Integrated Resource Information System (IRIS)
Ministry of Energy and Resources

Industry Tip

Report An Update to the Well Completion Drainage Area

Date	Module/Application/Functionality	Notes
August 2, 2023	Infrastructure/Well/Completion	Initial Release

Background

Functionality has been added to the *Drainage Unit/Area* tab of the Well Completion screen to allow industry users to **Report an Update** to a well completion's drainage area.

The required permission sets to access this functionality are *I.INF.WellCompletion.DA.Tracts.Update* and *I.INF.WellCompletion.Submit.*

This new functionality will be available for six (6) months after the Initial Completion Date for wells that satisfy the following criteria:

- The 'Submit as-drilled survey' obligation has been fulfilled on the Well;
- The Immediate Reporting on the initial completion has previously been completed;
- The well trajectory is Horizontal (HZ);
- If an additional wellbore has been drilled and the drilling activity has been reported, then the **Report an Update** function will be available up to six months after the Rig Release Date of the additional wellbore, as long as the 'Submit revised as-drilled survey' obligation on the Well Drilling Activity has been fulfilled.

Process

Ensure you have both permission sets *I.INF.WellCompletion.DA.Tracts.Update* and *I.INF.WellCompletion.Submit* to see the new functionality.

On the *Drainage Unit/Area* tab of the well completion screen, under Drainage Unit/Area Tracts click **Report an Update**.

You will be redirected to the **Report an Update** screen where you can amend the drainage area. The screen will display the current information for the drainage area. You may select Yes or No for whether you want to specify a Production Allocation Factor. The system will default to one or the other depending on production allocation factors.

For example, if the current drainage area has production allocation factors, the selection will default to Yes and the Tract Factor Percentages will be displayed on the screen.

If the selection is changed from the default, the drainage area information will be reset. You will have the ability to add, edit, or remove lands, as well as update the tract factor percentages.
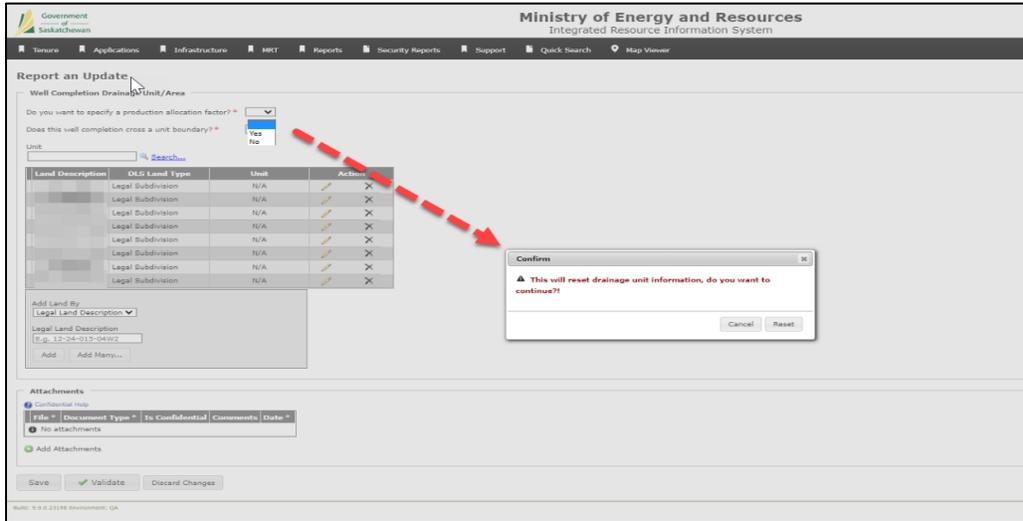
Once all updates are made, upload the Disclosure Form and ensure to select the Document Type of *Disclosure Form* under the *Attachments* section. The Disclosure Form is a mandatory attachment. You have the option to also add a document type of *Other* however, IRIS will still require a document with the document type of *Disclosure Form* to be attached. Click **Validate** to ensure there are no errors.
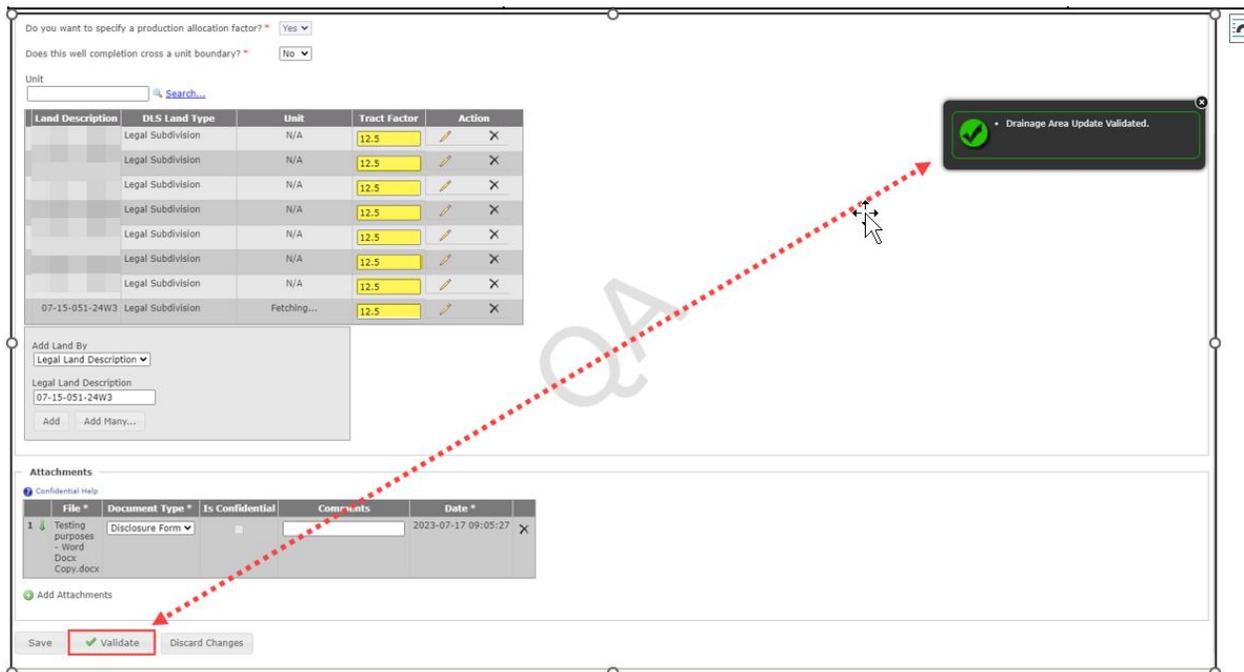
If errors are present, correct them based on the error details provided on screen and re-validate. If there

are no errors, proceed with clicking **Save**. The change will automatically be reflected on the drainage unit/area of the Well Completion, effective as of the Initial Completion Date. If the update was made due to an additional wellbore being drilled, the change will be effective as of the Rig Release Date.

When you click **Save**, a Review work item will automatically be created for the Ministry to review the change on the drainage area.

Process – Ministry requiring Industry to change Drainage Area

If after the Ministry reviews the changes related to the drainage area, the Ministry may determine that additional changes will be required of Industry. When these changes are required, the Ministry will generate a work item for Industry. To receive notifications that the Ministry has corrections to be made to the drainage area, Industry must sign up for notifications related to these work items. The new notification preference is called *Industry Work Item Created with Due Date – Non App* (see the Notifications section below for more details).

Once the Ministry has assigned a work item and you have signed up for the notifications, you will receive a notification in the top right corner of IRIS as well as have the ability to search for the notification. The work item type will be *Industry Work Item Created with Due Date – Non App*.

Notification Search ⟳						
▸ Search Criteria						
Showing 1 results						
Category	**Type**	**Notification#**	**Subject**	**Create Date**	**Classification**	**Detail**
Work Item	Industry Work Item Created with Due Date - Non App	752898	Work Item Number 367371 created.	2023-07-24	Informational	View

To complete the work item, select *View,* and IRIS will redirect to the Work Item screen with the details regarding the request. Within the work item an *Action Required By* date is given and the work item must be completed by this due date otherwise the work item will automatically be completed.

Select *Start* in the work item and review the *Request Reason*. Navigate to the well completion screen on the Drainage Unit/Area tab and click **Report an Update** and make all the necessary changes.

Once all the changes have been completed navigate to the Work Item. In the *Comment* section, provide information on the changes made and attach any documents that may be applicable. Once all the information is entered click *Complete*. The Ministry will receive a notification that the work item has been completed. The Ministry will then re-review the updates.

Notifications

Industry users should sign up for the new notification preference of *Industry Work Item Created with Due Date – Non App* to receive notifications of work items being assigned related to changes required

for the drainage area. Notification preference which can be found under Organization Subscribes > Shared > Work Item.

Questions ?

ER Service Desk
Phone : 1-855-219-9373
Email: er.servicedesk@gov.sk.ca