspension <p><u>Bottom Hole Equipment – repair or replace for the same</u></p> <ul style="list-style-type: none"> • Artificial lift systems • Recorders • Downhole choke • Check valve • Polish rod <p><u>Production Maintenance</u> Injection of:</p> <ul style="list-style-type: none"> • Acid (wash or pickling operation) • Scale inhibitor • Corrosion inhibitor • Nitrogen / CO2 • Methanol • Chemical for perforation wash <p>Downhole operations:</p> <ul style="list-style-type: none"> • Coil tubing cleanout • Routine wax removal • Sulphur removal • Pressure measurement* <p><u>Tubing – repair or replace for the same</u> Wellhead</p> <ul style="list-style-type: none"> • Installation of valves and seals <p>Other</p> <ul style="list-style-type: none"> • Gas venting, blow downs <p><u>*Note: Well data reports are required for these operations.</u></p>
<p>For more information on operations not listed in this table, please contact:</p> <p>Drilling and Production, Engineering Division, OGCDrilling.Production@bcogc.ca or Trudy Clark, 250.794.5258</p>	