

**PORTAL ENVIRONMENTAL
TRACKING SYSTEM (PETS)**

**INDUSTRY USER
GUIDANCE**



Department
of Energy &
Climate Change



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GLOSSARY OF TERMS

<u>Term</u>	<u>Definition</u>
Company Group	A list of companies that have been grouped together as they are managed by the same organisation.
DECC	Department of Energy and Climate Change
Licence Operator	This would be the designated Operator of a particular licence or an Operator appointed under a 'Substitute Operator Agreement'.
MAT	Master Application Template. This is the central application linked to a particular activity type which one or many Subsidiary Applications can be submitted to enable that activity to take place.
MODU	Mobile drilling unit. A semi-submersible, jack-up or drillship.
Notification	An email that is issued to a user informing them that either they have an action to complete or that an action has taken place
PETS	Portal Environmental Tracking System.
PON	Petroleum Operations Notice
Role	A system privilege that allows the recipient to undertake certain tasks
SAT	Subsidiary Application Template. A component linked to a Master Application Template which will be independently submitted, reviewed and approved.
Status	The MAT summary screen will display the current status of each individual SAT. This will be either be In Progress, Submitted, In Review or Approved.
Team	A list of users and roles for a company or system specific area such as MAT Initiator, SAT viewer etc.

1. INTRODUCTION

1.1 Portal Environmental Tracking System

The Portal Environmental Tracking System ('PETS') is DECC's new environmental permitting system accessed via the UK Energy Portal.

It is widely acknowledged that the oil and gas environmental regulatory regime is complex, with a number of different permits, consents and approvals required for specific activities. This reflects the evolution of the regime over time as new regulations were required to implement EU Directives, OSPAR decisions and domestic legislation. Developing integrated regulations would be complex and DECC considers that the best way forward is to integrate the application and approval processes utilising the existing technology offered by the UK Energy Portal.

The system has been developed to streamline the current permitting processes involved in applying for chemical permits and requests for Directions under the current environmental legislation that cover a wide range of offshore activities. DECC have also integrated a number of other subsidiary applications, some of which were previously paper-based, into the new system.

Two of the key drivers for the PETS project were the Red Tape Challenge instigated by the Cabinet Office and the independent review of the regulatory regime of the UK Oil & Gas sector conducted in 2011 by Geoffrey Maitland. The Maitland review made a number of recommendations specific to the work of DECC's Environmental Management Team which this project seeks to address.

Previously the environmental permitting procedures were split into the following distinct areas:

- PON15B – seeking a Direction that an Environmental Statement is not required for a proposed well offshore and/or seeking a permit for chemical use and/or discharge during drilling and completion operations;
- PON15C – seeking a Direction that an Environmental Statement is not required for a proposed pipeline and/or seeking a permit for the use and/or discharge of chemicals during the operation of a pipeline;
- PON15D - seeking a Direction that an Environmental Statement is not required for a proposed development (or for the variation, renewal or extension of a production consent) and/or seeking a permit for chemical use and/or discharge during production operations; and
- PON15F – seeking a permit for the use and/or discharge of chemical during workover/well intervention operations.

As well as the above DECC also processed a number of paper-based applications covering the following activities:

- PON14A – application for consent and notification of intention to carry oil and gas geophysical surveys and shallow drilling (including applications for Marine Licence and EPS Disturbance Licence);
- PON15E – seeking a permit for the use and/or discharge of chemicals during decommissioning operations;
- application for a Consent To Locate under the Marine and Coastal Access Act 2009; and
- application for an Oil Discharge Permit under the Offshore Petroleum Activities (Oil Pollution Prevention & Control) Regulations 2005.

The new PETS system seeks to integrate these applications under one centralised Master Application Template ('MAT') which will be applied for under the following activity headings:

- Drilling Operation;
- Well Intervention Operation;
- Pipeline Operation;
- Production Operation;
- Decommissioning Operation; and
- Standalone Application.

Within each of these MAT types the Operator will then be able to separately submit and manage the various Subsidiary Application Templates ('SATs') to enable the operator to undertake the selected activity.

1.2 Energy Portal

The UK Energy Portal is a secure e-commerce system that allows companies to apply online for relevant consents and permits in order to operate in UK waters.

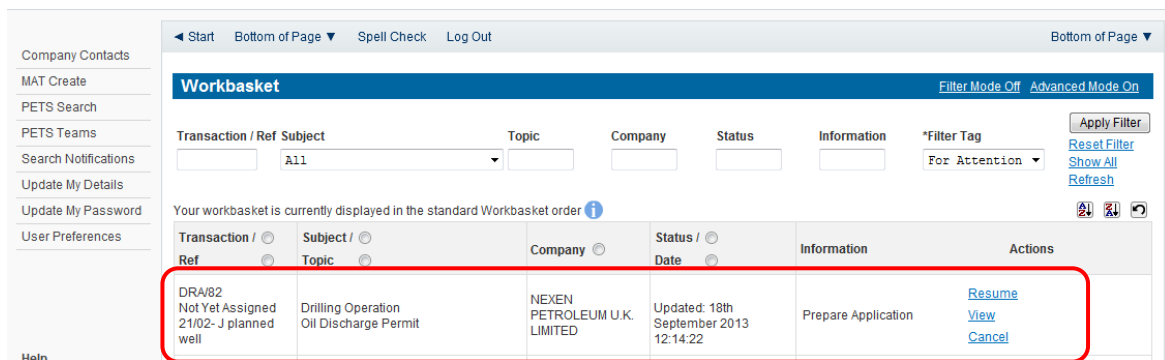
Companies can submit applications on a wide range of activities relating to Hydrocarbon Exploration, Production, Development, Decommissioning and the protection of the Environment. Once an application is submitted, a company can then retrieve, view and track its progress online.

1.2.1 Basic Portal Controls

Once you are logged on to the Portal it is important that when navigating through the system you use the links and buttons provided. You must NOT use the browser 'Back' & 'Forward' buttons as this will result in you losing your Portal session.

When Logging into the Portal the first screen you will be taken to is your Workbasket (Figure 1.1). This screen displays all outstanding actions that are relevant to the user.

Access to your Portal Applications, are listed on the left hand menu (Figure 1.2).



The screenshot shows the 'Workbasket' interface. On the left is a navigation menu with items like 'Company Contacts', 'MAT Create', 'PETS Search', etc. The main area has a search bar and a table of pending actions. A red box highlights the first row of the table.

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
DRA/82 Not Yet Assigned 21/02- J planned well	Drilling Operation Oil Discharge Permit	NEXEN PETROLEUM U.K. LIMITED	Updated: 18th September 2013 12:14:22	Prepare Application	Resume View Cancel

Figure 1.1

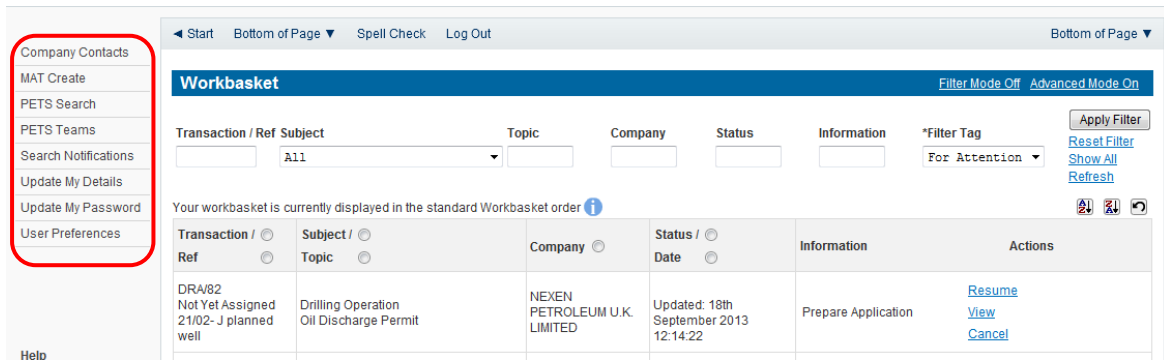









Figure 1.2

1.2.1 Basic Portal Icons

	- Links that allow you to navigate to other areas of the system.
	- Information icon which if you hover your mouse cursor over displays additional on-screen guidance.
	- This indicates a validation warning if you hover over with the mouse cursor will display specific details relating to the issue.
	- Calendar icon when a date is required, this displays a pop-up calendar allowing you to select a valid date.
	- Save icon that will save uploads and comments.
	- Delete icon that will remove data or files.
	- Edit icon that allows you to edit data.

2. REGISTRATION

2.1 New Companies

If you require a new company to be added to the Portal, you will need to email the company details to the ukop@decc.gsi.gov.uk mailbox who will arrange for the company to be added to the Portal. As companies using the PETS system are expected to be existing UKCS operators it is unlikely that you will need to add a new company.

2.2 Obtaining a Portal Account

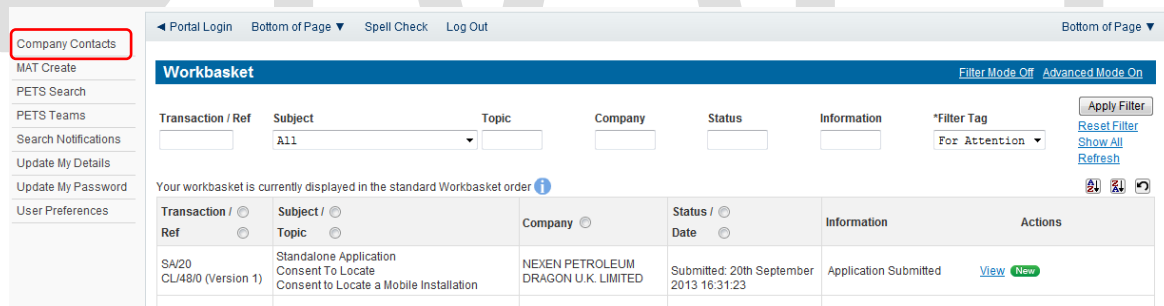
2.2.1 How do you get this account?

Users who require a new Portal account should send an e-mail to ukop@decc.gsi.gov.uk requesting that a new account be created. Users should also state clearly which level of access they require (view/edit) and should also supply details of job title and direct telephone number. Please note that any contractors applying for a new account to access the PETS system should also enclose approval from the operator for whom they are working agreeing that access to the operator account may be granted.

2.3 Managing Access

2.3.1 Organisation Teams

Each Organisation Group will have two levels of access. The highest of these will be at the Environmental Company Contacts level and will allow those users with the appropriate privilege to view and edit the contacts for each of the companies within the organisation group. To access the company contacts screen select from the left hand menu (Figure 2.1):



Transaction / Ref	Subject	Topic	Company	Status	Information	*Filter Tag
SA/20 CL/48/0 (Version 1)	Standalone Application Consent To Locate Consent to Locate a Mobile Installation		NEXEN PETROLEUM DRAGON U.K. LIMITED	Submitted: 20th September 2013 16:31:23	Application Submitted	For Attention

Figure 2.1

The next screen will allow users to search for the contact details for each of the companies within the organisation group. Leaving the search criteria blank will return results for all of the companies within that organisation. Alternatively wild cards may be used as illustrated in Figure 2.2 below:

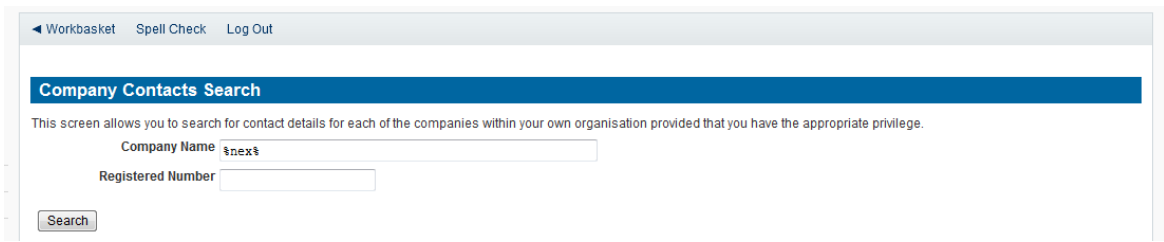
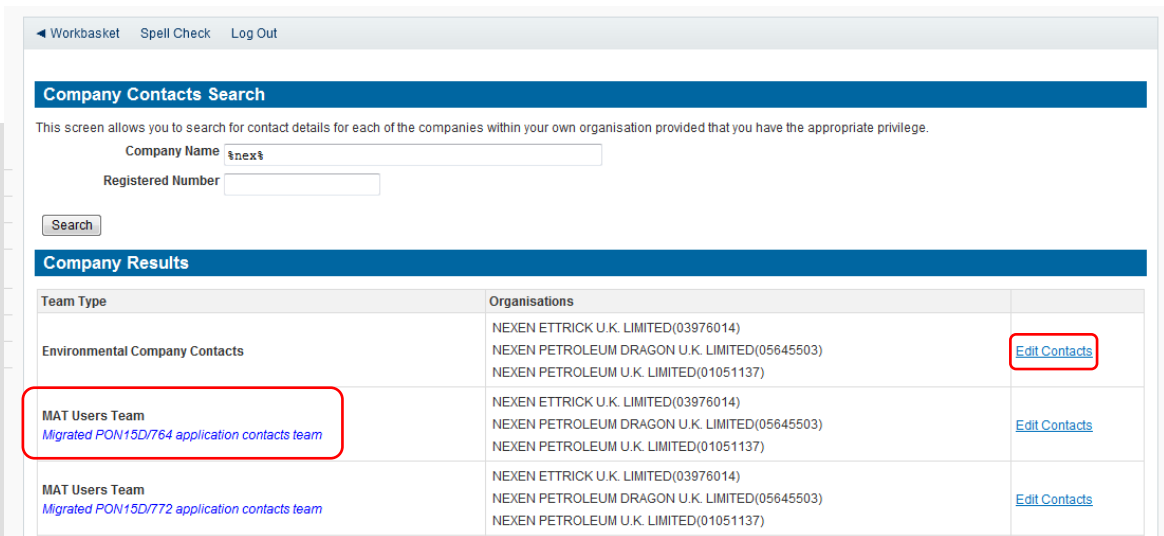


Figure 2.2

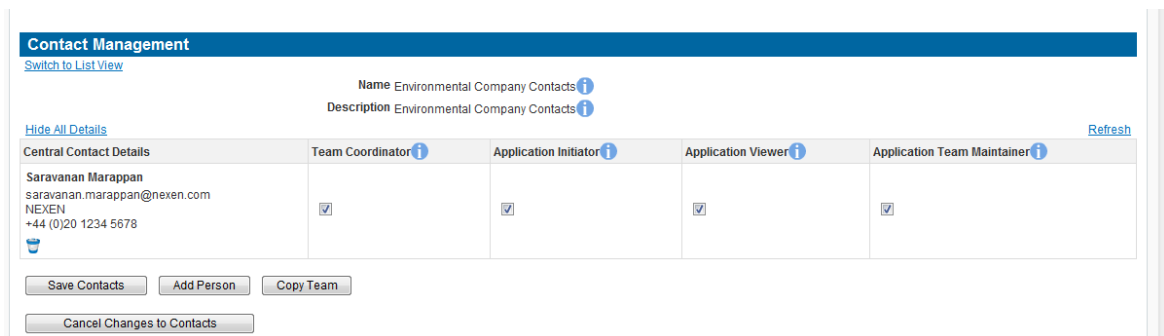
The search will return details of all of the teams that have been created for each of the applications that have previously been submitted. Please note that where an organisation has previously submitted a PON15D Permit application the contact details from the latest version of that permit have been migrated to the PETS system. (Figure 2.3):



Team Type	Organisations
Environmental Company Contacts	NEXEN ETRICK U.K. LIMITED(03976014) NEXEN PETROLEUM DRAGON U.K. LIMITED(05645503) NEXEN PETROLEUM U.K. LIMITED(01051137)
MAT Users Team <i>Migrated PON15D/764 application contacts team</i>	NEXEN ETRICK U.K. LIMITED(03976014) NEXEN PETROLEUM DRAGON U.K. LIMITED(05645503) NEXEN PETROLEUM U.K. LIMITED(01051137)
MAT Users Team <i>Migrated PON15D/772 application contacts team</i>	NEXEN ETRICK U.K. LIMITED(03976014) NEXEN PETROLEUM DRAGON U.K. LIMITED(05645503) NEXEN PETROLEUM U.K. LIMITED(01051137)

Figure 2.3

The team type 'Environmental Company Contacts' will allow those users with the requisite privilege to grant access to create and/or view all MAT applications for organisation group. To add or remove members from this team select 'Edit Contacts'



Central Contact Details	Team Coordinator	Application Initiator	Application Viewer	Application Team Maintainer
Saravanan Marappan saravanan.marappan@nexen.com NEXEN +44 (0)20 1234 5678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2.4

The roles within the contact management can be described as follows:

Team Role	Role Description/Access
-----------	-------------------------

Team Co-ordinator	Users with this privilege will be able to change entries to this contact team. This role should be restricted to those users directly employed by the operator and should not be granted to users working for contractors on behalf of the operator. In the absence of a Team Co-ordinator a request may be made to ukop@decc.gsi.gov.uk to undertake this procedure.
Application Initiator	A user in this role will have the ability initiate a new MAT application.
Application Viewer	A user in this role will have the ability to view and search for MAT applications.
Application Team Maintainer	A user in this role can create and manage all MAT application teams for this company.

To add a new user to the team select 'Add Person' (Figure 2.5) and then enter the contact details of the person you wish to add (Figure 2.6):

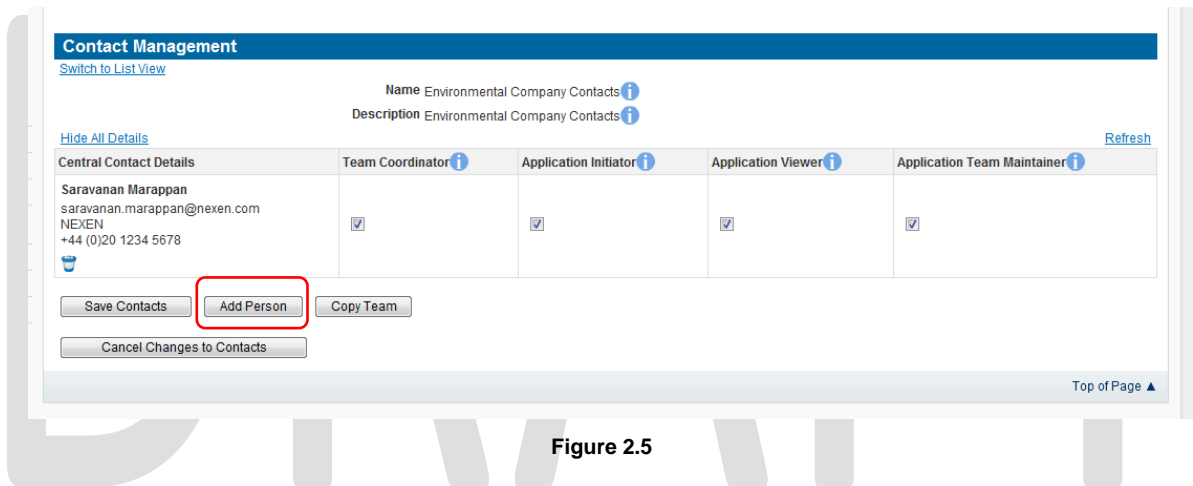
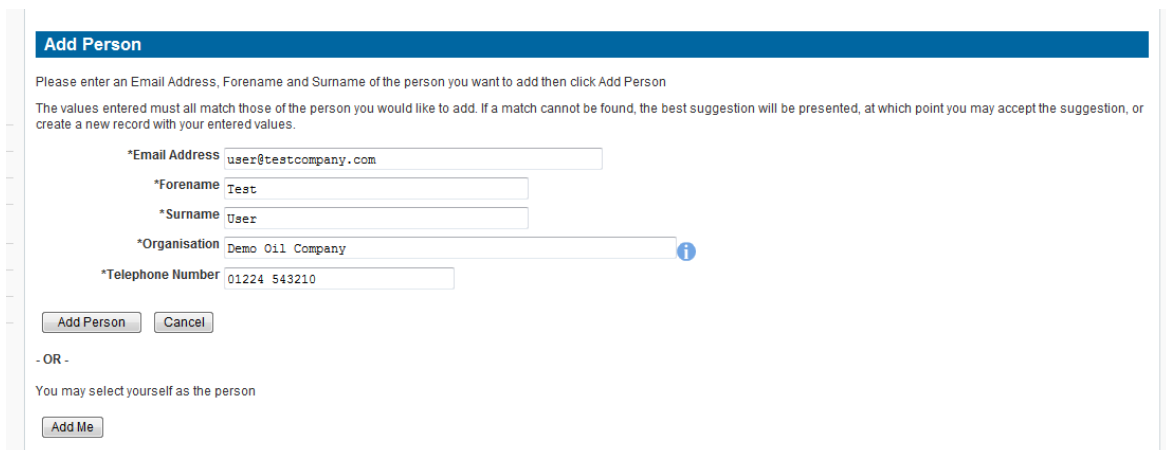


Figure 2.5



The screenshot shows the 'Add Person' form. It includes a header 'Add Person' and a sub-header 'Please enter an Email Address, Forename and Surname of the person you want to add then click Add Person'. Below this, there is a note: 'The values entered must all match those of the person you would like to add. If a match cannot be found, the best suggestion will be presented, at which point you may accept the suggestion, or create a new record with your entered values.' The form contains five input fields: '*Email Address' (user@testcompany.com), '*Forename' (Test), '*Surname' (User), '*Organisation' (Demo Oil Company), and '*Telephone Number' (01224 543210). There is an information icon next to the Organisation field. At the bottom, there are 'Add Person' and 'Cancel' buttons. Below the form, there is a section for '- OR -' with the text 'You may select yourself as the person' and an 'Add Me' button.

Figure 2.6

The new contact will then be added to the team, and relevant access level can be granted by selecting the check boxes for each role that the user requires.

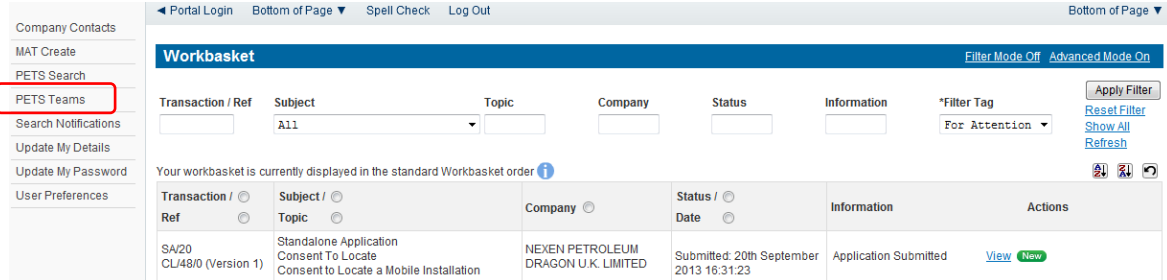
Note: if this  icon is displayed it indicates that the user does not yet have a Portal Account.

Once you have amended the team you need to select the 'Save Contacts' button.

To remove a user from the team simply uncheck all of the boxes and press 'Save Contacts'.

2.3.2 MAT Organisation Teams

The second level of access will be specific to MAT and SAT applications. A number of pre-defined teams can be set up tailored to specific MAT and SAT applications types. To create a new MAT team select 'PETS Teams' from the left hand menu (Figure 2.7):

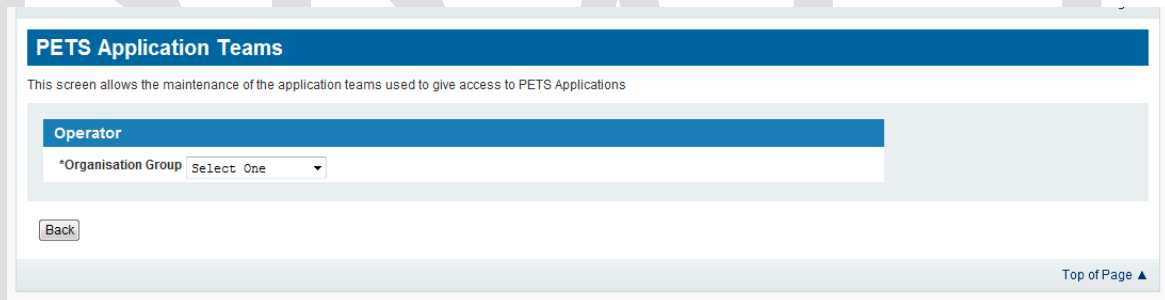


The screenshot shows the 'Workbasket' interface. On the left is a navigation menu with 'PETS Teams' highlighted in a red box. The main area contains a table of application records. The table has columns for Transaction / Ref, Subject, Topic, Company, Status, Information, and Actions. A single record is visible with the following details:

Transaction / Ref	Subject	Topic	Company	Status / Date	Information	Actions
SA/20 CL/48/0 (Version 1)	Standalone Application Consent To Locate Consent to Locate a Mobile Installation		NEXEN PETROLEUM DRAGON U.K. LIMITED	Submitted: 20th September 2013 16:31:23	Application Submitted	View New

Figure 2.7

The user will then be required to select the organisation group (Figure 2.8). This will usually only contain one organisation unless the user has access rights for more than one organisation.



The screenshot shows the 'PETS Application Teams' selection screen. It features a dropdown menu labeled '*Organisation Group' with 'Select One' as the current selection. A 'Back' button is located at the bottom left of the form area.

Figure 2.8

The PETS application teams for that company will be displayed (Figure 2.9). These may include a number of PON15D teams that have been migrated from the last submitted version of the PON15D permit application. Also listed will be a new MAT application team.

The user can create a new MAT team covering one or more different application types. If the users are likely to be identical across a several application types then one team can be created to cover these different application types. However, it is likely that most companies will have one set of contacts for each different application type.

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PETS Application Teams

This screen allows the maintenance of the application teams used to give access to PETS Applications

Operator

*Organisation Group: NEXEN PETROLEUM

MAT Teams

Team Name	Team is Default for which Application Types?	Number of Applications this Team is used for	Actions
New MAT application team i	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input checked="" type="checkbox"/> Decommissioning Operation</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Drilling Operation</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Pipeline Operation</div> <div style="width: 50%;"><input type="checkbox"/> Production Operation</div> <div style="width: 50%;"><input type="checkbox"/> Standalone Application</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Well Intervention Operation</div> <div style="width: 50%;"><input type="checkbox"/> CONSENT_TO_LOCATE</div> <div style="width: 50%;"><input checked="" type="checkbox"/> GEOLOGICAL_SURVEY_OPERATION</div> <div style="width: 50%;"><input type="checkbox"/> MARINE_LICENCE</div> </div>	67	Edit Team

Figure 2.9

When a user creates a new MAT they will be required to select from the pre-existing teams in the list of MAT Teams or edit an existing team and apply that team to the MAT they are creating.

2.3.3 SAT Organisation Teams

The list of SAT teams is accessed in the same way as the MAT teams. To access the list select 'PETS Teams' from the left hand menu (See Figure 2.7 above) and then select the relevant organisation group. A list of pre-existing SAT teams will be displayed beneath the MAT teams. These may include a number of PON15D teams that have been migrated from the last submitted version of the PON15D permit application. Also listed will be a new SAT application team.

The user can create a new SAT team covering one or more different application types. If the users are likely to be identical across a several application types then one team can be created to cover each of these different application types (see Figure 2.10 below). However, it is likely that most companies will have one set of contacts for each different application type.

SAT Teams

Team Name	Team is Default for which Application Types?	Number of Applications this Team is used for	Actions
New SAT application contacts team i	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input checked="" type="checkbox"/> Direction(s) under the EIA Regulations</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Chemical Permit</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Consent To Locate</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Oil Discharge Permit</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Marine Licence</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Disturbance Licence for European Protected Species</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Application to carry out a Marine Survey</div> </div>	331	Edit Team
Migrated PON15D/764 application contacts team i	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Direction(s) under the EIA Regulations</div> <div style="width: 50%;"><input type="checkbox"/> Chemical Permit</div> <div style="width: 50%;"><input type="checkbox"/> Consent To Locate</div> <div style="width: 50%;"><input type="checkbox"/> Oil Discharge Permit</div> <div style="width: 50%;"><input type="checkbox"/> Marine Licence</div> <div style="width: 50%;"><input type="checkbox"/> Disturbance Licence for European Protected Species</div> <div style="width: 50%;"><input type="checkbox"/> Application to carry out a Marine Survey</div> </div>	1	Edit Team

Figure 2.10

To create a new SAT team scroll down and select 'Create New Team'

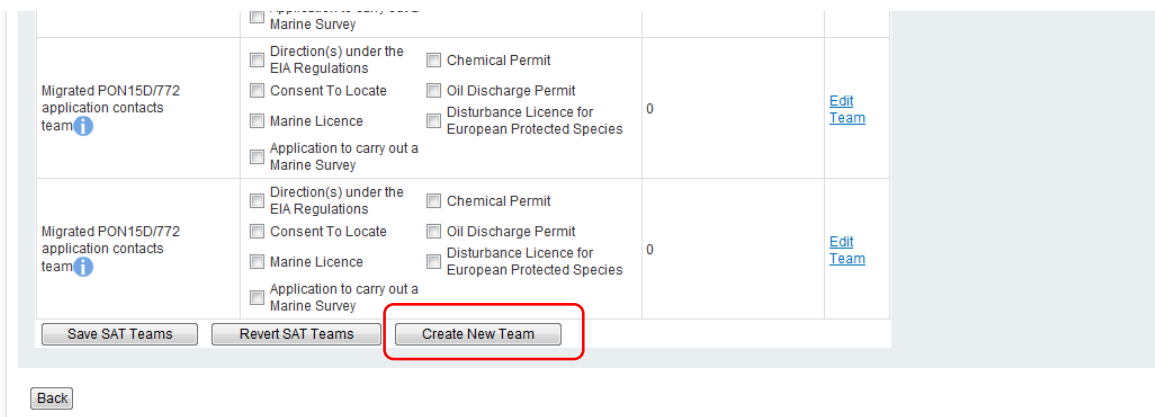


Figure 2.11

The user will automatically be inserted into the new team and given the Team Administrator role. The user can then add other members as appropriate by selecting 'Add Person'. *Note: Each new SAT team must have at least one SAT Primary Contact and Authorised Recipient.*

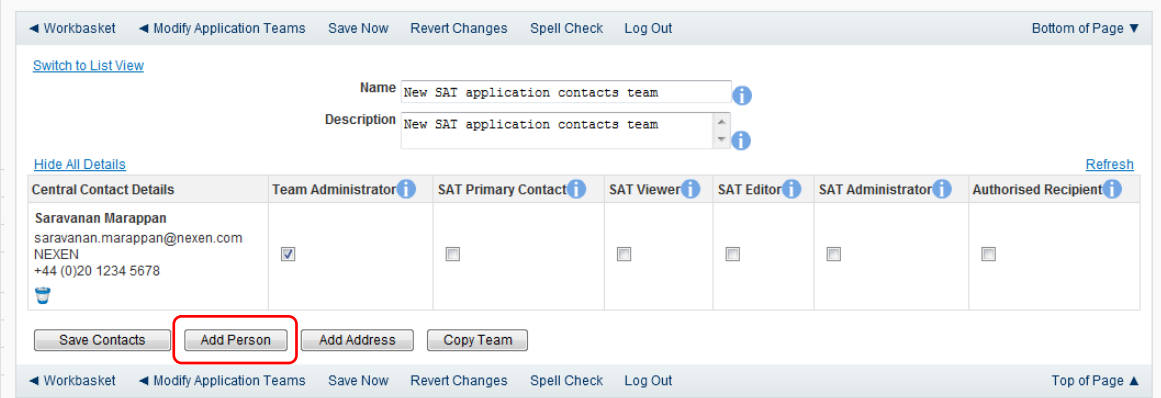


Figure 2.12

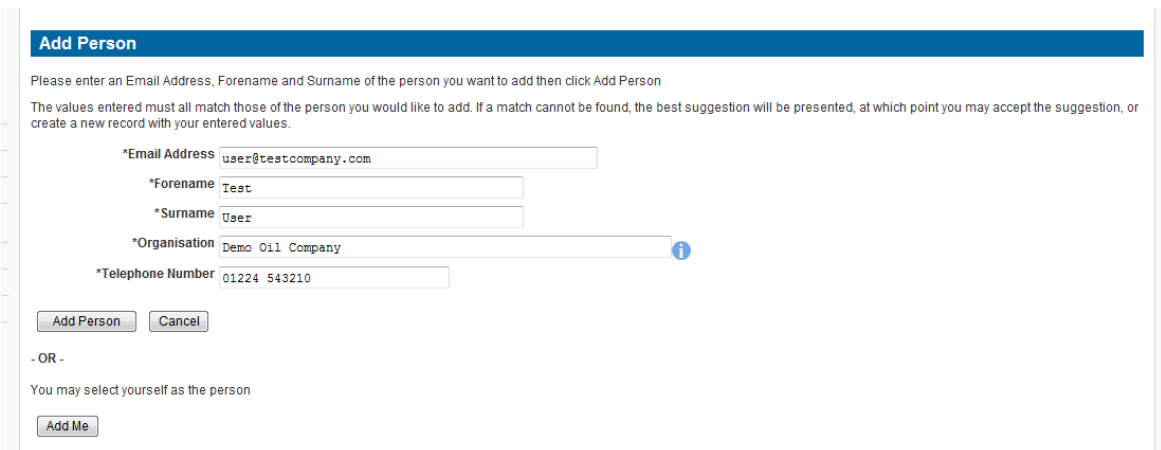


Figure 2.13

Once the required members have been added and the privileges granted then select 'Save Contacts'. If The SAT Primary Contact has not added any contact details then **X** will appear and the user will be required to add the necessary contact details (Figure 2.14). This is required to generate the permit output document(s). To add these details click on the blue cross to activate and then enter the required details. Once these have been entered select 'Save Contacts'.

Description: New SAT application contacts team

Team Administrator [Help](#) [Add](#)

Allows the editing of this team.

Central Contact Details

[Saravanan Marappan](#)
 saravanan.marappan@nexen.com
 NEXEN
 +44 (0)20 1234 5678

SAT Primary Contact [Help](#) [Add](#)

This role should have one member. This member is used as the primary contact for information about the SAT.





Central Contact Details	Role Address	Contact Numbers	Email Addresses
Saravanan Marappan saravanan.marappan@nexen.com NEXEN +44 (0)20 1234 5678	+ X	+ X	+ X

SAT Viewer [Help](#) [Add](#)

Allows read-only access to the SAT's data and allows the user to see the data contained in the parent MAT.

Figure 2.14

Once the contacts have been saved the new team will be added to the list of default SAT Teams and can have an application type associated with it:

SAT Teams			
Team Name	Team is Default for which Application Types?	Number of Applications this Team is used for	Actions
New SAT application contacts team 	<input checked="" type="checkbox"/> Direction(s) under the EIA Regulations <input checked="" type="checkbox"/> Consent To Locate <input type="checkbox"/> Marine Licence <input type="checkbox"/> Application to carry out a Marine Survey <input checked="" type="checkbox"/> Chemical Permit <input checked="" type="checkbox"/> Oil Discharge Permit <input type="checkbox"/> Disturbance Licence for European Protected Species	331	Edit Team
Migrated PON15D/764 application contacts team 	<input type="checkbox"/> Direction(s) under the EIA Regulations <input type="checkbox"/> Consent To Locate <input type="checkbox"/> Marine Licence <input type="checkbox"/> Application to carry out a Marine Survey <input type="checkbox"/> Chemical Permit <input type="checkbox"/> Oil Discharge Permit <input type="checkbox"/> Disturbance Licence for European Protected Species	1	Edit Team
Migrated PON15D/772 application contacts team 	<input type="checkbox"/> Direction(s) under the EIA Regulations <input type="checkbox"/> Consent To Locate <input type="checkbox"/> Marine Licence <input type="checkbox"/> Application to carry out a Marine Survey <input type="checkbox"/> Chemical Permit <input type="checkbox"/> Oil Discharge Permit <input type="checkbox"/> Disturbance Licence for European Protected Species	1	Edit Team
New SAT application contacts team 	<input checked="" type="checkbox"/> Direction(s) under the EIA Regulations <input checked="" type="checkbox"/> Consent To Locate <input type="checkbox"/> Marine Licence <input type="checkbox"/> Application to carry out a Marine Survey <input type="checkbox"/> Chemical Permit <input type="checkbox"/> Oil Discharge Permit <input type="checkbox"/> Disturbance Licence for European Protected Species	0	Edit Team

2.3.4 Roles

Below are detailed descriptions of the access privileges for each role within each team.



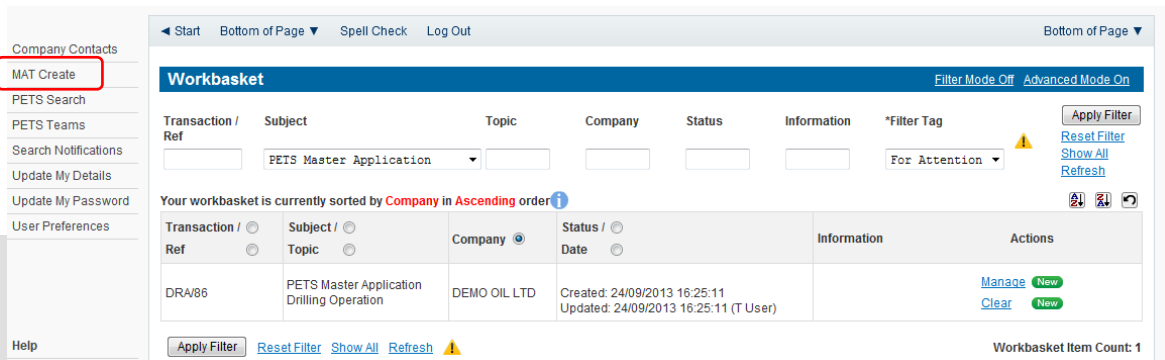
Team Role	Role Description/Access
Team Administrator	Allows the editing of this team.
MAT Viewer	Allows read-only access to the MAT data and allows the user to see the status of all attached SATs.
MAT Editor	Allows edit access to the MAT's data and allows the user to see the status of all attached SATs.
MAT Administrator	Allows edit access to the MAT's data and allows the user to see the status of all attached SATs. In addition, allows the user to attach new SATs to this MAT and to change the team which has access to the MAT.
SAT Primary Contact	This role should have only one member. The member is used as the primary contact for information about the SAT.
SAT Viewer	Allows read-only access to the SAT's data and allows the user to see the data contained in the parent MAT.
SAT Editor	Allows edit access to the SAT's data and allows the user to see the data contained in the parent MAT.
SAT Administrator	Allows the user to submit and cancel this SAT.
Authorised Recipient	Receives and authorises copies of the completed SAT permit.

3. CREATION OF A MASTER APPLICATION TEMPLATE

3.1 Initiating the Application

To start a new Master Application the user must have the 'Application Initiator' role assigned to the account. Details of how to do this are set out in Section 2.3.1 of this guidance document.

To create the application the user needs to access the Workbasket and select 'MAT Create' from the left hand menu (Figure 3.1):

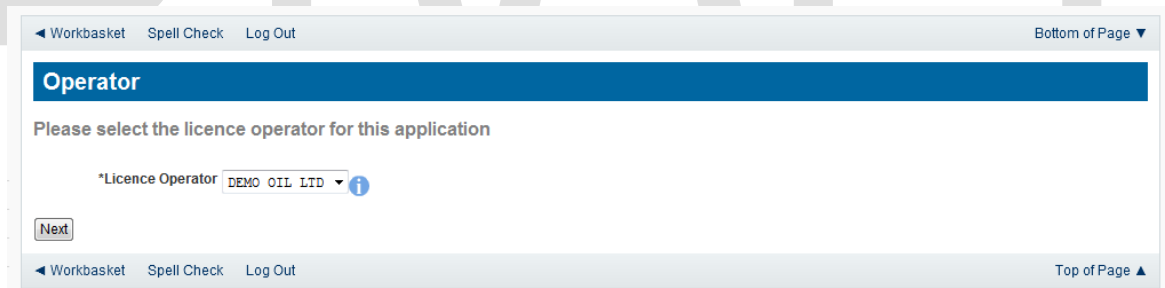


The screenshot shows the 'Workbasket' interface. On the left, a navigation menu has 'MAT Create' highlighted with a red box. The main content area displays a table of workbasket items. The table has columns: Transaction / Ref, Subject, Topic, Company, Status, Information, and Filter Tag. Below the table, there is a section titled 'Your workbasket is currently sorted by Company in Ascending order' followed by a table with columns: Transaction / Ref, Subject / Topic, Company, Status / Date, Information, and Actions. The table contains one row with the following data:

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
DRA/86	PETS Master Application Drilling Operation	DEMO OIL LTD	Created: 24/09/2013 16:25:11 Updated: 24/09/2013 16:25:11 (T User)		Manage New Clear New

Figure 3.1

The user will then be required to select a Licence Operator from the drop down menu. (Figure 3.2). The companies listed here will be all of the companies attached to the Organisation Group currently used for the PEARS Portal System. It should include any subsidiary companies who currently hold valid Exploration or Production Licences. If the required company does not appear in the drop down list then please contact ukop@decc.gsi.gov.uk who will be able to add the company.



The screenshot shows the 'Operator' selection screen. The page title is 'Operator' and the instruction is 'Please select the licence operator for this application'. A dropdown menu is set to 'DEMO OIL LTD'. There is a 'Next' button below the dropdown.


Figure 3.2

The user will then be required to select which type of operation the application relates to (Figure 3.3). These operations are largely self-explanatory but can be summarised in the table in Figure 3.4 below. **Please note that only 1 operation type can be selected per Master Application.**


◀ Workbasket Spell Check Log Out
Bottom of Page ▼


MAT Type

Please select the operation you wish to apply for from the list below:





Drilling Operation

 Selecting this option will give access to relevant applications to undertake the activity.





Well Intervention Operation

 Selecting this option will give access to relevant applications to undertake the activity.





Pipeline Operation

 Selecting this option will give access to relevant applications to undertake the activity.





Production Operation

 Selecting this option will give access to relevant applications to undertake the activity.



Decommissioning Operation

 Selecting this option will give access to relevant applications to undertake the activity. The use and discharge of chemicals in preparation for decommissioning of primary production / host installations can also be covered by submitting a variation of the relevant production operations application. The decommissioning of pipeline systems should be covered by submitting a new pipeline application. Well plugging and abandonment operations should be covered by submitting a new Well Intervention application.



Standalone Application


 This option should only be selected for standalone geological survey operations (the application can be used for notification or to seek consent), marine licence applications and consent to locate applications.

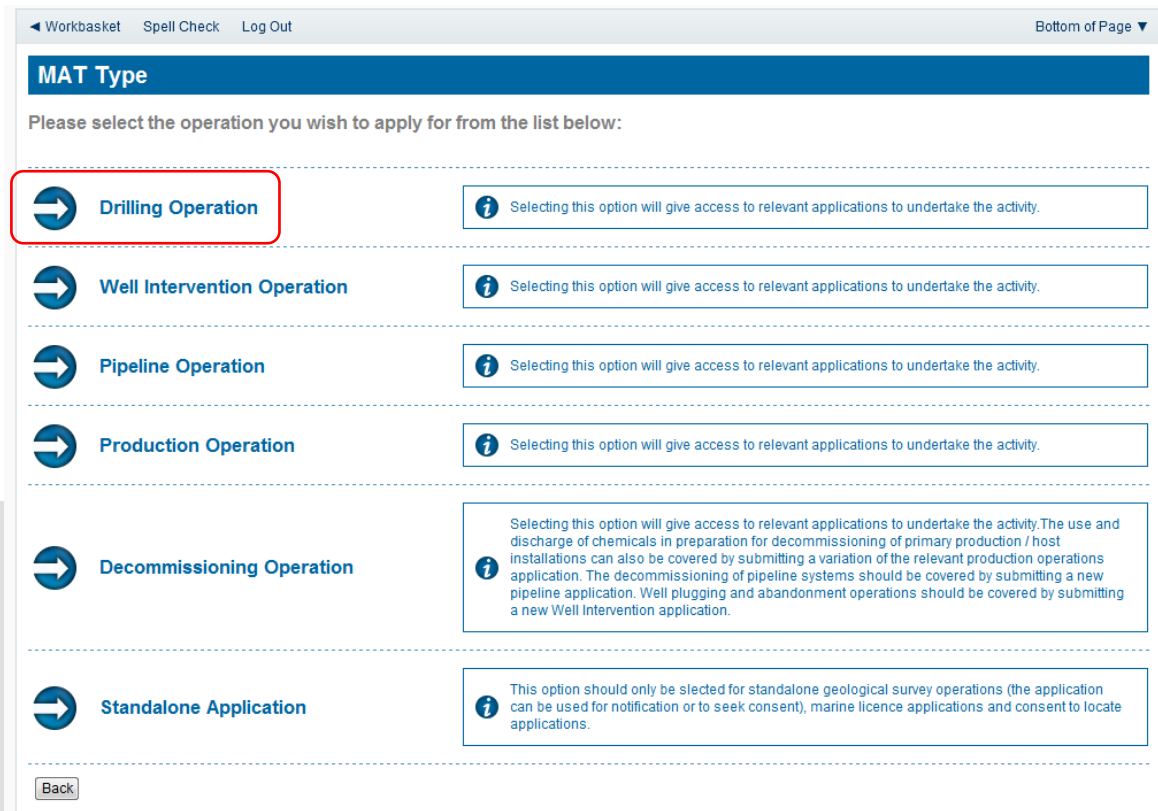
Figure 3.3

Operation Type	Description
Drilling Operation	The drilling of a new exploration, appraisal or development well, or a sidetrack to an existing well, or the completion of a well for production or injection purposes.
Well Intervention Operation	The re-entry of an existing well for the purpose of maintenance, workover, re-completion, suspension or abandonment operations.
Pipeline Operation	The installation, commissioning, operation, maintenance, repair and decommissioning of a pipeline or control umbilical or a system of related pipelines and/or control umbilicals.
Production Operation	The installation, commissioning, operation, maintenance and repair of 'host' production facilities and any remote production facilities tied-back to the host installation.
Decommissioning Operation	The decommissioning of production facilities.
Standalone Application	To be used for a standalone applications relating to marine surveys, EPS licences, marine licences, and navigational consents.

Figure 3.4

3.1.1 Creating a MAT for a Drilling Operation

Select 'Drilling Operation' from the MAT type:



Workbasket Spell Check Log Out Bottom of Page

MAT Type

Please select the operation you wish to apply for from the list below:

- Drilling Operation**

Selecting this option will give access to relevant applications to undertake the activity.
- Well Intervention Operation**

Selecting this option will give access to relevant applications to undertake the activity.
- Pipeline Operation**

Selecting this option will give access to relevant applications to undertake the activity.
- Production Operation**

Selecting this option will give access to relevant applications to undertake the activity.
- Decommissioning Operation**

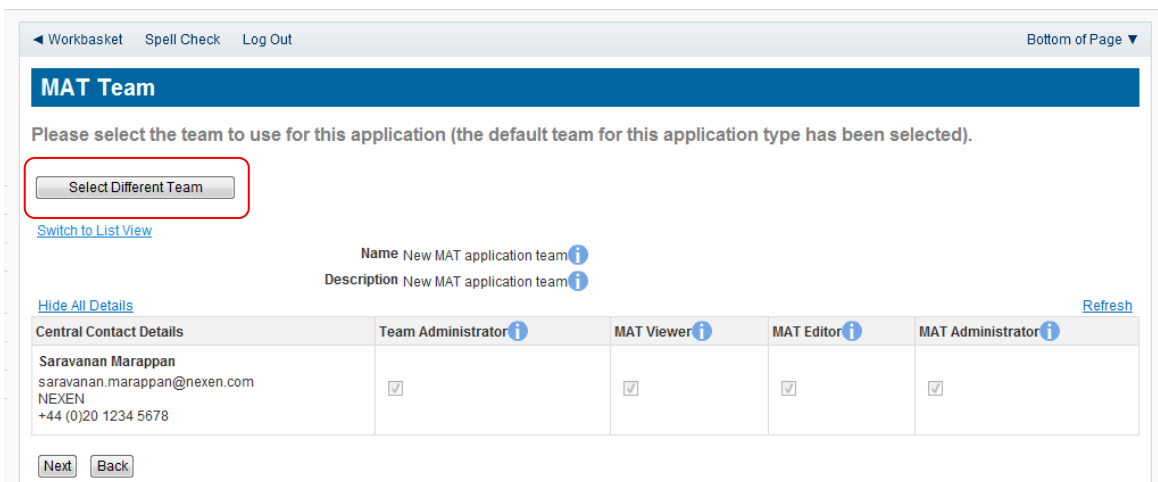
Selecting this option will give access to relevant applications to undertake the activity. The use and discharge of chemicals in preparation for decommissioning of primary production / host installations can also be covered by submitting a variation of the relevant production operations application. The decommissioning of pipeline systems should be covered by submitting a new pipeline application. Well plugging and abandonment operations should be covered by submitting a new Well Intervention application.
- Standalone Application**

This option should only be selected for standalone geological survey operations (the application can be used for notification or to seek consent), marine licence applications and consent to locate applications.

Back

Figure 3.5

The default MAT team for Drilling Operations will then be displayed. If you wish to use a different team for a particular application then select 'Select Different Team' (Figure 3.6) and the user will then be directed to the list of default MAT teams where an existing team can be edited or a new MAT team created. This is covered elsewhere in the guidance document.



Workbasket Spell Check Log Out Bottom of Page

MAT Team

Please select the team to use for this application (the default team for this application type has been selected).

[Switch to List View](#)

[Hide All Details](#)
[Refresh](#)

Central Contact Details	Team Administrator <i>i</i>	MAT Viewer <i>i</i>	MAT Editor <i>i</i>	MAT Administrator <i>i</i>
Saravanan Marappan saravanan.marappan@nexen.com NEXEN +44 (0)20 1234 5678	✓	✓	✓	✓

Next Back

Figure 3.6

Once the MAT contact team has been created select 'Next'. The user will then be required to enter a short description of the activity being undertaken. This is a free text entry field.

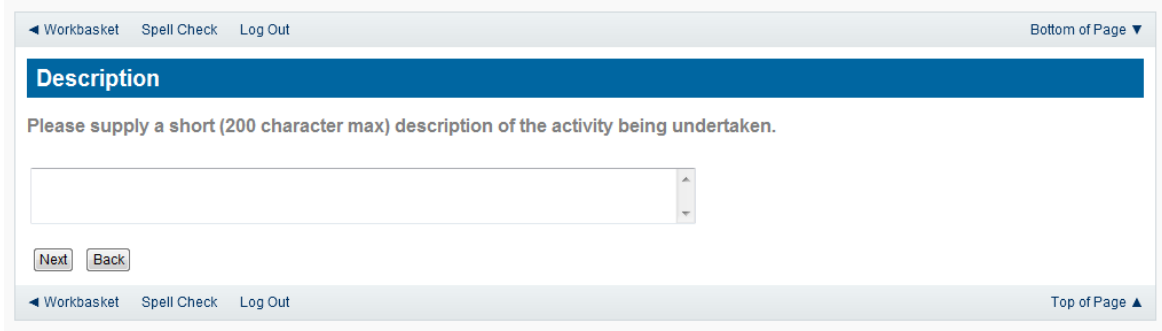


Figure 3.7

The next screen allows the user to select the directions/consents/permits/licences that are required for the operation. It is not mandatory to select a SAT at this point and additional SAT applications can be added as required at a later stage using the 'Add SAT's' link.

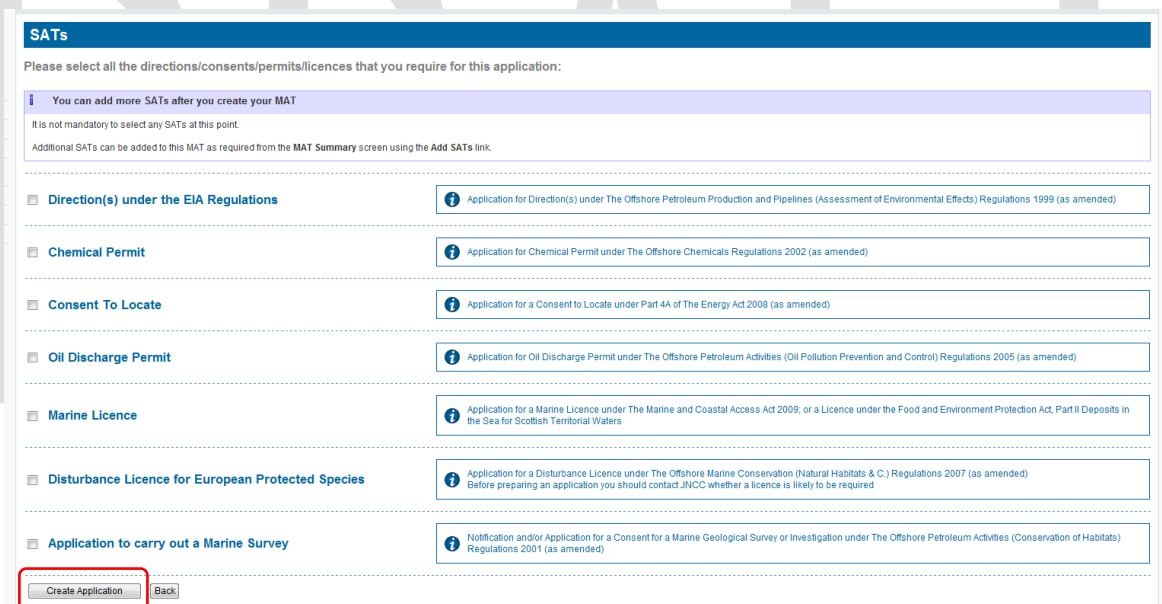


Figure 3.8

To proceed to the MAT summary screens select 'Create Application'. Once this has been done a unique reference number will be created the prefix of which will depend on the MAT operation type. A list of the different MAT and SAT reference prefixes can be found at

After the unique reference number has been allocated the User is required to fill out some MAT summary data relating to the proposed operation. Some of this data will be carried over into the SAT applications to avoid data entry duplication. Screen 1 requires the following data to be entered:

Application Type Drilling Operation
 Description Further test application.

Reference DRA/97
 Operator NEXEN ETRICK U.K. LIMITED

MAT Creation Date 30-Sep-2013
 Number of SATs 0

Operation Information

Operator

*Operator Type

Previous Environmental Statement, PON15 or Decommissioning Programme

*Have the proposed operations been the subject of an Environmental Statement, a previous POWTS, Decommissioning Programme or MAT?

Environmental Management System

*Are the proposed operations covered by an Environmental Management System (EMS) approved by the Department?

Oil Pollution Emergency Plan

*Are the proposed operations covered by an Oil Pollution Emergency Plan (OPEP)?

OPOL Membership

*Does the operator have OPOL membership?

*Does the operator have alternative or additional pollution indemnity arrangements to OPOL membership?


Page 1 of 4 

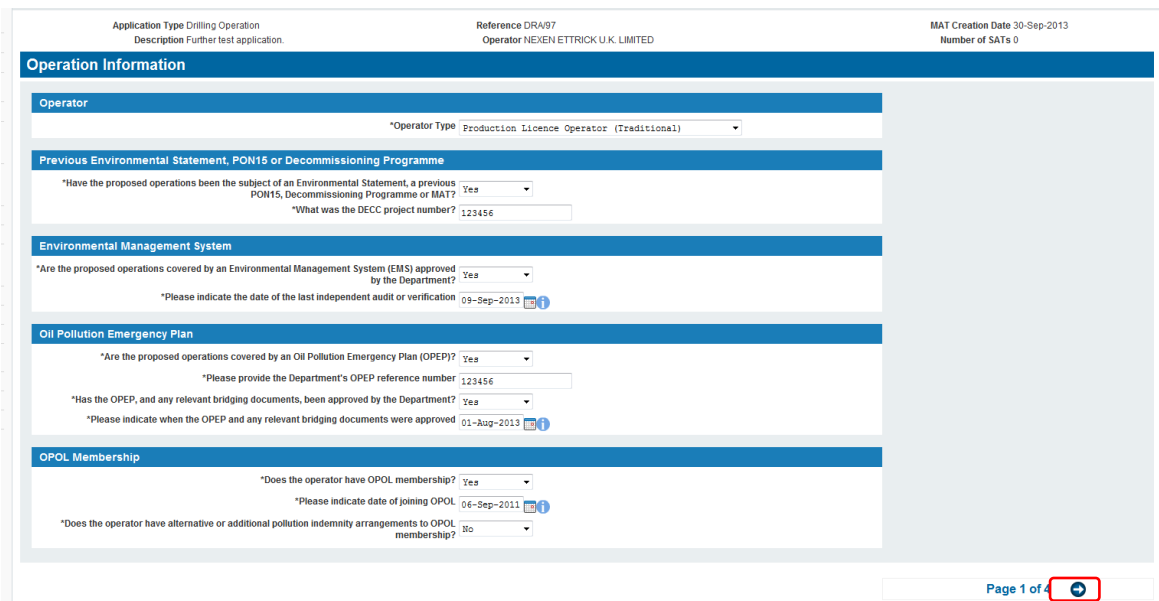
Figure 3.9

The question relating to 'Operator Type' will list the following types of Operator which can be summarised in the table below:

Operator Type	Description
Exploration Licence Operator (Geological Surveys)	The holder of a Seaward Exploration licence issued pursuant to The Petroleum Act 1998 for the purposes of searching for petroleum by carrying out geological surveys by physical or chemical means and shallow drilling (<350 metres) for the purpose of obtaining geological information.
Production Licence Operator (Promote)	The holder of a Seaward Production licence (Promote Terms) issued pursuant to the Petroleum Act 1998 for the purposes of searching for, boring for and getting of petroleum.
Production Licence Operator (Frontier)	The holder of a Seaward Production licence (Frontier Terms) issued pursuant to the Petroleum Act 1998 for the purposes of searching for, boring for and getting of petroleum.
Production Licence Operator (Traditional)	The holder of a Seaward Production licence (Traditional Terms) issued pursuant to the Petroleum Act 1998 for the purposes of searching for, boring for and getting of petroleum.
Gas Storage Licence Operator	The holder of a Gas Storage licence issued pursuant to The Energy Act 2008 for the purposes of the storage and recovery of stored gas and the conversion of natural feature for the storage of gas.
Carbon Dioxide Appraisal & Storage Licence Operator	The holder of a CO ² appraisal and storage licence issued pursuant to The Energy Act 2008 for the purposes the appraisal and storage of carbon dioxide in underground geological formations.
Pipeline Operator	The person who is to have or (once fluid is conveyed) has control over the conveyance of fluid in the pipeline.

Figure 3.10

The remaining questions relate to general environmental managements questions and are self-explanatory. Once these questions have been completed select the arrow to proceed to page 2 (Figure 3.11).



Application Type Drilling Operation
 Description Further test application.

Reference DRA/97
 Operator NEXEN ETRICK U.K. LIMITED

MAT Creation Date 30-Sep-2013
 Number of SATs 0

Operation Information

Operator

*Operator Type Production Licence Operator (Traditional)

Previous Environmental Statement, PON15 or Decommissioning Programme

*Have the proposed operations been the subject of an Environmental Statement, a previous PON15, Decommissioning Programme or MAT? Yes

*What was the DECC project number? 123456

Environmental Management System

*Are the proposed operations covered by an Environmental Management System (EMS) approved by the Department? Yes

*Please indicate the date of the last independent audit or verification? 09-Sep-2013

Oil Pollution Emergency Plan

*Are the proposed operations covered by an Oil Pollution Emergency Plan (OPEP)? Yes

*Please provide the Department's OPEP reference number? 123456

*Has the OPEP, and any relevant bridging documents, been approved by the Department? Yes

*Please indicate when the OPEP and any relevant bridging documents were approved? 01-Aug-2013

OPOL Membership

*Does the operator have OPOL membership? Yes

*Please indicate date of joining OPOL? 06-Sep-2011

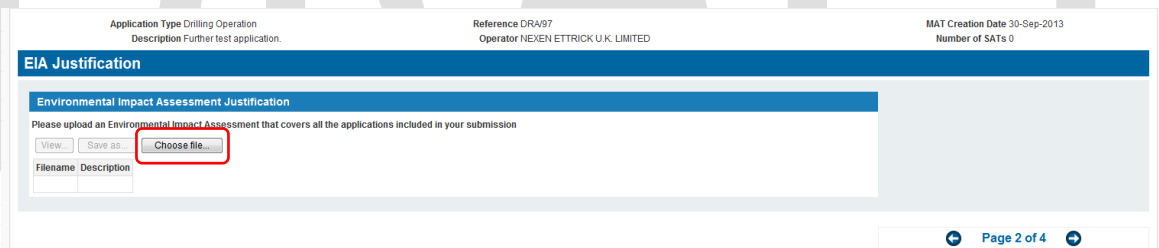
*Does the operator have alternative or additional pollution indemnity arrangements to OPOL membership? No

Page 1 of 4

Figure 3.11

Page 2 of the MAT summary data requires the Operator to upload a copy of an Environmental Impact Assessment document that covers all of the applications included in the submission.

Note: Multiple file formats are supported (Word, PDF etc.) and the maximum file size that may be uploaded in 50MB per file. To upload the file select 'Choose File' (Figure 3.12):



Application Type Drilling Operation
 Description Further test application.

Reference DRA/97
 Operator NEXEN ETRICK U.K. LIMITED

MAT Creation Date 30-Sep-2013
 Number of SATs 0

EIA Justification

Environmental Impact Assessment Justification

Please upload an Environmental Impact Assessment that covers all the applications included in your submission

View... Save as... Choose file...

Filename	Description

Page 2 of 4

Figure 3.12

You will be presented with a pop-up box (Figure 3.13). Click on the 'Browse' button, which will take you to your computers local directory where you can search for the relevant document(s).

Once you have found your document you need to click on the 'Start Upload' button:

You must complete this upload before you can continue working in the main window.

Select the file to upload:

File

- The following file types are not allowed: Executable Files
- Maximum file size: 50mb

Description

Figure 3.13

If your upload was successful you will see a Green Tick (Figure 3.14) If your upload was unsuccessful you will see a Red Cross (Figure 3.15) and information will be displayed explaining why it failed:


File	Test Supporting Document.docx	
Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document	
Size	9.66 KB	
Status	complete	
Information	The file was successfully received.	
<input type="button" value="Close"/>		

Figure 3.14


File	DATA1.CAB	
Type	application/octet-stream	
Size	0 Bytes	
Status	failed	
Information	A problem occurred uploading the file: Content check failed: Invalid file. Please check the file conforms to the requirements stated on the upload page. If problems persist, contact Technical Support.	
<input type="button" value="Close"/>		

Figure 3.15

To navigate forwards or backwards select the appropriate arrow:

Application Type Drilling Operation Reference DRA/97 MAT Creation Date 30-Sep-2013
 Description Further test application. Operator NEXEN ETTRICK U.K LIMITED Number of SATs 0

EIA Justification

Environmental Impact Assessment Justification

Please upload an Environmental Impact Assessment that covers all the applications included in your submission

Filename	Description
screenshot2.docx	Test upload.

Page 2 of 4

Figure 3.16

Page 3 of the MAT summary information relates to the Environmental Considerations of the application (Figure 3.17). All of the questions are answered using a mixture of drop down menus and free text boxes

Environmental Considerations

Details on how the licence conditions and obligations have been addressed and third party consultations undertaken must be fully detailed in the EIA.

Protected Conservation Sites

*Are there any protected conservation sites within 40km of the operation's location? Yes ▾

[View/Edit Protected Sites \(0 Sites\)](#)

Sources <https://www.gov.uk/marine-protected-areas#marine-conservation-zones-mczs>
 Other: Please enter a description of the source(s) in the box provided

Spawning locations

*Does the location and timing of the operations coincide with any fish or shellfish spawning or nursery areas? Yes ▾

[View/Edit Spawning Species \(0 Species\)](#)

Sources <http://cefas.defra.gov.uk/publications/techrep/TechRep147.pdf>
 Fisheries Sensitivity Maps in British Waters, Coull, Johnstone and Rogers, UKOOA (1998)
 Other: Please enter a description of the source(s) in the box provided

Marine Mammal Sensitivities

*Does the location and timing of the operations coincide with any marine mammal sensitivities e.g. high densities or seal pupping? Yes ▾

[View/Edit Marine Mammal Species \(0 Species\)](#)

Sources Reid et al. (2003). Atlas of cetacean distribution in north-west European waters. Joint Nature Conservancy Committee.
 Other: Please enter a description of the source(s) in the box provided

Seabird Vulnerabilities

*Are there times of the year when seabirds in the vicinity of the proposed development are more vulnerable than at other times of the year? Yes ▾

[View/Edit Quadrant/Blocks \(0 Quadrant/Blocks\)](#)

Sources Seabird Vulnerability in UK Waters, Block Specific Vulnerability, JNCC (1999)
 Other: Please enter a description of the source(s) in the box provided

Licence Conditions, Recommendations or Model Clauses

*Are there any licence conditions, recommendations or model clauses relevant to the impact assessment of the proposed operations? Yes ▾

*Please indicate which body or bodies requested the conditions, recommendations or model clauses JNCC Defra / Cefas Ministry of Defence Marine Scotland

Areas Licenced to a Third Party

*If operations extend into an area or areas licenced to a third party, have you obtained the permission of the relevant third party? No ▾

Crown Estates

*If operations extend into an area or areas leased to a third party by The Crown Estates, have you consulted the relevant third party? No ▾

Relevant Consultees

*Have you discussed the operations with any relevant consultees, e.g. JNCC, Cefas, Marine Scotland or the Ministry of Defence? Yes ▾

*Please indicate which consultees were consulted, and when the discussions took place JNCC, CEFAS.

Fishermen's Representative Bodies

*Have you discussed the operations with any relevant fishermen's representative bodies, e.g. NFFO, SFF, ANFFPO? Yes ▾

*If 'Yes', please indicate which representative bodies were consulted, and when the discussions took place NFFO on 1 September 2013.

←
→
Page 3 of 4

Figure 3.17

To navigate forward or backwards select the appropriate arrow.

Page 4 of the MAT summary information relates specifically to information about the project (Figure 3.18).

Project Information

Well

Well Number
[Select Well](#)

Production / Storage Licence Number

Production / Storage Licence number
[Select Licence Number](#)

Block Reference

*Quadrant
*Block
Suffix

Field

*Does this project relate to an established field or a named prospect?
Field
[Select Field](#)

Well Details

*Well Type

Platform

If operation is to be performed from an existing platform or drilling template, please enter name of platform or template
[Select Facility](#) [Clear Facility](#)

Mobile Drilling Unit (MoDU)

If operation is to be carried out using a MoDU, please select the name of MoDU
[Select MoDU](#) [Clear MoDU](#)
Type of MoDU

Location

*Datum
Latitude *Degree *Minute *Second
Longitude *Degree *Minute *Second
*Nearest Coastline Distance (km)
*Which Coastline
*Nearest Median Line Distance (km)
*Which Median Line
[Copy Location](#)

UKCS Region

*UKCS region

Water Depth

*Water depth (metres)

Well Depth

*Well depth (metres)

Well Length

*Well length (metres)

Spud information

*What is the current estimated Spud Date? 

Target Information	*Estimated Days to Target <input type="text"/>
Estimated Time To Complete	*Estimated Days to Completion <input type="text"/>
Is the Well High Pressure/High Temperature	*Is the well high pressure/high temperature? <input type="button" value="Select One"/>
Are Hydrocarbons Expected	*Are hydrocarbons expected? <input type="button" value="Select One"/>

Figure 3.18

To select the well number or well application to which the MAT relates select the link 'Select Well' and the user will then be directed to a well search screen:

Search For A Well

Enter search criteria below and click on the Search button.
 Leave search details blank to retrieve all wells.

If you cannot find the well you require, it is most likely that it does not have a well file on WONS. Return to the Portal Home Page and select the WONS option to create an 'Application to Drill New Well. If you have any problem contact the DTI Environmental Management Team - the details are listed under the DTI Contacts link opposite

Quadrant No
 Block No
 Block Suffix
 Platform Letter
 WONS Well File Reference

Figure 3.19

The user can either leave the search criteria blank (this will return all of the wells linked to that Organisation) or enter the quadrant/block number or the WONS well file reference: Once a list of wells has been returned then click on the link to select the well (Figure 3.20):

Search For A Well

Enter search criteria below and click on the Search button.
 Leave search details blank to retrieve all wells.

If you cannot find the well you require, it is most likely that it does not have a well file on WONS. Return to the Portal Home Page and select the WONS option to create an 'Application to Drill New Well. If you have any problem contact the DTI Environmental Management Team - the details are listed under the DTI Contacts link opposite

Quadrant No
 Block No
 Block Suffix
 Platform Letter
 WONS Well File Reference

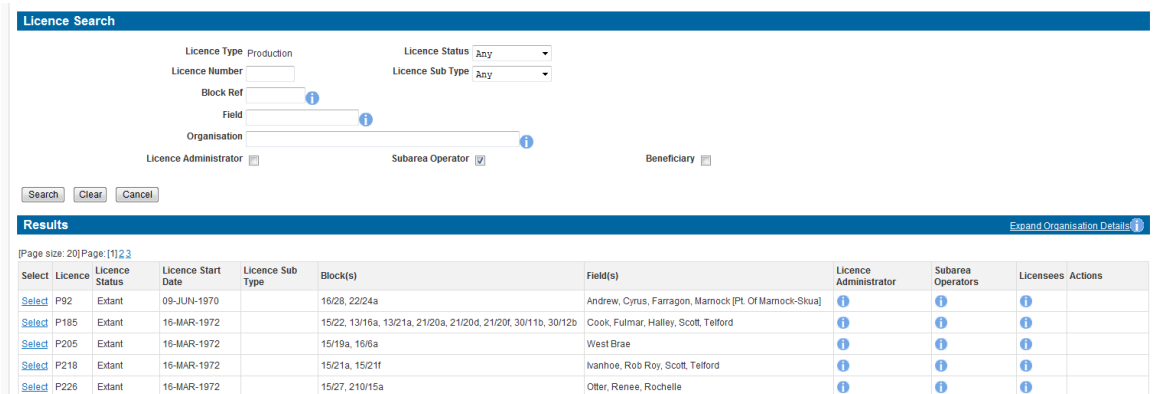
Results

Select	DTI Well No	File Reference
<input type="button" value="Select"/>	1325b- C planned well	55791/1
<input type="button" value="Select"/>	1325b- 3	55780/1

Figure 3.20

If the required well does not appear in the list then please contact ukop@decc.gsi.gov.uk who will investigate.

To locate the licence number relating to the proposed drilling operation select the link 'Select Licence Number' and the user will then be directed to a licence search screen (Figure 3.21). The screen will automatically display all of the licences linked to the Organisation but the licence search screen can refine the search to a particular licence where the organisation is a Licence Administrator, Sub-Area Operator or Beneficiary:



Licence Search

Licence Type: Production
 Licence Status: Any
 Licence Number:
 Licence Sub Type: Any
 Block Ref:
 Field:
 Organisation:
 Licence Administrator:
 Subarea Operator:
 Beneficiary:

Results Expand Organisation Details

Page size: 20 | Page: [1] 2 3

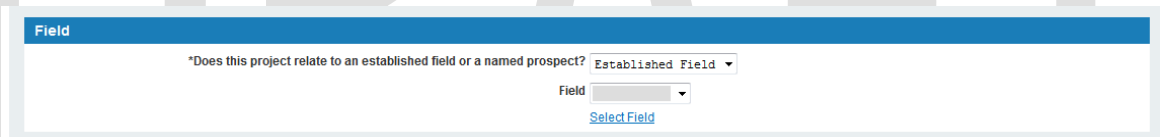
Select	Licence	Licence Status	Licence Start Date	Licence Sub Type	Block(s)	Field(s)	Licence Administrator	Subarea Operators	Licensees	Actions
Select	P92	Extant	09-JUN-1970		16/28, 22/24a	Andrew, Cyrus, Farragon, Marnock [Pt. Of Marnock-Skua]	i	i	i	
Select	P185	Extant	16-MAR-1972		15/22, 13/16a, 13/21a, 21/20a, 21/20d, 21/20f, 30/11b, 30/12b	Cook, Fulmar, Halley, Scott, Telford	i	i	i	
Select	P205	Extant	16-MAR-1972		15/19a, 16/6a	West Brae	i	i	i	
Select	P218	Extant	16-MAR-1972		15/21a, 15/21f	Ivanhoe, Rob Roy, Scott, Telford	i	i	i	
Select	P226	Extant	16-MAR-1972		15/27, 210/15a	Oiler, Renee, Rochelle	i	i	i	

Figure 3.21

To select the required licence use the link 'Select' and the summary page will update.

The block number should be entered manually in the boxes provided.

If the proposed drilling operation is to take place on an established field (i.e. a field that has been given either FDP approval or is currently in production) then select 'Established Field' from the drop down menu and then 'Select Field' (Figure 3.22):



Field

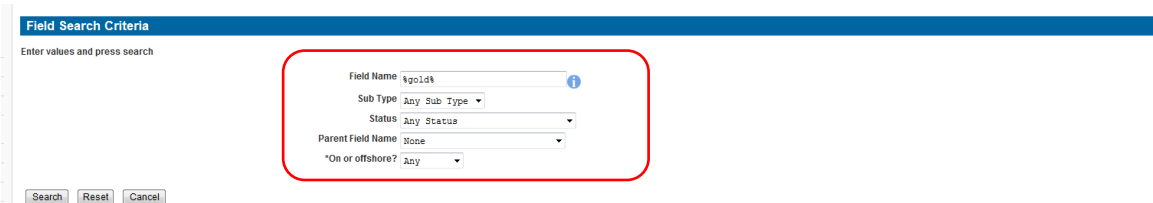
*Does this project relate to an established field or a named prospect?

Field:

[Select Field](#)

Figure 3.22

The user will then be directed to a field search screen where the user will be able to search for a list of fields held on DECC's DEVUK system (Figure 3.23). The user can use 'wildcards' as shown below to search for the field or can narrow the search criteria further using the drop down menus provided.



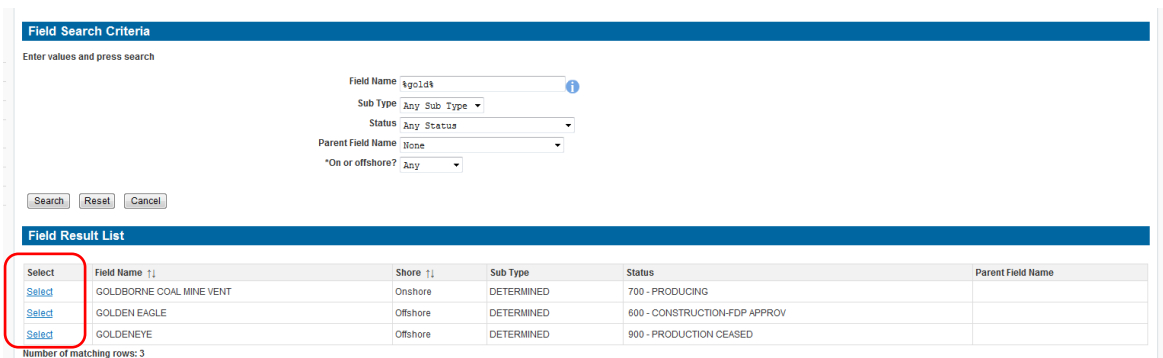
Field Search Criteria

Enter values and press search

Field Name: [i](#)
 Sub Type: Any Sub Type
 Status: Any Status
 Parent Field Name: None
 *On or offshore?: Any

Figure 3.23

Press 'Select' (Figure 3.24) once the appropriate field has been located:



Field Search Criteria

Enter values and press search

Field Name:

Sub Type:

Status:

Parent Field Name:

*On or offshore?:

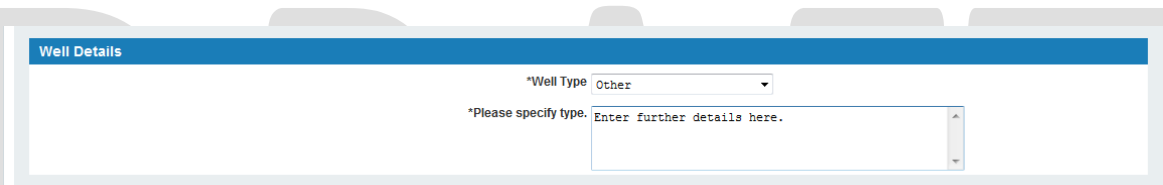
Field Result List

Select	Field Name	Shore	Sub Type	Status	Parent Field Name
<input type="button" value="Select"/>	GOLDBORNE COAL MINE VENT	Onshore	DETERMINED	700 - PRODUCING	
<input type="button" value="Select"/>	GOLDEN EAGLE	Offshore	DETERMINED	600 - CONSTRUCTION-FDP APPROV	
<input type="button" value="Select"/>	GOLDENEYE	Offshore	DETERMINED	900 - PRODUCTION CEASED	

Number of matching rows: 3

Figure 3.24

To select the well details the user should use the drop down menu provided and select from the options provided (exploration, appraisal, development producer, development injector or other). If 'Other' is selected a free text box will appear (Figure 3.25) and further details can be entered.



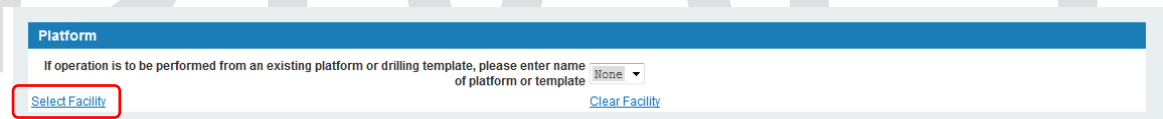
Well Details

*Well Type:

*Please specify type.

Figure 3.25

If the proposed well is to be drilled from an existing platform or drilling template then this should be entered (Figure 3.26). To do this press 'Select Facility':

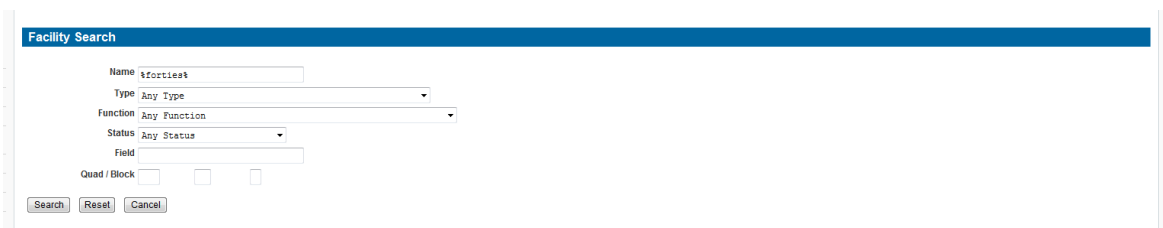


Platform

If operation is to be performed from an existing platform or drilling template, please enter name of platform or template:

Figure 3.26

The user will then be directed to a facilities search screen (Figure 3.27) where the user will be able to search for facilities held on DECC's DEVUK Facilities system. The user can use 'wildcards' as shown below to search for the facility or can narrow the search criteria further using the drop down menus provided.



Facility Search

Name:

Type:

Function:

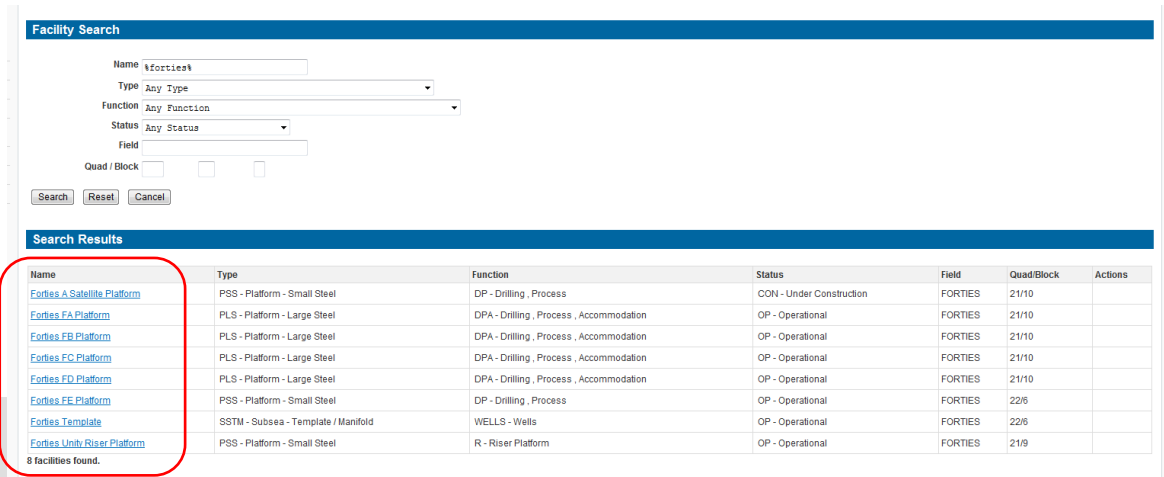
Status:

Field:

Quad / Block:

Figure 3.27

Once the required facility has been located press the link on the facility name to add the facility to the MAT summary screen. *If the required facility does not appear in the list then please contact ukop@decc.gsi.gov.uk who will investigate.*



Facility Search

Name:
 Type: Any Type
 Function: Any Function
 Status: Any Status
 Field:
 Quad / Block:

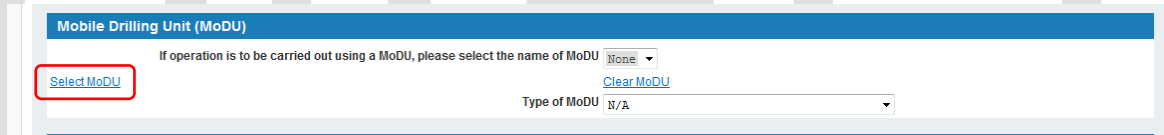
Search Results

Name	Type	Function	Status	Field	Quad/Block	Actions
Forties A Satellite Platform	PSS - Platform - Small Steel	DP - Drilling , Process	CON - Under Construction	FORTIES	21/10	
Forties FA Platform	PLS - Platform - Large Steel	DPA - Drilling , Process , Accommodation	OP - Operational	FORTIES	21/10	
Forties FB Platform	PLS - Platform - Large Steel	DPA - Drilling , Process , Accommodation	OP - Operational	FORTIES	21/10	
Forties FC Platform	PLS - Platform - Large Steel	DPA - Drilling , Process , Accommodation	OP - Operational	FORTIES	21/10	
Forties FD Platform	PLS - Platform - Large Steel	DPA - Drilling , Process , Accommodation	OP - Operational	FORTIES	21/10	
Forties FE Platform	PSS - Platform - Small Steel	DP - Drilling , Process	OP - Operational	FORTIES	22/6	
Forties Template	SSTM - Subsea - Template / Manifold	WELLS - Wells	OP - Operational	FORTIES	22/6	
Forties Unity Riser Platform	PSS - Platform - Small Steel	R - Riser Platform	OP - Operational	FORTIES	21/9	

8 facilities found.

Figure 3.28

If the proposed well is to be drilled from a MODU then this should be entered (Figure 3.29). To do this press 'Select MODU':



Mobile Drilling Unit (MoDU)


If operation is to be carried out using a MoDU, please select the name of MoDU

[Clear MoDU](#)

Type of MoDU

Figure 3.29

The user will then be directed to a facilities search screen (Figure 3.30) where a search of facilities held on DECC's DEVUK Facilities system can be performed. The user can use 'wildcards' as shown below to search for the facility or can narrow the search criteria further using the drop down menus provided. Once the search criteria have been defined select 'Search':

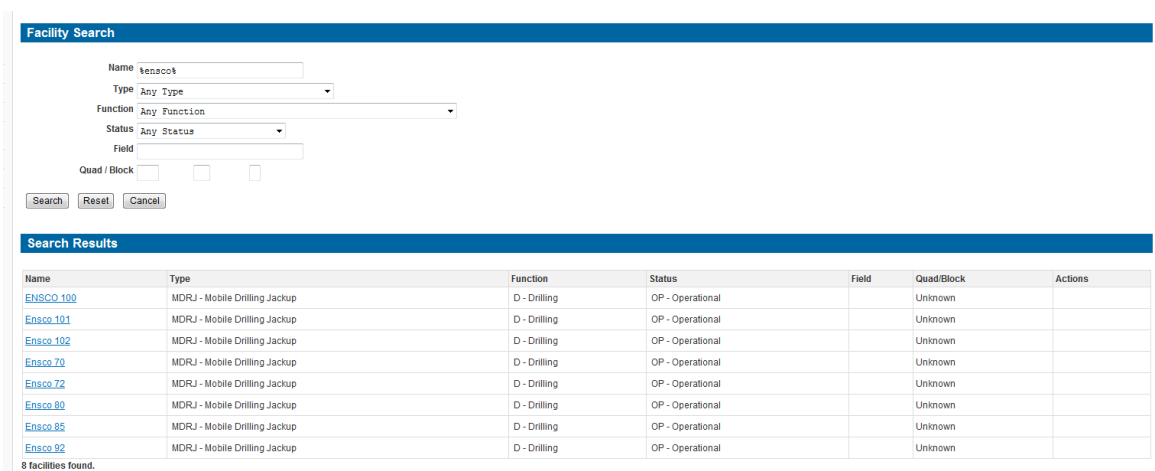


Facility Search

Name:
 Type: Any Type
 Function: Any Function
 Status: Any Status
 Field:
 Quad / Block:

Figure 3.30

To select the required installation from the list click on the installation name to select (Figure 3.31).



Facility Search

Name:
 Type:
 Function:
 Status:
 Field:
 Quad / Block:

Search Results

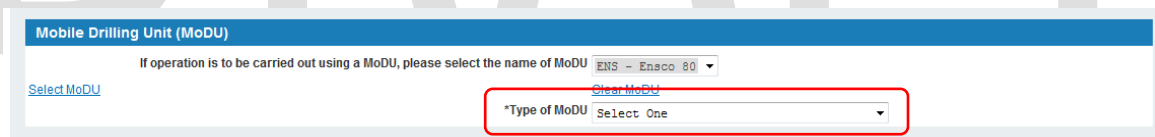
Name	Type	Function	Status	Field	Quad/Block	Actions
ENSCO_100	MDRJ - Mobile Drilling Jackup	D - Drilling	OP - Operational		Unknown	
Ensko_101	MDRJ - Mobile Drilling Jackup	D - Drilling	OP - Operational		Unknown	
Ensko_102	MDRJ - Mobile Drilling Jackup	D - Drilling	OP - Operational		Unknown	
Ensko_70	MDRJ - Mobile Drilling Jackup	D - Drilling	OP - Operational		Unknown	
Ensko_72	MDRJ - Mobile Drilling Jackup	D - Drilling	OP - Operational		Unknown	
Ensko_80	MDRJ - Mobile Drilling Jackup	D - Drilling	OP - Operational		Unknown	
Ensko_85	MDRJ - Mobile Drilling Jackup	D - Drilling	OP - Operational		Unknown	
Ensko_92	MDRJ - Mobile Drilling Jackup	D - Drilling	OP - Operational		Unknown	

8 facilities found.

Figure 3.31

Once the installation has been selected the user should select the type of MODU from the drop down list provided (Figure 3.32). The available options are:

- Jack-up
- Semi-submersible (anchored)
- Semi-submersible (dynamic positioning)
- Drillship (anchored)
- Drillship (dynamic positioning)



Mobile Drilling Unit (MoDU)

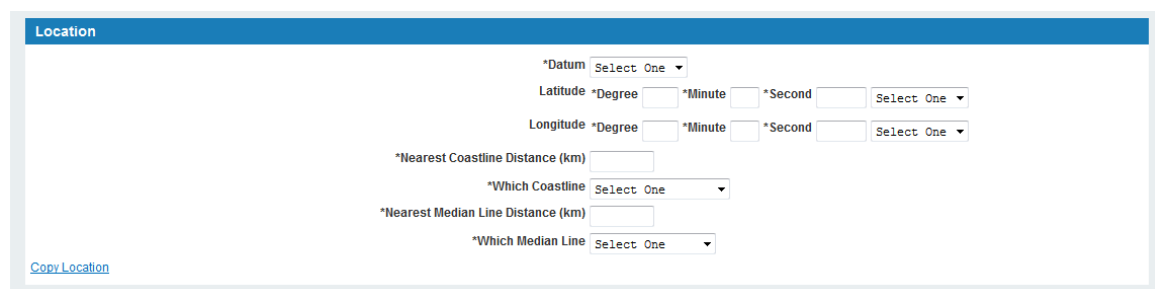
If operation is to be carried out using a MoDU, please select the name of MoDU:

[Select MoDU](#) [Clear MoDU](#)

*Type of MoDU:

Figure 3.32

The user should then enter the proposed surface location co-ordinates of the proposed drilling operation (Figure 3.33). This section is populated with a mixture of drop down menus and free text entry and is self-explanatory.



Location

*Datum:

Latitude: *Degree *Minute *Second

Longitude: *Degree *Minute *Second

*Nearest Coastline Distance (km):

*Which Coastline:

*Nearest Median Line Distance (km):

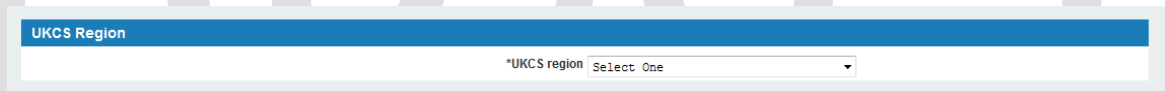
*Which Median Line:

[Copy Location](#)

Figure 3.33

The user should then select which region of the UKCS the drilling operation will be taking place (Figure 3.34). The following options are available:

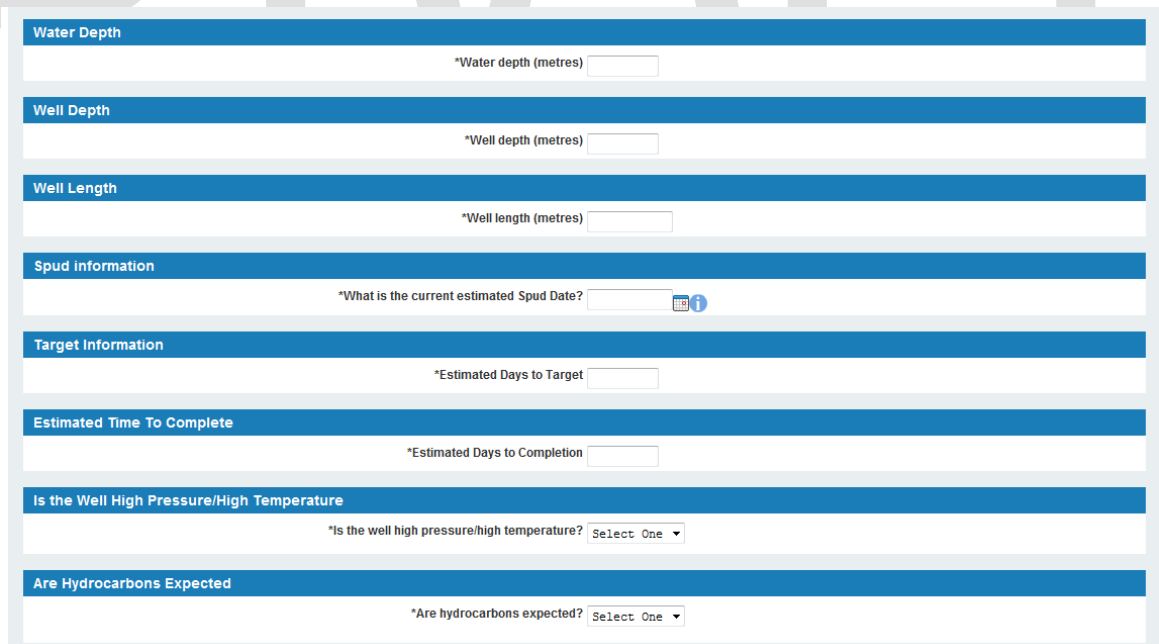
- West or North of Shetland (WOS)
- Northern North Sea (NNS)
- Moray Firth (MF)
- Central North Sea (CNS)
- Southern North Sea (SNS)
- English Channel (EC)
- Southwest Approaches (SWA)
- Celtic Sea (CS)
- St. George's Channel (SGC)
- Irish Sea (IS)
- North Channel and Approaches (NCA)
- West of Scottish Mainland (WoSM)



The screenshot shows a form titled "UKCS Region". Below the title is a dropdown menu with the text "*UKCS region" and "Select One" next to it. The dropdown is currently closed.

Figure 3.34

The remainder of the data entry questions (Figure 3.35) are either free text entries or drop down menus and need little explanation.



The screenshot shows a series of data entry fields, each with a blue header bar and a white input area. The fields are:


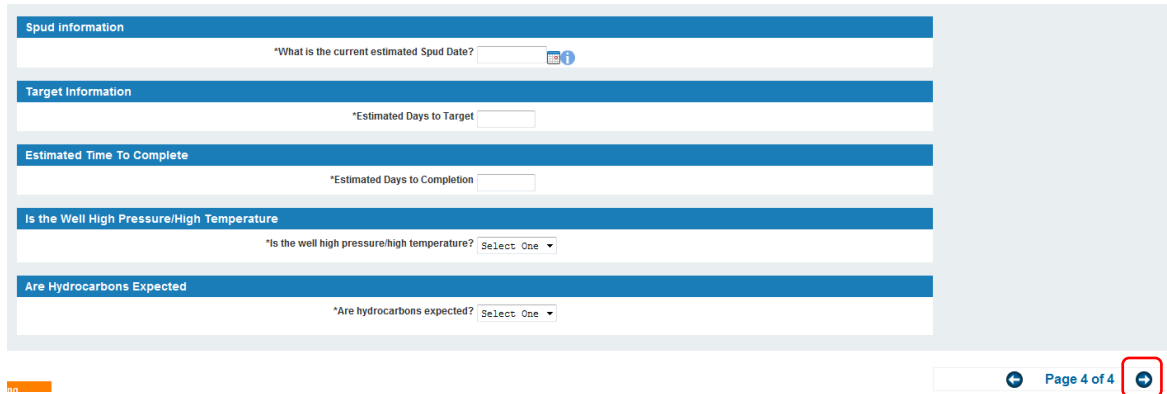
- Water Depth**: *Water depth (metres)
- Well Depth**: *Well depth (metres)
- Well Length**: *Well length (metres)
- Spud information**: *What is the current estimated Spud Date? 
- Target Information**: *Estimated Days to Target
- Estimated Time To Complete**: *Estimated Days to Completion
- Is the Well High Pressure/High Temperature**: *Is the well high pressure/high temperature?
- Are Hydrocarbons Expected**: *Are hydrocarbons expected?

Figure 3.35

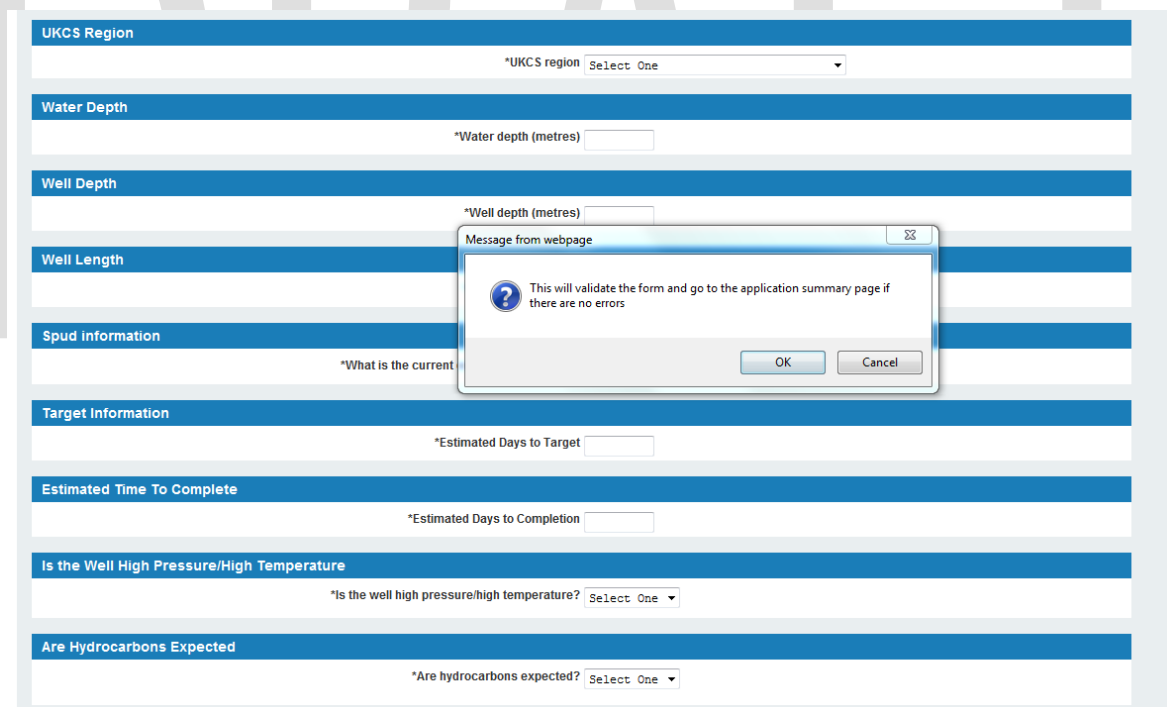
Once the data entry has been completed select the 'Next' arrow (Figure 3.36) to validate the application.



The screenshot shows a web form with several sections: 'Spud information' with a text input field for 'What is the current estimated Spud Date?'; 'Target Information' with a text input field for 'Estimated Days to Target'; 'Estimated Time To Complete' with a text input field for 'Estimated Days to Completion'; 'Is the Well High Pressure/High Temperature' with a dropdown menu for 'Is the well high pressure/high temperature?'; and 'Are Hydrocarbons Expected' with a dropdown menu for 'Are hydrocarbons expected?'. At the bottom right, there is a navigation bar with a 'Page 4 of 4' label and a 'Next' arrow button highlighted with a red square.

Figure 3.36

A pop-up message will appear (Figure 3.37) asking if the user would like to proceed with validating the form and navigate to the application summary page.



The screenshot shows the same web form as in Figure 3.36, but with a pop-up message box overlaid. The message box is titled 'Message from webpage' and contains the text: 'This will validate the form and go to the application summary page if there are no errors'. There are 'OK' and 'Cancel' buttons at the bottom of the message box. The form fields are partially obscured by the message box.

Figure 3.37

If the user selects 'OK' the system will then validate the MAT and if any errors are found in the application a summary screen will appear together with a description of the errors found (Figure 3.38). To rectify the error the user should click on the each item in the list and they will then be re-directed to where the error has occurred.

Error Summary

✖ This MAT contains errors

This MAT application contains errors. Please refer to the table below for a summary of errors.

Item	Error Message
Quadrant	You must enter this item
Block	You must enter this item
Type of MoDU	Invalid entry (not on list)
Type of MoDU	You must enter this item
UKCS region	Invalid entry (not on list)
UKCS region	You must enter this item
Water depth (metres)	You must enter this item
Well depth (metres)	You must enter this item
Well length (metres)	You must enter this item
What is the current estimated Spud Date?	You must enter this item
Estimated Days to Target	You must enter this item
Estimated Days to Completion	You must enter this item
Is the well high pressure/high temperature?	Invalid entry (not on list)
Is the well high pressure/high temperature?	You must enter this item
Are hydrocarbons expected?	You must enter this item
Protected Conservation Sites	If you have selected 'Yes' above you must provide details of at least one protected conservation site
Spawning Locations	If you have selected 'Yes' above you must provide details of at least one spawning species
Sources	You must indicate at least one source
Sources	You must indicate at least one source
Marine Mammal Sensitivities	You must provide details of at least one affected marine mammal species
Sources	A source is mandatory if you chose 'Yes' above
Seabird Sensitivities	You must enter this item

[Workbasket](#) [Save Now](#) [Revert Changes](#) [Log Out](#) Top of Page ▲

Figure 3.38

Once the errors have been rectified the user will then be directed to the MAT Summary screen (Figure 3.39) where the user can view the progress of the various SATs included in the Master Application. The user can also add new SATs to the application by selecting 'Add SATs' from the left hand side menu or make revisions to the MAT questions by selecting 'Edit MAT Questions'.

[Workbasket](#) [Start](#) [Save Now](#) [Revert Changes](#) [Spell Check](#) [Log Out](#) Bottom of Page ▼

Application Type Drilling Operation Reference DRA/103 MAT Creation Date 2-Oct-2013
 Description Test app. Operator NEXEN PETROLEUM U.K. LIMITED Number of SATs 3

Application Progress

This shows all subsidiary applications (SATs) that are part of your master application and indicates their progress through the application and approval process.

[Refresh Summary](#)

Reference	Approval Type	Description	Status	
Not Yet Assigned	Consent To Locate	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Chemical Permit	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Direction(s) under the EIA Regulations	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application

[Refresh Summary](#)

Figure 3.39

4. CREATION OF A SUBSIDIARY APPLICATION TEMPLATE

4.1 Initiating the Application

A SAT can be initiated when the Master Application is first created (Figure 3.8) or can be added at a later stage via the MAT Summary screen (Figure 3.39) by selecting the link 'Add SATs' from the left hand menu.

The following table (Figure 4.1) summarises the different types of subsidiary application:

SAT Type	Description
Direction(s) under the EIA Regulations	Seeking a Direction that an Environmental Statement is not required under The Offshore Petroleum Production and Pipelines (Assessment of Environmental Effects) Regulations 1999 (as amended).
Chemical Permit	A permit for chemical use and/or discharge under The Offshore Chemicals Regulations 2002 (as amended).
Consent to Locate	Application for a Consent To Locate under Part 4A of The Energy Act 2008 (as amended).
Oil Discharge Permit	Application for an Oil Discharge Permit under The Offshore Petroleum Activities (Oil Pollution Prevention and Control) Regulations 2005 (as amended).
Marine Licence	Application for a Marine Licence under The Marine and Coastal Access Act 2009; or a licence under the Food and Environment Protection Act , Part II Deposits in the Sea for Scottish Territorial Waters.
Disturbance Licence for European Protected Species	Application for a Disturbance Licence under The Offshore Marine Conservation (Natural Habitats & C.) Regulations 2007 (as amended). <i>Note: Before preparing an application you should contact JNCC to ascertain whether a licence is required.</i>
Application to Carry Out a Marine Survey	Notification and/or Application for a Consent for a Marine Geological Survey or Investigation under The Offshore Petroleum Activities (Conservation of Habitats) Regulations 2001 (as amended).

Figure 4.1

If a SAT has been added to the MAT in error then this may be cancelled by selecting 'Cancel Application'. The SAT will still remain in the summary screen but will show a status of 'Cancelled' (Figure 4.2). Any data that had previously been entered for the cancelled application may still be viewed by selecting 'View Application'. If the user does not wish to display the cancelled SATs in the summary screen then the link 'Hide Cancelled SATs' should be selected.

The user can add additional SATs as required and can submit them separately or together to DECC for review.

Note: Only SAT type (e.g. Chemical Permit) should be entered per MAT application.

Figure 4.2

Application Progress				
This shows all subsidiary applications (SATs) that are part of your master application and indicates their progress through the application and approval process.				
Refresh Summary Hide Cancelled SATs				
Reference	Approval Type	Description	Status	
Not Yet Assigned	Consent To Locate	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Chemical Permit	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Direction(s) under the EIA Regulations	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Oil Discharge Permit	None Supplied	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cancelled	View Application
Refresh Summary Hide Cancelled SATs				
Workbasket Environmental Consent Application Save Now Revert Changes Spell Check Log Out Top of Page				

Figure 4.2

4.2 Editing the SAT Application

When the required SATs have been added to the Master Application the user may begin the process of editing the application by selecting 'Edit Application'

Application Progress				
This shows all subsidiary applications (SATs) that are part of your master application and indicates their progress through the application and approval process.				
Refresh Summary				
Description Further test application.	Operator NEXEN ETRICK U.K. LIMITED		Number of SATs 3	
Reference	Approval Type	Description	Status	
Not Yet Assigned	Consent To Locate	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Chemical Permit	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Direction(s) under the EIA Regulations	None Supplied Edit Description	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Refresh Summary				

Figure 4.3

For the purposes of this guidance the following example will display the data entry screens for a Chemical Permit attached to a Drilling Operation MAT. All of data displayed has been sourced from a test system and is not based on a previous permit application.

Data that appears in read only format has been sourced directly from the MAT and should be checked for accuracy. An example of this is displayed in Figure 4.4 below. If the data displayed here is incorrect then it should be amended in the MAT and the changes will be reflected here.

Chemical Permit

Please provide all relevant data pertaining to the required Chemical Permit.

Information in the read-only inputs is taken from the master application and should be checked for accuracy. If the information is incorrect you should edit the master app.

Operator Information

Operator: NEXEN ETRICK U.K. LIMITED

Primary Contact Name: Mr Saravanan Marappan

Primary Contact Position: [Empty]

Primary Contact Address: 3 WHITEHALL PLACE
LONDON
SW1A 2AW

Primary Contact Telephone Number: +44 (0)20 1234 5678

Primary Contact Email Address: saravanan.marappan@nexen.com

Well Information

Field: GOLDEN EAGLE

Well Number: 13/26b- C planned well

*Earliest Commencement Date: 23-OCT-2013 ⓘ

*Latest Completion Date: 26-DEC-2013 ⓘ

Figure 4.4

Where data entry is required hint text is displayed to assist the user. To view the hint text hover the mouse over the ⓘ icon.

To navigate through the SAT pages the user should select the required section for the left hand side menu (Figure 4.5). The user can return to the MAT summary screen at any time by selecting 'MAT Summary'.

- Contacts
- Applicant Details
- Well Section List
- Cementing Chemicals List
- Completion Chemicals List
- Risk Assessment
- Chemical Summary
- Print
- Submit
- MAT Summary
- Validate
- Help
- Contact Us
- Security Policy
- Phishing Information

SAT Reference Not Yet Assigned

Approval Type Chemical Permit

Well No. 13/26b- C planned well

Field GOLDEN EAGLE

MAT Reference DRA/97

MAT Type Drilling Operation

Operator NEXEN ETRICK U.K. LIMITED

Status In Progress

Folder Ref

Drilling Muds/Chemicals

Well Site Information

For further information in relation to the table requirements, please consult the CHARM manual.

Water Depth (m)	33
*Mean Residual Current (ms ⁻¹)	0.24 ⓘ
*Platform Density (Platform km ⁻²)	0.1 ⓘ
*Organic Fraction In Sediment	0.021 ⓘ

Well Section List

Please complete for all proposed well sections, including proposed or contingency sidetracks.

NOTE: You may choose to enter separate well sections, or to separately aggregate all well sections drilled using WBF and OPF, or to aggregate all well sections into one entry. If the operator chooses to aggregate, the risk assessment should be undertaken using the CHARM algorithm for the smallest diameter section.

There are no well sections added for this application. To add a well section, click "Add Section".

Figure 4.5

To add a section to the well section list select 'Add Section' (Figure 4.6). This should be completed for all proposed well sections including proposed or contingency sidetracks.

Drilling Muds/Chemicals

Well Site Information

For further information in relation to the table requirements, please consult the CHARM manual.

Water Depth (m)

*Mean Residual Current (ms⁻¹) [i](#)

*Platform Density (Platform km⁻²) [i](#)

*Organic Fraction In Sediment [i](#)

Well Section List

Please complete for all proposed well sections, including proposed or contingency sidetracks.

NOTE: You may choose to enter separate well sections, or to separately aggregate all well sections drilled using WBF and OPF, or to aggregate all well sections into one entry. If the operator chooses to aggregate, the risk assessment should be undertaken using the CHARM algorithm for the smallest diameter section.

View/Edit Section	*Well Section Information	*Uses WBFs?	*Discharges WBFs?	*Uses OPFs?	*Discharges OPFs?	*Section Length (m)	*Section Volume (m ³)	*Mass of Cuttings (kg)	Remove
View/Edit Section	30" section	No	No	No	No	800	456	0	Remove

[Add Section](#)

Figure 4.6

Once all well sections have been entered select 'Cementing Chemicals List' (Figure 4.5) from the left hand menu to proceed.

Both the cementing and completion chemicals sections are identical to the previous PON15 chemical entry screens. Chemicals may be entered manually from an approved list by selecting 'Add Chemicals' or alternatively may be uploaded from an XML file by selecting 'Upload/Update Chemicals' (Figure 4.7):

Cementing Chemicals

Select	*DTI ID	*Chemical	Expired?	*Primary / Contingency Chemical	*Chemical Function Group	*Estimated Use(kg)	*Estimated Discharge (kg)	*Dosage (mg/l)	*HQ/OCNS	*RO	*Charm Algorithm	*Discharge Code	*Batch Diluti Factor
<input type="checkbox"/>	23436	POTASSIUM BICARBONATE, Cabot Speciality Fluids		Primary	Acidity Control Chemical	44	0	0	E	1	CWO	ZEX	1
<input type="checkbox"/>	23437	POTASSIUM CARBONATE, Cabot Speciality Fluids		Primary	Acidity Control Chemical	22	1	0	E	1	OTH	ZEX	1
<input type="checkbox"/>	4971	Starpak® Extreme, Cabot Speciality Fluids		Contingency	Viscosifier	22	1	0	Gold	1	OTH	ZPR/BAT	1

[Select All](#) [Select None](#) [Copy Selected Chemicals](#) [Remove Selected Chemicals](#)

[Add Chemicals](#) [Refresh Chemicals](#) [Paste Chemicals](#)

Chemical Upload

To upload the chemicals from an XML file to this list, click "Upload/Update Chemicals".

[Upload/Update Chemicals...](#)

Figure 4.7

FIELD GOLDEN EAGLE

Completion Chemicals

Select	*DTI ID	*Chemical	Expired?	*Primary / Contingency Chemical	*Chemical Function Group	Chemical Label Code	*Estimated Use(kg)	*Estimated Discharge (kg)	*Dosage (mg/l)	*HQ/OCNS	*RQ	*Charm Algorithm	*Discharge Code
<input type="checkbox"/>	23565	Dissolve AM3-40, Akzo Nobel Functional Chemicals BV		Primary	Scale Dissolver		55	0	1	Gold	1	OTH	ZEX

[Select All](#) [Select None](#) [Copy Selected Chemicals](#) [Remove Selected Chemicals](#)

Chemical Upload
 To upload the chemicals from an XML file to this list, click "Upload/Update Chemicals".
[Upload/Update Chemicals...](#)

Figure 4.8

When the chemical entry screen has been populated the user can validate the data entered by selecting 'Validate' from the left hand menu (Figure 4.9). Any errors in the table will be denoted by 'X'. Hovering over this icon will provide hint text for the user.

SAT Reference Not Yet Assigned
Approval Type Chemical Permit
Well No. 1326>- C planned well
Field GOLDEN EAGLE

MAT Reference DR4/97
MAT Type Drilling Operation
Operator NEXEN ETRICK U.K. LIMITED

Status In Progress
Folder Ref

Completion Chemicals

Select	*DTI ID	*Chemical	Expired?	*Primary / Contingency Chemical	*Chemical Function Group	Chemical Label Code	*Estimated Use(kg)	*Estimated Discharge(kg)	*Dosage (mg/l)	*HQ/OCNS	*RQ	*Charm Algorithm	*Discharge Code	*Batch Dilution Factor	*Discharge Rate (m ³ /hour)
<input type="checkbox"/>	23565	Dissolve AM3-40, Akzo Nobel Functional Chemicals BV		Primary	Scale Dissolver		55	0	1	Gold	1	OTH	ZEX	1	1
<input type="checkbox"/>	678	A-3L, GJ Services Company (UK) Ltd		Contingency	Cement or Cement Additive	FLO	33	0	1	E	1	FOOE	DCW	1	1
<input type="checkbox"/>	665	Ammonium Bifluoride, BJ Services Company (UK) Ltd		Contingency	Well Stimulation Chemical		22					DR	BAT	1	1

[Select All](#) [Select None](#) [Copy Selected Chemicals](#) [Remove Selected Chemicals](#)

Chemical Upload
 To upload the chemicals from an XML file to this list, click "Upload/Update Chemicals".
[Upload/Update Chemicals...](#)

Figure 4.9

Once the chemical data has been validated select 'Risk Assessment' from the left hand side menu to proceed to the next page.

A separate chemical risk assessment can be uploaded as separate file in this section (preferred) or, where the risk assessment is not based on the generation of Risk Quotient (RQ) values using the CHARM model the names of the selected models can be entered in the free text entry box. (Figure 4.10). The procedures for uploading a file can be found on page 21 of this guidance note.

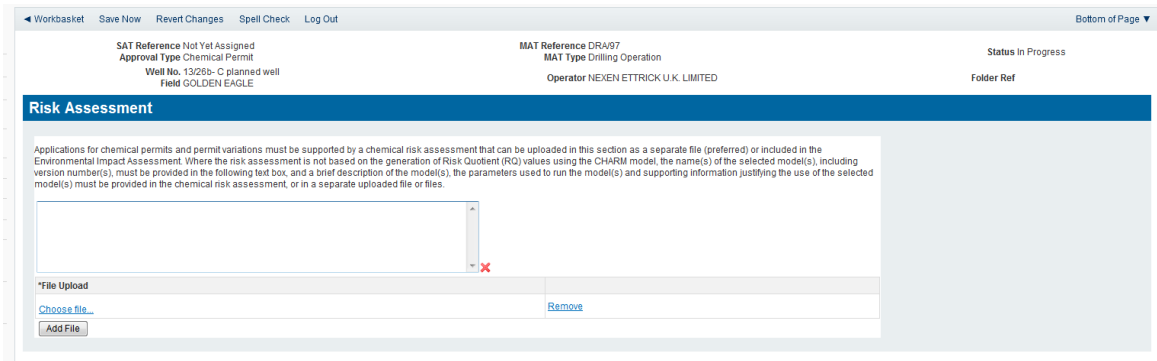


Figure 4.10

Once the file has been uploaded or text entered select 'Chemical Summary' from the left hand menu to proceed.

The Chemical Summary page will list all of the chemicals entered in the cementing and completion chemicals list (Figure 4.11). The list is not editable.

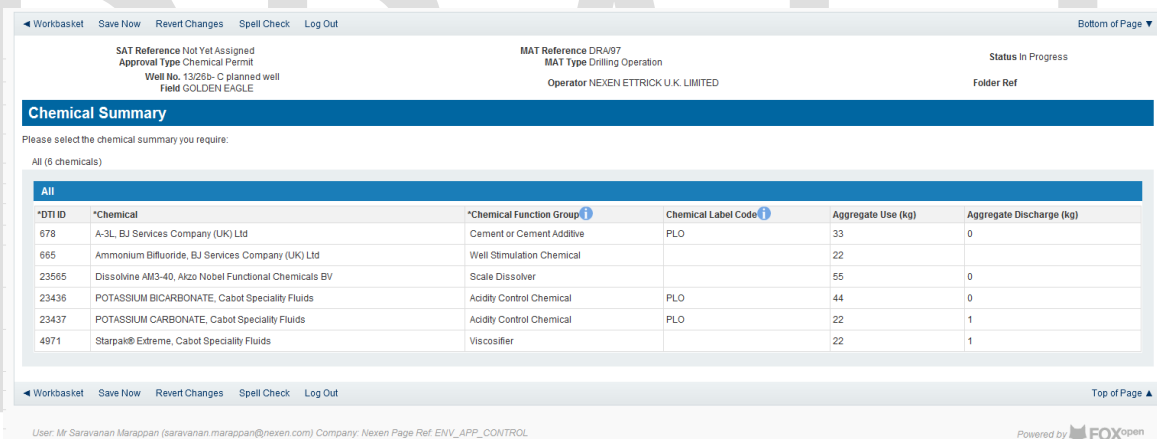


Figure 4.11

To print out a copy of the completed SAT application the user can now select 'Print' from the left hand menu.

Once selected the user is also given the option to print a PDF copy of the MAT Summary data and the contacts associated with the application (Figure 4.12).

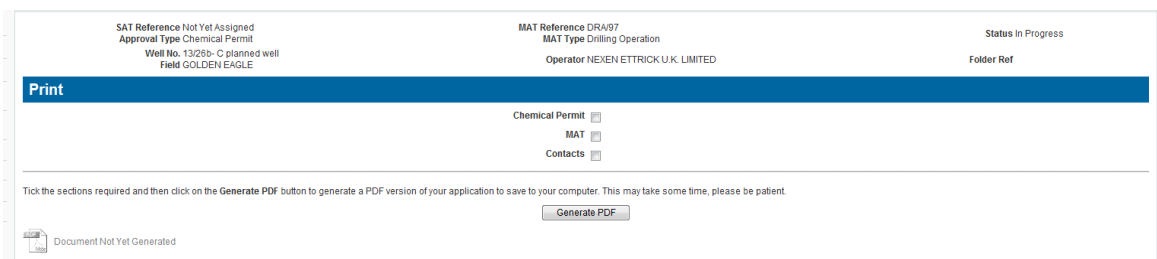
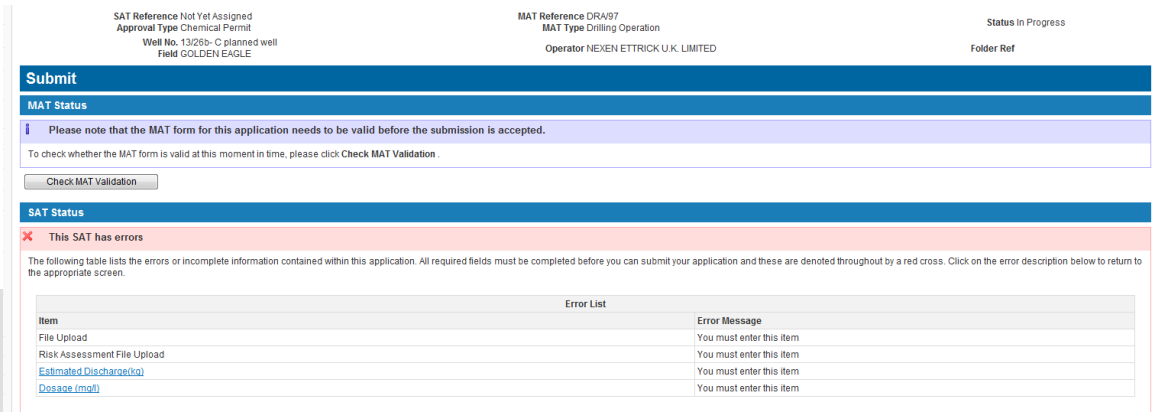


Figure 4.12

The SAT application is now ready to be submitted. To submit the application to DECC for review select 'Submit' from the left hand menu.

Once submit has been selected the SAT data will be validated and any errors will be displayed in an error summary screen (Figure 4.13). To correct these errors the user should either click on the link if available or upload the missing required files. The user can also validate the MAT summary data by selecting 'Check MAT Validation'.



SAT Reference Not Yet Assigned
 Approval Type Chemical Permit
 Well No. 13/25b-C planned well
 Field GOLDEN EAGLE

MAT Reference DRA/97
 MAT Type Drilling Operation
 Operator NEXEN ETRICK U.K LIMITED

Status In Progress

Folder Ref

Submit

MAT Status

i Please note that the MAT form for this application needs to be valid before the submission is accepted.
 To check whether the MAT form is valid at this moment in time, please click **Check MAT Validation**.

Check MAT Validation

SAT Status

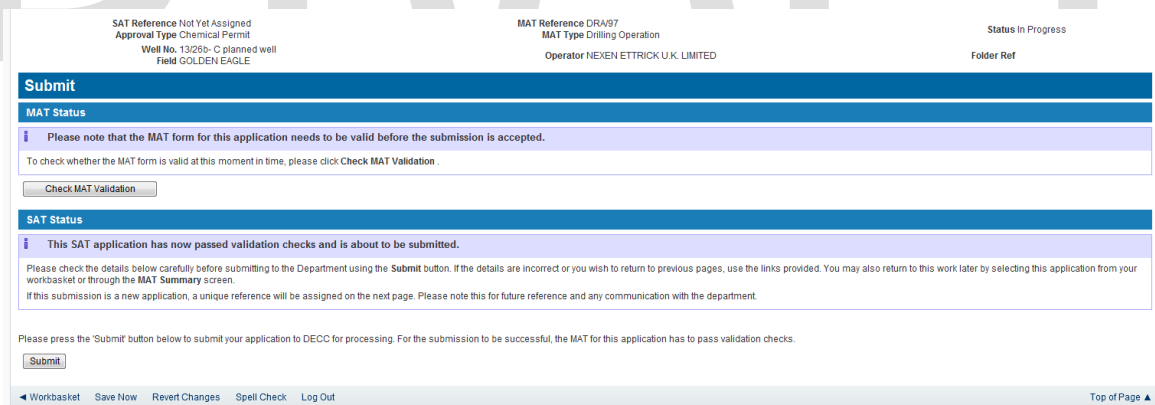
x This SAT has errors

The following table lists the errors or incomplete information contained within this application. All required fields must be completed before you can submit your application and these are denoted throughout by a red cross. Click on the error description below to return to the appropriate screen.

Item	Error List	Error Message
File Upload		You must enter this item
Risk Assessment File Upload		You must enter this item
Estimated Discharge (kg)		You must enter this item
Dosage (mg/l)		You must enter this item

Figure 4.13

When the errors have been corrected the user can then re-select 'Submit' from the left hand menu. If the application passes validation then the following screen (Figure 4.14) will be displayed. For the user to successfully submit the application to DECC the MAT also has to pass validation checks.



SAT Reference Not Yet Assigned
 Approval Type Chemical Permit
 Well No. 13/25b-C planned well
 Field GOLDEN EAGLE

MAT Reference DRA/97
 MAT Type Drilling Operation
 Operator NEXEN ETRICK U.K LIMITED

Status In Progress

Folder Ref

Submit

MAT Status

i Please note that the MAT form for this application needs to be valid before the submission is accepted.
 To check whether the MAT form is valid at this moment in time, please click **Check MAT Validation**.

Check MAT Validation

SAT Status

i This SAT application has now passed validation checks and is about to be submitted.

Please check the details below carefully before submitting to the Department using the **Submit** button. If the details are incorrect or you wish to return to previous pages, use the links provided. You may also return to this work later by selecting this application from your workbasket or through the **MAT Summary** screen.

If this submission is a new application, a unique reference will be assigned on the next page. Please note this for future reference and any communication with the department.

Please press the 'Submit' button below to submit your application to DECC for processing. For the submission to be successful, the MAT for this application has to pass validation checks.

Submit

[Workbasket](#) [Save Now](#) [Revert Changes](#) [Spell Check](#) [Log Out](#)
Top of Page ▲

Figure 4.14

If the application is successfully submitted a unique reference number will be allocated to the SAT (Figure 4.15) which the user may wish to note.

SAT Reference CPI42/0 (Version 1) MAT Reference DRA/97 Status Submitted
 Approval Type Chemical Permit MAT Type Drilling Operation Date Submitted 4th October 2013 14:01:35
 Well No. 13/26b- C planned well Operator NEXEN ETTRICK U.K. LIMITED Folder Ref
 Field GOLDEN EAGLE

Application Received

✓ The application was submitted successfully
 The department has received your SAT application. Please make a note of the reference number below or print the screen then click on Exit.

SAT Reference CPI42/0 (Version 1)
 Approval Type Chemical Permit
 Date Submitted 4th October 2013 14:01:35
 MAT Reference DRA/97
 Operator NEXEN ETTRICK U.K. LIMITED
 Well Number 13/26b- C planned well

[Exit](#)

Figure 4.15

To proceed select 'Exit'. The user will then be re-directed to the MAT Summary screen where the SAT will now display a status of 'Submitted'.

Application Type Drilling Operation Reference DRA/97 MAT Creation Date 30-Sep-2013
 Description Further test application. Operator NEXEN ETTRICK U.K. LIMITED Number of SATs 4

Application Progress

This shows all subsidiary applications (SATs) that are part of your master application and indicates their progress through the application and approval process.

[Refresh Summary](#) [Show Cancelled SATs \(1 SATs\)](#)

Reference	Approval Type	Description	Status	
Not Yet Assigned	Oil Discharge Permit	None Supplied Edit Description	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Consent To Locate	None Supplied Edit Description	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
Not Yet Assigned	Direction(s) under the EIA Regulations	None Supplied Edit Description	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> In Progress	View Application Edit Application Cancel Application
CPI42/0 (Version 1)	Chemical Permit	Chemical Permit application for the drilling of the Partridge appraisal well.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Submitted	View Application

[Refresh Summary](#) [Show Cancelled SATs \(1 SATs\)](#)

From this screen the user can then edit or add further SATs to the Master Application.

5. FREQUENTLY ASKED QUESTIONS

Over the coming weeks we will be building up some Frequently Asked Questions and Answers (FAQs) that have been raised by the users; these will be added to this section of the guidance and will also be displayed on the Gov.uk website (link to be added).

DRAFT