

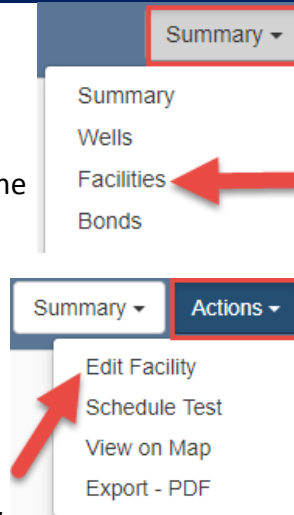
Facility Management

Quick Reference Guide



Start New or Edit an Existing Facility:

1. Hover over **Explore Data** and select **Entities**.
 2. Search for the Operator of the facility in the **Organizations** tab.
 3. Select the Operator.
 4. From the **Organization Detail** page change the view from **Summary** to **Facilities**.
- Create a new facility:**
5. Use the **Action** button to select **Create New Facility**.
- Edit an existing facility:**
6. Search for the existing facility.
 7. Click the blue facility **ID** to be taken to the Facility Details page.
 8. Use the **Actions** button to select **Edit Facility**.



Types of Facilities

1. **Setting**
 - The only Facility type that allows components (tanks and vessels).
2. **Sump**
3. **Pipeline**
4. **Facility Group**
 - A facility designed to connect multiple facilities through the **Facility Association** section of the Facility Information Form.

Comments:

- Comments cannot be edited or removed once created and are viewable by the operator, other Division staff, and eventually the public.

Review Data Submittals

1. From **My Tasks** select the blue **Review Facility Submission** task.
 2. Click the **Edit** button.

NOTE

The task name will be different for each review group.
 3. Set the **Assigned To** box to your name from the drop down list.
 4. **Status** will automatically change to **In Progress**.
 5. Click **Save**.
 6. Select the blue **Form** hyperlink to view the form.
 7. Review the data submittal.
 8. If needed add comments to Section **13. Review comments**.
 9. In Section **14. Review** select the task claimed in step 1. (the name of the task will match the name from step 1).
 10. Set the **Status** of the review to **Approve, Deny, Return, or On Hold**.
 11. Return to **Task Detail** page. (It should still be open in a separate tab, but if not find it on the **My Tasks** page by searching for tasks assigned to you.
 12. Click the **Edit** button.
 13. Change **Status** to **Completed**.
 14. Click **Save**.
- NOTE** Sections below **Component Association** have 2 different section numbers depending on the facility type. The instructions above assume a setting facility type.

Facility Plans:

- Plans are uploaded via the Plan Submission form.
- There are three types of plans: Lease Restoration, Pipeline Management, and Spill Contingency.
- The Lease Association section of the Plan submission form is only used if you are uploading a Lease Restoration plan.
- The Select Facilities/Wells section of the Plan Submission form not used when submitting a Lease Restoration plan.

Facility Information Form section guide:

Form Section	Key Information
1. Form Information	<ul style="list-style-type: none"> •Facility Type (Setting, Sump, Pipeline, Group) •Description (a short description of the form, i.e. facility name and Operator).
2. Operator Information	<ul style="list-style-type: none"> •Will be pre-populated if the form was opened from the Operators Detail page. •Adding a contact here makes that contact the contact for this form, but does not add them as a contact for the company.
3. Facility Attributes	<ul style="list-style-type: none"> •Facility Contact (select from Organization's staff only) •Location Information: Facility Name, Field, PLSS, etc. •Location Attributes: Purpose, Offshore? Urban? Fresh water? Environmentally Sensitive? •Facility Information: changes for each of the four facility types. Build Date, Status, containment, etc. •Equipment: Add equipment for this facility.
4. Lease Association	<ul style="list-style-type: none"> •Associate or remove lease from the facility.
5. Component Association for setting Facility Types Only	<ul style="list-style-type: none"> •Add a tank or vessel. •Only edit if Facility type is Setting.
6. Facility Association Key section for Facility Group facility type	<ul style="list-style-type: none"> •Associate or remove association of one facility to another. •A facility group can be used to associate many individual facilities without associating each one individually.
7. Bond Association	<ul style="list-style-type: none"> •Lists all the bonds Associated with this Operator. Can be linked to facility.
8. Plan Association	<ul style="list-style-type: none"> •Lists all plans associated with this Operator. •Must be uploaded through the Plan Submission form.
9. Well Association	<ul style="list-style-type: none"> •Lists wells associated with this Operator. Can be linked to facility.
10. Document Upload	<ul style="list-style-type: none"> •Facility plans should not be uploaded here. Use Plan Submit form. Any other documents can be uploaded here.
11. Form Submit	<ul style="list-style-type: none"> •Associate other forms, add comments, check acknowledgment.
12. Confirmation	<ul style="list-style-type: none"> •Confirmation that submittal was successful (or not).
13. Review Comments Only Internal Users	<ul style="list-style-type: none"> •Add comments about the review.
14. Review Only Internal Users	<ul style="list-style-type: none"> •Set review status: Approved, Denied, Returned, On Hold

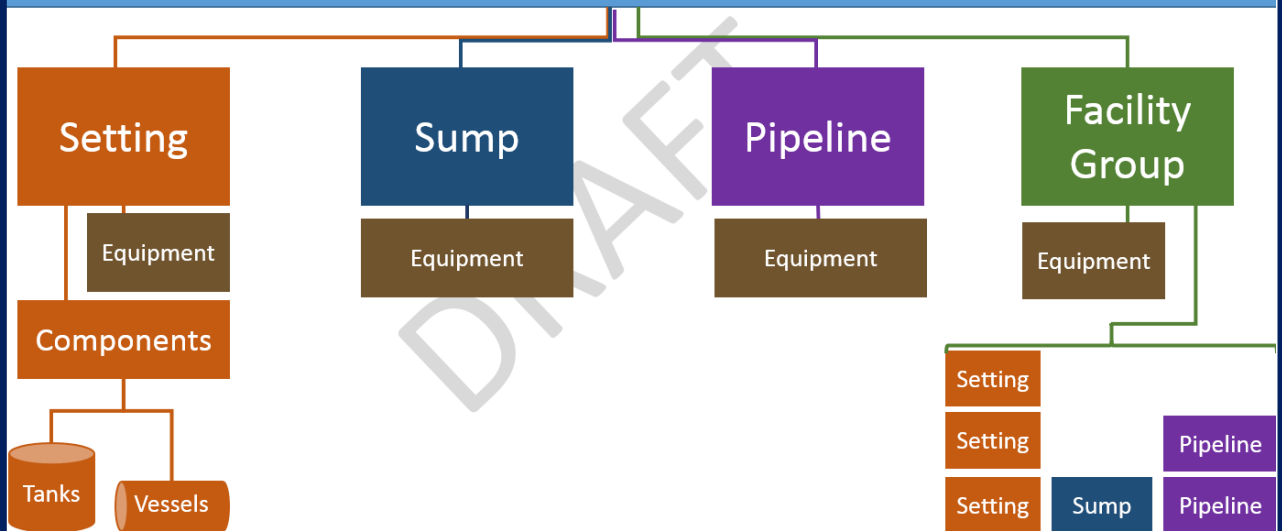
Relationships Overview

	Facility Group	Setting	Pipeline	Sump	Well	Tank	Vessel		Legend
Facility Group		Contains	Contains	Contains	Contains				Facility
Setting	Contained By		Connected To	Connected To	Connected To	Contains	Contains		Component
Pipeline	Contained By	Connected To		Connected To	Connected To				Invalid Relationship
Sump	Contained By	Connected To	Connected To		Connected To				
Well	Contained By	Connected To	Connected To	Connected To					
Tank		Contained By							
Vessel		Contained By							

NOTE Any facility can be associated to any other facility, except those of the same type.

NOTE If two facilities of the same type must be associated, a facility group may be used to connect those facilities.

FACILITY TYPES



Pipeline	Drop Down Values	Sump	Drop Down Values
Pipeline Category	Crude Oil, Natural Gas, Produced Fluids, Produced Water	Sump Status	Active, Deserted, Idle, Removed
Pipeline Status	Abandoned, Active, Deserted, Idle, Out of Service, Removed	Sump Type	Emergency Containment, Evaporation, Drilling, Operation, Percolation
Vertical location	Above Ground, Above and Below Ground, Below Ground	Sump Fluid	Oil, Water, Water and Oil
		Type of Lining	Concrete, None, Other, Poly-tarp

Facility Management



Facility	Drop Down Values	Tank	Drop Down Values
Facility Purpose	CO ₂ Injection, CO ₂ Removal, CO ₂ Removal, Co-Generation, Drilling Operations, Electrical Distribution, Electrical Generation, EOR Process (other), Flaring, Fluid and/or Gas Transport, Gas Dehydration, Gas Injection, Gas Injection and Gas Recovery, Gas Production, Gas Treatment, Geothermal Operations, H ₂ S Removal, NGL Handling, NGL Separation, NGL Storage, Office and Field Control, Oil and Gas Location, Oil Production, Oil Storage, Production, Steam Generation, Steam Injection, Storm Water Treatment, Vapor Recovery, Waste Handling, Water Disposal, Water handling and Treatment, Waterflood Injection	Tank Type	Baker, CO, CO/PW, Crude, Drain, Empty, LACT, Production, Sales, Shipping, Skim, Stock, Wash, Water
		Tank Shape	Cylindrical, Pill-Shaped, Rectangular
		Pad Type	Concrete, Dirt, Elevated, Gravel, Other, Wood
		Fluid Type	Chemicals, Oil, Produced Water, Production, Sludge Oil, Source Water, Waste Water
		Construction Type	Fiberglass, Glass, Other, Plastic, Polyethylene, Steel Bolted, Steel Welded, Wood
		Leak Detection Type	Channel, Concrete, Concrete/Grooved, Elevated Tank, Gravel, Impermeable Material, Not Required, Sensor
Facility Group	Drop Down Values	Vessel	Drop Down Values
Facility Group Status	Active, Idle, Removed	Vessel Type	Amine Contractor, Amine Process Vessel, Amine Scrubber, Chiller Unit Vessel, Filter, Flare Scrubber, Free Water Knockout, Freon Storage, Gas Plant Vessel, Glycol Contractor, Glycol Process Vessel, Glycol Scrubber, H ₂ S Scrubber, Heater Treater, Induced Gas Flotation, LPG, Produced Water, Production, Production Natural Gas, Production Separator, Propane Storage, Sales Gas, Sour Natural Gas, Test Separator, Treated Natural Gas, Vent Scrubber, Well Production
Facility Group Type	Gas Plant, Offshore Island, Offshore Platform, Oil and Gas Location, Onshore Production, Urban Drill Site, Water Separation Plant, Well Area	Tank Shape	Cylindrical Horizontal, Cylindrical Vertical, Spherical
		Vessel Foundation	2 Saddle, Multi Saddle, Welded Skirt
		Gas Type	Amine, Ammonia, Casing Gas, Chemicals, Field Production, Freon, Glycol, LPG, Natural Gas, Oil, Other, Produced Water, Propane, Sales Gas, Sour Gas, Sweet Gas, Waste Water, Well Production
		Vessel Head	Elliptical, Hemispheric
Setting	Drop Down Values		
Setting Status	Active, Idle, Deserted, Removed		
Secondary Containment Type	Basin, Berm, Diversion, None, Wall		
Secondary Containment Material	Asphalt, Clay, Concrete, Concrete Block, Gravel, Plastic, Poured Concrete, Soil, Steel Reinforced		
Add Component	Tank, Vessel		
Equipment	Drop Down Values		
Equipment Type	Compressor, Containment, Flare, Flotation Cells, Heater Treater, Meter, Plant Piping, Pressure Gauge, Pump, Safety Equipment		