



PURPOSE

The Oklahoma Corporation Commission’s (OCC) Oil and Gas Conservation Division (OGCD) has required weekly reporting of daily volumes and pressures for specific groups of UIC wells on the 1012D form. As of December 2, 2019, the electronic data system used to report 1012D volumes and pressures is the new Oklahoma eForm found [here](#). The purpose of this document is to describe the methods of using the 1012D OK eForm and define the compliance requirements of 1012D as a reference to the user.

DEFINITIONS

1012D – Electronic form created and maintained by the OCC as a tool to measure compliance with state issued maximum injection volume requirements.

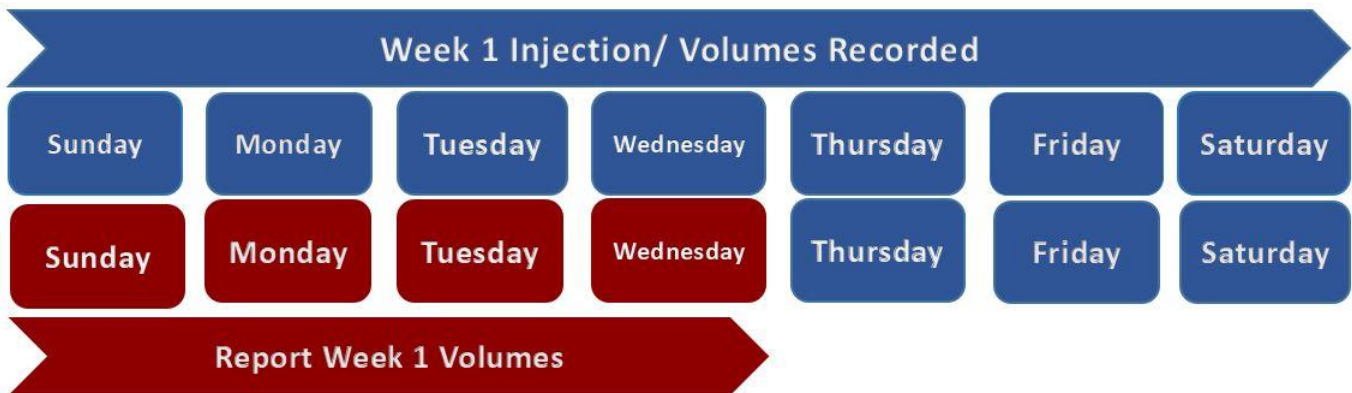
Order/Permit#- Assigned by the OCC and found on well permit, these numbers are used synonymously in 1012D and are used to search wells for reporting.

Compliance- An operator is in compliance when injection volumes and pressures are reported through 1012D accurately and on time (see responsibilities).

RESPONSIBILITIES

OPERATORS

Operators must report weekly volumes/pressures beginning Sunday for the previous week’s data. Reports must be submitted by the Wednesday of the following week.



Users entering the information into the OK eForm system will need a login name and password to gain access. Simply, choose **Register User** on the [Oklahoma eForm](#) login page and follow prompts. Please see the [User Registration Guide](#) for help registering and/or contact ogvolumes@occ.ok.gov for assistance.



IMPLEMENTAION



Getting Started

1. Click [HERE](#) to access the OK eForm system login page as seen below.
 *If you do not have a **Login name** and **Password** please use the [eForm Registration Guide](#) to register.
Note: Please remember **Operator eForm ID** at time of registration.

2. If **Login** is successful you will be redirected to the *Reports* menu, as seen below.

3. For **Form Type** choose **1012D**
 - a. To navigate to a certain report week choose the Sunday of the **Report Start Date** (i.e. 11/24/2019) and the Saturday for **Report End Date** (i.e. 11/30/2019)
 - b. and click **Find**
 - c. The **Report Grid** will be displayed



4. Click the **View** icon  to see all wells for desired report week or the **Edit** icon  to enter data for wells.

Amended?	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Downlo	Upload	Amend
No	353	FORM1012D	DRAFT	10/24/2019	SNR NORTHERN OKLAHOMA	10/20/2019			View				

Page 1 of 1 10 View 1 - 1 of 1

Tabs

5. GENERAL

GENERAL	INJECTION DATA
----------------	----------------

Daily Fluid Injection Report

Start Year	2019
Start Month	10
Start Day	20
Total Weekly Volume	0
30-Day Avg Volume	3271
60-Day Avg Volume	5051
Report Received Date	
Last Report Date	
Operator Comments	
Notification Emails	

(Individual submitting this notice will receive an automatic email. If you want other people to receive automatic email notifications about the status of this form please enter them above. Separate multiple addresses with semicolons.)

- a. The **GENERAL** tab includes basic information:
 - **Start Day/Month/Year**
 - **Last Report Date:** field is auto-populated with the most recent period accepted in the eForm.
 - **Report Received Date:** field is auto-populated with the date the e-form moves to an *Accepted* status.
- b. The tab additionally displays fields that are auto-calculated based on the data entered in the form's **INJECTION DATA** tab:
 - **Total Weekly Volume:** field displays the aggregated injection volume for all wells in the eForm's INJECTION DATA tab
 - **30-Day Average:** field displays the 30-day average injection volume for all wells in the eForm's INJECTION DATA tab
 - **60-Day Average:** field displays the 60-day average injection volumes for all wells in the eForm's INJECTION DATA tab.



- c. The GENERAL tab also includes the following editable fields:
 - **Operator Comments:** field for operator to communicate any pertinent information about their eForm submission.
 - **Notification Emails:** field for operators to enter email addresses of interested parties who should be added to the automated email process (example: company owners).
 - Each email must be formatted as [name@domain.type](#); multiple addresses must be separated by semicolons.
 - Each email address entered will receive an automated email when the eForm moves to *Accepted* status.

6. INJECTION DATA

GENERAL		INJECTION DATA																		
	API	Well Name	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Disposal Type	Method	Volume Total	30-Day Average Volume
			PSI	bbls	PSI	bbls	PSI	bbls	PSI	bbls	PSI	bbls	PSI	bbls	PSI	bbls				
1	350712	BLUBAU	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Salt	MET	0	443
2	350712	BUFFALO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Salt	MET	0	799
3	350712	BONFY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Salt	MET	0	735
4	350712	FATH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Salt	MET	0	201
5	350712	SOBER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Salt	MET	0	857
6	350712	ORR SW	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Salt	MET	0	234

Page 1 of 1

View 1 - 6 of 6

- a. The INJECTION DATA tab includes all wells for the operator that require daily injection volume (**bbls**) and max pressure (**PSI**) reporting.
 - All **PSI** fields are required; the field is defaulted to “0”.
 - All **bbls** fields are required; the field is defaulted to “0”.
 - **Disposal Type:** required when injection occurred
 - **Method:** Method of volume calculation (required when injection occurred).
 - **Volume Total:** Auto-calculated field; displays the aggregate of the daily volumes reported for the well.
 - **30-Day Average Volume:** Auto-calculated field; displays the 30-day average injection volume for the well.

Important to note: You must **Save** first in order to **Submit** values. If you do not **Submit** after saving, the eForm will remain in a *Draft* status.

Save

Print Preview

Submit

Exit



Form Status

- **Draft**- All 1012D eForms begin in the *Draft* status. When the eForm is in Draft status:
 - Users can **Edit** the form
 - Users can **Download** and/or **Upload** the eForm in an electronic data deliverable format, editable in Microsoft excel.
- **Accepted**- The final status for the 1012D eForm. When Accepted the following occurs:
 - You (the submitter) and all emails entered into the **Notification Emails** field are notified.
 - The **Edit** button is removed from the eForm
 - The **Amend** button is displayed in the eForm.

Download/Upload 1012D eForm information

7. If the 1012D in in *Draft* status, the **Download and/or Upload** button is displayed in the Report grid.

Amended?	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Downlo	Upload	Amend
No	590	FORM1012D	ACCEPTED	11/25/2019	SNR NORTHERN OKLAHOMA	11/1/2019			View				
No	353	FORM1012D	DRAFT	10/24/2019	SNR NORTHERN OKLAHOMA	10/20/2019			View				
No	83	FORM1012D	DRAFT	1/24/2019	SNR NORTHERN OKLAHOMA	12/30/2018			View				

- To **UPLOAD** a 1012D the below criteria must be met for the upload process to succeed:
 - The uploaded file must be in .xlsx format.
 - The uploaded file must contain the same tabs (named the same) as the downloaded file.
 - The uploaded file must contain the same columns as the downloaded file (i.e. the file will not upload if columns have been added or removed, or if data is entered outside of the downloaded columns).
 - Unless otherwise specified, the uploaded file must contain the same rows as the downloaded file (i.e. the file will not upload if rows have been added or removed)
 - Required fields must contain valid data.
 - The data entered in the uploaded file must be formatted correctly, including not exceeding the field’s length.
- If the file is successfully uploaded you will receive a confirmation pop-up that allows you to submit the 1012D eForm immediately (by clicking the **Submit** button) or open the 1012D for review (by clicking the **View** button).

Important to note: If you click the **View** button, you have to then click the **Save** button to enable the **Submit** button.



Amendments

10. If the 1012D eForm is in the *Accepted* status and requires corrections, the form can be edited by clicking the **Amend** icon  .




- Amending a form results in a new, amending 1012D eForm being generated. The amending form is auto-populated with the data from the form it is amending, and is automatically set to a *Draft* status.

Important to note: If the same form's reporting period needs to be amended for a second or third time, you must amend this new form (not the originally accepted 1012D eForm).

11. To AMEND a 1012D eForm

- a. From the *Report* menu, filter for the eForm you want to amend. Forms in an *Accepted*

status display the **Amend** icon  within the Reports grid.

- b. Click the applicable eForm's **Amend** icon
- c. User will receive a pop-up message asking to confirm the request to amend the eForm. Click the **Amend** button to confirm the amend action.
- d. User will then be returned to the *Reports* menu, where the *Reports* grid is already filtered for the new, amending eForms **Form ID**. You will see the new, amending eForm's status is *Draft* and can be acted on like any form in a *Draft* status.
- e. The **Amend** icon of the amended form (i.e. the form that was amended) in the *Reports* grid is removed.
- f. The **Amended** column of the amended form (i.e. the form that was amended) in the *Reports* grid is updated to 'Yes'.

12. Once the amending eForm is submitted, the Eform application will automatically email a status change notification to both the user who submitted the eForm and the user who submitted the amended (original) eForm, and all email addresses entered into the **Notification Emails** field.

- The notification email for amending eForms will include the **From ID** of the form it is amending.

Important to note/Tips

- **You cannot submit 1012D eForms early, or out of order.** If the eForm's reporting period has not yet passed, then eForm does NOT allow users to submit the form. Likewise, if the operator has multiple 1012D eForms in a *Draft* status, the forms must be submitted in order of oldest to newest.