

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

**Notice of Operation:**

- A Notice of Operation must be submitted using the online [eSubmission portal](#).
- The Notice of Operation provides the BC Energy Regulator an opportunity to schedule an inspection, awareness of operation for appropriate emergency response and verification for reporting compliance.
  - As per Section 24 of the DPR, a Notice of Operation must be submitted at least, 1 business day before beginning any work on the well.

**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 initial completion, completion, workover or suspension operation, with an attached downhole schematic diagram, **in color**.
- Refer to the [eSubmission User Guide](#), for Required File Naming Convention, and submission methods.

COMPLETION AND WORKOVERS	MAINTENANCE
A <b>Notice of Operation</b> including a detailed program <b>complete with a current downhole schematic, in color</b> , is required to be submitted for initial completion, completion, workover and suspension operations.	A <b>Notice of Operation</b> is required to be submitted for the maintenance operations listed below.  A program and downhole schematic are not required.
A <b>Completion / Workover Report IS REQUIRED</b> to be submitted for the following operations:	A <b>Completion / Workover Report IS NOT REQUIRED</b> for the following operations:
<p><b>Completion Operations</b></p> <ul style="list-style-type: none"><li>• All cased or open hole operations – using either service and/or drilling rig</li><li>• Perforating</li><li>• Notching of tubing</li><li>• *Fracturing</li><li>• Stimulation</li><li>• Acidization, acid wash (formation cleaning, squeeze, fracturing operations)</li><li>• Re-perforating an existing zone</li><li>• Milling, abrasion jetting (casing, tubing)</li><li>• Barefoot or open hole completion</li><li>• Milling completion equipment</li></ul> <p><b>Testing and Monitoring</b></p> <ul style="list-style-type: none"><li>• *DFIT (diagnostic fracture injection test), or Mini-Frac test</li><li>• Injectivity tests</li></ul> <p><b>Remedial</b></p> <ul style="list-style-type: none"><li>• Cement squeeze</li><li>• Placement of cement plugs</li><li>• Casing<ul style="list-style-type: none"><li>• patch or repair</li><li>• installation of liner</li><li>• removal or replacement</li></ul></li><li>• Fishing</li></ul> <p><b>Re-Entry</b></p> <ul style="list-style-type: none"><li>• All completion re-entry work (re-entry of any abandoned well where no additional drilling is to occur).</li><li>• 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.)</li></ul> <p><b>Bottom Hole Equipment</b></p> <ul style="list-style-type: none"><li>• <u>Installation or removal of:</u><ul style="list-style-type: none"><li>• Sub-surface safety valves</li><li>• Packers or plugs, including for well or zone suspensions</li><li>• Artificial lift systems (plunger lift, bumper springs, gas lifts, polish rod, etc)</li><li>• Sliding sleeve – shifting to open or closed</li><li>• Any operations to restore lost hydraulic isolation</li><li>• Tubing, including coiled tubing and velocity strings</li></ul></li></ul> <p><b>Wellhead</b></p> <ul style="list-style-type: none"><li>• Removal of a valve thereby eliminating the ability to isolate the wellbore</li><li>• Installation of a new wellhead to assess an abandoned well leak</li></ul>	<p><b>Testing, Monitoring and Logging</b></p> <ul style="list-style-type: none"><li>• *Packer isolation testing</li><li>• *Pressure testing – down hole recorders (including gauge build up, fall off and pressure gradient testing)</li><li>• Pressure testing – tubing or casing</li><li>• Production logging</li><li>• Swabbing</li><li>• Gauge ring and junk basket runs</li><li>• Micro seismic observation (installation of transducers)</li></ul> <p><b>Suspension</b></p> <ul style="list-style-type: none"><li>• Inhibiting wellbore for purpose of suspension</li></ul> <p><b>Bottom Hole Equipment – repair, inspection, replacement in-kind or change:</b></p> <ul style="list-style-type: none"><li>• Artificial lift systems (includes all forms of bottom hole pumping methods)<ul style="list-style-type: none"><li>• downhole pumps (including ESP and PCP)</li><li>• plunger lift, including bumper springs</li><li>• gas lift</li><li>• polish rod</li></ul></li><li>• Sub-surface safety valves</li><li>• Check valves</li><li>• Downhole chokes (including Installation or removal)</li><li>• Recorders</li><li>• Tubing, including coiled tubing and velocity strings: depth or size change</li></ul> <p><b>Note: Submit a single NOO stating that the equipment will be removed and re-installed in a short period of time.</b></p> <p><b>Production Maintenance</b></p> <p><b>Chemical operations:</b></p> <ul style="list-style-type: none"><li>• Acid wash or pickling operation</li><li>• Scale inhibitor</li><li>• Corrosion inhibitor</li><li>• Nitrogen / CO2</li><li>• Methanol</li><li>• Perforation wash</li></ul> <p><b>Mechanical operations:</b></p> <ul style="list-style-type: none"><li>• Coil tubing cleanout</li><li>• Routine wax removal</li><li>• Sulphur removal</li><li>• Tubing scale cleanout</li><li>• Hydrate removal</li></ul> <p><b>Wellhead:</b></p> <ul style="list-style-type: none"><li>• Installation of valves and seals</li><li>• Installation of a back pressure valve</li></ul> <p><b>Other:</b></p> <ul style="list-style-type: none"><li>• Gas venting, blow downs, *flowback, *production testing</li></ul> <p><b>* Note: Well data submissions are required for these operations.</b></p>
<p><b>NOTE:</b> Well Abandonment / Decommissioning activities are no longer submitted via Notice of Operation and Completion/Workover Report.</p> <p>Refer to the <a href="#">Notice of Abandonment &amp; Abandonment Report eSubmission Permit Holder Guide</a>, for information on well abandonment and decommissioning submissions.</p>	
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